

## **HEADHUNTERS SCHOOL OF HAIR and ESTHETICS KAMLOOPS BC**

### **Nail Technician/Manicurist Program Overview**

#### **Program Objectives**

The primary objective of the four month, 400 hour Nail Technician/Manicurist program at our School is to ensure students have the knowledge and skills necessary to be successful as professional nail technician/manicurists. 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 nail technicians, manicurists, department managers, salespersons, manufacturer's representatives, consultants 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 a career as a nail technician/manicurist is available through the BC Work Futures website on the internet at [www.workfutures.bc.ca](http://www.workfutures.bc.ca) or the Cosmetology Industry Association of BC website at [www.ciabc.bc.ca](http://www.ciabc.bc.ca).

#### **Entrance Requirements**

To be admitted to the Nail Technician/Manicurist 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 an 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 Nail Technician/Manicurist program is taught over a four month, period totalling 400 hours of instruction. In general, students attend School 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 for course topics may vary.

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 is 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 400-hour program of studies. Informal progress reports are provided during the program 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 Art and Science of Nail Technology* and the *Milady's Nail Technology Workbook*. These may be purchased directly from the School.

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 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 are also encouraged to create their own portfolios.

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 textbook and workbook. 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 criteria. To establish a distinct image, the School requires the students to dress 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 ethically, with deportment and confidence, especially with customers.
- \*Be personally hygienic, clean, well-groomed and perform all tasks safely and securely.
- \*Demonstrate an awareness of the types of bacteria and the procedures for sanitation and sterilization.
- \*Demonstrate an understanding of the histology and physiology of skin, nails, sweat and oil glands.
- \*Give a manicure and recognize the presence of diseases and disorders of the nails.
- \*Apply artificial nail products.
- \*Demonstrate knowledge and skills for foot care.
- \*Employ the safety precautions necessary for handling electrical equipment.
- \*Work independently and perform complete client consultations.
- \*Perform all nail technician/manicurist functions in the School's duplicate salon setting.
- \*Be knowledgeable of career options, employment searches and resume writing.
- \*Apply the fundamentals of career and small business management.

### **The Mission of Our School**

#### **Headhunters School of Hair and Esthetics**

Our Purpose is to prepare individuals for careers as professional Cosmetologists, Estheticians and Nail Technicians. To do so we will provide our instruction in an atmosphere of encouragement and an environment of self-development, self-reliance and self-direction.