



PERSONAL RECORD BOOK

Hairstylist

ita

This is your Record Book!

DO NOT SUBMIT TO THE ITA

This is not required to achieve certification

- **It is a record of your progress towards achieving certification in the trade**
- **It provides a record of your experience**
- **It is your responsibility to keep it up-to-date**
- **Take it with you if you change employers**

Note: Employers and supervisors are not responsible for keeping your Record Book up-to-date. They are responsible for sign-off of hours and sign-off of competencies once you have achieved the required level of skills and knowledge.

APPRENTICE IDENTIFICATION

Trade: HAIRSTYLIST

Legal First Name:		Legal Last Name:	
Suite Number:	Street Number and Name:		
City:		Province:	Postal Code:
Telephone Number:		Email Address:	

Work Safely!

A safe work attitude contributes to an accident free environment. Accident prevention and safe working conditions are the responsibility of both employers and employees.

Wear the required personal protective equipment, follow safe work practices and follow all safety regulations applicable to specific job activities.

Employer's responsibilities:

- Provide and maintain safety equipment and protective devices
- Ensure proper safe work clothing is worn
- Enforce safe work procedures
- Provide safeguards for machinery, equipment and tools
- Observe all accident prevention regulations
- Train employees in safe use and operation of equipment

Employee's responsibilities:

- Work in accordance with the safety regulations pertaining to job environment
- Work in such a way as not to endanger themselves or fellow workers.

CONTENTS

APPRENTICE IDENTIFICATION	2
CONTENTS.....	3
EMPLOYER INFORMATION.....	4
WORKPLACE HOURS.....	6
DATE (TO-FROM).....	7
EMPLOYER	7
HOURS	7
TOTAL HOURS.....	7
RECORD OF COMPETENCIES	8
LEVEL 1.....	9
LEVEL 2.....	16
MISSING COMPETENCIES?	20
TECHNICAL TRAINING	21
COMPLETION REQUIREMENTS	22
CERTIFICATIONS	23

EMPLOYER INFORMATION

Originating Employer

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyman 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journeyman 2:	TWID #:
	Phone:
	Email:

***TWID # – Trade Worker Identification Number**

If you have more than one employer during your apprenticeship, record the information for subsequent employers on the following page(s).

If your job ends or you change employers...

Before leaving your place of employment:

- Update Workplace Hours through a [Work-Based Training Hours form](#) for the current reporting period and get signoff by your employer.
- Update Record of Competencies with your supervisor.
- Confirm with your employer that your workplace hours have been reported to ITA, and if possible get a copy of all Work-Based Training Hours reports submitted.
- Notify the ITA of the change in your employment by submitting an [Apprentice and Sponsor Registration form](#) with your new employer.

When re-employed...

You must be registered with your new employer before submitting any work-based training hours to the ITA.

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

WORKPLACE HOURS

Instructions

Make an entry in this section each time your hours are reported to the ITA.

1. Get a copy of the *Workplace Hours Report* from your employer.
2. Fill in the dates of the reporting period and the hours reported.
3. Enter your employer name, address and phone number.
4. Keep your Record Book in a safe place.

Workplace Hours

Workplace hours must be submitted to the ITA by your employer on a regular basis. Your hours should be reported at least every six months; however, every three months is preferred.

At the beginning of your apprenticeship discuss the frequency of reporting with your employer.

Keeping Workplace hours up-to-date in your Record Book gives you the tools to better manage your apprenticeship. It provides you with the opportunity to:

- Follow up with your employer each reporting period to ensure your hours are reported on a regular basis.
- Discuss your progress with your direct supervisor/journeyperson on a regular basis.

RECORD OF COMPETENCIES

Instructions

The Record of Competencies is filled out and signed-off by the journeyperson supervising your work.

1. Know what skills are expected at each level of the program.
2. Ask the journeyperson to sign off on the competency when you have acquired the skills and are able to perform the task without supervision.
3. If the journeyperson agrees that you have the required skills, he/she will:
 - Record the date that the competency was achieved
 - Sign off on the competency
 - Enter his/her Trades Worker Identification Number (TWID #)

What is a Record of Competencies?

The Record of Competencies lists all competencies you should be knowledgeable in prior to receiving your certification. Keeping this section up to date will allow you to track your progress towards certification and demonstrate proficiency in the skills within the scope of your trade. Completion of the entire program should result in you becoming a skilled and knowledgeable journeyperson.

- Refer to this section periodically to ensure you are getting the work experience you need.
- Use the competencies as a guide to ensure work tasks are assigned so that you acquire the skills and knowledge required to be successful in the trade.

Review the Record of Competencies on a regular basis with your direct supervisor/journeyperson to ensure they have been completed.

Program Outline

The Program Outline provides detailed information on the scope of knowledge and skills expected at each level of the program, further defining the competencies listed in the Record Book. The Program Outline is a great resource for developing a training plan.

Download from: <https://www.itabc.ca/program/hairstylist>

Apprenticeship Toolkit

For general information on apprenticeship and tips for navigating the apprenticeship system in BC visit ITA's website to learn about the [apprenticeship basics](#).

LEVEL 1

IMPORTANT!

Download the Program Outline!

<https://www.itabc.ca/program/hairstylist>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE B: USE TOOLS AND EQUIPMENT

- ☐ DESCRIBE DIFFERENT TYPES OF MANUAL TOOLS
- ☐ DESCRIBE DIFFERENT TYPES OF ELECTRIC TOOLS
- ☐ DESCRIBE MAJOR EQUIPMENT USED

LINE C: CLIENT SERVICE

- ☐ DESCRIBE DRAPING
- ☐ DESCRIBE AND MANAGE SALON DOCUMENTATION

LINE E: ANALYZE AND RESPOND TO HAIR AND SCALP

- ☐ IDENTIFY HAIR AND SCALP CONDITIONS
- ☐ IDENTIFY UNFAVOURABLE REACTIONS

LINE F: SHAMPOO AND CONDITION HAIR AND SCALP

- ☐ IDENTIFY BENEFITS OF HAIR TREATMENT
- ☐ IDENTIFY BENEFITS OF SCALP TREATMENT

LINE G: CUT DIVERSE TEXTURES OF HAIR USING CUTTING TOOLS

- ☐ DEFINE HAIRCUT WITH ELEVATION

- ☐ DEFINE HAIRCUT WITHOUT ELEVATION
- ☐ DESCRIBE CUSTOMIZATION OF HAIRCUTS

LINE H: CUT FACIAL AND NAPE HAIR

- ☐ DESCRIBE PRINCIPLES INVOLVED IN CUTTING NAPE HAIR
- ☐ DESCRIBE TOOLS AND TECHNIQUES USED
- ☐ DESCRIBE PRINCIPLES INVOLVED IN TRIMMING FACIAL HAIR
- ☐ DESCRIBE TOOLS AND TECHNIQUES USED

LINE L: COLOUR HAIR

- ☐ EXPLAIN COLOUR THEORY

LINE M: LIGHTEN HAIR

- ☐ DESCRIBE COLOUR THEORY IN RELATION TO LIGHTENING
- ☐ EXPLAIN PRINCIPLES OF DOUBLE-PROCESS

LINE O: PERFORM SERVICES FOR HAIR EXTENSIONS, WIGS AND HAIRPIECES

- ☐ IDENTIFY TOOLS

PRACTICAL

LINE A: PERFORM SAFETY-RELATED AND HYGIENIC FUNCTIONS

- ☐ **CLEAN/SANITIZE TOOLS AND EQUIPMENT TO AVOID CROSS-CONTAMINATION**
- ☐ **DISINFECT TOOLS AND EQUIPMENT TO AVOID CROSS-CONTAMINATION**
- ☐ **SANITIZE AND MAINTAIN CLIENT TOWELS, CAPES AND SMOCKS**
- ☐ **MAINTAIN SAFE AND HYGIENIC ENVIRONMENT**

LINE B: USE TOOLS AND EQUIPMENT

- ☐ **USE AND MAINTAIN MANUAL TOOLS AND ACCESSORIES**
- ☐ **USE AND MAINTAIN ELECTRIC TOOLS AND ACCESSORIES**
- ☐ **USE AND MAINTAIN MAJOR EQUIPMENT**

LINE C: CLIENT SERVICE

- ☐ **OBTAIN AND DETERMINE CLIENT INFORMATION**
- ☐ **DETERMINE ELEMENTS NEEDED TO PREPARE FOR CLIENT SERVICE**
- ☐ **DETERMINE CLIENT SERVICE**
- ☐ **PREPARE FOR CLIENT SERVICE**
- ☐ **DETERMINE DRAPING PROCEDURES**
- ☐ **DEMONSTRATE USE OF SALON DOCUMENTATION**

LINE D: USE COMMUNICATION AND MENTORING TECHNIQUES

- ☐ **COMMUNICATE EFFECTIVELY**

LINE E: ANALYZE AND RESPOND TO HAIR AND SCALP CONDITIONS

- ☐ **ANALYZE HAIR AND SCALP**

- ☐ MONITOR HAIR AND SCALP
- ☐ ADVISE CLIENTS ON UNFAVOURABLE REACTIONS

LINE F: SHAMPOO AND CONDITION HAIR AND SCALP

- ☐ PREPARE HAIR FOR SHAMPOO SERVICE
- ☐ SHAMPOO ACCORDING TO CLIENT'S HAIR AND SCALP NEEDS, AND SERVICE TO BE PERFORMED
- ☐ CONDITION ACCORDING TO CLIENT'S HAIR AND SCALP NEEDS, AND SERVICE TO BE PERFORMED
- ☐ PERFORM HAIR TREATMENT
- ☐ PERFORM SCALP TREATMENT

LINE G: CUT DIVERSE TEXTURES OF HAIR USING CUTTING TOOLS

- ☐ PERFORM HAIRCUT WITH ELEVATION
- ☐ PERFORM HAIRCUT WITHOUT ELEVATION
- ☐ PERFORM COMBINATION FORM HAIRCUTS
- ☐ PERFORM TEXTURIZING TECHNIQUES

LINE H: CUT FACIAL AND NAPE HAIR

- ☐ PERFORM PROCEDURE TO TRIM NAPE HAIR
- ☐ PERFORM PROCEDURE TO REMOVE NAPE HAIR WITH GUARDED RAZOR
- ☐ PERFORM PROCEDURE TO TRIM FACIAL HAIR

LINE I: STYLE WET HAIR

- ☐ USE STYLING AIDS FOR WET HAIR
- ☐ DRY HAIR
- ☐ PLACE HAIR USING FREESTYLE TECHNIQUES
- ☐ SET WET HAIR IN STYLE PATTERN USING SETTING TOOLS
- ☐ STYLE HAIR USING FINGER WAVES
- ☐ STYLE HAIR USING PIN CURLS

LINE J: STYLE DRY HAIR

- ☐ USE STYLING AND FINISHING AIDS FOR DRY HAIR
- ☐ STYLE HAIR USING THERMAL TOOLS AND EQUIPMENT
- ☐ FINISH STYLE

LINE K: PERFORM CHEMICAL TEXTURE SERVICES ON HAIR

- ☐ WRAP HAIR
- ☐ PROCESS HAIR WITH WAVING SOLUTION
- ☐ PROCESS HAIR WITH NEUTRALIZING SOLUTION

LINE L: COLOUR HAIR

- ☐ PREPARE FOR COLOURING HAIR
- ☐ COLOUR VIRGIN HAIR
- ☐ APPLY COLOUR TO REGROWTH
- ☐ PERFORM FOILING
- ☐ PERFORM GUIDED SPECIALIZED COLOUR PLACEMENT AND TECHNIQUES

LINE M: LIGHTEN HAIR

- ☐ PREPARE LIGHTENER APPLICATION, WITH GUIDANCE
- ☐ PERFORM LIGHTENER APPLICATION, WITH GUIDANCE
- ☐ PERFORM FOILING WITH LIGHTENER
- ☐ PERFORM GUIDED SPECIALIZED PLACEMENT AND TECHNIQUES
- ☐ PERFORM GUIDED ANALYSIS OF PRE-LIGHTENED HAIR
- ☐ PERFORM GUIDED TONER APPLICATION

LINE N: PERFORM COLOUR CORRECTION

- ☐ DETERMINE PROCESS

LINE O: PERFORM SERVICES FOR HAIR EXTENSIONS, WIGS AND HAIRPIECES

- ☐ **SELECT HAIR EXTENSIONS, WIGS AND HAIRPIECES**
- ☐ **MATCH EXTENSIONS, WIGS AND HAIRPIECES**
- ☐ **DETERMINE FASTENING METHOD**
- ☐ **APPLY EXTENSIONS, WIGS AND HAIRPIECES**
- ☐ **MAINTAIN EXTENSIONS, WIGS AND HAIRPIECES**

LINE P: PRACTICE BUSINESS FUNDAMENTALS

- ☐ **PRESENT GUIDED PROFESSIONALISM**
- ☐ **PERFORM COMMUNICATION DUTIES**
- ☐ **SCHEDULE APPOINTMENTS**
- ☐ **INTERACT WITH CLIENTS**
- ☐ **COMPLETE FINANCIAL TRANSACTIONS**
- ☐ **USE OFFICE EQUIPMENT**
- ☐ **MAINTAIN INVENTORY**
- ☐ **PRICE RETAIL PRODUCTS**
- ☐ **MAINTAIN RETAIL DISPLAYS**

Supervisor Signature

NOTES FROM LEVEL 1

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LEVEL 2

IMPORTANT!

Download the Program Outline!

<https://www.itabc.ca/program/hairstylist>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE D: USE COMMUNICATION AND MENTORING TECHNIQUES

- ☐ IDENTIFY LEARNING OBJECTIVES

LINE G: CUT DIVERSE TEXTURES OF HAIR USING CUTTING

- ☐ DEFINE VARIATIONS OF HAIRCUT WITH ELEVATION
- ☐ DEFINE VARIATIONS OF HAIRCUT WITHOUT ELEVATION

LINE P: PRACTICE BUSINESS FUNDAMENTALS

- ☐ IDENTIFY BUSINESS MODELS

PRACTICAL

LINE B: USE TOOLS AND EQUIPMENT

- ☐ USE AND MAINTAIN MANUAL TOOLS AND ACCESSORIES

LINE D: USE COMMUNICATION AND MENTORING TECHNIQUES

- ☐ INTERACT WITH CLIENTS
- ☐ COMMUNICATE LEARNING OBJECTIVES
- ☐ DEMONSTRATE LEARNING OBJECTIVES
- ☐ PROVIDE CONSTRUCTIVE FEEDBACK

LINE G: CUT DIVERSE TEXTURES OF HAIR USING CUTTING TOOLS

- ☐ PERFORM VARIATIONS OF HAIRCUT WITH ELEVATION
- ☐ PERFORM VARIATIONS OF HAIRCUT WITHOUT ELEVATION
- ☐ SELECT CUSTOMIZATION OF HAIR
- ☐ PERFORM ADVANCED COMBINATION FORM HAIRCUTS
- ☐ PERFORM ADVANCED TEXTURIZING TECHNIQUES

LINE H: CUT FACIAL AND NAPE HAIR

- ☐ IMPLEMENT PRINCIPLES INVOLVED IN REMOVING NAPE HAIR
- ☐ USE TOOLS AND TECHNIQUES
- ☐ PERFORM PROCEDURE TO OUTLINE HAIR CUT
- ☐ PERFORM PROCEDURE TO REMOVE NAPE HAIR WITH STRAIGHT RAZOR
- ☐ IMPLEMENT PRINCIPLES INVOLVED IN TRIMMING AND REMOVING FACIAL HAIR
- ☐ PERFORM PRE-PROCEDURE TO REDUCE FACIAL HAIR STYLE
- ☐ PERFORM PROCEDURE FOR OUTLINING
- ☐ PERFORM PROCEDURE TO REMOVE FACIAL HAIR WITH STRAIGHT RAZOR

LINE J: STYLE DRY HAIR

- ☐ **STYLE UPDOS**
- ☐ **FINISH HAIR**

LINE K: PERFORM CHEMICAL TEXTURE SERVICES ON HAIR

- ☐ **PROCESS HAIR WITH CHEMICAL RELAXERS AND SMOOTHING SYSTEMS**
- ☐ **PROCESS HAIR WITH NEUTRALIZING AGENT**

LINE L: COLOUR HAIR

- ☐ **PERFORM INDEPENDENT SPECIALIZED COLOUR PLACEMENT AND TECHNIQUES**

LINE M: LIGHTEN HAIR

- ☐ **PREPARE LIGHTENER APPLICATION WITHOUT GUIDANCE**
- ☐ **PERFORM LIGHTENER APPLICATION WITHOUT GUIDANCE**
- ☐ **PERFORM CUSTOMIZED PLACEMENT AND TECHNIQUES WITHOUT GUIDANCE**
- ☐ **PERFORM ANALYSIS OF PRE-LIGHTENED HAIR WITHOUT GUIDANCE**
- ☐ **PERFORM TONER APPLICATION WITHOUT GUIDANCE**

LINE N: PERFORM COLOUR CORRECTION

- ☐ **PREPARE FOR COLOUR CORRECTION**
- ☐ **EXECUTE COLOUR CORRECTION**

LINE P: PRACTICE BUSINESS FUNDAMENTALS

- ☐ **MARKET PRODUCTS AND SERVICES**

Supervisor Signature

NOTES FROM LEVEL 2

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MISSING COMPETENCIES?

To develop the best journeyperson possible employers should attempt to provide training in all competencies for the trade. This is not always possible.

If your employer is unable to provide training in any competency required for your trade, note that competency below.

Competencies listed here will remain unsigned until your employer can provide training in that area or until you find an alternate way to gain the experience needed.

Competency:	Date:
Reason:	
Alternate plan:	

Competency:	Date:
Reason:	
Alternate plan:	

TECHNICAL TRAINING

Instructions

Keep a record of each level of technical training completed.

Level 1

Date Completed:	Training Provider:
Mark:	Instructor:

Level 2

Date Completed:	Training Provider:
Mark:	Instructor:

COMPLETION REQUIREMENTS

Instructions

Keep a record of each program completion requirement achieved.

HAIRSTYLIST

- ☐ Level 1 - Technical Training
- ☐ Level 2 - Technical Training

- ☐ 3,150 Work-Based Training Hours

- ☐ ITA Interprovincial Red Seal examination
- ☐ ITA Standardized Practical Assessment
- ☐ Recommendation for Certification signed by sponsor

Note: After all other completion requirements have been met, ITA sends a Recommendation for Certification form to the sponsor requesting signoff.

CERTIFICATIONS

Instructions

Keep a record of the credentials and endorsements you have earned, including the certification number and date of issue.

CREDENTIAL EARNED	NUMBER	DATE OF ISSUE

If you have any questions, please contact ITA Customer Service at customerservice@itabc.ca 778-328-8700 or toll free (within BC) at 1-800-660-6011