



BEAUTY CARE

AESTHETIC CARE

*PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION
5535*

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INTRODUCTION

General information on evaluation for purposes of certification is available in the *General Evaluation Guide* (Code 17-3803A), which has been distributed throughout Québec. The table of contents of the guide is reprinted below for information purposes.

INTRODUCTION

1. GENERAL INFORMATION

1.1 PRINCIPLES

- 1.1.1 Accessibility
- 1.1.2 Competency

1.2 EVALUATION OF LEARNING IN VOCATIONAL EDUCATION

- 1.2.1 Evaluation of Learning and the Curricular Approach
- 1.2.2 Criterion-Referenced Interpretation
- 1.2.3 Multidimensional Evaluation
- 1.2.4 Evaluation Methods
- 1.2.5 Systematic Development of Evaluation Material
- 1.2.6 Course-by-Course Evaluation
- 1.2.7 Time Allotted to Evaluation
- 1.2.8 When to Administer Examinations
- 1.2.9 Marking and Examination Results
- 1.2.10 Retaking an Examination and Remedial Work

2. CERTIFICATION OF STUDIES

- 2.1 TRANSMISSION OF RESULTS
- 2.2 RECOGNITION OF CREDITS
- 2.3 STATEMENT OF MARKS
- 2.4 STATEMENT OF COMPETENCIES
- 2.5 CONDITION FOR GRANTING DIPLOMAS

3. DEVELOPING AND ADMINISTERING EXAMINATIONS

3.1 DIVISION OF RESPONSIBILITIES FOR EVALUATION

- 3.1.1 Responsibility of the Ministère
- 3.1.2 Role and Responsibility of School Boards and Private Schools

3.2 MINISTRY EXAMINATIONS

- 3.2.1 Examinations and Their Components
- 3.2.2 Distribution of Examinations

3.3 LOCAL EXAMINATIONS

3.4 ADMINISTERING EXAMINATIONS

- 3.4.1 Planning the Administration of Examinations
- 3.4.2 Administering a Practical Examination
- 3.4.3 Administering a Theory Examination
- 3.4.4 Administering a Participation Examination

Once the development of examinations under the Ministère's responsibility is completed, the Evaluation Team prepares and distributes a separate evaluation guide for each program of study. The following is a typical example of the table of contents of such a guide:

INTRODUCTION

SYNOPTIC TABLE OF EXAMINATIONS

1. EXPLANATION OF THE SYNOPTIC TABLE

- 1.1 Transferable Courses**
- 1.2 Module Numbers**
- 1.3 Responsibility for the Examinations**
- 1.4 Type of Evaluation**
- 1.5 Maximum Number of Candidates and Duration of Examination**
- 1.6 Number of Items**
- 1.7 Minimum Performance Standard**
- 1.8 Availability of Examinations**

2. ADDITIONAL INFORMATION ON THE EXAMINATIONS

- 2.1 Duration of Practical Examinations**
- 2.2 Preparation for Practical Examination Sessions**
- 2.3 Procedures for Administering and Marking Practical Examinations**
- 2.4 Work Sheets**
- 2.5 Explanations Concerning the Different Versions of the Examinations**
- 2.6 Minimum Performance Standards for Practical Examinations**
- 2.7 Procedure for Redoing Certain Practical Examinations**

3. GLOSSARY

4. FEEDBACK

APPENDIX: PROGRAM ANALYSIS TABLES AND TABLES OF SPECIFICATIONS

1. SYNOPTIC TABLE

Number of modules: 22
 Duration in hours: 1350
 Credits: 90

Aesthetic Care
 Code: 5535

CODE	TITLE OF THE MODULE	HOURS ¹	STATUS ²
916 011	1. The Occupation and the Training Process	15	L
916 022	2. Hygiene and Safety	30	L
916 032	3. Apparatus and Equipment	30	L
916 046	4. Body Systems	90	L
916 052	5. Interpersonal Communication	30	L
916 064	6. Skin Analysis	60	L
916 071	7. Professional Relationships	15	L
916 086	8. Cosmetology	90	M
916 094	9. Manual Massage	60	L
916 108	10. Basic Facials	120	L
916 112	11. Daily Management	30	L
916 123	12. Personalized Sales	45	L
916 137	13. Basic Makeup	105	L
916 144	14. Manicures	60	L
916 157	15. Wax Hair-Removal Treatments	105	M
916 168	16. Facial Treatments	120	L
916 174	17. Personalized Makeup	60	M
916 182	18. Foot Care	30	L
916 196	19. Face Care	90	M
916 202	20. Back Care	30	L
916 212	21. Information on Body Care	30	L
916 227	22. Entering the Labour Force	105	L

¹ 15 hours = 1 credit

² Examinations are prepared either locally (L) or by the Ministère (M).

This program leads to a Secondary School Vocational Diploma in **Aesthetic Care**.

PROGRAM:

Aesthetic Care

Code:

916 011

MODULE:

1 - THE OCCUPATION AND THE TRAINING PROCESS

**PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION**

PROGRAM ANALYSIS (SITUATIONAL OBJECTIVE)

1 / 2

PROGRAM: Aesthetic Care

MODULE: 1 - THE OCCUPATION AND THE TRAINING PROCESS

CODE: 916 011

EXPECTED OUTCOME: To determine their suitability for the occupation and the training process

LEARNING CONTEXT	LRN. %	EVAL. %	PARTICIPATION INDICATORS
PHASE 1: Information on the Occupation - Learning about aesthetic care through the ages - Learning about the job market in aesthetic care—potential work environments, job prospects, wages, opportunities for promotion or transfer - Learning about the nature of, and requirements for, the job of aesthetician - Learning how an aesthetician's personal and social life is affected by the job - Presenting, during a group discussion, the information gathered and discussing their views on the occupation: advantages, disadvantages and requirements - Examining the possibility of starting up a business or working freelance	40	35	• Gather information on most of the topics to be covered • Gather information on most of the topics to be covered • Gather information on most of the topics to be covered • Appropriately express their views on the occupation during a group discussion, incorporating the information they have gathered
PHASE 2: Information on and Participation in the Training Process - Discussing the skills, aptitudes and knowledge required to pursue the occupation - Learning about the training project: program of study, training process, evaluation methods, certification of studies	30	30	• Give their opinions on some of the requirements that they will have to meet in order to practise the occupation • Study the documents provided and listen attentively to explanations

PROGRAM ANALYSIS (SITUATIONAL OBJECTIVE)

2 / 2

PROGRAM:	<u>Aesthetic Care</u>	
MODULE:	<u>1 - THE OCCUPATION AND THE TRAINING PROCESS</u>	CODE: <u>916 011</u>
EXPECTED OUTCOME:	<u>To determine their suitability for the occupation and the training process</u>	

LEARNING CONTEXT	LRN. %	EVAL. %	PARTICIPATION INDICATORS
- Discussing the training program and how it relates to the work of an aesthetician - Discussing the students' initial reactions to the occupation and the training process PHASE 3: Evaluation and Confirmation of Career Choice - Producing a report in which they must: • describe their preferences, aptitudes, and interests with respect to the occupation • assess their career choice by comparing the different aspects and requirements of the occupation with their own preferences, aptitudes and interests	30	35	• Appropriately express their views on the training program during a group discussion • Clearly express their reactions to the occupation • Write a report that: - sums up their preferences, aptitudes and interests - explains in detail how they arrived at their career choice

TABLE OF SPECIFICATIONS (SITUATIONAL OBJECTIVE)

1 / 2

PROGRAM: Aesthetic Care

MODULE: 1 - THE OCCUPATION AND THE TRAINING PROCESS

CODE: 916 011

EXPECTED OUTCOME: To determine their suitability for the occupation and the training process

PARTICIPATION INDICATORS	WGT. %	CRITERION COMPONENTS	WGT. %
PHASE 1:			
1. Gather information on most of the topics to be covered	20	1.1 Gather pertinent information on at least three of the following topics: - work environments (type of businesses, products) - employment opportunities - wages - opportunities for promotion and transfer - tasks - working conditions - evaluation criteria - rights and responsibilities of workers	15
		1.2 Provide pertinent information on how working as aestheticians affects their personal and social life	5
2. Appropriately express their views on the occupation at a group meeting, incorporating the information they have gathered	15	2.1 Provide at least one example of an advantage, a disadvantage or a requirement of the occupation, by drawing on the related information gathered	15
PHASE 2:			
3. Give their opinions on some of the requirements that they will have to meet in order to practise the occupation	15	3.1 Give their opinions on the validity of at least two requirements of the occupation (skills, habits, aptitudes or knowledge), basing their opinion in each instance on at least one pertinent argument	15

TABLE OF SPECIFICATIONS (SITUATIONAL OBJECTIVE)

2 / 2

PROGRAM:	<u>Aesthetic Care</u>	
MODULE:	<u>1 - THE OCCUPATION AND THE TRAINING PROCESS</u>	CODE: <u>916 011</u>
EXPECTED OUTCOME:	<u>To determine their suitability for the occupation and the training process</u>	

PARTICIPATION INDICATORS	WGT. %	CRITERION COMPONENTS	WGT. %
4. Appropriately express their views on the training program during a group discussion	15	4.1 Give their opinions on the relevance or usefulness of at least one of the elements of the training program, basing their opinion on at least one pertinent argument	15
PHASE 3:			
5. Write a report that: - sums up their preferences, interests and aptitudes - explains in detail how they arrived at their career choice	35	5.1 Provide a brief description of their main preferences, interests and aptitudes in their report	10
		5.2 Justify their career choice by providing in their report at least three arguments relating their preferences, aptitudes and interests to certain aspects or requirements of the occupation	25

INFORMATION ON THE EVALUATION

1 / 4

PROGRAM: Aesthetic Care

MODULE: 1 - THE OCCUPATION AND THE TRAINING PROCESS

CODE: 916 011

ITEMS	COMMENTS
Basis for Evaluation Information on Criterion Components PHASE 1: Gather information on most of the topics to be covered	Evaluation of the candidates' participation will be based on information gathered at certain times during the learning activities, depending on the nature of the criterion components. However, a definitive evaluation by criterion component should be done only at the end of the corresponding phase in the learning situation. Candidates' participation in the learning activities should be evaluated only at the end of the module. The paragraphs below provide explanations regarding the application and interpretation of the criterion components. During this activity, it is important to clearly indicate the type of information that the candidates must gather and present in a group discussion. Regardless of the medium and conventions used to record the information, the evaluation should not focus on the accuracy, quality or presentation of the information, but rather on the candidates' efforts to compile sufficient pertinent information on the topics to be covered and to organize it so that it can be used during a group discussion.

INFORMATION ON THE EVALUATION

2 / 4

PROGRAM: Aesthetic Care

MODULE: 1 - THE OCCUPATION AND THE TRAINING PROCESS

CODE: 916 011

ITEMS	COMMENTS
Criterion Component 1.1 Gather pertinent information on at least three of the following topics: - work environments (type of businesses, products) - employment opportunities - wages - opportunities for promotion and transfer - tasks - working conditions - evaluation criteria - rights and responsibilities of workers Criterion Component 1.2 Provide pertinent information on how working as aestheticians affects their personal and social life Appropriately express their views on the occupation at a group meeting, incorporating the information they have gathered Criterion Component 2.1 Provide at least one example of an advantage, a disadvantage or a requirement of the occupation, by drawing on the related information gathered	Candidates will select several topics related to the job market, and the nature and requirements of the job. They will provide a sufficient amount of consistent information on at least three of the topics covered without necessarily painting a complete and rigorously accurate picture of the situation. Candidates will select several topics related to the impact of their career choice on their personal and social life. The information gathered must be pertinent. The group meeting should be prepared and handled so that all candidates have the opportunity to express their views. Evaluation should not be based on the accuracy of the candidates' views of the occupation, but rather on the degree to which they supported their views with pertinent examples (which take into account the information gathered previously).

INFORMATION ON THE EVALUATION

3 / 4

PROGRAM: Aesthetic Care

MODULE: 1 - THE OCCUPATION AND THE TRAINING PROCESS

CODE: 916 011

ITEMS	COMMENTS
PHASE 2: Give their opinions on some of the requirements that they will have to meet in order to practise the occupation Criterion Component 3.1 Give their opinions on the validity of at least two requirements of the occupation (skills, habits, aptitudes or knowledge), basing their opinion in each instance on at least one pertinent argument Appropriately express their views on the training program during a group discussion Criterion Component 4.1 Give their opinions on the relevance or usefulness of at least one of the elements of the training program, basing their opinion on at least one pertinent argument PHASE 3: Write a report that: - sums up their preferences, interests and aptitudes - explains in detail how they arrived at their career choice	The usefulness, relevance and validity of the skills, aptitudes and knowledge considered requirements for practising the occupation will be discussed. The group discussion should be prepared and managed in such a way that all candidates have the opportunity to express their views. Evaluation should not be based on the accuracy of the candidates' opinions, but rather on the fact that they have expressed their views and used pertinent arguments (which take into account information gathered previously). The usefulness, relevance and validity of the various elements of the training program, in light of the job market and requirements of the occupation, as perceived by the candidates, will be discussed. The group discussion should be prepared and managed in such a way that all candidates have the opportunity to express their views. Evaluation should not be based on the accuracy of the candidates' views on the training program, but rather on the degree to which they supported their views on the topics discussed and have used pertinent arguments (which take into account information gathered previously). Evaluation should not be based on the quality of the writing and presentation of the report. This document could even be in the form of a questionnaire to be completed (it should not be a practical knowledge examination). Candidates must have made an effort to include the elements requested.

INFORMATION ON THE EVALUATION

4 / 4

PROGRAM:

Aesthetic Care

MODULE:

1 - THE OCCUPATION AND THE TRAINING PROCESS

CODE:

916 011

ITEMS	COMMENTS
Criterion Component 5.1 Provide a brief description of their main preferences, interests and aptitudes in their report Criterion Component 5.2 Justify their career choice by providing in their report at least three arguments relating their preferences, aptitudes and interests to certain aspects or requirements of the occupation PASS/FAIL CONDITIONS	The initial comments in the report must clearly define what is meant by preferences, interests and aptitudes. Candidates must list the personal characteristics that explain their career choice. To explain their career choice, candidates must show the connections that exist between three selected aspects or requirements of the occupation and their personal preferences, interests and aptitudes. At this stage, the candidates' perceptions need not be objective or accurate. Error tolerance: • one error in Criterion Component 1.2 • one error in Criterion Component 5.1

PROGRAM:

Aesthetic Care

Code:

916 022

MODULE:

2 - HYGIENE AND SAFETY

**PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION**

PROGRAM ANALYSIS (BEHAVIOURAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care

MODULE: 2 - HYGIENE AND SAFETY

CODE: 916 022

EXPECTED BEHAVIOUR: To apply rules and measures regarding hygiene and safety

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
- Apply measures regarding personal hygiene and safety	25	45	• Observance of personal hygiene and safety measures	P
- Apply rules of hygiene and safety related to the use of different implements, equipment and products	35	55	• Use of implements, equipment and products • Application of sterilization methods • Maintenance of work area and work station	P
- Give first-aid treatment to someone suffering from a minor injury or discomfort	20	--	• Quality of response • Quality of treatment	P
- Perform a patch test	20	--	• Performance of patch test	P

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

1 / 1

PROGRAM: Aesthetic Care

MODULE: 2 - HYGIENE AND SAFETY

CODE: 916 022

EXPECTED BEHAVIOUR: To apply rules and measures regarding hygiene and safety

DURATION OF EXAMINATION: 1 hour

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Apply measures regarding personal hygiene and safety	PS	1. Observance of personal hygiene and safety measures	45	1.1 Adopted work postures in accordance with safety rules	15
				1.2 Adopted clothing and personal grooming in accordance with rules of hygiene and the establishment's policies	15
				1.3 Judiciously used preventive measures	15
Apply rules of hygiene and safety related to the use of different implements, equipment and products	PS	2. Use of implements, equipment and products	30	2.1 Observed techniques recommended for the maintenance of equipment and implements	15
				2.2 Observed rules of hygiene when using products	15
		3. Application of sterilization methods	10	3.1 Observed recommended sterilization methods	10
		4. Maintenance of work area and work station	15	4.1 Maintained work area and work station in conformity with common hygiene and safety standards	15

* Evaluation strategy: process (PS) or product (PT) evaluation.

INFORMATION ON THE EVALUATION

1 / 3

PROGRAM: Aesthetic Care**MODULE:** 2 - HYGIENE AND SAFETY**CODE:** 916 022

ITEMS	COMMENTS
Examination Information	This practical examination consists in applying measures regarding personal hygiene and safety while carrying out an occupational task. Candidates will complete the examination individually, without a client. The examination may be administered to small groups of a maximum of five candidates at a time. Candidates will have the required materials and products at their disposal. Candidates will not be allowed to use reference materials during the examination.
Duration of Examination	A maximum of one hour.
Information on Criterion Components	The paragraphs below provide explanations of the criterion components or of the evaluation of the candidates' performance.
Apply measures regarding personal hygiene and safety	
Criterion Component 1.1 Adopted work postures in accordance with safety rules	Candidates will be required to adopt the recommended work postures throughout the examination. The examiner will not intervene, however, to correct the candidates' posture. Error tolerance: two errors (poor posture maintained for more than five minutes).
Criterion Component 1.2 Adopted clothing and personal grooming in accordance with rules of hygiene and the establishment's policies	The candidates' clothing must be clean and in conformity with the establishment's policies. Candidates must also: • have their hair off their face • have short, clean nails • not wear any jewellery that could interfere with the task Error tolerance: no errors.

INFORMATION ON THE EVALUATION

2 / 3

PROGRAM: Aesthetic Care

MODULE: 2 - HYGIENE AND SAFETY

CODE: 916 022

ITEMS	COMMENTS
Criterion Component 1.3 Judiciously used preventive measures Apply rules of hygiene and safety related to the use of different implements, equipment and products Criterion Component 2.1 Observed techniques recommended for the maintenance of equipment and implements Criterion Component 2.2 Observed rules of hygiene when using products Criterion Component 3.1 Observed recommended sterilization methods Criterion Component 4.1 Maintained work area and work station in conformity with common hygiene and safety standards	When the task requires, candidates will use the recommended preventive measures (e.g. gloves, oral mask). Candidates must wash their hands with antibacterial soap and scrub their nails using the correct method. Error tolerance: no errors. The equipment (e.g. treatment chairs, trays, apparatus) must be kept clean during the examination. Implements must be cleaned in conformity with recommended techniques in order to be re-used safely. Error tolerance: one error. Candidates must: • remove products from their containers using previously disinfected spatulas • close and clean the containers well after using the products Error tolerance: no errors. Implements and equipment must be sterilized and disinfected when required and in accordance with recommended techniques. Error tolerance: no errors. The work station must be kept clean throughout the examination. Implements and equipment must be properly stored at the end of the examination. Error tolerance: two errors.

INFORMATION ON THE EVALUATION

3 / 3

PROGRAM: Aesthetic Care

MODULE: 2 - HYGIENE AND SAFETY

CODE: 916 022

ITEMS	COMMENTS
Recommended Breakdown of Marks	1.1 and 1.2 (30) 1.3 (15) 2.1 and 2.2 (30) 3.1 (10) 4.1 (15)
MINIMUM PERFORMANCE STANDARD	80%

PROGRAM:

Aesthetic Care

Code:

916 032

MODULE:

3 - APPARATUS AND EQUIPMENT

**PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION**

PROGRAM ANALYSIS (BEHAVIOURAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care

MODULE: 3 - APPARATUS AND EQUIPMENT

CODE: 916 032

EXPECTED BEHAVIOUR: To maintain apparatus and equipment

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
- Recognize the different types of apparatus and equipment	5	--	• Apparatus and equipment used in aesthetic care	PK
- Explain the operating principles of different types of apparatus	25	--	• Scientific principles underlying the operation of apparatus used in aesthetic care	PK
- Demonstrate how to operate the apparatus and equipment	35	50	• Use of apparatus and equipment • Observance of safety rules regarding the use of apparatus and equipment	P
- Do regular maintenance of the apparatus and equipment	25	30	• Regular verification of apparatus and equipment • Choice of maintenance products and techniques	P
- Clean and store the apparatus and equipment	10	20	• Application of standard cleaning and storage techniques	P

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

1 / 1

PROGRAM: Aesthetic Care

MODULE: 3 - APPARATUS AND EQUIPMENT

CODE: 916 032

EXPECTED BEHAVIOUR: To maintain apparatus and equipment

DURATION OF EXAMINATION: 2 hours

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Demonstrate how to operate the apparatus and equipment	PS	1. Use of apparatus and equipment	35	1.1 Performed the preliminary operations in accordance with the manufacturer's instructions	15
				1.2 Observed techniques for using the various apparatus and equipment	20
		2. Observance of safety rules regarding the use of apparatus and equipment	15	2.1 Took all precautions regarding the use of the main apparatus and equipment	15
Do regular maintenance of the apparatus and equipment	PS	3. Regular verification of apparatus and equipment	10	3.1 Performed the verifications involved in the maintenance of apparatus and equipment	10
		4. Choice of maintenance products and techniques	20	4.1 Chose maintenance products appropriate for the apparatus and equipment	5
				4.2 Chose maintenance techniques appropriate for the apparatus and equipment	15
Clean and store the apparatus and equipment	PS	5. Application of standard cleaning and storing techniques	20	5.1 Used cleaning procedures appropriate for the apparatus and equipment	10
				5.2 Stored apparatus and equipment in appropriate places	10

* Evaluation strategy: process (PS) or product (PT) evaluation.

INFORMATION ON THE EVALUATION

1 / 3

PROGRAM: Aesthetic Care

MODULE: 3 - APPARATUS AND EQUIPMENT

CODE: 916 032

ITEMS	COMMENTS
Examination Information	For this practical examination, the candidates will use apparatus (e.g. magnifying lamp, Lucas Championnière pulverizer, hot vaporizer and high-frequency apparatus) and equipment (e.g. treatment chair) commonly used in aesthetic care. Candidates will complete the examination individually, without a client. The examination may be administered to small groups of a maximum of four candidates at a time. Candidates will have at their disposal: • the required apparatus and equipment in good working condition • maintenance and cleaning products, if required
Duration of Examination	Two hours.
Information on Criterion Components	The paragraphs below provide explanations of the criterion components or of the evaluation of the candidates' performance.
Demonstrate how to operate the apparatus and equipment	
Criterion Component 1.1 Performed the preliminary operations in accordance with the manufacturer's instructions	The examiner will ensure that candidates properly check each apparatus before using it (e.g. sufficient water level, neon light securely in place, safe electrical connections). Error tolerance: no errors.
Criterion Component 1.2 Observed techniques for using the various apparatus and equipment	Candidates must comply with the manufacturer's and the teacher's instructions regarding the use of apparatus and equipment. Error tolerance: one error, providing that the apparatus is not damaged and that candidates and clients are not at risk.

INFORMATION ON THE EVALUATION

2 / 3

PROGRAM: Aesthetic Care
MODULE: 3 - APPARATUS AND EQUIPMENT

CODE: 916 032

ITEMS	COMMENTS
Criterion Component 2.1 Took all precautions regarding the use of the main apparatus and equipment Do regular maintenance of the apparatus and equipment Criterion Component 3.1 Performed the verifications involved in the maintenance of apparatus and equipment Criterion Component 4.1 Chose maintenance products appropriate for the apparatus and equipment Criterion Component 4.2 Chose maintenance techniques appropriate for the apparatus and equipment Clean and store the apparatus and equipment Criterion Component 5.1 Used cleaning procedures appropriate for the apparatus and equipment Criterion Component 5.2 Stored apparatus and equipment in appropriate places	Candidates must rigorously observe all safety measures regarding the use of apparatus and equipment. For example, they must: • ensure that the removable parts of the treatment chair are solidly in place • regularly check the connection of electrical wires • use the warm and hot vaporizer for the proper time, and so forth Error tolerance: no errors. After using the apparatus and equipment, candidates must check them in order to decide what type of maintenance is required. Error tolerance: no errors. Candidates must comply with the manufacturer's and the teacher's instructions regarding the choice of maintenance products for the apparatus and equipment. Error tolerance: no errors. Candidates must demonstrate that they know the operations to be done and the order in which they are to be done. Error tolerance: one error. Candidates must apply the cleaning methods recommended by the manufacturer and the teacher. Error tolerance: no errors. Candidates must rigorously observe proper storage methods for apparatus (e.g. electrical wires coiled correctly, electrodes removed), and store them in the appropriate places. Error tolerance: no errors.

INFORMATION ON THE EVALUATION

3 / 3

PROGRAM:

Aesthetic Care

MODULE:

3 - APPARATUS AND EQUIPMENT

CODE:

916 032

ITEMS	COMMENTS
Recommended Breakdown of Marks	1.1 (15) 1.2 (20) 2.1 (15) 3.1 (10) 4.1 and 4.2 (20) 5.1 (10) 5.2 (10)
MINIMUM PERFORMANCE STANDARD	80%

PROGRAM:

Aesthetic Care

Code:

916 046

MODULE:

4 - BODY SYSTEMS

**PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION**

PROGRAM ANALYSIS (BEHAVIOURAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care

MODULE: 4 - BODY SYSTEMS

CODE: 916 046

EXPECTED BEHAVIOUR: To relate body systems with aesthetic care

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
- Describe the anatomy and physiology of the locomotor and nutritive systems: • skeletal system • muscular system • circulatory system • respiratory system • digestive system • excretory system (kidneys)	50	40	• Anatomy and physiology of the locomotor system • Anatomy and physiology of the nutritive system	PK
- Describe the anatomy and physiology of the autonomic nervous system	30	20	• Anatomy and physiology of the autonomic nervous system	PK
- Explain the relationship between the functioning of the body systems and aesthetic care	20	40	• Relationship between aesthetic care and the functioning of the locomotor system • Relationship between aesthetic care and the functioning of the nutritive system • Relationship between aesthetic care and the functioning of the autonomic nervous system	PK

TABLE OF SPECIFICATIONS: PRACTICAL KNOWLEDGE EXAMINATION

1 / 2

PROGRAM: Aesthetic Care

MODULE: 4 - BODY SYSTEMS

CODE: 916 046

EXPECTED BEHAVIOUR: To relate body systems with aesthetic care

DURATION OF EXAMINATION: 3 hours

EVALUATION FOCUSES	THEMES OF KNOWLEDGE	WGT. %	COMPONENTS OF KNOWLEDGE	WGT. %
Describe the anatomy and physiology of the locomotor and nutritive systems: • skeletal system • muscular system • circulatory system • respiratory system • digestive system • excretory system (kidneys)	1. Anatomy and physiology of the locomotor system	8	1.1 Located the main elements of the skeletal or muscular system	4
			1.2 Identified phenomena affecting the condition of the skeletal or muscular system	4
	2. Anatomy and physiology of the nutritive system	32	2.1 Located the main organs of the respiratory or circulatory system	8
			2.2 Located the main organs of the digestive or excretory (kidneys) system	8
Describe the anatomy and physiology of the autonomic nervous system			2.3 Identified phenomena affecting the condition of the respiratory or circulatory system	8
			2.4 Identified phenomena affecting the condition of the digestive or excretory (kidneys) system	8
	3. Anatomy and physiology of the autonomic nervous system	20	3.1 Located the main organs of the endocrine or nervous system	8
			3.2 Identified phenomena affecting the condition of the endocrine or nervous system	12

TABLE OF SPECIFICATIONS: PRACTICAL KNOWLEDGE EXAMINATION

2 / 2

PROGRAM: Aesthetic Care

MODULE: 4 - BODY SYSTEMS

CODE: 916 046

EXPECTED BEHAVIOUR: To relate body systems with aesthetic care

DURATION OF EXAMINATION: 3 hours

EVALUATION FOCUSES	THEMES OF KNOWLEDGE	WGT. %	COMPONENTS OF KNOWLEDGE	WGT. %
Explain the relationship between the functioning of the body systems and aesthetic care	4. Relationship between aesthetic care and the functioning of the locomotor system	4	4.1 Identified external signs indicating the condition of the skeletal or muscular system	4
	5. Relationship between aesthetic care and the functioning of the nutritive system	24	5.1 Identified signs on the skin and epidermal appendages that indicate the condition of the circulatory or respiratory system	12
			5.2 Identified signs on the skin and epidermal appendages that indicate the condition of the digestive or excretory (kidneys) system	12
	6. Relationship between aesthetic care and the functioning of the autonomic nervous system	12	6.1 Identified signs on the skin and epidermal appendages that indicate the condition of the endocrine or nervous system	12

INFORMATION ON THE EVALUATION

1 / 3

PROGRAM:

Aesthetic Care

MODULE:

4 - BODY SYSTEMS

CODE:

916 046

ITEMS	COMMENTS
Examination Information Duration of Examination Information on Components of Knowledge Describe the anatomy and physiology of the locomotor and nutritive systems: • skeletal system • muscular system • circulatory system • respiratory system • digestive system • excretory system (kidneys) Criterion Component 1.1 Located the main elements of the skeletal or muscular system Criterion Component 1.2 Identified phenomena affecting the condition of the skeletal or muscular system	This practical knowledge examination consists of questions based on: • the anatomy and physiology of the: - locomotor system - nutritive system - autonomic nervous system • the relationship between these systems and aesthetic care A maximum of three hours. The paragraphs below provide additional information on the learning situations that accompany the questions, or on the responses expected of candidates. Candidates must locate the main organs on diagrams of the respective systems. Candidates must indicate which of the phenomena mentioned may have a positive or negative effect on: • the condition of the skeletal system, or • the condition or functioning of the muscular system

INFORMATION ON THE EVALUATION

2 / 3

PROGRAM: Aesthetic Care

MODULE: 4 - BODY SYSTEMS

CODE: 916 046

ITEMS	COMMENTS
Criterion Component 2.1 Located the main organs of the respiratory or circulatory system Criterion Component 2.2 Located the main organs of the digestive or excretory (kidneys) system Criterion Component 2.3 Identified phenomena affecting the condition of the respiratory or circulatory system Criterion Component 2.4 Identified phenomena affecting the condition of the digestive or excretory (kidneys) system Describe the anatomy and physiology of the autonomic nervous system Criterion Component 3.1 Located the main organs of the endocrine or nervous system Criterion Component 3.2 Identified phenomena affecting the condition of the endocrine or nervous system	Candidates must locate the main organs on diagrams of the respective systems. Candidates must locate the main organs on diagrams of the respective systems. Candidates must indicate which of the phenomena mentioned may have a positive or negative effect on the condition or functioning of the respective systems. Candidates must indicate which of the physiological phenomena mentioned may have a positive or negative effect on the condition or functioning of the respective systems. Candidates must locate the main organs on diagrams of the respective systems. Candidates must indicate which of the phenomena mentioned may have a positive or negative effect on the condition or functioning of the respective systems.

INFORMATION ON THE EVALUATION

3 / 3

PROGRAM: Aesthetic Care

MODULE: 4 - BODY SYSTEMS

CODE: 916 046

ITEMS	COMMENTS
Explain the relationship between the functioning of the body systems and aesthetic care Criterion Component 4.1 Identified external signs indicating the condition of the skeletal or muscular system Criterion Component 5.1 Identified signs on the skin and epidermal appendages that indicate the condition of the circulatory or respiratory system Criterion Component 5.2 Identified signs on the skin and epidermal appendages that indicate the condition of the digestive or excretory (kidneys) system Criterion Component 6.1 Identified signs on the skin and epidermal appendages that indicate the condition of the endocrine or nervous system MINIMUM PERFORMANCE STANDARD	The learning situations that accompany the questions should be in the form of case studies. Candidates must provide possible explanations for the signs described. The signs are attributable to characteristics of the skeletal or muscular system. The signs are attributable to characteristics of the circulatory or respiratory system. The signs are attributable to characteristics of the digestive or excretory system. The signs are attributable to characteristics of the endocrine or nervous system. 70%

PROGRAM:

Aesthetic Care

Code:

916 052

MODULE:

5 - INTERPERSONAL COMMUNICATION

PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION

PROGRAM ANALYSIS (BEHAVIOURAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care

MODULE: 5 - INTERPERSONAL COMMUNICATION

CODE: 916 052

EXPECTED BEHAVIOUR: To apply concepts of interpersonal communication

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
- Establish contact with the client	30	25	• Technique for receiving clients • Personal presentation	P
- Ask the client questions	30	30	• Relevant conversation • Application of active listening methods	P
- Give the client advice	20	20	• Preparation for treatment • Application of treatment	P
- Converse with the client	20	25	• Timing • Quality of conversation	P

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

1 / 2

PROGRAM:	<u>Aesthetic Care</u>
MODULE:	<u>5 - INTERPERSONAL COMMUNICATION</u>
EXPECTED BEHAVIOUR:	<u>To apply concepts of interpersonal communication</u>

CODE:	<u>916 052</u>
DURATION OF EXAMINATION:	<u>45 minutes</u>

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Establish contact with the client	PS	1. Technique for receiving clients	15	1.1 Chose an approach appropriate for the client	5
				1.2 Established conditions conducive to favourable client reception	5
				1.3 Considered the client's behaviour	5
Ask the client questions	PS	2. Personal presentation	10	2.1 Was well groomed	5
				2.2 Observed rules of courtesy	5
				2.3 Considered the client's reactions	5
Give the client advice	PS	3. Relevant conversation	20	3.1 Chose questions appropriate to the context	10
				3.2 Used professional language understood by the client	10
				3.3 Considered the client's responses	10
	PS	4. Application of active listening methods	10	4.1 Considered the client's responses	10
				4.2 Used professional language understood by the client	10
				4.3 Considered the client's reactions	10
	PS	5. Preparation for treatment	5	5.1 Chose the appropriate moment to give the client advice	5
				5.2 Used professional language understood by the client	5
				5.3 Considered the client's reactions	5
	PS	6. Application of treatment	15	6.1 Made good use of the available means	5
				6.2 Used convincing language when advising the client	5
				6.3 Considered the client's reactions	5

* Evaluation strategy: process (PS) or product (PT) evaluation.

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

2 / 2

PROGRAM: Aesthetic Care

MODULE: 5 - INTERPERSONAL COMMUNICATION

CODE: 916 052

EXPECTED BEHAVIOUR: To apply concepts of interpersonal communication

DURATION OF EXAMINATION: 45 minutes

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Converse with the client	PS	7. Timing	5	7.1 Chose the appropriate moment to begin conversation	5
		8. Quality of conversation	20	8.1 Conversed on various topical subjects	5
				8.2 Respected the client's opinion	5
				8.3 Used accurate, appropriate language	5
				8.4 Chose the appropriate moment to end the conversation	5

* Evaluation strategy: process (PS) or product (PT) evaluation.

INFORMATION ON THE EVALUATION

1 / 4

PROGRAM:

Aesthetic Care

MODULE:

5 - INTERPERSONAL COMMUNICATION

CODE:

916 052

ITEMS	COMMENTS
Examination Information	This practical examination consists in applying concepts of interpersonal communication while performing a task common in aesthetic care. The examination should be administered to small groups of a maximum of four candidates at a time.
Duration of Examination	45 minutes.
Information on Criterion Components	The paragraphs below provide explanations of the criterion components or of the evaluation of the candidates' performance.
Establish contact with the client	
Criterion Component 1.1 Chose an approach appropriate for the client	Candidates must take the client's personality into account when establishing contact. Evaluation will be based on what the candidates do to put the client at ease. Error tolerance: no errors.
Criterion Component 1.2 Established conditions conducive to favourable client reception	Candidates must: • be prepared to welcome the client when she or he arrives • show consideration by helping the client to get settled comfortably • be friendly, accommodating and available Error tolerance: no errors.
Criterion Component 1.3 Considered the client's behaviour	Candidates must correctly interpret the client's attitudes and behaviour. The candidates will be evaluated on their ability to detect any signs of embarrassment or discomfort and to take appropriate action. Error tolerance: one error.
Criterion Component 2.1 Was well groomed	Candidates must have their hair off their face, and short, clean nails, and wear appropriate makeup. They must observe the establishment's dress code. Error tolerance: no errors.

INFORMATION ON THE EVALUATION

2 / 4

PROGRAM: Aesthetic Care

MODULE: 5 - INTERPERSONAL COMMUNICATION

CODE: 916 052

ITEMS	COMMENTS
Criterion Component 2.2 Observed rules of courtesy Ask the client questions Criterion Component 3.1 Chose questions appropriate to the context Criterion Component 3.2 Used professional language understood by the client Criterion Component 4.1 Considered the client's responses Give the client advice Criterion Component 5.1 Chose the appropriate moment to give the client advice	Candidates must apply standard rules of courtesy when receiving the client (e.g. greeting, taking the client's coat). Error tolerance: no errors. Candidates must ask, in front of the examiner, at least three questions related to the task to be performed. The questions must be clearly formulated. Error tolerance: one error. Candidates must use appropriate terminology and be able to adapt their level of language to the client in order to ensure that the explanations provided are clearly understood. Error tolerance: one error. Candidates must: • be attentive to the client's questions • act in a way that reflects consideration of the client's needs Error tolerance: one error Candidates must: • make recommendations to the client at the beginning of the treatment, explaining the treatment and how to use the products • make recommendations to the client at the end of the manicure, explaining the care required and recommending certain products Error tolerance: no errors.

INFORMATION ON THE EVALUATION

3 / 4

PROGRAM: Aesthetic Care

MODULE: 5 - INTERPERSONAL COMMUNICATION

CODE: 916 052

ITEMS	COMMENTS
Criterion Component 6.1 Make good use of the available means Criterion Component 6.2 Used convincing language when advising the client Criterion Component 6.3 Considered the client's reactions Converse with the client Criterion Component 7.1 Chose the appropriate moment to begin conversation Criterion Component 8.1 Conversed on various topical subjects Criterion Component 8.2 Respected the client's opinion Criterion Component 8.3 Used accurate, appropriate language	Candidates must use: • the skin analysis card • the consultation card • products • reference materials (e.g. magazines, publicity) Error tolerance: one error. Candidates must give at least two pertinent arguments to convince the client. Error tolerance: no errors. Candidates must be attentive to the client's reactions to their recommendations. Error tolerance: no errors. Candidates must begin a conversation when they meet the client and keep conversing throughout the consultation. Error tolerance: one error. Candidates must converse about at least two topical subjects during the consultation. However, the conversation should not interfere with the progress of the treatment. Error tolerance: no errors. Candidates must listen and react positively to the client's opinions. Under no circumstances will candidates pass judgement on the client's personal opinions. Error tolerance: no errors. Candidates must use appropriate language (e.g. politeness, no swearing). Error tolerance: no errors.

INFORMATION ON THE EVALUATION

4 / 4

PROGRAM: Aesthetic Care

MODULE: 5 - INTERPERSONAL COMMUNICATION

CODE: 916 052

ITEMS	COMMENTS
Criterion Component 8.4 Chose the appropriate moment to end the conversation Recommended Breakdown of Marks MINIMUM PERFORMANCE STANDARD	Candidates must not linger at the end of the treatment and must quickly end the conversation. Error tolerance: one error. 1.1 to 1.3 (15) 2.1 to 2.2 (10) 3.1 (10) 3.2 (10) 4.1 (10) 5.1 (5) 6.1 to 6.3 (15) 7.1 (5) 8.1 to 8.4 (20) 80%

PROGRAM:

Aesthetic Care

Code:

916 064

MODULE:

6 - SKIN ANALYSIS

PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION

PROGRAM ANALYSIS (BEHAVIOURAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care

MODULE: 6 - SKIN ANALYSIS

EXPECTED BEHAVIOUR: To analyze the skin and epidermal appendages

CODE: 916 064

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
- Prepare the work station	5	--	• Preparation of work station	P
- Greet the client and prepare her or him for the treatment	5	--	• Greeting • Preparation of client	P
- Cleanse the face and neck area	15	20	• Application of cleansing techniques • Observance of safety rules	P
- Examine the skin	35	45	• Performance of method of examination • Accuracy of observations • Quality of conversation with client	P
- Explain the characteristics of the client's skin	25	25	• Anatomical and dermatological characteristics of skin	PK
- Examine the epidermal appendages	10	10	• Method of examining epidermal appendages • Anatomical and dermatological characteristics of epidermal appendages	PK
- Clean the work station and store the products and equipment	5	--	• Condition of work area and work station • Storage of implements and equipment	P

TABLE OF SPECIFICATIONS: PRACTICAL KNOWLEDGE EXAMINATION

1 / 1

PROGRAM:	<u>Aesthetic Care</u>
MODULE:	<u>6 - SKIN ANALYSIS</u>
EXPECTED BEHAVIOUR:	<u>To analyze the skin and epidermal appendages</u>

CODE:	<u>916 064</u>
DURATION OF EXAMINATION:	<u>45 minutes</u>

EVALUATION FOCUSES	THEMES OF KNOWLEDGE	WGT. %	COMPONENTS OF KNOWLEDGE	WGT. %
Explain the characteristics of the client's skin	1. Anatomical and dermatological characteristics of skin	25	1.1 Determined which explanations to give clients with different types of skin and skin characteristics	25
Examine the epidermal appendages	2. Anatomical and dermatological characteristics of epidermal appendages	10	2.1 Determined which explanations to give clients presenting different characteristics of epidermal appendages	10

* Evaluation strategy: process (PS) or product (PT) evaluation.

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

1 / 1

PROGRAM: Aesthetic Care

MODULE: 6 - SKIN ANALYSIS

EXPECTED BEHAVIOUR: To analyze the skin and epidermal appendages

CODE: 916 064

DURATION OF EXAMINATION: 45 minutes

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Cleanse the face and neck area	PS	1. Application of cleansing techniques	20	1.1 Chose the appropriate cleansing movements	15
Examine the skin	PS	2. Execution of examination procedure	15	1.2 Used cleansing products sparingly	5
				2.1 Used the magnifying lamp in accordance with the recommended technique	5
				2.2 Recorded all information related to the skin analysis	10
		3. Accuracy of observations	25	3.1 Recorded all information related to the condition of the skin	20
				3.2 Accurately evaluated the condition of the client's skin	5
		4. Quality of conversation with the client	5	4.1 Observed common rules of courtesy	5

* Evaluation strategy: process (PS) or product (PT) evaluation.

INFORMATION ON THE EVALUATION

1 / 3

PROGRAM: Aesthetic Care

MODULE: 6 - SKIN ANALYSIS

CODE: 916 064

ITEMS	COMMENTS
Information on Examinations	Two examinations will be administered to candidates: • a practical knowledge examination comprised of questions on the characteristics of the skin and the epidermal appendages • a practical examination at a prepared work station. During the examination, each candidate will examine the skin of a client who is not wearing makeup and who has no condition that would contraindicate the treatment.
First Examination	Practical knowledge examination.
Duration of Examination	45 minutes.
MINIMUM PERFORMANCE STANDARD	75%
Information on Components of Knowledge	The paragraphs below provide information on the learning situations that accompany the questions, or on the responses expected of the candidates.
Explain the characteristics of the client's skin	Candidates will be provided with skin analysis cards dealing with specific cases. For each case, candidates will indicate the best explanation to give to the client.
Criterion Component 1.1 Determined which explanations to give clients with different types of skin and skin characteristics	Candidates must select the explanation that: • best emphasizes the main characteristics of the skin examined • refers as precisely as possible to the type of skin described and the characteristics identified • indicates the cause or causes most likely to explain the condition of the skin
Examine the epidermal appendages	Candidates will be provided with epidermal appendage analysis cards dealing with specific cases. For each case, candidates will indicate the best explanation to give to the client.
Criterion Component 2.1 Determined which explanations to give clients presenting different characteristics of epidermal appendages	Candidates must select the explanation that: • best emphasizes the main characteristics of the appendages examined • indicates the cause or causes most likely to explain the condition of the appendages

INFORMATION ON THE EVALUATION

1 / 3

PROGRAM: Aesthetic Care

MODULE: 6 - SKIN ANALYSIS

CODE: 916 064

ITEMS	COMMENTS
Second Examination Duration of Examination Information on Criterion Components Cleanse the face and neck area Criterion Component 1.1 Chose the appropriate cleansing movements Criterion Component 1.2 Used cleansing products sparingly Examine the skin Criterion Component 2.1 Used the magnifying lamp in accordance with the recommended technique	Practical examination. Candidates must have at their disposal the materials, equipment and products required to examine the skin. The practical examination should be administered to small groups of a maximum of five candidates at a time. A maximum of 45 minutes. The paragraphs below provide explanations of the criterion components or of the evaluation of the candidates' performance. Candidates must cleanse the skin of the face and neck with a cleansing product (milk, cream or gel, depending on the situation) and apply a lotion. The specific requirements for each step in the cleansing must be observed. Error tolerance: two errors, providing that the client's health is not at risk. Candidates must use only the required quantity of products. No flagrant excess will be permitted. Safety rules regarding the use of the magnifying lamp must be observed. Error tolerance: no errors.

INFORMATION ON THE EVALUATION

1 / 3

PROGRAM:

Aesthetic Care

MODULE:

6 - SKIN ANALYSIS

CODE:

916 064

ITEMS	COMMENTS
Criterion Component 2.2 Recorded all information related to the skin analysis	The skin analysis card must contain information pertaining to: • the client's address and telephone number • the client's health • the client's skin type (diagnosis and recommendations) The observations must be sufficiently comprehensive and accurate. Error tolerance: three errors or omissions.
Criterion Component 3.1 Recorded all information related to the condition of the skin	The skin analysis card must contain information pertaining to the condition of the skin (e.g. tone, texture, hydration, muscle tone, circulation, sebum, various disorders). The observations must be sufficiently comprehensive and accurate. Error tolerance: two errors or omissions.
Criterion Component 3.2 Accurately evaluated the condition of the client's skin	Candidates must record on the card: • the skin type • their recommendations (at least three) Error tolerance: no errors in identifying the skin type, and one irrelevant or inappropriate recommendation.
Criterion Component 4.1 Observed common rules of courtesy	Candidates must be tactful and courteous throughout the examination. Error tolerance: one error.
Recommended Breakdown of Marks	1.1 (15) 1.2 (5) 2.1 (5) 2.2 (10) 3.1 and 3.2 (25) 4.1 (5)
MINIMUM PERFORMANCE STANDARD	80%

PROGRAM:

Aesthetic Care

Code:

916 071

MODULE:

7 - PROFESSIONAL RELATIONSHIPS

**PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION**

PROGRAM ANALYSIS (SITUATIONAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care

MODULE: 7 - PROFESSIONAL RELATIONSHIPS

CODE: 916 071

EXPECTED OUTCOME: To maintain harmonious professional relationships

LEARNING CONTEXT	LRN. %	EVAL. %	PARTICIPATION INDICATORS
PHASE 1: Information - Learning about the limits of the occupation - Learning about other occupations related to the field of aesthetic care - Discussing the concept of professional ethics	30	30	• Participate in information meetings • Gather the required information • Participate in information meetings • Gather the required information • Participate actively in the discussions
PHASE 2: Further Exploration - Doing research to discover any changes that have been made to the limits of the occupation - Exploring one of the occupations related to that of aesthetician - Developing rules of professional ethics	40	30	• Gather the required information • Choose an area for further research and develop a work plan • Meet regularly with the teacher and show how their research work is progressing • Work methodically • Present rules of professional ethics
PHASE 3: Synthesis - Producing a report on their research findings - Presenting their findings to the group - Participating in a group discussion on the topics presented	30	40	• Write a report in accordance with standard rules • Present their research findings in accordance with standard rules • Give their views on one of the topics presented

TABLE OF SPECIFICATIONS (SITUATIONAL OBJECTIVE)

1 / 1

PROGRAM:	<u>Aesthetic Care</u>	
MODULE:	<u>7 - PROFESSIONAL RELATIONSHIPS</u>	CODE: <u>916 071</u>
EXPECTED OUTCOME:	<u>To maintain harmonious professional relationships</u>	

PARTICIPATION INDICATORS	WGT. %	CRITERION COMPONENTS	WGT. %
PHASE 1:			
1. Participate in information meetings	10	1.1 Listen attentively	10
2. Gather the required information	20	1.2 Express their views on the topics covered	10
		2.1 Provide two examples of occupations related to that of aesthetician	10
PHASE 2:			
3. Choose an area for further research and develop a work plan	20	3.1 Prepare a work plan	20
4. Meet regularly with the teacher and show how their research work is progressing	10	4.1 Meet with the teacher twice	10
PHASE 3:			
5. Present their research findings in accordance with standard rules	30	5.1 Correctly describe the occupation related to that of aesthetician	15
		5.2 Establish pertinent links with the occupation of aesthetician	15
6. Give their views on one of the topics presented	10	6.1 Clearly express their views on the chosen occupation	10

INFORMATION ON THE EVALUATION

1 / 2

PROGRAM: Aesthetic Care

MODULE: 7 - PROFESSIONAL RELATIONSHIPS

CODE: 916 071

ITEMS	COMMENTS
Basis for Evaluation Information on Criterion Components PHASE 1: Criterion Component 1.1 Listen attentively Criterion Component 1.2 Express their views on the topics covered Criterion Component 2.1 Provide two examples of occupations related to that of aesthetician PHASE 2: Criterion Component 3.1 Prepare a work plan	Evaluation of the candidates' participation will be based on information gathered at certain times during the learning activities, depending on the nature of the criterion components. However, a definitive evaluation by criterion component should be done only at the end of the corresponding phase of the learning situation. Candidates' participation in the learning activities should be evaluated only at the end of the module. The paragraphs below provide explanations regarding the application or interpretation of the criterion components. Candidates must show interest in the topics covered. Candidates must use clear language and vocabulary appropriate for the occupation. The examples selected must be occupations related to that of aesthetician (e.g. plastic surgeon, dermatologist, podiatrist, dietician, massage therapist). Candidates must prepare a one-page work plan specifying: • a related occupation • the research steps and dates for meetings • reference sources (e.g. persons, documentation)

INFORMATION ON THE EVALUATION

2 / 2

PROGRAM:

Aesthetic Care

MODULE:

7 - PROFESSIONAL RELATIONSHIPS

CODE:

916 071

ITEMS	COMMENTS
Criterion Component 4.1 Meet with the teacher twice PHASE 3: Criterion Component 5.1 Correctly describe the occupation related to that of aesthetician Criterion Component 5.2 Establish pertinent links with the occupation of aesthetician Criterion Component 6.1 Clearly express their views on the chosen occupation PASS/FAIL CONDITIONS	Candidates must plan two meetings with the teacher, one to present the work plan and the other, halfway through the assignment, to check the candidates' progress in writing the report. During these meetings, candidates must show that they are open to the teacher's comments and must make the corrections which he or she has suggested. The following elements must be included: • the field and specialty • a detailed description of the sphere of activities (list of occupational tasks) • a description of the training required • the characteristics of the target clientele Candidates must relate the selected occupation to that of aesthetician by describing the scope of each occupation's activities. To do so, candidates must describe two situations that demonstrate the respective roles of the aesthetician and the other professional. Candidates must present the results of their research on the selected occupation clearly and concisely. They must use accurate and precise terminology (appropriate medical and technical terms) and have good knowledge of the selected occupation. To meet the requirements of this module, candidates are permitted up to two errors, with the exception of criterion components 2.1, 3.1, 5.1 and 5.2, which must be successfully attained.

PROGRAM:

Aesthetic Care

Code:

916 086

MODULE:

8 - COSMETOLOGY

PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION

PROGRAM ANALYSIS (BEHAVIOURAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care

MODULE: 8 - COSMETOLOGY

EXPECTED BEHAVIOUR: To compare cosmetic products

CODE: 916 086

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
- Describe the cosmetic form of a product	15	25	• Cosmetic forms of products and their properties	PK
- Describe the base formula of a cosmetic	45	45	• Components and basic elements of cosmetic products	PK
- Explain the action of a product	30	30	• Effects of cosmetic products on skin	PK
- Describe the commercial presentation of a product	10	--	• Marketing of cosmetic products	PK

TABLE OF SPECIFICATIONS: PRACTICAL KNOWLEDGE EXAMINATION

1 / 1

PROGRAM: Aesthetic Care
MODULE: 8 - COSMETOLOGY
EXPECTED BEHAVIOUR: To compare cosmetic products

CODE: 916 086
DURATION OF EXAMINATION: 2 hours

EVALUATION FOCUSES	THEMES OF KNOWLEDGE	WGT. %	COMPONENTS OF KNOWLEDGE	WGT. %
Describe the cosmetic form of a product	1. Cosmetic forms of products and their properties	25	1.1 Associated the cosmetic forms with their desired effects	25
Describe the base formula of a cosmetic	2. Components and basic elements of cosmetic products	45	2.1 Determined the functions of the various basic components of a product	20
			2.2 Classified the basic components of a cosmetic product according to their cosmetic formula	25
Explain the action of a product	3. Effects of cosmetic products on skin	30	3.1 Determined the action of various products according to the condition of the skin	30

* Evaluation strategy: process (PS) or product (PT) evaluation.

PROGRAM:

Aesthetic Care

Code:

916 094

MODULE:

9 - MANUAL MASSAGE

**PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION**

PROGRAM ANALYSIS (BEHAVIOURAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care

MODULE: 9 - MANUAL MASSAGE

CODE: 916 094

EXPECTED BEHAVIOUR: To give a manual massage

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
- Prepare the client for a massage	20	--	- Preparation of client - Performance of preparatory procedures - Behaviour with client	P
- Perform the preliminary procedures for a manual massage	15	--	- Selection of products - Preparation of skin	P
- Perform the massage manipulations	50	75	- Work posture - Performance of massage manipulations	P
- Perform the final steps in the manual massage	15	15	- Performance of final steps - Behaviour with client	P
- Give a manual massage	--	10	- Observance of rules of hygiene and safety - Observance of authorized time limit	P

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

1 / 1

PROGRAM: Aesthetic Care

MODULE: 9 - MANUAL MASSAGE

CODE: 916 094

EXPECTED BEHAVIOUR: To give a manual massage

DURATION OF EXAMINATION: 30 minutes

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Perform the massage manipulations	PS	1. Work posture	10	1.1 Adopted recommended work postures	10
		2. Performance of massage manipulations	65	2.1 Placed client in a comfortable, practical position	10
				2.2 Observed the sequence of manipulations	20
				2.3 Observed the techniques for performing manipulations	20
				2.4 Performed the manipulations with ease	15
Perform the final steps in the manual massage	PS	3. Performance of final steps	5	3.1 Performed the final steps correctly	5
		4. Behaviour with client	10	4.1 Showed concern for the client's satisfaction	10
Give a manual massage	PS	5. Observance of rules of hygiene and safety	5	5.1 Rigorously observed the rules of hygiene and safety	5
		6. Observance of authorized time limit	5	6.1 Completed the massage within the allotted time	5

* Evaluation strategy: process (PS) or product (PT) evaluation.

INFORMATION ON THE EVALUATION

1 / 3

PROGRAM: Aesthetic Care

MODULE: 9 - MANUAL MASSAGE

CODE: 916 094

ITEMS	COMMENTS
Examination Information	In this practical examination, each candidate will give a complete facial to a client who has no condition that would contraindicate the treatment.
	Candidates will work at a prepared work station and have at their disposal the required products.
	The examination should be administered to small groups of a maximum of two candidates at a time.
Duration of Examination	A maximum of 30 minutes.
Information on Criterion Components	The paragraphs below provide explanations of the criterion components or of the evaluation of the candidates' performance.
Perform the massage manipulations	
Criterion Component 1.1 Adopted recommended work postures	Candidates must maintain proper work posture throughout the massage. Error tolerance: one error.
Criterion Component 2.1 Placed client in a comfortable, practical position	Candidates must: • check the client's position • if necessary, adjust the client's position so that he or she is more comfortable and the position more practical Error tolerance: one error.
Criterion Component 2.2 Observed the sequence of manipulations	Candidates must perform the manipulations in the order indicated. Error tolerance: one error.
Criterion Component 2.3 Observed the techniques for performing manipulations	Candidates must observe the specific requirements for each technique used during the manual facial massage. Error tolerance: four errors.

INFORMATION ON THE EVALUATION

2 / 3

PROGRAM: Aesthetic Care

MODULE: 9 - MANUAL MASSAGE

CODE: 916 094

ITEMS	COMMENTS
Criterion Component 2.4 Performed the manipulations with ease Perform the final steps in the manual massage Criterion Component 3.1 Performed the final steps correctly Criterion Component 4.1 Showed concern for the client's satisfaction Give a manual massage Criterion Component 5.1 Rigorously observed the rules of hygiene and safety	Candidates must: • perform the manipulations in the order indicated • observe the time limit for each manipulation • give the manual facial massage with a smooth, even touch Error tolerance: one error. Candidates must: • check the condition of the client's skin, ensuring that no excess product remains • perform the operations recommended to complete a manual massage Error tolerance: no errors. Candidates must: • inquire about the client's well-being • make recommendations • observe rules of courtesy Error tolerance: no errors. Candidates must: • disinfect their hands before beginning the massage • disinfect their hands during the massage, if necessary • check the set-up of the equipment • ensure that the client is settled in a safe and practical position, and so forth Error tolerance: no errors.

INFORMATION ON THE EVALUATION

3 / 3

PROGRAM: Aesthetic Care

MODULE: 9 - MANUAL MASSAGE

CODE: 916 094

ITEMS	COMMENTS
Criterion Component 6.1 Completed the massage within the allotted time Recommended Breakdown of Marks MINIMUM PERFORMANCE STANDARD	The examiner will ensure that candidates observe the authorized time limit. 1.1 (10) 2.1 (10) 2.2 and 2.3 (40) 2.4 (15) 3.1 (5) 4.1 (10) 5.1 (5) 6.1 (5) 80%

PROGRAM:

Aesthetic Care

Code:

916 108

MODULE:

10 - BASIC FACIALS

**PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION**

PROGRAM ANALYSIS (BEHAVIOURAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care

MODULE: 10 - BASIC FACIALS

EXPECTED BEHAVIOUR: To give a basic facial

CODE: 916 108

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
- Prepare the work station	5	10	- Observance of rules of hygiene and safety - Preparation of materials and implements	P
- Greet the client and prepare the client for the treatment	5	10	- Preparation of client - Behaviour with client	P
- Perform the preparatory steps in a basic facial	20	20	- Performance of preparatory steps - Accuracy of observations on the skin's condition	P
- Give the treatment	50	45	- Preparation of skin - Use of products, apparatus and implements - Application of techniques for giving a basic facial	P
- Perform the final steps in a basic facial	15	10	- Performance of final steps - Quality of relationship with client	P
- Clean the work station and store the products and equipment	5	5	- Condition of work area and work station - Storage of apparatus, implements and products	P

* P = Practical examination

PK = Practical knowledge examination

Module 10

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

1 / 1

PROGRAM: Aesthetic Care

MODULE: 10 - BASIC FACIALS

CODE: 916 108

EXPECTED BEHAVIOUR: To give a basic facial

DURATION OF EXAMINATION: 2½ hours

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Prepare the work station	PS	1. Preparation of materials and implements	10	1.1 Prepared the materials and implements in accordance with the standard requirements for a basic facial	10
Greet the client and prepare the client for the treatment	PS	2. Preparation of client	10	2.1 Placed the client in a comfortable, practical position	10
Perform the preparatory steps in a basic facial	PS	3. Performance of preparatory steps	10	3.1 Cleansed the skin in accordance with recommended techniques	10
		4. Accuracy of observations on the skin's condition	10	4.1 Made relevant, accurate observations	10
Give the treatment	PS	5. Use of products, apparatus and implements	20	5.1 Chose products and implements judiciously	10
				5.2 Used products sparingly	5
				5.3 Observed rules of hygiene and safety applicable to the use of apparatus	5
		6. Application of techniques for giving a basic facial	25	6.1 Performed operations in accordance with recommended techniques	25
Perform the final steps in a basic facial	PS	7. Quality of relationship with client	10	7.1 Showed concern for the client's satisfaction	10
Clean the work station and store the products and equipment	PS	8. Condition of work area and work station	5	8.1 Condition of work area and work station in accordance with rules governing cleanliness and storage	5

* Evaluation strategy: process (PS) or product (PT) evaluation.

INFORMATION ON THE EVALUATION

1 / 4

PROGRAM: Aesthetic Care

MODULE: 10 - BASIC FACIALS

CODE: 916 108

ITEMS	COMMENTS
Examination Information	In this practical examination, each candidate will give a basic facial to a client who has no condition that would contraindicate the treatment.
	Candidates will have at their disposal the required materials, equipment and products.
	The examination should be administered to small groups of a maximum of five candidates at a time.
Duration of Examination	A maximum of 2½ hours.
Information on Criterion Components	The paragraphs below provide explanations of the criterion components or of the evaluation of the candidates' performance.
Prepare the work station	
Criterion Component 1.1 Prepared the materials and implements in accordance with the standard requirements for a basic facial	Candidates must observe the rules of hygiene when preparing the materials and implements required for a basic facial and must arrange them in a functional manner. Error tolerance: one error or omission (equipment, implement or material placed so as to be a hindrance or cause unnecessary movement).
Greet the client and prepare the client for the treatment	
Criterion Component 2.1 Placed the client in a comfortable, practical position	The client must be lying comfortably in the treatment chair with the face, neck and shoulders free of clothing and jewellery, and the hair off the face. Candidates must ensure that: • the dressing gown, sheets and towels are arranged so as to adequately protect the client from any spills • the client's position will not cause any major discomfort during the facial Error tolerance: one error.

INFORMATION ON THE EVALUATION

2 / 4

PROGRAM: Aesthetic Care

MODULE: 10 - BASIC FACIALS

CODE: 916 108

ITEMS	COMMENTS
Perform the preparatory steps in a basic facial Criterion Component 3.1 Cleansed the skin in accordance with recommended techniques Criterion Component 4.1 Made relevant, accurate observations Give the treatment	Candidates must: • cleanse the skin of the face and neck with a cleansing product (milk for all skin types) • spray a lotion or floral water suited for all skin types, using the Lucas Championnière apparatus • cleanse the skin of the face and neck using a skin-cleansing apparatus These steps must be performed in the order indicated. Cleansing must be thorough (on all surfaces treated). The specific requirements for each technique used must be observed. Error tolerance: one error, providing that the client's health is not at risk. The skin analysis card must contain information pertaining to: • the client's address and telephone number • the client's health • the condition of the client's skin (see Module 6) The observations recorded must be sufficiently comprehensive and accurate. Error tolerance: two errors or omissions. A diagnostic error likely to adversely affect the client's skin (in the event that the facial is given on the basis of this information) will not be permitted. In such a case, the examiner will take the corrective measures required before authorizing the candidate to proceed with the examination. Candidates must: • prepare the skin for blackhead removal, if necessary • remove blackheads, if applicable • use appropriate high-frequency equipment • perform the manual facial massage manipulations suited to the skin type • apply a masque • apply a protective cream

INFORMATION ON THE EVALUATION

3 / 4

PROGRAM: Aesthetic Care

MODULE: 10 - BASIC FACIALS

CODE: 916 108

ITEMS	COMMENTS
Criterion Component 5.1 Chose products and implements judiciously Criterion Component 5.2 Used products sparingly Criterion Component 5.3 Observed rules of hygiene and safety applicable to the use of apparatus Criterion Component 6.1 Performed operations in accordance with recommended techniques Perform the final steps in a basic facial Criterion Component 7.1 Showed concern for the client's satisfaction Clean the work station and store the products and equipment	Candidates must: • wear gloves and oral masks if the situation so requires • choose products and electrodes suited to the condition of the skin and the treatment to be given Error tolerance: one error. Candidates must use only the required quantity of the product. No excess will be permitted. Error tolerance: no errors regarding health and safety. All the required operations must be performed in the order indicated. The specific requirements for each technique must be observed. Error tolerance: two errors, providing that the client's health is not at risk. Candidates must: • inquire about the client's well-being (specific questions) • take corrective measures, if applicable • make recommendations • observe rules of courtesy Error tolerance: no errors. The examiner will check the condition of the work station at the end of the examination.

INFORMATION ON THE EVALUATION

4 / 4

PROGRAM: Aesthetic Care

MODULE: 10 - BASIC FACIALS

CODE: 916 108

ITEMS	COMMENTS
Criterion Component 8.1 Condition of work area and work station in accordance with rules governing cleanliness and storage Recommended Breakdown of Marks MINIMUM PERFORMANCE STANDARD	Error tolerance: no errors or omissions. 1.1 (10) 2.1 (10) 3.1 (10) 4.1 (10) 5.1 to 5.3 (20) 6.1 (25) 7.1 (10) 8.1 (5) 80%

PROGRAM:

Aesthetic Care

Code:

916 112

MODULE:

11 - DAILY MANAGEMENT

PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION

PROGRAM ANALYSIS (BEHAVIOURAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care

MODULE: 11 - DAILY MANAGEMENT

CODE: 916 112

EXPECTED BEHAVIOUR: To perform daily management operations

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
- Schedule appointments	20	35	• Application of method for scheduling appointments	P
- Perform bookkeeping operations	35	35	• Application of billing methods • Accuracy of calculations • Application of cash closing operations	P
- Purchase merchandise	30	30	• Application of purchasing methods • Verification of merchandise upon reception • Quality of storage	P
- Write a daily report	15	--	• Quality of information recorded • Quality of writing	P

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

1 / 1

PROGRAM: Aesthetic Care

MODULE: 11 - DAILY MANAGEMENT

CODE: 916 112

EXPECTED BEHAVIOUR: To perform daily management operations

DURATION OF EXAMINATION: 30 minutes

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Schedule appointments	PS	1. Application of method for scheduling appointments	35	1.1 Observed rules of courtesy	5
				1.2 Obtained relevant information	10
				1.3 Judiciously scheduled appointments	15
				1.4 Correctly prepared files	5
Perform bookkeeping operations	PS	2. Application of billing methods	20	2.1 Prepared bills in accordance with different payment methods	10
				2.2 Took precautions when handling cash, cheques, credit cards and debit cards	10
		3. Accuracy of calculations	15	3.1 Performed accurate calculations	15
Purchase merchandise	PS	4. Application of purchasing methods	30	4.1 Judiciously determined purchasing needs	15
				4.2 Correctly completed the purchase order	15

* Evaluation strategy: process (PS) or product (PT) evaluation.

INFORMATION ON THE EVALUATION

1 / 4

PROGRAM: Aesthetic Care

MODULE: 11 - DAILY MANAGEMENT

CODE: 916 112

ITEMS	COMMENTS
Examination Information Duration of Examination Information on Criterion Components Schedule appointments Criterion Component 1.1 Observed rules of courtesy Criterion Component 1.2 Obtained relevant information	In this practical examination, candidates will perform daily management operations in typical aesthetic care situations. Candidates will have the authorized documents and materials at their disposal. 30 minutes. The paragraphs below provide explanations of the criterion components or of the evaluation of the candidates' performance. It is suggested that the client make an appointment following a facial. Candidates will use a partially filled appointment book giving: • a choice of five days • a choice of three available times for each day (the other time slots are already booked) • a choice of three aestheticians Candidates must record three appointments in the appointment book. Candidates must observe common courtesy. Error tolerance: no errors. Candidates must record the following in the appropriate places in the appointment book: • the client's name and telephone number • the service required • the date and time of the appointment • the name of the aesthetician who will provide the service Error tolerance: no errors.

INFORMATION ON THE EVALUATION

2 / 4

PROGRAM: Aesthetic Care

MODULE: 11 - DAILY MANAGEMENT

CODE: 916 112

ITEMS	COMMENTS
Criterion Component 1.3 Judiciously scheduled appointments	Candidates must take the following elements into account when scheduling appointments: • the client's preferences regarding choice of aesthetician and the date and time of the appointment • the dates and times available in the appointment book • the time required to provide the service Scheduling should permit effective time management (no overlaps or gaps between appointments). Error tolerance: one error.
Criterion Component 1.4 Correctly prepared files	Candidates must prepare the clients' files and file them in an order corresponding to the appointment book. Error tolerance: no errors.
Perform bookkeeping operations	After completing an occupational task, candidates should suggest that the client settle the bill. The latter will include the sale of a service and a product, and can be paid by: • cash • credit card • cheque
Criterion Component 2.1 Prepared bills in accordance with different payment methods	When making up bills for the sale of a product and a service, candidates should include the data usually found on a bill: • the type of service and the cost • the type of product and the cost • the amount of the various taxes • the total • the method of payment • the phrase "Thank you" Error tolerance: one error.

INFORMATION ON THE EVALUATION

3 / 4

PROGRAM: Aesthetic Care

MODULE: 11 - DAILY MANAGEMENT

CODE: 916 112

ITEMS	COMMENTS
Criterion Component 2.2 Took precautions when handling cash, cheques, credit cards and debit cards	For payment in cash, candidates must: • carefully check the amount received • immediately put the money in the till • give change, if applicable, without making an error For payment by credit card, candidates must: • carry out the appropriate verification procedures (pieces of identification) • write the authorization number on the credit card voucher • correctly complete the credit card voucher • give the client her or his copy of the voucher For payment by cheque, candidates must: • check the date and the name of the company • ensure that the amounts on the cheque and the bill correspond • make sure that the cheque is signed • carry out the appropriate verification procedures (pieces of identification) Error tolerance: no errors for any method of payment.
Criterion Component 3.1 Performed accurate calculations	The examiner will verify the accuracy of the bill for the sale of a service and a product. Error tolerance: no errors.
Purchase merchandise	Candidates will be provided with: • a standard basic inventory comprised of cosmetic products (type and quantity) that should be in stock at the institute at all times • an example of an actual institute's inventory describing the cosmetic products (type and quantity) available • a delivery order describing the most recent order placed by the institute but not yet received On the basis of this information, candidates must determine the specific needs of the institute by completing a purchase order.
Criterion Component 4.1 Judiciously determined purchasing needs	Candidates must take into account all the elements presented when determining the institute's needs. Error tolerance: two errors.

INFORMATION ON THE EVALUATION

4 / 4

PROGRAM: Aesthetic Care

MODULE: 11 - DAILY MANAGEMENT

CODE: 916 112

ITEMS	COMMENTS
Criterion Component 4.2 Correctly completed the purchase order Recommended Breakdown of Marks MINIMUM PERFORMANCE STANDARD	Candidates must indicate the type of cosmetic products, as well as the format (if applicable), quantity and price. Error tolerance: one error. 1.1 (5) 1.2 and 1.3 (5) 1.4 (5) 2.1 and 2.2 (20) 3.1 (15) 4.1 (15) 4.2 (15) 80%

PROGRAM:

Aesthetic Care

Code:

916 123

MODULE:

12 - PERSONALIZED SALES

**PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION**

PROGRAM ANALYSIS (BEHAVIOURAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care

MODULE: 12 - PERSONALIZED SALES

CODE: 916 123

EXPECTED BEHAVIOUR: To perform a personalized sales transaction

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
- Determine the client's needs	30	20	• Application of needs analysis techniques	P
- Offer a product or service	30	35	• Use of a method of presenting a product or service • Quality of conversation with client	P
- Apply personalized sales strategies	25	25	• Application of a personalized sales strategy	P
- Close a sale	15	20	• Application of a method of recording a sale • Accuracy of transaction	P

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

1 / 2

PROGRAM: Aesthetic Care

MODULE: 12 - PERSONALIZED SALES

CODE: 916 123

EXPECTED BEHAVIOUR: To perform a personalized sales transaction

DURATION OF EXAMINATION: 15 minutes

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Determine the client's needs	PS	1. Application of needs analysis techniques	20	1.1 Chose an appropriate approach	5
				1.2 Correctly determined the client's needs	5
				1.3 Listened attentively to the client's responses	5
				1.4 Showed tact and courtesy	5
Offer a product or service	PS	2. Use of a method of presenting a product or service	20	2.1 Emphasized the main features of a product or service	5
				2.2 Judiciously demonstrated to the client that the product meets her or his needs	15
		3. Quality of conversation with client	15	3.1 Answered the client's questions with relevant responses	10
				3.2 Used the proper vocabulary	5
Apply personalized sales strategies	PS	4. Application of a personalized sales strategy	25	4.1 Applied a promotional strategy	5
				4.2 Provided sound personal advice to convince the client	10
				4.3 Satisfactorily refuted the client's objections	10

* Evaluation strategy: process (PS) or product (PT) evaluation.

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

2 / 2

PROGRAM: Aesthetic Care

MODULE: 12 - PERSONALIZED SALES

EXPECTED BEHAVIOUR: To perform a personalized sales transaction

CODE: 916 123

DURATION OF EXAMINATION: 15 minutes

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Close a sale	PS	5. Application of a method of recording a sale	10	5.1 Chose the appropriate moment to close the sale	5
				5.2 Determined the final cost of a product or service	5
		6. Accuracy of transaction	10	6.1 Performed complete, accurate calculations	5
				6.2 Correctly processed payment for the product or service	5

* Evaluation strategy: process (PS) or product (PT) evaluation.

INFORMATION ON THE EVALUATION

1 / 3

PROGRAM:

Aesthetic Care

MODULE:

12 - PERSONALIZED SALES

CODE:

916 123

ITEMS	COMMENTS
Examination Information	In this practical examination, each candidate will perform a personalized sales transaction with a client. Candidates will have at their disposal: • a consultation card and the authorized documents • available products and services • a sales counter The examination may be administered to two candidates at a time, with one examiner per group.
Duration of Examination	15 minutes.
Information on Criterion Components	The paragraphs below provide explanations of the criterion components or of the evaluation of the candidates' performance.
Determine the client's needs	
Criterion Component 1.1 Chose an appropriate approach	At the end of the task, candidates must ask the client to the sales counter, observing rules of etiquette and courtesy. Error tolerance: no errors.
Criterion Component 1.2 Correctly determined the client's needs	After the treatment, candidates question the client about the type of cosmetic products they usually use. Then, on the basis of the consultation card, candidates must recommend the products most suited to the client's needs. Error tolerance: no errors.
Criterion Component 1.3 Listened attentively to the client's responses	Candidates must allow the client to express her or his opinion of the needs analysis and of the products recommended. Error tolerance: no errors.
Criterion Component 1.4 Showed tact and courtesy	Candidates must not interrupt the client, must not be judgmental and must respect the client's opinion. Error tolerance: no errors.

INFORMATION ON THE EVALUATION

2 / 3

PROGRAM: Aesthetic Care

MODULE: 12 - PERSONALIZED SALES

CODE: 916 123

ITEMS	COMMENTS
Offer a product or service Criterion Component 2.1 Emphasized the main features of a product or service Criterion Component 2.2 Judiciously demonstrated to the client that the product meets her or his needs Criterion Component 3.1 Answered the client's questions with relevant responses Criterion Component 3.2 Used the proper vocabulary Apply personalized sales strategies Criterion Component 4.1 Applied a promotional strategy Criterion Component 4.2 Provided sound personal advice to convince the client Criterion Component 4.3 Satisfactorily refuted the client's objections	Candidates must clearly and accurately describe the product recommended, giving such main characteristics as type, composition, effect, use, quality of presentation, price of various formats, and so forth. Error tolerance: one error. Candidates must emphasize the properties of the product that are directly responsible for the desired effect. They must, therefore, have a good knowledge of the products. The examiner will also evaluate the pertinence of the arguments used when recommending the product. Error tolerance: one error. Candidates must give clear answers to the client's questions. They must respond quickly and confidently. Error tolerance: one error. Candidates must use technical vocabulary that the client is able to understand. Error tolerance: one error. Candidates must use one of the most common promotional strategies. Error tolerance: no errors. Candidates must make at least two relevant recommendations to facilitate the sale. Error tolerance: no errors. Candidates must use at least one new argument to convince the client, all the while observing rules of professional ethics. Error tolerance: no errors.

INFORMATION ON THE EVALUATION

3 / 3

PROGRAM: Aesthetic Care

MODULE: 12 - PERSONALIZED SALES

CODE: 916 123

ITEMS	COMMENTS
Close a sale Criterion Component 5.1 Chose the appropriate moment to close the sale Criterion Component 5.2 Determined the final cost of a product or service Criterion Component 6.1 Performed complete, accurate calculations Criterion Component 6.2 Correctly processed payment for the product or service Recommended Breakdown of Marks MINIMUM PERFORMANCE STANDARD	Candidates must detect signs of approval in the client and move to conclude the sale. They must not unduly prolong conversations with the client. Error tolerance: no errors. Candidates must appear confident when stating the exact cost of the product. Error tolerance: no errors. Candidates must complete the bill, following standard procedures: • inclusion of all elements (cost of product, amount of taxes, total, method of payment, and so forth) • accuracy of calculations Error tolerance: no errors. Candidates must correctly perform the transaction by taking the method of payment into account. They must also observe the rules of courtesy applicable when concluding a transaction. Error tolerance: no errors. 1.1 and 1.4 (10) 1.2 and 1.3 (10) 2.1 and 2.2 (20) 3.1 and 3.2 (15) 4.1 (5) 4.2 and 4.3 (20) 5.1 (5) 5.2 (5) 6.1 and 6.2 (10) 80%

PROGRAM:

Aesthetic Care

Code:

916 137

MODULE:

13 - BASIC MAKEUP

**PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION**

PROGRAM ANALYSIS (BEHAVIOURAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care

MODULE: 13 - BASIC MAKEUP

CODE: 916 137

EXPECTED BEHAVIOUR: To apply basic makeup

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
- Prepare the work station	5	5	• Preparation of work station	P
- Greet the client and prepare the client for the treatment	5	10	• Preparation of client • Preparation of skin	P
- Analyze the morphology of the face	10	10	• Performance of morphological analysis	P
- Make up the eyebrows	10	15	• Application of technique for making up eyebrows	P
- Apply makeup to: • the face • the cheeks • the eyes • the lips	60	45	• Selection of cosmetics • Application of makeup • Quality of makeup application	P
- Accompany the client back to the reception area	5	5	• Behaviour with client	P
- Clean the work station and store the products and equipment	5	5	• Cleanliness of work station, storage of materials and implements	P
- Apply basic makeup	--	5	• Observance of authorized time limit	P

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

1 / 2

PROGRAM: Aesthetic Care

MODULE: 13 - BASIC MAKEUP

CODE: 916 137

EXPECTED BEHAVIOUR: To apply basic makeup

DURATION OF EXAMINATION: 1¼ hours

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Prepare the work station	PS	1. Preparation of work station	5	1.1 Prepared the materials in accordance with standard rules of cleanliness	3
				1.2 Arranged materials and implements in an orderly manner	2
Greet the client and prepare the client for the treatment	PS	2. Preparation of client	5	2.1 Placed the client in a comfortable, practical position	5
		3. Preparation of skin	5	3.1 Applied a pre-makeup product as required	5
Analyze the morphology of the face	PS	4. Performance of morphological analysis	10	4.1 Recorded accurate, relevant observations on the makeup application card	10
Make up the eyebrows	PS	5. Application of technique for making up eyebrows	15	5.1 Correctly tweezed the eyebrows	10
				5.2 Correctly pencilled the eyebrows	5
Apply makeup to: • the face • the cheeks • the eyes • the lips	PS/PT	6. Selection of cosmetics	5	6.1 Judiciously chose the cosmetics	5

* Evaluation strategy: process (PS) or product (PT) evaluation.

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

2 / 2

PROGRAM: Aesthetic Care

MODULE: 13 - BASIC MAKEUP

CODE: 916 137

EXPECTED BEHAVIOUR: To apply basic makeup

DURATION OF EXAMINATION: 1 ¼ hours

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Accompany the client back to the reception area Clean the work station and store the products and equipment Apply basic makeup		7. Application of makeup	20	7.1 Rigorously observed rules of hygiene and safety	10
				7.2 Performed the operations in accordance with recommended techniques	10
	PS	8. Quality of makeup application	20	8.1 Achieved harmonious shapes	5
				8.2 Achieved harmonious colours	5
				8.3 Even application of various cosmetics	10
	PS	9. Behaviour with client	5	9.1 Adopted professional attitudes and behaviours	5
	PS	10. Cleanliness of work station, storage of materials and implements	5	10.1 Cleaned and stored products and equipment in accordance with rules of hygiene and safety	5
	PS	11. Observance of authorized time limit	5	11.1 Applied the makeup within the allotted time	5

* Evaluation strategy: process (PS) or product (PT) evaluation.

INFORMATION ON THE EVALUATION

1 / 4

PROGRAM: Aesthetic Care

MODULE: 13 - BASIC MAKEUP

CODE: 916 137

ITEMS	COMMENTS
Examination Information	For this practical examination, each candidate, working at an unprepared work station, will apply basic makeup on the cleansed skin of a client who has no condition that would contraindicate the treatment and who requires tweezing touch-ups on the eyebrows. Candidates will apply basic daytime makeup, incorporating all the necessary steps. Candidates will have at their disposal: • a sufficient quantity of good-quality cosmetic products, materials and equipment (chair and proper lighting) required for daytime makeup • a makeup application card The examination should be administered to small groups of a maximum of four candidates at a time.
Duration of Examination	A maximum of 1 hour, 15 minutes.
Information on Criterion Components	The paragraphs below provide explanations of the criterion components or of the evaluation of the candidates' performance.
Prepare the work station	
Criterion Component 1.1 Prepared the materials in accordance with standard rules of cleanliness	All the basic materials and implements required for the makeup application must be clean. Error tolerance: no errors.
Criterion Component 1.2 Arranged materials and implements in an orderly manner	All the basic materials and implements must be within the candidates' reach so that candidates do not have to move around unnecessarily. Error tolerance: no errors.
Greet the client and prepare the client for the treatment	

INFORMATION ON THE EVALUATION

2 / 4

PROGRAM: Aesthetic Care

MODULE: 13 - BASIC MAKEUP

CODE: 916 137

ITEMS	COMMENTS
Criterion Component 2.1 Placed the client in a comfortable, practical position Criterion Component 3.1 Applied a pre-makeup product as required Analyze the morphology of the face Criterion Component 4.1 Recorded accurate, relevant observations on the makeup application card Make up the eyebrows Criterion Component 5.1 Correctly tweezed the eyebrows Criterion Component 5.2 Correctly pencilled the eyebrows Apply makeup to: • the face • the cheeks • the eyes • the lips	The client must be sitting in a fully upright makeup chair, and her or his face and neck must be uncovered. Candidates will work before a mirror placed in front of the client. Error tolerance: no errors. Candidates must prepare the client's skin by applying a suitable pre-makeup product. Error tolerance: no errors. On the makeup application card, candidates must record information pertaining to: • the client's identity • the morphology of the face and its constituents • the colour of skin tone, eyes and hair • a brief description of the makeup to be applied Error tolerance: three errors. In accordance with the client's needs and wishes, candidates must tweeze the eyebrows using the recommended technique. Error tolerance: no errors. Candidates will make up the eyebrows taking into account the desired shape and colour, and observing the recommended techniques. Error tolerance: no errors.

INFORMATION ON THE EVALUATION

3 / 4

PROGRAM: Aesthetic Care

MODULE: 13 - BASIC MAKEUP

CODE: 916 137

ITEMS	COMMENTS
Criterion Component 6.1 Judiciously chose the cosmetics	Candidates must choose makeup products according to: • the condition of the skin • the desired effect • the techniques used Error tolerance: one error.
Criterion Component 7.1 Rigorously observed rules of hygiene and safety	Candidates must: • use an artist's palette • use a spatula to remove the required quantity of the product (e.g. lipstick, eye shadow) • handle makeup brushes in a safe and hygienic manner Error tolerance: no errors.
Criterion Component 7.2 Performed the operations in accordance with recommended techniques	Candidates must observe: • the recommended sequence of operations • makeup techniques for foundation, cheeks, eyes and lips Error tolerance: two errors.
Criterion Component 8.1 Achieved harmonious shapes	The examiner will verify the symmetry of the makeup application and the balance between the foundation, cheeks, eyes and lips. Error tolerance: one error.
Criterion Component 8.2 Achieved harmonious colours	The examiner will verify if the colours used for the foundation, cheeks, eyes and lips are coordinated. Error tolerance: no errors.
Criterion Component 8.3 Even application of various cosmetics	The examiner will ensure that all products are applied evenly and in sufficient quantity. Error tolerance: two errors.
Accompany the client back to the reception area	

INFORMATION ON THE EVALUATION

4 / 4

PROGRAM: Aesthetic Care

MODULE: 13 - BASIC MAKEUP

CODE: 916 137

ITEMS	COMMENTS
Criterion Component 9.1 Adopted professional attitudes and behaviours Clean the work station and store the products and equipment Criterion Component 10.1 Cleaned and stored products and equipment in accordance with rules of hygiene and safety Criterion Component 11.1 Applied the makeup within the allotted time Recommended Breakdown of Marks	Candidates must: • check if the client is satisfied • prepare the client for departure (e.g. put the client's hair back the way it was, ensure that there are no products on the client's clothing, help the client get up) Error tolerance: one error. Candidates must clean and store all implements by observing the rules of hygiene and safety. Error tolerance: no errors. The examiner will ensure that candidates observe the authorized time limit.
1.1 and 1.2 (5) 2.1 (5) 3.1 (5) 4.1 (10) 5.1 and 5.2 (15) 6.1 (5) 7.1 and 7.2 (20) 8.1 to 8.3 (20) 9.1 (5) 10.1 (5) 11.1 (5)	
MINIMUM PERFORMANCE STANDARD	80%

PROGRAM: Aesthetic Care

Code: 916 144

MODULE: 14 - MANICURES

**PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION**

PROGRAM ANALYSIS (BEHAVIOURAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care
MODULE: 14 - MANICURES
EXPECTED BEHAVIOUR: To give a manicure

CODE: 916 144

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
- Prepare the work station	3	5	- Observance of rules of hygiene and safety - Preparation of materials and implements	P
- Greet the client and prepare the client for treatment	2	5	- Quality of reception - Preparation of client	P
- Examine the hands and nails	15	10	- Accuracy of examination - Relevance of conversation with client	P
- Perform the preliminary steps in a manicure	25	30	- Choice of products and implements - Sequence of preliminary steps - Use of products - Application of techniques	P
- Give the massage	20	15	Performance of massage manipulations	P
- Perform the final steps in a manicure	30	30	- Application of techniques - Quality of relationship with client - Personal presentation	P
- Clean the work station and store the products and equipment	5	5	- Cleanliness of work station - Storage of products, implements and equipment	P

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

1 / 2

PROGRAM: Aesthetic Care

MODULE: 14 - MANICURES

CODE: 916 144

EXPECTED BEHAVIOUR: To give a manicure

DURATION OF EXAMINATION: 1 hour

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Prepare the work station	PS	1. Preparation of materials and implements	5	1.1 Prepared the materials and implements in accordance with the standard requirements for a manicure table	5
Greet the client and prepare the client for the treatment	PS	2. Preparation of client	5	2.1 Placed the client in a comfortable, practical position	5
Examine the hands and nails	PS	3. Accuracy of examination	10	3.1 Made relevant, accurate observations	10
Perform the preliminary steps in a manicure	PS	4. Sequence of preliminary steps	5	4.1 Performed operations in a sequence appropriate for the client's needs	5
		5. Application of techniques	25	5.1 Correctly cleaned the surface of the nails	5
				5.2 Trimmed nails to a length appropriate for the client's needs	15
				5.3 Applied cuticle-care techniques in accordance with the client's needs	5
Give the massage	PS	6. Performance of massage manipulations	15	6.1 Performed the manipulations in accordance with recommended techniques	15
Perform the final steps in a manicure	PS	7. Application of techniques	20	7.1 Made the surface of the nails sufficiently smooth	5
				7.2 Correctly applied nail polish	15

* Evaluation strategy: process (PS) or product (PT) evaluation.

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

2 / 2

PROGRAM: Aesthetic Care

MODULE: 14 - MANICURES

CODE: 916 144

EXPECTED BEHAVIOUR: To give a manicure

DURATION OF EXAMINATION: 1 hour

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Clean the work station and store the products and equipment	PS	8. Quality of relationship with client	5	8.1 Showed concern for the client's satisfaction	5
		9. Personal presentation	5	9.1 Dressed and behaved in accordance with the establishment's policies	5
		10. Storage of products, implements and equipment	5	10.1 Stored the products, implements and equipment in accordance with the instructions received	5

* Evaluation strategy: process (PS) or product (PT) evaluation.

INFORMATION ON THE EVALUATION

1 / 4

PROGRAM: Aesthetic Care

MODULE: 14 - MANICURES

CODE: 916 144

ITEMS	COMMENTS
Examination Information	For this practical examination, candidates will give a manicure to a client who has no condition that would contraindicate a manicure and who is wearing coloured nail polish. Candidates will give a basic manicure comprising the application of dark-coloured nail polish, but not the application or repair of false nails. The examination should be administered to small groups of a maximum of four candidates at a time. The examiner will ensure that candidates have at their disposal: • a card for the examination of hands and nails • a sufficient quantity of good-quality products • the required implements and equipment
Information on Criterion Components	The paragraphs below provide explanations of the criterion components or of the evaluation of the candidates' performance.
Prepare the work station Criterion Component 1.1 Prepared the materials and implements in accordance with the standard requirements for a manicure table Greet the client and prepare the client for the treatment Criterion Component 2.1 Placed the client in a comfortable, practical position	The materials and implements required for the manicure must be arranged in a functional manner on the manicure table. Error tolerance: no errors. The client must be sitting, hand and forearm uncovered and without jewellery. The position must be comfortable for the entire treatment. Error tolerance: no errors.

INFORMATION ON THE EVALUATION

2 / 4

PROGRAM: Aesthetic Care

MODULE: 14 - MANICURES

CODE: 916 144

ITEMS	COMMENTS
Examine the hands and nails Criterion Component 3.1 Made relevant, accurate observations	Candidates must record their observations on an analysis sheet. On the analysis sheet, candidates must record information pertaining to: • characteristics of the hand (e.g. shape, size) • the shape of the nails • the condition of the nails (health) All observations must be accurate, and any trace of dermatosis must be indicated. Error tolerance: one error.
Perform the preliminary steps in a manicure Criterion Component 4.1 Performed operations in a sequence appropriate for the client's needs	The evaluation will focus on the execution of the preliminary steps and the results. Candidates must carry out the following operations as required and in the sequence indicated: • clean the nails • trim the nails using scissors, or file with an emery board • soak the nails • apply cuticle-care techniques Error tolerance: no omissions or inversion of steps, depending on the condition of the client's nails.
Criterion Component 5.1 Correctly cleaned the surface of the nails	There must be no residue. Error tolerance: no errors.
Criterion Component 5.2 Trimmed nails to a length appropriate for the client's needs	Nails must be trimmed to an appropriate length for their condition, their characteristics and the shape of the hands. Error tolerance: no errors.
Criterion Component 5.3 Applied cuticle-care techniques in accordance with the client's needs	The cuticle-care techniques applied must be appropriate for the condition of the nails. Error tolerance: no errors.

INFORMATION ON THE EVALUATION

3 / 4

PROGRAM: Aesthetic Care

MODULE: 14 - MANICURES

CODE: 916 144

ITEMS	COMMENTS
Give the massage Criterion Component 6.1 Performed the manipulations in accordance with recommended techniques Perform the final steps in a manicure Criterion Component 7.1 Made the surface of the nails sufficiently smooth Criterion Component 7.2 Correctly applied nail polish Criterion Component 8.1 Showed concern for the client's satisfaction Criterion Component 9.1 Dressed and behaved in accordance with the establishment's policies	The massage must be given using a massage cream and observing the usual sequence of manipulations. The examiner should observe the entire massage of one or both hands and forearms, and should ensure that the manipulations are satisfactory. Error tolerance: one error. Candidates must: • clean and polish the nails • apply a base coat and two coats of dark-coloured nail polish • apply a protective coat or a topcoat The evaluation will be based on the result of the final steps. There must be no residue on the surface of or around the nails. Error tolerance: no errors. The coats of nail polish must be evenly applied (no defects). The application must take into account the results of the examination of the hands and nails. Error tolerance: two errors. At the end of the final steps, candidates must inquire as to whether the client is satisfied. Error tolerance: no errors. Candidates must have their hair pulled back, and clean, short nails. They must not wear any jewellery on their fingers or wrists, and must observe all other house policies. Error tolerance: no errors.

INFORMATION ON THE EVALUATION

4 / 4

PROGRAM: Aesthetic Care
MODULE: 14 - MANICURES

CODE: 916 144

ITEMS	COMMENTS
Clean the work station and store the products and equipment Criterion Component 10.1 Stored the products, implements and equipment in accordance with the instructions received Recommended Breakdown of Marks MINIMUM PERFORMANCE STANDARD	The examiner will verify the condition of the work station at the end of the examination. Error tolerance: no omissions or errors. 1.1 (5) 2.1 (5) 3.1 (10) 4.1 (5) 5.1 to 5.3 (25) 6.1 (15) 7.1 and 7.2 (20) 8.1 (5) 9.1 (5) 10.1 (5) 80%

PROGRAM:

Aesthetic Care

Code:

916 157

MODULE:

15 - WAX HAIR-REMOVAL TREATMENTS

PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION

PROGRAM ANALYSIS (BEHAVIOURAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care

MODULE: 15 - WAX HAIR-REMOVAL TREATMENTS

CODE: 916 157

EXPECTED BEHAVIOUR: To give a wax hair-removal treatment

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
- Prepare the work station and the client	10	--	- Preparation of materials and implements - Preparation of client	P
- Choose the hair-removal method	5	18	- Completion of consultation card - Quality of conversation with client - Choice of technique	P
- Give the wax treatment	60	65	- Observance of rules of hygiene and safety - Application of wax hair-removal techniques - Quality of wax hair-removal technique - Behaviour with client	P
- Perform the final operations	15	7	Performance of final operations	P
- Clean the work station and store the products and equipment	10	--	Cleanliness of work station, storage of materials and implements	P
- Give a wax hair-removal treatment	--	10	Observance of authorized time limit	P

* P = Practical examination

PK = Practical knowledge examination

Module 15

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

1 / 1

PROGRAM:	<u>Aesthetic Care</u>		
MODULE:	<u>15 - WAX HAIR-REMOVAL TREATMENTS</u>	CODE:	<u>916 157</u>
EXPECTED BEHAVIOUR:	<u>To give a wax hair-removal treatment</u>	DURATION OF EXAMINATION:	<u>2 hours</u>

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Choose the hair-removal method	PT	1. Choice of technique	18	1.1 Correctly and thoroughly recorded information on the consultation card	
Give the wax treatment	PS/PT	2. Application of wax hair-removal techniques	35	1.2 Chose the correct hair-removal technique	
				2.1 Appropriately prepared the surfaces to be treated	5
				2.2 Correctly applied wax on the surfaces to be treated	15
				2.3 Correctly used the strips	15
Perform the final operations	PS/PT	3. Quality of hair removal	20	3.1 Correctly removed hair from surfaces	20
		4. Performance of final operations	7	4.1 Correctly chose the post-treatment product	
				4.2 Correctly spread the product on the treated surfaces using the effleurage technique	
	PS	5. Observance of rules of hygiene and safety	10	5.1 Observed rules of hygiene and safety throughout the examination	10
		6. Observance of authorized time limit	10	6.1 Observed the time allotted for the wax hair-removal treatments	10

* Evaluation strategy: process (PS) or product (PT) evaluation.

PROGRAM:

Aesthetic Care

Code:

916 168

MODULE:

16 - FACIAL TREATMENTS

**PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION**

PROGRAM ANALYSIS (BEHAVIOURAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care
MODULE: 16 - FACIAL TREATMENTS
EXPECTED BEHAVIOUR: To give a facial treatment

CODE: 916 168

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
- Greet the client and prepare the client for the treatment	5	5	- Preparation of client - Cleanliness of work station	P
- Select the treatment	30	30	- Performance of preparatory steps - Choice of treatment	P
- Give the treatment	40	35	- Choice of products and technical means - Application of techniques - Behaviour with client	P
- Perform the final steps	20	20	- Performance of final steps - Behaviour with client	P
- Clean the work station and store the products and equipment	5	5	Cleanliness of work station, storage of materials and implements	P
- Give a facial treatment	--	5	Observance of authorized time limit	P

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

1 / 2

PROGRAM: Aesthetic Care

MODULE: 16 - FACIAL TREATMENTS

CODE: 916 168

EXPECTED BEHAVIOUR: To give a facial treatment

DURATION OF EXAMINATION: 2¼ hours

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Greet the client and prepare the client for the treatment	PS	1. Preparation of client	2	1.1 Placed the client in a comfortable, practical position	2
		2. Cleanliness of work station	3	2.1 Prepared the implements and equipment in accordance with rules of hygiene	3
Select the treatment	PS	3. Performance of preparatory steps	15	3.1 Cleansed the skin using recommended techniques	5
				3.2 Recorded accurate, relevant observations on the skin's condition	10
Give the treatment	PS	4. Choice of treatment	15	4.1 Chose the treatment most suited to the client's needs	15
				5.1 Chose products appropriate for the treatment selected	5
	PS	5. Choice of products and technical means	10	5.2 Chose the technical means appropriate for the treatment selected	5
				6.1 Performed the operations in accordance with recommended techniques	20
Perform the final steps	PS	6. Application of techniques	25	6.2 Observed rules of hygiene and safety	5
				7.1 Assessed the result of the treatment	5
				7.2 Gave the client relevant advice	10
		7. Performance of final steps	15		

* Evaluation strategy: process (PS) or product (PT) evaluation.

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

2 / 2

PROGRAM: Aesthetic Care

MODULE: 16 - FACIAL TREATMENTS

CODE: 916 168

EXPECTED BEHAVIOUR: To give a facial treatment

DURATION OF EXAMINATION: 2¼ hours

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Clean the work station and store the products and equipment	PS	8. Behaviour with client 9. Cleanliness of work station, storage of materials and implements	5 5	8.1 Showed concern for the client's satisfaction 9.1 Cleaned and stored products and equipment in accordance with rules of hygiene and safety	5 5
Give a facial treatment	PS	10. Observance of authorized time limit	5	10.1 Gave the facial treatment within the allotted time	5

* Evaluation strategy: process (PS) or product (PT) evaluation.

INFORMATION ON THE EVALUATION

1 / 4

PROGRAM: Aesthetic Care

MODULE: 16 - FACIAL TREATMENTS

CODE: 916 168

ITEMS	COMMENTS
Examination Information	For this practical examination, working at a prepared work station, each candidate will give a facial treatment to a client who has no condition that would contraindicate the treatment. The examiner will ensure that candidates have at their disposal: • a sufficient quantity of good-quality products • the required implements and equipment The examination should be administered to small groups of a maximum of four candidates at a time.
Duration of Examination	A maximum of 2 hours.
Information on Criterion Components	The paragraphs below provide explanations of the criterion components or of the evaluation of the candidates' performance.
Greet the client and prepare the client for the treatment	
Criterion Component 1.1 Placed the client in a comfortable, practical position	The client must be lying comfortably in the treatment chair, with face, neck and shoulders free of clothing, jewellery and hair. • The bathrobe, sheets and towels must be arranged so as to sufficiently protect the client from possible spills. • The client must be in a position that will be comfortable for the entire treatment. Error tolerance: one error.
Criterion Component 2.1 Prepared the implements and equipment in accordance with rules of hygiene	Candidates must carefully verify the cleanliness of the materials and equipment to be used and must clean them if required. Error tolerance: no errors.

INFORMATION ON THE EVALUATION

2 / 4

PROGRAM: Aesthetic Care

MODULE: 16 - FACIAL TREATMENTS

CODE: 916 168

ITEMS	COMMENTS
Select the treatment Criterion Component 3.1 Cleansed the skin using recommended techniques Criterion Component 3.2 Recorded accurate, relevant observations on the skin's condition Criterion Component 4.1 Chose the treatment most suited to the client's needs Give the treatment Criterion Component 5.1 Chose products appropriate for the treatment selected	Candidates must: • cleanse the skin of the face and neck with a suitable product • spray a lotion or floral water using a Lucas Championnière apparatus • cleanse the skin of the face and neck using a skin cleanser All the steps must be carried out in the proper sequence. The cleansing must be done thoroughly (on all surfaces treated) and with suitable products. The specific requirements of each technique used must be observed. Error tolerance: no errors. The skin analysis card must contain information pertaining to: • the client's address and telephone number • the client's state of health • the condition of the client's skin (refer to Module 6) The observations recorded must be sufficiently comprehensive and accurate. Error tolerance: one error or omission. Candidates must make a diagnosis that takes into account the client's specific needs and wishes, by relying on the skin analysis that was previously done. Error tolerance: errors likely to have an effect on the health of the client's skin (should the facial treatment be given on the basis of this information) will not be permitted. If such is the case, the examiner will take the necessary measures before authorizing the candidate to proceed with the treatment. Candidates must choose products suitable for the condition of the skin and the treatment to be given. Error tolerance: one error.

INFORMATION ON THE EVALUATION

3 / 4

PROGRAM: Aesthetic Care

MODULE: 16 - FACIAL TREATMENTS

CODE: 916 168

ITEMS	COMMENTS
Criterion Component 5.2 Chose the technical means appropriate for the treatment selected Criterion Component 6.1 Performed the operations in accordance with recommended techniques Criterion Component 6.2 Observed rules of hygiene and safety Perform the final steps Criterion Component 7.1 Assessed the result of the treatment Criterion Component 7.2 Gave the client relevant advice Criterion Component 8.1 Showed concern for the client's satisfaction Clean the work station and store the products and equipment Criterion Component 9.1 Cleaned and stored products and equipment in accordance with rules of hygiene and safety	Candidates must choose the technique appropriate for the condition of the skin and the treatment to be given. Error tolerance: no errors. All the operations required must be carried out in the order indicated. The specific requirements of each technique used must be observed. Error tolerance: two errors, providing that the client's health is not at risk. Candidates must observe rules of hygiene and safety when handling products and apparatus. Candidates must also wear gloves and an oral mask. Error tolerance: no errors. Candidates must verify if the treatment provides the desired effects. Error tolerance: no errors. Using a consultation card, candidates must give at least two recommendations to the client on products and how to use them, as well as on the treatments the client should give herself or himself at home. Error tolerance: one error. Candidates must: • inquire about the client's satisfaction (a series of precise questions) • take corrective measures, if necessary Error tolerance: no errors. The examiner will verify the cleanliness of the work station and will ensure that the equipment and materials have been stored in the appropriate places. Error tolerance: no errors.

INFORMATION ON THE EVALUATION

4 / 4

PROGRAM: Aesthetic Care
MODULE: 16 - FACIAL TREATMENTS

CODE: 916 168

ITEMS	COMMENTS
Give a facial treatment Criterion Component 10.1 Gave the facial treatment within the allotted time Recommended Breakdown of Marks MINIMUM PERFORMANCE STANDARD	Candidates must give the facial treatment within the authorized time limit. Error tolerance: no errors. 1.1 and 2.1 (5) 3.1 and 3.2 (15) 4.1 (15) 5.1 and 5.2 (10) 6.1 (20) 6.2 (5) 7.1 and 7.2 (15) 8.1 (5) 9.1 (5) 10.1 (5) 80%

PROGRAM:

Aesthetic Care

Code:

916 174

MODULE:

17 - PERSONALIZED MAKEUP

PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION

PROGRAM ANALYSIS (BEHAVIOURAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care

MODULE: 17 - PERSONALIZED MAKEUP

EXPECTED BEHAVIOUR: To apply personalized makeup

CODE: 916 174

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
- Greet the client and prepare the client for the treatment	5	--	- Cleanliness of work station - Preparation of client - Preparation of skin	P
- Verify the client's wishes and needs	35	10	- Quality of conversation with client - Analysis of the client's facial features - Choice of makeup style	P
- Apply the makeup	50	80	- Choice of cosmetics - Makeup application technique - Quality of makeup application	P
- Accompany the client back to the reception area	5	10	Behaviour with client	P
- Clean the work station and store the products and equipment	5	--	Cleanliness of work station, storage of materials and implements	P
- Apply personalized makeup	--	--	Observance of authorized time limit	P

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

1 / 1

PROGRAM:	<u>Aesthetic Care</u>		
MODULE:	<u>17 - PERSONALIZED MAKEUP</u>	CODE:	<u>916 174</u>
EXPECTED BEHAVIOUR:	<u>To apply personalized makeup</u>	DURATION OF EXAMINATION:	<u>2 hours</u>

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Verify the client's wishes and needs	PT	1. Information gathered prior to the makeup application	10	1.1 Correctly and thoroughly recorded information on the consultation card	10
Apply the makeup	PS/PT	2. Makeup application technique	20	2.1 Chose appropriate base makeup	5
				2.2 Correctly applied contouring products	10
				2.3 Observed hygiene rules	5
	PT	3. Quality of makeup application	60	3.1 Achieved harmonious shapes	15
				3.2 Achieved harmonious colours	10
				3.3 Applied makeup products	15
				3.4 Achieved balance of overall makeup application	20
Accompany the client back to the reception area		4. Behaviour with client	10	4.1 Made appropriate makeup recommendations to client	
				4.2 Correctly and thoroughly recorded information on the recommendation card	

* Evaluation strategy: process (PS) or product (PT) evaluation.

PROGRAM:

Aesthetic Care

Code:

916 182

MODULE:

18 - FOOT CARE

PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION

PROGRAM ANALYSIS (BEHAVIOURAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care

MODULE: 18 - FOOT CARE

CODE: 916 182

EXPECTED BEHAVIOUR: To give a foot-care treatment

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
- Prepare the work station	2	--	• Preparation of materials and implements	P
- Greet the client and prepare the client for the treatment	8	--	• Quality of reception • Preparation of client	P
- Examine the feet and toenails	10	10	• Quality of examination	P
- Perform the preliminary procedures	30	60	• Choice of products and implements • Use of products • Application of techniques • Quality of treatment	P
- Give the massage	20	10	• Performance of massage manipulations	P
- Perform the final steps	20	15	• Application of techniques • Behaviour with client	P
- Clean the work station and store the products and equipment	10	--	• Cleanliness of work station, storage of products, implements and equipment	P
- Give a foot-care treatment	--	5	• Observance of authorized time limit	P

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

1 / 2

PROGRAM: Aesthetic Care

MODULE: 18 - FOOT CARE

CODE: 916 182

EXPECTED BEHAVIOUR: To give a foot-care treatment

DURATION OF EXAMINATION: 45 minutes

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Examine the feet and toenails	PS	1. Quality of examination	10	1.1 Made thorough, relevant observations on the condition of the client's feet	10
Perform the preliminary procedures	PS/PT	2. Choice of products	10	2.1 Chose the appropriate products	10
		3. Application of techniques	20	3.1 Observed the sequence of the preliminary operations	5
				3.2 Observed pumicing, cleaning and cutting techniques	15
		4. Quality of treatment	30	4.1 Cleaned the surface of the nails correctly	5
				4.2 Trimmed nails to an appropriate length	10
				4.3 Applied cuticle-care techniques	10
				4.4 Carefully performed the pumicing	5
Give the massage	PS	5. Performance of massage manipulations	10	5.1 Performed the manipulations in accordance with recommended techniques	10
Perform the final steps	PS	6. Application of techniques	10	6.1 Prepared the nails for nail polish application	5
				6.2 Correctly applied nail polish	5
		7. Behaviour with client	5	7.1 Showed concern for the client's satisfaction	5

* Evaluation strategy: process (PS) or product (PT) evaluation.

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

2 / 2

PROGRAM: Aesthetic Care

MODULE: 18 - FOOT CARE

CODE: 916 182

EXPECTED BEHAVIOUR: To give a foot-care treatment

DURATION OF EXAMINATION: 45 minutes

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Give a foot-care treatment	PS	8. Observance of authorized time limit	5	8.1 Gave the treatment within the allotted time	5

* Evaluation strategy: process (PS) or product (PT) evaluation.

INFORMATION ON THE EVALUATION

1 / 3

PROGRAM: Aesthetic Care
MODULE: 18 - FOOT CARE

CODE: 916 182

ITEMS	COMMENTS
Examination Information	For this practical examination, candidates will give a foot-care treatment, including the application of toenail polish. The client will not be wearing any toenail polish and will have no condition that would contraindicate the treatment. The examiner should ensure that candidates have at their disposal: • a card for the examination of the feet and toenails • a sufficient quantity of good-quality products • the necessary implements (excluding all cutting implements except for toenail scissors and cuticle knife) and equipment The examination may be administered to small groups of five candidates at a time, with two examiners per group.
Duration of Examination	45 minutes, excluding soaking time.
Information on Criterion Components	The paragraphs below provide explanations of the criterion components or of the evaluation of the candidates' performance.
Examine the feet and toenails	Candidates must record their observations on an analysis card.
Criterion Component 1.1 Made thorough, relevant observations on the condition of the client's feet	On the analysis card, candidates must record observations pertaining to: • the characteristics of the feet (e.g. shape, width) • the shape of the toenails • the condition of the toenails (health) • the condition of the skin of the feet • any dermatological problems (e.g. athlete's foot, ingrown toenail) All observations must be accurate. Error tolerance: one omission.
Perform the preliminary procedures Criterion Component 2.1 Chose the appropriate products	The evaluation will be based on how the preliminary procedures are carried out and the results. Candidates must choose products according to the operations to be carried out. Error tolerance: no errors.

INFORMATION ON THE EVALUATION

2 / 3

PROGRAM: Aesthetic Care

MODULE: 18 - FOOT CARE

CODE: 916 182

ITEMS	COMMENTS
Criterion Component 3.1 Observed the sequence of the preliminary operations	Candidates must carry out the following operations as required and in the order indicated: • soak and scrub toenails • trim toenails using scissors, or file with an emery board • apply cuticle-care techniques Error tolerance: no omission or inversion of steps, depending on the condition of the client's toenails.
Criterion Component 3.2 Observed pumicing, cleaning and cutting techniques	Candidates must observe the techniques listed by applying rules of hygiene and safety. Error tolerance: no errors.
Criterion Component 4.1 Cleaned the surface of the nails correctly	There must be no residue. Error tolerance: no errors.
Criterion Component 4.2 Trimmed nails to an appropriate length	The toenails must be trimmed to an appropriate length for their condition and characteristics. Error tolerance: no errors.
Criterion Component 4.3 Applied cuticle-care techniques	The cuticle-care techniques applied must be appropriate for the condition of the cuticles. Error tolerance: no errors.
Criterion Component 4.4 Carefully performed the pumicing	Candidates must pumice the feet in the appropriate areas with a pumice stone. Error tolerance: no errors.
Give the massage	
Criterion Component 5.1 Performed the manipulations in accordance with recommended techniques	The massage must be given using a massage cream and the manipulations must be performed in the normal sequence. The examiner will observe the entire massage of one or both feet and ankles, and will ensure that the two manipulations carried out are performed correctly (order, ease and flow). Error tolerance: one error.
Perform the final steps	
Criterion Component 6.1 Prepared the nails for nail polish application	The examiner should not see any residue (excess cream) on or around the toenails. Error tolerance: no errors.

INFORMATION ON THE EVALUATION

3 / 3

PROGRAM: Aesthetic Care

MODULE: 18 - FOOT CARE

CODE: 916 182

ITEMS	COMMENTS
Criterion Component 6.2 Correctly applied nail polish Criterion Component 7.1 Showed concern for the client's satisfaction Give a foot-care treatment Criterion Component 8.1 Gave the treatment within the allotted time Recommended Breakdown of Marks MINIMUM PERFORMANCE STANDARD	The examiner will verify that the base coat, the two coats of coloured polish and a top coat have been applied evenly and without defects. Error tolerance: two errors. At the end of the final steps, candidates must inquire as to whether the client is satisfied. Error tolerance: no errors. The examiner will ensure that candidates observe the authorized time limit. 1.1 (10) 2.1 (10) 3.1 and 3.2 (20) 4.1 and 4.2 (30) 5.1 (10) 6.1 and 6.2 (10) 7.1 (5) 8.1 (5) 80%

PROGRAM:

Aesthetic Care

Code:

916 196

MODULE:

19 - FACE CARE

**PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION**

PROGRAM ANALYSIS (BEHAVIOURAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care

MODULE: 19 - FACE CARE

CODE: 916 196

EXPECTED BEHAVIOUR: To give a face-care treatment

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
- Greet the client and prepare her or him for the treatment	5	--	- Quality of reception - Preparation of client - Cleanliness of work station	P
- Perform the preliminary procedures	10	15	- Gathering of information prior to treatment - Choice of treatment program	P
- Explain the face-care treatment to be given	5	--	Quality of explanations	P
- Give the face-care treatment	40	70	- Choice of products and implements - Application of techniques	P
- Give recommendations to the client	25	15	Behaviour with client	P
- Bill the client and accompany her or him back to the reception area	10	--	- Use of billing methods - Accuracy of calculations	P
- Clean the work station and store the products and equipment	5	--	Cleanliness of work station, storage of materials and implements	P
- Give a face-care treatment	--	--	Observance of authorized time limit	P

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

1 / 1

PROGRAM:	<u>Aesthetic Care</u>		
MODULE:	<u>19 - FACE CARE</u>	CODE:	<u>916 196</u>
EXPECTED BEHAVIOUR:	<u>To give a face-care treatment</u>	DURATION OF EXAMINATION:	<u>2¼ hours</u>

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Perform the preliminary procedures	PT	1. Gathering of information prior to treatment	15	1.1 Recorded information on the consultation card	
Give the face-care treatment	PT	2. Choice of products and implements	30	1.2 Correctly chose the treatment to be given	
				2.1 Chose products appropriate for the treatment	5
				2.2 Chose equipment appropriate for the treatment	10
	PS	3. Application of techniques	40	3.1 Observed the sequence of operations	25
				3.2 Applied proper techniques for each operation in accordance with rules of hygiene and safety	15
Give recommendations to the client	PS/PT	4. Behaviour with client	15	4.1 Gave the client appropriate recommendations	
				4.2 Recorded information on the recommendation card	

* Evaluation strategy: process (PS) or product (PT) evaluation.

PROGRAM:

Aesthetic Care

Code:

916 202

MODULE:

20 - BACK CARE

**PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION**

PROGRAM ANALYSIS (BEHAVIOURAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care

MODULE: 20 - BACK CARE

EXPECTED BEHAVIOUR: To give a back-care treatment

CODE: 916 202

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
- Greet the client and prepare the client for the treatment	5	5	• Verification of work station • Preparation of client	P
- Perform the preliminary procedures in a back-care treatment	30	35	• Preparation of skin • Quality of examination • Choice of products	P
- Give the treatment	50	40	• Application of techniques • Performance of massage manipulations	P
- Perform the final steps	10	10	• Behaviour with client	P
- Clean the work station and store the products and equipment	5	5	• Cleanliness of work station, storage of materials and implements	P
- Give a back-care treatment	--	5	• Observance of authorized time limit	P

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

1 / 2

PROGRAM: Aesthetic Care

MODULE: 20 - BACK CARE

CODE: 916 202

EXPECTED BEHAVIOUR: To give a back-care treatment

DURATION OF EXAMINATION: 1 ¼ hours

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Greet the client and prepare the client for the treatment	PS	1. Preparation of client	5	1.1 Placed the client in a comfortable and safe position	5
Perform the preliminary procedures in a back-care treatment	PS	2. Preparation of skin	20	2.1 Cleansed the skin in accordance with instructions	10
				2.2 Observed rules of hygiene and safety	10
		3. Quality of examination	10	3.1 Made accurate and relevant observations on the condition of the skin	10
		4. Choice of products	5	4.1 Chose products in accordance with desired effects	5
Give the treatment	PS	5. Application of techniques	25	5.1 Used products sparingly	5
				5.2 Used apparatus correctly	5
				5.3 Performed operations in accordance with recommended techniques	15
		6. Performance of massage manipulations	15	6.1 Observed the back-massage technique	15
Perform the final steps	PS	7. Behaviour with client	10	7.1 Showed concern for the client's satisfaction	10
Clean the work station and store the products and equipment	PS	8. Cleanliness of work station, storage of materials and implements	5	8.1 Cleaned and stored products and equipment in accordance with rules of hygiene and safety	5

* Evaluation strategy: process (PS) or product (PT) evaluation.

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

2 / 2

PROGRAM: Aesthetic Care
MODULE: 20 - BACK CARE
EXPECTED BEHAVIOUR: To give a back-care treatment

CODE: 916 202
DURATION OF EXAMINATION: 1 ¼ hours

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Give a back-care treatment	PS	9. Observance of authorized time limit	5	9.1 Gave the back-care treatment within the allotted time	5

* Evaluation strategy: process (PS) or product (PT) evaluation.

INFORMATION ON THE EVALUATION

1 / 4

PROGRAM: Aesthetic Care

MODULE: 20 - BACK CARE

CODE: 916 202

ITEMS	COMMENTS
Examination Information	For this practical examination, working at a prepared work station, candidates will give a back-care treatment to a client who has no condition that would contraindicate the treatment. The examiner should ensure that candidates have the following at their disposal: • a card for a back examination • a sufficient quantity of good-quality products • apparatus in good working condition The examination may be administered to small groups of five candidates at a time. It is recommended that two groups be evaluated simultaneously, with one examiner per group.
Duration of Examination	1 hour, 15 minutes.
Information on Criterion Components	The paragraphs below provide explanations of the criterion components or of the evaluation of the candidates' performance.
Greet the client and prepare the client for the treatment	
Criterion Component 1.1 Placed the client in a comfortable and safe position	The client must be lying comfortably on her or his stomach. The back will be uncovered, hair will be held back by a headband and a towel will cover the body from the waist up. All necessary measures must be taken to ensure that the client is at ease and comfortable during the undressing and preparation. The chair must be in a horizontal position, the back solidly in place. The height of the chair should be adjusted so that the candidate's work posture is ergonomic. Error tolerance: no errors.

INFORMATION ON THE EVALUATION

2 / 4

PROGRAM: Aesthetic Care

MODULE: 20 - BACK CARE

CODE: 916 202

ITEMS	COMMENTS
Perform the preliminary procedures in a back-care treatment Criterion Component 2.1 Cleansed the skin in accordance with instructions Criterion Component 2.2 Observed rules of hygiene and safety Criterion Component 3.1 Made accurate and relevant observations on the condition of the skin Criterion Component 4.1 Chose products in accordance with desired effects Give the treatment Criterion Component 5.1 Used products sparingly	Candidates must: • cleanse the skin of the back with a cleansing product (e.g. milk, cream or gel, depending on the situation) • spray a lotion or floral water using the Lucas Championnière apparatus • cleanse the skin of the back using a skin cleanser (deep cleansing, exfoliating or foaming products) All these steps must be carried out in the order indicated. All the surfaces treated must be cleansed. The specific requirements of each technique must be observed. Error tolerance: one error, providing that the client's health is not at risk. Candidates must ensure that materials and implements are clean before using them. They will also apply standard rules of personal hygiene and safety. Error tolerance: no errors. The skin analysis card must contain information pertaining to: • the client's address and telephone number • the client's state of health • the skin type (diagnosis and recommendations) The observations must be sufficiently comprehensive and accurate. Error tolerance: two errors or omissions. Candidates must choose products according to the treatment to be given. Error tolerance: one error. Candidates must use only the necessary amount of cosmetic products. Error tolerance: no errors.

INFORMATION ON THE EVALUATION

3 / 4

PROGRAM:

Aesthetic Care

MODULE:

20 - BACK CARE

CODE:

916 202

ITEMS	COMMENTS
Criterion Component 5.2 Used apparatus correctly Criterion Component 5.3 Performed operations in accordance with recommended techniques Criterion Component 6.1 Observed the back-massage technique Perform the final steps Criterion Component 7.1 Showed concern for the client's satisfaction Clean the work station and store the products and equipment Criterion Component 8.1 Cleaned and stored products and equipment in accordance with rules of hygiene and safety	Candidates must use the apparatus (e.g. magnifying lamp, warm vaporizer, high-frequency apparatus) safely and must ensure that it is working properly. Error tolerance: no errors. Candidates must: • prepare the skin for blackhead removal, if necessary • remove blackheads, if applicable • use the high-frequency apparatus to achieve the desired effect Error tolerance: one error. Candidates must maintain good posture throughout the massage. They must also verify the client's position and make adjustments if necessary. The manipulations must be done correctly, in the proper order and with ease (e.g. flow, duration of massage, flexibility and evenness). Error tolerance: one error. Candidates must: • inquire about the client's satisfaction using specific questions • observe rules of courtesy Error tolerance: no errors. Candidates must clean the work station thoroughly and store products and equipment properly, observing rules of hygiene and safety. Error tolerance: no errors.

INFORMATION ON THE EVALUATION

4 / 4

PROGRAM: Aesthetic Care

MODULE: 20 - BACK CARE

CODE: 916 202

ITEMS	COMMENTS
Give a back-care treatment Criterion Component 9.1 Gave the back-care treatment within the allotted time Recommended Breakdown of Marks	The examiner will ensure that candidates give the back-care treatment within the authorized time limit. 1.1 (5) 2.1 and 2.2 (20) 3.1 (10) 4.1 and 5.1 (10) 5.2 (5) 5.3 (15) 6.1 (15) 7.1 (10) 8.1 (5) 9.1 (5)
MINIMUM PERFORMANCE STANDARD	80%

PROGRAM:

Aesthetic Care

Code:

916 212

MODULE:

21 - INFORMATION ON BODY CARE

PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION

PROGRAM ANALYSIS (SITUATIONAL OBJECTIVE)

1 / 1

PROGRAM: Aesthetic Care

MODULE: 21 - INFORMATION ON BODY CARE

CODE: 916 212

EXPECTED OUTCOME: To become informed about body care

LEARNING CONTEXT	LRN. %	EVAL. %	PARTICIPATION INDICATORS
PHASE 1: Information - Learning about the concept of a health centre - Learning about body treatments given by aestheticians - Discussing the development of body care	30	30	• Participate in information sessions • Gather the required information • Participate actively in the discussions
PHASE 2: Further Research - Researching information on health centres in various publications - Exploring one of the body treatments given by aestheticians - Establishing a general outline of the development of body care	40	30	• Gather the required information • Choose an area to research more fully and draw up a work plan • Meet the teacher regularly and indicate the progress they have made in their research project • Work methodically • Gather the required information
PHASE 3: Synthesis - Writing a report on the research findings - Presenting the research findings to the group - Participating in a group discussion on the topics presented	30	40	• Follow the rules for writing and presenting a research report • Present their research findings in accordance with established rules • Give their opinions on one of the topics presented

TABLE OF SPECIFICATIONS (SITUATIONAL OBJECTIVE)

1 / 2

PROGRAM: Aesthetic Care

MODULE: 21 - INFORMATION ON BODY CARE

CODE: 916 212

EXPECTED OUTCOME: To become informed about body care

PARTICIPATION INDICATORS	WGT. %	CRITERION COMPONENTS	WGT. %
PHASE 1:			
1. Gather the required information	25	1.1 List at least five types of body-care treatments offered by aestheticians	10
		1.2 Describe the means used to give body-care treatments	5
		1.3 Briefly explain the purpose of these body-care treatments	10
2. Participate actively in the discussions	5	2.1 Comment on body-care treatments offered in Europe and Québec	5
PHASE 2:			
3. Gather the required information	5	3.1 Obtain documentation on health centres and the treatments offered	5
4. Choose an area to research more fully and draw up a work plan	25	4.1 Chose a body-care treatment to research (means used, purpose, etc.)	20
		4.2 Prepare a work plan that emphasizes how they will present their report and do the beauty presentation	5

TABLE OF SPECIFICATIONS (SITUATIONAL OBJECTIVE)

2 / 2

PROGRAM: Aesthetic Care

MODULE: 21 - INFORMATION ON BODY CARE

EXPECTED OUTCOME: To become informed about body care

CODE: 916 212

PARTICIPATION INDICATORS	WGT. %	CRITERION COMPONENTS	WGT. %
PHASE 3:			
5. Follow the rules for writing and presenting a research report	15	5.1 Produce a report that meets the requirements regarding: - content (characteristics of the treatment, how the treatment is given, purpose of the treatment, etc.) - the writing of the report - the presentation of the report	15
6. Present their research findings in accordance with established rules	20	6.1 Try to interest the group during the presentation	10
		6.2 Use interesting means of presentation	10
7. Give their opinions on one of the topics presented	5	7.1 Express their interest in one of the topics presented	5

INFORMATION ON THE EVALUATION

1 / 3

PROGRAM: Aesthetic Care

MODULE: 21 - INFORMATION ON BODY CARE

CODE: 916 212

ITEMS	COMMENTS
Basis for Evaluation Information on Criterion Components PHASE 1: Criterion Component 1.1 List at least five types of body-care treatments offered by aestheticians Criterion Component 1.2 Describe the means used to give body-care treatments Criterion Component 1.3 Briefly explain the purpose of these body-care treatments Criterion Component 2.1 Comment on body-care treatments offered in Europe and Québec	Evaluation of the candidates' participation may be based on information gathered at certain times during the learning activities, depending on the nature of the criterion components. However, a definitive evaluation by criterion component should be done only at the end of the corresponding phase of the learning situation. Candidates' participation in the learning activities should be evaluated only at the end of the module. The paragraphs below provide explanations regarding the application and interpretation of the criterion components. Using the documents at their disposal, candidates will prepare a table showing the different body-care treatments offered by aestheticians. The evaluation will not be based on the accuracy, quality or presentation of the information gathered, but rather on the effort made by candidates to collect sufficient pertinent information. Candidates must add to the table information on the means used (e.g. massage, products, water) for the five treatments previously listed. Candidates must identify the problems addressed by two of the body-care treatments selected, by describing the problems (physical characteristics) and explaining their causes. Following the presentation on the type of body-care treatments given in Europe and Québec and on their development, candidates must highlight the similarities and differences and explain them.

INFORMATION ON THE EVALUATION

2 / 3

PROGRAM: Aesthetic Care

MODULE: 21 - INFORMATION ON BODY CARE

CODE: 916 212

ITEMS	COMMENTS
PHASE 2: Criterion Component 3.1 Obtain documentation on health centres and the treatments offered Criterion Component 4.1 Chose a body-care treatment to research (means used, purpose, etc.) Criterion Component 4.2 Prepare a work plan that emphasizes how they will present their report and do the beauty presentation PHASE 3: Criterion Component 5.1 Produce a report that meets the requirements regarding: - content (characteristics of the treatment, how the treatment is given, purpose of the treatment, etc.) - the writing of the report - the presentation of the report Criterion Component 6.1 Try to interest the group during the presentation Criterion Component 6.2 Use interesting means of presentation	Candidates must take the necessary steps (e.g. visits to health centres, written requests) to collect the documentation required for their research. Candidates must choose the topic for their research and indicate which aspects will be covered. Candidates must decide how they will present their research and must specify the means likely to be used to do so. Candidates must collect a sufficient amount of information on the topics listed and observe rules of writing (e.g. quality of written expression, legibility, neatness) and presentation. Candidates must prepare themselves sufficiently for their presentation, and must show interest and make an effort to transmit their findings appropriately. Candidates must use original means of presentation that will hold the interest of the group.

INFORMATION ON THE EVALUATION**3 / 3**

PROGRAM: Aesthetic Care
MODULE: 21 - INFORMATION ON BODY CARE

CODE: 916 212

ITEMS	COMMENTS
Criterion Component 7.1 Express their interest in one of the topics presented PASS/FAIL CONDITIONS	Candidates must ask or answer questions, or make relevant comments, during the discussions that follow each presentation. To meet the requirements of this module, candidates are permitted three errors with the exception of criterion components 1.1, 4.1, 5.1 and 6.2, which must be successfully attained.

PROGRAM:

Aesthetic Care

Code:

916 227

MODULE:

22 - ENTERING THE LABOUR FORCE

**PROGRAM ANALYSIS TABLES
TABLES OF SPECIFICATIONS
INFORMATION ON THE EVALUATION**

PROGRAM ANALYSIS (SITUATIONAL OBJECTIVE)

1 / 2

PROGRAM:	<u>Aesthetic Care</u>	
MODULE:	<u>22 - ENTERING THE LABOUR FORCE</u>	CODE: <u>916 227</u>
EXPECTED OUTCOME:	<u>To enter the labour force</u>	

LEARNING CONTEXT	LRN. %	EVAL. %	PARTICIPATION INDICATORS
PHASE 1: Seeking a Practicum Position - Locating host companies willing to accept trainees - Selecting a host company and applying for an interview - Writing a résumé - Applying for a position and requesting an answer	20	25	• Perform all the steps in looking for a practicum position • Be prepared to explain their choices • Write their résumés in accordance with the rules • Present the results of their search to the teacher
PHASE 2: Working as an Aesthetician - Learning about the structure and operation of the company - Obtaining information on the work station to be used and the tasks to be accomplished - Accomplishing the tasks in accordance with the supervisor's expectations - Inquiring about the supervisor's satisfaction with the tasks accomplished - Writing a daily journal	60	50	• Show interest and actively participate in the meetings with the practicum supervisor • Show interest and actively participate in the meetings with the practicum supervisor • Perform tasks assigned following an agreement established between the individual trainees, the companies and the practicum supervisor • Show evidence, throughout the practicum, of the attitudes and behaviour expected of aestheticians • Show interest and actively participate in the meetings with the practicum supervisor • Prove that they have completed their journals on a daily basis

PROGRAM ANALYSIS (SITUATIONAL OBJECTIVE)

2 / 2

PROGRAM: Aesthetic Care

MODULE: 22 - ENTERING THE LABOUR FORCE **CODE:** 916 227

EXPECTED OUTCOME: To enter the labour force

LEARNING CONTEXT	LRN. %	EVAL. %	PARTICIPATION INDICATORS
PHASE 3: Evaluating the Practicum - Producing a practicum report - Discussing their experiences in class - Evaluating their career choice and specifying their occupational objectives - Participating in evaluating their practicums	20	25	• Write and present a report in accordance with instructions • Present the particular points they observed during the practicums • Assess their occupational objectives • Participate actively in evaluating their practicums

TABLE OF SPECIFICATIONS (SITUATIONAL OBJECTIVE)

1 / 2

PROGRAM: Aesthetic Care

MODULE: 22 - ENTERING THE LABOUR FORCE

CODE: 916 227

EXPECTED OUTCOME: To enter the labour force

PARTICIPATION INDICATORS	WGT. %	CRITERION COMPONENTS	WGT. %
PHASE 1:			
1. Perform all the steps in looking for a practicum position	10	1.1 List at least five establishments that may take on student trainees	5
		1.2 Give the characteristics of the establishments listed	5
2. Write their résumé in accordance with the rules	10	2.1 Submit a completed résumé	10
3. Present the results of their search to the teacher	5	3.1 Prepare an offer of service and send it to the person in charge at the establishment	5
PHASE 2:			
4. Perform tasks assigned following an agreement established between the individual trainees, the companies and the practicum supervisor	30	4.1 Show interest when performing tasks	15
		4.2 Perform tasks carefully	15
5. Show evidence, throughout the practicum, of the attitudes and behaviour expected of aestheticians	10	5.1 Observe rules of communication and professional ethics	10
6. Prove that they have completed their journals on a daily basis	10	6.1 Submit their journal to the teacher	10

TABLE OF SPECIFICATIONS (SITUATIONAL OBJECTIVE)

2 / 2

PROGRAM:	<u>Aesthetic Care</u>	
MODULE:	<u>22 - ENTERING THE LABOUR FORCE</u>	CODE: <u>916 227</u>
EXPECTED OUTCOME:	<u>To enter the labour force</u>	

PARTICIPATION INDICATORS	WGT. %	CRITERION COMPONENTS	WGT. %
PHASE 3:			
7. Write and present a report in accordance with instructions	15	7.1 Submit a report on the practicum to the teacher	15
8. Participate actively in evaluating their practicums	10	8.1 Meet with the teacher and discuss the evaluation of the practicum	10

INFORMATION ON THE EVALUATION

1 / 3

PROGRAM:

Aesthetic Care

MODULE:

22 - ENTERING THE LABOUR FORCE

CODE:

916 227

ITEMS	COMMENTS
Basis for Evaluation	Evaluation of the candidates' participation may be based on information gathered at certain times during the learning activities, depending on the nature of the criterion components. However, a definitive evaluation by criterion component should be done only at the end of the corresponding phase of the learning situation. Candidates' participation in the learning activities should be evaluated only at the end of the module. The teacher will ensure that candidates have at their disposal the relevant materials and information: • journal • evaluation form for the practicum supervisor • information on the resource person at the educational institution
Information on Criterion Components	The paragraphs below provide explanations regarding the application and interpretation of the criterion components.
PHASE 1: Criterion Component 1.1 List at least five establishments that may take on student trainees Criterion Component 1.2 Give the characteristics of the establishments listed	The establishments listed must meet the requirements of the educational institution. Candidates must record the following information: • the establishment's name • its address • its telephone number • the name of the person in charge • the type of establishment, and so forth

INFORMATION ON THE EVALUATION

2 / 3

PROGRAM: Aesthetic Care

MODULE: 22 - ENTERING THE LABOUR FORCE

CODE: 916 227

ITEMS	COMMENTS
Criterion Component 2.1 Submit a completed résumé Criterion Component 3.1 Prepare an offer of service and send it to the person in charge at the establishment PHASE 2: Criterion Component 4.1 Show interest when performing tasks Criterion Component 4.2 Perform tasks carefully Criterion Component 5.1 Observe rules of communication and professional ethics Criterion Component 6.1 Submit their journal to the teacher PHASE 3: Criterion Component 7.1 Submit a report on the practicum to the teacher	Candidates must provide: • the usual personal information • information regarding their education and skills • information regarding their work experience The quality of the presentation, the legibility and the quality of the writing will be verified. Candidates must demonstrate their knowledge of the requirements of the practicum, emphasizing their aptitudes and qualities and showing an interest in the practicum. They must also indicate their availability for an interview. Candidates must demonstrate that they are available, have initiative, are independent and are able to cooperate. Candidates must be professional when performing their tasks. Candidates must be diplomatic and openminded in their dealings with the practicum supervisor, employees and clients. Candidates must briefly describe the tasks performed daily, the difficulties encountered, the positive aspects, the comments and the number of hours worked. Information on the establishment and the name of the practicum supervisor must be included. Candidates must indicate their strengths (e.g. new knowledge and skills, confirmation of their career choice) and their weaknesses (e.g. difficult interpersonal relations, underestimating their skills, lack of supervision by the practicum supervisor).

INFORMATION ON THE EVALUATION

3 / 3

PROGRAM: Aesthetic Care

MODULE: 22 - ENTERING THE LABOUR FORCE

CODE: 916 227

ITEMS	COMMENTS
Criterion Component 8.1 Meet with the teacher and discuss the evaluation of the practicum PASS/FAIL CONDITIONS	During this meeting, candidates must analyze, with the teacher, the evaluation report provided by the practicum supervisor. Candidates must be objective, honest and critical when identifying aspects with which they agree or disagree. To meet the requirements of this module, candidates are permitted three errors, with the exception of criterion components 2.1, 4.1, 4.2, 5.1 and 7.1, which must be successfully attained.

