

Curriculum for Beauty Therapy (Level 1)

National Vocational & Technical Training Commission Islamabad



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1. INTRODUCTION

1.1 Description of the structure of the course

Following is the structure of the course:

Module #	Title	Theory (hours)	Practical (hours)	Total (hour)
1	Module-1: Manage the Salon	10	40	50
2	Module-2: Maintain Health and Hygiene	06	24	30
3	Module-3: Maintain Skin and Beauty Care	16	64	80
4	Module-4: Perform Massage Therapy	18	72	90
5	Module-5: Perform Basic and Treatment Facials.	17	68	85
6	Module-6: Perform Manicure and Pedicure	12	48	60
7	Module-7: Perform Make Up	32	128	160
8	Module-8: Perform Hair Care and Designing	32	128	160
9	Module-9: Develop Professionalism	7	28	35
10	Module-10: Develop Entrepreneurship	10	40	50

1.2 Duration of the course:

The proposed curriculum is composed of 10 modules that will be covered in 800 hrs. It is proposed that the course may be delivered in a six months period (Five days a week). Training can also be scheduled on part time bases or in the evening classes. The distribution of contact hours is given below:

Total	800 hrs
Theory	160 hrs (20%)
Practical	640 hrs (80%)

1.3 Purpose of the training programme:

The purpose of the training is to provide skilled and motivated manpower to improve the Cosmetics and Beauty Industry. This will result in provision of improved services to the ever increasing cliental of Cosmetics and Beauty Therapy sector. The trainee will be able to provide beauty and beauty therapy services on modern lines using latest techniques in a professional manner. It will also create job, as well as, business opportunities for the graduates and shall significantly contribute to the country's economic growth.

1.4 Specific characteristics of this training programme:

- This training programme is intended to be conducted at institutes; possessing adequate training facility e.g. equipped training room, tools, material etc.
- This training programme caters for the safety and precautionary measures to be practiced during training as well as at workplace, to eliminate any chance of serious health implications.
- The training program covers; Professional Ethics, Beauty Treatments, Make up Techniques, Hair Designing, Facial Treatments, Health, safety and Precautions and Entrepreneurship Development etc.

1.5 Main objectives of the training programme

The Six Month Beauty Therapy training course is for trainees that want to work in the beauty sector with the aim to learn, develop and practice required by the market. In this course, the emphasis is put on the trainee to acquire the ability to perform as a confident and competent Beauty Therapist.

Following are the main objectives of the training programme:

- To provide quality training to those seeking a career as professional beauty therapist, makeup artist, hair stylist etc.
- To introduce the culture of safe, clean, healthy and pleasant environment at training centres and workplaces; related to beauty salons.
- To enhance the economic opportunities for the Beautician graduates.
- To provide improved services to the ever increasing beautician cliental.
- To develop understanding of the basic principles, properties and application of various types of cosmetics and their effect on the skin.
- To impart working knowledge of handling and care of the equipments and implements used in Beauty Therapy.
- To train the students in the care and beautification of the body and hair.
- To impart basic knowledge of setting up and management of a beauty parlor, salon and finishing school.
- To impart basic knowledge of profession ethics and attitude.

1.6 Skill development by action orientation:

The student must have the following skills after action orientation:

- The ability to collaboratively lead to a positive community change and improvement in the system.
- Ensure hygienic practices at work.
- Contribute in creating an environment that leads to the safe handling of products/equipments.
- Perform tasks in a responsible manner. (Create awareness/sense of responsibility/practical way)

- Develop a sense of duty.
- Develop personal hygiene.
- Communication skill effectively in the salon.
- Analysis different types of skin/Hair structure
- Accuracy in performing beauty treatments.
- Ability to select salon products, machinery efficiently.
- Control tools and equipment to minimize the risk of damage to the skin/hair, client discomfort and to achieve the desired look
- Physical stamina to stand all day and sometimes go without breaks.
- Ability to keep up to date with new hair/makeup fashions, supplies, equipment and technology

1.7 Entry level of trainees

- Matriculation, preferably Intermediate
- Traceable reference
- The minimum age limit for trainee is 14 years but there is no upper age limit.

1.8 Minimum qualification for teachers

- Intermediate
- 1 year Diploma in Beautician
- 3 years work experience.
- Must be able to communicate effectively both orally and in written form

The main aim of training providers is to develop work related skills and competency through comprehensive action orientation. This includes the willingness and ability of a student to act appropriately and professionally in different situations at work. The willingness and ability of students depends largely on the teacher's skills to perform goal-oriented

tasks. This can be achieved by putting their technical knowledge and skills to use by developing a program of practical assessment that reflects learning outcomes given in the curriculum.

The trainer will also support students in developing personal characteristics such as self reliance, reliability, responsibility, group sense and the ability to lead. An understanding of hygiene and sanitary conditions and its impact on society is required. The adoption of suitable practices during all stages of beauty therapy to avoid contamination of unwanted materials, organisms, substances should be the focal area of teaching.

1.9 Medium of instruction

Urdu, local languages, English

1.10 Laws and Regulations

- Cosmetic Good Storage Practices.
- ISO 9001:2008 Including core standards for health.
- European Commission's Cosmetic product Regulation, EU Regulation 1223/2009.
- Pakistan Standard and Quality Control Authority (PSQCA) Standards.
- Workplace regulations 1992.
- Deal with hazards in accordance with workplace instructions and legal requirements.
- The Management of Health and Safety at Work Regulations 1992 (dermatitis and asthma).
- Hazard Analysis critical control point (HACCP).
- Environment protection agency.
- Health and safety legislation, fire, accident and emergency reporting and procedures, first aid provision, use, storage and disposal of salon stock.
- Manual Handling Operations Regulations 1992.
- Personal Protective Equipment at Work Regulations 1992.
- Impact on the environment of the wrongful disposal of products and chemicals.

1.11 Recommended teaching materials

- Prepared manuals and books.
- Research through internet about latest beauty therapy techniques.
- Literature provided by the manufacturer of beauty care products.
- Magazines and articles published about skin care and beauty therapy related services.

1.12 Suggested distribution of modules

Following is the suggested sequence of modules:

The module entitled, Manage the Salon, serves as a foundation for the other 09 modules. It is recommended that this module is completed first or integrated with the other modules as appropriate.

Module-1: Manage the Salon
Module-2: Maintain Health and Hygiene
Module-3: Maintain Skin and Beauty Care
Module-4: Perform Massage Therapy
Module-5: Perform Basic and Treatment Facials.
Module-6: Perform Manicure and Pedicure
Module-7: Perform Make Up
Module-8: Perform Hair Care and Designing
Module-9: Develop Professionalism
Module-10: Develop Entrepreneurship

1.13 Competencies gained after completion of the course

On successful completion of this course, the trainee should be able to: -

- Practice beauty therapy techniques.
- Demonstrate knowledge of how to greet clients.
- Discuss the needs of the client and proper maintenance procedures for clients.
- Protect self and others
- Perform routine salon functions
- Perform sanitization procedures
- Make and cut different hairstyles.
- Identify different types of skins and their facials.
- Apply makeup on different types of skins i.e. oily, dry, Acne, etc.
- Apply hairstyle/cut on different faces.
- Acquire skills on salon work i.e. safety precautions, skin and hair conditions etc.
- Select, Operate and handle equipment according to professional standards.
- Explain beauty therapy techniques, proper appearance, speech, social behaviour etc.
- Understand the Makeup, facial, manicure, pedicure, body massage, hair colouring, beauty treatments, styling and application of Hena etc.
- Identify safety precautions including safety practices.
- Elaborate upon professional ethics, good professional standards, hygiene and the sanitization procedure.
- Demonstrate good grooming principles.
- Control decontamination and infection.
- Demonstrate how to hold, use and care for beauty therapy implements.
- Follow all safety precautions for beauty therapy treatments.
- Demonstrate different types of massage.
- Demonstrate different treatments according to type & structure of hair.

1.14 Definition of Trade

The beauty industry refers to trades which provide services as follows:

Any procedure which is intended to maintain, or enhance a person's external physical appearance or to produce a greater feeling of well-being including facial or body treatments, application of cosmetics, manicure or pedicure, application or mending of artificial nails, epilation including electrolysis, hot or cold wax. The practitioners in this industry include beauticians, beauty consultants, beauty therapists, spa therapists, make-up artists and hair stylist.

1.15 Work Traits

- Personal hygiene
- Devoted/motivated
- Honest
- Attentive
- Punctual
- Organized
- Sales/Time Management
- Communication skills
- Knowledge
- Friendly
- Interpersonal skills
- Creative
- Hard worker
- Team work
- Collaborative
- Confident
- Competent/Innovative

1.16 Opportunities for employment and advancement

A diploma holder in Beauty therapy may be employed as:

- A Beautician
- Beauty Therapist.
- Salon Manager
- Entrepreneur
- Teacher in Beauty institutions.
- Supervisor in Hair dressing and styling shops.
- Supervisor in beauty salon.
- Supervisor for promotion of sales of beauty products and equipments.
- Any other front desk management job related to beauty industry.
- They can establish their own beauty parlor.
- They can groom themselves at their home.

1 OVERVIEW OF THE CURRICULUM FOR BEAUTICIAN

Module Title and Aim	Learning Units	Theory Hours	Workplace Hours	Timeframe of Modules
<p>Module 1: Manage the Salon</p> <p>Aim: To manage salon well lit, ventilated, infection free, hygienic, timely operational, clean and skill fully.</p>	<p>LU-1 Manage time effectively.</p> <p>LU-2 Communicate effectively in a workplace.</p> <p>LU-3 Work in a team.</p> <p>LU-4 Procure salon furniture, tools, equipment and products.</p> <p>LU-5 Make appointments and promote products and services.</p> <p>LU-6 Maintain client's record.</p> <p>LU-7 Maintain workplace security.</p> <p>LU-8 Maintain revenue and expenses of salon.</p> <p>LU-9 Prepare workstation.</p> <p>LU-10 Reorganize workstation.</p>	10	40	50
<p>Module 2: Maintain Health and Hygiene.</p> <p>Aim: To maintain workplace hygiene and is designed to ensure keeping the work area hygienically clean, safe and pleasant.</p>	<p>LU-1 Maintain personal hygiene.</p> <p>LU-2 Maintain workplace hygiene.</p> <p>LU-3 Sterilize/sanitize tools and equipment.</p> <p>LU-4 Dispose off cosmetics waste, tools and equipment.</p> <p>LU-5 Follow occupational health and safety.</p>	06	24	30

<p>Module 3: Maintain Skin and Beauty Care</p> <p>Aim: To perform different skin and beauty care techniques such as skin analysis, exfoliation, face polishing, epilation and depilation methods etc. Students also learn to select appropriate beauty products and equipment</p>	<p>LU-1: Analyze skin. LU-2: Perform skin cleansing. LU-3: Apply bleach. LU-4: Apply face polishing. LU-5: Perform exfoliation LU-6: Perform threading for hair removal. LU-7: Apply wax for hair removal. LU-8: Apply face Mask LU-9: Select suitable products according to the skin type of client.</p>	16	64	80
<p>Module 4: Massage therapy</p> <p>Aim: To perform massage manipulation on different parts of body for relaxation of nerves and muscles.</p>	<p>LU-1: Perform massage strokes. LU-2: Select suitable massage oils. LU-3: Perform face massage. LU-4: Perform head massage. LU-5: Perform body massage. LU-6: Perform Swedish massage. LU-7: Perform Thai massage. LU-8: Perform reflexology. LU-9: Perform stone therapy. LU-10: Perform aroma therapy.</p>	18	72	90

<p>Module 5: Perform Basic and Treatment Facial</p> <p>Aim: To perform basic and treatment facial to the clients, also able to perform cleansing, preparing the face and applying skin care products and manual massage techniques.</p>	<p>LU-1: Perform basic facial. LU-2: Perform whitening facial. LU-3: Perform facial for sensitive skin condition. LU-4: Perform facial for combination skin. LU-5: Perform pigmentation treatment. LU-6: Treat acne skin. LU-7: Perform aging/ wrinkled skin treatment. LU-8: Treat sun burned tanned skin.</p>	17	68	85
<p>Module 6: Perform Manicure and Pedicure</p> <p>Aim: To develop competency for pedicure and manicure and the selection of the products used in manicure and pedicure.</p>	<p>LU-1: Prepare the client for manicure and pedicure. LU-2: Identify the nail/skin disorder and diseases. LU-3: Arrange equipment, implements and cosmetics. LU-4: Perform manicure and pedicure. LU-5: Perform nail art.</p>	12	48	60
<p>Module 7: Perform Makeup</p> <p>Aim: To perform basic make up skills such as party make up, bride</p>	<p>LU-1: Prepare the client for makeup services. LU-2: Identify the skin disorder and diseases. LU-3: select suitable products and implements for makeup. LU-4: Perform basic makeup.</p>	32	128	160

<p>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.</p>	<p>LU-5: Perform party makeup. LU-6: Perform casual makeup. LU-7: Perform model makeup. LU-8: Perform character, fantasy and permanent makeup. LU-9: Perform bride makeup. LU-10: Perform body art.</p>			
<p>Module 8: Perform Hair care and Designing</p> <p>Aim: To perform basic hair care and designing skills such as shampooing, conditioning, hair coloring, hair cutting, hair styling, hair treatments and blow-drying etc.</p>	<p>LU-1: Analyze hair. LU-2: Perform shampooing and conditioning LU-3: Perform blow drying LU-4: Make hair styles. LU-5: Perform hair colouring. LU-6: Perform hair cutting. LU-7: Perform hair art. LU-8: Perform hair treatments.</p>	32	128	160
<p>Module 9: Develop Professionalism</p> <p>Aim: To train the students to participate in workshops, visit cosmetic companies, interact with other</p>	<p>LU-1: Attend workshops on latest beauty therapy techniques. LU-2: Interact with other Salons. LU-3: Participate in beauty therapy trainings. LU-4: Consult with experts. LU-5: Market salon services, product and prices.</p>	7	28	35

<p>Salon, colleagues, consult with experts for latest techniques and knowledge.</p>	<p>LU-6: Attend seminars. LU-7: Great and receive clients and guests.</p>			
<p>Module 10: Develop Entrepreneurship.</p> <p>Aim: To provide the knowledge, skills and attitudes in entrepreneurship skills, also develop positive attitude towards self employment.</p>	<p>LU-1: General concept of Entrepreneurship LU-2: Definition of Entrepreneur. LU-3: Knowledge of Employment. LU-4: Small Business Enterprise LU-5: Business Environment LU-6: Business Development Services LU-7: Legal forms of business ownership LU-8: Creativity and Business Opportunity identification LU-9: Prepare marketing plan. LU-10: Maintain stock record LU-11: Prepare business planning LU-12: Manage finances.</p>	10	40	50

3. BEAUTY THERAPY CURRICULUM CONTENTS (Teaching and Learning Guide)

3.1 Module 1: Manage The Salon.

Objective of the Module: Able to manage Salon well lit, ventilated, infection free, hygienic, timely operational, clean and skill fully.

Duration: 50 hours **Theory:** 10 hours **Practice:** 40 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Manage time effectively	Trainee will be able to: <ul style="list-style-type: none"> 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 Set work priorities according to salon requirements and workflow Formulate time schedule with duration required for each service to be rendered like facial, waxing, bleaching etc 	<ul style="list-style-type: none"> Importance of punctuality in the workplace Standard service times Time management plans according to salon requirements and workflow Time schedule, describing duration for each service 	Total: 5 hrs Theory: 1 hr Practical: 4 hrs	Non Consumables: <ul style="list-style-type: none"> Computer Printer Internet Consumables: <ul style="list-style-type: none"> Paper Pencil Eraser Sharpener Pen Notebook 	Theory : Lecture room Particle: Beauty Salon / Lab.

<p>LU-2</p> <p>Communicate effectively in a workplace.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Communicate effectively within the rules of the workplace/salon while interacting with team members, management. • Apply verbal and non-verbal communication skills effectively to convey messages clearly and respond to guests /customers and team members' queries. • Listen/receive and interpret information from clients / colleagues / management correctly for reporting in written or oral form. • Communicate with problematic guests/customers calmly and professionally. • Use appropriate workplace language and related technical vocabulary. • Communicate information regarding the salon services and products. 	<ul style="list-style-type: none"> • Salon's rules regarding communication. • Effective communication skills including listening skills. • Work place and profession (Beauty therapy) related vocabulary. 	<p>Total: 5 hrs</p> <p>Theory: 1 hr</p> <p>Practical: 4 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Printer • Internet <p>Consumables:</p> <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>
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<p>LU-3</p> <p>Work in a team.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Support and promote team spirit and motivation. • Perform work according to assigned roles and responsibilities. • Work within a team hierarchy according to task delegation. • Handle contingencies with the team members. • Support team discipline procedures. 	<ul style="list-style-type: none"> • Importance of team work. • Advantages of teamwork to achieve organization goals. 	<p>Total: 5 hrs</p> <p>Theory: 1 hr</p> <p>Practical: 4 hrs</p>	<p>Consumables:</p> <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>
<p>LU-4</p> <p>Procure salon furniture, tools, equipment and products</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Prepare a list of items required for the salon such as furniture, tools, equipment and beauty product. • Prepare a time line for buying each item (short, middle and long term planning) with respect to its demand and need. • Ensure by matching with interior design of salon. • Conduct market research 	<ul style="list-style-type: none"> • List of tools and equipment required for beauty therapy. • Time line plan according to demand and need of items. • Interior design and color pallet. • List of different vendors of tools and equipments • Knowledge of operational manuals of machines like Facial machine, Foot spa, Facial steamer and waxing heaters. 	<p>Total: 5 hrs</p> <p>Theory: 1 hr</p> <p>Practical: 4 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • List of tools. • List of equipment. • List of products according to different services. <p>Consumables:</p> <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>

	<p>with respect to quality and price per item.</p> <ul style="list-style-type: none"> Decide best and price worth product without compromising quality Procure listed items. Manage daily, weekly and monthly maintenance of equipment and tools (especially of all electrical equipment). Manage required repair to avoid inconvenience during treatments. Maintain UPS/ and or generators for constant flow of electricity. 	<ul style="list-style-type: none"> Knowhow of safety measures and taking out wires from electric sockets to avoid accidents like fire. Knowhow for storage of machinery to reuse after properly cleaning. Importance of customer needs and comfort. 		<ul style="list-style-type: none"> Notebook 	
<p>LU-5</p> <p>Make appointments and promote products and services.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> Listen to the service requirement of the client with attention and the preferred appointment date & time. Check the availability of services in terms of date and time. Inform the client about 	<ul style="list-style-type: none"> Importance of regional languages to communicate easily with clients. Standard times for different services. Knowledge of time availability on special occasions of Eid or busy week ends in wedding 	<p>Total: 5 hrs</p> <p>Theory: 1 hr</p> <p>Practical: 4 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> Computer Printer Internet <p>Consumables:</p> <ul style="list-style-type: none"> Paper Pencil Eraser Sharpener Pen 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>

	<p>availability of date & time & fill in the appointment diary accordingly.</p> <ul style="list-style-type: none"> • Inform clients of any change in the appointment, with reasons, and adjust appointment as necessary. • Display promotional material about the products and services at the reception area for customers. • Communicate the price or service/product information to the client in a convincing manner for getting new clients and retaining the existing clients. • Record/ register customers' comments. • Make appointments of Client keeping in view availability of time on specific days and dates, especially on the occasions of Eid or busy week ends in wedding seasons. 	<p>season.</p> <ul style="list-style-type: none"> • Updating of appointment diary. • Promotional material and deals. • Price list of different services and products. 		<ul style="list-style-type: none"> • Notebook • Dairy. 	
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<p>LU-6</p> <p>Maintain client's record.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • 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. • Update the client record card of an existing customer. • Analyze the information obtained from the client and suggest suitable treatment procedures and services. • Record the results of procedures applied to the client, the responses and reactions for analysis and plan future treatment course for the client. 	<ul style="list-style-type: none"> • Common health ailments and their impact on any beauty treatment procedures. • Knowledge of contra-indications to various beauty clinic treatments. • Basic remedies to safeguard the client from adverse effects of a treatment. • System of record keeping. • Knowledge about the consultation form. 	<p>Total: 5 hrs</p> <p>Theory: 1 hr</p> <p>Practical: 4 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Printer • Internet <p>Consumables:</p> <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook • Samples of consultation forms. • Folder files for keeping consultation forms. 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>
<p>LU-7</p> <p>Maintain workplace security.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Conduct a security evaluation of the premises. • Develop an emergency 	<ul style="list-style-type: none"> • Hiring procedures for security services for the workplace 	<p>Total: 5 hrs</p> <p>Theory:</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Printer • Internet 	<p>Theory : Lecture room</p>

	<p>plan and protocols (evacuation, calling emergency services, theft etc)</p> <ul style="list-style-type: none"> • Hire security services including security personnel with related equipment (security cameras, monitoring equipment, sensors and weapons etc.) • Identify and Follow fire and evacuation procedures in simulated conditions. • Deal with hazards within own area of responsibility following salon policy • Follow salon policy for security 	<ul style="list-style-type: none"> • Fire and evacuation procedures: raising alarm, alarm types, staff responsibilities, alarms, fire doors, firefighting equipment, first aid points, fire exits, evacuation procedures. • Understand hazards and risks: Trailing wires, faulty electrical equipment, slippery surfaces, obstructions to access and egress. • Importance of maintaining the security of belongings/ importance and need of security guard etc. 	<p>1 hr</p> <p>Practical: 4 hrs</p>	<p>Consumables:</p> <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Particle: Beauty Salon / Lab.</p>
<p>LU-8</p> <p>Maintain revenue and expenses of salon.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Record transactions with clients by issuing bill of services • Receive cash from clients for the services availed at the salon as per price list / discounts offered. 	<ul style="list-style-type: none"> • Management policy regarding billing to customers & daily expenses • Basic mathematics for generating invoice for the services as per price list 	<p>Total: 5 hrs</p> <p>Theory: 1 hr</p> <p>Practical: 4 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Printer • Internet <p>Consumables:</p> <ul style="list-style-type: none"> • Printed bill books. 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon /</p>

	<ul style="list-style-type: none"> Record the name of the salon staff who dealt with the client. Issue expense vouchers for daily purchases of salon supplies / other material Receive payment through cheques and forward to the accountant. Make purchase from local market on emergency basis in case any material or product is exhausted to give uninterrupted services to Client. Take voucher of expenses incurred and placing in proper file subsequently handing over to management. 	<ul style="list-style-type: none"> Record of services rendered. Knowledge of discount packages. Interaction with worker to check services rendered. Record of No. Of Clients visited Salon. List of amounts received by cash or by credit cards duly reconciled with bill book and hand over to responsible person. Stock details of products and knowhow of ordering short items found in stock. Knowledge of vouchers and filling of record. Basics of cash handling. 		<ul style="list-style-type: none"> Stationary. Expenses register 	Lab.
LU-9 Prepare workstation.	Trainee will be able to: <ul style="list-style-type: none"> Prepare the reception area. Receive client record from the receptionist and select the place and product for treatment accordingly. Inform the supervisor/ 	<ul style="list-style-type: none"> Importance of preparing the reception area Workstation preparations. Product selection and appropriateness for the required treatment. 	Total: 5 hrs Theory: 1 hr Practical:	Non Consumables: <ul style="list-style-type: none"> Computer Printer Internet Consumables: <ul style="list-style-type: none"> Paper 	Theory : Lecture room Particle: Beauty Salon /

	<p>expert about the last treatment/ history of client and precautions or contra-indications, if any.</p> <ul style="list-style-type: none"> • Make available fresh linens, gown, head-band, equipment and tools. • Select correct product as per required treatment • Handle client's mood • Prepare client for the treatment. 	<ul style="list-style-type: none"> • Procedure of preparing the client for different services. 	4 hrs	<ul style="list-style-type: none"> • Pencil • Eraser • Sharpener • Pen • Notebook 	Lab.
<p>LU-10</p> <p>Reorganize workstation.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Escort client to the reception area. • Hand over client's record to receptionist. • Dispose off waste in appropriate manner. • Remove used linens, gowns and head- bands. • Sterilization and sanitization of used tools/ equipment. • Clear and reorganize the workstation for the next client. 	<ul style="list-style-type: none"> • Waste disposal methods. • Inventory and record keeping. • Procedure of sterilization and sanitization of used tools/ equipment. • Importance of reorganize the workstation for the next client. 	<p>Total: 5 hrs</p> <p>Theory: 1 hr</p> <p>Practical: 4 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Printer • Internet <p>Consumables:</p> <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>

3.2 Module 2: Maintain Health and Hygiene.

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

Duration: 30 hours **Theory:** 06 hours **Practice:** 24 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Maintain personal hygiene.	Trainee will be able to: <ul style="list-style-type: none"> • Maintain personal hygiene using appropriate products. • Keep attire neat and in accordance to the policy of the salon. • Maintain adequate distance between client and service provider to avoid cross transmission of infections through respiration. • Perform basic steps to ensure hygiene. • Take necessary steps like wearing caps, tying hair, filed nails, use of deodorants/ mouth wash. 	<ul style="list-style-type: none"> • Basics of personal hygiene. • Basics of personal grooming. • Workplace hygiene standards. • Instruction manuals for tying hair, daily shower, putting cap and wearing washed clothing. • Knowledge of mouth wash and deodorants available in market. • Directions about maintenance of clothing carefully. • Instructions for taking daily 	Total: 5 hrs Theory: 1 hr Practical: 4 hrs	Non Consumables: <ul style="list-style-type: none"> • Computer • Printer • Internet • Posters • Instruction manuals Consumables: <ul style="list-style-type: none"> • Soap • Shampoo • Body sprays • Detergents 	Theory : Lecture room Particle: Beauty Salon / Lab.

	<ul style="list-style-type: none"> • Put on clean and washed clothing. • Take shower to avoid wet stinking. 	shower.			
LU-2 Maintain workplace hygiene.	Trainee will be able to: <ul style="list-style-type: none"> • Clean workplace (floor, tables, desks, beds, chairs and other furniture, and also curtains, doors & windows and other fixtures etc.) using appropriate tools. • Clean dust from stationery / equipment. • Clean carpets / doormats at workplace using appropriate equipment. • Clean shoes, sandals and uniform worn at the workplace. • Maintain hygiene of workplace materials (linen, towels, gowns, apron work tops etc). • Clean particularly susceptible areas for germs such as toilets and floor. 	<ul style="list-style-type: none"> • Safe handling of chemicals. i.e. detergents, • Proper storing of materials (including cosmetics) and equipment hygienically • Knowledge of different infectants available in market. • Describe transmittable infections. • Procedure of disinfecting floor/ towels/ gowns and sheets. • Procedure for handling sanitizer. 	Total: 6 hrs Theory: 1 hr Practical: 5 hrs	Non Consumables: <ul style="list-style-type: none"> • Computer • Printer • Internet • Posters • Instruction manuals • Mop • Bucket • Sanitizing machine. Consumables: <ul style="list-style-type: none"> • Detergents • Dettol / disinfectant. • Washing detergent, and bleaching agents for white gowns, sheets and towels. • Note book 	Theory : Lecture room Particle: Beauty Salon / Lab.

	<ul style="list-style-type: none"> Organize equipment & accessories in use in orderly manner for ease of access and handle. Store equipment hygienically after use. Identify potential hygiene risks promptly and report hygiene risks beyond the control of individual staff members immediately to the appropriate person for follow up. Take actions to minimize or remove the hygiene risks related to workplace within scope of individual responsibility. 			<ul style="list-style-type: none"> Stationary items. 	
LU-3 Sterilize/sanitize tools and equipment.	Trainee will be able to: <ul style="list-style-type: none"> Sterilize, sanitize and disinfect equipment and related accessories. Handle sterilized equipment carefully to avoid contamination. Use standard health and safety measures while 	<ul style="list-style-type: none"> Products and tools used for sterilization, sanitation and disinfection Sanitization practices and precautions Sterilization and disinfection techniques, equipment and instructions 	Total: 7 hrs Theory: 2 hr Practical: 5 hrs	Non Consumables: <ul style="list-style-type: none"> Computer Printer Internet Posters Instruction manuals Electric Sanitizer 	Theory : Lecture room Particle: Beauty Salon / Lab.

	<p>sterilizing, sanitizing or/and disinfecting equipment and tools.</p> <ul style="list-style-type: none"> • Handle tools and equipment correctly after disinfection in order to avoid any contamination. • Communicate to clients about the company policy regarding safe & sterilized usage of tools and equipment and general hygiene of the work place. • Classify cleaning and disinfectant agents for different instruments and work surfaces. • Differentiate between re-usable and disposable tools. • Apply infection control procedures. • Store sterilized products properly. 	<ul style="list-style-type: none"> • Knowledge of different transmission of diseases because of lack of sanitization including hepatitis (B and C) and contagious skin infections/diseases. • List of different cleaning agents available in market. • Procedure to handle tools and equipments. 		<p>Consumables:</p> <ul style="list-style-type: none"> • Chemicals solutions/ spirit • Alcohol pads. 	
<p>LU-4 Dispose off cosmetics waste, tools and</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify what needs to be disposed. • Dispose off various types of 	<ul style="list-style-type: none"> • Different disposal techniques related to cosmetic wastes used in a 	<p>Total: 6 hrs</p> <p>Theory:</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Posters • Instruction manuals 	<p>Theory : Lecture room</p>

equipment.	<p>wastes properly.</p> <ul style="list-style-type: none"> • Follow workplace procedures related to disposal in accordance with salon standards. • Handle all disposable items in accordance with salon standards. • Take necessary precautions like putting mask and gloves while disposing off materials. • Maintain separate bins to segregate waste. • Identify potential hygiene risks promptly. • Report hygiene risks during disposal that are beyond the control of individual staff members, immediately to appropriate person or authority to follow up. • Ensure proper disposal of waste to minimize negative environmental impacts. • Take actions to minimize or remove the risks due to waste material, within scope 	<p>salon.</p> <ul style="list-style-type: none"> • Disposal of tools and equipment that are not reusable in an environmentally safe manner • Methods of Waste disposal. • Methods of disposal of hazardous material. • Knowledge of harmful situation because of fumes contained in products. • Importance of putting masks and gloves while disposing off materials. • Importance of separate waste bin for hazardous items. • Inventory and record keeping in writing of clothing handing over for washing. 	<p>1 hr Practical: 5 hrs</p>	<ul style="list-style-type: none"> • Dust bin. • Sterilizer • Sanitizer • Gloves • Manuals of health and cleanliness. <p>Consumables:</p> <ul style="list-style-type: none"> • Plastic disposal bags. • Dusters • Note book • Stationary items. 	<p>Particle: Beauty Salon / Lab.</p>
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	<p>of individual responsibility.</p> <ul style="list-style-type: none"> • Hand over used linen, gowns, head bands, aprons for washing and maintaining in writing record thereof. • Recognize the products kept open can be harmful by fumes contained therein. 				
<p>LU-5</p> <p>Follow occupational health and safety.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify and observe individual responsibilities in relation to maintaining workplace health safety and security requirements and compliance to Salon’s policy and rules. • Plan, organize and follow safe work techniques to deal with hazardous or emergency situations. • Identify and evaluate potential hazards or breaches of safe work practices. • Unplug all the equipment when not in use • Use step ladder to reach 	<ul style="list-style-type: none"> • Security exits plans in case of emergencies. • Major causes of workplace accidents relevant to the work environment. • Safe use of chemicals and products. • Emergency contacts numbers. • Procedure of handling electrical equipments. • List of precautions. • Method of using first aid box. 	<p>Total: 6 hrs</p> <p>Theory: 1 hr</p> <p>Practical: 5 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Printer • Internet <p>Consumables:</p> <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>

	<p>anything not accessible from the ground.</p> <ul style="list-style-type: none">• Keep all routes and fire exits clear.• Maintain log for the electrical equipment.• Use techniques which prevents cross contamination of cream, makeup products that they comply with the cosmetics product safely.• Use of products within validity period.• provide first aid in case of emergency				
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3.3 Module 3: Maintain Skin and Beauty Care

Objective of the Module: To perform different skin and beauty care techniques such as skin analysis, exfoliation, face polishing, epilation and depilation methods etc. Students also learn to select appropriate beauty products and equipment.

Duration: 80 hours **Theory:** 16 hours **Practice:** 64 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1: Analyze skin.	Trainee will be able to: <ul style="list-style-type: none"> • Demonstrate use of magnifying lamp. • Cleanse the skin before analysis. • Identify skin discoloration & diseases, and recognise both. • Identify types and condition of skin – normal, dry, oily, and combination / dehydrated, sensitive & mature. • Identify common skin problems- Ageing, Acne, pigmentation and dry/damaging. • Analyze dry skin with burns, 	<ul style="list-style-type: none"> • Checking the lamp is in good working order, ensure it is clean, ensuring the client’s eyes are sufficiently protected. • Importance of skin cleansing before skin analysis. • Knowledge of skin discoloration and skin diseases. • Knowledge of different types of skins- normal, dry, oily etc. • Explain different skin problems, aging, and acne, pigmentation, dry and damaged. • Knowledge of dry skin with 	Total: 6 hrs Theory: 2 hrs Practical: 4 hrs	Non Consumables: <ul style="list-style-type: none"> • Magnifying glass • Broachers of skin care products. Consumables: <ul style="list-style-type: none"> • Stationary items for making notes. • Different skin care products. 	Theory : Lecture room Particel: Beauty Salon / Lab.

	<p>pigmentation and sensitivity.</p> <ul style="list-style-type: none"> • Identify acne, black and white heads on oily skin. • Identify a range of skin care products suitable for each of the skin types. • Select products according to different skin types and conditions. • Conduct product patch test for any skin irritation and allergies. 	<p>burns, pigmentation and sensitivity.</p> <ul style="list-style-type: none"> • Explain acne, black and white heads on oily skin. • Research the range of skin care products that are available in local shops e.g. pharmacies, supermarkets, department stores and beauty salons. • Knowledge of skin care products, (The products might include cleansers, toners, moisturizers, night creams, facial washes, cleansing bars, eye makeup removers, facial scrubs, masks etc. • Procedure of product patch test. (Patch test should be performed 48 hours before any treatment. The product placed either behind the ear or in the crease of the elbow, Any reaction should be noted over the next 48 hours , If there is any skin reaction the treatment should not take place) 			
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<p>LU-2:</p> <p>Perform Skin Cleansing</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Select the materials and products for the client's skin type/characteristics, needed to cleanse tone and moisturize the face. • Identify the client's skin condition/texture. • Prepare a client for cleansing. • Perform the appropriate cleansing routine ensuring all makeup and product is removed. • Select the appropriate product for the skin type/condition • Perform pre-heat treatment for client's skin type. 	<ul style="list-style-type: none"> • Awareness of different products e.g. lotions, cleansing milk, foaming cream cleansers for following skin types: white, black, mixed, dry, oily, combination, mature and young. • Information of different skin conditions: Sensitive, dehydrated, lack of elasticity, open pores, pigmentation, in growing hairs, scarring, thin skin, small moles. • Procedure of cleansing. • Benefits, effects and safety precautions of steam and hot towels. 	<p>Total: 7 hrs</p> <p>Theory: 1 hr</p> <p>Practical: 6 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Sponges • Plastic bowls for water • Towels • Steamer <p>Consumables:</p> <ul style="list-style-type: none"> • Cleansing lotion • Cleansing milk • Foaming creams • Toner • Rose water • Scrub • Stationary items. 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>
<p>LU-3:</p> <p>Apply Bleach</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Prepare client and trolley for bleaching. • Conduct the patch test for bleaching. • Prepare bleach pack. • Perform cleansing the face prior to bleaching. 	<ul style="list-style-type: none"> • Knowledge of Lightening unsightly facial hair particularly on the upper lip, chin and sides of the face. • Procedure of preparing the client 	<p>Total: 8 hrs</p> <p>Theory: 2 hr</p> <p>Practical: 6 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Bleach brush • Bowles • Self apron • Hair band • Gloves. 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>

	<ul style="list-style-type: none"> • Apply bleach pack according to the sensitivity of face parts. • Perform the application of bleach pack. • Perform the removal of bleach pack. • Identify various types of Bleaches. (Powder and Cream). • Analyze skin sensitivity. • Discuss the aftercare procedures of bleach. 	<p>and trolley.</p> <ul style="list-style-type: none"> • Procedure of patch test. • Ratio of chemical mixing. Follow manufacturer's instructions and mix accordingly • Ensure face/skin is cleansed and dry prior to application. • Ensuring that bleach is only applied to the hair and not the skin. • State aftercare procedures of bleach. 		<p>Consumables:</p> <ul style="list-style-type: none"> • Different types of bleach • Stationary items. 	
<p>LU-4:</p> <p>Apply Face Polishing</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Select appropriate required products according to the record card, product ingredients and manufacturer instructions. • Assure that the face polish is applied in the portion that is safe for skin. • Inform the client about the risks involved in the skin 	<ul style="list-style-type: none"> • Use of products, their effects and benefits. • Possible contraindications, skin reactions and allergies. • Procedure of face soaking. • Procedure of cleansing. • Method of proper mixing of face polish creams. • Procedure of removal of 	<p>Total: 8 hrs</p> <p>Theory: 2 hr</p> <p>Practical: 6 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Bleach brush • Bowles • Self apron • Hair band • Gloves. <p>Consumables:</p> <ul style="list-style-type: none"> • Different types of 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>

	<p>polishing procedure and time duration.</p> <ul style="list-style-type: none"> • Prepare the work stations for service. • Apply cleansing and toning process. • Apply bleach according to standard specifications and time lines. • Apply antibacterial, antiseptic and SPF, as per requirement • Evaluate and note outcomes of bleaching. • Advise client of suitable home-care products, possible adversities and remedies 	<p>face polish.</p> <ul style="list-style-type: none"> • Knowledge of face polishing products. • Importance of antibacterial, antiseptic and SPF. 		<p>face polishing creams.</p> <ul style="list-style-type: none"> • Stationary items. 	
<p>LU-5:</p> <p>Perform Exfoliation</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Select product according to the skin type. • Perform the cleansing of the face/body prior the exfoliation. • Recognize different methods that can be used to exfoliate the body. 	<ul style="list-style-type: none"> • Different types of exfoliating products according to skin types. • Procedure of cleansing. • Different method of exfoliation. • Procedure of exfoliation. 	<p>Total: 10 hrs</p> <p>Theory: 2 hrs</p> <p>Practical: 8 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Exfoliation machine • Facial gown • Self apron <p>Consumables:</p> <ul style="list-style-type: none"> • Exfoliation products 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>

<p>LU-6:</p> <p>Perform Threading for Hair Removal.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • 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. • Assess the skin type and condition. In case of dry or sensitive skin take appropriate caution. • Identify and select different types of thread, powder and antiseptic lotions used for threading. • Apply powder to absorb oil from the skin. • Manipulate thread properly and effectively • 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. 	<ul style="list-style-type: none"> • Knowledge of skin types and conditions. • Procedure of preparing the client. • Procedure of application of soothing lotions and antiseptic wipes when ever needed. • Procedure of threading the different parts of face. • Contraindications. 	<p>Total: 14 hrs</p> <p>Theory: 2 hrs</p> <p>Practical: 10 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Scissor • Eye brow brush. • Tweezers. • Hydraulic chair. <p>Consumables:</p> <ul style="list-style-type: none"> • Powder. • Soothing lotion. • Antiseptic wipes. • Antiseptic Thread. • Stationary items. 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>
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	<ul style="list-style-type: none"> • Apply soothing lotions and antiseptic wipes on a needs basis. • Rebook the clients (if applicable). 				
LU-7: Apply Wax for Hair Removal.	Trainee will be able to: <ul style="list-style-type: none"> • Perform appropriate skin test. • Communicate with clients and inform about standard procedures, products details, adversities etc. • Identify the clients' requirements, skin type and skin condition, and assess hair growth pattern. • Select products, tools and equipment that are appropriate to the skin type, clients' requirements. • Prepare the client for waxing and provide a gown. • Assure that the service area is adequately private for the clients' comfort. • Apply cold wax. 	<ul style="list-style-type: none"> • Procedure of patch test. • Use of wax for hair removal. • Hair growth cycle. • Knowledge of contraindications and other adversities. • Types of wax. • Types of emollient cream and antiseptic lotions. • Procedure of preparing the client. • Methods of sterilization and infection control procedures. • Time required for a procedure and in case of hot wax, temperature management. • Procedure of application of soothing lotions and 	Total: 14 hrs Theory: 2 hrs Practical: 10 hrs	Non Consumables: <ul style="list-style-type: none"> • Scissor • Eye brow brush. • Tweezers. • Hydraulic chair. • Wax heater. • Spatula. • Waxing bed. Consumables: <ul style="list-style-type: none"> • Powder. • Soothing lotion. • Antiseptic wipes. • Cold wax, • Hot wax. • Sugar wax. 	Theory : Lecture room Particle: Beauty Salon / Lab.

	<ul style="list-style-type: none"> • Apply and remove wax for the prescribed time according to hair thickness and according to manufacturers' instructions and standard procedures. • Wash off with lukewarm water and dry the area. • Apply soothing and antiseptic lotions. • Apply hot wax. • Perform skin test to check for reactions if any. • Position the clients and hot wax to minimize possibility of accidents. • Warm the wax according to standard procedures and apply on small area to check the effects. • Regulate wax heat. • Spread wax evenly over the surface and allow it time to harden. • Pull off the applied wax quickly against the direction of hair growth. • Apply wax removing 	<p>antiseptic wipes when ever needed.</p> <ul style="list-style-type: none"> • Effect of hot and cold wax on body and face. • Procedure of hot wax application and removal. • Procedure of application and removal of cold wax. • Hygienic ways during wax application. • Importance of completing the treatment to the satisfaction of the client • Importance of completing treatment records. • Aftercare advice that should be provided 		<ul style="list-style-type: none"> • Fruit wax. • Strip roll • Stationary items. 	
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	<p>solution on the surface to ensure no excess wax is left on the skin.</p> <ul style="list-style-type: none"> • Apply emollient cream or antiseptic lotion. 				
<p>LU-8: Apply face mask</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify the range of face masks available for different skin types. • Select and mix the ingredients accurately to minimizing wastage. • Prepare the client for mask application. • Perform application of masks evenly and neatly and cover the area to be treated. • Perform removal of masks thoroughly after treatment time. • Provide suitable aftercare advice. • Complete the work within time limit acceptable to the industry. 	<ul style="list-style-type: none"> • Types of face masks. • Method of mixing and applying of different herbal/clay masks according to the manufacturer's instructions. • Procedure of preparing the client (The whole area should be covered including the neck and damp eye pads over the eyes. • Procedure of application of mask. • Procedure of mask removal (Remove with warm water and sponges, tone, blot with tissue, and apply moisturiser). • Importance of aftercare 	<p>Total: 7 hrs</p> <p>Theory: 1 hr</p> <p>Practical: 6 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Towels • Hair bands • Sponges • Water container <p>Consumables:</p> <ul style="list-style-type: none"> • Face masks • Moisturizers • Stationary items 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>

		<p>advice.</p> <ul style="list-style-type: none"> Mask application and removal should take maximum of 30 min 			
<p>LU-:9</p> <p>Select suitable products according to the skin/hair types of the client.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> Analyze common information found on retail beauty product labels. Identify factors that should be considered when purchasing beauty products. Select a range of homemade beauty recipes Select products for different beauty treatments, according to face, body, hairs etc. Identify main masks ingredients. Analyze the effect of natural ingredients. Identify the range of products available to protect the skin from the sun rays. 	<ul style="list-style-type: none"> Knowledge of hypoallergenic, pH-balanced, fragrance free not tested on animals. Find out what each term means. Design an information guide explaining categories of cosmetics. Different products and their use. Information of main ingredients used in masks. Different natural ingredients (Banana, apple, pear, strawberry, egg white, egg yolk, natural yogurt, honey, cucumber, milk, lemon juice etc). 	<p>Total: 4 hrs</p> <p>Theory: 2 hrs</p> <p>Practical: 2 hrs</p>	<p>Consumables:</p> <ul style="list-style-type: none"> Literature of different cosmetics Notes <p>Consumables:</p> <ul style="list-style-type: none"> Different cosmetics Stationary items 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>

3.4 Module 4: Perform Massage Therapy

Objective of the Module: To perform massage manipulation on different parts of body for relaxation of nerves and muscles.

Duration: 90 hours

Theory: 18 hours

Practice: 72 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1: Perform Massage Strokes.	Trainee will be able to: <ul style="list-style-type: none"> Recognise the use of hands to massage. Demonstrate the starting tips of massage. Perform Connecting Strokes. Perform Effleurage. Perform Friction/ knuckling/ Thumb stroking Demonstrate circular pressure. Demonstrate static pressure. Perform feather strokes. Perform Raking. 	<ul style="list-style-type: none"> Describe pressure points of hands for demonstration of massage. Procedure of draping and cantering. Demonstrate different massage strokes. Method of connecting strokes. (Long, light, flowing strokes) Techniques of Effleurage. (smooth, long, gliding strokes to spread oil) Procedure of Friction/ knuckling/ Demonstrate circular pressure movements. (Deep, penetrating circles) 	Total: 12 hrs Theory: 2 hrs Practical: 10 hrs	Consumables: <ul style="list-style-type: none"> Client bed. Massage Chair Aprons Gowns Towels Head bands Consumables: <ul style="list-style-type: none"> Massage oils. Massage creams vitamin E. Stationary items 	Theory : Lecture room Particle: Beauty Salon / Lab.

		<ul style="list-style-type: none"> • Explain static pressure movements. • Method of feathering (very light, long and fingertip strokes) • Method of raking. (Tips of fingernails are allowed to touch the skin). 			
<p>LU-2:</p> <p>Select suitable massage oils according to the massage types.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Apply Massage oil for therapy. • Demonstrate the use of different types of massage oils. (Sweet almond oil, Apricot Oil, Jojoba Oil, coconut Oil, Sunflower Oil, Mustard Oil, Cocoa Butter, Olive Oil etc). • Recognise Aromatherapy Essential oils. • Analyze the different healing properties of different massage oils. • Apply precautions to use of massage oils. 	<ul style="list-style-type: none"> • Describe the amount of oils used for body massage. • Procedure of application of oil on body. • Functions of different massage oils • Functions and precautions of aroma therapy oils. • Different healing properties of different massage oils. • Precautionary measures to use massage oils on body. 	<p>Total: 3 hrs</p> <p>Theory: 1 hrs</p> <p>Practical: 2 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Towels • Hair bands • Sponges • Water container <p>Consumables:</p> <ul style="list-style-type: none"> • Massage oils • Massage creams. • Stationary items. 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>

<p>LU-3:</p> <p>Perform face massage</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Recognise face structure. • Set up service area to start treatment with respect to selected massage type • Use massage products appropriately and efficiently and provide gown to the client. • Apply appropriate massage techniques according to client's record card. • Monitor client's response and vary the procedure according to the situation. • Allow sufficient treatment recovery time in a relaxing environment. • Identify and record effects of massage on client record card. • Rebook client according to agreed schedule given on client record card (if applicable). 	<ul style="list-style-type: none"> • 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. • Procedure of preparing the client and work area. • Procedure and steps of face massage (massage of forehead, eyes, cheeks, around the lips, chin and neck) • Knowledge of contraindications (Hypersensitive skin, acne, rashes, inflamed skin, infection, high blood pressure etc) • Aftercare advice. 	<p>Total: 8 hrs</p> <p>Theory: 2 hrs</p> <p>Practical: 6 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Client bed. • Massage Chair • Aprons • Gowns • Towels • Head bands <p>Consumables:</p> <ul style="list-style-type: none"> • Massage oils. • Massage creams vitamin E. • Stationary items 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab</p>
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<p>LU-4:</p> <p>Perform Head massage</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Prepare themselves, the client and work area for head massage. • Identify influencing factors for head massage. • Recognize different consultation techniques used to identify treatment objectives. • Recognise environmental conditions suitable for head massage treatment. • Identify contraindications. • Analyze anatomy of the head. • Perform basic steps of head massage. • Apply appropriate massage techniques for head, according to client's record card. • Monitor client's response and vary the procedure according to the situation. • Allow sufficient treatment recovery time in a relaxing environment. 	<ul style="list-style-type: none"> • Procedure of preparing work area and client (equipment, products, work wear, personal appearance and behaviour, hygiene: sterilization and sanitization of tools and equipment, procedure used to prepare client, client care and modesty) • Explain the main factors that influence the choice of head massage products and techniques (Hair condition, scalp condition, unusual features of the scalp, hair length, hair density, degree of the curl of the hair, sensitivity of the skin and scalp, allergies to products, client wishes etc) • Explain the importance of positive body language, positioning of themselves and client, good communication skills) 	<p>Total: 9 hrs</p> <p>Theory: 2 hrs</p> <p>Practical: 7 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Client bed. • Massage Chair • Aprons • Gowns • Towels • Head bands <p>Consumables:</p> <ul style="list-style-type: none"> • Massage oils. • Massage creams vitamin E. • Stationary items 	<p>Theory : Lecture room</p> <p>Particel: Beauty Salon / Lab</p>
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	<ul style="list-style-type: none"> Identify and record effects of massage on client record card. Rebook client according to agreed schedule given on client record card (if applicable). Provide suitable aftercare advice 	<ul style="list-style-type: none"> Explain contraindications. Describe head anatomy (cranium bones, facial bones, muscles, glands etc) Procedure of head massage (shoulder massage, neck massage, scalp massage, forehead massage, finishing strokes) Aftercare advice. 			
<p>LU-5:</p> <p>Perform body massage</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> Set up service area to start treatment with respect to selected massage type. Recognise hand and arm anatomy. Use massage products appropriately and efficiently and provide gown to the client. Apply appropriate massage techniques and strokes according to client's record card. Monitor client's response 	<ul style="list-style-type: none"> Procedure of preparing the client and work area. Describe hand and arm structure (Fingers, thumb, palm, back of hand wrist, fore arm, elbow arm etc). Procedure and steps of body massage (massage of back, Thai and full body) Knowledge of contraindications (Hypersensitive skin, acne, rashes, inflamed 	<p>Total: 9 hrs</p> <p>Theory: 2 hrs</p> <p>Practical: 7 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> Client bed. Massage Chair Aprons Gowns Towels Head bands <p>Consumables:</p> <ul style="list-style-type: none"> Massage oils. Massage creams 	<p>Theory : Lecture room</p> <p>Particel: Beauty Salon / Lab</p>

	<p>and vary the procedure according to the situation.</p> <ul style="list-style-type: none"> • Allow sufficient treatment recovery time in a relaxing environment. 	<p>skin, infection, high blood pressure etc)</p> <ul style="list-style-type: none"> • Aftercare advice. 		<p>vitamin E.</p> <ul style="list-style-type: none"> • Stationary items 	
<p>LU-6:</p> <p>Perform Swedish Massage</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Provide reasonable knowledge to the client about the procedure. • Understand the client's needs as well as physical health to develop the service plan. • Set up and monitor service area to meet workplace requirements. • Recognize and respond timely to contra-indications and adverse effects. • Use silky smooth powder efficiently during preparation and subsequent massage process. • Provide an appropriately private environment and draping. 	<ul style="list-style-type: none"> • Basics of skeletal, nervous and muscular system. • Health and hygiene requirements of Swedish massage • Standard precautions to make the massage comfortable and result oriented. • Procedure of preparing the client and work area. • Knowledge of contraindications. • Products and tools used for Swedish massage. • Factors likely to affect the suitability of each massage technique to client needs. • Use the equipment if in use. 	<p>Total: 9 hrs</p> <p>Theory: 2 hrs</p> <p>Practical: 7 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Client bed. • Massage Chair • Aprons • Gowns • Towels • Head bands <p>Consumables:</p> <ul style="list-style-type: none"> • Massage oils. • Massage creams • vitamin E. • Stationary items 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab</p>

	<ul style="list-style-type: none"> • Apply massage mediums and massage techniques according to client's record card. • Apply a defined range of massage movements and routines according to treatment plan. • Identify major bones and muscle groups. • Efficiently manage time throughout the body massage treatment 	<ul style="list-style-type: none"> • Different massage mediums. • Explain different massage movements and techniques suitable for Swedish massage. • Knowledge of pressure points. • Explain major bones and muscle groups of body. 			
LU-7: Perform Thai massage	Trainee will be able to: <ul style="list-style-type: none"> • Identify client's objectives of massage. • Explain the factors that may prevent or restrict the massage procedure. • Set up service area to meet standard requirements of massage and provide gowns to the client. • Perform Thai massage. • Apply massage medium and massage techniques 	<ul style="list-style-type: none"> • Knowledge of contraindications. • Procedure of preparing the client and work area. • Use of essential tools, and equipment required for Thai massage. • Procedure of Thai massage. • Steps of Thai massage. • Knowledge of massage mediums and strokes. • standard safety 	Total: 9 hrs Theory: 2 hrs Practical: 7 hrs	Non Consumables: <ul style="list-style-type: none"> • Client bed. • Massage Chair • Aprons • Gowns • Towels • Head bands Consumables: <ul style="list-style-type: none"> • Massage oils. 	Theory : Lecture room Particle: Beauty Salon / Lab

	<p>according to clients' record card.</p> <ul style="list-style-type: none"> • Recognize reactions and respond properly. • Monitor clients' response and vary the procedures according to the situation. • Allow sufficient treatment recovery time in a relaxing environment. 	<p>precautions involved in conducting a heat massage</p>		<ul style="list-style-type: none"> • Massage creams vitamin E. • Stationary items 	
<p>LU-8: Perform Reflexology.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Obtain full medical history and objectives of massage • 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. • Set up and monitor service area to meet workplace requirements. • Prepare clients for treatment according to the defined plan and standard 	<ul style="list-style-type: none"> • Importance of medical history. • Principles of reflexology. • Effects of reflexology on body. • Procedure of preparing the work area. • Procedure of preparing the client. • Procedure of draping the client. • Demonstrate different massage movements. • Explain the body zones. • Techniques of reflexology. • Knowledge of pressure 	<p>Total: 10 hrs</p> <p>Theory: 2 hrs</p> <p>Practical: 8 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Client bed. • Massage Chair • Aprons • Gowns • Towels • Head bands <p>Consumables:</p> <ul style="list-style-type: none"> • Massage oils. • Massage creams vitamin E. 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab</p>

	<p>procedures.</p> <ul style="list-style-type: none"> • Provide an appropriate environment and draping to the client for warmth and privacy keeping hands and feet exposed. • Apply massage movements in line with standard operating procedure. • Treat zones of body according to the schedule mentioned in client record card. • Select and sequence reflexology relaxation techniques according to client treatment schedule, tissue condition and client sensitivity. • Use leverage and pressure on client's feet as required to apply specific techniques, while holding and supporting feet with care 	<p>points.</p> <ul style="list-style-type: none"> • Demonstrate different pressure points of body. • Explain home care advice. 		<ul style="list-style-type: none"> • Stationary items 	
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<p>LU-9:</p> <p>Perform Stone Therapy.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify the common contraindication to stone therapy massage. • Prepare the client for stone therapy massage. • Perform the correct hygienic procedure. • Demonstrate the selection and placement of the stones. • Perform stone therapy massage movements in sequence. • Select the appropriate medium for the treatment and client's skin type. • Provide suitable homecare advice after treatment. 	<ul style="list-style-type: none"> • Explain contraindications (skin diseases, cuts, burns, kidney infections etc) • Procedure of preparing the client. • Demonstrate hygienic procedures • Demonstrate the selection and placement of the stones. • Demonstrate massage movements • Explain homecare advice (healthy eating, water/fluid intake, exercise, sleep pattern, hobbies, interests, rest, stress level etc) 	<p>Total: 12 hrs</p> <p>Theory: 2 hrs</p> <p>Practical: 10 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Client bed. • Massage Chair • Aprons • Gowns • Towels • Head bands • Stone sets. <p>Consumables:</p> <ul style="list-style-type: none"> • Massage oils. • Massage creams vitamin E. • Stationary items 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab</p>
<p>LU-10:</p> <p>Perform Aroma Therapy.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Discuss the objectives of the aromatherapy with the client, explaining effects and benefits of selected oils and obtain their consent. • Explain post massage effects to the clients 	<ul style="list-style-type: none"> • Explain aroma therapy. • Knowledge of skeletal and muscular system and human anatomy. • Precautions to make the massage as comfortable yet result oriented as possible. 	<p>Total: 9 hrs</p> <p>Theory: 1 hrs</p> <p>Practical: 8 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Client bed. • Massage Chair • Aprons • Gowns • Towels • Head 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab</p>

	<ul style="list-style-type: none"> • Recognize and timely handle the contra-indications and adverse effects. • Set up and monitor service area to meet workplace requirements. • Select pre-blended oils according to individual product specifications and the client record card. • Provide a private environment and draping for the client. • Apply massage movements and massage techniques • Apply a defined RANGE of massage movements and routines according to massage plan • Recognize reactions of massage and respond as necessary. • Handle and store pre-blended oils properly. 	<ul style="list-style-type: none"> • Effects of treatment products, essential oils and pre-blended oils. • Factors likely to affect the suitability of each massage technique to client needs • Method of using and maintaining the equipment. • Procedure of aroma therapy. • Demonstrate techniques and strokes used in aroma therapy. 		<p>bands</p> <p>Consumables:</p> <ul style="list-style-type: none"> • Massage oils. • Massage creams vitamin E. • Stationary items 	
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3.5 Module 5: Perform Basic and Treatment Facials

Objective of the Module: To perform basic and treatment facial to the clients, also able to perform cleansing, preparing the face and applying skin care products and manual massage techniques.

Duration: 85 hours

Theory: 17 hours

Practice: 68 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1: Perform basic facial.	Trainee will be able to: <ul style="list-style-type: none"> • Fill the consultation form. • Examine the skin condition and assess type of skin oily, dry, combination, sensitive and wrinkled. • Monitor infections or allergies and prepare the report. • Cover the client appropriately for cleansing. • Remove Jewellery before start of treatment and handing over to Client. • Consult the client before cleansing. 	<ul style="list-style-type: none"> • Completion of consultation form. • Explain different diseases and infections. • Knowledge of infections and allergies. • Importance of consultation with Client before cleansing. • Procedure of cleansing on face and neck. • Explain results of chemical products used for cleansing specially for reactions. • Method of toning and 	Total: 15 hrs Theory: 3 hrs Practical: 12 hrs	Non Consumables: <ul style="list-style-type: none"> • Facial Bed • Facial Trolley • Streamer • Facial Band • Facial gowns • Facial towels • Facial sponges • Facial applicator Consumables:	Theory : Lecture room Particel: Beauty Salon / Lab.

	<ul style="list-style-type: none"> • Perform cleansing process on face and neck. • Recognise action and reaction of chemical products used for cleansing face and neck. • Apply skin Polish/ bleach (herbal and chemical) as per standard specification and time line. • Soothe the skin. • Steam the face. • Extract black/white heads. • Remove dead cell of skin by exfoliating and scrubbing. • Apply exfoliate with finger tip. • Apply and remove mask. • Analyse Contraindication. 	<ul style="list-style-type: none"> • movements of hand according to skin elasticity. • Knowledge of herbal and chemical bleach and polish. • Procedure of product patch test • Method of mixing of bleach as per advice of manufacturer. • Application of anti bacterial and antiseptic products. • Knowledge of range of lotions to soothe the skin. • Use of steamer to face. • Procedure of removing black/ white heads. • Explain range of sun blocks and moisturizers available in market. • Explain Contraindications 		<ul style="list-style-type: none"> • Facial products. 	
LU-2: Perform Whitening facial.	Trainee will be able to: <ul style="list-style-type: none"> • Select facial products and whitening agents according to the record card, product ingredients and manufacturer instructions. • Assure that the whitening agents are added for 	<ul style="list-style-type: none"> • Knowledge of facial products and whitening agents. • Procedure of mixing the chemicals. • Knowledge of contraindications. 	Total: 12 hrs Theory: 2 hrs Practical: 10 hrs	Non Consumables: <ul style="list-style-type: none"> • Facial Bed • Facial Trolley • Steamer • Facial Band • Facial 	Theory : Lecture room Particle: Beauty Salon / Lab.

	<p>procedure in the ratio that is safe for skin.</p> <ul style="list-style-type: none"> Adapt application of massage movements to suit elasticity of skin, facial products and client's relaxation needs. Assure that the length of the massage routine is properly timed. 	<ul style="list-style-type: none"> Procedure of massage. Procedure of whitening facial. Importance of home care advice. 		<p>gowns</p> <ul style="list-style-type: none"> Towels Sponges Applicator <p>Consumables:</p> <ul style="list-style-type: none"> Facial products. 	
<p>LU-3:</p> <p>Perform facial for sensitive skin conditions</p>	<p>Trainee will be able to</p> <ul style="list-style-type: none"> Fill the consultation form. Examine the sensitive skin condition. Determine the factors causing skin problems like peeling, laser treatment or natural disposition. Identify procedure and techniques used for sensitive skin. Recommend use of products reducing redness and irritation. Provide personalized service to Clients. 	<ul style="list-style-type: none"> Completion of consultation form. Explain sensitive skin. Factors causing skin sensitiveness. Procedures and techniques of sensitive skin facial. Products used for sensitive skin remedies. e.g., natural fruits, plant element, sea weeds derived extracts and hypoallergenic products Explain personalized services. 	<p>Total: 10 hrs</p> <p>Theory: 2 hrs</p> <p>Practical: 8 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> Facial Bed Facial Trolley Streamer Facial Band Facial gowns Towels Sponges Applicator <p>Consumables:</p> <ul style="list-style-type: none"> Facial products. 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>

<p>LU-4:</p> <p>Perform Facial treatment for combination skin condition.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Examine the dry and oily area of skin. • Give treatment that reduce oil T zone (forehead, nose and chin). • Select and use products on the dry areas of the skin. • Identify contraindications 	<ul style="list-style-type: none"> • Explain combination skin. • Techniques used to reduce oil from combination skin. • Knowledge of products for dry and oily parts of the skin. (Skin absorbing masks and oil free moisturizers for combination skin) 	<p>Total: 10 hrs</p> <p>Theory: 3 hrs</p> <p>Practical: 8 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Facial Bed • Facial Trolley • Streamer <p>Consumables:</p> <ul style="list-style-type: none"> • Facial products. 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>
<p>LU-5:</p> <p>Perform pigmentation treatment</p>	<p>Trainee will be able to</p> <ul style="list-style-type: none"> • Identify factors causing pigmentation (sun, pregnancy, soaps or face wash). • Treat pigmentation (progressive rather than aggressive). • Perform micro derma brasion facial for pigmentation. • Reduce skin blemishes. • Apply vacuum to improve elasticity and muscle tone and stimulated production. 	<ul style="list-style-type: none"> • Explain factors causing pigmentation. • Describe Preventive, protective and corrective treatment for pigmentation. • Procedure and techniques of derma brasion. • Knowledge of pigmentation and remedies. • Remedy for skin blemishes. • Procedure to operate vacuum. • Knowledge of skin absorbing masks and oil free moisturizers for skin. 	<p>Total: 10 hrs</p> <p>Theory: 2 hrs</p> <p>Practical: 8 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Facial bed. • Facial trolley • Galvanic machine • High frequency machine • Vacuum machine • Brushing machine <p>Consumables:</p> <ul style="list-style-type: none"> • Facial products. 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>

<p>LU-6</p> <p>Perform acne treatment</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify factors causing acne and types thereof. • Operate high frequency and vacuum machinery for acne/ oily skin. • Use suitable tool for face and T-Zone area • Select the products used for acne (oil free and water based products). • Remove or extract pimples by picking, popping or squeezing the pimples. • Apply hygienic methods. • Use the sun screen products 	<ul style="list-style-type: none"> • Knowledge of types of acne. • Instructions of using of high frequency and vacuum machinery. • Preventive, protective and corrective measure for vacuum tool. • Knowledge of products for oily and acne skin. • Procedure for extracting the pimples. • Importance of hygiene. • Remedies for acne • Knowledge of sun block with SPF. 	<p>Total: 10 hrs</p> <p>Theory: 2 hrs</p> <p>Practical: 8 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Facial bed. • Facial trolley • Galvanic machine • High frequency machine <p>Consumables:</p> <ul style="list-style-type: none"> • Facial products. 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>
<p>LU-7</p> <p>Perform aging / wrinkled skin treatment</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Understand reasons for occurrence of wrinkles. • Give treatment for anti aging skin. • Use the vitamin infused serum, collagen creams and rejuvenating facial massage techniques. • Use micro derma brasion. 	<ul style="list-style-type: none"> • Explain skin structure and layers. • Knowledge of anti aging facials. • Importance of Vitamins requirement for skin. Effectiveness of collagen & rejuvenating facial massage techniques. 	<p>Total: 10 hrs</p> <p>Theory: 2 hrs</p> <p>Practical: 8 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Facial bed. • Facial trolley • Galvanic machine • High frequency machine 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>

	<ul style="list-style-type: none"> • Perform exfoliation for wrinkled skin (improvement of blood circulation). • Perform collagen facial (treatment to halt the aging process by working deep within the dermis layers, where collagen proteins can be found). • Perform glycolic acid facial treatment for anti aging • Handle facial machinery. 	<ul style="list-style-type: none"> • Procedure of micro derma brasion. • Procedure and Importance of exfoliation. • Procedure and techniques of collagen facial. • Procedure and techniques of collagen facial. • Treatment of glycolic facial. • Products used for anti aging facial. • Precautions for operating facial machinery 		<ul style="list-style-type: none"> • Vacuum machine • Brushing machine • Steriliser • Steamer • Facial band. • Gowns. <p>Consumables:</p> <ul style="list-style-type: none"> • Facial products. 	
<p>LU-8</p> <p>Treat sun burned tanned skin</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Analyze sun burned tanned skin. • Perform techniques for the treatment of sun burned skin. • Differentiate between UVA and UVB ultra violet light on skin. • Use the creams containing ingredients such as menthol, camphor and alovera. 	<ul style="list-style-type: none"> • Reasons of sun burned. • Explain different factors causing sun burn. • Outline the techniques and procedures. • Knowledge of different sun block. • Importance of UVA and UVB ultra violet light. • Affects of sun burn. 	<p>Total: 10 hrs</p> <p>Theory: 2 hrs</p> <p>Practical: 8 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Galvanic machine • High frequency machine • Vacuum machine • Brushing machine <p>Consumables:</p> <ul style="list-style-type: none"> • Facial products. 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>

3.6 Module 6: Perform Manicure and Pedicure

Objective of the Module: To develop competency for pedicure and manicure and the selection of the products used in manicure and pedicure.

Duration: 80 hours

Theory: 16 hours

Practice: 64 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1: Prepare the client for manicure/pedicure treatment	Trainee will be able to: <ul style="list-style-type: none"> Prepare the client and work area for a basic manicure/pedicure treatment. Carry out a visual study of the hands and nails to identify factors that will influence the treatment. 	<ul style="list-style-type: none"> Procedure of preparing the client and work area (Preparation of couch, trolley and environment, Client care, Protecting the client's clothing appropriately for the treatment, Removing jewelry/accessories as appropriate, Storing the client's valuables in a safe place) Knowledge of skin condition, nail condition, nail's color, contraindication. 	Total: 5 hrs Theory: 2 hrs Practical: 3 hrs	Non Consumables: <ul style="list-style-type: none"> Manicure table with adjustable lamp. Technician and client chair Client cushion Supply tray Finger bowls container Disinfectant container Foot spa 	Theory : Lecture room Particel: Beauty Salon / Lab.

<p>LU-2:</p> <p>Identify the nail/skin disorder and diseases.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Demonstrate contraindications and recognize any nail diseases and disorders. • Use suitable consultation techniques to identify treatment objectives. • Carry out a nail and skin analysis. • Identify the factors which effect the nail growth. • Sanitize client’s hands and feet. 	<ul style="list-style-type: none"> • Explain 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. • Describe skin types and conditions, nail type and conditions, natural nail shape e.g. oval, square, spoon and fan. • Factors effecting the nail growth; Health, Age, Diet, Medication, Climate, Damage, Lifestyle. • Procedure of sanitizing the client’s hand and feet 	<p>Total: 6 hrs</p> <p>Theory: 2 hrs</p> <p>Practical: 4 hrs</p>	<p>Non Consumables</p> <ul style="list-style-type: none"> • Manicure table with adjustable lamp. • Technician and client chair • Client cushion • Supply tray • Finger bowls • container • Disinfectant container with lid. • Towels • Foot spa 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>
<p>LU-3:</p> <p>Arrange equipment, implements and cosmetics for the</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify and select the products and tools which are used in manicure and pedicure treatment. 	<p>.</p> <ul style="list-style-type: none"> • Explain the functions of following products: Emery boards, Cuticle massage cream/oil, Cuticle 	<p>Total: 5 hrs</p> <p>Theory: 2 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • List of products used for 	<p>Theory : Lecture room</p> <p>Particle:</p>

treatment of manicure and pedicure.	<ul style="list-style-type: none"> • Use the products, equipments and tools suitable for manicure and pedicure treatments. 	remover, Hoof stick/tipped orange wood stick, Cuticle knife, Buffers, Pedicure rasp (hard skin removal), Nail scissors, Clippers , Nail enamel remover, Hard skin remover (for pedicure), Massage oil/cream, Buffing paste, Base coat, Nail enamels: Frosted, Cream, Light, Dark and French manicure, Top coat, Quick driers.	Practical: 3 hrs	manicure and pedicure. Consumables: <ul style="list-style-type: none"> • Nail cosmetics • Cleansing products. 	Beauty Salon / Lab.
LU-4: Perform manicure and pedicure treatment	Trainee will be able to: <ul style="list-style-type: none"> • Perform specialized treatments. • Prepare foot bath and exfoliate feet with appropriate products. • Perform nail cutting and shaping/filing without cuts to skin. • Apply cuticle cream and clean cuticle area of excess dead skin and cuticle. • Apply foot buffing with foot 	<ul style="list-style-type: none"> • Knowledge of Hot oil, Paraffin wax, Hand masks, Foot masks, Exfoliation and stone therapy etc. • Method of preparing foot bath and exfoliation. • 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 	Total: 30 hrs Theory: 4 hrs Practical: 26 hrs	Non Consumables: <ul style="list-style-type: none"> • Pedi/ Manicure equipment kit. • Foot SPA/hand soak bowl. • Hand sanitizer. Consumables: <ul style="list-style-type: none"> • Antiseptic 	Theory : Lecture room Particle: Beauty Salon / Lab.

	<p>file on the sole of the foot.</p> <ul style="list-style-type: none"> • Select and explain the correct nail shape. • Perform massage for required amount of time using smooth and flowing movements • Apply a foot mask and remove leaving no residue. • Prepare toenails for base coat, polish and top coat or high shine buff. • Clean and tidy workstation. • Prepare manicure bowl with appropriate product to perform a manicure treatment. • Perform nail cutting of the nail free edge and shaping to suit the client. • Apply cuticle cream and remover; clean the cuticles of excess dead skin and cuticle. • Exfoliate the hands lower arms including the elbow to remove dead skin cells in preparation of the hand 	<p>straight across.</p> <ul style="list-style-type: none"> • Follow the shape of the cuticle, abide by the clients wishes, Oval, Square, Pointed, Almond, Round. • 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. • 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). • Procedure of different manicure/pedicure techniques. • Tools must be sterilized/sanitized before use. Products must only 		<ul style="list-style-type: none"> • Base coat • Cuticle creams • Cuticle oil • Cuticle remover • Hand creams/ Lotions. • Nail polish /Lacquer • top coat or sealer • Paraffin wax • Hand masks • Foot masks • Scrub • Hot oils • orange wood stick • Spatula 	
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	<p>mask.</p> <ul style="list-style-type: none"> • Apply the base coat, nail polish and top coat or high shine buff of the nails. • Perform correct hygiene throughout the treatments. • Formulate time schedule with duration required for manicure/pedicure to be rendered. 	<p>be taken from containers with a spatula, orange wood stick or cotton bud.</p> <ul style="list-style-type: none"> • Explain standard time for manicure and pedicure (40 minutes full manicure and 50 minutes full pedicure) 			
<p>LU-5: Perform Nail Art</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Communicate and behave in a professional manner. • Follow health and safety practices. • Select products, tools and equipment for basic nail art techniques. • Perform different nail art designs and techniques. (Use products, tools, equipment and techniques to suit client treatment needs and nail conditions). • Perform the fixing and removing of artificial nails. 	<ul style="list-style-type: none"> • Explain nail art, client care, communication, correct posture of client and nail artist. • Describe safety measures. • Knowledge of different equipment and products used in nail art techniques. • Procedure of different techniques e.g. coloured polishers, flat stones, painting techniques, dotting, striping, marbling, free hand, glitters, foiling 	<p>Total: 14 hrs</p> <p>Theory: 2 hrs</p> <p>Practical: 12 hrs</p>	<ul style="list-style-type: none"> • Nail art kit • Nail polishes • Flat stones • Pasting adhesive • Glitters • Nail stickers • Artificial nails 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>

	<ul style="list-style-type: none"> • Complete the treatment for the satisfaction of the client. • Record the results of the treatments. • Provide suitable aftercare advice. 	<p>and colour blending, nail stickers.</p> <ul style="list-style-type: none"> • Procedure of fixing and removing of artificial nail. • Conclusion of treatment in appropriate manner to meet client's need. • Importance of record the result of the treatment. • Explain suitable aftercare advice. 			
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3.7 Module 7: Perform Make Up

Objective of the Module: This module introduces students to basic make up skills such as party make up, bridal 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.

Duration: 150 hours

Theory: 30 hours

Practice: 120 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1: Prepare the client for makeup services.	Trainee will be able to: <ul style="list-style-type: none"> Set up work area and prepare client for makeup. 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 Make pre make up arrangements. Ensure that the auxiliary services including facial, waxing etc. that form pre- 	<ul style="list-style-type: none"> Procedure of assisting the client on to a couch or seating the client in an upright or slightly reclined position in good / natural light. Knowledge of Facial shape, Skin type , Skin condition, Occasion, Time, Market trends, Venue of event (indoor/outdoor), Climatic condition, Clients' demands Importance of auxiliary services before starting the makeup. Procedure of cleansing, toning, moisturising and 	Total: 6 hrs Theory: 3 hrs Practical: 3 hrs	Non Consumables: <ul style="list-style-type: none"> Notes Charts with pictures 	Theory : Lecture room Partice: Beauty Salon / Lab.

	<p>requisites have been provided.</p> <ul style="list-style-type: none"> • Consult and communicate with the client tactfully and accurately. 	<p>pre-base (where appropriate)</p> <ul style="list-style-type: none"> • Knowledge of: contact details, medical history, skin analysis, make up chart and home/skincare advice. 			
<p>LU-2:</p> <p>Identify the skin disorder and diseases.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify client's skin type/characteristics for basic make up products and techniques. • Identify and analyse contraindication to face/eye make up with reasons. 	<ul style="list-style-type: none"> • Classification of, Skin colour (white, black, Asian, mixed), Skin type (dry, oily, combination, mature, young), Skin texture, Hair colour, Eye colour, Face shape, Shape of facial features, Enhancing, disguising or softening natural features, Occasion make-up, Day make-up, Fashion trends, Cultural factors. • Identification of basic contraindications e.g. eczema, skin cancer, slipped disc, cuts, sunburn, any facial surgery, any known allergies, any eye surgery, watery eyes, infectious and non 	<p>Total: 6 hrs</p> <p>Theory: 3 hrs</p> <p>Practical: 3 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Notes • Charts with pictures 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>

		infectious skin conditions specific to the eye and surrounding area to include: atopic eczema, atopic dermatitis, use of contact lenses. Skin conditions/disorders, Age of the skin.			
LU-3: Select suitable products and implements for makeup.	Trainee will be able to: <ul style="list-style-type: none"> • Select products and implements according to skin type and client's requirements. • Use different products according to skin type and client's requirements. 	<ul style="list-style-type: none"> • List of suitable products. • Function of different make up products and implements: Eye make-up removers, Cleansers, Toners, Moisturizers, Concealers, Foundations, Powders, Blushers, Eye shadows, Eyebrow pencil, Eye liner. Mascara, Lip liner, Lipstick/gloss/lip products, Cotton wool, tissues, spatulas and bowls, Make-up brushes, Applicators, Pencil sharpener, Sponges, Head band or clips, Make-up palette, Gowns, Towels, Mirror 	Total: 6 hrs Theory: 3 hrs Practical: 3 hrs	Non Consumables: <ul style="list-style-type: none"> • List of cosmetics • List of equipment • List of tools Consumables: <ul style="list-style-type: none"> • Note book • Make up products. 	Theory : Lecture room Particle: Beauty Salon / Lab.

<p>LU-4:</p> <p>Perform basic makeup procedure.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Select make-up according to the occasion, client coloring and preferences. • Demonstrate lighting affect on the application and finished results of the makeup. • Analyze skin tone. • Recognize face/eye shapes and use appropriate correction • Recognize nose/lip shapes and use appropriate correction. • Use color corrective creams. • Apply concealer to cover any flaws on the skin. • Apply contour and highlight accordingly and apply blusher, shade and highlighter. • Perform air brushing. • Demonstrate correct use of cosmetics. • Apply cosmetics in proper sequence to achieve good results. 	<ul style="list-style-type: none"> • Different make up styles and techniques e.g. corrective, Day, Evening, Party, Special occasion, Bridal. • Impact of Blue/florescent light, yellow/filament light, Day light. • Knowledge of skin tone/type, select and apply makeup accordingly. • Face shape (oval, square, heart, round, long) and eye shape (large, small, round, close set, prominent, deep set, wide apart) • Nose shapes (long, wide, short), lip shapes (large thin etc) • Use of color corrective creams, lilac base, green base, orange base, concealer. • Method to cover dark circles under eye, spots, blemishes, uneven pigmentation, puffy eyes. • Method of countering and different products used for 	<p>Total: 35 hrs</p> <p>Theory: 5 hrs</p> <p>Practical: 30 hrs</p>	<p>Non Consumables</p> <ul style="list-style-type: none"> • Cotton wool • Tissues • Spatulas • Bowls • Make-up brushes • Applicators • Pencil sharpener • Sponges • Head band or clips • Make-up palette • Gowns • Towels • Mirror <p>Consumables</p> <ul style="list-style-type: none"> • Eye makeup removers • Cleansers • Toners • Moisturizer • Concealers 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>
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	<ul style="list-style-type: none"> • Improve the Appearance of Eyebrows & Lashes • Deliver suitable/ appropriate finished result for the client's need. • Work within time limit acceptable to the industry. 	<ul style="list-style-type: none"> • contouring. • Techniques and after care of air brushing. • Importance of finishing results. • Cleansing and day makeup should take a maximum of 30 minutes. 		<ul style="list-style-type: none"> • Foundation • Powders • Blushers • Eye liner • Mascara, • Lip liner/Lipstic k/gloss/lip 	
<p>LU-5:</p> <p>Perform party makeup.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Understand colour schemes according to time. • Analyze clients' face and requirements and design the makeup plan accordingly. • Apply products, procedures and equipment safely and efficiently • Perform Party Makeup • Apply colour design principles in accordance with the lighting techniques, wardrobe, background, location and time of d • Take corrective measures • Maintain basic hand tools 	<ul style="list-style-type: none"> • Importance of colors and their impact. • Knowledge of different face shapes. • Procedure of party makeup. • Select soft colour palate for day party make up and sharp, velvety and shimmery colour palate for night party make up. • Effects of light on cosmetics and make up. 	<p>Total: 15 hrs</p> <p>Theory: 3 hrs</p> <p>Practical: 12 hrs</p>	<p>Non Consumables</p> <ul style="list-style-type: none"> • Make-up brushes • Sponges • Head band • Make-up palette • Gowns • Mirror <p>Consumables</p> <ul style="list-style-type: none"> • Makeup cosmetics. 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>

<p>LU-6:</p> <p>Perform casual makeup.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Understand colour schemes according to time. • Analyze clients' face and requirements and design the makeup plan accordingly. • Apply products, procedures and equipment safely and efficiently • Perform casual Makeup • Take corrective measures • Maintain basic hand tools 	<ul style="list-style-type: none"> • Importance of colors and their impact. • Knowledge of different face shapes. • Procedure of casual makeup. • Select brown or pink colour palates for eyes, lips and blush on, for casual make up. • Effects of light on cosmetics and make up. 	<p>Total: 15 hrs</p> <p>Theory: 2 hrs</p> <p>Practical: 12 hrs</p>	<p>Non Consumables</p> <ul style="list-style-type: none"> • Make-up brushes • Sponges • Head band • Make-up palette • Gowns <p>Consumables</p> <ul style="list-style-type: none"> • All required makeup products. 	
<p>LU-7:</p> <p>Perform model makeup.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Understand colour schemes according to time. • Analyze clients' face and requirements and design the makeup plan accordingly. • Apply products, procedures and equipment safely and efficiently • Perform model Makeup • Take corrective measures • Maintain basic hand tools 	<ul style="list-style-type: none"> • Importance of colors and their impact. • Knowledge of different face shapes. • Procedure of model makeup. • Select sharp and velvety colour palate for model make up. • Effects of light on cosmetics and make up. 	<p>Total: 15 hrs</p> <p>Theory: 3 hrs</p> <p>Practical: 12 hrs</p>	<p>Non Consumables</p> <ul style="list-style-type: none"> • Make-up brushes • Sponges • Head band • Make-up palette • Gowns • Mirror <p>Consumables</p> <ul style="list-style-type: none"> • Makeup cosmetics. 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>

<p>LU-8:</p> <p>Perform character, fantasy and permanent makeup.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Understand colour schemes according to time. • Analyze clients' face and requirements and design the makeup plan accordingly. • Apply products, procedures and equipment safely and efficiently • Perform character Makeup. • Perform permanent makeup. • Perform fantasy makeup. 	<ul style="list-style-type: none"> • Importance of colors and their impact. • Knowledge of different face shapes. • Select colour palate according to theme for character make up. • Select liquid colors for permanent make up, and method of use of different equipments used in permanent make up. • Select colour palate according to idea or theme for fantasy make up. 	<p>Total: 15 hrs</p> <p>Theory: 3 hrs</p> <p>Practical: 12 hrs</p>	<p>Non Consumables</p> <ul style="list-style-type: none"> • Make-up brushes • Sponges • Head band • Make-up palette • Gowns • Mirror <p>Consumables</p> <ul style="list-style-type: none"> • Makeup cosmetics. 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>
<p>LU-9:</p> <p>Perform bridle makeup.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Understand colour schemes according to time. • Analyze clients' face and requirements and design the makeup plan accordingly. • Apply products, procedures and equipment safely and efficiently • Perform bridle Makeup 	<ul style="list-style-type: none"> • Importance of colors and their impact. • Procedure of bridle makeup. • Select colour palate according to time and dress for bridle make up. • Effects of light on cosmetics and make up. 	<p>Total: 19 hrs</p> <p>Theory: 3 hrs</p> <p>Practical: 16 hrs</p>	<p>Non Consumables</p> <ul style="list-style-type: none"> • Make-up palette <p>Consumables</p> <ul style="list-style-type: none"> • Makeup cosmetics. 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>

<p>LU-10:</p> <p>Perform Body Art</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Select the products and techniques according to client's need and occasion. • Apply henna (mehndi) on hands and feet with cone, stick and fingers (for different occasion) • Apply sticker mehendi, colourful sparkle mehendi, kundan mehendi and mehendi with blocks. • Perform marker art. • Apply different colors through stencil on different parts of body. • Apply sticker tattoos. • Apply glitters and Diamantes 	<ul style="list-style-type: none"> • Methods of different body art techniques and designs. • Classification of material and products which are used in body art techniques. • Techniques of heene • Techniques of marker art • Procedure and techniques of stencilling. • Method of sticker tattoos. • Techniques of glitters and diamantes. 	<p>Total: 28 hrs</p> <p>Theory: 3 hrs</p> <p>Practical: 25 hrs</p>	<p>Non Consumables</p> <ul style="list-style-type: none"> • Block mehndi • Stencils <p>Consumables</p> <ul style="list-style-type: none"> • Heene • Heene designs • Sticker tattoos • Markers • Glitters • Kundan • sticker designs 	<p>Theory : Lecture room</p> <p>Particle: Beauty Salon / Lab.</p>
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3.8 Module 8: Perform Hair Care and Designing

Objective of the Module: This module 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.

Duration: 150 hours

Theory: 30 hours

Practice: 120 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1: Analyze Hairs.	Trainee will be able to: <ul style="list-style-type: none"> Identify different hair and scalp types and conditions according to industry standard classification Recognize the texture of hair according to industry standard classification. Identify factors that can affect and damage the hair. 	<ul style="list-style-type: none"> Describe Scalp types and different hair textures (male and female) e.g. normal, dry, greasy, curly, straight, fine/flyaway, common, damaged, split ends, dull, dandruff etc. The different textures include fine, medium, coarse, straight, curly, very curly, or coiled Reasons of damaged hair e.g. coloring, perming, diet, health, brushing/combing, drying, shampooing/conditioning etc. 	Total: 14 hrs Theory: 4 hrs Practical: 10 hrs	Non Consumables <ul style="list-style-type: none"> Magnifying glass Hair analyser Consumables <ul style="list-style-type: none"> Paper/Note book Pencil Eraser Sharpener 	Theory : Beautician Lab., Particel: Beauty Salon / Lab.

<p>LU-2:</p> <p>Perform Shampooing and conditioning</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify and select the appropriate shampoos and conditioners for different hair types. • Prepare the client and trolley for shampoo service. • Apply shampoo on the client's hair. • Perform deep conditioning method. • Perform rinsing. • Handle moisture from hair (squeeze hair with towel) • Detangle hair from point to root (minimize damage and further tangling) 	<ul style="list-style-type: none"> • List of different shampoos and conditioners available in market. • Procedure of preparing the client for treatment • Procedure of shampooing • Procedure of conditioning on different types of hairs. • Procedure of rinsing. • Importance of detangling from point to root (minimise damage and further tangling) 	<p>Total: 14 hrs</p> <p>Theory: 4 hrs</p> <p>Practical: 10 hrs</p>	<p>Non Consumables</p> <ul style="list-style-type: none"> • Towels • Shampoo unit • Washing apron • Self gown • Gloves <p>Consumable</p> <ul style="list-style-type: none"> • Shampoo • Conditioners 	<p>Theory : Beautician Lab.,</p> <p>Particle: Beauty Salon / Lab.</p>
<p>LU-3:</p> <p>Perform Blow Drying</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify and select the tools and equipment used for blow-drying. • Use hair dryers, brushes, combs and other techniques which achieve desired looks • Identify products that can be used to give extra hold or body to a blow dry. 	<ul style="list-style-type: none"> • List of tools and equipment used for blow drying e.g. different watts of blow dryers, round brushes etc. • Understand the different features of blow dryers (attachments, cold and hot feature on the blow dryer (for example: hot air moulds the hair, cold air 	<p>Total: 14 hrs</p> <p>Theory: 4 hrs</p> <p>Practical: 10 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Blow dryers • Round brushes • Section clips • Simple brush <p>Consumables</p>	<p>Theory : Beautician Lab.,</p> <p>Particle: Beauty Salon / Lab.</p>

	<ul style="list-style-type: none"> • Discuss about the styles of blow dryer according to the client's requirements. • Apply different methods for Blow drying • Perform formal hair styling service on medium to long hair • Balance hair length and volume • Perform the sectioning of hair • Hold the blow dryer professionally • Use the comb during the Straightening process • Formulate time schedule required for each style of blow dryer to be rendered. 	<ul style="list-style-type: none"> • Products used for blow drying e.g. hair spray, hair gel, mousse, hair protected serums. • Demonstrate hair drying and styling techniques e.g. scrunch drying, finger drying, setting use of curling tongs, crimping iron etc. • Procedure of blow drying. • Knowledge of standard time of blow drying. • Time schedule describing for different styles of blow drying. 		<ul style="list-style-type: none"> • Hair sprays • Hair gels • Mousse • Hair protected serums 	
LU-4: Make Hair Styles.	Trainee will be able to: <ul style="list-style-type: none"> • Identify different face shapes. • Select a range of hair styles to suit different face shapes. • Discuss latest trends of hairstyles with the client. • Identify and select different types of materials, 	<ul style="list-style-type: none"> • Describe different face shapes (oval, round, pointed etc) • Knowledge of different hair styles according to face shapes. • Importance of latest trends in hair styling. • Different types of materials, 	Total: 34 hrs Theory: 4 hrs Practical: 30 hrs	Non Consumables; <ul style="list-style-type: none"> • Perm rollers of different sizes. • Hood dryer • Blow dryer • Electric rollers. • Head Steamer 	Theory : Beautician Lab., Particle: Beauty Salon / Lab.

	<p>cosmetics, tools & equipment used for hair styling, perming, keratin treatment, extensor, rebounding and straightening.</p> <ul style="list-style-type: none"> • Apply rollers on short, medium and long hairs. • Perform hair styling with dryer, straighter, curler (out ward and in ward) • Perform backcombing, back brushing, braids, rolls, bubble buns. • Perform different types of buns (Basic Bun, Ballerina Bun, Ballet Bun, Double Bun, Side Bun, Braided Bun, High Bun, Low Bun, Curly Bun etc) • Perform perming (Types of perming, spiral perm, pony perm, medium perm, loose perm and Negro perm.) • Conduct product patch test for product allergy. • Conduct curl test for perming. 	<p>cosmetics, tools & equipment used for hair styling, perming, keratin, extensor, rebounding and straightening.</p> <ul style="list-style-type: none"> • Purpose of using different types of rollers/perming rollers. • Procedure of hair styling with dryer, straighter, curler and roller setting. • Procedure and techniques of backcombing, back brushing, braids, rolls, bubble buns. • Procedure of perming. • Method and techniques of different types of buns (Basic Bun, Ballerina Bun, Ballet Bun, Double Bun, Side Bun, Braided Bun, High Bun, Low Bun, Curly Bun etc) • Procedure of product patch test. • Procedure of curl test. • Method of application of perm. 		<ul style="list-style-type: none"> • Hair pins • Comb set • Hair Straighter • Gloves • Bowls • Section clips <p>Consumables</p> <ul style="list-style-type: none"> • Hair jell • Hair spray • Hair mouse • Straightening / rebounding products 	
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	<ul style="list-style-type: none"> • Apply perm. • Apply lotion and processing. • Apply neutralizer and conditioner. • Perform rebounding. • Perform straightening. • Observe allergies and reactions while doing rebounding, perming and straightening. 	<ul style="list-style-type: none"> • Procedure of lotion application. • Techniques of neutralizer and conditioner. • Procedure and techniques used in rebounding. • Procedure of straightening. • Remedies 			
LU-5: Perform Hair colouring	Trainee will be able to: <ul style="list-style-type: none"> • Analyze scalp and hair. • Conduct product patch test for allergy. • Select hair color according to client's requirement. • Perform the hair coloring (Mix color, Apply hair color, herbal or chemical, Rinse off color, Apply hair conditioner) • Perform types of lighteners. • Perform corrective colouring • Perform Special effects with hair colouring e.g. streaking, frosting, tipping, 	<ul style="list-style-type: none"> • Knowledge of different textures of hairs. • Classification of colour. • Procedure of patch test and remedies. • Advantages and disadvantages of colouring hair. • Procedure of hair colouring • Procedure of different hair colouring techniques. • Procedure of corrective colouring. • Knowledge of Cosmetics & Materials required for special effects 	Total: 14 hrs Theory: 4 hrs Practical: 10 hrs	Non Consumables <ul style="list-style-type: none"> • Dye brush • Plastic bowl • Section pins • Towels • Gown • Tail comb • Gloves • Aluminium foil • Shower cap • Crochet needle for streaking Consumables <ul style="list-style-type: none"> • Shampoo • conditioner 	Theory : Beautician Lab., Particle: Beauty Salon / Lab.

	blond on blond, hi fashion, highlighting techniques.			<ul style="list-style-type: none"> • Hair dyes/colors 	
LU-6: Perform Hair cutting	Trainee will be able to: <ul style="list-style-type: none"> • Discuss different haircuts according to the requirement of the client. • Sterilize tools and implements. • Select style for haircut according to hair texture and face shape of the client. • Sectioning and blocking the hair according to required hair cut. (Section top, crown, nape and sides for achieving desired effects) • Perform basic hair cutting for short, medium and long length hair. (Boy cut, fringes cut, blunt cut, emu cut, Deep U, Shallow U, Cutting for layered effect, Mushroom cut, Wedge cut and Men's cut) 	<ul style="list-style-type: none"> • Pictures of different haircuts. • Procedure of sterilization. • Knowledge of different hair textures and face shapes. • Procedure of sectioning for haircut. • Procedure of various advance hair cutting styles. (Boy cut, blunt cut, Deep U, Shallow U, Cutting for layered effect, Mushroom cut, Wedge cut and Men's cut) • Safety measures and precautions during hair cutting. 	Total: 34 hrs Theory: 4 hrs Practical: 30 hrs	Non Consumables <ul style="list-style-type: none"> • Cutting Scissors • Comb • tail comb • Cutting sheets • Section pins • Razor • Spray bottle • Hair dryer • Hair brush • Blow dryer brush • Cutting cape • Self apron • Neck guard Consumables <ul style="list-style-type: none"> • Shampoo • Conditioner • Hair spray 	Theory : Beautician Lab., Particle: Beauty Salon / Lab.

<p>LU-7:</p> <p>Perform Hair Art</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Discus different hair designing trends with the client. • Perform hair extensions. • Perform different types of hair braids. • Perform different types of fantasy hairs according to theme. • Decorate hairs with beads, flowers, small hair clips, glitters, diamantes etc 	<ul style="list-style-type: none"> • Knowledge of different trends for hair designing. • Procedure and techniques of hair extension. • Procedure of different hair braids. • Procedure and techniques of different types of fantasy hairs according to theme. • Knowledge of decorating hairs with beads, flowers, small hair clips, glitters, diamantes etc 	<p>Total: 18 hrs</p> <p>Theory: 4 hrs</p> <p>Practical: 14 hrs</p>	<p>Non Consumables</p> <ul style="list-style-type: none"> • Tail comb • Section pins • Extensions • Hair connector <p>Consumables</p> <ul style="list-style-type: none"> • Flowers • Beads • Glitters • Diamantes 	<p>Theory : Beautician Lab.,</p> <p>Particle: Beauty Salon / Lab.</p>
<p>LU-8:</p> <p>Perform Hair Treatments</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify different hair treatments according to the different types of hairs.(Dry/ damaged, hair loss, anti dandruff treatments, oily, tinted) • Select suitable products used for the treatments of different types of hairs. • Recommend the appropriate hair treatment products according to hair 	<ul style="list-style-type: none"> • Knowledge and techniques for the treatments of different types of hairs. • Knowledge of different suitable products available in market. • Knowledge of appropriate products and tools according to hair condition • Remedies • Procedures and techniques of different hair treatments. 	<p>Total: 18 hrs</p> <p>Theory: 4 hrs</p> <p>Practical: 14 hrs</p>	<p>Non Consumables</p> <ul style="list-style-type: none"> • Steamer • Gloves • Bowls • Towel • Self apron • washing gown • Shower cape <p>Consumables</p> <ul style="list-style-type: none"> • Hot oil 	<p>Theory : Beautician Lab.,</p> <p>Particle: Beauty Salon / Lab.</p>

	<p>condition</p> <ul style="list-style-type: none"> • Demonstrate contraindications for the treatment of different types of hairs. • Perform different hair treatments. • Perform dry/damaged hair treatment • Perform anti dandruff treatment • Perform oily hair treatment. 	<ul style="list-style-type: none"> • Explain contraindications. • Procedures of different hair treatments. • Method of damage/dry hair treatment (Polymer Treatment, Anti-Oxidant Treatments i.e. Deep conditioning, Diet therapy treatment, etc) • Types of treatments for dandruff (Oiling, herbal, non-herbal, etc) • Method of applying the hair products for dandruff hairs(conditioners, gels, thermal protectors and hairspray, oils, serums, masks, etc) • Demonstrate the proper method of applying the hair products for oily hair (conditioners, gels, thermal protectors and hairspray, serums, masks, etc) 		<ul style="list-style-type: none"> • Deep conditioner • Shampoo • Ampoules • Serums 	
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3.9 Module 9: Develop Professionalism

Objective of the Module: To train the students to participate in workshops, visit cosmetic companies, interact with other Salon, colleagues, consult with experts for latest techniques and knowledge.

Duration: 35 hours

Theory: 7 hours

Practice: 28 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1: Attend workshops on latest beauty therapy techniques	Trainee will be able to: <ul style="list-style-type: none"> Apply latest method and procedures for all treatment of beauty therapy. Demonstrate the Use of latest Salon's products. Listen and follow the direction in workshop actively. Observe and follow the time for treatment. 	<ul style="list-style-type: none"> Knowledge of latest procedures and techniques. Knowledge of latest Salon's product. Attention at workshops. Efficiency benchmark. Time schedule for each service. Contraindication. 	Total: 5 Hrs Theory: 1 Hr Practical: 4 Hrs	Non-consumable: <ul style="list-style-type: none"> List of vendors and suppliers conducting workshop. Computer with internet. Consumables: <ul style="list-style-type: none"> Stationary items 	Theory: Lecture Room Particle: Beauty Salon / Lab.
LU-2: Interact with other salons.	Trainee will be able to : <ul style="list-style-type: none"> Deal with other Salons. Identify up date market demands. Select suitable Salon products, equipment, and 	<ul style="list-style-type: none"> List of salons with contact numbers and addresses. Knowledge of market demands. Information of products 	Total: 5 Hrs Theory: 1 Hr	Non-consumable: <ul style="list-style-type: none"> List of parlors of the area. Telephone 	Theory: Lecture Room Particle: Beauty

	<p>furniture available in market.</p> <ul style="list-style-type: none"> • Explain and Compare prices and cost effectiveness of all purchases 	<p>availability in market.</p> <ul style="list-style-type: none"> • Comparative lists of the prices for all the products. • Methods of resolution of daily problems. 	<p>Practical: 4 Hrs</p>	<p>connection</p> <p>Consumables:</p> <ul style="list-style-type: none"> • Stationary items 	Salon / Lab.
<p>LU-3:</p> <p>Participate in trainings</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Apply techniques carefully described by different companies about their products. • Prepare notes of new products introduced or displayed in the training • Evaluate cost of new products introduced in trainings 	<ul style="list-style-type: none"> • Notes and printed material collected from trainings. • List of new products with prices introduced by companies holding trainings. • Price list formulated by incorporating new products introduced in trainings. • Knowledge of record management. 	<p>Total: 5 Hrs</p> <p>Theory: 1 Hr</p> <p>Practical: 4 Hrs</p>	<p>Non-consumable:</p> <ul style="list-style-type: none"> • Schedule of trainings held by companies. <p>Consumables:</p> <ul style="list-style-type: none"> • Stationary items 	<p>Theory: Lecture Room</p> <p>Particle: Beauty Salon / Lab.</p>
<p>LU-4:</p> <p>Consult with experts.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Improve skills by consulting beauty therapists. • Correct usage of product • Deal with skin diseases and their remedies • Apply Professionalism in the concerned field 	<ul style="list-style-type: none"> • Knowledge of all skills • Knowledge of products for the treatments of different kinds of skin diseases. • Knowledge of skin diseases • Professional manuals. 	<p>Total: 5 Hrs</p> <p>Theory: 1 Hr</p> <p>Practical: 4 Hrs</p>	<p>Non-consumable:</p> <ul style="list-style-type: none"> • Pictures and posters. • Visual aids • Computers • Internet <p>Consumables:</p> <ul style="list-style-type: none"> • Stationary 	<p>Theory: Lecture Room</p> <p>Particle: Beauty Salon / Lab.</p>

<p>LU-5:</p> <p>Market salon services, products and prices.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Conduct market research. • Design and market promotional material. • Convince customers about the value of offers and develop trust • Inquire about the needs and experiences with other competitors through polite discussion. • Share and discuss promotional material and packages with the customers 	<ul style="list-style-type: none"> • Products, services and deals and prices offered by salon • Various mediums and tools of marketing motional. • Services, products and deals offered by competitors. • Designing promo material. 	<p>Total: 5 Hrs</p> <p>Theory: 1 Hr</p> <p>Practical: 4 Hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • List of different services with prices. <p>Consumables:</p> <ul style="list-style-type: none"> • Stationary items 	<p>Theory: Lecture Room</p> <p>Particle: Beauty Salon / Lab.</p>
<p>LU-6:</p> <p>Attend seminars.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Apply procedures and techniques professionally. • Prepare the lists of techniques applied by the winners in the competition. • Grasp new trends. • Develop confidence. • Interact with other professionals of the same field 	<ul style="list-style-type: none"> • Procedures. • Competitive behavior. • Information about print & electronic media. • Use of internet e-mail to get information about different events. • List of other salons to have interaction for gathering and competition. • Questionnaires 	<p>Total: 5 Hrs</p> <p>Theory: 1 Hr</p> <p>Practical: 4 Hrs</p>	<p>Non-consumable:</p> <ul style="list-style-type: none"> • List of different salons • Computers with Internet. • Questionnaires <p>Consumables:</p> <ul style="list-style-type: none"> • Stationary items 	

<p>LU-7:</p> <p>Great and receive clients and guests.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Receive Client smilingly. • Welcome Client with courtesy, respect and complete attention. • Behave in such manner that Client feels to be important person at salon. • Deal with V.I.P. Clients as per instructions of salon's management. • Deal special and old persons with loving and friendly behavior. • Offer Client drink, tea or coffee. • Create pleasant environment by switching on all lights, A.C., T.V. and spraying fragrance at the time of entry of Client. • Greet and praise Client when service/ treatment are completed. • Come with Client right up to door to see off Client. 	<ul style="list-style-type: none"> • Written protocol plan for dealing with all clients particularly for V.I.P., old age and special clients. • Use of A.C., T.V., lighting, spraying fragrance. • Presentation skills for serving drinks or tea etc. • Pleasant and friendly behavior at the time of departure of Client. 	<p>Total: 5 Hrs</p> <p>Theory: 1 Hr</p> <p>Practical: 4 Hrs</p>	<p>Non-consumable:</p> <ul style="list-style-type: none"> • Instructions manuals. <p>Consumables:</p> <ul style="list-style-type: none"> • Stationary items 	<p>Theory: Lecture Room</p> <p>Particle: Beauty Salon / Lab.</p>
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3.10 Module 10: Entrepreneurship Development

Objective of the Module: To provide 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, judicious use of material and time in class and on the field.

Duration: 50 hours

Theory: 10 hours

Practice: 50 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1: Development of Entrepreneurship	Trainee will be able to: <ul style="list-style-type: none"> • Understand how Entrepreneurship has developed. • Recognize the term Entrepreneurship • Outline the importance of Entrepreneurship • Understand the reasons why Entrepreneurship should be developed in a country. 	<ul style="list-style-type: none"> • The knowledge of general evolution of Entrepreneurship. • Definition of Entrepreneurship from different perspective. • Importance of Entrepreneurship: Enhance creativity and innovation, build self confidence in people, serves as a tool for nation building, • Reasons include: employment generation, increased national production, re-invest national resources. 	Total: 3 hrs Theory: 1 hr Practical: 2 hrs	Non consumables: <ul style="list-style-type: none"> • Books • Articles • Computer with internet. Consumables: <ul style="list-style-type: none"> • Stationary items • Writing pads and file covers for keeping record of printed materials. 	Lecture Room

<p>LU-2:</p> <p>Definition of Entrepreneur</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Differentiate between business person and an entrepreneur. • Understand the characteristics of an entrepreneur. • Recognize the factors that affect the development of entrepreneurship. 	<ul style="list-style-type: none"> • Information of entrepreneur and business person • Characteristics of the entrepreneur: Risk taking, need to achieve, innovation and creativity, opportunities orientation etc. • Factors that affect the development of entrepreneurial spirit in people. 	<p>Total: 3 hrs</p> <p>Theory: 1 hr</p> <p>Practical: 2 hrs</p>	<p>Non consumables:</p> <ul style="list-style-type: none"> • Books • Articles • Computer with internet. <p>Consumables:</p> <ul style="list-style-type: none"> • Stationary items 	<p>Lecture Room</p>
<p>LU-3:</p> <p>Identify types of Employment</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Understand the definition of employment. • Identify the types of employment. • State the advantages and disadvantages of wage and self employment. • Outline the reasons why people go in to wage or self employment persists. • Understand the reasons why unemployment persists 	<ul style="list-style-type: none"> • Define employment (employment is working to earn a living payment could be in the form of wages or salaries depending on the nature of work • Explain types of employment: Wage and Self. • List the advantages and disadvantages of wage and self employment. 	<p>Total: 3 hrs</p> <p>Theory: 1 hrs</p> <p>Practical: 2 hrs</p>	<p>Non consumables:</p> <ul style="list-style-type: none"> • Books • Articles • Computer with internet. <p>Consumables:</p> <ul style="list-style-type: none"> • Stationary items 	<p>Lecture Room</p>

<p>LU-4:</p> <p>Small Business Enterprise</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify small business • Recognize the characteristics of small business. • List the area of small business opportunities. • Outline the role of small business. • Explain the challenges / problems facing small business. 	<ul style="list-style-type: none"> • Characteristics of small business. • Explain different small business areas: tailoring shop, beauty salon, bakery, trading, catering etc. • Knowledge of the role that small business plays in the country. • Challenges / problems facing small business 	<p>Total: 3 hrs</p> <p>Theory: 1 hrs</p> <p>Practical: 2 hrs</p>	<p>Non consumables:</p> <ul style="list-style-type: none"> • Books • Articles • Computer with internet. <p>Consumables:</p> <ul style="list-style-type: none"> • Stationary items 	<p>Lecture Room</p>
<p>LU-5:</p> <p>Business Environment</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Understand the business environment • Identify the major environmental factors that affect the business, 	<ul style="list-style-type: none"> • Explain the following terms: business, environment and business environment. • Knowledge of the major environmental factors that affect the business includes 	<p>Total: 4.5 hrs</p> <p>Theory: 0.5 hrs</p> <p>Practical: 4 hrs</p>	<p>Non consumables:</p> <ul style="list-style-type: none"> • Books • Articles <p>Consumables:</p> <ul style="list-style-type: none"> • Stationary items 	<p>Lecture Room</p>
<p>LU-6:</p> <p>Business Development Services</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify business development service providers, the services they provide and those whom permissions are necessary 	<ul style="list-style-type: none"> • Knowledge of business development services providers in Pakistan: SMEDA, Chamber of commerce and industries, 	<p>Total: 2.5 hrs</p> <p>Theory: 0.5 hrs</p>	<p>Non consumables:</p> <ul style="list-style-type: none"> • Books • Articles • Computer with 	<p>Lecture Room</p>

	<p>to enable small business to operate.</p> <ul style="list-style-type: none"> • Understand the advantages of registering a business • Understand the procedure of registering the business 	<p>women business incubation centers, women chamber etc.</p> <ul style="list-style-type: none"> • Advantages of registering the Procedure of registering the business. 	<p>Practical: 2 hrs</p>	<p>internet.</p> <p>Consumables:</p> <ul style="list-style-type: none"> • Stationary items • Writing pads and file covers 	
<p>LU-7:</p> <p>Legal forms of business ownership</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify the legal forms of business ownership. • Understand the advantages and disadvantages of legal forms of business ownership. 	<ul style="list-style-type: none"> • Different forms of business ownership: Sole trade, partnership, limited liability, Co-operative. • Advantages and disadvantages of legal forms of business ownership. 	<p>Total: 2.5 hrs</p> <p>Theory: 0.5 hrs</p> <p>Practical: 2 hrs</p>	<p>Non consumables:</p> <ul style="list-style-type: none"> • Books • Articles • Computer with internet. <p>Consumables:</p> <ul style="list-style-type: none"> • Stationary items 	Lecture Room
<p>LU-8:</p> <p>Creativity and Business Opportunity identification</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Understand creativity. • Recognize the importance of creativity • Understand the definition of business ideas. • Recognize the methods of generating business ideas. • Mention the sources of business ideas 	<ul style="list-style-type: none"> • Knowledge of creativity: Creativity is idea that bring about new products, new processes & practices it, Reduces cost and improve quality of product • Importance of creativity 	<p>Total: 2.5 hrs</p> <p>Theory: 0.5 hrs</p> <p>Practical : 2 hrs</p>	<p>Non consumables:</p> <ul style="list-style-type: none"> • Books • Articles • Computer with internet. <p>Consumables:</p> <ul style="list-style-type: none"> • Stationary items 	Lecture Room

	<ul style="list-style-type: none"> Identify the characteristics of good business opportunity. 	includes: Help to discover new techniques, principles and methods of doing things.			
<p>LU-9:</p> <p>Prepare Marketing Plan.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> Differentiate between market and the concept of the marketing Understand the importance of market research. Identify Marketing Mix Variables. Understand the term Product. Recognize the need for packaging a product. Recognize the promotional methods suitable for product and services. Recognize the methods used to attract and retain customers. 	<ul style="list-style-type: none"> Knowledge of market and marketing concept. Importance of market research for decision making on: Product, Price, promotion and distribution. Definition of Marketing Mix variables: Product, Price, promotion Place/ Distribution. Definition of product Importance of the product packaging: Protects and preserves contents, Attracts buyers, add value etc. Methods of promotions: Personal selling, sales promotion, Advertising, Packaging etc. 	<p>Total: 7 hrs</p> <p>Theory: 1 hrs</p> <p>Practical: 6 hrs</p>	<p>Non consumables:</p> <ul style="list-style-type: none"> Books Articles Computer with internet. <p>Consumables:</p> <ul style="list-style-type: none"> Stationary items Writing pads and file covers for keeping record of printed materials. 	Lecture Room

		<ul style="list-style-type: none"> • Methods of attracting and retaining the customers includes: Quality of products/services, Building a relationship, Customer satisfaction etc. 			
LU-10: Maintain Stock Record	Trainee will be able to: <ul style="list-style-type: none"> • Understand the definition of stock. • Identify the reasons of recording stock. 	<ul style="list-style-type: none"> • Definition of stock. • Reasons of stock recording: Products which are used faster, Products close to expiry date, need to re-order new stock etc. 	Total: 6 hrs Theory: 1 hrs Practical: 5 hrs	Non consumables: <ul style="list-style-type: none"> • Books • Articles • Computer Consumables: <ul style="list-style-type: none"> • Stationary items 	Lecture Room
LU-11: Prepare Business Plan.	Trainee will be able to: <ul style="list-style-type: none"> • Differentiate between business plan and business planning. • Understand the importance of business planning. • Mention the stages of business planning. • Prepare a simple business plan. 	<ul style="list-style-type: none"> • Definition of business plan and business planning. • Knowledge of business planning; Prepares the entrepreneurs for the future, Sets objectives for the business, Set out effective use of recourses etc. • Knowledge of stages of business planning: Set goals, Gathers information, 	Total: 7 hrs Theory: 1 hr Practical: 6 hrs	Non consumables: <ul style="list-style-type: none"> • Books • Articles • Computer with internet. Consumables: <ul style="list-style-type: none"> • Stationary items 	Lecture Room

		<p>Analyze information, Analyze recourses etc.</p> <ul style="list-style-type: none"> • Draft a simple business plan 			
<p>LU-12</p> <p>Financial Management</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Understand the term financial management. • Identify profit and loss statement, balance sheet and cash flow budget. • Prepare a simple profit and loss statement, balance sheet and cash flow budget. • Recognize the reasons for poor financial management. 	<ul style="list-style-type: none"> • Definition of financial management. • Reasons for profit and loss statement, balance sheet and cash flow budget. • Demonstration • Knowledge of poor stock management. 	<p>Total: 6 hrs</p> <p>Theory: 1 hr</p> <p>Practical: 5 hrs</p>	<p>Non consumables:</p> <ul style="list-style-type: none"> • Books • Articles • Computer with internet. <p>Consumables:</p> <ul style="list-style-type: none"> • Stationary items • Writing pads and file covers. 	Lecture Room

ASSESSMENT GUIDANCE:

Good assessment practices should be adopted for Sessional and final assessments. Such practices by vocational training providers during Sessional and final assessments will form the basis of qualifying the trainees.

4.1 Differences between Sessional and final assessments:

Sessional assessment shall be on an all-time basis. Its purpose is to provide feedback on what students are learning:

- To the student: It will identify achievement and areas for further teaching and its level.
- To the teacher: It will evaluate the effectiveness of teaching, and guide to determine the future plan.

Assessors need to devise Sessional assessments for both theoretical and practical work. Guidance is provided in the assessment strategy.

Final assessment is the assessment, usually carried out on completion of a course or module. This determines whether or not the student has "passed". It is - or should be - undertaken with reference to all the objectives or outcomes of the course, and is often fairly formal. Considerations of security - ensuring that the student who gets the credit is the person who did the work - assume considerable importance in final assessment.

4.2 Methods of assessment:

For lessons with a high quantity of theory, written or oral tests related to learning outcomes and/ or learning content can be conducted. For work place lessons, assessment will focus on the quality of planning and executing the related process along with the quality of the product and/or evaluation of the process.

Methods will include direct assessment, as the most desirable form of assessment. For this, evidence shall be obtained by directly observing the student's performance.

Examples for direct assessment of beauty Therapy will include:

- Work performances, for example perform makeup and hair styles according to theme or clients need.
- Demonstrations, for example demonstrating the treatment of oily skin for party makeup.
- Direct questioning, where the assessor will ask the student how many types and techniques of body massage and procedure of stone therapy massage.
- Paper-based tests, such as multiple choice or short answer questions at entrepreneurship development, types of makeup, skin/nail diseases and disorders, difference between manicure and pedicure, steps of basic facial etc.
- **Indirect assessment** shall be used where the performance could not be watched and evidence is gained indirectly.

Examples for indirect assessment of beauty therapy will include:

- Treatment of skin: Exfoliation and face polishing
- Demonstration of different hair styles such as: Braids, bubbles, blow drying, apply rollers, colouring the hairs etc.

- Fixing and removing of artificial nails, nail designing etc.
- Demonstration of body art: apply heene, marker art etc.
- Storage of tools, equipments and products, the methods adopted to store products.

Indirect assessment should only be a second choice. (In some cases, it may not even be guaranteed that the work products were produced by the person being assessed).

4.3 Principles of assessment

All assessments should be valid, reliable, fair and flexible:

Fairness means that there should be no advantages or disadvantages for any assessed person. For example, it should not happen that one student gets prior information about the type of work performance that will be assessed, while another candidate does not get any prior information.

Validity means that a valid assessment assesses what it claims to assess. For example, if the ability to perform makeup or manicure and pedicure, is to be assessed and certified, the assessment should involve performance criteria that are directly related to Makeup and manicure/pedicure treatment.

Reliability means that the assessment is consistent. For example, if work performance of demonstrating facial treatment and method adapted to facial assessed, another assessor (e.g., the future employer) should be able to see the same work performance and witness the same level of achievement.

Flexibility means that the assessor has to be flexible concerning the assessment approach. For example, if there is a power failure during the assessment, the assessor should modify the arrangements to accommodate the students' needs.

4.4 Assessment strategy for the Beauty Therapy Curriculum

This curriculum consists of 10 modules:

Module-1: Manage the Salon
Module-2: Maintain Health and Hygiene
Module-3: Maintain Skin and Beauty Care
Module-4: Perform Massage Therapy
Module-5: Perform Basic and Treatment Facials.
Module-6: Perform Manicure and Pedicure
Module-7: Perform Make Up
Module-8: Perform Hair Care and Designing
Module-9: Develop Professionalism
Module-10: Develop Entrepreneurship

4.5 Suggestions for Sessional assessment

The Sessional assessment for all modules shall be in two parts: theoretical assessment and practical assessment. The Sessional marks shall contribute to the final qualification. Theoretical assessment for all learning modules must consist of a written paper lasting at least one hour per module. This can be a combination of multiple choice and short answer questions. For practical assessment, all procedures and methods for the modules must be assessed on a Sessional basis. Guidance is provided under the title planning for assessment.

4.6 Suggestions of final assessment

Final assessment shall be in two parts: theoretical assessment and practical assessment. The final assessment marks shall contribute to the final qualification. The final theoretical assessment shall consist of multiple choice and short answer questions, covering all modules. For practical assessment, the method of facial procedure shall be selected to assess the competencies of student expected to be gained after this training course. It is also proposed that the assessment may take place in such a way that covers each of the modules. Time and markings may be distributed according to the importance of module that is reflected from the time invested during teaching

	Distribution of time and markings for assessment		
	Total	Out of total hrs / markings	Practical
MODULE 1	8 %	1.6 %	6.4 %
MODULE 2	6 %	1.2 %	4.8 %
MODULE 3	10 %	2 %	8 %
MODULE 4	10 %	2 %	8 %
MODULE 5	10 %	2 %	8 %
MODULE 6	12 %	2.4 %	9.6%
MODULE 7	15 %	3 %	12%
MODULE 8	15 %	3 %	12%
MODULE 9	6 %	1.2%	4.8 %
MODULE 10	8%	1.6%	6.4%
Total	100%	20%	80%

Few examples that examiner may use for the assessment are given below:

	PRACTICAL	THEORY
MODULE 1: Manage the Salon		
LU-1 Manage time effectively	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • 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. • Set work priorities according to salon requirements and workflow. • Formulate time schedule with duration required for each service to be rendered like facial, waxing, bleaching etc. 	<p>Trainees will be asked for:</p> <ul style="list-style-type: none"> • Importance of punctuality in the workplace, • Standard service times. • Time management plans according to salon requirements and workflow. • Time schedule, describing duration for each service.
LU-2 Communicate effectively in a workplace.	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Communicate effectively within the rules of the workplace/salon while interacting with team members, management. • Apply verbal and non-verbal communication skills effectively to convey messages clearly and respond to guests /customers and team members' queries. • Listen/receive and interpret information from clients / colleagues / management correctly for reporting in written or oral form. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Salon's rules regarding communication. • Effective communication skills including listening skills. • Work place and profession (Beauty therapy) related vocabulary.

	<ul style="list-style-type: none"> • Communicate with problematic guests/customers calmly and professionally. • Use appropriate workplace language and related technical vocabulary. • Communicate information regarding the salon services and products. 	
LU-3 Work in a team.	Trainees will be able to: <ul style="list-style-type: none"> • Support and promote team spirit and motivation. • Perform work according to assigned roles and responsibilities. • Work within a team hierarchy according to task delegation. • Handle contingencies with the team members. • Support team discipline procedures. 	Trainee will be asked for: <ul style="list-style-type: none"> • Importance of team work. • Advantages of teamwork to achieve organization goals.
LU-4 Procure salon furniture, tools, equipment and products.	Trainees will be able to: <ul style="list-style-type: none"> • Prepare a list of items required for the salon such as furniture, tools, equipment and beauty product. • Prepare a time line for buying each item (short, middle and long term planning) with respect to its demand and need. • Ensure by matching with interior design of salon. 	Trainee will be asked for: <ul style="list-style-type: none"> • List of tools and equipment required for beauty therapy. • Time line plan according to demand and need of items. • Interior design and color pallet. • List of different vendors of tools and equipments • Importance of operational manuals of

	<ul style="list-style-type: none"> • Conduct market research with respect to quality and price per item. • Decide best and price worth product without compromising quality • Procure listed items. • Manage daily, weekly and monthly maintenance of equipment and tools (especially of all electrical equipment). • Manage required repair to avoid inconvenience during treatments. • Maintain UPS/ and or generators for constant flow of electricity. 	<p>machines like Facial machine, Foot spa, Facial steamer and waxing heaters.</p> <ul style="list-style-type: none"> • Knowhow about safety measures and taking out wires from electric sockets to avoid accidents like fire. • Knowhow for storage of machinery to reuse after properly cleaning. • Importance of customer needs and comfort.
<p>LU-5 Make appointments and promote products and services</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Listen to the service requirement of the client with attention and the preferred appointment date & time. • Check the availability of services in terms of date and time. • Inform the client about availability of date & time & fill in the appointment diary accordingly. • Inform clients of any change in the appointment, with reasons, and adjust appointment as necessary. • Display promotional material about the products and services at the reception area for customers. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Importance of regional languages to communicate easily with clients. • Standard times for different services. • Knowledge about time availability on special occasions of Eid or busy week ends in wedding season. • Updating of appointment diary. • Promotional material and deals. • Price list of different services and products.

	<ul style="list-style-type: none"> • Communicate the price or service/product information to the client in a convincing manner for getting new clients and retaining the existing clients. • Record/ register customers' comments. • Make appointments of Client keeping in view availability of time on specific days and dates, especially on the occasions of Eid or busy week ends in wedding seasons. • Maintain diary for appointments of Clients. 	
<p>LU-6 Maintain client's record.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • 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. • Update the client record card of an existing customer. • Analyze the information obtained from the client and suggest suitable treatment procedures and services. • Record the results of procedures applied to the client, the responses and reactions for analysis and plan future treatment course for the client. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Common health ailments and their impact on any beauty treatment procedures. • Knowledge about contra-indications to various beauty clinic treatments. • Basic remedies to safeguard the client from adverse effects of a treatment. • System of record keeping. • Knowledge about the consultation form.

<p>LU-7 Maintain workplace security.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Conduct a security evaluation of the premises. • Develop an emergency plan and protocols (evacuation, calling emergency services, theft etc) • Hire security services including security personnel with related equipment (security cameras, monitoring equipment, sensors and weapons etc.) • Identify and Follow fire and evacuation procedures in simulated conditions. • Deal with hazards within own area of responsibility following salon policy • Follow salon policy for security. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Hiring procedures for security services for the workplace • Fire and evacuation procedures: raising alarm, alarm types, staff responsibilities, alarms, fire doors, firefighting equipment, first aid points, fire exits, evacuation procedures. • Hazards and risks: Trailing wires, faulty electrical equipment, slippery surfaces, obstructions to access and egress. • Importance of maintaining the security of belongings/ importance and need of security guard etc.
<p>LU-8 Maintain revenue and expenses of salon</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Record transactions with clients by issuing bill of services • Receive cash from clients for the services availed at the salon as per price list / discounts offered. • Record the name of the salon staff who dealt with the client. • Issue expense vouchers for daily purchases of salon supplies / other material • Receive payment through cheques and forward to the accountant. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Management policy regarding billing to customers & daily expenses. • Basic mathematics for generating invoice for the services as per price list. • Record of services rendered. • Knowledge about discount packages. • Importance of interaction with worker to check services rendered. • Importance of record of No. Of Clients visited Salon. • Knowledge about stock details of

	<ul style="list-style-type: none"> • Make purchase from local market on emergency basis in case any material or product is exhausted to give uninterrupted services to Client. • Take voucher of expenses incurred and placing in proper file subsequently handing over to management. 	<p>products and knowhow of ordering short items found in stock.</p> <ul style="list-style-type: none"> • Knowledge of vouchers and filling of record. • Basics of cash handling.
<p>LU-9 Prepare workstation.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Prepare the reception area. • Receive client record from the receptionist and select the place and product for treatment accordingly. • Inform the supervisor/ expert about the last treatment/ history of client and precautions or contra-indications, if any. • Make available fresh linens, gown, head-band, equipment and tools. • Select correct product as per required treatment • Handle client's mood • Prepare client for the treatment. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Procedure of preparing the reception area • Workstation preparations. • Importance of product selection and appropriateness for the required treatment. • Procedures of preparing the client for different services.
<p>LU-10 Reorganize workstation.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Escort client to the reception area. • Hand over client's record to receptionist. • Dispose off waste in appropriate manner. • Remove used linens, gowns and head- 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Waste disposal methods. • Methods of inventory and record keeping. • Procedure of sterilization and sanitization of used tools/ equipment.

	bands. <ul style="list-style-type: none"> • Sterilize and sanitize used tools/ equipment. • Clear and reorganize the workstation for the next client. 	<ul style="list-style-type: none"> • Importance of reorganize the workstation for the next client.
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	PRACTICAL	THEORY
MODULE 2: Maintain Health and Hygiene.		
LU-1 Maintain personal hygiene.	Trainees will be able to: <ul style="list-style-type: none"> • Maintain personal hygiene using appropriate products. • Keep attire neat and in accordance to the policy of the salon. • Maintain adequate distance between client and service provider to avoid cross transmission of infections through respiration. • Perform basic steps to ensure hygiene. • Take necessary steps like wearing caps, tying hair, filed nails, use of deodorants/ mouth wash. • Put on clean and washed clothing. • Take shower to avoid wet stinking. 	Trainees will be asked for: <ul style="list-style-type: none"> • Basics of personal hygiene. • Basics of personal grooming. • Workplace hygiene standards. • Importance of tying hair, daily shower, putting cap and wearing washed clothing. • Different mouth wash and deodorants available in market. • Importance of maintenance of clothing carefully. • Importance for taking daily shower.

<p>LU-2 Maintain workplace hygiene.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Clean workplace (floor, tables, desks, beds, chairs and other furniture, and also curtains, doors & windows and other fixtures etc.) using appropriate tools. • Clean dust from / stationery / equipment. • Clean carpets / doormats at workplace using appropriate equipment. • Clean shoes, sandals and uniform worn at the workplace. • Maintain hygiene of workplace materials (linen, towels, gowns, apron work tops etc). • Clean particularly susceptible areas for germs such as toilets and floor. • Organize equipment & accessories in use in orderly manner for ease of access and handle. • Store equipment hygienically after use. • Identify potential hygiene risks promptly and report hygiene risks beyond the control of individual staff members immediately to the appropriate person for follow up. • Take actions to minimize or remove the hygiene risks related to workplace within scope of individual responsibility. 	<p>Trainees will be asked for:</p> <ul style="list-style-type: none"> • Methods of safe handling of chemicals. i.e. detergents. • methods of Proper storing of materials (including cosmetics) and equipment hygienically • Different infectants available in market. • Transmittable infections. • Procedure of disinfecting floor/ towels/ gowns and sheets. • Procedure for handling sanitizer.
<p>LU-3 Sterilize/sanitize tools and equipment.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Sterilize, sanitize and disinfect equipment and related accessories. 	<p>Trainees will be asked for:</p> <ul style="list-style-type: none"> • Products and tools used for sterilization, sanitation and disinfection.

	<ul style="list-style-type: none"> • Handle sterilized equipment carefully to avoid contamination. • Use standard health and safety measures while sterilizing, sanitizing or/and disinfecting equipment and tools. • Handle tools and equipment correctly after disinfection in order to avoid any contamination. • Communicate to clients about the company policy regarding safe & sterilized usage of tools and equipment and general hygiene of the work place. • Classify cleaning and disinfectant agents for different instruments and work surfaces. • Differentiate between re-usable and disposable tools. • Apply infection control procedures. • Store sterilized products properly. 	<ul style="list-style-type: none"> • Sanitization practices and precautions. • Sterilization and disinfection techniques, equipment and instructions • Different transmission of diseases because of lack of sanitization including hepatitis (B and C) and contagious skin infections/diseases. • List of different cleaning agents available in market. • Procedure to handle tools and equipments •
<p>LU-4 Dispose off cosmetics waste, tools and equipment.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Identify what needs to be disposed. • Dispose off various types of wastes properly. • Follow workplace procedures related to disposal in accordance with salon standards. • Handle all disposable items in accordance with salon standards. 	<p>Trainees will be asked for:</p> <ul style="list-style-type: none"> • Different disposal techniques related to cosmetic wastes used in a salon. • Disposal of tools and equipment that are not reusable in an environmentally safe manner. • Methods of Waste disposal. • Methods of disposal of hazardous material. • Knowledge about harmful situation because

	<ul style="list-style-type: none"> • Take necessary precautions like putting mask and gloves while disposing off materials. • Maintain separate bins to segregate waste. • Identify potential hygiene risks promptly. • Report hygiene risks during disposal that are beyond the control of individual staff members, immediately to appropriate person or authority to follow up. • Ensure proper disposal of waste to minimize negative environmental impacts. • Take actions to minimize or remove the risks due to waste material, within scope of individual responsibility. • Hand over used linen, gowns, head bands, aprons for washing and maintaining in writing record thereof. • Recognize the products kept open can be harmful by fumes contained therein. 	<p>of fumes contained in products.</p> <ul style="list-style-type: none"> • Importance of putting masks and gloves while disposing off materials. • Importance of separate waste bin for hazardous items. • Importance of inventory and record keeping in writing of clothing handing over for washing.
<p>LU-5 Follow occupational health and safety.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Identify and observe individual responsibilities in relation to maintaining workplace health safety and security requirements and compliance to Salon’s policy and rules. • Plan, organize and follow safe work techniques to deal with hazardous or 	<p>Trainees will be asked for:</p> <ul style="list-style-type: none"> • Security exits plans in case of emergencies. • Major causes of workplace accidents relevant to the work environment. • Safe use of chemicals and products. • Emergency contacts numbers. • Procedure of handling electrical

	<p>emergency situations.</p> <ul style="list-style-type: none"> • Identify and evaluate potential hazards or breaches of safe work practices. • Unplug all the equipment when not in use • Use step ladder to reach anything not accessible from the ground. • Keep all routes and fire exits clear. • Maintain log for the electrical equipment. • Use techniques which prevents cross contamination of cream, makeup products that they comply with the cosmetics product safely. • Use of products within validity period. • provide first aid in case of emergency 	<p>equipments.</p> <ul style="list-style-type: none"> • List of precautions. • Method of using first aid box.
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	PRACTICAL	THEORY
MODULE 3: Maintain Skin and Beauty Care		
LU-1: Analyze skin.	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Demonstrate use of magnifying lamp. • Cleanse the skin before analysis. • Identify the differences between skin discoloration & diseases, and recognise both. • Identify types and condition of skin – normal, dry, oily, and combination / 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Importance of magnifying lamp • Importance of skin cleansing before skin analysis. • Skin discoloration and skin diseases. • Different types of skins- normal, dry, oily etc. • Knowledge about different skin problems,

	<p>dehydrated, sensitive & mature.</p> <ul style="list-style-type: none"> • Identify common skin problems- Ageing, Acne, pigmentation and dry/damaging. • Analyze dry skin with burns, pigmentation and sensitivity. • Identify acne, black and white heads on oily skin. • Identify a range of skin care products suitable for each of the skin types. • Select products according to different skin types and conditions. • Conduct product patch test for any skin irritation and allergies. 	<p>aging, acne, pigmentation, dry and damaged.</p> <ul style="list-style-type: none"> • Knowledge about dry skin with burns, pigmentation and sensitivity. • Acne, black and white heads on oily skin. • Range of skin care products that are available in local shops e.g. pharmacies, supermarkets, department stores and beauty salons. • Skin care products, (The products might include cleansers, toners, moisturizers, night creams, facial washes, cleansing bars, eye makeup removers, facial scrubs, masks etc. • Importance and procedure of product patch test. (Patch test should be performed 48 hours before any treatment, The product placed either behind the ear or in the crease of the elbow, Any reaction should be noted over the next 48 hours , If there is any skin reaction the treatment should not take place)
<p>LU-2: Perform Skin Cleansing</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Select the materials and products for the client's skin type/characteristics, needed to cleanse tone and moisturize the face. • Identify the client's skin condition/texture. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Different products for cleansing e.g. lotions, cleansing milk, foaming cream cleansers for following skin types: white, black, mixed, dry, oily, combination,

	<ul style="list-style-type: none"> • Prepare a client for a facial treatment. • Demonstrate the appropriate cleansing routine ensuring all makeup and product is removed. • Select the appropriate products for skin type/condition • Demonstrate scrubbing on face, hands and body. 	<p>mature and young.</p> <ul style="list-style-type: none"> • Different skin conditions: Sensitive, dehydrated, lack of elasticity, open pores, pigmentation, in growing hairs, scarring, thin skin, small moles. • Procedure of prepare the client • Procedure of cleansing • Importance of cleansing before any face treatment/makeup. • Difference between hand and foot scrub. • Precautions when steamer or hot towels used.
<p>LU-3: Apply Bleach</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Recognise the benefits of bleaching facial hairs • Prepare client and trolley for bleaching. • Demonstrate the patch test for bleaching. • Prepare bleach pack. • Demonstrate cleansing the face prior to bleaching. • Apply bleach pack according to the sensitivity of face parts. • Demonstrate the application of bleach pack. • Demonstrate the removal of bleach pack. • Identify various types of Bleaches. (Powder and Cream). 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Benefits of bleaching facial hairs. • Procedure of preparing the client for bleaching. • Importance and procedure of patch test. • Ratio of chemical mixing. • Importance of face cleansing before bleaching. • Procedure of application of bleach pack. • Different types of bleach, Chemical and herbal. • Knowledge of skin sensitivity. • Importance of aftercare procedures of bleach.

	<ul style="list-style-type: none"> Analyse skin sensitivity. Explain the aftercare procedures of bleach. 	
LU-4: Apply Face Polishing.	Trainee will be able to: <ul style="list-style-type: none"> Select appropriate required products according to the record card, product ingredients and manufacturer instructions. Assure that the face polish is applied in the portion that is safe for skin. Inform the client about the risks involved in the skin polishing procedure and time duration. Prepare the work stations for service. Apply cleansing and toning process. Apply bleach according to standard specifications and time lines. Apply antibacterial, antiseptic and SPF, as per requirement 	Trainee will be asked for: <ul style="list-style-type: none"> Face polishing products, their effects and benefits. Possible contraindications, skin reactions and allergies. Procedure of face soaking. Procedure of cleansing. Method of proper mixing of face polish creams. Procedure of removal of face polish. Knowledge of face polishing products. Importance of antibacterial, antiseptic and SPF.
LU-5: Perform Exfoliation	Trainee will be able to: <ul style="list-style-type: none"> Select product according to the skin type. Demonstrate cleansing of the face/body prior the exfoliation. Recognize different methods that can be used to exfoliate the body. Demonstrate exfoliation. 	Trainee will be asked for: <ul style="list-style-type: none"> Different types of exfoliating products according to skin types. Procedure of cleansing. Different method of exfoliation. Procedure of exfoliation. Benefits and effects of exfoliation on skin.

<p>LU-6: Perform Threading for Hair Removal</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • 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. • Assess the skin type and condition. In case of dry or sensitive skin take appropriate caution. • Prepare the client for threading by providing protective clothing and covering hair with head band. • Identify and select different types of thread, powder and antiseptic lotions used for threading. • Manipulate thread properly and effectively. • Apply soothing lotions and antiseptic wipes on a needs basis. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Skin types and conditions. • Procedure of preparing the client for threading. • Procedure of application of soothing lotions and antiseptic wipes when ever needed. • Procedure of threading the different parts of face. • Contraindications.
<p>LU-7: Apply Wax for Hair Removal.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Perform appropriate skin test. • Communicate with clients and inform about standard procedures, products details, adversities etc. • Identify the clients' requirements, skin type and skin condition, and assess hair growth pattern. • Select products, tools and equipment that are appropriate to the skin type, clients' 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Procedure of patch test. • Importance of use of wax for hair removal. • Hair growth cycle. • Knowledge about contraindications and other adversities. • Types of wax. • Types of emollient cream and antiseptic lotions. • Procedure of preparing the client.

	<p>requirements.</p> <ul style="list-style-type: none"> • Prepare the client for waxing and provide a gown. • Assure that the service area is adequately private for the clients' comfort. • Apply cold wax. • Apply and remove wax for the prescribed time according to hair thickness and according to manufacturers' instructions and standard procedures. • Wash off with lukewarm water and dry the area. • Apply soothing and antiseptic lotions. • Apply hot wax. • Perform skin test to check for reactions if any. • Position the clients and hot wax to minimize possibility of accidents. • Warm the wax according to standard procedures and apply on small area to check the effects. • Regulate wax heat. • Spread wax evenly over the surface and allow it time to harden. • Pull off the applied wax quickly against the direction of hair growth. • Apply wax removing solution on the surface to ensure no excess wax is left on the skin. 	<ul style="list-style-type: none"> • Methods of sterilization and infection control procedures. • Time duration for a procedure and in case of hot wax, temperature management. • Procedure of application of soothing lotions and antiseptic wipes when ever needed. • Effect of hot and cold wax on body and face. • Procedure of hot wax application and removal. • Procedure of application and removal of cold wax. • Hygienic ways during wax application. • Importance of completing the treatment to the satisfaction of the client • Importance of completing treatment records. • Aftercare advice that should be provided.
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<p>LU-8: Apply face mask</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify the range of face masks available for different skin types. • Select and mix the ingredients accurately to minimizing wastage. • Prepare the client for mask application. • Demonstrate application of masks evenly and neatly and cover the area to be treated. • Demonstrate removal of masks thoroughly after treatment time. • Provide suitable aftercare advice. • Complete the work within time limit acceptable to the industry. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Different types of face masks. • Procedure of mixing and applying of different herbal/clay masks according to the manufacturer's instructions. • Procedure of preparing the client (The whole area should be covered including the neck and damp eye pads over the eyes. • Procedure of application of mask. • Procedure of mask removal (Remove with warm water and sponges, tone, blot with tissue, and apply moisturiser). • Knowledge and importance of aftercare advice. • Time duration for mask application.
<p>LU-:9 Study of cosmetics</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Recognize common information found on retail beauty product labels. • Identify factors that should be considered when purchasing beauty products. • Select a range of homemade beauty recipes that can be used as an alternative to purchasing readymade products. • Select products for different beauty treatments, according to face, body, hairs etc. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Hypoallergenic, pH-balanced, fragrance free not tested on animals. • Categories of cosmetics. • Different homemade beauty recipes. • Different products and their use. • Distinguish between: cleansing milk/creams, facial washes, Lotions, day cream, Night cream, Eye cream, neck cream, Toners, jells, lip balms, serums etc.

	<ul style="list-style-type: none"> • Recognize main masks ingredients. • Recognize the effect of natural ingredients. • Identify the range of products available to protect the skin from the sun rays. 	<ul style="list-style-type: none"> • Main ingredients used in masks. • Different natural ingredients (Banana, apple, pear, strawberry, egg white, egg yolk, natural yogurt, honey, cucumber, milk, lemon juice etc) • SPF(check the labels on the bottles for information about SPF etc) • Range of sunscreen products
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	PRACTICAL	THEORY
MODULE 4: Massage Therapy		
LU-3: Massage techniques and strokes.	Trainee will be able to: <ul style="list-style-type: none"> • Recognise the use of hands to massage. • Demonstrate the starting tips of massage. • Perform different massage strokes. • Demonstrate Connecting Strokes. • Perform Effleurage strokes. • Demonstrate Friction/ knuckling/ Thumb stroking • Demonstrate circular pressure. • Demonstrate static pressure. • Demonstrate Cat Strokes. • Demonstrate feather strokes. • Demonstrate Raking. 	Trainee will be asked for: <ul style="list-style-type: none"> • Pressure points of hands for demonstration of massage. • Procedure of draping and cantering. • Different massage strokes. • Procedure of connecting strokes. (Long, light, flowing strokes) • Procedure of circular strokes. • Procedure of Friction/ knuckling/ Thumb strokes. • Function of circular pressure movements. (Deep, penetrating circles) • Static pressure movements. • Procedure of feathering (very light, long and fingertip strokes)

<p>LU-2: Select suitable massage oils according to the massage types.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Demonstrate the use of massage oils. • Apply Massage oil for therapy. • Recognise different types of massage oils. (Sweet almond oil, Apricot Oil, Jojoba Oil, coconut Oil, Sunflower Oil, Mustard Oil, Cocoa Butter, Olive Oil etc) • Recognise Aromatherapy Essential oils. • Explain the different healing properties of different massage oils. • Explain the precautions of use of massage oils. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Quantity of oils used for body massage. • Procedure of application of oil on body. • Functions of different massage oils • Functions and precautions of aroma therapy oils. • Different healing properties of massage oils. • Precautionary measures to use massage oils on body. • Distinguish between massage oils and creams. • Effect of oil massage
<p>LU-3: Perform face massage.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Recognise face structure. • Set up service area to start treatment with respect to selected massage type • Use massage products appropriately and efficiently and provide gown to the client. • Apply appropriate massage techniques according to client's record card. • Monitor client's response and vary the procedure according to the situation. • Allow sufficient treatment recovery time in a relaxing environment. • Identify and record effects of massage on client record card. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • 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. • Procedure of preparing the client and work area. • Procedure and steps of face massage (massage of forehead, eyes, cheeks, around the lips, chin and neck) • Knowledge about contraindications

<p>LU-4: Perform Head massage</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Prepare themselves, the client and work area for head massage. • Identify influencing factors for head massage. • Recognize different consultation techniques used to identify treatment objectives. • Recognise environmental conditions suitable for head massage treatment. • Identify contraindications. • Explain anatomy of the head. • Demonstrate basic steps of head massage. • Provide suitable aftercare advice 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Main factors that influence the choice of head massage products and techniques (Hair condition, scalp condition, unusual features of the scalp, hair length, hair density, degree of the curl of the hair, sensitivity of the skin and scalp, allergies to products, client wishes etc) • Importance of lightening, heating, ventilation, noise level, available space etc • Knowledge about contraindications. • Knowledge about head anatomy (cranium bones, facial bones, muscles, glands etc) • Procedure of head massage (shoulder massage, neck massage, scalp massage, forehead massage, finishing strokes)
<p>LU-5: Perform body massage.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Set up service area to start treatment with respect to selected massage type. • Use massage products appropriately and efficiently and provide gown to the client. • Apply appropriate massage techniques and strokes according to client's record card. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Procedure of preparing the client and work area. • Procedure and steps of body massage (massage of back, Thai and full body) • Knowledge of contraindications (Hypersensitive skin, acne, rashes, inflamed skin, infection, high blood pressure etc)

<p>LU-8: Perform Swedish massage.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Provide reasonable knowledge to the client about the procedure. • Understand the client's needs as well as physical health to develop the service plan. • Recognize and respond timely to contraindications and adverse effects. • Apply massage mediums and massage techniques according to client's record card. • Apply a defined range of massage movements and routines according to treatment plan. • Identify the massage points and work them properly. • Identify major bones and muscle groups. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Basics of skeletal, nervous and muscular system. • Health and hygiene requirements of Swedish massage. • Standard precautions to make the massage comfortable and result oriented. • Knowledge about contraindications. • Products and tools used for Swedish massage. • Factors likely to affect the suitability of each massage technique to client needs. • Different massage mediums. • Different massage movements and techniques suitable for Swedish massage. • Knowledge about pressure points. • Major bones and muscle groups of body.
<p>LU-9: Perform Thai massage.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify client's objectives of massage. • Explain the factors that may prevent or restrict the massage procedure. • Set up service area to meet standard requirements of massage and provide gowns to the client. • Perform Thai massage. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Knowledge of contraindications. • Procedure of preparing the client and work area. • Use of essential tools, and equipment required for Thai massage. • Procedure of Thai massage. • Steps of Thai massage. • Massage mediums and strokes.

<p>LU-10: Perform reflexology.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Obtain full medical history and objectives of massage • 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. • Apply massage movements in line with standard operating procedure. • Treat zones of body according to the schedule mentioned in client record card. • Select and sequence reflexology relaxation techniques according to client treatment schedule, tissue condition and client sensitivity. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Importance of medical history. • Principles of reflexology. • Effects of reflexology on body. • Procedure of preparing the work area. • Procedure of preparing the client. • Procedure of draping the client. • Different massage movements. • Body zones. • Techniques of reflexology. • Knowledge about pressure points. • Different pressure points of body. • Home care advice.
<p>LU-11: Perform Stone Therapy massage</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify the common contraindication to stone therapy massage. • Prepare the client for stone therapy massage • Demonstrate correct hygienic procedure. • Demonstrate the selection and placement of the stones. • Demonstrate stone therapy massage movements in sequence. • Select the appropriate medium for the 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Knowledge about contraindications (skin diseases, cuts, burns, kidney infections etc) • Procedure of preparing the client (Explaining the treatment to the client, sanitize the feet, wash own hands, keep ensuring that the client is comfortable, ensure the layout of the stones is comfortable for the client, use appropriate water soluble oil as a medium, ensure the

	<p>treatment and client's skin type.</p> <ul style="list-style-type: none"> • Provide suitable homecare advice after treatment. 	<p>stones are not too hot or not too cold and are used evenly over the body etc)</p> <ul style="list-style-type: none"> • Hygienic procedures. • Selection and placement of the stones (care of the stones, hot, chilled, methods of re-charging the stones, types of stones and their benefits, compiling a set of stones, heating temperature, method of cooling the stones)
<p>LU-12: Perform aroma therapy.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Discuss the objectives of the aromatherapy with the client, explaining effects and benefits of selected oils and obtain their consent. • Explain post massage effects to the clients • Recognize and timely handle the contra-indications and adverse effects. • Set up and monitor service area to meet workplace requirements. • Select pre-blended oils according to individual product specifications and the client record card. • Handle and store pre-blended oils properly. • Dispose of the waste properly 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Aroma therapy. • Skeletal and muscular system and human anatomy. • Precautions to make the massage as comfortable yet result oriented as possible. • Effects of treatment products, essential oils and pre-blended oils. • Factors likely to affect the suitability of each massage technique to client needs • Method of using and maintaining the equipment. • Procedure of aroma therapy. • Techniques and strokes used in aroma therapy.

	PRACTICAL	THEORY
MODULE 5: Perform Basic and Treatment Facial		
LU-1: Perform basic facial.	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Fill consultation form. • Examine the skin condition and assess type of skin oily, dry, combination, sensitive and wrinkled. • Monitor infections or allergies and prepare the report. • Cover the client appropriately for cleansing • Remove Jewellery before start of treatment and handing over to Client. • Consult the client before cleansing. • Demonstrate cleansing process on face and neck. • Explain action and reaction of chemical products used for cleansing face and neck. • Apply Toner and use hand movement according to elasticity of skin. • Apply skin Polish/ bleach (herbal and chemical) as per standard specification and time line. • Apply small portion of bleach / skin polish as tester to check reaction • Identify types of bleaches (powder and cream). 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Importance of consultation form. • Different skin diseases and infections. • Differentiate between infections and allergies. • Procedure of covering the clients using (facial band, gowns, aprons & towel). • Procedure of cleansing on face and neck. • Procedure of toning and movements of hand according to skin elasticity. • Differentiate between herbal and chemical bleach and polish. • Importance of product patch test. • Types of bleaches (powder and cream). • Method of mixing of bleach as per advice of manufacturer. • Roll of anti bacterial and antiseptic products. • Importance of skin soothing lotions. • Procedure and importance of steaming the face. • Procedure of removing black/ white heads. • Procedure of exfoliation and scrubbing. • Importance of exfoliation.

	<ul style="list-style-type: none"> • Mixing of bleach in proper ratio advised by manufacturer. • Apply anti bacterial and antiseptic as per requirement. • Soothe and steam the face. • Extract black/white heads. • Remove dead cell of skin by exfoliating and scrubbing. • Apply exfoliate with finger tip. • Protect treated skin by applying sun block/day moisturizer. • Analyse Contraindication 	<ul style="list-style-type: none"> • Procedure of applying and removing mask. • Range of sun blocks and moisturizers available in market. • Contraindication. • Types of facials, (whitening facial, herbal facial) • Procedure of different facials. • SPF level according to different types of skin. • Effect of facial treatment on skin.
<p>LU-2: Perform whitening facial.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Select facial products and whitening agents according to the record card, product ingredients and manufacturer instructions. • Treat minor skin conditions according to the record card. • Apply facial massage. • Assure that the length of the massage routine is properly timed. • Apply and remove masks according to product manufacturer recommendation • Apply post-treatment skin care products • Apply antibacterial, antiseptic and Sun protection factor (SPF), as per requirement 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Facial products and whitening agents. • Procedure of mixing the chemicals. • Knowledge about contraindications. • Procedure of preparing the workstation. • Procedure of massage. • Procedure of cleansing. • Procedure of whitening facial. • Importance of home care advice.

<p>LU-3: Perform facial for sensitive skin conditions</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Fill the consultation form. • Examine the sensitive skin condition. • Identify the factors causing skin problems like peeling, laser treatment or natural disposition. • Identify procedure and techniques used for sensitive skin. • Use products reducing redness and irritation. • Provide personalized service to Clients. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Importance of consultation form. • Knowledge about sensitive skin. • Factors causing skin sensitiveness. • Procedures and techniques of sensitive skin treatment. • Products which are used for sensitive skin remedies. e.g., natural fruits, plant element, sea weeds derived extracts and hypoallergenic products • Personalized services.
<p>LU-4: Perform Facial treatment for combination skin condition.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Examine the dry and oily area of skin. • Give treatment that reduce oil T zone (forehead, nose and chin). • Select and use products on the dry areas of the skin. • Identify contraindications 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Combination skin. • Techniques used to reduce oil from combination skin. • Products for dry and oily parts of the skin. (Skin absorbing masks and oil free moisturizers for combination skin) • Contraindications. • T zone.
<p>LU-5: Perform pigmentation treatment</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify factors causing pigmentation (sun, pregnancy, soaps or face wash). • Treat pigmentation (progressive rather than aggressive). • Demonstrate micro derma brasion facial for pigmentation. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Factors causing pigmentation. • Preventive, protective and corrective treatment for pigmentation. • Procedure and techniques of derma brasion. • Knowledge about pigmentation and

	<ul style="list-style-type: none"> • Evaluate results of pigmentation. • Reduce skin blemishes. • Use vacuum to improve elasticity and muscle tone and stimulated production. • Use moisturizer with SPF. • Demonstrate deeper exfoliation for pigmented skin. • Identify contraindications 	<p>remedies.</p> <ul style="list-style-type: none"> • Remedies for skin blemishes. • Procedure of operate vacuum. • Skin absorbing masks and oil free moisturizers for skin. • Procedure of exfoliation techniques for pigmentation. • Contraindications
<p>LU-6: Perform acne treatment</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Explain the factors causing acne and types thereof. • Use and operate high frequency and vacuum machinery for acne/ oily skin. • Use suitable tool for face and T-Zone area • Select the products used for acne (oil free and water based products). • Remove or extract pimples by picking, popping or squeezing the pimples. • Apply remedies. • Use the sun screen products. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Types of acne. • Procedure of using of high frequency and vacuum machinery. • Preventive, protective and corrective measure for vacuum tool. • Products for oily & acne skin. • Procedure for extracting the pimples. • Importance of hygiene. • Remedies for acne • Knowledge of sun block with SPF. • Duration of the treatment • Sun screen & vacuum tool.
<p>LU-7: Perform aging / wrinkled skin treatment</p>	<p>Trainee will able to:</p> <ul style="list-style-type: none"> • Explain reasons for occurrence of wrinkles. • Give treatment for anti aging skin. • Use the vitamin infused serum, collagen creams and rejuvenating facial massage techniques. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Skin structure and layers. • Anti aging facials. • Vitamins requirement for skin. <p>Effectiveness of collagen & rejuvenating facial massage techniques.</p>

	<ul style="list-style-type: none"> • Use micro derma brasion. • Demonstrate exfoliation for wrinkled skin (improvement of blood circulation). • Demonstrate collagen facial (treatment to halt the aging process by working deep within the dermis layers, where collagen proteins can be found. • Demonstrate glycolic acid facial treatment for anti aging (use of direct galvanic electrical current to introduce water soluble substances through the skin surface in an effort to improve ingredient, absorption and moisture retention). Handle facial machinery. 	<ul style="list-style-type: none"> • Procedure of micro derma brasion. • Procedure and Importance of exfoliation. • Procedure and techniques of collagen facial. • Treatment of glycolic facial. • Products used for anti aging facial. • Precautions for operating facial machinery. • The quantity of the products used for different types of facial
<p>LU-8: Treat sun burned tanned skin</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Explain sun burned tanned skin. • Explain factors causing sun burned. • Demonstrate techniques for the treatment of sun burned skin. • Apply the suitable products. • Use the sun blocks. • Explain UVA and UVB ultra violet light on skin. • Identify the signs of sun burn (redness or blisters may occur). • Use the creams containing ingredients such as menthol, camphor and alovera. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Reasons of sun burned. • Factors causing sun burn. • Treatment procedure of sun burned skin. • Range of products for sun burned tanned skin available in market. • Knowledge of different sun block. • Importance of UVA and UVB ultra violet light. • Effects of sun burn. • Creams ingredients such as menthol, camphor and alovera. • Methods of storage of products carefully.

	PRACTICAL	THEORY
MODULE 6: Perform Manicure and pedicure.		
LU-1: Prepare the client for manicure/pedicure treatment	Trainee will be able to: <ul style="list-style-type: none"> • Prepare the client and work area for a basic manicure/pedicure treatment. • Carry out a visual study of the hands and nails to identify factors that will influence the treatment. 	Trainees will be asked for: <ul style="list-style-type: none"> • Procedure for preparing the client and work area (Preparation of couch, trolley and environment, Client care, Protecting the client's clothing appropriately for the treatment • Different skin condition, nail condition, nail's color, contraindication.
LU-2: Identify the nail/skin disorder and diseases.	Trainee will be able to: <ul style="list-style-type: none"> • Demonstrate contraindications and recognize any nail diseases and disorders. • Use suitable consultation techniques to identify treatment objectives. • Carry out a nail and skin analysis. • Identify the factors which effect the nail growth. • Sanitize client's hands and feet. 	Trainees will be asked for: <ul style="list-style-type: none"> • Different contraindications: 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. • Suitable consulting techniques • Skin types and conditions, nail type and conditions, natural nail shape e.g. oval, square, spoon and fan.

		<ul style="list-style-type: none"> • Factors effecting the nail growth. (Health, Age, Diet, Medication, Climate, Damage, Lifestyle.)
LU-3: Arrange equipment, implements and cosmetics for the treatment of manicure and pedicure.	Trainees will be able to: <ul style="list-style-type: none"> • Identify and select the products and tools which are used for manicure and pedicure treatment. 	Trainee will be asked for: <ul style="list-style-type: none"> • Manicure and pedicure products • Maintenance of foot spa and its storage. • Timing of using foot spa.
LU-4: Provide manicure and pedicure treatment	Trainees will be able to: <ul style="list-style-type: none"> • Demonstrate specialized treatments. • Perform specialized treatments. • Prepare foot bath and exfoliate feet with appropriate products. • Perform nail cutting and shaping/filing without cuts to skin. • Apply cuticle cream and clean cuticle area of excess dead skin and cuticle. • Apply foot buffing with foot file on the sole of the foot. • Select and explain the correct nail shape. • Perform massage for required amount of time using smooth and flowing movements • Apply a foot mask and remove leaving no residue. • Prepare toenails for base coat, polish and top coat or high shine buff. 	Trainee will be asked for: <ul style="list-style-type: none"> • Hot oil, Paraffin wax, Hand masks, Foot masks, Exfoliation • Procedure of nail filing. • Different nail shape. • Procedure of massage with cuticle cream • Procedure of applying the cuticle remover to the cuticle area • Types and procedure of different massage. • Procedure of buffing. • Procedure of applying nail enamel, • Knowledge of finishing details. • Procedure of different manicure/pedicure techniques • Procedure of sanitizing tools. • Standard time for manicure/pedicure. • Importance of client's record.

	<ul style="list-style-type: none"> • Clean and tidy workstation. • Prepare manicure bowl with appropriate product to perform a manicure treatment. • Perform nail cutting of the nail free edge and shaping to suit the client. • Apply cuticle cream and remover; clean the cuticles of excess dead skin and cuticle. • Exfoliate the hands lower arms including the elbow to remove dead skin cells in preparation of the hand mask. • Apply the base coat, nail polish and top coat or high shine buff of the nails. • Perform minimal correction to ensure a good finished result. • Perform different types of manicure/pedicure e.g. hot oil manicure, paraffin wax manicure and French manicure. • Perform correct hygiene throughout the treatments 	
<p>LU-5: Perform Nail Art</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Communicate and behave in a professional manner. • Follow health and safety practices. • Select products, tools and equipment for basic nail art techniques. • Perform different nail art designs and 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Treatment details, client care, communication, correct posture of client and nail artist, hygiene and a professional approach to the client throughout the treatment. • Safety measures.

	<p>techniques. (Use products, tools, equipment and techniques to suit client treatment needs and nail conditions)</p> <ul style="list-style-type: none"> • Perform the fixing and removing of artificial nails. • Record the results of the treatments. • Provide suitable aftercare advice. 	<ul style="list-style-type: none"> • Different equipment and products used in nail art techniques. • Procedure of different techniques e.g. coloured polishers, flat stones, painting techniques, dotting, striping, marbling, free hand, glitters, foiling and colour blending. • Procedure of fixing and removing of artificial nail.
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	PRACTICAL	THEORY
MODULE 7: Perform Make Up		
LU-1: Prepare the client for makeup services.	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Set up work area and prepare client for makeup. • 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 • Make pre make up arrangements. • Ensure that the auxiliary services including facial, waxing etc. that form pre-requisites have been provided. 	<p>Trainees will be asked for:</p> <ul style="list-style-type: none"> • Procedure of assisting the client on to a couch or seating the client in an upright or slightly reclined position in good / natural light. • Facial shape, Skin type , Skin condition, Occasion, Time, Market trends, Venue of event (indoor/outdoor), Climatic condition, Clients' demands • Importance of auxiliary services before starting the makeup. • Procedure of cleansing, toning, moisturising and pre-base (where

	<ul style="list-style-type: none"> Consult and communicate with the client tactfully and accurately. 	<p>appropriate)</p> <ul style="list-style-type: none"> Knowledge of: contact details, medical history, skin analysis, make up chart and home/skincare advice.
<p>LU-2: Identify the skin disorder and diseases.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> Identify client's skin type/characteristics for basic make up products and techniques. Identify and analyse contraindication to face/eye make up with reasons. 	<p>Trainees will be asked for:</p> <ul style="list-style-type: none"> Classification of, Skin colour, Skin type (dry, oily, combination, mature, young), Skin texture, Hair colour, Eye colour, Face shape, Shape of facial features, Enhancing, disguising or softening natural features, Occasion make-up, Day make-up, Fashion trends, Cultural factors. Basic contraindications e.g. eczema, skin cancer, slipped disc, cuts, sunburn, any facial surgery, any known allergies, any eye surgery, watery eyes, infectious and non infectious skin conditions specific to the eye and surrounding area to include: atopic eczema, atopic dermatitis, use of contact lenses. Skin conditions/disorders, Age of the skin.
<p>LU-3: Select suitable products and implements for makeup.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> Identify and select products and implements according to skin type. Use different products according to skin type. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> Knowledge about makeup products and implements available in market. Method of use of different products.

<p>LU-4: Perform basic makeup procedure</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Select make-up according to the occasion, client coloring and preferences. • Demonstrate lighting affect on the application and finished results of the makeup. • Analyze skin tone. • Recognize face/eye shapes and use appropriate correction • Recognize nose/lip shapes and use appropriate correction. • Use color corrective creams. • Apply concealer to cover any flaws on the skin. • Apply contour and highlight accordingly and apply blusher, shade and highlighter. • Perform air brushing. • Demonstrate correct use of cosmetics. • Work within time limit acceptable to the industry. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Different make up styles and techniques e.g. corrective, Day, Evening, Party, Special occasion, Bridal. • Impact of Blue/florescent light, yellow/filament light, Day light on makeup. • Skin tone/type,(select and apply makeup accordingly) • Face shape (oval, square, heart, round, long) and eye shape (large, small, round, close set, prominent, deep set, wide apart) • Nose shapes (long, wide, short), lip shapes (large thin etc) • Use of color corrective creams, lilac base, green base, orange base, concealer. • Method to cover dark circles under eye, spots, blemishes, uneven pigmentation, puffy eyes. • Method of countering and different products used for contouring. • Techniques and after care of air brushing.
<p>LU-5: Perform party makeup.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Understand colour schemes according to time. • Analyze clients' face and requirements and design the makeup plan accordingly. • Apply products, procedures and equipment 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Importance of colors and their impact. • Different face shapes. • Procedure of party makeup. • Colour palate for day party make up (sharp, velvety and shimmery colour

	<p>safely and efficiently</p> <ul style="list-style-type: none"> • Perform Party Makeup • Apply colour design principles in accordance with the lighting techniques, wardrobe, background, location and time of day. • Maintain basic hand tools 	<p>palate for night party make up)</p> <ul style="list-style-type: none"> • Effects of light on cosmetics and make up.
<p>LU-6: Perform casual makeup.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Understand colour schemes according to time. • Analyze clients' face and requirements and design the makeup plan accordingly. • Apply products, procedures and equipment safely and efficiently • Perform casual Makeup • Apply colour design principles in accordance with the lighting techniques, wardrobe, background, location and time of day. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Importance of colors and their impact. • Different face shapes. • Procedure of casual makeup. • Color palate used for casual makeup. (Select brown or pink colour palates for eyes, lips and blush on, for casual make up.) • Effects of light on cosmetics and make up.
<p>LU-7: Perform model makeup.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Understand colour schemes according to time. • Analyze clients' face and requirements and design the makeup plan accordingly. • Apply products, procedures and equipment safely and efficiently • Perform model Makeup 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Importance of colors and their impact. • Different face shapes. • Procedure of model makeup. • Color palate used for model makeup. (Select sharp and velvety colour palate for model make up) • Effects of light on cosmetics and make up.

<p>LU-8: Perform character, fantasy and permanent makeup.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Understand colour schemes according to time. • Analyze clients' face and requirements and design the makeup plan accordingly. • Apply products, procedures and equipment safely and efficiently • Perform character Makeup. • Perform permanent makeup. • Perform fantasy makeup. • Maintain basic hand tools 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Importance of colors and their impact. • Different face shapes. • Procedure of character makeup. • Color palate used for character makeup. (Select colour palate according to theme for character make up.) • Different equipments used in permanent make up. • Color palate used for fantasy makeup. (Select colour palate according to idea or theme for fantasy make up). • Effects of light on cosmetics and make up.
<p>LU-9: Perform bridle makeup.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Understand colour schemes according to time. • Analyze clients' face and requirements and design the makeup plan accordingly. • Apply products, procedures and equipment safely and efficiently • Perform bridle Makeup • Maintain basic hand tools 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Importance of colors and their impact. • Knowledge of different face shapes. • Procedure of bridle makeup. • Select colour palate according to time and dress for bridle make up. • Effects of light on cosmetics and make up.
<p>LU-10: Perform Body Art</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Select the products and techniques according to client's need and occasion. • Apply henna (mehndi) on hands and feet with cone, stick and fingers (for different 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Different body art techniques and designs. • Material and products which are used in body art techniques. • Techniques of heene

	<p>occasion)</p> <ul style="list-style-type: none"> • Apply sticker mehendi, colourful sparkle mehendi, kundun mehendi and mehendi with blocks. • Perform marker art. • Apply different colors through stencil on different parts of body. • Apply sticker tattoos. • Apply glitters and Diamantes. 	<ul style="list-style-type: none"> • Techniques of marker art • Procedure and techniques of stenciling. • Procedure of sticker tattoos. • Techniques of glitters and diamantes.
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	PRACTICAL	THEORY
MODULE 8: Perform Hair Care and Designing		
LU-1: Analyze Hairs.	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Identify different hair and scalp types and conditions. • Recognize the texture of hairs. • Identify factors that can affect and damage the hair. 	<p>Trainees will be asked for:</p> <ul style="list-style-type: none"> • Scalp types and different hair textures, e.g. normal, dry, greasy, curly, straight, fine/flyaway, common, damaged, split ends, dull, dandruff etc. • Reasons of damaged hair e.g. coloring, perming, diet, health, brushing/combing, drying, shampooing/conditioning etc.
LU-2 Perform shampooing and conditioning	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Identify and select the appropriate shampoos and conditioners for different hair types. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Different shampoos and conditioners available in market. • Procedure of preparing the client for

	<ul style="list-style-type: none"> • Prepare a client and trolley for shampoo service • Apply shampoo on the client's hair. • Perform deep conditioning method. • Perform rinsing. • Select, apply and rinse variety of shampoos, according to manufacturers' instructions. • Handle moisture from hair (squeeze hair with towel) • Detangle hair from point to root (minimize damage and further tangling) 	<p>treatment: (protecting the client's cloths, removing jewelry/accessories as appropriate, storing the client's valuables in a safe place.)</p> <ul style="list-style-type: none"> • Procedure of shampooing • Method of conditioning • Procedure of rinsing. • Impact of different shampoos on different types of hairs. • Time management for shampoo/conditioning the hair • Home care advices • importance of detangling from point to root (minimise damage and further tangling)
<p>LU-3 Perform blow drying.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Identify and select the tools and equipment used for blow-drying. • Identify products that can be used to give extra hold or body to a blow dry. • Demonstrate the styles of blow dryer according to the client's requirements. • Perform blow drying. • Formulate time schedule with duration required for each style of blow dryer to be rendered. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Tools and equipment used for blow drying e.g. different watts of blow dryers, steamers, electric rollers, round brushes etc. • Knowledge about different products used for blow drying e.g. hair spray, hair gel, mousse. • Hair drying and styling techniques • Procedure of blow drying. • Standard time of blow drying. • Time schedule for different styles of blow drying.

<p>LU-4 Make hair styles.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Identify different face shapes. • Select a range of hair styles to suit different face shapes. • Demonstrate latest trends of hairstyles with the client. • Identify and select different types of materials, cosmetics, tools & equipment used for hair styling, perming, rebounding and straightening. • Apply rollers on short, medium and long hairs. • Perform hair styling with dryer. (out ward and in ward) • Perform backcombing, back brushing, braids, rolls, bubble buns. • Perform perming (Types of perming, spiral perm, pony perm, medium perm and Negro perm.) • Perform rebounding. • Perform straightening. • Observe allergies and reactions while doing rebounding, perming and straightening. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Different face shapes (oval, round, pointed etc) • Different hair styles according to face shapes. • Importance of latest trends in hair styling. • Different types of materials, cosmetics, tools & equipment used for hair styling, perming, rebounding and straightening. • Purpose of using different types of rollers/perming rollers. • Procedure of hair styling with dryer. • Procedure and techniques of backcombing, back brushing, braids, rolls, bubble buns. • Procedure of perming, • Procedure and techniques used in rebounding. • Procedure of straightening. • List of remedies
<p>LU-5 Perform hair coloring</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Analyze scalp and hair. • Perform various types of temporary, semi permanent & permanent hair colors. • Conduct product patch test for allergy. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Different textures of hairs. • Classification of color. • Procedure of patch test and remedies. • Advantages and disadvantages of coloring

	<ul style="list-style-type: none"> • Select hair color according to client's requirement. • Perform the procedure of hair coloring (Mix color, Apply hair color, herbal or chemical, Rinse off color, Apply hair conditioner) • Perform types of lighteners. • Perform Special effects with hair coloring e.g. streaking, frosting, tipping, blond on blond, hi fashion, highlighting techniques. 	<p>hair.</p> <ul style="list-style-type: none"> • Procedure of hair coloring • Different hair coloring techniques. • Cosmetics & Materials required for special effects with coloring.
<p>LU-6 Perform hair cutting</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Demonstrate different haircuts according to the requirement of the client. • Sterilize tools and implements. • Select style for haircut according to hair texture and face shape of the client. • Sectioning and blocking the hair according to required hair cut. (Section top, crown, nape and sides for achieving desired effects) • Perform hair cutting 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Different haircuts. • Procedure of sterilization. • Knowledge about different hair textures and face shapes. • Procedure of sectioning for haircut. • Procedure of various advance hair cutting styles. (Boy cut, blunt cut, Deep U, Shallow U, Cutting for layered effect, Mushroom cut, Wedge cut and Men's cut) • Safety measures and precautions during hair cutting.
<p>LU-7: Perform hair art</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Discuss different hair designing trends with the client. • Perform hair extensions. • Perform different types of hair braids. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Different trends for hair designing. • Procedure and techniques of hair extension. • Procedure of different hair braids.

	<ul style="list-style-type: none"> • Perform different types of fantasy hairs according to theme. • Decorate hairs with beads, flowers, small hair clips, glitters, diamantes etc 	<ul style="list-style-type: none"> • Procedure and techniques of different types of fantasy hairs according to theme. • Decoration of hairs with beads, flowers, small hair clips, glitters, diamantes etc
LU-8: Perform hair treatments	Trainee will be able to: <ul style="list-style-type: none"> • Identify different hair treatments according to the different types of hairs.(Dry/damaged, hair loss, anti dandruff treatments, oily, tinted) • Select suitable products used for the treatments of different types of hairs. • Demonstrate contraindications for the treatment of different types of hairs. • Perform different hair treatments. • Perform dry/damaged hair treatment • Perform anti dandruff treatment • Perform oily hair treatment. 	Trainee will be asked for: <ul style="list-style-type: none"> • Techniques used for the treatments of different types of hairs. • Importance of different suitable products used for the treatment of the hairs, available in market. • List of remedies for contraindications. • Procedures and techniques of different hair treatments. • Procedure of dry/damaged hair treatment. • Procedure of anti dandruff treatment. • Perform oily hair treatment.

	PRACTICAL	THEORY
MODULE 9: Develop Professionalism		
LU-1: Attend workshops on latest beauty therapy techniques	Trainees will be able to: <ul style="list-style-type: none"> • Apply latest methods and procedures for all treatments of skin. • Demonstrate the Use of latest salon 	Trainee will be asked for: <ul style="list-style-type: none"> • Importance of latest procedures and techniques. • Knowledge of latest salon products.

	<p>products.</p> <ul style="list-style-type: none"> • Observe and follow the time for treatment. • Apply treatment to make client at ease. 	<ul style="list-style-type: none"> • Time schedule for each service. • Attention at workshop.
<p>LU-2: Interact with other Salons.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Deal with other salons. • Remain updated as per market demands. • Select suitable salon's products, equipments and furniture available in market. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Knowledge of market demands. • Information about products available in market. • Comparative list of the prices for all the products.
<p>LU-3: Participate in trainings.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Apply techniques carefully described by different companies about their products. • Prepare notes of new products introduced or displayed in the trainings and upgrade salon accordingly. • Design leaflets and printed material of the contents taken from the training for applying in salon. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • List of techniques described by different companies about their products. • List of new products with prices introduced by the companies conducting training. • Price list formulated by incorporating new products introduced in training. • Maintenance of record of leaflets and printed material taken from the training.
<p>LU-4: Consult with experts</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Update the skills by consulting with experts. • Explain the Correct usage of the product. • Identify skin diseases and their remedies. • Apply professionalism in the concerned field. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Knowledge of all skills. • Knowledge of products for the treatment of different kind of skin diseases. • Knowledge of skin diseases. • Professional manuals.

<p>LU-5: Market salon services, products and prices.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Conduct market research. • Design and market promotional material. • Convince customers about the value of offers and develop trust • Inquire about the needs and experiences with other competitors through polite discussion. • Share and discuss promotional material and packages with the customers 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Products, services, deals and prices offered by salon • Various mediums and tools of marketing motional. • Services, products and deals offered by competitors. • Importance of designing promo material.
<p>LU-6: Attend seminars.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Apply procedures and techniques professionally. • Prepare the list of techniques applied by the winner in the competition. • Adopt the new trends and confidence gained from the competition. • Use of internet email to get information about different events. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Professional Procedures and techniques. • Competitive behaviour. • Information about print and electronic media. • Use of internet email to get information about different events. • List of other salons to have interaction for gathering and competition. • Questionnaires.
<p>LU-7: Great and receive clients and guests.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Receive Client smilingly. • Welcome Client with courtesy, respect and complete attention. • Behave in such manner that Client feels to be important person at salon. 	<p>Trainees will be asked for:</p> <ul style="list-style-type: none"> • Protocol plan for dealing with all clients particularly for V.I.P., old age and special clients. • Importance of use of A.C., T.V., lighting, spraying fragrance.

	<ul style="list-style-type: none"> • Deal with V.I.P. Clients as per instructions of salon's management. • Deal special and old persons with loving and friendly behavior. 	<ul style="list-style-type: none"> • Presentation skills for serving drinks or tea etc. • Importance of pleasant and friendly behaviour at the time of departure of Client.
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	PRACTICAL	THEORY
MODULE 10: Entrepreneurship Development		
LU-1: Development of Entrepreneurship	Trainee will be able to: <ul style="list-style-type: none"> • Explain how Entrepreneurship has developed. • Recognize the term Entrepreneurship • Outline the importance of Entrepreneurship • Explain the reasons why Entrepreneurship should be developed in a country. 	Trainees will be asked for: <ul style="list-style-type: none"> • General evolution of Entrepreneurship. • Definition of Entrepreneurship from different perspective. • Importance of Entrepreneurship: Enhance creativity and innovation, build self confidence in people, serves as a tool for nation building, • Reasons include: employment generation, increased national production, re-invest national resources.
LU-2: Definition of Entrepreneur	Trainee will be able to: <ul style="list-style-type: none"> • Differentiate between business person and an entrepreneur. • Explain the characteristics of an entrepreneur 	Trainees will be asked for: <ul style="list-style-type: none"> • Difference between entrepreneur and business person • Characteristics of the entrepreneur • Factors that affect the development of

	<ul style="list-style-type: none"> Identify the factors that affect the development of entrepreneurship. 	<p>entrepreneurial spirit in people: Environment, community, national, international, Financial, Displacement, etc. The role of the, Government, Society, Families and friends, other stakeholders for example financial institutions plays in the development of entrepreneurship in the country.</p>
<p>LU-3: Knowledge of Employment</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> Explain the definition of employment. Recognize the types of employment. State the advantages and disadvantages of wage and self employment. Outline the reasons why people go in to wage or self employment persists. Recognize the reasons why unemployment persists. 	<p>Trainees will be asked for:</p> <ul style="list-style-type: none"> Definition of Employment Knowledge about types of employment: Wage and Self. Advantages and disadvantages of wage and self employment. Knowledge of self employment Terms Inadequate capital, technology etc.
<p>LU-4: Small Business Enterprise</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> Identify small business Recognize the characteristics of small business. List the area of small business opportunities. Outline the role of small business. Explain the challenges / problems facing small business. 	<p>Trainees will be asked for:</p> <ul style="list-style-type: none"> Definition of Small business(Small business is defined based on the number of people and the capital employed) Characteristics of small business. Labour intensive, small capital outlay etc. Different small business areas: tailoring shop, beauty salon, bakery, trading, catering etc.

		<ul style="list-style-type: none"> • Role, that small business plays in the country. • Challenges / problems facing small business
LU-5: Business Environment	Trainee will be able to: <ul style="list-style-type: none"> • Explain the business environment • Identify the major environmental factors that affect the business. 	Trainees will be asked for: <ul style="list-style-type: none"> • The major environmental factors that affect the business includes • Importance of business environment.
LU-6: Business Development Services	Trainee will be able to: <ul style="list-style-type: none"> • Identify business development service providers, the services they provide and those whom permissions are necessary to enable small business to operate. • Recognize the advantages of registering a business • Explain the procedure of registering the business 	Trainees will be asked for: <ul style="list-style-type: none"> • Different business development services providers in Pakistan: (SMEDA, Chamber of commerce and industries, women business incubation centers, women chamber etc.) • Advantages of registering the business includes: National requirements and gain recognition or legal status etc. • Procedure of registering the business.
LU-7: Legal forms of business ownership	Trainee will be able to: <ul style="list-style-type: none"> • Identify the legal forms of business ownership. • Identify the advantages and disadvantages of legal forms of business ownership. 	Trainees will be asked for: <ul style="list-style-type: none"> • Legal forms of business ownership: Sole trade, partnership, limited liability, Co-operative. • Advantages and disadvantages of legal forms of business ownership.

<p>LU-8: Creativity and Business Opportunity identification</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Recognize creativity. • Recognize the importance of creativity • Explain the definition of business ideas. • Recognize the methods of generating business ideas. • Mention the sources of business ideas • Identify the characteristics of good business opportunity 	<p>Trainees will be asked for:</p> <ul style="list-style-type: none"> • Definition of creativity • Importance of creativity. • Definition of business ideas. • Knowledge of generating the business ideas • Importance of: Meet market demand, attractive return on investment, competition etc.
<p>LU-9: Prepare marketing plan.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Differentiate between market and the concept of the marketing • Explain the importance of market research. • Explain Marketing Mix Variables. • Analyze the term Product. • Identify the need for packaging a product. • Recognize the promotional methods suitable for product and services. • Recognize the methods used to attract and retain customers. 	<p>Trainees will be asked for:</p> <ul style="list-style-type: none"> • Market and marketing concept. • Importance of market research for decision making on: Product, Price, promotion and distribution. • Marketing Mix variables: (Product, Price, promotion Place/ Distribution.) • Definition of product • Importance of the product packaging • Methods of promotions • Methods of attracting and retaining the customers includes
<p>LU-10: Maintain Stock Record</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Explain the definition of stock. • Identify the reasons of recording stock. 	<p>Trainees will be asked for:</p> <ul style="list-style-type: none"> • Definition of stock. • Reasons for stock recording: Products which are used faster, Products close to expiry date, need to re-order new stock etc.

<p>LU-11: Prepare business planning</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Distinguish between business plan and business planning. • Explain the importance of business planning. • Mention the stages of business planning. • Draft a simple business plan. 	<p>Trainees will be asked for:</p> <ul style="list-style-type: none"> • Definition of business plan and business planning. • Knowledge of business planning; (Prepares the entrepreneurs for the future, Sets objectives for the business, Set out effective use of recourses etc.) • Stages of business planning
<p>LU-12 Manage finances.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Explain the term financial management. • Identify profit and loss statement, balance sheet and cash flow budget. • Prepare a simple profit and loss statement, balance sheet and cash flow budget. • Recognize the reasons for poor financial management. 	<p>Trainees will be asked for:</p> <ul style="list-style-type: none"> • Definition of financial management. • Reasons for profit and loss statement, balance sheet and cash flow budget. • Knowledge of poor stock management.

4.7 Structure of the assessment team

There must be a maximum of six students per assessor and if there are two assessors than 12 students can be assessed within a day and 24 students in 2 days.

The entire course can be tested in the Sessional assessments and the percentage of Sessional assessments in the final assessment should be increased.

4.8 Planning for assessment

Sessional assessment: assessors need to plan in advance how they will conduct Sessional assessments for each module. The tables on the following pages are for assessors to use to insert how many hours of theoretical and practical assessment will be conducted and what the scheduled dates are.

Final assessment: Training providers need to decide ways to combine modules into a cohesive two-day final assessment programme for each group of five students. Training providers must agree the settings for practical assessments in advance.

5. 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	Tweezer	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 Propose 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 Palate	5
89	Ladies/kids Cut Catalogues	3
90	Make up Catalogues	3
91	Magazines/Books with rack	10

6. List of Consumables

Sr.#	Description
1	Aluminium 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 bowls 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	Conselors
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