

## Syllabus For HAIR DRESSING & STYLING EXPERT

<b>Course Name</b>	HAIR DRESSING & STYLING EXPERT
<b>Sector</b>	BEAUTY AND WELLNESS SECTOR
<b>Course Code</b>	B&W/2023/HDSE/203
<b>Level</b>	3
<b>Occupation</b>	SENIOR HAIR DRESSER/HAIR STYLIST/HAIR TECHNICIAN
<b>Job Description</b>	HAIR CUTTING, HAIR STYLING, CHEMICAL SERVICE, HAIR CARE, PRODUCT SELLING
<b>Course Duration</b>	Total Duration 390 hrs. (T-90, P-180, OJT-60 and ES-60)
<b>Trainees' Entry Qualification</b>	Grade 10 OR Grade 8 with two years of (NTC/ NAC) after 8 <sup>th</sup> OR Grade 8 pass and pursuing continuous schooling in regular school with vocational subject OR 8th grade pass with 2 years\ relevant experience OR Previous relevant Qualification of NSQF Level 2 with one year experience OR Previous relevant Qualification of NSQF Level 2.5 with 6 months experience
<b>Trainers Qualification</b>	i) Graduate ii) CTS with the 5 years of experience in relevant field OR CITS with 3 years of experience in relevant field OR Certificate from a government recognized institute with 5 years of experience in relevant field

### Structure of Course:

Module No.	Outcome	Theory (Hrs.)	Practical (Hrs.)	Total (Hrs.) [Multiple of 30]
1.	Can Prepare and maintain work area for Hair Care Service following health and safety measures	10	20	30
2.	Can Perform Shampooing & Conditioning the Hair and Scalp according to the hair type	10	20	30
3.	Can Perform Indian Head Massage and Hair Spa Service to Treat different Hair Problems	10	20	30
4.	Perform Basic and Advance Hair Cuts according to Clients' desire, Personality and Hair type	10	20	30
5.	Perform fundamental hairstyling services for creating common hairdos while enhancing hairstyling and	10	20	30

<b>Module No.</b>	<b>Outcome</b>	<b>Theory (Hrs.)</b>	<b>Practical (Hrs.)</b>	<b>Total (Hrs.) [Multiple of 30]</b>
	grooming expertise through the application of manual techniques, advanced methods, and professional styling tools and equipment.			
6.	Apply basic and fashion hair color proficiently and execute various highlighting techniques tailored to clients' preferences and hair characteristics	10	20	30
7.	Perform Chemical Services such as Perming (Permanent Waving), Hair Relaxing (Straightening, Smoothing) and Re bonding according to the client's requirement and hair type	20	40	60
8.	Demonstrate the ability to cultivate a positive workplace image through professional client communication, effective salesmanship of products and services, and meticulous record-keeping of inventory and clientele	10	20	30
9.	OJT - Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).		60	60
10.	Employability Skill - As per NCVET guided curriculum	60	--	60
<b>TOTAL :</b>		<b>150</b>	<b>240</b>	<b>390</b>

### **SYLLABUS:**

#### **Module No. 1:**

**Outcome: Can Prepare and maintain work area for Hair Care Service following health and safety measures**

#### **Learning Outcomes:**

- Identify the designated individuals responsible for health and safety within the salon, ensuring that there is a clear point of contact in case of emergencies.
- Adhere to the salon's existing health, safety, and security policies and procedures.
- Follow Safe Working Practices specific to hair care services and handling of tools and products
- Contact swiftly and confidently the designated personnel in case of an emergency, ensuring a rapid and appropriate response to any health or safety-related incidents that may occur within

the salon.

### **Theory Content:**

#### 1. Preparing for Hair Care Service:

- Personal Preparation: clean and professional attire, personal hygiene w.r.t. nails
- Client Consultation: understand their specific needs and preferences. Discuss their hair concerns, desired outcomes, and any potential allergies or sensitivities.
- Work Area Setup: Ensuring clean and organized workspace. Sanitize all tools and equipment that will be used during the service. Arrange them in an easily accessible manner to streamline the process.
- Gather Supplies: necessary products, tools, and equipment required for the specific hair care , like shampoos, conditioners, styling products, scissors, combs, brushes, and electrical tools like hairdryers or straighteners etc.

#### 2. Professional Communication and Behavior:

- Effective Communication: Clear communication with the client throughout the service with attention to their requests and honest recommendations and feedback.
- Client Confidentiality: Respect the confidentiality of the client's personal information and any discussions that occur during the appointment.

#### 3. Health and Safety Practices:

- Health and safety guidelines
- hand hygiene by washing hands before and after each service. Use of disposable gloves when necessary.
- Sanitization: work surfaces, including chairs, countertops, and sinks. Safe disposal of used materials and products in accordance with regulations.
- Client Comfort and Safety: Use of protective measures like towels or drape and clothing (for product spillage).

#### 4. Selecting Products, Tools, and Equipment:

- Choice of right products and tools for a specific client's needs
- Assessment of client's hair type, condition, and any specific concerns they have.
- Product Selection (shampoos, conditioners, treatments) depending on the client's hair type and condition. Consider any allergies or sensitivities the client may have.
- Tool and Equipment Selection based on the hairstyle or treatment to be provided.

### **Practical Content:**

#### 1. Preparing the Trolley for Hair Care Service

- Introduction to the trolley and its components
- Organizing products, tools, and equipment on the trolley
- Proper placement and storage of items
- Preparing the trolley for various hair care services

#### 2. Preparing the Client for Hair Care Service

- Greeting the client and establishing rapport
- Assessing client needs and preferences
- Providing gowns or capes and draping techniques

- Communicating the procedure to the client
3. Sterilization and Sanitization
- Importance of sterilization and sanitation in a salon setting
  - Sterilizing tools and equipment
  - Sanitizing work surfaces, chairs, and sinks
  - Disposal of used materials safely
4. Electrical Appliance Safety
- Checking electrical appliances and machinery for safety
  - Ensuring a stable current supply
  - Handling and storing electrical tools safely
  - Troubleshooting common electrical issues
5. First Aid and Emergency Response
- Demonstrate the salon's first aid kit
  - Identify Contents of the first aid kit and their uses
  - Providing basic first aid for common salon accidents (cuts, burns, allergic reactions)
  - When and how to seek medical assistance
6. Reporting Accidents and Incidents
- Filling out incident reports accurately
  - Follow Communication protocols for notifying supervisors or management

**Tools & Equipment needed:**

Dry Sterilizer, Wet Sterilizer, Equipment Trolley, Hair Trolley, First Aid Kit, Fire Extinguishers, Record Book, Bowls, Chair , Cotton

**Module No. 2:**

**Outcome : Can Perform Shampooing & Conditioning the Hair and Scalp according to the hair type**

**Theory Content:**

1. Introduction to Shampooing

Define the purpose of shampooing in hair care.

Explore the role of shampooing in salon services.

2. Product Knowledge

Study different types of shampoos (clarifying, moisturizing, volumizing, etc.).

Learn about shampoo ingredients and their functions.

Understand how to select the appropriate shampoo for different hair types and conditions.

3. Shampooing Procedure

step-by-step procedure of a proper shampoo service.

Correct techniques for applying and massaging shampoo.

Rinsing and towel drying techniques.

4. Benefits of Shampooing

Identify the benefits of regular shampooing for hair and scalp health.

Discuss the psychological and sensory benefits for clients.  
Understand the role of shampooing in preparing hair for other treatments.

#### 5. Precautions During Shampooing

Highlight safety precautions during shampooing.  
Discuss client comfort and ergonomics.  
Address potential issues and allergies related to shampooing products.

#### 6. Introduction to Conditioning

Define the purpose of conditioning in hair care.  
Compare and contrast shampooing and conditioning.  
Discuss the role of conditioning in improving hair manageability.

#### 7. Product Knowledge

Study different types of hair conditioners (leave-in, rinse-out, deep conditioners, etc.).  
Learn about conditioner ingredients and their functions.  
Select the appropriate conditioner for different hair types and conditions.

#### 8. Conditioning Procedure

Break down the step-by-step procedure for a proper conditioning treatment.  
Explore correct techniques for applying and distributing conditioner.  
Discuss conditioning treatment options for various hair concerns.

#### 9. Benefits of Conditioning

Identify the benefits of regular conditioning for hair and scalp health.  
Discuss how conditioning enhances hair texture, shine, and manageability.  
Explore the role of conditioning in preventing hair damage.

#### 10. Precautions During Conditioning

Highlight safety precautions during conditioning services.  
Discuss client comfort and application techniques.  
Address potential issues and allergies related to conditioning products.

### **Practical Content:**

#### 1: Introduction to Hair and Scalp Care

Importance of hair and scalp health  
Safety and hygiene in the salon  
Introduction to consultation techniques

#### 2. Hair and Scalp Assessment

Identify common hair and scalp conditions  
Client consultation and assessment  
Documenting findings

#### 3. Contraindications

Understanding contraindications to shampoo and conditioner

Recognize when to postpone or modify services

#### 4. Preparing the Client

Client preparation for shampoo and conditioning

Maintaining client comfort and safety

#### 5. Product Selection

Identify different hair and scalp types

Select appropriate products of shampoo and conditioner as per the client's hair and scalp condition

Product application techniques

#### 6. Infection Control

Principles of infection control

Sanitization and disinfection procedures

Minimizing the risk of cross-infection

#### 7. Massage Techniques

Introduction to scalp massage

Adapting massage techniques for client needs

Hands-on practice

#### 8. Client Comfort and Monitoring

Techniques to ensure client comfort during the service

Assessing and responding to client needs

Handling unexpected situations

#### 9. Aftercare and Client Education

Providing aftercare advice

Product recommendations for home care

Addressing client questions and concerns

#### 10. Practical Assessments

Individual and group assessments on hair and scalp care procedures

Demonstrating skills learned throughout the course

#### **Tools & Equipment needed:**

Shampoo Station, Plastic cutting Sheet, Shampoo cape, Hair dryer, Style comb, Wide Teeth comb, Paddle brush

#### **Module No. 3:**

**Outcome: Can Perform Indian Head Massage and Hair Spa Service to Treat different Hair Problems**

Theory Content:

##### 1. Anatomy of Hair

Hair structure and composition

Hair growth cycles  
Understanding hair follicles and sebaceous glands

## 2. Causes of Hair Problems

Thinning of hair: Causes and solutions  
Hair repairing: Damaged hair and restoration  
Hair strengthening: Factors and techniques  
Chemically damaged hair: Understanding the impact  
The role of diet and nutrition in hair health

## 3. OZONE Micro Mist Machine Treatments

Introduction to OZONE micro mist machine  
Application in hair care  
Specific treatments for hair problems:  
Hair repairing  
Hair strengthening  
Chemically damaged hair  
Thinning of hair

## 4. Indian Head Massage

Purpose and benefits of Indian Head Massage  
Techniques and pressure points  
Contraindications and precautions

## 5. Hair SPA Treatment

Purpose and benefits of Hair Spa treatment  
Hair Spa procedures and steps  
Using essential oils and masks for treatment

## 6. Safety Precautions

Understanding chemical safety  
Sanitization and hygiene in the salon  
Protecting clients and practitioners  
Emergency protocols in the salon

### **Practical Content:**

1. Examination of Scalp & Hair Condition  
Importance of scalp and hair examination  
Identifying common scalp and hair conditions  
Hands-on practice

### 2. Consultation with Client

Effective client communication  
Gathering client history and expectations  
Addressing client concerns and queries

### 3. Trolley Setting

Setting up the treatment area

Organizing equipment and supplies  
Maintaining cleanliness and organization

#### 4. Product Selection

Selecting appropriate products for treatment depending on different hair types and issues  
Product application techniques

#### 5. Indian Head Massage

Techniques and pressure points for Indian Head Massage  
Hands-on practice and demonstrations

#### 6. Hair Spa

Hair Spa procedures and steps  
Hands-on practice and demonstrations

#### 7. Safety Precautions

Ensuring client and practitioner safety  
Handling chemicals and equipment safely  
First aid and emergency protocols

#### 8. Aftercare

Providing aftercare advice to clients  
Product recommendations for home care  
Addressing client questions and concerns

#### **Tools & Equipment needed:**

Hood Steamer, Vibrator with comb attachment, O3 Micro Mist Hair Steamer, Clamazone, plastic Cutting Sheet, Hair Dryer, Style comb, Dye brush, Bowl

#### **Module No. 4:**

**Outcome: Perform Basic and Advance Hair Cuts according to Clients' desire, Personality and Hair type**

#### **Theory Content:**

##### 1. Introduction to Hair Cutting and Blow-Drying

Purpose and significance of hair cutting and blow-drying

Overview of course content

History and evolution of hairstyling techniques

##### 2. Trolley Setting and Tools Knowledge

Setting up the workstation for hairstyling

Identifying and understanding various hairstyling tools and equipment

Tool maintenance and safety practices

##### 3. Client Consultation and Facial Shapes Knowledge

The art of effective client consultation



Analyzing facial shapes and their impact on hairstyle selection  
Developing communication skills with clients

#### 4. Hair Cutting Basics

Introduction to essential haircutting terminology  
Sectioning techniques for precise cutting  
Understanding elevation and angles in haircutting

#### 5. Length and Perimeter

Differentiating hair lengths and perimeters  
Layering vs. one-length cuts  
Practical application on mannequins

#### 6. Hair Cutting Techniques

In-depth exploration of various haircutting techniques:  
Point cutting  
Blunt cutting  
Graduation  
Layering

#### 7. Blow-Drying Fundamentals

Basics of blow-drying: purpose and techniques  
Heat protection products and their use  
Blow-drying tools and equipment

#### 8. Hair Cutting and Blow-Drying Theory Integration

Integrating haircutting and blow-drying techniques for a cohesive look  
Creating customized hairstyles based on client needs  
Practical application on mannequins

#### 9. Tools Knowledge Review

Detailed review of hairstyling tools, their functions, and maintenance  
Importance of tool sanitation and hygiene

### **Practical Content:**

#### 1. Trolley Setting and Tools Preparation

Setting up the workstation for hair cutting and styling  
Organizing and maintaining tools and equipment  
Tool sanitation and hygiene practices

#### 2. Client Consultation and Scalp Analysis

Effective client consultation techniques  
Identifying client needs and expectations  
Scalp analysis for hair and scalp health assessment

#### 3. Introduction to Different Types of Cuts

Diagonal cut: Theory and practice  
Graduated cut: Theory and practice

One-length cut: Theory and practice  
Practical demonstrations and hands-on practice

#### 4. Special Cutting Techniques

Precision hair cutting: Principles and practice  
Notching: Technique and application  
Slicing: Understanding and execution  
Hands-on practice and demonstrations

#### 5. Elevation and Sectioning

Understanding elevation in hair cutting  
Proper sectioning techniques for precise cuts  
Hands-on practice with different elevation levels

#### 6. Blow Drying Techniques

Basics of blow drying: Techniques and tools  
Creating different styles using blow drying  
Practical demonstrations and hands-on practice

#### 7. Safety Precautions

Importance of safety in the salon  
Handling chemicals, tools, and equipment safely  
Emergency protocols and first aid

#### **Tools & Equipment needed:**

Barber's Scissors, Thinning Scissors, Electric Clipper, Spray Bottle, Cutting Sheet, Cutting Comb, Sectioning Clip, Haircutting Razor, Trimmer, Hair Dryer, Vent brush, Paddle Brush.

#### **Module No. 5:**

**Outcome: Perform fundamental hairstyling services for creating common hairdos while enhancing hairstyling and grooming expertise through the application of manual techniques, advanced methods, and professional styling tools and equipment.**

#### **Theory Content:**

##### 1. Introduction to Hairstyling

Purpose and significance of hairstyling  
Overview of course content and objectives  
History and evolution of hairstyling techniques

##### 2. Selection of Tools, Equipment & Cosmetics

Choosing the right hairstyling tools and equipment  
Understanding cosmetics and products for hairstyling  
Tool maintenance and hygiene practices

##### 3. Client Consultation

Effective client consultation techniques

Identifying client needs and preferences  
Communication skills for hairstylists

#### 4. Basic Hair Styling Techniques

Introduction to basic hairstyling techniques:

Rolls

Twisting

Braiding

Curls

Hands-on practice and demonstrations

#### 5. Advanced Hairstyling Techniques (Part 1: Thermal Styling)

Overview of thermal styling techniques

Blow drying: Purpose and techniques

Ironing and crimping: Tools and methods

Tongs and hot rollers: Application and styling

#### 6. Advanced Hairstyling Techniques (Part 2: Wet Styling)

Wet styling techniques: Pin curls and finger waving

Roller setting: Types and procedures

Use of artificial aids in hairstyling

Cleaning and maintaining artificial aids

#### 7. Types of Thermal Styling Equipment

Description of different types of thermal styling equipment:

Hair dryer

Crimper

Straightening rods

Electric hot rollers

Curling rods

Practical demonstrations and equipment handling

#### 8. Safety Precautions

Importance of safety in the salon

Best practices for maintaining a safe hairstyling environment

Do's and don'ts in hairstyling

### **Practical Content:**

#### 1. Trolley Setting and Equipment Preparation

Setting up the workstation for hair styling

Organizing tools, products, and equipment

Tool sanitation and maintenance

#### 2. Client Consultation and Scalp Analysis

Effective client consultation techniques

Analyzing scalp and hair condition

Addressing client preferences and expectations

### 3. Client Preparation and Draping

Preparing the client for styling through proper draping

Maintaining client comfort and safety

### 4. Selection of Styling Products and Tools

Understanding different hair types and styling needs

Selecting appropriate products, tools, and equipment

Product application techniques

### 5. Basic and Traditional Hair Styling Techniques

Practice in various basic techniques:

Rolls

Braids

Interlocks

Twisting styles

Hands-on practice and demonstrations

### 6. Freehand Styling and Hair Accessories

Creating different hairstyles freehand

Using hair accessories to enhance styling

Incorporating creativity into styling

### 7. Advanced Hair Styling Techniques (Part 1: Thermal Styling)

Introduction to thermal styling techniques

Blow drying, curling, and straightening methods

Hands-on practice and demonstrations

### 8. Advanced Hair Styling Techniques (Part 2: Wet Styling)

Wet styling techniques: Setting and sculpting

Roller setting: Types and procedures

Use of artificial aids in hair styling

Cleaning and maintaining artificial aids

#### **Tools & Equipment needed:**

Hair trolley, Artificial aids, Bob pins, Jura Pins, Sectioning clips, Rubber Band, Stuff (Round,/Oblong) Curling Rod (Different Sizes) Crimper, Cutting Sheet, Ceramic Iron, Hot Rollers, Hair Dryer, Roller Brush, Paddle Brush, Towel, Cutting Sheet

#### **Module No. 6:**

**Outcome: Apply basic and fashion hair color proficiently and execute various highlighting techniques tailored to clients' preferences and hair characteristics**

#### **Theory Content:**

## 1. Science of Color

Understanding the science behind hair color

Properties of light and color perception

The role of melanin in hair color

## 2. Basic Laws of Color and Numbering System

Introduction to the color wheel and its significance

The numbering system for hair color shades

Complementary colors and their application in color correction

## 3. Types of Hair Color

Chemical hair color: Permanent and temporary options

Vegetable hair color and its natural alternatives

## 4. Classification of Chemical Hair Color

Temporary hair color: Characteristics and usage

Semi-permanent hair color: Features and application

Demi-permanent hair color: Benefits and procedure

Permanent hair color: Permanent colorants and their functions

## 5. Procedure of Applying Hair Color

Step-by-step process for applying all types of hair color

Mixing and preparing hair color products

Application techniques for various hair color products

## 6. Strand Test and Allergy Test

Importance of strand testing

Procedures for conducting strand tests

Allergy testing guidelines and precautions

## 7. Hair Coloring Techniques

Pre-lightening techniques: Balayage, ombre, and foiling

Global coloring: Full-head color application

Fashion color trends and techniques

Advanced highlighting techniques: Babylights, sombre, and flamboyage

## 8. Product Knowledge

Understanding hair color products and brands

Product selection based on client needs and hair type

## 9. Contra-actions and Contra-indications

Identifying and addressing possible adverse reactions

Contra-indications for hair coloring procedures

Ensuring client safety and satisfaction

## 10. Safety Precautions

Importance of safety in the salon

Handling chemicals and products safely  
Emergency protocols and first aid

#### 11. Aftercare for Hair Coloring

Post-coloring care and maintenance  
Product recommendations for maintaining color longevity  
Addressing client questions and concerns

### **Practical Content:**

#### 1. Trolley Setting and Equipment Preparation

Setting up the workstation for hair coloring  
Organizing tools, products, and equipment  
Tool sanitation and maintenance

#### 2. Client Consultation and Scalp Analysis

Effective client consultation techniques  
Analyzing scalp and hair condition  
Addressing client preferences and expectations

#### 3. Selection of Hair Color and Color Preparation

Understanding different hair colors and shades  
Mixing and preparing hair color products  
Product selection based on client needs and desired color

#### 4. Allergy Test Procedure

Importance of allergy testing  
Procedures for conducting allergy tests  
Ensuring client safety and satisfaction

#### 5. Practice Henna for Hair Coloring

Introduction to henna as a natural hair coloring option  
Application techniques and methods  
Pros and cons of henna hair coloring

#### 6. Basic Hair Coloring Techniques

Pre-lightening techniques: Purpose and procedures  
Global coloring: Full-head color application  
High-lightening techniques: Frosting, crunching, weaving, slicing

#### 7. Advanced Hair Coloring Techniques (Part 1)

Low lighting: Techniques and applications  
Balayage: Freehand highlighting method  
Reverse balayage: Creative color placement  
Ombre and reverse ombre: Gradual color transitions

#### 8. Advanced Hair Coloring Techniques (Part 2)

Cap technique: Highlighting using a cap

Foil paper: Foiling and highlighting methods

Sombre: Subtle sombre coloring

Dip-dyed hair: Vibrant color tips and ends

#### 9. Practical Application and Assessments

Hands-on practice of hair coloring techniques

Individual and group assessments on coloring skills

#### 10. Final Practical Assessments

Comprehensive assessment of all coloring techniques learned

#### **Tools & Equipment needed:**

Hair Trolley, Dye Brush, Color mixing Bowl, Tail Comb, Sectioning Clip, Measuring Cup, Weighing Machine, Frosted Cap, Plastic Cutting Sheet, Hair Dryer, Paddle Brush, Vent Brush.

#### **Module No. 7:**

**Outcome: Perform Chemical Services such as Perming (Permanent Waving), Hair Relaxing (Straightening, Smoothing) and Re bonding according to the client's requirement and hair type**

#### **Theory Content:**

##### 1. Introduction to Perming

Definition and purpose of perming

Understanding the science of hair structure

The role of chemical composition and bonds in hair

##### 2. Perm Technique/Wrapping Techniques

Basic perm wrap technique

Brick lay perm wrap

Weave technique

Double tool technique

Practical demonstrations and hands-on practice

##### 3. Types of Perm Rollers

Understanding different types of perm rollers

Roller selection for various perm styles

Application and placement of rollers

##### 4. Client Consultation for Perming Service

Effective client consultation techniques

Identifying client needs and preferences

Addressing client concerns and queries

##### 5. Scalp Analysis

Analyzing scalp and hair condition

Identifying any scalp issues or sensitivities

Ensuring a healthy scalp before perming

#### 6. Product Knowledge

Understanding perm products and brands

Product selection based on hair type and desired results

Product application techniques

#### 7. Strand Test Knowledge and Procedure

Importance of strand testing in perming

Procedures for conducting strand tests

Ensuring the safety and satisfaction of the client

#### 8. Step-by-Step Procedure of Perming

Detailed walkthrough of the perming process

Practical application on mannequins or models

Troubleshooting common perming issues

#### 9. Contra-actions and Contra-indications

Identifying and addressing potential adverse reactions

Contra-indications for perming services

Ensuring client safety and well-being

#### 10. Safety Precautions

Importance of safety in the salon

Handling chemicals and equipment safely

Emergency protocols and first aid

#### 11. Aftercare/Homecare

Post-perm hair care and maintenance

Providing clients with aftercare instructions

Addressing client questions and concerns

#### 12. Straightening/Rebonding/Smoothing

Definition and purpose of straightening, rebonding, and smoothing

Understanding the science of hair structure and bonds in these processes

Client consultation, scalp analysis, and product knowledge for these services

#### 13. Step-by-Step Procedure of Straightening/Rebonding/Smoothing

Detailed walkthrough of the straightening and rebonding process

Practical application on mannequins or models

Troubleshooting common issues

### **Practical Content:**

#### 1. Trolley Setting for Perming

Setting up the workstation for perming services

Organizing tools, products, and equipment

Tool sanitation and maintenance



## 2. Client Consultation for Perming

Effective client consultation techniques  
Identifying client needs, preferences, and expectations  
Addressing client concerns and questions

## 3. Scalp Analysis

Analyzing scalp and hair condition  
Identifying any scalp issues or sensitivities  
Ensuring a healthy scalp before perming

## 4. Strand Test Procedure

Importance of strand testing in perming  
Procedures for conducting strand tests  
Interpreting strand test results and adjustments

## 5. Wrapping Techniques for Perming

Basic perm wrap technique  
Brick lay perm wrap  
Weave technique  
Double tool technique  
Practical demonstrations and hands-on practice

## 6. Perming Procedure and Precautions

Step-by-step walkthrough of the perming process  
Ensuring client comfort and safety during perming  
Common precautions and troubleshooting

## 7. Aftercare for Perming

Post-perm hair care and maintenance  
Providing clients with aftercare instructions  
Addressing client questions and concerns

## 8. Trolley Setting for Straightening/Rebonding/Smoothing

Setting up the workstation for straightening, rebonding, and smoothing services  
Organizing tools, products, and equipment  
Tool sanitation and maintenance

## 9. Client Consultation for Straightening/Rebonding/Smoothing

Effective client consultation techniques  
Identifying client needs, preferences, and expectations  
Addressing client concerns and questions

## 10. Scalp Analysis

Analyzing scalp and hair condition  
Identifying any scalp issues or sensitivities  
Ensuring a healthy scalp before straightening, rebonding, or smoothing

## 11. Strand Test Procedure

Importance of strand testing in these services  
Procedures for conducting strand tests  
Interpreting strand test results and adjustments

## 12. Procedure and Precautions

Step-by-step walkthrough of the straightening, rebonding, and smoothing processes  
Ensuring client comfort and safety during the services  
Common precautions and troubleshooting

### 13. Post Care

Post-service hair care and maintenance  
Providing clients with post-care instructions  
Addressing client questions and concerns

### 14 Practical Application and Assessments

Hands-on practice of perming, straightening, rebonding, and smoothening techniques  
Individual and group assessments on technique and procedure

#### **Tools & Equipment needed:**

Perming Rollers [Star Perm, Ladder Perm, spiral rods, Chop sticks, Wooden rollers (different sizes Small, medium, large)], Sectioning clip, Neck Tray, Re bonding Board, Ceramic Straightening Iron. Style Comb, Tail Comb, Afro Comb, Hair Dryer with Diffuser, Measuring Bowl, Dye Brush, Aluminium Foil.

### **Module No. 8:**

**Outcome: Demonstrate the ability to cultivate a positive workplace image through professional client communication, effective salesmanship of products and services, and meticulous record-keeping of inventory and clientele**

#### **Theory Content:**

##### 1. Professional Behavior with Clients

Definition and importance of professional behavior  
Effective communication and interpersonal skills  
Creating a positive impression in client interactions

##### 2. Maintaining Client Confidentiality

The ethical and legal considerations of client confidentiality  
Confidentiality guidelines and best practices  
Handling sensitive client information

##### 3. Retail Sales Techniques

Introduction to retail sales in the beauty industry  
Techniques for promoting and selling products and services  
Upselling and cross-selling strategies

##### 4. Organizing Service Feedback Files/Documents

Importance of feedback in service improvement  
Collecting and organizing client feedback  
Creating feedback files and documents

##### 5. Planning Work Routine

Time management and organization skills  
Creating a structured work routine  
Balancing client appointments, breaks, and administrative tasks

##### 6. Maintaining Accurate Records of Client Treatments

The significance of treatment records  
Recording client information, preferences, and treatment details  
Data protection and privacy considerations

## 7. Maintaining Records of Product Stock Levels

Importance of inventory management

Recording and monitoring product stock levels

Ensuring availability of products for clients

## 8. Addressing Client Feedback and Improvements

The value of client feedback for service enhancement

Identifying areas for improvement based on feedback

Implementing changes and monitoring progress

### **Practical Content:**

#### 1. Practicing Professional Behavior with Clients

Role-play and practical exercises in professional client interactions

Developing effective communication skills

Handling various client scenarios with professionalism

#### 2. Practicing Maintaining Client Confidentiality

Simulated scenarios focusing on client confidentiality

Handling sensitive information and maintaining confidentiality

Ethical and legal considerations in practice

#### 3. Practicing Sales Techniques

Hands-on practice in promoting and selling products and services

Role-play for upselling and cross-selling

Developing effective sales strategies

#### 4. Organizing Service Feedback Files/Documents

Practical exercises in collecting and organizing client feedback

Creating and maintaining feedback files and documents

Handling feedback-related administrative tasks

#### 5. Planning and Executing Work Routines

Developing a structured work routine for salon operations

Balancing client appointments, breaks, and administrative tasks

Time management and organization in practice

#### 6. Practice Recording Clients' Treatments on Client Record Cards

Using Client Record Cards to record client information, preferences, and treatment details

Practical application of data entry and record-keeping

Data protection and privacy practices

#### 7. Practice Recording Product Stock Levels

Hands-on experience in recording and monitoring product stock levels

Ensuring product availability for clients

Inventory management in practice

#### 8. Accepting and Addressing Client Feedback Constructively

Role-play scenarios involving client feedback

Practicing effective communication and problem-solving

Implementing changes based on feedback

#### 9. Skill Demonstrations

Skill demonstrations on maintaining client confidentiality, feedback organization, and work routine

planning

**Tools & Equipment needed:**

Computer system with Internet facility & Printer, Computer Table, Register Book, Pen, Pencil, Eraser, Ruler.

Glass cabinet for Product display

**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
37. List the steps for searching and registering for apprenticeship opportunities

**Learning Outcome – Assessment Criteria**

Module No.	Outcome	Assessment Criteria
1	Can Prepare and maintain work area for Hair Care Service following health and safety measures	<p><b>After completion of this module students will be able to:</b></p> <p>1.1 Select appropriate equipment and products for the treatment.</p> <p>1.2 Prepare treatment products in accordance with salon procedures and guidelines.</p> <p>1.3 Sterilize tools following standard procedures to ensure safety.</p> <p>1.4 Organize and place treatment products efficiently in the trolley.</p> <p>1.5 Dispose of waste materials properly, adhering to salon and industry requirements.</p> <p>1.6 Store materials securely in a manner that ensures safety and accessibility.</p> <p>1.7 Identify responsible individuals for workplace health and safety, and know how to contact them in emergencies, aligning with salon policies.</p> <p>1.8 Understand and adhere to the salon's current health, safety, and security policies and procedures.</p> <p>1.9 Comprehend safe working practices specific to Hair Care Services.</p> <p>1.10 Understand government regulations and policies related to health and safety, including emergency procedures such as evacuation.</p> <p>1.11 Identify key personnel responsible for health and safety in the workplace.</p> <p>1.12 Recognize security signals (e.g., fire alarms) and locate essential areas such as staircases, fire warden stations, and first aid rooms.</p> <p>1.13 Identify potential workplace hazards that may jeopardize personal and others' health and safety.</p> <p>1.14 Ensure personal health and safety while taking proactive measures to protect others in the workplace.</p> <p>1.15 Identify and propose opportunities for enhancing health, safety, and security to the designated personnel.</p> <p>1.16 Identify and rectify risks such as illness, accidents, fires, or natural disasters safely and within the scope of one's authority.</p>
2	Can Perform Shampooing & Conditioning the Hair and Scalp according to the hair type	<p><b>After completion of this module students will be able to:</b></p> <p>2.1 Recognize the result of using incorrect products on hair and scalp</p> <p>2.2 Understand the condition of the hair and scalp using suitable consultation techniques</p>

Module No.	Outcome	Assessment Criteria
		2.3 Find out contraindications to shampoo and conditioner 2.4 Prepare the client for shampoo and condition the hair and scalp 2.5 Perform the procedure using different methods that minimize risk of cross infection 2.6 Modify massage techniques to meet the needs of the client 2.7 Check the client's comfort and well-being throughout the service 2.8 Provide suitable aftercare advice to the client
3	Can Perform Indian Head Massage and Hair Spa Service to Treat different Hair Problems	<b>After completion of this module students will be able to:</b> 3.1 Recognize contraindications that hinder the services, that the customer looks about for. 3.2 Choose the best medium to carry out hair spa and scalp massage suitable for client. 3.3 Select products and tools suitable for the client's hair and scalp condition 3.4 Avail various massage techniques to complete the service as required 3.5 Adapt massage techniques to take into account influencing factors 3.6 Give post conditioning services according to the hair type 3.7 Advice aftercare suitable for the client
4	Perform Basic and Advance Hair Cuts according to Clients' desire, Personality and Hair type	<b>After completion of this module students will be able to:</b> 4.1 Recognize the factors that influence hair cutting services 4.2 Determine various hair cutting tools 4.3 Describe different hair cutting techniques 4.4 Brief various sectioning techniques used in Hair cutting. 4.5 Explain different styling products and tools suitable for individual during Hair cutting. 4.6 Recognize the condition of the hair and its effect on service procedure 4.7 Carry out necessary actions for the identified contraindication 4.8 Choose the procedure after the consultation with the client, to achieve the client's desired look 4.9 Pick out suitable tools for providing the hair cutting service 4.10 Follow standard guidelines related to the selected procedure to precisely achieve the required look. 4.11 Apply different sectioning techniques to achieve the desired haircut 4.12 Use various cutting and texturizing techniques while carrying out a hair cut 4.13 Adapt hair cutting techniques as per client

Module No.	Outcome	Assessment Criteria
		requirement.
5	Perform fundamental hairstyling services for creating common hairdos while enhancing hairstyling and grooming expertise through the application of manual techniques, advanced methods, and professional styling tools and equipment.	<p><b>After completion of this module students will be able to:</b></p> <ul style="list-style-type: none"> <li>5.1 Apply suitable consultation techniques to identify required service</li> <li>5.2 Choose the suitable styling technique for the client</li> <li>5.3 Assess the ability of the hair to achieve the desired style</li> <li>5.4 Provide clear suggestion to the client</li> <li>5.5 Decide the products to achieve the desired effect</li> <li>5.6 Choose the tools to execute the desired effect</li> <li>5.7 Accustom styling techniques to achieve the desired effects</li> <li>5.8 Contrive Hair dressing techniques to consider influencing factors</li> <li>5.9 Create a finished style to the gratification of the client</li> <li>5.10 Provide suitable aftercare advice</li> </ul>
6.	Apply basic and fashion hair color proficiently and execute various highlighting techniques tailored to clients' preferences and hair characteristics	<p><b>After completion of this module students will be able to:</b></p> <ul style="list-style-type: none"> <li>6.1 Identify hair and scalp conditions suitable for coloring</li> <li>6.2 Interpret the international color chart</li> <li>6.3 Explain the principles of color applications</li> <li>6.4 Follow the color application procedures (global coloring, gray coverage, re-growth, highlighting, lowlighting and color correction)</li> <li>6.5 Identify different types of hair products</li> <li>6.6 Explain the effects of hair products on hair structure</li> <li>6.7 Use suitable consultation techniques to identify service objectives</li> <li>6.8 Evaluate the potential of the hair to achieve the desired look</li> <li>6.9 Prepare the client for coloring services</li> <li>6.10 Provide clear recommendations to the client base on influencing factors</li> <li>6.11 Apply color, using techniques that reduce the risk of color being spread to skin and clothes</li> <li>6.12 Monitor accurately the development of color, as required</li> <li>6.13 Follow the manufacturer's instructions to ensure desired development</li> <li>6.14 Remove the coloring products from hair thoroughly</li> <li>6.15 Apply after care products and recommend Home Care</li> </ul>



Module No.	Outcome	Assessment Criteria
7.	Perform Chemical Services such as Perming (Permanent Waving), Hair Relaxing (Straightening, Smoothing) and Re bonding according to the client's requirement and hair type	<p><b>After completion of this module students will be able to:</b></p> <p><b>Permanent Waving/Perming</b></p> <p>7.1 Identify the factors that influence perming and neutralizing service</p> <p>7.2 Explain the pH scale and its effects on hair structure</p> <p>7.3 Explain the effects of perming and neutralizing lotion on the hair structure</p> <p>7.4 Explain the effects of temperature on the perming process</p> <p>7.5 Identify contraindications to perming services through hair analysis tests and strand test</p> <p>7.6 Select the tools and equipment for perming and neutralizing services</p> <p>7.7 Select the products for perming and neutralizing services according to hair type</p> <p>7.8 Go along with the process of creative perming and neutralizing hair as per standard procedure</p> <p>7.9 Use appropriate wrapping techniques effectively and safely to carry out perming and neutralizing</p> <p>7.10 Adapt different sectioning techniques to achieve desired perm effect and apply a suitable post-perm conditioner following manufacturer's instructions</p> <p>7.11 Provide advice for aftercare at home once the service is over</p> <p><b>Hair Relaxing/Re-bonding</b></p> <p>7.12 Identify the requirements for hair relaxing services</p> <p>7.13 Explain the principles of relaxing hair</p> <p>7.14 Conduct pre and post-tests for relaxing services</p> <p>7.15 Identify contraindications to providing hair relaxing services</p> <p>7.16 Carry out necessary actions for contraindications</p> <p>7.17 Put on pre-relaxing products to protect the scalp and even out the porosity of the hair</p> <p>7.18 Follow the techniques and procedures for hair relaxing services</p> <p>7.19 Apply a suitable post-relaxing conditioner following manufacturer's instructions.</p> <p>7.20 Provide advice for aftercare at home once the service is over.</p>
8.	Demonstrate the ability to cultivate a positive workplace image through professional client communication, effective salesmanship of products and services, and meticulous record-keeping of inventory and clientele	<p><b>After completion of this module students will be able to:</b></p> <p>8.1 Demonstrate professional behavior when dealing with clients</p> <p>8.2 Use effective communication techniques when dealing with clients</p> <p>8.3 Maintain client confidentiality as per salon's code of conduct</p> <p>8.4 Use retail sales techniques to meet client requirements</p> <p>8.5 Organize service feedback files/documents</p> <p>8.6 Plan work routine based on salon procedure</p> <p>8.7 Maintain accurate records of client treatments</p>

Module No.	Outcome	Assessment Criteria
		8.8 Maintain records of product stock levels 8.9 Accept feedback in a positive manner to work on the shortcomings
9	OJT	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.)
10	Employability Skills	As per NCVET guided curriculum

### List of Tools, Equipment & materials needed for 30 Trainees (Practical)

Sl. No	Items Name	Specification	Qty
1	Barber Scissors		15
2	Thinning Scissors		15
3	Velcro Rollers (Large, medium, & small)		15 doz. each
4	Perm rollers (Star Perm, Ladder Perm, spiral rods, Chop sticks, Wooden rollers (different sizes Small, medium, large)		15 doz. each
5	Professional Hair Brushes set		15
6	Hot Rollers		6
7	Back View Mirror		6
8	Dummy head on stand with Slip on		15
9	Dryer		6
10	Crimper		6
11	Curling Rods with attachments		6
12	Shampoo Station with chair		3
13	Hair Trolley		6
14	Dry Sterilizer (Ultra Violet)		3
15	Wet Sterilizer		3
16	Color Mixing Bowl		15
17	Neck Tray (for perming)		15
18	Benders		15doz.
19	Cutting sheet		15
20	Hot towel cabinet		3
21	Dye Brush		15
22	Air conditioner split 2 ton with stabilizer		As required
23	Boiler/geysers		1
24	Front wash Basin		1
25	Computer system with Internet facility & Printer		1

## Marks Distribution

<b>Outcome</b>	<b>Outcome Code</b>	<b>Total Th marks</b>	<b>Total Pr. marks</b>
Can Prepare and maintain work area for Hair Care Service following health and safety measures	B&W/0603/OC1	10	70
Can Perform Shampooing & Conditioning the Hair and Scalp according to the hair type	B&W/0603/OC2	10	80
Can Perform Indian Head Massage and Hair Spa Service to Treat different Hair Problems	B&W/0603/OC3	20	80
Perform Basic and Advance Hair Cuts according to Clients' desire, Personality and Hair type	B&W/0603/OC4	20	80
Perform fundamental hairstyling services for creating common hairdos while enhancing hairstyling and grooming expertise through the application of manual techniques, advanced methods, and professional styling tools and equipment.	B&W/0603/OC5	20	80
Apply basic and fashion hair color proficiently and execute various highlighting techniques tailored to clients' preferences and hair characteristics	B&W/0603/OC6	20	80
Perform Chemical Services such as Perming (Permanent Waving), Hair Relaxing (Straightening, Smoothing) and Re bonding according to the client's requirement and hair type	B&W/0603/OC7	30	100
Demonstrate the ability to cultivate a positive workplace image through professional client communication, effective salesmanship of products and services, and meticulous record-keeping of inventory and clientele	B&W/0603/OC8	20	80
Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).	B&W/0603/OC9	0	150
Employability Skill-60 Hrs	DGT/VSQ/N0102	50	0