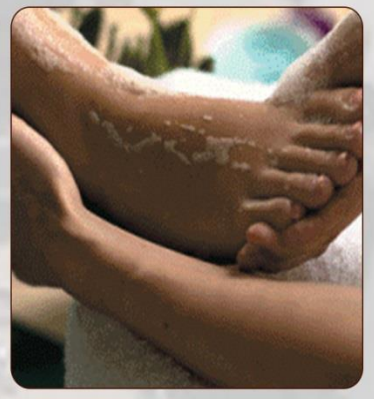
National Vocational Certificate Level 3 in Beauty Care (Skin Care)



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CURRICULUM SPECIFICATION FOR SKIN CARE TREATMENT

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 (hours)
1	Manage the salon, perform disinfection /sanitization and safety in salon	16	64	80
2	Analyse, identify and scan different type of skin by obtaining clients previous history	40	44	84
3	Perform basic facial	16	150	166
4	Perform treatment facial manual/ machinery (high frequency, galvanic, vacuum, micro derma braision etc.)	30	150	180
5	Perform Epilation	8	32	40
6	Perform Manicure/ Pedicure	8	32	40
7	Perform body massage with various movements.	8	32	40
8	Greet and deal clients with good communication skills	12	36	48
9	Develop Professional skills	12	64	76
10	Develop Entrepreneur skills	10	36	46

1.2 Duration of the course:

The proposed curriculum is composed of 6 modules that will be covered in 800 hrs. It is proposed that the course may be delivered in six months period (Five days of a week). Training can also be offered as an evening course on part time basis. The distribution of con tact hours is given below:

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

1.3 Purpose of the training program:

The purpose of the training is to provide skilled professionally motivated manpower for beauty salon, skin therapy clinics, cosmetics companies, beauty colleges. The trainee will be able to provide beauty, skin care services on modern lines using latest techniques in a professional manner. This will increase employment opportunities.

1.4 Specific characteristics of this training program:

- The training program can be conducted in vocational institutes, skin care clinics, beauty salons and other institutions involved in skin care activities.
- The training program will give latest knowledge to the trainee regarding skin therapy and beauty techniques.
- The trainee will become familiar with tools and equipment, beauty care/skin care products.
- The training program will help the trainees to keep themselves and their family members free from skin infections and will also have knowledge of hygienic regime on daily basis.

1.5 Main objectives of the training program:

Following are the main objectives of the training program:

- Perform basic facial, treatment facial and hygiene of the clients
- Manage time effectively
- Communicate effectively in the workplace
- Work in a team
- Follow occupational health and safety procedures and techniques

1.6 Skill development by action orientation:

The student must have the following skills after action orientation:

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

- Develop personal hygiene.
- Communicate effectively in the salon.
- Analysis different types of skin structure and facial muscles.
- Accuracy in performing facial
- Ability to select salon products, machinery efficiently.

1.7 Entry level of trainees:

- Middle preferably Matric(8th – 10th grade)
- Traceable reference
- Minimum age limit for trainees will be 14 or above.

1.8 Minimum qualification for teachers:

Minimum qualification for trainers should be intermediate and one year diploma in beautician with one year experience in relevant field, a graduate degree with three years experience in relevant field.

The main aim of training providers is to develop work related skills and competency through comprehensive action orientation. This includes the willingness and ability of a trainee to act appropriately and professionally in different situations at work. The willingness and ability of trainee depends largely on the teacher's skills to perform goal-oriented tasks. This can be achieved by putting their technical knowledge and skills to use by developing a program of practical assessment that reflects learning outcomes given in the curriculum.

The trainer will also support trainees in developing personal characteristics such as self reliance, consistency, responsibility, group sense and the ability to lead. An understanding of hygiene and sanitary conditions and its impact .The adoption of suitable precautionary measures throughout the stages o f skin care treatment to avoid contamination of unwanted materials, organisms, substances.

1.9 Medium of instruction:

Urdu, local language

1.10 Recommended teaching materials:

- Prepared manuals
- Literature provided by the manufacturer of beauty care products

- Internet
- Magazines and articles published about skin care and beauty related services

1.11 Suggested distribution of modules:

Following is the suggested sequence of modules:

Module-1: Manage the Salon &Perform Disinfection /Sanitization and Safety in the Salon.
Module-2: Analyze, Identify and scan different types of skin after obtaining the previous history of the client
Module-3: Perform Basic Facial.
Module-4: Perform Treatment Facial Manual/Machinery (high frequency, galvanic, vacuum, micro derma-brasion.
ModulE-5 Perform Epilation.
Module-6:Perform Manicure/Pedicure.
Module-7: Perform Body Massage with various movements.
Module-8:Greet and deal clients with good communication skills
Module-9: Develop Professional skills.
Module-10:Develop Entrepreneur skills

1.12 Definition of the trade:

Skin is the largest organ of the body. Skin disease is a common problem and for the treatment of minor diseases the most of the women first approach to the beauty salon. This course is developed to impart professional skin care training to the trainees on modern lines so that the trainees are able to perform their skills efficiently and acquire jobs easily after the completion of this training.

1.13 Competencies gained after completion of the course:

The students must have the following competencies:

- Maintained personal and clients oral hygiene using a appropriate products
- Manage the salon professionally
- Keep attire neat and in accordance to the policy of the salon
- Maintain adequate distance between clients and service provider to avoid cross transmission of infections through respiration
- Perform skin analysis and its treatment
- Perform basic and treatment facial

- Techniques and procedures of epilation, manicure and pedicure
- Perform massage of different parts of the body
- Communicate effectively
- Develop professionalism

1.14 Personal requirements:

- Good health
- Data recording and analytical skills
- Hardworking
- Team spirit and ability to manage the salon workers
- Result oriented

1.15 Opportunities for employment and advancement:

The scope of beautician and skin care course is increasing day by day as people are becoming more health and beauty conscious. Skin is being the largest and exposed organ of the body plays a significant role in the beauty. Hence the trainees of skin care course have vast scope they will be able to:

- Work as an entrepreneur.
- Skin therapist assistant.
- Sales girl/boy in cosmetic section.
- Assist to dermatologist.
- Skin teacher/ adviser in colleges conducting beauty courses.
- Skin care technician.
- Beauty consultant.
- Work at massage center.

2. OVERVIEW OF THE CURRICULUM FOR SKIN CARE PRODUCTION

Module Title and Aim	Learning Units	Theory1 Days/hours	Workplace2 Days/hours	Timeframe Of modules
Module 1: Manage the Salon, procure salon tools and equipment, Perform Disinfection/Sanitization and Safety in Salon. **Aim:** To manage salon well lit, ventilated, infection free, hygienic, timely operational, clean and procure salon tools and equipment skill fully.	**LU-1** Knowledge of yellow, spot light and white light's direction, intensity and their impact in working environment of salon. **LU-2** Importance of ventilation in salon. **LU-3** Disinfecting Floors/ Towels/ Gowns / sheets and facial bands to avoid transmission of skin diseases. **LU-4** Disinfect and Sanitize Tools & Equipment after each service. **LU-5** Self hygiene and cleanliness. **LU-6** Suitable clothing to workers & clients **LU-7** Procurement and use of tools and equipment for skin care and safety measures. **LU-8** Check expiry of products and its importance. **LU-9** Disposal of waste and harmful material and re-organize work station after completion of service.	16 Hrs	64 Hrs	80 Hrs
Module 2: Analyze, Identify and scan different types of skin by obtaining their previous history.	**LU-1** Analyze Skin structure and anatomy. **LU-2** Analyze skin type and conditions.	40 Hrs	44 Hrs	84 Hrs

Aim: To analyze and identify the skin structure.	**LU-3** Identify the problematic area of the skin. **LU-4** Scan the problematic area for a deeper analysis with skin scanner if needed **LU-5** Get history of previous health issues of customer for analysis of his/her treatment manually/ machinery **LU-6** Examine complexion of skin (light / fair / normal / dark / tan) **LU-7** Understand the requirement of healthy skin.			
Module: 3 Perform Basic Facial **Aim:** To perform basic facial on Client.	**LU-1** Prepare the client for basic facial. **LU-2** Selection of product for facial and handling of tools & equipment. **LU-3** Perform cleansing. **LU-4** Perform skin polishing. **LU-5** Sooth the skin. **LU-6** Perform steaming. **LU-7** Perform black / white heads extraction manually / vacuum. **LU-8** Perform skin toning.	16 Hrs	150 Hrs	166 Hrs

	LU-9 Perform exploiting / scrubbing **LU-10** Apply mask LU-11 Apply sun block. **LU-12** Pressure point of skin			
Module: 4 Perform treatment facial manual/machinery (high frequency, galvanic, vacuum, micro derma brasion etc.) **Aim:** To perform basic facial on Client.	**LU-1** Explain Sensitive skin conditions **LU-2** Explain Combination skin condition **LU-3** Perform Pigmentation treatment LU-4 PerformAcne treatment **LU-5** PerformAgeing /Wrinkled skin treatment **LU-6** ExplainSun burned / Tanned skin **LU-7** Explain Post treatment consultation	30 Hrs	150 Hrs	180 Hrs
Module: 5 Perform Epilation **Aim:** To develop the skill for epilation and Select suitable thread & wax for the removal of hair.	**LU-1** Identify the suitable products for epilation from the market. **LU-2** Skill and knowledge required to perform threading and waxing for the removal of hair.	8 Hrs	32 Hrs	40 Hrs
Module: 6 Perform Manicure/Pedicure	**LU-1** Prepare the client for manicure and pedicure services. **LU-2**	8 Hrs	32 Hrs	40 Hrs

Aim: To providing skill and knowledge for nail care, cleansing services and selection of products used for manicure and pedicure	Select suitable tools and equipment for manicure and pedicure.			
Module: 7 Perform body massage with various movements on face and body. **Aim:** To perform different types of massage according to therequirements of client with different movements.	**LU-1** Identify different movements of massage and to perform in the right manner. **LU-2** Perform heat massage. **LU-3** Perform Swedish massage. **LU-4** Perform aroma therapy. **LU-5** Perform deep tissue massage. **LU-6** Perform Reflexology.	8 Hrs	32 Hrs	40 Hrs
Module: 8 Communication skills with client, assess, explain, suggest and sell best suitable treatment according to client's need and work as a team. **Aim:** To develop communication skill, Customer service, team work and best suitable treatment according to	**LU-1** Communicate with clients to identify their needs **LU-2** Assess actual requirements of clients **LU-3** Suggest services you may offer to resolve their issues **LU-4** Suggest best suitable treatment as per client's need **LU-5** Sell your services & products	12 Hrs	36 Hrs	48 Hrs

client's need.	**LU-6** Add value to customers by providing some additional services **LU-7** Delight the customer for long term relation **LU-8** Work as a team player			
Module: 9 Develop Professional skills **Aim** To train the students to participate in workshops, skin cosmetic companies, interact with other salons, colleagues, consult with experts, participate in skill competitions intern with skin therapists, get relevant knowledge from magazines and internet, maintain clients knowledge, handling of revenue and expenses, welcome and greet client.	**LU-1** Participate in workshops on latest skin applications & techniques **LU-2** Interact with other salons to update yourself as per market demands. **LU-3** Participate in trainings offered by Skin Cosmetic Companies. **LU-4** Interact with colleagues for updated knowledge sharing. **LU-5** Consult with experts whenever needed. **LU-6** Participate in skill competitions / professional gatherings / exhibitions etc. **LU-7** Interact with Skin Therapists/ institute for advanced knowledge. **LU-8** Read relevant magazines / books & other material and research on internet for latest technologies, methodologies and new products. **LU-9** Maintain Client's record. **LU-10** Management of revenue & expenses of Salon.	12 hrs	64 Hrs	76 Hrs

	LU-11 Receive client with smile & greet at departure.			
Module: 10 Develop entrepreneurship skills **Aim** To develop entrepreneurship and marketing skills.	**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	10 Hrs	36 Hrs	46 Hrs

3. Teaching and Learning Guide

3.1 Module Title: Manage the Salon, Perform Disinfection/Sanitization and Safety in Salon

Objective of the Module: To be able to manage Salon keep it well lit, ventilated, infection free, hygienic, timely operational and clean.

Duration: 80 Hrs **Theory**: 16 Hrs **Practical**: 64 Hrs

Learning Units	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU-1 Knowledge about yellow, spots light, and white lights, their direction & intensity and their impact in working environment of saloon.	**Trainee will be able to:** • Make day and night effect in saloon with yellow and white bulbs. • Differentiate between hues, from natural, white and yellow lights. • Select appropriate light color with respect to its original requirement where work done is to be exposed • Create attractive ambiance using candle/scented candles in salon.	• Knowledge of different light effects especially of dark and light background. • Knowledge of intensity of light in different locations of the salon. • Importance of yellow spot lights in saloon • Knowledge of putting suitable light for certain sections of the salon and while imparting different services. • Attractive/innovative ideas to decorate salon with candles/ scented candles.	**Total**: 10 hrs **Theory**: 2hrs **Practical**:8 hrs	**Non Consumable:** • Training Methodology • Practical approach. **Consumables**: • Yellow and white Bulbs spots light and Candles • Stationary items	**Theory** : Lecture room **Practical** Beauty Salon / Lab.

LU-2 Importance of ventilation in a Salon.	**Trainee will be able to:** • Demonstrate the importance of cross ventilation. • Prepare the plan for cross ventilation. • Recognize the harmful fumes of hazardous product that could cause cancer if ventilation is not proper.	• Importance of cross ventilation in salon. • Importance of fresh breathable air. • Knowledge of harmful fumes of hazardous product fumes.	**Total**: 7 hrs **Theory**:1 hrs **Practical**: 6 hrs	**Non Consumable:** • , Fans and Exhaust fans. Consumables Stationary items	**Theory** : Lecture room, **Practical** Beauty Salon / Lab.
LU-3 Disinfecting Floor/ Towels/ Gowns/ Sheets and facial bands to avoid transmission of skin diseases.	**Trainee will be able to:** • Explain causes of infections by different types of bacteria's in the salon • Take action to disinfect floors/ towel/ gowns/ sheets/ facial bands by using disinfectants to avoid transmission of skin disease • Demonstrate the handling of sanitizer • Identify different disinfectants used to disinfect gowns, sheets, towels etc.	• Knowledge of types of bacteria's causing infections. • Procedure of disinfecting floor/ towels/ gowns and sheets • Procedure for handling sanitizer. • Knowledge of disinfectants available in market.	**Total;** 7 Hrs **Theory:** 1 Hr **Practical:** 6 Hrs	**Non- Consumable:** • Sanitizing Machine. **Consumable:** • Dettol. • Disinfectant. • Mop, bucket. • Washing detergent • Bleach for white sheets and towels	**Theory** : Lecture room **Practical**: Beauty Salon / Lab.
LU-4 Disinfect and sanitize tools and equipment after every service.	**Trainee will be able to:** • Demonstrate about the importance of sanitizing tools and equipment • Perform about the method of sterilization of tools and equipment • Sterilize the tools after every service as a routine practice • Classify cleaning and	• Knowledge about the sanitization of tools and equipment • Knowledge of correct method of sterilization. • Procedure to operate and sterilize machine as per its SOP(standard operating procedure)	**Total**: 10 Hrs **Theory** : 2 Hrs **Practical**: 8 Hrs	**Non- Consumable:** • Electric Sterilizer • Sanitizer **Consumables:** • Chemicals solutions/ spirit. • Alcohol pads. • Disinfectants • Cleaning agents	**Theory:** Lecture Room **Practical**: Beauty Salon / Lab.

	disinfectant agents for tools and equipments. • Handle tools and equipment correctly after disinfection in order to avoid any contamination.	• Techniques of disinfection and sensitization of tools and equipment. • Procedure to handle tools and equipments.			
LU-5 Self-Hygiene and Cleanliness.	**Trainee will be able to:** • Perform basic steps to ensure hygiene. • Take necessary steps like wearing caps, tying hair, filed nails, use of deodorants/ mouth wash. • Put on clean and washed clothing. • Take shower to avoid wet stinking. • Demonstrate Posters showing the salient steps of hygiene.	• Techniques of basic steps of hygiene • Instruction manuals for tying hair, daily shower, putting cap and wearing washed clothing. • Knowledge of mouth wash and deodorants available in market according to saloon policy. • Directions about maintenance of clothing carefully. • Instructions for taking daily shower. • Knowledge of designing the poster.	**Total**: 5 Hrs **Theory** : 1 Hr **Practical**: 4 Hrs	**Non- Consumable:** • Posters • Instruction manuals • Nail cutters and filers **Consumables:** • Soap. • Shampoo. • Body sprays. • Detergents • Stationary items.	**Theory** : Lecture Room **Particle**: Beauty Salon / Lab.

LU-6 Suitable clothing for workers and Clients.	**Trainee will be able to:** • Specify separate clothing for Clients and workers. • Provide clothing to Client according to services to be rendered. e.g., Hair Dying apron, Hair cutting apron, facial gowns, waxing gown etc. • To maintain proper storage for washed clothing for Clients in salon.	• Knowledge of specified clothing of Client and worker. • Knowledge of clothing to be given to Client according to service. • Knowledge of storage of washed and clean clothing for Clients.	**Total**: 5 Hrs **Theory** : 1 Hr **Practical**: 4 Hrs	**Non-Consumable:** • Closet or racks for storage. **Consumables:** • Aprons for beautician • Gowns. • Caps. • Uniforms. • Facial and massaging apron • Waxing gown	**Theory** : Lecture Room **Particle**: Beauty Salon / Lab.
LU-7 Procurement and use of tools and equipment for skin care and safety measures.	**Trainee will be able to:** • Procure necessary tools and equipment required for skin therapy. • Demonstrate the use of all machines like Facial machine, Foot spa, Paraffin container, Facial steamer, Waxing heater etc. • Store machines carefully after usage adopting all safety measures especially taking out wires from electric socket to avoid accident during off hours of salon. • Recognize different types of wattage/ voltage input for machines and effects of frequencies on skin. • Store the machines after cleaning properly for their next use.	• List of tools and equipment required for skin care treatments available in market according to saloon policy • Knowledge of operating machines like Foot spa, Paraffin container, Facial steamer, Waxing heater etc. • Procedure of storage of tools and equipments. • Knowledge of different types of wattage/ voltage input for machines & frequencies on skin. • Knowhow for storage of machinery to reuse after properly cleaning	**Total**: 11 Hrs **Theory** : 1 Hr **Practical**: 10 Hrs	**Non Consumable:** • Foot spa • Facial Machines Galvanic, Hi frequency, vacuum machine. • Hi-frequency, Ultra sonic • Vacuum suction. • Wax heater. • Paraffin heater. • Facial steamer. **Consumables:** • Stationary items for making notes, pens, writing pads and file covers for keeping record of printed materials.	**Theory** : Lecture Room **Particle**: Beauty Salon / Lab.

LU-8 Check expiry date of product and its importance	**Trainee will be able to:** • Identify reaction of on skin appears caused by applying expired product • Apply Remedy in case of expired products used and reaction reflected • Read labels that indicate expiry on product.	• Knowledge of skin reaction caused by expired products • Knowledge of remedies for reaction • Expiry dates of products.	**Total hrs** 11 hrs **Theory hrs** 3 hrs **Practical hrs** 8hrs	**Non consumables** **Expiry dates of products**	
LU-9 Disposal of waste and harmful materials and reorganize work station after completion of service.	**Trainee will be able to:** • Dispose off waste and used material from the work place for Clients and workers safety. • Recognize the disposal of harmful hazardous products. • Identify the products kept open can be harmful by fumes contained therein. • Take necessary precautions like putting mask and gloves while disposing off materials. • Maintain separate waste bin for hazardous items. • Clean and clear work station on completing service and reorganize work station after proper sterilization and sanitization for the Client. • Hand over used linen, gowns, head bands, aprons for washing and maintaining in writing record thereof.	• Methods of Waste disposal. • Methods of disposal of hazardous material. • Knowledge of harmful situation because of fumes contained in products. • Precautions of putting masks and gloves while disposing off materials. • Maintenance of separate waste bin for hazardous items. • Reorganization and preparation of workstation after sterilization for next Client. • Inventory and record keeping in writing of clothing handing over for washing.	**Total**: 14 Hrs **Theory** : 4 Hr **Practical**: 10 Hrs	**Non Consumable:** • Dust bin. • Sterilizer • Sanitizer • Work station **Consumables:** • Gloves • Plastic disposal bags. • Dusters • Masks	**Theory** : Lecture Room **Particle**: Beauty Salon / Lab.

3.2 Module 2; Title: Analyze, identify and scan different types of skin by obtaining their previous history

Objective of the Module: Perform skin analysis and anatomy

Duration: 84 Hrs **Theory:** 40 Hrs **Practical:** 44 Hrs

Learning Units	Learning Outcomes	Learning Elements	Durations	Materials Required	Learning Place
LU-1 Understand the skin structure and the anatomy.	**Trainee will be able to:** • Understand the skin function. • Analyze cell structure. • Identify the function of tissues, layers of the skin. • Understand the dermis, epidermis and Hypodermis.	• Knowledge of skin anatomy and its functions. • Knowledge of parts of the cell and its structure. • Importance of different types of tissues and their functions within the skin. • Importance of the layers of the skin: Epidermis and Dermis subcutaneous • Knowledge about the glands(sweat glands, sebaceous glands) • Knowledge about the skin Zrotein (epidermeu ,collagen)	**Total**: 15 Hrs **Theory** : 8 Hrs **Practical**: 7 Hrs	**Non Consumable:** • Books • Computer with Internet Connection • Diagrams of skin structure.	**Theory** : Lecture Room **Particle**: Beauty Salon / Lab.
LU-2 analyze skin type and conditions	**Trainee will be able to:** • Examine the oily/acne skin conditions • Examine the dry/sensitive skin condition	• Knowledge about oily/acne skin, its reasons and suitable product for oily skin • Knowledge about dry/ sensitive skin, its reasons and suitable product	**Total**: 13 Hrs **Theory** : 6 Hrs **Practical**: 7 Hrs	**Non Consumable:** • Books • Computer with Internet Connection. • Brochures of	**Theory** : Lecture Room **Particle**: Beauty Salon /

	• Examine the combination skin condition • Examine mature skin conditions	• Knowledge about combination skin, its reasons and suitable product • Knowledge about ageing process, its remedies and suitable product.		sun blocks and creams. **Consumables:** • Stationary items for making notes, pens, writing pads and file covers for keeping record of printed materials.	Lab.
LU-3 Identify problematic areas of skin.	**Trainee will be able to:** • Analyse the skin diseases (pigmentation, wrinkle, acne, scar, fungal, freckle, eye circle, ageing etc,). • Analyse Irritants and Allergens • Identify Rosacea	• Knowledge about reason of pigmentation .wrinkle, acne, scar, fungal, frackle, eye circle, aging), problematic skins. • Knowledge about reason of these diseases and handle the skin accordingly. • Knowledge of Differences between irritant and allergens. Allergy might be caused by any food or product and an irritation might be caused after use of any product. • Reason of rosacea	**Total** 15 hrs **Theory** 8hrs **Practical** 7hrs	**Non consumables:** Magnifying glass BooksComputer with internet connection Posters showing the diseases of skin **Consumables:** Stationary items for making notes and posters, pens, writing pads files for keeping record, printed material about skin diseases	
LU-4 Scan the problematic areas for a deeper analysis with skin scanner if	**Trainee will be able to:** • Operate a scanning machine and analyze the skin with the naked eye as well as with the help of a magnifying glass and skin scanner machine.	• Importance of scanning machine. • Procedure of analyzing the skin with the help of magnifying glass and skin scanner. • Role of cleansing before skin analysis	**Total**: 15 Hrs **Theory** : 6 Hrs **Practical**: 9 Hrs	**Non Consumable:** • Books related to product knowledge. • Computer with	**Theory** : Lecture Room **Particle**: Beauty

needed,	• Understand cleansing of the skin before analysis and scanning.	and scanning.		Internet. • Scanner • Magnifying glass • Lamp **Consumables:** • Stationary items for making notes, pens, writing pads and file covers for keeping record of printed materials.	Salon / Lab.
LU-5 Get history of previous health issues of customer for analysis of his/her treatment manually/ machinery	**Trainee will be able to:** • Fill consultation form with complete medical history. • Identify the main cause of the problem in the skin. • Identity the skin problem by getting history from Client. • Suggest suitable treatment with the help of machinery (Galvanic, Hi-frequency, Vacuum, Brushing peeling, micro derma brasion steamer, magnifying glass, lamp and the skin scanner)	• Importance of Client consultation form with complete details. • Knowledge of the causes of skin caused by illness, pregnancy, seasonal allergy, product allergy, diabetes, high Blood pressure, asthma, heart disease etc., smoking habit, alcohol drinking habit • Identify skin problems by getting the history from Clients caused by habits of smoking, alcohol drinking or from any illness, pregnancy and allergy. • Knowledge of use of machinery according problem of skin	**Total**: 13 Hrs **Theory** : 6 Hrs **Practical**: 7 Hrs	**Non Consumable:** • Skin Related forms • Galvanic machine • Hi- frequency machine • Vacuum machine for black head removal. • Brushing machine • Steamer • Magnifying glass • Lamp • Skin scanner **Consumables:** • Stationary items	**Theory** : Lecture Room **Particle**: Beauty Salon / Lab.

				for making notes, pens, writing pads and file covers for keeping record of printed materials.	
LU-6 Examine complexion of skin (light /fair, normal, dark /tan.	**Trainee will be able to:** • Understand the skin complexion and refer the suitable treatment. • Understand the melanin level of skin due to skin complexion	• Knowledge about complexion and melanin level of skin • skin lightening procedure to handle tan skin	**Total** 13hrs **Theory** 6hrs **Practical** 7hrs	Non consumables Magnifying glass Computer with internet connection Consumables Stationary items Writing pad File covers	
LU-7 Understand the requirement of healthy skin	**Trainee will be able to:** • Understand and provide instructions to the Client for healthy skin**.**	• Knowledge of balanced diet, vitamins, minerals, fruits, Vegetables, water, etc. For healthy skin. • Knowledge of harm full sun rays smoke/dust effect on skin.	**Total** 7hrs **Theory** 4hrs **Practical** 3hrs	Non consumables Computer with internet connection posters showing details of balanced diet for healthy skin Consumables Stationary items Printed material giving information of different sun blocks	**ory** : Lecture Room **Particle**: Beauty Salon / Lab

3.3 Module 3:
Title: Perform Basic Facial
Objective of the Module: To perform basic facial on Client.
Duration: 166 Hrs Theory: 16 Hrs Practical: 150 Hrs

Learning Unit	Learning out comes	Learning Elements	Duration	Materials Required	Learning Place
LU-1: Prepare the Client for basic facial.	**Trainees will be able to:** • Fill the consultation form. • Examine the skin condition and assess type of skin oily, dry, combination, sensitive and aged. • Monitor infections or allergies and prepare the report. • Cover the client appropriately for cleansing. • Remove Jewellery before start of treatment and handing over to Client.	• Completion of consultation form. • Identify skin conditions (oily, dry, combination, sensitive and aged) • Knowledge of infections and allergies • Importance of covering the clients using (facial band, gowns, aprons & towel). • Removal of jewellery before start of treatment.	**Total:** 22 hrs **Theory: 2hrs** **Practical 20hrs:**	• **Non Consumable:** • Facial Bed • Facial Trolley • Streamer • Steriliser • **Consumable:** • Facial Band • Facial gowns • Facial towels • Facial sponges • Facial applicator	**Theory:** •Lecture Room **Practical:** • Beauty salon • Lab
LU-2 Selection of product for facial and handing of tools and equipments	**Trainees will be able to:** • Select and use appropriate product for facial of different type of skin • Use of SPF according to skin • Understand level of SPF	• Knowledge of product for facial Selection of different sun blocks screen • Identify different sun blocks available in market	**Total** 32 hrs **Theory** 2 hrs **Practical** 30hrs	**Non consumables:** -Facial machines -Galvanic -Hi frequency -Micro derma brasion -Computer with	**Theory:** •Lecture Room **Practical:** • Beauty salon • Lab

	according of skin			internet connection -List of tools and equipment available in market **Consumables:** -List of products available in market -Stationary items	
LU-3 Perform cleansing	**Trainees will be able to:** • Clean the skin (remove the makeup) • Perform deep cleansing remove all dirt from skin as well as in side skin pores	• Knowledge about type of cleanser • Role of cleansing • Knowledge about hand movement in cleaning • Knowledge about thickness of cleanser for clearing the pores	**Total** 11hrs **Theory** 1 hr **Practical** 10hrs	**Non consumables:** -Facial bed -Facial trolley **Consumables:** -Different types of cleansers according to skin type	**Theory:** •Lecture Room **Practical:** • Beauty salon • Lab
LU-4: Perform skin polishing	**Trainees will be able to:** • Apply skin polishing / bleaching (herbal and chemical) as per standard specification and time line. • Apply small portion of bleach / skin polish as tester t check reaction. • Identify types of bleaches (powder and cream) • Mixing of bleach in proper ratio	• Knowledge of herbal and chemical bleach and polishing • Test of skin reaction by applying small portion of bleach • Knowledge of types of bleaches (powder and cream) • Method of mixing of bleach as per advice of manufacturer. • Results evaluation of bleaching.	**Total** 30 hrs **Theory** 2 hrs **Practical** 28 hrs	**Non consumables:** -Facial bed -Facial trolley **Consumables:** -Skin polisher set according to skin (herbal and chemical) -Head bands -Facial gowns -Facial towels -Facial sponges -Facial applicator	**Theory:** •Lecture Room **Practical:** • Beauty salon • Lab

	advised by manufacturer • Evaluate and note outcome of bleaching.				
LU-5: Sooth the skin	**Trainees will be able to:** • sooth the skin with the help of water magic hammer (icing soothing lotion/crème) • Demonstrate the procedure of soothing the skin • Identify different soothing lotions according to problem	• Knowledge about magic hammer to sooth the skin • Procedure for soothing the skin • Knowledge of range of soothing lotions	**Total** 6 hrs **Theory** 1 hr **Practical** 5 hr	**Non consumables:** Facial bed Facial trolley **Consumables:** Different types of soothing lotions according to salon policy	**Theory:** •Lecture Room **Practical:** • Beauty salon • Lab
LU-6: Perform steaming	**Trainees will be able to:** • Perform steaming on face • Understand the correct distance of steaming • Understand steaming time on different skin • Operate ozone steamer	• Procedure of steaming • Knowledge about technique and reaction of steaming • Importance of timing for steaming • Importance of ozone steaming • Knowledge to operate ozone light steamer • Knowledge about ozone	**Total** 11hrs **Theory** 1 hr **Practical** 10 hrs	**Non consumables:** Facial bed Facial trolley Ozone Steamer -Sterilizer -Sanitizer **Consumables:** -Facial bands -Sponges -Facial gowns	**Theory:** •Lecture Room **Practical:** • Beauty salon • Lab
LU-7: Perform Black head Extraction Manually/Vacuum	**Trainees will be able to:** • Extract white /Black heads manually or by vacuum • Operate the vacuum machine suck the white / Black heads in right order.	• Knowledge to remove white and black heads with machine / Manual (vacuum) • Knowledge of reaction of Black / White heads extraction by nose pin • Procedure to operate vacuum machine.	**Total** 22 hrs **Theory** 2 hrs **Practical** 20hrs	**Non consumables:** -Facial bed -Facial trolley -Black head -Extractor -Vacuum machine	**Theory:** •Lecture Room **Practical:** • Beauty salon • Lab

	• Understand the reason of production of Black & white heads on skin.	• Knowledge about dictation of tool • Knowledge about nose strips		**Consumables:** -Facial bands -Sponges	
LU-8: Perform skin toning	**Trainees will be able to:** • Apply toner with the help of cotton • Understand the correct method of toning	• importance of toner after steaming. • Application of toner	**Total** 6 hr **Theory** 1 hr **Practical** 5 hrs	**Non consumables:** -Facial bed -Facial trolley **Consumables:** -Different types of toners according to skin type -Facial bands -Facial gowns -Facial towels -Sponges	**Theory:** •Lecture Room **Practical:** • Beauty salon • Lab
LU-9: Perform Exfoliating/Scrubbing	• Remove dead cells of skin by exfoliating/ scrubbing • Demonstrate hand movement during scrubbing	• Knowledge about correct scrubbing methods • Techniques of hand movements	**Total** 11 hr **Theory** 1hr **Practical** 10 hrs	**Non consumables:** **-** Facial bed - Facial trolley **Consumables:** **-** Different types of scrubs / exfoliates - Head bands - Bowls - Facial gowns - Towels	**Theory:** •Lecture Room **Practical:** • Beauty salon • Lab
LU-10: Apply mask	**Trainees will be able to:** • Apply mask in correct way • Remove mask properly	• Types of mask and its importance. • Knowledge to apply mask on face and remove mask properly.	**Total hrs** 11hrs **Theory** 1hr **Practical** 10 hrs	**Non consumables:** **-** Facial bed - Facial trolley **Consumables:** **-** Different masks according to skin	**Theory:** •Lecture Room **Practical:** • Beauty salon

				type - Facial bands - Facial gowns - Bowls - Applicator - Towels	• Lab
LU-11: Apply sun Block	**Trainees will be able to:** • Protect treated skin by applying sun block / day moisturizer. • Understand the importance of daily moisturize / sun block. • Understand different SPF according to skin type. • Recommend the sun block to client according to their daily activity.	• Knowledge about type of sun block • Knowledge about protection from sun rays. • Knowledge about SPF product according to the skin • Identify SPF product according to the activity	**Total** 2 hrs **Theory** 1 hr **Practical hrs** 1hr	**Non consumables:** - Facial bed - Facial trolley **Consumables:** - Different sun blocks(SPF level) according to skin type - Facial band - Facial gown - Towels	**Theory:** •Lecture Room **Practical:** • Beauty salon • Lab
LU:-12 Pressure Point of Skin	**Trainee will be able to** • Relax the client with pressing different pressure points and movements.	• Techniques about the different movement and pressure points of face and neck.	**Total** 2 hrs **Theory** 1 hr **Practical** 1 hr	**Non consumables:** **-** Facial bed - Facial trolley **Consumables:** **-** Facial band - Facial gown	

3.4 Module 4:

Title: Perform Treatment Facial manual/ machinery (High frequency, galvanic, Vacuum, Micro Derma Brasion etc.)

Objective of the Module: To Perform treatment facial Manually or with Machinery

Duration: 180 Hrs Theory: 30 Hrs Practical: 150 Hrs

Learning Unit	Learning out comes	Learning Elements	Duration	Materials Required	Learning Place
LU-1: **Explain sensitive skin conditions**	**Trainee will be able to:** • Fill the consultation form. • Select product according to dry/ sensitive skin. • Examine the sensitive skin condition. • Determine the factors causing skin problems like laser treatment or natural disposition, weather cosmetics allergy & lack of moisturizer. • Apply procedure and techniques used for sensitive skin manually or by machinery • Identify importance of oily moisturizer to dry/ sensitive skin • Demonstrate the treatment of galvanic in required time and right order.	• Completion of consultation form. • Knowledge about the product of sensitive skin • Factors causing skin sensitiveness. • Identify the Products used for sensitive skinremedies. e.g., natural fruits, plant element, sea weeds derived extracts and hypoallergenic products. • Procedures and techniques of sensitive skin. • Techniques of penetration oily moisture in to skin	**Total:** 18Hrs **Theory:** 03Hrs **Practical:** 15Hrs	**Non Consumable:** • Facial Bed. • Facial Trolley. • Magnifying glass **Consumable:** • Facial Band. • Facial Gown. • Facial Towels. • Facial Sponges. • Facial Applicator Black head extractor Bowls • Poster showing pictures of sensitive skin.	**Theory:** •Lecture Room **Practical:** • Beauty salon • Lab

	• Lift the skin with massager or galvanic lifting tool	• Knowledge about the correct charge for galvanic-in and galvanic-out . Procedure of lifting and elasticity of skin			
LU-2: **Examine combination skin condition**	**Trainee will be able to:** • Examine the dry and oily area of skin. • Give treatment that reduce oil from the problematic area (T-zone checks etc.) • Give treatment to penetrate the oily moisturizer to maintain dry area and flakiness of skin. (T-zone, checks etc.) • Perform combination skin treatment manually / machinery	• Knowledge of combination skin. • Techniques used for combination skin to maintain the both type of skin. • Selection of products for dry and oily parts of the skin. • Knowledge about he whole procedure to handle these type of skin. By using machinery/manually • Contraindications	**Total:** 24Hrs **Theory:** 04Hrs **Practical:** 20Hrs	**Non Consumable:** • Facial Bed. • Facial Trolley • Facial machine. **Consumable:** • Facial Band. • Facial Gown. • Facial Towels. • Facial Sponges. • Facial Applicator Black head extractor Bowls • Products used for combination skin	**Theory:** • Lecture Room **Practical:** • Beauty Salon Beautician lab

LU-3 **Perform pigmentation treatment**	**Trainee will be able to** • Identify factors causing pigmentation (sun, pregnancy, hormones, melanin over production) • Treat pigmentation (progressive rather than aggressive). • Perform micro derma brasion facial for pigmentation. • Evaluate results of pigmentation. • Reduce skin blemishes. • Duration and time of treatment. • Use of moisturizer with SPF.(day-night)	• Factors causing pigmentation. • Preventive, protective and corrective treatment for pigmentation. • Techniques of derma brasion. • Knowledge of pigmentation and remedies. • Remedies for skin blemishes. • Time management. • Knowledge of moisturizers for different types of skin.	**Total:** 35 Hrs **Theory:** 05 Hrs **Practical:** 30 Hrs	**Non-consumable:** • Facial bed. • Facial trolley galvanic • Machine • Micro derma brasion • Brushing machine • Steriliser • Steamer **Consumables:** • Facial band**.** • Facial gowns**.** • Facial towels**.** • Facial sponges**.** • Facial applicator Products according to skin type	**Theory:** • Lecture room **Practical:** • Beauty Salon Beautician lab

LU-4 **Perform acne treatment**	**Trainee will be able to:** • Identify the factors causing acneand types thereof. • Identify the symptoms of acne and analyse the acne for facials. • Operate vacuum machine to suck the acne • Use and operate high frequency and for acne skin and manage the intensity according to type of skin • Use suitable tool for face and T-Zone area • Select the products used for acne (oil free and water based products)**.** • Apply hygienic methods. • Apply remedies**.** • Types of sun screen	• Causes and types of acne. • Knowledge about anti-bacterial and anti-acne products (tea tree oil and anti-bacterial element.) • Use of vacuum machine to suck the acne. • Instructions of using of high frequency machinery on acne skin • Identify the moisture level (pH) to stop specious gland to produce access oil. • Knowledge of products for oily and acne skin**.** • Importance of hygiene. • Remedies for acne • Knowledge of sun block with SPF.	**Total:** 34 Hrs **Theory:** 04 Hrs **Practical:** 30Hrs	**Non-consumable:** • Facial bed. • Facial trolley • High frequency machine • Vacuum machine • High frequency • Steriliser • Steamer **Consumables:** • Facial band**.** • Facial gowns**.** • Facial towels**.** • Facial sponges**.** • Facial applicator Black head extractor Products according to skin type Bowls	**Theory:** • Lecture room **Practical:** • Beauty Salon Beautician lab

LU-5 **Perform aging / wrinkled skin treatment**	**Trainee will able to:** • Analyze reasons for occurrence of wrinkles**.** • Give treatment for anti aging skin**.** • Use of vitamin infused serum, collagen serums / creams and rejuvenating facial massage techniques**.** • Use of micro derma brasion to remove wrinkle from aged skin. • Apply glycolic acid facial treatment for anti aging (use of direct galvanic electrical current to introduce water soluble substances through the skin surface in an effort to improve ingredient, absorption and moisture retention). • Handling of facial machinery**.**	• Knowledge about process of aging • Knowledge of anti aging facials. (galvanic micro drama brasion, oxygenating facial/machine) • Vitamins requirement for skin. Effectiveness of collagen & rejuvenating facial massage techniques. • Knowledge of micro derma brasion. • Techniques of collagen facial. • Treatment of glycolic facial. • Products used for anti aging facial. • Contraindication. • Precautions for operating facial machinery.	**Total:** 35 Hrs **Theory:** 05 Hrs **Practical:** 30Hrs	**Non-consumable:** • Facial bed. • Facial trolley • Galvanic machine • High frequency machine • Vacuum machine • Brushing machine • Steriliser • Steamer **Consumables:** • Facial band**.** • Facial gowns**.** • Facial towels**.** • Facial sponges**.** • Facial applicator	**Theory:** • Lecture room **Practical:** • Beauty Salon Beautician lab

LU-6 **Explain Sun Burnt tanned skin**	**Trainee will be able to** • Analyze sun burnt tanned skin. • Understand factors causing sun burnt. • Perform techniques for the treatment of sun burnt skin. • Apply the suitable products. Available in salon as per skin condition. • Remedies for the treatment of sunburned skin. • Use of sun blocks. • Prevention of sun burn • Differentiate between UVA and UVB ultra violet rays on skin. • Recognize signs of sun burn (redness or blisters may occur). • Use of creams containing ingredients such as menthol, camphor and alovera on sun burn.. • Store of products	• Reasons of sun burned. • Factors causing sun burn. • Outline of techniques and procedures. • Range of sun burn products available in market according to salon policy... • Remedies • Knowledge of different sun block. Available in salon • Precautions of sun burn. • Reaction of UVA and UVB ultra violet light. • Affects of sun burn. • Knowledge of creams ingredients such as menthol, camphor and alovera. • Methods of storage of products carefully.	**Total:** 35 Hrs **Theory:** 05 Hrs **Practical:** 30 Hrs	**Non-consumable:** • Facial bed. • Facial trolley • Galvanic machine • Steriliser • Steamer **Consumables:** • Facial band**.** • Facial gowns**.** • Facial towels**.** • Facial sponges**.** • Facial applicator • Black head extractor • Products according to skin problem (fruit products are preferred).	**Theory:** • Lecture room **Practical:** • Beauty Salon Beautician lab

LU-7 **Explain post treatment consultation**	**The trainee will be able to:** • Explain post adverse affects to the Clients and their remedies. • Provide home care advice to the client. • Advise health and safety measures to the Client. • Use of first aid box.	• Post Treatment. • Remedies. • Home care measures. • Knowledge of health and safety measures. • Importance of first aid box	**Total:** 29 Hrs **Theory:** 04 Hrs **Practical:** 25 Hrs	**Non-consumable:** • List of safety measures. • Printed material describing home care measures • First aid box.	**Theory :** Lecture room. **Practical:** • Lab • Salon

3.5 MODULE: 5

Title: Perform skin Epilation

Objective of the Module: To identify, select and procure suitable Thread and wax for the application of the skin. To develop competency for skin epilation.

Duration: 40 Hrs **Theory:** 8 Hrs **Practical: 3**2 Hrs

Learning Units	Learning Outcomes	Learning Elements	Durations	Materials Required	Learning Place
LU-1: Identify the specified product for epilation from the market .for salon professional use.	**Trainee will be able to:** • Identify different types of thread,, powder and Antiseptic lotions used for threading and waxing .used in salon • Recognize different types of waxes .available in salon.	• Application of soothing lotions and antiseptic wipes when ever needed. • Importance of Fruit wax, Sugar wax, Hot wax and Cold wax.	**Total**: 16Hrs **Theory** : 4 Hrs **Practical**: 12 Hrs	**Non-consumable:** • List of products available in market. • Addresses & contact no. of vendors of beauty products. • Phone connection. **Consumables:** • Stationary (pens, writing pads)	**Theory**: Lecture Room **Particle**: Beauty Salon / Lab.

LU-2: **Skill and knowledge required to perform Threading and waxing for the removal of hair.**	**Trainee will be able to:** • Identify the client's requirements and apply correct techniques of threading and waxing with the objective of keeping the clients at ease as well as obtaining best results. • Assess the skin type, particularly in case of dry or sensitive skin, bruises, abrasion or fungal infection. • Perform threading and waxing in the correct manner and to recognize bruises and rashes. • Shape the eyebrows according to different face cuts and eye shape. • Apply powder to absorb excess oil and sweat. • Apply soothing lotion to prevent redness.	• Techniques of using Cotton threads white, coloured, Cotton, antiseptic threads for threading. • Adverse impact of fungal infection on different types of skins. • Method of threading and waxing properly. • Shapes and styles of eyebrow shapes according to face cut. • Importance of excess oil and sweat. • Redness of skin remedies.	**Total:** 24Hrs **Theory : 4 H**rs **Practical: 20Hrs**	**Non-consumable:** • Scissor • Eye brow brush. • Tweezers. • Hydraulic chair. • Wax heater. • Spatula. • Waxing bed. **Consumables:** • Antiseptic Thread .White thread • Powder. • Soothing lotion. • Antiseptic wipes. • Cold wax, Hot wax. • Sugar wax. • Fruit wax. • Strip roll.	**Theory**: Lecture Room **Particle**: Beauty Salon / Lab.

3.6 Module 6:

Title: Perform manicure/pedicure

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

Duration: 40 Hrs **Theory: 8 Hrs** **Practical: 32 Hrs**

Learning Unit	Learning Outcomes	Learning Elements	Durations	Materials Required	
LU-1: **Prepare Client for manicure and pedicure services**	**Trainee will be able to:** • Assess the existing nails and skin condition and identify the area that requires special treatment. • Apply the standard procedures, and services required to Client's hands and feet. • Prepare service area for manicure and pedicure. • Perform hand/foot cleanser. • Perform hand/foot scrub. • Remove hair from Hand / foot or bleach the hair. • Shapeup, file, treat nail, and cut cuticle according to Client's requirements	• Knowledge of nails conditions and treatment. • Standard procedures and services of nail care. • Knowledge of service area requirement for manicure and pedicure Timings of soaking hand/feet. • Importance of cleansing. • Role of scrubbing • Knowledge of epilation and bleaching.	**Total**: 40Hrs **Theory** : 6 Hrs **Practical**: 28Hrs	**Non-consumable:** • Pedi/manicure equipment kit. • Foot SPA/hand soak bowl. • Hand sanitizer. • Bowl. • Applicator. • Hydraulic chair. • Client's seat. • Waxing bed. • Wax heater. • Wooden spatula. **Consumables:** • Wax strips. • Powder • Skin lotion	**Theory**: Lecture Room **Particle**: Beauty Salon / Lab.

	• Revamp and refurbish nail with buffer. • Use of paraffin wax Apply hand/feet moisturizer. • Apply nail shiner • Provide manicure and pedicure services to the satisfaction of clients.	• Techniques to shape up nails and applying • Role of refurbishing with buffer. • Knowledge of paraffin wax. • Effect of nail shiner and color polish varnish. • Client satisfaction			
LU2 **Select the suitable equipment & products for the treatment of manicure / pedicure.**	**Trainee will be able to:** • Identify and select the suitable tools & equipment for manicure / pedicure according to salon's requirement. • Demonstrate the storage of manicure / pedicure products.	• Knowledge of following products -Emery boards -Cuticle massage cream oil -Cuticle remover -Hoof stick -Orange wood stick -Cuticle knife -Buffers -Clippers -Buffing paste -Base coat -Frosted cream -Top coat. • Procedure of storage of manicure / pedicure products.	**Theory 2 hrs** **Practical 4hrs**	**Non consumables** Manicure/pedicure kit Storage racks Consumables Emery board Cuticle massage cream, oil Cuticle remover Hoof stick Orange wood stick Cuticle knife Buffers Clippers Buffing paste Base coat Frosted cream Top coat	**Theory:** • Lecture Room **Practical:** • Beauty salon • Lab

3.7 Module 7:

Title: Perform Massage with different movements on face and body.

Objective of the Module: To prepare trainee to perform different types of massage with various movements.

Duration: 40 Hrs Theory: 8 Hrs Practical: 32 Hrs

Learning Units	Learning Outcomes	Learning Elements	Durations	Materials Required	Learning Place
LU-1 Identify between different movements of Massage and be able to perform them in the right manner.	**Trainee will be able to:** • Identify the movements and steps of the massage. • Perform effleurage massage movement with full length upward strokes in continuity with different massage oils and creams. • Perform petrissage massage in circular movements with different massage oils and creams. • Perform tapotement massage in a flow with piano like movement with different massage oils and creams. • Perform vibrating massage in a flow in vibrations with hands using different oils and creams. • Prepare Client before the	• Procedure of different movements of massage. • Techniques of effleurage massage movement. • Knowledge of petrissage massage movements. • Importance of tapotement massages movement. • Knowledge of vibrating massage.. • Pre requisites. • Introduction to different pressure points.	**Total**: 8Hrs **Theory** : 2 Hrs **Practical**: 6 Hrs	**Non-consumable:** • Client bed. • Massage Chair . **Consumables:** • Massage oils. • Massage creams vitamin E. • Aprons • Gowns • Towels • Head bands	**Theory**: Lecture Room **Particle**: Beauty Salon / Lab.

	service. • Apply appropriate massage techniques. • Monitor Client's response and vary the procedure according to the situation. • Identify major bones, muscles groups and pressure points. • Apply required pressure on the face, neck and décolleté area. • Warm hands before you massage. • Cleanse the face before massage. • Prepare the facial/massage room.	• Importance of oil/ creams and use according to skin conditions. • Basic techniques and resources required for massage • Observation of results carefully. • Information of bones, muscles. • Importance of relaxation of face, neck and décolleté area. • Techniques of using hands in massage • Role of cleansing. • Standard procedures to make massage comfortable.			

LU-2 **Perform heat massage .**	**Trainee will be able to:** • Set up service area to meet standard requirements of massage and provide gowns to the clients • Use heat, electrical equipment or heated stones at 100 degree on shoulders and back muscles with warm oil to increase circulation and promote relaxation safely. • Apply massage techniques. • Identify pressure points, major bones and muscle groups. • Monitor client's response and vary the procedure according to the situation. • Identify & record effects of massage. • Select the products according to the client's requirement and salon policy. • Cleanse the face before you start a massage. • Remove toxic waste from the lymphatic system.	• Pre requisites of massage. • Procedure of heat massage. • Importance of relaxation of the facial muscles. • Technique of using hands in massage. • Knowledge of pressure points and muscle groups. • Observation of results carefully. • Record of effects of massage. • List of products (creams and oils) according to salon policy. • Role of cleansing • Basic knowledge of pressure points related to lymphatic system.	**Total**: 6 Hrs **Theory** : 1 Hr **Practical**: 5 Hrs	**Non-consumable:** • Client bed. • Massage Chair • Electric heater . **Consumables:** • Massage oils. • Massage creams vitamin E. • Aprons • Gowns • Towels • Heated stone.	**Theory**: Lecture Room **Particle**: Beauty Salon / Lab.

LU-3 **Perform Swedish massage.**	**Trainee will be able to:** • Set up service area to meet standard requirements of massage &provide gowns to the clients. • Use long smooth strokes. • Apply kneading and circular movements on superficial layers of muscles with lotions and oils • Massage gently and relaxing. • Identify major bones, muscle groups and pressure points. • Monitor client's response and vary the procedure according to the situation. • Allow sufficient treatment recovery time in a relaxing environment. • Identify and record effects of massage on client record card. • Warm hands before you start. • Cleanse the face before you start massage. • Remove toxic waste from the lymphatic system.	• Pre requisites of massage. • Movements of strokes. • Procedure of Swedish massage. • Technique of using hands in massage • Importance of pressure points and muscle groups. • Observations of results. • Knowledge of time for relaxing environment. • Maintenance of clients record • Technique of using hands in massage. • Role of cleansing. • Basic knowledge of lymphatic system. • List of oils and creams available in salon.	**Total**: 6 Hrs **Theory** : 1 Hr **Practical**: 5 Hrs	**Non-consumable:** • Client bed. • Massage Chair . **Consumables:** • Massage oils. • Massage creams vitamin E. • Aprons • Gowns • Towels • Head bands	**Theory**: Lecture Room **Particle**: Beauty Salon / Lab.

	• Select different oils and massage creams. • Apply required pressure on the face, neck and décolleté area.	• Movements of hands.			
LU-4 Perform aroma therapy.	**Trainee will be able to:** • Set up service area to meet standard requirements of massage and provide gowns to the clients. • In corporate essential oils into the oil that is massaged on skin. • Diffuse essential oils into the air to relieve tension. • Apply massage techniques and movements varying the length of massage according to clients response and requirement. • Provide sufficient time for relaxation of muscles. • Identify and record effects of massage. • Satisfy the client by relaxing the muscles.	• Pre requisites of massage. • Knowledge of all suitable essential oils and other oils massaged on skin. • Techniques of diffusing essential oils. • Massage techniques and movements. . • Importance of relaxing the muscles (reduces pain and inflammation, ease cramping, relieve sinus congestion.). • Effects of massage. • Knowledge of professional behavior.	**Total**: 6 Hrs **Theory** : 1 Hr **Practical**: 5 Hrs	**Non-consumable:** • Client bed. • Massage Chair . **Consumables:** • Massage oils. • Massage creams vitamin E. • Aprons • Gowns • Towels • Head bands • Aroma oils • Scented candles	**Theory**: Lecture Room **Particle**: Beauty Salon / Lab.
LU-5 **Perform deep tissue massage.**	**Trainee will be able to:** • Set up service area to meet standard requirements of	**Trainee will be able to:** • Pre requisites of massage.	**Total**: 6 Hrs **Theory**:	**Non-consumable:** • Client bed. • Massage Chair .	**Theory** : Lecture Room

	massage and provide gowns to the client. • Select different oils and massage creams. • Apply required pressure on the muscles that have been strained or related to chronic pain or posture problems. • Understand not to lift your hands while massaging the client • Warm hands before you start. • Massage deep layers of muscles and connective tissue by using short strokes and intense pressure. • Apply massage movements • Recognize reactions & respond properly and vary procedure accordingly. • Identify and record massage effects. • Manage time throughout the massage treatment. • Analyze the benefits of deep tissue massage.	• Knowledge of all suitable oils and creams for massage. • Importance of relaxation of the face, neck and décolleté area muscles. • Technique of using hands in massage. • Procedure of deep tissue massage. • Massage movements. • Apply remedial measures. • Observation of massage effect. • Importance of time in massage. • Benefits of deep tissue massage.	1 Hr **Practical**: 5 Hrs	**Consumables:** • Massage oils. • Massage creams vitamin E. • Aprons • Gowns • Towels • Head bands	**Particle**: Beauty Salon / Lab.

LU-6 Reflexology points in the face and the concept of Aroma oils working calming the mind.	**Trainee will be able to:** • Mix different base oils and cream with aroma oil • Understand different aroma concentrates and their use • Use of oils on some specific pressure points. • Select and sequence reflexology relaxation techniques according to tissue condition and clients sensitivity. • Use leverage and pressure on clients feet as required to apply specific techniques, while holding and supporting feet with care • Recognize reaction of procedures and respond properly if necessary	• Knowledge of different base oil, creams and aroma oil. • Knowledge of aroma concentrate. • Effects of oil on pressure points. • History, believes and philosophies of reflexology. • Technique of using leverage in massaging feet. • Knowledge of reactions and remedies.	**Total**: 8 Hrs **Theory** : 2 Hrs **Practical**: 6 Hrs	**Non-consumable:** • Client bed. • Massage Chair . **Consumables:** • Aroma oils. • Base oils. • Almond oil. • Olive oil. • Massage oils. • Massage creams vitamin E. • Aprons • Gowns • Towels • Head bands	**Theory**: Lecture Room **Particle**: Beauty Salon / Lab.

3.8 Module 8:

Title: Greet and deal clients with good communication skills.

Objective of Module: To develop communication skill, Customer services, team work and best suitable treatment according to client's need.

Duration: 48 Hrs , Theory: 12 Hrs , Practical: 36 Hrs

Learning Unit	Learning Outcomes	Learning Elements	Durations	Materials Required	
LU-1 Communicate with the Client to know their need.	**The Trainee is able to:** • Identify the services required by client to make appointments accordingly.. • Communicate the price of services and product's information to Client convincingly for retaining existing Clients and getting new Clients. • Keep client contact diary updated correctly for appointments made on phone or by e-mail. • Communicate fluently in English, Urdu as well as in locally spoken language with the Client. • Deal professionally yet in a friendly manner.	• Knowledge of services and making appointments. • Knowledge of price list and convincing Client professionally. • Maintenance of diary mentioning time and phone no. of Client and using computer for e-mail etc. • Knowledge of Regional language, English and Urdu for effective conversation with Client. • Friendly and professional behavior.	**Total: 5Hrs** **Theory: 1Hr** **Practical: 4Hrs**	**Non-consumable:** • List of services and products with prices. • Current Diary. • Computer with internet connection. • Telephone **Consumables:** • Stationary. (pens, writing pads, etc.) List of Promotional material land price of the services to be rendered	**Theory**: Lecture Room **Particle**: Beauty Salon / Lab.

LU-2 **Assess actual requirement of Client**	**The Trainee is able to:** • Assess the specific need of the client including any disability, special cultural need and old age. • Identify and evaluate the problem of the Client. • Adopt standard safety procedures. • Motivate and convince the Client for treatment of problems assessed. • Response to contraindications and adverse effects.	• Basic guidelines to give treatment to disable and old age Client as per their requirement. • Factors for identification and evaluating problems of Client. • Safety procedures. • Professional attitude to convince Client for treatment. • Knowledge to provide first aid procedures to deal with adverse reactions and contraindications.	**Total:** **5 Hrs** **Theory** **: 1 Hr** **Practical:** **4 Hrs**	**Non-consumable:** • List of services and products with prices. • Current Diary. • Guidelines of accurate procedures and techniques. • Guidelines to deal with. **Consumables:** • Stationary. (pens, writing pads, etc.). • Client's history forms.	**Total:** **5 Hrs** **Theory** **: 1 Hr** **Practical:** **4 Hrs**
LU-3 Explain the services offered in the Salon.	**The Trainee will be able to:** • Identify the needs of Client. • Inform the Client about complete range of services available in the salon.	• Knowledge of services offered in Salon. • Knowledge of Suitable products for different kinds of skin.	**Total:** **5 Hrs** **Theory** **: 1 Hr** **Practical:** **4 Hrs**	**Non-consumable:** • List of services and products with prices. • Current Diary. • Guidelines of accurate procedures and techniques. • Guidelines to deal with. • Special discount packages leaflets/ flyers.	**Theory**: Lecture Room **Particle**: Beauty Salon / Lab.

LU-4 Suggest best suitable treatment as per Client's need.	**The Trainee will be able to :** • Identify the client's skin condition weather Oily, Dry, Combination, wrinkled or sensitive. • Select suitable product and procedure required for relevant skin treatment. • Suggest suitable treatment to the Client.	• Knowledge of different types of skin weather Oily, Dry, Combination, wrinkled and sensitiveness. • Treatment of different kinds of skin. • Appropriate procedure and technique as per Client's need. • Selection of suitable products for different kinds of skin according to salon policy. • Suggestions for suitable skin treatment to Client.	**Total: 5 Hrs** **Theory : 1 Hr** **Practical: 4 Hrs**	**Non-consumable:** • Printed material with photographs of examples of problematic skins before and after treatment. • Guidelines of accurate procedures and techniques. **Consumables:** • Stationary. (pens, writing pads, etc.).	**Theory**: Lecture Room **Particle**: Beauty Salon / Lab.
LU-5 Sell your services and products.	**The Trainee will be able to :** • Identify complete range of products with price list. • Develop and design promotional material (banners, posters, flyers, leaflets, brochures. • Prepare advertisement for electronic, print and social media, photo albums, skin care magazines, booklets.	• List of complete range of products available in market with prices. • Detail of promotional packages. • Knowledge to develop promotional material. • Knowledge to prepare advertisement for electronic and social	**Total: 6 Hrs** **Theory : 2 Hr** **Practical: 4 Hrs**	**Non-consumable:** • List of complete range of products with prices. • Promotional packages leaflets. • Material for giving advertisement in electronic and print media. • Computer with internet connection. • List of regular Customers with	**Theory**: Lecture Room **Particle**: Beauty Salon / Lab.

	• Share and discuss promotional material and package with the Customers. • Communicate the price of services and products to Client in a convincing manner for getting new Clients and retaining the existing.	media. • Knowledge of promotional packages. • Prices list with discounts details.		addresses and phone numbers for sending them new promotional offers. **Consumables:** • Stationary. (pens, writing pads, etc.)	
LU-6 Add value to Customers by providing additional services.	**The Trainee will be able to :** • Explain the details of additional services suitable to Client. • Convince the Client for essential additional services. • Retain and improve the no. Of Clients by satisfying from services rendered.	• Knowledge of all services to offer to Client. • Knowledge to handle the Client professionally and convincing for additional services. • Professional and friendly behavior.	**Total: 6Hrs** **Theory : 2 Hr** **Practical: 4 Hrs**	**Non-consumable:** • List of complete range of services and products with prices. • Guidelines to give attraction to Client for additional services. • List of regular Customers with addresses and phone numbers for sending them new promotional offers. • Promotional packages leaflets.	**Theory**: Lecture Room **Particle**: Beauty Salon / Lab.

LU-7 **Delight the Customer for long time relation.**	**The Trainee will be able to:** • Receive the Customer with smile and lead to workstation pleasantly. • Provide magazine to Client in waiting area if all workstation are occupied. • Make carefully appointments of Customers on phone calls. • Interact with Customer using appropriate words according to age group and status of the Customer. • Greet by sending Eid cards, New Year cards to regular Clients	• Knowledge of pleasant conversation. • Knowledge of magazines available in salon. • Knowledge of maintaining diary. • Professional behavior and dealing with Client according to age group. • List of addresses of regular Clients.	**Total: 8 Hrs** **Theory: 2Hr** **Practical: 6 Hrs**	**Non-consumable:** • List of regular Customers with addresses and phone numbers for sending them Eid and New year cards. • Telephone connection • Entertainment items like welcome drink or tea. • Magazines and reading material in waiting area. • T.V. in the waiting area. **Consumables:** • Stationary. (pens, writing pads, etc.)	**Theory**: Lecture Room **Particle**: Beauty Salon / Lab.
LU-8 **Work as Team.**	**The Trainee will be able to :** • Discuss the benefits of Work in team in friendly manner. • Support, coordinate and communicate with team members positively. • Demonstrate a team hierarchy of salon according to ask delegation.	• Factors important for Team work friendly. • Positive behavior • Administrative chart and knowledge of duties category wise. • Resolution of conflicts if exist within team members.	**Total: 8 Hrs** **Theory : 2 Hr** **Practical: 6Hrs**	**Non-consumable:** • Samples videos to show positive and negative effects of team work. • Organizational chart giving clear concept of Hierarchy. • List of duties assigned to each team member. • Attendance register.	**Theory**: Lecture Room **Particle**: Beauty Salon / Lab.

	• Handle contingencies with team members. • Perform work according to assigned roles and responsibilities. • Support and promote team spirit and motivation.	• Division of work load • Advantages of team work to achieve organizational goals.		**Consumables:** • Stationary. (pens, writing pads, etc.)	

3.9 Module 9

Title: Develop professionalism

Objective of Module: To train the students to participate in workshops, skin cosmetic companies, interact with other Salon, colleagues, consult with experts, participation in skill competition, intern with skin Therapist, get relevant knowledge from magazines and internet, maintain Client's history, manage revenue & expenses, welcome and greeting Client.

Duration: 76 Hrs , Theory: 12 Hrs , Practical: 64 Hrs

LU-1: Join workshops on latest skin application and techniques	**The trainee will be able to:** • Apply latest method and procedures for all treatment of skin. • Demonstrate the Use of latest Salon's products. • Listen and follow the direction in workshop actively. • Act quickly and efficiently during treatment to make client at ease. • Observe and follow the time for treatment. • Explain Contraindication during treatment.	• Knowledge of latest procedures and techniques. • Knowledge of latest Salon's product. • Attention at workshops. • Efficiency benchmark. • Time schedule for each service. • Contraindication.	**Total: 7 Hrs** **Theory : 1 Hr** **Practical: 6 Hrs**	**Non-consumable:** • List of vendors and suppliers conducting workshop. • Computer with internet. • Telephone connection **Consumables:** • Stationary items for making notes, pens, writing pads and file covers for keeping record of printed materials.	**Theory** : Lecture Room And venues where workshops are held. **Particle**: Beauty Salon / Lab.
LU-2: Interact with other Salons to remain updated as per market	**The trainee will be able to :** • Deal with other Salons.	• List of salons with contact numbers and	**Total: 7 Hrs**	**Non-consumable:** • List of parlors of the area.	**Theory** : Lecture Room

Demands	• Identify up date market demands. • Select suitable Salon products, equipment, and furniture available in market. • Explain and Compare prices and cost effectiveness of all purchases of the Salon (including fixed as well as consumable items). • Resolve day to day problems encountered during salon operations.	addresses. • Knowledge of market demands. • Information of products availability in market. • Comparative lists of the prices for all the products. • Methods of resolution of daily problems.	**Theory : 1 Hr** **Practical:** 6 Hrs	• List of services offered by competitors with prices. • Telephone connection **Consumables:** • Stationary items for making notes, pens, writing pads and file covers for keeping record of printed materials.	**Particle**: Beauty Salon / Lab.
LU-3: Participate in trainings offered by Skin Cosmetic Companies	**The trainee will be able to:** • Apply techniques carefully described by different companies about their products. • Prepare notes of new products introduced or displayed in the trainings and upgrade Salon accordingly. • Evaluate cost of new products introduced in trainings and formulate price list of services in salon accordingly. • Maintain record of leaflets & printed material taken from trainings safely for longer time for applying in Salon as and when required.	• Notes and printed material collected from trainings. • List of new products with prices introduced by companies conducting trainings. • Price list formulated by incorporating new products introduced in trainings. • Knowledge of record management.	**Total: 6 Hrs** **Theory : 1 Hr** **Practical: 5 Hrs**	**Non-consumable:** • List of different companies and their products. • Schedule of trainings held by companies. **Consumables:** • Stationary items for making notes, pens, writing pads and file covers for keeping record of printed materials.	**Theory:** Lecture /conferenc e room **Practical**: Venues where training held by different companies Beauty saloon

LU-4: Interact with colleagues for updated knowledge sharing	**Trainees will be able to:** • Discuss and observe hygiene conditions of Salon and particularly of workers. • Advise workers to remain tidy and to keep clothes stink free from sweat. • Discuss about complaints if lodged by Client ensuring to avoid complaints in future. • Take feedback about services and product satisfaction expressed by the client. • Discuss new products, equipments of different companies. • Formulate policies in light of feedback. • Encourage those workers whose services are appreciated by Clients.	• Knowhow of Hygiene conditions. • Knowledge of cleanliness conditions. • Knowledge of handling staff in professional manner. • Direct contact with customers. • List of latest products tools & equipments • Management manuals. • Knowledge of appreciations	**Total:** **7 Hrs** **Theory:** 1 Hr **Practical:** **6 Hrs**	**Non-consumable:** • List of different beauty salon with their complete addresses and phone numbers • Organizational chart • Computer with internet. • Telephone sets • Leaflets brouchers of latest products, tools &equipments. **Consumables:** • Stationary items for making notes, pens, writing pads and file covers for keeping record of printed materials.	Different beauty saloons Beauty colleges Skin therapists
LU-5: Consult with experts whenever needed	**Trainees will be able to:** • Improve skills • Correct usage of product • Deal with skin diseases and their remedies	• Knowledge of all skills • Knowledge of products for the treatments of different kinds of skin diseases.	**Total:** **7 Hrs** **Theory:** 1 Hr **Practical:** **6 Hrs**	**Non-consumable:** • Pictures and posters Showing skin diseases • Visual aids • Computers • Internet **Consumables:**	Beauty saloons Skins therapist

	• Apply Professionalism in the concerned field	• Knowledge of skin diseases • Professional manuals.		• Stationary items for making notes, pens, writing pads and file covers for keeping record of printed materials.	
LU-6: Participate in skill competitions /professional gatherings/ exhibitions etc.	**Trainees will be able to:** • Apply procedures and techniques professionally. • Prepare the lists of techniques applied by the winners in the competition. • Polish existing skills, grasp new trends and develop confidence. • Interact with other professionals of the same field. • Gather the important points regarding techniques and products used by other competitors.	• List of Procedures. Record of prize winners • Knowledge of Competitive behavior. • Importance of improvement of skills and new trends. • importance of interaction with beauty industry. • Information about print & electronic media. • Use of internet e-mail to get information about different events. • List of other salons to have interaction for gathering and competition. • Questionnaires	**Total:** **7 Hrs** **Theory:** 1 Hr **Practical:** **6 Hrs**	**Non-consumable:** • List of different salons with complete addresses and phone numbers. • Computers with Internet. • Telephone sets • Questionnaires **Consumables:** • Stationary items for making notes, pens, writing pads and file covers for keeping record of printed materials.	Beauty clinics Beauty saloons Beauty colleges Cosmetics companies
LU-7: **Intern with Skin Therapist for advance**	**Trainees will be able to:** • Conduct formal training with	• List of renowned skin	**Total:** **12 Hrs**	**Non-consumable:** • List of renowned	Skin Therapy clinic.

knowledge	renowned Skin therapist for updating knowledge. • Apply the latest skills in Salon. • Manage time efficiently while applying skin therapy skills. • Improve communication skills. • Perform sensitization and disinfections. • Differentiate between reusable and disposable items. • Identify the reasons for skin irritation and remedies thereof.	therapist. • List of latest products and services prevailing in market. • Standard time schedule for different services and treatments. • Professional procedures and techniques. • Sterilization and sensitization techniques. • Knowledge of reusable and disposable items. • Contraindication remedies.	**Theory:** 2 Hrs **Practical: 10 Hrs**	different Skin Therapist and saloons giving Skin treatments. • List of products available in the market. • Printed material of different Companies relating to Skin Therapy. • Computer with internet connection. • Telephone connection. **Consumables:** • Stationary items for making notes, pens, writing pads and file covers for keeping record of printed materials.	Beauty Saloons
LU-8: Read relevant magazines, books and research on internet for latest techniques, methodologies and new products.	**Trainees will be able to:** • Read and understand the relevant topics of skin therapy in the magazines, books and on web sites. • Prepare price structure from advertisements of competitors published in magazines and on various web sites. • Prepare list of companies	• List of relevant magazines, books and web sites. • List of prices of other competitor salons for all services. Knowledge of use of computer and downloading from internet.	**Total: 6 Hrs** **Theory:** 1 Hr **Practical: 5 Hrs**	**Non-consumable:** • Relevant magazines and books. • Storage rack or shelves for keeping records for longer period. • Computer with internet connection. **Consumables:**	Skin Therapy clinic. Beauty Saloons

	marketing skin related materials from advertisements in the magazines and on web sites. • Select latest tools and equipment available in market from articles published in magazines, books and on internet.	• List of companies generated from magazines and internet. • List of products and services with price list.		• Stationary items for making notes, pens, writing pads and file covers for keeping record of printed materials.	
LU-9 Maintain Clients record.	**Trainees will be able to:** • Obtain details regarding medical, history, services required from Client. • Complete information form mentioning details of Client's medical history, age, cell no., address. • Update the record of existing Clients periodically. • Record the results of procedures applied to the Client, the responses and reactions for analysis for future plans. • Handover recorded information to receptionist / management.	• Information on Common health element and their impact on any beauty treatment. • Information of Clients. • Updated client record including medical history. • Record of treatment applied in special cases and reactions. • Basic remedies to safeguard the Client from adverse effects of any treatment. • Record of result of procedures of Clients. • System of record keeping.	**Total: 6 Hrs** **Theory:** 1 Hr **Practical: 5 Hrs**	**Non-consumable:** • Computer with internet connection and printer. • Stationary. • Telephone connection. • Storage rack or shelves for keeping records for longer period. **Consumables:** • Stationary items for making notes, pens, writing pads and file covers for keeping record of printed materials.	Skin therapy clinic Beauty salon.

LU- 10: **Handling of revenue & expenses of salon.**	**Trainees will be able:** • Prepare bill of services rendered to Client as per price list. • Adjust discounts in bill if package offered by salon's management. • Receive amount of bill from Client by cash. • Charge credit card on card machine provided by Bank. • Confirm from worker about details of services rendered to a Client ensuring correct billing. • Place at safe place or handover received cash to receptionist or management. • Make purchase from local market on emergency basis in case any material or product is exhausted to give uninterrupted services to Client. • Take voucher of expenses incurred and placing in proper file subsequently handing over to management.	• Bill books. • Record of services rendered • Knowledge of discount packages. • Cash receipts books. • Card charging machine. • Interaction with worker to check services rendered. • Record of No. Of Clients visited Salon. • List of amounts received by cash or by credit cards duly reconciled with bill book and hand over to responsible person. • Stock details of products and knowhow of ordering short items found in stock. • Knowledge of vouchers and filling of record.	**Total:** **6 Hrs** **Theory:** 1 Hr **Practical:** **5 Hrs**	**Non-consumable:** • Printed bill books with name of Salon. • Printed stationary for issuing receipts of cash. • Stationary. • Expenses register • Credit card charging machine. • Telephone connection • Computer. • Storage rack or shelves for keeping records for longer period. **Consumables:** • Stationary items for making notes, pens, writing pads and file covers for keeping record of printed materials.	Skin therapy clinic Beauty salon. Salon's reception.

LU-11: Receive Client with smile and greet at departure.	**Trainees will be able to:** • Receive Client smilingly. • Welcome Client with courtesy, respect and complete attention. • Behave in such manner that Client feels to be important person at salon. • Deal with V.I.P. Clients as per instructions of salon's management. • Deal special and old persons with loving and friendly behavior. • Offer Client drink, tea or coffee. • Create pleasant environment by switching on all lights, A.C., T.V. and spraying fragrance at the time of entry of Client. • Greet and praise Client after completion of service/ treatment and take Client right up to work station to see off Client	• Knowledge of handling V.I.P. clients • Pleasant and friendly behavior at the time of departure of Client • Written protocol plan for dealing with all clients particularly for V.I.P., old age and special clients. • Knowledge of courteously serving of drinks or tea etc. • Use of A.C., T.V., lighting, spraying fragrance. • Use of A.C., T.V., lighting, spraying fragrance. • Knowledge of receiving client smilingly and to see off pleasantly.	**Total:** **5 Hrs** **Theory:** 1 Hr **Practical:** **4 Hrs**	**Non-consumable:** • Refrigerator • Television • Air conditioner • **Consumables:** • Cold water and drinks. • Tea making items. • Fragrances with spraying bottles. • Stationary items for making notes, pens, writing pads and file covers for keeping record of printed materials.	Salon reception Beauty lab

3.10 Module: 10

Title: Develop entrepreneurship

Objective of Module: To develop entrepreneurship for operating beauty salon successfully and earning reasonable profits.

Duration: 46 Hrs , Theory: 10 Hrs , Practical: 36 Hrs

Learning Unit	Learning Outcome	Learning Elements		Material Required	Learning Place
LU-1 Introduction of Entrepreneurship	**Trainees will be able to:** • 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. • 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.	Knowledge of: • 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: 7 Hrs** **Theory:** 1 Hr **Practical: 6 Hrs**	**Non-consumable:** • Books • Articles • Computer with internet. **Consumables:** • Stationary items for making notes, pens, writing pads and file covers for keeping record of printed materials.	Class room
LU-2 Functions of Entrepreneur.	Able to:, • Plan every aspect of business like place of business, services to render & monetary matters. • Analyze 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.	Knowledge of: • 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:** 1 Hr **Practical: 6 Hrs**	**Non-consumable:** • Books • Articles • Computer with internet. **Consumables:** • Stationary items for making notes, pens, writing pads and file covers for keeping record of printed materials	Class room

LU-3 Role of Entrepreneur in Economic Development	**Trainees will be able to:** • 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.	Knowledge of: • 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.	**Total:** **8 Hrs** **Theory:** 2 Hrs **Practical:** **6 Hrs**	**Non-consumable:** • Books • Articles • Computer with internet. **Consumables:** • Stationary items for making notes, pens, writing pads and file covers for keeping record of printed materials	
LU-4 Business and marketing plan	**Trainees will be able to:** • Make business plan as per market demands. • Identify areas of business or services which are more profitable and popular in clients. • Analyze 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.	Knowledge of: • 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	**Total:** **8 Hrs** **Theory:** 2 Hrs **Practical:** **6 Hrs**	**Non-consumable:** • Books • Articles • Computer with internet. **Consumables:** • Stationary items for making notes, pens, writing pads and file covers for keeping record of printed	Class room

	• Read business marketing magazines, reports, journals, websites and relevant publications.	magazines, articles and journals.		materials	
LU-5 Basics of Small business.	**Trainees will be able to:** • 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, operating hours, payment options etc . • Maintain record of purchases, sales, inventory and list of regular customers. • Build and keep on long term basis service oriented honest team of workers.	Knowledge of: • 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**	**Non-consumable:** • Books • Articles • Computer with internet. **Consumables:** • Stationary items for making notes, pens, writing pads and file covers for keeping record of printed materials	Class room
LU-6 Reasons of failure and success in small business	**Trainees will be able to:** • Identify fields of business causing loss. • Select proper suitable location of business place easily accessible for customers. • Identify worker annoying customers by not providing	Knowledge of: • Major Fields of business causing loss. • Importance of easily accessible location for setting up business. • Importance of good behaviour of workers with the customers.	**Total: 8 Hrs** **Theory:** 2 Hrs **Practical: 6 Hrs**	**Non-consumable:** • Books • Articles • Computer with internet. **Consumables:** • Stationary items	Class room

	proper service and attention. • Control utility bills especially turning off extra lights and ACs when client are not in the business place. • 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.	• 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.		for making notes, pens, writing pads and file covers for keeping record of printed materials	

4. ASSESSSMENT GUIDANCE

Good assessment practice should be used 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 assessment

Sessional assessment shall be conducted regularly. Its purpose is to provide feedback on what students are learning:

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

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

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

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 workplace lessons, assessment will focus on the quality of planning and executing the related process along with the quality of the product and/or evaluation of the process.

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

Examples for direct assessment of skin care treatment will include:

- Work performances, for example face facial without damaging skin
- Demonstrations, for example demonstrating the treatment of skin care and testing of suitable creams according to skin type.
- Direct questioning, where the assessor will ask the student how many types of skin or which type of facial on oily skin will you apply.

- Paper-bases tests, such as multiple choice or short answer questions on skincare, hygienic and safety issues, or working with others.

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

Examples for indirect assessment of a skin care treatment will include:

- Proper treatment of skin: cleansing of skin with suitable creams
- Storage of facial products, the methods adopted to store products.

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

4.3 Principles of assessment

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

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

Validity means that a valid assessment assesses what it claims to assess. For example, if the ability to apply the treatment of skin care is to be assessed and certified, the assessment should involve performance criteria that are directly related to skin care treatment.

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

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

4.4 Assessment strategy for the skin care curriculum

This curriculum consists of 10 modules:

- Module 1: Manage the Salon Perform Disinfection/Sanitization and Safety in the Salon.
- Module 2: Analyze, Identify and scan different types of skin.

- Module 3: Perform Basic Facial.
- Module 4: Perform Treatment Facial Manual/Machinery (high frequency, galvanic , vacuum, micro derma-brasion.
- Module 5: Selection, Procurement of thread and wax and the competency of skin epilation
- Module 6: Skills and knowledge required for providing nail care
- Module 7: Perform Body massage with different movements.
- Module 8: Communication skills with client, asses , explain, suggest and sell best suitable treatment to client and work as a team.
- Module 9: Develop professionalism.
- Module 10: Develop entrepreneurship

4.5 Suggestion for the 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 Suggestion for final assessment

Final assessment shall be in two parts: theoretical assessment and practical assessment. The final assessment marks shall contribute to the final qualification.The final theoretical assessment shall consist of multiple choice and short answer questions, covering all modules. For practical assessment, the method of facial procedure shall be selected to assess the competencies of student expected to be gained after this training course.

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

The distribution of time and markings for assessment are given below:

Module No.	Distribution of time and marking for assessment		
	Total	Out of total hrs/ Marking	Practical
MODULE 1	10%	2%	8%
MODULE 2	10.5%	5%	5.5%
MODULE 3	20.75%	2%	18.75%
MODULE 4	22.5%	3.75%	18.75%
MODULE 5	5%	1%	4%
MODULE 6	5%	1%	4%
MODULE 7	5%	1%	4%
MODULE 8	6%	1.5%	4.5%
MODULE 9	9.5%	1.5%	8%
MODULE 10	5.75%	1.25%	4.5%
Total	100%	20%	80%

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

MODULE 1	PRACTICAL	THEORY
LU-1 Knowledge about yellow, spots light, and white lights, their direction & intensity and their impact in working environment of saloon.	**Trainee will be able to:** • Make day and night effect in saloon with yellow and white bulbs. • Differentiate between hues, from natural, white and yellow lights. • Select appropriate light color with respect to its original requirement where work done is to be exposed • Create attractive ambiance using candle/scented candles in salon.	**Trainee will be asked for:** • Knowledge of different light effects especially of dark and light background. • Knowledge of intensity of light in different locations of the salon. • Importance of yellow spot lights in saloon • Knowledge of putting suitable light for certain sections of the salon and while imparting different services. • Attractive/innovative ideas to decorate salon with candles/ scented candles.
LU-2 Importance of ventilation in a Salon.	• Demonstrate importance of cross ventilation. • Prepare to design and plan cross ventilation of the salon. • Identify the harmful fumes of hazardous product that causes cancer if ventilation is not proper.	• Importance of cross ventilation in salon. • Importance of fresh breathable air. • Knowledge of harmful fumes of hazardous product fumes.
LU-3 Disinfecting Floor/ Towels/ Gowns/ Sheets and facial bands to avoid transmission of skin diseases.	• Explain causes of infections by different types of bacteria's in salon • Take action to disinfect floors/ towel/ gowns/ sheets/ facial bands while using disinfectants to avoid transmission of skin • Demonstrate the handling of sanitizer • Identify different disinfectants used to disinfect gowns, sheets, towels etc.	• Knowledge of types of bacteria's causing infections. • Procedure of disinfecting floor/ towels/ gowns and sheets • Procedure for handling sanitizer. • Knowledge of disinfectants available in market.
LU-4 Disinfect and sanitize tools and equipment after every service.	• Demonstrate about the importance of sanitizing tools and equipment • Perform about the method of sterilization of tools and equipment	• Knowledge about the sanitization of tools and equipment • Knowledge of correct method of sterilization. • Procedure to operate and sterilize machine as

	• Sterilize the tools after every service as a routine practice • Classify cleaning and disinfectant agents for tools and equipments. • Handle tools and equipment correctly after disinfection in order to avoid any contamination.	per its SOP(standard operating procedure) • Techniques of disinfection and sensitization of tools and equipment. • Procedure to handle tools and equipments.
LU-5 Self-Hygiene and Cleanliness.	• Perform basic steps to ensure hygiene. • Take necessary steps such as wearing caps, tying hair, filed nails, use of deodorants/ mouth wash. • Put on clean and washed clothing. • Take shower to avoid wet stinking. • Demonstrate Posters showing the salient steps of hygiene.	• Techniques of basic steps of hygiene • Instruction manuals for tying hair, daily shower, putting cap and wearing washed clothing. • Knowledge of mouth wash and deodorants available in market according to saloon policy. • Directions about maintenance of clothing carefully. • Instructions for taking daily shower. • Knowledge of designing the poster.
LU-6 Suitable clothing for workers and Clients.	• Indentify separate clothing for Clients and workers. • Provide clothing to Client according to services to be rendered. e.g., Hair Dying apron, Hair cutting apron, facial gowns, waxing gown etc. • To maintain proper storage for washed clothing for Clients in salon.	• Knowledge of specified clothing of Client and worker. • Knowledge of clothing to be given to Client according to service. • Importance of storage of washed and clean clothing for Clients.
LU-7 Procurement and use of tools and equipment for skin care and safety measures.	• Procure necessary tools and equipment required for skin therapy. • Understand the use of all machines like Facial machine, Foot spa, Paraffin container, Facial steamer, Waxing heater etc. • Store machines carefully after usage adopting all safety measures especially taking out wires from electric socket to avoid accident during off hours of salon.	• List of tools and equipment required for skin care treatments available in market according to saloon policy • Knowledge of operating machines like Foot spa, Paraffin container, Facial steamer, Waxing heater etc. • Procedure of storage of tools and equipments. • Knowledge of different types of wattage/ voltage input for machines & frequencies on

	• Recognize different types of wattage/ voltage input for machines and effects of frequencies on skin. • Store the machines after cleaning properly for their next use.	skin. • Knowhow for storage of machinery to reuse after properly cleaning
LU-8 Check expiry date of product and its importance	• Identify reaction of on skin appears caused by applying expired product • Apply Remedy in case of expired products used and reaction reflected • Read labels that indicate expiry on product.	• Knowledge of skin reaction caused by expired products • Knowledge of remedies for reaction • expiry dates of products.
LU-9 Disposal of waste and harmful materials and reorganize work station after completion of service.	• Dispose off waste and used material from the work place for Clients and workers safety. • Understand the disposal of harmful hazardous products. • Understand the products kept open can be harmful by fumes contained therein. • Take necessary precautions like putting mask and gloves while disposing off materials. • Maintain separate waste bin for hazardous items. • Clean and clear work station on completing service and reorganize work station after proper sterilization and sanitization for the Client. • Hand over used linen, gowns, head bands, aprons for washing and maintaining in writing record thereof.	• Methods of Waste disposal. • Methods of disposal of hazardous material. • Knowledge of harmful situation because of fumes contained in products. • Precautions of putting masks and gloves while disposing off materials. • Maintenance of separate waste bin for hazardous items. • Reorganization and preparation of workstation after sterilization for next Client. • Inventory and record keeping in writing of clothing handing over for washing.
Module 2		
LU-1 Understand the skin structure and the anatomy.	**Trainee will be able to:** • Understand the skin function. • Analyze cell structure. • Identify the function of tissues, layers of the skin. • Analyze the dermis, epidermis and subcutaneous.	**Trainee will be asked for:** • Knowledge of skin anatomy and its functions. • Knowledge of parts of the cell and its structure. • Importance of different types of tissues and their functions within the skin. • Importance of the layers of the skin: Epidermis and Dermis subcutaneous • Knowledge about the glands(sweat glands,

		sebaceous glands) • Knowledge about the skin Zrotein (epidermeu ,collagen)
LU-2 analyze skin type and conditions	• Examine the oily/acne skin conditions • Examine the dry/sensitive skin condition • Examine the combination skin condition • Examine mature skin conditions	• Knowledge about oily/acne skin, its reasons and suitable product for oily skin • Knowledge about dry/ sensitive skin, its reasons and suitable product • Knowledge about combination skin, its reasons and suitable product • Knowledge about ageing process, its remedies and suitable product. • Knowledge about ageing process and its remedies
LU-3 Identify problematic areas of skin.	• Analyse the skin diseases (pigmentation, wrinkle, acne, scar, fungal, freckle, eye circle, ageing etc,). • Analyse Irritants and Allergens • Identify rosacea	• Knowledge about reason of pigmentation .wrinkle, acne, scar, fungal, frackle, eye circle, aging), problematic skins. • Knowledge about reason of these diseases and handle the skin accordingly. • Knowledge of Differences between irritant and allergens. Allergy might be caused by any food or product and an irritation might be caused after use of any product. • Reason of rosacea is caused and advising client to consult dermatologist.
LU-4 Scan the problematic areas for a deeper analysis with skin scanner if needed,	• Operate a scanning machine and analyze the skin with the naked eye as well as with the help of a magnifying glass and skin scanner machine. • Perform cleansing of the skin before analysis and scanning.	• Importance of scanning machine. • Procedure of analyzing the skin with the help of magnifying glass and skin scanner. • Role of cleansing before skin analysis and scanning.

LU-5 Get history of previous health issues of customer for analysis of his/her treatment manually/ machinery	• Fill consultation form with complete medical history. • Identify the main cause of the problem in the skin. • Identity the skin problem by getting history from Client. • Suggest suitable treatment with the help of machinery (Galvanic, Hi-frequency, Vacuum, Brushing peeling, micro derma brasion steamer, magnifying glass, lamp and the skin scanner)	• Importance of Client consultation form with complete details. • Knowledge of the causes os skin caused by illness, pregnancy, seasonal allergy, product allergy, diabetes, high Blood pressure, asthma, heart disease etc., smoking habit, alcohol drinking habit • Knowledge to identify skin by getting the history from Clients caused by habits of smoking, alcohol drinking or from any illness, pregnancy and allergy. • Knowledge of use of machinery according problem of skin
LU-6 Examine complexion of skin (light /fair, normal, dark /tan.	• Identify the skin complexion and refer the suitable treatment. • Understand the melanin level of skin due to skin complexion	• Knowledge about complexion and melanin level of skin • skin lightening procedure to handle tan skin
LU-7 Understand the requirement of healthy skin	• Understand and provide instructions to the Client for healthy skin. • Identify harmful sun rays	• Knowledge of balanced diet, vitamins, minerals, fruits, Vegetables, water, etc. For healthy skin. • Knowledge of harm full sun rays smoke/dust effect on skin.

LU-1: Prepare the Client for basic facial.	**Trainees will be able to:** • Fill the consultation form. • Examine the skin condition and assess type of skin oily, dry, combination, sensitive and aged. • Monitor infections or allergies and prepare the report. • Cover the client appropriately for cleansing.	**Trainee will be asked for:** • Completion of consultation form. • Knowledge of skin conditions (oily, dry, combination, sensitive and aged) • Knowledge of infections and allergies • Importance of covering the clients using (facial band, gowns, aprons & towel). • Removal of jewellery before start of treatment.

	• Remove Jewellery before start of treatment and handing over to Client.	
LU-2 Selection of product for facial and handing of tools and equipments	• Select and use specified product for facial of different types of skin • Demonstrate the Use of SPF according to skin condition	• Knowledge of the selection of the products for facial of different types of skin • Importance of sun blocks their SPF level for different types of skin
LU-3 Perform cleansing	• Clean the skin (remove the makeup) • Perform deep cleansing remove all dirt from skin as well as in side skin pores	• Knowledge about types of cleanser • Role of cleansing • Knowledge about hand movement in clean sing • Knowledge about thickness of cleanser for clearing the pores
LU-4: Perform skin polishing	• Apply skin polishing / bleaching (herbal and chemical) as per standard specification and time line. • Apply small portion of bleach / skin polish as tester to check reaction. • Identify types of bleaches (powder and cream) • Mixing of bleach in proper ratio advised by manufacturer • Evaluate and note outcome of bleaching.	• Knowledge of herbal and chemical bleach and polishing • Test of skin reaction by applying small portion of bleach • Knowledge of types of bleaches (powder and cream) • Method of mixing of bleach as per advice of manufacturer. • Knowledge of results of bleaching.
LU-5: Sooth the skin	• sooth the skin with the help of water magic hammer (icing soothing lotion/crème) • Demonstrate the procedure of soothing the skin • Identify different soothing lotions according to problem	• Knowledge about magic hammer to sooth the skin • Procedure for soothing the skin • Knowledge of range of soothing lotions

LU-6: Perform steaming	• Perform steaming on face • Understand the correct distance of steaming • Understand steaming time on different skin • Operate ozone steamer	• Procedure of steaming • Knowledge about technique and reaction of steaming • Importance of timing for steaming • Importance ozone steaming • Knowledge to operate ozone light steamer • Knowledge about ozone steamer
LU-7: Perform Black head Extraction Manually/Vacuum	• Extract white /Black heads manually or by vacuum • Operate the vacuum machine suck the white / Black heads in right order. • Understand the reason of production of Black & white heads on skin.	• Knowledge to remove white and black heads with machine / Manual (vacuum) • Knowledge of reaction of Black / White heads extraction by nose pin • Knowledge about dictation of tool • Knowledge to operate vacuum machine. • Knowledge about nose strips
LU-8: Perform skin toning	• Apply toner with the help of cotton • Understand the correct method of toning	• Knowledge about importance of toner after steaming. • Application of toner
LU-9: Perform Exfoliating/Scrubbing	• Remove dead cells of skin by exfoliating/ scrubbing • Demonstrate hand movement during scrubbing	• Knowledge about correct scrubbing methods • Techniques of hand movements
LU-10: Apply mask	• Apply mask in correct way • Remove mask properly	• Knowledge about type of mask and its importance. • Knowledge to apply mask on face and remove mask properly.
LU-11: Apply sun Block	• Protect treated skin by applying sun block / day moisturizer. • Understand the importance of daily moisturize / sun block. • Understand different SPF according to skin type. • Recommend the sun block to client according to their daily activity.	• Knowledge about types of sun block • Knowledge about protection from sun rays. • Knowledge about SPF product according to the skin • Knowledge about SPF product according to the activity
LU:-12 Pressure Point of Skin	• Relax the client with pressing different pressure points and movements	• Knowledge about the different movement and pressure points of face and neck

Module-4		
LU-1: **Examine sensitive skin conditions**	**Trainee will be able to:** • Fill the consultation form. • Select product according to dry/ sensitive skin. • Examine the sensitive skin condition. • Determine the factors causing skin problems like laser treatment or natural disposition, weather cosmetics allergy or lack of moisturizer. • Apply procedure and techniques used to treat sensitive skin. • Identify importance of oily moisturizer to dry/ sensitive skin • Demonstrate the treatment of galvanic in required time and right order.	**Trainee will be asked for:** • Completion of consultation form. • Knowledge about the product of sensitive skin • Factors causing skin sensitiveness. • Factors causing skin problems(Products used for sensitive skinremedies. e.g., natural fruits, plant element, sea weeds derived extracts and hypoallergenic products). • Procedures and techniques of dealing with sensitive skin. • Techniques of penetration oily moisture in to skin • Knowledge about the correct charge for galvanic-in and galvanic-out
LU-2: **Examine combination skin condition**	• Examine the dry and oily area of skin. • Give treatment that reduce oil from the problematic area (T-zone checks etc.) • Give treatment to penetrate the oily moisturizer to maintain dry area and flakiness of skin. (T-zone, checks etc.) • Perform combination skin treatment manually / machinery	• Knowledge of combination skin. • Techniques used to treat combination skin to maintain the both type of skin. • Knowledge of products for dry and oily parts of the skin. • Knowledge about the whole procedure to handle these type of skin. • Advice Contraindications
LU-3 **Perform pigmentation treatment**	• Identify factors causing pigmentation (sun, pregnancy, hormones, melanin over production) • Treat pigmentation (progressive rather than aggressive). • Perform micro derma brasion facial for	• Factors causing pigmentation. • Preventive, protective and corrective treatment for pigmentation. • Techniques of performing derma brasion.

	pigmentation. • Evaluate results of pigmentation. • Reduce skin blemishes. • Duration and time of treatment. • Use of moisturizer with SPF.(day-night)	• Knowledge of pigmentation's remedies. • Remedies for skin blemishes. • Time management. • Knowledge of moisturizers for different types of skin.
LU-4 **Perform acne treatment**	• Identify the factors causing acneand types thereof. • Identify the symptoms of acne and analyse the acne for facials. • Operate vacuum machine to suck the acne • Examine the kind of acne to manage the intensity of high frequency. • Use and operate high frequency and for acne skin. • Use suitable tool for face and T-Zone area • Select the products used for acne (oil free and water based products)**.** • Apply hygienic methods. • Apply remedies**.** • Types of sun screen	• Causes and types of acne. • Knowledge about anti-bacterial and anti-acne products (tea tree oil and anti-bacterial element.) • Knowledge to manage the moisture level (pH) to stop specious gland to produce access oil. • Knowledge of vacuum machine to suck the acne in right order. • Role of high frequency on acne skin • Instructions of using of high frequency machinery on acne skin. • Use of suitable tool for face and T-Zone area • Knowledge of products for oily and acne skin**.** • Importance of hygiene. • Remedies for acne • Knowledge of sun block with SPF.
LU-5 **Perform aging / wrinkled skin treatment**	• Analyze reasons for occurrence of wrinkles**.** • Give treatment for anti aging skin**.** • Use of vitamin infused serum, collagen serums / creams and rejuvenating facial massage techniques**.** • Use of micro derma brasion for remove wrinkle from aged skin. • Apply glycolic acid facial treatment for anti aging (use of direct galvanic electrical current to introduce water soluble substances through the skin surface in	• Knowledge about process of aging • Knowledge of anti aging facials. (galvanic micro drama brasion, oxygenating facial/machine) • Vitamins requirement for skin. Effectiveness of collagen & rejuvenating facial massage techniques. • Knowledge of micro derma brasion. • Treatment of glycolic facial .and the Products used for anti aging facial. • Precautions for operating facial

	an effort to improve ingredient, absorption and moisture retention). • Handling of facial machinery**.**	machinery.
LU-6 **Explain Sun Burnt skin**	• Recognize sun burnt tanned skin. • Analyze factors causing sun burnt. • Perform techniques for the treatment of sun burnt skin. • Apply the suitable products as per skin conditions. • Apply Remedies for the treatment of sun burnt skin. • Use of sun blocks. • Advice Prevention of sun burn • Differentiate between UVA and UVB ultra violet rays on skin. • Recognize signs of sun burn (redness or blisters may occur). • Use of creams containing ingredients such as menthol, camphor and alovera on sun burn.. • Store products as per industry standards.	• Reasons of sun burned. • Factors causing sun burn. • Outline of techniques and procedures. • Range of sun burn products available in market according to salon policy... • Advice Remedies • Knowledge of different sun block. Available in salon • Precautions of sun burn. • Reaction of UVA and UVB ultra violet light. • Affects of sun burn. • Knowledge of creams ingredients such as menthol, camphor and alovera. • Methods of storage of products carefully.
LU-7 **Explain post treatment consultation**	• Explain post adverse effects to the Clients and their remedies. • Provide home care advice to the client. • Advise health and safety measures to the Client. • Use of first aid box.	• Post Treatment. • Remedies. • Home care measures. • Knowledge of health and safety measures. • Importance of first aid box
MODULE 5		
LU-1: **Identify the suitable product for epilation from the market.**	• Identify the different types of wax (hot & cold) available in market. • Identify the different type of threads used for the epilation • Procure the suitable products for epilation available in market.	• Different types of wax available in market. • Proper thread for epilation. • Products available in the market for epilation.

	• Differentiate between hot & cold wax. • Check the quality of wax.	• Suitable hot & cold wax. • Important factors for procuring wax and thread for epilation.
LU-2: Skill and knowledge required to perform Threading and waxing for the removal of hair.	• Identify the client's requirements and apply correct techniques of threading and waxing with the objective of keeping the clients at ease as well as obtaining best results. • Identify the types of skin. • Recognize bruises and rashes. • Perform waxing in correct direction. • Shape the eyebrows according to face cuts and eye shape. • Select suitable powder to absorb oil from the skin. • Demonstrate the Use of soothing lotion to prevent redness or rashes.	• Techniques of using cotton threads white coloured, cotton, antiseptic threads for thread. • Different skin types. • Preventive, protective and corrective measures in case of bruises or fungal infection. • Techniques of waxing procedure of shaping the eye brows. • Selection of Suitable powder. • Role of soothing lotion in epilation' • Merits and demerits of epilation.
MODULE 6		
LU-1: Prepare Client for manicure and pedicure services	• Assess the existing nails and skin condition and identify the area required special treatment. • Apply the standard procedures, and services required to Client's hands and feet. • Prepare service area for manicure and pedicure. • Perform hand / foot cleanser. • Perform hand/foot scrub. • Soak hand/foot manually or using machine. • Remove hair from hand/ foot or bleach the hair. • Shapeup, file, treat nail, and cut cuticle according to Client's requirements • Revamp and refurbish nail with buffer. • Use of paraffin wax • Provide manicure and pedicure services to the satisfaction of clients.	**Trainees will be asked for:** • Knowledge of nails conditions and treatment. • Standard procedures and services of nail care. • Knowledge of service area requirement for manicure and pedicure • Procedure of cleansing. • Knowledge of scrubbing and bleaching. • Time of soaking • Role of bleaching and epilation of hand / foot. • Techniques to shape up nails and applying color polish varnish. • Role of revamping and refurbishing

		• Impacts of paraffin wax. • Client satisfaction
LU2 Select the suitable equipment & products for the treatment of manicure / pedicure.	• Identify and select the suitable tools & equipment for manicure / pedicure according to salon's requirement. • Demonstrate the storage of manicure / pedicure products.	• Knowledge of following products -Emery boards -Cuticle massage cream oil -Cuticle remover -Hoof stick -Orange wood stick -Cuticle knife -Buffers -Clippers -Buffing paste -Base coat -Frosted cream -Top coat. • Procedure of storage of manicure / pedicure products.
MODULE 7		
LU-1 Identify between different movements of Massage and be able to perform them in the right manner.	• Identify the movements and steps of the massage. • Perform effleurage massage movement with full length upward strokes in continuity with different massage oils and creams. • Perform petrissage massage in circular movements with different massage oils and creams. • Perform tapotement massage in a flow with piano like movement with different massage oils and creams. • Perform vibrating massage in a flow in vibrations with hands using different oils and creams. • Prepare Client before the service. • Apply appropriate massage techniques. • Monitor Client's response and vary the procedure	• Procedure of different movements of massage. • Techniques of effleurage massage movement. • Knowledge of petrissage massage movements. • Importance of tapotement massage movement. • Knowledge of vibrating massage • Pre requisites. • Basic techniques and resources required for massage • Observation of results carefully. • Information of bones, muscles.

	according to the situation. • Identify major bones, muscles groups and pressure points. • Apply required pressure on the face, neck and décolleté area. • Understand not to lift hands during massage. • Warm hands before you massage. • Cleanse the face before massage. • Remove toxic waste from the lymphatic system • Prepare the facial/massage room.	• Introduction to different pressure points. • Importance of relaxation of face, neck and décolleté area. • Techniques of using hands in massage • Role of cleansing. • Role of pressure points for removing toxic waste from lymphatic system. • Standard procedures to make massage comfortable.
LU-2 Perform heat massage.	• Set up service area to meet standard requirements of massage and provide gowns to the clients • Use heat, electrical equipment or heated stones at 100 degree on shoulders and back muscles with warm oil to increase circulation and promote relaxation safely. • Apply massage techniques. • Identify pressure points, major bones and muscle groups. • Monitor client's response and vary the procedure according to the situation. • Identify & record effects of massage. • Select the products according to the client's requirement and salon policy. • Cleanse the face before you start a massage. • Remove toxic waste from the lymphatic system.	• Pre requisites of massage. • Procedure of heat massage. • Importance of massage techniques. • Role of pressure points for relaxing the muscles. • Observation of results carefully. • Record of effects of massage. • List of products (creams and oils) according to salon policy.. • Role of cleansing • Basic knowledge of pressure points related to lymphatic system.
LU-3 Perform Swedish massage.	• Set up service area to meet standard requirements of massage &provide gowns to the clients. • Use long smooth strokes. • Apply kneading and circular movements on superficial layers of muscles with lotions and oils • Massage gently and relaxing. • Identify major bones ,muscle groups and pressure	• Pre requisites of massage. • Movements of strokes. • Procedure of Swedish massage. • Technique of using hands in massage • Importance of pressure points and muscle groups. • Observations of results.

	points • Monitor client's response and vary the procedure according to the situation. • Allow sufficient treatment recovery time in a relaxing environment. • Identify and record effects of massage on client record card. • Cleanse the face before you start massage. • Remove toxic waste from the lymphatic system... • Select different oils and massage creams. • Apply required pressure on the face, neck and décolleté area. • Understand not to lift your hands while massaging the client.	• Knowledge of time for relaxing environment. • Maintenance of clients record • Role of cleansing.. • Basic knowledge of lymphatic system. • List of oils and creams available in salon. • Movements of hands. • Technique of using hands during massage
LU-4 **Perform aroma therapy..**	• Set up service area to meet standard requirements of massage and provide gowns to the clients.. • In corporate essential oils into the oil that is massaged on skin . • Diffuse essential oils into the air to relieve tension. • Apply massage techniques and movements varying the length of massage according to clients response and requirement. • Provide sufficient time for relaxation of muscles.. • Identify and record effects of massage. • Satisfy the client by relaxing the muscles.	• Pre requisites of massage. • Knowledge of all suitable essential oils and other oils that are massaged on skin. • Techniques of diffusing essential oils. • Massage techniques and movements. . • Importance of relaxing the muscles (reduce pain and inflammation, ease cramping, relieve sinus congestion.). • Effects of massage. • Professional behavior and knowledge of pressure points related to lymphatic system..
LU-5 **Perform deep tissue massage.**	• Set up service area to meet standard requirements of massage and provide gowns to the client.. • Select different oils and massage creams. • Apply required pressure on the muscles that have been strained or related to chronic pain or posture problems. • Understand not to lift your hands while massaging the client	• Pre requisites of massage. • Knowledge of all suitable oils and creams for massage. • Importance of relaxation of the face, neck and décolleté area muscles. • Technique of using hands in massage. • Procedure of deep tissue massage. • Massage movements.

	• Massage deep layers of muscles and connective tissue by using short strokes and intense pressure. • Apply massage movements • Recognize reactions &respond properly and vary procedure accordingly • Identify and record massage effects. • Manage time throughout the massage treatment • Analyze the benefits of deep tissue massage.	• Observation of record carefully. • Observation of massage effect. • Importance of time in massage. • Benefits of deep tissue massage.
LU-6 Reflexology points in the face and the concept of Aroma oils working calming the mind.	• Mix different base oils and cream with aroma oil • Understand different aroma concentrates and their use • Use of oils on some specific pressure points. • Select and sequence reflexology relaxation techniques according to tissue condition and clients sensitivity. • Use leverage and pressure on clients feet as required to apply specific techniques, while holding and supporting feet with care • Recognize reaction of procedures and respond properly if necessary	• Knowledge of different base oil, creams and aroma oil. • Knowledge of aroma concentrate. • Effects of oil on pressure points. • History, believes and philosophies of reflexology. • Technique of using leverage in massaging feet. • Knowledge of reactions and remedies.
MODULE 8		
LU-1 Communicate with Client to know their need.	• Identify the service required by client to make appointment accordingly. • Communicate the price, services and the products to the clients. • Operate the computer to E-mail the client. • Explain the Use of telephone for appointments. • Update the diary. • Communicate fluently Urdu or local language with clients. • Design promotional material and packages of	• Knowledge of full range services, prices and time schedule. • Importance of effective communication. • Techniques of using computer and telephone. • Attending phone calls professionally. • Maintenance of diary mentioning phone no and the e-mail address of clients etc. • Knowledge of different languages (Urdu, English and local).

	different services products with price. • Monitor time of each service.	• Knowledge of promotional material.
LU-2 Assess actual requirement of Client.	• Assess the specific need of the client including any disability or old age. • Identify the problem of the client. • Adopt necessary safety procedures. • Motivate and convince the clients for treatment of their skin problems. • Response to contraindication and adverse effects.	• Basic guidelines to give treatment to disabled and old age clients as per their requirements. • Factors for evaluating problems of clients. • Safety procedures. • Professional attitude to convince clients for treatment. • Knowledge to provide first aid procedures to deal with adverse reactions and contraindications.
LU-3 **Explain the services offered in Salon.**	• Identify the needs of client • Inform the client about • Complete range of services available in the salon	• Services offered in the salon • Suitable products for different types of skin
LU-4 Suggest best suitable treatment as per Client's need.	• Identify the client's skin condition whether oily, dry, combination, wrinkled and sensitive. • Select suitable product and procedure required for relevant skin treatment. • Suggest suitable treatment to the client.	• Knowledge of different types of skin whether oily, dry, combination, wrinkled and sensitive. • Appropriate procedure and techniques as per clients needs • Selection of suitable products for different kinds of skin. • Suggestions for suitable skin treatments to clients.
LU-5 Sell your services and products.	• Identify complete range of products with price list. • Develop and design promotional material (banners, posters flyers, leaflets, brochures). • Prepare advertisement for electronic, print and social media, photo albums, skin care, magazines and booklets. • Share and discuss promotional material and package with the customers. • Communicate the price of services and products to client in a convincing manner for getting new	• Complete range of products available in market with prices. • Knowledge to develop promotional material. • Knowledge to prepare advertisement for electronic and social media. • Detail of promotional packages. • Detail of promotional packages with prices.

	clients and maintaining the existing.	• Professionally discussing with client prices, services.
LU-6 Add value to Customers by providing additional service	• Explain the details of additional services suitable to clients. • Demonstrate and convince the clients for essential additional services. • Explain and Satisfy the clients to whom the services are rendered.	• Details of additional services offered to clients. • Knowledge to handle the client professionally and convincing for additional services. • Importance of Professional and friendly behaviour.
LU-7 Delight the Customer for long time relation.	• Receive the customer with smile and lead to the work station pleasantly. • Provide magazines to client in waiting area if all work stations are occupied. • Make carefully appointment of customers on phone call. • Interact with customer using appropriate words according to age group and the status of customer. • Greet by sending Eid cards, new year cards to a regular client.	• Knowledge of pleasant conversation. • Presentation of reading material as per clients interest while sitting in waiting. • Knowledge of maintaining diary. • Professional behaviour and /dealing with client according to age group. • Maintenance of list of addresses of regular clients.
LU-8 Work as Team.	• Explain the benefits of team work. • Support, coordinate and communicate with team members positively. • Demonstrate a team hierarchy of salon according to the task delegation. • Perform work according to the assigned roles and responsibilities.	• Factors important for team work • Friendly Team work. • Positive behaviour. • Administrative chart and knowledge of duties category wise. • Division of workload. • Advantages of team work to achieve organizational goals.
MODULE 9		
LU-1: Join workshops on latest skin application and techniques.	• Apply latest methods and procedures for all treatments of skin • Importance of following the direction in workshop actively. • Demonstrate the Use of latest salon products.	• Knowledge of latest procedures and techniques. • Knowledge of latest salon products. • Importance of attention in workshops. • Time schedule for each service.

	• Observe and follow the time for treatment. • Apply treatment to make client at ease. • Adopt the direction in the workshop actively.	• Client comfort. • Attention at workshop.
LU-2: Interact with other Salons to remain updated as per market Demands	• Deal with other salons. • Remain updated as per market demands. • Select suitable salon's products, equipments and furniture available in market. • Explain and Compare the prices and cost effectiveness of all the purchases of salon (including fixed and consumable items).	• Knowledge of market demands. • Information about products available in market. • Comparative list of the prices for all the products. • Methods of selection of the products available in the market.
LU-3: Participate in trainings offered by Skin Cosmetic Companies.	• Apply techniques carefully described by different companies about their products. • Prepare notes of new products introduced or displayed in the trainings and upgrade salon accordingly. • Evaluate cost of new products introduced in training and formulate price list of services in salon accordingly. • Design leaflets and printed material of the contents taken from the training for application in salon.	• List of techniques described by different companies about their products. • List of new products with prices introduced by the companies conducting training. • Price list formulated by incorporating new products introduced in training. • Maintenance of record of leaflets and printed material taken from the training.
LU-4: Interact with colleagues for updated knowledge sharing.	• Identify hygienic conditions of salon particularly of workers. • Discuss about complaints if complaints lodged by clients ensuring to avoid complaints in future. • Discuss new products, equipment of different companies. • Take feedback about services and products satisfaction expressed by the clients. • Formulate policies in light of feedback	• Know how of hygienic conditions. • Knowledge of handling staff in professional manner. • List of latest products, tools and equipment. • Direct contact with colleagues. • Business promotional policies.
LU-5: Consult with experts whenever needed	• Update the skills by consulting with experts. • Explain the Correct usage of the product. • Identify skin diseases and their remedies. • Apply professionalism in the concerned field.	• Knowledge of required skills. • Knowledge of products for the treatment of different kind of skin diseases.

LU-6: Participate in skill competitions /professional gatherings/ exhibitions etc.	• Apply procedures and techniques professionally. • Prepare the list of techniques applied by the winner in the competition. • Adopt the new trends and confidence gained from the competition. • Use of internet email to get information about different events.	• Professional Procedures and techniques. • Competitive behaviour. • Information about print and electronic media. • Use of internet email to get information about different events. • List of other salons to have interaction for gathering and competition. • Questionnaires.
LU-7: Intern with Skin Therapist for advance knowledge	• Explain Professional procedures and techniques. • Apply the latest skills in salon learnt from skin therapist. • Monitor time efficiently while applying skin therapy skills. • Perform sensitization and disinfection. • Differentiate between reusable and disposable items. • Identify the reasons for skin irritation and remedies thereof.	• List of latest products and services prevailing inthe market. • Update knowledge of skin therapy skills • Standard time scheduled for different services and treatments. • Procedure of sterilization and sensitization. • Knowledge of reusable and disposable item. • Contraindication remedies.
LU-8: Read relevant magazines, books and research on internet for latest techniques, methodologies and new products.	• Read and understand the relevant topics of skin therapy in the magazines, books and on websites. • Prepare price structure from the advertisement of competitors published in magazines and on various websites. • Prepare list of companies marketing skin related material from advertisements in the magazines and on websites. • Select latest tools and equipments in market from articles published in books and internet.	• List of products and services from price list taken from the magazine or website. • List of companies generated from magazines and internet. • List of relevant advertisements published in the magazines and on websites of different companies. • list of relevant magazine, books and website. • Knowledge of use of computer and downloading from internet.
LU-9 Maintain Clients record.	• Prepare client record by taking their history and the services they require. • Prepare the results of the procedures applied to the clients.	• Impact of preparing clients history and the services they require. • Procedures applied on the client. • Remedies of responses and reactions.

	• Observe responses and reactions. • Maintain the client record for future plans.	• Procedure to handover recorded information and update clients record including medical history to the receptionist.
LU- 10: Handling of revenue & expenses of salon.	• Prepare bills of services rendered to clients as per price list. • Adjust discounts in bills if package offered by salons management. • Charge credit card on card machine provided by the bank. • Make details of purchase of consumable and non consumable items. • Prepare vouchers of expenses incurred and their proper filing.	• Details required in Bill books. • Maintenance of record of services rendered with price list. • Maintenance of record of number of clients visited salon. • Knowledge of maintenance of amounts received by cash or by credit cards duly reconciled with bill book. • Knowledge to maintain details of purchases made with voucher.
LU-11: Receive Client with smile and greet at departure.	• Receive and greet client, VIP's, special and old persons with friendly behaviour • Create pleasant environment by switching on lights, A.C, T.V and spraying fragrance at the arrival of clients.	• Written protocol plan for dealing with all clients particularly for VIP, old age and special clients. • Importance of A.C, T.V, lighting and spraying fragrance for pleasant environment. • Presentation skills for serving drinks or tea etc. • Pleasant and friendly behaviour at the time of departure of clients.

MODULE 10		
LU-1 Introduction of Entrepreneurship	• 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.	• 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 future market trends.
LU-2 Functions of Entrepreneur.	• Plan every aspect of business like location of business, services to render & monetary matters. • Analyze 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.	• 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.
LU-3 Role of Entrepreneur in Economic Development	• 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.	• 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.
LU-4 Business and marketing plan	• Make business plan as per market demands. • Identify areas of business or services which are more profitable and popular in clients. • Analyze services and products offered by the competitors and make business strategy accordingly. • Prepare estimate of finance required for business.	• Market trends • Profitable and popular services of business. • Procedure of implementation of business and marketing plan. • Capital requirements for business.

	• Explain methods for attaining knowledge of current market trends.	• Knowledge of availability of finance sources. • Importance of relevant magazines, articles and journals.
LU-5 Basics of Small business.	• 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 period efficiently with honesty.	• Explain money management and cash flows. • Explain importance of customer satisfaction. • 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.
LU-6 Reasons of failure and success in small business	• 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.	• Major Fields of business causing loss. • Importance of easily accessible location for setting up business. • Importance of good behavior of workers with the customers. • Importance of controlling energy wastage and saving cost. • Cost efficient purcheses 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

There must be a maximum of six students per assessor and if there are two assessors then 12 students can be assessed within a day and 24 students in 2 days.The entire course can be tested in the sessional assessments and the percentage of sessional assessments in the final assessment should be increased.

4.8 Planning for assessment

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

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

LIST OF TOOLS AND EQUIPMENTS

Total No. of Students: 25 No. of Work Stations: 5

S. No.	Description	Quantity
1	Galvanic Machine	01
2	Hi-Frequency Machine	01
3	Vacuum Machine	01
4	Brushing Machine All the Above machines are available in 10 in 1,8 in 1, 6 in 1 units.	01
5	Steamer /Ozone	01
6	Sterilizer	01
7	Skin Scanner	01
8	Computer with Internet connection	01
9	Heating system/ A.C	Salon use
10	Water dispenser	01

11	Scissors small	04
12	Black head extraction needle	12
13	Nail cutter / Cuticle cutter/ Cuticle remover/ cuticle needle/ filer/ Orange stick/ Foot Heeler/ Pumice stone/foot brusher/nail buffer.	5 each
14	Facial Bed/ Stool	02
15	Facial Trolley	03
16	Tables with drawer	02
17	Hydraulic chair	01
18	Arm chair	25
19	Reception table & chair	01
20	Sofa set for reception area	01 set
21	Side tables	03
22	Multimedia	01

23	Diamond dermabrasion	01
24	Magnifying lamp	01
25	Head steamer	01
26	Face massager	01
27	Body massager	01
28	Hand sanitizer machine	01
29	Foot spa	01
30	Wax seaterr	01
31	Twitzer	12
32	Sterlizer and waxing trolly	01
33	White board with stand	02
34	Parlor chair	01

35	Washing unit(for removing mask, from arms legs etc)	01
36	Generator 5KVA+UPS+Batteries	1+1+1

SPECIFICATION OF LIST AND TOOLS & EQUIPMENT

<table>
<tr><th colspan="2">Galvanic Machine and its Benefits</th></tr>
<tr><td>Positive Pole</td><td>Negative Pole</td></tr>
<tr><td>Produces acidic reactions.
Soothes nerves.
Decreases blood supply.
Hardens tissues.</td><td>Produces alkaline reaction.
Stimulates nerves.
Increases blood supply.
Softens tissues.</td></tr>
<tr><td>The positive pole may be used:
To tighten the pores after finishing a facial.
To decrease redness, as in mild acne.
To prevent inflammation after comedone and blemish treatment.
To force acid pH solutions, such as astringents, in to the skin.</td><td>The negative pole may be used:
Stimulate the circulation of the blood dry skin.
Force alkaline pH solution in to the skin (a process that softens and liquefies grease deposits which are accumulations of sebum in the hair follicles).</td></tr>
<tr><td colspan="2">How Applied: The effects of the galvanic current are experienced by the patron as the current passes through.
Active Electrode: Applied by the beauty therapist, is connected to the particular pole whose action is desired.
Inactive Electrode: Is held by the patron and is connected to the other pole. This electrode helps the movement of the current flow in the body.</td></tr>
</table>

High-Frequency Machine and its Benefits
With the help of the violet current in the glass electrodes designed for the face. The beauty therapist to obtain sedative, calming or soothing effects with high- frequency current, the general electrification treatment is used, or the electrode is kept in to close contact with the areas treated by the use of direct surface application. To obtain a stimulating effect, lift the electrode slightly from the area to be treated and apply the current through the cloth or a towel. **Benefits :** Mostly used for Acne skin. Stimulates circulation of the blood. Increases glandular activity. Aids in elimination and absorption. Increases metabolism. Germicidal action occurs during use.
Machine Tools: **Facial electrode**: Looks like a mushroom, flat for it to move easily over the face and neck. **Metal electrode**: For the patron to hold, for current to pass through. **Scalp electrode**: Specially designed for the scalp, or hair fall and dandruff treatments. To stimulate the blood flow, for better hair growth.

LONG-TERM SKIN MANAGEMENT FORM
Skin Care Management Program for Ms.

Months 1-3 **Date**	**Month 4-6** **Date**	**Month 7-9** **Date**
Concerns- Conditions 1. 2. 3. **Home Regimen** Cleanse Tone Correct Exfoliate Moisten SPF **Detail of in-Salon program** 1. 2. 3. **Areas of Concern**	**Concerns- Conditions** 1. 2. 3. **Home Regimen** Cleanse Tone Correct Exfoliate Moisten SPF **Detail of in-Salon program** 1. 2. 3. **Areas of Concern/Improvement**	**Concerns- Conditions** 1. 2. 3. **Home Regimen** Cleanse Tone Correct Exfoliate Moisten SPF **Detail of in-Salon program** 1. 2. 3. **Areas of Concern/Improvement**

Skin Care History form for Ms.

<table>
<tr><td colspan="2">Beauty Therapist Name:</td></tr>
<tr><td colspan="2">Clients Name:</td></tr>
<tr><td>Address:</td><td>Date of Birth:</td></tr>
<tr><td colspan="2">Phone no:</td></tr>
<tr><td colspan="2">Name of Doctor:</td></tr>
<tr><td colspan="2">Related medical history (conditions that may restrict or prohibit treatment application)</td></tr>
<tr><td colspan="2">Are you taking any medication (this may affect the appearance of the skin or skin sensitivity)</td></tr>
<tr><td>Contra-Indications Requiring Medical Referral
(Preventing facial treatment application)
○ Bacterial infection (e.g. impetigo)
○ Viral infection (e.g. herpes simplex)
○ Fungal infection (e.g. tineacorporis)
○ Eye infections (e.g. conjunctivitis)
○ Watery eyes
○ Systemic medical conditions
○ Severe skin conditions

Skin Group
○ Oily
○ Dry
○ Combination
○ Young
○ Mature

Facial Products
○ Cleanser</td><td>Contra-Indications Which Restrict Treatment
(Treatment may require adaptation)
○ Cuts and abrasions
○ Recent scar tissue
○ Skin allergies
○ Styes
○ Watery eyes
○ Bruising and swelling
○ Eczema
○ Vitiligo
○ Hyper keratosis

Skin Condition
○ Sensitive
○ Dehydrated
○ Broken capillaries
○ Pustules
○ Enlarged pores
○ Hypopigmention
○ Keloids
○ Mature</td></tr>
</table>

○ Toner ○ Exfoliant ○ Serum ○ Mask ○ Massage medium ○ Moisturizer ○ SPF ○ Special skin treatment (e.g. eye cream) **Massage Medium** ○ Oil ○ Cream	○ Comedones ○ Hyperpigmention ○ Ingrown hair **Equipment and Material** ○ Magnifying light ○ Protective covering ○ Facial steamer ○ consumables **Massage Techniques** ○ Effleurage ○ Vibration ○ Petrissage ○

LIST OF CONSUMABLES

1	Plastic gowns/apron for massaging	25
2	Cotton roll	08
3	Tissue paper	03 boxes
4	Towels white for facial	12
5	Gowns white for facial	12
6	Sheets white	12
7	Head bands	12
8	Bowels	12
9	Spatula	10
10	Cleanser 350- 500 ml	03
11	Deep Cleanser 350 -500ml	03
12	Tonner 250-300 ml	03

13	Scrubs/ Exfoliants 250- 350 ml	03
14	Massage Creams 250-350 ml	03
15	Serums 30-60 ml	06
16	Masks	03
17	Sun Block	03
18	Gauze	1 box
19	Bleach powder	2 large boxes
20	Face Polish set	3 sets
21	Developer 10 volume	3 bottles
22	Skin Shiner	3 bottles
23	Soothing lotion	3 bottles
24	Vit. E capsules	3 boxes

25	Rose water	2 bottles
26	Mud mask	3 packs
27	Sponge	30
28	Bowles for mask	12
29	Treatment Facials products(fruit product set)	3 sets
30	Sensitive skin products Set	02 sets
31	Combination skin product set	02 sets
32	Pigmentation/ whitening skin product set	02 sets
33	Acne/Oily skin product set	02 sets
34	Ageing/ wrinkled skin product set	02 sets
35	Tanned/ burnt skin product set (whitening products)	02 sets
36	Manicure& Pedicure Hand/Foot soak-cleaner powder/ liquid	03 jars or bottles

37	Hand foot scrub	03 jars
38	Massage cream	04 jars
39	Paraffin wax	05 slabs
40	Bowles large	12
41	Plastic sheet	12 pieces
42	Black Towels for the feet (medium)	12
43	White Towels for the hands (medium)	12
44	Nail varnish of different colours	10
45	Massage consumables Olive oil	02/ 500ml large bottles
46	Almond oil	04/ 250 ml bottles
47	Aroma Therapy oil, Jasmine, Juniper, Lavender, Rose marry and rose oil coco butter oil tea tree oil shea butter oil etc.	01 each
48	Epilation thread white and colours	

49	Thread white in colour	25
50	Wax strips roll	08
51	Wax hot	2 tins
52	Wax Rubber	2 tins
53	Sugar wax	500 ml jar
54	Fruit wax	04 tins
55	Towels medium	12
56	Black towel for massaging	12
57	Sheets	12
58	Talcum Powder	05 boxes
59	Soothing lotion	04 bottles
60	Aloe Vera Gel	04 tubes 250 ml

61	Broom/brush	4
62	Dustpan	4
63	Garbage bins	4
64	Garbage bags	5 rolls
65	Floor disinfectants	4
66	Dettol	3 large bottles
67	Alcohol pads	3 boxes
68	Applicator brush	12
69	Hand sanitizer	06
70	Wall charts for display	4 – 6
71	Reading marital Magazines and Books for clients	New issues every month
72	Mirror	25

73	Cap	25
74	Tea/ coffee for clients	Monthly supply

DAILY SALES SHEET

Hair	Threading/ Waxing	Manicure/ Pedicure	Facials

Body Treatments/ Henna application	Make Up	Sale of Home care/ Miscellaneous items	Total
			Hair:
			T& W:
			M&P:
			Facials:
			BT&Henna:
		Daily Expenses	**MakeUp:**
			Misc:
			Total:
			Expense:
			Cash in Hand:

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