

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

Esthetics Program Overview

Program Objectives

The primary objective of the seven month, 800 hour Esthetics program at Headhunters is to ensure students have the knowledge and skills necessary to be successful professional Estheticians. 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.

Employment opportunities can be found as make-up artists, cosmetics buyers, manufacturers' representatives, assistants to a dermatologist or cosmetic surgeon, skin care specialists, salon managers, 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 through the BC Work Futures website at www.workfutures.bc.ca or the Cosmetology Industry Association of BC website at www.ciabc.bc.ca.

Entrance Requirements

To be admitted to the Esthetics program at the school, 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 Esthetics program is taught over a seven month, period totalling 800 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. Hours may vary from those indicated.

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 an 800-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 textbooks for this program are the current editions of *The Milady Standard Textbook for the Professional Esthetician* and *The Art and Science of Nail Technology*, and the associated workbooks. These may be purchased directly from the Schools.

Access to additional resource materials, such as videotapes, trade magazines and industry periodicals are available free of charge at the school. It is recommended that students build their own portfolio and 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.

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

Upon graduation, the student should have acquired the knowledge, skills and competencies to:

- *Conduct himself or herself in an ethical manner, with deportment and confidence 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.
- *Demonstrate awareness of the types of bacteria and use the procedures for sanitation and sterilization.
- *Demonstrate an understanding of the histology and physiology of body cells and bone structures, muscle and nerve systems, circulatory and endocrine systems, and the skin.
- *Recognize various skin types and abnormalities and analyze all skin types.
- *Cleanse and manipulate the face and neck and use various types of skin care appliances.
- *Demonstrate an understanding of cosmetic chemistry, such as moisturizing and nourishing creams, skin toners, and the pH scale.
- *Give specialized treatments to the skin.
- *Use light therapy and give high frequency treatments.
- *Assess the need for and apply facial masks.
- *Use various basic make-up artistry and cosmetic applications.
- *Remove superfluous hair by waxing or depilatory methods.
- *Give various types of cosmetic massages.
- *Apply techniques of manual and mechanical muscle-toning.
- *Give a manicure and provide care for the feet while recognizing nail disorders and diseases.
- *Employ the safety precautions necessary for handling electrical equipment.
- *Apply the principles of electrotherapy.
- *Use different types of currents for correcting skin problems.
- *Work independently and perform complete client consultations.
- *Perform all Esthetics functions in the School's duplicate salon setting.
- *Be knowledgeable of Esthetics career options, employment searches and resume writing.