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PREMIER
DALTON MCGUINTYCENSUS ·
RECENSEMENT**Policy/Program Memorandum No. 30****Issued under the authority of the Deputy Minister of Education**

Date of Issue: November 22, 1993

Effective: Until revoked or modified

Subject: **HAIRSTYLIST PROGRAMS IN SECONDARY SCHOOLS**

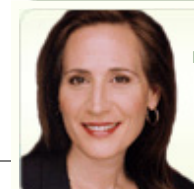
Application: Directors of Education
Regional Directors of Education
Principals of Secondary Schools

Reference: This memorandum replaces Policy/Program Memorandum No. 30, September 2, 1981.

INTRODUCTION

The regulations governing the trade of hairstylist were revised in Regulation 477/91, which was made under the Trades Qualification Act. The requirements for secondary school hairstylist programs have therefore also been revised so that they are in accordance with the new legislation. This memorandum provides details of the revised requirements.

Under the new legislation, all students who enter a secondary school cosmetology program on or after September 1, 1992, and who wish to obtain certification as hairstylists shall

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Pupatello**

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successfully complete prescribed course work in a secondary school cosmetology program, an apprenticeship requirement, and a written examination administered by the Department of Skills Development, Ministry of Education and Training. When they have met these requirements, they will be granted a Certificate of Qualification in the trade of hairstylist.

Students may complete the requirements either through the secondary school hairstylist program or through the School Workplace Apprenticeship Program.

THE SECONDARY SCHOOL HAIRSTYLIST PROGRAM

Requirements

Students entering the secondary school hairstylist program on or after September 1, 1992, shall successfully complete 1500 hours of course work in hairstyling that is based on the cosmetology program in the ministry's curriculum guideline *Technological Studies, Intermediate and Senior Divisions, Part B: 9. Personal Services Grouping, Module 1, 1986*. The 1500 hours of course work shall consist of both theoretical and practical studies. All students shall take Component A (660 hours) plus a selection of courses from Components B, C, and D (840 hours). For details, please see the **Appendix** to this memorandum.

Upon successful completion of the course work, students shall secure an apprenticeship placement and then register their apprenticeship with the Department of Skills Development. They shall complete 2000 hours of apprenticeship in accordance with the requirements outlined in the document entitled *Hairstylist: Apprenticeship Training Standards*, which is available from the district offices of the Department of Skills Development. As apprentices, students must complete the compulsory units listed in *Hairstylist: Apprenticeship Training Standards*; namely, units 1, 2, 3, 4, 5, 6, 8, 11, and 12. If facilities are available locally, they may also take one or more of the optional units; namely, units 7, 9, 10, 13, and 14.

When students have successfully completed both the course work and the apprenticeship requirement, they are eligible to write the examination for the Certificate of Qualification.

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The courses that students take as part of the cosmetology program shall satisfy the requirements for an Ontario Secondary School Diploma, which are given in section 4.10 of *Ontario Schools, Intermediate and Senior Divisions (Grades 7-12/OACs) : Program and Diploma Requirements, 1989*.

Teacher Qualifications

Cosmetology programs for students wishing to become hairstylists must be delivered by secondary school teachers who are certified in the trade of hairstylist. The teacher monitors who monitor students in co-operative education placements in cosmetology must also be certified in the trade of hairstylist.

Student Records

When they complete their course work, students will be provided with a letter on school letterhead, signed by the principal and the cosmetology teacher, certifying that the student has successfully completed the 1500 hours of course work. The student will then present this letter to the Department of Skills Development when registering for the 2000 hours of apprenticeship.

Program Approval

Since the secondary school hairstylist program is intended for students who wish to obtain certification as hairstylists, school boards and minority-language sections must apply for approval of their program. They must complete the attached application form and send it to the appropriate regional office of the Department of Education, Ministry of Education and Training. School boards and sections whose program was approved before September 1, 1992, must reapply for approval of their program.

School boards and sections do not need to apply for approval of a cosmetology program that is intended for students who wish only to take one or more credits in cosmetology.

SCHOOL WORKPLACE APPRENTICESHIP PROGRAM

Hairstylist programs may also be offered in secondary schools

through the School Workplace Apprenticeship Program. Like students in the secondary school hairstylist program, students in this program must complete 1500 hours of course work; please see the **Appendix** for details. However, since the contract of apprenticeship begins before the student completes the 1500-hour program, students will be required to complete successfully a maximum of 5500 hours of training, instruction, and work experience to be eligible to write the examination for the Certificate of Qualification in the trade of hairstylist.

A program in hairstyling offered through the School Workplace Apprenticeship Program must be approved by the Ministry of Education and Training. For further information, please contact the appropriate regional office of the Department of Education.

APPENDIX

COURSE REQUIREMENTS FOR SECONDARY SCHOOL HAIRSTYLIST PROGRAMS

All students in secondary school hairstylist programs must take 1500 hours of course work as follows:

- courses in Component A (660 hours)
- a selection of courses from Components B, C, and D (840 hours)

A detailed description of Components A, B, C, and D is provided below.

Component A: 660 hours - 6 Senior Division credits in cosmetology
These must be in-school courses. They cannot be co-operative education courses.

Component B: 110-220 hours - 1 or 2 Intermediate Division credits in cosmetology
Note: Students can apply these credits towards the 840 hours **only if** they reach the age of 16 before they complete these credits.

Component C: 110-440 hours - 1 to 4 related Senior Division credits

All students must take at least 110 hours of Senior Division course work selected from the content units listed in the **chart** below. Students may take a maximum of 440 hours of course work selected from these units.

The content units are given in column 1 of the chart; the units in parentheses refer to units in *Hairstylist: Apprenticeship Training Standards*. In column 2, the subject areas in which these units can be developed are given; the full name of the curriculum guideline (s) governing each of these subject areas is provided in a separate list following the chart. The maximum credit value and the maximum number of hours for each credit or portion thereof are given in columns 3 and 4, respectively.

Component D: 730 hours maximum - co-operative education credits

All students must take some of their course work as co-operative education credits under the supervision of the cosmetology teacher and the teacher monitor of the co-operative education course. The number of hours that each student spends in co-operative education courses will vary, since some students may accumulate more credits than others in Components B and C.

Chart for Component C

Content Unit	Subject Area	Maximum Credit Value	Maximum Number of Hours
Hygiene, Grooming (units 1, 3, 4)	Health	0.25	30
Anatomy, Physiology, Bacteriology, Sterilization, Sanitation, Properties of Scalp and Hair (units 1, 3, 4)	Biology	0.50	55
Hair Chemistry: Water, Shampoos, Colour, Heat (units 3, 4, 8-12)	Applied Chemistry	0.50	55
Colour Theory/ Laws of Colour and Line (units 5, 6, 7)	Visual Arts	0.50	55
Form, Shape, and Balance in Hair Artistry (units 5, 6, 7)	Fashion Arts	0.25	30
Reception and Client Records (unit 2)	Computer Studies	0.25	30

Public Relations (unit 2)	Business English	1.00	110
Business Requirements (unit 2)	Business Mathematics	0.25	30
Business-Client Relationships (all units)	Consumer Studies	0.25	30
Salon Establishment and Operation (all units)	Entrepreneurship Studies	0.50	55
or			
Promotion of Salon Products and Services (all units)	Marketing	0.50	55
Career Planning and Preparation	Guidance	0.50	55

The following are the curriculum guidelines for the subject areas given in the preceding chart. The subject areas are listed in the order in which they appear in the chart.

Health	Physical and Health Education, Senior Division, 1975
Biology	- Science, Intermediate and Senior Divisions, Part 6: Science, Grades 11 and 12, Basic Level, 1988 - Science, Intermediate and Senior Divisions. Part 9: Applied Biology and Applied Chemistry, Grade 11, General Level, 1988 - Science, Intermediate and Senior Divisions. Part 12: Biology, Grade 11, Advanced Level, and the OAC, 1987

Applied Chemistry	• <i>Science, Intermediate and Senior Divisions, Part 6: Science, Grades 11 and 12, Basic Level, 1988</i> • <i>Science, Intermediate and Senior Divisions. Part 9: Applied Biology and Applied Chemistry, Grade 11, General Level, 1988</i> • <i>Science, Intermediate and Senior Divisions, Part 13: Chemistry, Grade 11, Advanced Level, and the OAC, 1987</i>
Visual Arts	• <i>Visual Arts, Intermediate and Senior Divisions, 1986</i>
Fashion Arts	• <i>Fashion Arts, Senior Division, 1990</i>
Computer Studies	• <i>Computer Studies, Intermediate and Senior Divisions, 1983</i>
Business English	• <i>Business Studies, Senior Division: Business English, 1987</i>
Business Mathematics	• <i>Mathematics, Intermediate and Senior Divisions, Part Two, 1985.</i> The unit should deal with material in the course entitled Mathematics for Business and Consumers.

Consumer Studies	• <i>Business Studies, Intermediate and Senior Divisions: Consumer Studies, 1987</i>
Entrepreneurship Studies	• <i>Business Studies, Senior Division: Entrepreneurship Studies, 1990</i>
Marketing	• <i>Business Studies, Intermediate and Senior Divisions: Marketing, 1987</i>
Guidance	• <i>Guidance, Intermediate and Senior Divisions, 1984</i>

APPLICATION FOR APPROVAL OF THE SECONDARY
SCHOOL HAIRSTYLIST PROGRAM

Name of Board

Schools Where Program Will Be
Offered

Student Program

Clearly outline how the 1500 hours of course work will be delivered, showing subjects, course code and the number of hours.

GRADE 10			GRADE 11			GRADE 12		
Subj.	Course Code	Hrs.	Subj.	Course Code	Hrs.	Subj.	Course Code	Hrs.

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Level of difficulty of cosmetology courses

I hereby certify that the cosmetology courses will be taught and monitored by qualified teachers certified in the trade of hairstylist. I further certify that any out-of-school component is in accordance with *Co-operative Education: Policies and Procedures for Ontario Secondary Schools, 1989*.

Director of Education

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