

I. COURSE DESCRIPTION:

A student run, on-site spa setting which provides students with the opportunity to advance their skills in the esthetic practice. Students will gain independence with the ability to provide a wide range of basic and advanced spa treatments. The spa business and customer service strategies will also be emphasized.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

1. Perform, with proficiency and independence, a variety of specialized body/skin treatments and spa treatments following correct procedures and precautions and supporting client needs (including and not limited to facials, acne and hydration treatments, microdermabrasion, manicures, pedicures, hair removal, and make up applications).

Potential Elements of the Performance:

- Conduct an in depth skin analysis and record the observations and the client's health history to determine service expectations, customized treatments, modifications, or contraindications
 - Use various mediums and techniques required for the safe removal of facial and body hair with soft and hard wax.
 - Perform and customize hand and foot treatments and the complete steps of professional manicures and pedicures, and explain the required modifications and procedures for effective home maintenance
 - Apply makeup according to the client's needs and preferences
 - Determine contraindications and necessary modifications to treatments, utilizing information related to product ingredients and client health history
2. Use a range of specialized equipment and products, in compliance with established national, provincial, industry, and other related standards, regulations, policies and procedures.

Potential Elements of the Performance:

- Use safe and effective cleaning and disinfection or sterilization methods for instruments, specialized equipment, client draping materials, work surfaces, and work stations as required by local public health units

- Use machines and electrical equipment such as facial steamers, brushing machine, high frequency, galvanic and microdermabrasion machines safely and appropriately while conducting professional skin care treatments
 - Use manicure and pedicure instruments in a safe, correct, and professional manner, considering client health history and needs
 - Correctly operate and determine maintenance requirements for equipment in compliance with occupational health and safety legislation, regulations, national and provincial infection prevention and control guidelines, policies and procedures
 - Maintain and store all instruments, materials and supplies according to manufacturer's guidelines and as required by local public health units
3. Apply relevant knowledge of anatomy, physiology, and histology to the provision of specialized esthetic treatments and services.

Potential Elements of the Performance:

- Apply knowledge of the structure and composition of the skin, identifying skin types, skin disorders, and related conditions
 - Assess the impact of general health, age, gender, nutrition, and diet, stress, and external environmental factors on the skin and determine appropriate skin care treatments
 - Apply knowledge of body systems, such as immune and circulatory systems, and apply their basic functions to the provision of esthetic services, taking into account contraindications, cautions, and appropriate modifications
4. Adhere to health, safety, sanitation, and infection and prevention control guidelines, according to current legislation and national, provincial, municipal, and industry standards and regulations.

Potential Elements of the Performance:

- Practice safe cleaning and disinfection or sterilization methods during treatments, in accordance with national, provincial, and municipal regulations, and manufacturer's guidelines
- Clean and disinfect or sterilize tools after each use, keep work stations clean, and safely dispose of non reusable items, in accordance with proper hygiene procedures as required by local public health units
- Use gloves, mask, eye protection, and other suitable personal protective equipment appropriately during the provision of treatments to ensure safety of the client and others

- Seek out information and follow guidelines pertaining to occupational health and safety legislation, regulations, established policies and procedures, and relevant municipal by laws
 - Handle hazardous materials and dispose of waste and equipment in compliance with current legislation, municipal by laws, regulations, standards, and established policies and procedures
5. Select and recommend the use of esthetic products and product ingredients to clients, taking into account health status and identified needs.

Potential Elements of the Performance:

- Take into account skin types and conditions to recommend to clients specific ingredients in esthetic products and appropriate treatments for each skin type and condition
 - Identify the properties, classifications, effects, and contraindications of a variety of ingredients found in esthetic products
 - Consult with and recommend to clients essential home maintenance products in order to maintain the health of the skin and nails
 - Promote the features and benefits of esthetic products and services to clients to assist them in determining a course of action matched to their needs, lifestyle, and personal preferences
 - Explain a home maintenance schedule and demonstrate to the client the correct usage of various skin, nail care products and tools
 - Explain to the client the benefits and effects of ingredients used in body, skin and nail care
6. Establish and maintain a professional image and professional relationships in adherence to standards and ethics associated with the profession.

Potential Elements of the Performance:

- Adhere to professional expectations for dress, hygiene, and grooming (Esthetician Diploma Program Policies and Procedures)
- Adhere to the Code of Ethics associated with the Esthetic Industry
- Comply with the Student Code of Conduct regarding behavior
- Comply with the terms of the Confidentiality Agreement
- Demonstrate punctual and regular attendance

- Demonstrate accountability for your academic and professional growth
 - Employ effective interpersonal, verbal, and non verbal communication skills in dealing with clients, peers, supervisors and professors
 - Conduct a professional client consultation and needs analysis and elicit appropriate information in order to recommend a range of customized esthetic services
 - Comply with and promote municipal, provincial, and federal regulations related to Esthetician licensing, insurance, registration, and certification, where appropriate
7. Develop customer service strategies that meet and adapt to individual needs and expectations in accordance with professional standards and ethics.

Potential Elements of the Performance:

- Determine the characteristics and benefits of excellent customer service
 - Recommend services and products to meet individual needs and expectations
 - Use effective communication skills and problem solving strategies to respond to customer complaints in the Esthetician practice setting
 - Adhere to codes of ethics and conduct related to quality customer service
 - Analyze the impact of excellent customer service and the ability to promote home maintenance products on the success of the professional Esthetician practice
8. Determine professional development strategies that lead to the enhancement of work performance and career opportunities and keep pace with industry change.

Potential Elements of the Performance:

- Solicit constructive feedback relating to one's performance, strengths, and limitations to identify areas for professional growth and development
- Determine current trends and issues impacting upon the delivery of esthetic services
- Review the role and mandate of professional associations affiliated with the esthetician field of practice
- Identify learning resources and opportunities which promote professional competence and skill development

9. Identify business skills and activities required for the successful operation of a small esthetic business in a salon or spa environment.

Potential Elements of the Performance:

- Identify specific pricing and promotions strategies required for the successful operation of a small esthetic business in a salon or spa environment
- Identify strategies for an effective display of retail esthetic products
- Contribute to the maintenance of client files by accurately recording written information

III. TOPICS:

1. Professional Image: Appearance, Attitude, Communication, Ethics, Teamwork
2. Skin Treatments: Mini and Advanced Facials, Acne Treatments, Extreme Hydration Treatments, Microdermabrasion / Men and Women
3. Hair Removal: All areas of the face and body / Men and Women
4. Manicures/ Spa Manicures: Men and Women
5. Pedicures/ Spa Pedicures: Men and Women
6. Makeup Artistry
7. Levels of Decontamination: Sanitation, Disinfection, Sterilization
8. Retailing Products and Services
9. Reception

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Clean Uniform, Name Tag, Esthetic Tools and Spa Time Sheet

V. EVALUATION PROCESS/GRADING SYSTEM:

This course will be evaluated with either an "S" or a "U" grade.

Requirements for an "S" Grade:

- Group A: complete 90 hours in The Spa at Sault College
- Group B: complete 90 hours in The Spa at Sault College
- In spa assessments equal to 70% satisfactory (7/12 satisfactory assessments)

<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 (Fail)	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.	

If a faculty member determines that a student is at risk of not being successful in their academic pursuits and has exhausted all strategies available to faculty, student contact information may be confidentially provided to Student Services in an effort to offer even more assistance with options for success. Any student wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

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.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located in D2L and on the portal form part of this course outline.

1. Course Outline Amendments:

The faculty member reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

2. Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

3. Prior Learning Assessment:
Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Key Dates Calendar for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio. Student Services, located in E1101, can provide information regarding the Prior Learning Assessment and Recognition policy or it can be viewed on the student portal.

Substitute course information is available in the Registrar's office.
4. Student Portal:
The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.
5. Communication:
The College considers **Desire2Learn (D2L)** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of this Learning Management System (LMS) communication tool.
6. Accessibility Services:
If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with the Accessibility Services office. Visit Room E1101, call Ext. 2703 or email studentsupport@saultcollege.ca so that support services can be arranged for you.
7. Audio and Video Recording Devices in the Classroom:
Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. Students with disabilities who require audio or visual recording devices in the classroom as an accommodation will receive approval from their counsellor once the Audio and Video Recording Devices in the Classroom Policy has been reviewed by the student. Recorded classroom instruction will be used only for individual academic use and will not be used for any other purpose. Recordings may only be used for individual study of materials presented during class and may not be published or distributed. Intentional misuse of audio and video recordings or intentional misrepresentation when requesting the use of a device for recording shall constitute a violation of this policy and laws protecting intellectual property.

8. Academic Dishonesty:
Students should refer to the definition of “academic dishonesty” in the *Student Code of Conduct*. Students who engage in academic dishonesty will be issued a sanction under the Student Code of Conduct which could lead to and include expulsion from the course/program. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, students must use a documentation format for referencing source material.

9. Tuition Default:
Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of November (fall semester courses), first week of March (winter semester courses) or first week of June (summer semester courses) will be removed from placement and clinical activities due to liability issues. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.