

**Curriculum**  
**For**  
**“Hair & Beauty Services”**  
**“Junior Artist/Therapist”**  
**(Level -2)**

*20<sup>th</sup> to 24<sup>th</sup> October 2021*



**National Vocational & Technical  
Training Commission**

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## **Introduction**

### **Definition/ Description of the training programme for *Junior Artist/Therapist***

There is an increasing demand of the Junior Artist/Therapist in Hair & Beauty Sector. If an individual is planning to pursue a career in Hair & Beauty, this program will be helpful in targeting various industries including fashion, media etc.

### **Purpose of the training programme**

The purpose of this training is to develop a range of skills and techniques, personal skills and attributes essential for successful performance in hair and beauty sector in accordance with industry requirements. Pass out of this program may find employment in local and international industries

### **Overall objectives of training programme**

The main objective of this training program is to improve the employability of young graduates through qualifying job-related training in the Hair & Beauty sector, and to train them so that they can prove to be an asset to this sector.

### **Competencies to be gained after completion of course**

- Apply Occupational Health & Safety Procedures at Workplace
- Perform Salon Cleaning Duties
- Perform Pre / Post Services Activities
- Perform Nail Art
- Perform Hair Removal (Women/Men)
- Apply Temporary Hair Extension
- Perform Basic Hair Treatments
- Apply Henna
- Perform Basic Facial (Women/Men)
- Perform Manicure & Pedicure Services
- Perform Basic Hair Cut (Women)
- Design and Apply Basic Hair Cut (Women)
- Perform Basic Makeup
- Communicate in the Workplace
- Perform IT Skills

### **Possible available job opportunities available immediately and later in the future**

- Junior makeup artist
- Junior hair dresser
- Junior skin artist
- Junior massage therapist

**Trainee entry level**

Middle or Equivalent

**Minimum qualification of trainer**

Teaching staff should have at least five years' experience in Hair & Beauty Sector.

They should also hold or be working towards a formal teaching qualification.

**Recommended trainer: trainee ratio**

The recommended maximum trainer: trainee ratio for this programme is 1 trainer for 25 trainees.

**Medium of instruction i.e., language of instruction**

Instruction will be Urdu and English.

## **Duration of the course (Total time, Theory & Practical time)**

This curriculum comprises 15modules. The recommended delivery time is 600 hours.  
Delivery of the course could therefore be full time, 5 days a week. Training providers are at liberty to develop other models of delivery, including part-time and evening delivery.

<b>Module</b>	<b>Theory hours</b>	<b>Workplace hours</b>	<b>Total hours</b>	<b>CR. HOURS</b>
<b>Module 1:</b> Apply Occupational Health & Safety Procedures at Workplace	10	20	30	3
<b>Module 2:</b> Perform Salon Cleaning Duties	10	20	30	3
<b>Module 3:</b> Perform Pre / Post Services Activities	10	20	30	3
<b>Module 4:</b> Perform Nail Art	10	20	30	3
<b>Module 5:</b> Perform Hair Removal (Women/Men)	10	40	50	5
<b>Module 6:</b> Perform Basic Hair Treatments	10	10	20	2
<b>Module 7:</b> Apply Temporary Hair Extension	10	20	30	3
<b>Module8:</b> Apply Henna	10	20	30	3
<b>Module 9:</b> Perform Basic Facial(Women/Men)	10	40	50	5
<b>Module 10:</b> Perform Manicure & Pedicure Services	10	30	40	4
<b>Module11:</b> Perform Basic Hair Cut(Women)	10	50	60	6
<b>Module12:</b> Design and Apply Basic Hair Style (Women/Men)	10	60	70	7
<b>Module 13:</b> Perform Basic Makeup	10	50	60	6
<b>Module 14:</b> Communicate in the Workplace	15	15	30	3
<b>Module 15:</b> Perform IT Skills	15	25	40	4
<b>Total</b>	160	440	600	60

The full structure of the course is as follow

### Sequence of the Modules

Each module covers a range of learning components. These are intended to provide detailed guidance to teachers (for example the Learning Elements component) and give them additional support for preparing their lessons (for example the Materials Required component). The detail provided by each module will contribute to a standardized approach to teaching, ensuring that training providers in different parts of the country have clear information on what should be taught. Each module also incorporates the industrial needs of Pakistan.

The distribution table is shown below:

<b>Module 1:</b> Apply Occupational Health & Safety Procedures at Workplace 30 Hours	<b>Module 11:</b> Perform Basic Hair Cut (Women) 60 Hours	<b>Module 4:</b> Perform Nail Art 30 Hours	<b>Module 15:</b> Perform IT Skills 40 Hours
<b>Module 2:</b> Perform Salon Cleaning Duties 30 Hours		<b>Module 5:</b> Perform Hair Removal (Women/Men) 50 Hours	<b>Module 13:</b> Perform Basic Makeup 60 Hours
<b>Module 8:</b> Apply Henna 30 Hours	<b>Module 9:</b> Perform Basic Facial (Women/Men) 50 Hours	<b>Module 7:</b> Apply Temporary Hair Extension 30 Hours	
	<b>Module 14:</b> Communicate in the Workplace 30 Hours	<b>Module 10:</b> Perform Manicure & Pedicure Services 40 Hours	
<b>Module 3:</b> Perform Pre / Post Services Activities 30 Hours	<b>Module 6:</b> Perform Basic Hair Treatments 20 Hours		

## Summary – overview of the curriculum

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
<b>Module 1:</b> Apply Occupational Health & Safety Procedures at Workplace	<b>LU1.</b> Follow Health and Safety at the workplace <b>LU2.</b> Carryout basic first aid at the workplace <b>LU3.</b> USE Personal Protective and Safety Equipment (PPE)	10	20	30
<b>Module 2:</b> Perform Salon Cleaning Duties	<b>LU1.</b> Organize Work Area <b>LU2.</b> Clean Work Area <b>LU3.</b> Check and Maintain Furniture, Tools and Equipment as per salon policy <b>LU4.</b> Check and Maintain Stock	10	20	30
<b>Module 3:</b> Perform Pre/Post Service Activities	<b>LU1.</b> Provide home care advice to client as per requirement <b>LU2.</b> Carry out data entry <b>LU3.</b> Perform housekeeping <b>LU4.</b> Set trolley for different treatments <b>LU5.</b> Prepare yourself for services as per salon standards <b>LU6.</b> Prepare client for services <b>LU7.</b> Prepare workstation as per standard procedures	10	20	30



Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
<b>Module 4:</b> Perform Nail Art	<b>LU1.</b> Analyze the nail condition for nail art services <b>LU2.</b> Apply Nail Art Pattern as per design	10	20	30
<b>Module 5:</b> Perform Hair Removal (Women/Men)	<b>LU1.</b> Perform Face threading <b>LU2.</b> Perform Tweezing <b>LU3.</b> Design & Shape eye brows <b>LU4.</b> Perform Face / Body Waxing <b>LU5.</b> Remove face / body hair with epilator <b>LU6.</b> Remove face / body hair with Trimmers	10	40	50
<b>Module 6:</b> Perform Basic Hair Treatments	<b>LU1.</b> Perform Pre / Post Service Activities for Hair Care <b>LU2.</b> Perform Protein Hair Treatment <b>LU3.</b> Perform organic /non organic Oil Treatment	10	10	20
<b>Module 7:</b> Apply Temporary Hair Extension	<b>LU1.</b> Apply Clip on hair extension <b>LU2.</b> Apply Fashion Extensions on hair <b>LU3.</b> Apply Wig Cap	10	20	30
<b>Module 8:</b> Apply Henna	<b>LU1.</b> Create Henna Patterns <b>LU2.</b> Apply trendy Henna patterns and techniques <b>LU3.</b> Apply Henna on hands / feet as per requirement	10	20	30

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
<b>Module 9:</b> Perform Basic Facial (Women/Men)	<b>LU1.</b> Carry out Cleansing, Toning and Moisturizing (CTM) <b>LU2.</b> Apply Skin Polisher <b>LU3.</b> Carry out Basic Facial <b>LU4.</b> Carry out Herbal / Organic Facial	10	40	50
<b>Module 10:</b> Perform Manicure & Pedicure Services	<b>LU1.</b> Carry out Basic Pedicure / Manicure <b>LU2.</b> Perform French Manicure / Pedicure (Women) <b>LU3.</b> Perform Paraffin Manicure / Pedicure <b>LU4.</b> Carry out Electronic Manicure / Pedicure	10	30	40
<b>Module 11:</b> Perform Basic Hair Cut (Women)	<b>LU1.</b> Perform Straight line Cut <b>LU2.</b> Perform Bob Cut <b>LU3.</b> Perform Basic Layers Cut <b>LU4.</b> Perform V-Shape Cut <b>LU5.</b> Perform U-Shape Cut	10	50	60

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
<b>Module 12:</b> Design & Apply Basic Hair Styles (Women/Men)	<b>LU1.</b> Perform Shampoo & Conditioning <b>LU2.</b> Design Quaff hair style <b>LU3.</b> Perform Temporary Curling <b>LU4.</b> Volumiser the hair <b>LU5.</b> Perform Braiding <b>LU6.</b> Make Basic Buns <b>LU7.</b> Perform Back Combing <b>LU8.</b> Perform Men Hair styling <b>LU9.</b> Perform Temporary straightening	10	60	70
<b>Module 13:</b> Perform Basic Make up	<b>LU1.</b> Perform Dry Damage Hair treatment <b>LU2.</b> Perform basic hair loss treatment <b>LU3.</b> Perform anti-dandruff hair treatment	10	50	60
<b>Module 14:</b> Communicate in the Workplace	<b>LU1.</b> Communicate effectively with co-workers/clients at workplace <b>LU2.</b> Establish contact with clients <b>LU3.</b> Process information as per salon policy	15	15	30

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
<b>Module 15:</b> Perform IT Skills	<b>LU1.</b> Perform basic Configuration of Computer System <b>LU2.</b> Create a document using MS word <b>LU3.</b> Create an e-mail account <b>LU4.</b> Prepare Spreadsheet using MS Excel Prepare a presentation using MS Power Point <b>LU5.</b> Prepare a presentation using MS Power Point	15	25	40

## Modules

### Module 1 Apply Occupational Health & Safety Procedures at Workplace

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to maintain personal health, hygiene and safety

**Duration:** 30hours      **Theory:** 10 hours      **Practical:** 20 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1:</b> Follow Health and Safety at the workplace	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Identify hazards at the workplace</li> <li>2. Recognize processes, tools, equipment and consumable materials that have the potential to cause harm.</li> <li>3. Take necessary actions to remove identified hazards</li> <li>4. Maintain housekeeping at the workplace</li> </ol>	<ul style="list-style-type: none"> <li>• Explain types of hazards at salon</li> <li>• Define health and safety precautions at salon</li> <li>• Knowledge of different techniques and methods to identify the risks of hazards at workplace</li> <li>• Explain different types of tools, equipment and consumable materials</li> <li>• Define different methods of dealing with hazard to avoid any accident or injury</li> <li>• Importance of housekeeping at workplace</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice to follow health and safety at workplace</li> </ul>	<b>Total:</b> 7hrs <b>Theory:</b> 5 hrs <b>Practical:</b> 2 hrs	<div>Consumable</div> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> </ul> <div>Non Consumable</div> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> </ul>	<ul style="list-style-type: none"> <li>• Class Room/ Salon</li> </ul>

		<ul style="list-style-type: none"> <li>Attend beauty workshops</li> </ul>			
<b>LU2: USE</b> Personal Protective and Safety Equipment (PPE)	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>Identify any risk/hazard associated with the job to be done</li> <li>Select necessary personal protective equipment as per the job requirement</li> <li>Wear, adjust, and maintain personal protective equipment to ensure correct fit and optimum protection</li> <li>Store PPE at designated place after use</li> </ol>	<ul style="list-style-type: none"> <li>Describe the types of Personal protective equipment (PPEs)</li> <li>Importance of personal protective equipment</li> <li>Define the maintenance and cleaning of PPEs</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>Practice to select, wear and store PPEs</li> </ul>	<b>Total:</b> 7hrs <b>Theory:</b> 5hrs <b>Practical:</b> 2 hrs.	<b>Consumable</b> <ul style="list-style-type: none"> <li>Notebooks</li> <li>Pencils</li> <li>Erasers</li> <li>Sharpeners</li> </ul> <b>Non Consumable</b> <ul style="list-style-type: none"> <li>White board</li> <li>Multimedia</li> <li>Internet</li> <li>Computer system</li> <li>PPEs (Safety glasses, Ear muffs/ear plugs, Protective Gloves, Cap, Safety shoes etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Class Room/ Salon</li> </ul>

<b>LU3:</b> Carryout basic first aid at the workplace	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Follow COVID-19 SOP's</li> <li>2. Identify basic element for first aid kit</li> <li>3. Maintain a fully stacked first aid kit</li> <li>4. Check expiry date of medicines</li> </ol>	<ul style="list-style-type: none"> <li>• Types of personal hygiene</li> <li>• Define safety reporting procedures and documentation</li> <li>• Importance of organizational Health, hygiene and safety guidelines</li> <li>• Explain resolvable problems at workplace</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice to carryout basic first aid at workplace</li> </ul>	<b>Total</b> 7 hrs <b>Theory:</b> 5hrs <b>Practical:</b> 2hrs	<div>Consumable</div> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> </ul> <div>Non-Consumable</div> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Safety manuals</li> <li>• PPEs</li> <li>• First aid kit</li> </ul>	<ul style="list-style-type: none"> <li>• Class Room/ Simulated environment</li> </ul>
<b>LU4:</b> Dispose of hazardous Waste/materials	<b>The trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Identify hazardous waste/ drug materials which needs to be disposed off</li> <li>2. Collect hazardous or non-hazardous</li> </ol>	<ul style="list-style-type: none"> <li>• Types of hazardous waste/ drug materials</li> <li>• Types of non-hazardous waste</li> </ul>	<b>Total:</b> 9hrs <b>Theory:</b> 5 hrs <b>Practical:</b> 4 hrs	<div>Consumable</div> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Different waste materials</li> <li>• PPEs</li> </ul>	<ul style="list-style-type: none"> <li>• Class Room/ Salon</li> </ul>

	<p>waste carefully from the designated area as per approved procedure</p> <p>3. Use proper disposal hazardous containers for dispose-off hazardous waste as per procedure</p> <p>4. Take necessary precautions like putting masks and gloves while disposing hazardous waste/ materials as per standard operating procedure</p>	<ul style="list-style-type: none"> <li>• Explain the difference between non-hazardous and hazardous waste</li> <li>• Explain the hazardous or non-hazardous waste collection procedures</li> <li>• Define the hazardous or non-hazardous waste disposal procedures</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice to dispose of hazardous waste/ material at workplace.</li> </ul>		<p>Non Consumable</p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• PPEs</li> <li>• Waste bins</li> </ul>	
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## Module2: Perform Salon Cleaning Duties

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to perform salon cleaning duties.

**Duration:** 30 hours    **Theory:** 10 hours    **Practical:** 20hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1.</b> Organize Work Area	<p><b>Trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Maintain reception, service cubicles, work station, walkways and other work areas according to salon policy.</li> <li>2. Carryout all routines safely, effectively and efficiently according to salon policy.</li> </ol>	<ul style="list-style-type: none"> <li>• Understanding of different types of workstations and work area</li> <li>• Knowledge of salon policies according to cleaning</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Industry/salon visit</li> <li>• Attend beauty workshops</li> </ul>	<p><b>Theory:</b> 1hrs <b>Practical:</b> 3hrs <b>Total:</b> 4hrs</p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Cleaning worksheets</li> <li>• SOPs Book</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> </ul>	Classroom/Salon
<b>LU2.</b> Clean Work Area	<p><b>Trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Apply Salon policies and procedures for personal hygiene.</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of salon policy about personal hygiene</li> <li>• Different procedures of cleaning</li> <li>• Knowledge of waste materials</li> </ul>	<p><b>Theory:</b>2hrs <b>Practical:</b> 8hrs <b>Total:</b>10hrs</p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> </ul>	Classroom/Salon

	<ol style="list-style-type: none"> <li>2. Apply Salon policies and procedures for cleaning of work area applied.</li> <li>3. Dispose of waste promptly according to salon policy.</li> <li>4. Remove Spills, food, waste, sharps and other potential hazards from floors and working areas according to salon policy</li> <li>5. Maintain and store equipment, linen and consumable materials according to salon procedures</li> <li>6. Clean and use furniture, tools and equipment in accordance with manufacturer's instructions and Occupational Health and Safety requirements.</li> <li>7. Store clean equipment and</li> </ol>	<ul style="list-style-type: none"> <li>• Importance of cleaning floor and work areas</li> <li>• Knowledge about consumable materials</li> <li>• Understanding the cleaning of salon furniture, tools and equipment</li> <li>• Knowledge of cleaning chemicals</li> <li>• Understanding of salon policies and procedures about cleaning ,stock checking</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice of cleaning of workplace</li> <li>• Practice of Sterilization and sanitization</li> </ul>		<ul style="list-style-type: none"> <li>• Cleaning worksheets</li> <li>• SOPs Book</li> <li>• Disinfectant sterilization and sanitization</li> <li>• Mops</li> <li>• Dusters</li> <li>• Dust bin</li> <li>• Tissue Rolls</li> <li>• Mosquito racket</li> </ul> <p>Non</p> <p>Consumable</p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet Computer system</li> </ul>	
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	materials according to manufacturer's specifications				
<b>LU3.</b> Check and Maintain Furniture, Tools and Equipment as per salon policy	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Check furniture, tools and equipment for maintenance requirements.</li> <li>2. Refer furniture, tools and equipment for repair as required.</li> <li>3. Store tools and equipment safely according to salon procedures</li> </ol>	<ul style="list-style-type: none"> <li>• Understanding of maintenance of Furniture, Tools and Equipment</li> <li>• Knowledge of storing of Furniture, Tools and Equipment</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Fill check list for maintenance</li> </ul>	<b>Theory:3hrs</b> <b>Practical: 5hrs</b> <b>Total:8hrs</b>	<b>Consumable</b> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Cleaning worksheets</li> <li>• SOPs Book</li> </ul> <b>Non-Consumable</b> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Different types of tools and equipment</li> </ul>	Classroom/Salon

<b>LU4. Check and Maintain Stock</b>	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Check and validate incoming stock accurately against purchase orders and delivery documentation.</li> <li>2. Check received items for damage, quality, breakages or discrepancies and record according to salon policy.</li> <li>3. Carryout stock rotation procedures routinely and accurately according to salon policy.</li> <li>4. Record stock levels accurately according to salon procedures.</li> <li>5. Inform salon supervisor about under or over supplied stock items immediately.</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of purchasing order</li> <li>• Understanding of damage, quality and breakages of items</li> <li>• Knowledge of stock rotation procedures</li> <li>• Importance of record stock levels</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Fill purchase order sheets</li> <li>• Fill stock list</li> <li>• Fill check list damage items</li> </ul>	<b>Theory: 4hr</b> <b>Practical:4hr</b> <b>Total:8hr</b>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Purchase order list</li> <li>• Stock list</li> <li>• Check list</li> <li>• Pen</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet Computer system</li> </ul>	Classroom/Salon
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### Module3: Perform Pre / Post Service Activities

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to perform Pre / Post Service Activities

**Duration:** 30hours      **Theory:** 10 hours      **Practical:** 20 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1.</b> Prepare workstation as per standard procedures	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Prepare the reception area.</li> <li>2. Receive client record (consultation form) from the receptionist.</li> <li>3. Select the place and product for treatment accordingly.</li> <li>4. Inform the supervisor/ expert about the last treatment/ history of client and precautions or contra-indications, if any.</li> <li>5. Make available fresh linens, gown, head-band, equipment and tools.</li> <li>6. Select product as per required</li> </ol>	<ul style="list-style-type: none"> <li>• Understanding of workstation</li> <li>• Knowledge of consultation and consent form</li> <li>• Knowledge of beauty products</li> <li>• Understanding of tools and equipments</li> <li>• Knowledge of consumable items</li> <li>• Types of wastes</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Industry/salon visit</li> <li>• Attend beauty workshops</li> <li>• Fill consultation and consent form</li> <li>• Attend monthly salon meetings</li> <li>• Prepare workstation</li> </ul>	<p><b>Theory:</b> 2hrs <b>Practical:</b> 3hrs <b>Total:</b> 5hrs</p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Client consultation forms</li> <li>• Pen</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet Computer system</li> <li>• Workstation with required tools</li> </ul>	Classroom/Salon/ Field Visit

	<p>treatment</p> <ol style="list-style-type: none"> <li>7. Prepare client for the treatment</li> <li>8. Hand over client's record (consent form) to receptionist.</li> <li>9. Dispose of waste as per SOPs.</li> <li>10. Remove used linens, gowns and head-bands.</li> <li>11. Clear and reorganize the workstation for the next client</li> </ol>			,equipments and products	
<b>LU2.</b> Prepare client for services	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Access and review client treatment plan</li> <li>2. Conduct skin analysis</li> <li>3. Perform patch test</li> <li>4. Identify contraindications to any treatment, and refer client to appropriate professional as required.</li> <li>5. Identify common disorders that can be treated within</li> </ol>	<ul style="list-style-type: none"> <li>• Consultation and consent form</li> <li>• Understanding of skin anatomy and physiology</li> <li>• Knowledge about skin types</li> <li>• Knowledge about tools for skin analysis</li> <li>• Knowledge about common skin disease</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Skin analysis tools handling</li> <li>• Face mapping</li> <li>• Fill consultation and consent form</li> </ul>	<b>Theory:</b> 1hrs <b>Practical:</b> 1hrs <b>Total:</b> 2hrs	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Client consultation forms</li> <li>• Pen</li> <li>• PPEs</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> </ul>	Classroom/Salon/ Field Visit

	scope of practice, as required.			Computer system <ul style="list-style-type: none"> <li>• Workstation with required tools ,equipments and products</li> <li>• Gown</li> <li>• Head band</li> <li>• Towel</li> <li>• Thermal guns</li> </ul>	
<b>LU3.</b> Prepare yourself for services as per salon standards	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Apply and follow health and hygiene rules and regulation as per SOPs.</li> <li>2. Follow dress code</li> <li>3. Follow professional attitude as per standards</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge about health and hygiene</li> <li>• Importance of dress code</li> <li>• Understanding the professional attitude</li> </ul> <b><u>Practical Activity:</u></b> <ul style="list-style-type: none"> <li>• Role play about dress code and professional attitude</li> <li>• Activity of health and hygiene with salon SOPs</li> </ul>	<b>Theory:</b> 1hrs <b>Practical:</b> 2hrs <b>Total:</b> 3hrs	<b>Consumable</b> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Client consultation forms</li> <li>• Pen</li> <li>• Mouth wash</li> <li>• PPEs</li> </ul> <b>Non Consumable</b>	Classroom/Salon/ Field Visit

				<ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet Computer system</li> <li>• Workstation with required tools ,equipments and products</li> <li>• Self apron</li> <li>• Towel</li> <li>• Thermal guns</li> <li>• PPES</li> </ul>	
<b>LU4.</b> Set trolley for different treatments	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Select tools and product according to treatment</li> <li>2. Arrange product and tools as per requirements</li> </ol>	<ul style="list-style-type: none"> <li>• Understanding of tools and products</li> <li>• Knowledge about protocol of trolley setting</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice trolley setting for different services</li> </ul>	<b>Theory:</b> 1hrs <b>Practical:</b> 3hrs <b>Total:</b> 5hrs	<b>Consumable</b> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Client consultation forms</li> <li>• Pen</li> <li>• PPES</li> </ul>	Classroom/Salon/ Field Visit



				<ul style="list-style-type: none"> <li>• Products according to service</li> </ul> <p>Non Consumable</p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet Computer system</li> <li>• Workstation with required tools &amp; equipments</li> <li>• Towel</li> <li>• PPEs</li> </ul>	
<b>LU5.</b> Perform housekeeping	<p><b>Trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Check tools and equipment for maintenance requirements.</li> <li>2. Refer the tools and equipment for repair as required to concerned</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge about tools and equipment's</li> <li>• Understanding about maintenance of tools and equipment's</li> <li>• Importance of client record</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Prepare checklist of tools and equipment's</li> </ul>	<p><b>Theory:</b> 1hrs  <b>Practical:</b> 2hrs  <b>Total:</b> 3hrs</p>	<p>Consumable</p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Client consultation forms</li> <li>• Pen</li> </ul>	<p>Classroom  Training Workshop  Lab/ Field Visit</p>

	<p>person.</p> <ol style="list-style-type: none"> <li>Return client's record to receptionist.</li> <li>Remove used linen and clean surfaces and equipment according to organizational policies and procedures.</li> <li>Clean service area after service</li> <li>Restock equipment and products in preparation for next treatment.</li> </ol>			<ul style="list-style-type: none"> <li>Disposable gloves</li> <li>Disposable Mask</li> <li>Products according to service</li> </ul> <p>Non Consumable</p> <ul style="list-style-type: none"> <li>White board</li> <li>Multimedia</li> <li>Internet Computer system</li> <li>Workstation with required tools &amp; equipments</li> <li>Towel</li> </ul>	
<b>LU6.</b> Carry out data entry	<p><b>Trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>Enter data accurately in the appropriate files using specified procedure and</li> </ol>	<ul style="list-style-type: none"> <li>Skills in data entry</li> <li>knowledge about computer</li> <li>beauty software handling</li> <li>internet using skills</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>Practice of computer handling</li> </ul>	<p><b>Theory:</b> 2hrs  <b>Practical:</b> 3hrs  <b>Total:</b> 5hrs</p>	<p>Consumable</p> <ul style="list-style-type: none"> <li>Notebooks</li> <li>Pencils</li> <li>Erasers</li> <li>Sharpeners</li> </ul>	<p>Classroom  Training Workshop  Lab/ Field Visit</p>

	<p>format.</p> <ol style="list-style-type: none"> <li>2. Locate and access files and data correctly</li> <li>3. Use document layout and data format facilities</li> <li>4. Monitor the operation of equipment</li> <li>5. Access and transmit information via the Internet</li> </ol>	<ul style="list-style-type: none"> <li>Practice the usage of MS office and beauty software</li> </ul>		<ul style="list-style-type: none"> <li>Client consultation forms</li> <li>Pen</li> </ul> <p>Non Consumable</p> <ul style="list-style-type: none"> <li>White board</li> <li>Multimedia</li> <li>Internet Computer system</li> </ul>	
<p><b>LU7.</b> Provide home care advice to client as per requirement</p>	<p><b>Trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Provide treatment precautions to client for homecare.</li> <li>2. Provide basic hygiene tips according to client comfort and condition</li> </ol>	<ul style="list-style-type: none"> <li>Knowledge of homecare</li> <li>Understanding the importance of Client Feedback</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>Prepare homecare guidelines for client</li> </ul>	<p><b>Theory:</b> 1hrs  <b>Practical:</b> 3hrs  <b>Total:</b> 4hrs</p>	<p>Consumable</p> <ul style="list-style-type: none"> <li>Notebooks</li> <li>Pencils</li> <li>Erasers</li> <li>Sharpeners</li> <li>Client consultation forms</li> <li>Record Book</li> </ul> <p>Non Consumable</p>	<p>Classroom  Training Workshop  Lab/ Field Visit</p>

				<ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>Computer system</li> </ul>	
<b>LU8.</b> Maintain products/tools/ equipment, after the services	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Clean and sanitize tools, equipment and materials after the services.</li> <li>2. Store tools, equipment and remaining products at proper place.</li> <li>3. Dispose of waste product as per standards</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge about sanitize tools, equipment and materials</li> <li>• Stock management</li> <li>• Disposal method</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practical of sanitization and sterilization</li> <li>• Placement of products</li> <li>• Activity to disposal waste as per SOPs.</li> </ul>	<b>Theory:</b> 1hrs <b>Practical:</b> 2hrs <b>Total:</b> 3hrs	<p>Consumable</p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Client consultation forms</li> <li>• Record Book</li> <li>• Log book</li> </ul> <p>Non Consumable</p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>Computer system</li> </ul>	Classroom Training Workshop  Lab/ Field Visit

## Module 4: Perform Nail Art

**Objective of the module:** This module covers the knowledge and skills required to perform nail art in accordance with approved procedures

**Duration:** 30hours

**Theory:** 10hours

**Practical:**20 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1.</b> Analyze the nail condition for nail art services	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Analyze the nail condition with magnifying glass</li> <li>2. Perform Dermascopy to analyze the nail condition</li> <li>3. Identify and note areas of the hands/nails requiring special treatment.</li> </ol>	<ul style="list-style-type: none"> <li>• Understanding of consultation and consent form</li> <li>• Knowledge Structure of nail Analyses</li> <li>• Understanding of magnifying glass and Dermascopy</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice of nail diagrams</li> <li>• Practice of using Dermascopy</li> <li>• Fill Consultation and consent form</li> </ul>	<b>Theory:</b> 6hrs <b>Practical:</b> 8 hrs <b>Total:</b> 14hrs	<div>Consumable</div> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Client consultation forms</li> <li>• Nail diagrams</li> <li>• nail anatomy chart</li> <li>• PPES</li> </ul> <div>Non Consumable</div> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet Computer system</li> <li>• Magnify glass</li> <li>• Dermascopy</li> </ul>	Classroom/Salon

<b>LU2.</b> Apply Nail Art Pattern as per design	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Select suitable type of nail art according to size of nail, and treatment plan.</li> <li>2. Apply color matching principles to blend the paints correctly according to the pattern required by the customers</li> <li>3. Provide after care advise</li> </ol>	<ul style="list-style-type: none"> <li>• Learning of nail art</li> <li>• Time management</li> <li>• Knowledge about procedure of nail art</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice of nail art pattern and design</li> <li>• Practice of color matching principle</li> </ul>	<p><b>Theory:</b>4hrs</p> <p><b>Practical:</b>12hrs</p> <p><b>Total:</b>16hrs</p>	<ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Client consultation forms</li> <li>• Nail pattern</li> <li>• Different nails paint</li> <li>• Nail glues</li> <li>• Base coat/top coat</li> <li>• Shiner</li> <li>• Buffer</li> <li>• French nail kit</li> <li>• All nail art accessories</li> <li>• Nail art brushes</li> <li>• Stencils</li> <li>• Nail stickers</li> </ul> <p>Non Consumable</p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> </ul>	<p>Classroom/Salon</p>
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## Module 5: Perform Hair Removal (Women/Men)

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to perform hair removal (women/Men)

**Duration:** 50hours

**Theory:**10 hours

**Practical:** 40 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1.</b> Perform Face threading	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Analyze the condition of the skin surface</li> <li>2. Perform threading according to the direction of the growth of hair.</li> <li>3. Perform Upper lips threading according to the requirement</li> <li>4. Perform full face threading according to the requirement</li> <li>5. Apply toner / soothing lotion on threaded area.</li> <li>6. Provide after care advice to client.</li> </ol>	<ul style="list-style-type: none"> <li>• Consultation and consent</li> <li>• Knowledge of Hair growth pattern</li> <li>• Understanding of thread types</li> <li>• Knowledge of skin types</li> <li>• After and before care of client</li> <li>• Knowledge of movements of threads</li> <li>• Importance of soothing lotion</li> </ul> <p><b><u>Practical Activity:</u></b></p> <p>Practice of Threading (Upper lip, Full face)</p>	<b>Theory:</b> 2hrs <b>Practical:</b> 5hr <b>Total:</b> 7hrs	<div>Consumable</div> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Thread</li> <li>• Talcum powder</li> <li>• Tea tree oil</li> <li>• Soothing lotion</li> <li>• Toner</li> <li>• Disinfectors</li> <li>• Cotton</li> </ul> <div>Non Consumable</div> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> </ul>	Classroom/Salon
<b>LU2.</b> Perform Tweezing	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Analyze the condition of the skin surface</li> </ol>	<ul style="list-style-type: none"> <li>• Consultation and consent form</li> <li>• Knowledge of skin structure</li> <li>• Knowledge of hair growth</li> </ul>	<b>Theory:</b> 2hrs <b>Practical:</b> 5hrs <b>Total:</b> 7hrs	<div>Consumable</div> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> </ul>	Classroom/Salon

	<ol style="list-style-type: none"> <li>2. Sterilize the plucking or tweezing tools</li> <li>3. Remove hair following the direction of the hair strands and growth.</li> <li>4. Apply antiseptic on the area where hair is to be removed</li> </ol>	<ul style="list-style-type: none"> <li>• Sterilization of tweezers</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Fill consultation and consent form</li> <li>• Tweezing as per stander</li> </ul>		<ul style="list-style-type: none"> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Thread</li> <li>• Talcum powder</li> <li>• Tea tree oil</li> <li>• Soothing lotion</li> <li>• Toner</li> <li>• Disinfectors</li> <li>• Cotton</li> </ul> <p>Non Consumable</p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Tweezers</li> </ul>	
LU3. Design & Shape eye brows	<p><b>Trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Preparing materials and tools for shaping eyebrows</li> <li>2. Sterilizing the tools and hands</li> <li>3. Apply general eyebrow designing and shaping techniques to design and shape the eyebrows according to the customers' face shape</li> </ol>	<ul style="list-style-type: none"> <li>• Consultation and consent form</li> <li>• Knowledge of eye brow shapes</li> <li>• Understanding of different types of face</li> <li>• Aftercare customer services</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Draw different eye brow shape designs</li> </ul>	<p><b>Theory:2hrs</b>  <b>Practical:5hrs</b>  <b>Total:7hrs</b></p>	<p>Consumable</p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Consultation and consent form</li> <li>• Disinfectors</li> <li>• Thread</li> </ul>	Classroom/Salon



	<p>4. Provide aftercare advise to the customer for eyebrow shaping</p>	<ul style="list-style-type: none"> <li>Perform eye brow shape</li> </ul>		<ul style="list-style-type: none"> <li>Before and after care products</li> </ul> <p>Non Consumable</p> <ul style="list-style-type: none"> <li>White board</li> <li>Multimedia</li> <li>Internet</li> <li>Computer system</li> <li>Eyebrow drawings</li> <li>Tweezers</li> </ul>	
<p><b>LU4.</b> Perform Face / Body Waxing</p>	<p><b>Trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>Test wax temperature, adjust as required and maintain for the duration of waxing service.</li> <li>Apply and remove hot or strip wax to remove unwanted hair.</li> <li>Remove all wax product from skin</li> <li>Apply aftercare product to minimize any post treatment skin reactions.</li> <li>Provide aftercare advice and recommend products</li> </ol>	<ul style="list-style-type: none"> <li>Consultation and consent form</li> <li>Knowledge hair growth pattern</li> <li>Types of wax</li> <li>Types of wax paper</li> <li>Pre and post care products</li> <li>Understanding of wax temperature</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>Perform waxing</li> </ul>	<p><b>Theory:</b>2Hr  <b>Practical:</b>10Hr  <b>Total:</b>12Hr</p>	<p>Consumable</p> <ul style="list-style-type: none"> <li>Notebooks</li> <li>Pencils</li> <li>Erasers</li> <li>Sharpeners</li> <li>Consultation and consent form</li> <li>Disinfectors</li> <li>Hot and cold Wax</li> <li>Wax paper</li> <li>Thread</li> <li>Before and after care products</li> <li>Disposable sheets</li> </ul>	<p>Classroom/Salon</p>

				<div>Non Consumable</div> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Wax heater</li> <li>• Tweezer</li> <li>• Gown</li> <li>• Towels</li> <li>• Bowl</li> <li>• Spatula</li> </ul>	
<b>LU5.</b> Remove face / body hair with epilator	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Analyze the condition of the skin surface where hair is to be removed.</li> <li>2. Remove hair according to the direction and hair growth.</li> <li>3. Remove hair with epilator as per standard procedure and manufacturer's manual</li> <li>4. Apply toner / soothing lotion on skin area</li> <li>5. Provide after care advice to client.</li> </ol>	<ul style="list-style-type: none"> <li>• Learn hair structure and its types</li> <li>• Learning of skin anatomy and physiology</li> <li>• Learn how to prepare for hair removal</li> <li>• Learn step by step procedure of hair removal by silk epilator</li> <li>• Knowledge about post hair removal care</li> </ul> <p><b><u>Practical Activity:</u></b></p>	<b>Theory-1hr</b> <b>Practical-10hrs</b> <b>Total-11hrs</b>	<div>Consumable</div> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Consultation and consent form</li> <li>• Disinfectors</li> <li>• Before and after care products</li> <li>• Disposable sheets</li> <li>• Sanitizer and sterilization</li> <li>• PPEs</li> </ul>	Classroom/Salon

		<ul style="list-style-type: none"> <li>Practice of step-by-step procedure of hair removal by epilator</li> </ul>		<div>Non</div> <div>Consumable</div> <ul style="list-style-type: none"> <li>White board</li> <li>Multimedia</li> <li>Internet</li> <li>Computer system</li> <li>Gown</li> <li>Towels</li> <li>Epilator</li> <li>Working trolley</li> </ul>	
<b>LU6.</b> Remove face / body hair with Trimmers	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>Analyze the condition of the skin surface where hair is to be removed.</li> <li>Remove hair according to the direction and hair growth.</li> <li>Remove hair with trimmer as per standard procedure and manufacturer's manual</li> <li>Apply toner / soothing lotion on threaded area.</li> <li>Provide after care advice to client</li> </ol>	<ul style="list-style-type: none"> <li>Learn about skin analysis</li> <li>Knowledge about trimmer, eraser and shaver</li> <li>Learn step by step procedure of trimmer as per standard</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>Practice of step-by-step procedure of trimmer as per standard</li> </ul>	<p><b>Theory-1hr</b></p> <p><b>Practical-5hrs</b></p> <p><b>Total-10hr</b></p>	<div>Consumable</div> <ul style="list-style-type: none"> <li>Notebooks</li> <li>Pencils</li> <li>Erasers</li> <li>Sharpeners</li> <li>Consultation and consent form</li> <li>Disinfectors</li> <li>Before and after care products</li> <li>Disposable sheets</li> <li>Sanitizer and sterilization</li> </ul> <div>Consumable</div> <ul style="list-style-type: none"> <li>White board</li> </ul>	Classroom/Salon

				<ul style="list-style-type: none"> <li>• Multimedia</li> <li>• Internet</li> <li>Computer system</li> <li>• Gown</li> <li>• Towels</li> <li>• Trimmer</li> <li>• Working trolley</li> <li>• PPEs</li> </ul>	
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## Module6: Perform Basic Hair Treatments

**Objective of the module:** This module covers the knowledge and skills required to perform basic hair treatment for a variety of hair and scalp conditions in accordance with approved procedures

**Duration:**20hours

**Theory:** 10hours

**Practical:** 10hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1.</b> Perform Pre / Post Service Activities for Hair Care	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Prepare client for hair treatment</li> <li>2. Set trolley for hair care treatment</li> <li>3. Provide treatment precautions to client for homecare.</li> <li>4. Check hair growth patterns examining the hair physically and visually.</li> <li>5. Analyze basic Hair &amp; Scalp Condition for Services</li> </ol>	<ul style="list-style-type: none"> <li>• Analysis of hair and scalp</li> <li>• Consultation and consent form</li> <li>• Phases of Hair growth</li> <li>• Homecare advices</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Hair and scalp analysis with tools</li> </ul>	<p><b>Theory:</b>3hrs  <b>Practical:</b>1hrs  <b>Total:</b>4hrs</p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Consultation and consent form</li> <li>• Disinfectors</li> <li>• Before and after care products</li> <li>• Disposable sheets</li> <li>• Sanitizer and sterilization</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> </ul>	Classroom/Salon

				<ul style="list-style-type: none"> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Gown</li> <li>• Towels</li> <li>• Checking tools (magnifier, derma scope )</li> <li>• Working trolley</li> <li>• Bowl</li> <li>• Spatula</li> <li>• Applicator brush</li> <li>• Self apron</li> <li>• Client gown</li> </ul>	
<b>LU2.</b> Perform organic /non organic Oil Hair Treatment	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Select the oil for required treatment</li> <li>2. Perform organic /non organic Oil treatment according to SOPs</li> <li>3. Provide final look according to requirement</li> </ol>	<ul style="list-style-type: none"> <li>• Consultation and form</li> <li>• Different types of oil for hair treatment</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice of oil treatment for hair and scalp</li> </ul>	<p><b>Theory:2hrs</b>  <b>Practical:2hrs</b>  <b>Total:4hrs</b></p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Consultation and consent form</li> <li>• Disinfectors</li> <li>• Before and after care products</li> <li>• Disposable sheets</li> </ul>	Classroom/Salon

				<ul style="list-style-type: none"> <li>• Sanitizer and sterilization</li> <li>• Different types of oil</li> </ul> <div>Non Consumable</div> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Gown</li> <li>• Towels</li> <li>• Checking tools (magnifier, derma scope )</li> <li>• Working trolley</li> <li>• Bowl</li> <li>• Spatula</li> <li>• Applicator brush</li> </ul>	
<b>LU3.</b> Perform Protein Hair Treatment	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Provide hair protein treatment according to hair &amp; scalp condition</li> <li>2. Provide after care advice</li> </ol>	<ul style="list-style-type: none"> <li>• Hair and scalp analysis</li> <li>• Consultation and form</li> <li>• Knowledge about protein treatment</li> <li>• Post care</li> </ul> <p><b><u>Practical Activity:</u></b></p>	<b>Theory:</b> 5hrs <b>Practical:</b> 7hrs <b>Total:</b> 12hrs	<div>Consumable</div> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> </ul>	Classroom Training Workshop Lab/ Field Visit

		<ul style="list-style-type: none"> <li>• Procedure of protein treatment</li> </ul>		<ul style="list-style-type: none"> <li>• Consultation and consent form</li> <li>• Disinfectors</li> <li>• Before and after care products</li> <li>• Disposable sheets</li> <li>• Sanitizer and sterilization</li> <li>• Protein treatment products</li> </ul> <p>Non Consumable</p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Gown</li> <li>• Towels</li> <li>• Checking tools (magnifier, derma scope )</li> <li>• Working trolley</li> <li>• Bowel</li> <li>• Spatula</li> </ul>	
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				<ul style="list-style-type: none"> <li>• Applicator brush</li> </ul>	
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## Module 7: Apply Temporary Hair Extension

**Objective of the module:** This module covers the knowledge and skills required to apply temporary hair extension as per standard procedures.

**Duration:** 30 hours

**Theory:** 10hours

**Practical:** 20hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1.</b> Apply Clip on hair extension	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Analyze Scalp &amp; Hair</li> <li>2. Prepare client for hair extension services</li> <li>3. Apply clip on hair extension according to hair &amp; scalp condition and manufacturer's guidelines</li> <li>4. Remove extension according to procedure</li> <li>5. Provide after care advice</li> </ol>	<ul style="list-style-type: none"> <li>• Understanding of consultation and consent form</li> <li>• Knowledge about different types of hair extensions</li> <li>• Define sectioning and sizing of hair</li> <li>• Explain procedure of application of hair extension</li> </ul>	<b>Theory:</b> 2hrs <b>Practical:</b> 5hrs <b>Total:</b> 7hrs	<b>Consumable</b> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Consultation and consent form</li> <li>• Disinfectors</li> <li>• Disposable sheets</li> </ul>	Classroom/Salon

		<ul style="list-style-type: none"> <li>Understanding of post care</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>Practice of application of clip-on hair step by step</li> </ul>		<ul style="list-style-type: none"> <li>Clip on hair extension</li> </ul> <p>Non Consumable</p> <ul style="list-style-type: none"> <li>White board</li> <li>Multimedia</li> <li>Internet</li> <li>Computer system</li> </ul>	
<b>LU2.</b> Apply Fashion Extensions on hair	<p><b>Trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>Analyze Scalp &amp; Hair</li> <li>Prepare client for hair extension services</li> <li>Apply fashion hair extension according to hair &amp; scalp condition, manufacturer's guidelines and client's requirement</li> <li>Remove extension according to procedure</li> <li>Provide after care advice</li> </ol>	<ul style="list-style-type: none"> <li>Explain different types of fashion extension</li> <li>Define application of different types of hair extensions</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>Practice of all steps of application of different types of extension</li> </ul>	<p><b>Theory:4hrs</b>  <b>Practical:10hrs</b>  <b>Total:14hrs</b></p>	<p>Consumable</p> <ul style="list-style-type: none"> <li>Notebooks</li> <li>Pencils</li> <li>Erasers</li> <li>Sharpeners</li> <li>Consultation and consent form</li> <li>Before and after care products</li> <li>Disposable sheets</li> <li>Sanitizer and sterilization</li> <li>different types of hair extensions</li> <li>section combs</li> <li>extension tool plier</li> </ul>	Classroom/Salon

				<ul style="list-style-type: none"> <li>• protein gum</li> <li>• 6D plier gun</li> <li>• Threads</li> <li>• Round sewing needles</li> </ul> <div>Non Consumable</div> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Gown</li> <li>• Towels</li> </ul>	
<b>LU3.</b> Apply Wig Cap	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Analyze Scalp &amp; Hair</li> <li>2. Prepare client for hair services</li> <li>3. Adjust wig cap according to hair &amp; scalp condition, manufacturer's guidelines and client's requirement</li> <li>4. Remove wig cap according to procedure</li> <li>5. Provide after care advice</li> </ol>	<ul style="list-style-type: none"> <li>• Explain analysis of skin and scalp</li> <li>• Define preparation of scalp for application of wig</li> <li>• Understanding of post care</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice the application of wig step by step</li> </ul>	<p><b>Theory:4hrs</b>  <b>Practical:5hrs</b>  <b>Total:9hrs</b></p>	<div>Consumable</div> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Consultation and consent form</li> <li>• Before and after care products</li> <li>• Disposable sheets</li> <li>• Sanitizer and sterilization</li> <li>• Fixing Glue</li> </ul>	Classroom/Salon

				<div>Non Consumable</div> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Gown</li> <li>• Towels</li> <li>• Scalp analyzer</li> <li>• Shaver</li> <li>• Trimmer</li> <li>• Wig</li> <li>• Dryer</li> <li>• Comb and brush</li> <li>• scissor</li> </ul>	
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## Module8: Apply Henna

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to apply henna with different patterns.

**Duration:** 30 hours

**Theory:** 10hours

**Practical:**20 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1.</b> Create Henna Patterns	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Create Research Board</li> <li>2. Create Mood Board</li> <li>3. Make pattern according to the requirement</li> </ol>	<ul style="list-style-type: none"> <li>• Understanding of henna patterns</li> <li>• Knowledge about search and mood board</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice of henna design and patterns</li> </ul>	<p><b>Theory:</b>2hrs  <b>Practical:</b>6hrs  <b>Total:</b>8hrs</p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Pattern</li> <li>• Mood board material as per required</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Gown</li> <li>• Towels</li> </ul>	Classroom/Salon
<b>LU2.</b> Apply Henna on hands / feet as per requirement	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Analyze the skin for any skin problem</li> <li>2. Apply the Henna according to requirement</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of consultation and consent form</li> <li>• Understanding of analysis of skin</li> <li>• Knowledge about indication and contra indication for henna</li> </ul>	<p><b>Theory:</b>4hrs  <b>Practical:</b>9hrs  <b>Total:</b>13hrs</p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> </ul>	Classroom/Salon

		<p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>Practice different designs and patterns of henna</li> </ul>		<ul style="list-style-type: none"> <li>Pattern</li> <li>consultation and consent form</li> <li>Henna as per requirement</li> <li>Tissues</li> <li>Non Consumable</li> <li>White board</li> <li>Multimedia</li> <li>Internet</li> <li>Computer system</li> <li>Gown</li> <li>Towels</li> </ul>	
<p><b>LU3.</b> Apply trendy Henna patterns and techniques</p>	<p><b>Trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>Analyse the skin for any skin problem</li> <li>Apply glitter henna according to requirement</li> <li>Apply trendy henna according to requirement</li> </ol>	<ul style="list-style-type: none"> <li>Knowledge of consultation and consent form</li> <li>Understanding about analysis of skin</li> <li>Knowledge about indication and contra indication for henna</li> <li>Explain different techniques of henna</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>Practice different trendy designs and patterns of henna</li> </ul>	<p><b>Theory: 4hrs</b>  <b>Practical: 5hrs</b>  <b>Total: 9hrs</b></p>	<p>Consumable</p> <ul style="list-style-type: none"> <li>Notebooks</li> <li>Pencils</li> <li>Erasers</li> <li>Sharpeners</li> <li>Pattern</li> <li>consultation and consent form</li> <li>Henna as per requirement</li> <li>Tissues</li> <li>Non Consumable</li> <li>White board</li> </ul>	<p>Classroom/Salon</p>

		<ul style="list-style-type: none"> <li>• Practice different techniques of Henna application</li> </ul>		<ul style="list-style-type: none"> <li>• Multimedia</li> <li>• Internet</li> <li>Computer system</li> <li>• Gown</li> <li>• Towels</li> </ul>	
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## Module 9: Perform Basic Facial (Women/Men)

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to perform basic facial (women/men).

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

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1.</b> Carry out Cleansing, Toning and Moisturizing (CTM)	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Analyze Skin Condition/type for Service</li> <li>2. Perform cleansing according to skin type/ Condition</li> <li>3. Apply Toner according to skin type/ Condition</li> <li>4. Apply Moisturizer according to skin type / Condition</li> </ol>	<ul style="list-style-type: none"> <li>• Understanding of Consultation and consent form</li> <li>• Knowledge about cleansing, toning and moisturizing</li> <li>• Explain types of skin</li> <li>• Define types of massage</li> <li>• Knowledge of pressure points</li> <li>• Explain types of products</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice all steps of CTM</li> </ul>	<p><b>Theory:</b>3hrs  <b>Practical:</b>9hrs  <b>Total:</b>12hrs</p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Tissues</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Wipes/tissue</li> <li>• Cleanser</li> <li>• Toner</li> <li>• Mask</li> <li>• Moisturizer</li> <li>• Disposable sheets</li> <li>• Consultation form</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Gown</li> <li>• Towels</li> </ul>	Classroom/Salon



				<ul style="list-style-type: none"> <li>• Bowls</li> <li>• Brush</li> <li>• Spatula</li> <li>• Water shower</li> <li>• Working trolley</li> <li>• Self apron</li> <li>• Client gown</li> </ul>	
<b>LU2. Apply Skin Polisher</b>	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Prepare the product for skin polisher according to skin type/ Condition</li> <li>2. Apply Skin polishing as per skin type/condition</li> <li>3. Apply Mask as per skin type/condition</li> <li>4. Remove mask according to set timings</li> </ol>	<ul style="list-style-type: none"> <li>• Consultation and consent form</li> <li>• Knowledge about skin types</li> <li>• Knowledge about skin polisher formula</li> <li>• Knowledge of mask</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice the procedure of skin polisher</li> </ul>	<p><b>Theory:2hrs</b>  <b>Practical:6hrs</b>  <b>Total:8hrs</b></p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Tissues</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Wipes/tissue</li> <li>• Cleanser</li> <li>• Toner</li> <li>• Mask</li> <li>• Moisturizer</li> <li>• Disposable sheets</li> <li>• Skin polisher kit</li> <li>• Consultation form</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> </ul>	Classroom/Salon

				Computer system • Self apron • Client gown • Towels • Bowls • Brush • Head band	
<b>LU3.</b> Carry out Basic Facial	<b>Trainee will be able to:</b>  1. Carry out the consultation according to standards 2. Analyze the skin condition/type according to SOPs 3. Perform deep cleansing according to skin type/condition 4. Perform toning according to skin type/condition 5. Perform Exfoliation according to skin type/condition 6. Perform steaming according to SOP 7. Perform facial massage according to skin type/condition	• Knowledge about skin analysis • Understanding of consultation and consent form • Explain skin types • Knowledge of different types of facials • Explain types of movements/massages <b><u>Practical Activity:</u></b> • Practice of movement of massage • Practice of facial	<b>Theory:3hrs</b> <b>Practical:12hrs</b> <b>Total:15hrs</b>	<b>Consumable</b> • Notebooks • Pencils • Erasers • Sharpeners • Tissues • Sanitizer • Gloves • Wipes/tissue • Cleanser • Toner • Mask • Moisturizer • Disposable sheets • Facial kit • Consultation form <b>Non Consumable</b> • White board • Multimedia • Internet Computer system • Self apron	Classroom/Salon

	8. Apply mask according to skin type/condition 9. Remove mask as per standards			• Client gown • Towels • Facial bed Steamer	
<b>LU4.</b> Carry out Herbal / Organic Facial as per standard procedures	<b>Trainee will be able to:</b>  1. Carry out the consultation according to skin type/condition 2. Analyze the skin according to SOPs 3. Perform deep cleansing according to skin type/condition 4. Perform toning according to skin type/condition 5. Perform Exfoliation according to skin type/condition 6. Perform steaming according to SOP 7. Perform facial massage as per client requirement 8. Apply mask according to skin type/condition	• Knowledge about skin analysis • Understanding of consultation and consent form • Explain skin types • Knowledge of different types of facials • Understanding of different types of herbal/organic facial • Knowledge of different herbal and organic material • Explain procedure of herbal/organic facial <b><u>Practical Activity:</u></b> • Practice of herbal/organic facial	<b>Theory:2hrs</b> <b>Practical:13hrs</b> <b>Total:15hrs</b>	<b>Consumable</b> • Notebooks • Pencils • Erasers • Sharpeners • Tissues • Sanitizer • Gloves • Wipes/tissue • Cleanser • Toner • Mask • Moisturizer • Disposable sheets • Herbal /organic Facial kit <b>Non Consumable</b> • White board • Multimedia • Internet Computer system • Self apron • Client gown • Towels • Facial bed	Classroom  Training Workshop  Lab/ Field Visit

				<ul style="list-style-type: none"> <li>Steamer</li> </ul>	
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## Module10: Perform Manicure & Pedicure Services

**Objective of the module:** The aim of this module to get knowledge, skills and understanding to perform manicure and pedicure services.

**Duration:** 40 hours    **Theory:** 10 hours    **Practical:** 30 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1.</b> Carry out Basic Pedicure / Manicure	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Select manicure/pedicure products and equipment according client's requirements.</li> <li>2. Prepare client for service</li> <li>3. Clean client's hands/feet and nails according to treatment plan.</li> <li>4. Remove nail varnish/polish effectively, without damage to the nail or skin, as required.</li> <li>5. Shape and file nails according to</li> </ol>	<ul style="list-style-type: none"> <li>Understanding of consultation and consent form</li> <li>Knowledge about different types of massage</li> <li>Knowledge about cleansing and scrubbing</li> <li>Explain types of skin</li> </ul> <p><b>Practical Activity:</b></p> <ul style="list-style-type: none"> <li>Practice of basic /pedicure manicure</li> </ul>	<p><b>Theory:2hrs</b>  <b>Practical:6hrs</b>  <b>Total:8hrs</b></p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>Notebooks</li> <li>Pencils</li> <li>Erasers</li> <li>Sharpeners</li> <li>Tissues</li> <li>Sanitizer</li> <li>Gloves</li> <li>Wipes/tissue</li> <li>Cleanser</li> <li>Toner</li> <li>Mask</li> <li>Moisturizer</li> <li>Disposable sheets</li> <li>consultation and consent form</li> <li>Sanitizer</li> </ul>	Classroom/Salon

	<p>treatment plan requirements.</p> <ol style="list-style-type: none"> <li>6. Perform exfoliation and/or treatments as required according to treatment plan</li> <li>7. Perform massage movements to hand and lower arm/foot and leg smoothly and evenly.</li> <li>8. Complete treatment within designated salon time frame.</li> <li>9. Provide aftercare advice accurately according to client's need.</li> </ol>			<ul style="list-style-type: none"> <li>• Water shower</li> <li>• Cleanser</li> <li>• Mask</li> <li>• Orange sticks</li> <li>• Non Consumable</li> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Self apron</li> <li>• Client gown</li> <li>• Towels</li> <li>• Manicure pedicure chair</li> <li>• Working trolley</li> <li>• Manicure pedicure kit</li> <li>• Nail art kit</li> </ul>	
<b>LU2.</b> Perform French Manicure / Pedicure (Women)	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Implement pre-treatment sterilization procedures and preparations according to the standards</li> <li>2. Carry out client consultation prior to treatment</li> </ol>	<ul style="list-style-type: none"> <li>• Understanding of consultation and consent form</li> <li>• Explain cleansing and scrubbing</li> <li>• Knowledge of nail filing, nail cleaning and nail shaping</li> </ul>	<b>Theory:</b> 2hrs <b>Practical:</b> 9hrs <b>Total:</b> 11hrs	<b>Consumable</b> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Tissues</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Wipes/tissue</li> <li>• Cleanser</li> </ul>	Classroom/Salon

	<ol style="list-style-type: none"> <li>3. Select suitable treatment products and plan according to the requirement</li> <li>4. Prepare client for service</li> <li>5. Perform French Manicure/Pedicure procedure with relevant tools and products safely and effectively according to the set standards</li> <li>6. Complete treatment within designated salon time frame.</li> <li>7. Provide aftercare advice accurately according to client's need.</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of pre and post care of French manicure and pedicure</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice French nail art step by step</li> </ul>		<ul style="list-style-type: none"> <li>• Toner</li> <li>• Mask</li> <li>• Moisturizer</li> <li>• Disposable sheets</li> <li>• consultation and consent form</li> <li>• Sanitizer</li> <li>• Water shower</li> <li>• Cleanser</li> <li>• Mask</li> <li>• Nail art kit</li> <li>• Orange sticks</li> <li>• Nail paints</li> <li>Non Consumable</li> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>Computer system</li> <li>• Self apron</li> <li>• Client gown</li> <li>• Towels</li> <li>• Manicure pedicure chair</li> <li>• French nail art tools</li> <li>• UV lamp</li> <li>• Manicure pedicure kit</li> <li>• Working trolley</li> </ul>	
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<b>LU3. Perform Paraffin Manicure / Pedicure</b>	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Implement pre-treatment sterilization procedures and preparations according to the standards</li> <li>2. Carry out client consultation prior to treatment</li> <li>3. Select suitable treatment products and plan according to the requirement</li> <li>4. Prepare client for service</li> <li>5. Perform Paraffin Manicure/Pedicure with relevant tools and products safely and effectively according to the set standards</li> <li>6. Complete treatment within designated salon time frame.</li> <li>7. Provide aftercare advice accurately according to client's need.</li> </ol>	<ul style="list-style-type: none"> <li>• Understanding of Paraffin Manicure / Pedicure</li> <li>• Knowledge about paraffin wax</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice of Paraffin Manicure / Pedicure step by step</li> </ul>	<p><b>Theory:3hrs</b>  <b>Practical:6hrs</b>  <b>Total:9hrs</b></p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Tissues</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Wipes/tissue</li> <li>• Cleanser</li> <li>• Toner</li> <li>• Mask</li> <li>• Moisturizer</li> <li>• Disposable sheets</li> <li>• consultation and consent form</li> <li>• Sanitizer</li> <li>• Water shower</li> <li>• Cleanser</li> <li>• Mask</li> <li>• Nail art kit</li> <li>• Orange sticks</li> <li>• Paraffin wax</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> </ul>	<p>Classroom/Salon</p>
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				<ul style="list-style-type: none"> <li>• Self apron</li> <li>• Client gown</li> <li>• Towels</li> <li>• Manicure pedicure chair</li> <li>• Manicure pedicure kit</li> <li>• Working trolley</li> </ul>	
<b>LU4.</b> Carry out Electronic Manicure / Pedicure	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Implement pre-treatment sterilization procedures and preparations according to the standards</li> <li>2. Carry out client consultation prior to treatment</li> <li>3. Select suitable treatment products and plan according to the requirement</li> <li>4. Prepare client for service</li> <li>5. Perform Electronic Manicure/Pedicure with relevant tools and products safely and effectively according to the set standards</li> <li>6. Complete treatment within designated salon</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge about Electronic kit of Manicure / Pedicure</li> <li>• Explain complete steps of manicure and pedicure</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice and handling of electronic kit of manicure and pedicure</li> </ul>	<p><b>Theory:3hrs</b>  <b>Practical:9hrs</b>  <b>Total:12hrs</b></p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Tissues</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Wipes/tissue</li> <li>• Cleanser</li> <li>• Toner</li> <li>• Mask</li> <li>• Moisturizer</li> <li>• Disposable sheets</li> <li>• consultation and consent form</li> <li>• Sanitizer</li> <li>• Water shower</li> <li>• Cleanser</li> <li>• Mask</li> <li>• Manicure pedicure kit</li> </ul>	<p>Classroom</p> <p>Training Workshop</p> <p>Lab/ Field Visit</p>



	<p>time frame.</p> <p>7. Provide aftercare advice accurately according to client's need.</p>			<ul style="list-style-type: none"> <li>• Nail art kit</li> <li>• Orange sticks</li> <li>• Non Consumable</li> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Self apron</li> <li>• Client gown</li> <li>• Towels</li> <li>• Manicure pedicure chair</li> <li>• UV lamp</li> <li>• Electronic kit for manicure &amp; Pedicure</li> <li>• Working trolley</li> </ul>	
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## Module11: Perform Basic Hair Cut (Women)

**Objective of the module:** This module covers the knowledge and skills required to perform straight line cut, bob cut, basic layers cut, u-shape cut, v-shape cut as per standard procedures.

**Duration:** 60 hours    **Theory:** 10 hours    **Practical:** 50 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1.</b> Perform Straight line Cut	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Prepare Clients for hair cut services</li> <li>2. Make Hair Sections according to face shape and hair line.</li> <li>3. Perform Straight line cutting according to the set standards at angles &amp; degrees</li> <li>4. Create final look according to the cutting</li> </ol>	<ul style="list-style-type: none"> <li>• Explain importance of client preparation</li> <li>• Knowledge of different face shape</li> <li>• Explain straight line cutting steps</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice Straight line Cutting</li> </ul>	<p><b>Theory:2hrs</b>  <b>Practical:6hrs</b>  <b>Total:8hrs</b></p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Sterilizer</li> <li>• Disinfectant</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Self apron</li> <li>• Client gown</li> <li>• Towels</li> <li>• Scissor</li> </ul>	Classroom/Salon

				<ul style="list-style-type: none"> <li>• Cutting comb</li> <li>• Shower bottle</li> <li>• Section clip</li> <li>• Butterfly clip</li> <li>• Shoulder pad</li> <li>• Working trolley</li> </ul>	
<b>LU2.</b> Perform Bob Cut	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Prepare Clients for hair cut Services</li> <li>2. Make Hair Sections according to face shape and hair line.</li> <li>3. Perform bob cutting according to the set standards of angles &amp; degrees</li> <li>4. Create final look according to the cutting</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of trolley setting</li> <li>• Explain importance of client preparation</li> <li>• Knowledge of different face shape</li> <li>• Explain Bob cutting steps</li> </ul> <p><b><u>Practical Activity:</u></b> Practice of bob cutting</p>	<p><b>Theory:</b>2hrs <b>Practical:</b>9hrs <b>Total:</b>11hrs</p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Sterilizer</li> <li>• Disinfectant</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Self apron</li> <li>• Client gown</li> <li>• Towels</li> <li>• Scissor</li> <li>• Cutting comb</li> </ul>	Classroom/Salon

				<ul style="list-style-type: none"> <li>• Shower bottle</li> <li>• Section clip</li> <li>• Butterfly clip</li> <li>Shoulder pad</li> <li>• Working trolley</li> </ul>	
<b>LU3.</b> Perform basic Layers Cut	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Prepare Clients for hair cut Services</li> <li>2. Make Hair Sections according to face shape and hair line.</li> <li>3. Perform basic layer cutting according to the set standards at angles &amp; degrees</li> <li>4. Create final look according to the cutting</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of trolley setting</li> <li>• Explain importance of client preparation</li> <li>• Knowledge of different face shape</li> <li>• Explain basic layers cutting steps</li> </ul> <p><b><u>Practical Activity:</u></b> Practice basic layers cutting</p>	<p><b>Theory:</b>2hrs <b>Practical:</b>12hrs <b>Total:</b>14hrs</p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Sterilizer</li> <li>• Disinfectant</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>Computer system</li> <li>• Self apron</li> <li>• Client gown</li> <li>• Towels</li> <li>• Scissor</li> <li>• Cutting comb</li> <li>• Shower bottle</li> <li>• Section clip</li> <li>• Butterfly clip</li> </ul>	Classroom/Salon

				<ul style="list-style-type: none"> <li>Shoulder pad</li> <li>Working trolley</li> </ul>	
<b>LU4. Perform U-Shape Cut</b>	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Prepare Clients for hair cut Services</li> <li>2. Make Hair Sections according to face shape and hair line.</li> <li>3. Perform U-shape cutting according to the set standards at angles &amp; degrees</li> <li>4. Create final look according to the cutting</li> </ol>	<ul style="list-style-type: none"> <li>Knowledge of trolley setting</li> <li>Explain importance of client preparation</li> <li>Knowledge of different face shape</li> <li>Explain u-shape cutting steps</li> </ul> <p><b><u>Practical Activity:</u></b> Practice u-shape cutting</p>	<p><b>Theory:2hrs</b> <b>Practical:11hrs</b> <b>Total:13hrs</b></p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>Notebooks</li> <li>Pencils</li> <li>Erasers</li> <li>Sharpeners</li> <li>Sanitizer</li> <li>Gloves</li> <li>Sterilizer</li> <li>Disinfectant</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>White board</li> <li>Multimedia</li> <li>Internet</li> <li>Computer system</li> <li>Self apron</li> <li>Client gown</li> <li>Towels</li> <li>Scissor</li> <li>Cutting comb</li> <li>Shower bottle</li> <li>Section clip</li> <li>Butterfly clip</li> <li>Shoulder pad</li> <li>Working trolley</li> </ul>	Classroom/Salon

<b>LU5. Perform V-Shape Cut</b>	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Prepare Clients for hair cut Services</li> <li>2. Make Hair Sections according to face shape and hair line.</li> <li>3. Perform V-shape cutting according to the set standards at angles &amp; degrees</li> <li>4. Create final look according to the cutting</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of trolley setting</li> <li>• Explain importance of client preparation</li> <li>• Knowledge of different face shape</li> <li>• Explain V-shape cutting steps</li> </ul> <p><b><u>Practical Activity:</u></b> Practice V-shape cutting</p>	<p><b>Theory:2hrs</b> <b>Practical:12hrs</b> <b>Total:14hrs</b></p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Sterilizer</li> <li>• Disinfectant</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Self-apron</li> <li>• Client gown</li> <li>• Towels</li> <li>• Scissor</li> <li>• Cutting comb</li> <li>• Shower bottle</li> <li>• Section clip</li> <li>• Butterfly clip</li> <li>• Shoulder pad</li> <li>• Working trolley</li> </ul>	<p>Classroom/Salon</p>
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## Module12: Design & Apply Basic Hair Styles (Women/Men)

Objective of the module: This module covers the knowledge and skills required to perform shampoo & conditioning, temporary straightening, temporary curling, volumize the hair, braiding, temporary hair attachments back combing, buns, men hair styling style design quaff hair

**Duration:** 70 hours    **Theory:** 10 hours    **Practical:** 60 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1.</b> Perform Shampoo & Conditioning	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Prepare the client for shampoo &amp; conditioning</li> <li>2. Perform Shampoo according to set standards</li> <li>3. Perform Conditioning according to set standards</li> <li>4. Create final look according to the requirement</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of trolley setting</li> <li>• Explain importance of client preparation</li> <li>• Understanding of different types of shampoo &amp; conditioners</li> <li>• Explain the procedure of shampoo &amp; conditioning</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice of trolley setting</li> <li>• Practice of shampoo and conditioner</li> </ul>	<p><b>Theory:</b>1hrs  <b>Practical:</b>4hrs  <b>Total:</b>5hrs</p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Sterilizer</li> <li>• Disinfectant</li> <li>• Shampoo</li> <li>• Conditioner</li> <li>• Ear covers</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> </ul>	Classroom/Salon

				<ul style="list-style-type: none"> <li>• Self apron</li> <li>• Client gown</li> <li>• Towels</li> <li>• Shampoo unit</li> <li>• Comb/Brush</li> </ul>	
<b>LU2.</b> Perform Temporary straightening	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Prepare the client for hair styling</li> <li>2. Apply Thermal Protection Products according to manufacturer's instructions</li> <li>3. Perform Ironing according to the requirement</li> <li>4. Perform Finishing according to the requirement</li> <li>5. Create final look according to the requirement</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of consultation form</li> <li>• Knowledge of trolley setting</li> <li>• Explain importance of client preparation</li> <li>• Explain temporary straightening</li> <li>• Explain the types of hair iron</li> <li>• Knowledge of thermal protection products</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice of trolley setting</li> <li>• Practice temporary straightening steps</li> </ul>	<p><b>Theory:1hrs</b>  <b>Practical:5hrs</b>  <b>Total:6hrs</b></p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Sterilizer</li> <li>• Disinfectant</li> <li>• Consultation form</li> <li>• Thermal protection products and serum</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Self apron</li> <li>• Client gown</li> <li>• Towels</li> <li>• Hair iron</li> <li>• Section clips</li> </ul>	Classroom/Salon



				<ul style="list-style-type: none"> <li>• Butterfly clips</li> <li>• Hair trolley</li> <li>• Tail comb</li> </ul>	
<b>LU3. Perform Temporary Curling</b>	<p><b>Trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Prepare the client for hair styling</li> <li>2. Apply Thermal Protection Products according to manufacturer's instructions</li> <li>3. Carry out temporary curling with tong according to the requirement</li> <li>4. Perform Roller Settings according to the requirement</li> <li>5. Perform Finger Curls according to the requirement</li> <li>6. Perform Curls using benders according to the requirement</li> <li>7. Apply electric rollers according to standard procedure</li> <li>8. Create final look according to the requirement</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of consultation form</li> <li>• Knowledge of trolley setting</li> <li>• Explain importance of client preparation</li> <li>• Explain types of temporary curling</li> <li>• Understanding of curling/rod/tong</li> <li>• Knowledge of thermal protection products</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice of trolley setting</li> <li>• Practice different methods of temporary curling</li> </ul>	<p><b>Theory:1hrs</b>  <b>Practical:7hrs</b>  <b>Total:8hrs</b></p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Sterilizer</li> <li>• Disinfectant</li> <li>• Consultation form</li> <li>• Thermal protection products and serum</li> <li>• Hair gel</li> <li>• Hair mousse</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Self-apron</li> <li>• Client gown</li> <li>• Towels</li> <li>• Hair iron</li> <li>• Section clips</li> </ul>	Classroom/Salon

				<ul style="list-style-type: none"> <li>• Butterfly clips</li> <li>• Hair trolley</li> <li>• Tail comb</li> <li>• Roller</li> <li>• Bender</li> <li>• Velcro rollers</li> <li>• Electric rollers</li> </ul>	
<b>LU4.</b> Volumize the hair	<p><b>Trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Prepare the client for hair styling</li> <li>2. Apply Thermal Protection Products according to manufacturer's instructions</li> <li>3. Create the volume on hairs with crimper according to the requirement and manufacturer's instructions</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of consultation form</li> <li>• Knowledge of trolley setting</li> <li>• Explain importance of client preparation</li> <li>• Explain the procedure of hair volumize</li> <li>• Knowledge of hair crimper</li> <li>• Explain properties of hair protection serum</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice of trolley setting</li> <li>• Practice of volumize the hair</li> </ul>	<p><b>Theory:</b>1hrs  <b>Practical:</b>3hrs  <b>Total:</b>4hrs</p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Sterilizer</li> <li>• Disinfectant</li> <li>• Consultation form</li> <li>• Thermal protection products and serum</li> <li>• Hair gel</li> <li>• Hair mousse</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> </ul>	Classroom/Salon

				<ul style="list-style-type: none"> <li>• Self apron</li> <li>• Client gown</li> <li>• Towels</li> <li>• Hair iron</li> <li>• Section clips</li> <li>• Butterfly clips</li> <li>• Hair trolley</li> <li>• Tail comb</li> <li>• Crimper</li> </ul>	
<b>LU5. Perform Braiding</b>	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Prepare the client for hair styling</li> <li>2. Perform styles of braids according to client's requirement</li> <li>3. Create final look according to the requirement</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of consultation form</li> <li>• Knowledge of trolley setting</li> <li>• Explain importance of client preparation</li> <li>• Knowledge of different types of braids and procedures</li> <li>• Explain different types of hair</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice of trolley setting</li> <li>• Practice of different styles of braids</li> </ul>	<p><b>Theory:1hrs</b>  <b>Practical:6hrs</b>  <b>Total:7hrs</b></p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Sterilizer</li> <li>• Disinfectant</li> <li>• Consultation form</li> <li>• Serum</li> <li>• Hair gel</li> <li>• Hair mousse</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Self apron</li> <li>• Client gown</li> </ul>	Classroom/Salon

				<ul style="list-style-type: none"> <li>• Towels</li> <li>• Hair iron</li> <li>• Section clips</li> <li>• Butterfly clips</li> <li>• Hair trolley</li> <li>• Tail comb</li> <li>• Crimper</li> <li>• Pictures of hair braids</li> </ul>	
<b>LU6. Make Buns</b>	<p><b>Trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Prepare the client for hair styling</li> <li>2. Perform styles of buns according to client's requirement</li> <li>3. Create final look according to the requirement</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of consultation form</li> <li>• Knowledge of trolley setting</li> <li>• Explain importance of client preparation</li> <li>• Knowledge of different types of hair buns</li> <li>• Explain different types of hair</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice of trolley setting</li> <li>• Practice of different hair buns</li> </ul>	<p><b>Theory:1hrs</b>  <b>Practical:10hrs</b>  <b>Total:11hrs</b></p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Sterilizer</li> <li>• Disinfectant</li> <li>• Consultation form</li> <li>• Serum</li> <li>• Hair gel</li> <li>• Hair mousse</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Self apron</li> <li>• Client gown</li> <li>• Towels</li> </ul>	Classroom/Salon

				<ul style="list-style-type: none"> <li>• Hair iron</li> <li>• Section clips</li> <li>• Butterfly clips</li> <li>• Hair trolley</li> <li>• Tail comb</li> <li>• Crimper</li> <li>• Pictures of hair buns</li> </ul>	
<b>LU7. Perform Back Combing</b>	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Prepare the client for hair styling</li> <li>2. Perform styles of back combing according to client's requirement</li> <li>3. Create final look according to the requirement</li> <li>4. Provide after care advise to client</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of consultation form</li> <li>• Knowledge of trolley setting</li> <li>• Explain importance of client preparation</li> <li>• Knowledge of back combing</li> <li>• Explain different types of hair</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice of trolley setting</li> <li>• Practice of back combing</li> </ul>	<p><b>Theory:1hrs</b>  <b>Practical:5hrs</b>  <b>Total:6hrs</b></p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Sterilizer</li> <li>• Disinfectant</li> <li>• Consultation form</li> <li>• Serum</li> <li>• Hair gel</li> <li>• Hair mousse</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Self apron</li> <li>• Client gown</li> <li>• Towels</li> <li>• Hair iron</li> </ul>	Classroom/Salon

				<ul style="list-style-type: none"> <li>• Section clips</li> <li>• Butterfly clips</li> <li>• Hair trolley</li> <li>• Tail comb</li> </ul>	
<b>LU8.</b> Perform Men Hair styling	<p><b>Trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Prepare the client for hair styling</li> <li>2. Perform Men Hair Styles according to client's requirement</li> <li>3. Create final look according to the requirement</li> <li>4. Provide after care advise to client</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of consultation form</li> <li>• Knowledge of trolley setting</li> <li>• Explain importance of client preparation</li> <li>• Knowledge of different hair styling for men</li> <li>• Explain different types of hair</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice of trolley setting</li> <li>• Practice of different hair styling for men</li> </ul>	<p><b>Theory:</b>2hrs  <b>Practical:</b>10hrs  <b>Total:</b>12hrs</p>	<p>Consumable</p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Sterilizer</li> <li>• Disinfectant</li> <li>• Consultation form</li> <li>• Serum</li> <li>• Hair gel</li> <li>• Hair mousse</li> </ul> <p>Non Consumable</p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Self apron</li> <li>• Client gown</li> <li>• Towels</li> <li>• Hair iron</li> <li>• Section clips</li> <li>• Butterfly clips</li> <li>• Hair trolley</li> </ul>	Classroom/Salon

				<ul style="list-style-type: none"><li>• Tail comb</li></ul>	
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<b>LU9.</b> Design Quaff hair style	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Prepare the client for hair styling</li> <li>2. Perform Quaff hair Style according to client's requirement</li> <li>3. Create final look according to the requirement</li> <li>4. Provide after care advise to client</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of consultation form</li> <li>• Knowledge of trolley setting</li> <li>• Explain importance of client preparation</li> <li>• Knowledge of Quaff hair styling for men</li> <li>• Explain different types of hair</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice of trolley setting</li> <li>• Practice of Quaff hair styling for men</li> </ul>	<p><b>Theory:</b>1hrs <b>Practical:</b>10hrs <b>Total:</b>11hrs</p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Sterilizer</li> <li>• Disinfectant</li> <li>• Consultation form</li> <li>• Serum</li> <li>• Hair gel</li> <li>• Hair mousse</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Self apron</li> <li>• Client gown</li> <li>• Towels</li> <li>• Hair iron</li> <li>• Section clips</li> <li>• Butterfly clips</li> <li>• Hair trolley</li> <li>• Tail comb</li> </ul>	<p>Classroom/Salon</p>
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## Module13: Perform Basic Makeup

**Objective of the module:** This module covers the knowledge and skills required to perform self make-up, day make up and soft make up as per requirement.

**Duration:** 60 hours    **Theory:** 10hours    **Practical:** 50 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1.</b> Perform Self-make up	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Analyze the skin for makeup services</li> <li>2. Sanitize the workplace according to set standards</li> <li>3. Prepare yourself for self-makeup according to the standard</li> <li>4. Prepare the skin according to the requirement</li> <li>5. Perform eye makeup according to the requirement</li> <li>6. Perform Skin work (foundation, highlight, contouring etc)</li> </ol>	<ul style="list-style-type: none"> <li>• Understanding of skin types and conditions</li> <li>• Knowledge of makeup products for different skin types</li> <li>• Knowledge of tools and equipment for make up</li> <li>• Knowledge of different eyes types</li> <li>• Explain importance of self-make up</li> </ul> <p><b>Practical Activity:</b></p> <ul style="list-style-type: none"> <li>• Practice of trolley setting</li> <li>• Practice of Self-make up</li> </ul>	<p><b>Theory:</b>3hrs  <b>Practical:</b>15hrs  <b>Total:</b>18hrs</p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Sterilizer</li> <li>• Disinfectant</li> <li>• Consultation form</li> <li>• Make up products</li> <li>• Wet wipes</li> <li>• Dry wipes</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> </ul>	Classroom/Salon

	7. Apply Lip colors according to the requirement			Computer system <ul style="list-style-type: none"> <li>• Self apron</li> <li>• Client gown</li> <li>• Towels</li> <li>• Make up trolley</li> <li>• Magnifying</li> <li>• Dermas copy</li> <li>• Multi chair or multi bed</li> </ul>	
<b>LU2.</b> Perform Day make up	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Sanitize the workplace according to set standards</li> <li>2. Prepare client for service</li> <li>3. Select cosmetic products</li> <li>4. Design and shape eyebrows</li> <li>5. Apply foundation according to the requirement</li> <li>6. Add dimensions to face through color products according to the requirement</li> <li>7. Apply eye makeup according to the requirement</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of sanitization and sterilization</li> <li>• Understanding of skin types and conditions</li> <li>• Knowledge of makeup products for day time</li> <li>• Explain variables which affect the makeup, (facial shape, Skin type, Skin condition, Occasion, Time, Market trends, Venue of event (indoor/outdoor), Climatic condition, Clients' demands)</li> <li>• Knowledge of tools and equipment for make up</li> <li>• Knowledge of different eyes types</li> </ul>	<b>Theory:4hrs</b> <b>Practical:20hrs</b> <b>Total:24hrs</b>	Consumable <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Sterilizer</li> <li>• Disinfectant</li> <li>• Consultation form</li> <li>• Make up products</li> <li>• Wet wipes</li> <li>• Dry wipes</li> </ul> Non Consumable <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Self apron</li> </ul>	Classroom/Salon

	<p>8. Apply lip colors according to the requirement</p>	<ul style="list-style-type: none"> <li>• Explain importance of self make up</li> </ul> <p><b><u>Practical Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice of trolley setting</li> <li>• Practice of Day-make up</li> </ul>		<ul style="list-style-type: none"> <li>• Client gown</li> <li>• Towels</li> <li>• Make up trolley</li> <li>• Magnifying</li> <li>• Dernas copy</li> <li>• Multi chair or multi bed</li> </ul>	
<p><b>LU3.</b> Perform Soft make up</p>	<p><b>Trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Sanitize the workplace according to set standards</li> <li>2. Prepare client for service</li> <li>3. Select cosmetic products</li> <li>4. Design and shape eyebrows</li> <li>5. Apply foundation according to the requirement</li> <li>6. Add dimensions to face through color products according to the requirement</li> <li>7. Apply eye makeup according to the requirement</li> <li>8. Apply lip colors according to the requirement</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of sanitization and sterilization</li> <li>• Understanding of skin types and conditions</li> <li>• Knowledge of makeup products for soft look</li> <li>• Explain variables which affect the makeup, (facial shape, Skin type, Skin condition, Occasion, Time, Market trends, Venue of event (indoor/outdoor), Climatic condition, Clients' demands)</li> <li>• Knowledge of tools and equipment for make up</li> <li>• Knowledge of different eyes types</li> <li>• Explain importance of soft make up</li> </ul>	<p><b>Theory:3hrs</b>  <b>Practical:15hrs</b>  <b>Total:18hrs</b></p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Sanitizer</li> <li>• Gloves</li> <li>• Sterilizer</li> <li>• Disinfectant</li> <li>• Consultation form</li> <li>• Make up products</li> <li>• Wet wipes</li> <li>• Dry wipes</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Self apron</li> <li>• Client gown</li> </ul>	<p>Classroom/Salon</p>

		<b><u>Practical Activity:</u></b> <ul style="list-style-type: none"> <li>• Practice of trolley setting</li> <li>• Practice of Day-make up</li> </ul>		<ul style="list-style-type: none"> <li>• Towels</li> <li>• Make up trolley</li> <li>• Magnifying</li> <li>• Dermas copy</li> <li>• Multi chair or multi bed</li> </ul>	
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## Module14: Communicate in the Workplace

**Objective of the module:** This module covers the knowledge and skills required to Communicate effectively with co- workers/clients at workplace, Establish Contact with Clients, Process information as per salon policy and Use simple English to communicate with customers

**Duration:** 30      **Theory:** 15hours    **Practical:** 15 hours  
hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1.</b> Communicate effectively with co-workers/clients at workplace	<b>Trainee will be able to:</b> <ol style="list-style-type: none"> <li>1. Communicate effectively according to the rules of the workplace/salon while interacting with team members and management.</li> <li>2. Apply verbal and non-verbal communication skills effectively to convey messages clearly and respond to guests/customers and team members' queries.</li> <li>3. Listen/receive and interpret</li> </ol>	<ul style="list-style-type: none"> <li>• Explain different types of communication</li> <li>• Understanding of management</li> <li>• Knowledge of coworkers ethics</li> </ul> <p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>• Practice of Communication with co-workers/clients at workplace</li> </ul>	<p><b>Theory:</b>5hrs <b>Practical:</b>5hrs <b>Total:</b>10hrs</p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Policies management papers</li> <li>• Customer records</li> <li>• Data sheets</li> </ul>	Classroom/ Salon

	<p>information from clients / colleagues / management correctly for reporting in written or oral according to SOPs.</p> <p>4. Use appropriate workplace language and related technical vocabulary.</p> <p>5. Communicate information regarding the salon services.</p>				
<p><b>LU2.</b> Establish contact with clients</p>	<p><b>Trainee will be able to:</b></p> <p>1. Maintain welcoming environment for client</p> <p>2. Greet client warmly according to salon procedures.</p> <p>3. Create effective service environment through verbal and non-verbal presentation</p>	<ul style="list-style-type: none"> <li>• Knowledge about how to receive guest/client</li> <li>• Understanding of salon management</li> <li>• Explain effective communication skill</li> <li>• Knowledge about consultation form and consent form</li> </ul> <p><b><u>Activity:</u></b></p>	<p><b>Theory:4hrs</b>  <b>Practical:4hrs</b>  <b>Total:8hrs</b></p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> </ul> <p><b>Non-Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer</li> <li>• Consultation form</li> <li>• Salon management documents</li> </ul>	<p>Classroom/ Salon</p>

	<p>according to salon policy.</p> <ol style="list-style-type: none"> <li>4. Use questioning and active listening techniques to determine client needs</li> <li>5. Confirm client's appointment where applicable.</li> <li>6. Client's records retrieved and made available according to salon/store policy.</li> <li>7. Provide refreshments to the client according to salon policy.</li> <li>8. Notify appropriate staff member promptly for client's arrival.</li> <li>9. Direct client to designated area for specific services.</li> </ol>	<ul style="list-style-type: none"> <li>• Practice of communication_how to deal with client</li> </ul>			
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<p><b>LU3.</b> Process information as per salon policy</p>	<p><b>Trainee will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Answer telephone calls promptly according to salon procedures.</li> <li>2. Use questioning and active listening technique to identify caller and accurately establish and confirm requirements.</li> <li>3. Use Telephone system functions according to instructions.</li> <li>4. Record messages or information and pass on promptly.</li> <li>5. Take follow up action as necessary</li> </ol>	<ul style="list-style-type: none"> <li>• Explain communication skill</li> <li>• Understanding of salon policy</li> <li>• Knowledge of client guidelines</li> <li>• Explain record maintaining system</li> <li>• Knowledge of promotional cards, recommendation card and deal card</li> </ul> <p><b><u>Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Practice of process information as per salon policy</li> <li>• Practice of simple English to communicate with customers</li> </ul>	<p><b>Theory:6hrs</b>  <b>Practical:6hrs</b>  <b>Total:12hrs</b></p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer</li> <li>• Consultation form</li> <li>• Salon management documents</li> <li>• Telephone</li> <li>• Communication guideline keys</li> <li>• Greeting cards</li> <li>• Price list</li> <li>• Deals card</li> <li>• Recommendation card</li> <li>• Promotional cards</li> </ul>	<p>Classroom/ Salon</p>
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## Module15: Perform IT Skills

**Objective of the module:** This module covers the knowledge and skills required to learn basic configuration of computer system, e mail account, MS word, Excel and Power point.

**Duration:** 40 hours    **Theory:** 15 hours    **Practical:** 25 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<b>LU1.</b> Perform basic Configuration of Computer System	<ol style="list-style-type: none"> <li>1. Connect computer components and peripherals as per requirement</li> <li>2. Install drivers and applications according to the software specification</li> <li>3. Troubleshoot applications to trace and fix faults in a specific application to bring it in a running condition</li> </ol>	<ul style="list-style-type: none"> <li>• Understanding computer peripherals devices of computer system.</li> <li>• Knowledge of different drivers and applications such as: <ul style="list-style-type: none"> <li>✓ Windows</li> <li>✓ MS Office</li> <li>✓ Google Docs, Sheets and Slides</li> </ul> </li> <li>• Explain the installation/un-installation of different applications</li> <li>• Understanding troubleshooting of hardware and software applications</li> </ul> <p><b>Activity:</b></p>	<p><b>Theory:</b>3hrs <b>Practical:</b>5hrs <b>Total:</b>8hrs</p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Board marker</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> <li>• Required Software</li> </ul>	Computer Lab

		<ul style="list-style-type: none"> <li>Practice the installation of different drivers and applications</li> <li>Practice the troubleshooting of different applications</li> </ul>			
<b>LU2.</b> Create a document using MS word	<ol style="list-style-type: none"> <li>Compose a document as per the requirement</li> <li>Format Word Document according to given requirements</li> <li>Print Word Documents according to requirements</li> </ol>	<ul style="list-style-type: none"> <li>Understanding the importance of MS Word</li> <li>Knowledge of different keys for MS word</li> <li>Knowledge of page setting</li> <li>Explain the formatting methods</li> <li>Knowledge of different troubleshooting</li> <li>Knowledge of printing the document</li> </ul> <p><b><u>Activity:</u></b></p> <ul style="list-style-type: none"> <li>Compose document in Word Processing and save document in <ul style="list-style-type: none"> <li>✓ One drive location</li> <li>✓ Computer location</li> </ul> </li> <li>Format and modify document by using different Editing tools <ul style="list-style-type: none"> <li>○ Cut/copy/paste</li> <li>○ Undo/redo</li> </ul> </li> </ul>	<p><b>Theory:3hrs</b>  <b>Practical:6hrs</b>  <b>Total:9hrs</b></p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>Notebooks</li> <li>Pencils</li> <li>Erasers</li> <li>Sharpeners</li> <li>Board marker</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>White board</li> <li>Multimedia</li> <li>Internet</li> <li>Computer system</li> </ul>	Computer Lab

		<ul style="list-style-type: none"> <li>○ Delete/insert</li> <li>✓ Page orientation</li> <li>✓ Alignments</li> <li>✓ Headers/Footers</li> <li>✓ Page numbering</li> <li>✓ Page / Paragraph borders</li> <li>✓ Page size</li> <li>✓ Background color</li> <li>✓ Themes/Style</li> <li>✓ Page margin</li> <li>✓ Table of contents</li> <li>✓ References</li> <li>✓ Review option</li> </ul>			
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<b>LU3.</b> Create an e-mail account	<ol style="list-style-type: none"> <li>1. Select email browser</li> <li>2. Go to sign in page</li> <li>3. Add Personal Information</li> <li>4. Enter and confirm password</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge of different email browsers</li> </ul> <p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>• Create an e mail account</li> </ul>	<p><b>Theory:</b>3hrs  <b>Practical:</b>1hrs  <b>Total:</b>4hrs</p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Board marker</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> </ul>	<p>Computer Lab</p>
<b>LU4.</b> Prepare Spreadsheet using MS Excel	<ol style="list-style-type: none"> <li>1. Create worksheet as per given data</li> <li>2. Format the worksheet according to given criteria</li> <li>3. Apply formulas according to the requirement</li> <li>4. Generate Charts/Graphs according to the given data</li> <li>5. Print Worksheet according to requirements</li> </ol>	<ul style="list-style-type: none"> <li>• Explain main parts of the Excel spreadsheet work area. <ul style="list-style-type: none"> <li>✓ Tools bars</li> <li>✓ Formula bar</li> <li>✓ Work sheet</li> <li>✓ Name box</li> <li>✓ Column and rows</li> <li>✓ Functions</li> </ul> </li> <li>• Format cell to prepare worksheet. <ul style="list-style-type: none"> <li>✓ Merge/Unmerge cells</li> <li>✓ Format</li> <li>✓ Number</li> <li>✓ Alignment</li> <li>✓ Table</li> <li>✓ Font</li> <li>✓ Protection</li> </ul> </li> </ul>	<p><b>Theory:</b>3hrs  <b>Practical:</b>7hrs  <b>Total:</b>10hrs</p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Board marker</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> </ul>	<p>Computer Lab</p>

		<ul style="list-style-type: none"> <li>✓ border</li> <li>• Explain basics of creating a formula / function in spreadsheet</li> </ul> <p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>• Practice of different worksheet</li> <li>• Apply formula to functional the worksheet</li> </ul>		<ul style="list-style-type: none"> <li>• Computer system</li> </ul>	
<b>LU5.</b> Prepare a presentation using MS Power Point	<ol style="list-style-type: none"> <li>1. Insert slides with different layouts according to requirements of presentation.</li> <li>2. Insert text, tables, images, etc. according to the requirement.</li> <li>3. Apply a set of effects to animate the slide according to requirement.</li> <li>4. Apply slide transitions on slides according to requirement.</li> <li>5. Apply sound effects on objects/text/images according to requirement.</li> </ol>	<ul style="list-style-type: none"> <li>• Explain the interface and different layouts of Power Point</li> <li>• Define Master Slide as per options available in the software of Power Point.</li> <li>• Understanding of <ul style="list-style-type: none"> <li>○ Input text in slide</li> <li>○ Create new slide</li> <li>○ Create table within the slide</li> <li>○ Apply different effects to data.</li> <li>○ Apply different transition and animation.</li> <li>○ Apply different design as a whole and also to a single slide.</li> <li>○ Insert picture, shapes and action button in slides</li> </ul> </li> </ul>	<p><b>Theory:3hrs</b>  <b>Practical:6hrs</b>  <b>Total:9hrs</b></p>	<p><b>Consumable</b></p> <ul style="list-style-type: none"> <li>• Notebooks</li> <li>• Pencils</li> <li>• Erasers</li> <li>• Sharpeners</li> <li>• Board marker</li> </ul> <p><b>Non Consumable</b></p> <ul style="list-style-type: none"> <li>• White board</li> <li>• Multimedia</li> <li>• Internet</li> <li>• Computer system</li> </ul>	Computer Lab

		<ul style="list-style-type: none"> <li>• Explain the importance of textbox, header/footer, date and numbering to slide</li> </ul> <p><b><u>Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Prepare of MS power point presentation</li> </ul>			
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## General assessment guidance for *Hair & Beauty Services*

Good practice in Pakistan makes use of sessional and final assessments, the basis of which is described below. Good practice by vocational training providers in Pakistan is to use a combination of these sessional and final assessments, combined to produce the final qualification result.

**Sessional assessment** is going on all the time. Its purpose is to provide feedback on what students are learning:

- To the student: to identify achievement and areas for further work
- To the teacher: to evaluate the effectiveness of teaching to date, and to focus future plans.

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 on completion of a course or module, which says 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 usually 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.

### **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 workplace lessons, assessment can focus on the quality of planning the related process, the quality of executing the process, the quality of the product and/or evaluation of the process.

Methods include direct assessment, which is the most desirable form of assessment. For this method, evidence is obtained by direct observation of the student's performance.

Examples for direct assessment of a Junior Artist/Therapist include:

- Work performances, for example perform basic communication, maintain personal health, hygiene and safety and perform IT skills
- Demonstrations, for example perform basic facial, hair treatments etc.
- Direct questioning, where the assessor would ask the student how to perform personal safety at work place, how they can communicate work place policy and procedures, how they can carry out facial and how they can meet its result
- Paper-based tests, such as multiple choice or short answer questions on communication at work place policy and procedures, basic facial service
- Indirect assessment is the method used where the performance could not be watched and evidence is gained indirectly.

Examples for indirect assessment of a Hair & Beauty Services include:

- Work products, such as preparing and handling documents, perform hair cutting (Women) etc.

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.)

### **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 documentation or Perform basic make up are to be assessed and certificated, the assessment should involve performance criteria that are directly related to that documentation activity. An interview about the performing make up would not meet the performance criteria.

Reliability means that the assessment is consistent and reproducible. For example, if the work performance of preparing documents in words has been 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.



## **Assessment strategy for *Junior Artist/Therapist***

This curriculum consists of 15 modules:

- **Module 1:** Apply Occupational Health & Safety Procedures at Workplace
- **Module 2:** Perform Salon Cleaning Duties
- **Module 3:** Perform Pre / Post Services Activities
- **Module 4:** Perform Nail Art
- **Module 5:** Perform Hair Removal (Women/Men)
- **Module 6:** Perform Basic Hair Treatments
- **Module 7:** Apply Temporary Hair Extension
- **Module 8:** Apply Henna
- **Module 9:** Perform Basic Facial (Women/Men)
- **Module 10:** Perform Manicure & Pedicure Services
- **Module 11:** Perform Basic Hair Cut (Women)
- **Module 12:** Design and Apply Basic Hair Style (Women/Men)
- **Module 13:** Perform Basic Makeup
- **Module 14:** Communicate in the Workplace
- **Module 15:** Perform IT Skills

### **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 below under Planning for assessment.

### **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 assessment team**

The number of assessors must meet the needs of the students and the training provider. For example, where two assessors are conducting the assessment, there must be a maximum of five students per assessor. In this example, a group of 25 students shall therefore require assessments to be carried out over a four-day period. For a group of only 10 to 15 students, assessments would be carried out over a two-day period only.

### **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 content for practical assessments in advance.

## COMPLETE LIST OF TOOLS AND EQUIPMENT

SR#	Tools & Equipment	Quantity
1.	Hydraulic Chairs	12
2.	Hydraulic Stools	12
3.	Workstations (Movable or Fixed)	12
4.	Magnifying Glass	6
5.	Sterilizer machine	4
6.	Timer / Stop Watch	12
7.	Computer with Internet	25
8.	Multimedia with Screen / Projector	1
9.	Color Printer & Scanner	1
10.	White Board	1
11.	First Aid Box	1
12.	Dustbin	12
13.	Besom(Mop)	6
<b>Threading</b>		
14.	Tweezers (Metal)	12
15.	Epilator	6
16.	Eyebrow Scissors (Metal)	12
<b>Hair Treatment and Hair Cut</b>		
17.	Working / Hair Trolleys	12
18.	Hair Steamer	6
19.	Hood Dryer / Infrared Light	6
20.	Shampoo Unit	4
21.	Washing Vanity	4
22.	Electric Roller Set	4
23.	Volume Iron	12
24.	Hair Dryer	12
25.	Crimpers/Clipper	12
26.	Straightening Iron	12
27.	Curling Rod/ Spiral Tong (Large, medium, small)	12
12	Small Scissors (Stainless Steel)	12
13	Cutting Scissors (Stainless Steel)	12
14	Thinning Scissors	4
<b>Nail Arts</b>		

15.	Dotting tools	12
16.	Nail cutter	12
17.	Nail Art Machine	2
<b>Manicure &amp; Pedicure</b>		
18.	Mani Pedi Kit (nail nipper, orange stick)	24
19.	Mani Pedi Workstation and Vanity	6
20.	Mani Pedi Trolley / Stool	6
21.	Mani Bubble Massager	6
22.	Nail Table / Nail Bar	4
23.	UV Lamp	4
24.	Foot spa massager	4
<b>Skin Care</b>		
25.	Multi Skin Unit(10 in 1 unit)	2
26.	Multi Hydra 7 in 1	1
27.	Body Massager	2
28.	Facial Bed	12
29.	Magnifying Lamps	4
30.	Facial Trolley	12
31.	Wax Heater	4
<b>Makeup</b>		
32.	Hand / Back Mirrors	12
33.	Makeup Trolleys	12
34.	Makeup Chairs	12

SR#	Consumable	Quantity
1.	Consultation Form/Consent Form	100
2.	Tissue Papers	25 roll
3.	Gloves	4 boxes
4.	Sanitizer	12
5.	Air Freshener	4
6.	Aprons/gowns	30
7.	Head bands	30
<b>Threading</b>		
8.	Thread	25
9.	Soothing Lotion/ Gel/Powder 500ml	25 bottles
10.	Antiseptic Lotion	12 bottles
11.	Cotton buds	12 boxes
<b>Hair Care &amp; Treatment</b>		
12.	Shampoo (1000ml)	4
13.	Essential Oils/Organic Oils	4
14.	Protein Mask (1000ml)	6
15.	Conditioner (1000ml)	4
16.	Hair Sprays	12
17.	Mousse	8
18.	Hair Serum	8
19.	Hair Brushes (Small, Medium, Large)	36
20.	Pedal brushes (Small, Large)	12
21.	Tail combs (metal end/plastic end)	12
22.	Afro combs/conditioning combs	12
23.	Cutting Comb set (Small, Medium, Large)	36
24.	Hair Buns (small, medium, Large)	25
25.	Muppet (Small, Medium, Large)	25
26.	Section clips (Small, Medium, Large)	36
27.	Butterfly clips	36
28.	Blow dry brushes (Small, Medium, Large)	36
29.	Trimmers / Epilators	6

30.	Self-Aprons	25
31.	Client Aprons (black and white)	25each
32.	Shoulder pads	25
33.	Disposable aprons	25
34.	Disposable towels	25
35.	Shower caps	25
36.	Ear caps	25
37.	Dye mixing Bowls	30
38.	Measuring cups	6
39.	Dye applicator brushes (small, large)	12
40.	Temporary Hair Extensions	25
41.	Wax applicators (Small, Medium, Large)	24each
42.	Soft wax 800ml	6
43.	Hot wax 800ml	6
44.	Razor with blade	6
45.	Hair Clips	36
46.	Blow dry Clips	36
47.	Spray Bottles	12
48.	Towels	12
49.	Pre and post care oils	6 bottles
	<b>Henna</b>	
50.	Henna	25
51.	Henna Board	25
52.	Henna Tattoos	25
53.	Glitters	12
	<b>Nail Art</b>	
54.	Nail Art Paints	25
55.	Nail Glue	8
56.	Nail Polish Remover 500ml	8
57.	Nail Stickers (Pack)	5/ as required
58.	Nail Art Brushes	12
59.	Thin tip brushes	12
60.	Pattern brushes	12
61.	Nail cutter	12
62.	Mani Nail Filer	24
63.	Pedi Nail Filer	24

64.	Beads/Glitters (Packs)	12
65.	Nail Art Brushes	12
66.	Thin tip brushes	12
67.	Pattern brushes	12
68.	Nail Glitters/Beads	5/ as required
69.	Nail Art Tape	6
70.	Top base coat	6+6
71.	Nail Shiner	12
<b>Manicure &amp; Pedicure</b>		
72.	Cleanser	4
73.	Scrubbers	4
74.	Massage cream	4
75.	Skin Polisher	4
76.	Salt	4
77.	Dettol	4
78.	Sponges	24
79.	Pumice Stone	12
<b>Skin Care/Facial</b>		
80.	Cleanser (1000ml)	6
81.	Toner (1000ml)	6
82.	Scrubber (1000ml)	6
83.	Massage Cream (1000ml)	6
84.	Moisturizer (1000ml)	6
85.	Double Action Cleanser(1000ml)	6
86.	Bleach Powder/Blonder (500gm)	1
87.	Developer 20(1000ml)	4
88.	Rose Water(1000ml)	4
89.	Dry Milk (Large Pack)	1
90.	Skin Shiner (500ml)	2
91.	Mask (Clay, peel off, rinse out)	3 jars each
92.	Sanitizer(1000ml)	4
93.	Facial gowns	12
94.	Disposable caps	2 packets
95.	Disposable Facial bands	25
96.	Disposable Towels	25

<b>97.</b>	Facial bowls (small, medium, large)	6+6+6
<b>98.</b>	Facial Brushes (small, medium, large)	12 each
<b>99.</b>	Shrink covers	2 packets
<b>100.</b>	Face wash	6
<b>101.</b>	Tissues	6 boxes
<b>Makeup</b>		
<b>102.</b>	Sun block	12
<b>103.</b>	Primer	8
<b>104.</b>	Foundation/Base	12
<b>105.</b>	Loose Powder/Compact	12
<b>106.</b>	Eye Makeup Kit (Matte, Glitter, Shimmers)	6
<b>107.</b>	Contouring Kit	6
<b>108.</b>	Highlighter	6
<b>109.</b>	Blush on	6
<b>110.</b>	Eye Liner	12
<b>111.</b>	Mascara	12
<b>112.</b>	Makeup Fixer	4
<b>113.</b>	Lipsticks	12
<b>114.</b>	Lip Pencils	12
<b>115.</b>	Eye Pencils	12
<b>116.</b>	Skin Serum	4
<b>117.</b>	Makeup Brushes (packs)	25
<b>118.</b>	Sponges	25
<b>119.</b>	Bowl	25



## Credit values

The credit value of the National Certificate Level 2 in Hair & Beauty Services(Junior Artist/Therapist) is defined by estimating the amount of time/ instruction hours required to complete each competency unit and competency standard. The NVQF uses a standard credit value of 1 credit = 10 hours of learning (Following Higher Education Commission (HEC) guidelines).

The credit values are as follows:

Competency Standard	Estimate of hours	Credit
A. Apply Occupational Health & Safety Procedures at Workplace	30	3
B. Perform Salon Cleaning Duties	30	3
C. Perform Pre / Post Services Activities	30	3
D. Perform Nail Art	30	3
E. Perform Hair Removal(Women/Men)	50	5
F. Perform Basic Hair Treatments	20	2
G. Apply Temporary Hair Extension	30	3
H. Apply Henna	30	3
I. Perform Basic Facial(Women/Men)	50	5

<b>Competency Standard</b>	<b>Estimate of hours</b>	<b>Credit</b>
<b>J.</b> Perform Manicure & Pedicure Services	40	4
<b>K.</b> Perform Basic Hair Cut(Women)	60	6
<b>L.</b> Design and Apply Basic Hair Style (Women/Men)	70	7
<b>M.</b> Perform Basic Makeup	60	6
<b>N.</b> Communicate in the Workplace	30	3
<b>O.</b> Perform IT Skills	40	4