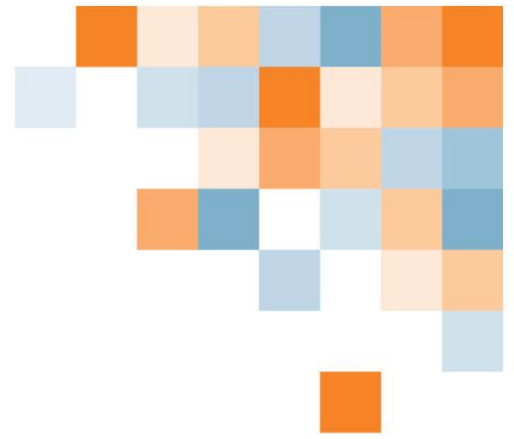


ita
YOUR TICKET.



Hairstylist

PRACTICAL ASSESSMENT
INFORMATION PACKAGE



This is an information package regarding the British Columbia Hairstylist Practical Assessment.
This assessment is designed to test the scope of the practical knowledge and skills of the trade.

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Section 1

Assessment Information



Hairstylist Practical Assessment Information

The following pages contain basic information about the practical assessment tasks for Hairstylists.

Carefully review the description of each task (“Task Overview”) as well as the assessment information (“How will this task be assessed?”). Use the information there to determine the most practical approach to successfully completing each task in the time given to you. Ensure that you follow the Assessment Guidelines and adhere to the schedule provided on the next page.

Once you have registered for a practical assessment, you will be given this package, venue details and other applicable information by the assessment agency to help you prepare ahead of the exam. You will be provided with a mannequin (and a clamp) at the venue on which you will perform all tasks.

Please contact ITA if you have any questions about the assessment process or preparing your application.



Hairstylist Practical Assessment Day Schedule

The practical assessment is organized into two main parts: Part 1 (Morning) and Part 2 (Afternoon).

Hairstylist Practical Assessment Day Schedule	
3 hours 30 minutes	<p>Part 1 (Morning)</p> <p><i>The tasks may be performed in <u>any order</u>:</i></p> <ul style="list-style-type: none"> • Layered Hair Shaping • Colour Retouch Demonstration • Permanent Wave Demonstration • Finished Blow Dry Style • Curling Iron Demonstration
1 hour	Lunch
3 hours 30 minutes	<p>Part 2 (Afternoon)</p> <p><i>The tasks must be performed in <u>the following order</u>:</i></p> <ol style="list-style-type: none"> 1. Cut, Colour and Style 2. Electric Clipper Cut



Assessment Guidelines

1. Please note that this information package may change frequently. The most recent information package is always available on the ITA website.
2. The assessment (all tasks) MUST be performed on a single mannequin. A live model is NOT required and will not be permitted in the venue.
3. Candidates will be provided with One (1) Female Mannequin with the following specifications:
 - Colour Level = medium (level 5-7)
 - Length = 9.8 inches (25 cm) uniformly layered
 - Density = medium
 - Head size = medium
4. Note that the same mannequin must be used for all the tasks.
5. Candidates are required to treat the mannequin, as much as possible, the way they would treat a real client.
6. Before calling the assessors at the completion of each task, candidates must ensure that their mannequin is firmly secured on the stand and facing toward the mirror.
7. Candidates are required to bring all professional products and supplies needed to complete services required for the assessment. No towels or any part of the supplies or equipment can be borrowed from the venue during the assessment. The assessment venue will NOT provide any equipment or supplies.
8. Candidates are NOT permitted to communicate with each other during the assessment.
9. Candidates may ask questions during the assessment, but only to the Invigilator at the venue. The Invigilator may respond or ask one of the assessors to respond, as appropriate. The Invigilator will ensure that all candidates hear the question and answer.
10. Candidates are NOT permitted to ask any questions directly to the Assessors.
11. Cell phones and other electronic devices are NOT permitted during the assessment and must be turned off. These items must be left with other personal belongings in a designated area.
12. Candidates may take water breaks when required but are not permitted to keep any food or drinks at the workstation. The water may be kept at a designated place as suggested by the invigilator.
13. Candidates will not have access to personal belongings during the assessment. They may access their belongings only during the lunch break and at the conclusion of the assessment.
14. The duration for the lunch break is 1 hour. Candidates are advised to bring their own lunch as there may be limited or no options to buy lunch at or near the assessment venue. If bringing own lunch, bring something that does not require refrigeration. Note that the assessment resumes for the afternoon session promptly at the time announced.
15. Candidates may be allowed in the assessment area during the lunch break but are not permitted to touch their workstations during the lunch break.
16. Candidates may bring the Information Package (this document) to the assessment to refer to the tasks and the assessment parameters.
17. Candidates must complete the practical assessment with a minimum mark of 70% to successfully pass the practical assessment.
18. Candidates must act in a respectful and professional manner at all times during the practical assessment.
19. Please contact ITA if you have any questions about the assessment process.



20. All pictures provided in this information package are for reference only and are subject to change. Pictures have been included to generally illustrate **one** of the ways in which the requirements for a particular task might be met. These pictures are intended to provide conceptual approximations only and the final results produced by each candidate may vary.



Professional Equipment and Supplies

What Must I Bring?

Essential Equipment and Supplies

Blow dryer with nozzle attachment	Brushes
Curling iron(s) - Marcel iron only	Colour applicator (bowl / brush or bottle)
Electric clippers (no guard attachments or interchangeable blades)	Professional colour and lightener products (as required)
12 du-all clips / jaw clips	Simulated colour (creams that will be visible when applied)
Gloves	Shampoo and conditioner
Neck duster	Towels (10-12)
End papers	Water spray bottle
Scissors / shears	Styling aids
Foils / foam / mesh (enough to complete 12 foils)	Extension cord and / or power bar
Conventional perm rods with elastics (size / colour of rod is candidate's choice)	Disinfected and adequate number of tail combs and cutting combs (<i>Note that there will be no disinfecting materials available at the assessment venue.</i>)

Optional Equipment and Supplies

Timer	Heat styling implements
Razor	Pincurl clips
Thinning / chunking shears	Protective cream
Electric trimmers	Hair colour stain remover
Taper/barbering comb (See 'Cut, Colour and Style' task)	

The following items are **NOT** permitted during the assessment:

- Clipper guards
- Carts
- Cutting stools
- Cellular phones / communication or recording devices / PDAs
- Spring iron



Section 2

Hairstylist Practical Assessment



Hairstylist Practical Assessment Part 1



1. Hairstylist Practical Assessment Part 1 (Morning) Instructions

Please note that you have a total of **three hours thirty minutes** (3 hours 30 minutes) to complete the morning session **in any order**. Use your time wisely, and minimize any unnecessary shampooing. Timing is based on industry input and assessment time has been included within this schedule.

You will be assessed on the following components in Part 1 of the practical assessment:

1.1 Task 1: Layered Hair Shaping

Task Instructions:

It is essential that you fully familiarize yourself with the task instructions before commencing work and before submitting your work for assessment. Failure to follow the instructions could result in you failing this task.



1. Shampoo the mannequin at the start of the task.
2. Produce a layered hair shaping with the following characteristics:
 - connected perimeter
 - cleanly blended
 - is a layered symmetrical cut with a clean perimeter line
 - minimum of one 1 inch (2.54 cm) of hair removed from the following areas:
 - nape
 - right side
 - left side
 - top or front
 - crown
3. Do not sweep up the hair until after the task has been assessed.
4. Call the Assessors at the end of Task 1.

**How will this task be assessed?****The haircut will be assessed wet.**

Note: If the hair is dry when the assessors reach the candidate workstation, the assessors will use water to re-wet the hair.

 Hair sectioning:

- the partings are clean

 Hair cutting:

- minimum of 1 inch (2.54 cm) is removed in all areas
- the haircut is free of obvious visual imperfections (scissor / shear lines)
- the exterior and interior connects

 The perimeter is:

- symmetrical / balanced
- clean and connected continuously with no major divots or bare spots

 The interior is:

- symmetrical
- blended



1.2 Task 2: Colour Retouch Demonstration

Task Instructions:

It is essential that you fully familiarize yourself with the task instructions before commencing work and before submitting your work for assessment. Failure to follow the instructions could result in you failing this task.



1. Complete a simulated $\frac{1}{2}$ inch (1.27 cm) colour retouch (using visible cream) on only the right side OR the left side of the head including the following guidelines:
 - correct sectioning and sub-sectioning
 - correct application
 - controlled finished results
 - complete front and back quadrant (only right side or left side)
2. Use any cream-based shampoo or conditioner (contrasting to the mannequin's hair colour but not staining the mannequin hair) as an appropriate product to simulate hair colour. Do not use clear gel.
3. Call the Assessors at the end of Task 2.

**How will this task be assessed?****This task will be assessed on dry hair.** Hair sectioning:

- hair is divided into four (4) quadrants:
 - from centre front hairline to centre nape hairline
 - from ear to ear

 Product application:

- two sections (T-section and hairline) are outlined with product
- product is applied to one front and one back quadrant both on the same side of the head
- product is applied on the part line and moves outwards
- product is applied to ½ inch (1.27 cm) regrowth only

 Finished application:

- subsections ¼ inch (0.63 cm)
- no globs or bare patches (no absence of colour or too much colour)
- scalp aeration completed through the entire application



1.3 Task 3: Permanent Wave Demonstration

Task Instructions:

It is essential that you fully familiarize yourself with the task instructions before commencing work and before submitting your work for assessment. Failure to follow the instructions could result in you failing this task.



1. Complete a conventional 9-section perm wrap on the entire head. This wrap will demonstrate:
 - clean pre-sectioning or clean sectioning as you wrap
 - effective rod use
 - effective paper use
 - no picks
 - no stabilizers
 - size/colour of rod is candidate's choice
 - size/colour of rod may vary (various lengths of hair may require different sizes of perm rods)
2. Please keep in mind the curvature of the head and the direction of the wrap.
3. Do not use a perm solution.
4. Call the Assessors at the end of Task 3.

**How will this task be assessed?** Sectioning:

- clean sections
- clean sub-sections
- uniform panels (even on both sides)
- use 9-section wrap (no bricklay wraps)

 Rod selection:

- rod length relates to length of subsection (equal or slightly less)
- width of the sub-section relates to diameter of rod (equal to the diameter of the rod)
- the circumference of the rod ensures that the length of the hair wraps a minimum of 2 and 1/2 revolutions

 Winding components:

- rods positioned half-off base
- even hair distribution
- even tension for an alkaline wave
- bands should hold the rod in its place without biting into the hair
- bands should not be twisted
- ends evenly distributed (not bunched, crossed, slanted or fish hooked)
- all the ends must be enclosed in the paper
- paper extends beyond the ends of the hair



1.4 Task 4: Finished Blow Dry Style

Task Instructions:

It is essential that you fully familiarize yourself with the task instructions before commencing work and before submitting your work for assessment. Failure to follow the instructions could result in you failing this task.



1. Produce a consumer blow-dry style as would leave your place of work. This style will demonstrate:
 - movement and volume
 - proper equipment handling (blower with brush)
 - professionally finished work (use vent and/or round and/or 7/9 row brushes, combs and styling aids to complete the style)
2. Do not perform any scrunching.
3. Do not use flat irons or curling irons.
4. Call the Assessors at the end of Task 4.

**How will this task be assessed?**

The finished result demonstrates:

- movement in the hair design with “C-shape” formations throughout the head form
- hair volume relevant to the finished design (front, side, back and top view for balance)
- hair shaft is smooth (free of frizz, fish hooks and fly-aways)
- hair is dry to touch



1.5 Task 5: Curling Iron Demonstration

Task Instructions:

It is essential that you fully familiarize yourself with the task instructions before commencing work and before submitting your work for assessment. Failure to follow the instructions could result in you failing this task.



1. Produce three (3) separate panels of curls, with three (3) of the same curls in each panel.
2. The curls must be placed one below the other.
3. The panels must contain:
 - Panel 1 – (3) On-base curls
 - Panel 2 – (3) ½-off base curls
 - Panel 3 – (3) Off-base curls
4. There must be no ringlets in any panel (the curls must hold their curled form).
5. Do not use any styling aids or products to complete the style.
6. The curls may be clipped to cool the curl but all clips must be removed before the assessment.
7. Only a Marcel iron can be used.
8. Call the Assessors at the end of Task 5.
9. During the assessment, you will be asked to identify the type of curls in each panel.

**How will this task be assessed?**

The finished result demonstrates:

- width of the sub-section is appropriate to the diameter of the rod (equal to the diameter of the rod)
- the size of the base reflects the curl formed (length and width)
- the curls are sitting on the appropriate base placement for:
 - Panel 1 – (3) On-base curls
 - Panel 2 – (3) ½-off base curls
 - Panel 3 – (3) Off-base curls
- stem is uniform (not slanted)
- stem is smooth (with no iron marks)
- ends are complete (not crossed, slanted, bent, no fish hooks)

This completes Part 1 (Morning Session)

Lunch break



Hairstylist Practical Assessment Part 2



2. Hairstylist Practical Assessment Part 2 (Afternoon) Instructions

Please note that you have a total of **three hours thirty minutes** (3 hours 30 minutes) to complete the afternoon session. Timing is based on industry input and assessment time has been included within this schedule.

You will be assessed on the following components in Part 2 of the practical assessment and the tasks must be performed **in the following order**:

1. Task 6: Cut, Colour and Style

- Foils + Colour (the foils must be assessed before the full hair colouring is performed).
- Cut
- Style

Note that the subtasks within Task 6 - **Foils + Colour** and **Cut + Style** - can be done in any order.

So, you can perform a **Cut** first and then do **Foils + Colour** and finally **Style**.

Or

You can perform the **Foils + Colour** first and then **Cut** and finally **Style**.

2. Task 7: Electric Clipper Cut

Please note that this will be the last task for which you will be assessed.



2.1 Task 6: Cut, Colour and Style

Perform a makeover of the morning hair in order to transform the hair into a completely new cut, colour and style.

There are three components of this task:

- Foils + Colour
- Cut
- Style

6a) FOILS + COLOUR

Task Instructions:

It is essential that you fully familiarize yourself with the task instructions before commencing work and before submitting your work for assessment. Failure to follow the instructions could result in you failing this task.



In this task, the assessors are looking for a minimum of 12 foils and a new overall hair colour. It is expected that the candidates will foil first then colour in between the foils.

1. There must be a minimum of 12 foils.
2. 12 foils must use a lightener (bleach).
3. 12 foils must be in the interior of the head form above the parietal ridge.
4. 12 foils must be weaves. At least medium weaves must be used (no fine/baby highlights or subtle highlights). All weaves must be visible in the final result to ensure fair and accurate assessment.
5. All hair must be coloured with a colouring product.
6. Gloves must be worn during the colour application but are not necessary for foiling.
7. Processing time of the colour should not exceed 45 minutes, and should not require the use of a hood dryer.
8. Any professional colouring products may be used.
9. Call the Assessors at the end of Task 6 a) Foils + Colour (after application of full colour).

**How will this task be assessed?**

Foiling technique is assessed after the application of the full hair colouring.

Foiling and Colouring technique

Foiling technique demonstrates:

- 12 foils must use a lightener (bleach)
- 12 foils must be in the interior of the head form above the parietal ridge
- sub-sections are 1/8 inch (0.31 cm) thick
- product is controlled in 12 foils (no excess product out of the sides of the foil)
- glove(s) must be used during the colour application but are not necessary for the foiling

Hair colour

Foiling results demonstrate:

- application is 1/8 inch (0.31 cm) away from the scalp
- evidence of medium weaves in 12 foils (no fine/baby highlights or subtle highlights)
- no evidence of bleeding in 12 foils

Colouring results demonstrate:

- absence of skin staining beyond the hairline
- the new overall colour is a minimum of two levels different from the original hair colour of the mannequin
- the foil colour is two levels different from the new overall colour
- the tonal value and level of the hair is consistent when matched 'ends' to scalp (no ombres and no drop roots / no advanced techniques)



6b) CUT + STYLE

Task Instructions:

It is essential that you fully familiarize yourself with the task instructions before commencing work and before submitting your work for assessment. Failure to follow the instructions could result in you failing this task.



1. The haircut must be altered from the original cut to reflect a completely new form, design and image.
2. When performing the cut, any cutting tools may be used to cut the hair (Clippers with or without guards cannot be used).
3. The interior hair length must be a minimum of 5 inches measured at the apex of the head form.
4. Thermal tools such as rollers, benders, curling iron, flat iron, etc. can be used.
5. Only altering the fringe is unacceptable.
6. Only texturizing with shears or razor is unacceptable.
7. Do not use hair accessories and pins.
8. Do not sweep up the hair on the floor until after the task has been assessed.
9. Call the Assessors at the end of Task 6 b) Cut and Style (after completing the style).

**How will this task be assessed?**

1. **The cut will NOT be assessed separately.**
2. **The finished hair style will be assessed** from 5 (five) viewpoints: front, right side, left side, back, top.

Cut and style

- The finished cut and style displays:
- complete change of hair form from the morning
 - balance * (symmetrical or asymmetrical)
 - proportion *
 - harmony *
 - The hairstyle texture uses rhythm in design (consistent, increase, decrease or logical disconnection)
 - hair is smooth (free of frizz, fish hooks and fly-aways)
 - hair ends' texture is consistent with chosen texture (curled ends are not fish-hooked, straight or bent out of alignment with the curl; straightened ends are straight not fish-hooked or misaligned.)
 - interior hair length is a minimum of 5 inches (12.7 cm) measured at the apex of the head form

* Refer to the *Definition of Terms* in Section 3.



2.2 Task 7: Electric Clipper Cut

Task Instructions:

It is essential that you fully familiarize yourself with the task instructions before commencing work and before submitting your work for assessment. Failure to follow the instructions could result in you failing this task.



1. Execute a zero elevation taper in nape (fade) using clippers.
2. The clipper cut will have the following characteristics:
 - minimum ¼ inch (0.63 cm) removed from a full head of hair
 - visible incline and noticeable graduation from zero in the nape to increasing length
 - a balance between the longest and shortest lengths
 - balanced taper - smooth transition without steps (no disconnection in the taper)
 - transition to the top may be connected or disconnected
 - clean and finished blending, grooming and outlining around sides and ears
3. The fade must be executed using clippers (clipper over comb).
4. Guards or interchangeable blades cannot be used.
5. A combination of clippers and shears must be used.
6. A faded nape must be left in a natural state. However, any stray and/or excess hair should be removed from the neck.
7. Trimmers and texturizing shears can be used for detailing and outlining.
8. Hair is not to be swept up until after the task is assessed.
9. Call the Assessors at the end of Task 7.

**How will this task be assessed?****The clipper cut will be assessed wet.** Hairline:

- the fade is executed using clipper (clipper over comb)
- zero elevation taper in nape (fade)
- minimum ¼ inch (0.63 cm) removed from a full head of hair
- grooming even around the right and left ear
- sides balanced and even

 Blending:

- clipper work blended
- balanced taper
- taper relates to hairstyle
- internal balance within the haircut (distributed consistently)

This completes the Practical Assessment

1. After the assessment of this task, and as directed by the Invigilator/Assessors, the station must be cleaned.
2. Loose hair must be removed from the mannequin head form.
3. The clipper cut snap cap must be removed and any water inside the head form must be drained.
4. The head form must be dried and the original (bald) cap must be assembled on the head form.



Section 3

Additional Information



Commonly Asked Questions

Is the **Task Instructions** section important?

- Yes. The **Task Instructions** section outlines the task to be performed and provides a list of specific instructions to be followed. It is essential that you fully familiarize yourself with the task instructions before commencing work and before submitting your work for assessment. Failure to follow the instructions could result in you failing this task.

Is the **How will this task be assessed?** column important?

- Yes. The **How will this task be assessed?** section lists the observable and measurable parameters that will be used by assessors to assess the skills. For example, in Task 2: Colour Retouch Demonstration, the **Task Overview** section refers to *correct sectioning and sub-sectioning* as one of the guidelines. The **How will this task be assessed?** section specifies that the criteria that define sectioning includes *dividing hair into four quadrants from centre front hairline to centre nape hairline and from ear to ear*. You may bring the Information Package (this document) to the assessment to refer to both the **Task Instructions** section and the **How will this task be assessed?** section during the assessment.

Who are my judges?

- We are happy to tell you that there are **no judges**, only assessors. The assessors are highly trained Journeyperson Hairstylists who are instructors, employers and/or employees from throughout B.C. A panel of assessors will be administering your practical to ensure a fair assessment is made of your skills based on the criteria.

Am I allowed to ask questions directed at the Assessors?

- No, assessors are not permitted to respond to any inquiries by candidates. However, candidates may ask questions to the Invigilator at the venue. The Invigilator may respond or ask one of the assessors to respond, as appropriate.

Do I really have to do a practical?

- Yes. In order for B.C. hairstylists to qualify for a Red Seal – Interprovincial Journeyperson endorsement, both a written and a practical assessment must be passed.

Can the assessor's decision be based on my personal style versus theirs?

- No. Assessors are bound by strict rules which indicate a specific standard you need to meet. The assessors are confident that you will present yourself in a modern professional way, just as your employer and clients would expect.



What if I don't finish a task?

- Any task that is unfinished is assigned a mark of zero (0).

If I don't finish a task, does that mean I automatically fail the entire exam?

- Not necessarily. Each task of the exam is marked independently and then totalled out of 100%.



Definitions of Terms

- **Parietal ridge** – This is the widest area of the head, starting at the temples and ending at the bottom of the crown.
- **Balance** - Balance is establishing equal or appropriate proportions. In hairstyling, it can be the proportion of height to width. Balance can be symmetrical or asymmetrical. (Milady)
- **Proportion** - Proportion is the comparative relationship of one thing to another. (Milady)
- **Harmony** - Harmony is the creation of unity in a design and is the most important of the art principles. Harmony holds all the elements of the design together. When a hairstyle is harmonious it has the following elements:
 - A form with interesting lines
 - A pleasing color or combination of colors and textures
 - A balance and rhythm that together strengthen the design (Milady)
- **Zero elevation fade** - Regardless of the style chosen, the nape area should not be blocked. A natural hairline should be visible. Some candidates may refer to this area as a fade.



Reference Materials

- Salon Fundamentals: Publisher: Pivot Point International, Evanston, Illinois (ISBN 978-1-934636-66-4 Print Year 2011)
- Milady's Standard: Publisher: Milady Publishing, Albany, New York (ISBN 978-1-2857-6941-7, Print Year 2014)
- WorkSafeBC Occupational Health and Safety Regulation: Publisher: Crown Publications Inc., Victoria, BC and online at <http://www2.worksafebc.com/publications/OHSRegulation/Home.asp>
Please refer to the online version for the most recent update to health and safety regulations.