

**Issued: December 1, 2016**

**Program: Hairstylist**

**To:** ITA Training Providers  
Articulation Chair  
System Liaison Person  
School Districts

**Subject:** **Hairstylist**

1. **Time Allocation Chart**
2. **Assessment Guidelines**
3. **Level 1 Exam Implementation**
4. **Foundation Practicum Form**
5. **Registering Foundation Students**

**RE:** **OPSN 2016 020**

**Effective Date:** Immediately

**Summary:**

**1. Time Allocation Chart**

This document states the suggested amount of time dedicated to the teaching of each program area, and how that percentage of time is further split across theoretical and practical instruction. The chart has been reviewed and updated since program launch due to instructor feedback. A detailed breakdown of hours can be made available by request.

**2. Assessment Guidelines:**

It is recommended that instructors follow the *Assessment Guidelines Grading Sheet: Subject Competencies and Weightings* tables to calculate the final in-school percentage score for each apprentice.

As per the *Grading Sheet: Subject Competencies and Weightings* tables, the in-school percentage score for Hairstylist is derived from a combination of theory and practical assessments within each training topic.

**3. Level 1 Exam Implementation**

ITA is introducing a standardized exam for Foundation and Level 1 of the Hairstylist program as a result of the program changes outlined in [OPSN 2015 023](#). Foundation and Level 1 classes (aligned to the new program) that complete after January 1<sup>st</sup> 2017 will be required to sit an ITA Level Exam. The exam will contribute 20% to an apprentice's final mark.

#### **4. Foundation Practicum Form**

Due to the introduction of the new Foundation program requirements as implemented in [OPSN 2015 023](#) a new process was required in order to document the Foundation program's instructor-supervised 300 hour practicum. Foundation training program providers are required to complete this form and send alongside class marks to [examrequest@itabc.ca](mailto:examrequest@itabc.ca) in order to capture a student's successful completion of the practicum.

#### **5. Registering Foundation Students**

As with all other trades, when it comes to registering Foundation students in Direct Access, a sponsor does not need to be listed. An (industry) sponsor will only be required when the trade worker wishes to proceed to Level 2 Technical Training and obtain their Red Seal. For the 300 hour practicum during Foundation, no sponsor is required (just the aforementioned form filled out by the instructor).

With Hairstylist adopting a traditional apprenticeship structure, the expectation is that Foundation students (if they wish to obtain the Red Seal) will, once they find an industry employer, register with them as the listed sponsor. The sponsor must be someone at their place of employment with sign-off authority (please see [Program Profile](#) for details). At this point, they are officially an apprentice and will be granted the Level 1 credit and 1290 hours of WBT credit for completing the Foundation program. They can then register for Level 2 technical training and continue towards obtaining the Hairstylist Red Seal.

#### **Attachments:**

- Hairstylist Time Allocation Chart
  - This attachment can be found near the beginning of the Hairstylist Program Outline.
- Hairstylist Assessment Guidelines
  - This attachment can be found near the bottom of the Hairstylist Program Outline.
- Hairstylist Foundation Practicum Form
  - This attachment can be found on the ITA's [Hairstylist trade web page](#) under the trade description.

### General Information

**Scheduling Exams:** Exams are to be requested by training providers via the usual ITA procedure. Training providers are required to complete an ITA Exam Request Form six-to-eight weeks prior to the scheduled exam date. ITA will invigilate these exams unless other arrangements are organized between ITA's Exam Department and the training provider.

#### **Calculating Final Percentage Scores For ITA Level Exams**

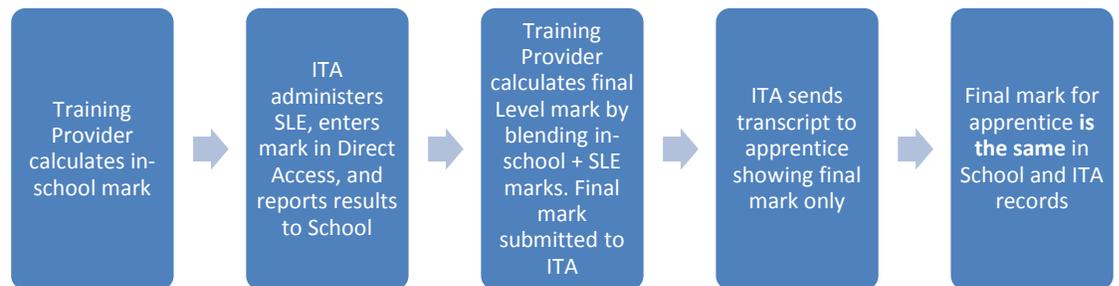
**Process – effective October 1, 2014** (*refer to Figure 1*)

- ITA administers the SLE, records the mark in Direct Access, and reports it to the school. The apprentice is **not** notified when the SLE mark is entered.

- Training providers weight and blend the in-school (80%) and SLE (20%) marks to produce a final mark for the Level (or as indicated in the Assessment Guidelines). That final, blended mark is reported to ITA by the school and recorded in Direct Access.
- Direct Access reports the school's final blended mark for the Level to the apprentice as a single percentage score.
- Once the final Level mark is entered in Direct Access, the system performs a reverse calculation using the SLE mark to determine the in-school mark. All three marks are stored in the apprentice's record, but only the final Level mark is reported on the ITA transcript.

A percentage score of 70% or greater is required to pass when the final in-school percentage score and the final ITA Level exam percentage score are blended.

Figure 1. Process for calculating and reporting marks for technical training with SLE



**Interprovincial Red Seal Exam & Practical Assessment (Final Level)**

Interprovincial Red Seal exam results are **not** blended with in-school technical training results in the final Level of the program (Level 2). The Interprovincial Red Seal exam remains a stand-alone program completion requirement.

In order to achieve certification, **Hairstylist** apprentices are required to write the **Interprovincial Red Seal** exam after their final level of technical training. To be eligible to write this exam, apprentices must have passed both levels of in-school technical training. A score of 70% or greater is required for a pass. ITA administers and invigilates the certification exams and records exam results in ITA Direct Access.

Upon successfully passing the Interprovincial Red Seal exam, apprentices will be required to undergo the Hairstylist Practical Assessment. Details can be found in the [Hairstylist Practical Assessment Information Package](#).

**For more information**

Farah Tamanna  
 Program Development Officer  
 Industry Training Authority  
 Email: ftamanna@itabc.ca

**cc:**

ITA Staff



## Training Topics and Suggested Time Allocation

### HAIRSTYLIST – FOUNDATION

		% of Time Allocated to:			
		% of Time	Theory	Practical	Total
<b>Line A</b>	<b>Hygiene, Sanitation and Disinfection Practices</b>	<b>5%</b>	18	82	<b>100%</b>
A1	Sanitize tools and equipment		✓	✓	
A2	Disinfect tools and equipment		✓	✓	
A3	Maintain a safe and hygienic environment		✓	✓	
<b>Line B</b>	<b>Use and Maintenance of Tools and Equipment</b>	<b>7%</b>	22	78	<b>100%</b>
B1	Use and maintain single-use tools and accessories		✓	✓	
B2	Use and maintain cutting tools		✓	✓	
B3	Use and maintain styling tools		✓	✓	
B4	Use and maintain colouring tools		✓	✓	
B5	Use and maintain perm/relaxing tools		✓	✓	
B6	Use and maintain client capes		✓	✓	
B7	Use and maintain sanitizing and disinfecting equipment		✓	✓	
B8	Use and maintain major equipment		✓		
B9	Use and maintain office equipment		✓		
<b>Line C</b>	<b>Client Service</b>	<b>7%</b>	28	72	<b>100%</b>
C1	Prepare for client service		✓	✓	
C2	Communicate effectively with clients and co-workers		✓	✓	
C3	Consult with clients		✓	✓	
C4	Analyze facial shape		✓	✓	
C5	Analyze hair and scalp		✓	✓	
<b>Line D</b>	<b>Hair and Scalp Care</b>	<b>5%</b>	10	90	<b>100%</b>
D1	Shampoo and condition hair and scalp		✓	✓	
D2	Perform scalp massage		✓	✓	
<b>Line E</b>	<b>Hair Cutting</b>	<b>20.5%</b>	30	70	<b>100%</b>
E1	Cut hair using tools		✓	✓	
E2	Describe the procedure to cut facial and nape hair		✓		
<b>Line F</b>	<b>Hair Styling</b>	<b>15%</b>	25	75	<b>100%</b>
F1	Prepare and style hair		✓	✓	
F2	Finish hair		✓	✓	
<b>Line G</b>	<b>Chemical Waving and Relaxing of Hair</b>	<b>13%</b>	30	70	<b>100%</b>
G1	Chemically wave and perm hair		✓	✓	
<b>Line H</b>	<b>Hair Colouring</b>	<b>21%</b>	35	65	<b>100%</b>
H1	Prepare for colouring hair		✓	✓	
H2	Colour hair		✓	✓	
H3	Bleach hair		✓	✓	
H4	Describe the procedure to perform colour correction		✓		



% of Time Allocated to:

		% of Time	Theory	Practical	Total
<b>Line I</b>	<b>Specialized Services</b>	<b>0.5%</b>	100	0	<b>100%</b>
I1	Describe the principles of applying wigs and hairpieces		✓		
I2	Describe the principles of using hair extensions		✓		
<b>Line J</b>	<b>Business Management</b>	<b>6%</b>	40	60	<b>100%</b>
J1	Perform Salon Operations		✓	✓	
J2	Complete financial transactions		✓	✓	
J3	Maintain product inventory		✓		
J4	Market products and services		✓		
<b>Total Percentage for Hairstylist Foundation</b>		<b>100%</b>			



## HAIRSTYLIST – LEVEL 1

% of Time Allocated to:

		% of Time	Theory	Practical	Total
<b>Line A</b>	<b>Hygiene, Sanitation and Disinfection Practices</b>	<b>5%</b>	50	50	<b>100%</b>
A1	Sanitize tools and equipment		✓	✓	
A2	Disinfect tools and equipment		✓	✓	
A3	Maintain a safe and hygienic environment		✓	✓	
<b>Line B</b>	<b>Use and Maintenance of Tools and Equipment</b>	<b>4%</b>	30	70	<b>100%</b>
B1	Use and maintain single-use tools and accessories		✓	✓	
B2	Use and maintain cutting tools		✓	✓	
B3	Use and maintain styling tools		✓	✓	
B4	Use and maintain colouring tools		✓	✓	
B5	Use and maintain perm/relaxing tools		✓	✓	
B6	Use and maintain client capes		✓	✓	
B7	Use and maintain sanitizing and disinfecting equipment		✓	✓	
B8	Use and maintain major equipment		✓		
B9	Use and maintain office equipment		✓		
<b>Line C</b>	<b>Client Service</b>	<b>5%</b>	40	60	<b>100%</b>
C1	Prepare for client service		✓	✓	
C2	Communicate effectively with clients and co-workers		✓	✓	
C3	Consult with clients		✓	✓	
C4	Analyze facial shape		✓	✓	
C5	Analyze hair and scalp		✓	✓	
<b>Line D</b>	<b>Hair and Scalp Care</b>	<b>5%</b>	30	70	<b>100%</b>
D1	Shampoo and condition hair and scalp		✓	✓	
D2	Perform scalp massage		✓	✓	
<b>Line E</b>	<b>Hair Cutting</b>	<b>24%</b>	40	60	<b>100%</b>
E1	Cut hair using tools		✓	✓	
E2	Describe the procedure to cut facial and nape hair		✓		
<b>Line F</b>	<b>Hair Styling</b>	<b>15%</b>	50	50	<b>100%</b>
F1	Prepare and style hair		✓	✓	
F2	Finish hair		✓	✓	
<b>Line G</b>	<b>Chemical Waving and Relaxing of Hair</b>	<b>15%</b>	40	60	<b>100%</b>
G1	Chemically wave and perm hair		✓	✓	
<b>Line H</b>	<b>Hair Colouring</b>	<b>23%</b>	40	60	<b>100%</b>
H1	Prepare for colouring hair		✓	✓	
H2	Colour hair		✓	✓	
H3	Bleach hair		✓	✓	
H4	Describe the procedure to perform colour correction		✓		
<b>Line I</b>	<b>Specialized Services</b>	<b>1%</b>	100	0	<b>100%</b>



% of Time Allocated to:

		% of Time	Theory	Practical	Total
I1	Describe the principles of applying wigs and hairpieces		✓		
I2	Describe the principles of using hair extensions		✓		
<b>Line J</b>	<b>Business Management</b>	<b>3%</b>	<b>50</b>	<b>50</b>	<b>100%</b>
J1	Perform Salon Operations		✓	✓	
J2	Complete financial transactions		✓	✓	
J3	Maintain product inventory		✓		
J4	Market products and services		✓		
<b>Total Percentage for Hairstylist Level 1</b>		<b>100%</b>			



## HAIRSTYLIST – LEVEL 2

% of Time Allocated to:

		% of Time	Theory	Practical	Total
<b>Line C</b>	<b>Client Service</b>	<b>5%</b>	65	35	<b>100%</b>
C6	Resolve client concerns and complaints		✓	✓	
<b>Line E</b>	<b>Hair Cutting</b>	<b>25%</b>	40	60	<b>100%</b>
E3	Customize haircuts		✓	✓	
E4	Cut facial and nape hair		✓	✓	
E5	Describe the procedure to shave facial and nape hair		✓		
<b>Line F</b>	<b>Hair Styling</b>	<b>15%</b>	10	90	<b>100%</b>
F3	Style up-dos		✓	✓	
F4	Incorporate hair additions		✓	✓	
<b>Line G</b>	<b>Chemical Relaxing of Hair</b>	<b>11%</b>	40	60	<b>100%</b>
G2	Chemically relax and straighten hair		✓	✓	
<b>Line H</b>	<b>Hair Colouring</b>	<b>28%</b>	40	60	<b>100%</b>
H5	Perform colour correction		✓	✓	
<b>Line I</b>	<b>Specialized Services</b>	<b>6%</b>	30	70	<b>100%</b>
I1	Apply and style wigs and hairpieces		✓	✓	
I2	Use hair extensions		✓	✓	
<b>Line J</b>	<b>Business Management</b>	<b>10%</b>	80	20	<b>100%</b>
J5	Develop business and marketing plan for a salon		✓	✓	
<b>Total Percentage for Hairstylist Level 2</b>		<b>100%</b>			



**Grading Sheet: Subject Competency and Weightings**

PROGRAM: IN-SCHOOL TRAINING:		HAIRSTYLIST LEVEL 1	
LINE	TRAINING TOPICS & SUGGESTED TIME ALLOCATION	THEORY WEIGHTING	PRACTICAL WEIGHTING
A	Hygiene, Sanitation & Disinfection Practices	3%	3%
B	Tools and Equipment	3%	3%
C	Client Service	5%	5%
D	Hair and Scalp Care	5%	2%
E	Hair Cutting	22%	25%
F	Hair Styling	18%	20%
G	Chemical Waving & Relaxing of Hair	15%	13%
H	Hair Colouring	22%	25%
I	Specialized Services	2%	0%
J	Business Management	5%	4%
	Total	100%	100%
<b>In-school theory / practical subject competency weighting</b>		50%	50%
<b>Final in-school percentage score</b>		IN-SCHOOL%	

<b>In-school Percentage Score</b> Combined theory and practical subject competency multiplied by	80%
<b>Standard Level Exam Percentage Score</b> The exam score is multiplied by	20%
<b>Final Percentage Score</b>	FINAL%



**Grading Sheet: Subject Competency and Weightings**

PROGRAM: IN-SCHOOL TRAINING:		HAIRSTYLIST LEVEL 2	
LINE	TRAINING TOPICS & SUGGESTED TIME ALLOCATION	THEORY WEIGHTING	PRACTICAL WEIGHTING
C	Client Service	3%	4%
E	Hair Cutting	20%	25%
F	Hair Styling	9%	15%
G	Chemical Waving & Relaxing of Hair	18%	20%
H	Hair Colouring	30%	30%
I	Specialized Services	5%	4%
J	Business Management	15%	2%
	Total	100%	100%
<b>In-school theory / practical subject competency weighting</b>		50%	50%

<p><b>Final in-school percentage score</b> Apprentices must achieve a minimum 70% as the final in-school percentage score to be eligible to write the Interprovincial Red Seal Exam.</p>	<p>IN-SCHOOL %</p>
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**All apprentices who complete Levels 1-2 of the Hairstylist Program with a FINAL level percentage score of 70% or greater will write the Interprovincial Red Seal examination as their final assessment.**

**ITA will enter the apprentices' Interprovincial Red Seal examination percentage score in ITA Direct Access. A minimum percentage score of 70% on this written exam is required for a pass.**

**Upon passing the Inter Provincial Red Seal examination, the apprentice will then be able to eligible to take the BC Hairstylist Practical Exam. After passing the practical exam, the apprentice will be granted the Interprovincial Red Seal endorsement on their Certificate of Qualification.**



# HAIRSTYLIST FOUNDATION PRACTICUM

ITA Customer Service  
800 - 8100 Granville Ave  
Richmond, BC V6Y 3T6  
Tel: 778-328-8700  
Toll Free: 1-866-660-6011

**PLEASE SUBMIT THE COMPLETED FORM WITH CLASS MARKS (IF APPLICABLE) TO EXAMREQUEST@ITABC.CA**

## A. Apprentice Information

Please print clearly, sign, scan and send in with class marks.

ITA Individual ID #:	Training Provider:	
*Legal First Name:	Legal Middle Name (s):	*Legal Last Name:
*Date of Birth (MM/DD/YYYY):	Email Address:	

## B. Instructor/Sponsor Information

If this form is being submitted after course completion, it must be signed off by your registered sponsor.

*Name of Instructor/Sponsor:		
*Name of Organization:	Organization ID:	
Organizational Address (Suite and Street Number and Name):		
City:	Province:	Postal Code:
Work Number: (     )	*Work E-Mail Address:	

## C. Instructor/Sponsor Declaration of Job Task Performance

The following section lists the job tasks to be performed by students during the 300 hour practicum as part of the completion requirement of the Hairstylist Foundation program. As stated in the [Program Profile](#), the practicum is to be conducted in a supervised and simulated workplace environment. Descriptions of each task can be found in the [Program Outline](#).

Job Tasks – Practical Competencies for Foundation	
<ul style="list-style-type: none"> <li>Sanitize tools and equipment</li> <li>Disinfect tools and equipment</li> <li>Maintain a safe and hygienic environment</li> <li>Use and maintain single-use tools and accessories</li> <li>Use and maintain cutting tools</li> <li>Use and maintain styling tools</li> <li>Use and maintain colouring tools</li> <li>Use and maintain perm/relaxing tools</li> <li>Use and maintain client capes</li> <li>Use and maintain sanitizing and disinfecting equipment</li> <li>Prepare for client service</li> <li>Communicate effectively with clients and co-workers</li> <li>Consult with clients</li> </ul>	<ul style="list-style-type: none"> <li>Analyze facial shape</li> <li>Analyze hair and scalp</li> <li>Shampoo and condition hair and scalp</li> <li>Perform scalp massage</li> <li>Cut hair using tools</li> <li>Prepare and style hair</li> <li>Finish hair</li> <li>Chemically wave and perm hair</li> <li>Prepare for colouring hair</li> <li>Colour hair</li> <li>Bleach hair</li> <li>Perform salon operations</li> <li>Complete financial transactions</li> </ul>



# HAIRSTYLIST FOUNDATION PRACTICUM

ITA Customer Service  
800 - 8100 Granville Ave  
Richmond, BC V6Y 3T6  
Tel: 778-328-8700  
Toll Free: 1-866-660-6011

## D. Instructor/Sponsor Declaration

Yes  No *I confirm that this student has competently performed the job tasks listed above under supervision.*

Yes  No *I confirm that the student has completed the required 300 hours as part of the practicum.  
(These hours are included as part of the 1290 WBT granted upon completion of the Foundation technical training and registration as an apprentice with ITA and cannot be re-submitted towards your apprenticeship hours.)*

*If no to either of the above, please state the reason why in the space provided below.*

Comments
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## E. Instructor/Sponsor Signature

*I certify that the information I provided above (as the current or former instructor of this student), is accurate. (Note: Collection and protection of personal information on this form is in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.)*

Start Date:	End Date:
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*Signature:	*Date (MMDDYYYY):
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