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**Esthetician – All Trades
Apprenticeship Orientation**

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Apprenticeship Orientation

Rationale

Why is it important to learn this skill?

Understanding the path through apprenticeship, to certification, is important. Knowing the rules and regulations will minimize the time, effort, and money expended in reaching the goal of journey person (JP) certification.

Outcome

When you have completed this module, you will be able to:

Describe the Esthetician Apprenticeship Training Program.

Objectives

1. Describe the apprenticeship training system in Saskatchewan.
2. Describe the training profile and course outline of the esthetician apprenticeship in Saskatchewan.
3. Describe the Contract of Apprenticeship and the responsibilities of the apprentice, employer, and Saskatchewan Apprenticeship and Trades Certification Commission.
4. Describe a variety of employment opportunities for estheticians.

Introduction

The path to (JP) certification can begin as early as secondary school. Many secondary schools offer trades programs that introduce prospective apprentices to their trade. This education can contribute up to 250 hours toward the 3,600 hours that an esthetics apprentice needs. Certification doesn't need to end at one journey person ticket. Some apprentices end up holding multiple certifications in different trades. This module outlines the basic information that an esthetics apprentice needs to know in order to complete their apprenticeship and achieve (JP) certification.

Objective One

When you have completed this objective, you will be able to:

Describe the apprenticeship training system in Saskatchewan.

What is Apprenticeship?

Apprenticeship is a learning and training system that combines classroom education with on the job experience. Apprenticeship can lead to certification in one of Saskatchewan's designated trades.

Apprentices spend approximately 85% of the time working on the job, learning the trade knowledge and skills from a certified journeyman (JP). The remaining time is spent in theoretical and technical in-school training, which reinforces and expands on what is learned on the job.

Apprentices receive a broad range of trade experience on the work site. Technical training usually takes place at an institute for a period of six to twelve weeks each year.

History of Apprenticeship

The system of apprenticeship first developed in the later Middle Ages and came to be supervised by craft guilds and town governments. A master craftsman was entitled to employ young people as an inexpensive form of labour in exchange for providing food, lodging, and formal training in the craft. Apprentices usually began at ten to fifteen years of age, and would live in the master craftsman's household. Most apprentices aspired to becoming master craftsmen themselves on completion of their contract (usually a term of seven years), but some would spend time as a journeyman and a significant proportion would never acquire their own workshop (wikipedia).

Designated Trades in Saskatchewan

Fifty-one trades are designated in Saskatchewan. A **designated trade** is a trade that is designated by the Minister as appropriate for apprenticeship training and/or certification. In addition, the trade must be actively supported by its industry. The trade must have a significant number of practitioners, and the tradespersons must also

be active on their trade board. A new trade can be designated when an industry decides to designate and puts forth the necessary effort. This was the case for esthetician in 2009. Other trades can lose members and effort from their industry over time. These trades may be de-designated. For example, the blacksmith trade was de-designated.

The following trades are designated in Saskatchewan:

agricultural equipment technician	aircraft maintenance engineer technician;
automotive service technician	boilermaker
bricklayer	cabinetmaker
carpenter	construction craft labourer
cook	mobile crane operator
drywall and acoustical mechanic	electronics assembler
esthetician	tilesetter
food and beverage person	glassworker
guest services representative	hairstylist
heavy duty equipment technician	landscape horticulturist
mobile crane operator (hydraulic)	instrumentation and control technician
industrial mechanic (millwright)	insulator (heat and frost)
ironworker (reinforcing)	ironworker (structural/ornamental)
locksmith	machinist
meat cutter	motor vehicle body repairer (metal and paint)
painter and decorator	partsperson
pipeline equipment operator	plasterer
pork production technician	welder
powerline technician	truck and transport mechanic
rig technician	roofer
sprinkler systems installer	water well driller
steamfitter-pipefitter	metal fabricator (fitter)
tower crane operator	
<i>construction electrician</i>	<i>sheet metal worker</i>
<i>plumber</i>	<i>refrigeration and air conditioning mechanic</i>
hairstylist	

Types of Trades in Saskatchewan

The designated trades in Saskatchewan can be sorted into three groups. Each group is different because they are governed by slightly different regulations. The most common type of trade is a voluntary trade. There are 45 voluntary trades in the province. A trade is determined to be a *voluntary trade* when certification is offered in the trade, but is not a requirement to practice in the trade.

A *compulsory trade* is a trade where workers must be registered apprentices or certified journeypersons in order to work in the trade. The four compulsory apprenticeship trades are Construction Electrician; Plumber; Refrigeration Mechanic and Air Conditioning Mechanic; and Sheet Metal Worker. A person can work up to, and including, 900 hours (six months) in the trade prior to becoming a registered apprentice.

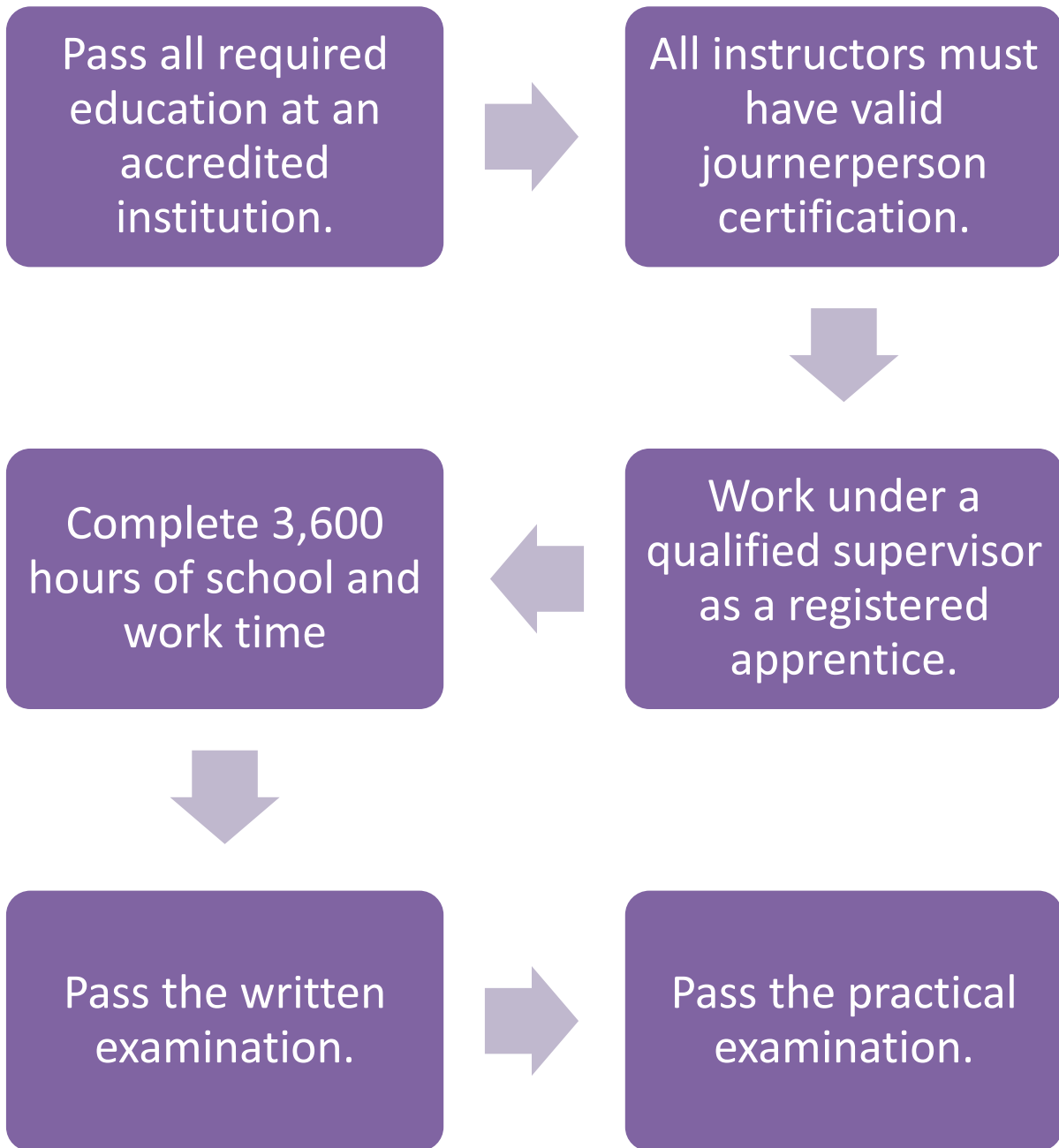
Hairstylist is the only *regulated trade* in the province. It is unique because it is a compulsory trade, but monitored by the Saskatchewan Apprenticeship and Trades Certification Commission (SATCC). To work in a regulated trade, a person must be registered with the SATCC. The SATCC is responsible for administering laws and regulations governing work in the hairstylist trade.

Apprenticeship training ranges from two to five years depending on the trade. Once esthetician apprentices complete all technical training and on-the-job-hours (3,600), they are eligible to write the journeyperson examination and perform the journeyperson practical examination.

When an esthetician apprentice is working on the job, they can be supervised by a journeyperson in that trade (a Nail Technician must be supervised by a journeyperson Nail Technician). As an alternate possibility, an esthetician apprentice can be supervised by a worker who is experienced in the trade. This supervisor must have already worked at least 5,400 hours in the trade, and they must practice the full scope of the trade. This policy is consistent with other voluntary trades.

What are the steps to becoming an apprentice?

This flow chart outlines the steps of an esthetician apprentice to achieving journeyman status. An apprentice may attend technical training at any point during the certification.



Objective One Self-Test

1) When did the system of apprenticeship start?

2) Approximately, how much time does an apprentice spend 'on the job' during their apprenticeship?

3) In what year did esthetician become a designated trade?

4) What is a designated trade?

5) Connect the terms below with their definitions.

Regulated trade

Certification is offered in the trade, but is not a requirement to practice in the trade.

Voluntary trade

A compulsory trade that is monitored by the (SATCC)

Compulsory trade

A trade where workers must be registered apprentices or certified journeypersons in order to work in the trade.

6) Most trades in the province are _____ trades.

7) How many hours must an esthetician work in their trade before they are eligible to write their journeyperson certification exam?

8) What two types of individuals can supervise an apprentice esthetician while at work?

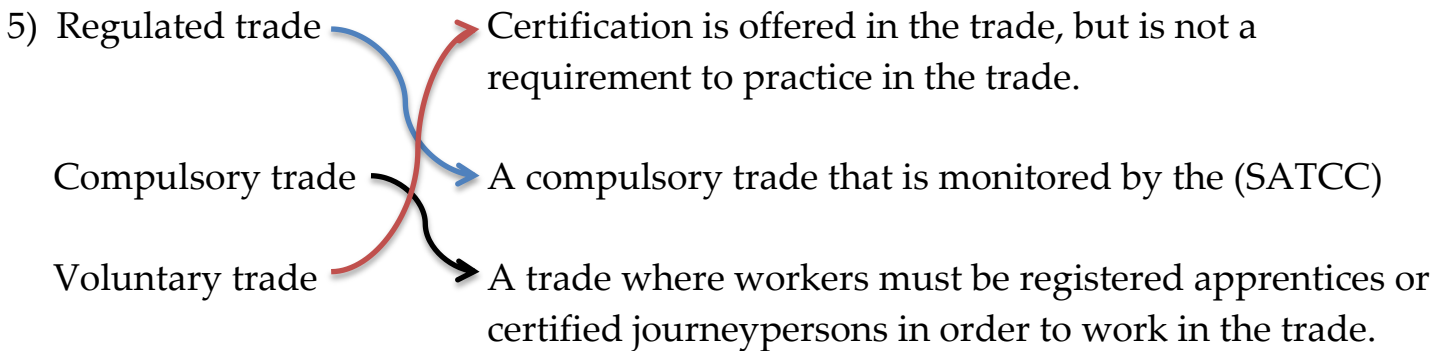
Objective One Self-Test Answers

1) In the late middle ages.

2) 85%

3) 2009

4) A *designated trade* is a trade that is designated by the Minister as appropriate for apprenticeship training and/or certification. In addition, the trade must be actively supported by its industry.



6) Voluntary

7) 3, 600 hours

8) An apprentice can be supervised by a journeyperson, or by a person who has worked in the trade for a minimum of 5,400 hours and who has practiced the full scope of the trade.

Objective Two Tentative Projection

When you have completed this objective, you will be able to:

Describe the training profile and course outline of the esthetician apprenticeship in Saskatchewan.

Common Core Materials

To complete the technical training for both Skin Care Technician and Nail Technician, the apprentice must complete the following modules:

EST 1 Sanitation, Disinfection, and Sterilization	EST 2 Tools and Equipment	EST 3 Apprenticeship Orientation
EST 4 Business Management Part - 1	EST 5 Business Management Part - 2	EST 6 Business Management Part - 3
EST 7 Business Management Part - 4	EST 8 Business Management Part - 5	EST 9 Safety Part - 1
EST 10 Safety Part - 2	EST 11	EST 21 Nail diseases, disorders, and conditions
EST 22 Nail growth	EST 23 Manicures	EST 24 Specialized Manicures

EST 25
Finishing Nails

EST 26
Pedicures

EST 27
Specialized Pedicures

Skin Care Technician

To complete technical training for Skin Care Technician, the apprentice must complete the following modules:

EST 12
Eyelashes

EST 13
Skin Types and
Conditions

EST 14
Conditioning Skin
(Body Treatments)

EST 18
Skin Physiology

EST 16
Facial Extractions

EST 17
Facials

EST 15
Body Treatments

EST 19
Hair Removal

EST 20
Makeup and
Enhancements

Nail Technician

To complete technical training for Nail Technician, the apprentice must complete the following modules:

EST 28 Nail Tips and Forms	EST 29 Powder / Liquid Systems	EST 30 Nail Fills, Maintenance, and Removal
EST 31 Gel Toe Service	EST 32 Esthetic Correction of Nails	EST 33 Decorative Nail Service

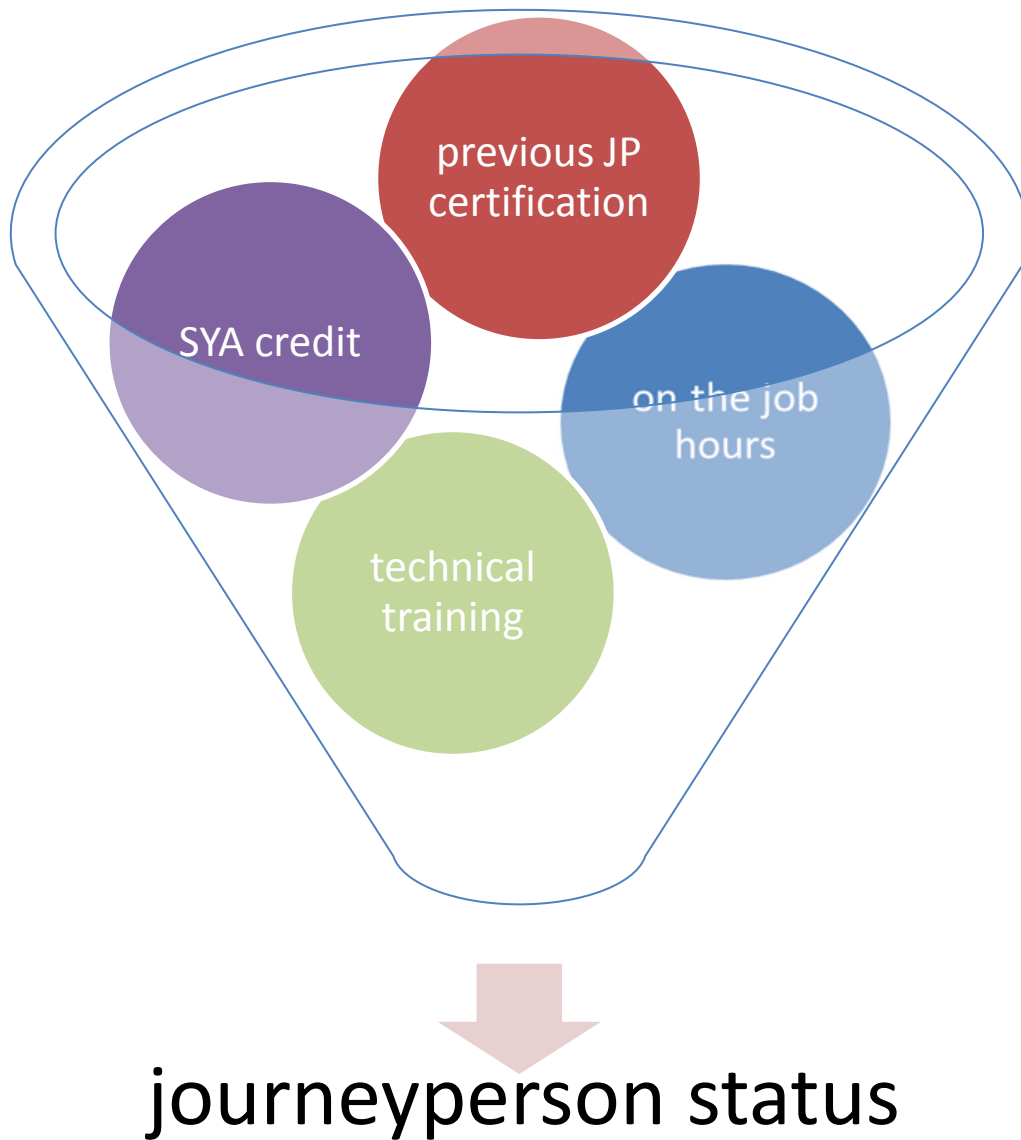
Dual Journeyperson Status

It is possible for any apprentice to earn journeyperson certifications in multiple trades. If an apprentice becomes a journeyperson in one esthetician trade, they need not redo the common core materials. The esthetician journeyperson may be granted a maximum of 1,800 hours toward the completion of their second trade. They must complete the technical training in the new trade, work the required time, then pass the written and practical examinations.

SYA Credit

An apprentice esthetician may have participated in the Saskatchewan Youth Apprenticeship (SYA) program while in secondary school. A maximum of 250 hours from the SYA program can be credited toward achieving journeyperson status. The secondary school instructor must be a journeyperson for the student to receive the hours.

Each of the four factors below can contribute to achieving journeyperson status.



Objective Two Self-Test

1) How many common core modules must an esthetics apprentice complete?

2) How many skin care technician modules must a skin care apprentice complete?

3) How many nail technician modules must a nail technician apprentice complete?

4) An apprentice esthetician has achieved journeyman status, and they decide to pursue JP status in a second esthetician trade. How many hours from the first apprenticeship count towards the second?

5) A high school student has completed all esthetician courses offered by their high school. What is the maximum number of hours that can be credited toward their apprenticeship?

Objective Two Self-Test Answers

- 1) 18 common core modules.
- 2) 9 skin care technician modules.
- 3) 6 nail technician modules.
- 4) 1,800 hours can be credited.
- 5) 250 hours can be credited.

Objective Three

When you have completed this objective, you will be able to:

Describe the Contract of Apprenticeship and the responsibilities of the apprentice, employer, and the SATCC.

The Contract of Apprenticeship

One way for a worker to complete their apprenticeship is to enter into a contract with their employer. Once this is done, the worker officially becomes an apprentice and their 'on the job' hours will begin to count toward certification. It is possible for a worker to have some of their work hours 'back dated' by their employer. It is common for an employer to hire a worker to try them out. If the worker is proven valuable after a period of time, the employer will indenture them (enter into contract) and give them credit for the hours that they have already worked in the trade. The process is outlined in the instructions below:

INSTRUCTIONS FOR REGISTERING AN APPRENTICE INTO AN APPRENTICESHIP PROGRAM

Complete and return the following:

1. Form 1: Employer Application for Registration of Apprenticeship Contract
2. Form A: Contract Between Apprentice and Employer
3. Form 6A from each employer: Verification of Trade Experience
4. A copy of your high school transcript
5. A copy of your transcripts from previous training in a trade (apprenticeship or pre-employment)
6. Pay \$150 (CAD) by credit card, debit, cheque or money order made payable to the SATCC.
 - There will be a \$10.00 charge for NSF cheques.
 - The application fee is non-refundable.
 - Post-dated cheques will not be accepted.

*****If the apprentice completed the Saskatchewan Youth Apprenticeship (SYA) Program, the \$150 (CAD) Employer Registration Fee is waived. Please indicate SYA participation on the application.**

Transferring Apprentices:

Please indicate the province you are transferring from on the Form 1 (*Employer Application for Registering an Apprentice Contract*). SATCC will complete a verification to transfer your apprenticeship credits to Saskatchewan.

Please note:

- If you are a transferring apprentice, you do not need to attach high school transcripts.
- Manitoba and Nova Scotia apprentices must complete and attach a "Consent to Release" Form which can be obtained on the appropriate apprenticeship websites:
 - www.gov.mb.ca
 - www.nsapprenticeship.ca
- Ontario apprentices must attach all Ontario trade experience hours.
- Quebec does not verify apprenticeship information.

If you experience issues or have concerns regarding transferring your apprenticeship, please contact: 1-877-363-0536

or visit

**www.saskapprenticeship.ca
2140 Hamilton Street
Regina, Saskatchewan
S4P 2E3**



Saskatchewan
Apprenticeship and
Trade Certification
Commission

2140 Hamilton Street
Regina, Saskatchewan S4P 2E3
Tel (306) 787-2444
Toll Free 1-877-363-0536
Fax (306) 787-5105

Form A Contract Between Apprentice and Employer

New Contract – to be accompanied by Form 1

Change of Employer

PSE Number

(if known)

This contract dated

(date)

Between

(year)

made

Apprentice's Name (hereinafter called "Apprentice")

Currently of

Street Number and Name (Unit number if applicable)

City/Town

Postal Code

- and -

Employer's Name (hereinafter called "Employer")

Currently of

Complete Mailing Address

City/Town

Postal Code

Currently of

Complete Physical Address

City/Town

Postal Code

pursuant to *The Apprenticeship and Trade Certification Act, 1999* witnesses that the Apprentice and the Employer agree as follows:

1. In this Contract:

- (a) "Act" means *The Apprenticeship and Trade Certification Act, 1999*;
- (b) "Commission" means the Saskatchewan Apprenticeship and Trade Certification Commission over which the Minister responsible for the administration of the Act presides;
- (c) "trade" means the _____ trade; and
- (d) "trade regulations" means *The Apprenticeship and Trade Certification Commission Regulations and The Apprenticeship and Trade Certification Regulations, 2003* applicable to the trade mentioned in clause (c).

2. The Employer agrees to accept the Apprentice as his/her Apprentice, and the Apprentice agrees to serve the Employer as his/her Apprentice for the term of this contract set forth in section 3.

- 3. (a) The term of this contract is the period, commencing on the date on which this contract is registered by the Commission, required by the Apprentice to complete the apprenticeship program in the trade.
- (b) The apprenticeship program in the trade is not considered complete until the Apprentice has passed the journeyman trade examination in the trade.

4. The Employer agrees:

- (a) to provide adequate training for the Apprentice in all branches of the trade insofar as the facilities and scope of his/her business permits; and
- (b) to permit the Apprentice to attend technical training and to write examinations as prescribed by the Commission.

5. The Apprentice agrees:

- (a) to serve his/her Employer faithfully, honestly and diligently and to obey his/her lawful commands;
- (b) to attend technical training and write examinations as prescribed by the Commission; and
- (c) to apply himself/herself diligently to learn the trade.

6. The Employer agrees:

- (a) that the hourly rate of a newly qualified Journeyman in his/her establishment at the commencement of this contract is _____
- (b) to pay wages to the Apprentice at the commencement of this contract at the rate of _____ per hour; and
- (c) to increase the rate of wages paid to the Apprentice at regular intervals in accordance with section 32 of *The Apprenticeship and Trade Certification Regulations, 2003*.

Apprentice Responsibilities

An apprentice is responsible to update their hours with SATCC. Hours should be updated every few months by submitting a Form 6A by mail, fax, or in person. Apprentices are responsible for learning from their supervisors, keeping an open mind, and working diligently to master all skills. When an apprentice changes employers, it is the responsibility of the apprentice to update their Form A with the SATCC.

Employer Responsibilities

Employers are responsible to pay their apprentices appropriately. Employers are also responsible to expose their apprentices to the full scope of the trade. The *On the job Training Guide* and the *Provincial Occupational Analysis (POA)* are two documents provided by the SATCC. They can be used to make sure that an employer is providing experience in the full scope of the trade.

SATCC Responsibilities

The Saskatchewan Apprenticeship and Trade Certification Commission has several responsibilities. They include:

- designating trades for apprenticeship training and certification.
- generating, retaining and expending revenues.
- registering apprentices and journeypersons, monitoring their training, and providing certification of skill levels achieved.
- determining and charging fees for products and services.
- entering into agreements for training delivery.
- representing Saskatchewan on interprovincial initiatives.

The SATCC also makes regulations to ensure the efficient and effective operation of the apprenticeship system. The Commission is accountable to both industry and government.

Objective Three Self-Test

1) Connect the correct form with its definition:

Form 6A	Employer Application for Registration of Apprenticeship Contract
Form 1	Contract Between Apprentice and Employer
Form A	Verification of Trade Experience

2) The \$150.00 registration fee is waived if the apprentice has completed what?

3) List two employer responsibilities:

4) List two SATCC responsibilities:

5) List two apprentice responsibilities:

6) To whom is the SATCC responsible?

Objective Three Self-Test Answers

1) Connect the correct form with its definition:

Form 6A → Employer Application for Registration of Apprenticeship Contract
Form 1 → Contract Between Apprentice and Employer
Form A → Verification of Trade Experience

2) The Saskatchewan Youth Apprenticeship (SYA).

3) The employer is responsible to

- a) pay apprentices appropriately.
- b) expose their apprentices to the full scope of the trade

4) The SATCC is responsible for

- a) designating trades for apprenticeship training and certification.
- b) generating, retaining and expending revenues.
- c) registering apprentices and journeypersons, monitoring their training, and providing certification of skill levels achieved.
- d) determining and charging fees for products and services.
- e) entering into agreements for training delivery.
- f) representing Saskatchewan on interprovincial initiatives.

5) The apprentice is responsible to

- a) update their hours.
- b) learn from their supervisors, keeping an open mind, and working diligently to master all skills.
- c) update their Form A when changing employers.

6) The SATCC responsible to industry and government.

Objective four

When you have completed this objective, you will be able to:

Describe a variety of employment opportunities for estheticians.

Employment Opportunities

Estheticians can work in many locations, both inside and outside of Canada. They can be paid in a range of ways, from hourly to commission or a combination of both.

Estheticians can be self-employed. Many choose to work for themselves, either renting a business space or working out of their home. Some estheticians choose to be employees, working for someone else.

Travel is also an option for estheticians. Some choose to work on cruise ships or in foreign countries.

Estheticians can work at fashion shows, hair shows, live theatres, and movie sets. Careers in makeup can be diversified into fields such as mortuaries and camouflage (applying make up to people who wish to have things such as scars and birth defects covered).

With additional training and education, estheticians can work in specialty areas such as medical esthetics and servicing clients with medical conditions such as cancer.

Estheticians can work as educators in many capacities. Teaching esthetics and providing training sessions to salons are just two options.

Estheticians can work as distributors and / or sales representatives for companies; in addition, estheticians can educate salons and workers about the products that they promote.

Objective Four Self-Test

- 1) An esthetician can work outside of Canada. True / False.
- 2) An esthetician can only work as an employee. True / False.
- 3) An esthetician can be self-employed. True / False.

Objective Four Self-Test Answers

1) True.

2) False.

3) True.

Module Summary Self-Test

- 1) Partsperson is a / an _____ trade.
- 2) Sheet metal worker is a / an _____ trade.
- 3) Esthetician is a / an _____ trade.
- 4) An esthetician apprentice must be supervised by a journeyperson on the jobsite.
True / False.
- 5) An esthetician apprentice could learn all of their common core material before deciding whether to become a nail technician or a skin care technician. True / False.
- 6) An employer would like to sign up (indenture) an esthetician apprentice. What is the first form that they need to fill out?

- 7) An Employer Registration Fee is \$ _____
- 8) It is possible for an esthetician to work at a live theatre company. True / False.

Module Summary Self-Test Answers

- 1) Voluntary.
- 2) Compulsory.
- 3) Voluntary.
- 4) False.
- 5) True.
- 6) Form 1.
- 7) \$150.00
- 8) True.