

Hairstylist

PLAR Candidate Guide

Prior Learning Assessment and
Recognition (PLAR)



Tomorrow
in the making.

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The Hairstylist certificate program is dedicated to removing barriers and broadening the access to programs at Saskatchewan Polytechnic. We believe that adults acquire knowledge and skills through life and work experience that may align with courses within our programs.

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Why consider a PLAR assessment?

PLAR refers to the combination of flexible ways of evaluating people's lifelong learning, both formal and informal against a set of established standards. You can receive academic credit for your relevant lifelong learning. The Hairstylist certificate program recognizes prior learning in a number of ways.

We recognize:

- Previous formal learning from an accredited training institution through transfer of credit.
- Previous informal learning or experiential learning through a comprehensive prior learning and recognition process.

What are the PLAR options?

To be eligible for PLAR, an applicant must first register or already be registered as a Saskatchewan Polytechnic student.

Option A: Individual course challenge

If you have five years successful experience in the hairstylist field, and have learned the skills and knowledge for **one or more** of the Hairstylist courses, you may apply to be assessed for each applicable course.

Fees:

- There will be a charge for each individual course assessment.
- For a listing of the specific PLAR fees, check the [PLAR database](#) or call Saskatchewan Polytechnic and ask to speak to the PLAR advisor/counsellor assigned to the Hairstylist program at: 1-866-467-4278.

How many courses can be challenged through PLAR in the Hairstylist certificate program?

Currently we have 8 certificate courses in the Hairstylist certificate program with PLAR challenges available. There is no limit. You may challenge as many of these courses as you are able to prove prior skills and knowledge through assessment.

Which courses are PLAR-ready?

Hairstylist Program			
COURSE CODE	COURSE NAME	PLAR Challenge(s) available through program	PLAR Challenge(s) not available
BUS 100	Salon and Spa Operations	✓	
COSM 100	Reception and Retail	✓	
COSM 102	Manicuring and Pedicuring	✓	
COSM 208	Skin Care and Makeup Techniques	✓	
PSYC 100	Salon Psychology	✓	
SANT 105	Sanitation, Safety and Hygiene	✓	
SCI 107	Beauty Culture Sciences	✓	
COSM 101	Dispensary Duties		X
COSM 200	Shampoos and Treatments		X
COSM 201	Hairstyling and Braiding Principles		X
COSM 202	Conventional Wet Styling		X
COSM 203	Thermal Styling		X
COSM 205	Basic Hair Colouring		X
COSM 206	Specialized Hair Colouring & Bleaching		X
COSM 207	Chemical Waving		X
COSM 209	Wigs and Hair Pieces		X
COSM 210	Hairstyling Artistry		X
COSM 211	Hairshaping Artistry		X
COSM 212	Chemical Waving Artistry		X
COSM 213	Men's Hairshaping		X
LERN 101	Study Skills		X
PRAC 200	Customer Service Practicum 1		X
PRAC 201	Customer Service Practicum 2		X
PRAC 202	Customer Service Practicum 3		X
PRAC 203	Customer Service Practicum 4		X
PRAC 204	Customer Service Practicum 5		X
SEM 100	Beauty Culture Seminar	✓	
WORK 104	Work Placement Practicum		X

Note: Some courses common to multiple programs at Saskatchewan Polytechnic (i.e. computers, communications, math, and sciences) are managed by faculty from outside the program in which you are enrolled. To see if these shared courses in your program are PLAR-ready, visit the Candidate Guides for Associated Studies/Communications and for Standardized Computers links on the [PLAR homepage](#) for further details.

For assistance call Saskatchewan Polytechnic and ask to speak to the PLAR advisor/[counsellor](#) assigned to the Hairstylist certificate program at: 1-866-467-4278.

Is PLAR available at any time of the year?

PLAR challenges are currently being offered twice a year:

- October (you must apply by September 1)
- April (you must apply by March 1)

Is it *easier* to challenge a course through PLAR or take the course?

Neither is easier. By using PLAR you may reduce the repetition of studying information that you already know. The PLAR process allows you to demonstrate knowledge you already have.

PLAR is not an easy way to certification, rather a “different” way to obtain certification. Your personal level of skill and experience will dictate which courses you choose to challenge. The self-audit section found later in this guide will help you decide if you have a good match of skill and knowledge for a specific course.

Methods of assessing prior learning

Assessment methods measure an individual’s learning against course learning outcomes. The assessment methods listed below are the ones most commonly used, but other forms of flexible assessment may be considered. These assessments may include one or a combination of the following assessment tools:

- evidence file
- interviews
- skill demonstrations (performance)
- knowledge based exams

If I live out of town, do I have to travel to a main campus to do PLAR?

There will be times that you will need to meet with the program on campus. However, we will try to keep travel to a minimum.

What if I have a disability & need equity accommodations?

At Saskatchewan Polytechnic, we understand that sometimes services must be provided to students in a variety of ways to achieve the goals of fair representation. Therefore, the range of services provided for Education Equity students is as diverse as the needs of those students.

We strive for equity (not uniformity) and provide varied services for students with differing needs. If more information is required, please contact a Saskatchewan Polytechnic counsellor at a campus closest to you or refer to the Saskatchewan Polytechnic website:
<http://saskpolytech.ca/student-services/support/counselling-services.aspx>

Are there other methods to gain Saskatchewan Polytechnic course credits for prior learning?

Transfer credit

Yes, Saskatchewan Polytechnic will grant credit for previous training that is similar in content, objectives, and evaluation standards to Saskatchewan Polytechnic training. Transfer of credit is different from the PLAR process. Transfer credit guidelines may be found at:
<http://saskpolytech.ca/admissions/resources/transfer-credit.aspx>

It is the student's responsibility to check with Registration Services for specific campus procedures on this policy. For specific information and guidelines regarding transfer of credit, contact a [Saskatchewan Polytechnic educational counsellor](#).

Equivalency credit

Equivalency credit refers to the application of credit you may have earned in a previously taken Saskatchewan Polytechnic course to your current Saskatchewan Polytechnic course. Apply at registration services for *equivalency credit*. This process should also be completed prior to your PLAR challenge. If these credits cannot be used for *equivalency credit*, you may use these accredited courses as part of your evidence for your PLAR challenge.

Contact us

If more information is required, please contact a designated PLAR counsellor at a campus closest to you.

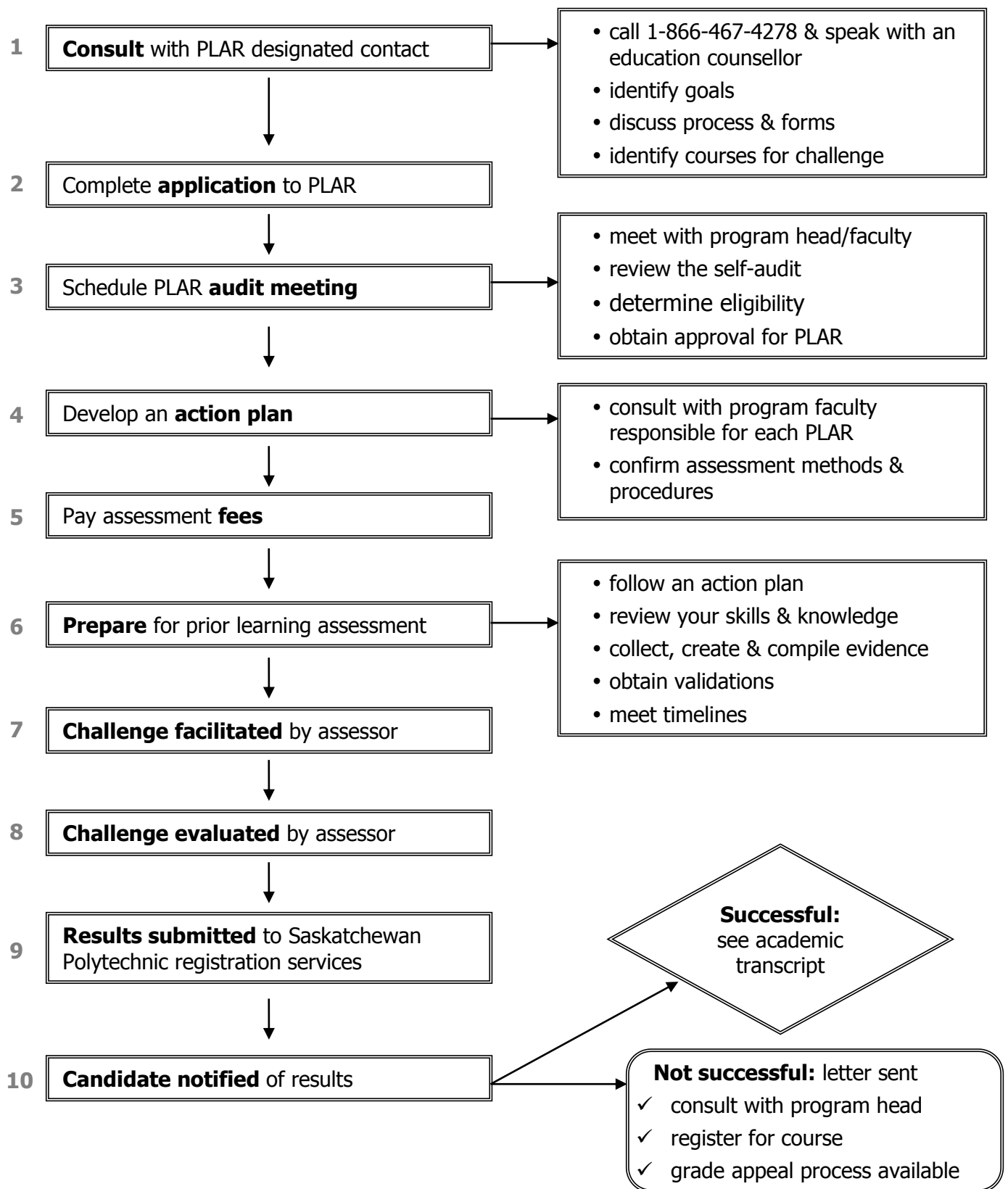
Saskatchewan Polytechnic in Moose Jaw
Counselling Services, Room 2.203
306-691-8311 or 306-691-8310
pallisercounselling@saskpolytech.ca

Saskatchewan Polytechnic in Prince Albert
Counselling Services, Room F203 (Technical Centre)
306-765-1611
woodlandcounselling@saskpolytech.ca

Saskatchewan Polytechnic in Regina
Counselling Services, Room 228
306-775-7436
wascanacounselling@saskpolytech.ca

Saskatchewan Polytechnic in Saskatoon
Counselling Services, Room 114
306-659-4050
kelseycounselling@saskpolytech.ca

Prior Learning Assessment and Recognition process



Guiding principles for developing a PLAR evidence file

1. As you begin the PLAR process you will be advised if any evidence is required. This will be identified in your [action plan](#). Check with the PLAR designated contact **before** you begin to gather evidence.
2. Evidence must be valid and relevant. Your evidence must match the learning outcomes identified for each course.
 - It is your responsibility to create, collect and compile relevant evidence – if required.
3. Learning must be current within the last 5 years.
4. The evidence should demonstrate the skills and knowledge from your experiences.
5. The learning must have both a theoretical and practical component.

Types of evidence

There are three types of evidence used to support your PLAR request:

1. Direct evidence – what you can demonstrate for yourself.
2. Indirect evidence – what others say or observe about you.
3. Self-evidence – what you say about your knowledge and experience.

Ensure that you provide full evidence to your PLAR faculty assessor so that your prior learning application is assessed appropriately. Well organized, easy to track evidence will also ensure that none of the evidence is missed or assessed incorrectly.

Here are some examples of evidence that you may be requested to submit as part of your evidence file (if required):

- transcript of marks
- certificates
- documented hours – verified by school principle or program head (the documents must be on school letterhead)

All documents that are submitted to Saskatchewan Polytechnic may be returned to the student after the final results have been given and the grade appeal deadline of seven days has passed. A copy of transcripts and certificates may be included in your evidence file, but be prepared to show original documents at the PLAR audit meeting for validation.

How long will it take to prepare evidence for PLAR?

Since the requirements are different for each course, and each candidate has different experiences, the amount of time it takes to prepare your evidence will vary.

Steps to complete a self-audit

1. Read through the levels of competence as listed below.

Mastery:	I am able to demonstrate the learning outcome well enough to teach it to someone else.
Competent:	I can work independently to apply the learning outcome.
Functional:	I need some assistance in using the outcome.
Learning:	I am developing skills and knowledge for this area.
None:	I have no experience with the outcome.

Learning outcomes

For each learning outcome listed, please self-evaluate your competency levels and record in the appropriate column for each self-audit.

2. Take a few minutes and read through the following self-audit for each course you are interested in as a PLAR candidate.
3. Check your level of competence as you read through each of the learning outcomes for each course. The information will help you in your decision to continue with your PLAR application.
4. In order to be successful in a PLAR assessment, your abilities must be at the competent or mastery level for the majority of the learning outcomes. Some things to consider when determining your level of competence are:
 - How do I currently use this outcome?
 - What previous training have I had in this outcome: workshops, courses, on-the-job?
 - What personal development or volunteer experience do I have in this area?

Be prepared to explain the reason you chose this level if asked by an assessor.

5. Bring the completed self-audit to a consultation meeting with the program head or faculty member in [step 3 – PLAR process](#) of the candidate process for prior learning assessment.

Self-audit guide(s)

SANT 105 – Sanitation, Safety and Hygiene

Your studies will focus on safety as it relates to salon and personal health and sanitation. This course provides instruction in the study of bacteriology. You will also study relevant safety concerns such as fire safety and health risks and diseases.

SANT 105 – Sanitation, Safety and Hygiene		Mastery	Competent	Functional	Learning	None
Mastery:	I am able to demonstrate it well enough to teach it to someone else.					
Competent:	I can work independently to apply the outcome.					
Functional:	I need some assistance in using the outcome.					
Learning:	I am developing skills and knowledge for this area.					
None:	I have no experience with the outcome.					
1. Apply sanitation and safety procedures.						
2. Meet hygiene and grooming standards.						
3. Practice fire safety.						

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Evidence file

Transcript and hours of credit (learning outcomes 1, 2, and 3)

AND

2. Interview

Learning outcomes 1, 2, and 3

AND/OR

3. Demonstration

Learning outcomes 1 and 2

4. Knowledge based test

Learning outcome 3

Note: A demonstration may be required for learning outcomes 1 and 2, depending on the information submitted in the evidence file.

COSM 100 – Reception and Retail

Your studies will focus on telephone skills, processing payments, maintaining records and opening and closing reception duties. You will practice your reception skills in the salon along with selling products and service merchandising retail products and managing a salon.

COSM 100 – Reception and Retail Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Make appointments over the telephone.					
2. Perform opening and closing reception duties.					
3. Process payments.					
4. Maintain records.					
5. Sell retail products and services.					
6. Merchandise retail products and services.					
7. Manage a salon.					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Evidence file

Transcript and hours of credit

AND/OR

2. Interview

3. Demonstration

Learning outcomes 1, to, 7

Note: A demonstration may be required for learning outcomes 1 to 7, depending on the information submitted in the evidence file.

PSYC 100 – Salon Psychology

You will study various personality theories of psychologists. The course focuses on the practical salon application of these theories to salon situations.

PSYC 100 – Salon Psychology Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Describe the personality theories of Freud, Jung, Adler, and Maslov in the salon.					
2. Describe the personality theories of May, Maltz, Skinner, Ellis and Losoncy in the salon.					
3. Apply salon psychology to deal with various client personalities.					
4. Develop a professional approach to dealing with customer problems.					
5. Show concern for customer's concerns.					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Knowledge test

Learning outcomes 1 and 2

2. Evidence file

Transcript and hours of credit (learning outcomes 3, 4, and 5)

3. Interview

4. Demonstration

A demonstration may be required for learning outcomes 3, 4, and 5, depending on the information submitted in the evidence file.

SCI 107 – Beauty Culture Sciences

You will explore sciences as they relate to the beauty profession. The course content includes chemistry, physics, anatomy and physiology, trichology, nutrition and metric conversation.

SCI 107 – Beauty Culture Sciences	Mastery	Competent	Functional	Learning	None
Mastery: I am able to demonstrate it well enough to teach it to someone else.					
Competent: I can work independently to apply the outcome.					
Functional: I need some assistance in using the outcome.					
Learning: I am developing skills and knowledge for this area.					
None: I have no experience with the outcome.					
1. Describe how chemistry is applied in beauty culture.					
2. Describe how physics is applied in beauty culture.					
3. Describe how anatomy is applied in beauty culture.					
4. Describe how nutrition is applied in beauty culture.					
5. Describe how trichology is applied in beauty culture.					
6. Use the metric system as applied in beauty culture.					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Evidence file

Transcript and hours of credit (learning outcomes 1 to 6)

AND/OR

2. Interview

Interview to discuss the evidence file

3. Knowledge test

Learning outcomes 1 to 6

COSM 208 – Skin Care and Makeup Techniques

You will focus on a variety of methods and procedures that relate to preserving, maintaining and enhancing the skin. You will practice techniques in skin analysis, eyebrow arching, plain and specialized facials, waxing, ear piercing and brow and lash tinting. Lab experience will provide you with skill in a variety of makeup techniques that range from daytime to specialized. You will study skin diseases and disorders to assist you in selecting the most beneficial skin care products to suite the skin condition.

COSM 208 – Skin Care and Makeup Techniques Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Describe how the skin is affected by nutrition, aging and disorders.					
2. Analyze the skin for flaws and remediation.					
3. Apply facial treatments.					
4. Describe makeup techniques.					
5. Apply makeup.					
6. Enhance eyes with lash and brow tinting and brow waxing and / or arching.					
7. Pierce ear.					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Evidence file

Transcript and hours of credit

AND/OR

2. Demonstration

Learning outcomes 2 to 7

Note: A demonstration may be required for learning outcomes 2 to 7 depending on the information submitted in the evidence file

AND/OR

3. Knowledge based test

Learning outcomes 1 and 4

COSM 102 – Manicuring & Pedicuring

You will develop an understanding of the anatomy of hands and feet. Your studies will help you acquire an understanding of hand and nail care, diseases and disorders. You will practice giving manicures and pedicures.

COSM 102 – Manicuring & Pedicuring Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Describe the anatomy of the hand, arm, foot and leg.					
2. Describe the structure and shapes of the nail.					
3. Describe nail diseases and disorders.					
4. Describe manicuring and pedicuring.					
5. Perform a manicure.					
6. Apply a pedicure treatment with foot massage.					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Knowledge test

Learning outcomes 1 to 4

AND/OR

2. Evidence file

Transcript and hours (learning outcomes 1 to 6)

AND

3. Interview

4. Demonstration

Learning outcomes 5 and 6

Note: A demonstration may be required for learning outcomes 5 and 6, depending on the information submitted as evidence.

BUS 100 – Salon & Spa Operations

You will develop an appreciation for the effort that goes into starting your own business. Your studies will develop your awareness of legal and labour regulations, protection required, financing, salon design and maintaining shop inventory and equipment.

BUS 100 – Salon & Spa Operations Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Describe careers available in the beauty culture professional.					
2. Apply job search techniques.					
3. Describe the rights and responsibilities of employees and employers.					
4. Describe types and locations of salons.					
5. Describe types of legal agreements governing the operation of a salon.					
6. Describe methods of financing a new salon.					
7. Describe methods of designing and decorating a salon.					
8. Describe methods of maintaining shop inventory and equipment.					
9. Identify salon operating costs.					
10. Describe basic record keeping procedures for a salon.					
11. Describe methods of promoting a salon's product and services.					
12. Describe the operations of a day spa.					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Evidence file

Transcription and hours (learning outcomes 1 to 6)

AND

2. Interview

3. Knowledge test

A knowledge test may be required, depending on the information submitted in the evidence file.

SEM 100 – Beauty Culture Seminar

You will participate in field trip experiences to enrich your industry contacts, increase your product knowledge and learn about the latest technology and techniques. You will challenge your skills through competition.

SEM 100 – Beauty Culture Seminar Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Participate in a salon or spa seminar.					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Evidence file

Evidence of your attendance may be in the form of a certificate, receipt, show ticket, and/or written documentation by the manufacturer's seminar.