

SKIN CARE

Competency Standards

National Vocational Certificate Level 3

Version 1 - March 2014

Published by

National Vocational and Technical Training Commission
Government of Pakistan

Headquarter

Plot 38, Kirthar Road, Sector H-9/4, Islamabad, Pakistan
www.navttc.org

Authors

Ms. Sabreena Sheikh (Principal GVTIW Township Lahore), Ms. Ayesha Khurram (Beautician Lahore)

Responsible

Director General Skills Standard and Curricula, National Vocational and Technical Training Commission
National Deputy Head, TVET Reform Support Programme, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Layout & design

SAP Communications

Photo Credits

TVET Reform Support Programme

URL links

Responsibility for the content of external websites linked in this publication always lies with their respective publishers. TVET Reform Support Programme expressly dissociates itself from such content.

This document has been produced with the technical assistance of the TVET Reform Support Programme, which is funded by the European Union, the Embassy of the Kingdom of the Netherlands, the Federal Republic of Germany and the Royal Norwegian Embassy and has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in close collaboration with the National Vocational and Technical Training Commission (NAVTTTC) as well as provincial Technical Education and Vocational Training Authorities (TEVTAs), Punjab Vocational Training Council (PVTC), Qualification Awarding Bodies (QABs) and private sector organizations.

Document Version

March, 2014

Islamabad, Pakistan

SKIN CARE

Competency Standards

National Vocational
Certificate Level 3

Version 1 - March 2014

Contents

1: Manage the Salon; Perform Disinfection/Sanitization and Safety in Salon	3
B: Analyze, identify and scan different types of skin after obtaining the previous history of the client	8
C: Perform Basic Facial	11
D: Perform Treatment Facial manual/ machinery (High frequency, galvanic, Vacuum, Micro Derma Braision etc.)	15
E: Selection, Procurement of thread and wax and the competency to perform skin Epilation	20
F: Perform Manicure / Pedicure	22
G: Perform Body massage with different movements:	24
H: Communication skills with client, assess, explain, suggest and sell best suitable treatment to client and work as team	29
I: Develop Professionalism	33
J: Develop Entrepreneur Skills	39
LIST OF TOOLS AND EQUIPMENTS	42

Competency Standards: Skin Care

1: Manage the Salon; Perform Disinfection/Sanitization and Safety in Salon

Over view: These competency standards will ensure that the trainee will be able to disinfect and sanitize the tools and equipment after each service.

Competency Unit	Performance Criteria	Knowledge and Understanding
<p>A1-1 Light the salon effectively This unit specifies the skills and knowledge required to be competent in distinguishing between the different shades of light bulbs such as the yellow/white spot lights, their direction, intensity and impact on the working environment of the salon.</p>	<p>P1-Make day and night effect in salon with yellow and white bulbs as required.</p> <p>P2-Differentiate between hues, from natural, white and yellow lights.</p> <p>P3-Select appropriate light bulb color where service has to be rendered</p> <p>P4-Create attractive ambiance using candle/scented candles in salon.</p>	<p>K1- Define different light effects especially of dark and light background.</p> <p>K2- Illustrate intensity of light in different locations of the salon.</p> <p>K3- Describe importance of yellow spot lights and putting suitable light for certain sections of the salon while imparting different services.</p> <p>K4- Explain Attractive / innovative ideas to decorate salon with candles / scented candles.</p>
<p>A1-2 Ventilate the salon effectively This unit specifies the skills and knowledge required to be competent in ensuring a ventilated Salon.</p>	<p>P1-Demonstrate importance of cross ventilation as required in the salon.</p> <p>P2- Prepare to design and plan cross ventilation of the salon per requirement.</p> <p>P3- Identify the harmful fumes of hazardous product that causes cancer if ventilation is not proper.</p>	<p>K1- Describe importance of cross ventilation in salon.</p> <p>K2- Define importance of fresh breathable air.</p> <p>K3- Identify harmful fumes of hazardous product fumes.</p>

<p>A1-3 Perform disinfection This unit specifies the skills and knowledge required to be competent in Disinfecting Floor/ Towels/ Gowns/ Sheets and facial bands to avoid transmission of skin diseases.</p>	<p>P1-Explain causes of infections by different types of bacteria's in salon environment</p> <p>P2-Take action to disinfect floors / towel / gowns/ sheets / facial bands by using disinfectants to avoid transmission of skin diseases</p> <p>P3-Demonstrate the standard procedure of handling the sanitizer</p> <p>P4-Identify different disinfectants used, to disinfect gowns, sheets, towels etc.</p>	<p>K1- Describe types of bacteria causing infections.</p> <p>K2- Explain procedure of disinfecting floor/ towels/ gowns and sheets</p> <p>K3-Describe procedure for handling sanitizer.</p> <p>K4- Identify disinfectants available in market.</p>
<p>A1-4 Disinfect and sanitize equipment This unit specifies the skills and knowledge required to be competent in disinfecting and sanitizing tools and equipment after completion of each service.</p>	<p>P1-Demonstrate the importance of sanitizing tools and equipment</p> <p>P2-Perform standard methods of sterilization of tools and equipment</p> <p>P3-Execute the techniques of Sterilization of the tools after each service as a routine practice</p> <p>P4- Classify standard cleaning and disinfectant agents, for tools and equipment.</p> <p>P5-Discuss the procedure of handling tools and equipment correctly after performing disinfection, in order to avoid contamination.</p>	<p>K1- Recognize the importance of sanitization of tools and equipment</p> <p>K2- Describe corrects methods of sterilization.</p> <p>K3- Define procedure to operate and sterilize machine as per its SOP (standard operating procedure)</p> <p>K4- Explain the techniques of disinfection and sterilization of tools and equipment.</p> <p>K5- Explain procedure to handle tools and equipment.</p>

<p>A1-5 Perform self hygiene This unit specifies the skills and knowledge required to be competent in self-hygiene and cleanliness.</p>	<p>P1-Perform standard basic steps to ensure hygiene.</p> <p>P2-Perform the pre-defined steps of wearing caps, tying hair, filing nails, using deodorants/ mouth wash.</p> <p>P3-Explain the importance of clean and washed clothing.</p> <p>P4-Explain the importance of taking shower to avoid wet stinking.</p> <p>P5-Demonstrate posters showing the salient steps of hygiene.</p>	<p>K1- State the techniques of basic steps of hygiene</p> <p>K2- Describe instruction manuals for tying hair, daily shower, putting cap on and wearing washed clothing.</p> <p>K3- List the detergents available in market and Illustrate the directions about maintenance of clothing.</p> <p>K4- Explain the importance of taking shower daily.</p> <p>K5- State the designing of the poster, showing salient steps of hygiene.</p>
<p>A1-6 Manage salon dress code This unit specifies the skills and knowledge required to be competent in managing the dress code of salon employees and Clients.</p>	<p>P1-Guide/Advise the dress code /service clothes to the Clients and workers.</p> <p>P2-Explain the proper service clothes with the Client according to the services to be rendered. e.g., hair dyeing apron, hair cutting apron, facial gowns, waxing gown etc.</p> <p>P3-Present the method of proper storage for washed clothing for Clients.</p>	<p>K1- Describe specific clothing /dress code for the Client and worker.</p> <p>K2- Define clothing to be given to Client according to the service.</p> <p>K3- Explain storage of washed and clean clothing for Clients.</p>
<p>A1-7 Procure and use tools and equipment This unit specifies the skills and knowledge required to be competent in the procurement, use of tools and equipment, and their safety</p>	<p>P1-Describe the procedure of procuring necessary tools and equipment required for skin therapy.</p> <p>P2-Demonstrate the standard use of all the machines like Facial machine, Foot spa, Paraffin container, Facial steamer, Waxing heater etc.</p> <p>P3-Demonstrate the Storage of machines after usage adopting all safety measures especially pulling out wires from the electric socket to avoid</p>	<p>K1- Explain the List of tools and equipment required for skin care treatments available in the market.</p> <p>K2-Explain the use of operating machines like Foot spa, Paraffin container, Facial steamer, Waxing heater etc.</p> <p>K3- Describe the procedure for storage of tools and equipment.</p>

<p>measures.</p>	<p>accidents closed hours of salon.</p> <p>P4-Recognize different types of wattage/ voltage input/output for machines and effects of frequencies on the skin.</p> <p>P5-Demonstrate the cleaning & storage of the machines for the next use.</p>	<p>K4- Illustrate the different types of wattage/ voltage input/output for machines & frequencies to be used during skin treatment.</p> <p>K5- Explain the method for cleaning & storage of the machinery for the next use</p>
<p>A1-8 Ensure safe use of product This unit specifies the skills and knowledge required to be competent in checking the expiry date of product and its importance</p>	<p>P1-Identify the reactions on skin that may appear after the application of an expired product</p> <p>P2-Apply defined remedy in case of a reaction caused by the application of an expired product</p> <p>P3-Read labels that indicate expiry on the product</p>	<p>K1- Recognize the skin reaction caused by expired products</p> <p>K2- Describe remedies for reaction</p> <p>K3- Explain why it is important to check the expiry of products on regular bases.</p>
<p>A1-9 Dispose waste safely This unit specifies the skills and knowledge required to be competent in safe disposal of waste and harmful materials. Reorganize work station after completion of service.</p>	<p>P1-Demonstrate the methods of safe disposal of waste and used materials from the work place for Clients and workers safety.</p> <p>P2-Identify safe disposal of harmful hazardous products.</p> <p>P3-Identify the products with harmful fumes, their use & storage, while maintaining safe environment.</p> <p>P4-Demonstrate necessary precautions like putting the mask and gloves on while disposing off materials.</p> <p>P5-Describe the method to maintain separate waste bin for hazardous items.</p> <p>P6-Describe the importance of clean and clear</p>	<p>K1- Define methods of waste disposal.</p> <p>K2- Describe methods of disposal of hazardous material.</p> <p>K3- Explain harmful fumes contained in products, and ensure maintenance of a safe environment.</p> <p>K4- Explain precautions of putting masks and gloves on while disposing off materials.</p> <p>K5- Define importance of maintenance of separate waste bin for hazardous items.</p> <p>K6- Explain the procedure of reorganizing and preparing the workstation after sterilization, for the next Client.</p> <p>K7- Describe the importance of inventory and record</p>

	<p>work station on completion of service and reorganize work station after proper sterilization and sanitization for the next Client.</p> <p>P7-Demonstrate the procedure of handing over used linen, gowns, head bands, aprons for washing and maintaining the record of laundry in writing.</p>	<p>keeping for service clothes laundering.</p>
--	---	--

B: Analyze, identify and scan different types of skin after obtaining the previous history of the client

Over view: These competency standards will ensure that the trainee will be able to identify and scan different types of skin after obtaining the previous history of the client.

Competency Unit	Performance Criteria	Knowledge and Understanding
<p>B1: Identify skin structure</p> <p>This unit specifies the skills and knowledge required to be competent in understanding the skin structure and anatomy.</p>	<p>P1-Identify the skin function as per industry standards.</p> <p>P2-Analyze cell structure as per defined standards.</p> <p>P3-Identify the function of tissues, layers of the skin.</p> <p>P4-Recognize the dermis, epidermis and subcutaneous.</p>	<p>K1- Define skin anatomy and its functions.</p> <p>K2- Describe parts of the cell and its structure.</p> <p>K3- Explain importance of different types of tissues and their functions within the skin.</p> <p>K4- Describe the importance of the layers of the skin: Epidermis and Dermis subcutaneous</p> <p>K5- Explain the glands(sweat glands, sebaceous glands)</p> <p>K6- Define the terms of skin Protein (epidermis ,collagen)</p>
<p>B2: Analyze skin type and conditions</p> <p>This unit specifies the skills and knowledge required to be competent in analyzing skin types and conditions</p>	<p>P1-Examine the oily/acne skin conditions applying standard procedures</p> <p>P2-Examine the dry/sensitive skin conditions applying standard procedures</p> <p>P3-Examine the combination skin condition applying standard procedures</p> <p>P4-Examine mature skin conditions applying standard procedures</p>	<p>K1- Identify oily/acne skin, its reasons and suitable product for oily skin</p> <p>K2- Describe dry/ sensitive skin, its reasons and suitable product</p> <p>K3- Define combination skin, its reasons and suitable product</p> <p>K4- Illustrate ageing process, its remedies and suitable product.</p>

<p>B3: Identify problem areas of skin</p> <p>This unit specifies the skills and knowledge required to be competent in identifying problematic areas of skin.</p>	<p>P1-Analyse the skin diseases (pigmentation, wrinkle, acne, scar, fungal, freckle, eye circle, ageing etc,) applying standard procedures.</p> <p>P2- Analyze Irritants and Allergens as per defined standards</p> <p>P3- Identify rosacea applying standard procedures</p>	<p>K1- Describe reason of pigmentation .wrinkle, acne, scar, fungal, freckle, eye circle, aging), problematic skins.</p> <p>K2- Identify differences between irritant and allergens. Allergy may be caused by food or product and an irritation may occur after use of a certain product.</p> <p>K3- Describe Reason of rosacea</p>
<p>B4: Conduct deep analysis of problem areas of skin</p> <p>This unit specifies the skills and knowledge required to be competent in scanning the problematic areas for a deeper analysis with skin scanner if needed</p>	<p>P1-Demonstrate the procedure of operating 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.</p> <p>P2- Perform cleansing of the skin before analysis and scanning applying standard procedures.</p>	<p>K1- Explain importance of scanning machine and procedure of analyzing the skin with the help of magnifying glass and skin scanner.</p> <p>K2- Describe the role of cleansing before skin analysis and scanning.</p>
<p>B5 Take medical history</p> <p>This unit specifies the skills and knowledge required to be competent in obtaining history of previous health issues of client for analysis of his/her treatment manually/ by</p>	<p>P1-Fill consultation form with complete medical history.</p> <p>P2-Identify applying standard procedures the main cause of problem in the skin.</p> <p>P3-Identify the skin problem by obtaining history from Client.</p> <p>P4-Suggest specific treatment with the help of machinery (Galvanic, Hi-frequency, Vacuum, Brushing peeling, micro derma brasion, steamer, magnifying</p>	<p>K1- Explain importance of completion of client consultation form.</p> <p>K2- Define impact on skin caused by pregnancy, seasonal allergy, product allergy, diabetes, high blood pressure, asthma, heart disease, smoking habit, alcohol drinking habit.</p> <p>K3- Identify the skin from clients history of habits such as; smoking, alcohol drinking or illness, pregnancy or allergy.</p>

<p>machinery</p>	<p>glass, lamp and the skin scanner).</p>	<p>K4- Define use of machinery according to the type of problem with the skin</p>
<p>B6 Examine and classify complexion</p> <p>This unit specifies the skills and knowledge required to be competent in Examine complexion of skin (light /fair, normal, dark /tan.</p>	<p>P1- Identify, applying standard procedures, the skin complexion and refer a suitable treatment.</p> <p>P2-Recognize, applying standard procedures the melanin level of the skin due to skin complexion</p>	<p>K1- Explain complexion and melanin level of skin</p> <p>K2- Describe skin lightening procedure to handle tan skin</p>
<p>B7 Explain requirements for healthy skin</p> <p>This unit specifies the skills and knowledge required to be competent in understanding the requirement of a healthy skin</p>	<p>P1- Identify and provide instructions to the Client for maintaining a healthy skin.</p> <p>P2-Explain the harmful factors of sun rays that effect the skin</p>	<p>K1- Describe importance of balanced diet, vitamins, minerals, fruits, vegetables, water, etc. For healthy skin.</p> <p>K2- Describe the effects on the skin of harmful sun rays and smoke/dust</p>

C: Perform Basic Facial

Overview: These competency standards will ensure that the trainee will be able to perform basic facial.

Competency Unit	Performance Criteria	Knowledge and Understanding
<p>C1: Prepare client for basic facial</p> <p>This unit specifies the skills and knowledge required to be competent in preparing the Client for basic facial.</p>	<p>P1-Fill in the consultation form for each client.</p> <p>P2-Examine the skin condition and assess type of skin; oily, dry, combination, sensitive and aged.</p> <p>P3-Monitor infections or allergies and prepare the report.</p> <p>P4-Cover the client appropriately for cleansing.</p> <p>P5-Remove client's Jewelry before beginning the treatment and return upon completion</p>	<p>K1- Explain importance of completion of consultation form.</p> <p>K2- Describe skin conditions (oily, dry, combination, sensitive and aged)</p> <p>K3- Identify infections and allergies</p> <p>K4- Define importance of covering the clients using (facial band, gowns, aprons & towel).</p> <p>K5- Explain importance of removal of jewelry before the beginning of the treatment.</p>
<p>C2 Select facial product</p> <p>This unit specifies the skills and knowledge required to be competent in selecting the correct or most suitable product for facial as per the skin type.</p>	<p>P1-Select and use appropriate product for facial as per the skin type.</p> <p>P2-Demonstrate the use of SPF level according to skin condition.</p>	<p>K1- Identify product for facial selection of different sun blocks/ screen</p> <p>K2- Explain importance of SPF according to skin condition</p>
<p>C3: Perform facial cleansing</p>	<p>P1-Explain the importance of cleansing the skin (remove the makeup)</p>	<p>K1- Explain types of cleansers</p>

<p>This unit specifies the skills and knowledge required to be competent in performing cleansing</p>	<p>P2-Perform deep cleansing remove all dirt from skin as well as in side skin pores applying standard procedures</p>	<p>K2- Define role of cleansing, hand movement in cleansing and thickness of cleanser for clearing the pores</p>
<p>C4: Perform skin polishing</p> <p>This unit specifies the skills and knowledge required to be competent in performing skin polish</p>	<p>P1-Apply skin polishing / bleaching agent (herbal and chemical) as per standard specification and time line.</p> <p>P2-Apply small portion of bleach / skin polish as tester to check reaction.</p> <p>P3-Identify types of bleaches (powder and cream)available in market</p> <p>P4-Perform mixing of bleach in proper ratio advised by manufacturer</p> <p>P5-Evaluate and note outcome of bleaching.</p>	
<p>C5: Soothe skin</p> <p>This unit specifies the skills and knowledge required to be competent in soothing the skin</p>	<ul style="list-style-type: none"> • P1- Soothe the skin with the help of water magic hammer (icing soothing lotion/crème) • P2- Demonstrate the techniques of soothing the skin • P3-Identify different soothing lotions according to problem 	<ul style="list-style-type: none"> • K1-Explain the importance of magic hammer to sooth the skin • K2 Describe the techniques of soothing the skin • K3-Differentiate different types of soothing lotions according to skin available in market.
<p>C6: Perform steaming</p> <p>This unit specifies the skills and knowledge required to perform steaming of the face</p>	<ul style="list-style-type: none"> • P1-Perform steaming on face as per industry standards • P2-Analyze the correct/standard distance of steaming • P3-Monitor steaming time on different types of skin 	<ul style="list-style-type: none"> • K1-Explainn the Procedure of steaming • K2-Identify the correct technique and reaction of steaming • K3-Explain the Importance of timing for steaming • K4-Describe the procedure handling ozone

competently	<ul style="list-style-type: none"> • P4-Operate ozone steamer as per manufacturer guidelines 	steamer
<p>C7: Perform black head extraction</p> <p>This unit specifies the skills and knowledge required to be competent in performing black/white head extraction either manually or by vacuum</p>	<ul style="list-style-type: none"> • P1-Demonstrate the techniques of extracting white /black heads manually or by vacuum • P2-Operate the vacuum machine and suck the white / black heads in right order. • P3-Identify the reason of production of black & white heads on skin. 	<ul style="list-style-type: none"> • K1-Describe the techniques of removing white and black heads with machine / Manual (vacuum) • K2- Identify the reaction of black / white heads extraction by nose pin • K3-Explain the procedure to operate vacuum machine. • K4-Analyze the reasons of production of black and white heads
<p>C8: Perform skin toning</p> <p>This unit specifies the skills and knowledge required to be competent in performing skin toning</p>	<ul style="list-style-type: none"> • P1- Apply toner with the help of cotton • P2-Demonstrate the correct method of toning 	<ul style="list-style-type: none"> • K1-Explain the importance of toner after steaming. • K2-Describe the correct method of toning
<p>C9: Perform scrubbing</p> <p>This unit specifies the skills and knowledge required to be competent in performing</p>	<ul style="list-style-type: none"> • P1-Remove dead cells of skin by exfoliating/ scrubbing • P2-Demonstrate specific hand movement during scrubbing 	<ul style="list-style-type: none"> • K1-Explain correct scrubbing methods • K2-Describe the techniques of hand movements

Exfoliation /Scrubbing		
C10: Apply Mask This unit specifies the skills and knowledge required to be competent in applying mask	P1-Apply mask using standard procedures P2-Remove mask using standard procedures	<ul style="list-style-type: none"> • K1-Explain the types of mask and their importance. • K2-State the application of masks on face and remove mask properly.
C11: Apply sun block This unit specifies the skills and knowledge required to be competent in applying sun Block	<ul style="list-style-type: none"> • P1-Protect treated skin by applying sun block / day moisturizer using standard procedures. • P2- Illustrate the importance of daily moisturize / sun block. • P3-Differentiate different SPF according to skin type. • P4-Recommend the sun block to client according to their daily activity. 	<ul style="list-style-type: none"> • K1-Explain the technique of applying the sun block • K2-Describe the importance of sun protection from sun rays. • K3-Identify different types of SPF product according to the skin • K4-Explain the client about SPF product according to the activity
C12 Use pressure to relax the client This unit specifies the skills and knowledge required to be competent in applying pressure for relaxation	<ul style="list-style-type: none"> • P1-Relax the client with pressing different pressure points and movements 	<ul style="list-style-type: none"> • K1-Explain different movement and pressure points of face and neck

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

Over view: These competency-standards will ensure that the trainee is competent to perform facial manually or with machinery.

Competency Unit	Performance Criteria	Knowledge and Understanding
<p>D1: Treat sensitive skin</p> <p>This unit specifies the skills and knowledge required to be competent in explaining sensitive skin conditions</p>	<ul style="list-style-type: none"> • P1-Fill the consultation form. • P2- Examine the sensitive skin condition using standard procedures. • P3- Select suitable product for sensitive skin. • P4- Examine the sensitive skin condition using standard procedures. • P5- Demonstrate from poster factors causing skin problems like laser treatment or natural disposition, weather cosmetics allergy & lack of moisturizer. • P6-Apply the standard procedures and techniques used for sensitive skin by manually or using machinery <ul style="list-style-type: none"> • P7- Identify oily moisturizer for sensitive skin 	<ul style="list-style-type: none"> • K1- Define importance of completion of consultation form. • K2- Explain factors causing skin sensitiveness. • K3- Describe the products for sensitive skin • K4- Identify products used for sensitive skin remedies. • K5- Describe the problems of sensitive skin • K6- Sate procedures and techniques of treating sensitive skin by manually or using machinery • K7- Describe the oily moisturizer. Important for sensitive skin
<p>D-2: Treat combination skin condition</p> <p>This unit specifies the skills and knowledge required to be</p>	<ul style="list-style-type: none"> • P1-Examine the dry and oily area of skin using standard procedures. • P2- Explain treatments that reduce oil from the problematic area (T-zone checks etc.) 	<ul style="list-style-type: none"> • K1- Explain combination skin. • K2- Identify suitable treatment to reduce oil from the problematic area of skin.

<p>competent in explaining combination skin condition</p>	<ul style="list-style-type: none"> • P3- Demonstrate treatment to penetrate the oily moisturizer to maintain dry area and flakiness of skin. (T-zone, checks etc. • P4- Identify combination skin treatment manually and using machinery 	<ul style="list-style-type: none"> • K3- Explain procedure for selection of products for dry and oily parts of the skin. • K4- State procedure to handle combination skin.
<p>D-3 Treat pigmentation conditions</p> <p>This unit specifies the skills and knowledge required to be competent in performing pigmentation treatment</p>	<ul style="list-style-type: none"> • P1-Identify factors causing pigmentation (sun, pregnancy, hormones, melanin over production) • P2-Demonstrate treat meant of pigmentation (progressive rather than aggressive). • P3-Demonstrate standard micro derma brasion facial treatment for pigmentation. • P4-Evaluate results of pigmentation using standard procedures and classifications. • P5-Identify the factors that reduce skin blemishes. • P6-Calculate the duration and time of treatment using manufacturer's specifications. • P7-Describe the Use of moisturizer with SPF. (Day-night) 	<ul style="list-style-type: none"> • K1-Explain the factors causing pigmentation. • K2-State Preventive, protective and corrective treatment for pigmentation. • K3-Explain the Techniques of derma brasion. • K4-Examine the results of pigmentation • K5-identify the factors that reduce skin blemishes. • K6-Define the importance of time management during facial • K7- Identify moisturizers for different types of skin.
<p>D-4 Perform acne treatment</p> <p>This unit specifies the skills and knowledge required to be</p>	<ul style="list-style-type: none"> • P1-Identify the factors causing acne and types thereof. • P2-Analyze the symptoms of acne and analyze the facials for acne 	<ul style="list-style-type: none"> • K1-Explain the Causes and types of acne. • K2-Identify the symptoms of acne anti-bacterial facials

<p>competent in performing acne treatment</p>	<ul style="list-style-type: none"> • P3-Recognize the moisture level (pH) to stop sebaceous glands to produce excess oil • P4- Demonstrate the procedure of operating vacuum machine to suck the acne • P5 Illustrate the use of high frequency machine on acne skin • P6-Select the Suitable products used for acne (oil free and water based products). • P7-Demonstrate the standard steps of applying hygienic methods. • P8- Discuss remedies with client. • P9- Identify and describe types of sun screen 	<ul style="list-style-type: none"> • K3-Describe the technique to manage the moisture level (pH) to stop sebaceous gland to produce excess oil. • K4-Explain the procedure of operating vacuum machine to suck the acne in right orders. • K5-Describe the Instructions of using of high frequency machinery on acne skin. • K6 identify the suitable products for oily and acne skin. • K7-Explain the techniques of hygienic methods while applying facial on the client. • K8-State the remedies for acne • K9-Identify different sun blocks with SPF for acne skin available in market.
<p>D-5 Treat aging/wrinkled skin</p> <p>This unit specifies the skills and knowledge required to be competent in performing aging / wrinkled skin treatment</p>	<ul style="list-style-type: none"> • P1-Analyze reasons for occurrence of wrinkles. • P2-Demonstrate treatment for anti-aging skin. • P3- Illustrate the Use of vitamin infused serum, collagen serums / creams and rejuvenating facial massage techniques. • P4- Demonstrate the Use of micro derma brasion for the removal of wrinkles from aged skin. 	<ul style="list-style-type: none"> • K1-Describe the process of aging • P2-Recognize the treatments of anti-aging skin. (Galvanic micro drama brasion, oxygenating facial/machine facials) • K3-Identify the Vitamins requirement for wrinkled skin. Effectiveness of collagen & rejuvenating facial massage techniques.

	<ul style="list-style-type: none"> • P5-Demonstrate 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). • P6-Illustrate the suitable products for anti-aging facial available in market according to salon policy 	<ul style="list-style-type: none"> • K4-Explain the method of operating micro derma brasion. • K5-Explain the procedure of glycolic facial. • K6-Identify the products used for anti-aging facial.
<p>D-6 Treat sun burned skin</p> <p>This unit specifies the skills and knowledge required to be competent in explaining Sun Burned skin</p>	<ul style="list-style-type: none"> • P1-Recognize sun burned tanned skin. • P2-Analyze factors causing sun burned. • P3-Perform techniques for the treatment of sun burned skin. • P4-Apply the suitable products available in salon. • P5- Explain the remedies for the treatment of sunburned skin. • P6- Demonstrate the Use of sun blocks. • P7-Advise the ways of prevention from sun burn to the client • P8-Differentiate between UVA and UVB ultra violet rays on skin. • P9-Recognize standard signs of sun burn (redness or blisters may occur). • P10-Recommend the Use of creams containing ingredients such as menthol, camphor and alovera 	<ul style="list-style-type: none"> • K2-State the reasons of sun burned skin • K3-Analyze the factors causing sun burn. <p>K4-Explain the outline of techniques and procedures.</p> <ul style="list-style-type: none"> • K5-Identify the range of sunburn products available in market according to salon policy... • K6-State the remedies to the client • K7-Explain the use of different sun block available in salon • K8-Describe the Precautions of sun burn. To the client • K9 Explain the-Reaction of UVA and UVB ultra violet light. To the client • K10- Define the effects of sunburn. • K10 Identify the creams containing the ingredients such as menthol, camphor and alovera.

	<p>on sunburn.</p> <ul style="list-style-type: none"> • P11-Demonstrate the Storage of products to the salon workers or trainees 	<ul style="list-style-type: none"> • K11-Explain the methods of storage of products carefully to the salon workers or the trainees.
<p>D-7 Provide post-treatment advice</p> <p>This unit specifies the skills and knowledge required to be competent in providing post treatment consultation</p>	<ul style="list-style-type: none"> • P1-Explain post-treatment adverse effects to the clients and their remedies. • P2-Provide home care advice to the client. • P3-Demonstrate health and safety measures to the Client. • P4- Illustrates the Use of first aid box. 	<ul style="list-style-type: none"> • K1-Explain Post Treatment and their remedies. • K2 Explain home cares measures. To the client • K3-Describe health and safety measures. To the client • K4-Define the Importance of first aid box

E: Selection, Procurement of thread and wax and the competency to perform skin Epilation

Over view: These competency-standards will ensure that the trainee is able to identify and procure suitable thread and wax for epilation.

Competency Unit	Performance Criteria	Knowledge and Understanding	Materials Required
<p>E-1: Procure epilation products</p> <p>This unit specifies the skills and knowledge required to be competent in identifying the suitable product for application from the market.</p>	<p>P1-Identify the different types of wax (hot & cold) available in market.</p> <p>P2-Identify the different type of threads used for the epilation</p> <p>P3-Describe the method of Procuring the suitable products for epilation available in market</p> <p>P4-Differentiate between hot & cold wax.</p> <p>P5-Check the quality of wax.</p>	<p>K1-Describe different types of wax available in market.</p> <p>K2-Describe proper thread for epilation.</p> <p>K3-Describe products available in the market for epilation.</p> <p>K4-Identify suitable hot & cold wax.</p> <p>K5-Describe the important factors for procuring wax and thread for epilation.</p>	<p>Non-consumable:</p> <ul style="list-style-type: none"> List of products available in market. Addresses & contact no. of vendors of beauty products. Phone connection. <p>Consumables:</p> <ul style="list-style-type: none"> Stationary (pens, writing pads)
<p>E-2: Perform threading and waxing</p> <p>This unit specifies the skills and knowledge required to be competent in skill and knowledge required to perform Threading and waxing for the removal of hair.</p>	<p>P1-Identify the techniques required for threading and waxing with the objective of keeping the clients at ease as well as obtaining best results.</p> <p>P2-Recognize bruises and rashes.</p> <p>P3-Perform waxing in correct direction.</p> <p>P4-Shape the eyebrows</p>	<p>K1-Describe different techniques applied for threading, waxing and types of nail diseases.</p> <p>K2-Explain preventive, protective and corrective measures in case of bruises or fungal infection.</p> <p>K3-Recognize the techniques of waxing and procedure of shaping the eyebrows.</p>	<p>Non-consumable:</p> <ul style="list-style-type: none"> Scissor Eye brow brush. Tweezers. Hydraulic chair. Wax heater. Spatula. Waxing bed. <p>Consumables:</p> <ul style="list-style-type: none"> Antiseptic Thread .White thread

	<p>according to face cuts and eye shape.</p> <p>P5-Select suitable powder to absorb oil from the skin.</p> <p>P6-Apply soothing lotion to prevent redness or rashes.</p>	<p>K4-Describe the importance of Selection of Suitable powder.</p> <p>K5-Explain the role of soothing lotion in epilation'</p> <p>K6-Describe the merits and de merits of epilation.</p>	<ul style="list-style-type: none"> • Powder. • Soothing lotion. • Antiseptic wipes. • Cold wax, Hot wax. • Sugar wax. • Fruit wax. • Strip roll.
--	--	--	---

F: Perform Manicure / Pedicure

Over view: These competency-standards will ensure that the trainee can perform manicure and pedicure and selection suitable products for manicure and pedicure.

Competency Unit	Performance Criteria	Knowledge and Understanding
<p>F-1: Prepare client for manicure / pedicure</p> <p>This unit specifies the skills and knowledge required to prepare client for manicure and pedicure services</p>	<p>P1-Assess the existing nails and skin condition and identify the area required special treatment using standard procedures and classifications.</p>	<p>K1-Explain the nails conditions and treatment.</p>
<p>F-2: & F3 Perform hand foot cleanser and Scrub</p> <p>This unit specifies the skills and knowledge required foot cleaner and Scrub</p>	<p>P1-Apply the standard procedures and services to client for manicure/pedicure.</p> <p>P2-Prepare service area for manicure and pedicure.</p> <p>P3-Perform hand/ foot cleanser.</p> <p>P4-Perform hand/ foot scrub.</p>	<p>K1-Explain the standard procedure for manicure and pedicure.</p> <p>K2-Explain the importance of maintenance of service area for manicure and pedicure</p> <p>K3-Describe the role of cleansing</p> <p>K4-Define scrubbing</p> <p>K5-Explain the use and maintenance of foot spa and its storage</p>

<p>F-4 & F10 Perform nail treatments</p> <p>This unit specifies the skills and knowledge required for nail treatments</p>	<p>P1-Soak hand/ foot manually/ machinery.</p> <p>P2-Remove hair from hand/ foot or bleach the hair.</p> <p>P3-Shapeup, file, treat nail and cut cuticle according to client's requirements.</p> <p>P4-Revamp and refurbish nail with buffer.</p> <p>P5-Demonstrate the use of paraffin wax and apply nail shiner.</p> <p>P5-Identify different types of wax, powder and antiseptic lotions and their cost for manicure and pedicure.</p> <p>P6-Identify different types of nail problems.</p> <p>P7-Demonstrate use of foot spa and its proper storage.</p>	<p>K1-Explain the timings of soaking hands/ feet</p> <p>K2-Describe the techniques of removing hair or bleaching from hands and feet.</p> <p>K3-Explain the correct measures for shaping and filing the cuticle</p> <p>K4-Recognize the role of refurbishing the nails with buffer.</p> <p>K5-Explain the Importance of paraffin wax.</p> <p>K6-Explain the effects of using different wax and different products for manicure and pedicure. Explain the impact of nail shiner</p> <p>K7-Explain the cost effective method for purchasing different wax and thread from market. Explain different types of nail problems</p>
--	--	--

G: Perform Body massage with different movements:

Over view: These competency-standards will ensure the trainees competence in performing different massage movements by using different aroma oils and creams.

Competency Unit	Performance Criteria	Knowledge and Understanding
<p>G-1: Perform massage</p> <p>This unit specifies the skills and knowledge required to be competent in identifying between different movements of Massage and is able to perform them in the right manner.</p>	<p>Trainee will be able to:</p> <ul style="list-style-type: none"> • P1-Identify the movements and steps of the massage. • P2-Demonstrate effleurage massage movement with full-length upward strokes in continuity with different massage oils and creams. • P3-Describe petrissage massage in circular movements with different massage oils and creams. • P4-Apply tapotement massage in a flow with piano like movement with different massage oils and creams. • P5-Illustrate vibrating massage in a flow in vibrations with hands using different oils and creams. • P6-Prepare Client before the service to salon standards. • P7-Explain different pressure points and muscle groups 	<ul style="list-style-type: none"> • K-1Describe the Procedure of different movements of massage. • K2-Explain techniques of effleurage massage movement. • K3-Identify petrissage massage movements. • K4-Recognize tapotement massages movement. • K5-Identify vibrating massage movements. • K6-Describe the Pre requisites of massage movements • K7-Identify different pressure points. and muscle groups • K8-Identify suitable oil/ creams and according to skin conditions. • K9-Explain basic techniques and resources required for massage • K10-Identify the clients response

	<ul style="list-style-type: none"> • P8-Apply suitable oils/creams according to skin condition and client's requirements • P9-Apply standard massage techniques. • P10-Monitor Client's response and vary the procedure according to the situation. • P11-Apply required pressure on the face, neck and décolleté area. 	<ul style="list-style-type: none"> • K11-Explain the importance of required pressure on the face and décolleté area
<p>G-2: Perform heat massage</p> <p>This unit specifies the skills and knowledge required to be competent in performing heat massage.</p>	<ul style="list-style-type: none"> • P1-Demonstrate the setup of service area to meet standard requirements of massage and provide gowns to the clients • P2-Demonstrate, using standard procedures, the Use of heat, electrical equipment or heated stones • P3-Apply standard massage techniques. • P4-Identify pressure points, major bones and muscle groups. • P5-Monitor client's response and vary the procedure according to the situation. • P6-Identify & record effects of massage. • P7-Select the products according to the client's requirement and salon policy. • P8-Cleanse the face before you start a massage. • P9-Remove toxic waste from the lymphatic system by applying required pressure 	<ul style="list-style-type: none"> • K1-Explain Pre requisites of massage. • K2-Describe the Procedure of heat massage. • K3-Explain the techniques of massage • K4-Describe different pressure points and muscle groups. • K5-Identify the client's response. • K6-Recognize the effects of massage. • K7-Describe the list of products (creams and oils) according to salon policy. • K8-Explain the role of cleansing in massage • K9-Explain the basic knowledge of pressure points related to lymphatic system.

<p>G-3: Perform Swedish massage</p> <p>This unit specifies the skills and knowledge required to be competent in performing Swedish massage.</p>	<ul style="list-style-type: none"> • P1-Demonstrate the setup of service area to meet standard requirements of massage & provide gowns to the clients. • P2-Apply long smooth strokes. • P3-Apply kneading and circular movements on superficial layers of muscles with lotions and oils • P4-Apply massage gently and relax the client by using comfortable hand techniques. • P5-Identify major bones, muscle groups and pressure points. • P6-Monitor client's response and vary the procedure according to the situation. • P7-Provide sufficient treatment recovery time in a relaxing environment. • P8-Identify and record effects of massage on client record card. • P9-Remove toxic waste from the lymphatic system. • P10-Select different oils and massage creams available in market • P11-Apply required pressure on the face, neck and décolleté area. 	<ul style="list-style-type: none"> • K1-Explain Pre requisites of massage. • K2-Identify movements of strokes. • K3-Describe the Procedure of Swedish massage. • K4-Recognize the techniques of using hands in massage • K5-Identify pressure points and muscle groups. • K6-Identify the client response. • K7-Explain the importance of time for relaxing environment. • K8-Collect clients record in proper manner • K9-Recognize basic knowledge of lymphatic system • K10- Identify the list of oils and creams available in market. • K11-Movements of hands. System
--	--	---

<p>G-4: Perform aroma therapy</p> <p>This unit specifies the skills and knowledge required to be competent in performing aroma therapy.</p>	<ul style="list-style-type: none"> • P1-Demonstrate the set-up of service area to meet standard requirements of massage and provide gowns to the clients. • P2-In corporate essential oils into the oil that is massaged on skin. • P3-Diffuse essential oils into the air to relieve tension. • P4-Apply massage techniques and movements varying the length of massage according to clients' response and requirement. • P5-Provide sufficient time for relaxation of muscles. • P6-Identify and record effects of massage. • P7-Satisfy the client by relaxing the muscles. 	<ul style="list-style-type: none"> • K1-Identify the Pre requisites of massage. • K2-Recognize suitable essential oils and other oils massaged on skin. • K3-Explain Techniques of diffusing essential oils. • K4-Identify Massage techniques and movements. . • K5-Explain Importance of relaxing the muscles (reduces pain and inflammation, ease cramping, relieve sinus congestion.). • K6-Recognize effects of massage. • K7-Explain the importance of professional behavior.
<p>G-5: Perform deep tissue massage.</p> <p>This unit specifies the skills and knowledge required to be competent in performing deep tissue massage</p>	<ul style="list-style-type: none"> • P1-Demonstrate the set-up of service area to meet standard requirements of massage and provide gowns to the client. • P2-Select different oils and massage creams according to massage requirements. • P3-Apply required pressure on the muscles that have been strained or related to chronic pain or posture problems. • P4-Identify the technique of using your hands 	<ul style="list-style-type: none"> • K1-Explain Pre requisites of massage. • K2-Identify suitable oils and creams for massage. • K3-Explain Importance of relaxation of the face, neck and décolleté area muscles • K4-Recognize the required pressure on the muscles that have been strained or related to chronic pain • K5-Explain the Technique of using hands in massage.

	<p>while massaging the client</p> <ul style="list-style-type: none"> • P5-Apply Massage on deep layers of muscles and connective tissue by using short strokes and intense pressure • P6-Apply massage movements • P7-Recognize reactions & respond properly and vary procedure accordingly. • P8-Manage time throughout the massage treatment. • P9-Analyze the benefits of deep tissue massage. 	<ul style="list-style-type: none"> • K6-Describe the Procedure of deep tissue massage. • K7-Recognize Massage movements. • K8-Apply remedial measures. • K9-Identify reactions and response • K10-Explain Importance of time in massage. • K11-Recognize benefits of deep tissue massage.
<p>G-6: Perform reflexology treatment</p> <p>This unit specifies the skills and knowledge required to be competent in using reflexology points in the face and aroma oils for calming the mind.</p>	<p>P1-Demonstrate mixing of different base oils and cream with aroma oil</p> <p>P2-Illustrate different aroma concentrates and their use</p> <p>P3-Describe the -Use of oils on some specific pressure points.</p> <p>P4-Select and sequence reflexology relaxation techniques according to tissue condition and clients sensitivity.</p> <p>P5-Discuss the Use of leverage and pressure on clients feet as required to apply specific techniques, while holding and supporting feet with care</p>	<p>K1-Recognize different base oil, creams and aroma oil.</p> <p>K2-Identify different aroma concentrate .and their use</p> <p>K3-Explain effects of oil on pressure points.</p> <p>K4-Identify history, believes and philosophies of reflexology.</p> <p>K5-Define technique of using leverage in massaging feet.</p> <p>K6-Explain reactions and remedies.</p>

H: Communication skills with client, assess, explain, suggest and sell best suitable treatment to client and work as team

Over view: These competency-standards ensure that the trainee will be competent in communication skills, customer services, team work and best suitable services to the client.

Competency Unit	Performance Criteria	Knowledge and Understanding
<p>H-1: Communicate with Client to know their need.</p> <p>This unit specifies the communication with client according to their need.</p>	<p>P1-Identify the service required by client to make appointment according to the clients requirements.</p> <p>P2-Communicate the price, services and the products that will be used to the clients.</p> <p>P3-Operate the computer to E-mail the client.</p> <p>P4-Demonstrate the use of the telephone for making appointments.</p> <p>P5-Update the diary using salon standard procedures.</p> <p>P6-Communicate fluently in Urdu or local language to clients to the clients' satisfaction.</p> <p>P7-Design promotional material and packages of different services and products provided by the salon with price.</p>	<p>K1-Explain and write the list of services with price.</p> <p>K2-Explain the Importance of effective communication.</p> <p>K3-Describe the Procedure of computer and telephone.</p> <p>K4-State the importance of knowledge of different languages (Urdu, English and local) for running the salon.</p> <p>K5-Explain the importance of Maintenance of diary mentioning phone number and the e-mail address of clients etc.</p> <p>K6-Explain the importance of promotional material for salon</p> <p>K7-Identify the importance of promotional material and packages of different services .products with price</p>

<p>H-2: Assess actual requirement of Client</p> <p>This unit specifies the assessment of actual requirement of client.</p>	<p>P1-Assess the specific needs of the client including any disability or old age.</p> <p>P2-Identify the client's skin problem of the client.</p> <p>P3-Explain necessary safety procedures of salon</p> <p>P4-Motivate and convince the clients for treatment of skin problems. Assist the client to select the appropriate range of services and treatments to meet their needs and requests.</p> <p>P5 Recognize the first aid procedures to deal with - adverse effects.</p>	<p>K1-Explain the basic guidelines to give treatment to disabled and old age clients as per their requirements.</p> <p>K2-Describe the factors for evaluating problems of clients.</p> <p>K3-Identify the Safety procedures used in salon.</p> <p>K4-Explain the importance of Professional attitude to convince clients for treatment.</p> <p>K5-Describe the first aid procedures to deal with adverse reactions and contraindications.</p>
<p>H-3: Explain the services offered in Salon.</p> <p>This unit specifies the services offered in saloon.</p>	<p>P1-Clarify the requirements of the client</p> <p>P2-illustrate to the client complete range of services available in the salon</p>	<p>K1-Explain the Services offered in salon</p> <p>K2-Identify the Suitable products for different kinds of skin</p>
<p>H-4: Suggest best suitable treatment as per Client's need.</p> <p>This unit specifies the best suitable treatment of client according to their need.</p>	<p>P1-Identify the client's skin condition according to industry standard classifications whether oily, dry, combination, wrinkled and sensitive.</p> <p>P2-Select suitable product and procedure required for relevant skin treatment according to industry standard procedures and manufacturers specifications.</p> <p>P3-Suggest suitable treatment to the client.</p>	<p>K1-Explain different types of skin whether oily, dry, combination, wrinkled and sensitive.</p> <p>K2-Describe appropriate procedure and techniques as per client's needs</p> <p>K3-Explain the products suitable for different kinds of skin.</p> <p>K4-Explain the suitable skin treatments to clients.</p>

<p>H-5: Sell your services and products.</p> <p>This unit specifies the services and products offered in salon</p>	<p>P1-Describe the complete range of products and services with price list.</p> <p>P2-Develop and design promotional material promoting the salon products and services (banners, posters flyers, leaflets, brochures).</p> <p>P3-Prepare advertisement for electronic, print and social media, photo albums, skin care, magazines and booklets.</p> <p>P4-Share and discuss promotional material and package with the customers.</p> <p>P5-Communicate the price of services and products to client in a convincing manner for getting new clients and maintaining the existing.</p>	<p>K1-Explain the Complete range of products and services available in market with prices.</p> <p>K2-Describe the detail of the salon promotional packages.</p> <p>K3-Explain and develop promotional material for salon.</p> <p>K4-Explain the importance of preparing effective advertisement for electronic and social media for salon.</p> <p>K5-Identify the detail of promotional packages with prices.</p>
<p>H-6: Offer customers additional services.</p> <p>This unit specifies the additional services offered in salon.</p>	<p>P1-Describe the details of additional salon services suitable for the client.</p> <p>P2-Demonstrate and Convince the clients for essential additional services.</p> <p>P3- Satisfy the clients to whom the services are rendered.</p>	<p>K1-Identify the details of additional services offered to clients.</p> <p>K2-Describe the techniques to handle the client professionally and convincing for additional services.</p> <p>K3-Explain the importance of professional and friendly behavior.</p>

<p>H-7: Delight the Customer for long term relation.</p> <p>This unit specifies the satisfaction of the customer for long time relation.</p>	<p>P1-Receive the customer with smile and lead to the work station pleasantly.</p> <p>P2- Demonstrate ways to maintain the interest of client while waiting when all work stations are busy.</p> <p>P3-Makecustomers appointments carefully in accordance with service requirements, time flow and salon capacity.</p> <p>P4-Interact with customer using appropriate words according to age group and the status of customer.</p> <p>P5-Maintain relationship by sending Eid cards, new year cards to regular clients.</p>	<p>K1-Describe the importance of pleasant conversation with the clients.</p> <p>K2- Describe methods for making client comfortable in waiting when all work stations are busy.</p> <p>K2-Explain the importance of maintaining diary.</p> <p>K3-Define the role of Professional behavior towards the client.</p> <p>K4-Recognize the importance of Maintenance of list of addresses of regular clients.</p>
<p>H-8: Work as Team</p> <p>This unit specifies the importance of working in a team.</p>	<p>P1-Expelian role of supporting and coordinating with team members.</p> <p>P2-Describe a team hierarchy of salon according to the task delegation.</p> <p>P5-Perform work according to the assigned roles and responsibilities.</p> <p>P4- Develop a plan for division of work load among team.</p> <p>P3- Prepare target plan to achieve goal by team work.</p>	<p>K1-Describes the roles of friendly Team work.</p> <p>K2-Explain the importance of Positive behavior in salon.</p> <p>K3-List and explain administrative chart and knowledge of duties category wise.</p> <p>K4-Explain the importance of division of workload.</p> <p>K5-Explain the advantages of team work to achieve organizational goals.</p>

I: Develop Professionalism

Over view: These competency standards ensure that the trainee is competent in developing professionalism through participation in workshops, contacting skin cosmetic companies, interacting with other salons and colleagues, consulting with experts, participating in skill competitions, interning with skin therapists and handling of revenue of cash.

Competency Unit	Performance Criteria	Knowledge Required
<p>I-1: Join workshops on latest skin application and techniques.</p> <p>This unit specifies the latest skin application and techniques use in salon</p>	<p>P1 use trade information systems to identify relevant workshops</p> <p>P2 select and attend workshops according to salon assignment and professional development plan</p> <p>P1-Apply latest methods and procedures for all treatments of skin.</p> <p>P2-Discuss Importance of following the direction in workshop actively.</p> <p>P3-Demonstrate the Use of latest salon products.</p> <p>P4-Observe and follow the time for treatment.</p> <p>P5-Apply treatment to make client at ease.</p> <p>P6-Adopt the direction in the workshop actively.</p>	<p>K1-Describe latest procedures and techniques used in salon.</p> <p>K2-Recognize the importance of attention in workshops.</p> <p>K3- Explain latest salon products.</p> <p>K4-Explain correct Timings for each service.</p> <p>K5-Describe the importance of attending workshop.</p>

<p>I-2: Interact with other salons to remain updated as per market Demands.</p> <p>This unit specifies the importance of interaction with other salons for updated knowledge as market demand.</p>	<p>P2- Discuss importance of dealing with other salons.</p> <p>P1- Explain importance to remain updated as per market demands.</p> <p>P3-Select suitable salon’s products, equipments and furniture available in market.</p> <p>P4-Explain and Compare prices and cost effectiveness of all the purchases of salon (including fixed and consumable items).</p>	<p>K1-Explain the complete information of market demands.</p> <p>K2- Describe the suitable products available in market. according to salon policy</p> <p>K3-Describe Comparative list of the prices for all the products.</p> <p>K4-Explain the methods of selection of the products available in the market.</p>
<p>I-3: Participate in trainings offered by Skin Cosmetic Companies</p> <p>This unit specifies the importance of trainings offered by skin cosmetic companies for updated knowledge.</p>	<p>P1 Identify sources of information regarding suitable training</p> <p>P2 Develop a training attendance schedule according to priority needs</p> <p>P6-Apply techniques carefully described by different companies about their products.</p> <p>P3-Prepare notes of new products introduced or displayed in the trainings and upgrade salon accordingly.</p> <p>P4-Evaluate cost of new products introduced in training and formulate price list of services in salon accordingly.</p> <p>P5-Design leaflets and printed material of the contents taken from the training for applying in salon.</p>	<p>K1-Explain list of techniques described by different companies about their products.</p> <p>K2-Recognize list of new products with prices introduced by the companies conducting training.</p> <p>K3-Identify Price list formulated by incorporating new products introduced in training</p> <p>K4-Explain the importance of designing leaflets and printed material.</p>

<p>I-4: Interact with colleagues for updated knowledge sharing</p> <p>This unit specifies the importance of sharing the knowledge with colleagues and to improve their services.</p>	<p>P1-Review hygienic conditions of salon particularly of workers.</p> <p>P2-Discuss about complaints if complaints lodged by clients ensuring to avoid complaints in future.</p> <p>P3-Discuss new products, equipment of different companies.</p> <p>P4-Take feedback about services and products satisfaction expressed by the clients.</p> <p>P5-Formulate policies in light of feedback</p>	<p>K1-Explain role of hygiene in salons.</p> <p>K2-Describe the techniques of handling staff in professional manner.</p> <p>K3-Explain list of latest products tools and equipment.</p> <p>K4-Recognize importance of direct contact with colleagues.</p> <p>K5- Identify the importance of formulating salon policies in light of feed back</p>
<p>I-5: Consult with experts whenever needed.</p> <p>This unit specifies the importance of consultation with experts for getting updated knowledge.</p>	<p>P1- Explain the importance of updating of skill.</p> <p>P2- Explain the Correct usage of the product.</p> <p>P3-Identify skin diseases and their remedies.</p> <p>P4-Demonstrate method of application of professionalism in the concerned field.</p>	<p>K1-Explain the skills required in salon.</p> <p>K2-Identify the suitable products for the treatment of different kind of skin diseases.</p> <p>K3-Describe different types of skin diseases.</p> <p>K4-Explain the importance of Professional manuals.</p>
<p>I-6: Participate in skill competitions /professional gatherings/exhibitions etc.</p> <p>This unit specifies to improve the knowledge and skills by participating in competitions/ professional gatherings</p>	<p>P1 Identify and create a schedule of relevant competitions/ gatherings/ exhibitions relevant to current of planned services</p> <p>P1- Apply required procedures and techniques professionally.</p> <p>P2 identify deficiencies in performance compared to winner</p> <p>P2-Prepare the list of techniques applied by the</p>	<p>K1- Describe professional Procedures and techniques.</p> <p>K2- Recognize the importance of Competitive behavior.</p> <p>K3- Explain the role of print and electronic media for gaining new trends.</p> <p>K4- Describe the use of internet email to get information about different events.</p>

<p>/exhibitions etc</p>	<p>winner in the competition and develop plan regarding implementation in them in your salon.</p> <p>P3- Discuss methods to gain new trends and confidence.</p> <p>P4-Demonstrate the Use of internet email to get information about different events.</p> <p>P5-Discuss the list of other salons to have interaction for gathering and competitions</p>	<p>K5-Explain the list of other salons to have interaction for gathering and competition.</p>
<p>I-7: Intern with Skin Therapist for advance knowledge</p> <p>This unit specifies to improve the skills and knowledge by interning with therapist.</p>	<p>P1 Identify Skin Therapist and make arrangements for internship</p> <p>P2-Explain professional procedures and techniques that were learned</p> <p>P3-Apply the new acquired skills within required time efficiently while applying skin therapy.</p> <p>P4- Complete sensitization and disinfection according to required standards of time and product specifications.</p> <p>P5- Differentiate between reusable and disposable items and dispose waste according to standard procedures</p> <p>P5- Identify the reasons for skin irritation and remedies there of</p>	<p>K1-Identify the list of latest products and services prevailing in market.</p> <p>K2-Explain standard time scheduled for different services and treatments.</p> <p>K3-Explain the procedure of sterilization and sensitization.</p> <p>K4- Distinguish between reusable and disposable item.</p> <p>K5- Explain the Contraindications and remedies</p>

<p>I-8: Read relevant magazines, books and research on internet for latest techniques, methodologies and new products.</p> <p>This unit specifies to get specific knowledge by reading relevant magazine, books and research through internet for latest techniques.</p>	<p>P1- Identify relevant books and magazines on skin therapy relevant to current or planned services.</p> <p>P2- Prepare list of tools and equipment required for salon.</p>	<p>K1- Explain importance list of reading books on skin therapy.</p> <p>K2- Explain importance of use of computer and internet.</p>
<p>I-9 Maintain Clients record.</p> <p>This unit specifies the importance of maintaining clients' record.</p>	<p>P1- Explain importance of taking client's history.</p> <p>P2- Demonstrate the maintenance of the client's record for future plans.</p> <p>P3- State procedure of keeping record of clients safely for long periods.</p>	<p>K1- Explain the impact of preparing client's history.</p> <p>K2- Describe importance of maintenance of client's record for future plans.</p> <p>K3- Explain the procedure to keep record of clients safely for future purpose.</p>
<p>I- 10: Handling of revenue & expenses of salon.</p> <p>This unit specifies the skills and knowledge required for handling revenue and expenses of salon.</p>	<p>P1- Prepare bill of services rendered to client as per price list.</p> <p>P2- Explain the importance of discounts packages.</p> <p>P3- Explain importance of charging credit card using the correct procedures.</p> <p>P4- Describe method of purchases of items for salon and demonstrate filing of vouchers of expenses.</p>	<p>K1- Describe importance of making bills as per price list.</p> <p>K2- Describe the importance of discount packages for client.</p> <p>K3- Define method of keeping correct record of amounts received by cash or by credit cards.</p> <p>K4- Explain the importance of maintaining details of purchases made with voucher.</p>

<p>I-11: Receive Client with smile and greet at departure.</p> <p>This unit specifies the knowledge and skills required for receiving and greeting the clients.</p>	<p>P1- Describe method for receiving VIP's, special and old persons in salon according to salon standard protocol.</p> <p>P2- Explain the importance of pleasant environment by using electrical appliances and other items at the arrival of clients.</p> <p>P3- Explain Importance of serving drinks and tea to client.</p>	<p>K1- Describe importance of protocol plan for dealing all clients particularly for VIP, old age and special clients.</p> <p>K2- Explain the method of making pleasant environment of salon.</p> <p>K3- Define importance of serving drinks or tea etc. to client and impact of pleasant and friendly behavior with clients.</p>
--	---	---

J: Develop Entrepreneur Skills

Overview: To develop entrepreneurship beauty salon successfully and earning reasonable profits:

Competency Unit	Performance Criteria	Knowledge and Understanding
<p>J-1 Introduction of Entrepreneurship</p> <p>This unit specifies the importance of entrepreneurship</p>	<p>P1- Discuss the advantages of entrepreneurship.</p> <p>P2- Discuss the risk involved in business.</p> <p>P3- Discuss the methods of operating salon in profitable manner.</p> <p>P4- Discuss importance of controlling expenses and cost saving methods.</p> <p>P5- Identify the units of sale for different types of services.</p> <p>P6- Identify the future prospects of business.</p>	<p>K1- Define the entrepreneurship.</p> <p>K2- Describe the advantages and disadvantages of self-employment and the risk involved in business .</p> <p>K3- Describe the methods of running salon on profitable manner.</p> <p>K4- Identify the cost saving methods.</p> <p>K5- List the services generally offered in salon.</p> <p>K6- Illustrate factors for forecasting of future market trends.</p>
<p>J-2 Functions of Entrepreneur.</p> <p>This unit specifies the function of entrepreneur.</p>	<p>P1- Discuss important aspects of business including selection business place, services to render & monetary matters.</p> <p>P2- Discuss different business situation and importance of compiling data regarding clients, income, expenses.</p> <p>P3-Identify goals for sales of business.</p> <p>P4- Discuss method for building a top notch team.</p>	<p>K1- Explain the planning techniques for services, rates and location identification for better business opportunities.</p> <p>K2- Describe the importance of client's data and skills for efficient financial controls of business.</p> <p>K3- Define the techniques for Increasing sales of business.</p> <p>K4- Explain the Importance of team building.</p>

<p>J-3 Role of Entrepreneur in Economic Development</p> <p>This unit specifies the role of entrepreneur for the economic development of country</p>	<p>P1- Discuss plan to play vital role to boost economy by creating and providing new job opportunities.</p> <p>P2- Discuss method to develop hiring plan as per need of business and importance of depositing contributions in government departments.</p> <p>P3- Discuss methods to generate maximum profits and expansion plan of business.</p>	<p>K1- Explain the role of creating job opportunities in economy.</p> <p>K2- Explain the importance of appropriate and suitable work force for the business, prevailing labor laws and prevailing taxes levied on the business.</p> <p>K3- Describe the important factors for expansion plan according to demand and supply position prevailing in market.</p>
<p>J-4 Business and marketing plan</p> <p>This unit specifies skills and knowledge required for business and marketing plan as per demand.</p>	<p>P1- Make business plan as per market demands.</p> <p>P2- Identify areas of business or services which are more profitable and popular in clients.</p> <p>P3- Analyze services and products offered by the competitors and make business strategy accordingly.</p> <p>P4- Prepare estimate of finance required for business.</p> <p>P5- Discuss methods for attaining knowledge of current market trends.</p>	<p>K1- Explain market trends</p> <p>K2- Define profitable and popular services of business.</p> <p>K3- Describe the procedure of implementation of business and marketing plan.</p> <p>K4- Calculate Capital requirements for business.</p> <p>K5- State the possible sources of finance</p>
<p>J-5 Basics of Small business.</p> <p>This unit specifies skills and knowledge required to start small business.</p>	<p>P1- Explain money management and cash flows.</p> <p>P2- Discuss importance of customer satisfaction.</p> <p>P3- Explain customers comfort policies.</p> <p>P4- Explain importance of maintenance of record of purchases, sales, inventory and list of regular customers.</p> <p>P5- Explain methods to build team of honest workers on</p>	<p>K1- Define the techniques of money management.</p> <p>K2- Describe the importance of customer's satisfaction and demands of clients.</p> <p>K3- Explain the Importance of customer's comfort level in terms of prices and services.</p> <p>K4- Illustrate the techniques of maintaining records of purchases, sales and clients data.</p>

	long term basis.	P5- State the importance of team working for longer time frame efficiently with honesty.
<p>J-6</p> <p>Reasons of failure and success in small business</p> <p>This unit specifies skills and knowledge required to understand the reason of failure and success in small business.</p>	<p>P1- Identify fields of business causing loss.</p> <p>P2-Discuss key factor for selection of proper suitable location of business place easily accessible for customers.</p> <p>P3- Identify factors annoying customers by action of worker. .</p> <p>P4- Discuss control utility bills especially turning off extra lights and ACs when client are not in the business place.</p> <p>P5- Explain importance to make purchases of best items keeping in view quality, quantity and prices</p> <p>P6- Discuss to communicate in effective conversation and good relations with the customers.</p> <p>P7- Prepare time schedule for self-workers and services.</p>	<p>P1- Describe the major Fields of business causing loss.</p> <p>K2- Explain the importance of easily accessible location for setting up business.</p> <p>K3- Define the importance of good behavior of workers with the customers.</p> <p>K4- Explain the methods of cost saving steps in salon.</p> <p>K5- Illustrate method of purchases of materials competitively and cost efficiently.</p> <p>K6- Describe the importance of pleasant communication skills.</p> <p>K7-Explain the importance of time management and the role of proper time schedule for workers and services rendered to client</p>

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, and 6 in 1 unit.	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 seater	01
31	Twitzer	12
32	Sterilizer and waxing trolley	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


National Vocational and Technical Training Commission (NAVTTTC)

 5th Floor Evacuee Trust Complex Sector F-5/1, Islamabad.

 +92 51 9044 04

 +92 51 9044 04

 info@navttc.org

 www.navttc.org