

Syllabus for Beautician, V2

Course Name	Beautician, V2
Course Code	STC - B&W/2022/ 0601, V2
Level	3
Occupation	Beautician
Job Description	Beauticians provide a wide range of services that include the care of the hair, skin and nails. A beautician's primary focus is on improving their client's outward appearance and helping them to feel better about themselves in general.
Course Duration	Total Duration 390 Hrs (T-90, P-180, OJT-60 and ES-60)
Trainees' Entry Qualification	1. Class 8 pass and pursuing continuous regular schooling, OR 2. Class 8 Pass with 1 year experience, OR 3. Class 8 Pass + ITI, OR 4. Class 10 Pass OR 5. Previous relevant qualification of NSQF Level 2 with 1 yr experience
Trainers Qualification	CTS/ATS in H.S. with one yr. Certificate in makeup application OR NTC/NAC in the trade of Cosmetology with 5 years' experience OR Diploma in Beautician with 3 years' experience OR Degree/ Graduate in Cosmetology with 2 years' experience

Structure of Course:

Module No.	Outcome	Theory (Hrs)	Practical (Hrs)	Total (Hrs)
1	Explain the objectives with career opportunities and projected growth in Beautician services	10	20	30
2	Carry out manicure and pedicure services	10	20	30
3	Carry out the facial treatment with proper procedure and application of beauty products such as Bleach, Wax, Skin & Hair care products, Makeup etc.	20	40	60
4	Carry out hair treatment for common hair problems.	10	20	30
5	Create basic haircuts using special cutting techniques.	10	20	30
6	Demonstrate day, evening, party, bridal corrective makeup along with effects of light on makeup.	10	20	30
7	Evaluate the application process and content of the products, materials or machine and adopt proper safety measures.	10	20	30
8.	Identify and apply the rules for setting up own business-like beauty salon	10	20	30
9	OJT	0	60	60

10	Employability Skills- 60 hrs.	60	0	60
		TOTAL:		390

SYLLABUS:

Module No. 1: Explain the objectives with career opportunities and projected growth in Beautician services

Outcome:

- Apply and maintain Safe Working Practices
- Explain the objectives of the program
- Explain the roles & responsibilities of Beautician
- List the career opportunities in beautician services

Theory Content:

- Maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements according to site policy.

Explain the objectives of the program

- Roles & responsibilities of Beautician
- Career opportunities in beautician service
- Projected growth in beautician service

Practical Content:

- Recognize any unsafe situations according to site policy, and assess his report accordingly.
- Demonstrate Personal Protective Equipment (PPE) like: safety helmet, safety glove, and safety shoe, use the same as per related working environment.
- Disposing of waste in the designated area at work place; waste materials such as disposable triple layered surgical face mask, disposable gloves, etc.
- Demonstrate the use of electrical equipment while providing services and its proper maintenance when not in use
- Apply digital mode of payment to lessen any kind of cross infection; digital mode such as use of debit/credit cards, internet banking, mobile wallets, digital payment apps, etc.

Module No. 2: Carry out manicure and pedicure services

Outcome:

- Prepare the client & trolley for service.
- Analyze the hand & feet, fill the record card.
- Select right products/ materials and arrange the trolley.
- Identify basic hand tools (Nail file, cuticle cleaner and buffer, Nail cutter, nail cleaner) and their use.
- Adjust the positioning of the client to ensure easy process and minimal injury.
- Clean and dry the hand/ feet of client as a part of preparation.
- Apply cuticle softener product during the cuticle cutting process and ensure no damage to the cuticle and nail plate.
- Remove any excessive hard skin using foot scrape among without discomfort to the client.
- Use massage technique according to clients need. Apply suitable base coat /nail polish & topcoat relevant to the clients need.
- Clean the treated area and use suitable soothing product.

Theory Content:

- Identify the structure, function, and characteristics of nail and the process of nail growth
- Identify nail diseases and disorder
- Explain nail and analyse skin by visual/manual examination to identify treatable conditions and contra-indications restricting or preventing treatment.
- Explain the importance of maintaining a clean environment during nail care services to prevent infections.
- Procedure to application of nail polishes evenly and create various nail art designs.
- Identify the properties and benefits of different products and techniques used in hand and foot spa
- Develop communication skills to interact with clients effectively and provide excellent customer service.

Practical Content:

- Prepare the client & trolley for service.
- Analyze the hand & feet, fill the record card.
- Select right products/ materials and arrange the trolley.
- Identify basic hand tools (Nail file, cuticle cleaner and buffer, Nail cutter, nail cleaner) and their use.
- Adjust the positioning of the client to ensure easy process and minimal injury.
- Clean and dry the hand/ feet of client as a part of preparation.
- Demonstrate the process followed in pedicure and manicure services
- Demonstrate and identify contra-indications and contra-actions that may affect or restrict the services
- Perform aftercare advice for clients
- Personnel grooming. Client handling procedure.
- Prepare the client, self and work area for hand and foot spa treatments
- Provide relaxing massages during pedicure and manicure services.

Module No. 3: Carry out the facial treatment with proper procedure and application of beauty products such as Bleach, Wax, Skin & Hair care products, Makeup etc.**Outcome:**

- Identify the raw materials required with correct specification.
- Demonstrate the process of cream bleach,
- Demonstrate the process of wax
- Demonstrate the process of facial
- Demonstrate the process of any other relevant job related to make up.

Theory Content:

- Trolley setting. Use of different sterilizing gadgets. Practice in disinfection procedures. Sterilization and Sanitization • Methods • Procedure • Saloon hygiene • Safety precautions
- Describe the structure of the skin; such as the layers of the epidermis, the dermis, the subcutaneous layer, the hair follicle, the hair shaft, the sebaceous gland, arrector pili muscle, sweat gland, and sensory nerve endings
- Identify the functions of the skin; such as sensitivity, heat regulation, absorption, protection, excretion, secretion and vitamin D production Familiarization with the type of skin, cleaning of face, Meaning of facial, preparation of packs, Types of packs.
- Preparation and use of wax, and advantages, preparation and use of bleach, individual need, frequency of it and its advantages, Precaution for bleaching, waxing and its hygiene.
- Identify contra-indications that affect or restrict facial skin care treatments

Practical Content:

- Prepare the client, self and work area for basic skin care services
- Apply facial and bleach techniques for clients
- Treat various skin conditions - psoriasis, eczema, acne, etc.
- Identify the raw materials required
- Demonstrate the process of cream bleach,
- Demonstrate the process of wax. Wax preparation. Prepare and use of bleach.
- Demonstrate the process of facial.
- Illustrate different types of masks and their effects on the skin like cream, warm oil, clay, peel off, thermal, etc.
- Use basic machine facials; such as direct high frequency, indirect high frequency, galvanic, etc. effectively and as per safety standards
- Carry out disposing of all the waste safety according to the salon's standards of hygiene and safety

Module No. 4: : Carry out hair treatment for common hair problems**Outcome:**

- Identify different types of hair, Comply with health and safety standard and process laid out by manufacturer.
- Analyze the hair and scalp.
- Prepare the client and trolley for service
- Use hair oil on scalp and give the massage
- Use of shampoo according to the hair.
- Use conditioning products to needs of the client hair.
- Monitor time and development of the conditioning product.
- Remove conditioning product and excess water from the hair.
- Clean the treated area and use suitable soothing product.

Theory Content:

- Procedure of massage and hair massage. General precautions taken for massage of hair and scalp.
- Selection of right types of brushes and combs.
- Types of shampoo and its use. Advantages and disadvantages of various types of shampoo.
- Precaution of hair dry, Blow dry, Perming, Straightening.
- Precaution of switch wash & setting, Roller making.

Practical Content:

- Identify different types of hair.
- Prepare the trolley
- Demonstrate hair massage, hair rinsing, brushing out, combing out and backcombing
- Demonstrate different methods of shampooing, like plain, hot oil, forward and back with emphasis on the comfort of client
- Blow-dry, hair setting, use of different setting lotion, procedure of hair dye, henna, perming and straightening
- Washing of switches, setting switches, procedure of making rolls and setting of rollers

Module No. 5: Create basic haircuts using special cutting techniques.**Outcome:**

- Carry out client consultation procedure.
- Identify tools and equipment and their use.

- Carry out hair analysis and check hair density, texture and growth.
- Prepare the client and trolley for hair cutting.
- Use tools & equipment effectively to achieve the required result.
- Select suitable equipment and material such as (Hair brushes, dryer etc.) required for the service.
- Carry out sectioning for blow drying.
- Make out each section of hair, starting at the bottom, work upward, using the angles of cuts to achieve desired effects.

Theory Content:

- Prepare for client consultation
- Carry out hair analysis and check hair density and growth.
- Precaution of haircutting and matching of hair style with face.
- Prepare check sheet for client satisfaction

Practical Content:

- Identify tools and equipment
- Prepare trolley for hair cutting. Prepare the client.
- Analyse the types of hair colour and its best application
- Masking different types of hair style, matching of hair style with different face cut
- All forms of hair cutting including children. Different techniques of hair cutting

Module No. 6: Demonstrate day, evening, party, bridal corrective makeup along with effects of light on makeup.

Outcome:

- Consult with the client during the makeup service to confirm the desired look.
- Carry out process using the tools and equipment.
- Identify facial shapes and choose to make up products according to clients' needs.
- Prepare the client including cleansing, skin analysis, toning and moisturizing.
- Perform makeup procedures with use of optical illusion.

Theory Content:

- Select suitable skin care and make-up products to meet the client's needs; such as by identifying basic skin types and skin tone correctly
- Need of cleaning, toning and moisturizing the skin to suit the client's skin type and needs in the correct sequence, applying correct techniques
- Select the correct make-up products to enhance facial features, to suit the client's needs and achieve the desired effect, using make-up products: foundation, powder, blusher, mascara, eye shadows, eye liner, eyebrow pencil, lip liner and lip stick/gloss, etc. What is make up, the different types of make up like bridal party, festival etc.
- Uses of eye liner, shadow, lipstick & different types of cosmetics.
- Identify contra-indications that affect or restrict the makeup
- Effect that lighting has on the colour of make-up
- Colour theory in a comprehensible manner

Practical Content:

- Conduct client consultation, treatment planning and preparation to meet the client's needs, based on skin types, constraints and client preferences
- Perform the make-up procedures using materials, equipment and techniques correctly and safely to meet the needs of the client
- Identify facial shapes and choose to make up products

- Trolley setting.
- Procedure of makeup such as party, bridal, festival etc., the practical use of different cosmetics
Perform aftercare advice for clients
- Perform costume on customer using correct techniques and without discomfort to the customer
- Apply creative make-up / Theatre make-up, Fashion / Editorial make-up, Photographic, Studio Photo Shoot within a specific time frame

Module No. 7: Evaluate the application process and content of the products, materials or machine and adopt proper safety measures.

Outcome:

- Identify any beauty equipment or gadget like Wax Heater, Face Steamer, and Hot Cabinet etc.
- Demonstrate the use of any beauty equipment or gadget like Wax Heater, Face Steamer, Hot Cabinet etc.
- Demonstrate knowledge on necessary safety measure for using any beauty equipment or gadget like Wax Heater, Face Steamer, and Hot Cabinet etc.

Theory Content:

- Describe the operation of beauty equipment or gadget like Wax Heater, Face Steamer, and Hot Cabinet etc.
- Demonstrate knowledge on necessary safety measure for using any beauty equipment or gadget like Wax Heater, Face Steamer, and Hot Cabinet etc.

Practical Content:

- Identify any beauty equipment or gadget like Wax Heater, Face Steamer, and Hot Cabinet etc.
- Demonstrate the use of any beauty equipment or gadget like Wax Heater, Face Steamer, and Hot Cabinet etc.
- Demonstrate application of beauty equipment or gadget like Wax Heater, Face Steamer, Hot Cabinet etc.

Module No. 8: Identify and apply the rules for setting up own business like beauty salon

Outcome: Demonstrate knowledge on various rules and regulations required for setting up a new beauty salon

Theory Content:

- Describe the various rules and regulations required for setting up a new beauty salon.
- Types of products and services offered by the salon and their prices.
- Importance of customer satisfaction for business and professional success
- Explain the features and operational procedures of computerized booking systems

Practical Content:

- Demonstrate the procedure for personality Development. Hygiene rules.
- Develop the basic of good grooming.
- Posture, Wardrobe planning. Motivation. Beautician as a career. Interactive Skills. Professional ethics. Client consultation.
- Manage bookings for various services and procedures according to the salon policies
- Execute collecting feedbacks from the client
- Apply various marketing techniques to generate business; such as spreading awareness on promotional coupon offers

- Perform aftercare advice for clients

Module No. 9 : OJT

Outcome: Work in real job situation with special emphasis on basic safety and hazards in this domain

Practical Content:

Assessor will check report prepared for this component of Practical training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor for **60 Hours**.)

Module No. 10: Employability Skills (60 Hrs)

Key Learning Outcomes

Introduction to Employability Skills

Duration: 1.5 Hours

After completing this programme, participants will be able to:

1. Discuss the Employability Skills required for jobs in various industries
2. List different learning and employability related GOI and private portals and their usage

Constitutional values - Citizenship

Duration: 1.5 Hours

3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
4. Show how to practice different environmentally sustainable practices.

Becoming a Professional in the 21st Century

Duration: 2.5 Hours

5. Discuss importance of relevant 21st century skills.
6. Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
7. Describe the benefits of continuous learning.

Basic English Skills

Duration: 10 Hours

8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
9. Read and interpret text written in basic English
10. Write a short note/paragraph / letter/e -mail using basic English

Career Development & Goal Setting

Duration: 2 Hours

11. Create a career development plan with well-defined short- and long-term goals

Communication Skills

Duration: 5 Hours

12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
13. Explain the importance of active listening for effective communication
14. Discuss the significance of working collaboratively with others in a team

Diversity & Inclusion

Duration: 2.5 Hours

15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
16. Discuss the significance of escalating sexual harassment issues as per POSH act.

Financial and Legal Literacy

Duration: 5 Hours

17. Outline the importance of selecting the right financial institution, product, and service

18. Demonstrate how to carry out offline and online financial transactions, safely and securely
19. List the common components of salary and compute income, expenditure, taxes, investments etc.
20. Discuss the legal rights, laws, and aids

Essential Digital Skills

Duration: 10 Hours

21. Describe the role of digital technology in today's life
22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
24. Create sample word documents, excel sheets and presentations using basic features
25. utilize virtual collaboration tools to work effectively

Entrepreneurship

Duration: 7 Hours

26. Explain the types of entrepreneurship and enterprises
27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
29. Create a sample business plan, for the selected business opportunity

Customer Service

Duration: 5 Hours

30. Describe the significance of analyzing different types and needs of customers
31. Explain the significance of identifying customer needs and responding to them in a professional manner.
32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs

Duration: 8

Hours

33. Create a professional Curriculum Vitae (CV)
34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
35. Discuss the significance of maintaining hygiene and confidence during an interview
36. Perform a mock interview

List the steps for searching and registering for apprenticeship opportunities

Learning Outcome – Assessment Criteria

Module No.	Outcome	Assessment Criteria
1	Explain the objectives with career opportunities and projected growth in Beautician services	<p>After completion of this module students will be able to:</p> <p>1.1 Maintain procedures to achieve a safe working environment in line with occupational health and safety</p> <p>1.2 Recognize and report all unsafe situations.</p> <p>1.3 Identify and take necessary precautions on fire and safety hazards</p> <p>1.4 Identify and operate safety alarms accurately.</p> <p>1.5 Identify basic first aid and use them under different circumstances.</p> <p>1.6 Identify different fire extinguisher and use the same as per requirement.</p>
2	Carry out manicure and pedicure services.	<p>2.1 Prepare the client & trolley for service.</p> <p>2.2 Analyze the hand & feet, fill the record card.</p> <p>2.3 Select right products/ materials and arrange the trolley.</p>

Module No.	Outcome	Assessment Criteria
		2.4 Identify basic hand tools (Nail file, cuticle cleaner and buffer, Nail cutter, nail cleaner) and their use. 2.5 Adjust the positioning of the client to ensure easy process and minimal injury. 2.6 Clean and dry the hand/ feet of client as a part of preparation. 2.7 Apply cuticle softener product during the cuticle cutting process and ensure no damage to the cuticle and nail plate. 2.8 Remove any excessive hard skin using foot scrape among without discomfort to the client. 2.9 Use massage technique according to clients need. Apply suitable base coat /nail polish & topcoat relevant to the clients need. 2.10 Clean the treated area and use suitable soothing product.
3	Carry out the facial treatment with proper procedure and application of beauty products such as Bleach, Wax, Skin & Hair care products, Makeup etc.	After completion of this module students will be able to: 3.1 Identify the raw materials required with correct specification. 3.2 Demonstrate the process of cream bleach, 3.3 Demonstrate the process of wax 3.4 Demonstrate the process of facial 3.5 Demonstrate the process of any other relevant job related to make up.
4	Carry out hair treatment for common hair problems.	After completion of this module students will be able to: 4.1 Identify different types of hair, Comply with health and safety standard and process laid out by manufacturer. 4.2 Analyze the hair and scalp. Prepare the client and trolley for service 4.3 Use hair oil on scalp and give the massage movement. After completion of the massage, steam the scalp for 5 to 10 min. 4.4 Use of shampoo according to the hair. 4.5 Use conditioning products to needs of the client hair. 4.6 Monitor time and development of the conditioning product. 4.7 Remove conditioning product and excess water from the hair. 4.8 Clean the treated area and use suitable soothing product.
5	Create basic haircuts using special cutting techniques.	After completion of this module students will be able to: 5.1 Carry out client consultation procedure. 5.2 Identify tools and equipments and their use. 5.3 Carry out hair analysis and check hair density, texture and growth. 5.4 Prepare the client and trolley for hair cutting. 5.5 Use tools & equipments effectively to achieve the required result. 5.6 Select suitable equipments and material such as (Hair brushes, dryer etc.) required for the service. 5.7 Carry out sectioning for blow drying. 5.8 Make out each section of hair, starting at the bottom, work upward, using the angles of cuts to achieve desired effects. 5.9 Check the client on satisfaction with the finish result.

Module No.	Outcome	Assessment Criteria
6	Demonstrate day, evening, party, bridal corrective makeup along with effects of light on makeup.	After completion of this module students will be able to: 6.1 Consult with the client during the makeup service to confirm the desired look. 6.2 Carry out process using the tools and equipment. 6.3 Identify facial shapes and choose to make up products according to clients' needs. 6.4 Prepare the client including cleansing, skin analysis, toning and moisturizing. 6.5 Perform makeup procedures with use of optical illusion.
7	Evaluate the application process and content of the products, materials or machine and adopt proper safety measures.	After completion of this module students will be able to: 7.1 Identify any beauty equipment or gadget like Wax Heater, Face Steamer, Hot Cabinet etc. 7.2 Demonstrate the use of any beauty equipment or gadget like Wax Heater, Face Steamer, and Hot Cabinet etc. 7.3 Demonstrate knowledge on necessary safety measure for using any beauty equipment or gadget like Wax Heater, Face Steamer, Hot Cabinet etc.
8	Identify and apply the rules for setting up own business like beauty salon	After completion of this module students will be able to: 8.1 Demonstrate knowledge on various rules and regulations required for setting up a new beauty salon.
9	OJT	9.1 Assessor will check report prepared for this component of training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor for 150 Hours.)
10	Employability Skills- 60 hrs.	As per guided course module for 60 Hrs

LIST OF TOOLS & EQUIPMENTS FOR

Tools & Equipment: For a batch of 30 candidates

A: TRAINEE'S TOOL KIT (Per Candidate):

Sl. No.	Name	Quantity
1.	Manicure Set	01 Set
2.	Pedicure Set	01 Set
3.	Nail File	01 No.
4.	Nail Cutter	01 No
5.	Wax applicator	01 No.
6.	Pack & Bleach Brush	01 No. each
7.	Make-up Brush Set	01 No.
8.	Small Bowl	02 Nos
9.	Tail comb	01 No.
10.	Style Comb	01 No
11.	Open teeth tail comb	01 No

12.	Spray bottle	01 No
13.	Setting clips	As required
14.	Juda Pins	As required
15.	Bob Pins	As required
16.	Switch Stand	01 No.
17.	Switch	01 No.
18.	Braid	01 No
19.	Towel Medium size	02 Nos
20.	Napkin	As required
21.	Thread 40No.	01 No.
22.	Lab Coat	01No.
23.	Scissors	01 No.
24.	Beauty Trolley	1 No.
25.	Facial bed	01 No.
26.	Shampoo station with chair	01 No.
27.	Hood dryer	01 No.

Marks Distribution

Outcome	Outcome Code	Total Th Marks	Total Pr Marks
Apply Safe Working Practices	B&W/0601/OC1	20	70
Carry out manicure and pedicure services.	B&W/0601/OC2	20	80
Carry out the facial treatment with proper procedure and application of beauty products such as Bleach, Wax, Skin & Hair care products, Makeup etc.	B&W/0601/OC3	30	130
Carry out hair treatment for common hair problems.	B&W/0601/OC4	20	70
Create basic haircuts using special cutting techniques.	B&W/0601/OC5	10	80
Demonstrate day, evening, party, bridal corrective makeup and explain effects of light on makeup.	B&W/0601/OC6	10	70
Evaluate the application process and content of the products, materials or machine and adopt proper safety measures.	B&W/0601/OC7	20	80
Identify and apply the rules for setting up own business like beauty salon	B&W/0601/OC8	20	70
OJT	B&W/0601/OC9	0	150

Employability Skills- 60 hrs.	DGT/VSQ/N0102	50	0
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