

Competency Standards

for

Beauty Therapy (Level 1)

National Vocational & Technical Training Commission Islamabad

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Competency Standards

Beauty Therapy

These competency Standards cover the beauty therapy trade and include a total of 86 competencies (Core and functional), they cover 10 key functions, Manage the salon, health and hygiene, skin and beauty care, massage therapy, basic and treatment facials, manicure and pedicure, makeup, hair care and designing, professionalism and entrepreneurship development, of beauty therapy trade.

Title A: Manage the Salon

Overview: Able to manage Salon well lit, ventilated, infection free, hygienic, timely operational, clean and skill fully.

Competency Unit	Performance Criteria	Knowledge and Understanding
<p>A-1: Manage time effectively</p> <p>This unit covers the skills and knowledge required for the individual in the beauty & personal care industry to use time effectively and efficiently and be able to set the right priorities as per nature of work.</p>	<p>P-1 Perform a given task on time according to the defined methodology/salon standards and quality plan of the salon and standard time for each service</p> <p>P-2 Set work priorities according to salon requirements and workflow</p> <p>P-3 Formulate time schedule with duration required for each service to be rendered like facial, waxing, bleaching etc</p>	<p>K-1 Importance of punctuality in the workplace</p> <p>K-2 Describe standard service times according to industry standards</p> <p>K-3 Describe time management plans according to salon requirements and workflow</p> <p>K-4 Explain time schedule, describing duration for each service</p>
<p>A-2: Communicate effectively in a workplace.</p> <p>This unit covers the skills and knowledge required for effective communication with the colleagues and customers in a professional manner.</p>	<p>P-1 Communicate effectively within the rules of the workplace/salon while interacting with team members, management.</p> <p>P-2 Apply verbal and non-verbal communication skills effectively to convey messages clearly and respond to guests/customers and team members' queries.</p> <p>P-3 Listen/receive and interpret information from clients / colleagues / management correctly for reporting in</p>	<p>K-1 Describe salon's rules regarding communication.</p> <p>K-2 Importance of effective communication skills including listening skills.</p> <p>K-3 Describe work place and profession (Beauty therapy) related vocabulary.</p>

	<p>written or oral form.</p> <p>P-4 Communicate with problematic guests/customers calmly and professionally.</p> <p>P-5 Use appropriate workplace language and related technical vocabulary.</p> <p>P-6 Communicate information regarding the salon services</p>	
<p>A-3: Work in a team.</p> <p>This unit covers the skills and knowledge required in building and maintaining teamwork for an effective relationship with colleagues and salon staff. Strong team work is a key to business development and a positive attitude is crucial for smooth operation.</p>	<p>P-1 Support and promote team spirit and motivation.</p> <p>P-2 Perform work according to assigned roles and responsibilities.</p> <p>P-3 Work within a team hierarchy according to task delegation.</p> <p>P-4 Handle contingencies with the team members.</p> <p>P-5 Support team discipline procedures.</p>	<p>K-1 Importance of team work.</p> <p>K-2 Explain the advantages of teamwork to achieve organization goals.</p>
<p>A-4: Procure salon furniture, tools, equipment and products.</p> <p>This unit describes the skills and knowledge required to select suitable furniture, tools, equipment and beauty products after market research with respect to quality and prices.</p>	<p>P-1 Prepare a list of items required for the salon such as furniture, tools, equipment and beauty product.</p> <p>P-2 Prepare a time line for buying each item (short, middle and long term planning) with respect to its demand and need.</p> <p>P-3 Ensure by matching with interior design of salon.</p> <p>P-4 Conduct market research with respect to quality and price per item.</p> <p>P-5 Decide best and price worth product without</p>	<p>K-1 Describe different tools and equipment required for beauty therapy.</p> <p>K-2 Importance of time line plan according to demand and need of items.</p> <p>K-3 Importance of Interior design and color pallet for procurement of salon furniture, tools and equipment.</p> <p>K-4 Importance of operational manuals of machines like Facial machine, Foot spa, Facial steamer and waxing heaters.</p>

	<p>compromising quality.</p> <p>P-6 Procure listed items.</p> <p>P-7 Manage daily, weekly and monthly maintenance of equipment and tools (especially of all electrical equipment).</p> <p>P-8 Manage required repair to avoid inconvenience during treatments.</p> <p>P-9 Maintain UPS/ and or generators for constant flow of electricity.</p>	<p>K-5 Describe safety measures and taking out wires from electric sockets to avoid accidents like fire.</p> <p>K-6 Explain the procedure of storing machinery to reuse after properly cleaning.</p> <p>K-7 Importance of customer needs and comfort.</p>
<p>A-5: Make appointments and promote products and services.</p> <p>This unit describes the skills and knowledge required for taking appointments by the receptionist. This unit also involves knowledge and skills to promote services, products and deals to clients.</p>	<p>P-1 Listen to the service requirement of the client with attention and the preferred appointment date & time.</p> <p>P-2 Check the availability of services in terms of date and time.</p> <p>P-3 Inform the client about availability of date & time & fill in the appointment diary accordingly.</p> <p>P-4 Inform clients of any change in the appointment, with reasons, and adjust appointment as necessary.</p> <p>P-5 Display promotional material about the products and services at the reception area for customers.</p> <p>P-6 Communicate the price or service/product information to the client in a convincing manner for getting new clients and retaining the existing clients.</p> <p>P-7 Record/ register customers' comments.</p> <p>P-8 Make appointments of Client keeping in view availability of time on specific days and dates, especially</p>	<p>K-1 Importance of regional languages to communicate easily with clients.</p> <p>K-2 Describe standard times for different services according to industry standards.</p> <p>K-3 Importance of updating of appointment diary.</p> <p>K-4 Importance of promotional material and deals.</p> <p>K-5 Explain Prices of different beauty therapy services and products according to industry standards.</p>

	<p>on the occasions of Eid or busy week ends in wedding seasons.</p> <p>P-9 Maintain diary for appointments of Clients.</p>	
<p>A-6: Maintain client's record.</p> <p>This unit describes the skills and knowledge required in taking, keeping and maintaining client records with respect to previous beauty-care services taken and also a brief personal medical history such as allergies, heart problems and asthma etc. Client record information helps in planning and designing suitable treatment procedures for the client.</p>	<p>P-1 Obtain and record the required information from a new client on client record card by asking questions about their medical history and beauty and personal care services previously availed.</p> <p>P-2 Update the client record card of an existing customer.</p> <p>P-3 Analyze the information obtained from the client and suggest suitable treatment procedures and services.</p> <p>P-4 Record the results of procedures applied to the client, the responses and reactions for analysis and plan future treatment course for the client.</p>	<p>K-1 Explain common health ailments and their impact on any beauty treatment procedures.</p> <p>K-2 Explain contra-indications to various beauty clinic treatments.</p> <p>K-3 Describe basic remedies to safeguard the client from adverse effects of a treatment.</p> <p>K-4 Explain the system of record keeping.</p> <p>K-5 Importance of consultation form.</p>
<p>A-7: Maintain workplace security.</p> <p>This unit describes the skills and knowledge for dealing with maintaining security of the workplace including staff, workplace equipment and visiting clients.</p>	<p>P-1 Conduct a security evaluation of the premises.</p> <p>P-2 Develop an emergency plan and protocols (evacuation, calling emergency services, theft etc)</p> <p>P-3 Hire security services including security personnel with related equipment (security cameras, monitoring equipment, sensors and weapons etc.)</p> <p>P-4 Identify and Follow fire and evacuation procedures in simulated conditions.</p>	<p>K-1 Explain hiring procedures for security services for the workplace.</p> <p>K-2 Explain fire and evacuation procedures: raising alarm, alarm types, staff responsibilities, alarms, fire doors, firefighting equipment, first aid points, fire exits, evacuation procedures.</p> <p>K-3 Explain hazards and risks: Trailing wires, faulty electrical equipment, slippery surfaces, obstructions to access and egress.</p>

	<p>P-5 Deal with hazards within own area of responsibility following salon policy</p> <p>P-6 Follow salon policy for security</p>	<p>K-4 Importance of maintaining the security of belongings/ importance and need of security guard etc.</p>
<p>A-8: Maintain revenue and expenses of salon.</p> <p>This unit describes the skills and knowledge required to record transactions with clients, issue expense vouchers and handle of cash or equivalents.</p>	<p>P-1 Record transactions with clients by issuing bill of services.</p> <p>P-2 Receive cash from clients for the services availed at the salon as per price list / discounts offered.</p> <p>P-3 Record the name of the salon staff who dealt with the client.</p> <p>P-4 Issue expense vouchers for daily purchases of salon supplies / other material</p> <p>P-5 Receive payment through cheques and forward to the accountant.</p> <p>P-6 Make purchase from local market on emergency basis in case any material or product is exhausted to give uninterrupted services to Client.</p> <p>P-7 Take voucher of expenses incurred and placing in proper file subsequently handing over to management.</p>	<p>K-1 Importance of management policy regarding billing to customers & daily expenses.</p> <p>K-2 Importance of basic mathematics for generating invoice for the services as per price list</p> <p>K-3 Explain the importance of discount packages.</p> <p>K-4 Describe stock details of products and knowhow of ordering short items found in stock.</p> <p>K-5 Explain the basics of cash handling.</p>
<p>A-9: Prepare workstation.</p> <p>This unit describes the skills and knowledge to prepare workstation for any kind of salon treatment. This unit does not deal with providing treatment.</p>	<p>P-1 Prepare the reception area.</p> <p>P-2 Receive client record from the receptionist and select the place and product for treatment accordingly.</p> <p>P-3 Inform the supervisor/ expert about the last treatment/ history of client and precautions or contra-indications, if any.</p> <p>P-4 Make available fresh linens, gown, head-band, equipment and tools.</p>	<p>K-1 Importance of preparing the reception area.</p> <p>K-2 Procedures of workstation preparations.</p> <p>K-3 Describe the importance of product selection and appropriateness for the required treatment.</p> <p>K-4 Describe the procedures of preparing the client for different services.</p>

	<p>P-5 Select correct product as per required treatment</p> <p>P-6 Handle client's mood.</p> <p>P-7 Prepare client for the treatment.</p>	
<p>A-10: Reorganize workstation.</p> <p>This unit describes the skills and knowledge for reorganizing the workstation after the completion of previous treatment and preparing for next client.</p>	<p>P-1 Escort client to the reception area.</p> <p>P-2 Hand over client's record to receptionist.</p> <p>P-3 Dispose off waste in appropriate manner.</p> <p>P-4 Remove used linens, gowns and head- bands.</p> <p>P-5 Sterilization and sanitization of used tools/ equipment.</p> <p>P-6 Clear and reorganize the workstation for the next client.</p>	<p>K-1 Describe waste disposal methods.</p> <p>K-2 Importance of inventory and record keeping.</p> <p>K-3 Explain the procedure of sterilization and sanitization of used tools/ equipment.</p> <p>K-4 Importance of reorganize the workstation for the next client.</p>

Title B: Maintain Health and Hygiene.

Overview: To maintain workplace hygiene and is designed to ensure keeping the work area hygienically clean, safe and pleasant.

Competency Unit	Performance Criteria	Knowledge and Understanding
<p>B-1: Maintain personal hygiene.</p> <p>This unit deals with the skills and knowledge of personal hygiene and the best practices and related policies as set by a salon management. It does not include the hygiene/care of workplace / equipment or accessories in use.</p>	<p>P-1 Maintain personal hygiene using appropriate products.</p> <p>P-2 Keep attire neat and in accordance to the policy of the salon.</p> <p>P-3 Maintain adequate distance between client and service provider to avoid cross transmission of infections through respiration.</p> <p>P-4 Perform basic steps to ensure hygiene.</p> <p>P-5 Take necessary steps like wearing caps, tying hair, filed nails, use of deodorants/ mouth wash.</p> <p>P-6 Put on clean and washed clothing.</p> <p>P-7 Take shower to avoid wet stinking.</p>	<p>K-1 Describe basics of personal hygiene.</p> <p>K-2 Explain basics of personal grooming.</p> <p>K-3 Describe workplace hygiene standards.</p> <p>K-4 Importance of tying hair, daily shower, putting cap and wearing washed clothing.</p> <p>K-5 Explain the directions about maintenance of clothing carefully.</p> <p>K-6 Importance of taking daily shower.</p>
<p>B-2: Maintain workplace hygiene.</p> <p>This unit describes the skills and knowledge required to maintain workplace hygiene and is designed to ensure keeping the work area hygienically clean, safe and pleasant. It includes following workplace</p>	<p>P-1 Clean workplace (floor, tables, desks, beds, chairs and other furniture, and also curtains, doors & windows and other fixtures etc.) using appropriate tools.</p> <p>P-2 Clean dust from / stationery / equipment.</p> <p>P-3 Clean carpets / doormats at workplace using appropriate equipment.</p> <p>P-4 Clean shoes, sandals and uniform worn at the workplace.</p>	<p>K-1 Describe safe handling of chemicals i.e. detergents.</p> <p>K-2 Explain proper storing of materials (including cosmetics) and equipment hygienically.</p> <p>K-3 Describe transmittable infections.</p> <p>K-4 Explain the procedure of disinfecting floor/ towels/ gowns and sheets.</p>

<p>hygiene procedures in accordance with salon standards, use of different products used to maintain workplace hygiene and its significance for themselves and the business.</p>	<p>P-5 Maintain hygiene of workplace materials (linen, towels, gowns, apron work tops etc).</p> <p>P-6 Clean particularly susceptible areas for germs such as toilets and floor.</p> <p>P-7 Organize equipment & accessories in use in orderly manner for ease of access and handle.</p> <p>P-8 Store equipment hygienically after use.</p> <p>P-9 Identify potential hygiene risks promptly and report hygiene risks beyond the control of individual staff members immediately to the appropriate person for follow up.</p> <p>P-10 Take actions to minimize or remove the hygiene risks related to workplace within scope of individual responsibility.</p>	<p>K-5 Describe the procedure for handling sanitizer.</p>
<p>B-3: Sterilize/sanitize tools and equipment.</p> <p>This unit describes the skills and knowledge required to sterilize and sanitize all types of tools, equipment and materials used in a beauty salon to avoid the transmission of infectious diseases at the workplace</p>	<p>P-1 Sterilize, sanitize and disinfect equipment and related accessories.</p> <p>P-2 Handle sterilized equipment carefully to avoid contamination.</p> <p>P-3 Use standard health and safety measures while sterilizing, sanitizing or/and disinfecting equipment and tools.</p> <p>P-4 Handle tools and equipment correctly after disinfection in order to avoid any contamination.</p> <p>P-5 Communicate to clients about the company policy regarding safe & sterilized usage of tools and equipment</p>	<p>K-1 Explain products and tools used for sterilization, sanitation and disinfection</p> <p>K-2 Describe sanitization practices and precautions.</p> <p>K-3 Describe sterilization and disinfection techniques, equipment and instructions.</p> <p>K-4 Explain different transmission of diseases because of lack of sanitization including hepatitis (B and C) and contagious skin infections/diseases.</p> <p>K-5 Describe different cleaning agents available in market.</p>

	<p>and general hygiene of the work place.</p> <p>P-6 Classify cleaning and disinfectant agents for different instruments and work surfaces.</p> <p>P-7 Differentiate between re-usable and disposable tools.</p> <p>P-8 Apply infection control procedures.</p> <p>P-9 Store sterilized products properly.</p>	<p>K-6 Explain the procedure to handle tools and equipments.</p>
<p>B-4:Dispose off cosmetics waste, tools and equipment.</p> <p>This unit describes the skills and knowledge required for safe and careful disposal of unwanted and unusable beauty cosmetic waste thus helping in maintaining an ideal hygienic environment.</p>	<p>P-1 Identify what needs to be disposed.</p> <p>P-2 Dispose off various types of wastes properly.</p> <p>P-3 Follow workplace procedures related to disposal in accordance with salon standards.</p> <p>P-4 Handle all disposable items in accordance with salon standards.</p> <p>P-5 Take necessary precautions like putting mask and gloves while disposing off materials.</p> <p>P-6 Maintain separate bins to segregate waste.</p> <p>P-7 Identify potential hygiene risks promptly.</p> <p>P-8 Report hygiene risks during disposal that are beyond the control of individual staff members, immediately to appropriate person or authority to follow up.</p> <p>P-9 Ensure proper disposal of waste to minimize negative environmental impacts.</p> <p>P-10 Take actions to minimize or remove the risks due</p>	<p>K-1 Describe different disposal techniques related to cosmetic wastes used in a salon.</p> <p>K-2 Explain the procedure of disposal of tools and equipment that are not reusable in an environmentally safe manner</p> <p>K-3 Explain methods of Waste disposal.</p> <p>K-4 Explain the methods of disposal of hazardous material.</p> <p>K-5 Importance of putting masks and gloves while disposing off materials.</p> <p>K-6 Importance of separate waste bin for hazardous items.</p> <p>K-7 Importance of inventory and record keeping in writing of clothing handing over for washing.</p>

	<p>to waste material, within scope of individual responsibility.</p> <p>P-11 Hand over used linen, gowns, head bands, aprons for washing and maintaining in writing record thereof.</p> <p>P-12 Recognize the products kept open can be harmful by fumes contained therein</p>	
<p>B-5:Follow occupational health and safety.</p> <p>This unit covers the skills and knowledge required to practice health, safety and security procedures at the salon. This unit applies to all individuals working in the Beauty industry in a range of work environments.</p>	<p>P-1 Identify and observe individual responsibilities in relation to maintaining workplace health safety and security requirements and compliance to Salon’s policy and rules.</p> <p>P-2 Plan, organize and follow safe work techniques to deal with hazardous or emergency situations.</p> <p>P-3 Identify and evaluate potential hazards or breaches of safe work practices.</p> <p>P-4 Unplug all the equipment when not in use.</p> <p>P-5 Use step ladder to reach anything not accessible from the ground.</p> <p>P-6 Keep all routes and fire exits clear.</p> <p>P-7 Maintain log for the electrical equipment.</p> <p>P-8 Use techniques which prevents cross contamination of cream, makeup products that they comply with the cosmetics product safely.</p> <p>P-9 Use of products within validity period.</p>	<p>K-1 importance of security exits plans in case of emergencies.</p> <p>K-2 Describe major causes of workplace accidents relevant to the work environment.</p> <p>K-3 Explain safe use of chemicals and products.</p> <p>K-4 Explain the importance of keeping emergency contacts numbers.</p> <p>K-5 Describe the procedure of handling electrical equipments.</p> <p>K-6 Describes the method of using first aid box.</p>

Title C: Maintain Skin and Beauty Care

Overview: This module introduces students the knowledge and understanding required to carry out basic beauty care skills and routines such as skin care, basic massage, exfoliation and facial methods etc. Students also learn to select appropriate beauty products and equipment.

Competency Unit	Performance Criteria	Knowledge and Understanding
<p>C-1: Perform Skin Analysis.</p> <p>This unit describes the skills and knowledge required to perform skin analysis.</p>	<p>P-1 Demonstrate the use of magnifying lamp.</p> <p>P-2 Cleanse the skin before analysis.</p> <p>P-3 Identify skin discoloration & diseases, and recognize both.</p> <p>P-4 Identify types and condition of skin according to industry standard classification – normal, dry, oily, and combination / dehydrated, sensitive & mature.</p> <p>P-5 Identify common skin problems- Ageing, Acne, pigmentation and dry/damaging.</p> <p>P-6 Analyze dry skin with burns, pigmentation and sensitivity.</p> <p>P-7 Identify acne, black and white heads on oily skin.</p> <p>P-8 Identify a range of skin care products suitable for each of the skin types.</p> <p>P-9 Select products according to different skin types and conditions.</p> <p>P-10 Conduct product patch test for any skin irritation and allergies.</p>	<p>K-1 Importance of magnifying lamp</p> <p>K-2 Role of skin cleansing before skin analysis.</p> <p>K-3 Explain skin discoloration and skin diseases.</p> <p>K-4 Describe different types of skins- normal, dry, oily etc.</p> <p>K-5 Describe different skin problems, aging, and acne, pigmentation, dry and damaged.</p> <p>K-6 Explain dry skin with burns, pigmentation and sensitivity.</p> <p>K-7 Differentiate between Acne, black and white heads on oily skin.</p> <p>K-8 Describe range of skin care products that are available in local shops e.g. pharmacies, supermarkets, department stores and beauty salons.</p> <p>K-9 Importance and procedure of product patch test.</p>

<p>C-2: Perform Skin Cleansing</p> <p>This unit describes the skills and knowledge required to perform skin cleansing process.</p>	<p>P-1 Select materials and products for the client's skin type/characteristics, needed to cleanse tone and moisturize the face.</p> <p>P-2 Identify the client's skin condition/texture.</p> <p>P-3 Prepare a client for cleansing.</p> <p>P-4 Demonstrate the appropriate cleansing routine ensuring all makeup and product is removed.</p> <p>P-5 Demonstrate scrubbing on face, hands and body.</p>	<p>K-1 Explain different products for cleansing e.g. lotions, cleansing milk, foaming cream cleansers for following skin types: white, black, mixed, dry, oily, combination, mature and young.</p> <p>K-2 Explain different skin conditions (Sensitive, dehydrated, lack of elasticity, open pores, pigmentation, in growing hairs, scarring, thin skin, small moles)</p> <p>K-3 Explain the procedure of prepare the client</p> <p>K-4 Explain the procedure of cleansing</p> <p>K-5 Importance of cleansing before any face treatment/makeup.</p> <p>K-6 Explain difference between hand and foot scrub.</p> <p>K-7 Explain precautions when steamer or hot towels used.</p>
<p>C-3: Apply Bleach</p> <p>The unit describes the skills and knowledge required to provide skin bleaching services to the clients.</p>	<p>P-1 Recognize the benefits of bleaching facial hairs</p> <p>P-2 Prepare client and trolley for bleaching.</p> <p>P-3 Conduct the patch test for bleaching.</p> <p>P-4 Prepare bleach pack.</p> <p>P-5 Demonstrate cleansing the face prior to bleaching.</p> <p>P-6 Apply bleach pack according to the sensitivity of face parts.</p>	<p>K-1 Explain the benefits of bleaching facial hairs.</p> <p>K-2 Explain the procedure of preparing the client for bleaching.</p> <p>K-3 Importance and procedure of patch test.</p> <p>K-4 Explain the ratio of chemical mixing.</p> <p>K-5 Importance of face cleansing before bleaching.</p> <p>K-6 Describe the procedure of application of bleach pack.</p>

	<p>P-7 Apply bleach according to standard specifications and time lines.</p> <p>P-8 Demonstrate the removal of bleach pack.</p> <p>P-9 Apply antibacterial, antiseptic and SPF, as per requirement</p> <p>P-10 Evaluate and note outcomes of bleaching.</p> <p>P-11 Respond to contra-indications and adverse effect</p> <p>P-12 Identify various types of Bleaches. (Powder and Cream).</p> <p>P-13 Analyze skin sensitivity.</p> <p>P-14 Advise client of suitable home-care products, possible adversities and remedies.</p>	<p>K-7 Explain different types of bleach, chemical and herbal.</p> <p>K-8 Explain the reasons of skin sensitivity.</p> <p>K-9 Importance of aftercare procedures of bleach.</p> <p>K-10 Explain the effect of light and sun rays on skin.</p>
<p>C-4: Apply Face Polishing.</p> <p>This unit describes the skills and knowledge required to provide skin polishing services to the clients.</p>	<p>P-1 Select appropriate required products according to the record card, product ingredients and manufacturer instructions.</p> <p>P-2 Assure that the face polish is applied in the portion that is safe for skin.</p> <p>P-3 Inform the client about the risks involved in the skin polishing procedure and time duration.</p> <p>P-4 Prepare the work stations for service.</p> <p>P-5 Apply cleansing and toning process.</p> <p>P-6 Apply face polish according to standard specifications and time lines.</p> <p>P-7 Apply antibacterial, antiseptic and SPF, as per</p>	<p>K-1 Describe face polishing products, their effects and benefits.</p> <p>K-2 Describe possible contraindications, skin reactions and allergies.</p> <p>K-3 Explain the procedure of face soaking.</p> <p>K-4 Explain the procedure of cleansing.</p> <p>K-5 Describe the method of proper mixing of face polish creams.</p> <p>K-6 Explain the procedure of removal of face polish.</p> <p>K-7 Describe face polishing products.</p>

	<p>requirement,</p> <p>P-8 Evaluate and note outcomes of bleaching.</p> <p>P-9 Advise client of suitable home-care products, possible adversities and remedies</p> <p>P-10 Identify various types of face polish creams. (Herbal and chemical).</p>	<p>K-8 Importance of antibacterial, antiseptic and SPF.</p>
<p>C-5: Perform Exfoliation.</p> <p>This unit describes the skills and knowledge required to perform exfoliation services to the clients.</p>	<p>P-1 Select product according to the skin type.</p> <p>P-2 Demonstrate cleansing of the face/body prior the exfoliation.</p> <p>P-3 Recognize different methods that can be used to exfoliate the body.</p> <p>P-4 Demonstrate the procedure of exfoliation.</p>	<p>K-1 Describe different types of exfoliating products according to skin types.</p> <p>K-2 Explain the procedure of cleansing.</p> <p>K-3 Describe different method of exfoliation.</p> <p>K-4 Explain the procedure of exfoliation.</p> <p>K-5 Explain the benefits and effects of exfoliation on skin.</p>
<p>C-6: Perform Threading for Hair Removal.</p> <p>This unit describes the skills and knowledge required to perform threading for hair removal. It is used to remove unwanted hair from eyebrows, face and body.</p>	<p>P-1 Identify the clients' requirements and apply correct technique of threading with the objective of keeping the clients at ease as well as obtaining best results.</p> <p>P-2 Assess the skin type and condition. In case of dry or sensitive skin take appropriate caution.</p> <p>P-3 Prepare the client for threading by providing protective clothing and covering hair with head band.</p> <p>P-4 Identify and select different types of thread, powder and antiseptic lotions used for threading.</p> <p>P-5 Apply powder to absorb oil from the skin.</p>	<p>K-1 Explain different skin types and conditions.</p> <p>K-2 Explain the procedure of preparing the client for threading.</p> <p>K-3 Explain the procedure of application of soothing lotions and antiseptic wipes when ever needed.</p> <p>K-4 Describe the procedure of threading the different parts of face.</p> <p>K-5 Explain contraindications.</p>

	<p>P-6 Manipulate thread properly and effectively.</p> <p>P-7 Apply care during threading, to ensure comfort of clients and avoid cuts, bruises and transmission of germs from operator to client when thread is manipulated through the mouth.</p> <p>P-8 Apply soothing lotions and antiseptic wipes on a needs basis.</p> <p>P-9 Rebook the clients (if applicable).</p>	
<p>C-7: Apply Wax for Hair Removal.</p> <p>This unit describes the skills and knowledge required to apply waxing for hair removal. It is used to remove unwanted hair from eyebrows, face and body.</p>	<p>P-1 Perform appropriate skin test.</p> <p>P-2 Communicate with clients and inform about standard procedures, products details, adversities etc.</p> <p>P-3 Identify the clients' requirements, skin type and skin condition, and assess hair growth pattern.</p> <p>P-4 Select products, tools and equipment that is appropriate to the skin type, clients' requirements.</p> <p>P-5 Prepare the client for waxing and provide a gown.</p> <p>P-6 Assure that the service area is adequately private for the clients' comfort.</p> <p>P-7 Apply cold wax.</p> <p>P-8 Apply and remove wax for the prescribed time according to hair thickness and according to manufacturers' instructions and standard procedures.</p> <p>P-9 Wash off with lukewarm water and dry the area.</p> <p>P-10 Apply soothing and antiseptic lotions.</p> <p>P-11 Apply hot wax.</p>	<p>K-1 Explain the procedure of patch test.</p> <p>K-2 Importance of use of wax for hair removal.</p> <p>K-3 Describe hair growth cycle.</p> <p>K-4 Explain contraindications and other adversities.</p> <p>K-5 Describe different types of wax.</p> <p>K-6 Describe types of emollient cream and antiseptic lotions.</p> <p>K-7 Explain the procedure of preparing the client.</p> <p>K-8 Explain the methods of sterilization and infection control procedures.</p> <p>K-9 Describe time duration of procedure and in case of hot wax, temperature management.</p> <p>K-10 Explain the procedure of application of soothing lotions and antiseptic wipes when ever needed.</p>

	<p>P-12 Perform skin test to check for reactions if any.</p> <p>P-13 Position the clients and hot wax to minimize possibility of accidents.</p> <p>P-16 Warm the wax according to standard procedures and apply on small area to check the effects.</p> <p>P-17 Regulate wax heat.</p> <p>P-18 Spread wax evenly over the surface and allow it time to harden.</p> <p>P-19 Pull off the applied wax quickly against the direction of hair growth.</p> <p>P-20 Apply wax removing solution on the surface to ensure no excess wax is left on the skin.</p> <p>P-21 Apply emollient cream or antiseptic lotion.</p>	<p>K-11 Explain the effect of hot and cold wax on body and face.</p> <p>K-12 Explain the procedure of hot wax application and removal.</p> <p>K-13 Explain the procedure of application and removal of cold wax.</p> <p>K-14 Describe hygienic ways during wax application.</p> <p>K-15 Importance of completing the treatment to the satisfaction of the client</p> <p>K-16 Importance of completing treatment records.</p> <p>K-17 Explain aftercare advice that should be provided.</p>
<p>C-8: Apply Face Mask.</p> <p>This unit describes the skills and knowledge required to apply mask on clients face and body, if required.</p>	<p>P-1 Identify the range of face masks available for different skin types.</p> <p>P-2 Select and mix the ingredients accurately to minimizing wastage.</p> <p>P-3 Prepare the client for mask application.</p> <p>P-4 Demonstrate application of masks evenly and neatly and cover the area to be treated.</p> <p>P-5 Demonstrate removal of masks thoroughly after treatment time.</p> <p>P-6 Provide suitable aftercare advice.</p>	<p>K-1 Explain different types of face masks.</p> <p>K-2 Explain the procedure of mixing and applying of different herbal/clay masks according to the manufacturer's instructions.</p> <p>K-3 Explain the procedure of preparing the client (The whole area should be covered including the neck and damp eye pads over the eyes.</p> <p>K-4 Explain the procedure of application of mask.</p> <p>K-5 Explain the procedure of mask removal (Remove with warm water and sponges, tone, blot with tissue, and apply moisturizer).</p>

	<p>P-7 Complete the work within time limit acceptable to the industry.</p>	<p>K-6 Importance of aftercare advice.</p> <p>K-7 Explain time durations for different types of mask application.</p> <p>K-8 Benefits of different types of masks (Clay mask, Peel off mask, herbal mask, cream mask and homemade masks)</p>
<p>C-9: Select suitable products according to the skin type of client.</p> <p>This unit describes the skills and knowledge required to understand different cosmetics and their use and effect on different types of skins.</p>	<p>P-1 Recognize common information found on retail beauty product labels.</p> <p>P-2 Identify factors that should be considered when purchasing beauty products.</p> <p>P-3 Select a range of homemade beauty recipes that can be used as an alternative to purchasing readymade products.</p> <p>P-4 Select products for different beauty treatments, according to face, body, hairs etc.</p> <p>P-5 Recognize main masks ingredients.</p> <p>P-6 Recognize the effect of natural ingredients</p> <p>P-7 Explain the term 'sun protection factor' (SPF).</p> <p>P-8 Identify the range of products available to protect the skin from the sun rays.</p> <p>P-9 Explain the importance of sun protection for children.</p> <p>P-10 Explain the first aid treatment that should follow over exposure to the sun.</p>	<p>K-1 Explain the terms Hypoallergenic, pH-balanced, fragrance free not tested on animals.</p> <p>K-2 Describe categories of cosmetics.</p> <p>K-3 Describe different homemade beauty recipes.</p> <p>K-4 Describe different products and their use.</p> <p>K-5 Distinguish between: cleansing milk/creams, facial washes, Lotions, day cream, Night cream, Eye cream, neck cream, Toners, jells, lip balms, serums etc.</p> <p>K-6 Describe main ingredients used in masks.</p> <p>K-7 Explain the effects of different natural ingredients (Banana, apple, pear, strawberry, egg white, egg yolk, natural yogurt, honey, cucumber, milk, lemon juice etc) Describe range of sunscreen products available locally.</p> <p>K-8 Explain first aid treatment that should follow over exposure to the sun.</p>

Title D: Massage Therapy

Overview: Trainees will be able to perform massage manipulation on different parts of body for relaxation of nerves and muscles. Trainees should be able to offer various types of massages.

Competency Unit	Performance Criteria	Knowledge and understanding
<p>D-1: Massage Techniques and Strokes.</p> <p>This unit describes the skills and knowledge required to provide a manual body relaxation massage. It can be massage service based on a specific body part or whole body. Similarly, it can be an isolated service or part of more complex therapies / treatments.</p>	<p>P-1 Recognize the use of hands to massage.</p> <p>P-2 Demonstrate the starting tips of massage.</p> <p>P-3 Demonstrate different massage strokes.</p> <p>P-4 Demonstrate Connecting Strokes.</p> <p>P-5 Demonstrate Effleurage strokes.</p> <p>P-6 Demonstrate Fan Strokes.</p> <p>P-7 Demonstrate Circular strokes.</p> <p>P-8 Demonstrate Petrissage- Kneading, Pulling and Wringing</p> <p>P-9 Demonstrate Friction/ knuckling/ Thumb stroking</p> <p>P-10 Demonstrate circular pressure.</p> <p>P-11 Demonstrate static pressure.</p> <p>P-12 Demonstrate Cat Strokes.</p> <p>P-13 Demonstrate feather strokes.</p> <p>P-14 Demonstrate Raking.</p>	<p>K-1 Explain the pressure points of hands for demonstration of massage.</p> <p>K-2 Explain the procedure of draping and cantering.</p> <p>P-3 Describe different massage strokes.</p> <p>P-4 Explain the procedure of connecting strokes. (Long, light, flowing strokes)</p> <p>K-5 Explain the procedure of Effleurage. (smooth, long, gliding strokes to spread oil)</p> <p>K-6 Describe the procedure of Fan Strokes.</p> <p>K-7 Explain the procedure of circular strokes.</p> <p>K-8 Explain the procedure of Petri sage- Kneading, Pulling and Wringing</p> <p>K-9 Describe the procedure of Friction/ knuckling/ Thumb strokes.</p> <p>K-10 Explain the function of circular pressure movements. (Deep, penetrating circles)</p> <p>K-11 Describe static pressure movements.</p>

		<p>K-12 Explain the procedure of cat strokes.</p> <p>K-13 Explain feathering (very light, long and fingertip strokes)</p> <p>K-14 Explain raking. (Tips of fingernails are allowed to touch the skin)</p> <p>K-15 Describe accurate posture while doing massage.</p> <p>K-16 Importance of pressure points.</p>
<p>D-2: Select suitable massage oils according to the massage types.</p> <p>This unit describes the skills and knowledge required to use different types of massage oils and their healing properties.</p>	<p>P-1 Demonstrate the use of massage oils.</p> <p>P-2 Apply Massage oil for therapy.</p> <p>P-3 Recognize different types of massage oils. (Sweet almond oil, Apricot Oil, Jojoba Oil, coconut Oil, Sunflower Oil, Mustard Oil, Cocoa Butter, Olive Oil etc)</p> <p>P-4 Recognize aroma therapy Essential oils.</p> <p>P-5 Explain the different healing properties of different massage oils.</p> <p>P-6 Explain the precautions of use of massage oils.</p>	<p>K-1 Describe the quantity of oils used for body massage.</p> <p>K-2 Explain the procedure of application of oil on body.</p> <p>K-3 Explain the functions of different massage oils, (Sweet almond oil, Apricot Oil, Jojoba Oil, coconut Oil, Sunflower Oil, Mustard Oil, Cocoa Butter, Olive Oil etc)</p> <p>K-4 Describe the functions and precautions of aroma therapy oils.</p> <p>K-5 Explain different healing properties of massage oils.</p> <p>K-6 Explain the precautionary measures to use massage oils on body.</p> <p>K-7 Distinguish between massage oils and creams.</p> <p>K-8 Explain the effect of oil massage.</p>

<p>D-3: Perform face massage.</p> <p>This unit describes the skills and knowledge required to perform face massage.</p>	<p>P-1 Recognize face structure.</p> <p>P-2 Set up service area to start treatment with respect to selected massage type,</p> <p>P-3 Use massages products appropriately and efficiently and provide gown to the client.</p> <p>P-4 Apply appropriate massage techniques according to client's record card.</p> <p>P-5 Monitor client's response and vary the procedure according to the situation.</p> <p>P-6 Allow sufficient treatment recovery time in a relaxing environment.</p> <p>P-7 Identify and record effects of massage on client record card.</p> <p>P-8 Rebook client according to agreed schedule given on client record card (if applicable).</p>	<p>K-1 Describe face structure (It includes the hair, forehead, eyebrow, eyelashes, eyes, nose, ears, cheeks, mouth, lips, (area between nose and upper lip), teeth, skin, and chin.</p> <p>K-2 Explain the procedure of preparing the client and work area.</p> <p>K-3 explain the procedure and steps of face massage (massage of forehead, eyes, cheeks, around the lips, chin and neck)</p> <p>K-4 Explain contraindications (Hypersensitive skin, acne, rashes, inflamed skin, infection, high blood pressure etc)</p> <p>K-5 Explain the importance of aftercare advice</p>
<p>D-4: Perform Head Massage.</p> <p>This unit describes the skills and knowledge required to perform head massage.</p>	<p>P-1 Prepare them, the client and work area for head massage.</p> <p>P-2 Identify influencing factors for head massage.</p> <p>P-3 Recognize different consultation techniques used to identify treatment objectives.</p> <p>P-4 Recognize environmental conditions suitable for head massage treatment.</p> <p>P-5 Identify contraindications.</p> <p>P-6 Explain anatomy of the head.</p>	<p>K-1 Explain the procedure of preparing work area and client</p> <p>K-2 Explain different factors that influence the choice of head massage products and techniques</p> <p>K-3 Importance of hair and scalp condition for head massage</p> <p>K-4 Importance of positive body language, positioning of themselves and client, good communication skills)</p> <p>K-5 Importance of lightening, heating, ventilation, noise level, available space etc</p>

	<p>P-7 Demonstrate basic steps of head massage.</p> <p>P-8 Provide suitable aftercare advice</p>	<p>K-6 Explain contraindications.</p> <p>K-7 Explain head anatomy (cranium bones, facial bones, muscles, glands etc)</p> <p>K-8 Explain the procedure of head massage (shoulder massage, neck massage, scalp massage, forehead massage, finishing strokes)</p> <p>K-9 Explain different aftercare advice</p> <p>K-10 Explain the effect of head massage.</p>
<p>D-5: Perform body massage.</p> <p>This unit describes the skills and knowledge required to provide a manual body relaxation massage. It can be massage service based on a specific body part or whole body. Similarly, it can be an isolated service or part of more complex therapies / treatments.</p>	<p>P-1 Set up service area to start treatment with respect to selected massage type.</p> <p>P-2 Use massages products appropriately and efficiently and provide gown to the client.</p> <p>P-3 Apply appropriate massage techniques and strokes according to client's record card.</p> <p>P-4 Monitor client's response and vary the procedure according to the situation.</p> <p>P-5 Allow sufficient treatment recovery time in a relaxing environment.</p> <p>P-6 Identify and record effects of massage on client record card.</p> <p>P-7 Rebook client according to agreed schedule given on client record card (if applicable).</p>	<p>K-1 Explain the procedure of preparing the client and work area.</p> <p>K-2 Explain the procedure and steps of body massage (massage of back, Thai and full body)</p> <p>K-3 Explain contraindications (Hypersensitive skin, acne, rashes, inflamed skin, infection, high blood pressure etc)</p> <p>K-4 Importance of aftercare advice.</p>

<p>D-6: Perform Swedish massage.</p> <p>This unit describes the skills and knowledge required to perform a manual Swedish body relaxation massage.</p>	<p>P-1 Provide reasonable knowledge to the client about the procedure.</p> <p>P-2 Understand the client's needs as well as physical health to develop the service plan.</p> <p>P-3 Set up and monitor service area to meet workplace requirements.</p> <p>P-4 Recognize and respond timely to contra-indications and adverse effects.</p> <p>P-5 Use silky smooth powder efficiently during preparation and subsequent massage process.</p> <p>P-6 Provide an appropriately private environment and draping.</p> <p>P-7 Apply massage mediums and massage techniques according to client's record card.</p> <p>P-8 Apply a defined range of massage movements and routines according to treatment plan.</p> <p>P-9 Identify the massage points and work them properly.</p> <p>P-10 Identify major bones and muscle groups.</p> <p>P-11 Effectively communicate all necessary information to the client.</p> <p>P-12 Efficiently manage time throughout the body massage treatment</p> <p>P-13 Monitor client's response and vary the procedure according to the situation.</p>	<p>K-1 Describe basics of skeletal, nervous and muscular system.</p> <p>K-2 Explain health and hygiene requirements of Swedish massage.</p> <p>K-3 Describe standard precautions to make the massage comfortable and result oriented.</p> <p>K-4 Explain the procedure of preparing the client and work area.</p> <p>K-5 Explain contraindications.</p> <p>K-6 Describe different products and tools used for Swedish massage.</p> <p>K-7 Explain the factors likely to affect the suitability of each massage technique to client needs.</p> <p>K-8 Describe different massage mediums.</p> <p>K-9 Explain different massage movements and techniques suitable for Swedish massage.</p> <p>K-10 Importance of pressure points.</p> <p>K-11 Describe major bones and muscle groups of body.</p>
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	P-14 Allow client enough time to relax & enjoy effects.	
<p>D-7: Perform Thai massage.</p> <p>This unit describes the skills and knowledge required to perform a manual Thai body relaxation massage.</p>	<p>P-1 Identify client's objectives of massage.</p> <p>P-2 Explain the factors that may prevent or restrict the massage procedure.</p> <p>P-3 Set up service area to meet standard requirements of massage and provide gowns to the client.</p> <p>P-4 Perform Thai massage.</p> <p>P-5 Apply massage medium and massage techniques according to clients' record card.</p> <p>P-6 Recognize reactions and respond properly.</p> <p>P-7 Monitor clients' response and vary the procedures according to the situation.</p> <p>P-8 Allow sufficient treatment recovery time in a relaxing environment.</p> <p>P-9 Identify and record effects of massage on client record card.</p> <p>P-10 Re-book client according to agreed schedule given on client record card.</p>	<p>K-1 Explain contraindications.</p> <p>K-2 Explain the procedure of preparing the client and work area.</p> <p>K-3 Explain the use of essential tools, and equipment required for Thai massage.</p> <p>K-4 Explain the procedure of Thai massage.</p> <p>K-5 Describe steps of Thai massage.</p> <p>K-6 Explain massage mediums and strokes.</p> <p>K-7 Describe standard safety precautions involved in conducting Thai massage.</p>
<p>D-8: Perform reflexology.</p> <p>This unit describes the skills and knowledge required to apply a blend of basic reflexology</p>	<p>P-1 Obtain full medical history and objectives of massage</p> <p>P-2 Discuss principles of reflexology with client and explain the factors that may affect the procedure including the possible physical and emotional reactions that may occur during the treatment.</p>	<p>K-1 Importance of medical history.</p> <p>K-2 Explain principles of reflexology.</p> <p>K-3 Explain effects of reflexology on body.</p> <p>K-4 Explain the procedure of preparing the work</p>

<p>techniques and body treatments. .</p>	<p>P-3 Set up and monitor service area to meet workplace requirements.</p> <p>P-4 Prepare clients for treatment according to the defined plan and standard procedures.</p> <p>P-5 Provide an appropriate environment and draping to the client for warmth and privacy keeping hands and feet exposed.</p> <p>P-6 Apply massage movements in line with standard operating procedure.</p> <p>P-7 Treat zones of body according to the schedule mentioned in client record card.</p> <p>P-8 Select and sequence reflexology relaxation techniques according to client treatment schedule, tissue condition and client sensitivity.</p> <p>P-9 Use leverage and pressure on client's feet as required to apply specific techniques, while holding and supporting feet with care</p> <p>P-10 Work on reflexology points of both feet according to body systems or using an appropriate sequence while gently holding feet.</p> <p>P-11 Recognize reactions of procedure and respond properly if necessary.</p> <p>P-12 Explain post adverse effects to the clients and their remedies.</p> <p>P-13 Provide home care advice to the clients.</p>	<p>area.</p> <p>K-5 Explain the procedure of preparing the client.</p> <p>K-6 Describe the procedure of draping the client.</p> <p>K-7 Describe different massage movements.</p> <p>K-8 Explain body zones.</p> <p>K-9 Explain different techniques of reflexology.</p> <p>K-10 Importance of pressure points.</p> <p>K-11 Describe different pressure points of body.</p> <p>K-12 Importance of home care advice.</p>
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<p>D-9: Perform Stone Therapy Massage.</p> <p>This unit describes the skills and knowledge required to apply a blend of basic stone therapy techniques.</p>	<p>P-1 Identify the common contraindication to stone therapy massage.</p> <p>P-2 Prepare the client for stone therapy massage</p> <p>P-3 Demonstrate correct hygienic procedure.</p> <p>P-4 Demonstrate the selection and placement of the stones.</p> <p>P-5 Demonstrate stone therapies massage movement in sequence.</p> <p>P-6 Select the appropriate medium for the treatment and client's skin type.</p> <p>P-7 Provide suitable homecare advice after treatment.</p>	<p>K-1 Explain contraindications (skin diseases, cuts, burns, kidney infections etc)</p> <p>K-2 Explain the procedure of preparing the client</p> <p>K-3 Describe hygienic procedures</p> <p>K-4 Describe selection and placement of the stones</p> <p>K-5 Explain the methods of re-charging the stones</p> <p>K-6 Explain types of stones and their benefits</p> <p>K-7 Describe different massage movements</p> <p>K-8 Describe different massage mediums (Oil, Cream, Powder, Emulsion, Gel)</p> <p>K-9 Explain effects and benefits of stone therapy.</p>
<p>D-10: Perform aroma therapy.</p> <p>This unit describes the skills and knowledge required to perform an aromatherapy massage using pre-blended aromatic plant oils.</p>	<p>P-1 Discuss the objectives of the aromatherapy with the client, explaining effects and benefits of selected oils and obtain their consent.</p> <p>P-2 Explain post massage effects to the clients</p> <p>P-3 Recognize and timely handle the contra-indications and adverse effects.</p> <p>P-4 Set up and monitor service area to meet workplace requirements.</p> <p>P-5 Select pre-blended oils according to individual product specifications and the client record card.</p> <p>P-6 Provide a private environment and draping for the client.</p>	<p>K-1 Explain aroma therapy.</p> <p>K-2 Describe skeletal and muscular system and human anatomy.</p> <p>K-3 Explain precautions to make the massage as comfortable yet result oriented as possible.</p> <p>K-4 Explain effects of treatment products, essential oils and pre-blended oils.</p> <p>K-5 Explain the factors likely to affect the suitability of each massage technique to client needs.</p> <p>K-6 Explain the method of using and maintaining</p>

	<p>P-7 Apply massage movements and massage techniques according to client's record card varying the length of massage routine to suit the needs of client.</p> <p>P-8 Apply a defined RANGE of massage movements and routines according to massage plan</p> <p>P-9 Recognize reactions of massage and respond as necessary.</p> <p>P-10 Allow sufficient treatment recovery time in a relaxing environment.</p> <p>P-11 Obtain client feedback.</p> <p>P-12 Provide home care advice to the clients.</p> <p>P-13 Re-book client according to agreed schedule given on client record card (if applicable).</p> <p>P-14 Handle and store pre-blended oils properly.</p>	<p>the equipment.</p> <p>K-7 Explain the procedure of aroma therapy.</p> <p>K-8 Describe different techniques and strokes used in aroma therapy.</p>
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Title E: Perform Basic and Treatment Facial.

Overview: The trainees will study the theory of all facial treatments, contraindications and recognition of skin diseases and disorders all of which are an important part of the training as well as the underpinning knowledge and skills required to successfully perform the treatments.

Competency Unit	Performance Criteria	Knowledge and understanding
<p>E-1: Perform basic facial.</p> <p>This unit describes the skills and knowledge required to provide facial services to the clients. It also includes cleansing, preparing the face and applying skin care products and manual massage routines.</p>	<p>P-1 Examine the skin condition and assess type of skin: oily, dry, combination, sensitive and wrinkled.</p> <p>P-2 Monitor infections or allergies and prepare report.</p> <p>P-3 Cover the client appropriately for cleansing</p> <p>P-4 Consult the client before cleansing.</p> <p>P-5 Demonstrate cleansing process on face and neck.</p> <p>P-6 Treat minor skin conditions according to the record card.</p> <p>P-7 Explain action and reaction of chemical products used for cleansing face and neck.</p> <p>P-8 Apply an appropriate massage medium according to record card and adapt application of massage movements to suit elasticity of skin, facial products and client's relaxation needs.</p> <p>P-9 Apply Toner and use hand movement according to elasticity of skin.</p> <p>P-10 Apply skin Polish/ bleach (herbal and chemical) as per standard specification and time line.</p>	<p>K-1 Explain the importance of consultation form.</p> <p>K-2 Describe different skin diseases and infections.</p> <p>K-3 Differentiate between infections and allergies. Explain the procedure of covering the clients using (facial band, gowns, aprons & towel).</p> <p>K-4 Describe the procedure of cleansing on face and neck.</p> <p>K-5 Describe the procedure of toning and movements of hand according to skin elasticity.</p> <p>K-6 Differentiate between herbal and chemical bleach and polish.</p> <p>K-7 Importance of product patch test.</p> <p>K-8 Explain the roll of anti bacterial and antiseptic products.</p> <p>K-9 Importance of skin soothing lotions.</p> <p>K-10 Explain the procedure and importance of steaming the face.</p>

	<p>P-11 Apply small portion of bleach / skin polish as tester to check reaction</p> <p>P-12 Identify types of bleaches (powder and cream).</p> <p>P-13 Mix the bleach in proper ratio advised by manufacturer.</p> <p>P-14 Apply anti bacterial and antiseptic as per requirement.</p> <p>P-15 Soothe and steam the face.</p> <p>P-16 Extract black/white heads.</p> <p>P-17 Remove dead cell of skin by exfoliating and scrubbing.</p> <p>P-18 Protect treated skin by applying sun block/day moisturizer.</p> <p>P-19 Analyze Contraindication</p> <p>P-20 Evaluate and record outcomes of facial procedure</p> <p>P-21 Perform correct hygiene throughout the treatments.</p> <p>P-22 Identify different types of product allergy and infections.</p> <p>P-23 Demonstrate procedures to ensure any product allergy and infectious treated and covered with appropriate soothing products.</p> <p>P-24 Execute the procedure of facial with scheduled formulate time duration according to industry standards.</p>	<p>K-11 Describe the procedure of removing black/white heads.</p> <p>K-12 Explain the procedure of exfoliation and scrubbing.</p> <p>K-13 Importance of exfoliation.</p> <p>K-14 Describe the procedure of applying and removing mask.</p> <p>K-15 Explain the range of sun blocks and moisturizers available in market.</p> <p>K-16 Describe different types of facials, (whitening facial, herbal facial)</p> <p>K-17 Explain the procedures of different facials.</p> <p>K-18 Describe the role of SPF level according to different types of skin.</p> <p>K-19 Explain effect of facial treatment on skin.</p>
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<p>E-2: Perform whitening facial.</p> <p>This unit describes the skills and knowledge required to provide whitening facial services to the clients. It also includes cleansing, preparing the face and applying skin care products and manual massage routines</p>	<p>P-1 Select facial products and whitening agents according to the record card, product ingredients and manufacturer instructions.</p> <p>P-2 Assure that the whitening agents are added for procedure in the ratio that is safe for skin.</p> <p>P-3 Inform the client about the facial procedures and time duration.</p> <p>P-4 Prepare the work stations for facials.</p> <p>P-5 Select and sequence massage routine according to client record card.</p> <p>P-6 Treat minor skin conditions according to the record card.</p> <p>P-7 Assure that the length of the massage routine is properly timed.</p> <p>P-8 Apply and remove masks according to product manufacturer recommendation</p> <p>P-9 Apply post-treatment skin care products</p> <p>P-10 Apply antibacterial, antiseptic and Sun protection factor (SPF), as per requirement</p> <p>P-11 Evaluate and note the outcomes of facial procedures.</p> <p>P-12 Advise client of suitable home-care products, possible adversities and remedies.</p>	<p>K-1 Describe facial products and whitening agents.</p> <p>K-2 Explain the procedure of mixing the chemicals.</p> <p>K-3 Explain contraindications.</p> <p>K-4 Describe the procedure of preparing the workstation.</p> <p>K-5 Explain the procedure of massage.</p> <p>K-6 Explain the procedure of cleansing.</p> <p>K-7 Describe the procedure of whitening facial.</p> <p>K-8 Importance of home care advice.</p>
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<p>E-3: Perform facial for sensitive skin conditions.</p> <p>This unit describes the skills and knowledge required to assess clients' skin and apply facial procedures using electrical equipment and specialized products for sensitive skin condition. These involve applying a combination of manual massage as well as other treatment techniques and equipment.</p>	<p>P-1 Fill the consultation form.</p> <p>P-2 Examine the sensitive skin condition.</p> <p>P-3 Identify the factors causing skin problems like peeling, laser treatment or natural disposition.</p> <p>P-4 Identify procedure and techniques used for sensitive skin.</p> <p>P-5 Adapt application of massage movements to suit elasticity of skin, treatment products and client's relaxation needs.</p> <p>P-6 Apply and remove soothing products according to manufacturer instructions and treatment plan</p> <p>P-7 Use products reducing redness and irritation.</p>	<p>K-1 Importance of consultation form.</p> <p>K-2 Describe sensitive skin.</p> <p>K-3 Explain the factors causing skin sensitiveness.</p> <p>K-4 Describe the procedures and techniques of sensitive skin treatment.</p> <p>K-5 Explain products which are used for sensitive skin remedies. e.g., natural fruits, plant element, sea weeds derived extracts and hypoallergenic products.</p>
<p>E-4: Perform Facial treatment for combination skin condition.</p> <p>This unit describes the skills and knowledge required to assess clients' skin and apply facial procedures using electrical equipment and specialized products for combination skin conditions.</p>	<p>P-1 Examine the dry and oily area of skin.</p> <p>P-2 Give treatment that reduce oil T zone (forehead, nose and chin).</p> <p>P-3 Select and use products on the dry areas of the skin.</p> <p>P-4 Identify contraindications</p> <p>P-5 Apply and remove soothing products according to manufacturer instructions and treatment plan.</p>	<p>K-1 Explain combination skin.</p> <p>K-2 Explain techniques used to reduce oil from combination skin.</p> <p>K-3 Describe products used for dry and oily parts of the skin.</p> <p>K-4 Describe procedure for skin absorbing masks and oil free masks for combination skin.</p> <p>K-6 Describe T zone.</p>

<p>E-5: Perform pigmentation treatment.</p> <p>This unit describes the skills and knowledge required to assess clients' skin and apply facial procedures using electrical equipment and specialized products for pigmented skin condition.</p>	<p>P-1 Identify factors causing pigmentation (sun, pregnancy, soaps or face wash).</p> <p>P-2 Treat pigmentation (progressive rather than aggressive).</p> <p>P-3 Demonstrate micro derma brasion facial for pigmentation.</p> <p>P-4 Evaluate results of pigmentation.</p> <p>P-5 Reduce skin blemishes.</p> <p>P-6 Apply and remove soothing products according to manufacturer instructions and treatment plan</p> <p>P-7 Use vacuum to improve elasticity and muscle tone and stimulated production.</p> <p>P-8 Recognize different types of moisturizer with SPF.</p> <p>P-9 Demonstrate deeper exfoliation for pigmented skin.</p> <p>P-10 Identify contraindications</p>	<p>K-1 Describe factors causing pigmentation</p> <p>K-2 Describe the procedure of pigmentation treatment.</p> <p>K-3 Describe importance of micro derma brasion</p> <p>K-4 Explain precautions of handling the micro derma brasion</p> <p>K-5 Describe procedure for maintenance of micro derma brasion</p> <p>K-6 Describe duration and time of treatment</p> <p>K-7 Describe remedies for skin blemishes.</p> <p>K-8 Explain role of vacuum for improving the elasticity of skin.</p> <p>K-9 Describe techniques for exfoliation.</p> <p>K-10 Describe different range of SPF available in market.</p>
<p>E-6: Perform acne treatment.</p> <p>This unit describes the skills and knowledge required to assess clients' skin and apply facial procedures using electrical equipment and specialized products for acne skin condition.</p>	<p>P-1 Explain the factors causing acne and types thereof.</p> <p>P-2 Recognize types of acne.</p> <p>P-3 Perform acne treatment</p> <p>P-4 Use and operate high frequency and vacuum machinery for acne/ oily skin.</p> <p>P-5 Use suitable tool for face and T-Zone area</p>	<p>K-1 Describe factors causing acne.</p> <p>K-2 Describe the procedure of treatment of acne</p> <p>K-3 Describe products used for acne.</p> <p>K-4 Explain effect of removing or extracting the pimples.</p> <p>K-5 Describe precautions regarding picking, popping or squeezing the pimples.</p>

	<p>P-6 Select the products used for acne (oil free and water based products).</p> <p>P-7 Remove or extract pimples by picking, popping or squeezing the pimples.</p> <p>P-8 Apply remedies.</p> <p>P-9 Use the sun screen products.</p> <p>P-10 Demonstrate Use of vacuum tool.</p> <p>P-11 Perform high frequency for acne.</p>	<p>K-6 Explain hygienic condition of salon.</p> <p>K-7 Describe duration of the treatment.</p> <p>K-8 Describe remedies</p> <p>K-9 Explain sun screen.</p> <p>K-10 Explain vacuum tool.</p> <p>K-11 Describe techniques of high frequency and vacuum machine.</p>
<p>E-7: Perform aging / wrinkled skin treatment.</p> <p>This unit describes the skills and knowledge required to perform wrinkled skin treatment.</p>	<p>P-1 Recognize problematic area of skin</p> <p>P-2 Perform treatment for anti aging skin.</p> <p>P-3 Infuse vitamins capsules on skin.</p> <p>P-4 Perform micro derma brasion procedure.</p> <p>P-5 Perform exfoliation for wrinkled skin</p> <p>P-6 Perform collagen facial</p> <p>P-7 Perform glycolic acid treatment for anti aging treatment</p> <p>P-8 Monitor skin reactions after different facial treatments</p> <p>P-9 Apply remedies</p> <p>P-10 Monitor the duration of time for each step in facial</p> <p>P-11 Operate micro derma bras ion and different machineries used for anti aging facial</p>	<p>K-1 Describe the role of skin structure in facial treatment</p> <p>K-2 Describe the role of layers of skin in facial treatment.</p> <p>K-3 Describe facial muscles</p> <p>K-4 Describe anti aging facials</p> <p>K-5 Describe factors that causes wrinkles</p> <p>K-6 Describe micro derma brasion</p> <p>K-7 Explain preventive, protective and corrective use of micro derma brasion</p> <p>K-8 Describe exfoliation</p> <p>K-9 Explain effects of exfoliation</p> <p>K-10 Describe procedure of collagen facial</p> <p>K-11 Describe products used for anti aging facial</p>

	<p>P-12 Distinguish between micro derma brasion, collagen facial and glycolic facial</p> <p>P-13 Select suitable products for acne facials</p>	<p>K-12 Describe quantity of the products required for different types of facial</p> <p>K-13 Describe merits and demerits of anti aging facials</p> <p>K-14 Describe time duration for the different types of facials</p>
<p>E-8: Treat sun burned tanned skin.</p> <p>This unit describes the skills and knowledge required to assess clients' skin and apply facial procedures using electrical equipment and specialized products for sun burned tanned skin condition.</p>	<p>P-1 Recognize sun burned skin.</p> <p>P-2 Perform techniques for the treatment of sun burned skin.</p> <p>P-3 Apply the suitable products.</p> <p>P-4 Apply remedies for the treatment of sun burned skin.</p> <p>P-5 Explain the Use of sun blocks.</p> <p>P-6 Identify UVA and UVB ultra violet light on skin.</p> <p>P-7 Apply suitable creams containing ingredients such as menthol and alovera.</p> <p>P-8 Check the proper Storage of products.</p>	<p>K-1 Describe reasons of sun burned skin.</p> <p>K-2 Explain procedures of the treatment of sun burned skin</p> <p>K-3 Describe products required for the sun burned skin.</p> <p>K-4 Describe importance of sun block for sun burned skin.</p> <p>K-5 Describe effects of UVA and UVB ultra violet light on skin.</p> <p>K-6 Describe factors causing sun burned.</p> <p>K-7 Explain precautions of sun burned.</p> <p>K-8 Describe methods for safe storage of products.</p>

Title F: Perform Manicure and Pedicure

Overview: To develop competency for pedicure and manicure and the selection of the products which are used in manicure and pedicure, to give skill and knowledge required for providing nail and cleansing services and selection of products for these services.

Competency Unit	Performance Criteria	Knowledge and understanding
<p>F-1: Prepare the client for manicure/pedicure treatment.</p> <p>This unit describes the skills and knowledge required for the preparation of the client for manicure and pedicure services according to the need of clients.</p>	<p>P-1 Prepare the client and work area for a basic manicure/pedicure treatment.</p> <p>P-2 Prepare treatment areas according to Health and Hygiene requirements.</p> <p>P-3 Carry out a visual study of the hands and nails to identify factors that will influence the treatment.</p> <p>P-4 Identify contraindications.</p> <p>P-5 Identify skin and nail conditions</p> <p>P-6 Recognize different nail shapes.</p>	<p>K-1 Explain the procedure of preparing the client for treatment: (protecting the client's cloths, removing jewelry/accessories as appropriate, storing the client's valuables in a safe place.)</p> <p>K-2 Explain the importance of preparing client and work area.</p> <p>K-3 Explain different nail shapes.</p> <p>K-3 Explain different skin/nail conditions.</p>
<p>F-2: Identify the nail/skin disorder and diseases.</p> <p>This unit describes the skills and knowledge required for the identification of the nail/skin disorder and diseases for the treatment of manicure and pedicure.</p>	<p>P-1 Demonstrate contraindications and recognize any nail diseases and disorders.</p> <p>P-2 Use suitable consultation techniques to identify treatment objectives.</p> <p>P-3 Carry out a nail and skin analysis.</p> <p>P-4 Identify the factors which effect the nail growth.</p> <p>P-5 Sanitize client's hands and feet.</p>	<p>K-1 Explain contraindications of nails (Blue nail, Eczema, Hang nails, Warts, Diabetes, Allergies, Corns, Cuts, Hemophilia, Severe burns, Sunburn, severely bitten or damaged nail, nail separation, recent surgery, fungal infections, discoloration, skin irritation etc.)</p> <p>K-2 Explain suitable consultation techniques (noting the condition of the nails, noting the shape of the nail, planning a treatment programme, discussing any home and after care.)</p> <p>K-3 Identify skin types and conditions, nail type and conditions, natural nail shape</p>

		<p>K-4 Explain different factors which effect the nail growth. (Health, Age, Diet, Medication, Climate, Damage, Lifestyle.)</p> <p>K-5 Explain the procedure of sanitizing the client's hand and feet, (Wipe the hands/feet with sanitizer, checking for contraindications)</p> <p>K-6 Importance of sanitizing the client's hand and feet.</p>
<p>F-3: Select the suitable Equipment, implements and cosmetics for the treatment of manicure and pedicure.</p> <p>This unit describes the skills and knowledge required for the selection and use of suitable equipment, implements and cosmetics for the treatment of manicure and pedicure.</p>	<p>P-1 Identify, select and use the products, tools and implements needed to perform manicure and pedicure treatment.</p> <p>P-2 Identify different soothing products according to skin type.</p> <p>P-3 Select and use different nail art products.</p>	<p>K-1 Explain effects of using different wax and other products for manicure and pedicure.</p> <p>K-2 Explain why it is important to have clean and sanitize equipments and implements.</p> <p>K-3 Explain the importance of soothing products.</p>
<p>F-4: Provide manicure and pedicure treatment.</p> <p>This unit describes the skills and knowledge required for providing nail care and cleansing services (generally known as manicure and pedicure</p>	<p>P-1 Demonstrate different massage manipulation.</p> <p>P-2 Perform specialized treatments for hand and feet.</p> <p>P-3 Evaluate nail and skin condition and note areas of hands and nails requiring special treatment</p> <p>P-4 Prepare foot bath and exfoliate feet with appropriate products.</p>	<p>K-1 Explain the importance of different specialized treatments for hand and feet.</p> <p>K-2 Explain different massage manipulation.</p> <p>K-3 Explain the importance of pressure points of hands and feet.</p> <p>K-4 Explain procedure of nail filing.</p>

<p>services)</p>	<p>P-5 Perform nail cutting and shaping/filing without cuts to skin.</p> <p>P-6 Apply cuticle cream and clean cuticle area of excess dead skin and cuticle</p> <p>P-7 Apply foot buffing with foot file on the sole of the foot.</p> <p>P-8 Select and explain the correct nail shape.</p> <p>P-9 Perform massage for required amount of time using smooth and flowing movements</p> <p>P-10 Apply a foot mask and remove leaving no residue.</p> <p>P-11 Prepare toenails for base coat, polish and top coat or high shine buff.</p> <p>P-12 Clean and tidy workstation.</p> <p>P-13 Prepare manicure bowl with appropriate product to perform a manicure treatment.</p> <p>P-14 Perform nail cutting of the nail free edge and shaping to suit the client.</p> <p>P-15 Apply cuticle cream and remover; clean the cuticles of excess dead skin and cuticle.</p> <p>P-16 Exfoliate the hands lower arms including the elbow to remove dead skin cells in preparation of the hand mask.</p>	<p>K-5 Explain the procedure for reporting any cuts, product allergy and infections promptly to the appropriate person.</p> <p>K-6 Explain why buffing and foiling is important for manicure and pedicure.</p> <p>K-7 Importance of massage with cuticle cream.</p> <p>K-8 Explain the importance of manicure and pedicure.</p> <p>K-9 Explain the procedure of exfoliate the hand s and feet.</p> <p>K-10 Importance of preparing the client's records.</p> <p>K-11 Importance of paraffin wax.</p> <p>K-12 Corrective measure for shaping and filing the cuticle.</p> <p>K-13 Explain effects of using different wax and other products for manicure and pedicure.</p> <p>K-14 Importance of exfoliation.</p> <p>K-15 Explain the procedure of scrubbing.</p> <p>K-16 Explain the procedure of nail filing (Hold the file at a 45 degree angle to the nail, Use the file in one direction, and follow the shape of the cuticle as a guide, Toe nails to be filed straight across.</p>
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	<p>P-17 Perform scrubbing and buffing.</p> <p>P-18 Apply hand mask to the hand and lower arms including the elbow.</p> <p>P-19 Apply the base coat, nail polish and top coat or high shine buff of the nails.</p> <p>P-20 Perform minimal correction to ensure a good finished result.</p> <p>P-21 Perform different types of manicure/pedicure e.g. hot oil manicure, paraffin wax manicure and French manicure.</p> <p>P-22 Perform correct hygiene throughout the treatments.</p> <p>P-23 Identify different types of product allergy, cuts and infections.</p> <p>P-24 Demonstrate procedures to ensure any cuts, product allergy and infectious treated and covered with appropriate soothing products.</p> <p>P-25 Execute the procedure of manicure and pedicure with scheduled formulate time duration according to industry standards.</p> <p>P-26 Maintain client's records accurately.</p>	<p>K-17 Describe the shape of the cuticle, abide by the clients wishes, Oval, Square, Pointed, Almond, Round.</p> <p>K-18 Explain the procedure of massage with cuticle cream (Soak the hand/foot, apply cuticle cream or oil to the cuticle area and massage in, ensure that product is taken from any containers with use of either a spatula, orange wood stick or similar.</p> <p>K-19 Explain finishing details, (Remove any enamel which may be on the skin or cuticle with enamel remover and use either an orange wood stick or cotton bud).</p> <p>K-20 Explain the procedures of different manicure/pedicure techniques.</p> <p>K-21 Explain standard time for manicure and pedicure. (40 minutes full manicure and 50 minutes full pedicure)</p>
<p>F-5: Perform nail Art</p> <p>This unit describes the skills and knowledge required to apply a range of nail art products and</p>	<p>P-1 Follow health and safety practices.</p> <p>P-2 Select products, tools and equipment for basic nail art techniques.</p> <p>P-3 Evaluate the client's needs and provide guidance</p>	<p>K-1 Explain Treatment details (client care, communication, correct posture of client and nail artist, hygiene and a professional approach to the client throughout the treatment.)</p> <p>K-2 Explain color schemes.</p>

<p>hand painted designs</p>	<p>that best suits the client.</p> <p>P-4 Apply nail art products and equipment sequentially, according to manufacturer's instructions</p> <p>P-5 Perform different nail art designs and techniques. (Use products, tools, equipment and techniques to suit client treatment needs and nail conditions)</p> <p>P-6 Demonstrate the fixing and removing of artificial nails.</p> <p>P-7 Advise client of maintenance requirements for decorated nails</p> <p>P-8 Complete the art work in accordance with the planned job.</p> <p>P-9 Exhibit artistic sense in the application of designs</p> <p>P-10 Record the results of the treatments.</p>	<p>K-3 Explain safety measures for manicure and pedicure treatment.</p> <p>K-4 Describe different equipment and products used in nail art techniques.</p> <p>K-5 Describe the procedure of different techniques e.g. colored polishers, flat stones, painting techniques, dotting, striping, marbling, free hand, glitters, foiling and color blending</p> <p>K-6 Explain the procedure of fixing and removing of artificial nail.</p> <p>K-7 Describe ingredients and effects of products used for nail art</p> <p>K-8 Importance of conclusion of treatment in appropriate manner to meet client's need.</p>
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Title G: Perform Make Up

Overview: These competencies standards introduces students to basic make up skills such as party make up, bride make up and body art etc. It explores current make up fashions and trends and gives students an insight into some of the professional services to offer in salons.

Competency Unit	Performance Criteria	Knowledge and understanding
<p>G-1: Prepare the client for makeup services.</p> <p>This unit describes the skills and knowledge required for the preparation of the client for application of make-up according to the need of clients.</p>	<p>P-1 Set up work area and prepare client for makeup.</p> <p>P-2 Obtain information from clients with respect to the variables affecting the makeup which include; Facial shape, Skin type , Skin condition, Occasion, Time, Market trends, Venue of event (indoor/outdoor), Climatic condition, Clients' demands</p> <p>P-3 Make pre make up arrangements.</p> <p>P-4 Ensure that the auxiliary services including facial, waxing etc. that form pre-requisites have been provided.</p> <p>P-5 Consult and communicate with the client tactfully and accurately.</p>	<p>K-1 Explain the procedure of assisting the client on to a couch or seating the client in an upright or slightly reclined position in good / natural light.</p> <p>K-2 Explain the variables which effect the makeup, (facial shape, Skin type , Skin condition, Occasion, Time, Market trends, Venue of event (indoor/outdoor), Climatic condition, Clients' demands)</p> <p>K-3 Importance of auxiliary services before starting the makeup.</p> <p>K-4 Explain the procedure of cleansing, toning, moisturizing and pre-base (where appropriate)</p> <p>K-5 Importance of contact details, medical history, skin analysis, make up chart and home/skincare advice.</p>
<p>G-2: Identify the skin disorder and diseases.</p> <p>This unit describes the skills and knowledge required for the identification</p>	<p>P-1 Identify client's skin type/characteristics for basic make up products and techniques.</p> <p>P-2 Identify and analyze contraindication to face/eye make up with reasons.</p>	<p>K-1 Explain different skin color (white, black, Asian, mixed), Skin type (dry, oily, combination, mature, young), Skin texture, Hair color, Eye color, Face shape, Shape of facial features.</p> <p>K-2 Explain basic contraindications</p>

<p>of the skin disorder and diseases.</p>		
<p>G-3: Select suitable products and implements for makeup.</p> <p>This unit describes the skills and knowledge required for selecting the suitable products and implements for makeup.</p>	<p>P-1 Identify and select products and implements according to skin type.</p> <p>P-2 Use different products according to skin type.</p>	<p>K-1 Explain different makeup products and implements available in market.</p> <p>K-2 Explain methods of use of different products.</p> <p>K-3 Explain product and tool range, cosmetic ingredients in makeup products, particularly in regard to their likely effects on the skin.</p>
<p>G-4: Perform basic makeup procedure.</p> <p>This unit describes the skills and knowledge required for the application of make-up according to the need of clients with differing facial characteristics, for different situations. Make up could be regular service, light makeup or for some occasion.</p>	<p>P-1 Select make-up according to the occasion, client coloring, age and preferences.</p> <p>P-2 Maintain proper lighting which affect the application and finished results of the makeup</p> <p>P-3 Analyze skin tone. Identify primary, secondary, complementary colors, and grey scale, tonal value, hue and shades</p> <p>P-4 Recognize face/eye shapes and performs appropriate correction.</p> <p>P-5 Recognize nose/lip shapes and performs appropriate correction.</p> <p>P-6 Identify cleansing products suitable for clients' skin type and different areas of the face and neck</p> <p>P-7 Perform cleansing Identify and design suitable image based on occasion,</p>	<p>K-1 Explain different make up styles/trends and techniques.</p> <p>K-2 Explain the impact of light, Day light on makeup.</p> <p>K-3 Explain different skin tone/type for makeup.</p> <p>K-4 Explain different face shapes, eye shape, nose and lip shapes.</p> <p>K-5 Describe the function of color corrective creams.</p> <p>K-6 Importance of cover dark circles under eye, spots, blemishes, uneven pigmentation, puffy eyes.</p> <p>K-7 Explain the procedure of countering and different products used for contouring.</p> <p>K-8 Explain color design principles.</p>

	<p>time, market trends, climatic conditions and clients' demands.</p> <p>P-8 Apply color corrective creams.</p> <p>P-9 Apply concealer to cover any flaws on the skin.</p> <p>P-10 Perform contour and highlight accordingly and apply blusher, shade and highlighter.</p> <p>P-11 Perform air brushing.</p> <p>P-12 Recognize correct use of cosmetics.</p> <p>P-13 Deliver suitable/ appropriate finished result for the client's need.</p> <p>P-14 Perform correct hygiene throughout the procedure.</p> <p>P-15 Identify different types of product for allergy and infections.</p> <p>P-16 Demonstrate procedures to ensure any product allergy and infectious treated and covered with appropriate soothing products.</p> <p>P-17 Perform removal of makeup without harmful affects to the skin.</p> <p>P-18 Execute the procedure of makeup with scheduled formulate time duration according to industry standards.</p>	<p>K-9 Explain techniques and after care of air brushing.</p> <p>K-10 Describe the sequence of products/cosmetics application.</p> <p>K-11 Describe different techniques to improve the eyebrows and lashes.</p> <p>K-12 Describe different time limits acceptable to the industry for different make up styles.</p>
<p>G-5: Perform party makeup.</p>	<p>P-1 Understand colour schemes according to time.</p> <p>P-2 Analyze clients' face and requirements and design</p>	<p>K-1 Importance of colors and their impact.</p> <p>K-2 Describe different face shapes.</p>

<p>This unit describes the skills and knowledge required for the application of make-up according to the need of clients keeping in view different variables for specialized activities.</p>	<p>the makeup plan accordingly.</p> <p>P-3 Apply products, procedures and equipment safely and efficiently</p> <p>P-4 Perform Party Makeup</p> <p>P-5 Apply colour design principles in accordance with the lighting techniques, wardrobe, background, location and time of day.</p>	<p>K-3 Explain the procedure of party makeup.</p> <p>K-4 Explain colour palate for day party make up (sharp, velvety and shimmery colour palate for night party make up)</p> <p>K-5 Explain the effects of light on cosmetics and make up</p>
<p>G-6: Perform casual makeup.</p> <p>This unit describes the skills and knowledge required for the application of make-up according to the need of clients keeping in view different variables for specialized activities.</p>	<p>P-1 Understand colour schemes according to time.</p> <p>P-2 Analyze clients' face and requirements and design the makeup plan accordingly.</p> <p>P-3 Apply products, procedures and equipment safely and efficiently</p> <p>P-4 Perform casual Makeup</p> <p>P-5 Apply colour design principles in accordance with the lighting techniques, wardrobe, background, location and time of day.</p>	<p>K-1 Importance of colors and their impact.</p> <p>K-2 Explain different face shapes.</p> <p>K-3 Explain the procedure of casual makeup.</p> <p>K-4 Explain the colour palate used for casual makeup. (Select brown or pink colour palates for eyes, lips and blush on, for casual make up.)</p> <p>K-5 Explain the effects of light on cosmetics and make up</p>
<p>G-7: Perform model makeup.</p> <p>This unit describes the skills and knowledge required for the application of make-up according to the need of clients keeping in view different variables for</p>	<p>P-1 Understand colour schemes according to time.</p> <p>P-2 Analyze clients' face and requirements and design the makeup plan accordingly.</p> <p>P-3 Apply products, procedures and equipment safely and efficiently</p> <p>P-4 Perform Model Makeup</p> <p>P-5 Apply colour design principles in accordance with</p>	<p>K-1 Importance of colors and their impact.</p> <p>K-2 Explain different face shapes.</p> <p>K-3 Explain the procedure of model makeup.</p> <p>K-4 Explain the colour palate used for model makeup. (Select sharp and velvety colour palate for model make up)</p> <p>K-5 Explain the effects of light on cosmetics and</p>

specialized activities.	the lighting techniques, wardrobe, background, location and time of day.	make up
<p>G-8: Perform character, fantasy and permanent makeup.</p> <p>This unit describes the skills and knowledge required for the application of make-up according to the need of clients keeping in view different variables for specialized activities such as character, fantasy and permanent makeup.</p>	<p>P-1 Understand colour schemes according to time.</p> <p>P-2 Analyze clients' face and requirements and design the makeup plan accordingly.</p> <p>P-3 Apply products, procedures and equipment safely and efficiently</p> <p>P-4 Perform character Makeup.</p> <p>P-5 Perform permanent makeup.</p> <p>P-6 Perform fantasy makeup.</p> <p>P-7 Apply colour design principles in accordance with the lighting techniques, wardrobe, background, location and time of day.</p>	<p>K-1 Importance of colors and their impact.</p> <p>K-2 Describe different face shapes.</p> <p>K-3 Explain the procedure of character makeup.</p> <p>K-4 Explain colour palate used for character makeup. (Select colour palate according to theme for character make up.)</p> <p>K-5 Explain different equipments used in permanent make up.</p> <p>K-6 Explain colour palate used for fantasy makeup. (Select colour palate according to idea or theme for fantasy make up).</p> <p>K-7 Explain the effects of light on cosmetics and make up.</p>
<p>G-9: Perform bridle makeup.</p> <p>This unit describes the skills and knowledge required for the application of make-up according to the need of clients keeping in view different variables for specialized activities.</p>	<p>P-1 Understand colour schemes according to time.</p> <p>P-2 Analyze clients' face and requirements and design the makeup plan accordingly.</p> <p>P-3 Apply products, procedures and equipment safely and efficiently</p> <p>P-4 Perform Bridle Makeup</p> <p>P-5 Apply colour design principles in accordance with the lighting techniques, wardrobe, background, location and time of day.</p>	<p>K-1 Importance of colours and their impact.</p> <p>K-2 Explain different face shapes.</p> <p>K-3 Explain the procedure of bridle makeup.</p> <p>K-4 Explain the colour palate used for bridle makeup. (Select colour palate according to time and dress for bridle make up)</p> <p>K-5 Explain the effects of light on cosmetics and make up</p>

	<p>P-6 Respond to contra-indications and adverse effects.</p> <p>P-7 Take corrective measures Maintain basic hand tools</p>	
<p>G-10: Perform Body Art.</p> <p>This unit describes the skills and knowledge required to perform different body art techniques such as mehndi, marker art, and stencil designing to decorate clients' hands, arms, legs and feet.</p>	<p>P-1 Select the products and techniques according to client's need and occasion.</p> <p>P-2 Discuss with clients the designs, types of mehndi arrangements and parts / extent of hands or / feet, where mehndi is to be applied</p> <p>P-3 Inform the client about latest trends and designs by showing booklets.</p> <p>P-4 Apply henna (mehndi) on hands and feet with cone, stick and fingers (for different occasion)</p> <p>P-5 Apply sticker mehendi, colourful sparkle mehendi, kundan mehendi and mehendi with blocks.</p> <p>P-6 Perform marker art.</p> <p>P-7 Apply different colors through stencil on different parts of body.</p> <p>P-8 Apply sticker tattoos.</p> <p>P- 9 Apply glitters and Diamantes.</p>	<p>K-1 Explain different body art techniques and designs.</p> <p>K-2 Describe material and products which are used in body art techniques.</p> <p>K-3 Explain different techniques of heena</p> <p>K-4 Describe the techniques of marker art</p> <p>K-5 Explain procedure and techniques of stenciling.</p> <p>K-6 Describe the procedure of sticker tattoos.</p> <p>K-7 Explain techniques of glitters and diamantes.</p>

Title H: Perform Hair Care and Designing

Over view: These competencies standard introduces students to basic hair care skills such as shampooing, conditioning, hair coloring, hair cutting, hair styling, hair treatments and blow-drying. It explores current hair fashions and trends and gives students an insight into some of the professional services on offer in salons.

Competency Unit	Performance Criteria	Knowledge and understanding
<p>H-1: Analyze hair.</p> <p>This unit describes the skills and knowledge required to analyze hair and scalp conditions, it requires knowledge of the types of hairs, texture of hair and factors that can affect and damage the hairs.</p>	<p>P-1 Identify different hair and scalp types and conditions according to industry standard classification.</p> <p>P-2 Recognize the texture of hairs according industry standard classification.</p> <p>P-3 Identify factors that can affect and damage the hair.</p>	<p>K-1 Explain scalp types and different hair textures, e.g. normal, dry, greasy, curly, straight, fine/flyaway, common, damaged, split ends, dull, dandruff etc.</p> <p>K-2 Describe normal, oily and damaged hairs.</p> <p>K-3 Explain reasons of damaging the hairs.</p> <p>K-4 Explain the importance of hair analysis before treatment.</p>
<p>H- 2: Perform Shampoo and Conditioning.</p> <p>This unit describes the skills and knowledge for performing shampooing and conditioning of hairs and scalp, while maintaining correct</p>	<p>P-1 Identify and select the appropriate shampoos and conditioners for different hair types.</p> <p>P-2 Prepare the client and trolley for shampoo services.</p> <p>P-2 Apply shampoo on the client's hair.</p> <p>P-3 Perform deep conditioning method.</p> <p>P-4 Perform rinsing.</p> <p>P-5 Select, apply and rinse variety of shampoos,</p>	<p>K-1 Explain the procedure of preparing the client for treatment: (protecting the client's cloths, removing jewelry/accessories as appropriate, storing the client's valuables in a safe place.)</p> <p>K-2 Explain the procedure of shampooing according to the texture of the hairs.</p> <p>K-3 Describe the method of conditioning on different types of hairs.</p> <p>K-4 Describe the procedure of rinsing.</p>

<p>temperature of water and observing occupational health and safety requirements.</p>	<p>according to manufacturers' instructions.</p> <p>P-6 Handle moisture from hair (squeeze hair with towel)</p> <p>P-7 Detangle hair from point to root (minimize damage and further tangling)</p> <p>P-8 Follow health and safety practices.</p> <p>P-9 Execute the procedure of shampoo and conditioning with scheduled formulate time duration according to industry standards.</p>	<p>K-5 Explain the impact of different shampoos on different types of hairs.</p> <p>K-6 Describe the schedule time for shampoo/conditioning on the hairs.</p> <p>K-7 Importance of home care advices</p> <p>K-8 Importance of detangling from point to root (minimize damage and further tangling)</p> <p>K-9 Explain the importance of shampooing the hairs before any treatment or style.</p> <p>K-10 Explain the difference between shampoo and conditioner.</p> <p>K-11 Importance of water temperature for shampoo and conditioner.</p>
<p>H- 3: Perform Blow Drying.</p> <p>This unit describes the skills and knowledge for performing hair blowing while maintaining correct temperature and observing occupational health and safety requirements.</p>	<p>P-1 Identify and select the tools and equipment used for blow-drying.</p> <p>P-2 Analyze hair type, texture, face cut and client's demand and discuss the same with client.</p> <p>P-3 Identify products that can be used to give extra hold or body to a blow dry.</p> <p>P-4 Wash hair if required</p> <p>P-5 Demonstrate the styles of blow dryer according to the client's requirements.</p> <p>P-6 Perform blow drying.</p>	<p>K-1 Explain different methods of blow draying.</p> <p>K-2 Explain different products used for blow drying e.g. hair spray, hair gel, and mousse.</p> <p>K-3 Explain different hair drying and styling techniques e.g. scrunch drying, finger drying, setting use of curling tongs, crimping iron etc.</p> <p>K-4 Describe different procedures of blow drying.</p> <p>K-5 Describe standard timings of blow drying.</p> <p>K-6 Explain the function of hair spray.</p>

	<p>P-7 Perform formal hair styling service on medium to long hair</p> <p>P-8 Balance hair length and volume</p> <p>P-9 Perform the sectioning of hair</p> <p>P-10 Execute the procedure of blow drying with scheduled formulate time duration according to industry standards.</p>	
<p>H- 4: Make Hair Styles.</p> <p>This unit describes the skills and knowledge required to perform a range of current and period hair styles and techniques such as perming, straightening, rebounding, highlights, lowlights and different types of buns, braids etc for personal and professional environments such as weddings and parties etc.</p>	<p>P-1 Identify different face shapes.</p> <p>P-2 Select a range of hair styles to suit different face shapes.</p> <p>P-3 Identify factors that have an impact on hair styling including (Age of client, Occasion (marriage, party etc.), Hair texture and density, Face shape and structure, Physique / height, Market trends, Client demand.</p> <p>P-4 Identify and select different types of materials, cosmetics, tools & equipment used for hair styling, perming, rebounding and straightening.</p> <p>P-5 Apply rollers on short, medium and long hairs.</p> <p>P-6 Perform hair styling with dryer. (out ward and in ward)</p> <p>P-7 Perform backcombing, back brushing, braids, rolls, bubble buns.</p> <p>P-8 Perform different types of buns (Basic Bun, Ballerina Bun, Ballet Bun, Double Bun, Side Bun, Braided Bun,</p>	<p>K-1 Explain different face shapes (oval, round, pointed etc)</p> <p>K-2 Define different hair styles according to face shapes.</p> <p>K-3 Importance of face and body shapes and their relationship to the principles of hair design</p> <p>K-4 Describe different current and classic trends in hair styles.</p> <p>K-5 Explain ideal hair conditions for styling (e.g. freshly washed hair is not usually recommended for hair styling)</p> <p>K-6 Importance of latest trends in hair styling. Explain different types of materials, cosmetics, tools & equipment used for hair styling, perming, rebounding and straightening.</p> <p>K-7 Explain purpose of using different types of rollers/perming rollers.</p> <p>K-8 Explain the procedure of hair styling with dryer.</p>

	<p>High Bun, Low Bun, Curly Bun etc)</p> <p>P-9 Perform perming (Types of perming, spiral perm, pony perm, medium perm and Negro perm.)</p> <p>P-10 Perform compatibility test to ensure that there is no hair breakage or reaction (e.g., hair dissolves or the desired curls are not created).</p> <p>P-10 Use perming tools to create waves/curls of different tightness.</p> <p>P-11 Apply lotion and processing.</p> <p>P-12 Apply neutralizer to scalp to stop the process of perming.</p> <p>P-13 Handle the perming process carefully and apply perming lotion, neutralizer and perming rod properly.</p> <p>P-14 Select and apply straightening and rebounding products, equipment and techniques to obtain best possible result as well as ensure safety of client's hair.</p> <p>P-15 Observe allergies and reactions while doing rebounding, perming and straightening.</p> <p>P-16 Ensure comfort and safety of client and operator during all stages of the service.</p> <p>P- 17 Offer post-service maintenance and suggest home care products.</p> <p>P-18 Execute the procedure of different hair styles with scheduled formulate time duration according to industry standards.</p>	<p>K-9 Explain the procedure and techniques of backcombing, back brushing, braids, rolls, bubble buns.</p> <p>K-10 Explain the procedure of perming.</p> <p>K-11 Describe the procedure and techniques used in rebounding.</p> <p>K-12 Describe the procedure of straightening.</p> <p>K-13 Explain the effects and method of application of straightening lotions and rebounding lotions.</p> <p>K-14 Explain the range of winding, chemical texturizing and straightening techniques and their effects on different haircut structures</p> <p>K-15 Describe the list of remedies.</p> <p>K-16 Explain contra-indications and situations where caution should be taken in providing perming process.</p>
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<p>H- 5: Perform Hair Coloring.</p> <p>This unit describes the skills and knowledge required to color hair to the desired finish and color according to proper analysis and procedures. The process is also known as dyeing or tinting.</p>	<p>P-1 Conduct pre-service hair scalp analysis.</p> <p>P-2 Analyze the hair texture and natural color depth.</p> <p>P-3 Confirm with the client the desired base color or degree of lift and tone using reference to manufacturer's color charts.</p> <p>P-4 Perform various types of temporary, semi permanent & permanent hair colors.</p> <p>P-5 Conduct product patch test to observe results.</p> <p>P-6 Perform the procedure of hair coloring (Mix color, Apply hair color, herbal or chemical, Rinse off color, Apply hair conditioner)</p> <p>P-7 Apply the dye in sections and monitor the process to ensure that dye reaches all areas of scalp in right proportion.</p> <p>P-8 Observe appropriate time for the dye to remain in the hair according to the manufacturer's instructions</p> <p>P-9 Select bleach and dye that for highlights is 4-5 shades lighter than the natural color and for lowlights is closest to the natural shade</p> <p>P-10 Perform types of lighteners.</p> <p>P-11 Perform Special effects with hair coloring e.g. streaking, frosting, tipping, blond on blond, hi fashion, highlighting techniques.</p> <p>P- 12 Apply bleach, dye, tools and techniques to the</p>	<p>K-1 Explain different textures of hairs.</p> <p>K-2 Explain different hair types; conditions and structures</p> <p>K-3 Describe classification of color.</p> <p>K-4 Describe range of dyes, shades and proportions of hydrogen peroxide required.</p> <p>K-5 Explain the importance of color chart.</p> <p>K-6 Explain the procedure of patch test and remedies.</p> <p>K-7 Advantages and disadvantages of coloring hair.</p> <p>K-8 Explain the procedure of hair coloring</p> <p>K-9 Describe different hair coloring techniques.</p> <p>K-10 Difference between highlights and lowlights.</p> <p>K-11 Define cosmetics & materials required for special effects with coloring.</p> <p>K-12 Explain occupational health, safety and hygiene legislation and regulations.</p>
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	<p>satisfaction of client</p> <p>P-13 Maintain the basic hand tools and workstation</p> <p>P-14 Execute the procedure of different hair coloring techniques with scheduled formulate time duration according to industry standards.</p>	
<p>H- 6: Perform Hair Cutting.</p> <p>This unit describes the skills and knowledge required to cut hair in both classic and current hair styles on long/short/medium length hair. It requires knowledge of the design elements and skills to apply these elements to create finished hair designs.</p>	<p>P-1Demonstrate different haircuts according to the requirement of the client.</p> <p>P-2 Help choose appropriate hairstyles for customers according to their lifestyle, hair texture, face shape, features as well as client’s demand.</p> <p>P-3 Select appropriate tools and techniques to achieve planned haircut finish.</p> <p>P-4 Sterilize tools and implements.</p> <p>P-5 Sectioning and blocking the hair according to required hair cut. (Section top, crown, nape and sides for achieving desired effects)</p> <p>P-6 Perform basic hair cutting for short, medium and long length hair. (Boy cut, blunt cut, Deep U, Shallow U, Cutting for layered effect, Mushroom cut, Wedge cut and Men’s cut)</p> <p>P-7 Handle tools and equipment used for cutting safely.</p> <p>P-8 Clean and maintain hair cutting /dressing tools</p> <p>P-9 Execute the procedure of different haircuts with scheduled formulate time duration according to industry standards.</p>	<p>K-1 Explain different haircuts.</p> <p>K-2 Explain different hair cutting techniques in terms of hair lines, texture, density and layer.</p> <p>K-3 Importance of sectioning the hairs.</p> <p>K-4 Explain the procedure of sectioning for haircut.</p> <p>K-5 Importance of handling hair cutting tools and their maintenance</p> <p>K-6 Describe different precautionary measures, health and safety regulations</p> <p>K-7 Explain different classic and modern hair styles</p>

<p>H- 7: Perform Hair Art.</p> <p>This unit describes the skills and knowledge required to perform a range of current and period hair art styles such as hair extensions, hair decorations, different fantasy hairs according to themes, for personal and professional environments such as weddings and parties etc.</p>	<p>P-1 Discus different hair designing trends with the client.</p> <p>P-2 Select hair extension concepts to match facial features, natural hair and client requirements, and inform the client accordingly</p> <p>P-3 Perform hair extensions.</p> <p>P-4 Maintain a balance between natural and extended hair</p> <p>P-5 Remove existing hair extensions where required, according to salon procedures and product instructions</p> <p>P-6 Perform different types of hair braids.</p> <p>P-7 Perform different types of fantasy hairs according to theme.</p> <p>P-8 Decorate hairs with beads, flowers, small hair clips, glitters, diamantes etc</p> <p>P-9 Execute the procedure of different hair art techniques with scheduled formulate time duration according to industry standards.</p>	<p>K-1 Explain different trends for hair designing.</p> <p>K-2 Explain procedure and techniques of hair extension.</p> <p>K-3 Explain the procedure of different hair braids.</p> <p>K-4 Explain types of hair and synthetic fibers used in hair extensions.</p> <p>K-5 Define hair extensions, their components and application</p> <p>K-6 Explain minimum and maximum recommended durations for which hair extensions can be retained</p> <p>K-7 Explain maintenance requirements for hair extensions</p> <p>K-8 Explain the procedure and techniques of different types of fantasy hairs according to theme.</p>
<p>H-8: Perform Hair Treatments.</p> <p>This unit describes the skills and knowledge required to propose and apply hair treatment</p>	<p>P-1 Identify different hair treatments according to the different types of hairs.(Dry/ damaged, hair loss, anti dandruff treatments, oily, tinted)</p> <p>P-2 Examine and analyze hair and scalp.</p> <p>P-3 Provide hair treatment with high frequency hair treatment machine.</p>	<p>K-1 Explain hair treatment techniques and products / equipment and their effect on the hair and scalp</p> <p>K-2 Importance of different suitable products used for the treatment of the hairs, available in market.</p> <p>K-3 List of remedies for contraindications.</p>

<p>procedures according to the symptoms and appearance of a range of normal and abnormal hair conditions.</p>	<p>P-4 Select suitable products used for the treatments of different types of hairs.</p> <p>P-5 Demonstrate contraindications for the treatment of different types of hairs.</p> <p>P-6 Perform different hair treatments.</p> <p>P-7 Perform dry/damaged hair treatment</p> <p>P-8 Perform anti dandruff treatment</p> <p>P-9 Perform oily hair treatment.</p> <p>P-10 Apply health measures in relation to contagious disorders of the hair and scalp</p> <p>P-11 Recommend beneficial home care products and remedial action</p> <p>P-12 Apply standard infection-control precautions</p> <p>P-13 Execute the procedure of different hair treatments with scheduled formulate time duration according to industry standards.</p>	<p>K-4 Explain the procedures and techniques of different hair treatments.</p> <p>K-5 Describe the procedure of dry/damaged hair treatment.</p> <p>K-6 Explain the procedure of anti dandruff treatment.</p> <p>K-7 Explain the procedure of oily hair treatment.</p> <p>K-8 Explain occupational health, safety and hygiene legislation and regulations.</p>
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Title I: Develop Professionalism

Over view: The competency standard is about to train the students to participate in workshops, skin cosmetic companies. Interact with other salons, colleagues consult with experts participate in skill competitions intern with skin therapist and handling of revenue of cash.

Competency Unit	Performance Criteria	Knowledge and understanding
<p>I-1: Attend workshops on latest beauty therapy techniques.</p> <p>This unit describes the skills and knowledge required to apply latest methods and procedures for all treatments of beauty therapy by joining the different workshops.</p>	<p>P1 Apply latest methods and procedures for all treatments of beauty therapy.</p> <p>P2 Demonstrate the Use of latest salon products.</p> <p>P3 Observe and follow the time for treatment.</p> <p>P4 Apply treatment to make client at ease.</p> <p>P5 Adopt the direction in the workshop actively.</p> <p>P6 Identify contraindications during treatment.</p>	<p>K1 Explain latest procedures and techniques used in salon.</p> <p>K2 Explain latest salon products.</p> <p>K3 Explain correct Timings for each service.</p> <p>K4 Explain the importance of attending workshop.</p> <p>K5 Explain the term contraindications.</p>
<p>I-2: Interact with other salon.</p> <p>This unit describes the skills and knowledge required to interact with other salons for latest trends and market demands.</p>	<p>P1 Deal with other salons.</p> <p>P2 Remain updated as per market demands.</p> <p>P3 Select suitable salon's products, equipments and furniture available in market.</p> <p>P4 Explain and Compare prices and cost effectiveness of all the purchases of salon (including fixed and consumable items)</p>	<p>K1 Explain the complete information of market demands.</p> <p>K2 List and explain products available in market.</p> <p>K3 Describe Comparative list of the prices for all the products.</p> <p>K4 Explain the methods of selection of the products available in the market.</p>

<p>I-3: Participate in trainings.</p> <p>This unit describes the skills and knowledge required to understand the importance of participate in trainings offered by beauty cosmetics companies.</p>	<p>P1 Apply techniques carefully described by different companies about their products.</p> <p>P2 Prepare notes of new products introduced or displayed in the trainings and upgrade salon accordingly.</p> <p>P3 Evaluate cost of new products introduced in training and formulate price list of services in salon accordingly.</p> <p>P4 Design leaflets and printed material of the contents taken from the training for applying in salon.</p>	<p>K1 Explain list of techniques described by different companies about their products.</p> <p>K2 Explain list of new products with prices introduced by the companies conducting training.</p> <p>K3 Explain Price list formulated by incorporating new products introduced in training.</p> <p>K4 Explain the importance of designing leaflets and printed material for salon.</p>
<p>I-4: Consult with experts.</p> <p>This unit describes the skills and knowledge required to understand the importance of consult with experts for latest techniques and procedures</p>	<p>P1 Update the skills by consulting with experts.</p> <p>P2 Explain the Correct usage of the product.</p> <p>P3 Identify skin diseases and their remedies.</p> <p>P4 Demonstrate method of application of professionalism in the concerned field.</p>	<p>K1 Explain the skills required in salon.</p> <p>K2 Explain the suitable products for the treatment of different kind of skin diseases.</p> <p>K3 Explain different types of skin diseases.</p> <p>K4 Explain the importance of Professional manuals.</p>
<p>I-5: Market salon services, product and prices.</p> <p>This unit describes the skills and knowledge required to design and market the salon services and products, prices and special deals/packages. It</p>	<p>P-1 Conduct market research.</p> <p>P-2 Design and market promotional material.</p> <p>P-3 Convince customers about the value of offer and develop trust.</p> <p>P-4 Inquire about the needs and experiences with other competitors through polite discussion.</p> <p>P-5 Share and discuss promotional material and packages with the customers</p>	<p>K-1 Explain products, services, deals and prices offered by salon</p> <p>K-2 Explain various mediums and tools of marketing motional.</p> <p>K-3 Importance of knowledge of services, products and deals offered by competitors.</p> <p>K-4 Importance of designing promo material</p>

<p>also contributes towards increase in salon revenue through marketing, and retaining and increasing client base.</p>		
<p>I-6: Attend seminars.</p> <p>This unit describes the skills and knowledge required to participate in skill competitions /professional gatherings/exhibitions etc.</p>	<p>P1 Apply procedures and techniques professionally.</p> <p>P2 Prepare the list of techniques applied by the winner in the competition.</p> <p>P3 Adopt the new trends and confidence gained from the competition.</p> <p>P4 Demonstrate the Use of internet email to get information about different events.</p> <p>P5 Polish existing skills.</p> <p>P6 Interact with other professionals of the same field.</p> <p>P7 Gather the important points regarding techniques and products</p>	<p>K1 Explain Professional Procedures and techniques.</p> <p>K2 Explain the importance of Competitive behavior.</p> <p>K3 Explain the role of print and electronic media in salon</p> <p>K4 Explain the use of internet email to get information about different events.</p> <p>K5 Explain the list of other salons to have interaction for gathering and competition.</p> <p>K6 Explain the importance of questionnaires in skill competitions.</p>
<p>I-7: Great and receive clients and guests.</p> <p>This unit describes the skills and knowledge involved in greeting the clients and guests visiting the salon, politely and pleasantly and</p>	<p>P-1 Receive Client smilingly.</p> <p>P-2 Welcome Client with courtesy, respect and complete attention.</p> <p>P-3 Behave in such manner that Client feels to be important person at salon.</p> <p>P-4 Deal with V.I.P. Clients as per instructions of salon's management.</p>	<p>K-1 Protocol plan for dealing with all clients particularly for V.I.P., old age and special clients.</p> <p>K-2 Importance of use of A.C., T.V., lighting, spraying fragrance.</p> <p>K-3 Presentation skills for serving drinks or tea etc.</p> <p>K-4 Importance of pleasant and friendly behavior at the time of departure of Client.</p>

<p>making them comfortable while they are waiting at the salon reception. It also includes maintaining a pleasant environment through the use of air-conditioning, flowers, lighting, music & fragrances.</p>	<p>P-5 Deal special and old persons with loving and friendly behavior.</p> <p>P-6 Offer Client the drink, tea or coffee.</p> <p>P-7 Create pleasant environment by switching on all lights, A.C., T.V. and spraying fragrance at the time of entry of Client.</p>	
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Title J: Entrepreneurship Development

Over view: This competency provides the knowledge, skills and attitudes in entrepreneurship skills training in the Vocational and Technical education that will best meet the country economy. This module also develop positive attitude towards self employment.

Competency Unit	Performance Criteria	Knowledge and understanding
J-1: General concept of Entrepreneurship	<p>P1 Explain how Entrepreneurship has developed.</p> <p>P2 Recognize the term Entrepreneurship</p> <p>P3 Outline the importance of Entrepreneurship</p> <p>P4 Explain the reasons why Entrepreneurship should be developed in a country.</p>	<p>K1 Explain General Evolution of Entrepreneurship.</p> <p>K2 Define Entrepreneurship from different perspective.</p> <p>K3 Importance of Entrepreneurship (Enhance creativity and innovation, build self confidence in people, serves as a tool for nation building)</p> <p>K4 Explain reasons of development of entrepreneurship in country</p>
J-2: Definition of Entrepreneur	<p>P1 Differentiate between business person and an entrepreneur.</p> <p>P2 Explain the characteristics of an entrepreneur</p> <p>P3 Identify the factors that affect the development of entrepreneurship.</p> <p>P4 Identify the role of government, society, family, friends on the development of entrepreneurship in a country.</p>	<p>K1 Explain the difference between entrepreneur and business person.</p> <p>K2 Describe different characteristics of the entrepreneur.</p> <p>K3 Explain Factors that affect the development of entrepreneurial spirit in people</p> <p>K4 Describe the role of government, society, family, friends on the development of entrepreneurship in a country.</p>
J-3: Knowledge of Employment	<p>P1 Explain the definition of employment.</p> <p>P2 Recognize the types of employment.</p> <p>P3 State the advantages and disadvantages of wage</p>	<p>K1 Explain the term Employment (working to earn a living, payment could be in the form of wages or salaries depending on the nature of work)</p> <p>K2 Describe types of employment.</p>

	<p>and self employment.</p> <p>P4 Outline the reasons why people go in to wage or self employment persists.</p> <p>P5 Recognize the reasons why unemployment persists.</p>	<p>K3 Explain advantages and disadvantages of wage and self employment.</p> <p>K4 Explain the term self employment.</p>
J-4: Small Business Enterprise	<p>P1 Identify small business</p> <p>P2 Recognize the characteristics of small business.</p> <p>P3 Outline the role of small business.</p> <p>P4 List the area of small business opportunities.</p> <p>P5 Explain the challenges / problems facing small business</p>	<p>K1 Define Small business(Small business is defined based on the number of people and the capital employed)</p> <p>K2 Explain Characteristics of small business (Labor intensive, small capital outlay etc.)</p> <p>K3 Describe different small business areas (tailoring shop, beauty salon, bakery, trading, catering etc.)</p> <p>K4 Explain different roles, which small business plays in the country.</p> <p>K5 Describe different Challenges / problems facing small business</p>
J-5: Business Environment	<p>P1 Explain the business environment.</p> <p>P2 Identify the major environmental factors that affect the business.</p> <p>P3 Differentiate between business and business environment.</p>	<p>K1 Describe major environmental factors that affect the business.</p> <p>K2 Explain how culture and tradition affect the business.</p> <p>K3 Importance of business environment.</p>
J-6: Business Development Services	<p>P1 Identify business development service providers, the services they provide and those whom permissions are necessary to enable small business to operate.</p> <p>P2 Recognize the advantages of registering a business.</p>	<p>K1 Describe different business development services providers in Pakistan (SMEDA, Chamber of commerce and industries, women business incubation centers, women chamber etc.)</p> <p>K2 Explain advantages of registering the business</p>

	<p>P3 Recognize the procedure of registering the business</p>	<p>K3 Explain different factors, which are important for registering the business.</p> <p>K4 Explain the procedure of registering the business.</p> <p>K5 Importance of registering a business.</p>
<p>J-7: Legal forms of business ownership</p>	<p>P1 Identify the legal forms of business ownership.</p> <p>P2 Identify the advantages and disadvantages of legal forms of business ownership.</p>	<p>K1 Explain legal forms of business ownership.</p> <p>K2 Explain the terms Sole trade, partnership, limited liability, Co-operative.</p> <p>K3 Explain advantages and disadvantages of legal forms of business ownership.</p> <p>K4 Importance of legal forms of business ownership.</p>
<p>J-8: Creativity and Business Opportunity identification</p>	<p>P1 Recognize creativity.</p> <p>P2 Explain the definition of business ideas.</p> <p>P3 Recognize the methods of generating business ideas.</p> <p>P4 Mention the sources of business ideas</p> <p>P5 Identify the characteristics of good business opportunity</p> <p>P6 Recognize the importance of creativity</p>	<p>K1 Define creativity (Creativity is idea that bring about new products, new processes & practices it, Reduces cost and improve quality of product)</p> <p>K2 Describe different factors which influence the generating the business ideas (Consider talent, skills and knowledge required, recognize problems and find innovative solutions to them etc.)</p> <p>K3 Describe different sources of ideas (needs and wants of the community, external environment, hobbies and interest etc.)</p> <p>K4 Explain; meet market demand, attractive return on investment, competition.</p> <p>K5 Importance of: Meet market demand, attractive</p>

		<p>return on investment, competition etc.</p> <p>K6 Explain the term business ideas.</p> <p>K7 Importance of creativity. (Includes: Help to discover new techniques, principles and methods of doing things.)</p>
J-9: Prepare Marketing Plan	<p>P1 Identify market and the concept of the marketing</p> <p>P2 Explain the importance of market research.</p> <p>P3 Explain Marketing Mix Variables.</p> <p>P4 Analyze the term Product.</p> <p>P5 Identify the need for packaging a product.</p> <p>P6 Recognize the promotional methods suitable for product and services.</p> <p>P7 Recognize the methods used to attract and retain customers.</p>	<p>K1 Explain the terms market and marketing concept.</p> <p>K2 Importance of market research for decision making on: Product, Price, promotion and distribution.</p> <p>K3 Explain marketing mix variables (Product, Price, promotion Place/ Distribution.)</p> <p>K4 Definition of product (Anything tangible or intangible offered to satisfy the needs and wants of customers.)</p> <p>K5 Importance of the product packaging (Protects and preserves contents, Attracts buyers, add value etc)</p> <p>K6 Describe different methods of promotions (Personal selling, sales promotion, Advertising, Packaging etc.)</p> <p>K7 Explain methods of attracting and retaining the customers include (Quality of products/services, Building a relationship, Customer satisfaction etc.)</p>
J-10: Maintain stock record	<p>P1 Recognize the definition of stock.</p> <p>P2 Identify the reasons of recording stock.</p>	<p>K1 Explain definition of stock.</p> <p>K2 Explain reasons for stock recording (Products</p>

		<p>which are used faster, Products close to expiry date, need to re-order new stock etc)</p> <p>K3 Importance of stock recording.</p>
J-11: Prepare Business Plan.	<p>P1 Distinguish between business plan and business planning.</p> <p>P2 Explain the importance of business planning.</p> <p>P3 Mention the stages of business planning.</p> <p>P4 Draft a simple business plan.</p>	<p>K1 Definition of business plan and business planning.</p> <p>K2 Explain business planning; (Prepares the entrepreneurs for the future, Sets objectives for the business, Set out effective use of recourses etc.)</p> <p>K4 Describe different stages of business planning: (Set goals, Gathers information, Analyze information, Analyze recourses etc.)</p> <p>K5 Importance of business planning.</p>
J- 12: Financial management	<p>P1 Explain the term financial management.</p> <p>P2 Identify profit and loss statement, balance sheet and cash flow budget.</p> <p>P3 Prepare a simple profit and loss statement, balance sheet and cash flow budget.</p> <p>P4 Recognize the reasons for poor financial management.</p>	<p>K1 Define financial management.</p> <p>K2 Explain reasons for profit and loss statement, balance sheet and cash flow budget.</p> <p>K3 Explain the term poor stock management.</p>

List of Tools and Equipment

(For the Class of 25 Students)

Sr.#	Description	Quantity
1	Hydraulic Chair	5
2	High Chair	5
3	Arm Chair	5
4	Shampoo Unit	2
5	Brushing Machine 10 in 1 (Vacuum. High Frequency, galvanic, wood lamp, magnifying glass, steamer)	3
6	Hair Dresses Chair/Stool	5
7	Hair Dryer	5
8	Crimpers	5
8	Magnifying Glass	3
10	Curling Iron	5
11	Hair Connector	3
12	Electric Curler	5
13	Foot spa	5
14	Sterilizer	2
15	Facial Steamer	3
16	Paraffin Heater	2
17	Hair Steamer	3
18	Timer	1
19	Computer with Internet	1
20	Straightening Iron	3
21	Double Wax heater	2
22	Working and facial Trolleys	5
23	Bleach Brush	10

24	Bowles	10
25	Spatula	10
26	Blackhead Remover	10
27	Manicure Set	5
28	Pedicure Set	5
29	Small Stools	5
30	Large Stools	5
31	Facial Bed	3
32	Manicure Table	2
33	Cuticle knife, Buffers, Pedicure rasp (hard skin removal), Nail scissors, Clippers , Hard skin remover, nipper (for pedicure),	5
34	Tweezers	2
35	Small Scissors	5
36	Cutting Scissors	5
37	Thinning Scissors	2
38	Razor with blade	2
39	Shampoo Bowl Set	3
40	Foot Scraper	5
41	Exfoliation machine	2
42	Body Massage Bed	3
43	Galvanic Machine	1
44	Infrared Lamp	2
45	Measuring Cup sets	5
46	Measuring Glass sets	5
47	Measuring Spoon sets	5
48	Mixing Bowles set	10
49	Spray Bottle	5
50	Applicator Brush	5
51	All in one Eyelash Brush/Comb	5
52	Barber Brush	5

53	Hair Brush	5
54	Roller Brush set 5 in 1	5
55	Tinting Brush with Comb	5
56	Frosting Cap	10
57	Perming Cap	10
58	Shower Cap	10
59	Hair Clips set	20
60	All Purpose Comb	20
61	Bath Comb	5
62	Hair Cutting Comb	5
63	Large Tooth Comb	5
64	Tail Comb	10
65	Wide Toothed Comb	10
66	Stone Therapy set	1
67	Hair Pins Boxes	10
68	Invisible Pins Boxes	5
69	Decorative Pins Boxes	5
70	Pin Curl Clips Boxes	5
71	Roller pins	5
72	Jumbo Rollers set	5
73	Large Size Rollers	5
74	Medium Size Rollers	5
75	Small Size Hair Rollers Wires	5
76	Curling Rods(Small, Medium, Large)	5
77	Hand Mirrors	2
78	Modular Mirrors	5
79	Dustbin	2
80	Garbage Bin/Bags	2
81	Mop	2
82	White Board	2
83	Markers Set	As required

84	Needle for Striking	10
85	Cutting Sheets	5
86	Complete Make Up Brushes Set	5
87	Eyebrow Pencil Sharpener	10
88	Make up Palette	5
89	Ladies/kids Cut Catalogues	3
90	Make up Catalogues	3
91	Magazines/Books with rack	10

4. List of Consumables

Sr.#	Description
1	Aluminum foil
2	Bleaching Products(Liquid, Powder and Creams)
3	Colour Products Form: Cream, Liquid and Powder
4	Developer, 10 volumes to 60 volumes
5	Ear Pads
6	Eye Make Up remover
7	Sanitizers
8	Rubber Gloves
9	Disposable Gloves
10	Disinfectants
11	Head bands
12	Face Towels
13	Face Masks (Clay, Peel off, Herbal etc)
14	Different types of masks (Hand Masks, Foot Masks)
15	Hair Styling Gel
16	Hair Spray
17	Wet Look Gel
18	Hair Treatment Products
19	Shampoos (According to hair texture)
20	Conditioners
21	Hair Creams
22	Tissue Papers
23	Lip Liner
24	Mousse
25	Perm Lotion/Neutralizer
26	Plastic Applicator

27	Rubber bands
28	Candles
29	Cleansing Lotions
30	Cleansing Milks
31	Foaming Creams
32	Sponges
33	Plastic bowels for water
34	Toners
35	Rose Water
36	Scrubs(Body, Face, Foot, Hand etc)
37	Skin Shiner
38	Cotton wool
39	Sun Blocks
40	Different Types of Face Polishing Creams
41	Exfoliation Products
42	Gowns
43	Self Gowns
44	Aprons
45	Body Sprays
46	Facial Gown
47	Massage Creams Vitamin E
48	Different types of massage oils. (Sweet almond oil, Apricot Oil, Jojoba Oil, coconut Oil, Sunflower Oil, Mustard Oil, Cocoa Butter, Olive Oil etc)
49	Aromatherapy Essential Oils
50	Antiseptic Thread for Threading
51	Powder
52	Soothing lotions
53	Antiseptic Wipes
54	Different Types of Waxes (Cold, Hot, Sugar, Fruit)
55	Strip Rolls

56	Moisturizers
57	Different Towels
58	Massage oil/cream, Buffing paste, Base coat, Nail enamels: Frosted, Cream, Light, Dark and French manicure, Top coat, Quick driers.(For nail Art)
59	Facial products for Sensitive, Oily, Dehydrated, Combination, Pigmented, Acne and Wrinkled Skin.
60	Different Types of Creams(Day, Night, Eye Cream, Etc)
61	Lip Balms
62	Serums
63	Emery Boards
64	Cuticle massage Creams
65	Cuticle Remover
66	Hoof Stick
67	Counselors
68	Foundations
69	Powders
70	Blushers
71	Eye shadows
72	Eye brow Pencils
73	Artifice Eyelashes
74	Eye Liner
75	Mascara
76	Lip Liner
77	Lipsticks/Glows/Lip Products
78	Mehndi
79	Sticker Tattoos
80	Markers of Body Art
81	Glitters
82	Decorative items(Kundan, Stones, beads, Diamantes etc)
83	Decorative Items for Hair Designing (Pearl Pins, Artificial Braids, Artificial Flowers,
84	Section Clips
85	Straightening/Hair Rebounding Products

86	Cutting Cape
87	Neck Guard
88	Hair Extensions
89	Ampoules
90	Alcohol Pads
91	Floor Disinfectants
92	Soaps
93	Dettol
94	Plastic Disposal Bags
95	Washing Detergent
96	First Aid Box
97	Stationary Items
98	Note Book