

ST130

Common Occupational Skills & Apprenticeship Training

1 Credit

Instructor: Daphne Thompson

Original Developer: Deborah Minish

Current Developer: Daphne Thompson

Reviewer: Deborah Minish

Created: 29/03/2017

Revised: 05/12/2020

Approval: 05/01/2021

Alternate Delivery: No

The Implementation Date for this Outline is 04/01/2021

Copyright©LAKELAND COLLEGE. Email: admissions@lakelandcollege.ca
2602 - 59 Avenue, Lloydminster, Alberta, Canada T9V 3N7. Ph: 780 871 5700
5707 College Drive, Vermilion, Alberta, Canada T9X 1K5. Ph: 780 853 8400
Toll-free in Canada: 1 800 661 6490



ST130 Version: 3



Common Occupational Skills & Apprenticeship Training

Calendar Description

This course provides the student with an overview of the requirements of a safe working environment in which to practice hairstyling. Topics in the program focus on general and personal safety, hygiene and infection control, understanding of provincial regulations and understanding of the professional ethics that should be practiced and adhered to in the hairstyling profession.

Rationale

This is a required course for the Hairstyling program. In order to effectively work with the public, students must know the importance of their personal and professional skills with clients, client care, prevention and safe procedures of infection control and the expectations of industry standards of professionalism.

Prerequisites

None

Co-Requisites

None

Course Learning Outcomes

Upon successful completion of this course, students will be able to

1. apply legislation, regulations and practices ensuring safe work in this trade.
2. use industry standard practices for climbing, lifting, rigging and hoisting in the trade.
3. apply industry standard practices for hazardous materials and fire protection in this trade.
4. manage an apprenticeship to earn journeyman certificate.
5. use coaching skills when training and apprentice.
6. describe the role of the network of industry committees that represent trades and occupations in Alberta.
7. maintain a hygienic work environment.

Resource Materials

Required Text(s):

Milady. (2016). *Milady Standard Cosmetology* (13th edition). ISBN- 13-9781285769417.

Milady. (2016). *Milady Standard Cosmetology Theory workbook* (13th edition).

ISBN 13-9781285769455.

Milady. (2016). *Milady Standard Cosmetology Practical workbook* (13th edition).

ISBN 13-9781285769479.

Reference Text(s):

None

Conduct of Course

Lectures, videos, class discussions, simulation labs, and guest speakers are used to deliver the course content. Participation is necessary.

Evaluation Procedures

Assignments	50%
Exams	<u>50%</u>
Total	100%

Grade Equivalents and Course Pass Requirements

A minimum grade of C+ (65%) is required to pass this course.

Letter	F	C+	B-	B	B+	A-	A	A+
Percent Range	0-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

Course Units/Topics

Section A: Safety legislation and practices ensuring safe work in this trade

1. Demonstrate the application of the Occupational health and Safety Act, Regulation and Code.
2. Describe the employer's and employee's role with Occupational Health and Safety (OH&S) regulations, Worksite Hazardous Materials information Systems (WHIMIS), fire regulations, Workers Compensation Board regulations and related advisory bodies and agencies.
3. Describe Alberta's Public Health Act, and the personal Services Regulation as it pertains to the Hairstylist industry.
4. Describe industry practices for hazard assessment and control procedures
5. Describe the responsibilities of worker and employers to apply emergency procedures
6. Describe tradesperson attitudes with respect to housekeeping, personal protective equipment and emergency procedures
7. Describe the roles and responsibilities of employers and employees with the selection and use of personal protective equipment (PPE)
8. Select, use and maintain appropriate PPE for worksite applications
9. Use required PPE for tasks

Section B: Climbing, lifting and Hoisting

1. Describe manual lifting procedures
2. Describe rigging hardware and associated safety factors
3. Describe industry related body mechanics
4. Select equipment for rigging loads
5. Describe hoisting and load moving procedures
6. Maintain personal protective equipment (PPE) for climbing, lifting and load moving equipment
7. Demonstrate workplace ergonomics
8. Use PPE for climbing, lifting and load moving equipment

Section C: Hazardous Materials & Fire Protection

1. Describe roles, responsibilities, features and practices related to the Workplace Hazardous Materials Information System (WHIMIS)
2. Describe three key elements of WHIMIS
3. Describe handling, storing and transporting procedures for hazardous material
4. Describe venting procedures when working with hazardous materials
5. Describe hazards, classes, procedures and equipment related to fire protection

Section D: Apprenticeship Training Program

1. Describe the contractual responsibilities of the apprentice, employer and Alberta Apprenticeship and industry training
2. Describe the purpose of the apprentice record book
3. Describe the procedure for changing employers during and active apprenticeship
4. Describe the purpose of the course outline
5. Describe the procedure for progressing through an apprenticeship
6. Describe advancement opportunities in this trade

Section E: Workplace Coaching Skills

1. Describe the process for coaching an apprentice

Section F: Alberta's industry Network

2. Describe Alberta's Apprenticeship and industry Training system
3. Describe roles and responsibilities of the Alberta Apprenticeship and industry Training Board, the Government of Alberta and post-secondary institutions
4. Describe roles and responsibilities of the Provincial Apprenticeship committees (PAC), Local Apprenticeship Committees (LACs) and occupational committees (OCs)

Section G: Hygiene, Sanitation and Infection Prevention and Control

1. Describe the levels of infection control
2. Describe disinfecting solutions
3. Describe sanitizing solutions
4. Describe maintaining a hygienic work environment
5. Describe maintaining a safe work environment
6. Describe methods used for cleaning equipment
7. Describe first aid kits
8. Describe methods of sanitizing salon wear
9. Demonstrate methods of sanitizing salon wear
10. Demonstrate hygienic procedures for preventing the spread of diseases as prescribed by Alberta's personal services legislation

