

**HEADHUNTERS HAIR FASHIONS INC.
HEADHUNTERS SCHOOL OF HAIR and ESTHETICS**

KAMLOOPS BC

Cosmetology Program Overview

Program Objectives

The primary objective of the 10 month, 1500 hour Cosmetology program at Headhunters School is to ensure students have the knowledge and skills necessary to be successful in the Cosmetology industry. To validate their acquisition of these skills, the School's graduates who meet the School's standards may wish to write the Cosmetology Industry Association of BC examinations. After registration with the Industry Training and Apprenticeship Commission and six months of employment as an apprentice, the graduate may apply to ITAC to write exams for the Certificate of Qualification.

Employment opportunities can be found as hair stylists, technicians, salon managers, film and theatre stylists, salespersons, or as instructors after a period of related experience and additional education. In some cases, there are opportunities to become salon owners. Further information about Cosmetology as a career is available in the BC Work Futures NOC 6271 description on the internet at www.workfutures.bc.ca or on the Cosmetology Industry Association of BC website at www.ciabc.bc.ca.

Entrance Requirements

To be admitted to the Cosmetology program, applicants must be:

- A. At least 18 years of age at entry with at least a grade 10 education,
OR
- B. 19 years of age, or over,
OR
- C. Have a grade 12 education

Note: To be eligible for the BC Student Assistance Program, students must have a grade 12 education or be over age 19, must meet a residency requirement and must present original proof of age or education with their application/enrolment form. Application forms for the program are available at the School but all decisions about the program are made by BCSAP personnel.

Applicants must be non-allergic to the solutions used in the program and should be aware that it is a physically demanding program requiring a reasonable degree of stamina and physical conditioning. Applicants should also be aware that they will be expected to be self-motivated, self-reliant and self-directed towards their studies.

All applicants must meet with the Instructional Supervisor prior to entry, must be able to communicate in English, must write the School's Pre-entrance Examination, and must complete an Enrolment Contract.

Schedule of Instruction

The School's Cosmetology program is taught over a 10-month, 43-week period totaling 1500 hours of instruction. In general, students attend on a five day, 35-hour week to receive their theoretical and practical instruction. The Course Curriculum Outline listing the subject matter taught for each of the weeks of instruction is attached as an appendix to this overview.

New students may enter at the beginning of each month but they should be aware that their individual schedule of instruction will differ from that of students already enrolled in the program.

Program Evaluations, Grading and Credentials

Each course outline describes the specific evaluation requirements and grading schemes for the relevant units and topics of study. In general, the passing grade for each one is 70% with a cumulative grade of 70% in each of the practical and theory sections required for graduation from the program. The criteria for evaluation are stated in the course outline for each unit of study and the grading scheme is listed there as well. After meeting all requirements for the program, the graduate receives a School certificate stating that he or she has attended a 1500-hour program of studies. Progress reports are provided at mid-term and test and examination results are provided within a day or so.

Prescribed Textbook and Kit

The prescribed textbook for this program is the current edition of *The Milady Textbook of Cosmetology* and the associated workbooks. These may be purchased directly from the School. Additional resource materials, such as videotapes, trade magazines and industry periodicals are available free of charge at the School. It is recommended that students create their own file of materials from these sources and from those handed out by product and equipment suppliers during demonstrations, seminars and workshops.

Students receive copies of course outlines for each of the units of study listed in this overview. These outlines provide a summary of course content, the duration of the course, a list of learning outcomes, the evaluation criteria and grade requirements to pass the course, the resources required for the course, including the references to the relevant sections in the *Milady Textbook*. The outlines should be retained for reference and review purposes.

Each student is required to have a kit of materials which may be purchased from the School or obtained elsewhere as long as the items meet the School's standards. To establish a distinctive image, the School requires the students to dress appropriately according to a basic dress code.

Program Outcomes

By the end of the program and upon graduation, the student should have acquired the knowledge, skills and competencies to be able to:

- *Conduct himself or herself ethically, professionally and confidently at all times, especially when providing customer service.
- *Adhere to the rules of personal hygiene, cleanliness and grooming and perform all tasks in a safe and secure manner.
- *Give a permanent wave.
- *Apply appropriate shampoos, conditioners and rinses in a competent manner.
- *Competently use the appropriate techniques and cutting implements for hair cutting, hair shaping and styling variations.
- *Clearly convey an awareness of the differences in the structure and composition of hair and demonstrate an understanding of the physiology of the scalp.
- *Recognize the presence of disorders of the hair and scalp.
- *Demonstrate the application of the principles of hair waving, ironing hair, finger waving, performing treatments for the scalp, setting hair and combing out hair.
- *Demonstrate the application of various types of hair colouring, including semi-permanent and permanent colour, lightening of hair and lifting of colour.
- *Demonstrate an understanding of the physiology of the head and arms.
- *Create hairstyles for short, long and various types of hair.
- *Demonstrate the ability to conduct client consultations.
- *Demonstrate a basic knowledge of the principles of retailing salon products and services.
- *Demonstrate an understanding of facial and manicuring procedures.
- *Style and care for hairpieces and wigs.
- *Perform all hairdressing functions in the School's duplicate salon setting.
- *Perform receptionist duties.