

HAIR STYLING

Trainer Guide

National Vocational Certificate Level 2

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

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

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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

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Contents

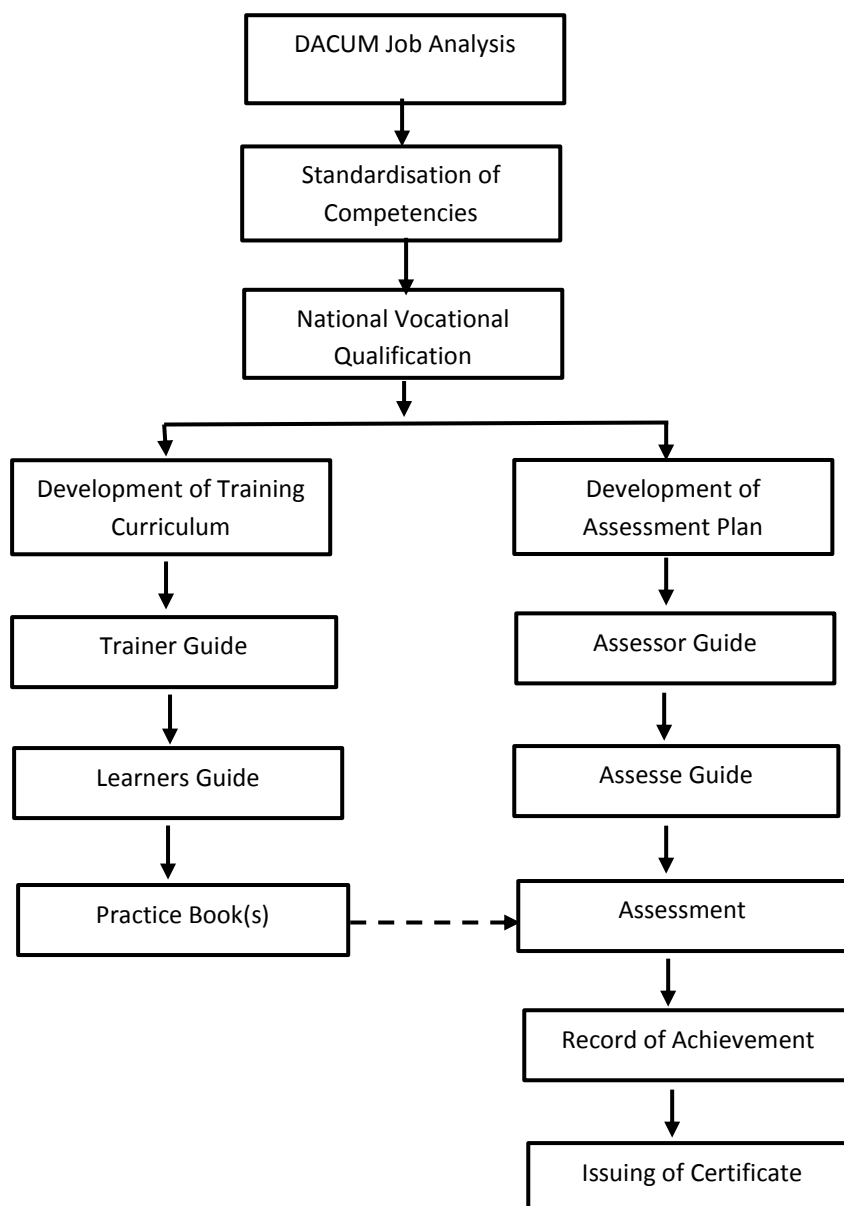
INTRODUCTION.....	4
EVALUATION OF TRAINING MATERIAL	6
LESSON PLANS	7
GUIDELINES FOR WRITING LESSON PLAN.....	19
FORMAT FOR LESSON PLAN	20
DEMONSTRATION OF SKILL.....	21
OVERVIEW OF PROGRAMME.....	22
TRAINER GUIDELINES.....	24
Module: Present a Professional Image.....	24
Module: Receive the Client.....	27
Module: Perform Shampoo and Conditioning.....	29
Module: Perform Styling Techniques	31
Module: Colouring the Hair	36
Module: Perform Hair Cuts	39
Module: Perform Hair Treatments	43
Module: Entrepreneurship Development.....	46

INTRODUCTION

This Guide supports the Competency-Based Training Curricula that will enable the trainees to achieve the competency standards that have been set by the relevant industry group.

The NVQF Competency-Based Training Curricula along with the associated Training Guides and the Assessment Guides are all developed from the skill competency standards established by the Industry Advisory Group (IAG).

Figure 1 outlines the process of developing the competencies, developing the curriculum and the assessment requirements, and delivering the training program and the assessments necessary to certify achievement of the competencies.



The Trainer Guide provides guidelines and instructions to Trainers on the approaches that are required and on the organisation and delivery of the curriculum training program.

Curriculum

The Curriculum Manual is included in the Training and Learning Materials Package.

The curriculum is organised as a series of modules. Each module is broken down into a series of Learning Units. Each Learning Unit includes Learning Outcomes, Learning Elements, an estimate of the time needed, a list of materials required and the location for the learning to take place.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials needed	Location

Lesson Plans

The Trainer will need to develop a coherent set of lesson plans for each module of the curriculum. This Guide includes a Lesson Plan Template. The Lesson Plans must be filed for later review if necessary.

Assessment

It is necessary to assess the knowledge and skills of the trainees at the completion of each module.

(See the Assessment Guide for further details)

Evaluation of Training Material

Trainers are invited to evaluate the Training Materials based on their experience of delivering the training. A template is provided to assist.

EVALUATION OF TRAINING MATERIAL

The trainers/instructors who implement this training material can inform NAVTTC promptly of any shortcomings in training material on the following format. Please consider it as one of your responsibilities.

Format

Training Programme:			
Training Material	Module Title & Module Code	Learning Unit Title	Suggested amendments/ feedback/proposal
Trainer Guide			
Learner Guide			
Practice Book			
Trainer Name:		Training Centre:	
Signature of Trainer:		Date:	

LESSON PLANS

Dear Instructors,

Model Lesson Plans for one module have been provided in this trainer guide. A format and guidelines for writing Lesson Plans have also been provided in the succeeding pages. You are advised to prepare your own lesson plans for the remaining Learning Units using the suggested format and guidelines.

Lesson Plan - 1			
Module: 1	Present a Professional Image		
Learning Unit: 1	Prepare the Workplace		
Learning Outcomes			
At the end of the session the learners will be able to:			
<ul style="list-style-type: none"> • Prepare the reception area • Fill the checklist to check the reception area • Prepare the Salon area • Fill the checklist to check the Salon services Area • Prepare and fill the checklist to check the stock 			
Methods	Key Notes	Media	Time
Introduction			
Lecture	Introduce the topic to learners. State the learning objectives for the lesson: <ul style="list-style-type: none"> • How to set professional reception decorum. • Making the checklist of salon service area. • Making available of required resources in salon area. • Check, maintain and record the inventory. 	White board Multi media /Visuals	15 min
Main Body			
Lecture -do-	Describe the importance of preparing the reception and salon area neatly and systematically. Explain the methods to organize and maintain the inventory.	Learner guide, White board Multi media	35 min
Visit	Visit to the Salon workplace	Practical	02 hrs
Conclusion			
Lecture Questions and answers	Summarize the whole lesson Review the lesson with learners through questions and answers.	White board,	10min
Total time:			03 hrs

Lesson Plan - 2			
Module: 1	Present a Professional Image		
Learning Unit: 2	Present a Professional Appearance		
Learning Outcomes			
At the end of the session the learners will be able to:			
<ul style="list-style-type: none"> • Identify the rules of professional appearance • Evaluate the overall performance 			
Methods	Key Notes	Media	Time
Introduction			
Lecture	Introduce the learning unit to learners.	Learner Guide	10 min
Main Body			
Lecture	Review the previous lesson and make relevancy with this lesson.	White board	30 min
-do-	Describe the performance of professional appearance.	Visuals/ Multimedia	
Demonstration	Conduct the role play on the rules of professional appearance.	Practice Guide	02 hrs
Field Trip	Visit to other saloon to observe the standards of professional image.		02 hrs
Conclusion			
Q/A	Summarise the lesson by discussing important points. Review the lesson through question answers		20 min
Total time:			05 hrs

Lesson Plan - 3			
Module: 1	Present a Professional Image		
Learning Unit: 3	Maintain Personal Hygiene		
Learning Outcomes			
At the end of the session the learners will be able to:			
<ul style="list-style-type: none"> • Prepare the salon policy to maintain personal hygiene. • Monitor the maintenance of personal hygiene according to prepared salon policy • Identify different infections and allergies. 			
Methods	Key Notes	Media	Time
Introduction			
Lecture	Introduce the topic to the learner.	White Board	35 min
Lecture	Overview the previous lesson “Present A Professional Appearance” to create relevancy.		
-do-	State the learning objectives for the lesson: <ul style="list-style-type: none"> • Explain the salon policy to maintain personal hygiene. • Brief the contents of the policy • Monitor Maintain personal hygiene • Identify different infections and allergies. 	Visuals	
Main Body			
Lecture	Discuss the procedure of makeup, Hairstyling, Hand and feet maintenance, healthy diet plan, Exercise and proper clothing.	Learner Guide	55 min
Demonstration	Demonstrate the mechanism of grooming employers.	White board.	
Lecture	Elaborate how to maintain personal hygiene.	Projector.	
-do-	Explain how to check cuts and abrasions, infections, cross infections and allergies.		

Role Play	Conduct Role plays for maintaining Personal hygiene.	Practical	3 hrs
Conclusion			
Lecture	Summarize the whole lesson	White board.	30 min
Questions and answers	Review lesson through questions and answers.		
Demonstration	Assess performance through practical demonstration of the student.		
Total time:			05 hrs

Lesson Plan - 4			
Module: 1	Present a Professional Image		
Learning Unit: 4	Keep the Workplace Clean and Safe		
Learning Outcomes			
At the end of the session the learners will be able to:			
<ul style="list-style-type: none"> • Identify the process of Sterilisation of tools and equipments • Identify the process of sanitation of tools and equipments • Store sterilized/sanitised tools and equipments appropriately • Provide a relaxed and caring environment 			
Methods	Key Notes	Media	Time
Introduction			
Lecture -do-	Introduction to the cleanliness and safety of workplace. State the objectives of this lesson: <ul style="list-style-type: none"> • Sterilisation and sanitization of tools and equipments • Disposal of waste • Caring and relaxed environment in workplace 	Learner Guide	10 min
Main Body			
Lecture -do- -do-	Review the previous lesson and make relevancy to this lesson. Explain the process of sanitisation and sterilisation of tools and equipment in salon. Describe the cleanliness and disposal of waste in work area.	White board Visuals Learners Guide	40 min
Demonstration -do- Role Play	Show the video on the process of sterilization and sanitization. Demonstrate the process of sterilization and sanitization of tools and equipment. Conduct role play for the cleanliness and disposal of waste at work area.	Practice Guide	02hrs 30 min

Conclusion			
Lecture	Summarise the lesson by discussing important points.		40 min
Q&A	Review the lesson with learners by asking questions and answers.		
Total time:			05 hrs

Lesson Plan - 5			
Module: 1	Present a Professional Image		
Learning Unit: 5	Follow Health and Safety Practices		
Learning Outcomes			
At the end of the session the learners will be able to:			
<ul style="list-style-type: none"> • Apply Occupational Health and Safety Act, Regulation and Code. • Aware worksite hazard accidents and emergency situations. • Identify chemical e.g. hair, skin, use, storage, disposal, procedure, consequences of not following manufacturers' instructions. • Use Electric Equipment their storage maintenance and repair (hand dryers, clippers etc.) found in a Salon. • Select, use and maintain appropriate personal protective equipment for worksite application. 			
Methods	Key Notes	Media	Time
Introduction			
Lecture	Introduce the topic to the learner.	White board	35 min
Lecture	Review the previous lesson "Keep the workplace clean and Safe".	Projector	
-do-	State the learning objectives for the lesson: <ul style="list-style-type: none"> • Explain how to create a safe and healthy workplace according to safety acts rules and regulations. • Awareness of handling emergency incidents. • Explain the procedure of maintaining personal equipment for safety and consequences of not applying safety procedures. 		
Main Body			
Lecture	Explain the role and responsibilities of the employer and employee to ensure: <ul style="list-style-type: none"> • Health And Safety Regulations, • Worksite Hazards Materials, • Fire Regulations 	Learner Guide	55 min
Discussion	Discuss the procedure to control hazards and risk regarding health and safety measure.	White board Projector.	

	Elaborate the procedure of employee attitude towards housekeeping, handling equipment and dealing with emergency situations.		
Demonstration	Demonstrate health and safety procedures.	Practical	03 hrs
Conclusion			
Lecture	Summarize the whole lesson	White board.	30 min
Question and Answers	Feedback through FAQs		
Demonstration	Evaluate the performance through practical demonstration.		
Total time:			05 hrs

Lesson Plan - 6			
Module: 1	Present a Professional Image		
Learning Unit: 6	Check the Whole Procedure of Preparation		
Learning Outcomes			
At the end of the session the learners will be able to:			
<ul style="list-style-type: none"> • Analyse the whole process. • Identify the prepared workplace. • Follow the rules for personal hygiene. • Evaluate sterilisation / sanitisation of tools and equipment. • Evaluate the overall stock information. • Fill the preparation form. 			
Methods	Key Notes	Media	Time
Introduction			
Lecture	Overview of the whole process of preparing the work place.	Learner Guide	15 min
-do-	Describe the objectives of the lesson: <ul style="list-style-type: none"> • Personal and work place hygiene. • Stock information. 		
Main Body			
Lecture	Explain the importance of preparing the work place and rules for personal & work place hygiene to present the professional image.	Handouts White board	45 min
-do-	Describe the method of maintaining and recording the stock information.		
Demonstration	Demonstrate the whole process of preparing yourself and work place.	Practice Guide	2 hrs. 30 min
-do-	Show the presentation of the whole process of preparing the work place	Power point slides	
Conclusion			
Lecture	Summarise the whole process.		30 min
Questions and answers	Review lesson with learners by asking questions.		
Total time:			04 hrs.

Lesson Plan - 7			
Module: 3	Perform Shampoo and Conditioning		
Learning Unit: 4	Apply Shampoo		
Learning Outcomes			
At the end of the session the learners will be able to:			
<ul style="list-style-type: none"> • Apply correct procedures of performing a proper shampoo • Comb and detangle hair • Check clients comfort • Wet the hair according to process • Perform scalp massage • Rinse the hair • Monitor the time management • Check the final result • Suggest the aftercare advices 			
Methods	Key Notes	Media	Time
Introduction			
Lecture	Introduction to the application of shampoo.	Learners Guide	10 min
-do-	Review previous lesson prior to this lesson to make relevancy with it.		
-do-	State the learning objectives of the lesson as per following: <ul style="list-style-type: none"> • Discuss the uses and benefits of various types of shampoos and conditioners. • Explain the method of shampooing on scalp & hair and rinsing the hair. • Describe the aftercare advices. 		
Main Body			
Lecture	Explain the preparation for shampooing.	White board	50 min
-do-	Describe the procedure of application of shampoo on Scalp & Hair and rinsing the hair.	Visuals/ Multimedia	
Demonstration	Demonstrate the procedure of application of shampoo on Scalp & Hair and rinsing the hair.		2 hrs
Conclusion			

Discussion	Summarise the lesson by discussing important points.		15 min
Q/A	Review the lesson through question answers.		30 min
Total time:			03 hrs 45 min

GUIDELINES FOR WRITING LESSON PLAN

The template for lesson plan has been provided at next page. These guidelines are for trainers for writing their own lesson plans which are as follows:

1. Introduce yourself and the Learning Unit, and state the Learning Outcomes of the session clearly to activate attention of learners.
2. In **Introduction** part of lesson plan state the Learning Objectives of the lesson. This allows the learners to organize their thoughts on what they will learn and to perform. Also state some questions to recall prior knowledge of learners to arouse their interest and motivation.
3. In **Body** part of lesson plan present the new information or material that is to be learned. Demonstration of a skill relevant with the Learning Unit is also stated here. Also mention the teaching and learning methods for each learning element from *Trainer Guidelines*, the relevant media including handouts, practice book, power-point slides, videos, white board and time duration for each activity in the relevant columns.
4. In **Conclusion** part list the strategies used for summarizing and reviewing the lesson delivered. Also mention the strategies for formative assessment to ensure that the transfer of knowledge and skill has been achieved.

FORMAT FOR LESSON PLAN

Module			
Learning Unit			
Learning Outcomes			
<ul style="list-style-type: none"> • • 			
Methods	Key Notes	Media	Time
Introduction			
Main Body			
Conclusion			
			Total time:

DEMONSTRATION OF SKILL

Demonstration or modelling a skill is a powerful tool which is used in vocational training. The instructions for trainers for demonstration are as under:

1. Read the Performance Guide mentioned in the Practice Guide for the relevant Learning Unit before demonstration.
2. Arrange all tools, equipment and consumable material which are required for demonstration of a skill.
3. Practice the skill before demonstration to learners, if possible.
4. Introduce the skill to learners clearly at the commencement of demonstration.
5. Explain how the skill relates with the skill(s) already acquired and describe the expected results or show the objects to learners.
6. Carry out demonstration in a way that it can be seen by all learners.
7. Perform each step slowly and read out each step of the Performance Guide loudly so that all learners can hear and understand.
8. Identify critical or complex steps, or steps that involve safety precautions to be followed.
9. Explain theoretical knowledge where applicable and ask questions to learners to test their understanding.
10. Repeat critical steps in demonstration, if required.
11. Summarize the demonstration by asking questions to learners.

OVERVIEW OF PROGRAMME

Course: Hair Stylist

Total Course Duration: 800 Hrs

Overview:

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

Modules	Learning Units	Theory hours	Workplace hours
1. Present a Professional Image	LU-1: Prepare the Work Place LU-2: Present a professional appearance LU-3: Identify how to maintain personal hygiene LU-4: Keep the workplace clean and safe LU-5: Follow Health & Safety practices LU-5: Check the whole performance of preparation	10	17
2. Receive the client	LU-1: Greet the client LU-2: Communicate with client LU-3: Behave with client LU-4: Respond the clients' needs LU-5: Set the appointments	10	17
3. Perform Shampoo & Conditioning	LU-1: Prepare the client LU-2: State the types and the structure of hair LU-3: Select appropriate products LU-4: Apply shampoo LU-5: Apply conditioner LU-6: Dry and detangle hair	20	80
4. Perform styling techniques	LU-1: Perform blow-dry LU-2: Perform straightening LU-3: Perform roller setting LU-4: Perform perming LU-5: Perform hair plaiting LU-6: Perform up-do styles LU-7: Perform the techniques of hair buns LU-8: Perform Mohawk styles	30	125

5. Colouring the hair	LU-1: Select appropriate colouring products LU-2: Prepare appropriate colour LU-3: Perform one colour dye LU-4: Perform Lowlights LU-5: Perform highlights	25	125
6. Perform Haircuts	LU-1: Perform trimming LU-2: Perform front flick LU-3: Perform 'U' shape cutting LU-4: Perform wedge cutting LU-5: Perform forward cutting LU-6: Perform layer cutting LU-7: Perform step cutting LU-8: Perform bob cutting	25	120
7. Perform Hair treatments	LU-1: Perform hair and scalp analysis LU-2: Select appropriate products and tools for treatment LU-3: Perform dry/damage hair treatment LU-4: Perform Anti-dandruff treatment LU-5: Perform Oily hair treatment	30	120
8. Entrepreneurship Development	LU-1: Introduction of Entrepreneurship LU-2: Functions of Entrepreneur LU-3: Role of Entrepreneur in Economic Development LU-4: Business and marketing plan LU-5: Basics of Small business. LU-6: Reasons of failure and success in small business	10	36

TRAINER GUIDELINES

Module: Present a Professional Image

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
1. Prepare the Work Place	Teach the following learning elements through lecturer: <ul style="list-style-type: none"> • Importance of preparing the reception and salon area neatly and systematically. • Explain the methods to organize and maintain the stock levels according to salon procedure. Visit to the salon. Fill the preparation form for reception and salon area and inventory checklist of salon stock.	Class room Salon visit	White board Multi media /Visuals
2. Present a professional appearance	Teach the following learning elements through lecturer: <ul style="list-style-type: none"> • Rules of professional appearance. Demonstrate the procedure of professional appearance. Learners' practice of the lesson.	Class room Salon	Learners' guide White board Multi media Practice book
3. Identify how to maintain personal hygiene	Teach the following learning elements through lecturer: <ul style="list-style-type: none"> • Discuss method to groom employees. • Discuss how to maintain personal hygiene. • Explain how to check cuts and abrasions, infections, cross infections and allergies. Demonstrate the procedure policies of makeup, Hairstyling, Hand and feet maintenance, healthy diet plan, Exercise and proper clothing.	Class Room Salon / Lab	Learner Guide White board Multi Media Practice Book

	Conduct Role plays for maintaining Personal hygiene.		
4. Keep the workplace clean and safe	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Process of sanitization and sterilization of tools and equipment in salon. • Describe the cleanliness and disposal of waste at work area. • Show the video on the process of sanitization and sterilization of tools and equipment in salon. <p>Demonstrate the process of sanitization and sterilization of tools and equipment in salon.</p> <p>Conduct the role play for the cleanliness and disposal of waste at work area.</p>	<p>Class room</p> <p>Salon /Lab</p>	<p>Learners' guide</p> <p>White board</p> <p>Multi media</p> <p>Practice book</p>
5. Follow Health & Safety practices	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Explain how to create a safe and healthy workplace according to rules and regulations. <p>Demonstrate the procedure of maintaining salon equipment and consequences of not applying safety procedures.</p> <p>Creating awareness handling emergency incidents.</p> <p>Video of health and safety procedures.</p>	<p>Class Room</p> <p>Salon/Lab</p>	<p>Learner Guide</p> <p>White board</p> <p>Multi Media</p> <p>Practice Guide</p>
6. Check the whole performance of preparation	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Importance of preparing the work place and rules for personal & work place hygiene to present the professional image. • Describe the method of 	Class room	<p>Learner Guide</p> <p>White board</p> <p>Multi media</p>

	<p>maintaining and recording the stock information.</p> <ul style="list-style-type: none"> • Fill preparation form and inventory check list. <p>Demonstrate the whole process of preparing yourself and work place.</p> <p>Learners' practice of preparing the work place.</p> <p>Discussion session about the lesson.</p>	<p>Salon /Lab</p>	<p>Practice Guide</p>
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Module: Receive the Client			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
1. Greet the client	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Explain how to greet and introduce to the Client. • Positive body language to staff salon towards clients. • Show Video of welcoming and positive attitude of staff salon towards client. <p>Conduct Role-plays to show kind and professional attitude.</p> <p>Learners practice of the lesson.</p>	Classroom	<p>Multimedia</p> <p>Learner Guide</p>
2. Communicate with client	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Discuss how to communicate clearly and politely with the client. • Recording the information manually and electronically. • Behaving ethically and honestly while imparting information about salon services etc. • Show video of effective communication. <p>Conduct Role plays to educate the learners about effective communication skills.</p>	Class Room	<p>Learner Guide</p> <p>Practice Guide</p> <p>Multimedia</p>
3. Behave with client	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Discuss the impact of positive attitude of client towards the client. • Using positive facial expressions and good posture. • Discuss how to meet clients' 	Class Room	<p>White Board</p> <p>Visuals</p> <p>Multimedia</p> <p>Learners</p>

	<p>requirements in a well efficient manner.</p> <ul style="list-style-type: none"> • How to be patient, tolerant and to show respect. <p>Show the video of behaving with client in the best manner.</p> <p>Conduct Role plays to teach learners about behaving professionally and ethically with the client.</p> <p>Learners practice about the lesson.</p>	Lab/Saloon	<p>Guide</p> <p>Practice Guide</p>
4. Respond the clients' needs	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Discuss the significance of listening to client needs or desired services and providing consultation. • How to make and fill consultation form. <p>Visit to the salon.</p> <p>Fill the consultation form for salon area and draw results from consultation.</p>	<p>Class Room</p> <p>Lab/Saloon</p>	<p>Learners Guide</p> <p>Multimedia</p>
5. Set the appointments	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Discuss the Salon Policies to schedule the clients' appointments. • Procedure of recording the appointment. • Discuss the negotiation techniques, Time management and appointment booking system. <p>Visit to the salon.</p> <p>Fill the Appointment form for Saloon Area.</p>	<p>Class Room</p> <p>Lab/Saloon</p>	<p>Practice Guide</p> <p>Multimedia</p>

Module: Perform Shampoo and Conditioning			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
1. Prepare the client	Teach the following learning elements through lecturer: <ul style="list-style-type: none"> • Consultation and preparation process before the application of shampoo and conditioning. • Describe the client preferences and limitations. 	Class room	Learners Guide
	Demonstrate the methods of preparation process before the application of shampoo and conditioning Learners practice of this lesson	Salon/lab	Practice Guide
2. State the types and the structure of hair	Teach the following learning elements through lecturer: <ul style="list-style-type: none"> • Types and structure of hair. • Explain the average growth pattern of hair how it impacts on shampoo and conditioning. • Make the mood board for different types of hair. 	Class room	Learners Guide
	Demonstrate the types of hair by experimenting with all hair types mentioned in the lesson Activity for the learner to fill the consultation form.	Salon/lab	Visuals/pics Practice Guide
3. Select appropriate products	Teach the following learning elements through lecturer: <ul style="list-style-type: none"> • Different types of shampoos and conditioners and their functionality. • Explain different tools and equipments of shampoos and conditioners. • Make the list of tools and equipments for shampoo and conditioning. • Arrange the products expert to show the practical demonstration of different types of shampoos and conditioners on hair. 	Class room	Learners Guide Visuals/pics

<p>4. Apply shampoo</p>	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Explain the learning objectives of the lesson. • Preparation for shampooing. • Describe the procedure of application of shampoo on Scalp & Hair and rinsing the hair. <p>Demonstrate the procedure of application of shampoo on Scalp & Hair and rinsing the hair.</p> <p>Learners practice of lesson.</p>	<p>Classroom</p> <p>Salon/lab</p>	<p>Learners Guide</p> <p>Practice Guide</p>
<p>5. Apply conditioner</p>	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Explain the learning objectives of the lesson. • Procedure of application of conditioner on Hair and rinsing the hair. <p>Demonstrate the procedure of application of conditioner on Hair and rinsing the hair.</p> <p>Learners practice of lesson.</p>	<p>Classroom</p> <p>Salon/lab</p>	<p>Learners Guide</p> <p>Practice Guide</p>
<p>6. Dry and detangle hair</p>	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Method of drying the hair with towel. • Describe the method of combing and detangling hair from scalp to root. <p>Demonstrate the procedure of drying the hair.</p> <p>Demonstrate the procedure of combing and detangling hair from scalp to root.</p> <p>Learners practice of lesson.</p>	<p>Classroom</p> <p>Salon/lab</p>	<p>Learners Guide</p> <p>Practice Guide</p>

Module: Perform Styling Techniques			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
1. Perform blow-dry	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Materials required for blow drying. • Describe the features of the equipment. • Explain the growth pattern of hair. • Explain the methods and techniques of blow drying. • After-care advices according to the styling. <p>Show the video demonstrating the methods and techniques of blow drying.</p> <p>Demonstrate the methods and techniques of blow drying.</p> <p>Demonstrate the maintenance of work area after the completion of the service.</p> <p>Learners' practice of blow drying.</p>	<p>Class room</p> <p>-do-</p> <p>Salon/ Lab</p>	<p>Learners Guide</p> <p>White board</p> <p>Multi media</p> <p>Power point slides</p> <p>Video</p> <p>Practice Guide</p>
2. Perform straightening	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Materials, tools and equipment required for straightening. • Explain the growth pattern of hair. • Explain the methods and techniques of straightening. • After-care advices. <p>Show the video demonstrating the methods and techniques of straightening.</p> <p>Demonstrate the methods and techniques of straightening.</p>	<p>Class room</p> <p>Salon/ Lab</p>	<p>Learners Guide</p> <p>White board</p> <p>Multi media</p> <p>Power point slides</p> <p>Video</p> <p>Practice Guide</p>

	<p>Demonstrate the maintenance of work area after the completion of the service.</p> <p>Learners' practice of straightening.</p>		
3. Perform roller setting	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Use of materials, tools and equipment required for roller setting. • Explain the growth pattern of hair. • Specify different types of equipment used for roller setting. • Explain the techniques of roller setting. • Explain the methods of roller setting. • After-care advices according to styling. <p>Demonstrate the methods and techniques of roller setting.</p> <p>Demonstrate the maintenance of work area after the completion of the service.</p> <p>Learners' practice of roller setting.</p>	<p>Class room</p> <p>Salon/ Lab</p>	<p>Learner Guide</p> <p>White board</p> <p>Multi media</p> <p>Power point slides</p> <p>Practice Guide</p>
4. Perform perming	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Use of materials, tools and equipment required for hair perming. • Explain the growth pattern of hair. • Specify different types of hair perming through presentation. • Explain different techniques of perming. • Explain different methods of perming. 	Class room	<p>Learner Guide</p> <p>White board</p> <p>Multi media</p> <p>Power point slides</p>

	<ul style="list-style-type: none"> • Explain the growth pattern of hair. • Specify different styles of hair up- do through video. • Explain different methods of hair up- do styles. • Describe how the style is finalized. • After-care advices according to the up- do style. <p>Demonstrate the methods and techniques of hair up- do styles.</p> <p>Demonstrate the maintenance of work area after the completion of the service.</p> <p>Learner’s practice of hair up- do’s.</p>	Salon/ Lab	Practice Guide
7. Perform the techniques of hair buns	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Use of materials, tools and equipments required for hair buns. • Explain the growth pattern of hair. • Describe different types of hair buns through presentation. • Explain different methods and techniques of hair buns through video. • Describe how the style is finalized. • After-care advices according to the selected style. <p>Demonstrate the maintenance of work area after the completion of the service.</p> <p>Demonstrate the methods and techniques of hair buns.</p> <p>Learners’ practice of hair buns.</p>	Class room Salon/ Lab	Learner Guide White board Multi media Power point presentation Practice Guide

Module: Colouring the Hair

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
1. Select appropriate colouring products	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Different coloring products, tools and their selection for different types of hair. • Specify the use of coloring products available in the market under different labels. • Describe the method of selecting coloring product according to hair type. <p>Show different coloring products, tools and their selection for different types of hair.</p> <p>Presentation of shade cards and pics to show how to select the appropriate color.</p>	<p>Classroom</p> <p>Salon/lab</p>	<p>Learner Guide</p> <p>Visuals/pics</p> <p>Shade cards</p>
2. Prepare appropriate colour	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Color wheel to learn the method of mixing colors and to make different shades of color. • Explain the OH&S requirements. • Explain different kinds and uses of developers. • Describe the ratio and proportion of colors for different hair. <p>Demonstrate the procedure of mixing color.</p> <p>Demonstrate the use of coloring tools to prepare color.</p> <p>Arrange the color wheel activity for the learner to fill the consultation form.</p> <p>Learners practice for this lesson.</p>	<p>Classroom</p> <p>Salon/lab</p>	<p>Learner Guide</p> <p>Visuals/pics</p> <p>Practice Guide</p>

<p>3. Perform one colour dye</p>	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Process of analyzing the hair and scalp condition. • Demonstrate appropriate draping/covering procedures. • Explain the OH&S requirements. • Describe time duration of one color dye application. <p>Demonstrate different types of one color application techniques and methods on different hair.</p>	<p>Classroom</p> <p>Salon/lab</p>	<p>Learner Guide</p> <p>Visuals/pics</p> <p>Shade cards</p> <p>Practice Guide</p>
<p>4. Perform Lowlights</p>	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Process of analyzing the hair and scalp condition. • Explain the OH&S requirements or low lights. • Describe time duration of low lights. • Aftercare advices according to hair condition. <p>Demonstrate the procedures and techniques required for corrective colouring.</p> <p>Demonstrate appropriate draping/covering procedures.</p> <p>Demonstrate different effects of low lights application on different hair.</p>	<p>Classroom</p> <p>Salon/lab</p>	<p>Learner Guide</p> <p>Visuals/pics</p> <p>Shade cards</p> <p>Practice Guide</p>
<p>5. Perform highlights</p>	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Process of analyzing the hair and scalp condition. • Explain time duration of high lights • State the different aftercare advices according to hair condition. 	<p>Classroom</p>	<p>Learner Guide</p> <p>Visuals/pics</p> <p>Shade cards</p>

	<ul style="list-style-type: none"> • Describe different effects of highlights application on different hair. • Describe appropriate draping/covering procedures. <p>Demonstrate the procedures and techniques required for corrective colouring.</p> <p>Learners practice the in small group.</p>	Salon/lab	Practice Guide
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Module: Perform Hair Cuts

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
1. Perform trimming	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Introduction to trimming. • Explain different material, tools and equipment for trimming. • Describe different techniques and methods of trimming. • After care advices. <p>Demonstrate the techniques and methods of trimming.</p> <p>Learner practice the skill in small groups.</p>	<p>Classroom</p> <p>Salon/lab</p>	<p>Learner Guide</p> <p>Visuals</p> <p>Practice Guide</p>
2. Perform front flick	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Introduction to front flick. • Explain different material, tools and equipment for front flick. • Describe different techniques and methods of cutting front flick. • Describe after care advices. <p>Demonstrate the techniques and methods of cutting front flick.</p> <p>Learner practice the skill in small groups.</p>	<p>Classroom</p> <p>Salon/lab</p>	<p>Learner Guide</p> <p>Visuals</p> <p>Practice Guide</p>
3. Perform ‘U’ shape cutting	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Introduction to ‘u’ shape cutting. • Explain different material, tools and equipments for ‘u’ shape cutting. • Describe techniques and methods of ‘u’ shape cutting. • Describe after care advices. 	<p>Classroom</p>	<p>Learner Guide</p> <p>Visuals</p>

	Demonstrate techniques and methods of 'u' shape cutting. Learner practice the skill in small groups.	Salon/lab	Practice Guide
4. Perform wedge cutting	Teach the following learning elements through lecturer: <ul style="list-style-type: none"> • Introduction to wedge cutting. • Explain different material, tools and equipments for wedge cutting. • Describe techniques and methods of wedge cutting. • Describe after care advices. Show tutorials for wedge cutting. Demonstrate techniques and methods of wedge cutting. Learner practice the skill in small groups.	Classroom Salon/lab	Learner Guide Visuals Multi media Practice Guide
5. Perform forward cutting	Teach the following learning elements through lecturer: <ul style="list-style-type: none"> • Introduction to forward cutting. • Explain different material, tools and equipments for forward cutting. • Describe techniques and methods of forward cutting. • Describe after care advices. Show tutorials for forward cutting. Demonstrate techniques and methods of forward cutting. Learner practice the skill in small groups.	Classroom Salon/lab	Learner Guide Visuals Multi media Practice Guide
6. Perform layer cutting	Teach the following learning elements through lecturer:	Classroom	Learner Guide

	<ul style="list-style-type: none"> • Introduction to layer cutting. • Explain different material, tools and equipments for layer cutting. • Teach how to perform different techniques and methods of layer cutting. • Describe after care advices. <p>Show tutorials for layer cutting.</p> <p>Demonstrate techniques and methods of layer cutting.</p> <p>Learners' practice of layer cutting.</p>	Salon/lab	<p>Visuals Multi media</p> <p>Practice Guide</p>
7. Perform step cutting	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Explain the methods to check different hair growth patterns. • Describe techniques and methods of step cutting. • Explain the different aftercare advices according to hair condition. <p>Show the materials, tools and equipment required to perform.</p> <p>Show the tutorial to show step cutting.</p> <p>Demonstrate the procedure of step cutting.</p> <p>Learners Practice to assess the lesson.</p>	<p>Classroom</p> <p>Salon/lab</p>	<p>Learner Guide</p> <p>Visuals</p> <p>Practice Guide</p>
8. Perform bob cutting	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Show the materials, tools and equipments required to perform. • Explain different methods to check variable hair growth patterns. • Explain the aftercare advices 	Classroom	<p>Learner Guide</p> <p>Visuals</p>

	<p>according to hair condition.</p> <p>Show the tutorial to show step cutting.</p> <p>Demonstrate techniques of sectioning hairs for long, short, medium, curled bob cut.</p> <p>Learners Practice to assess the lesson.</p>	Salon/lab	Practice Guide
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Module: Perform Hair Treatments			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
1. Perform hair and scalp analysis	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Explain the structure of hair. • Describe hair texture and condition. • Specify the types of allergies and infections of scalp. • Explain how a treatment is selected according to the hair analysis. 	Class room	<p>Learners Guide</p> <p>White board</p> <p>Multi media</p> <p>Power point presentation</p>
	<p>Demonstrate how the scalp is checked for infections and allergies.</p> <p>Activity for the learner to fill the consultation form.</p>	Salon/ Lab	Practice Guide
2. Select appropriate products and tools for treatment	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Specify different types of products, tools and equipments for hair and scalp treatments. • Describe how the product is selected according to the hair and scalp condition. <p>Arrange a workshop with a resource person to show the practical demonstration of appropriate selection of treatment.</p>	Class room	<p>Learners Guide</p> <p>White board</p> <p>Multi media</p> <p>Power point presentation</p>
3. Perform dry/damage hair treatment	<p>Teach the following learning elements through lecturer:</p> <ul style="list-style-type: none"> • Explain different types of dry/damaged hair. • Describe different types of hair products and methods of treatments for dry/ damaged hair. • Specify the cost affectivity of the 	Class room	<p>Learners Guide</p> <p>White board</p> <p>Multi media</p> <p>Power point presentation</p>


	<p>hair.</p> <ul style="list-style-type: none"> • Describe different types of hair products used for oily hair treatment. • Explain the methods involved in oily hair treatment. • Specify the cost affectivity of the treatment. • Describe the time required to complete the treatment. • Describe after- care advices for the oily hair treatment. <p>Demonstrate how the products are applied for the treatment of the oily hair.</p> <p>Demonstrate how the final result is checked.</p> <p>Learners' practice of the treatment.</p>	<p>Salon/ Lab</p>	<p>Multi media</p> <p>Power point presentation</p>
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Module: Entrepreneurship Development			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
1. Introduction of Entrepreneurship	<p>Teach the learners the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Entrepreneurship basics. • Advantages and disadvantages of self-employment. • Risk involved in business. • Methods of earning. • Expenses with cost saving methods. • Sales in terms of numbers. <p>Techniques of forecasting of future market trend.</p> <p>Arrange questions and answers session to review the lesson.</p>	Classroom	Learner Guide
2. Functions of Entrepreneur	<p>Teach the learners the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Planning techniques for services, rates and location identification for better business opportunities. • Importance of client's data and skills for efficient financial controls of business. • Techniques for increasing sales of business. • Importance of team building <p>Arrange questions and answers session and group discussions.</p>	Classroom Classroom	Learner Guide
3. Role of Entrepreneur in Economic Development	<p>Teach the learners the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Role of creating job opportunities in economy. • Appropriate and suitable work 	Classroom	Learner Guide


	<p>force for the business.</p> <ul style="list-style-type: none"> • Prevailing labor laws. • Prevailing taxes levied on the business. <p>Planning expansion according to demand and supply position prevailing in market.</p> <p>Conduct research on the new developments in labor laws.</p>		
4. Business and marketing plan	<p>Teach the learners the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Market trends • Profitable and popular services of business. • Procedure of implementation of business and marketing plan. • Capital requirements for business. • Knowledge of availability of finance sources. • Importance of relevant magazines, articles and journals. <p>Ask learners to prepare business plans.</p> <p>Arrange group discussions in class to discuss the changing market trends.</p>	<p>Classroom</p> <p>Classroom</p>	Learner Guide
5. Basics of Small business.	<p>Teach the learners the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Techniques of money management. • Importance of customer's satisfaction and demands of clients. • Importance of customer's comfort level in terms of prices and 	Classroom	Learner Guide


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