

Hairstylist and Esthetician Certificate Programs



Candidate Guide



SIAS

SASKATCHEWAN INSTITUTE OF
APPLIED SCIENCE AND TECHNOLOGY

Copyright

Saskatchewan Institute of Applied Science and Technology – June 2005

No part of the work(s) contained herein may be reproduced or copied in any form or by any means - graphic, electronic, or mechanical, including photocopying, recording, taping of information and retrieval systems - without written consent of the Saskatchewan Institute of Applied Science and Technology.

The Hairstylist and Esthetician Certificate Programs are dedicated to removing barriers and broadening the access to programs at SIAST. We believe that adults acquire knowledge and skills through life and work experience that may align with courses within our programs.

Developed by program				
Revised by program		January 2007		
Web ready – PLAR office	October 2005			

Table of Contents

[Click here to Contact us](#)

Why consider a PLAR assessment?	4
What are the PLAR options?	4
Option A: Individual Course Challenge.....	4
Fees:	4
How many courses can be challenged through PLAR?	4
Which courses are PLAR-ready?	5
Is PLAR available at any time of the year?	6
Is it <i>easier</i> to challenge a course through PLAR - OR - take the course?	6
Methods of assessing prior learning.....	6
If I live out of town, do I have to travel to a main campus to do PLAR?.....	7
What if I have a disability & need equity accommodations?.....	7
Are there other methods to gain SIAST course credits for prior learning?	7
Contact us.....	8
The PLAR process	9
Guiding principles for developing a PLAR evidence file	10
Types of evidence.....	10
How long will it take to prepare evidence for PLAR?.....	11
Steps to complete a self-audit.....	11
SANT 105 Sanitation, Safety and Hygiene	13
COSM 100 Reception and Retail	14
PSYC 100 Salon Psychology	15
SCI 107 Beauty Culture Sciences.....	16
COSM 208 Skin Care & Makeup Techniques	17
COSM 102 Manicuring & Pedicuring.....	18
BUS 100 Salon & Spa Operations	19
SEM 100 Beauty Culture Seminar	20

Why consider a PLAR assessment?

PLAR refers to the combination of flexible ways of evaluating people's lifelong learning, both formal and informal against a set of established standards. You can receive academic credit for your relevant lifelong learning. The Hairstylist and Esthetician Certificate programs recognize prior learning in a number of ways.

We recognize:

- Previous formal learning from an accredited training institution through transfer of credit.
- Previous informal learning or experiential learning through a comprehensive prior learning and recognition process.

What are the PLAR options?

To be eligible for PLAR, an applicant must first register or already be registered as a SIAST student.

Option A: Individual Course Challenge

If you have five years successful experience in the hairstylist and Esthetician field, and have learned the skills and knowledge for **one or more** of the Hairstylist and Esthetician courses, you may apply to be assessed for each applicable course.

Fees:

- There will be a charge for each individual course assessment.
- For a listing of the specific PLAR fees in the PLAR database, check the [PLAR database](#) or call SIAST and ask to speak to the PLAR advisor/counsellor assigned to the Hairstylist and Esthetician program at: 1-866-467-4278 or 1-866-goSIAST.

How many courses can be challenged through PLAR in the Hairstylist and Esthetician Certificate programs?

Currently we have 8 certificate courses in the Hairstylist and Esthetician courses with PLAR challenges available.

Which courses are PLAR-ready?

Hairstylist and Esthetician Profile			
Course:	Hours	Hairstylist	Esthetician (Level I)
SANT 105 Sanitation, Safety and Hygiene	15	√	√
COSM 100 Reception and Retail	60	√	√
FAID 101 Standard First Aid & CPR 'A'	Available by transfer credit only		
PSYC 100 Salon Psychology	30	√	√
SCI 107 Beauty Culture Sciences	75	√	√
COSM 208 Skin Care and Makeup Techniques	45	√	√
COSM 102 Manicuring and Pedicuring	30	√	√
BUS 100 Salon and Spa Operations	60	√	√
SEM 100 Beauty Culture Seminar	15	√	√

**Note: Some courses common to multiple programs at SIAST (i.e. computers, communications, math, and sciences) are managed by Associated Studies Faculty. To see if the shared courses in your program are PLAR-ready, visit the "PLAR-ready Courses" link on the [PLAR homepage](#) for further details.

For assistance call SIAST and ask to speak to the PLAR advisor/[counselor](#) assigned to the Hairstylist and Esthetician Certificate Programs at: 1-866-467-4278 or 1-866-goSIAST.

Is PLAR available at any time of the year?

PLAR challenges are currently being offered PLAR challenges are currently being offered twice a year:

October (you must apply by September 1)

April (you must be apply by March 1)

Is it *easier* to challenge a course through PLAR - OR - take the course?

Neither is easier. By using PLAR you may reduce the repetition of studying information that you already know. The PLAR process allows you to demonstrate knowledge you already have.

PLAR is not an easy way to certification, rather a “different” way to obtain certification. Your personal level of skill and experience will dictate which courses you choose to challenge. The self-audit section found later in this guide will help you decide if you have a good match of skill and knowledge for a specific course.

Methods of assessing prior learning

Assessment methods measure an individual's learning against course learning outcomes. The assessment methods listed below are the ones most commonly used, but other forms of flexible assessment may be considered. These assessments may include one or a combination of the following assessment tools:

Methods include:

- Evidence file
- Interviews
- Skill demonstrations (performance)
- Knowledge based exams

If I live out of town, do I have to travel to a main campus to do PLAR?

There will be times that you will need to meet with the program on campus. However, we will try to keep travel to a minimum.

What if I have a disability & need equity accommodations?

At SIAST, we understand that sometimes services must be provided to students in a variety of ways to achieve the goals of fair representation. Therefore, the range of services provided for Education Equity students is as diverse as the needs of those students. We strive for equity (not uniformity) and provide varied services for students with differing needs. If more information is required, please contact a SIAST counsellor at a campus closest to you or refer to the SIAST Web site:

<http://www.siastr.sk.ca/siastr/servicesforstudents/>

Are there other methods to gain SIAST course credits for prior learning?

Transfer Credit

Yes, SIAST will grant credit for previous training that is similar in content, objectives, and evaluation standards to SIAST training. **Transfer of credit** is different from the PLAR process. Transfer Credit guidelines may be found at:

<http://www.siastr.sk.ca/siastr/admissions/transfercredit.htm>

It is the student's responsibility to check with [Registration Services](#) for specific campus procedures on this policy. For specific information and guidelines regarding transfer of credit, contact a SIAST educational counsellor.

Note: An online Provincial Transfer Credit Guide will soon be available
www.saskcat.ca.

Note: If you are a recent high school graduate, check the Saskatchewan Learning Web site for any articulated agreements that may apply for Computer Courses or Practical and Applied Arts Courses.

Equivalency Credit

Equivalency credit refers to the application of credit you may have earned in a previously taken SIAST course to your current SIAST course. Apply at registration services for *equivalency credit*. This process should also be completed prior to your PLAR challenge. If these credits cannot be used for *equivalency credit*, you may use these accredited courses as part of your evidence for your PLAR challenge.

Contact us

If more information is required, please contact a designated PLAR counsellor at a campus closest to you.

Kelsey Campus, Saskatoon, SK
(306) 933-6445 or 1-866-467-4278

Palliser Campus, Moose Jaw, SK
(306) 694-3266 or 1-866-467-4278

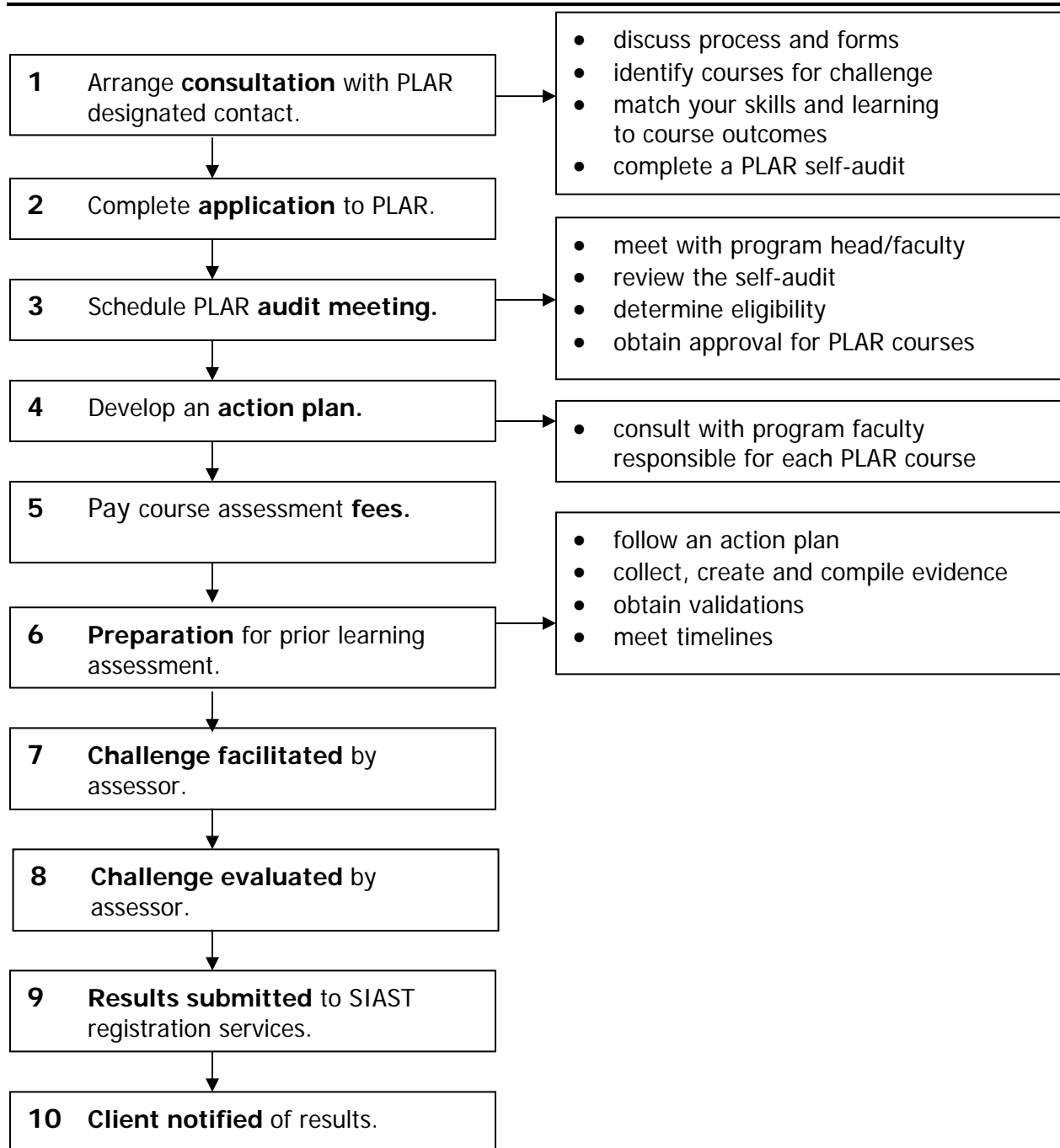
Wascana Campus, Regina, SK
(306) 798-1267 or 1-866-467-4278

Woodland Campus, Prince Albert, SK
(306) 953-7132 or 1-866-467-4278

The PLAR process

Note: To be eligible for PLAR, candidates must be enrolled in a SIAST course or program.

Candidate Process For Prior Learning Assessment



Guiding principles for developing a PLAR evidence file

1. As you begin the PLAR process you will be advised if any evidence is required. This will be identified in your [action plan](#). Check with the PLAR designated contact **before** you begin to gather evidence.
2. Evidence must be valid and relevant. Your evidence must match the learning outcomes identified for each course.
 - a. It is your responsibility to create, collect and compile relevant evidence – if required.
3. Learning must be current within the last 5 years.
4. The evidence should demonstrate the skills and knowledge from your experiences.
5. The learning must have both a theoretical and practical component.

Types of evidence

There are three types of evidence used to support your PLAR request:

1. Direct evidence – what you can demonstrate for yourself.
2. Indirect evidence – what others say or observe about you.
3. Self-evidence – what you say about your knowledge and experience.

Ensure that you provide full evidence to your PLAR faculty assessor so that your prior learning application is assessed appropriately. Well organized, easy to track evidence will also ensure that none of the evidence is missed or assessed incorrectly.

Here are some examples of evidence that you may be requested to submit as part of your evidence file (if required):

- Transcript of marks
- Certificate
- Documented hours – verified by school Principal or program head. The documents Must be on school letterhead.

All documents that are submitted to SIAST may be returned to the student after the final results have been given and the grade appeal deadline of seven days has passed. A copy of transcripts and certificates may be included in your evidence file, but be prepared to show original documents at the PLAR audit meeting for validation.

How long will it take to prepare evidence for PLAR?

Since the requirements are different for each course, and each candidate has different experiences, the amount of time it takes to prepare your evidence will vary.

Steps to complete a self-audit

1. Read through the Levels of Competence as listed below.

Levels of Competence:

Mastery: I am able to demonstrate the learning outcome well enough to teach it to someone else.

Competent: I can work independently to apply the learning outcome.

Functional: I need some assistance in using the outcome.

Learning: I am developing skills and knowledge for this area.

None: I have no experience with the outcome.

Learning Outcomes	Competency Level				
For each learning outcome listed, please self-evaluate your competency levels and record in the appropriate column	Mastery	Competent	Functional	Learning	None

2. Take a few minutes and read through the following self-audit for each course you are interested in as a PLAR candidate.
3. Check your level of competence as you read through each of the learning outcomes for each course. The information will help you in your decision to continue with your PLAR application.
4. In order to be successful in a PLAR assessment, your abilities must be at the competent or mastery level for the majority of the learning outcomes. Some things to consider when determining your level of competence are:
 - How do I currently use this outcome?
 - What previous training have I had in this outcome – Workshops, courses, on-the-job?
 - What personal development or volunteer experience do I have in this area?

Be prepared to explain the reason you chose this level if asked by an assessor.

5. Bring the completed self-audit to a consultation meeting with the program head or faculty member in [step 3 – PLAR process](#) of the Candidate Process for Prior Learning Assessment.

Self-audit Guides

SANT 105 Sanitation, Safety and Hygiene

Your studies will focus on safety as it relates to salon and personal health and sanitation. This course provides instruction in the study of bacteriology. You will also study relevant safety concerns such as fire safety and health risks and diseases.

SANT 105 – Sanitation, Safety and Hygiene Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Apply sanitation & safety procedures.					
2. Meet hygiene & grooming standards.					
3. Practice fire safety.					

PLAR Assessment Methods If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Evidence (transcript) and hours of credit (LO1, LO2, & LO3), and
2. Interview (LO1, LO2, & LO3) and/or
3. Demonstration (LO1) and LO2)
4. Knowledge Based Test (LO3)

Notes: *A demonstration may be required for learning outcomes 1 and 2, depending on the information submitted in the Evidence file.*

COSM 100 Reception and Retail

Your studies will focus on telephone skills, processing payments, maintaining records and opening and closing reception duties. You will practice your reception skills in the salon along with selling products and service merchandising retail products and managing a salon.

COSM 100 Reception and Retail	Mastery	Competent	Functional	Learning	None
Mastery: I am able to demonstrate it well enough to teach it to someone else.					
Competent: I can work independently to apply the outcome.					
Functional: I need some assistance in using the outcome.					
Learning: I am developing skills and knowledge for this area.					
None: I have no experience with the outcome.					
1. Make appointments over the telephone.					
2. Perform opening and closing reception duties.					
3. Process payments.					
4. Maintain records.					
5. Sell retail products and services.					
6. Merchandise retail products and services.					
7. Manage a salon.					

PLAR Assessment Methods If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Evidence (transcript) including hours of credit, and/or
2. Interview
3. Demonstration (Learning Outcomes 1,2,3,4,5,6,7) Note: A demonstration may be required for learning outcomes 1 to 7, depending on the information submitted in the Evidence file.

PSYC 100 Salon Psychology

You will study various personality theories of psychologists. The course focuses on the practical salon application of these theories to salon situations.

PSYC 100 – Salon Psychology Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Describe the personality theories of Freud, Jung, Adler, and Maslov in the salon.					
2. Describe the personality theories of May, Maltz, Skinner, Ellis and Losoncy in the salon.					
3. Apply salon psychology to deal with various client personalities.					
4. Develop a professional approach to dealing with customer problems.					
5. Show concern for customer's concerns.					

PLAR Assessment Methods If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Knowledge test (Learning Outcomes 1 and 2)
2. Evidence File (transcript) and hours of credit (Learning Outcomes 3, 4, & 5)
3. Interview
4. Demonstration: A demonstration may be required for Learning Outcomes 3, 4, & 5, depending on the information submitted in the Evidence File.

SCI 107 Beauty Culture Sciences

You will explore sciences as they relate to the beauty profession. The course content includes chemistry, physics, anatomy and physiology, trichology, nutrition and metric conversation.

SCI 107 – Beauty Culture Sciences	Mastery	Competent	Functional	Learning	None
Mastery: I am able to demonstrate it well enough to teach it to someone else.					
Competent: I can work independently to apply the outcome.					
Functional: I need some assistance in using the outcome.					
Learning: I am developing skills and knowledge for this area.					
None: I have no experience with the outcome.					
1. Describe how chemistry is applied in beauty culture.					
2. Describe how physics is applied in beauty culture.					
3. Describe how anatomy is applied in beauty culture.					
4. Describe how nutrition is applied in beauty culture.					
5. Describe how trichology is applied in beauty culture.					
6. Use the metric system as applied in beauty culture.					

PLAR Assessment Methods If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Evidence File (transcript) and hours of credit (LO1 to LO6), and / or
2. Interview to discuss the Evidence File
3. Knowledge test (LO1 to LO6)

COSM 208 Skin Care & Makeup Techniques

You will focus on a variety of methods and procedures that relate to preserving, maintaining and enhancing the skin. You will practice techniques in skin analysis, eyebrow arching, plain and specialized facials, waxing, ear piercing and brow and lash tinting. Lab experience will provide you with skill in a variety of make up techniques that range from daytime to specialized. You will study skin diseases and disorders to assist you in selecting the most beneficial skin care products to suite the skin condition.

COSM 208 – Skin Care & Makeup Techniques		Mastery	Competent	Functional	Learning	None
Mastery:	I am able to demonstrate it well enough to teach it to someone else.					
Competent:	I can work independently to apply the outcome.					
Functional:	I need some assistance in using the outcome.					
Learning:	I am developing skills and knowledge for this area.					
None:	I have no experience with the outcome.					
1.	Describe how the skin is affected by nutrition, aging and disorders.					
2.	Analyze the skin for flaws and remediation.					
3.	Apply facial treatments.					
4.	Describe make up techniques.					
5.	Apply make up.					
6.	Enhance eyes with lash and brow tinting and brow waxing and / or arching.					
7.	Pierce ear.					

PLAR Assessment Methods If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Evidence File (transcript) and hours of credit, and / or.
2. Demonstration (Learning Outcome 2, 3, 4, 5, 6, & 7) Note: A demonstration may be required for Learning Outcomes 2, 3, 4, 5, 6, & 7 depending on the information submitted in the Evidence File and / or
3. Knowledge Based Test (Learning Outcomes 1 and 4)

COSM 102 Manicuring & Pedicuring

You will develop an understanding of the anatomy of hands and feet. Your studies will help you acquire an understanding of hand and nail care, diseases and disorders. You will practice giving manicures and pedicures.

Cosmo 102 – Manicuring & Pedicuring	Mastery	Competent	Functional	Learning	None
Mastery: I am able to demonstrate it well enough to teach it to someone else.					
Competent: I can work independently to apply the outcome.					
Functional: I need some assistance in using the outcome.					
Learning: I am developing skills and knowledge for this area.					
None: I have no experience with the outcome.					
1. Describe the anatomy of the hand, arm, foot and leg.					
2. Describe the structure and shapes of the nail.					
3. Describe nail diseases and disorders.					
4. Describe manicuring and pedicuring.					
5. Perform a manicuring.					
6. Apply a pedicure treatment with foot massage.					

PLAR Assessment Methods If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Knowledge test (Learning Outcome 1, 2, 3, & 4) and / or
2. Evidence – transcription and hours (Learning Outcomes 1 to 6) and
3. Interview
4. Demonstration (Learning Outcomes 5 and 6). Note: A demonstration may be required for Learning Outcomes 5 and 6, depending on the information submitted in as Evidence.

BUS 100 Salon & Spa Operations

You will develop an appreciation for the effort that goes into starting your own business. Your studies will develop your awareness of legal and labour regulations, protection required, financing, salon design and maintaining shop inventory and equipment.

BUS 100 – Salon & Spa Operations	Mastery	Competent	Functional	Learning	None
Mastery: I am able to demonstrate it well enough to teach it to someone else.					
Competent: I can work independently to apply the outcome.					
Functional: I need some assistance in using the outcome.					
Learning: I am developing skills and knowledge for this area.					
None: I have no experience with the outcome.					
1. Describe careers available in the beauty culture professional					
2. Apply job search techniques					
3. Describe the rights and responsibilities of employees and employers					
4. Describe types and locations of salons					
5. Describe types of legal agreements governing the operation of a salon					
6. Describe methods of financing a new salon					
7. Describe methods of designing and decorating a salon					
8. Describe methods of maintaining shop inventory and equipment					
9. Identify salon operating costs					
10. Describe basic record keeping procedures for a salon					
11. Describe methods of promoting a salon's product and services					
12. Describe the operations of a day spa					

PLAR Assessment Methods If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Evidence – transcription and hours (Learning Outcomes 1 to 6) and
2. Interview
3. Knowledge test: A knowledge test may be required, depending on the information submitted in the Evidence File.

SEM 100 Beauty Culture Seminar

You will participate in field trip experiences to enrich your industry contacts, increase your product knowledge and learn about the latest technology and techniques. You will challenge your skills through competition.

SEM 100 – Beauty Culture Seminar Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Participate in a Salon or Spa Seminar.					

PLAR Assessment Methods If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Evidence File – Evidence of your attendance may be in the form of a certificate, receipt, show ticket, and/or written documentation by the manufacturer’s semi