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HAIR & BEAUTY SERVICES

CBT Curriculum

National Vocational
Certificate Level 2-4

Version 1 - January 2019



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Introduction

Some sectors of Pakistan economy have shown a good performance in terms of providing Hair & Beauty Services. This sector has pivotal importance in terms of providing and creating jobs, earning of foreign competencies and fulfilling the local consumption requirements.

Purpose of the training program

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

The specific objectives of developing these qualifications are as under:

- To conduct at institutes; possessing adequate training facility e.g. equipped training room, tools, material etc.
- This training programme caters for the safety and precautionary measures to be practiced during training as well as at workplace, to eliminate any chance of serious health implications.
- To cover; Professional Ethics, Beauty Treatments, Make up Techniques,

Overall Objective of the Training Program.

The overall objective of this program is to set professional standards for Hair & Beauty Services, who will serve as key elements enhancing quality of Pakistan's Hair & Beauty industry. The specific objectives of developing these qualifications are as under:

- Improve the professional competence of Hair & Beauty industry.
- Capacitate the local community and trainers in modern CBT trainings, methodologies and processes as envisaged under NVQF
- Provide flexible pathways and progressions in Hair & Beauty industry
- Enable the trainees to perform their duties in efficient manner
- Establish a standardized and sustainable system of training in Hair & Beauty industry in Pakistan

Competencies gained after completion of the course:

At the end of the course, you must have attained the following competencies:

- ✓ Apply Occupational Health & Safety Procedures at Workplace
- ✓ Develop Professionalism
- ✓ Manage the Salon
- ✓ Perform Hair Removal (Women/men)
- ✓ Perform Massage Therapy (Women/men)
- ✓ Perform Basic Facial (Women/men)
- ✓ Perform Facial with products (Women/men)
- ✓ Perform Facial Electrotherapy Treatment (Women/Men)
- ✓ Perform Basic Makeup (Women/Men)
- ✓ Perform Advance Makeup (Women/Men)
- ✓ Perform Manicure & Pedicure (Women/Men)

- ✓ Perform Nail Art
- ✓ Apply Nail Enhancement
- ✓ Apply Henna
- ✓ Perform Hair Cut (Women)
- ✓ Perform Hair Cut (Men)
- ✓ Perform Basic Hair Styling (Women/Men)
- ✓ Perform advance Hair Styling (Men/Women)
- ✓ Dying/Colouring the Hair (Women/men)
- ✓ Carry out Basic Hair Treatments (Women/men)
- ✓ Apply Advance Hair Treatments (Women/men)

Possible available Job opportunities available immediately and later in the future

After completion of this course trainees can be employed in government / semi-government / private organizations or can be self-employ as a freelancer. Experienced resources may advance through promotions with the same employer or by moving to more advanced positions with other employers. They can become:

- Hair Stylist
- Makeup Artist
- Skin Therapist
- Salon Manager
- Salon Receptionist
- Nail Technical
- Beauty Consultant
- Floor Manager
- Freelance Hair/Beauty/Skin Artist
- Assessor
- Trainer

Entry level for trainees

- Minimum qualification for level-2 is Matriculation with some working knowledge of civil/electrical/Mechanical technology
- Minimum qualification for level-3 and Level-4 is Matriculation with some hands on practice on level-2.
- More preferably DAE level.

Minimum Teaching Qualification

Teaching staff should have at least two (2) years' experience related to the Hair & Beauty Industry. Beside this the incumbent also holds a bachelor's degree (16 years) in relevant fields or DAE in relevant field. They should also hold or be working towards a formal teaching qualification or experience.

Recommended trainer: trainee ratio

Recommended trainer: trainee ratios **1:25**, but can be vary as per the capacity of Institute.

Medium of instruction

Instructions will be provided in Urdu and English languages. For employment in the different demographic regions, orientations to specific linguistic expression with language conversion tools are recommended.

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

This curriculum comprises of 6 modules. The recommended delivery time is 1240 hours.

- Delivery of the course can therefore be full time (4 hours a business day), 6 days a week, for 12 months (on average 26 business days a month). Training providers are at liberty to develop other models of delivery, including part-time and evening delivery.

OR

- Delivery of the course can therefore be full time (5 hours a business day), 5 days a week, for 12 months (on average 22 business days a month). Training providers are at liberty to develop other models of delivery, including part-time and evening delivery.

The full structure of the course is as follows:

Module	Theory	Practical	Total hours
A- Apply Occupational Health & Safety Procedures at Workplace	12	18	30
B- Develop Professionalism	12	18	30
C- Manage The Salon	40	40	80
D- Perform Hair Removal (Men/Women)	10	40	50
E- Perform Massage Therapy (Men/Women)	20	40	60
F- Perform Basic Facial (Men/Women)	10	30	40
G- Perform Facial with different products (Men/Women)	20	60	80
H- Perform Facial Electrotherapy Treatment (Men/Women)	15	45	60
I- Perform Basic Makeup (Women)	10	50	60
J- Perform Advance Makeup (Men/Women)	15	35	50
K- Perform Mani & Pedicure (Men/Women)	10	40	50
L- Perform Nail Art	10	40	50
M- Apply Nail Enhancement (Women)	20	80	100
N- Apply Henna Tattoos (Women)	10	40	50
O- Perform Hair Cut (Women)	20	60	80

P- Perform Hair Cut (Men)	15	55	70
Q- Perform Basic Hair Styling (Women/Men)	20	50	70
R- Perform Advance Hair Styling (Men/Women)	20	60	80
S- Dying/Colouring the Hair (Men/Women)	100	200	300
T- Carry out Basic Hair Treatments (men/Women)	8	22	30
U- Perform Advance Hair Treatment (Women/Men)	15	45	60

Sequence of the modules

1. Apply Occupational Health & Safety Procedures at Workplace
2. Develop Professionalism
3. Manage The Salon
4. Perform Hair Removal (Men/Women)
5. Perform Massage Therapy (Men/Women)
6. Perform Basic Facial (Men/Women)
7. Perform Facial with different products (Men/Women)
8. Perform Facial Electrotherapy Treatment (Men/Women)
9. Perform Basic Makeup (Women)
10. Perform Advance Makeup (Men/Women)
11. Perform Mani & Pedicure (Men/Women)
12. Perform Nail Art
13. Apply Nail Enhancement (Women)
14. Apply Henna Tattoos (Women)
15. Perform Hair Cut (Women)
16. Perform Hair Cut (Men)
17. Perform Basic Hair Styling (Women/Men)
18. Perform Advance Hair Styling (Men/Women)
19. Dying/Colouring the Hair (Men/Women)
20. Carry out Basic Hair Treatments (men/Women)
21. Perform Advance Hair Treatment (Women/Men)

OVERVIEW OF THE CURRICULUM

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
<p>Module-A</p> <p>Apply Occupational Health & Safety Procedures at Workplace</p> <p>Aim :</p> <p>This Module is designed to provide skills, knowledge and procedure designed to create a safe and healthy environment and to demonstrate Hazards and accessing risks arising from work.</p>	<p>LU1: Identify hazards in workplace environment</p> <p>LU2: Comply with Occupational Health and Safety Precautions</p> <p>LU3: Apply Personal Protective and Safety Equipment (PPE)</p>	12	18	30
<p>Module-B</p> <p>Develop Professionalism</p> <p>Aim :</p> <p>This Module is designed to provide skills and knowledge to enable the individual keeping pace with current standards of beauty industry , also to maintain and enhance their knowledge and techniques by participating in workshops/trainings and PDP programs</p>	<p>LU1: Greet and receive clients and guests.</p> <p>LU2: Market salon services, product and prices</p> <p>LU3: Participate in trainings, workshops and seminars on latest beauty treatments</p> <p>LU4: Interact with other salons and experts</p>	12	18	30

<p>Module-C</p> <p>Manage the Salon</p> <p>Aim :</p> <p>This Module is designed to provide skills and knowledge to practice approach for running a salon successfully. It aims to help learners understand and apply essential skills and knowledge for effective managing and running a salon business in the beauty industry.</p>	<p>LU1. Manage time effectively</p> <p>LU2. Communicate effectively with co-workers/clients at workplace</p> <p>LU3. Work in a team as per the workplace requirements</p> <p>LU4. Procure salon furniture, tools, equipment and products.</p> <p>LU5. Manage client at reception as per standard procedures.</p> <p>LU6. Maintain client's record as per standard procedures.</p> <p>LU7. Maintain workplace security as per standard procedures.</p> <p>LU8. Maintain revenue and expenses of salon as per standard procedures.</p> <p>LU9. Prepare workstation as per standard procedures.</p> <p>LU10. Reorganize workstation as per standard procedures</p>	<p>40</p>	<p>40</p>	<p>80</p>
<p>Module-D</p>	<p>LU1. Perform Face threading as per standard procedures.</p>	<p>10</p>	<p>40</p>	<p>50</p>

<p>Perform Hair Removal (Women/men)</p> <p>Aim :</p> <p>This Module is designed to provide skills and knowledge of the ancient yet advance techniques of hair removal through waxing/threading. It teaches how to thread/wax all areas of body including face, arms, and legs.</p>	<p>LU2. Perform Waxing as per standard procedures.</p>			
<p>Module-E</p> <p>Perform Massage Therapy (Women/men)</p> <p>Aim :</p> <p>It aims to provide an intensive learning and understanding of the knowledge and skills required for the application of different massage techniques. It ensures that the student reaches the professional massage therapy level.</p>	<p>LU1. Perform different techniques of massage as per standard procedures.</p> <p>LU2. Carry out full body massage as per standard procedures.</p>	20	40	60
<p>Module-F</p> <p>Perform Basic Facial (Women/men)</p> <p>Aim :</p> <p>This course aims to provide the students with the skills and knowledge required to provide</p>	<p>LU1. Prepare workplace/client for facial treatment as per standard procedures</p> <p>LU2. Carry out Cleansing, Toning and Moisturizing (CTM) as per standard procedures</p>	10	30	40

<p>basic facial treatment and perform head, neck, shoulders, decollate and back massage. It provides the detailed learning of techniques that will be obtained by using hands on practical, learning and literary knowledge.</p>	<p>LU3. Apply Skin Polisher as per standard procedures</p> <p>LU4. Carry out Basic Facial as per standard procedures</p> <p>LU5. Carry out Herbal Facial as per standard procedures</p>			
<p>Module-G Perform Facial with products (Women/men)</p> <p>Aim :</p> <p>This Module is designed to provide skills and knowledge to train candidates to provide expert facial treatment and also enables them to perform CTM, applying products and manual massage techniques.</p>	<p>LU1. Carry out Whitening facial as per standard procedures</p> <p>LU2. Carry out Anti-Aging facial as per standard procedures</p> <p>LU3. Carry out Peeling facial as per standard procedures.</p>	20	60	80
<p>Module-H Perform Facial Electrotherapy Treatment (Women/Men)</p> <p>This Module is designed to provide skills and knowledge to provide an extensive knowledge on electrotherapy and is suitable for skin therapist making their moves in aesthetic industry. This course provides the full range of skills, knowledge and practices to carry out facial electrotherapy treatment to very high standard.</p>	<p>LU1. Perform High Frequency treatment as per standard procedures</p> <p>LU2. Perform Galvanic treatment as per standard procedures</p> <p>LU3. Perform Vacuum Suction treatment as per standard procedures.</p>	15	45	60

<p>Module-I Perform Basic Makeup (Women/Men)</p> <p>Aim : This Module is designed to provide skills and knowledge to perform basic makeup skills such as natural day look by using appropriate products and tools.</p>	<p>LU1. Prepare the workplace as per standard procedures</p> <p>LU2. Maintain the makeup product, tools & equipment before/after providing service</p> <p>LU3. Perform Natural Makeup as per standard procedures</p>	10	50	60
<p>Module-J Perform Advance Makeup (Women/Men)</p> <p>Aim : This Module is designed to provide skills and knowledge to perform professional and advance makeup skills such as party, bridal, fantasy and body art. This course gives an insight to all of the professional makeup services in a salon.</p>	<p>LU1. Analyze the skin</p> <p>LU2. Perform Party Makeup as per requirement</p> <p>LU3. Perform Photographic Makeup as per requirement</p> <p>LU4. Perform Bridal/Groom Makeup as per requirement.</p>	15	35	50
<p>Module-K Perform Manicure & Pedicure (Women/Men)</p> <p>This Module is designed to provide skills and knowledge related to perform manicure and pedicure procedures with the selection of appropriate products tools and equipment.</p>	<p>LU1. Carry out Manicure as per standard procedures</p> <p>LU2. Carry out Pedicure as per standard procedures.</p>	10	40	50

<p>Module-L Perform Nail Art</p> <p>Aim : This course aims to enable the learners to gain the necessary practical and theoretical skills in order to provide nail art treatment to the clients.</p>	<p>LU1. Create pattern for nail art LU2. Apply Nail Art Pattern as required</p>	10	40	50
<p>Module-M Apply Nail Enhancement</p> <p>Aim : This Module is designed to enable the learner to prepare and sculpt/ infill or remove the different nail shapes with brush it will also enable the learner through the extension procedure, blending techniques and maintenance procedure including after care advice.</p>	<p>LU1. Apply Nail Tips LU2. Apply Gel Nails LU3. Apply Acrylic Nails</p>	20	80	100
<p>Module-N Apply Henna Tattoos (Women)</p> <p>Aim : In this course the learner will discover everything about tattoos and henna. It has been created to give the learner wide insight into the how's and whys of the process , as well as targeted information for those who are getting into the industry.</p>	<p>LU1. Create Henna Patterns LU2. Apply Henna</p>	10	40	50

Aim:				
Module-O Perform Hair Cut (Women) Aim: This course is aimed towards who wish to learn all basic to advance skills in professional hair cutting it covers the evening and special occasion look plus all the techniques required achieving this end.	LU1. Perform Straight-line Cut as per standard procedures LU2. Perform Inward Cut as per standard procedures LU3. Perform Outward Cut as per standard procedures	20	60	80
Module-P Perform Hair Cut (Men) Aim: This course is aimed towards who wish to learn all basic to advance skills in professional hair cutting it covers the evening and special occasion look plus all the techniques required achieving this end.	LU1. Perform Straight-line Cut as per standard procedures LU2. Perform Inward Cut as per standard procedures. LU3. Perform Spikes Cut as per standard procedures. LU4. Perform Under Cut as per standard procedures	15	55	70
Module –Q Perform Basic Hair Styling (Women/Men) Aim: It aims to enables the learner in developing	LU1. Prepare yourself, client & work area for Hair Styling LU2. Perform Shampoo & Conditioning as per standard	20	50	70

<p>their professional to advance skills attitude and knowledge of hair care (pre/post) styling. This will equip trainers with the required knowledge by the prevailing market demands.</p>	<p>procedures</p> <p>LU3. Perform Blow Dry as per standard procedures</p> <p>LU4. Perform Temporary straightening as per standard procedures</p> <p>LU5. Perform Temporary Curling as per standard procedures</p> <p>LU6. Perform Braiding</p>			
<p>Module-R Perform advance Hair Styling (Men/Women)</p> <p>Aim : Aim: It aims to enables the learner in developing their professional to advance skills attitude and knowledge of hair care (pre/post) styling. This will equip trainers with the required knowledge by the prevailing market demands.</p>	<p>LU1. Provide Consultation for Hair styling</p> <p>LU2. Prepare yourself, client and workplace as per standard procedures</p> <p>LU3. Perform Permanent Straightening</p> <p>LU4. Apply Temporary Hair Attachments as per standard procedures</p> <p>LU5. Perform UP Do's</p> <p>LU6. Apply Permanent Hair</p>	<p>20</p>	<p>60</p>	<p>80</p>

	Attachment as per standard procedures. LU7. Create Avant Garde Hair Styles			
Module-S Dying/Coloring the Hair (Women/men) Aim: It aims to enables the learner in developing their professional to advance skills attitude and knowledge of hair care (pre/post) coloring. This will equip trainers with the required knowledge by the prevailing market demands.	LU1. Perform One colour Dye as per standard procedures. LU2. Perform Low/High lights as per standard procedures.	100	200	300
Module-T Carryout Basic Hair Treatments (Women/men) Aim: It aims to enables the learner in developing their professional to basic skills attitude and knowledge of hair care (pre/post) treatments of hair. This will equip trainers with the required knowledge by the prevailing market demands.	LU1. Perform oil hair treatment LU2. Perform Organic hair treatment.	8	22	30
Module-U Perform Advance Hair Treatment (Women/Men) Aim: It aims to enables the learner in	LU1. Perform oil hair treatment LU2. Perform Organic hair treatment.	15	45	60

developing their professional to advance skills attitude and knowledge of hair care (pre/post) treatments of hair. This will equip trainers with the required knowledge by the prevailing market demands.				
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Teaching and Learning Guide for Hair & Beauty Services

The aim of this training program is to enabling trainees to perform independently and responsibly in their work environment, by following an educational program where this is part of the overall methodological concept. Different methodologies can therefore contribute to achieve the objective.

Methods that directly promote capacity-building for the student are particularly suitable and therefore should be included appropriately in the teaching approach. Theory methodologies should be supported by appropriate resources. Practical methodologies should be a set in an appropriate environment and supported by appropriate resources like multimedia, printer, scanner, computers. All technical equipment has to be in good working condition.

Module A: Apply Occupational Health & Safety Procedures at Workplace

Objective of the Module: The objective of this module is to provide skills and knowledge related to provide skills, knowledge and procedure designed to create a safe and healthy environment and to demonstrate Hazards and accessing risks arising from work as per industry standards.

Duration: 30hrs.

Theory: 12hrs.

Practice: 18 hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Identify hazards in workplace environment	<p><i>You must be able to:</i></p> <ol style="list-style-type: none"> 1. Read and interpret work processes and procedures correctly to identify risk of hazards at workplace. 2. Recognize engineering 	<ul style="list-style-type: none"> • Risk Hazards • Techniques and methods to control risks of identified hazards in the workplace 	<p>Theory: 4 hrs.</p> <p>Practical: 6 hrs.</p>	<ul style="list-style-type: none"> • Computer • Printer • Internet • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>

	<p>processes, tools, equipment and consumable materials that have the potential to cause harm.</p> <p>3. Identify any potential hazards and take appropriate action to minimize the risk.</p>				
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<p>LU2. Comply with Occupational Health and Safety Precautions</p>	<p>You must be able to:</p> <ol style="list-style-type: none"> 1. Identify health and safety hazards in the Workplace so that the potential for personal injury, damage to equipment or the workplace is prevented, and corrective action is taken. 2. Deal with problems which are within your control, and report those that cannot be resolved to safety officer. 	<ul style="list-style-type: none"> • Security exits plans in case of emergencies. • Major causes of workplace accidents relevant to the work environment. • Safe use of chemicals and products. • Emergency contacts numbers. • Procedure of handling electrical equipment. • List of precautions. • Method of using first aid box. 	<p>Theory: 4 hrs.</p> <p>Practical: 6 hrs.</p>	<ul style="list-style-type: none"> • Computer • Printer • Internet • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>
<p>LU3. Apply Personal</p>	<p>You must be able to:</p> <ol style="list-style-type: none"> 1. Select personal protective equipment in terms 	<ul style="list-style-type: none"> • Importance of using Personal Protective Equipment(PPE) • Types of PPE • Maintaining the PPEs 	<p>Theory: 4 hrs.</p> <p>Practical:</p>	<ul style="list-style-type: none"> • Computer • Printer • Internet • Paper 	<p>Theory: Class/Workshop</p>

<p>Protective and Safety Equipment (PPE)</p>	<p>of type and quantity according to work order.</p> <p>2. Wear, adjust, and maintain personal protective equipment to ensure correct fit and optimum protection in compliance with company procedures.</p> <p>3. Ensure personal protective equipment is cleaned and stored in proper place.</p>		<p>6 hrs.</p>	<ul style="list-style-type: none"> • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Practical: Workshop</p>
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Module B: Develop Professionalism

Objective of the Module: The objective of this module is to provide skills and knowledge related to perform participate in workshops, visit cosmetic companies, interact with other Salon, colleagues, consult with experts for latest techniques and knowledge.

Duration: 30hrs.

Theory: 12hrs.

Practice: 18hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Greet and receive clients and guests.	You will be able to: 1. Receive Client professionally 2. Create pleasant environment as per salon SOPs	<ul style="list-style-type: none"> Written protocol plan for dealing with all clients particularly for V.I.P., old age and special clients. Presentation skills for serving drinks or tea etc. Pleasant and friendly behavior at arrival and departure of Client. 	Theory: 4 hrs.	<ul style="list-style-type: none"> Computer Printer Internet Paper Pencil Eraser Sharpener Pen Notebook 	Theory: Class/Workshop Practical: Workshop
		Practice 1: <ul style="list-style-type: none"> Role play: Deal with V.I.P. Clients as per instructions of salon's management. Practice 2: <ul style="list-style-type: none"> Role play: Deal special and old persons with loving and friendly 	Practical: 6 hrs.		

		behavior.			
LU2. Market salon services, product and prices.	You will be able to: <ol style="list-style-type: none"> 1. Conduct market research/surveys/feedbacks. 2. Evaluate market demands. 3. Compare prices and cost effectiveness of researched products and materials available in market (including fixed and consumable items) 4. Brainstorm the promotional offers that the salon may offer to the customers. 5. Design the promotional material. 6. Convince customers 	<ul style="list-style-type: none"> • Products, services and deals and prices offered by salon • Various mediums and tools of marketing motional. • Services, products and deals offered by competitors. • Designing promotional material. <hr/> <p>Practice 1:</p> <ul style="list-style-type: none"> ▪ Conduct market research. <p>Practice 2:</p> <ul style="list-style-type: none"> • Role Play: Share and discuss promotional material and packages with the customers. 	<p>Theory: 4 hrs.</p> <p>Practical: 6 hrs.</p>	<ul style="list-style-type: none"> • Computer • Printer • Internet • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>

	<p>about the value of offer and develop trust.</p> <p>7. Share and discuss promotional material and packages with the customers.</p> <p>8. Get customers' feedback about the promotional services and products.</p>				
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<p>LU3. Participate in trainings, workshops and seminars on latest beauty treatments</p>	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Identify the nature of training/workshop/seminar and follow the directions carefully. 2. Prepare notes for the usage of new products and procedures introduced in raining/workshop/seminar. 3. Apply procedures and techniques professionally. 4. Identify contraindications during treatment. 5. Identify the treatment and products in case of any side effect. 	<ul style="list-style-type: none"> • List of techniques described by different companies about their products. • List of new products with prices introduced by the companies conducting training. • Price list formulated by incorporating new products introduced in training. • Maintenance of record of leaflets and printed material taken from the training. 	<p>Theory: 4 hrs.</p> <p>Practical: 6 hrs.</p>	<ul style="list-style-type: none"> • Computer • Printer • Internet • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>
		<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Prepare notes of new products introduced or displayed in the trainings and upgrade salon accordingly. 			

LU4. Interact with other salons and experts	You will be able to: <ol style="list-style-type: none"> 1. Update skills by consulting with experts. 2. Develop report with other salons for professional development. 3. Select suitable salon products, tools, equipment and furniture available in market. 	<ul style="list-style-type: none"> • Knowledge of market demands. • Information about products available in market. • Comparative list of the prices for all the products. 	Theory: 4 hrs.	<ul style="list-style-type: none"> • Computer • Printer • Internet • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	Theory: Class/Workshop Practical: Workshop
		<u>Practice 1:</u> <ul style="list-style-type: none"> ▪ Role Play: Call a famous salon and get information about the latest products they are using for skin care services. 	Practical: 6 hrs.		

Module C: Manage the Salon

Objective of the Module: The objective of this module is to provide skills and knowledge related to running a salon successfully in accordance with approved procedures. You will be able to understand and apply essential skills and knowledge for effective managing and running a salon business in the beauty industry.

Duration: 80hrs.

Theory: 40hrs.

Practice: 40hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Manage time effectively	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Perform a given task on time according to the defined methodology/salon standards and quality plan of the salon and standard time defined for each service. 2. Formulate time schedule in accordance with duration required for each service. 	<ul style="list-style-type: none"> • Importance of punctuality in the workplace • Describe standard service times according to industry standards • Describe time management plans according to salon requirements and workflow • Explain time schedule, describing duration for each service <p>Practice 1:</p> <ul style="list-style-type: none"> ▪ Formulate time schedule for Facial services 	<p>Theory: 4 hrs.</p> <p>Practical: 4 hrs.</p>	<ul style="list-style-type: none"> • Computer • Printer • Internet • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>

		<p><u>Practice 2:</u></p> <ul style="list-style-type: none"> ▪ Formulate time schedule for Hair Care services 			
<p>LU 2.</p> <p>Communicate effectively with co-workers/clients at workplace</p>	<p><i>You will be able to:</i></p> <ol style="list-style-type: none"> 1. Communicate effectively according to the rules of the workplace/salon while interacting with team members and management. 2. Apply verbal and non-verbal communication skills effectively to convey messages clearly and respond to guests/customers and team members' queries. 3. Listen/receive and interpret information from clients / colleagues / management correctly for reporting in written 	<ul style="list-style-type: none"> • Describe salon's rules regarding communication. • Importance of effective communication skills including listening skills. • Describe work place and profession (Beauty therapy) related vocabulary. 	<p>Theory:</p> <p>4 hrs.</p> <p>Practical:</p> <p>4 hrs.</p>	<ul style="list-style-type: none"> • Computer • Printer • Internet • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Theory:</p> <p>Class/Workshop</p> <p>Practical:</p> <p>Workshop</p>
		<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Role play: Conversation between Manager and receptionist about client complains 			

	<p>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>LU 3.</p> <p>Work in a team as per the workplace requirements</p>	<p>You will be able to:</p> <p>1. Perform work according to assigned roles and responsibilities.</p> <p>2. Handle contingencies together with the team members.</p>	<ul style="list-style-type: none"> • Importance of team work. • Explain the advantages of teamwork to achieve organizational goals. <p>Practice 1:</p> <ul style="list-style-type: none"> • Role play: develop a team and Handle some imaginary contingency with that team. 	<p>Theory:</p> <p>4 hrs.</p> <p>Practical:</p> <p>4 hrs.</p>	<ul style="list-style-type: none"> • Computer • Printer • Internet • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Theory:</p> <p>Class/Workshop</p> <p>Practical:</p> <p>Workshop</p>

<p>LU 4. Procure salon furniture, tools, equipment and products</p>	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Prepare a list of items required for the salon such as furniture, tools, equipment and beauty product. 2. Prepare a time line for buying each item (short, middle and long term planning) with respect to its demand and need. 3. Conduct market research with respect to quality and price of per item. 	<ul style="list-style-type: none"> • Describe different tools and equipment required for beauty therapy. • Importance of time line plan according to demand and need of items. • Importance of Interior design and color pallet for procurement of salon furniture, tools and equipment. • Importance of operational manuals of machines like Facial machine, Foot spa, Facial steamer and waxing heaters. 	<p>Theory: 4 hrs.</p> <p>Practical: 4 hrs.</p>	<ul style="list-style-type: none"> • Computer • Printer • Internet • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>
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	<p>4. Make emergency purchases from local market in case any material or product is exhausted in order to give uninterrupted services to Client.</p> <p>5. Perform daily, weekly and monthly maintenance of equipment and tools according to standard procedures (especially of all electrical equipment).</p>	<p><u>Practice 1:</u></p> <p>Role play: develop a team and Handle some imaginary contingency with that team.</p>			
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<p>LU 5. Manage client at reception as per standard procedures</p>	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Book the appointment according to the availability of date & time & record in the appointment diary accordingly. 2. Communicate price or information of services/products to the client in a convincing manner for getting new clients and retaining the existing clients. 3. Record/ register customers' comments and maintain diary for appointments of Clients. 	<ul style="list-style-type: none"> • Procedures of appointment making • Presentation of marketing material like: leaflets, brochures, etc. • Importance of regional languages to communicate easily with clients. • Standard times for different services. • Knowledge of time availability on special occasions of Eid or busy week ends in wedding season. • Updating of appointment diary. • Promotional material and deals. • Price list of different services and products. • 	<p>Theory: 4 hrs.</p> <p>Practical: 4 hrs.</p>	<ul style="list-style-type: none"> • Computer • Printer • Internet • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>
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		<p>Practice 1:</p> <ul style="list-style-type: none"> ▪ Role play: Handle the client with skin problem at reception and book an appointment according to requirement. 			
<p>LU 6. Maintain client's record as per standard procedures</p>	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Obtain and record the required information from a new client on the client record card by asking questions about their medical history, beauty and personal care services previously availed. 2. Update the client record card of an existing customer. 	<ul style="list-style-type: none"> • Explain common health ailments and their impact on any beauty treatment procedures. • Explain contra-indications to various beauty clinic treatments. • Describe basic remedies to safeguard the client from adverse effects of a treatment. • Explain the system of record keeping. • Importance of consultation form. 	<p>Theory: 4 hrs.</p> <p>Practical: 4 hrs.</p>	<ul style="list-style-type: none"> • Computer • Printer • Internet • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>

	<p>3. Record the result of procedures, responses, reactions for analysis and plan the future treatment course applied to a client.</p>	<p><u>Practice 1:</u> Prepare a form to record client information</p>			
<p>LU 7. Maintain workplace security as per standard procedures</p>	<p><i>You will be able to:</i></p> <ol style="list-style-type: none"> 1. Conduct a security evaluation of the premises. 2. Develop an emergency plan and protocols for evacuation, calling emergency services and in case of theft. 	<ul style="list-style-type: none"> • Explain hiring procedures for security services for the workplace. • Explain fire and evacuation procedures: raising alarm, alarm types, staff responsibilities, alarms, fire doors, firefighting equipment, first aid points, fire exits, evacuation procedures. 	<p>Theory: 4 hrs.</p> <p>Practical: 4 hrs.</p>	<ul style="list-style-type: none"> • Computer • Printer • Internet • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>

	<p>3. Hire security services including security personnel with related equipment (security cameras, monitoring equipment, sensors and weapons etc.)</p> <p>4. Identify and Follow fire and evacuation procedures in simulated conditions.</p> <p>5. Deal with hazards within own area of responsibility following salon policy.</p>	<ul style="list-style-type: none"> • Explain hazards and risks: Trailing wires, faulty electrical equipment, slippery surfaces, obstructions to access and egress. • Importance of maintaining the security of belongings/ importance and need of security guard etc. 			
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<p>LU 8. Maintain revenue and expenses of salon as per standard procedures</p>	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Record transactions with clients by issuing bill of services. 2. Issue expense vouchers for daily purchases of salon supplies / other material. 3. Take voucher of expenses incurred and place in respective file and subsequently hand over to management. 		<p>Theory: 4 hrs.</p> <p>Practical: 4 hrs.</p>	<ul style="list-style-type: none"> • Computer • Printer • Internet • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>
<p>LU 9. Prepare workstation as per standard procedures</p>	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Prepare the reception area according to salon SOPs. 2. Receive client record from the receptionist and select the place and product for treatment accordingly. 3. Prepare client for the treatment as per standard procedures. 	<ul style="list-style-type: none"> • Maintenance of Client records • Procedures of disposing wastes • Importance of Sterilization and sanitization of used tools/ equipment as per standard procedures. 	<p>Theory: 4 hrs.</p> <p>Practical: 4 hrs.</p>	<ul style="list-style-type: none"> • Computer • Printer • Internet • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>

<p>LU 10.</p> <p>Reorganize workstation as per standard procedures</p>	<p><i>You will be able to:</i></p> <ol style="list-style-type: none"> 1. Return client's record to receptionist. 2. Dispose off waste in appropriate manner. 3. Reorganize workstation according to salon SOPs. 4. Sterilize and sanitize of used tools/ equipment as per standard procedures. 	<ul style="list-style-type: none"> • Maintenance of Client records • Procedures of disposing wastes • Importance of Sterilization and sanitization of used tools/ equipment as per standard procedures. 	<p>Theory:</p> <p>4 hrs.</p> <p>Practical:</p> <p>4 hrs.</p>	<ul style="list-style-type: none"> • Computer • Printer • Internet • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Theory:</p> <p>Class/Workshop</p> <p>Practical:</p> <p>Workshop</p>
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Module D: Perform Hair Removal (Women/men)

Objective of the Module: The objective of this module is to provide skills and knowledge related to the ancient yet advance techniques of hair removal through waxing/threading. It teaches how. You will be able to thread/wax all areas of body including face, arms, and legs.

Duration: 50hrs.

Theory: 10hrs.

Practice: 40hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Perform Face threading as per standard procedures	You will be able to: <ol style="list-style-type: none"> 1. Perform eyebrows threading according to the requirement 2. Perform Upper lips threading according to the requirement 3. Perform full face threading according to the requirement 4. Perform Tweezing according to the requirement 	<ul style="list-style-type: none"> • Client Consultation • Importance of preparing the client appropriately • Skin types and conditions. • Hair growth cycle • Different face shapes • Different eyebrow shapes • Types of threads for threading • Types of tweezers • Procedure of threading the different parts of face • Aftercare advices 	Theory: 5 hrs. Practical: 20 hrs.	<ul style="list-style-type: none"> • Threads • Tweezers • Powders (Talcum/antiseptic) • Powder puff • White eye pencils • Eyebrow brush • Aprons • Towels • Head bands • White board • Notebooks • Pencils • Erasers 	Theory: Class/Workshop Practical: Workshop
		Practice 1: <ul style="list-style-type: none"> • Perform Upper lips threading. Practice 2: <ul style="list-style-type: none"> • Perform Eyebrow threading and tweezing 			

		<p>Practice 3:</p> <ul style="list-style-type: none"> • Perform forehead threading. 		<ul style="list-style-type: none"> • Sharpeners • Multimedia • Internet • Computer system 	
<p>LU2. Perform Waxing as per standard procedures</p>	<p><i>You will be able to:</i></p> <ol style="list-style-type: none"> 1. Conduct patch test as per set standards. 2. Perform face wax according to the requirement 3. Perform Body wax according to the requirement 	<ul style="list-style-type: none"> • Importance of patch test • Different types of hair removing wax (Hot wax, cold wax, etc.) • Types of emollient cream and antiseptic lotions. • Infection control Basic procedures. • Temperature management for hot/cold wax. • Procedure of hot wax application and removal • Procedure of application and removal of cold wax. • Aftercare advices 	<p>Theory: 5 hrs.</p> <p>Practical: 20 hrs.</p>	<ul style="list-style-type: none"> • Wax (Hot/cold) • Wax strips • Emollients/Antiseptic creams • Powders (Talcum/antiseptic) • Powder puff • Wax warmer • Spatula • Aprons • Head bands • Gowns • Towels • Facial bed • White board • Notebooks • Pencils • Erasers • Sharpeners 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>
		<p>Practice 1:</p> <ul style="list-style-type: none"> ▪ Perform patch test <p>Practice 2:</p> <ul style="list-style-type: none"> ▪ Perform eye brow and jawline waxing using hot wax <p>Practice :</p> <ul style="list-style-type: none"> ▪ Perform arms and legs waxing using hot wax 			

				<ul style="list-style-type: none">• Multimedia• Internet• Computer system	
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Module E: Perform Massage Therapy (Women/men)

Objective of the Module: The objective of this module is to provide skills and knowledge related to apply different massage techniques. You will be able to perform massage manipulation on different parts of body for relaxation of nerves and muscles which help you to reach the professional massage therapy level.

Duration: 360hrs.

Theory: 40hrs.

Practice: 602hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Perform different techniques of massage as per standard procedures	<i>You will be able to:</i> 1. Carry out effleurage technique according to set standards 2. Carry out Petrisage technique according to set standards 3. Perform tapotment techniques according	<ul style="list-style-type: none"> • Client Consultation • Importance of preparing the client appropriately • Skin types and conditions. • Pressure points of human body • Different massage techniques (effleurage, Petrisage, tapotment, Vibration, friction, etc.) • Different types of body massage products and usage • Aftercare advices 	Theory: 20 hrs. Practical: 30 hrs.	<ul style="list-style-type: none"> • Body massage products • Emollients/ Antiseptic creams • Sponges • Bowls • Aprons • Head bands • Gowns • Towels 	Theory: Class/Workshop Practical: Workshop

	<p>to set standards</p> <p>4. Perform Vibration technique according to set standards</p> <p>5. Perform friction technique according to set standards</p>	<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Perform head and shoulder massage using different types of massage techniques <p><u>Practice 2:</u></p> <p>Perform back massage using different types of massage techniques</p>		<ul style="list-style-type: none"> • Massage bed • Massage Chair • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	
<p>LU2.</p> <p>Carry out full body massage as per standard procedures</p>	<p><i>You will be able to:</i></p> <p>1. Prepare the client & environment according to requirement</p> <p>2. Perform Foot Massage according to set standards</p> <p>3. Perform Leg Massage according to set standards</p>	<ul style="list-style-type: none"> • Client Consultation • Importance of preparing the client appropriately • Procedure and steps of full body massage • Aftercare advices 	<p>Theory:</p> <p>20 hrs.</p> <p>Practical:</p> <p>30 hrs.</p>	<ul style="list-style-type: none"> • Body massage products • Emollients/ Antiseptic creams • Sponges • Bowls • Aprons • Head bands • Gowns • Towels • Massage bed • Massage Chair 	<p>Theory:</p> <p>Class/Workshop</p> <p>Practical:</p> <p>Workshop</p>

	<p>4. Perform Stomach massage according to set standards</p> <p>5. Perform upper part of body massage according to set standards</p> <p>6. Perform Back Massage according to set standards</p> <p>7. Perform Back Legs Massage according to set standards</p>	<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Perform full body massage using different types of massage techniques. 		<ul style="list-style-type: none"> • Body massager • Infrared lamps • Plastic Wrapping sheets • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	
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Module F: Perform Basic Facial (Women/men)

Objective of the Module: The objective of this module is to provide skills and knowledge related to provide basic facial treatment. You will be able to provide the detailed learning of techniques that will be obtained by using hands on practical, learning and literary knowledge.

Duration: 40hrs.

Theory: 10hrs.

Practice: 30hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU 1. Prepare workplace/client for facial treatment as per standard procedures	You will be able to: 1. Prepare the workplace as per salon standards 2. Prepare the client as per requirement	<ul style="list-style-type: none"> Occupational Health & safety (OHS) measure Maintenance of products, tools and equipment Client Consultation Importance of preparing the client appropriately Work hazards 	Theory: 2 hrs.	<ul style="list-style-type: none"> Product, tools and equipment trolleys Cleaning agents Sterilizer Sanitizer Aprons PPEs White board Notebooks Pencils Erasers Sharpener Multimedia Internet Computer system 	Theory: Class/Workshop Practical: Workshop
		Practice 1: <ul style="list-style-type: none"> Prepare a Hair workstation according to requirement Practice 2: <ul style="list-style-type: none"> Prepare the client for skincare services 	Practical: 6 hrs.		

<p>LU2.</p> <p>Carry out</p> <p>Cleansing,</p> <p>Toning and</p> <p>Moisturizing</p> <p>(CTM) as per</p> <p>standard</p> <p>procedures</p>	<p><i>You will be able to:</i></p> <ol style="list-style-type: none"> 1. Perform cleansing according to set standards 2. Apply Toner according to set standards 3. Apply Moisturizer according to set standards 	<ul style="list-style-type: none"> • Product knowledge • Procedure of Cleansing, Toning and Moisturizing (CTM) • Advantages and disadvantages of Cleansing, Toning and Moisturizing (CTM) • Aftercare advices 	<p>Theory:</p> <p>2 hrs.</p> <p>Practical:</p> <p>6 hrs.</p>	<ul style="list-style-type: none"> • Cleansing, Toning and Moisturizing (CTM) products • Emollients/ Antiseptic creams • Sponges • Bowls • Applicators/Brushes • Aprons • Head bands • Gowns • Towels • Facial bed • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	<p>Theory:</p> <p>Class/Workshop</p> <p>Practical:</p> <p>Workshop</p>
		<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> • Perform Cleansing, Toning and Moisturizing (CTM) 			

<p>LU3.</p> <p>Apply Skin Polisher as per standard procedures</p>	<p><i>You will be able to:</i></p> <ol style="list-style-type: none"> 1. Prepare the product for skin polisher 2. Perform Skin polishing 3. Apply Mask 	<ul style="list-style-type: none"> • Product knowledge • Method of mixing of bleach as per advice of manufacturer • Explain results of chemical products used for polishing specially for reactions. • Procedure of Skin polishing • Contingency handling • Aftercare advices 	<p>Theory:</p> <p>2 hrs.</p> <p>Practical:</p> <p>6 hrs.</p>	<ul style="list-style-type: none"> • Skin polishing products • Emollients/ Antiseptic creams • Sponges • Bowls • Applicators/Brushes • Aprons • Head bands • Gowns • Towels • Facial bed • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	
		<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> • Prepare and apply polisher on dry and damage skin <p><u>Practice 2:</u></p> <ul style="list-style-type: none"> • Prepare and apply polisher on oily/combo skin 			

LU4. Carry out Basic Facial as per standard procedures	You will be able to: 1. Carry out the consultation according to set standards 2. Analyse the skin according to SOPs 3. Perform deep cleansing according to set standards 4. Perform toning according to set standards 5. Perform Exfoliation according to set standards 6. Perform steaming according to SOP 7. Perform facial massage according to set standards	<ul style="list-style-type: none"> • Product knowledge • Procedure of basic facial • Aftercare advices 	Theory: 2 hrs.	<ul style="list-style-type: none"> • Basic facial products • Emollients/ Antiseptic creams • Sponges • Bowls • Applicators/Brushes • Aprons • Head bands • Gowns • Towels • Facial bed • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	Theory: Class/Workshop Practical: Workshop
		Practice 1: <ul style="list-style-type: none"> ▪ Perform Basic facial on different types of skins. 	Practical: 6 hrs.		

	8. Apply mask according to set standards				
LU5. Carry out Herbal Facial as per standard procedures	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Carry out the consultation according to set standards 2. Analyse the skin according to SOPs 3. Perform deep cleansing according to set standards 4. Perform toning according to set standards 5. Perform Exfoliation according to set standards 6. Perform steaming according to SOP 7. Perform facial 	<ul style="list-style-type: none"> • Product knowledge • Procedure of herbal facial • Aftercare advices 	<p>Theory: 2 hrs.</p> <p>Practical: 6 hrs.</p>	<ul style="list-style-type: none"> • Herbal facial products • Emollients/ Antiseptic creams • Sponges • Bowls • Applicators/Brushes • Aprons • Head bands • Gowns • Towels • Facial bed • Facial Steamer • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>

	massage according to set standards 8. Apply mask according to set standards	<u>Practice 1:</u> ▪ Perform herbal facial on sensitive skin.		<ul style="list-style-type: none">• Internet• Computer system	
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Module G: Perform Facial with products (Women/men)

Objective of the Module: The objective of this module is to provide skills and knowledge related to different facial treatments with products.

You will be able to perform CTM, applying products and manual massage techniques

Duration: 80hrs.

Theory: 20hrs.

Practice: 60hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Carry out Whitening facial as per standard procedures	You will be able to: 1. Apply polisher according to set standards 2. Analyse the skin according to SOP 3. Perform deep cleansing according to set standards 4. Perform toning according to set standards 5. Perform Exfoliation	<ul style="list-style-type: none"> Client consultation Skin Analysis Skin Anatomy Product knowledge Procedure of whitening facial Contraindications (Hypersensitive skin, acne, rashes, inflamed skin, infection, high blood pressure etc.) Contingency handling Aftercare advices 	Theory: 7 hrs. Practical: 20 hrs.	<ul style="list-style-type: none"> Whitening facial products Emollients/Antiseptic creams Sponges Bowls Applicators/Brushes Aprons Head bands Gowns Towels Facial bed Facial Steamer Blackhead remover White board 	Theory: Class/Workshop Practical: Workshop
		Practice 1: <ul style="list-style-type: none"> Perform whitening facial on sensitive skin. Practice 2: <ul style="list-style-type: none"> Perform whitening facial on 			

	<p>according to set standards</p> <p>6. Perform steaming according to SOP</p> <p>7. Perform Black Head extraction according to the requirement</p> <p>8. Perform facial massage according to set standards</p> <p>9. Apply mask according to set standards</p>	<p>combination skin.</p>		<ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	
<p>LU2.</p> <p>Carry out Anti-Aging facial as per standard procedures</p>	<p><i>You will be able to:</i></p> <p>1. Apply Polisher according to set standards</p> <p>2. Analyse the skin according to SOP</p>	<ul style="list-style-type: none"> • Client consultation • Skin Analysis • Product knowledge • Procedure of Anti-aging facial • Contraindications (Hypersensitive skin, acne, rashes, inflamed skin, infection, high blood pressure etc.) 	<p>Theory:</p> <p>7 hrs.</p> <p>Practical:</p> <p>20 hrs.</p>	<ul style="list-style-type: none"> • Anti-aging facial products • Emollients/ Antiseptic creams • Sponges • Bowls • Applicators/Brus 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>

	<ol style="list-style-type: none"> 3. Perform deep cleansing according to set standards 4. Perform toning according to set standards 5. Perform Exfoliation according to set standards 6. Perform steaming according to SOP 7. Perform facial massage according to set standards 8. Apply mask according to set standards 	<ul style="list-style-type: none"> • Contingency handling • Aftercare advices <p>Practice 1:</p> <ul style="list-style-type: none"> • Perform Anti-aging facial on aging skin. 		<ul style="list-style-type: none"> • Aprons • Head bands • Gowns • Towels • Facial bed • Facial Steamer • Blackhead remover • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	
LU3. Carry out Peeling facial as	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Analyse the skin according to SOP 2. Perform cleansing 	<ul style="list-style-type: none"> • Client consultation • Skin Analysis • Product knowledge • Procedure of peeling facial 	<p>Theory: 6 hrs.</p> <p>Practical:</p>	<ul style="list-style-type: none"> • Peeling facial products • Emollients/ Antiseptic creams 	<p>Theory: Class/Workshop</p> <p>Practical:</p>

<p>per standard procedures</p>	<p>according to set standards</p> <p>3. Perform toning according to set standards</p> <p>4. Perform steaming according to SOP</p> <p>5. Perform Black Head extraction according to the requirement</p> <p>6. Perform Peeling with manual brush</p> <p>7. Apply Mask</p>	<ul style="list-style-type: none"> • Contraindications (Hypersensitive skin, acne, rashes, inflamed skin, infection, high blood pressure etc.) • Contingency handling • Aftercare advices <hr/> <p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Perform peeling facial on combination skin. 	<p>20 hrs.</p>	<ul style="list-style-type: none"> • Sponges • Bowls • Applicators/Brushes • Aprons • Head bands • Gowns • Towels • Facial bed • Facial Steamer • Blackhead remover • White board • Notebooks • Pencils 	<p>Workshop</p>
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	according to skin type	▪		<ul style="list-style-type: none">• Erasers• Sharpeners• Multimedia• Internet• Computer system	
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Module H: Perform Facial Electrotherapy Treatment (Women/Men)

Objective of the Module: The objective of this module is to provide skills and knowledge related to electrotherapy, suitable for skin therapist making their moves in aesthetic industry. You will be able to demonstrate facial electrotherapy treatment to very high standard.

Duration: 60hrs.

Theory: 15hrs.

Practice: 45hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Perform High Frequency treatment as per standard procedures	<i>You will be able to:</i> 1. Analyse the skin according to SOP 2. Cleansing according to set standards 3. Perform toning according to set standards 4. Perform Steaming according to set standards 5. Extract Black Heads	<ul style="list-style-type: none"> • Client consultation • Skin Analysis • Equipment/machinery knowledge • Procedure of performing High Frequency treatment • Contraindications (Hypersensitive skin, acne, rashes, inflamed skin, infection, high blood pressure etc.) • Contingency handling • Aftercare advices 	Theory: 5 hrs. Practical: 15 hrs.	High Frequency treatment products <ul style="list-style-type: none"> • Emollients/ Antiseptic creams • Sponges • Bowls • Applicators/Brushes • Aprons • Head bands • Gowns • Towels • Facial bed • Facial Steamer 	Theory: Class/Workshop Practical: Workshop
		<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Perform High Frequency treatment on acne prone skin <p><u>Practice 2:</u></p> <ul style="list-style-type: none"> ▪ Perform High Frequency 			

	<p>according to set standards</p> <p>6. Perform High Frequency Treatment according to manufacturer's manual</p> <p>7. Apply Mask according to skin type</p>	<p>treatment on acne prone skin with enlarge pores</p> <p>Practice 3:</p> <ul style="list-style-type: none"> ▪ Perform High Frequency treatment on dehydrated skin 		<ul style="list-style-type: none"> • Blackhead remover • Spray bottle • 10 in 1 beauty unit • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	
<p>LU2. Perform Galvanic treatment as per standard procedures</p>	<p><i>You will be able to:</i></p> <ol style="list-style-type: none"> 1. Analyse the skin according to SOP 2. Cleansing according to set standards 3. Perform toning according to set standards 4. Perform Exfoliation according to set 	<ul style="list-style-type: none"> • Client consultation • Skin Analysis • Equipment/machinery knowledge • Procedure of performing Galvanic treatment • Contraindications (Hypersensitive skin, acne, rashes, inflamed skin, infection, high blood pressure etc.) • Contingency handling • Aftercare advices 	<p>Theory:</p> <p>5 hrs.</p> <p>Practical:</p> <p>15 hrs.</p>	<ul style="list-style-type: none"> • Treatment products • Emollients/ Antiseptic creams • Sponges • Bowls • Applicators/Brushes • Aprons • Head bands 	<p>Theory:</p> <p>Class/Workshop</p> <p>Practical:</p> <p>Workshop</p>

	standards 5. Perform Steaming according to set standards 6. Extract black heads according to set standards 7. Perform Galvanic Treatment according to manufacturer's manual 8. Apply Mask according to set standards	<u>Practice 1:</u> <ul style="list-style-type: none"> ▪ Perform Galvanic treatment for anti-aging skin <u>Practice 2:</u> <ul style="list-style-type: none"> ▪ Perform Galvanic treatment for multi-tone skin <u>Practice 3:</u> <ul style="list-style-type: none"> ▪ Perform Galvanic treatment for dehydrated skin 		<ul style="list-style-type: none"> • Gowns • Towels • Facial bed • Facial Steamer • Blackhead remover • Spray bottle • 10 in 1 beauty unit • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	
LU3. Perform Vacuum Suction treatment as per standard	<i>You will be able to:</i> 1. Analyse the skin according to SOP 2. Perform cleansing according to set standards	<ul style="list-style-type: none"> • Client consultation • Skin Analysis • Equipment/machinery knowledge • Procedure of Vacuum Suction treatment • Contraindications (Hypersensitive 	Theory: 5 hrs. Practical: 15 hrs.	<ul style="list-style-type: none"> • Treatment products • Emollients/Antiseptic creams • Sponges • Bowls 	Theory: Class/Workshop Practical: Workshop

<p>procedures</p>	<p>3. Perform toning according to set standards</p> <p>4. Perform Exfoliation according to set standards</p> <p>5. Perform Steaming heads according to set standards</p> <p>6. Carry out Vacuum suction treatment according to manufacturer's manual</p> <p>7. Apply Mask according to set standards</p>	<p>skin, acne, rashes, inflamed skin, infection, high blood pressure etc.)</p> <ul style="list-style-type: none"> • Contingency handling • Aftercare advices <hr/> <p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Perform Vacuum Suction treatment for freckled skin <p><u>Practice 2:</u></p> <ul style="list-style-type: none"> ▪ Perform Vacuum Suction treatment for pigmented skin ▪ 		<ul style="list-style-type: none"> • Applicators/Brushes • Aprons • Head bands • Gowns • Towels • Facial bed • Facial Steamer • Blackhead remover • Spray bottle • 10 in 1 beauty unit • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	
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Module I: Basic Makeup (Women/Men)

Objective of the Module: The objective of this module is to provide skills and knowledge related to perform basic makeup skills such as natural day look by using appropriate products and tools. You will be able to perform basic makeup for different events or purposes.

Duration: 60hrs.

Theory: 10hrs.

Practice: 50hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Prepare the workplace as per standard procedures	You will be able to: 1. Sanitize the workplace according to set standards 2. Place Makeup products & tools according to the requirement	<ul style="list-style-type: none"> Occupational Health & safety (OHS) measure Maintenance of products, tools and equipment Work hazards 	Theory: 2 hrs.	<ul style="list-style-type: none"> Product, tools and equipment trolley Cleaning agents Sterilizer Sanitizer Aprons PPEs White board Notebooks Pencils Erasers Sharpeners Multimedia Internet Computer system 	Theory: Class/Workshop Practical: Workshop
		Practice 1: <ul style="list-style-type: none"> Cleaning and setting up the makeup work station. 	Practical: 8 hrs.		

<p>LU2.</p> <p>Maintain the makeup product, tools & equipment before/after providing service</p>	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Sterilize the makeup tools according to set standards 2. Clean the makeup products according to set standards 	<ul style="list-style-type: none"> • knowledge of Makeup product, tools & equipment • Sterilization & Sanitization of makeup products <p>Practice 1:</p> <p>Perform natural makeup with browns on different face shapes.</p> <p>Practice 2:</p> <p>Perform natural makeup with pinks on different face shapes.</p>	<p>Theory:</p> <p>4 hrs.</p> <p>Practical:</p> <p>21 hrs.</p>	<ul style="list-style-type: none"> • Product, tools and equipment trolleys • Cleaning agents • Sterilizer • Sanitizer • Aprons • PPEs • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia 	<p>Theory:</p> <p>Class/Workshop</p> <p>Practical:</p> <p>Workshop</p>

				<ul style="list-style-type: none"> • Internet • Computer system 	
LU3. Perform Natural Makeup as per standard procedures	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Prepare the client according to the requirement 2. Prepare the skin according to the requirement 3. Perform eye makeup according to the requirement 4. Perform Skin work (foundation, blush, highlight, etc) 5. Apply Lip colours according to the requirement 	<ul style="list-style-type: none"> • Client consultation • Skin Analysis • Choosing natural colors for the basic makeup looks (natural makeup) • Perform Natural makeup. • Aftercare advices 	<p>Theory: 4 hrs.</p> <p>Practical: 21 hrs.</p>	<ul style="list-style-type: none"> • Makeup Products • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>

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Module J: Perform Advance Makeup (Women/Men)

Objective of the Module: The objective of this module is to provide skills and knowledge related to perform advance makeup skills such as party, bridal, fantasy makeup and body art. You will be able to perform almost all advance professional makeup services in a salon.

Duration: 50hrs.

Theory: 15hrs.

Practice: 35hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Analyse the skin	You will be able to: <ol style="list-style-type: none"> 1. Identify skin type/tone 2. Identify skin condition 3. Identify skin issues (if any) 	<ul style="list-style-type: none"> • Client consultation • skin types (oily, normal, dry, combination) • skin conditions (sensitive, acne prone, pigmented, mature) • Identifying the face shapes/eye shapes/ nose shapes. • Contraindications (Hypersensitive skin, acne, rashes, inflamed skin, infection, high blood pressure etc.) 	Theory: 6 hrs. Practical: 5 hrs.	<ul style="list-style-type: none"> • Magnifying Glass • Infrared lamp • Gloves • Masks • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet 	Theory: Class/Workshop Practical: Workshop

		<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Draw different face/eyebrows/eyes, etc. shapes <p><u>Practice 2:</u></p> <ul style="list-style-type: none"> ▪ Analyse and treat different skin problems 		<ul style="list-style-type: none"> • Computer system 	
<p>LU2.</p> <p>Perform Party Makeup as per requirement</p>	<p><i>You will be able to:</i></p> <ol style="list-style-type: none"> 1. You must be able to: 2. Perform color correction according to the requirement 3. Apply foundation according to the requirement 4. Add dimensions to face through colour products (blush, 	<ul style="list-style-type: none"> • Color wheel • Client consultation • Functions of color correcting products. • Corrective makeup techniques (contour and highlighter) • Procedure of party makeup • Contraindications (Hypersensitive skin, acne, rashes, inflamed skin, infection, high blood pressure etc.) • Contingency handling • Aftercare advices 	<p>Theory:</p> <p>3 hrs.</p> <p>Practical:</p> <p>10 hrs</p>	<ul style="list-style-type: none"> • Makeup Products • Towels • Gowns • Apron • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	<p>Theory:</p> <p>Class/Workshop</p> <p>Practical:</p> <p>Workshop</p>

	contour, highlight, etc.) according to the requirement 5. Apply Eye makeup according to the requirement 6. Apply lip colours according to the requirement	<u>Practice 1:</u> <ul style="list-style-type: none"> ▪ Perform party makeup for evening function <u>Practice 2:</u> <ul style="list-style-type: none"> ▪ Perform party makeup for daylight function 			
LU3. Perform Photographic Makeup as per requirement	<i>You will be able to:</i> 1. Perform Editorial Makeup according to the requirement 2. Perform Runway Makeup according to the requirement 3. Perform Character makeup according to the requirement 4. Perform Periodic	<ul style="list-style-type: none"> • Client consultation • Research board • Mood board • Theme selection (Fantasy, runway, etc) • Lighting effects • Procedure of Photographic makeup • Contraindications (Hypersensitive skin, acne, rashes, inflamed skin, infection, high blood pressure etc.) • Contingency handling • Aftercare advices 	Theory: 3 hrs. Practical: 10 hrs	<ul style="list-style-type: none"> • Makeup Products • Towels • Gowns • Apron • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	Theory: Class/Workshop Practical: Workshop

	<p>Makeup (Film, Stage, TV) according to the requirement</p> <p>5. Perform Media Makeup according to the requirement</p> <p>6. Perform Fantasy Makeup according to the requirement</p>	<p>Practice 1:</p> <ul style="list-style-type: none"> ▪ Select a theme by creating research and mood boards <p>Practice 2:</p> <ul style="list-style-type: none"> ▪ Perform photographic makeup according to selected theme 			
<p>LU4.</p> <p>Perform Bridal/Groom Makeup as per requirement</p>	<p><i>You will be able to:</i></p> <p>1. Perform Mehndi Makeup according to the requirement</p> <p>2. Perform Barat Makeup according to the requirement</p>	<ul style="list-style-type: none"> • Client consultation • Procedure of bridal/groom makeup • Contraindications (Hypersensitive skin, acne, rashes, inflamed skin, infection, high blood pressure etc.) • Contingency handling • Aftercare advices 	<p>Theory:</p> <p>3 hrs.</p> <p>Practical:</p> <p>10 hrs</p>	<ul style="list-style-type: none"> • Makeup Products • Towels • Gowns • Apron • White board • Notebooks • Pencils • Erasers • Sharpeners 	<p>Theory:</p> <p>Class/Workshop</p> <p>Practical:</p> <p>Workshop</p>

	<p>3. Perform Walima Makeup according to the requirement</p>	<p><u>Practical 1:</u></p> <ul style="list-style-type: none"> ▪ Perform Medndi (bridal/groom) makeup <p><u>Practical 2:</u> Perform Barat (bridal/groom) makeup</p> <p><u>Practical 3:</u></p> <ul style="list-style-type: none"> ▪ Perform Walima(bridal/groom) makeup 		<ul style="list-style-type: none"> • Multimedia • Internet • Computer system 	
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Module K: Perform Manicure & Pedicure (Women/Men)

Objective of the Module: The objective of this module is to provide skills and knowledge related to manicure and pedicure procedures with the selection of appropriate products tools and equipment. You will be able to perform manicure and pedicure procedure services in a salon.

Duration: 50hrs.

Theory: 10hrs.

Practice: 40hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Carry out Manicure as per standard procedures	<i>You will be able to:</i> 1. Perform Basic Pedicure according to the SOPs 2. Perform French Pedicure according to the SOPs 3. Perform Paraffin wax according to the SOPs 4. Fix Artificial Nails	<ul style="list-style-type: none"> • Client consultation • Analyse skin and nails condition • Manicure products , tools and equipment • Procedure of Manicure • Contraindications (Hypersensitive skin, acne, rashes, etc.) • Contingency handling • Aftercare advices 	Theory: 5 hrs. Practical: 20 hrs	<ul style="list-style-type: none"> • Manicure products • Manicure tool kit • Sponges • Bowls • Apron • Gown • Towel • White board • Notebooks 	Theory: Class/Workshop Practical: Workshop

	<p>according to the requirement</p> <p>5. Remove Artificial Nails according to the requirement</p>	<p>Practice 1:</p> <ul style="list-style-type: none"> ▪ Perform manicure 		<ul style="list-style-type: none"> • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	
<p>LU2.</p> <p>Carry out Pedicure as per standard</p>	<p><i>You will be able to:</i></p> <p>1. Attach Insole with last as per given specification</p>	<ul style="list-style-type: none"> • Client consultation • Analyse skin and nails condition • Pedicure products , tools and equipment • Procedure of Pedicure 	<p>Theory:</p> <p>5 hrs.</p> <p>Practical:</p> <p>20 hrs</p>	<ul style="list-style-type: none"> • Pedicure products • Pedicure tool kit • Sponges • Bowls 	<p>Theory:</p> <p>Class/Workshop</p> <p>Practical:</p> <p>Workshop</p>

<p>procedures</p>	<ol style="list-style-type: none"> 2. Perform toe/forepart lasting as per given specification 3. Perform upper toe activation as per given specification 4. Perform side lasting as per given specification 5. Perform heel lasting as per given specification 6. Perform wrinkle chasing as per set standards 7. Perform roughing as required 	<ul style="list-style-type: none"> • Contraindications (Hypersensitive skin, acne, rashes, etc.) • Contingency handling • Aftercare advices <hr/> <p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Perform Pedicure 		<ul style="list-style-type: none"> • Apron • Gown • Towel • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	
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Module L: Perform Nail Art

Objective of the Module: The objective of this module is to provide skills and knowledge related to perform necessary practical and theoretical skills in order to provide nail art treatment to the clients. You will be able to demonstrate your skills to perform Nail art services for different occasions or purposes.

Duration: 50hrs.

Theory: 20hrs.

Practice: 30hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Create pattern for nail art	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Create research board according to the requirement 2. Create Mood board according to the requirement 3. Create final pattern according to the selected theme 	<ul style="list-style-type: none"> • Colour Theory • Nail Shapes • Nail Art Techniques (Marbling, stamping, Sponge bobbing, taping, stenciling, etc.) • Tools & equipment for applying different techniques of nail art (Sponges, stencils, dotter tool, stamps, Tapes, etc.) • Research Methods (Internet, magazines, etc.) • Brain storming • Research Board 	<p>Theory: 15 hrs.</p> <p>Practical: 15 hrs</p>	<ul style="list-style-type: none"> • Color Mediums • Sketch files • Paint brushes kit • Water containers • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>

		<ul style="list-style-type: none"> • Mood Board • Final design/Pattern 			
		<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Prepare research and mood board <p><u>Practice 2:</u></p> <ul style="list-style-type: none"> ▪ Create a final design/pattern according to research and mood board, keeping in mind a selected technique/s. 			
<p>LU2.</p> <p>Apply Nail Art Pattern as required</p>	<p><i>You will be able to:</i></p> <ol style="list-style-type: none"> 1. Provide Client consultation 2. Prepare nail according to requirement 3. Design the nail according to 	<ul style="list-style-type: none"> • Client consultation • Application of Nail Art • Aftercare advices 	<p>Theory:</p> <p>5 hrs.</p> <p>Practical:</p> <p>15 hrs</p>	<ul style="list-style-type: none"> • Nail Art Kit • Nail Accessories • Sketch files • Containers • Mixing plates • White board • Notebooks 	<p>Theory:</p> <p>Class/Workshop</p> <p>Practical:</p> <p>Workshop</p>

	<p>requirement</p> <p>4. Provide after care advise</p>	<p><u>Practical 1:</u></p> <ul style="list-style-type: none"> ▪ Perform Marbling <p><u>Practical 2:</u></p> <ul style="list-style-type: none"> ▪ Perform Stamping <p><u>Practical 3:</u></p> <ul style="list-style-type: none"> ▪ Perform Stenciling <p><u>Practical 4:</u></p> <ul style="list-style-type: none"> ▪ Perform Sponging 		<ul style="list-style-type: none"> • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	
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Module M: Apply Nail Enhancement

Objective of the Module: The objective of this module is to provide skills and knowledge related to sculpt/ infill or remove the different nail shapes with different material, tools and equipment. You will be able to perform Nail enhancement through the extension procedure, blending techniques and maintenance procedure including after care advice.

Duration: 100hrs.

Theory: 30hrs.

Practice: 70hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Apply Nail Tips	<p><i>You will be able to:</i></p> <ol style="list-style-type: none"> 1. Provide Client consultation according to the requirement 2. Analyse the skin & nail condition 3. Apply the nail tip according to the requirement 4. Remove the nail tips 	<ul style="list-style-type: none"> • Nail Anatomy • Nail Diseases (fungal nails, pits, cracks, broken, etc.) • Contingency handling • Product knowledge (Ammonia base/Ammonia free products, gel, Base coats, top coats, Acrylic powders, gel paints, Nail Lacquers, etc.) • Tools Knowledge (Buffers, filers, nail nippers, brushes, cuticle cutter, etc.) 	<p>Theory: 10 hrs.</p> <p>Practical: 20 hrs</p>	<ul style="list-style-type: none"> • Nail Art Kit • Magnifying Glass • Manicure tool kit • Acrylic Nail enhancement Kit • Gel Nail Enhancement Kit • Nail Accessories • White board • Notebooks • Pencils • Erasers • Sharpeners 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>

	according to the requirement	<ul style="list-style-type: none"> • Client Consultation • Procedure of preparation and application of Nail Tips • Aftercare Advices 		<ul style="list-style-type: none"> • Multimedia • Internet • Computer system 	
		<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Draw and label Nail Anatomy <p><u>Practice 2:</u></p> <ul style="list-style-type: none"> ▪ State any 5 possible contingencies and their handling. <p><u>Practice 3:</u></p> <ul style="list-style-type: none"> ▪ Prepare and apply Nail Tips 			
LU2. Apply Gel Nails	<i>You will be able to:</i> 1. Provide Client consultation according to the requirement 2. Prepare Gel nails according to manufacturer's instructions	<ul style="list-style-type: none"> • Client Consultation • Procedure of preparing Nail for application of Gel. • Procedure of application of Gel Nail. • Aftercare Advices • Contingency handling 	<p>Theory: 10 hrs.</p> <p>Practical: 25 hrs</p>	<ul style="list-style-type: none"> • Nail Art Kit • Magnifying Glass • Manicure tool kit • Acrylic Nail enhancement Kit • Gel Nail Enhancement Kit • Nail Accessories • White board 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>

	<p>3. Refill Gel nails according to manufacturer's instructions</p> <p>4. Create design according to requirements</p> <p>5. Remove gel nails according to manufacturer's instructions</p> <p>6. Provide after care advice</p>	<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Prepare a nail for application of Gel nail. <p><u>Practice :</u></p> <ul style="list-style-type: none"> ▪ Apply Gel nail 		<ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	
<p>LU3. Apply Acrylic Nails</p>	<p><i>You will be able to:</i></p> <p>You must be able to:</p> <p>Provide Client consultation according to the requirement</p> <p>Apply/Fix Acrylic nails according to</p>	<ul style="list-style-type: none"> • Client Consultation • Procedure of preparing Nail for application of Acrylic. • Procedure of application of Acrylic Nail. • Aftercare Advices • Contingency handling 	<p>Theory:</p> <p>10 hrs.</p> <p>Practical:</p> <p>25 hrs</p>	<ul style="list-style-type: none"> • Nail Art Kit • Magnifying Glass • Manicure tool kit • Acrylic Nail enhancement Kit • Gel Nail Enhancement Kit • Nail Accessories 	<p>Theory:</p> <p>Class/Workshop</p> <p>Practical:</p> <p>Workshop</p>

	<p>manufacturer's instructions</p> <p>Create design according to requirements</p> <p>Refill acrylic nails according to requirement</p> <p>Remove acrylic nails according to requirement</p> <p>Provide after care advice</p>	<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> • Prepare a nail for application of Acrylic nail. <p><u>Practice 2:</u></p> <ul style="list-style-type: none"> • Apply Acrylic nail 		<ul style="list-style-type: none"> • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	
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Module N: Apply Henna Tattoos (Women)

Objective of the Module: The objective of this module is to provide skills and knowledge related to tattoos and henna. You will be able to create modified/experimental henna tattoos with different henna material and tools.

Duration: 50hrs.

Theory: 10hrs.

Practice: 40hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Create Henna Patterns	<p><i>You will be able to:</i></p> <ol style="list-style-type: none"> 1. Create Research Board 2. Create Mood Board 3. Make pattern according to the requirement 	<ul style="list-style-type: none"> • Tools knowledge (Cone, Syringe, etc.) • Types of Henna • Brain storming • Research Board • Mood Board • Final design/Pattern/Motif 	<p>Theory: 5 hrs.</p> <p>Practical: 20 hrs</p>	<ul style="list-style-type: none"> • Tracing Sheets • Glass frame • Henna Accessories • Different types of Henna • Needles/Syringe • White board • Notebooks • Drawing Pens • Pencils • Erasers • Sharpeners • Multimedia • Internet 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>
		<p>Practice 1:</p> <ul style="list-style-type: none"> ▪ Prepare research and mood board <p>Practice 2:</p> <ul style="list-style-type: none"> ▪ Create a final design/pattern/motif/tattoo 			

		according to research and mood board.		<ul style="list-style-type: none"> • Computer system 	
LU2. Apply Henna	<i>Trainee must be able to:</i> 7. Perform shoe stuffing in order to maintain shape of shoe 8. Perform brand tagging as per given specification 9. Perform shoe packing as per given specification	<ul style="list-style-type: none"> • Ingredients to prepare a required Henna Mixture. • Client Consultation • Application of Henna • Aftercare advices 	Theory: 5 hrs. Practical: 20 hrs	<ul style="list-style-type: none"> • Glass frame • Henna Accessories • Different types of Henna • Needles/Syringe • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	Theory: Class/Workshop Practical: Workshop
		<u>Practice 1:</u> <ul style="list-style-type: none"> ▪ Apply party Henna design/pattern/motif/tattoo <u>Practice 2:</u> <ul style="list-style-type: none"> ▪ Apply Bridal Henna design/pattern/motif/tattoo <u>Practice 3:</u> <ul style="list-style-type: none"> ▪ Apply experimental Henna design/pattern/motif/tattoo <u>Practice 4:</u> <ul style="list-style-type: none"> ▪ Apply decorative Henna design/pattern/motif/tattoo 			

Module O: Perform Hair Cut (Women)

Objective of the Module: The objective of this module is to provide skills and knowledge related to professional hair Cut procedures. You will be able to perform different casual and technical haircuts according to market demands.

Duration: 80hrs.

Theory: 20hrs.

Practice: 60hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Perform Straightline Cut as per standard procedures	<i>Trainee will be able to:</i> <ol style="list-style-type: none"> 1. Create Hair Sections according to the set 2. Perform Straight line cutting according to the set standards at angles & degrees 3. Create final look according to the cutting 	<ul style="list-style-type: none"> • Hair & Scalp Anatomy • Hair & Scalp Structure • Hair & Scalp Diseases (fungus, Allergies, eczema, psoriasis, etc.) • Tools & product Knowledge (Combs, scissors, anti-tangle sprays, etc.) • Client Consultation • Procedure of performing Straightline Hair Cut • Aftercare Advices 	Theory: 10 hrs. Practical: 12 hrs	<ul style="list-style-type: none"> • Hair Cut Tool Kit • Spray bottle • Aprons • Gowns • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	Theory: Class/Workshop Practical: Workshop

		<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Perform Straightline Haircut 			
<p>LU2.</p> <p>Perform Inward Cut as per standard procedures</p>	<p><i>You will be able to:</i></p> <ol style="list-style-type: none"> 1. Create Hair sectioning 2. Perform Inwards cutting according to the set standards of degrees & angles 3. Create final look according to the cuts 	<ul style="list-style-type: none"> • Client Consultation • Types of Inward Cuts (Forward, forward cap, head block, Bob, wedge, fringes, etc.) • Procedure of performing variety of Inward Hair Cuts according to the set standards of degrees & angles (projections) • Aftercare Advices <p><u>Practice 1:</u></p> <ul style="list-style-type: none"> • Perform Wedge Haircut <p><u>Practice 2:</u></p> <ul style="list-style-type: none"> • Perform Forward Cap Haircut 	<p>Theory:</p> <p>5 hrs.</p> <p>Practical:</p> <p>21 hrs</p>	<ul style="list-style-type: none"> • Hair Cut Tool Kit • Spray bottle • Aprons • Gowns • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	<p>Theory:</p> <p>Class/Workshop</p> <p>Practical:</p> <p>Workshop</p>
<p>LU3. Perform Outward Cut as per standard</p>	<p><i>You will be able to:</i></p> <ol style="list-style-type: none"> 1. Create Hair sectioning 2. Perform Outwards cutting according to the set standards of 	<ul style="list-style-type: none"> • Client Consultation • Types of Outward Cuts (Forward, long length layers, outed layers, wedge out, bob out, fringes, etc.) 	<p>Theory:</p> <p>5 hrs.</p> <p>Practical:</p> <p>21 hrs</p>	<ul style="list-style-type: none"> • Hair Cut Tool Kit • Spray bottle • Aprons • Gowns • White board 	<p>Theory:</p> <p>Class/Workshop</p> <p>Practical:</p> <p>Workshop</p>

procedures	degrees & angles 3. Create final look according to the cuts	<ul style="list-style-type: none"> • Procedure of performing variety of Outward Hair Cuts according to the set standards of degrees & angles (projections) • Aftercare Advices 		<ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	
		<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> • Perform Wedge out Haircut <p><u>Practice 2:</u></p> <ul style="list-style-type: none"> • Perform Bob Cap Haircut 			

Module P: Perform Hair Cut (Men)

Objective of the Module: The objective of this module is to provide skills and knowledge related to professional hair Cut procedures. You will be able to perform different casual and technical haircuts according to market demands.

Duration: 80hrs.

Theory: 20hrs.

Practice: 60hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Perform Straightline Cut as per standard procedures	You will be able to: <ol style="list-style-type: none"> 1. Create Hair Sections according to the set 2. Perform Straight line cutting according to the set standards at angles & degrees 3. Create final look according to the cutting 	<ul style="list-style-type: none"> • Hair & Scalp Anatomy • Hair & Scalp Structure • Hair & Scalp Diseases (fungus, Allergies, eczema, psoriasis, etc.) • Tools & product Knowledge (Combs, scissors, anti-tangle sprays, etc.) • Client Consultation • Procedure of performing Straightline Hair Cut • Aftercare Advices 	Theory: 8 hrs. Practical: 15 hrs	<ul style="list-style-type: none"> • Hair Cut Tool Kit • Spray bottle • Aprons • Gowns • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	Theory: Class/Workshop Practical: Workshop

		<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Prepare research and mood board <p><u>Practice 2:</u></p> <ul style="list-style-type: none"> ▪ Create a final design/pattern/motif according to research and mood board. 			
<p>LU2.</p> <p>Perform Inward Cut as per standard procedures</p>	<p><i>You will be able to:</i></p> <ol style="list-style-type: none"> 1. Create Hair sectioning 2. Perform Inwards cutting according to the set standards of degrees & angles 3. Create final look according to the cuts 	<ul style="list-style-type: none"> • Client Consultation • Types of Inward Cuts (Forward, forward cap, head block, Bob, wedge, etc.) • Procedure of performing variety of Inward Hair Cuts according to the set standards of degrees & angles (projections) • Aftercare Advices 	<p>Theory:</p> <p>4 hrs.</p> <p>Practical:</p> <p>15 hrs</p>	<ul style="list-style-type: none"> • Hair Cut Tool Kit • Spray bottle • Aprons • Gowns • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	<p>Theory:</p> <p>Class/Workshop</p> <p>Practical:</p> <p>Workshop</p>
		<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Perform Forward cap cut <p><u>Practice 2:</u></p> <ul style="list-style-type: none"> ▪ Perform head block cut 			

<p>LU3. Perform Spikes Cut as per standard procedures</p>	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Create Hair sections 2. Perform spikes cutting according to the set standards of degrees & angles 3. Create final look according to the cuts 	<ul style="list-style-type: none"> • Client Consultation • Types of spikes (Mohawk, bangs, fringes, punk, etc.) • Procedure of performing variety of Spike Cuts according to the set standards of degrees & angles (projections) • Aftercare Advices 	<p>Theory: 4 hrs.</p> <p>Practical: 15 hrs</p>	<ul style="list-style-type: none"> • Hair Cut Tool Kit • Spray bottle • Aprons • Gowns • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>
<p>Perform Under Cut as per standard procedures</p>	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Create Hair sectioning 2. Perform under cutting according to the set standards of degrees & angles 3. Create final look according to the cuts 	<ul style="list-style-type: none"> • Client Consultation • Types of under cuts (fading, texturising, etc.) • Procedure of performing variety of Spike Cuts according to the set standards of degrees & angles (projections) 	<p>Theory: 4 hrs.</p> <p>Practical: 15 hrs</p>	<ul style="list-style-type: none"> • Hair Cut Tool Kit • Spray bottle • Aprons • Gowns • White board • Notebooks • Pencils • Erasers 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>

		<ul style="list-style-type: none"> • Aftercare Advices 		<ul style="list-style-type: none"> • Sharpeners • Multimedia • Internet • Computer system 	
		<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Perform Fading <p><u>Practice 2:</u></p> <ul style="list-style-type: none"> ▪ Perform texturising 			

Module Q: Perform Basic Hair Styling (Women/Men)

Objective of the Module: The objective of this module is to provide skills and knowledge related to hair care (pre/post) styling. You will be able to demonstrate basic hair styling techniques by the prevailing market demands

Duration: 70hrs.

Theory: 20hrs.

Practice: 50hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Prepare yourself, client & work area for Hair Styling	<p><i>You will be able to:</i></p> <ol style="list-style-type: none"> 1. Prepare yourself for hairstyling according to set standards 2. Prepare client for hair styling according to set standards 3. Prepare work area for Hair styling according to set standards 	<ul style="list-style-type: none"> • Self-preparation • Work station preparation for hair styling & shampoo & Conditioning • Client preparation for hair styling & shampoo & Conditioning • Tools & product Knowledge (Combs, scissors, trolley, brushes, hair straighteners, tongs, etc.) <p>Practice 1:</p> <ul style="list-style-type: none"> ▪ Role-play to demonstrate the appropriate way of self-preparation. <p>Practice 2:</p>	<p>Theory: 4 hrs.</p> <p>Practical: 5 hrs.</p>	<ul style="list-style-type: none"> • Hair Styling Tool Kit • Hair Styling Products • Hair styling Accessories • Spray bottle • Aprons • Gowns • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>

		<ul style="list-style-type: none"> ▪ Role-play to demonstrate the appropriate way of client-preparation. <p><u>Practice 3:</u></p> <ul style="list-style-type: none"> ▪ Role-play to demonstrate the appropriate way of workstation-preparation. 		<ul style="list-style-type: none"> • Internet • Computer system 	
<p>LU2.</p> <p>Perform Shampoo & Conditioning as per standard procedures</p>	<p><i>You will be able to:</i></p> <ol style="list-style-type: none"> 1. Prepare the client for shampoo & conditioning 2. Perform Shampoo according to set standards 3. Perform Conditioning according to set standards 	<ul style="list-style-type: none"> • Product knowledge • Procedure of Shampoo & Conditioning the hair • Aftercare Advices <p><u>Practice 1:</u></p> <ul style="list-style-type: none"> • Perform Shampoo & Conditioning 	<p>Theory:</p> <p>4 hrs.</p> <p>Practical:</p> <p>5 hrs.</p>	<ul style="list-style-type: none"> • Hair Styling Tool Kit • Hair Styling Products • Hair styling Accessories • Spray bottle • Aprons • Gowns • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	<p>Theory:</p> <p>Class/Workshop</p> <p>Practical:</p> <p>Workshop</p>

<p>LU3. Perform Blow Dry as per standard procedures</p>	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Perform Straight Blow Dry 2. Perform Inward Blow Dry 3. Perform Outward Blow Dry 4. Perform Inward and Outward Blow Dry 	<ul style="list-style-type: none"> • Tools & equipment knowledge • Product knowledge • Types of Blow Dry (Inward, outward and straight) • Procedure of Blow drying the hair • Aftercare Advices <hr/> <p><u>Practice 1:</u></p> <ul style="list-style-type: none"> • Perform Inward Blowdry <p><u>Practice 2:</u></p> <ul style="list-style-type: none"> • Perform Outward Blowdry 	<p>Theory: 3 hrs.</p> <p>Practical: 10 hrs.</p>	<ul style="list-style-type: none"> • Hair Styling Tool Kit • Hair Styling Products • Hair styling Accessories • Spray bottle • Aprons • Gowns • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>
<p>LU4. Perform Temporary straightening as per</p>	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Apply Thermal Protection Products according to 	<ul style="list-style-type: none"> • Tools & equipment knowledge • Product knowledge • Procedure of Straightening the hair • Aftercare Advices 	<p>Theory: 3 hrs.</p> <p>Practical:</p>	<ul style="list-style-type: none"> • Hair Styling Tool Kit • Hair Styling Products • Hair styling 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>

standard procedures	<p>manufacturer's instructions</p> <ol style="list-style-type: none"> 2. Perform Ironing according to the requirement 3. Perform Finishing according to the requirement 	<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> • Perform Hair Straightening 	10 hrs.	<p>Accessories</p> <ul style="list-style-type: none"> • Spray bottle • Aprons • Gowns • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	
LU5. Perform Temporary Curling as per standard procedures	<p><i>You will be able to:</i></p> <ol style="list-style-type: none"> 1. Carry out temporary curling with tong according to the requirement 2. Perform Roller Settings according to the requirement 3. Perform Finger Curls according to the requirement 4. Perform Curls using 	<ul style="list-style-type: none"> • Tools & equipment knowledge • Product knowledge • Different techniques of Curling the hair (Curling with tongs, bangs, rollers, etc) • Procedure of Curling the hair • Aftercare Advices 	<p>Theory: 3 hrs.</p> <p>Practical: 10 hrs.</p>	<ul style="list-style-type: none"> • Hair Styling Tool Kit • Hair Styling Products • Hair styling Accessories • Spray bottle • Aprons • Gowns • White board • Notebooks • Pencils 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>
		<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> • Curl the hair with tongs <p><u>Practice 2:</u></p> <ul style="list-style-type: none"> • Curl the hair with bangs 			

	benders according to the requirement			<ul style="list-style-type: none"> • Erasers • Sharpeners • Multimedia • Internet • Computer system 	
LU6. Perform Braiding	<p><i>You must be able to:</i></p> <ol style="list-style-type: none"> 1. Create Dutch Braiding 2. Create French Tail 3. Create Fish Tales 	<ul style="list-style-type: none"> • Different techniques of Braiding the hair (French, palm tail, fish tail, etc) • Procedure of Braiding hair using different techniques • Aftercare Advices 		<ul style="list-style-type: none"> • 	

Module R: Perform advance Hair Styling (Men/Women)

Objective of the Module: The objective of this module is to provide skills and knowledge related to advance hair care (pre/post) styling. You will be able to demonstrate advance hair styling techniques by the prevailing market demands

Duration: 80hrs.

Theory: 30hrs.

Practice: 50hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Provide Consultation for Hair styling	You will be able to: 1. Analyse the scalp for any skin disease 2. Consult the client in case of any skin disease	<ul style="list-style-type: none"> Hair & Scalp Diseases (fungus, Allergies, eczema, psoriasis, etc.) Procedure of Client Consultation pre/Post services 	Theory: 10 hrs. Practical: 5 hrs.	<ul style="list-style-type: none"> Magnifying glass Aprons Gowns White board Notebooks Pencils Erasers Sharpeners Multimedia Internet Computer system 	Theory: Class/Workshop Practical: Workshop
		Practice 1: <ul style="list-style-type: none"> Role play – Consultation between client and Hair Stylist Practice 1: <ul style="list-style-type: none"> Fill the consultation form 			

<p>LU2. Prepare yourself, client and workplace as per standard procedures</p>	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Prepare yourself for hairstyling as per standard procedures 2. Prepare client for hair styling as per standard procedures 3. Prepare work area for Hair styling as per standard procedures 	<ul style="list-style-type: none"> • Self-preparation • Work station preparation for permanent and temporary hair styling • Client preparation for hair styling • Tools & product Knowledge (Combs, scissors, trolley, brushes, hair straighteners, tongs, etc.) <p>Practice 1:</p> <ul style="list-style-type: none"> ▪ Prepare yourself for required service <p>Practice 2:</p> <ul style="list-style-type: none"> ▪ Prepare the client for required service <p>Practice 3:</p> <ul style="list-style-type: none"> ▪ Prepare Work station for required service 	<p>Theory: 5 hrs.</p> <p>Practical: 5 hrs.</p>	<ul style="list-style-type: none"> • Hair Styling Tool Kit • Hair Styling Products • Hair styling Accessories • Spray bottle • Aprons • Gowns • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>
<p>LU3. Perform Permanent Straightening</p>	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Prepare Hair Styling Product 2. Carryout permanent 	<ul style="list-style-type: none"> • Tools & equipment knowledge • Product knowledge • Procedure of Straightening the hair permanently 	<p>Theory: 3 hrs.</p> <p>Practical:</p>	<ul style="list-style-type: none"> • Permanent Hair Straightening Tool Kit • Permanent Hair 	<p>Theory: Class/Workshop</p> <p>Practical:</p>

	<p>straightening</p> <p>3. Provide after care advice</p>	<ul style="list-style-type: none"> • Aftercare Advices 	8 hrs.	<p>Straightening Products</p> <ul style="list-style-type: none"> • Spray bottle • Aprons • Gowns • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	Workshop
		<p>Practice 1:</p> <ul style="list-style-type: none"> • Perform permanent hair straightening 			
<p>LU4. Apply Temporary Hair Attachments as per standard procedures</p>	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Clip on Hair attachment 2. Clip on Hair extension 3. Provide after care advice 	<ul style="list-style-type: none"> • Tools & equipment knowledge • Product knowledge • Types of extensions (Clip ons, fashion, blings, diamonds, feather, etc.) • Procedure of Temporary hair extensions application • Aftercare Advices 	<p>Theory:</p> <p>3 hrs.</p> <p>Practical:</p> <p>8 hrs.</p>	<ul style="list-style-type: none"> • Permanent Hair Straightening Tool Kit • Permanent Hair Straightening Products • Spray bottle • Aprons • Gowns 	<p>Theory:</p> <p>Class/Workshop</p> <p>Practical:</p> <p>Workshop</p>

		<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> Apply different type of temporary hair attachments 		<ul style="list-style-type: none"> White board Notebooks Pencils Erasers Sharpeners Multimedia Internet Computer system 	
<p>LU5. Perform UP Do's</p>	<p><i>You will be able to:</i></p> <ol style="list-style-type: none"> Create Buns Create Up Do's Provide After care advice 	<ul style="list-style-type: none"> Different techniques of UP do's (Buns, ponytails, back combs, braids, crimps, etc.) Procedure of performing hair UP Do's using different techniques Aftercare Advices 	<p>Theory: 3 hrs.</p> <p>Practical: 8 hrs.</p>	<ul style="list-style-type: none"> Permanent Hair Straightening Tool Kit Permanent Hair Straightening Products Spray bottle Aprons Gowns White board Notebooks Pencils Erasers Sharpeners Multimedia Internet 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>
		<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> Perform Back comb for bridal hair style <p><u>Practice 2:</u></p> <ul style="list-style-type: none"> Perform combination of Back comb and any braid 			

				<ul style="list-style-type: none"> • Computer system 	
LU6. Apply Permanent Hair Attachment as per standard procedures	<i>You will be able to:</i> 1. Attach the hair extension with silicon as per standard procedures 2. Remove the hair extension as per standard procedures 3. Provide after care advice	<ul style="list-style-type: none"> • Tools & equipment knowledge • Product knowledge • Types of permanent hair attachments (Micro-bonding, Slice, Patch, Protein, etc.) • Procedure of applying Permanent hair attachments using different techniques • Contingency Handling • Aftercare Advices 	Theory: 3 hrs. Practical: 8 hrs.	<ul style="list-style-type: none"> • Permanent Hair Straightening Tool Kit • Permanent Hair Straightening Products • Spray bottle • Aprons • Gowns • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	Theory: Class/Workshop Practical: Workshop
		<u>Practice 1:</u> <ul style="list-style-type: none"> • Apply permanent hair attachments 			

<p>LU7. Create Avant Garde Hair Styles</p>	<p><i>You must be able to:</i></p> <ol style="list-style-type: none"> 1. Provide client consultation 2. Create plaiting 3. Create theme based hairstyles 4. Provide after care advice 	<ul style="list-style-type: none"> • Tools & equipment knowledge • Product knowledge • Types of Avant Garde Hair Styles (Photographic hairstyle, theme base, fantasy, etc.) • Different styles of plaiting & Twisting. • Procedure of creating Avant Garde hair styles using different techniques • Procedure of Plaiting the hair using different techniques/styles • Aftercare Advices 	<p>Theory: 3 hrs.</p> <p>Practical: 8 hrs.</p>	<ul style="list-style-type: none"> • Permanent Hair Straightening Tool Kit • Permanent Hair Straightening Products • Spray bottle • Aprons • Gowns • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>
		<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> • Perform any 3 Avant Grade hair styles. 			

Module S: Dying/Colouring the Hair (Women/men)

Objective of the Module: The objective of this module is to provide skills and knowledge related to hair care (pre/post) Dying and coloring the hair. This will equip trainers with the required knowledge by the prevailing market demands. You will be able to demonstrate Dying/Colouring the hair using different techniques and colour formulas.

Duration: 300hrs.

Theory: 100hrs.

Practice: 200hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Perform One colour Dye as per standard procedures	<i>You will be able to:</i> 1. Analyse the hair texture and natural colour depth 2. Conduct product patch test to observe results. 3. Create Hair sections 4. Prepare the colour mixture according to the requirement	<ul style="list-style-type: none"> Color Theory (color families, color correction, under codes, color composition, etc.) Tools & equipment knowledge Product knowledge (Volumes/oxidizers, Hair colors, etc.) Client Consultation Time formula application Pre service tests for Dying & coloring the hair (Patch/allergy test and Strand test) 	Theory: 50 hrs. Practical: 100 hrs.	<ul style="list-style-type: none"> Different dying/colouring products/materials Different dying/colouring Tools Aprons Gowns Gloves Shower Cap Frosting Cap White board 	Theory: Class/Workshop Practical: Workshop

	<p>5. Apply the colour according to the requirement</p> <p>6. Wash hairs</p> <p>7. Provide the final look</p> <p>8. Provide after care advice</p>	<ul style="list-style-type: none"> • Different techniques of One color dye (deposing, lifting, etc) • Procedure of performing One Color Hair Dye using different techniques • Aftercare advices • Contingency Handling <p>Practice 1:</p> <ul style="list-style-type: none"> ▪ Perform Lifting <p>Practice 1:</p> <ul style="list-style-type: none"> ▪ Perform Deposing 		<ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	
<p>LU2.</p> <p>Perform Low/High lights as per standard procedures</p>	<p><i>You will be able to:</i></p> <ol style="list-style-type: none"> 1. Conduct product patch test to observe results. 2. Create Hair sections 3. Prepare the colour mixture according to the requirement 4. Neutralize the Hair 	<ul style="list-style-type: none"> • Tools & equipment knowledge • Product knowledge (Volumes/oxidizers, Hair colors, etc.) • Different patterns of Low/High lights (Chunks, Ombre, Balayage, foliage, hidden highlights, Global, classic highlights, etc) • Client Consultation • Time formula application • Pre service tests for Dying & coloring 	<p>Theory:</p> <p>50 hrs.</p> <p>Practical:</p> <p>100 hrs.</p>	<ul style="list-style-type: none"> • Different dying/colouring products/materials • Different dying/colouring Tools • Aprons • Gowns • Gloves • Shower Cap • Frosting Cap 	<p>Theory:</p> <p>Class/Workshop</p> <p>Practical:</p> <p>Workshop</p>

	<p>according to the standards</p> <p>5. Apply the colour according to the requirement</p> <p>6. Perform Emulsification according to the requirement</p> <p>7. Wash the hairs</p> <p>8. Provide the final look</p> <p>9. Provide after care advice</p>	<p>the hair (Patch/allergy test and Strand test)</p> <ul style="list-style-type: none"> • Procedure of performing Low/High Lights using different techniques • Aftercare advices • Contingency Handling <hr/> <p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Perform Chunks <p><u>Practice 2:</u></p> <ul style="list-style-type: none"> ▪ Perform Global High lights <p><u>Practice 3:</u></p> <ul style="list-style-type: none"> ▪ Perform Classic low lights 		<ul style="list-style-type: none"> • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet • Computer system 	
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Module T: Carry out Basic Hair Treatments

Objective of the Module: The objective of this module is to provide skills and knowledge related to hair care (pre/post) Basic treatments of hair. You will be able to perform basic hair treatments using organic/non organic products.

Duration: 30hrs.

Theory: 8hrs.

Practice: 22hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Perform oil hair treatment	<p><i>You will be able to:</i></p> <p>3. Prepare the client for required hair treatment</p> <p>4. Select the oil for required treatment</p> <p>5. Perform Oil treatment according to SOPs</p> <p>6. Provide final look according to requirement</p>	<ul style="list-style-type: none"> Client and self-preparation Workstation preparation Product knowledge (Olive oil, Coconut oil, almond oil, Cinnamon seeds, etc.) Different types of oil treatments (Anti-Dandruff, Hair loss, Dry/damage hair, etc) Procedure of performing Oil hair treatment using different techniques Aftercare advices 	<p>Theory: 4 hrs.</p> <p>Practical: 11 hrs.</p>	<ul style="list-style-type: none"> Different hair treatment oils Aprons Gowns Bowls White board Notebooks Pencils Erasers Sharpeners Multimedia Internet Computer system 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>

		<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Perform Lifting <p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Perform Depositing 			
<p>LU2. Perform Organic hair treatment</p>	<p><i>You will be able to:</i></p> <p>4. Prepare the client for required hair treatment</p> <p>5. Select the oil for required treatment</p> <p>6. Perform Organic treatment according</p>	<ul style="list-style-type: none"> • Product knowledge (fruits, vegetables, hair masks etc.) • Different types of oil treatments (Anti-Dandruff, Hair loss, Dry/damage hair, etc) • Procedure of performing Organic hair treatment using different techniques • Aftercare advices 	<p>Theory: 4 hrs.</p> <p>Practical: 11 hrs.</p>	<ul style="list-style-type: none"> • Different hair treatment oils • Aprons • Gowns • Bowls • White board • Notebooks • Pencils • Erasers • Sharpeners 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>

	<p>to SOPs</p> <p>7. Provide final look according to requirement</p>	<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Perform Chunks <p><u>Practice 2:</u></p> <ul style="list-style-type: none"> ▪ Perform Global High lights <p><u>Practice 3:</u></p> <ul style="list-style-type: none"> ▪ Perform Classic low lights 		<ul style="list-style-type: none"> • Multimedia • Internet • Computer system 	
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Module U: Perform Advance Hair Treatment (Women/Men)

Objective of the Module: The objective of this module is to treat the hair and scalp using appropriate treatments for dry/damage, anti-dandruff, oily hair and products for a variety of hair and scalp conditions in accordance with approved procedures. You will be able to Provide Protein Hair Treatment, Provide High Frequency and Provide Bond Building. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Duration: 60hrs.

Theory: 15hrs.

Practice: 45hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Material/Tools Required	Learning Place
LU1. Provide Protein Hair Treatment	<i>You will be able to:</i> 1. Analyse Scalp & Hair for any skin disease 2. Prepare client for Protein Hair Treatment 3. Conduct Patch test according to set standards 4. Conduct strand test according to set standards	<ul style="list-style-type: none"> • Client and self-preparation • Workstation preparation • Product knowledge • Different types of oil treatments (Anti-Dandruff, Hair loss, Dry/damage hair, etc) • Procedure of performing Protein hair treatment using different techniques • Aftercare advices 	Theory: 5 hrs. Practical: 15 hrs.	<ul style="list-style-type: none"> • Different hair treatment products • Aprons • Gowns • Bowls • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia • Internet 	Theory: Class/Workshop Practical: Workshop

	<p>5. Provide hair protein treatment according to hair & scalp condition</p> <p>6. Provide after care advice</p>	<p><u>Practice 1:</u> Perform Protein hair treatment for dry & Damage hair</p> <p><u>Practice 2:</u> Perform Protein hair treatment for Oily hair</p>		<ul style="list-style-type: none"> • Computer system 	
<p>LU2. Provide High Frequency Treatment as per standard procedures</p>	<p><i>You will be able to:</i></p> <p>1. Analyse Scalp & Hair</p> <p>2. Prepare client for High Frequency Treatment</p> <p>3. Provide hair protein treatment according to hair & scalp condition using with high frequency machine</p>	<ul style="list-style-type: none"> • Client and self-preparation • Workstation preparation • Product knowledge • Different types of oil treatments (Anti-Dandruff, Hair loss, Dry/damage hair, etc) • Procedure of performing High Frequency hair treatment • Aftercare advices 	<p>Theory: 5 hrs.</p> <p>Practical: 15 hrs.</p>	<ul style="list-style-type: none"> • Different hair treatment products • Aprons • Gowns • Bowls • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia 	<p>Theory: Class/Workshop</p> <p>Practical: Workshop</p>

	4. Provide after care vice	<p>Practice 1:</p> <ul style="list-style-type: none"> ▪ Perform High Frequency treatment for hair fall problem 		<ul style="list-style-type: none"> • Internet • Computer system 	
<p>LU3.</p> <p>Provide Bond Building as per standard procedures</p>	<p>You will be able to:</p> <ol style="list-style-type: none"> 1. Analyse Scalp & Hair 2. Prepare client for Bond Building treatment 3. Conduct Patch test according to set standards 4. Conduct strand test according to set standards 	<ul style="list-style-type: none"> • Client and self-preparation • Workstation preparation • Product knowledge • Different types of oil treatments (Anti-Dandruff, Hair loss, Dry/damage hair, etc) • Procedure of performing Bond Building treatment • Aftercare advices 	<p>Theory:</p> <p>5 hrs.</p> <p>Practical:</p> <p>15 hrs.</p>	<ul style="list-style-type: none"> • Different hair treatment products • Aprons • Gowns • Bowls • White board • Notebooks • Pencils • Erasers • Sharpeners • Multimedia 	<p>Theory:</p> <p>Class/Workshop</p> <p>Practical:</p> <p>Workshop</p>

	<p>5. Provide hair protein treatment according to hair & scalp condition using high bond</p> <p>6. Provide after care advice</p>	<p><u>Practice 1:</u></p> <ul style="list-style-type: none"> ▪ Perform Bond Building treatment for damaged hair 		<ul style="list-style-type: none"> • Internet • Computer system 	
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Assessment guidance

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 / Formative assessment** goes on all the time. Its purpose is to provide feedback on 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 on future plans.

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

Final assessment / integrated assessment is usually taken 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 include:

- surprise quizzes, for example conduct small test on the fly
- Work performances, for example supervising the task given in the computer lab
- Demonstrations, for example demonstrating the use of a particular training tool in preparation for staff development

- Direct questioning, where the assessor will ask the student from the syllabus taught in the class room or lab
- Paper-based tests, such as multiple choice or short answer questions form taught material

Indirect assessment is the method used where the performance cannot be watched and evidence is gained indirectly.

Examples for indirect assessment include:

- Home Work, such as assignments are given to be completed from home
- Final project, at the end of each module; a project is given to check the progress of the trainee

Resource required for Assessment

All resources for formative assessments as well as summative / integrated assessment will be provided by the QAB.

Principles of assessment

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

Fairness means that there should be no advantages or disadvantages for any person assessed. 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 the assessment assesses what it claims to assess.

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 student's needs.

Laws and Regulations

AutoCAD work may govern by the specific applicable territorial laws, imposed from competent authorities; mentor should abide by the laws.

SR#	Tools & Equipment	Quantity
1	Hydraulic Chairs	12
2	Hydraulic stools	10
3	Shampoo Unit	5
4	Magnifying Glass	4
5	Hair Irons	12
6	Hair Dryer	12
7	Crimpers	5
8	Straightening Iron	12
9	Curling Iron (Large, medium, small)	12
10	Foot spa machine	12
11	Sterilizer machine	5
12	Facial Steamer	2
13	Paraffin Heater	5
14	Hair Steamer	2
15	Timer	12
16	Computer with Internet	
17	Double Wax heater	5
18	Working and facial Trolleys	12
19	Bleach Brushes	25

20	Spatula	100
21	Blackhead Remover	25
22	Manicure Set	12
23	Pedicure Set	12
24	Small Stools for manicure & pedicure	12
25	Facial Bed	2
26	Manicure Table	2
27	Buffer (4 sider)	25
28	Tweezers	25
29	Small Scissors	25
30	Cutting Scissors	25
31	Thinning Scissors	10
32	Frosting Cap	12
33	Galvanic Machine + High frequency + brushing + vacuum, etc. (6 in 1 unit)	1
34	Measuring Cup sets	25
35	Razor with blade	5
36	Shampoo Bowl Set	12
37	Foot Scraper	25
38	Measuring Spoon sets	10
39	Mixing Bowles set Tinting Brush with Comb	25

40	All Propose Comb	25
41	Hair Cutting Comb	25
42	Large Tooth Comb	25
43	Tail Comb	25
44	Shower Cap	2 packs
45	Hair Sectioning Clips set	25
46	Hair Pins Boxes	25
47	Invisible Pins Boxes	25
48	Decorative Pins Boxes	25
49	Pin Curl Clips Boxes (Benders)	12 packs
50	Jumbo Rollers set	10
51	Large Size Rollers	10
52	Medium Size Rollers	10
53	Hand Mirrors	12
54	Dustbin	5
55	Mop	5
56	White Board	1
57	Markers Set	25
58	Roller Brush set 5 in 1	2
59	Gowns	25
60	Applicator Brushes	25

61	Spray Bottle	25
62	Rubber bands	12 packets
63	Candles	5 packs
64	Sponges	50
65	Plastic bowels for water	25
66	Cotton wool	15 rolls
67	All in one Eyelash Brush/Comb	
68	Hair Brush	25
69	Different Towels	25
70	Emery Boards	25
71	Hoof Stick	25
72	Makeup brushes	25 sets
73	Aprons	50
74	Black towels	50
75	White towels	50
76	Facial Gown	25
77	Antiseptic Thread for Threading	3 boxes
78	Strip Rolls (waxing)	12
79	Cutting Cape	25
80	First Aid Box	1

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