

I. COURSE DESCRIPTION:

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.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion, the apprentice is able to apply entrepreneurial skills to the operation and administration of a hairstylist business.

1. Adhere to professional ethics in the workplace:

Potential Elements of the Performance:

- Define professional ethics:
 - be courteous to clients
 - perform salon services at a high level of competency
- Interpret and follow employer's code of professional conduct

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.

Potential Elements of the Performance:

- Interpret Occupational Health and Safety Act (OHSA) regulations
 - Describe the legal responsibility of hairstylist for client safety and workplace
 - Describe the employer and employee responsibilities
 - Describe methods of protecting self and others
 - washing hands
 - wearing gloves
 - following OSHA guidelines
- Interpret Workplace Hazardous Materials Information Systems (WHMIS) regulations:
 - Describe the legal responsibility of the hairstylist and the employer

- Identify the labels of any hazardous materials (e.g. symbols to indicate hazardous materials, etc.)
- 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
- Describe safe use and disposal of hazardous materials by following MSDS

3. Respect clients and colleagues without discrimination.

Potential Elements of the Performance:

- Cultural awareness
- Professional ethics

4. Apply ethical practices to all professional relationships

Potential Elements of the Performance:

- Greeting practices
- Privacy act
- Respectful communication
- Honest and professional services
- Reliability and commitment to clients

III. TOPICS:

1. Communication skills
2. MSDS information
3. Team player skills and concepts
4. Time management and organizational skills
5. Respect for diverse opinions, values and belief systems
6. Analyze, evaluate and apply relevant information

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Milady Textbook
Milady theory and practical workbooks

Paper, pens and binders

V. EVALUATION PROCESS/GRADING SYSTEM:***Theory Evaluation***

<i>Theory</i>	70%
<i>Assignments</i>	20%
<i>Class Participation</i>	10%

Practical Evaluation

<i>Client Service</i>	80%
<i>Professionalism</i>	20%

Students must achieve a minimum of 50% in each component to pass the course and meet Ministry and program standards.

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI. SPECIAL NOTES:Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session. *It is the departmental policy that once the classroom door has been closed, the learning process has begun. Late arrivers will not be granted admission to the room.*

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.