



Ontario
College of
Teachers

Ordre des
enseignantes et
des enseignants
de l'Ontario

Additional Qualification Course Guideline Teaching Hairstyling and Aesthetics - Spa Services

Schedule F Teachers' Qualifications Regulation

June 2016

Ce document est disponible en français sous le titre *Ligne directrice du cours menant à la qualification additionnelle : Coiffure et esthétique — services de spa*, juin 2016.

Additional Qualification Course Guideline

1. Introduction

The Schedule F *Teaching Hairstyling and Aesthetics - Spa Services* Additional Qualification course guideline provides a conceptual framework (Figure 1) for providers and instructors to develop and facilitate the Schedule F *Teaching Hairstyling and Aesthetics - Spa Services* course. This guideline framework is intended to be a fluid, holistic and integrated representation of key concepts associated with *Teaching Hairstyling and Aesthetics - Spa Services*.

The Additional Qualification (AQ) guideline *Teaching Hairstyling and Aesthetics - Spa Services* is organized using the following conceptual framework:



Figure 1: Conceptual Framework

Teachers are able to take the Additional Qualification course: *Teaching Hairstyling and Aesthetics – Spa Services* if they hold a technological education qualification at Grades 9 and 10 or Grades 11 and 12 in the broad-based area of Teaching Hairstyling and Aesthetics.

The Additional Qualification Course: *Teaching Hairstyling and Aesthetics - Spa Services* employs a critical, pedagogical lens to explore in a holistic and integrated manner theoretical foundations, learning theory, program planning, development and implementation, instructional design and practices, assessment

and evaluation, the learning environment, research and ethical considerations related to teaching and learning across the divisions. Through these explorations, candidates strengthen professional efficacy by gaining in-depth knowledge, refining professional judgment and generating new knowledge for practice.

Teachers qualified in *Teaching Hairstyling and Aesthetics - Spa Services* facilitate active inquiry-based learning by combining knowledge of student development and learning with knowledge and understanding of subject matter, pedagogy and technological expertise. Successful candidates of this AQ will demonstrate technical proficiency in each of the technologies identified in *Part 8, Demonstrated Competence in Teaching Hairstyling and Aesthetics - Spa Services*.

AQ Course Implementation

Course providers, instructors and developers will use this AQ guideline framework to inform the emphasis given to key guideline concepts in response to candidates' diverse professional contexts, knowledge, skills and understandings.

Critical to the holistic implementation of this course is the modeling of a positive learning environment that reflects care, diversity and equity. This course supports the enhancement of professional knowledge, ethical practice, leadership and ongoing professional learning.

The Ontario College of Teachers recognizes that candidates working in the publicly funded school system, independent/private institutions or First Nations schools will have a need to explore topics and issues of particular relevance to the context in which they work or may work.

Provincial Context

The French language and the English language communities will also need to implement these guidelines to reflect the unique contextual dimensions and needs of each community. Each of these language communities will explore the guideline content from distinct perspectives and areas of emphasis. This flexibility will enable both language communities to implement *Teaching Hairstyling and Aesthetics - Spa Services* as understood from a variety of contexts.

In this document, all references to “candidates” are to teachers enrolled in the Additional Qualification course. References to “students” indicate those enrolled in school programs.

2. Professional Identity and the Image of the Learner

The professional identity of the AQ course instructor and course candidates conveyed in this AQ course guideline reflects the vision of the educator articulated in the *Ethical Standards for the Teaching Profession*, the *Standards of Practice for the Teaching Profession* and the *Professional Learning Framework for the Teaching Profession*.

This vision of the educator (Figure 2) positions professional educators as innovative scholars and practitioners, critical pedagogues who forward social and ecological justice, as well as:

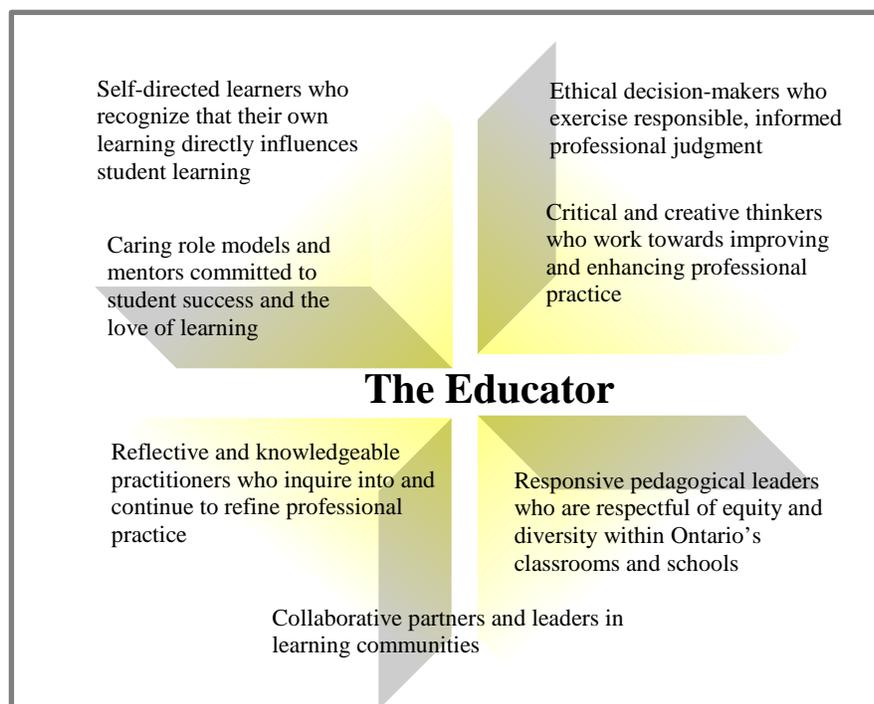


Figure 2: Image of the Educator¹

¹ Note. From “The Foundations of Professional Practice,” by Ontario College of Teachers, 2012, p. 17. Copyright 2012 by Ontario College of Teachers. Reprinted with permission.

The image of the student conveyed in this AQ (Figure 3) is of a learner who is empowered, independent, a democratic citizen, knowledgeable, creative, collaborative, a critical thinker, ethical, reflective, accepting, inclusive, courageous, self-assured, a problem-solver, and whose voice and sense of efficacy are integral to shaping the teaching and learning process.

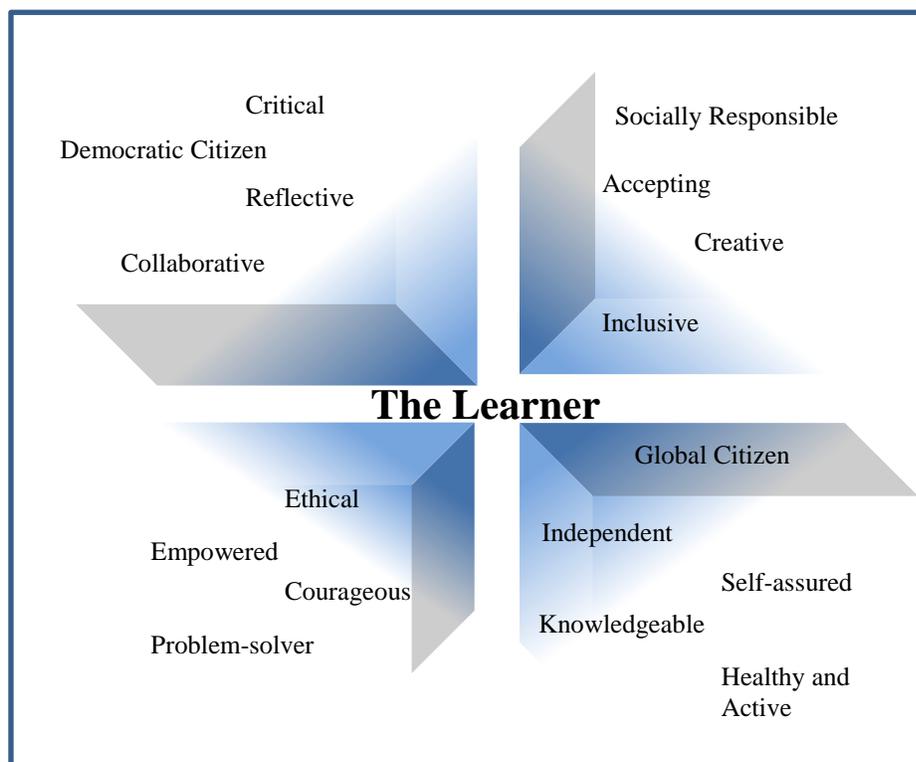


Figure 3: Image of the Learner

3. Regulatory Context

The College is the self-regulating body for the teaching profession in Ontario. The College's responsibility related to courses leading to Additional Qualifications includes the following:

- to establish and enforce professional standards and ethical standards applicable to members of the College
- to provide for the ongoing education of members of the College
- to accredit Additional Qualification courses and more specifically,

The program content and expected achievement of persons enrolled in the program match the skills and knowledge reflected in the College's "Standards of Practice for the Teaching Profession" and the "Ethical Standards for the Teaching Profession" and in the program guidelines issued by the College.
(Regulation 347/02, Accreditation of Teacher Education Programs, Part IV, Subsection 24).

Additional Qualifications for teachers are identified in the *Teachers' Qualifications Regulation* (Regulation 176/10). This regulation includes courses that lead to Additional Qualifications, the Principals' Development Qualification, the Principal's Qualifications, the Primary Division, the Junior Division and the Supervisory Officer's Qualifications. A session of a course leading to an Additional Qualification shall consist of a minimum of 125 hours as approved by the Registrar. Accredited Additional Qualification courses reflect the *Ethical Standards for the Teaching Profession*, the *Standards of Practice for the Teaching Profession* and the *Professional Learning Framework for the Teaching Profession*.

The AQ course developed from this guideline is open to candidates who meet the entry requirements identified in the *Teachers' Qualifications Regulation*.

Successful completion of Additional Qualification: *Teaching Hairstyling and Aesthetics - Spa Services*, listed in Schedule F of the *Teachers' Qualifications Regulation*, is recorded on the Certificate of Qualification and Registration.

4. Foundations of Professional Practice

The *Foundations of Professional Practice* conveys a provincial vision of what it means to be a teacher in Ontario. This vision lies at the core of teacher professionalism. The *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* (Appendix 1) are the foundation for the development and implementation of the Additional Qualification course. These nine standards, as principles of professional practice, provide the focus for ongoing professional learning in the Additional Qualification Course: *Teaching Hairstyling and Aesthetics - Spa Services*. In addition, the *Professional Learning Framework for the Teaching Profession* is underpinned by the standards, articulates the principles on which effective teacher learning is based and acknowledges a range of options that promote continuous professional learning.

The ongoing enhancement of informed professional judgment, which is acquired through the processes of lived experience, inquiry and critical reflection, is central to the embodiment of the standards and the *Professional Learning Framework for the Teaching Profession* within this AQ course and professional practice.

The *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* serve as guiding frameworks that underpin professional knowledge, skills and experiences that teachers require in order to teach effectively within and contribute to an environment that fosters *respect, care, trust and integrity*.

Teacher Education Resources

The College has developed resources to support the effective integration of the standards within Additional Qualification courses. These teacher education resources explore the integration of the standards within professional practice through a variety of educative, research and inquiry-based processes. These resources can be found on the College web site:

<http://www.oct.ca/resources/categories/professional-standards-and-designation>

These teacher education resources support the development of professional knowledge, judgment and efficacy through critical reflective praxis. The lived experiences of Ontario educators are illuminated in these teacher education resources and serve as key supports for AQ courses.

5. Pedagogical Inquiry Framework

The pedagogical inquiry framework (Figure 4) for *Teaching Hairstyling and Aesthetics - Spa Services* supports a holistic, integrated, experiential and inquiry-based AQ course. This pedagogical inquiry framework supports the professional knowledge, judgment, critical pedagogies and practices of course candidates.



Figure 4: Pedagogical Inquiry Framework for *Teaching Hairstyling and Aesthetics - Spa Services*

A. The Ethical Standards for the Teaching Profession and the Standards of Practice for the Teaching Profession:

The *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* represent a collective vision of professional practice. At the heart of a strong and effective teaching profession is a commitment to students and their learning. Members of the Ontario College of Teachers, in their position of trust, demonstrate responsibility in their relationships with students, parents, guardians, colleagues, educational partners, other professionals, the environment and the public.

The holistic integration of the standards within all course components supports the embodiment of the collective vision of the teaching profession that guides professional knowledge, learning, and practice. The following principles and concepts support this holistic integration within the AQ course.

- understanding and embodying care, trust, respect and integrity

- fostering commitment to students and student learning
- integrating professional knowledge
- enriching and developing professional practice
- supporting leadership in learning communities
- engaging in ongoing professional learning.

Course candidates will continue to critically inquire into professional practices, pedagogies and ethical cultures through professional dialogue, collaborative reflection and the lenses of the *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession*.

B. Guiding Concepts for Pedagogical Inquiry

The following theoretical concepts are provided to facilitate the holistic design and implementation of this AQ course through pedagogical and professional inquiries.

This Additional Qualification course supports critical reflective inquiry and dialogue informed by the following concepts which will be critically explored through holistic and interrelated processes:

- critically exploring assumptions, beliefs and understandings associated with teaching and learning within the context of this AQ
- critically exploring the professional identity and practices associated with the views of teachers as co-inquirers, teacher scholars and teacher researchers working alongside student researchers in the co-creation of democratic, knowledge-rich learning environments
- critically exploring and interpreting Ontario's curriculum, policies, frameworks, strategies and guidelines related to the Broad Based Technology
- collaboratively examining and integrating the meaningful and respectful inclusion of First Nations, Métis and Inuit ways of knowing, cultures, histories and perspectives in teaching and learning processes as valid means to understand the world
- critically exploring multiple ways of knowing and being in community

- applying critical pedagogy as a theoretical foundation for the design, assessment and implementation of practices and/or programs
- critically exploring pedagogical processes and assessment and evaluation practices that link curriculum to student interests, strengths, inquiries, needs, resiliency, well-being and mental health
- critically examining processes, practices and policies to create and sustain holistic learning environments that nurture the intellectual, social, emotional, physical, linguistic, cultural, spiritual and moral development of the student
- engaging and collaborating with school personnel, parents/guardians, caregivers, the community, local business and industry as it relates to *Teaching Hairstyling and Aesthetics - Spa Services*
- critically exploring engagement processes and practices that foster collaboration with in-school personnel, parents/guardians and the community to support student learning, resiliency and well-being
- critically exploring and integrating a variety of resources, including technological and communication resources, to enhance professional knowledge in support of student learning, independence, well-being and agency
- critically exploring professional practice through ongoing collaborative inquiry, dialogue, reflection, innovation and critical pedagogy
- critically examining the ethical principles, ethical knowledge and ethical actions that contribute to collective ethical pedagogy and leadership
- critically exploring and integrating environmentally sustainable practices, policies and pedagogies
- critically examining processes to foster responsible and active environmental stewardship, social justice and democratic citizenship
- collaboratively exploring the co-construction of communities of inquiry committed to critical pedagogy, ongoing professional learning and collective professional efficacy
- critically exploring innovative practices for integrating information and communication technology to enhance teaching and learning
- critically examining the processes involved in creating and sustaining safe, healthy, equitable, holistic and inclusive learning environments that honour and respect diversity, facilitate student learning, foster student voice, encourage critical thinking and promote social justice

- critically examining qualitative and quantitative research associated with professional practices, policies and pedagogies in support of student learning, empowerment and agency
- critically exploring and integrating educational processes, practices and policies that support students' well-being, resiliency, efficacy and mental health
- critically exploring and integrating inclusive processes for fostering interprofessional collaboration that support the collaborative development and implementation of Individual Education Plans (IEPs) and Transition Plans for students
- critically examining processes, practices and policies that contribute to a school and/or system culture of inquiry that promotes openness to innovation, change, culturally inclusive pedagogies and the democratization of knowledge
- critically exploring and integrating emerging technologies that support *Teaching Hairstyling and Aesthetics - Spa Services*
- critically reflecting on health and safety risks associated with *Teaching Hairstyling and Aesthetics - Spa Services*
- critically applying knowledge and skills to create and maintain a safe learning environment that addresses program needs: curriculum, material handling, tool handling and equipment storage, supervision, safety standards and practices that are respectful of the environment
- collaboratively exploring and integrating technological literacy related to *Teaching Hairstyling and Aesthetics - Spa Services*
- designing and managing portfolios as well as developing written technical reports
- critically exploring and integrating mathematical literacy in *Teaching Hairstyling and Aesthetics - Spa Services*
- collaboratively exploring business management and entrepreneurial practices related to *Teaching Hairstyling and Aesthetics - Spa Services*
- collaboratively and critically inquiring into practice through reflection, active engagement and innovation
- critically reflecting on the various professional practices and career opportunities associated with *Teaching Hairstyling and Aesthetics - Spa Services*

- critically exploring and integrating differentiated instruction, universal design and experiential learning to support student growth and development.

C. Ontario Context: Curriculum, Policies, Legislation, Frameworks, Strategies and Resources

The Additional Qualification Course: *Teaching Hairstyling and Aesthetics - Spa Services* is aligned with current Ontario curriculum, relevant legislation, government policies, frameworks, strategies and resources. These documents inform the design, development and implementation of the Additional Qualification Course: *Teaching Hairstyling and Aesthetics - Spa Services* and can be viewed at www.edu.gov.on.ca.

Course candidates are also encouraged to critically explore the policies, practices and resources available at school and board levels that inform teaching and learning related to *Teaching Hairstyling and Aesthetics - Spa Services*.

D. Theoretical Foundations of Teaching Hairstyling and Aesthetics - Spa Services

The exploration of the following guiding concepts will be facilitated through holistic and interrelated inquiry processes:

- critically exploring various theoretical frameworks underpinning this AQ, the principles fundamental to these frameworks and their practical applications in supporting student learning
- critically exploring the relevance of critical pedagogy and constructivist theories as theoretical foundations for this AQ
- critically exploring current theoretical research, literature and scholarship related to this AQ
- critically exploring the *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* as theoretical foundations for teacher professionalism within the Additional Qualification Course: *Teaching Hairstyling and Aesthetics - Spa Services*
- critically reflecting on teaching practice and engaging in professional dialogue regarding the relationship between theory and practice, as well as between practice and theory
- critically exploring critical pedagogy that is committed to curriculum design using students' inquiry questions, passions and interests

- critically exploring theories of child and adolescent development
- critically exploring Ontario curriculum, resources and government policies, frameworks and strategies related to *Teaching Hairstyling and Aesthetics - Spa Services*
- critically exploring and integrating learning theories and the individual learning strengths, styles and needs of students
- critically and collaboratively inquiring into the dimensions associated with creating and sustaining safe, inclusive, accepting and engaging learning environments
- critically exploring and integrating holistic and inclusive educational programs that build on learners' abilities and empower them to reach their learning goals
- critically exploring the significance of relevant legislation including the Ontario Human Rights Code, Ontarians with Disabilities Act, and the Accessibility for Ontarians with Disabilities Act (AODA) and associated responsibilities of professional practice
- critically exploring teachers' legal obligations and ethical responsibilities according to current provincial legislation and practices
- critically exploring and integrating problem solving processes, methods and approaches as they relate to *Teaching Hairstyling and Aesthetics - Spa Services*
- critically exploring and integrating the fundamental technological concepts associated with *Teaching Hairstyling and Aesthetics - Spa Services*.

E. Program Design, Planning and Implementation

The exploration of the following guiding concepts will be facilitated through holistic and interrelated inquiry processes:

- critically exploring and deepening understanding of how the *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* can inform a program planning framework
- critically exploring the influence of society's diverse and changing nature on student learning, resiliency and well-being
- critically exploring and deepening understanding of program design, planning, development and implementation strategies and frameworks related to *Teaching Hairstyling and Aesthetics - Spa Services*

- critically exploring the philosophical underpinnings that strengthen teachers' professional efficacy to support curricular and interdisciplinary integration
- critically exploring various approaches to curricular integration through diverse planning models, content and resource development, pedagogical practices, and the implementation of equitable assessment and evaluation practices
- critically exploring and deepening understanding of differentiated instruction, universal design and the tiered approach in program planning, development and implementation
- critically exploring learning resources that support student learning and engagement (for example, print, visual and digital)
- critically exploring the types of secondary school pathways (including apprenticeship, college, university and workplace) and their relationship to students' post-secondary goals and career opportunities
- critically exploring how students' lived experiences, development, strengths, inquiries, interests and needs can inform program planning, development and implementation
- critically exploring the integration of culturally inclusive pedagogies within program design, planning and development
- critically exploring strategies that support learners' resiliency, well-being and mental health
- critically exploring planning and instructional processes that honour students' learning styles, strengths and experiences
- facilitating shared leadership in the implementation of local and provincial guidelines and policies that support safe and effective learning environments
- critically inspecting and reporting on the learning environment, facilities, equipment needs, resources and state of maintenance and repair for delivering *Teaching Hairstyling and Aesthetics - Spa Services*
- critically applying the theoretical foundations of *Teaching Hairstyling and Aesthetics - Spa Services* by incorporating the broad-based pedagogical approach that embeds problem solving and fundamental technological concepts
- fostering leadership and shared responsibility for the safe, ethical and legal use of technology in *Teaching Hairstyling and Aesthetics - Spa Services* programs

- critically exploring pedagogical documentation and utilizing a variety of assessment processes to inform program planning, support student learning and foster student engagement.

F. Learning Environments and Instructional Strategies

The exploration of the following guiding concepts will be facilitated through holistic and interrelated inquiry processes:

- critically exploring processes for the creation of inclusive and vibrant learning environments that reflect the *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession*
- creating and sustaining positive, ethical, equitable, accepting, inclusive, engaging and safe learning environments
- critically exploring processes for engaging all members of the community, supporting dialogue and collegiality and nurturing a sense of belonging
- critically exploring processes for fostering a collaborative community of empowered and engaged learners
- fostering engaging, trusting and inviting learning environments that promote student voice, leadership, critical inquiry and self-regulation
- critically exploring a variety of instructional strategies to support student learning, resiliency and well-being
- cultivating safe, ethical, legal and respectful practices in the use of information and communication technologies to support pedagogical practices
- critically exploring inclusive and innovative learning environments that integrate a variety of instructional strategies to respond the interests, strengths and needs of all learners (for example, universal design, experiential learning, differentiated instruction, inquiry and the tiered approach)
- critically exploring processes that engage students as active, democratic and global citizens in supporting environmental, social and economic sustainability
- critically exploring the professional identity, knowledge and leadership practices of educators as described in the *Ethical Standards for the Teaching Profession*, the *Standards of Practice for the Teaching Profession*, the

Professional Learning Framework for the Teaching Profession and the Foundations of Professional Practice

- fostering shared leadership and responsibility for the safe and effective management of a variety of technical learning environments
- promoting a shared commitment and responsibility towards planning, organizing and implementing effective health, safety, sanitation and environmental standards in the *Teaching Hairstyling and Aesthetics - Spa Services* facility
- cultivating a culture of shared leadership and responsibility towards facility design and maintenance practices as per industry standards
- fostering a culture of collective understanding and compliance with workplace health and safety legislation and standards related to *Teaching Hairstyling and Aesthetics - Spa Services*.

G. Reflecting, Documenting and Interpreting Learning

The exploration of the following guiding concepts will be facilitated through holistic and interrelated inquiry processes:

- critically exploring fair, equitable, transparent, valid and reliable assessment and evaluation methods that honour the dignity, emotional wellness and cognitive development of all students
- critically exploring feedback processes that empower and inspire students to positively reflect on and identify goals for their learning
- fostering an examination of feedback that engages students in the critical analysis and interpretation of the learning process
- critically exploring culturally inclusive processes for reflecting, documenting and interpreting learning
- critically exploring and integrating assessment, evaluation and reporting practices that align with the principles and processes of Ontario's curriculum, frameworks and policy documents
- critically exploring assessment practices for the following three purposes: to provide feedback to students and to adjust instruction (assessment *for* learning); to develop students' capacity to be independent, autonomous learners (assessment *as* learning); to make informed judgements about the quality of student learning (assessment *of* learning).

H. Shared Responsibility for Learning

The exploration of the following guiding concepts will be facilitated through holistic and interrelated inquiry processes:

- critically exploring a variety of effective communication and engagement strategies for authentic collaboration with parents/guardians, school/board personnel and community agencies
- fostering partnerships with parents/guardians that honour and value shared decision-making, advocacy and leadership
- critically and creatively exploring processes to encourage and honour student voice and identity in the learning process through shared decision-making and leadership
- critically exploring strategies and opportunities for professional collaboration that support student learning, resiliency, well-being and leadership
- critically exploring and openly addressing biases, discrimination and systemic barriers in order to support student learning, resiliency, well-being and inclusion
- critically exploring and analyzing positive, inclusive educational and professional cultures in which perspectives are freely-expressed and critically analyzed
- understanding and respecting the importance of shared responsibility and partnership that promote social and ecological justice as conveyed in the *Foundations of Professional Practice*
- collaboratively designing strategies for establishing links between the school community, industry and the *Teaching Hairstyling and Aesthetics - Spa Services* program
- critically exploring and integrating sector-specific learning opportunities in other curriculum areas
- critically exploring professional collaboration within interdisciplinary teams to support student learning, resiliency, self-advocacy and transitions.

I. Research, Professional Learning and the Scholarship of Pedagogy

The exploration of the following guiding concepts will be facilitated through holistic and interrelated inquiry processes:

- critically exploring and reflecting on past, current and evolving practices in *Teaching Hairstyling and Aesthetics - Spa Services*
- critically exploring professional practice through ongoing inquiry into theory and pedagogy/andragogy
- engaging in transformational professional learning through research, scholarship and leadership
- critically exploring critical pedagogy that integrates research and the scholarship of pedagogy/andragogy into teaching practice
- engaging in research and the scholarship of critical pedagogy/andragogy to advance communities of practice
- critically exploring knowledge-creation and mobilization to enhance professional practice and leadership.

6. Instructional Design and Practices in the Additional Qualification Course: Teaching Hairstyling and Aesthetics - Spa Services

The instructional design and practices (Figure 5) employed in this AQ course reflect adult learning theories, effective andragogical processes and experiential learning methods that promote critical reflection, dialogue and inquiry.

Candidates collaboratively develop with course instructors the specific learning inquiries, learning experiences, holistic integration processes, and forms of assessment and evaluation that will be used throughout the course.

In the implementation of this Additional Qualification course, instructors **facilitate** andragogical processes that are relevant, meaningful and practical to provide candidates with inquiry-based learning experiences related to program design, planning, instruction, pedagogy, integration, and assessment and evaluation. The andragogical processes include but are not limited to: experiential learning, role-play, simulations, journal writing, self-directed projects, independent study, small group interaction, dialogue, action research, inquiry, pedagogical documentation, collaborative learning, narrative, case methodologies and critical reflective praxis.

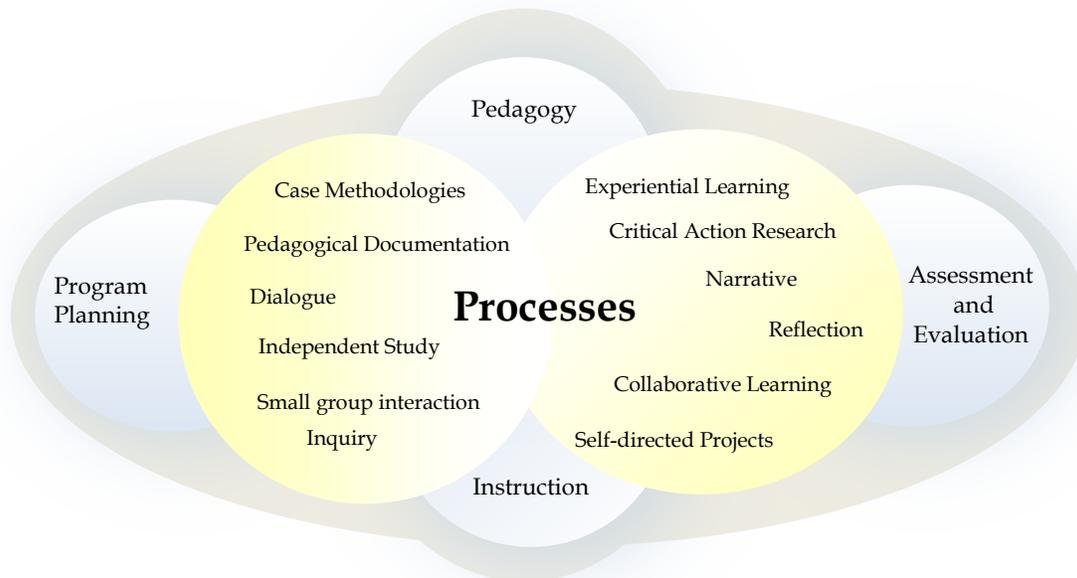


Figure 5: Instructional Processes

Instructors **embody** the *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession*, honour the principles of adult learning, respect candidates' experience, recognize prior learning, integrate culturally inclusive practices and respond to individual inquiries, interests and needs. Important to the course are opportunities for candidates to create support networks, receive feedback from colleagues and instructors and share their learning with others. Opportunities for professional reading, reflection, dialogue and expression are also integral parts of the course.

Instructors **model** critical inquiry, universal design and differentiated instruction and assessment practices that can be replicated or adapted in a variety of classroom settings.

Experiential Learning

Candidates will be provided with opportunities to engage in experiential learning related to key concepts and aspects of *Teaching Hairstyling and Aesthetics - Spa Services* as collaboratively determined by both the instructor and course candidates. The intent of the experiential learning opportunities is to support the application and integration of practice and theory within the authentic context of teaching and learning. Candidates will also engage in critical reflection and analysis of their engagement in experiential learning opportunities and inquiries related to *Teaching Hairstyling and Aesthetics - Spa Services*. The professional

judgment, knowledge, skills, efficacy and pedagogical practices of candidates will be enhanced and refined through experiential learning and critical inquiry.

The College's standards-based resources help to support experiential learning through various professional inquiry processes. These can be found at: <http://www.oct.ca/resources/categories/professional-standards-and-designation>

7. Assessment and Evaluation of Candidates

At the beginning of the course, candidates will collaboratively develop with course instructors the specific learning inquiries, learning experiences, and forms of assessment and evaluation that will be used throughout the course. Instructors will provide opportunities for regular and meaningful feedback regarding candidates' progress throughout the course.

A balanced approach to candidate assessment and evaluation is used. It includes the combination of self, peer and mutual (instructor and candidate) assessment, as well as instructor evaluation. The assessment and evaluation strategies reflect effective, collaborative and inquiry-based practices. A variety of assessment approaches will be used that enable candidates to convey their learning related to course inquiries. The course provides opportunities for both formative and summative assessment and evaluation.

Central to candidates enrolled in Additional Qualification courses is the opportunity to be engaged in relevant and meaningful inquiries. Assignments, artefacts and projects enable candidates to make connections between theory and practice. At the same time, assignments also allow candidates flexibility, choice and the opportunity to design individual inquiry opportunities.

Learning processes support an in-depth exploration of concepts and inquiries. These processes occur over the duration of the course and are reflective of critical thinking and reflection as the candidate gains knowledge and skills over the duration of the course.

The evaluation practices will also support significant and in-depth critical inquiries utilizing a variety of processes over the duration of the course. These inquiry-based assessment processes provide opportunities for candidates to illustrate a depth of professional knowledge, skills, pedagogies, ethical practices and instructional leadership.

A final culminating experience in the course is recommended. This synthesis experience will reflect the in-depth knowledge and understanding gained as a result of engagement in this AQ. It will also include critical reflections and an analysis of a candidate's learning over time.

The following processes are provided to guide assessment practices within this AQ course and are reflective of experiential learning and critical pedagogies. This list is not exhaustive.

<p>a) Pedagogical Leadership: co-constructing, designing and critically assessing culturally inclusive learning opportunities that integrate student voice, strengths, interests and needs. The learning opportunities will incorporate a variety of technologies and resources and are reflective of Ministry of Education curriculum</p> <p>b) Pedagogical Portfolio: creating a professional portfolio that critically analyzes teaching and learning philosophies, assumptions, practices and pedagogies designed to inform ethical and democratic learning environments</p> <p>c) Pedagogical Documentation: assembling visible records (for example, written notes, photos, videos, audio recordings, artefacts and records of students' learning) that enable teachers, parents and students to discuss, interpret and reflect upon the learning process</p> <p>d) Critical Action Research: engaging in individual and/or collaborative action research that is informed by the critical exploration of various action research approaches</p> <p>e) Case Inquiry: critically reflecting on and inquiring into professional practice through case writing and/or case discussion</p> <p>f) Transition Plan: critically reflecting on and analyzing a student transition plan and generating recommendations for enhancement</p>	<p>g) Narrative Inquiry: collaboratively and critically analyzing narratives of teaching and learning through a number of lenses (for example, professional identity, professional efficacy, ethical leadership and critical pedagogies) utilizing the processes of narrative writing and/or narrative discussion</p> <p>h) Innovative Learning Experience: designing and facilitating an engaging, innovative learning experience that reflects differentiated instruction, universal design and the tiered approach</p> <p>i) IEP Development: collaboratively developing an IEP with the family, student and school team</p> <p>j) Partnership Plan: designing a comprehensive plan that engages students, families and the school and local communities in collaborative partnerships that support student learning, growth, resiliency and well-being</p> <p>k) Critical Reflection: critically analyzing educational issues associated with this AQ utilizing scholarly research through multiple representations (for example, narratives, written documentation, images or graphics)</p> <p>l) Visual Narrative: creating a visual narrative (for example, digital story) that helps to support the collective professional identity of the teaching profession and advances professional knowledge and pedagogy.</p>
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8. Demonstrated Knowledge and Skill in Teaching Hairstyling and Aesthetics – Spa Services

Successful candidates will be able to demonstrate technical knowledge and skill in the following:

The Physiology of the Hair, Skin and Nails	
Technical Knowledge (Fundamentals/Foundations)	Technical Proficiencies (Skill Proficiencies)
<p>Be able to demonstrate an understanding of:</p> <ul style="list-style-type: none"> ▪ the physiological properties of hair, skin and nails, for example, <ul style="list-style-type: none"> - cycles of hair growth - layers of the skin - sensation - cross section of the nail. <p>Be able to recognize and identify:</p> <ul style="list-style-type: none"> ▪ associated terminology to distinguish the properties of the hair, skin and nails (for example, hair anagen, telogen, catagen, skin-sebum, melanin, epidermis, nails-keratin, onyx). <p>Be able to identify and describe:</p> <ul style="list-style-type: none"> ▪ symptoms and treatments for diseases and disorders of the skin and nails (for example, skin-boils, acne, rosacea, nails-hangnail, wavy ridges, fungus, ingrown nail [onychocryptosis]). 	<p>Be able to recognize and locate:</p> <ul style="list-style-type: none"> ▪ various physiological aspects of the skin, hair and nails using correct terminology, on a diagram, chart, human, for example, <ul style="list-style-type: none"> - epidermis - dermis - cross section of the nail root, matrix, lunula. <p>Be able to customize skin analysis procedures to identify and advise clients about:</p> <ul style="list-style-type: none"> ▪ disorders and diseases of the skin and nails and recommend appropriate treatment, for example, <ul style="list-style-type: none"> - lesions - cysts - pustules - tinea pedis - onychophagy.
Chemical Components and Related Issues	
Technical Knowledge (Fundamentals/Foundations)	Technical Proficiencies (Skill Proficiencies)
<p>Be able to demonstrate an understanding of:</p> <ul style="list-style-type: none"> ▪ pH and its effects ▪ the role of pH values in skin care and nail 	<p>Be able to competently:</p> <ul style="list-style-type: none"> ▪ select and apply appropriate product(s) to suit the client's needs.

<p>care products, for example,</p> <p><u>Skin products</u></p> <ul style="list-style-type: none"> - cleansers - toners - moisturizers - masks <p><u>Nail products</u></p> <ul style="list-style-type: none"> - ultraviolet (UV) gels - artificial nails - nail polish remover <p><u>Hair</u></p> <ul style="list-style-type: none"> - depilatories - skin-skin care products <ul style="list-style-type: none"> ▪ issues related to chemical components found in products used in aesthetics ▪ common chemical ingredients that may trigger allergic reactions (for example, organic/natural, hypoallergenic cosmetics) ▪ cause and effect of product use on the hair, skin and nails. 	<p>Be able to interpret:</p> <ul style="list-style-type: none"> ▪ the difference between common ingredients used in the cosmetic field ▪ ingredients that may cause allergic reactions and sensitivities, for example, <ul style="list-style-type: none"> - Canadian cosmetics - toiletries - fragrance association website - Health Canada website. <p>Be able to test:</p> <ul style="list-style-type: none"> ▪ pH on a variety of spa merchandise using Litmus strips to show the difference between alkalinity and acidity in common skin care products.
Business Practices and Strategies	
Technical Knowledge (Fundamentals/Foundations)	Technical Proficiencies (Skill Proficiencies)
<p>Be able to demonstrate an understanding of:</p> <ul style="list-style-type: none"> ▪ behaviours, attitudes and skills that are important for successful employment in the aesthetics industry, for example, <ul style="list-style-type: none"> - commitment to the job - high standard of performance ▪ visual display techniques that are used to attract clients, for example, <ul style="list-style-type: none"> - window/display cases - holiday and theme promotions. <p>Be able to identify and describe:</p> <ul style="list-style-type: none"> ▪ business and entrepreneurial procedures involved in operating or opening a spa, for example, <ul style="list-style-type: none"> - developing a business plan - registering the business 	<p>Be able to research, develop and implement:</p> <ul style="list-style-type: none"> ▪ an advertising plan to attract new and current clientele ▪ a plan for opening a new spa. <p>Be able to demonstrate:</p> <ul style="list-style-type: none"> ▪ proficiency in a wide range of skills in a spa setting, for example, <ul style="list-style-type: none"> - teamwork - initiative - communications - problem resolution.

<ul style="list-style-type: none"> - inventory - insurance. 	
Literacy	
Technical Knowledge (Fundamentals/Foundations)	Technical Proficiencies (Skill Proficiencies)
<p>Be able to demonstrate and understanding of:</p> <ul style="list-style-type: none"> ▪ business operations ▪ organizational record keeping skills ▪ manufacturers' directions ▪ Workplace Hazardous Materials Information System (WHMIS) ▪ Ministry of Training, Colleges and Universities (MTCU) Standards ▪ Occupational Health and Safety Act (OHSA) ▪ Passport to Safety ▪ technical product and tool literacy ▪ procedures and treatment protocols ▪ client record cards ▪ release statements ▪ appointment booking and charting. <p>Be able to analyze and interpret:</p> <ul style="list-style-type: none"> ▪ Workplace Hazardous Materials Information System WHMIS labels ▪ Material safety data sheets (MSDS) Sheets ▪ product ingredients/labels. <p>Demonstrate an understanding of:</p> <ul style="list-style-type: none"> ▪ essential skills that are important for success in the aesthetics industry as identified in the Ontario Skills Passport, for example, <ul style="list-style-type: none"> - reading text - writing documents - oral communications - computer use. 	<p>Be able to apply and use literacy skills to:</p> <ul style="list-style-type: none"> ▪ complete a client intake, release and consultation process ▪ follow manufacturer's instructions correctly ▪ utilize correct and key terminology proficiently when providing spa services for clients ▪ develop a process for scheduling a variety of spa services using an appointment book or appropriate spa software. <p>Be able to document:</p> <ul style="list-style-type: none"> ▪ client intake ▪ client consultation cards ▪ client consultation / waiver / release form, for example, <ul style="list-style-type: none"> - name - address - allergies - client wishes - client history.

Numeracy	
Technical Knowledge (Fundamentals/Foundations)	Technical Proficiencies (Skill Proficiencies)
<p>Be able to recognize and explain:</p> <ul style="list-style-type: none"> ▪ the importance of mathematical skills used in the aesthetics industry, for example, <ul style="list-style-type: none"> - measurement - business calculations - inventory - commissions - pricing - budgeting - money-management - record keeping skills - commissions - tips - taxes - retail transactions - appointments - inventory. 	<p>Be able to proficiently demonstrate and manage:</p> <ul style="list-style-type: none"> ▪ accurate measurements when combining ingredients for spa services (for example, specialized facial masks) ▪ daily business practices.
Performing Salon Services	
Technical Knowledge (Fundamentals/Foundations)	Technical Proficiencies (Skill Proficiencies)
<p>Be able to identify and describe:</p> <ul style="list-style-type: none"> ▪ materials, tools and products to perform a spa service, for example, <ul style="list-style-type: none"> - proper manicure table set up - proper facial bed set up - cuticle nippers - steamer ▪ a working knowledge of products, techniques, and tools to perform aesthetic services, for example, <ul style="list-style-type: none"> - the five basic nail shapes - additional add on services - differentiate between temporary and permanent hair removal methods. <p>Be able to summarize and analyze:</p> <ul style="list-style-type: none"> ▪ specific spa service(s) that provide the 	<p>Be able to competently:</p> <ul style="list-style-type: none"> ▪ perform a variety of spa services including; <ul style="list-style-type: none"> - advanced spa manicures (including scrub, mask, French polish application, paraffin) - waxing (including cold and warm techniques) - facial treatments (skin analysis, cleanse, tone, exfoliate, steam, extract, masque, massage) ▪ select and use appropriate tools, products and techniques, for example, <ul style="list-style-type: none"> - hair removal method - callous softener - steamer ▪ to deliver the most effective service with

most suitable services for the client.	proficiency to meet the client's needs.
Creating Designs	
Technical Knowledge (Fundamentals/Foundations)	Technical Proficiencies (Skill Proficiencies)
<p>Be able to demonstrate an understanding of:</p> <ul style="list-style-type: none"> ▪ elements of design to plan an aesthetics service (for example, nail art) ▪ aesthetic fashion trends ▪ culturally based styles/products (for example, henna into a design). <p>Be able to propose, plan and explain:</p> <ul style="list-style-type: none"> ▪ aesthetic service(s) for clients, for example, <ul style="list-style-type: none"> - nail art - specialized facial treatment - spa manicure / pedicure ▪ a design process to create increasingly complex services for various situations, for example, <ul style="list-style-type: none"> - competitions - special occasion - special event - client request. 	<p>Be able to recommend, select and deliver:</p> <ul style="list-style-type: none"> ▪ a variety of designs to meet the individual needs of clients ▪ spa services to diverse clientele ▪ a plan for clients showcasing an array of designs suitable for: <ul style="list-style-type: none"> - competitions - seasonal occasions - special events - individualized requests: glamour, fantasy, classic, and/or culturally - specific. <p>Be able to accurately follow:</p> <ul style="list-style-type: none"> ▪ scopes to complete complex design processes and directions that meet the industry standard skill set.
Meeting the Needs of Clients	
Technical Knowledge (Fundamentals/Foundations)	Technical Proficiencies (Skill Proficiencies)
<p>Be able to identify and describe:</p> <ul style="list-style-type: none"> ▪ the client consultation process ▪ skin characteristics of individual clients ▪ appropriate products and services to meet each client's needs ▪ advising clients on home care and preventive measures for the treatment of skin and nail abnormalities ▪ client history ▪ a plan for service. 	<p>Be able to demonstrate:</p> <ul style="list-style-type: none"> ▪ effective communication with the client(s), co-workers, clientele and spa managers, for example, <ul style="list-style-type: none"> - using active listening techniques - asking questions to clarify client's expressed wishes - attentively listening and being fully present while the client is speaking - being attuned to culturally distinct communication styles ▪ the ability to resolve any issues in a

	<p>professional manner</p> <ul style="list-style-type: none"> ▪ constructive conflict management strategies and problem-solving skills when interacting with clients or co-workers in problematic situations ▪ the client consultation process ▪ a plan for service. <p>Be able to develop:</p> <ul style="list-style-type: none"> ▪ a plan to advise clients on proper homecare products to maximize their service.
Professional Practices	
Technical Knowledge (Fundamentals/Foundations)	Technical Proficiencies (Skill Proficiencies)
<p>Be able to recognize and demonstrate an understanding of:</p> <ul style="list-style-type: none"> ▪ behaviours, attitudes, and skills that are important for successful employment in the aesthetics industry, for example, <ul style="list-style-type: none"> - professional appearance and dress - task management skills - interpersonal skills - respect for confidentiality - commitment to anti-discriminatory practices - conflict resolution skills - commitment to the job and to a high standard of performance. <p>Be able to identify and describe:</p> <ul style="list-style-type: none"> ▪ legal and business implications of non-compliance with the professional ethics requirements industry, for example, <ul style="list-style-type: none"> - loss of business - loss of reputation - potential lawsuits for violating privacy laws ▪ the purpose and importance of a client consultation and waiver form, for example, 	<p>Be able to:</p> <ul style="list-style-type: none"> ▪ model professional behaviour through performance tasks, role playing, dressing professionally, communicating effectively with co-workers and clientele, and keeping current with the latest industry practices ▪ engage in professional activities to keep informed about the most current practices in the industry, for example, <ul style="list-style-type: none"> - read current professional literature - join professional associations.

<ul style="list-style-type: none"> - name - address - allergies - current products - client wishes. <p>Be able to demonstrate:</p> <ul style="list-style-type: none"> ▪ utilizing diverse communication strategies to respectfully honour and respond to all individuals. 	
Maintaining a Safe and Healthy Work Environment	
Technical Knowledge (Fundamentals/Foundations)	Technical Proficiencies (Skill Proficiencies)
<p>Be able to demonstrate an understanding of:</p> <ul style="list-style-type: none"> ▪ procedures for maintaining a safe and productive work practice(s), for example, <ul style="list-style-type: none"> - using a checklist to keep track of tools and equipment - developing and following routines/protocols for the correct use of spa equipment ▪ safe and sanitary work practices to prevent the spread of pathogens ▪ protecting their own and others' health, for example, <ul style="list-style-type: none"> - sanitize - disinfect - sterilize implements and equipment - wear appropriate clothing. <p>Be able to identify and report:</p> <ul style="list-style-type: none"> ▪ emergency situations that might occur in a spa setting, for example, <ul style="list-style-type: none"> - burns - cuts - allergic reactions, - epileptic seizures - diabetic shock ▪ health and safety certification and training that are appropriate for the aesthetics 	<p>Be able to:</p> <ul style="list-style-type: none"> ▪ implement the use of safe and sanitary practices to protect yourself and the client ▪ maintain a high level of sanitation following manufacturer's instructions to meet industry standards ▪ create a daily checklist to ensure all tools have been properly disinfected and stored ▪ manage emergency situations by following proper protocol ▪ handle products correctly, ▪ practice good posture and apply ergonomic principles, ▪ wash hands frequently ▪ use deodorant regularly.

industry for example, <ul style="list-style-type: none"> - First aid - Cardiopulmonary resuscitation (CPR) - Workplace Hazardous Materials Information System (WHMIS). 	
Industry Practices and the Environment	
Technical Knowledge (Fundamentals/Foundations)	Technical Proficiencies (Skill Proficiencies)
<p>Be able to explain and describe:</p> <ul style="list-style-type: none"> ▪ environmental and health issues related to various products used in the aesthetics industry, for example, <ul style="list-style-type: none"> - biodegradable products and containers - the need for proper ventilation - the need for warnings/controls for toxic ingredients - recycling and responsible disposal of waste from spa operations - sustainable purchasing practices for the aesthetics industry (for example, products with natural ingredients). 	<p>Be able to:</p> <ul style="list-style-type: none"> ▪ adapt environmentally friendly ways of disposing of products, packaging and recycling ▪ use environmentally friendly/natural/green products.
Industry Practices and the Society	
Technical Knowledge (Fundamentals/Foundations)	Technical Proficiencies (Skill Proficiencies)
<p>Be able to:</p> <ul style="list-style-type: none"> ▪ summarize why aesthetic services are important to society ▪ identify ways in which social and cultural factors affect the industry. <p>Be able to identify:</p> <ul style="list-style-type: none"> ▪ the role that the aesthetics industry plays in increasing people’s self-esteem and wellbeing, for example, <ul style="list-style-type: none"> - good personal grooming and hygiene - self confidence - reducing stress, at various stages of life, for example, <ul style="list-style-type: none"> ○ child 	<p>Be able to compare:</p> <ul style="list-style-type: none"> ▪ how spa services vary in society and in different cultural groups ▪ the impact that spa services can have on individuals during various stages of life ▪ how spa services are utilized by different cultures. <p>Be able to implement:</p> <ul style="list-style-type: none"> ▪ a variety of spa services for a diverse cultural clientele.

<ul style="list-style-type: none"> ○ preteen ○ teenager ○ young/middle aged adult ○ senior <ul style="list-style-type: none"> ▪ identify culturally linked fashion preferences or restrictions in aesthetics, for example, <ul style="list-style-type: none"> - eyebrow style - hair removal. 	
Health and Safety	
Technical Knowledge (Fundamentals/Foundations)	Technical Proficiencies (Skill Proficiencies)
<p>Be able to identify and describe:</p> <ul style="list-style-type: none"> ▪ laws, regulations, and regulatory bodies that govern the aesthetics industry. <p>Be able to identify:</p> <ul style="list-style-type: none"> ▪ health and safety standards related to the use of aesthetics equipment, materials and techniques ▪ the maintenance of a safe work environment. 	<p>Be able to:</p> <ul style="list-style-type: none"> ▪ apply health and safety standards, for example, <ul style="list-style-type: none"> - safe and sanitary work practices - preventative measures to help prevent the spread of pathogens - appropriate measures to protect their own and others' health (for example, sanitize, disinfect and/or sterilize implements and equipment, wear appropriate clothing - safe handling of products, tools and equipment - good posture practices - ergonomic principles - personal hygiene measures - apply certified practices for First Aid / Cardiopulmonary resuscitation (CPR) / Automatic External Defibrillator (AED) Training.
Career Opportunities	
Technical Knowledge (Fundamentals/Foundations)	Technical Proficiencies (Skill Proficiencies)
<p>Be able to identify and describe:</p> <ul style="list-style-type: none"> ▪ a variety of career opportunities ▪ related training and education requirements in the aesthetics industry. 	<p>Be able to differentiate:</p> <ul style="list-style-type: none"> ▪ between certification, and postsecondary entry requirements related to careers in the aesthetics industry, for example, <ul style="list-style-type: none"> - college programs

<p>Be able to explain:</p> <ul style="list-style-type: none">▪ why having a current portfolio is important for career development.	<ul style="list-style-type: none">- private career college programs. <p>Be able to create and maintain:</p> <ul style="list-style-type: none">▪ an up to date portfolio that includes pieces of work and other materials that provide evidence of their skills and achievements in aesthetics, for example,<ul style="list-style-type: none">- Ontario Skills Passport- before and after photos- up to date courses.
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Appendix 1

The *Ethical Standards for the Teaching Profession*

The *Ethical Standards for the Teaching Profession* represent a vision of professional practice. At the heart of a strong and effective teaching profession is a commitment to students and their learning. Members of the Ontario College of Teachers, in their position of trust, demonstrate responsibility in their relationships with students, parents, guardians, colleagues, educational partners, other professionals, the environment and the public.

The Purposes of the Ethical Standards for the Teaching Profession are:

- to inspire members to reflect and uphold the honour and dignity of the teaching profession
- to identify the ethical responsibilities and commitments in the teaching profession
- to guide ethical decisions and actions in the teaching profession
- to promote public trust and confidence in the teaching profession.

The Ethical Standards for the Teaching Profession are:

Care

The ethical standard of *Care* includes compassion, acceptance, interest and insight for developing students' potential. Members express their commitment to students' well-being and learning through positive influence, professional judgment and empathy in practice.

Respect

Intrinsic to the ethical standard of *Respect* are trust and fair-mindedness. Members honour human dignity, emotional wellness and cognitive development. In their professional practice, they model respect for spiritual and cultural values, social justice,

confidentiality, freedom, democracy and the environment.

Trust

The ethical standard of *Trust* embodies fairness, openness and honesty. Members' professional relationships with students, colleagues, parents, guardians and the public are based on trust.

Integrity

Honesty, reliability and moral action are embodied in the ethical standard of *Integrity*. Continual reflection assists members in exercising integrity in their professional commitments and responsibilities.

The Standards of Practice for the Teaching Profession

The *Standards of Practice for the Teaching Profession* provide a framework of principles that describes the knowledge, skills, and values inherent in Ontario's teaching profession. These standards articulate the goals and aspirations of the profession. These standards convey a collective vision of professionalism that guides the daily practices of members of the Ontario College of Teachers.

The Purposes of the Standards of Practice for the Teaching Profession are:

- to inspire a shared vision for the teaching profession
- to identify the values, knowledge and skills that are distinctive to the teaching profession
- to guide the professional judgment and actions of the teaching profession
- to promote a common language that fosters an understanding of what it means to be a member of the teaching profession.

The Standards of Practice for the Teaching Profession are:

Commitment to Students and Student Learning

Members are dedicated in their care and commitment to students. They treat students equitably and with respect and are sensitive to factors that influence individual student learning. Members facilitate the development of students as contributing citizens of Canadian society.

Professional Knowledge

Members strive to be current in their professional knowledge and recognize its relationship to practice. They understand and reflect on student development, learning theory, pedagogy, curriculum, ethics, educational research and related policies and legislation to inform professional judgment in practice.

Professional Practice

Members apply professional knowledge and experience to promote student learning. They use appropriate pedagogy, assessment and evaluation,

resources and technology in planning for and responding to the needs of individual students and learning communities.

Members refine their professional practice through ongoing inquiry, dialogue and reflection.

Leadership in Learning Communities

Members promote and participate in the creation of collaborative, safe and supportive learning communities. They recognize their shared responsibilities and their leadership roles in order to facilitate student success. Members maintain and uphold the principles of the ethical standards in these learning communities.

Ongoing Professional Learning

Members recognize that a commitment to ongoing professional learning is integral to effective practice and to student learning. Professional practice and self-directed learning are informed by experience, research, collaboration and knowledge.