COLLEGE OF THE ROCKIES

Hairstylist Foundation – HDRP
Trades Training

Program Outline

PROGRAM IMPLEMENTATION DATE:	**January 2008**
OUTLINE EFFECTIVE DATE:	**September 2021**
PROGRAM OUTLINE REVIEW DATE:	**April 2026**

GENERAL PROGRAM DESCRIPTION:

This comprehensive 43-week Hairstylist Foundation (pre-apprenticeship) program is designed to prepare students for entry-level positions in the hairstylist industry. The program provides students with skills that are needed as a first year hairstylist apprentice, including those related to salon hygiene practices, effective use and maintenance of tools and equipment, hair cutting, styling, and colouring, chemical waving and relaxing, as well as communication skills and basic business management skills. The program is delivered through regular lectures, demonstrations and practical skills training in a fully functioning salon. Students participate in a three-week practicum in a registered salon and may complete their work-based training hours in the College of the Rockies Hair Salon or in an accredited hair salon of their choice under a Red Seal qualified stylist. Students will have opportunities to experience and participate in local indigenous community events as related to the Hairstylist program. Safety and hygienic practices are emphasized, reinforced and practiced throughout the program.

Credentials Granted: Upon successful completion of the 43-week Hairstylist Foundation program, students receive:

- Level 1 Technical Training credit from the Industry Training Authority for the Hairstylist Apprenticeship program
- Certificate of Completion from the Industry Training Authority
- College of the Rockies Certificate
- Credit for 1290 Work-based training hours from the Industry Training Authority

Delivery: This program can be delivered face to face or hybrid (online with face-to-face components).

Time for this program: 43 weeks

Structure of Instructional Hours:

Instructional Activity	Duration
Instructional hours	28 hrs/wk
Directed Studies	2 hrs/wk
Hours per week	30 hrs/wk
Total Technical Training hours	990 hrs
Assigned Practicum hours	120 hrs
Supervised practicum hours	180 hrs
Total practicum hours	300 hrs
Total Program hours	1290 hrs

Content Weightings	
Theory	50%
Practical Skills	50%
Total	100%

Program Outline Author or Contact:

Gwen Stewart, RSE Hairsylist CIABC Hairstylist Certificate, PID

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Signature

APPROVAL SIGNATURES:

Department Head
Joy Brown
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Dean of Trades and Technology
Dr. Jack Moes
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Department Head Signature

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Dean Signature

EDCO

Valid from: September 2021 – April 2026

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Education Council Approval Date

ADMISSION REQUIREMENTS:

Prerequisites:
- Minimum of Grade 10 (or equivalent from a recognized post-secondary institution) completion.

Recommended prerequisites: The following education is **highly** recommended for student success within the program:
- Either Composition 10, Creative Writing 10, Literary Studies 10, New Media 10 or Spoken Language 10
- Workplace Math 10 and either Workplace Math 11, Apprenticeship Mathematics 12, History of Math 12, or equivalent
- Science 10
- Secondary school graduation or equivalent, or completion of a College of the Rockies assessment to an acceptable level

Non-Academic:
- Applicants must be non-allergic to the solutions used in this occupation. This occupation is physically demanding and reasonable physical condition is necessary. Strong people skills are required.

Flexible Assessment (FA):

Credit can be awarded for this program through FA   ☑ Yes   ☐ No

          Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

Prior Learning Credit: Students may apply for prior learning credit with the ITA (Industry Training Authority) please visit www.itabc.ca or the Beauty Council of Western Canada for information on receiving prior learning credit.

Prior Program Number: N/A

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Program Outline effective date, the following textbooks were in use (most current edition):

          Milady. *Milady Standard Cosmetology Theory, 13th Edition*. Cengage Learning. 2016.
          Milady. *Milady Cosmetology Theory Workbook, 13th Edition.* Cengage Learning. 2016.
          Milady*. Milady Cosmetology Practical Workbook, 13th Edition.* Cengage Learning. 2016.

Please see the instructor's syllabus or check COTR's online text calculator http://go.cotr.bc.ca/tuition/tCalc.asp for a complete list of the currently required textbooks.

PROGRAM COMPETENCIES AND TECHNICAL TRAINING CONTENT:

Upon the successful completion of this program, students will be able to

HDRP 101   Perform Safety Related and Hygienic Functions
- Disinfect tools and equipment
- Maintain a safe and hygienic environment

HDRP 102   Use Tools and Equipment
- Use and maintain manual and electric tools
- Sanitize and maintain client capes and smocks
- Use and maintain major equipment
- Perform front-end responsibilities

HDRP 103   Prepare for Client Services
- Plan client services
- Consult with clients

HDRP 104   Use Communication and Mentoring Techniques
- Demonstrate the ability to establish a positive relationship with First Nations, Inuit, and Metis clients
- Demonstrate a respect for the local indigenous communities
- Demonstrate a respect for some contemporary and traditional knowledge of local indigenous communities
- Use communication techniques

HDRP 105   Analyze and Respond to Hair and Scalp Conditions
- Analyze hair and scalp
- Respond to unfavorable hair and scalp reactions

HDRP 106   Shampoo and Condition Hair and Scalp
- Prepare hair for shampoo
- Manipulate hair and scalp using shampoo and conditioner
- Perform hair and scalp treatment

HDRP 107   Cut Diverse Textures of Hair Using Cutting Tools
- Cut hair with and without elevation
- Customize hair cuts

HDRP 108   Cut Facial Hair and Nape Hair
- Trim and remove nape hair
- Trim and remove facial hair

HDRP 109   Style Wet Hair
- Prepare and style wet hair
- Set wet hair

HDRP 110   Style Dry Hair
- Prepare and style dry hair

HDRP 111   Perform Chemical Texture Services on Hair
- Chemically wave hair

HDRP 112   Colour Hair
- Describe colour theory
- Colour virgin hair and regrowth
- Colour hair using colour placement and techniques

HDRP 113   Lighten Hair
- Describe colour theory in relation to lightening
- Lighten virgin hair and regrowth
- Lighten hair using colour placement techniques
- Tone pre-lightened hair

HDRP 114   Perform Colour Correction
- Explain colour correction

HDRP 115   Perform Services for Hair Extensions, Wigs and Hairpieces
- Select hair extensions, wigs and hairpieces
- Customize and maintain hair extensions, wigs and hairpieces

HDRP 116   Practice Business Fundamentals
- Perform front-end responsibilities
- Control inventory and merchandise

PRACTICUMS:

HDRP 117   Assigned Practicum (Instructor Supervision) - 120 hours
- Workplace Salon as assigned by program instructor

HDRP 118   Supervised Practicum - 180 hours
- Employer Supervised Practicum in an accredited Salon, or
- College-supervised practicum in College Hair Salon

The program competencies and technical training content delivered in this program follow the Industry Training Authority Program Outline for this trade.

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

WORKPLACE HEALTH AND SAFETY COURSES:

Students must pass the following Workplace Health and Safety courses for program completion:
- Workplace Hazardous Material Information System *(WHMIS: PVHE-700)*
- Occupational First Aid – Level 1 (*OFA-1: PVHE-100*)

EVALUATION AND ASSESSMENT:

HAIRSTYLIST FOUNDATION			
COTR COURSE	**SUBJECT COMPETENCIES**	**THEORY WEIGHTING**	**PRACTICAL WEIGHTING**
HDRP 101	Perform Safety Related and Hygienic Functions	3%	3%
HDRP 102	Use Tools and Equipment	3%	3%
HDRP 103	Prepare for Client Services	4%	4%
HDRP 104	Use Communication and Mentoring Techniques	2%	2%
HDRP 105	Analyze and Respond to Hair and Scalp Conditions	3%	3%
HDRP 106	Shampoo and Condition Hair and Scalp	2%	2%
HDRP 107	Cut Diverse Textures of Hair Using Cutting Tools	18%	18%
HDRP 108	Cut Facial Hair and Nape Hair	1%	1%
HDRP 109	Style Wet Hair	10%	10%
HDRP 110	Style Dry Hair	10%	10%
HDRP 111	Preform Chemical Texture Services on Hair	10%	10%
HDRP 112	Colour Hair	15%	15%
HDRP 113	Lighten Hair	11%	11%
HDRP 114	Perform Colour Correction	3%	3%
HDRP 115	Perform Services for Hair Extensions, Wigs and Hairpieces	1%	1%
HDRP 116	Practice Business Fundamentals	4%	4%
HDRP 117	Assigned Practicum		
HDRP 118	Supervised Practicum		
	Total	**100%**	**100%**
In-School Theory/Practical Subject Competency Weighting		50%	50%
Final in-school percentage score Students must achieve a minimum 70% overall as the final in-school percentage score		**IN-SCHOOL %**	

Pass Requirements

In order to pass this program, students are required to
- achieve a minimum overall 70% final percentage score**
- pass all Workplace Health and Safety courses within the program

This program has a Standard Written Exam (SLE) that is administered by the Industry Training Authority on the last day of the program. In order to be eligible to write the SLE, students must have a final in-school percentage score of 70 % or higher.

The final percentage score for determining credit for the Hairstylist Foundation program is calculated by ITA Direct Access and is determined as follow:
In-school Percentage Score
Combined theory and practical subject competency multiplied by 80%
Standard Written Exam Percentage Score
The exam score is multiplied by 20%

SAFETY:

WorkSafeBC regulations apply to all trades programs. Students are expected to follow all safe work practices and have high regard for the safety of others as well as of themselves. Students are responsible to wear personal protective equipment (PPE) as directed. At a minimum, students must provide and wear approved safety footwear and eyewear at all times in the salon. Additional PPE may be required for specific tasks. Students are expected to wear clothing suitable for working safely in the salon.

STUDENTS MUST PROVIDE THIEIR OWN:
- Advanced Hairdressing Kit
- Computer

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

PROGRAM GRADE:

Program grades are assigned as follows:

COM	Completed to defined standard $\geq$ 70%
NCG	No Credit Granted < 70%

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

PROGRAM CHANGES:

Information contained in program outlines is correct at the time of publication. Content of the program is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor will endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add material from programs.