

COURSE A1.3 LOG BOOK

► A1.3.1 THE LOG BOOK

- A. The Log Book Purpose and Features
- B. How to Obtain a Log Book
- C. Roles and Responsibilities of the Apprentice
- D. Roles and Responsibilities of Sponsors and Trainers
- E. Program Completion Guidelines
- F. Registering Apprentice to Write Exams
- G. The Red Seal Exam for Hairstylists

A. THE LOG BOOK PURPOSE AND FEATURES

The [Apprenticeship Training Standard Log Book for Hairstylist 332A](#) identifies all the skills associated with the hairstylist trade in Ontario. It is written in

statements that describe how you, the apprentice, must perform each skill to be considered competent in that skill.

B. HOW TO OBTAIN A LOG BOOK

The log book is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario. The log book is intended to be used by the Apprentice and Sponsor as an official record of training. The completion of this document is necessary to complete your apprenticeship and receive your Certificate of Apprenticeship.

Once your apprenticeship is approved by the Ministry and you sign an apprenticeship agreement with your sponsor; you can download your authorized Hairstylist Apprenticeship Log Book from Skilled Trades Ontario Portal.

Once you, as an apprentice candidate is approved by the Ministry for an apprenticeship, you and your sponsor will then sign a training agreement confirming the terms of the apprenticeship, and the ministry will also register your signed training agreement. As this procedure completed, you can download the authorized Hairstylist Apprenticeship Log Book from Skilled Trades Ontario Portal. The completion of this document is required to complete the apprenticeship and receive the Certificate of Apprenticeship.



C. ROLES AND RESPONSIBILITIES OF THE APPRENTICE

As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

Steps:

- ▶ You must become a member of the Skilled Trades Ontario portal and maintain your membership in good standing while you complete your training.
- ▶ As an Apprentice, you are responsible for completing skills or skill sets in this Log Book and ensuring that they are dated and signed by both you and your licensed trainer.
- ▶ You must also ensure your Skill Set Completion Form (Please refer to Appendix C of the Hairstylist Log Book) is completed and signed by your current Sponsor once you have demonstrated competence in all the mandatory skills in this Log Book.
- ▶ You are responsible for informing the staff at your local Ontario Apprenticeship Office regarding changes to the following:
 - Your Sponsor's address;
 - Your name and address; and/or,
 - Your Sponsor, including starting employment with a new Sponsor.
- ▶ You must present the Apprentice Completion Form (Please refer to Appendix B of the Hairstylist Log Book), Skill Set Completion Form (Please refer to Appendix C of the Hairstylist Log Book) once all unshaded skills and skill sets have been completed within this document, along with your authorized Log Book to your local Ontario Apprenticeship Office.

D. ROLES AND RESPONSIBILITIES OF SPONSORS AND TRAINERS

The Hairstylist Log Book identifies the on-the-job skills required for the hairstylist trade and its related training program. This log book has been written in concise statements.

Competence means being able to perform to the required skillsets. By using this log book, Trainers will be able to ensure that the Apprentice is developing skills detailed for the trade.

Trainers and Apprentices are required to sign off and date the

skills following each successful acquisition.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.



There are two types of signatures required in your log book:

Skill Confirmation:

You and your trainer sign off each required skill to confirm that you have demonstrated competency in that skill.

Skill Set Confirmation:

After you and your trainer have signed off all the required skills in a skill set, your sponsor signs the signature box at the end of each skill set to confirm your competency in the skill set.

Note: Employers and supervisors are not responsible for keeping your Record Book up-to-date. They are responsible for sign-off of competencies once you have achieved the required level of skills and knowledge.

E. PROGRAM COMPLETION GUIDELINES

Competency-based Completion

Competence is the ability of an individual to perform a skill repeatedly and without assistance in the workplace. As set out in the Log Book, the Apprentice must achieve competency in all mandatory (unshaded) skills as identified in the Log Book. This is required for competency-based completion.

Hairstylist Skill Sets:

- Work Place Health and Safety Procedures
- Perform Sanitization Procedures
- Perform Routine Salon Functions
- Perform Service Fundamentals
- Treat Scalp and Hair
- Cut Hair
- Style Hair
- Perform a Chemical Wave
- Perform Chemical Texture Services
- Perform Colour Services
- Work with Wigs, Hairpieces and Extensions



Once an apprentice has completed all the classroom training and on-the-job hours specified for the hairstylist trade, and has acquired all the mandatory skills included in the Hairstylist Log Book:

▶ You, as an apprentice and your sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form

located on the appendixes B and C of [the Hairstylist Log Book](#),

▶ They sign the forms and submit them to their local Ontario Apprenticeship Office,

▶ Once the completion has been confirmed by the Ministry, a Certificate of Apprenticeship will be issued to the Apprentice.

F. REGISTERING APPRENTICE TO WRITE EXAMS

If you have completed an Ontario apprenticeship program in a trade that has a certifying exam – such as the hairstylist, your next step is to write the Certificate of Qualification exam.

In the meantime, when you are issued a Certificate of Apprenticeship by the Ministry of Labour, Training and Skills Development, Skilled Trades Ontario will automatically issue you a 12-month Provisional Certificate of Qualification. This Provisional Certificate of Qualification allows you to continue working legally as a professional hairstylist for up to 12 months while you work to

pass the certifying exam and your information will continue to appear on the Public Register.

As many of the skilled trades in Ontario, the hairstylist trade has a final certification examination that you must pass to become a licensed hairstylist. Passing the examination allows you join the certified professionals and receive a Certificate of Qualification in the hairstylist trade. The Hairstylist Red Seal exam is the only exam to achieve a Certificate of Qualification in Ontario and the next sections provides detailed information about Red Seal Program and the Exam.



G. THE RED SEAL EXAM FOR HAIRSTYLISTS

To be successful at the exam you need to familiarize yourself with [the 2019 Hairstylist RSOS](#). The major work areas, tasks and sub-tasks form the backbone of the exam. The exam for the hairstylist trade has 120 multiple choice questions with a passing mark of 70%.

This exam is a test of knowledge related to the performance of tasks involved with the practice of the hairstylist trade. The Red Seal exam is based on the 2019 Hairstylist Red Seal Occupational Standard which describes the skills and knowledge

required to perform tasks of the trade. Each standard is divided into Major Work Activities, which are divided into Tasks, which are divided into sub-tasks.

To be successful at the exam the apprentice should be familiar with the [2019 Red Seal Occupational Standard](#) which is used to create the questions for the exam.



The Red Seal exam has a certain number of questions assigned to these sections. The number of questions is provided below:

Hairstylist - Red Seal Exam Breakdown

**this is valid as of publishing. Could change at anytime*

Major Work Activity A - Performs common occupational skills - 14 questions		
Task A-1	Performs safety-related and hygienic functions	4 questions
Task A-2	Uses tools and equipment	4 questions
Task A-3	Prepares for client services	3 questions
Task A-4	Uses communication and mentoring techniques	3 questions
Major Work Activity B - Performs hair and scalp care - 11 questions		
Task B-5	Analyzes and responds to hair and scalp conditions	6 questions
Task B-6	Shampoos and conditions hair and scalp	5 questions
Major Work Activity C – Cuts hair - 24 questions		
Task C-7	Cuts diverse textures of hair using cutting tools	19 questions
Task C-8	Cuts facial and nape hair	5 questions
Major Work Activity D – Styles hair - 16 questions		
Task D-9	Prepares and styles wet hair	8 questions
Task D-10	Styles and finishes dry hair	8 questions
Major Work Activity E – Performs chemical texture services on hair - 17 questions		
Task E-11	Chemically waves hair	10 questions
Task E-12	Chemically relaxes hair	7 questions
Major Work Activity F – Alters hair colour - 25 questions		
Task F-13	Colours hair	9 questions
Task F-14	Lightens hair	7 questions
Task F-15	Performs colour correction	9 questions
Major Work Activity G – Performs specialized services - 6 questions		
Task G-16	Performs services for hair extensions, wigs and hairpieces	4 questions
Task G-17	Performs basic services on the face and nape	2 questions
Major Work Activity H – Performs salon operations - 7 questions		
Task H-18	Performs front desk responsibilities	4 questions
Task F-19	Establishes business fundamentals	3 questions

Resources:

Red Seal website related to the Hairstylist trade can be reached at red-seal.ca with [this link](#).

You can access Skilled Trade Ontario Exam Preparation Guide at skilledtradesontario.ca website using [this link](#).

You can also reach a 20-question sample test on the Red Seal website to understand the format and question types in the exam using Red Seal Sample Examination Questions website at [this link](#).

Scheduling:

▶ Pay your exam fee of \$150 + HST by contacting Skilled Trades Ontario at 647-847-3000, or Toll Free in Ontario at 1-855-299-0028, Monday to Friday, 8:30 am to 5:00 pm EST.

▶ Once you have paid your exam fee with Skilled Trades Ontario, schedule your exam by contacting your nearest Ontario Apprenticeship Office.

Once you have taken your exam and your exam has been scored, Skilled Trades Ontario will contact you to inform you of the results and next steps.