

SYLLABUS FOR
HAIR AND SKIN CARE

UNDER
CRAFTMEN TRAINING SCHEME

As Approved By
GOVERNMENT OF INDIA

In Consultation With
THE NATIONAL COUNCIL FOR
VOCATIONAL TRAINING

Issued By
GOVERNMENT OF INDIA

MINISTRY OF LABOUR
DIRECTORATE GENERAL OF
EMPLOYMENT & TRAINING
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General Information

1. Objective of the course

The objective of this course is to impart basic skill and knowledge to trainee in the trade of Hair & Skin care so that they are able to either seek employment as a beautician in a beauty parlour/saloon or run their own beauty parlour providing basic services.

2. Trainee Entry Level

Passed class X examination of 10 + 2 pattern or an equivalent examination.

3. Course Duration

The duration of the course shall be one year of full time attendance of 40 hours/weeks.

4. Modular Break Up

The course is divided in three main modules

I) **General Module.** Covering Personality development & Reception and anatomy & Physiology.

II) **Hair Care.** Covering scalp massage and shampooing, hair cutting and styling, colouring & perming.

III) **Skin care.** Covering manicure & pedicure, facial massage & make up, superficial hair removal and eyebrow shaping and bearching.

5. Trainee Exit Level

On completion of training, the trainees are expected to be able to:

- (a) Know the techniques of handling customers and present her-self.
- (b) Cut the hair in different styles using the various cutting tools and wet the hair temporarily and permanently.
- (c) Give artificial colour to hair with chemical and vegetable dyes.
- (d) Recognize skin types and treating them accordingly with various facial techniques.
- (e) Maintain hands/feet in healthy condition and decorate them with mehendi.
- (f) Remove superfluous facial and body hair as painlessly as possible without damaging clients.
- (g) Accentuate good features with different make up techniques.

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Course scheduling

Week no.	Module	Theory (Hrs./week)	Practical (Hrs./Week)
01 to 08	Module 1	9	-
	Module II	2	13
	Module III	2	13
	Social studies	1	-
09 to 48	Module II	2	18
	Module III	2	17
	Social studies	1	
49 to 50	Industrial Training		
51 to 52	Revision and Examination		

MODULE – I

(a) PERSONALITY DEVELOPMENT AND RECEPTION

Theory

- 1. Qualities of a beautician:**
Basic of good grooming. Care of self, skin & scalp, personal hygiene.
- 2. Visual poise:**
How to carry simple activities – sitting, walking standing etc.
- 3. Social poise:**
Etiquettes, public relation, telephone manners.
- 4. Services:**
Appointment system, psychology of customer, customer's satisfaction, works ethics.
- 5. Wardrobe planning:**
Selection of clothing – profession, age, occasion, body structure and climate.

(b) ANATOMY AND PHYSIOLOGY

Theory

- 1. Introduction to anatomy and physiology :**
Basic knowledge of basis cells and elementary tissues.
- 2. Elementary knowledge of various systems :**
 - a. Nervous
 - b. Excretory
 - c. Circulatory
 - d. Respiratory
 - e. Skeleton
 - f. Endocrine
 - g. Reproductive
 - h. Muscular
 - i. Digestive

... Endocrine system in details
- 3. Anatomy of facial and neck muscles:**
Elementary characteristics of muscles of the body and their actions, mobility of the body and its physiology. Joints of the body and their actions (related to the course).
- 4. Skin and Appendages:**
Structure of skin and appendages (detail related to course only) distribution, growth, life span, colour, texture, and graying to hair.
- 5. Structure of nail and their forms, microscopic appearance of skin.**

MODULE - II

(a) STUDY AND STRUCTURE OF HAIR

Theory

1. Structure of hair.
2. Types of hair – normal, dry & oily.
3. Treatment for different types of hair.
4. Massage.
5. Benefits of scalp, manipulation – basic scalp manipulation, material required precautions.
6. Shampooing and rinsing.
7. Types of shampoo-
(a) Cream (b) Liquid (c) Powder etc.
8. Material required for shampooing, precautions while shampooing.
9. Purpose of rinsing, types of rinses – cream, lemon, vinegar etc.
10. Precautions and benefits of rinsing.

Practical

1. **Observation of hair:** to know the types of hair & treating them accordingly, uses of gadgets, preparation of client and trolley, practice of different types of manipulations, hot oil treatment, scalp steaming.
2. **Shampooing and Rinsing:** Observation of scalp, preparation of trolley, selection of shampoo accordingly to hair type, application of shampoo, procedure.

(b) HAIR CUTTING & STYLING

Theory

Hair cutting

1. Knowledge of hair texture.
2. Types of materials and equipment used for hair cutting.
3. Selection of cut according to facial shape, occasion, age, profession, body structure.
4. Types of cut: blunt cut, thinning, layer cut.
5. Sterilization and sanitation of implements.

Hair styling

1. Knowledge of different hair styles as per hair texture.
2. **Types of materials:** cosmetics, tools & equipment used for hair cutting.
3. Use of different techniques in styling:
 - (a) Roller setting – purpose, types of rollers, sectioning for the roller setting.
 - (b) Blow drying – sectioning.
 - (c) Comb out techniques – back combing, drying the hair, wave stretching.
 - (d) Artificial aids- purpose, types, cleaning and maintaining.

Practical

Hair Cutting

1. Preparing the trolley & client and materials.
2. Select design for the client according to hair texture and facial shapes (blunt cut, 'U' cut, layer cut.)
3. Selectioning procedure.
4. Practice of hair cutting on dummies and live models.
5. Sterilizing and maintenance of equipments.

Hair Styling

1. Select/ design final styles according to hair texture and facial shape.
2. Practices in hair styling techniques:
 - (a) Roller setting- preparing the trolley & client, sectioning procedure, setting rollers on short, medium and long hair.

(b) Blow drying of hair- preparing the trolley & client, practices of setting hair with dryer-out turn, straightening with the help of hand dryer.

(c) Back brushing- backcombing procedure, styling long hair in various types of braids, rolls, interlocks, casual styles, etc.

(d) Artificial aids- styling, fixing on the head and switch stand.

(c) COLOURING AND PERMING

Theory

Colouring

History of colouring

1. Basic law of colour
2. Classification of hair colour
3. Points to be considered before using hair colouring products.
4. Allergy test
5. Pre - disposition test.
6. Material required for hair colouring.
7. Precautions for both vegetable & chemical dye.

Perming

1. History of perming.
2. Types of perming.
3. Scalp and hair analysis.
4. Sectioning and blocking.
5. Types of wraps.
6. Types of perm rollers.
7. Application of lotion, processing.
8. Neutralizing.
9. Precautions.
10. Filling record card.

Practical

Hair colouring

1. Study of scalp and hair.
2. Skin test/patch test.
3. Selection of colour.
4. Preparation of trolley and client.
5. Procedure and precautions.

MODULE- III

(a) MANICURE AND PEDICURE

Theory

1. Study of nail.
2. Meaning of manicure
3. Knowledge of different types of equipment.
4. Material and cosmetics used in manicure.
5. Types of manicure.
6. Knowledge of diseases & disorders of nails.
7. Benefits of manicure.
8. Precautions.
9. Application of henna with different designs & methods.
10. Knowledge of sterilizing of tools & equipment.

Practical

1. Preparation of trolley and client.
2. Use of manicure & pedicure tools & equipments.

3. Practice of plain manicure and pedicure.
4. Practice of massage-hand, arms, legs & feet.
5. Practice of putting Henna with cone, stick, fingers for different occasion.

(b) MASSAGE, FACIAL & MAKE-UP

Theory

Massage :

1. Meaning of massage.
2. Benefits of massage.
3. Types of massage.
4. Precautions.

Facial :

1. Composition of skin.
2. Skin Analysis.
3. Treatment for dry, oily & normal skin.
4. Cosmetics required for facial.
5. Facial Manipulation.
6. Black head & white head treatment.
7. Pack & mask
8. Benefits of packs & masks.

Make-up

1. History of make-up.
2. Knowledge of different make-up.
3. Precautions.

Practical

1. Practice of massage manipulations on face.
2. Recognize different skin types –dry, oil, normal & combination skin.
3. Selection of cream & pack according to skin type.
4. Preparing the trolley & client for facial make-up.
5. Practice in cleansing the face & neck thoroughly.
6. Practice in facial massage with hands & vibration.
7. Treating different skin types with facial.
8. Treating black-head and white-heads.
9. Application of packs according to skin type.
10. Choosing correct color of cosmetics for make-up.
11. Apply cleansing cream, foundation, powder, lipstick according to skin type & occasion.
12. Practice in day, evening and bridal make-up.

(c) SUPERFLUOUS HAIR REMOVAL

Theory

1. Meaning & causes of superfluous hair.
2. Methods of hair removal :
 - (i) Temporary
 - (ii) Permanent
3. Types of temporary method of hair removal.
 - (a) Epilation
 - (b) Depilation
4. Precautions/Benefits of hair removal methods.

Practical

1. Preparation of trolley and client for hair removal.
2. Procedure of temporary methods of hair removal.

- (a) Epilation – waxing, threading.
 - (b) Depilation – chemical depilation.
3. Sanitation and sterilization of implements.

(d) EYEBROW SHAPING/BLEACHING

Theory

1. Material required for Eyebrow shaping.
2. Precaution & Benefits of Eyebrow shaping.
3. Meaning of bleaching.
4. Material & supplies for bleaching.
5. Precaution.

Practical

1. Preparation of trolley and client for eyebrow shaping.
2. Preparation of material and supplies used.
3. Measuring the brow for correct length and arch.
4. Procedure for giving an eye brow shaping.
5. Sanitation & sterilization of implements.
6. Preparation of client & trolley for bleaching
7. Preparation of material & supplies.
8. Preparation of bleach pack.
9. Practice of allergy test for bleaching.
10. Practice in application of bleaching pack.

**LIST OF TOOLS, EQUIPMENT TO THE TRADE OF HAIR AND SKIN CARE
FOR A BATCH OF 16 TRAINEES**

S. No.	Description	Quantity
(A) Tools		
1.	Barber scissors	8 No.
2.	Thinning scissors	8 No.
3.	Roller	16 dozen each
4.	Manicure set	8 No.
5.	Pedicure set	8 No.
6.	Perm rollers (large, medium & small)	16 dozen each
7.	Hand clippers	8 No.
8.	Blunt razor with shaving blades	8 No.
9.	Switch stand	16 No.
10.	Back view mirror	8 No.
11.	Hand mirror	8 No.
12.	Manicure bowls	16 No.
13.	Pedicure bowls	8 No.
14.	Professional hair brushes	8 No.
15.	Roll-on brushes	8 No.
16.	Head bend	8 No.
17.	Cutting sheet	8 No.
18.	Spray bottle	16 No.
19.	Setting clips (large & small)	16 dozen each
20.	Plastic bins.	8 No.
21.	Black head removers	8 No.
22.	Tweezers	8 No.
23.	Chute	16 No.
24.	Soft brush	8 No.
25.	Jugs	8 No.
26.	Dye brush	8 No.
27.	Pack and bleach brush	16 No.
28.	Wax applicator	8 No.
29.	Plain switches	16 No.
30.	Tail comb	16 No.
31.	Style comb	16 No.
32.	Open teeth tail comb	16 No.
33.	Three-in-one brush	16 No.
34.	Gloves	16 No.
35.	Hair net	16 No.
36.	Switch stand	16 No.
37.	Round Dunlop cushion for pedicure	8 No.
<p>Note : 1 no. of each item No. 29 to 35 of this list to be issued to the trainees once for Course of 1-year duration & to be treated as consumed.</p>		
(B) Equipment/Furniture		
38.	Facial sauna	4 No.
39.	Vapozone	2 No.

40.	High frequency	2 No.
41.	Scalp steamer	1 No.
42.	Pedestal dryer	1 No.
43.	Dummy head	8 No.
44.	Hand dryer	8 No.
45.	Immersion rod	1 No.
46.	Heater	1 No.
47.	Hot plate	1 No.
48.	Wax heater	1 No.
49.	Bucket enameled	1 No.
50.	Sauce pan	1 No.
51.	Infra red lamp	3 No.
52.	Vibro massager	2 No.
53.	Geyser	1 No.
54.	Counter with wall attached mirror to accommodate 8 clients at a time	1 No.
55.	Neck cut wash basin	3 No.
56.	Hot and cold spray unit	3 No.
57.	Front wash basin	2 No.
58.	Machine clipper	3 No.
59.	Air conditioner	2 No.
60.	Manicure tables	4 No.
61.	Manicure stools	16 No.
62.	Dressing out chair	8 No.
63.	Back wash chair	3 No.
64.	Pedicure chokies	8 No.
65.	Trolleys	8 No.
66.	Facial bed	4 No.
67.	Student lockers	2 No.
68.	Almirah	2 No.
69.	Teacher's table	1 No.
70.	Teacher's chair	1 No.
71.	Flannel board	1 No.
72.	Display board	1 No.
73.	Black board (one for theory room and one for practical lab.)	2 No.
74.	Table and chair for trainees (for theory room)	16 No.
75.	Teacher's table and chair (for theory room)	1 No.

Note : Theory class room furniture Item No. 73 to 75 may be shared between 4 units of same/different trades.

TRADE COMMITTEE FOR HAIR & SKIN CARE TRADE

1. Ms. A. Sarvaria
Addl. Director Of Trg.
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