



## COURSE OUTLINE: HST731 - ETHICS REGULATION

Prepared: Hairstyling Department

Approved: Martha Irwin, Chair, Community Services and Interdisciplinary Studies

<b>Course Code: Title</b>	HST731: ETHICS, REGULATION AND POLIGY
<b>Program Number: Name</b>	6350: HAIRSTYLIST LEVEL I
<b>Department:</b>	HAIRSTYLIST
<b>Semesters/Terms:</b>	19F
<b>Course Description:</b>	This course will provide apprentices the ability to complete all work in adherence with the guidelines of professional ethics, government regulations and workplace standards. The knowledge to successfully comprehend policies and their procedures following employer and manufacturers specifications.
<b>Total Credits:</b>	1
<b>Hours/Week:</b>	1
<b>Total Hours:</b>	8
<b>Prerequisites:</b>	There are no pre-requisites for this course.
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<b>6350 - HAIRSTYLIST LEVEL I</b>
<b>Please refer to program web page for a complete listing of program outcomes where applicable.</b>	VLO 1 Complete all work in adherence to professional ethics, government regulations, workplace standards and policies, and according to manufacturers specifications as applicable.
	VLO 2 Facilitate the provision of healthy and safe working environments and perform sanitation procedures in accordance with related health regulations and legislation.
	VLO 4 Adapt to various and changing technologies, applications and procedures in the hair styling industry, and develop and present a plan outlining future professional development.
	VLO 5 Develop and use client service strategies that meet and adapt to individual client needs and expectations.
<b>Essential Employability Skills (EES) addressed in this course:</b>	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
	EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.
	EES 5 Use a variety of thinking skills to anticipate and solve problems.
	EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.
	EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.
	EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.
	EES 10 Manage the use of time and other resources to complete projects.
	EES 11 Take responsibility for ones own actions, decisions, and consequences.



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<b>General Education Themes:</b>	Social and Cultural Understanding Personal Understanding
<b>Course Evaluation:</b>	Passing Grade: 60%, C
<b>Other Course Evaluation &amp; Assessment Requirements:</b>	Attendance in all classes will be assessed and calculated in final grades. All hours of theory and practical must be completed.
<b>Books and Required Resources:</b>	Milady Standard Cosmetology by Milady Title: Milady Standard Cosmetology 13th Edition Publisher: Milady Binding Edition: 13th ISBN: 9781305774773  Hairstyling Tool Kit

<b>Course Outcomes and Learning Objectives:</b>	<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>
	1. Adhere to professional ethics in the workplace	1.1 Define professional ethics 1.2 Be courteous to clients 1.3 Perform salon services at a high level of competency 1.4 Interpret and follow employer code of professional conduct
	<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
	2. Comply with Occupational Health and Safety Act (OHSA) and Workplace Hazardous Materials Information systems (WHMIS) regulations, Material Safety Data Sheet (MSDS) information and manufacturer's safe use specifications.	2.1 Describe the legal responsibility of hairstylist for client safety and workplace 2.2 Describe the employer and employee responsibilities 2.3 Describe methods of protecting self and others by washing hands, wearing gloves and following OSHA guidelines 2.4 Interpret Workplace Hazardous Materials Information Systems (WHMIS) regulations: 2.5 Describe the legal responsibility of the hairstylist and the employer 2.6 Identify the labels of any hazardous materials (e.g. symbols to indicate hazardous materials, etc.) 2.7 Read, interpret, understand and be capable of applying the information found in the applicable Material Safety Data Sheets to supplement the label with detailed hazard and precautionary information 2.8 Describe safe use and disposal of hazardous materials by following MSDS
	<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
3. Respect clients and colleagues without discrimination.	3.1 Cultural awareness 3.2 Professional ethics	
<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>	
4. Apply ethical practices to all professional relationships	4.1 Greeting practices 4.2 Privacy act 4.3 Respectful communication 4.4 Honest and professional services 4.5 Reliability and commitment to clients	

<b>Evaluation Process and Grading System:</b>	<b>Evaluation Type</b>	<b>Evaluation Weight</b>
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	Practical	20%
	Theory	80%

**Date:** May 7, 2020

**Addendum:** Please refer to the course outline addendum on the Learning Management System for further information.