

# COURSE M1.3

# LOG BOOK

## ► M1.3.1 THE LOG BOOK

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# A. THE LOG BOOK

## PURPOSE AND FEATURES

The [Apprenticeship Training Standard Log Book for Hairstylist 332A](#) identifies the skills associated with the hairstylist trade in Ontario. It is written in statements that describe how your apprentice must perform each skill to be considered competent in that skill.

# B. HOW TO OBTAIN THE

## LOG BOOK

Once your apprentice is approved by the Ministry for an apprenticeship, you and the apprentice candidate 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, your apprentice 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 SPONSORS AND TRAINERS

“Competence” means being able to perform to the required skillsets. By using this Log Book, as sponsor/trainer, you will be able to ensure that the apprentice is achieving competent skills detailed for the hairstyling.

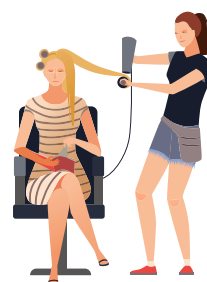
You are required to sign off and date the skills following each successful acquisition. You must provide your signature based on your assessment and professional judgment that your apprentice is competent in the skills. (Skill Confirmation)

As a sponsor participating in this training program, you will be designated as the Signing Authority, and you are required to attest to

successful achievement by signing the appropriate box included at the end of each skill set. (Skill Set Confirmation)

**Note:** You are not responsible for keeping the apprenticeship log book up-to-date. This is up to the apprentice. They should ensure that their trainer/sponsor signs off competencies.

If an apprentice should happen to be employed by multiple salons, the log book must be returned to them and the next salon registers as a sponsor and continues where the last salon left off.



## D. ROLES AND RESPONSIBILITIES OF THE APPRENTICE

Your apprentice has certain roles and responsibilities to follow throughout the apprenticeship training:

### Steps:

- ▶ Your apprentice must become a member of the Skilled Trades Ontario portal.
- ▶ Your apprentice is responsible for completing skills or skill sets in the log book and ensuring that they are dated and signed by both you (or your licensed trainer) and the apprentice.
- ▶ Your apprentice must ensure that the Skill Set Completion Form (Please refer to Appendix C of the Hairstylist Log Book) is completed and signed by you, as the sponsor, once the apprentice has demonstrated competence in all the mandatory skills in this log book.
- ▶ Your apprentice is responsible for informing the staff at your local Ontario Apprenticeship Office regarding changes to the following:
  - Your (Sponsor's) address,
  - The apprentice's address; and/or,
  - Starting employment with a new Sponsor.

- ▶ Your apprentice 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), along with the apprentice's completed/authorized log book to the local Ontario Apprenticeship Office.



# 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 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:

- ▶ The apprentice and you, as the 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, the Ministry will issue a Certificate of Apprenticeship to the apprentice.

## COMPETENCY ANALYSIS PROFILE HAIRSTYLIST

(All unshaded skill sets must be demonstrated/completed)

### SKILL SETS

### SKILLS

<b>WORK PLACE HEALTH AND SAFETY PROCEDURES</b>	Practice good housekeeping in the workplace	Remove hazardous material	Wear, adjust, maintain and replace personal protective clothing and equipment	Drape client	
<b>U5341.0</b>	<b>5341.01</b>	<b>5341.02</b>	<b>5341.03</b>	<b>5341.04</b>	
<b>PERFORM SANITIZATION PROCEDURES</b>	Handle, store and dispose of hazardous and caustic materials	Remove waste	Identify and respond to health risks	Sanitize tools, implements, equipment and materials	Decontaminate tools, implements, equipment and materials
<b>U5342.0</b>	<b>5342.01</b>	<b>5342.02</b>	<b>5342.03</b>	<b>5342.04</b>	<b>5342.05</b>
<b>PERFORM ROUTINE SALON FUNCTIONS</b>	Present a professional image	Receive client	Communicate with client	Consult with client	Resolve client problems
<b>U5343.0</b>	<b>5343.01</b>	<b>5342.02</b>	<b>5343.03</b>	<b>5343.04</b>	<b>5343.05</b>
	Market salon products	Complete financial transactions	Complete service		

Figure-1 An example of sign off sheet on a log book

## F. REGISTERING APPRENTICE TO WRITE EXAMS

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

In the meantime, when the apprentice is issued a Certificate of Apprenticeship by the Ministry of Labour, Immigration, Training and Skills Development, Skilled Trades Ontario will automatically issue a

12-month Provisional Certificate of Qualification to the apprentice. This Provisional Certificate of Qualification allows the apprentice to continue working legally as a professional hairstylist for up to 12 months while the apprentice works to pass the certifying exam. During this one-year period the apprentice's information will continue to appear on the Public Register.

## G. THE RED SEAL EXAM FOR HAIRSTYLISTS

To be a professional hairstylist your apprentice's goal is to get the Certificate of Qualification and this certificate is issued by Skilled Trades Ontario. To qualify for the certificate, the apprentice must write the Red Seal examination (the exam) with a minimum 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 waves 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 direct your apprentice to access Skilled Trade Ontario Exam Preparation Guide at skilledtradesontario.ca website using [this link](#).

Your apprentice 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 the Exam:**

► Your apprentice pays the 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 the apprentice has paid the exam fee with Skilled Trades Ontario, the apprentice schedules the exam by contacting the nearest Ontario Apprenticeship Office.

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

