



National Vocational Certificate Level 2 in Beauty Care (Hair Styling)

CBT Curriculum



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Date of approval by NCRC:

12th -14th March 2014

Date of Notification:

8th April 2014, vide notification no F.2-1/2013-DD(VT)

This curriculum has been produced by the National Vocational & Technical Training Commission (NAVTTCC) with the technical assistance of TVET Reform Support Programme, which is funded by the European Union, the Embassy of the Kingdom of the Netherland, Federal Republic of Germany and the Royal Norwegian Embassy. The Programme has been commissioned by the German Federal Ministry for Economic Cooperation and Development and is being implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

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1. INTRODUCTION

1.1 Description of the structure of the course

Following is the structure of the course:

Module #	Title	Theory (hours)	Practical (hours)	Total (hour)
1	Present a Professional Image	10	17	27
2	Receive the Client	10	17	27
3	Perform Shampoo & Conditioning	20	80	100
4	Perform Styling Techniques	25	120	150
5	Colouring the Hair	25	125	150
6	Perform Hair Cuts	30	125	150
7	Perform Hair Treatments	30	120	150
8	Entrepreneurship Development	10	36	46
Total		160	640	800

1.2 Duration of the course:

The proposed curriculum is composed of 8 modules that will be covered in 800 hrs. It is proposed that the course may be delivered in a six months period.

The distribution of contact hours is given below:

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

1.3 Purpose of the training programme:

The purpose of this training is to develop a range of skills and techniques, personal skills and attributes essential for successful performance in hairstyling in accordance with industry requirements .It also enables the student to pursue a hairdressing career path with greater employment and entrepreneurial skills progress to related general and/or vocational qualifications.

1.4 Specific characteristics of this training programme:

- The training programme shall be organized in an institute that trains the trainees to work base situation in Hairstyling
- The training program shall enable the student to pursue a hairstyling career path with greater employment skills
- The training program shall give the opportunity to become entrepreneur in hair dressing field
- The training program will be more effective and beneficial who may already have experience or knowledge of beauty therapy or hair styling
- The training program will be also be beneficial for them who want to focus on only one area and make their future in the same field
- The training program shall be good guidance on inside tips and tricks on techniques like washing, shampooing, straightening, curling, drying, cutting, treatments, etc.
- The training program shall be more focused that hhow to suit hair colour and styles to individual face shapes and skin tones.

- This training programme will be more creative on how to create special styles for occasions and create many looks with one cut.

1.5 Main objectives of the training programme

Following are the main objectives of the training programme:

- To produce a capable & skillful workforce as required by the prevailing market demands
- To produce work safely, effectively and hygienically
- To develop characteristics among the trainees such as self-reliance, reliability, responsibility and ability to lead the program in the field
- To give competency in the field of hairstyling and its associated elements
- To develop excellent cutting and colouring skills
- To develop ability among the trainees to work in a team environment
- To develop knowledge of sterilization and sanitation rules and explain their importance
- To define personal and public hygiene & demonstrate good grooming principles

1.6 Skill development by action orientation:

- The student must have the following skills after action orientation:
- Collaborate and lead to a positive community change and improvement in the system
- Consult with clients to determine their ideas and requirements
- Give a positive impression of yourself whenever dealing with a customer

- Ensure hygienic practices at work
- Skill of shampooing, conditioning and treating the hair and scalp using appropriate massage techniques and products for a variety of hair
- Develop a sense of duty patience and a desire to be helpful
- Change the hair colour, and the creation of highlight and lowlight effects.
- Blow dry and styling techniques and methods
- Control tools and equipment to minimise the risk of damage to the hair, client discomfort and to achieve the desired look
- Cut hair to achieve a variety of looks
- Physical stamina to stand all day and sometimes go without breaks the ability to keep up to date with new hair fashions, supplies, equipment and technology

1.7 Entry level of trainees

- Metric

1.7.1 Minimum qualification for teachers

- Intermediate and equivalent qualifications
- Must be a holder of Beautician certificate
- Must be able to communicate effectively both orally and in written form
- Must have at least two (2) years teaching experience

1.8 Medium of instruction

Urdu, local language

1.9 Laws and Regulations

- Deal with hazards in accordance with workplace instructions and legal requirements
- Report to the people responsible for health and safety in their workplace those hazards which present the highest risk
- Check which of the potentially harmful working practices and aspects of the workplace present the highest risks to them and others
- Students are led to appreciate the importance of environmental issues as they engage in a range of activities relating to hairdressing services.
- Impact on the environment of the wrongful disposal of products and chemicals.
- Health and safety legislation, fire, accident and emergency reporting and procedures, first aid provision, use, storage and disposal of salon stock
- First aid provision and fire safety, the requirements regarding personal health, safety and hygiene and the broad provisions of the Health and Safety at Work Act 1974
- Control of Substances Hazardous to Health (COSHH) Regulations 1992, (Students must use, store and dispose of chemicals correctly and have an awareness of the hazards/risks from substances), Electricity at Work Regulations 1989,
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1985, (Accidents must be reported and the appropriate documentation completed).
- The Management of Health and Safety at Work Regulations 1992 (dermatitis, Hepatitis, HIV, T.B and asthma)
- Hazard Analysis critical control point (HACCP)
- Environment protection agency
- Occupational Health and Safety Act (OHSA) regulations
- Workplace Hazardous Materials Information Systems (WHIMIS) regulations.

- First aid kits

1.10 Recommended teaching materials

Textbooks

- Tutors should be aware that textbooks are frequently updated and that they should use the latest
- Editions which are available. Examples currently include:
- Gray J – The World of Hair – a scientific companion (MacMillan, 1997)
- H T B – Easy Guide to Hairdressing Level 2 (Hairdressing Training Board, 1999)
- Hatton L and Hatton P – Perming and Straightening – a salon handbook (Longman, 1993)
- Hatton L – Colouring – a salon handbook (Longman, 1995)
- Hatton L and Hatton P – Cutting and Styling – a salon handbook (Longman, 1995)
- Hatton L and Hatton P – Foundation Hairdressing (Addison Wesley Longman, 1996)
- Hatton P – Hygiene for Hairdressers and Beauty Therapists (Addison Wesley Longman, 1998)
- Henderson S – Basic Hairdressing – a coursebook for Level 2 (Stanley Thornes, 1998)
- Palladino L – Hairdressing: the Foundations (Macmillan, 1998)

Magazines, journals and other publications

- Commerce Business Magazine (Commerce Publications)
- The Cutting Edge (Estetica UK)
- Hair and Beauty (Style Publishing Ltd)

- Hairdressers Journal International (Reed International)
- Beauty world

CD ROMs

- Career Disk (SIR): NVQ Level 2 in Hairdressing

Websites

Websites which support the development of the lesson plans include hairdressing industry associations and employers, such as:

www.habia.org.uk The Hairdressing and Beauty Industry Authority (National Training Organization)

www.beautynet.com virtual salon for hair, skin, nailcare and tanning

www.beautytech.com virtual beauty community with links to other sites

www.the-nhf.org.uk National Hairdressers' Federation

www.bbsi.org The Beauty and Barber Supply Institute

www.bashed.org.uk open to all students undertaking NVQ in hairdressing (operated by the Hairdressing Training Board (HTB) and supported by Wella)

www.laurandp.co.uk Study material for the Hairdressing and Barbering industry, covering NVQ levels 1, 2 and 3

www.vidalsassoon.co.uk commercial site

www.wella.co.uk commercial site

1.11 Suggested distribution of modules

Following is the suggested sequence of modules:

Module-1: Present a Professional Image
Module-2: Receive the Client
Module-3: Perform Shampoo & Conditioning
Module-4: Perform Styling Techniques
Module-5: Colouring the Hair
Module-6: Perform Hair Cuts
Module-7: Perform Hair Treatments
Module-8: Entrepreneurship Development

1.12 Competencies gained after completion of the course

After the completion of the course, the trainees will be able to:

- Demonstrate knowledge of how to greet clients.
- Discuss the needs of the client and proper maintenance procedures for clients. •protect self and others
- Perform routine salon functions
- Perform sanitization procedures
- Treat scalp and hair
- Cut hair
- Style hair
- Perform a permanent wave or straighten and wave super-curly hair
- Colour hair
- Lighten and tone hair
- Work with wigs, hairpieces, and extensions (optional)
- Demonstrate good grooming principles.
- Control decontamination and infection.
- Demonstrate how to hold, use and care for haircutting implements.
- Demonstrate the Knowledge of law of color; level of color; and chemistry of color.
- Follow all safety precautions for coloring hair.
- Demonstrate foiling, free hand, and Cap highlighting.
- Demonstrate the basic massage.
- Demonstrate different treatments according to type & structure of hair.

1.13 Worker Traits

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

1.14 Opportunities for employment and advancement

- Mobile hairdresser
- Retail sales representative
- Salon receptionist
- Junior stylist
- Retail sales representative
- Trainee
- Trainer
- Colour technician
- Head massage expert in health Spa
- Salon manager

- Assistant Therapist
- Junior Therapist
- Entrepreneur

- Technical teacher/Advisor
- Consultant

2. OVERVIEW OF THE CURRICULUM FOR HAIR STYLING

Module Title and Aim	Learning Units	Theory ¹ Days/hours	Workplace ² Days/hours	Timeframe of modules
<p>Module 1: Present a Professional Image</p> <p>Aim: Be able to present a professional image and maintain personal hygiene in a salon</p>	<p>LU-1: Prepare the Work Place</p> <p>LU-2: Present a professional appearance</p> <p>LU-3: Identify how to maintain personal hygiene</p> <p>LU-4: Keep the workplace clean and safe</p> <p>LU-5: Follow Health & Safety practices</p> <p>LU-5: Check the whole performance of preparation</p>	10	17	27
<p>Module 2: Receive the client</p> <p>Aim: Be able to Communicate and behave professionally in a salon environment</p>	<p>LU-1: Greet the client</p> <p>LU-2: Communicate with client</p> <p>LU-3: Behave with client</p> <p>LU-4: Respond the clients' needs</p> <p>LU-5: Set the appointments</p>	10	17	27
<p>Module 3: Perform Shampoo & Conditioning</p> <p>Aim: Be able to prepare and do shampoo and conditioning in safe and healthy environment</p>	<p>LU-1: Prepare the client</p> <p>LU-2: State the types and the structure of hair</p> <p>LU-3: Select appropriate products</p> <p>LU-4: Apply shampoo</p> <p>LU-5: Apply conditioner</p> <p>LU-6: Dry and detangle hair</p>	20	80	100

¹ Learning hours in training provider premises,

² Training workshop, laboratory and on-the-job workplace

<p>Module 4: Perform styling techniques</p> <p>Aim: Be able to prepare and provide styling in safe and healthy environment</p>	<p>LU-1: Perform blow-dry LU-2: Perform straightening LU-3: Perform roller setting LU-4: Perform perming LU-5: Perform hair plaiting LU-6: Perform up-do styles LU-7: Perform the techniques of hair buns LU-8: Perform Mohawk styles</p>	30	125	150
<p>Module 5: Colouring the hair</p> <p>Aim: Be able to perform hair colouring techniques according to colour spectrum in safe and healthy environment</p>	<p>LU-1: Select appropriate colouring products LU-2: Prepare appropriate colour LU-3: Perform one colour dye LU-4: Perform Lowlights LU-5: Perform highlights</p>	25	125	150
<p>Module 6: Perform Haircuts</p> <p>Aim: Be able to perform different haircuts according to face shapes in safe and healthy environment</p>	<p>LU-1: Perform trimming LU-2: Perform front flick LU-3: Perform 'U' shape cutting LU-4: Perform wedge cutting LU-5: Perform forward cutting LU-6: Perform layer cutting LU-7: Perform step cutting LU-8: Perform bob cutting</p>	25	120	150
<p>Module 7: Perform Hair treatments</p> <p>Aim: Be able to perform different hair treatments according to types and structure of hair in safe and healthy environment</p>	<p>LU-1: Perform hair and scalp analysis LU-2: Select appropriate products and tools for treatment LU-3: Perform dry/damage hair treatment LU-4: Perform Anti-dandruff treatment LU-5: Perform Oily hair treatment</p>	30	120	150

<p>Module 8: Entrepreneurship Development</p> <p>Aim: Be able to know the importance of entrepreneurship</p>	<p>LU-1: Introduction of Entrepreneurship LU-2: Functions of Entrepreneur LU-3: Role of Entrepreneur in Economic Development LU-4: Business and marketing plan LU-5: Basics of Small business. LU-6: Reasons of failure and success in small business</p>	<p>10</p>	<p>36</p>	<p>46</p>
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3. TEACHING AND LEARNING GUIDE (HAIR STYLIST CURRICULUM)

3.1 Module 1: Present a professional image

Objective of the Module: To present a professional image and maintain personal hygiene in a salon

Duration: 27 hours **Theory:** 10 hours **Practice:** 17 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1: Prepare the workplace	Trainee will be able to: <ul style="list-style-type: none"> • Prepare the reception area • Fill the checklist to check the reception area • Prepare the Salon area • Maintain material, tools and equipments • Fill the checklist to check the Salon services Area • Check the whole available material • Check the out of stock material • Prepare and fill the checklist to check the stock 	<ul style="list-style-type: none"> • Emphasise the importance of preparing the reception area in accordance with: <ul style="list-style-type: none"> ✓ Reception desk is neat and clean ✓ Old flowers are replaced ✓ All types of record or consultation forms are available ✓ Attendance record is updated ✓ Leaflets/broachers/ rate list are arranged properly ✓ Current magazines/ Newspapers are available ✓ Empty cups are removed • Demonstrate the importance of checklist • Understand the checklist 	Total: 3 hrs. Theory : 1 hrs. Practical: 2 hrs.	Non Consumables: <ul style="list-style-type: none"> • Computer • Printer • Internet Consumables: <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	Theory: Class room Practical: Lab/ Salon

		<ul style="list-style-type: none"> • Emphasise the importance of preparing the salon area in accordance with: <ul style="list-style-type: none"> ✓ Cleanliness of Floors ✓ Dust is removed properly Air-condition/Heaters are working ✓ All service units are working properly ✓ All lights/bulbs are working ✓ All electronic equipments are in working order (check the cords and switches) ✓ All tools and equipments are properly sterilised/sanitised ✓ Air fresheners are on ✓ Dust bins are cleaned and covered • Understanding of Material, tools and equipment • Demonstrate the importance of checklist • Understand the checklist • Understand the Stock rotation procedures which are carried out routinely and accurately according to salon procedures. • Understand the Stock levels which are accurately recorded according to salon procedures. • Knowledge of Under or over supplied stock items 			
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<p>LU-2: Present a Professional appearance</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify the rules of professional appearance • Evaluate the overall performance 	<ul style="list-style-type: none"> • Check the staff is in properly ironed and cleaned uniform • Ensure Hair are clean and neat or tide back • Assure hands are well manicured • Shoes are clean and flat • Jewellery is removed • No body and breath odour 	<p>Total: 5 hrs. Theory : 2 hrs. Practical: 3 hrs.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Internet <p>Consumables:</p> <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Theory: Class room Practical: Lab/ Salon</p>
<p>LU-3: Maintain personal hygiene</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Prepare the salon policy to maintain personal hygiene • Identify the contents of the policy • Monitor the maintenance of personal hygiene according to prepared salon policy • Identify different infections and allergies 	<ul style="list-style-type: none"> • Contents of the policy <ul style="list-style-type: none"> ✓ Proper clothing ✓ Maintenance of hand and feet ✓ Makeup ✓ Hair styling ✓ Body/breath odour ✓ Regular physical check up ✓ Healthy diet ✓ Exercise • Demonstrate the contents of the policy <ul style="list-style-type: none"> ✓ Shower each morning before work 	<p>Total: 5 hrs. Theory : 2 hrs. Practical: 3 hrs.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Printer • Internet <p>Consumables:</p> <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	<p>Theory: Class room Practical: Lab/ Salon</p>

		<ul style="list-style-type: none"> ✓ Wear a good quality deodorant ✓ Groom your hair every day ✓ Keep your teeth and gums healthy by regular cleaning and dental attention ✓ Be conscious of how your breath smells ✓ Keep your nails and hands in excellent condition ✓ Wash your hands before attending to a client ✓ Wash your hands after eating, smoking or going to the toilet ✓ Eat good food and practice a healthy diet ✓ Have plenty of exercise • Check cuts and abrasions, infections, cross-infection and allergies of staff 		<ul style="list-style-type: none"> • Sanitising lotions 	
<p>LU-4: Keep the workplace clean and safe</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify the process of Sterilisation of tools and equipments • Identify the process of sanitation of tools and equipments • Store sterilized/sanitised tools and equipments appropriately 	<ul style="list-style-type: none"> • Demonstrate correct use of salon sterilising equipment • Wiped equipment over from appropriate steriliser before and after use • Stored sterilised equipment appropriately • Demonstrate correct use of salon sanitising equipment 	<p>Total: 5 hrs. Theory : 2 hrs. Practical: 3 hrs.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Printer • Internet • Steriliser <p>Consumables:</p> <ul style="list-style-type: none"> • Paper 	<p>Theory: Class room Practical: Lab/ Salon</p>

	<ul style="list-style-type: none"> Examine the disposal of waste Provide a relaxed and caring environment 	<ul style="list-style-type: none"> Wiped towels/apron/gowns, etc. with appropriate sanitiser before and after use Sanitise hands before, during and after treatment Ensured that the floor/trolleys/surfaces are clean and sanitised Method of storage of sterilised/sanitised tool and equipments Knowledge of disposal of waste hygienically and appropriately 		<ul style="list-style-type: none"> Pencil Eraser Sharpener Pen Notebook Sterilising/ Sanitising lotions 	
LU-5: Follow health and safety practices	Trainee will be able to: <ul style="list-style-type: none"> Create safe environment Apply Occupational Health and Safety Act, Regulation and Code. Safe own self and client Aware worksite hazard accident and emergency Situations Identify chemical e.g. hair, skin, use, storage, disposal, procedures, consequences of not following manufacturers' instructions 	<ul style="list-style-type: none"> Explain the role of the employer and employee in regard to <ul style="list-style-type: none"> ✓ Occupational Health and Safety (OH&S) regulations ✓ Worksite Hazardous Materials Information Systems (WHMIS), ✓ fire regulations, Explain industry practices for hazard assessment and control procedures. Describe the responsibilities of workers and employers to apply emergency procedures. Describe positive tradesperson attitudes with respect to housekeeping, personal 	Total: 5 hrs. Theory : 2 hrs. Practical: 3 hrs.	Non Consumables: <ul style="list-style-type: none"> Computer Printer Internet Consumables: <ul style="list-style-type: none"> Paper Pencil Eraser Sharpener Pen Notebook 	Theory: Class room/Salon Practical: Lab/ Salon

	<ul style="list-style-type: none"> • Use Electrical equipment their storage, maintenance and repair (hand dryers, clippers, and straighteners found in a salon) • Identify Salon regulations, and hygiene practices • Select, use and maintain appropriate Personal protective equipment(PPE) for worksite applications 	<p>protective equipment and emergency procedures.</p> <ul style="list-style-type: none"> • Personal hygiene: cuts and abrasions, infections • Salon hygiene: environment, sterilisation, basic maintenance of tools and equipment (e.g. scissors, electrical clippers, combs and brushes), waste disposal, infections and cross infection • Describe the roles and responsibilities of employers and employees with respect to the selection and use of personal protective equipment (PPE). • Describe fire hazards, classes, procedures and equipment related to fire protection 			
<p>LU-6:</p> <p>Check the whole procedure of preparation</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Analyse the whole process • Identify the prepared workplace • Follow the rules for personal hygiene 	<ul style="list-style-type: none"> • Demonstrate the importance of preparation of workplace and hygiene to present a professional image • Workplace is prepared • Follow the rules for personal hygiene 	<p>Total:</p> <p>4hrs.</p> <p>Theory</p> <p>: 1 hr</p> <p>Practical:</p> <p>3 hrs.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Printer • Internet <p>Consumables:</p>	<p>Theory:</p> <p>Class room/Salon</p> <p>Practical:</p> <p>Lab/ Salon</p>

	<ul style="list-style-type: none"> • Evaluate Sterilisation/ sanitisation of tools and equipments • Evaluate the overall stock information <p>Fill the preparation form</p>	<ul style="list-style-type: none"> • Sterilisation/ sanitisation of tools and equipment are done • Stock information is updated • Understand the preparation form. 		<ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	
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3.2 Module 2: Receive the Client

Objective of the Module: Communicate and behave professionally in a salon environment

Duration: 27 hours

Theory: 10 hours

Practice: 17 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1: Greet the client	Trainee will be able to: <ul style="list-style-type: none"> Welcome the client Present appropriate body language Present professional attitude 	<ul style="list-style-type: none"> Greet and introduce self to the client Demonstrate a welcoming attitude Positive body language Demonstrate kind but professional attitude 	Total: 6 hrs. Theory : 2 hrs. Practical: 4 hrs.	Non Consumables: <ul style="list-style-type: none"> Computer Printer Internet Consumables: <ul style="list-style-type: none"> Paper Pencil Eraser Sharpener Pen Notebook 	Theory: Class room/ Salon Practical: Lab/ Salon
LU-2: Communicate with client	Trainee will be able to: <ul style="list-style-type: none"> Speak clearly and politely Maintain eye contact Spoke honestly when question about treatments Use appropriate language to transfer information and ideas 	<ul style="list-style-type: none"> Obtain and convey workplace's information Demonstrate ethical conversation Demonstrate effective conversational and listening skills, both in person and on the phone. Record information clearly in different ways 	Total: 6 hrs. Theory : 2 hrs. Practical: 4 hrs.	Non Consumables: <ul style="list-style-type: none"> Computer Printer Internet Consumables:	Theory: Class room/Salon Practical: Lab/ Salon

	<ul style="list-style-type: none"> • Participate in workplace meeting and discussion • Complete relevant work-related document • Convey information by effective communication • Keep record either by hand or electronically 	<ul style="list-style-type: none"> • Demonstrate the information and communication technology skills required in a hair salon. 		<ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	
LU-3: Behave in a professional manner with the client	Trainee will be able to: <ul style="list-style-type: none"> • Maintain behaviour with client • Build credibility with customers /client 	<ul style="list-style-type: none"> • Impact of positive attitude • Demonstrate positive facial expressions • Demonstrate good posture • Meet client/customer requirements • Demonstrate the use of positive body language • Demonstrate patience, tolerance and respect 	Total: 6 hrs. Theory : 2 hrs. Practical: 4 hrs.	Non Consumables: <ul style="list-style-type: none"> • Computer • Printer • Internet Consumables: <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	Theory: Class room/Salon Practical: Lab/ Salon
LU-4: Respond to	Trainee will be able to: <ul style="list-style-type: none"> • Consult the clients' needs or desired services 	<ul style="list-style-type: none"> • Description of clients need • Importance of listening 	Total: 6 hrs. Theory:	Non Consumables: <ul style="list-style-type: none"> • Computer 	Theory: Class room/Salon

the clients need	<ul style="list-style-type: none"> • Inquire about the purpose of required services • Keep the consultation form ready to note the information • Fill the consultation form • Report the client need to the supervisor 	<ul style="list-style-type: none"> • Identify the relevant information to make sure to have the correct details • Knowledge about the consultation form • Use of consultation form • Result of the consultation 	2 hrs. Practical: 4 hrs	<ul style="list-style-type: none"> • Printer • Internet Consumables: <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	Practical: Lab/ Salon
LU-5: Set the appointments	Trainee will be able to: <ul style="list-style-type: none"> • Schedule the Appointments according to timing of services, availability of operators and salon procedures. • Confirm the Appointment arrangements with clients • Record the details neatly and accurately in the appointment book. • Fill the appointment form 	<ul style="list-style-type: none"> • Description of Salon policies and procedures in regard to scheduling clients • Different Salon services and price range. • Impact of client's satisfaction • Set name, time, date and contact numbers. • Identify the client service history • listening and questioning techniques • Verbal and non-verbal communication skills • Negotiation techniques • Time allowed for various services • Appointment booking system • Salon product and service range. 	Total: 3 hrs. Theory : 2 hrs. Practical: 1 hrs	Non Consumables: <ul style="list-style-type: none"> • Computer • Printer • Internet Consumables: <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	Theory: Class room/Salon Practical: Lab/ Salon

3.3 Module 3: Perform Shampoo and Conditioning

Objective of the Module: Be able to prepare the client for shampooing and conditioning and also perform shampoo and conditioning ensuring safe and healthy environment

Duration: 100 hours **Theory:** 20 hours **Practice:** 80 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1: Prepare the client	Trainee will be able to: <ul style="list-style-type: none"> Consult the client before the application of shampoo & conditioning Fill the consultation form Monitor infections or allergies and prepare the report Cover the client appropriately for Shampoo & Conditioning 	<ul style="list-style-type: none"> Describe the consultation process Knowledge and identify different diseases and infections Method to sit on the shampooing chair Importance of the client's comfort Possible methods of covering using gowns, aprons& towels Remove Jewelry Hair and scalp condition and identify which area require special treatment Clients preferences and limitations 	Total: 12 hrs Theory : 2 hrs Practical: 10 hrs	Non Consumables: <ul style="list-style-type: none"> Hydraulic Chair Shampoo Unit Towels Aprons Consumables: <ul style="list-style-type: none"> Gloves Paper Pencil Eraser Sharpener Pen Notebook 	Theory: Classroom Practical: Lab/Salon
LU-2:	Trainee will be able to:		Total: 18 hrs	Non Cons: <ul style="list-style-type: none"> Hydraulic Chair 	Theory: Classroom

<p>State the types & the Structure of Hair</p>	<ul style="list-style-type: none"> Examine the types and textures of hair Examine the structure of hair Analyse the hair for shampooing and conditioning 	<ul style="list-style-type: none"> Knowledge of types & textures of hair (Curly, Wavy, Straight, Fine, Dry, Oily, Thick, Weak) Describe the Basic structure of hair (Scalp, Hair Shaft, Cortex, Cuticle, Medulla, Hair follicle) Density, Porosity and elasticity of hair. Growth patterns of hair. Describe dry, oily and normal hair and scalp. 	<p>Theory: 4 hrs</p> <p>Practical: 14 hrs</p>	<ul style="list-style-type: none"> Magnifying glass Aprons Gloves <p>Consumables:</p> <ul style="list-style-type: none"> Paper Pencil Eraser Sharpener Pen Notebook 	<p>Practical: Lab/Salon</p>
<p>LU-3: Select the appropriate product</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> Identify various types of shampoos and conditioners Identify the appropriate ingredients for shampoo and conditioning Identify the appropriate tools for shampoo and conditioning Assemble and prepare all supplies required to perform the service. 	<ul style="list-style-type: none"> Knowledge of different types of shampoos and conditioners and their functionality Ingredients in shampoos and conditioners. Different tools and equipments for Shampooing & conditioning Knowledge of PH levels of different shampoo and conditioning products for different types of hair 	<p>Total: 18 hrs</p> <p>Theory: 4 hrs</p> <p>Practical: 14 hrs</p>	<p>Non Consumables:</p> <p>Consumables:</p> <ul style="list-style-type: none"> Litmus paper Gloves Paper Pencil Eraser Sharpener Pen Notebook Different types of shampoo 	<p>Theory: Classroom</p> <p>Practical: Lab/Salon</p>

				<ul style="list-style-type: none"> Different types of conditioners 	
LU-4: Apply Shampoo	Trainee will be able to: <ul style="list-style-type: none"> Apply correct procedures of performing a proper shampoo Comb and detangle hair Check clients comfort Wet the hair according to process Perform scalp massage Rinse the hair Monitor the time management Check the final result Suggest the aftercare advices 	<ul style="list-style-type: none"> Method of Combing or detangling the hair Check the correct temperature for water Check the flow and pressure of water Wet the hair thoroughly Correct procedure of application of shampoo on Scalp & Hair Movements and directions of scalp Massage Procedure of rinsing the hair 	Total: 18 hrs Theory: 4 hrs Practical: 14 hrs	Non Consumables: <ul style="list-style-type: none"> Shampoo Unit Apron Towel Consumables: <ul style="list-style-type: none"> Shampoo Gloves Cotton balls Paper Pencil Eraser Sharpener Pen Notebook 	Theory: Classroom Practical: Lab/Salon
LU-5: Apply Conditioner	Trainee will be able to: <ul style="list-style-type: none"> Apply correct procedure in performing a proper conditioning treatments 	<ul style="list-style-type: none"> Describe the effects of conditioners on hair Demonstrate the procedure of protecting and caring the client throughout treatment Apply Conditioner just on hair Procedure of rinsing the hair 	Total: 18 hrs Theory: 4 hrs Practical: 14 hrs	Non Consumables: <ul style="list-style-type: none"> Shampoo Unit Apron Towel 	Theory: Classroom Practical: Lab/Salon

	<ul style="list-style-type: none"> • Ensure the client safety and comfort during the entire process. • Apply conditioner on wet hair • Check clients comfort • Perform hair massage • Rinse the hair according to the process • Monitor the time management • Check the final result • Suggest the aftercare advices 	<ul style="list-style-type: none"> • State the basic after/home care advices • Check the workplace is left in a suitable condition for further treatments 		Consumables: <ul style="list-style-type: none"> • Conditioner • Gloves • Cotton balls • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	
LU-6: Dry & Detangle hair	Trainee will be able to: <ul style="list-style-type: none"> • Perform towel dry and detangle hair 	<ul style="list-style-type: none"> • Procedure of Removing excess water from hair • Procedure of Drying the hair with towel • Comb and detangle hair from scalp to root 	Total: 16 hrs Theory: 2 hrs Practical: 14 hrs	Non Consumables: <ul style="list-style-type: none"> • Hydraulic Chair, • Apron • Comb • Hair Brush • Towel Consumables: <ul style="list-style-type: none"> • Gloves • Paper • Pencil • Eraser • Sharpener 	Theory: Classroom Practical: Lab/Salon

				<ul style="list-style-type: none">• Pen• Notebook	
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3.4 Module 4: Perform Styling Techniques

Objective of the Module: Be able to prepare and perform styling techniques in safe and healthy environment

Duration: 150 hours **Theory:** 30 hours **Practice:** 120 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Perform Blow dry	Trainee will be able to: <ul style="list-style-type: none"> Identify Material, tools and equipments for Blow-dry Use of hair dryers, brushes, combs and other techniques which achieve desired looks Identify different hair growth patterns Identify the features of blow dryer Identify the humidity on set hair Apply different techniques for Blow drying Apply different methods for Blow drying Perform formal hair styling service on medium to long hair 	<ul style="list-style-type: none"> Knowledge of material, tools and equipments for Blow drying Check the hair growth patterns Understand the different features of blow dryers (attachments, cold and hot feature on the blow dryer (for example: hot air moulds the hair, cold air fixes it)) Different techniques for Blow drying the hair (One hand, Two person technique) Knowledge of different methods for Blow drying (Inward, Outward, Blow dry for volume, Straightening blow dry) Demonstrate the different techniques/methods for blow dryer State the different aftercare advices according to hair condition 	Total: 18 hrs Theory : 3 hrs Practical: 15 hrs	Non Consumables: <ul style="list-style-type: none"> Hydraulic / Styling Chair Blow dryers Aprons Set of blow drying brushes Sectioning clips/pins Consumables: <ul style="list-style-type: none"> Hair spray, Paper Pencil Eraser Sharpener Pen Notebook 	Theory: Classroom Practical: Lab/Salon

	<ul style="list-style-type: none"> • Balance hair length and volume • Perform the sectioning of hair • Hold the blow dryer professionally • Use the comb during the Straightening process • Use the different brushes • Check the final result • Suggest the aftercare advices 	<ul style="list-style-type: none"> • Check the workplace is left in a suitable condition for further treatments 		<ul style="list-style-type: none"> • Heat protecting Serums 	
LU-2: Perform Straightening	Trainee will be able to: <ul style="list-style-type: none"> • Identify Material, tools and equipments for Straightening the hair • Identify different hair growth patterns • Identify different Straightening techniques/methods • Perform appropriate method of sectioning the hair • Perform appropriate method of using the comb during the Straightening process 	<ul style="list-style-type: none"> • Knowledge of material, tools and equipments for Straightening the hair • Check the hair growth patterns • Techniques for Straightening (Temporary, Permanent Straightening • Proper method for Straightening with Straightening iron • State the different aftercare advices according to hair condition • Check the workplace is left in a suitable condition for further treatments 	Total: 18 hrs Theory : 3 hrs Practical: 15hrs	Non Consumables: <ul style="list-style-type: none"> • Hydraulic /Styling Chair • Hair Straighteners/Irons • Aprons, • Set of combs • Sectioning clips/pins Consumables: <ul style="list-style-type: none"> • Hair serums • Paper 	Theory: Classroom Practical: Lab/Salon

	<ul style="list-style-type: none"> • Apply hair straightening product and Iron hair • Perform hair straightening • Apply fixing solution • Check the final result • Suggest the aftercare advices 			<ul style="list-style-type: none"> • Pencil • Eraser • Sharpener • Pen • Notebook 	
LU-3: Perform Roller setting	Trainee will be able to: <ul style="list-style-type: none"> • Identify Material, tools and equipments for roller setting • Identify different hair growth patterns • Identify roller setting techniques • Perform appropriate method of sectioning the hair • Perform appropriate method of using the comb during the roller setting process • Apply hair curling product • Perform hair roller setting • Apply fixing solution • Monitor the time management • Check the final result • Suggest the aftercare advices 	<ul style="list-style-type: none"> • Knowledge of material, tools and equipment for roller setting • Check the Hair growth patterns • Types of rollers • Techniques for curling with rollers <ul style="list-style-type: none"> ✓ Temporary curling ✓ Permanent curling • Knowledge of proper method for roller setting with different rollers • State the different aftercare advices according to hair condition • Check the workplace is left in a suitable condition for further treatments 	Total: 19 hrs Theory : 4 hrs Practical: 15hrs	Non Consumables: <ul style="list-style-type: none"> • Hydraulic / Styling Chair • Hair • Straighteners/Irons • Blow dryer • Rollers (Electric, plastic, flexible, Velcro, foam, clips, iron rod, etc.) • Aprons • Set of combs • Set of hair brushes • Sectioning clips/pins 	Theory: Classroom Practical: Lab/Salon

				Consumables: <ul style="list-style-type: none"> • Hair fixtures/ Serums • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	
LU-4: Perform Perming	Trainee will be able to: <ul style="list-style-type: none"> • Identify Material, tools and equipments for hair perming • Identify different hair growth patterns • Identify different perming techniques /methods • Perform appropriate method of sectioning the hair • Perform appropriate method of using the comb during the perming • Apply hair perming product • Perform hair perming • Apply fixing solution 	<ul style="list-style-type: none"> • Knowledge of material, tools and equipment for hair perming • Check the Hair growth patterns • Types of perming <ul style="list-style-type: none"> ✓ Spiral perms/Tight curls ✓ Body wave perms/loose curls ✓ Pin curl perms • Techniques for perming <ul style="list-style-type: none"> ✓ Temporary perming ✓ Permanent perming • Knowledge of proper method hair perming • State the different aftercare advices according to hair condition 	Total: 19 hrs Theory : 4 hrs Practical: 15 hrs.	Non Consumables: <ul style="list-style-type: none"> • Hydraulic / Styling Chair • Trolley • Bath Towel • Blow dryer • Rollers/curler (all sizes) • Iron rod, etc. • Applicator • Cape Aprons • Set of combs • Sectioning clips/pins Consumables:	Theory: Classroom Practical: Lab/Salon

	<ul style="list-style-type: none"> • Check the final result • Suggest the aftercare advices 	<ul style="list-style-type: none"> • Check the workplace is left in a suitable condition for further treatments 		<ul style="list-style-type: none"> • Hair fixtures/ Serums • Perm solution • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	
LU-5: Perform Hair plaiting	Trainee will be able to: <ul style="list-style-type: none"> • Identify Material, tools and equipments for plaiting the hair • Identify different hair growth patterns • Identify different plaiting techniques /methods • Perform appropriate method of sectioning the hair • Perform hair plaiting • Apply hair spray for fine result • Monitor the time management • Check the final result • Suggest the aftercare advices 	<ul style="list-style-type: none"> • Knowledge of material, tools and equipments for plaiting the hair • Check the hair growth pattern • Different plaiting techniques <ul style="list-style-type: none"> ✓ On scalp ✓ Off scalp • Knowledge of proper method of hair plaiting (Partings are straight and clean with the size of Sections even.) • State the different aftercare advices according to hair condition • Check the workplace is left in a suitable condition for further treatments 	Total: 19 hrs Theory : 4 hrs Practical: 15 hrs.	Non Consumables: <ul style="list-style-type: none"> • Hydraulic / Styling Chair • Hair Straighteners/ Irons • Blow dryer • Aprons • Set of combs • Sectioning clips/pins Consumables: <ul style="list-style-type: none"> • Hair fixtures • Paper 	Theory: Classroom Practical: Lab/Salon

				<ul style="list-style-type: none"> • Pencil • Eraser • Sharpener • Pen • Notebook 	
<p>LU-6: Perform up-do styles</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify Material, tools and equipments • Identify different hair growth patterns • Identify different styles /methods for up-do • Perform appropriate method of sectioning • Perform up-do • Apply product • Prepare the up-do • Apply fixing solution • Check the final result • Suggest the aftercare advices 	<ul style="list-style-type: none"> • Knowledge of material, tools and equipments for plaiting the hair • Check the hair growth patterns • Knowledge of different styles for up-do <ul style="list-style-type: none"> ✓ Curly up-do ✓ Victorian up-do ✓ Rope up-do ✓ Chinese braided up-do ✓ Classic twisted up-do • State the different aftercare advices according to hair condition • Check the workplace is left in a suitable condition for further treatments 	<p>Total: 19 hrs Theory : 4 hrs Practical: 15 hrs.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Hydraulic / Styling Chair • Hair Straighteners/Irons • Blow dryer • Rollers (Electric, plastic, flexible, Velcro, foam, clips, iron rod, etc.) • Aprons • Set of combs • Sectioning clips/pins <p>Consumables:</p> <ul style="list-style-type: none"> • Hair fixtures • Paper 	<p>Theory: Classroom</p> <p>Practical: Lab/Salon</p>

				<ul style="list-style-type: none"> • Pencil • Eraser • Sharpener • Pen • Notebook 	
<p>LU-7:</p> <p>Perform the techniques of hair buns</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify Material, tools and equipments • Identify different hair growth patterns • Identify different techniques /methods for preparing buns • Perform appropriate method of sectioning the hair • Prepare hair bun • Apply fixing solution • Check the final result • Suggest the aftercare advices 	<ul style="list-style-type: none"> • Knowledge of material, tools and equipments • Check hair growth patterns • Knowledge of different buns <ul style="list-style-type: none"> ✓ Basic Bun ✓ Ballerina Bun ✓ Ballet Bun ✓ Double Bun ✓ Side Bun ✓ Braided Bun ✓ High Bun ✓ Low Bun ✓ Curly Bun • Method for performing different buns • State the different aftercare advices according to hair condition • Check the workplace is left in a suitable condition for further treatments 	<p>Total:</p> <p>19 hrs</p> <p>Theory</p> <p>: 4 hrs</p> <p>Practical:</p> <p>15 hrs.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Hydraulic / Styling Chair • Hair Straighteners/ Irons • Blow dryer • Rollers (Electric, plastic, flexible, Velcro, foam, clips, iron rod, etc.) • Aprons • Set of combs • Sectioning clips/pins <p>Consumables:</p> <ul style="list-style-type: none"> • Hair fixtures 	<p>Theory:</p> <p>Classroom</p> <p>Practical:</p> <p>Lab/Salon</p>

				<ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook 	
<p>LU-8: Perform Mohawk style</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify Material, tools and equipments • Identify different hair growth patterns • Identify different techniques /methods for preparing Mohawk • Perform appropriate method of sectioning the hair • Perform Mohawk style • Perform appropriate method of using the comb during the process • Apply fixing solution Check the final result • Suggest the aftercare advices 	<ul style="list-style-type: none"> • Knowledge of material, tools and equipments • Check hair growth patterns • Knowledge of different Mohawks <ul style="list-style-type: none"> ✓ Short Mohawk style ✓ Braided Mohawk style ✓ Ponytail Mohawk style ✓ African Mohawk style • Knowledge of proper method for performing different Mohawk styles • State the different aftercare advices according to hair condition • Check the workplace is left in a suitable condition for further treatments 	<p>Total: 19 hrs Theory : 4 hrs Practical: 15 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Hydraulic / Styling Chair • Hair Straighteners/ Irons • Blow dryer • Aprons • Set of combs • Sectioning clips/pins <p>Consumables:</p> <ul style="list-style-type: none"> • Hair fixtures • Paper • Pencil • Eraser • Sharpener 	<p>Theory: Classroom</p> <p>Practical: Lab/Salon</p>

				<ul style="list-style-type: none">• Pen• Notebook	
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3.5 Module 5: Colouring the Hair

Objective of the Module: This module covers the knowledge, skills and attitude in performing basic hair coloring. This also involves preparing the client prior to treatment, the actual application of color and up to post color activity

Duration: 150 hours **Theory:** 25 hours **Practice:** 125 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1: Select appropriate colouring products	Trainee will be able to: <ul style="list-style-type: none"> Identify different types of hair products Recognize the structure of hairs and select exact product 	<ul style="list-style-type: none"> Variety of different coloring products for different types of hair Demonstrate the selection and formulation of colour products Variety of different coloring tools for different types of hair Selection of tools – combs, brushes, Paper foil, cap, colour mixing bowl etc Cleansing the hair Cleansing the scalp Detangling Colouring the hair Washing of hair Setting of hair Application of coloring product Color Application Methods 	Total: 21 hrs Theory : 1 hrs Practical: 20 hrs	Non Consumables: <ul style="list-style-type: none"> Colouring Unit Colour Mixing bowl(plastic or glass works fine) Wooden spoon or some other stirring tool Paintbrush or a hair tint brush (optional) Combs Consumables: <ul style="list-style-type: none"> Shampoo Colouring kit 	Theory: Class room Practical: Lab/Salon

				<ul style="list-style-type: none"> • Foil Papers • Plastic Cap • Clip • Towels • Aprons • Plastic gloves • Old clothes or protective salon-type smock 	
<p>LU-2:</p> <p>Prepare appropriate colour</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Select products and tools for colouring the hair • Examine the hair condition • Monitor to need shampoo before coloring hair • Identify different varieties of colours • Recognize the colour chart (Wheel) • Recognize the mixture of colours • Mixing the colours using developer in volume 	<ul style="list-style-type: none"> • Selection of color material, tools combs, brushes, etc. • Different types & varieties of Hair colours <ul style="list-style-type: none"> ✓ Temporary hair colour ✓ Permanent hair colour ✓ Semi-Permanent hair colour ✓ Deposit only colour ✓ Blonde (Pale) hair colour ✓ Brunette (brown based) ✓ Red ✓ Black • Understanding of Colouring wheel • Hair coloring Techniques <ul style="list-style-type: none"> ✓ Single Process ✓ Double Process 	<p>Total:</p> <p>31 hrs</p> <p>Theory</p> <p>: 6 hrs</p> <p>Practical:</p> <p>25 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Colouring Unit • Colour Mixing bowl(plastic or glass works fine) • Wooden spoon or some other stirring tool • Paintbrush or a hair tint brush (optional) • Combs • Towels • Aprons 	<p>Theory:</p> <p>Class room</p> <p>Practical:</p> <p>Lab /Salon</p>

	<ul style="list-style-type: none"> • Select and formulate colour products. • Use colour concentrates, intensifiers and toners. • Apply techniques for temporary colours, semi-permanent colours, permanent colours, and lighteners. • Apply hair colouring techniques. • Identify possible hair Colouring and bleaching problems and solutions. • Formulate for un-pigmented (Gray) hair coverage 	<p>✓ Highlights/ Lowlights</p> <ul style="list-style-type: none"> • Preparation and use of tools, materials and implements • Occupational Health and Safety requirements • Selecting and mixing hair color and developer • Demonstrate basic colour techniques and procedures. • Describe tone, level and intensity of hair colour • Explain the purpose and use of colour concentrates, intensifiers and toners • Demonstrate techniques for temporary colours, semi-permanent colours, permanent colours, demi-permanent colours and lighteners. • Demonstrate the formulations for un-pigmented (Grey) hair coverage • Ratio and proportion • Kinds and uses of developers • Color Application Method • Classification and uses of hair colorants 		<p>Consumables:</p> <ul style="list-style-type: none"> • Shampoo • Colouring kit • Foil Papers • Plastic Cap • Clip • Plastic gloves • Old clothes or protective salon-type smock 	
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<p>LU-3: Perform One colour dye</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Consult the client before the application of colouring • Identify the disease and infection • Fill the consultation form • Ensure client comfort and safety during process • Apply possible methods of covering using gowns, aprons& towels • Physically and visually examine the types and textures of hair • Identify the Client Characteristics and Recommend Finished Hair colour • Identify different one colour dye techniques /methods • Set him/herself as well as the client according to environment • Perform a strand test • Comb or detangle hair 	<ul style="list-style-type: none"> • Hair and scalp condition • Areas of the scalp/hair requiring special treatment • Clients preferences and limitations • Knowledge of selecting appropriate color • Demonstrate appropriate draping/ covering procedures. • Differentiate the hair Colouring according to hair types • Ensure the treatment is cost effective • Knowledge of preparing the dye color • Used all the colour application techniques: <ul style="list-style-type: none"> ✓ Full head application of semi-permanent ✓ Re-growth application of permanent colour ✓ Full head application of permanent colour • Pulled through highlights and/or lowlights covering at least 20% of the • Preparation and use of tools, materials • Select and mix hair color and developer • Ratio and proportion • Kinds and uses of developers • Application of coloring product 	<p>Total: 32 hrs</p> <p>Theory: 6 hrs</p> <p>Practical: 26 hrs</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Colouring Unit • Colour Mixing bowl(plastic or glass works fine) • Wooden spoon or some other stirring tool • Paintbrush or a hair tint brush (optional) • Combs • Bath towel (black) • Apronsgown/ Cape • Hair dryer <p>Consumables:</p> <ul style="list-style-type: none"> • Hair clips and clamps • Ear pads • Shampoo • Color chart 	<p>Theory: Class room</p> <p>Practical: Lab /Salon</p>
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	<ul style="list-style-type: none"> • Pick the appropriate color • Protect your client from dye stains. • Coat hairline with protective oil before applying dye the hair • Mix dye with developer • Apply shampoo to remove conditioners for accurate dying results • Section The hair properly • Pick the appropriate color dye according to hair structure • Prepare a dye with proper method • Apply the dye on hair • Rinse and wash the hair properly • Use the conditioner supplied in dye kit • State the effects of colouring the hair 	<ul style="list-style-type: none"> • Color Application Method • Classification and uses of hair colorants • Timeline in hair coloring process • Salon policies and procedures • Styling hair using finishing products • State the different aftercare advices according to hair condition 		<ul style="list-style-type: none"> • Rubber gloves/disposable gloves • Client's consultation record 	
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	<ul style="list-style-type: none"> • Confirm the Client satisfaction with finished style • Leave the work place in a suitable condition for further treatments • Protect and care the client throughout treatment • Ensure the time management • Check the final result • Suggest the aftercare advices 				
LU-4: Perform Lowlights	Trainee will be able to: <ul style="list-style-type: none"> • Set him/herself as well as the client according to environment • Understand to use of hair colour for chunks according to hair structure • Mix required hair color • Cap and foil methods of highlighting and low lighting techniques for partial and full head applications including retouch (new growth) procedures 	<ul style="list-style-type: none"> • Protect and care the client throughout treatment • Comb or detangle hair • Check client's comfort • Getting Ready to Dye Hair • Pick the appropriate color • Put a towel around the shoulder • Protect your client from dye stains. • Put on your gloves • Mix dye with developer in plastic bowl according to the manufacturer's directions. 	Total: 33 hrs Theory : 6 hrs Practical: 27 hrs	Non Consumables: <ul style="list-style-type: none"> • Colouring Unit • Colour Mixing bowl(plastic or glass works fine) • Wooden spoon or some other stirring tool • Paintbrush or a hair tint brush (optional) • Combs 	Theory: Class room Practical: Lab /Salon

	<ul style="list-style-type: none"> • Describe and demonstrate special effects and dimensional colouring techniques. • Demonstrate the procedures and techniques required for corrective colouring • Demonstrate colour removal, filling and toning • Coat hairline with protective oil before applying dye the hair • Awareness of cutting paper foil according measurement • Wash and rinse the hair properly • Check the effects of colouring the hair • Confirm the Client satisfaction with finished style • Leave the work place in a suitable condition for further treatments • Protect and care the client throughout treatment 	<ul style="list-style-type: none"> • Choose the chunks of hair you would like to dye • Use a comb to separate hair into sections • Use Clips into sections • Cut your foil into strips measuring • Fold down the top of one of the narrow edges of your foil strip • Do color on the chunk of hair using the hair color brush. • Repeat this process for each chunk of hair • Wait for required time • Wash and rinse hair after required time • Use the conditioner supplied in dye kit • Allow the hair dry • Leave the work place in a suitable condition for further treatments • State the different aftercare advices according to hair condition 		<ul style="list-style-type: none"> • Bath towel (black) • Aprongown/ Cape • Hair dryer <p>Consumables:</p> <ul style="list-style-type: none"> • Hair clips and clamps • Ear pads • Shampoo • Color chart • Rubber gloves/disposable gloves • Client's consultation record 	
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	<ul style="list-style-type: none"> • Ensure the time management • Check the final result Suggest the aftercare advices 				
LU-5: Perform Highlights	Trainee will be able to: <ul style="list-style-type: none"> • Set him/herself as well as the client according to environment • Understand to use of hair colour and bleaching/D-colour for striking the hair • Mix required hair color/blonder • Coat hairline with protective oil before applying dye the hair • Awareness of cutting paper foil according measurement or using cap • Wash and rinse the hair properly • Identify the effects of colouring the hair • Check the finished result 	<ul style="list-style-type: none"> • Protect and care the client throughout treatment • Comb or detangle hair • Check client's comfort • Getting Ready to Dye Hair • Pick the appropriate color/blonder • Put a towel around the shoulder • Protect your client from dye stains. • Put on your gloves • Get bleaching and streaking supplies • Usage of Proper shampoo, to wash bleached hair • Pull out the sections of hair you're streaking. • Use a comb to separate hair into sections • Use Clips into sections • Use a highlighting cap or aluminum foil for streaking • Wait for required time • Wash and rinse hair after required time 	Total: 33 hrs Theory : 6 hrs Practical: 27 hrs	Non Consumables: <ul style="list-style-type: none"> • Colouring Unit • Colour Mixing bowl(plastic or glass works fine) • Wooden spoon or some other stirring tool • Paintbrush or a hair tint brush (optional) • Combs • Bath towel (black) • Aprongown/ Cape • Hair dryer Consumables:	Theory: Class room Practical: Lab /Salon

	<ul style="list-style-type: none"> • Shampoo and condition the hair • Ensure the treatment is cost effective • Ensure the time management • Check the final result • Suggest the aftercare advice 	<ul style="list-style-type: none"> • Use the conditioner supplied in dye kit • Allow the hair dry • Leave the work place in a suitable condition for further treatments • State the different aftercare advices according to hair condition 		<ul style="list-style-type: none"> • Hair clips and clamps • Ear pads • Shampoo • Blender • Foil Paper • Developer • Color chart • Rubber gloves/disposable gloves • Client's consultation record 	
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3.6 Module 6: Perform Hair Cuts

Objective of the Module: To perform different haircuts according to face shapes in safe and healthy environment

Duration: 150 hours **Theory:** 25 hours **Practice:** 125 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1: Perform Trimming	Trainee will be able to: <ul style="list-style-type: none"> • Identify Material, tools and equipments for trimming the hair • Identify the hair growth pattern • Identify different trimming techniques/methods • Perform wetting the hair properly • Perform appropriate method of sectioning the hair • Perform hair trimming • Perform appropriate method of using the comb during the process • Check the final result • Suggest the aftercare advices 	<ul style="list-style-type: none"> • Knowledge of different material, tools and equipments • Check the Hair growth pattern • Knowledge of different techniques: <ul style="list-style-type: none"> ✓ Simple trimming ✓ According to hairstyle trimming • Method of trimming • State the different aftercare advices according to hair condition 	Total: 16 hrs. Theory : 1 hrs. Practical: 15 hrs.	Non Consumables: <ul style="list-style-type: none"> • Treatment Unit • Brushes • Combs • Scissors • Towels • Aprons • Water spray bottle • Hair Dryer Consumables: <ul style="list-style-type: none"> • Gloves (If Required) • Split end serum 	Theory: Class room Practical: Lab/Salon

<p>LU-2: Perform Front flick</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify Material, tools and equipments for cutting the front flick • Identify hair growth patterns • Identify different techniques/ methods • Perform wetting the hair properly • Perform front flick • Perform appropriate method of sectioning the hair • Perform appropriate method of using the comb during the process • Check the final result • Suggest the aftercare advices 	<ul style="list-style-type: none"> • Knowledge of material, tools and equipments • Check the Hair growth pattern • Knowledge of different techniques: <ul style="list-style-type: none"> ✓ Short flicks ✓ Long flicks ✓ Side flicks ✓ Front flicks ✓ Connected ✓ Disconnected ✓ Inward ✓ Outward • Method of cutting flicks • State the different aftercare advices according to hair condition 	<p>Total: 17 hrs. Theory : 2 hrs. Practical: 15 hrs.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Treatment Unit • Brushes • Combs • Scissors • Towels • Aprons • Water spray bottle • Hair Dryer <p>Consumables:</p> <ul style="list-style-type: none"> • Gloves (If Required) • Hair spray • Hair Moose 	<p>Theory: Class room</p> <p>Practical: Lab/Salon</p>
<p>LU-3: Perform 'U' shaped cutting</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify Material, tools and equipments • Identify different hair growth patterns • Identify different techniques/ methods 	<ul style="list-style-type: none"> • Material, tools and equipments • Check the Hair growth pattern • Knowledge of different techniques <ul style="list-style-type: none"> ✓ Wedge layer ✓ Wedge bob • Method of 'U' shape cutting 	<p>Total: 21 hrs. Theory : 4 hrs. Practical: 17 hrs.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Treatment Unit • Brushes • Combs • Scissors • Towels 	<p>Theory: Class room</p> <p>Practical: Lab/Salon</p>

	<ul style="list-style-type: none"> • Perform wetting the hair properly • Perform appropriate method of sectioning the hair • Perform 'U' shape cutting • Perform appropriate method of using the comb during the process • Check the final result • Suggest the aftercare advices 	<ul style="list-style-type: none"> • State the different aftercare advices according to hair condition 		<ul style="list-style-type: none"> • Aprons • Water spray bottle • Hair Dryer <p>Consumables:</p> <ul style="list-style-type: none"> • Gloves (If Required) • Hair spray • Hair Moose 	
<p>LU-4: Perform wedge cutting</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify Material, tools and equipments • Identify different hair growth patterns • Identify different techniques/ methods • Perform wetting the hair properly • Perform appropriate method of sectioning the hair • Perform wedge cutting 	<ul style="list-style-type: none"> • Knowledge of material, tools and equipments • Check the Hair growth pattern • Knowledge of different techniques: <ul style="list-style-type: none"> ✓ Diagonal Forward ✓ Diagonal Backward • Method of wedge cutting • State the different aftercare advices according to hair condition 	<p>Total: 21 hrs.</p> <p>Theory : 4 hrs.</p> <p>Practical: 17 hrs.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Treatment Unit • Brushes • Combs • Scissors • Towels • Aprons • Water spray bottle • Hair Dryer <p>Consumables:</p>	<p>Theory: Class room</p> <p>Practical: Lab/Salon</p>

	<ul style="list-style-type: none"> • Perform appropriate method of using the comb during the process • Check the final result • Suggest the aftercare advices 			<ul style="list-style-type: none"> • Gloves (If Required) • Hair spray • Hair Moose 	
LU-5: Perform forward cutting	Trainee will be able to: <ul style="list-style-type: none"> • Identify Material, tools and equipments • Identify different hair growth patterns • Identify different techniques/ methods • Perform wetting the hair properly • Perform appropriate method of sectioning the hair • Perform forward cutting • Perform appropriate method of using the comb during the process • Check the final result • Suggest the aftercare advices 	<ul style="list-style-type: none"> • Knowledge of material, tools and equipments • Check the Hair growth pattern • Method of Forward cutting • State the different aftercare advices according to hair condition 	Total: 19 hrs. Theory : 4 hrs. Practical: 15 hrs.	Non Consumables: <ul style="list-style-type: none"> • Treatment Unit • Brushes • Combs • Scissors • Towels • Aprons • Water spray bottle • Hair Dryer Consumables: <ul style="list-style-type: none"> • Gloves (If Required) • Hair spray • Hair Moose 	Theory: Class room Practical: Lab/Salon
LU6:	Trainee will be able to:	<ul style="list-style-type: none"> • Knowledge of material, tools and equipments 	Total: 19 hrs.	Non Consumables:	Theory: Class room

Perform layer cutting	<ul style="list-style-type: none"> Identify Material, tools and equipments Identify different hair growth patterns Identify different techniques/methods Perform wetting the hair properly Perform appropriate method of sectioning the hair Perform layer cutting Perform appropriate method of using the comb during the process Check the final result Suggest the aftercare advices 	<ul style="list-style-type: none"> Check the Hair growth pattern Method of Layer cutting State the different aftercare advices according to hair condition 	Theory: 4 hrs. Practical: 15 hrs.	<ul style="list-style-type: none"> Treatment Unit Brushes Combs Scissors Towels Aprons Water spray bottle Consumables: <ul style="list-style-type: none"> Gloves 	Practical: Lab/Salon
LU7: Perform step cutting	Trainee will be able to: <ul style="list-style-type: none"> Identify Material, tools and equipments Identify different hair growth patterns Identify different techniques/methods 	<ul style="list-style-type: none"> Knowledge of material, tools and equipments Check the Hair growth pattern Method of Step cutting State the different aftercare advices according to hair condition 	Total: 20 hrs. Theory : 4 hrs. Practical: 16 hrs.	Non Consumables: <ul style="list-style-type: none"> Treatment Unit Brushes Combs Scissors Towels Aprons 	Theory: Class room Practical: Lab/Salon

	<ul style="list-style-type: none"> • Perform wetting the hair properly • Perform appropriate method of sectioning the hair • Perform step cutting • Perform appropriate method of using the comb during the process • Check the final result • Suggest the aftercare advices 			<ul style="list-style-type: none"> • Water spray bottle • Hair Dryer <p>Consumables:</p> <ul style="list-style-type: none"> • Gloves (If Required) • Hair spray • Hair Moose 	
<p>LU-8: Perform bob cutting</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Identify Material, tools and equipments • Identify different hair growth patterns • Identify different techniques/ methods • Perform wetting the hair properly • Perform appropriate method of sectioning the hair • Perform bob cutting 	<ul style="list-style-type: none"> • Knowledge of material, tools and equipments • Check the Hair growth pattern • Knowledge of different techniques : <ul style="list-style-type: none"> ✓ Short bob ✓ Long bob ✓ Medium bob ✓ Curled bob ✓ Inside bob ✓ Outside bob • Knowledge of proper method for bob cutting • State the different aftercare advices according to hair condition 	<p>Total: 19 hrs.</p> <p>Theory : 4 hrs.</p> <p>Practical: 15 hrs.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Treatment Unit • Brushes • Combs • Scissors • Towels • Aprons • Water spray bottle • Hair Dryer <p>Consumables:</p>	<p>Theory: Class room</p> <p>Practical: Lab/Salon</p>

	<ul style="list-style-type: none">• Perform appropriate method of using the comb during process• Check the final result• Suggest the aftercare advices			<ul style="list-style-type: none">• Gloves (If Required)• Hair spray• Hair Moose	
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3.7 Module 7: Perform Hair Treatment

Objective of the Module: To perform different hair treatments according to clients demand and types and structure of hair in safe and healthy environment

Duration: 150 hours **Theory:** 30 hours **Practice:** 120 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1: Perform Hair and Scalp Analysis	Trainee will be able to: <ul style="list-style-type: none"> Recognize the texture of hair Analyse the type of hair Analyse the condition of scalp Diagnose the density, porosity, Elasticity of hair Identify appropriate treatment according to hair and scalp analysis 	<ul style="list-style-type: none"> Understanding of hair structure i.e. The different textures include fine, medium, coarse, straight, curly, very curly, or coiled Knowledge about density of hair(thin, thick, shiny, rough, weak, fine, etc) Check the infections and allergies Enable to judge the elasticity and stretchiness of hair 	Total: 22 hrs. Theory : 2 hrs. Practical: 20 hrs.	Non Consumables: <ul style="list-style-type: none"> Treatment Unit Brushes Combs Towels Aprons Consumables: <ul style="list-style-type: none"> Gloves 	Theory: Class room Practical: Lab/Salon
LU-2: Select appropriate products and tools for treatments	Trainee will be able to: <ul style="list-style-type: none"> Identify the variety of products for different treatments Recommend the appropriate hair treatment products according to hair condition 	<ul style="list-style-type: none"> Types of products <ul style="list-style-type: none"> ✓ Synthetic/non-synthetic ✓ Herbal/non-herbal ✓ Chemically processed List the products, tools and equipment 	Total: 32 hrs. Theory : 7 hrs. Practical: 25 hrs.	Non Consumables: <ul style="list-style-type: none"> Treatment Unit Brushes Combs Towels Aprons 	Theory: Class room Practical: Lab/Salon

		<ul style="list-style-type: none"> • Understanding of Variety of hair treatment products- for various types of hair • Knowledge of appropriate products and tools according to hair condition 		Consumables: <ul style="list-style-type: none"> • Treatment products • Gloves 	
LU-3: Perform Dry/Damage hair treatment	Trainee will be able to: <ul style="list-style-type: none"> • Identify and examine the dry and damage hair • Choose appropriate hair treatment products for dry/damage hair • Perform the treatment according to hair condition • Check client's comfort • Wash and blow dry • Ensure the treatment is cost effective • Ensure the time management • Check the final result • Suggest the aftercare advices 	<ul style="list-style-type: none"> • Knowledge of the dry and damage hair • Types of damage hair • Different types of treatments for dry/damage hair • The method of applying the hair products for damage/dry hair (conditioners, gels, thermal protectors and hairspray, contain a substance called polymer, oils, scrubs, serums, masks, etc) • Select best method to treat damage/dry hair (Polymer Treatment, Anti-Oxidant Treatments i.e. Deep conditioning, Diet therapy treatment, etc) • The appropriate method step by step • State the different aftercare advices according to hair condition 	Total: 32 hrs. Theory : 7 hrs. Practical: 25 hrs.	Non Consumables: <ul style="list-style-type: none"> • Treatment Unit • Brushes • Combs • Towels • Aprons • Hair Dryer Consumables: <ul style="list-style-type: none"> • Treatment products • Bowls • Gloves 	Theory: Class room Practical: Lab/Salon

<p>LU-4: Perform Anti-dandruff treatment</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Examine the hair for anti-dandruff treatment • Choose appropriate hair treatment and products for Anti-dandruff treatment • Check client's comfort • Perform the treatment • Wash and blow dry • Ensure the treatment is cost effective • Ensure the time management • Check the final result • Suggest the aftercare advices 	<ul style="list-style-type: none"> • Causes of the dandruff • Types of treatments for dandruff (Oiling, herbal, non-herbal, etc) • the proper method of applying the hair products for hair dandruff (conditioners, gels, thermal protectors and hairspray, oils, serums, masks, etc) • Select best method to treat hair dandruff • Demonstrate the appropriate method step by step • State the different aftercare advices according to hair condition 	<p>Total: 32 hrs. Theory : 7 hrs. Practical: 25 hrs.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Treatment Unit • Brushes • Combs • Towels • Aprons • Hair Dryer <p>Consumables:</p> <ul style="list-style-type: none"> • Treatment products • Gloves 	<p>Theory: Class room</p> <p>Practical: Lab/Salon</p>
<p>LU-5: Perform Oily Hair Treatment</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • Examine the hair for treatment • Choose appropriate hair treatment products for oily hair • Check client's comfort • Perform the treatment • Wash and blow dry 	<ul style="list-style-type: none"> • Causes of the oily hair • Types of treatments (Herbal, non-herbal, etc) • Demonstrate the proper method of applying the hair products for oily hair (conditioners, gels, thermal protectors and hairspray, serums, masks, etc) • Select best method to treat oily hair • Demonstrate the selected method step by step 	<p>Total: 32 hrs. Theory : 7 hrs. Practical: 25 hrs.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Treatment Unit • Brushes • Combs • Towels • Aprons • Hair Dryer <p>Consumables:</p>	<p>Theory: Class room</p> <p>Practical: Lab/Salon</p>

	<ul style="list-style-type: none">• Ensure the treatment is cost effective• Ensure the time management• Check the final result• Suggest the aftercare advices	<ul style="list-style-type: none">• State the different aftercare advices according to hair condition		<ul style="list-style-type: none">• Treatment products• Gloves	
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3.8 Module 8 Title: Entrepreneurship Development

Objective of the Module: To develop skills and knowledge required to develop business plan for a small business.

Purpose statement: This module provides business ideas and business management skills to the students who are pursuing to establish their own businesses. . They will be equipped with all necessary knowledge and skills required to be a successful entrepreneur. It will foster the spirit of entrepreneurship in the garment business/industry.

Duration: 46 hours

Theory: 10 hours

Practice: 36 hours

Learning Unit	Learning Outcome	Learning Elements	Duration	Material Required	Learning Place
LU-1 Introduction of Entrepreneurs hip	Students will be able to: <ul style="list-style-type: none"> Understand that a person works for himself or herself is called an entrepreneur. Organize, manage and assume the risk of a business. Understand the money received from client in exchange of goods or services is income. 	<ul style="list-style-type: none"> Entrepreneurship basics. Advantages and disadvantages of self-employment. Risk involved in business. Methods of earning. Expenses with cost saving methods. Sales in terms of numbers. Techniques of forecasting of future market trends. 	Total: 7hrs. Theory : 1 hrs. Practical: 6 hrs.	Consumables: <ul style="list-style-type: none"> Note book Pencil/Pen Notes Books Articles 	Theory: Class room Practical: Lab/Salon

	<ul style="list-style-type: none"> • Understand money spent on inventory, supplies, wages and other items required to operate business is expense. • Identify the units of sale for different types of services. • Identify the future prospects of business. 				
LU-2 Functions of Entrepreneur.	Students will be able to: <ul style="list-style-type: none"> • Plan every aspect of business like place of business, services to render & monetary matters. • Analyse each business situation, compile data regarding clients, income, expenses and make conclusion based on data • To set goals for sales of business. • To build a top notch team 	<ul style="list-style-type: none"> • Planning techniques for services, rates and location identification for better business opportunities. • Importance of client's data and skills for efficient financial controls of business. • Techniques for increasing sales of business. • Importance of team building. 	Total: 7 hrs. Theory : 1hrs. Practical: 6 hrs.	Consumables: <ul style="list-style-type: none"> • Note book • Pencil/Pen • Notes • Books • Articles 	Theory: Class room Practical: Lab/Salon
LU-3 Role of Entrepreneur	Students will be able to:		Total: 8 hrs. Theory:	Consumables: <ul style="list-style-type: none"> • Note book 	Theory: Class room

in Economic Development	<ul style="list-style-type: none"> • Play vital role to boost economy by Creating and providing new job opportunities. • Hire employees as per need of business and deposit social security and old age benefit contribution in relevant departments. • Generate maximum profits and pay taxes on income. • To expand business and opening new branches and avenues for development economy. 	<ul style="list-style-type: none"> • Role of creating job opportunities in economy. • Appropriate and suitable work force for the business. • Prevailing labour laws. • Prevailing taxes levied on the business. • Planning expansion according to demand and supply position prevailing in market. 	2 hrs. Practical: 6 hrs.	<ul style="list-style-type: none"> • Pencil/Pen • Notes • Books • Articles 	Practical: Lab/Salon
LU-4 Business and marketing plan	Students will be able to: <ul style="list-style-type: none"> • Make business plan as per market demands. • Identify areas of business or services which are more profitable and popular in clients. 	<ul style="list-style-type: none"> • Market trends • Profitable and popular services of business. • Procedure of implementation of business and marketing plan. • Capital requirements for business. • Knowledge of availability of finance sources. 	Total: 8 hrs. Theory : 2 hrs. Practical: 6 hrs	Consumables: <ul style="list-style-type: none"> • Note book • Pencil/Pen • Notes • Books • Articles 	Theory: Class room Practical: Lab/Salon

	<ul style="list-style-type: none"> Analyse services and products offered by the competitors and make business strategy accordingly. Arrange finance required for business and invest in such smart manner to generate profits. Read business marketing magazines, reports, journals, websites and relevant publications. 	<ul style="list-style-type: none"> Importance of relevant magazines, articles and journals. 			
LU-5 Basics of Small business.	Students will be able to: <ul style="list-style-type: none"> Manage money wisely and keep cash flow to maximum level. Keep business customer focused and remember all about customer's need. Make customer friendly policies on warranties, 	<ul style="list-style-type: none"> Techniques of money management. Importance of customer's satisfaction and demands of clients. Importance of customer's comfort level in terms of prices and services. Technique of maintaining records of purchases, sales and clients data. Importance of team working for longer time frame efficiently with honesty. 	Total: 8 hrs. Theory : 2 hrs. Practical: 6 hrs.	Consumables: <ul style="list-style-type: none"> Note book Pencil/Pen Notes Books Articles 	Theory: Class room Practical: Lab/Salon

	<p>operating hours, payment options etc.</p> <ul style="list-style-type: none"> • Maintain record of purchases, sales, inventory and list of regular customers. • Build and keep on long term basis service oriented honest team of workers. 				
<p>LU-6 Reasons of failure and success in small business</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Identify fields of business causing loss. • Select proper suitable location of business place easily accessible for customers. • Identify worker annoying customers by not providing proper service and attention. • Control utility bills especially turning off extra lights and ACs when client are not in the business place. 	<ul style="list-style-type: none"> • Major Fields of business causing loss. • Importance of easily accessible location for setting up business. • Importance of good behaviour of workers with the customers. • Importance of controlling energy wastage and saving cost. • Cost efficient purchases of materials. • Pleasant communication skills. • Importance of time management. • Proper time schedule for workers and services rendered to client. 	<p>Total: 8 hrs.</p> <p>Theory: 2hr</p> <p>Practical: 6 hrs.</p>	<p>Consumables:</p> <ul style="list-style-type: none"> • Note book • Pencil/Pen • Notes • Books • Articles 	<p>Theory: Class room</p> <p>Practical: Lab/Salon</p>

	<ul style="list-style-type: none">• Make purchases of best items keeping in view quality, quantity and prices.• Understand effective communication and good relations with the customers.• To run business by best time management and observing time schedule strictly for self and workers.				
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4. ASSESSMENT GUIDANCE:

Assessment is the process of collecting evidence and making judgments on whether competence has been achieved. This confirms that an individual can perform to the standard expected in the workplace as expressed in the nationally endorsed competency standards (where they exist). Good assessment practices should be adopted for sessional and final assessments. Such practices by vocational training providers during sessional and final assessments will form the basis of qualifying the trainees.

4.1 Differences between sessional and final assessments

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

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

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

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

4.2 Methods of assessment

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

Methods will include:

4.2.1 Direct assessment:

Direct assessment is the most desirable form of assessment. For this, evidence shall be obtained by directly observing the student's performance.

Examples for direct assessment of a Hair stylist will include:

- Work performances, for example the application of hair styling techniques
- Demonstrations, for example demonstrating the appropriate method of sectioning the hair
- Direct questioning, where the assessor will ask the student how to recognize the hair structure before any performance
- Paper-based tests, such as multiple choice or short answer questions at entrepreneurship, hygienic and safety issues, communicating and working with others and types of hair structure etc.
- Portfolio of evidence , such as compilation of all work done during the course

4.2.2 Indirect assessment

Indirect assessment shall be used where the performance could not be watched and evidence is gained indirectly.

Examples for indirect assessment of a Hair Stylist will include:

- Selection of accurate products on the basis of market survey
- Taking all health and safety measures to provide services
- Maintenance of stock: the methods adopted to maintain the stock and updating status regularly
- Indirect assessment should only be a second choice. (In some cases, it may not even be guaranteed that the work produced by the person being assessed).

4.3 Principles of assessment

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

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

Provide all learners with an equal opportunity for and access to assessment

Validity means that a valid assessment assesses what it claims to assess. For example, if the ability to do a specific hair colour, the assessment should involve performance criteria that are directly related to colouring techniques. An interview about textures of hair and scalp would not meet the performance criteria.

Reliability means that the assessment is consistent and reproducible. For example, if the preparation procedure of workplace/services area has been assessed, another assessor (e.g. the future employer) should be able to see the same work performance and witness the same level of achievement. Use checklists and evidence guides

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

4.4 Assessment strategy for Hair Stylist Curriculum

This curriculum consists of 8 modules:

- Module 1: Present a Professional Image
- Module 2: Receive the client
- Module 3: Perform Shampoo & Conditioning
- Module 4: Perform styling techniques
- Module 5: Colouring the hair

- Module 6: Perform haircuts
- Module 7: Perform hair treatments
- Module 8: Entrepreneurship Development

4.5 Suggestions for sessional assessment

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

4.6 Suggestions of final assessment

Final assessment shall be in two parts:

- Theoretical assessment

The final theoretical assessment shall consist of multiple choice and short answer questions, covering all modules

- Practical assessment.

For practical assessment, proper procedures of services, management of stock, health & safety shall be selected to assess the competencies of student expected to be gained after this training course.

(The final assessment marks shall contribute to the final qualification)

It is also proposed that the assessment may take place in such a way that covers each of the modules. Time and markings may be distributed according to the importance of module that is reflected from the time invested during teaching. The distribution of time and markings for assessment are given below:

Distribution of time and markings for assessment			
Modules	Total	Out of total hrs / markings	Practical
Module 1			
Module 2			
Module 3			
Module 4			
Module 5			
Module 6			
Module 7			
Module 8			
Total			

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

MODULES	PRACTICAL	THEORY
MODULE 1	Present a Professional Image	
LU-1: Prepare the work place	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Label the diagram to identify different areas of salon • Prepare the checklist to check the status of preparation procedure of workplace • Identify reception duties and skills whether real or simulated, by assisting with reception and contributing to the smooth and effective running salon reception operations. • Keep clean and organise reception area according to salon policy • Maintain work areas and walkways • Keep the environment safe and free from food waste, hair or other potential hazards • Prepare tools and equipment for specific services as required • Recognize tools and equipment for maintenance and refer for repair as required • Observe the safety of tools and equipment in accordance with manufacturer's instructions • Check and maintain stock .i.e. <ul style="list-style-type: none"> ✓ Stock rotation procedures ✓ Notify the salon supervisor about the under or over supplied stocks 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Introduction to unit and structure of programme of learning. • Discussion on how to prepare a work area • Importance of preparing the reception area • Importance of checklist • How to prepare a table/d-base to check the stock • Types and uses of cleaning materials/solvent • Types of tools and equipments • Inventory of stocks/supplies

	<ul style="list-style-type: none"> ✓ Refer incorrect deliveries to the supervisor for return to supplier ✓ Store stocks safely in accordance with manufacturer's specifications 	
<p>LU-2: Present a Professional Appearance</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Design a simple, revealing but fun survey to find out how important personal presentation and image are to the hair industry. • Carry out customer satisfaction survey with in Hair sector • Prepare yourself by creating a professional appearance • Maintain uniform /personal grooming in accordance with established policies and procedures • Maintain stance, posture, body language, and other personal presence according to required standards 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Aspects of personal Appearance • Range of questioning techniques • Importance of creating a professional appearance • maintenance of personal health and fitness • Define personal presence e.g. <ul style="list-style-type: none"> ✓ Stance ✓ Posture ✓ Body language ✓ Grooming ✓ Standing orders • Personal goal setting • Difference between a professional and unprofessional image in a salon environment • Stress management • Time management. and personal presentation
<p>LU-3: Maintain personal hygiene</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Play the role of maintaining personal hygiene in client areas. 	<p>Trainee will be asked for:</p>

	<ul style="list-style-type: none"> • Identify health and safety requirements that must be practised in a salon environment • Implement personal hygiene policy developed in salon • Identify different infections and allergies 	<ul style="list-style-type: none"> • Short talks or question and answer sessions on key facts about maintaining personal hygiene. • Research salon policy/guidelines on personal hygiene. • Different types of infections and infestations which can come across within a salon
<p>LU-4: Keep the workplace clean and safe</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Handle and store items according to salon requirements • Follow workplace hygiene e.g. <ul style="list-style-type: none"> ✓ Laundry ✓ Regular hand washing ✓ Appropriate and clean clothing ✓ Safe handling disposal of towels and laundry • Appropriate handling and disposal of garbage • Perform cleaning and sanitizing procedures • Personal hygiene 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Salon standards • Storage at incorrect temperature • Effect of poor personal hygiene practices • Effect of poor work practice • Effect of inappropriate cleaning practice
<p>LU5: Follow Health & Safety Practices</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Determine the effects of Hazards • Identify issues and concerns in accordance with workplace requirements and relevant workplace • Strictly follow procedures for controlling hazards and risk 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Effects of hazards in the workplace <ul style="list-style-type: none"> ✓ Safety Regulations ✓ Clean Air ✓ Electrical and Fire Safety Code ✓ Waste management

	<ul style="list-style-type: none"> • Apply procedures in dealing with workplace accidents, fire and emergencies in accordance with the salon's Health & safety policies • use protective equipment correctly in accordance with salon's procedures and practices • Apply procedures in providing appropriate assistance in the event of workplace emergencies in line with the established salon's protocol • Fill the personal records in accordance with workplace requirement • Discuss the health and safety in client areas. 	<ul style="list-style-type: none"> ✓ Management of prepare materials ✓ understanding the requirements for first aid provision and fire safety • Requirements regarding personal health, safety and hygiene and the broad provisions of the Health and Safety at Work • responsibilities to ensure a safe working environment • how to maintain and comply with salon regulations, professional practice and hygienic practices • legislation appropriate to maintaining health and safety in a salon • infectious and non-infectious hair and scalp conditions and their implications for salon services
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<p>LU-6: Check the whole procedure of preparation</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Perform a practical ability to follow routine instructions, perform tasks according to salon procedures, plan and prioritise tasks. • Fill the preparation form which includes: <ul style="list-style-type: none"> ✓ Preparation of workplace ✓ Rules of Personal Hygiene ✓ Sterilisation/ sanitisation of tools and equipments ✓ overall stock information ✓ Health& safety at work 	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Overview of all the preparation procedures in accordance with salon policies
<p>MODULE 2</p>	<p>Receive the Client</p>	
<p>LU-1: Greet the client</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Perform a practical ability to provide a consistently welcoming client environment by treating clients in a courteous, professional manner. • Role play of client reception • Use appropriate body language • Provide a consistently welcoming client environment by treating clients in a courteous helpful manner. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Methods of greeting the client • Positive body language and gestures
<p>LU-2: Communicate with client</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Evaluate client needs base on workplace standards and specifications • Analyses Salon services against clients needs 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Communication skills • Client relation

	<ul style="list-style-type: none"> • Explain salon services and consult with the client • Document client's profile and service extended to them in accordance with workplace procedures • Handle complaints • Communicate clients on telephone/face to face 	<ul style="list-style-type: none"> • Salon services • Documentation procedures • Handling of complaints • Salon policies and procedures in regard to client reception, telephone answering and client records • Knowledge of the full range of products and services and prices of products and services offered by the salon. • Techniques and skills in relation to client communication including: <ul style="list-style-type: none"> ✓ listening and questioning techniques ✓ verbal and non-verbal communication skills ✓ negotiation techniques ✓ Types of client needs, eg. functional, psychological
<p>LU-3: Behave in a professional manner with client</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Complete task sheets, labeling diagrams or mood board to demonstrate knowledge of acceptable/unacceptable behavior. • Maintain standards of decorum, good manners and social behavior and to maintain a competent professional manner. • Carry out open and closed body language activities 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Discussion on effects of positive and negative behaviors. • Different types of behaviors suitable for a working environment.

<p>LU-4: Respond to the client's needs</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Identify post orders and understood according to standard procedures • Modify instructions/orders in light of changed situations • Meet client requirements • Monitor the changes to client's needs and requirements and take appropriate action • Fill the consultation form 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Importance of client's needs • Record of consultation sheet • Post orders • Discussion techniques with client/custom • Knowledge of required changes • Clarification of client needs and instructions
<p>LU-5: Set the appointments</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Schedule the appointments • Listen, negotiate and communicate with client according to salon policies • Fill client record cards or client appointment sheets • Maintain records 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Appointment booking system • Interpersonal skills • Customer service skills • Telephone etiquette • Maintaining records
<p>MODULE 3</p>	<p>Perform Shampoo and Conditioning</p>	

<p>LU-1: Prepare the client</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Demonstrate greet the client • Fill the consultation sheet • Identify infections and allergies • Drape the client • Look at ways of client protection • Brush the hair according to required services • Advise to remove jewelry and accessories 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Introduction to the shampoo and conditioning procedure • Importance of client consultation • Importance of client comfort and own posture • Effect of infections and allergies
<p>LU-2: State the types and the structure of hair</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Identify the different hair types. <ul style="list-style-type: none"> ✓ Curly ✓ Wavy ✓ Straight • Complete a worksheet to include: <ul style="list-style-type: none"> ✓ The main hair types ✓ A labeled diagram of the three layers of hair • Check and analyze hair and scalp condition • Prepare and use tools, supplies and materials according to hair condition • Provide first aid treatment to client if required 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Types and the structure of hair <ul style="list-style-type: none"> ✓ Hair follicle ✓ Hair shaft <ul style="list-style-type: none"> – Cuticle – Cortex – Medulla • Texture of Hair • Effects of shampoo and conditioner • Effect of First aid

<p>LU-3: Select appropriate products</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Identify different types of shampoos <ul style="list-style-type: none"> ✓ Soap ✓ Soap less ✓ Synthetic detergents • Identify different types of conditioners <ul style="list-style-type: none"> ✓ Surface conditioner ✓ Penetrating conditioners • Recognize different tools <ul style="list-style-type: none"> ✓ Combs ✓ Brushes • Select all products and equipments required for shampoo and conditioning service. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Different types of shampoo and conditioning products available for different hair and scalp types. • Importance of using the correct shampoo and conditioners and the effects if wrong product used.
<p>LU-4: Apply shampoo</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Wet the hair • Practice, shampoo on each other • Practice massage movements • Choose correct working temperature for water • Check flow and pressure of water • Rinse Shampoo • Select, apply and remove a variety of shampoos, according to manufacturers' instructions and salon procedures 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Overview and instruction of Shampoo application • Procedure of Application of Shampoo

	<ul style="list-style-type: none"> • Care and protect the client • Hair massage procedures suitable for service to follow post shampoo procedures • Check and analyse hair 	
LU-5: Apply Conditioner	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Practice, conditioning on each other • Select, apply and remove a variety of conditioner, according to manufacturers' instructions and salon procedures • Use time effectively and to control product waste 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Overview and instructions of conditioner • Time management for conditioning the hair • Home care advices
LU-6: Dry and detangle hair	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Remove moisture from hair (squeeze hair with towel) • Detangle hair from point to root (minimize damage and further tangling) 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • importance of detangling from point to root (minimise damage and further tangling)
MODULE 4	Perform styling techniques	
LU-1: Perform blow-dry	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Towel dry the Hair and comb according to service requirements • Sectioning the hair for blow dry • Blow Dry the Hair according to service requirements and establish or acceptable procedures. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Overview of Blow dry procedures • Method of using towel in drying hair • Health & safety requirements • After care advices

	<ul style="list-style-type: none"> • Apply finish product on blow dried hair according to product specifications. • Safety and comfort of the client is ensured during the entire process 	
LU-2: Perform straightening	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Check scalp condition if free from scratches and open wounds • Check and analyze hair texture and condition in accordance with hair elasticity and porosity • Determine the previous chemical treatments applied to hair • Prepare tools and materials according to H&S requirements • Perform hair straightening and establish acceptable procedures. • Blow-dry the Hair according to salon procedures. • Set the iron temperature in accordance with hair condition. • Sub-section the Hair according to salon procedures. • Iron the hair • Check the result and style the hair according to client's choice • Ensure client's safety and during the entire process • Provide first aid treatment to the client if required. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Blow drying procedure • Use of protective hair products • Iron setting • Hair sectioning • Handling of tools
LU-3: Perform Roller Setting	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • check scalp condition if free from scratches and open wounds • Check and analyze hair texture and condition • Determine the previous chemical treatments applied to hair • Prepare tools and materials according to H&S requirements 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Types and conditions of hair • Types of hair rollers • Safe handling and usage of tools and equipment • Product knowledge

	<ul style="list-style-type: none"> • Blow-dry the Hair before roller setting • Select the roller according to clients choice • Perform roller setting and establish acceptable procedures. • Apply finished product on hair to maintain the desired look • Set the desired look 	<ul style="list-style-type: none"> • Safety precautions • Evaluation of roller setting result • Home hair care and maintenance • Tools, equipment, supplies and materials (Cleaning, and storing) • Salon procedures in storing treatment products • Maintaining tools and equipments • Waste disposal • Occupational health and safety requirements
<p>LU-4: Perform Perming</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Use Protective clothing • Check scalp condition if free from scratches and open wounds • Check and analyze hair condition in accordance with hair elasticity and porosity • Observe types and conditions of hair • Confirm the types of hair curls • Determine the previous chemical treatments applied to hair • Checking scalp condition • Types of perming techniques • Interpersonal relations • Select perm solution and prepare according to client’s hair type, texture/condition and product specifications. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Types and conditions of hair • Types of perming techniques • Safe handling and usage of tools and equipment • Perm product knowledge • Safety precautions • Evaluation of perm result • Tapering/trimming procedures • Home hair care and maintenance • Tools, equipment, supplies and materials (Cleaning, and storing) • Salon procedures in storing treatment products • Maintaining tools and equipments • Waste disposal

	<ul style="list-style-type: none"> • Perform Hair perm in accordance with established or acceptable procedures and product specifications. • Check the hair according to agreed outcome. • Confirm the Client's satisfaction • Ensure Clients' safety and comfort during the entire process. • Rinse the hair thoroughly, towel-dry and apply conditioner • Taper / trim hair if necessary • Advise the Client on the appropriate proper hair care and maintenance of the hair • Clean and store all Tools, equipment, supplies and materials according to salon procedures. • Dispose waste materials according occupational health and safety requirements. 	<ul style="list-style-type: none"> • Occupational health and safety requirements
<p>LU-5: Perform Hair Plaiting</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Identify different plaiting techniques /methods (e.g French plait, two strand twists, fishtail plaits and flat twists) • Identify Material, tools and equipments for plaiting the hair • Perform appropriate method of sectioning the hair • Recognize different hair growth patterns • Perform hair plaiting • Apply hair spray for fine result • Follow time management • Check the final result 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Material, tools and equipments for plaiting the hair • Hair growth pattern • Different plaiting techniques <ul style="list-style-type: none"> ✓ On scalp ✓ Off scalp • Description of hair plaiting (Partings are straight and clean with the size of Sections even.) • Importance of aftercare advices according to hair condition

	<ul style="list-style-type: none"> • Suggest the aftercare advices 	<ul style="list-style-type: none"> • Importance of tidy work place for further treatments
<p>LU6: Perform Up - do styles</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Identify Material, tools and equipments • Recognize different hair growth patterns • Identify different styles /methods for up-do • Perform appropriate method of sectioning • Perform up-do • Apply product • Apply fixing solution • Follow time management • Check the final result • Suggest the aftercare advices 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Material, tools and equipments for up-do the hair • Hair growth patterns • Different styles for up-do <ul style="list-style-type: none"> ✓ Curly up-do ✓ Victorian up-do ✓ Rope up-do ✓ Chinese braided up-do ✓ Classic twisted up-do • Importance of aftercare advices according to hair condition • Importance of tidy work place for further treatments

<p>LU-7: Perform the techniques of hair buns</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Identify Material, tools and equipments • Recognize different hair growth patterns • Identify different techniques /methods for preparing buns • Perform appropriate method of sectioning the hair • Apply mousse if requires • Tease hair to create volume • Prepare hair bun • Apply fixing solution • Follow time management • Check the final result • Suggest the aftercare advices 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Material, tools and equipments • Hair growth patterns • Different buns <ul style="list-style-type: none"> ✓ Basic Bun ✓ Ballerina Bun ✓ Ballet Bun ✓ Double Bun ✓ Side Bun ✓ Braided Bun ✓ High Bun ✓ Low Bun ✓ Curly Bun • Method for performing different buns • Importance of aftercare advices according to hair condition • Importance of tidy work place for further treatments
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<p>LU8: Perform Mohawk Style</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Identify Material, tools and equipments • Recognize different hair growth patterns • Identify different techniques /methods for preparing Mohawk • Perform appropriate method of sectioning the hair • Map the Mohawk • Wet and towel dry hair • Perform Mohawk style • Perform appropriate method of using the comb during the process • Apply fixing solution • Follow time management • Check the final result • Suggest the aftercare advices 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Material, tools and equipments • Hair growth patterns • Different Mohawks <ul style="list-style-type: none"> ✓ Short Mohawk style ✓ Fan Mohawk Style ✓ Spikes ✓ African Mohawk style • Proper method for performing different Mohawk styles • Importance of aftercare advices according to hair condition • Importance of tidy work place for further treatments
<p>MODULE 5</p>	<p>Colouring the Hair</p>	
<p>LU-1: Select Appropriate colouring products</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Select appropriate Colour • Select correct volume for developer according to client's hair condition 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Colour theory/colour wheel • Knowledge of different volumes of developers • Knowledge of different colouring products

<p>LU-2:Prepare appropriate colour</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Tools, materials, implements are prepared and used following occupational health and safety requirements • Mix Colour and developer according to client’s hair condition and length and desired outcome 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Colour theory/colour wheel • Ratio and proportion • Kinds and uses of developers
<p>LU-3: Perform one colour dye</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Consult the Client and give advice on colour options, • Check for possible allergies. • Check the Condition of the hair and scalp • Assess personality, life style, and skin tone • Advise the Client to remove jewellerys and accessories • Drape the Client to avoid stains from hair colouring. • Shampoo Client’s hair to remove remaining conditioners • Check scratches on the scalp, if required. • Apply Colour according to product specifications or acceptable procedures • Style the Hair and apply with finishing products according to client’s requirements. • Ensure Client’s safety and comfort during the process • Advise the Client on the required proper hair care and maintenance to be used for coloured/dyed hair. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Effects of allergies and hair treatment to hair colouring activity • Preparation and use of tools, materials and implements • Occupational Health and Safety requirements • Ratio and proportion • Colour Application Method • Colouring products (Product knowledge) • Classification and uses of hair colorants • Timeframe in hair colouring process • Styling hair using finishing products • Hair care and maintenance for coloured/dyed hair • Hygiene and sanitation

	<ul style="list-style-type: none"> • Clean ,Sanitise and store tools and materials, according to occupational health and safety requirements • Dispose waste • Clean the Workstation and prepare it for next salon activity. 	
<p>LU4:Perform low lights</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Consult the client on health condition and previous hair chemical treatment availed and advise on possible service options and outcome results • Check and analyse conditions of the hair and scalp • Advise the client to remove all personal accessories. • Provide protective clothing to client following salon procedures. • Shampoo Client’s hair without scratching the scalp • Blow-dry hair, if required. • Perform Foil Method/cap method <ul style="list-style-type: none"> ✓ Prepare and use supplies, materials, tools and equipments according to health and safety requirements ✓ Mix cut down product according to manufacturer’s instructions. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Kinds of hair chemical treatments • Study colour chart • Ratio and proportion of cut down and colour

	<ul style="list-style-type: none"> ✓ Cut down/D-Colour the hair chunks according to established or acceptable procedures. • Rinse ,shampoo and blow dry hair • Apply colour as per clients need and suitability • Ensure time management • Shampoo, rinse and Blow dry to check the final results • Ensure clients' safety and comfort during the process. • Provide First aid treatment to the client if required. • Advise the Client on the required proper hair care and maintenance to be used for colored/dyed hair. • Clean ,Sanitise and store tools and materials, according to occupational health and safety requirements • Dispose waste • Clean the Workstation and prepare it for next salon activity. 	
<p>LU5:Perform Highlights</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Consult the client on health condition and previous hair chemical treatment availed and advise on possible service options and outcome results • Check and analyse conditions of the hair and scalp • Advise the client to remove all personal accessories. • Provide protective clothing to client following salon procedures. • Shampoo Client's hair without scratching the scalp • Blow-dry hair, if required. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Kinds of hair chemical treatments • Study colour chart • Ratio and proportion of cut down and colour

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| | <ul style="list-style-type: none">• Perform Foil Method/cap method<ul style="list-style-type: none">✓ Prepare and use supplies, materials, tools and equipments according to health and safety requirements✓ Mix cut down product according to manufacturer's instructions.✓ Cut down/D-Colour hair according to established or acceptable procedures.• Apply colour as per clients need and suitability• Ensure time management• Shampoo, rinse and Blow dry to check the final results• Ensure clients' safety and comfort during the process.• Provide First aid treatment to the client if required.• Advise the Client on the required proper hair care and maintenance to be used for colored/dyed hair.• Clean ,Sanitise and store tools and materials, according to occupational health and safety requirements• Dispose waste• Clean the Workstation and prepare it for next salon activity. | |
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Module -6	Perform Hair cuts	
LU1 –Perform Trimming	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Assess Shape of the client’s face, head, length and width according to his/her built and height. • Analyse the Texture of hair according to style requirements and administer the kind of cutting • Present the Hair catalogue to the client and select the hair cut style and agreed upon by both parties. • Provide and use Protective clothing according to health and sanitation regulations. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Consultation techniques • Client’s hair cut styles • Protective clothing and materials • Work values • Blow dry techniques • Types of finishing products (Product Knowledge) • Evaluation of finishing touch result / desired outcome
LU5: Perform front flick	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Assess Shape of the client’s face, head, length and width according to her built and height. • Analyse the Texture of hair according to style requirements and administer the kind of cutting • Present the Hair catalogue to the client and select the hair cut style and agreed upon by both parties. • Provide and use Protective clothing according to health and sanitation regulations. • Prepare and select hair cutting tools, supplies and materials 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Client’s profile: face, built and height • Different hair cut styles • Protective clothing and materials • Work values • Blow dry techniques • Types of finishing products (Product Knowledge) • Evaluation of finishing touch result / desired outcome • Consultation techniques

	<ul style="list-style-type: none"> • Perform front flick Haircut according to haircut style and acceptable procedures • Ensure Client's safety and comfort during the entire process • Blows dry the Hair and check them for accuracy and finishing touches. • Use Finishing cutting tools according to haircut style. • Apply Hair finishing product as per client's requirements and style • Confirm that all desired requirements are confirmed with client and adjustments are made if required. • Advise the Client on the required proper hair care and maintenance to be used. • Clean, sterilise, and store equipments according to salon's policies and procedures • Dispose Wastes items in accordance with Occupational Safety and Health Code • Clean Working area and prepare for the next client 	
<p>LU-3: Perform 'U' shaped cutting</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Identify Material, tools and equipments • Recognize hair growth patterns • Identify different techniques/ methods • Perform wetting the hair properly • Perform appropriate method of sectioning the hair • Perform 'U' shape cutting 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Material, tools and equipments: • Hair growth pattern • Method of 'U' shape cutting • Importance of aftercare advices according to hair condition • Importance of tidy work place for further treatments

	<ul style="list-style-type: none"> • Perform appropriate method of using the comb during the process • Check the final result • Suggest the aftercare advices 	
LU-4: Perform wedge cutting	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Identify Material, tools and equipments • Recognize hair growth patterns • Identify different techniques/ methods • Perform wetting the hair properly • Perform appropriate method of sectioning the hair • Perform wedge cutting • Perform appropriate method of using the comb during the process • Check the final result • Suggest the aftercare advices 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Material, tools and equipments: • Hair growth pattern • Method of wedge cutting • Importance of aftercare advices according to hair condition • Importance of tidy work place for further treatments
LU-5 Perform forward cutting	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Identify Material, tools and equipments • Recognize hair growth patterns • Identify different techniques/ methods • Perform wetting the hair properly • Perform appropriate method of sectioning the hair • Perform forward cutting • Perform appropriate method of using the comb during the process • Check the final result 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Material, tools and equipments: • Hair growth pattern • Method of Forward cutting • Importance of aftercare advices according to hair condition • Importance of tidy work place for further treatments

	<ul style="list-style-type: none"> • Suggest the aftercare advices 	
LU6: Perform layer cutting	Trainee should be able to: <ul style="list-style-type: none"> • Identify Material, tools and equipments • Recognize hair growth patterns • Identify different techniques/ methods • Perform wetting the hair properly • Perform appropriate method of sectioning the hair • Perform layer cutting • Perform appropriate method of using the comb during the process • Check the final result • Suggest the aftercare advices 	Trainee will be asked for: <ul style="list-style-type: none"> • Material, tools and equipments: • Check the Hair growth pattern • Method of Layer cutting • Importance of aftercare advices according to hair condition • Importance of tidy work place for further treatments
LU7: Perform step cutting	Trainee should be able to: <ul style="list-style-type: none"> • Identify Material, tools and equipments • Recognize hair growth patterns • Identify different techniques/ methods • Perform wetting the hair properly • Perform appropriate method of sectioning the hair • Perform step cutting • Perform appropriate method of using the comb during the process • Check the final result • Suggest the aftercare advices 	Trainee will be asked for: <ul style="list-style-type: none"> • Material, tools and equipments: • Check the Hair growth pattern • Method of Step cutting • Importance of aftercare advices according to hair condition • Importance of tidy work place for further treatments

<p>LU-8: Perform bob cutting</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Identify Material, tools and equipments • Recognize hair growth patterns • Identify different techniques/ methods • Perform wetting the hair properly • Perform appropriate method of sectioning the hair • Perform bob cutting • Perform appropriate method of using the comb during the process • Check the final result • Suggest the aftercare advices 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Material, tools and equipments: • Check the Hair growth pattern • Different techniques : <ul style="list-style-type: none"> ✓ Short bob ✓ Long bob ✓ Medium bob ✓ Curled bob • Proper method for bob cutting • Importance of aftercare advices according to hair condition • Importance of tidy work place for further treatments
<p>MODULE 7</p>	<p>Perform Hair treatments</p>	
<p>LU-1: Perform Hair and Scalp Analysis</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Recognize the texture of hair • Analyse the type of hair • Analyse the condition of scalp • Recognize the density, porosity, Elasticity of hair • Identify appropriate treatment according to hair and scalp analysis 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Hair structure i.e. • Different textures of hair • Density of hair • The infections and allergies related to hair and skin

<p>LU-2:Select appropriate products and tools for treatments</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Identify the variety of products for different treatments • Recognize appropriate hair treatment products according to hair condition 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Types of products <ul style="list-style-type: none"> ✓ Synthetic/non-synthetic ✓ Herbal/non-herbal ✓ Chemically processed • List of products, tools and equipments • Variety of hair treatment products for various types of hair • Products and tools according to hair condition
<p>LU-3:Perform Dry/Damage hair treatment</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Identify and examine the dry and damage hair • Recognize hair treatment products for dry/damage hair • Perform the treatment according to hair condition • Check client's comfort • Ensure the treatment is cost effective • Ensure the time management • Check the final result • Suggest the aftercare advices 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Types of damage hair • Different types of treatments for dry/damage hair • The method of applying the hair products for damage/dry hair (conditioners, gels, thermal protectors and hairspray, contain a substance called polymer, oils, scrubs, serums, masks, etc.) • Method to treat damage/dry hair (Polymer Treatment, Anti-Oxidant Treatments i.e. Deep conditioning, Diet therapy treatment, etc.) • The appropriate method step by step • Importance of aftercare advices according to hair condition • Importance of tidy work place for further treatments

<p>LU-4: Perform Anti-dandruff treatment</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Identify and examine the hair for anti-dandruff treatment • Recognize hair treatment and products for Anti-dandruff treatment • Check client's comfort • Perform the treatment • Ensure the treatment is cost effective • Ensure the time management • Check the final result • Suggest the aftercare advices 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Different causes of the dandruff • Types of treatments for dandruff (Oiling, herbal, non-herbal, etc.) • Method of applying the hair products for hair dandruff (conditioners, gels, thermal protectors and hairspray, oils, serums, masks, etc.) • The appropriate method step by step • Importance of aftercare advices according to hair condition • Importance of tidy work place for further treatments
<p>LU-5: Perform Oily Hair Treatment</p>	<p>Trainee should be able to:</p> <ul style="list-style-type: none"> • Identify and examine the hair for treatment • Recognize hair treatment products for oily hair • Check client's comfort • Perform the treatment • Ensure the treatment is cost effective • Ensure the time management • Check the final result • Suggest the aftercare advices 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Different causes of the oily hair • Types of treatments (Herbal, non-herbal, etc.) • Method of applying the hair products for oily hair (Conditioners, gels, thermal protectors and hairspray, serums, masks, etc.) • The appropriate method step by step • Importance of aftercare advices according to hair condition

		<ul style="list-style-type: none"> • Importance of tidy work place for further treatments
MODULE 8	Entrepreneurship Development	
LU-1: Introduction of Entrepreneurship	Trainees will be able to: <ul style="list-style-type: none"> • Explain the term entrepreneurship. • Observe and manage the risk involved in business. • Explain the methods of earnings. • Monitor the expenses and apply cost saving methods. • Identify the units of sale for different types of services. • Identify the future prospects of business. 	Trainee will be asked for: <ul style="list-style-type: none"> • Entrepreneurship basics. • Advantages and disadvantages of self-employment. • Risk involved in business. • Methods of earning. • Expenses with cost saving methods. • Sales in terms of numbers. • Techniques of forecasting of future market trends.
LU-2: Functions of Entrepreneur.	Trainees will be able to: <ul style="list-style-type: none"> • Plan every aspect of business like place of business, services to render & monetary matters. • Analyse each business situation, compile data regarding clients, income, expenses and make conclusion based on data • Explain goals for sales of business. • Build a top notch team. 	Trainee will be asked for: <ul style="list-style-type: none"> • Planning techniques for services, rates and location identification for better business opportunities. • Importance of client's data and skills for efficient financial controls of business. • Techniques for Increasing sales of business. • Importance of team building.

<p>LU-3:Role of Entrepreneur in Economic Development</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Prepare a plan to play vital role to boost economy by Creating and providing new job opportunities. • Develop hiring plan as per needs of business. Explain prevailing labour laws and rate of social security, old age benefit contribution in relevant departments. • Explain methods to generate maximum profits. • Design an expansion plan of business. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Role of creating job opportunities in economy. • Appropriate and suitable work force for the business. • Prevailing labour laws. • Prevailing taxes levied on the business. • Planning expansion according to demand and supply position prevailing in market.
<p>LU-4:Business and marketing plan</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Make business plan as per market demands. • Identify areas of business or services which are more profitable and popular in clients. • Analyse services and products offered by the competitors and make business strategy accordingly. • Prepare estimate of finance required for business. • Explain methods for attaining knowledge of current market trends. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Market trends • Profitable and popular services of business. • Procedure of implementation of business and marketing plan. • Capital requirements for business. • Knowledge of availability of finance sources. • Importance of relevant magazines, articles and journals.
<p>LU-5: Basics of Small business.</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Explain money management and cash flows. • Explain importance of customer satisfaction. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Techniques of money management.

	<ul style="list-style-type: none"> • Explain customer's comfort policies. • Explain importance of maintenance of record of purchases, sales, inventory and list of regular customers. • Explain methods to build team of honest of workers on long term basis. 	<ul style="list-style-type: none"> • Importance of customer's satisfaction and demands of clients. • Importance of customer's comfort level in terms of prices and services. • Technique of maintaining records of purchases, sales and clients data. • Importance of team working for longer time period efficiently with honesty.
<p>LU-6: Reasons of failure and success in small business</p>	<p>Trainees will be able to:</p> <ul style="list-style-type: none"> • Identify fields of business causing loss. • Explain key rules of selection of proper suitable location of business place. • Identify factors annoying customers by action of worker. • Explain methods to save energy in the business place. • Explain measures required to make purchases efficiently. • Explain importance of pleasant communications and good relations with the customers. • Prepare time schedule for self, workers and services. 	<p>Trainee will be asked for:</p> <ul style="list-style-type: none"> • Major Fields of business causing loss. • Importance of easily accessible location for setting up business. • Importance of good behaviour of workers with the customers. • Importance of controlling energy wastage and saving cost. • Cost efficient purchases of materials. • Pleasant communication skills. • Importance of time management. • Proper time schedule for workers and services rendered to client.

4.7 Structure of the assessment team

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

4.8 Planning for assessment

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

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

LIST OF TOOLS AND EQUIPMENTS

S. No.	Description	Quantity
EQUIPMENT		
1.	Blower/ hair dryer (Black & Decker)	10
2.	Electric curlers (optional) (Black & Decker)	5
3.	Curling Iron (optional) (Black & Decker)	5
4.	Straightening iron (Black & Decker)	10
5.	Hair steamer	5
6.	Sterilizer (Black & Decker)	2
7.	Timer	5
8.	Electric extensions (leads)	5
CHAIR and TABLE		
9.	Hydraulic chair	1
10.	Arm chair	5
11.	Class Chairs	25
12.	Tables	5

TOOLS		
13.	Clippers	10 sets (5 clips in each set)
14.	Measuring cup	5
15.	Measuring spoons	5 sets (4 in each set)
16.	Mixing bowls	10
17.	Rolling tray	5
18.	Spatula	5
19.	Spray Bottle (Plastic)	10
20.	Prong clips or Alligator clips (optional)	10 sets (5 clips in each set)
CLEANING TOOLS		
21.	Broom	5
22.	Dustpan	5
23.	Garbage bins	5
BRUSH		
24.	Applicator brush (Normal)	10
25.	Hair brush (Normal)	10
26.	Paddle brush (Normal)	10
27.	Round brush (medium)	10
28.	Round brush (small)	10
29.	Applicator brush with comb	10

COMB		
30.	All purpose comb	10
31.	Hair cutting comb	10
32.	Large tooth comb	10
33.	Tail comb	10
SCISSORS		
34.	Thinning Scissors	10
35.	Barber scissors	10
CAP		
36.	Frosting cap w/ hook	10
37.	Perming cap	10
MIRROR		
38.	Modular mirror (movable)	10
OTHERS		
39.	Shampoo and conditioning Unit	1
40.	Velcro's (hair rollers)	10 sets (6 rollers in each set)
41.	flexible hair rollers	10 sets (6 rollers in each set)

LIST OF CONSUMABLES

- Aluminium foil
- Bleaching product (powder, cream and liquid)
- Colour product form: Cream, Liquid and Powder
- Developer, 6% 20 volumes; 9% 30 volumes; 12% 40 volumes, 500 ml. each
- Ear pads
- Gel, 500 ml.
- Hairpiece (assorted) Hair polish/serum
- Hair treatment products
- Hair wax, 500 ml.
- Leave on conditioner
- Mousse
- Paper towel
- Perm lotion w/ neutralizer, 500 ml.
- Rubber band, box
- Shampoo, 1 gal
- Tissue paper
- Towel (Black and White)
- Wigs

CLEANING MATERIALS

- Detergent
- Disinfectant

- Sanitiser

GLOVES

- Rubber gloves
- Disposable gloves

PROTECTIVE CLOTHING/ ACCESSORIES

- Apron
- Bib (make-up)
- Cape (Disposable, plastic)
- Headband
- Hairnet/Invisible hairnet
- Neck strip (cloth)
- Smock gown

STATIONARY

- Erasers
- Sharpeners
- Pens
- Pencils
- Scale (Small/Plastic)
- Note books (Rough)
- Practical Copies

CATALOGUES

- Men's Cut/styling Catalogue
- Ladies Cut/styling Catalogue
- Kid's Cut/styling Catalogue
- Fashion Magazines
- Textbooks/References



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