

SKIN CARE

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

Islamabad, Pakistan

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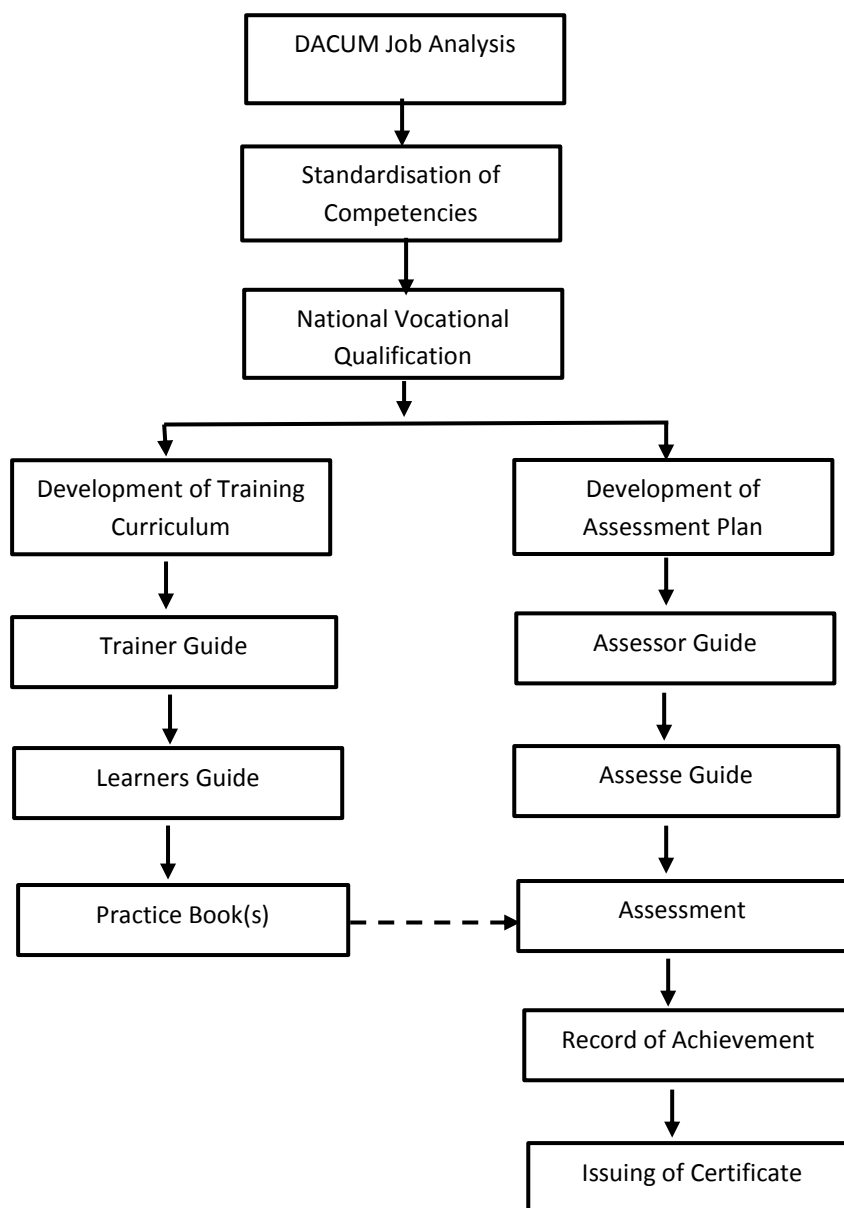
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INTRODUCTION

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

Trade:			
Training Material	Module Title & Module Code	Learning Unit Title & Learning Unit Code	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	Manage the Salon, Perform Disinfection/Sanitization and Safety in Salon
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Learning Unit: 1	Knowledge about yellow, spots light, and white lights, their direction & intensity and their impact in working environment of saloon
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Learning Outcomes

At the end of the session the learners will be able to:

- Make day and night effect in saloon with yellow and white bulbs.
- Differentiate between hues, from natural, white and yellow lights.
- Select appropriate light colour with respect to its original requirement where work done is to be exposed.
- Create attractive ambiance using candle/scented candles in salon.

Methods	Key Notes	Media	Time
Introduction			
Lecture	<p>Introduce the Learning Unit.</p> <p>Motivate the learners to create interest.</p> <p>Tell them about the following learning objectives:</p> <ul style="list-style-type: none"> • Knowledge about yellow, spots light and white lights, • Direction and intensity of these types of lights. • Impact of these types of lights in working environment of saloon. 	Visuals/ White board	10 min
Main Body			
Lecture	Brief learners about different light effects especially of dark and light background.	<ul style="list-style-type: none"> • Learner Guide • Projector • White board 	40 min
-do-	Explain intensity of light in different locations of the salon.		
-do-	Describe Importance of yellow spot lights in saloon.		
Group discussion	Discuss the impact of putting suitable light for certain sections of the salon and while imparting different services.		
-do-	Discuss attractive/innovative ideas to decorate salon with candles/ scented candles.		

Field visit	Conduct a visit to a saloon or lab.		60 min
Conclusion			
Lecture	Summarize the lesson by reviewing important facts.		10 min
Question and Answers	Ask questions ensure that the learners acquired relevant knowledge.		
Total time:			02 hrs

Lesson Plan -2			
Module: 1	Manage the Salon, Perform Disinfection/Sanitization and Safety in Salon		
Learning Unit: 2	Importance of Ventilation in a Salon		
Learning Outcomes			
At the end of the session the learners will be able to:			
<ul style="list-style-type: none"> • Importance of cross ventilation. • Prepare the plan for cross ventilation. • Recognize the harmful fumes of hazardous product that could cause cancer if ventilation is not proper. 			
Methods	Key Notes	Media	Time
Introduction			
Lecture	Introduce the Learning Unit. Motivate the learners to create interest. Tell them about the following learning objectives: <ul style="list-style-type: none"> • Importance of cross ventilation in salon • Importance of fresh breathable air. • Knowledge of harmful fumes of hazardous product fumes. 	Visuals/ White board	10 min
Main Body			
Lecture	Describe the importance of ventilation to the learners.	<ul style="list-style-type: none"> • Learner Guide • Projector • White board 	40 min
-do-	State the products that produce harmful fumes.		
Group discussion	Discuss the impact of harmful fumes on the overall ventilation of the salon.		
Lecture	Explain how to prepare the ventilation plan.		
Field visit	Conduct a visit to a saloon or lab.		60 min
Conclusion			
Lecture	Summarize the lesson by reviewing important facts.		10 min
Question and Answers	Ask questions to ensure that the learners acquired relevant knowledge.		
Total time:			02 hrs

Lesson Plan - 3

Module: 1	Manage the Salon, Perform Disinfection/Sanitization and Safety in Salon
Learning Unit: 3	Disinfecting Floor/ Towels/ Gowns/ Sheets and Facial Bands to Avoid Transmission of Skin Diseases

Learning Outcomes

At the end of the session the learners will be able to:

- Explain causes of infections by different types of bacteria's in the salon.
- Take action to disinfect floors/ towel/ gowns/ sheets/ facial bands by using disinfectants to avoid transmission of skin disease.
- Demonstrate the handling of sanitizer.
- Identify different disinfectants used to disinfect gowns, sheets, towels etc.

Methods	Key Notes	Media	Time
Introduction			
Lecture	Introduce the Learning Unit. Motivate the learners to create interest. Tell them about the following learning objectives: <ul style="list-style-type: none"> • Knowledge of different types of infections and bacteria in the salon. • Importance of the use of sanitizers in the salon. • Distinguish different types of sanitizers. 	Visuals/ White board	10 min
Main Body			
Lecture	State different types of bacteria and infections in the salon.	<ul style="list-style-type: none"> • Learner Guide • Projector • White board • Learner Guide 	40 min
-do-	Explain the causes of bacteria and infections in the salon.		
-do-	Define sanitizers.		
-do-	Describe the process to sanitize towels/ gowns/sheets and bands.		
Demonstration	Demonstrate the operation of sanitization machine.		
Lecture	Distinguish different types of disinfectants.		

Group practice	Allow the learners to practices the sanitization process in groups.		60 min
Conclusion			
Lecture	Summarize the lesson by reviewing important facts.		10 min
Question and Answers	Ask questions ensure that the learners acquired relevant knowledge.		
Total time:			02 hrs

Lesson Plan - 4

Module: 1	Manage the Salon, Perform Disinfection/Sanitization and Safety in Salon
Learning Unit: 4	Disinfect and Sanitize Tools and Equipment after Every Service

Learning Outcomes

At the end of the session the learners will be able to:

- Importance of sanitizing tools and equipment.
- Perform about the method of sterilization of tools and equipment.
- Sterilize the tools after every service as a routine practice.
- Classify cleaning and disinfectant agents for tools and equipments.
- Handle tools and equipment correctly after disinfection in order to avoid any contamination.

Methods	Key Notes	Media	Time
Introduction			
Lecture	<p>Introduce the Learning Unit.</p> <p>Motivate the learners to create interest.</p> <p>Tell them about the following learning objectives:</p> <ul style="list-style-type: none"> • Method of sterilization. • Procedure to operate and sterilize machine as per its SOP(standard operating procedure) • Techniques of disinfection and sensitization of tools and equipment. • Procedure to handle tools and equipment. 	White board	10 min
Main Body			
Lecture	Explain about the sanitization of tools and equipment.	<ul style="list-style-type: none"> • Learner Guide • Projector • Practice Guide 	40 min
-do-	Describe correct method of sterilization.		
Demonstration	Demonstrate the Procedure to operate and sterilize machine.		
-do-	Demonstrate Procedure to handle tools and equipment.		
Group discussion	Discuss Techniques of disinfection and sensitization of tools and equipment.		

Practice	Guided and individual practice.	Lab	120 min
Conclusion			
Lecture	Summarize the lesson by reviewing important facts.		10 min
Question and Answers	Ask questions ensure that the learners acquired relevant knowledge.		
Total time:			03 hrs

Lesson Plan - 5

Module: 1	Manage the Salon, Perform Disinfection/Sanitization and Safety in Salon
Learning Unit: 5	Self-Hygiene and Cleanliness

Learning Outcomes

At the end of the session the learners will be able to:

- Perform basic steps to ensure hygiene.
- Take necessary steps like wearing caps, tying hair, filed nails, use of deodorants/ mouth wash.

Methods	Key Notes	Media	Time
Introduction			
Lecture	<p>Introduce the Learning Unit.</p> <p>Motivate the learners to create interest.</p> <p>Tell them about the following learning objectives:</p> <ul style="list-style-type: none"> • Techniques of basic steps of hygiene. • Knowledge about tying hair, daily shower, putting cap and wearing washed clothing. • Knowledge of mouth wash and deodorants available in market according to saloon policy. • Knowledge about maintenance of clothing carefully. • Knowledge for taking daily shower. • Techniques of designing the poster. 	White board	10 min
Main Body			
<p>Lecture</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>	<p>Brief Techniques of basic steps of hygiene.</p> <p>Provide Instruction manuals for tying hair, daily shower, putting cap and wearing washed clothing.</p> <p>Explain about mouth wash and deodorants available in market according to saloon policy.</p> <p>Explain maintenance of clothing carefully.</p> <p>Explain the importance for taking daily</p>	<p>Learner Guide</p> <p>Projector</p> <p>Practice Guide</p>	40 min

-do-	shower. Describe techniques of designing the poster.		
Practice	Guided and individual practice.	Lab	60 min
Conclusion			
Lecture	Summarize the lesson by reviewing important points.		10 min
Question and Answers	Ask questions ensure that the learners acquired relevant knowledge.		
Total time:			02 hrs

Lesson Plan - 6

Module: 1	Manage the Salon, Perform Disinfection/Sanitization and Safety in Salon
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Learning Unit: 6	Suitable Clothing for workers and Clients
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Learning Outcomes

At the end of the session the learners will be able to:

- Specify separate clothing for Clients and workers.
- Provide clothing to Client according to services to be rendered. e.g., Hair Dying apron, Hair cutting apron, facial gowns, waxing gown etc.
- Maintain proper storage for washed clothing for Clients in salon.

Methods	Key Notes	Media	Time
Introduction			
Lecture	<p>Introduce the Learning Unit.</p> <p>Motivate the learners to create interest.</p> <p>Tell them about the following learning objectives:</p> <ul style="list-style-type: none"> • Knowledge of specified clothing of Client and worker. • Knowledge of clothing to be given to Client according to service. • Knowledge of storage of washed and clean clothing for Clients. 	White board/ Visuals	10 min
Main Body			
Lecture	State separate clothing for clients and workers	Learner Guide	40 min
-do-	Describe specialized clothing for different salon services like hair cutting, hair dye, facial, manicure, pedicure etc.	Projector	
-do-	Explain the procedure of storage of washed clothing for clients.	Practice Guide	
Group discussion	Discuss the hygiene factor involved in washing of clothes.		
Practice	Guided and individual practice.	Practice Guide	60 min

Conclusion			
Lecture	Summarize the lesson by reviewing important points.		10 min
Question and Answers	Ask questions ensure that the learners acquired relevant knowledge.		
Total time:			02 hrs

Lesson Plan - 7

Module: 1	Manage the Salon, Perform Disinfection/Sanitization and Safety in Salon
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Learning Unit: 7	Procurement and Use of Tools and Equipment for Skincare and Safety Measures
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Learning Outcomes

At the end of the session the learners will be able to:

- Procure necessary tools and equipment required for skin therapy.
- Demonstrate the use of all machines like Facial machine, Foot spa, Paraffin container, Facial steamer, Waxing heater etc.
- Store machines carefully after usage adopting all safety measures especially taking out wires from electric socket to avoid accident during off hours of salon.
- Recognize different types of wattage/ voltage input for machines and effects of frequencies on skin.
- Store the machines after cleaning properly for their next use.

Methods	Key Notes	Media	Time
Introduction			
Lecture	<p>Introduce the Learning Unit.</p> <p>Motivate the learners to create interest.</p> <p>Tell them about the following learning objectives:</p> <ul style="list-style-type: none"> • Operating machines like Foot spa, Paraffin container, Facial steamer, waxing heater etc. • Procedure of storage of tools and equipment. • Knowledge of different types of voltage input for machines & frequencies on skin. • Know how for storage of machinery to reuse after properly cleaning. 	White board	10 min
Main Body			
Lecture	State tools and equipment required for skin therapy.	Learner Guide	40 min
Demonstration	Demonstrate the use of all machines like Facial machine, Foot spa, Paraffin container, Facial steamer, Waxing heater etc.	Projector Practice Guide	

Lecture	Explain the Storage of machines carefully after usage adopting all safety measures especially taking out wires from electric socket to avoid accident during off hours of salon.	Visuals White board	
-do-	Distinguish different types of wattage/ voltage input for machines and effects of frequencies on skin.		
-do-	Describe the Storage of machines after cleaning properly for their next use.		
Field trip	Visit to the salon/lab.	Lab /salon	60 min
Conclusion			
Lecture	Summarize the lesson by reviewing important facts.		10 min
Question and Answers	Ask questions ensure that the learners acquired relevant knowledge.		
Total time:			02 hrs

Lesson Plan - 8			
Module: 1	Manage the Salon, Procure Salon Tools and Equipment, Perform Disinfection/Sanitization and Safety in Salon		
Learning Unit: 8	Check Expiry of Products and its Importance		
Learning Outcomes			
At the end of the session the learners will be able to:			
<ul style="list-style-type: none"> Identify reaction of on skin appears caused by applying expired product Apply Remedy in case of expired products used and reaction reflected Read labels that indicate expiry on product. 			
Methods	Key Notes	Media	Time
Introduction			
Lecture	<p>Introduce the Learning Unit.</p> <p>Motivate the learners to create interest.</p> <p>Tell them about the following learning objectives:</p> <ul style="list-style-type: none"> Knowledge of skin reaction caused by expired products Knowledge of remedies for reaction. Expiry dates of products. 	Visuals/ White board	20 min
Main Body			
Lecture	Brief the reaction on skin caused by applying expired product.	Learner Guide	90 min
-do-	Demonstrate to apply Remedy in case of expired products used and reaction reflected.	Projector	
-do-	Guide to read labels that indicate expiry on product.	White board	
Field visit	Conduct a visit to a saloon or lab.		60 min
Conclusion			
Lecture	Summarize the lesson by reviewing important facts.		10 min
Question and Answers	Ask questions ensure that the learners acquired relevant knowledge.		
Total time:			03 hrs

Lesson Plan - 9

Module: 1	Manage the Salon, procure salon tools and equipment, Perform Disinfection/Sanitization and Safety in Salon
Learning Unit: 9	Disposal of Waste and Harmful Materials and Reorganize Work Station after Completion of Service

Learning Outcomes

At the end of the session the learners will be able to:

- Dispose-off waste and used material from the work place for Clients and workers safety.
- Identify the products kept open can be harmful by fumes contained therein.
- Take necessary precautions like putting mask and gloves while disposing off materials.
- Clean and clear work station on completing service and reorganize work station after proper sterilization and sanitization for the Client.

Methods	Key Notes	Media	Time
Introduction			
Lecture	Introduce the Learning Unit. Motivate the learners to create interest. Tell them about the following learning objectives: <ul style="list-style-type: none"> • Disposal of waste and harmful materials • Reorganize work station after completion of service. • Knowledge of harmful situation because of fumes contained in products. • Inventory and record keeping in writing of clothing handing over for washing. 	Visuals/ White board	20 min
Main Body			

Lecture	Explain how to dispose waste and used material from the work place for Clients and workers safety.	Learner Guide	120 min
-do-	Recognize the disposal of harmful hazardous products.	Projector	
-do-	Identify the products kept open can be harmful by fumes contained therein.	White board	
-do-	Take necessary precautions like putting mask and gloves while disposing off materials.		
-do-	Maintain separate waste bin for hazardous items.		
-do-	Clean and clear work station on completing service and reorganize work station after proper sterilization and sanitization for the Client.		
-do-	Hand over used linen, gowns, head bands, aprons for washing and maintaining in writing record thereof.		
Field visit	Conduct a visit to a saloon or lab.		90 min
Conclusion			
Lecture	Summarize the lesson by reviewing important facts.		10 min
Question and Answers	Ask questions ensure that the learners acquired relevant knowledge.		
Total time:			04 hrs

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 Book 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: Skincare

Total Duration: 800 hrs

Course Overview:

The purpose of this training programme is to develop skills of those learners who want to pursue their careers in skincare industry. After successfully achieving the qualification the trainees will be able to find opportunities in therapy clinics, cosmetics companies, beauty colleges etc. The trainee will be able to provide beauty, skin care services on modern lines using latest techniques in a professional manner.

Module	Learning Units	Theory hours	Workplace hours
1. Manage the Salon, procure salon tools and equipment, Perform Disinfection/ Sanitization and Safety in Salon	LU-1: Knowledge of yellow, spot light and white light's direction, intensity and their impact in working environment of salon. LU-2: Importance of ventilation in salon. LU-3: Disinfecting Floors/ Towels/ Gowns / sheets and facial bands to avoid transmission of skin diseases. LU-4: Disinfect and Sanitize Tools & Equipment after each service. LU-5: Self hygiene and cleanliness. LU-6: Suitable clothing to workers & clients LU-7: Procurement and use of tools and equipment for skin care and safety measures. LU-8: Check expiry of products and its importance. LU-9: Disposal of waste and harmful material and re-organize work station after completion of service.	16 Hrs	64 Hrs
Analyze, Identify and scan different types of skin by obtaining their previous history	LU-1: Analyze Skin structure and anatomy. LU-2: Analyze skin type and conditions. LU-3: Identify the problematic area of the skin. LU-4: Scan the problematic area for a deeper analysis with skin scanner if needed LU-5: Get history of previous health issues of customer for analysis of his/her treatment manually/ machinery LU-6: Examine complexion of skin (light / fair / normal / dark / tan) LU-7: Understand the requirement of healthy skin.	40 Hrs	44 Hrs
Perform Basic Facial	LU-1: Prepare the client for basic facial. LU-2: Selection of product for facial and handling of tools & equipment. LU-3: Perform cleansing.	16 Hrs	150 Hrs

	<p>LU-4: Perform skin polishing.</p> <p>LU-5: Sooth the skin.</p> <p>LU-6: Perform steaming.</p> <p>LU-7: Perform black / white heads extraction manually / vacuum.</p> <p>LU-8: Perform skin toning.</p> <p>LU-9: Perform exploiting / scrubbing</p> <p>LU-10: Apply mask</p> <p>LU-11: Apply sun block.</p> <p>LU-12: Pressure point of skin</p>		
Perform treatment facial manual/ machinery	<p>LU-1: Explain Sensitive skin conditions</p> <p>LU-2: Explain Combination skin condition</p> <p>LU-3: Perform Pigmentation treatment</p> <p>LU-4: Perform Acne treatment</p> <p>LU-5: Perform Ageing /Wrinkled skin treatment</p> <p>LU-6: Explain Sun burned / Tanned skin</p> <p>LU-7: Explain Post treatment consultation</p>	30 Hrs	150 Hrs
Perform Epilation	<p>LU-1: Identify the suitable products for epilation from the market.</p> <p>LU-2: Skill and knowledge required to perform threading and waxing for the removal of hair.</p>	8 Hrs	32 Hrs
Perform Manicure/ Pedicure	<p>LU-1: Prepare the client for manicure and pedicure services.</p> <p>LU-2: Select suitable tools and equipment for manicure and pedicure.</p>	8 Hrs	32 Hrs
Perform body massage with various movements on face and body	<p>LU-1: Identify different movements of massage and to perform in the right manner.</p> <p>LU-2: Perform heat massage.</p> <p>LU-3: Perform Swedish massage.</p> <p>LU-4: Perform aroma therapy.</p> <p>LU-5: Perform deep tissue massage.</p> <p>LU-6: Perform Reflexology.</p>	8 Hrs	32 Hrs
Communication skills with client, assess, explain, suggest and sell best suitable treatment according to client's need and work as a team.	<p>LU-1: Communicate with clients to identify their needs</p> <p>LU-2: Assess actual requirements of clients</p> <p>LU-3: Suggest services you may offer to resolve their issues</p> <p>LU-4: Suggest best suitable treatment as per client's need</p> <p>LU-5: Sell your services & products</p> <p>LU-6: Add value to customers by providing some additional services</p> <p>LU-7: Delight the customer for long term relation</p> <p>LU-8: Work as a team player</p>	12 Hrs	36 Hrs
Develop Professional	LU-1: Participate in workshops on latest	12 hrs	64 Hrs

skills	<p>skin applications & techniques</p> <p>LU-2: Interact with other salons to update yourself as per market demands.</p> <p>LU-3: Participate in trainings offered by Skin Cosmetic Companies.</p> <p>LU-4: Interact with colleagues for updated knowledge sharing.</p> <p>LU-5: Consult with experts whenever needed.</p> <p>LU-6: Participate in skill competitions / professional gatherings / exhibitions etc.</p> <p>LU-7: Interact with Skin Therapists/ institute for advanced knowledge.</p> <p>LU-8: Read relevant magazines / books & other material and research on internet for latest technologies, methodologies and new products.</p> <p>LU-9: Maintain Client's record.</p> <p>LU-10: Management of revenue & expenses of Salon.</p> <p>LU-11: Receive client with smile & greet at departure.</p>		
Develop entrepreneurship skills	<p>LU-1: Introduction of Entrepreneurship</p> <p>LU-2: Functions of Entrepreneur.</p> <p>LU-3: Role of Entrepreneur in Economic Development</p> <p>LU-4: Business and marketing plan</p> <p>LU-5: Basics of Small business.</p> <p>LU-6: Reasons of failure and success in small business</p>	10 Hrs	36 Hrs

TRAINER GUIDELINES

Module-1: Manage the Salon, procure salon tools and equipment, Perform Disinfection/ Sanitization and Safety in Salon

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
1. Knowledge of yellow, spot light and white light's direction, intensity and their impact in working environment of salon	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> ● Define how to make day and night effect in saloon with yellow and white bulbs. ● Describe the different of light effects especially of dark and light background. ● Explain about the intensity of light in different locations of the salon. ● Importance of yellow spot lights in saloon. ● Define the impact of putting suitable light for certain sections of the salon and while imparting different services. ● Define the attractive/innovative ideas to decorate salon with candles/ scented candles. <p>Arrange the field/study visits</p>	Classroom	Learner Guide/ Hand Outs Visuals
2. Importance of ventilation in salon	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> ● Describe the Importance of cross ventilation in salon. ● Describe the Importance of fresh breathable air. ● Define about the harmful fumes of hazardous product fumes. <p>Group discussion on importance of ventilation in salon.</p> <p>Question answer session on importance of ventilation in salon to test the knowledge of learners.</p>	Classroom	Learner Guides/ Hand Outs Visuals
		-do-	
		-do-	

<p>3. Disinfecting Floors/ Towels/ Gowns / sheets and facial bands to avoid transmission of skin diseases</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Describe the types of bacteria's causing infections. • Define about the disinfectants available in market. <p>Demonstrate the procedure of disinfecting floor/ towels/ gowns and sheets.</p> <p>Demonstrate procedure of sanitizations.</p> <p>Working in groups.</p> <p>Individual practice.</p>	<p>Classroom</p> <p>Beauty salon/Lab</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>	<p>Learner Guide/Hand Outs</p> <p>Practice Guide</p>
<p>4. Disinfect and Sanitize Tools & Equipment after each service</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Explain about the sanitization of tools and equipment • Define the correct method of sterilization. <p>Demonstrate the procedure to operate and sterilize machine as per its SOP(standard operating procedure)</p> <p>Demonstrate techniques of disinfection and sensitization of tools and equipment.</p> <p>Demonstrate Procedure to handle tools and equipment.</p> <p>Working in groups.</p> <p>Individual practice.</p>	<p>Class room</p> <p>Beauty salon/Lab</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>	<p>Learner Guide/Hand outs</p> <p>Practice Guide</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>
<p>5. Self hygiene and cleanliness</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Define the instructions about manuals for tying hair, daily shower, putting cap and wearing washed clothing. • Explain use of mouth wash and deodorants available in market according to saloon policy. • Describe about the maintenance 	<p>Classroom</p>	<p>Learner Guide/hand Outs</p> <p>White board</p>

	<p>of clothing carefully.</p> <ul style="list-style-type: none"> • Describe instructions for taking daily shower. • Describe how to design the poster (posters related to self-hygiene). <p>Demonstrate the techniques of basic steps of hygiene.</p> <p>Question answer session.</p>	<p>Beauty salon/Lab</p> <p>Classroom</p>	<p>Multimedia</p> <p>Practice Guide</p>
5. Suitable clothing to workers & clients	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Define about the specified clothing of Client and worker. • Describe the type of clothing to be given to client according to service. • Describe the storage of washed and clean clothing for Clients. <p>Question answers session.</p>	<p>Classroom</p> <p>-do-</p>	<p>Learner Guide/ Hand Outs</p>
6. Procurement and use of tools and equipment for skin care and safety measures	<p>Teach the learner the following learning elements:</p> <ul style="list-style-type: none"> • Describe about the tools and equipment required for skin care treatments available in market according to saloon policy • Explain the different types of wattage/ voltage input for machines & frequencies on skin. • Describe about the storage of machinery to reuse after properly cleaning <p>Demonstrate that how to operate machines like Foot spa, Paraffin container, Facial steamer, Waxing heater etc.</p> <p>Demonstrate the procedure of storage of tools and equipment.</p> <p>Working in groups.</p> <p>Individual practice.</p>	<p>Class room</p> <p>-do-</p> <p>-do-</p> <p>Beauty salon/Lab</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>	<p>Learner Guide/Hand Outs</p> <p>Multimedia</p> <p>Practice Guide</p> <p>-do-</p>
7. Check expiry of products and its importance	<p>Teach the learner the following learning elements through lecture:</p>	<p>Classroom</p> <p>-do-</p>	<p>Learner Guide/Hand Outs</p>

	<ul style="list-style-type: none"> • Brief about the of skin reaction caused by expired products • Explain the remedies for reaction • Describe about the expiry dates of products. <p>Doing research.</p> <p>Question answer sessions.</p>	-do-	
9. Disposal of waste and harmful material and re-organize work station after completion of service	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Brief the methods of Waste disposal. • Explain the methods of disposal of hazardous material. • Brief about the harmful situation because of fumes contained in products. • Explain the precautions of putting masks and gloves while disposing off materials. • Describe about the maintenance of separate waste bin for hazardous items. • Record keeping techniques. <p>Demonstrate the reorganization and preparation of workstation after sterilization for next Client.</p> <p>Question answer sessions.</p>	<p>Classroom</p> <p>Beauty salon/Lab</p> <p>Classroom</p>	<p>Learner Guide/Hand Outs</p> <p>Practice Guide</p>

Module-2: Analyze, Identify and scan different types of skin by obtaining their previous history			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
1. Analyze Skin structure and anatomy	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> • Brief the skin anatomy and its functions. • Describe the parts of the cell and its structure. • Brief the importance of different types of tissues and their functions within the skin. • Describe the importance of the layers of the skin: Epidermis and Dermis subcutaneous • Describe about the glands(sweat glands, sebaceous glands) • Explain about the skin Zrotein (epidermeu ,collagen) 	Classroom	Learner Guide/Hand Outs Multimedia
	Demonstrate that how to operate magnifying lamp and skin scanner.	Beauty salon/Lab	Practice Guide
	Demonstrate the procedure of analyzing skin with magnifying lamb and skin analyzer/scanner.	-do-	
	Group discussions on skin analysis.	Classroom	
	Role play on skin analysis.	Beauty salon/Lab	
2. Analyze skin type and conditions	Teach the learner the following learning elements through lecture: <ul style="list-style-type: none"> • Describe about oily/acne skin, its reasons and suitable product for oily skin. • Describe about dry/ sensitive skin, its reasons and suitable product. • Explain about combination skin, its reasons and suitable product. • Describe about ageing process, its remedies and suitable product. 	Classroom	Learner Guide/hand outs Multimedia
	Group discussions on analyzing skin types and conditions.	-do-	
	Question answer sessions.	-do-	

<p>3. Identify the problematic area of the skin.</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Describe about the reasons of pigmentation .wrinkle, acne, scar, fungal, freckle, eye circle, aging), problematic skins. • Describe about reason of these diseases and handle the skin accordingly. • Discuss differences between irritant and allergens. Allergy might be caused by any food or product and an irritation might be caused after use of any product. • Define the reasons of rosacea <p>Group discussions.</p> <p>Question answer session.</p>	<p>Classroom</p> <p>-do-</p> <p>-do-</p>	<p>Learner Guide/Hand Outs Multimedia</p>
<p>4. Scan the problematic area for a deeper analysis with skin scanner if needed</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Describe the importance of scanning machine. • Explain the role of cleansing before skin analysis and scanning. <p>Demonstrate the procedure of analyzing the skin with the help of magnifying glass and skin scanner.</p> <p>Working in groups.</p>	<p>Classroom</p> <p>Beauty salon/Lab</p> <p>-do-</p>	<p>Learner Guide/Hand outs Multimedia</p> <p>Practice Guide</p>
<p>5. Get history of previous health issues of customer for analysis of his/her treatment manually/ machinery</p>	<p>Teach the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Importance of Client consultation form with complete details. • Knowledge of the causes of skin caused by illness, pregnancy, seasonal allergy, product allergy, diabetes, high Blood pressure, asthma, heart disease etc., smoking habit, alcohol drinking habit • Identify skin problems by getting the history from Clients caused by habits of smoking, alcohol drinking or from any illness, 	<p>Classroom</p>	<p>Learners Guide</p>

	pregnancy and allergy. <ul style="list-style-type: none"> • Knowledge of use of machinery according problem of skin 		
6. Examine complexion of skin (light / fair / normal / dark / tan)	Teach the following learning elements through lecture: <ul style="list-style-type: none"> • Knowledge about complexion and melanin level of skin Demonstrate skin lightening demonstrate procedure to handle tan skin. Collect information about different types of skin.	Classroom Lab	Learners Guide Practice Guide
7. Understand the requirement of healthy skin	Teach the following learning elements through lecture: <ul style="list-style-type: none"> • Knowledge of balanced diet, vitamins, minerals, fruits, Vegetables, water, etc. For healthy skin. • Knowledge of harm full sun rays smoke/dust effect on skin. Learners' group and individuals discussions.	Classroom -do-	Learners Guide -do-

Module-3: Perform Basic Facials			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
1. Prepare the client for basic facial	<p>Teach the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Identify skin conditions (oily, dry, combination, sensitive and aged) • Knowledge of infections and allergies • Importance of covering the clients using (facial band, gowns, aprons & towel). <p>Demonstrate the procedure of completion of consultation form, fastening the hair band/cap on client's hair and removal of jewelry.</p> <p>Arrange a role play on the preparation of client for the facial.</p>	Classroom Beauty salon/lab	Learner Guide/ hand out Practice Guide
2. Selection of product for facial and handling of tools & equipment	<p>Teach the learners the following learning elements;</p> <ul style="list-style-type: none"> • Knowledge of product for facial • Selection of different sun blocks screen • Identification of different sun blocks available in market 	Classroom	Learner Guide/ hand out
3. Perform cleansing	<p>Teach the learners the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Knowledge about the type of cleansers • Role of cleansing • Knowledge about thickness of cleanser for clearing the pores <p>Demonstrate the cleansing procedure with appropriate hand movements.</p> <p>Learners practice in small groups.</p>	Classroom Beauty salon/lab	Learner Guide Practice Guide
4. Perform skin polishing	<p>Teach the learners the following learning elements; through lecture:</p> <ul style="list-style-type: none"> • Knowledge of herbal and chemical bleach and polishing • Test of skin reaction by applying small 	Classroom	Learner Guide

	<p>portion of bleach</p> <ul style="list-style-type: none"> • Knowledge of types of bleaches (powder and cream) • Results evaluation of bleaching <p>Demonstrate the procedure of mixing the bleach.</p> <p>Individual practice of bleach mixing.</p>	<p>Beauty salon/lab</p> <p>-do-</p>	<p>Practice Guide</p> <p>Practice Guide</p>
5. Sooth the skin	<p>Teach the learners the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Knowledge about magic hammer to sooth the skin • Knowledge of range of soothing lotions <p>Demonstrate the procedure of soothing the skin and operation of magic hammer tool.</p> <p>Arrange a role play on skin soothing.</p>	<p>Classroom</p> <p>Beauty salon/lab</p> <p>-do-</p>	<p>Learner Guide</p> <p>Practice Guide</p> <p>-do-</p>
6. Perform steaming	<p>Teach the learners the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Knowledge about technique and reaction of steaming • Importance of timing for steaming • Importance of ozone steaming • Knowledge to operate ozone light steamer • Knowledge about ozone <p>Demonstrate the procedure of ozone steaming.</p> <p>Arrange a group practice of ozone steaming.</p>	<p>Classroom</p> <p>Beauty salon/lab</p> <p>-do-</p>	<p>Learner Guide/ visuals/ handouts</p> <p>Practice Guide</p> <p>-do-</p>
7. Perform black / white heads extraction manually / vacuum	<p>Teach the learners the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Knowledge of reaction of Black / White heads extraction by nose pin • Knowledge about direction of tools • Knowledge about nose strips <p>Demonstrate the procedure of extraction of black/white heads manually or by using the equipment.</p> <p>Demonstrate the procedure to operate the</p>	<p>Classroom</p> <p>Beauty salon/lab</p> <p>-do-</p>	<p>Learner Guide/ visuals</p> <p>Practice Guide</p> <p>-do-</p>

	vacuum machine. Group practice of extraction of white/black head.	-do-	-do-
8. Perform skin toning	Teach the learners the importance of toning after steaming. Demonstrate the application of toner. Individual/group practice.	Classroom Beauty lab/ salon	Learner Guide/ handout Practice Guide
9. Perform exfoliating / scrubbing	Teach the learners the correct methods of scrubbing. Demonstrate the procedure of scrubbing and exfoliation with proper hand movements. Arrange practice on scrubbing/exfoliating.	Beauty salon/lab -do-	Learner Guide Practice Guide
10. Apply mask	Teach the learners different types of mask and its importance through lecture. Demonstrate the application of mask. Arrange a role play on application of mask.	Classroom Beauty salon/lab	Learner Guide/visual/handout Practice Guide
11. Apply sun block	Teach the learners the following learning elements through lecture: <ul style="list-style-type: none"> • Knowledge about type of sun block. • Knowledge about protection from sun rays. • Knowledge about SPF product according to the skin. • Identify SPF product according to the activity Demonstrate procedure of applying sun block.	Classroom Salon/Lab	Learner Guide Practice Guide
12. Pressure point of skin	Teach the learners the different pressure points of body. Demonstrate different techniques of movement of hands to press the pressure points of face and neck. Arrange practice on pressure point of skin.	Classroom Beauty salon/lab -do-	Learner Guide Practice Guide -do-

Module-4: Perform Treatment Facial Manual/ Machinery			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
1. Explain Sensitive skin conditions	<p>Teach the learners the following learning element through lecture:</p> <ul style="list-style-type: none"> • Knowledge about the product of sensitive skin • Factors causing skin sensitiveness. • Identify the Products used for sensitive skin remedies. e.g., natural fruits, plant element, sea weeds derived extracts and hypoallergenic products. • Knowledge about the correct charge for galvanic-in and galvanic-out 	Classroom	Learner Guide
	<p>Demonstrate the following procedures and techniques:</p> <ul style="list-style-type: none"> • Completion of consultation form. • Techniques of penetration of oil and moisturizers into the skin. • Operation of galvanic machine. • Procedure of lifting and elasticity of skin. 	Beauty salon/lab	Practice Guide
	<p>Arrange practice on all the procedures and techniques.</p>	Beauty salon/lab	Practice Guide
2. Explain Combination skin condition	<p>Teach the learners the following learning elements</p> <ul style="list-style-type: none"> • Knowledge of combination skin. • Selection of products for dry and oily parts of the skin. • Contraindications 	Class room	Trainer guide
	<p>Demonstrate the manual /machinery equipment to maintain combination skin type.</p>	Beauty salon/lab	Practice Guide
	<p>Group practice of all the procedures.</p>	Beauty salon/lab	Practice Guide

<p>3. Perform Pigmentation treatment</p>	<p>Teach the learners the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Factors causing pigmentation. • Knowledge of pigmentation and remedies. • Remedies for skin blemishes. • Time management. • Knowledge of moisturizers for different types of skin. <p>Demonstrate the following procedures and techniques to the learners:</p> <ul style="list-style-type: none"> • Derma brasion technique • Preventive, protective and corrective treatment for pigmentation <p>Arrange practice on derma brasion technique</p>	<p>Classroom</p> <p>Beauty salon/lab</p> <p>Beauty salon/lab</p>	<p>Learner Guide</p> <p>Practice Guide</p> <p>Practice Guide</p>
<p>4. Perform Acne treatment</p>	<p>Teach the learners the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Causes and types of acne. • Knowledge about anti-bacterial and anti-acne products (tea tree oil and anti-bacterial element.) • Identify the moisture level (pH) to stop specious gland to produce access oil. • Knowledge of products for oily and acne skin. • Importance of hygiene. • Remedies for acne • Knowledge of sun block with SPF. <p>Demonstrate the following procedures and techniques:</p> <ul style="list-style-type: none"> • Use of vacuum machine. • Operation of high frequency machine • Procedure to maintain hygiene during the performance of acne treatment. <p>Arrange Question and answers session and role play on the operation of high frequency and vacuum machine.</p>	<p>Classroom</p> <p>Beauty lab/salon</p> <p>Classroom/ beauty lab /salon</p>	<p>Learner Guide</p> <p>Practice Guide</p> <p>Practice Guide</p>

<p>5. Perform Ageing /Wrinkled skin treatment</p>	<p>Teach the learners the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Knowledge about process of aging • Knowledge of anti-aging facials. (galvanic micro drama brasion, oxygenating facial/machine) • Vitamins requirement for skin. • Knowledge of micro derma brasion • Products used for anti-aging facial. • Contraindication. <p>Demonstrate the following procedures and techniques to the learners:</p> <ul style="list-style-type: none"> • Operation of micro derma brasion on aging/wrinkled skin • Collagen facial • Glycolic facial • Anti-aging facial • Collagen and rejuvenating facial massage techniques. <p>Arrange practice in groups on micro derma brasion, collagen facial, anti-aging facial and collagen and rejuvenating facial massage techniques.</p>	<p>Classroom</p> <p>Beauty salon/lab</p> <p>Beauty salon/lab</p>	<p>Learner Guide</p> <p>Practice Guide</p> <p>Practice Guide</p>
<p>6. Explain Sun burned / Tanned skin</p>	<p>Teach the trainers the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Reasons of sun burned skin. • Factors causing sun burn. • Range of sun burn products available in market according to salon policy. • Remedies • Knowledge of different sun block. Available in salon • Precautions of sun burn. • Reaction of UVA and UVB ultra violet light. • Effects of sun burn. • Knowledge of creams ingredients such as menthol, camphor and alovera. 	<p>Classroom</p>	<p>Practice Guide</p>

	<p>Demonstrate the following procedures and techniques to the learners:</p> <ul style="list-style-type: none"> • Facials of sun burned skin • Storage techniques of the products <p>Arrange group practice of storage of the products.</p>	<p>Beauty salon/lab</p> <p>Beauty salon/lab</p>	<p>Practice Guide</p> <p>Practice Guide</p>
<p>7. Explain Post treatment consultation</p>	<p>Teach the learners the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Post Treatment. • Remedies. • Home care measures. • Knowledge of health and safety measures. • Importance of first aid box <p>Arrange question and answers session.</p>	<p>Classroom</p> <p>Classroom</p>	<p>Learner Guide</p>

Module-5: Perform Epilation			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
1. Identify the suitable products for epilation from the market.	Teach the learners the following learning elements through lecture:	Classroom	Learner Guide
	<ul style="list-style-type: none"> • Importance of Fruit wax, Sugar wax, Hot wax and Cold wax. 		
	Demonstrate the application of soothing lotion and use of antiseptic wipes.	Beauty salon/lab	Practice Guide
	Arrange group practice of application of soothing lotion and antiseptic wipes.	-do-	-do-
2. Skill and knowledge required to perform threading and waxing for the removal of hair.	Teach the learners the following learning elements through lecture:	Classroom	Learner Guide
	<ul style="list-style-type: none"> • Adverse impact of fungal infection on different types of skin • Shapes and styles of eyebrow shapes according to face cut. • Importance of excess oil and sweat. 		
	Demonstrate the following techniques and procedures to the learners:	Beauty salon/lab	Practice Guide
	<ul style="list-style-type: none"> • Threading technique • Waxing technique • Eye brows shapes • Remedies to remove redness of skin 		
	Arrange practice on threading and waxing.	Beauty salon/lab	Practice Guide

Module-6: Perform Manicure/Pedicure			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
1. Prepare the client for manicure and pedicure services	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Knowledge of nails conditions and treatment. • Standard procedures and services of nail care. • Knowledge of service area requirement for manicure and pedicure Timings of soaking hand/feet. • Importance of cleansing. • Role of scrubbing • Knowledge of epilation and bleaching. • Role of refurbishing with buffer. • Knowledge of paraffin wax. 	Classroom	Learners Guide
	<p>Demonstrate Effect of nail shiner and colour polish varnish.</p>	Salon/Lab	Practice Guide
	<p>Demonstrate Techniques to shape up nails and applying.</p> <p>Ask students to prepare client for pedicure and manicure in a role play.</p>	-do-	-do-
2. Select suitable tools and equipment for manicure and pedicure	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Knowledge of following products <ul style="list-style-type: none"> -Emery boards -Cuticle massage cream oil -Cuticle remover -Hoof stick -Orange wood stick -Cuticle knife -Buffers -Clippers -Buffing paste -Base coat -Frosted cream -Top coat. 	Classroom	Learners Guide
	<p>Demonstrate Procedure of storage of manicure / pedicure products.</p>	Salon/Lab	Practice Guide

Module-7: Perform body massage with various movements on face and body			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
1. Identify different movements of massage and to perform in the right manner.	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Knowledge of petrissage massage movements. • Importance of tapotement massages movement. • Knowledge of vibrating massage. <p>Demonstrate the procedure of movements of massage in the right manner.</p> <p>Practice in small groups.</p>	<p>Classroom</p> <p>Salon/lab</p>	<p>Handouts Learner Guide Multimedia</p> <p>Practice Guide</p>
Perform heat massage.	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Knowledge of pressure points and muscle groups. • Observation of results carefully. • Record of effects of massage. • List of products (creams and oils) according to salon policy. • Role of cleansing. • Knowledge of pressure points related to lymphatic system. • Importance of relaxation of the facial muscles. • Technique of using hands in massage. <p>Demonstrate the procedure of heat massage.</p> <p>Practicing heat massage in small groups.</p>	<p>Classroom</p> <p>Salon/Lab</p> <p>-do-</p>	<p>Learner Guide</p> <p>Practice Guide</p> <p>-do-</p>
Perform Swedish massage	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Importance of pressure points and muscle groups. • Observations of results. • Knowledge of time for relaxing environment. • Maintenance of client's record. 	<p>Classroom</p>	<p>Learner Guide/ Handouts Multimedia</p>

	<p>Demonstrate the procedure of Swedish massage and Pre requisites of massage and cleansing.</p> <p>Demonstrate Movements of strokes in Swedish massage and Techniques of using hands direction & apply pressure on pressure points and muscle groups.</p> <p>Practice in small Groups.</p>	Salon/Lab	Practice Guide
Perform aroma therapy	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Knowledge of all suitable essential oils and other oils massaged on skin. <p>Demonstrate techniques of diffusing essential oils & massage techniques and movements to relax the muscles.</p> <p>Demonstrate effects of massage to relax the muscles by (reducing pain and inflammation, to ease cramping & relieve sinus congestion.).</p> <p>Demonstrate the procedure aroma therapy</p> <p>Practice in small Groups.</p>	<p>Classroom</p> <p>Salon/Lab</p>	<p>Learner Guide/ Handouts</p> <p>Practice Guides</p>
Perform deep tissue massage.	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Knowledge of all suitable essential oils and other oils massaged on skin. <p>Demonstrate Techniques of diffusing essential oils & massage techniques and movements to relax the muscles.</p> <p>Demonstrate effects of massage to relax the muscles by (reducing pain and inflammation, to ease cramping & relieve sinus congestion).</p>	<p>Classroom</p> <p>Salon/spa/Lab</p>	<p>Learner Guide/ Handouts Multimedia</p> <p>Practice Guide</p>

	Practice in small Groups.		
Perform Reflexology	<p>Teach the learner the procedure of Reflexology through lecture.</p> <p>Demonstrate the following procedures:</p> <ul style="list-style-type: none"> • Reflexology and Pre requisites of massage. • Techniques of diffusing essential oil and massage movement to relax muscles. • Technique of massage to (reduce pain and inflammation, ease cramping, relieve sinus congestion.). <p>Practice in small Groups.</p>	<p>Classroom</p> <p>Salon/Lab</p>	<p>Learner Guide</p> <p>Practice Guide</p>

Module-8: Communication skills with client, assess, explain, suggest and sell best suitable treatment according to client's need and work as a team

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
1. Communicate with clients to identify their needs	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Explain services and making appointments by showing price list and convincing Client professionally. • Explain the method of Maintenance of diary mentioning time and phone no. of Client and using computer for e-mail etc. • Describe how to communicate in Regional language/English and Urdu for effective conversation with Client for Friendly and professional behaviour. 	Classroom	Learner Guide Multimedia
2. Assess actual requirements of clients	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Explain services and making appointments by showing price list and convincing Client professionally. • Explain the method of Maintenance of diary mentioning time and phone no. of Client and using computer for e-mail etc. • Describe how to communicate in Regional language/English and Urdu for effective conversation with Client for Friendly and professional behaviour. 	Classroom	Learner Guide Multimedia
3. Suggest services you may offer to resolve their issues	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Explain how to offer services offered in Salon and suitable product for different kinds of skin. 	Classroom	Learner Guide Multimedia

	Research work about products.		
4. Suggest best suitable treatment as per client's need	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Explain to identify the client's skin condition weather Oily, Dry, Combination, wrinkled or sensitive. • Explain suitable product. 	Classroom	Learner Guide Multimedia
5. Sell your services & products	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Explain the complete range of products with price list. • Describe how to develop and design promotional material (banners, posters, flyers, leaflets, brochures. <p>Describe how to make advertisement for electronic, print and social media, photo albums, skin care magazines, booklets.</p> <ul style="list-style-type: none"> • Explain how to Share and discuss promotional material and package with the Customers & Communicate the price of services and products to Client in a convincing manner for getting new Clients and retaining the existing. 	Classroom	Learner Guide Multimedia
6. Add value to customers by providing some additional services	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Explain the details of additional services suitable to Client. • Explain how to convince the Client for essential additional services. • Explain how to Retain and improve the no. Of Clients by satisfying from services render. 	Classroom	Learner Guide Multimedia

<p>7. Delight the customer for long term relation</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Describe how to receive the Customer with smile and lead to workstation pleasantly. • How to make appointments of customers & how to facilitate the client (by providing magazine & offering tea) if all work stations are occupied. • Explain how to interact with Customer using appropriate words according to age group and status of the Customer & Greet by sending Eid cards, New Year cards to regular Clients. 	<p>Classroom</p>	<p>Learner Guide Multimedia</p>
<p>8. Work as a team player</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Explain the benefits of team Work in friendly manner. • Explain how to Support, coordinate and communicate with team members positively. • Describe team hierarchy of salon according to designation. 	<p>Classroom</p>	<p>Learner Guide Multimedia</p>

Module-9: Develop Professionalism			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
1. Participate in workshops on latest skin applications & techniques	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Explain the benefits of attending workshop to enhance the knowledge of latest equipment and product available in the market. • Explain how to attain the maximum update of knowledge of beauty industry by attending the workshop attentively. • Identify the contraindication of skin care products. 	Classroom	Learner Guide Multimedia
2. Interact with other salons to update yourself as per market demands	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Explain how to collect List of salons with contact numbers and addresses. • Explain how to interact with other salon owner to get information about market • Explain how to collect Comparative lists of the prices for all the products. • Explain the Methods of resolution of daily problems. 	Classroom	Learner Guide Multimedia
3. Participate in trainings offered by Skin Cosmetic Companies	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Describe how to make Notes and printed material collected from trainings. • Explain how to collect List of new products with prices introduced by companies conducting trainings & Price list formulated by incorporating new products introduced in trainings. 	Classroom	Learner Guide Multimedia

	<ul style="list-style-type: none"> • Explain how to maintain record management. 		
4. Interact with colleagues for updated knowledge sharing	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Explain the benefits of Hygiene conditions & cleanliness. • Discuss knowledge of handling staff in professional manner. • Explain how to contact with customer directly. • Describe how to collect List of latest products tools & equipment management Manual • Explain the benefits of appreciation. 	Classroom	<p>Learner Guide</p> <p>Multimedia</p>
5. Consult with experts whenever needed	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Explain how to consult with experts of beauty field. • Explain about selection of the suitable skin care products for the treatments of skin disorders. • Discuss the benefits of having /Reading Professional manuals. 	Classroom	<p>Learner Guide</p> <p>Multimedia</p>
6. Participate in skill competitions / professional gatherings / exhibitions etc.	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Describe the advantage of attending professional Exhibition/skill competition. 	Classroom	<p>Learner Guide</p> <p>Multimedia</p>
7. Interact with Skin Therapists/ institute for advanced knowledge	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Explain how to make net working with specialized people/specialized skin expert. • Explain the benefits to keep in touch with Beauty & skin care 	Classroom	<p>Learner Guide</p> <p>Multimedia</p>

	institute for updating the knowledge of your field.		
8. Read relevant magazines / books & other material and research on internet for latest technologies, methodologies and new products	<p>Teach the learner the following learning elements through lecture:</p> <p>Explain the benefits of studying relevant magazines, books and web sites and using social media properly.</p> <ul style="list-style-type: none"> • Describe how to research required latest technologies, methodologies and information about new product. 	Classroom	Learner Guide
9. Maintain Client's record	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Explain how to collect Information on Common health element and their impact on any beauty treatment & Update client record including medical history. • Explain how to keep Record of treatment applied in special cases and reactions • Give them Basic knowledge of remedies to safeguard the Client from adverse effects of any treatment. 	Classroom	Learner Guide Multimedia Practice Guide
10. Management of revenue & expenses of Salon	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Explain how to keep record of Bill books, Record of services rendered, discount packages, Cash receipts books and keeping clients record visited previously. • Explain how to use Card charging machine. • Explain how to interact with worker to check services rendered. • Explain how to safe cash or by credit cards duly reconciled with bill book and hand over to responsible person. 	Classroom	Learner Guide Multimedia

<p>11. Receive client with smile & greet at departure</p>	<p>Teach the learner the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Explain how to receive and handle V.I.P. clients • Explain how to be Pleasant and friendly at the time of departure of Client • Explain how to write protocol plan for dealing with all clients particularly for V.I.P., old age and special clients and courteously serving of drinks or tea etc. • Describe how to use of A.C., T.V., lighting, spraying fragrance. • Explain how to receive client smilingly and to see off pleasantly. 	<p>Classroom</p>	<p>Learner Guide Multimedia</p>
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Module-10: Develop Entrepreneurship Skills			
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. • Techniques of forecasting of future market trend. <p>Arrange questions and answers session.</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	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 force for the business. • Prevailing labor laws. • Prevailing taxes levied on the business. • Planning expansion according to demand and supply position prevailing in market. 	Classroom	Learner Guide


	Do research on the new developments in labor laws	Computer lab	
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>Arrange field trips to prepare business plans.</p> <p>Arrange group discussions in class to discuss the changing market trends.</p>	Classroom Classroom	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 services. • Technique of maintaining records of purchases, sales and clients data. • Importance of team working for longer time frame efficiently with honesty. <p>Arrange questions and answers session</p>	Classroom Classroom	Learner Guide
6. Reasons of failure and success in small business	<p>Teach the learners the following learning elements through lecture:</p> <ul style="list-style-type: none"> • Major Fields of business causing loss. 	Classroom	Learner Guide


	<ul style="list-style-type: none">• Importance of easily accessible location for setting up business.• Importance of good behaviour of workers with the customers.• Importance of controlling energy wastage and saving cost.• Cost efficient purchases of materials.• Pleasant communication skills.• Importance of time management.• Proper time schedule for workers and services rendered to client. <p>Arrange questions and answers session.</p>	Classroom	
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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