

**REPUBLIC OF KENYA**

**COMPETENCY-BASED MODULAR CURRICULUM**

**FOR**

**COSMETOLOGY**

**KNQF LEVEL 4**

**ISCED PROGRAMME CODE: 1012 354A**

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**FOREWORD**

The provision of quality education and training is fundamental to the Government’s overall strategy for socio-economic development. Quality education and training contribute to achievement of Kenya’s development blueprint and sustainable development goals.

Reforms in the education and training sector are necessary for achievement of Kenya Vision 2030 and meet the provisions the Constitution of Kenya 2010. The education sector had to be aligned to the Constitution, and this resulted in formulation of the Policy Framework for Reforming Education and Training in Kenya (Sessional Paper No. 14 of 2012). A key feature of this policy is the radical change in the design and delivery of TVET training. This policy document requires that training in TVET be competency based, curriculum development be industry led, certification be based on demonstration of competence and mode of delivery that allows for multiple entry and exit in TVET programmes.

These reforms demand that Industry takes a leading role in curriculum development to ensure the curriculum addresses its competence needs. It is against this background that this Curriculum has been developed. For trainees to build their skills on foundational hands-on activities of the occupation, units of learning are grouped in modules. This has eliminated duplication of content and streamlined exemptions based on skills acquired as a trainee progresses in the up-skilling process, while at the same time allowing trainees to be employable in the shortest time possible through the acquisition of part qualifications.

It is my conviction that this curriculum will play a great role towards development of competent human resource for the Cosmetology sector’s growth and sustainable development.

**PRINCIPAL SECRETARY**

**STATE DEPARTMENT FOR TVET**

**MINISTRY OF EDUCATION**

**PREFACE**

Kenya Vision 2030 aims to transform the country into a newly industrializing, middle-income country, providing high-quality life to all its citizens by the year 2030. Kenya intends to create a globally competitive and adaptive human resource base to meet requirements of a rapidly industrializing economy through lifelong education and training. TVET has a responsibility of facilitating the process of inculcating knowledge, skills, and worker behavior necessary for catapulting the nation to a globally competitive country, hence the paradigm shift to embrace Competency-Based Education and Training (CBET).

CAP 210A and Sessional Paper No. 1 of 2019 on Reforming Education and Training in Kenya for Sustainable Development emphasized the need to reform curriculum development, assessment, and certification. This called for a shift to CBET to address the mismatch between skills acquired through training and skills needed by industry, as well as increase the global competitiveness of the Kenyan labour.

This curriculum has been developed in adherence to the Kenya National Qualification Framework and CBETA standards and guidelines. The curriculum is designed and organized into Units of Learning with Learning Outcomes; suggested delivery methods, learning resources, and methods of assessing the trainee’s achievement. In addition, the units of learning have been grouped in modules to concretize the skills acquisition process and streamline upskilling.

I am grateful to all expert trainers and everyone who played a role in translating the Occupational Standards into this competency-based modular curriculum.

Chair of council

**ACKNOWLEDGEMENT**

This curriculum has been designed for competency-based training and has independent units of learning that allow the trainee flexibility in entry and exit. In developing the curriculum, significant involvement and support was received from industry and various organizations.

I recognize with appreciation the role of the National Sector Skills Committee (NSSC) in ensuring that competencies required by the industry are addressed in the curriculum. I also thank all stakeholders in the Cosmetology sector for their valuable input and everyone who participated in developing this curriculum.

I am convinced that this curriculum will go a long way in ensuring that workers in Cosmetology sector will acquire competencies to perform their work more efficiently and effectively.

Council secretary/CEO

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**ABBREVIATIONS AND ACRONYMS**

CBET Competency - Based Education and Training

TVETA Technical and Vocational and Training Authority

**KEY TO ISCED UNIT CODE**



**COURSE OVERVIEW**

Cosmetology Level 4 Occupation standard (OS) consists of competencies that an individual must achieve to enable him/her to provide cosmetology services. The OS comprises of plaiting and braiding service, barbering service, manicure and pedicure service, make up service, hair additions service and hair styling service.

**SUMMARY OF UNITS OF LEARNING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Code** | **Units Title** | **Unit Duration (Hours)** | **Credit Factor** |
| **MODULE I** | | | |
| 1012 351 01A | Plaiting and Braiding Service | 140 | 14.0 |
| 1012 351 02A | Barbering Service | 80 | 8.0 |
| 1012 351 03A | Manicure and Pedicure Service | 80 | 8.0 |
| **MODULE II** | | | |
| 1012 351 04A | Make Up Service | 80 | 8.0 |
| 1012 351 05A | Hair Additions Service | 120 | 12.0 |
| 1012 351 06A | Hair Styling Service | 100 | 8.0 |
| **Sub Total** | | **600** | **60.0** |
| **Industry Training** | | **320** | **32.0** |
| **GRAND TOTAL** | | **920** | **90.0** |

**Entry Requirements**

An individual entering this course should have any of the following minimum requirements:

1. Kenya Certificate of Primary Education (KCPE)

**Or**

1. Equivalent qualifications as determined by TVETA

**Trainer Qualification**

Qualifications of a trainer for this course include:

1. Possession of at least Cosmetology level 5 or in related trade area;
2. Be registered by TVETA.

**Industry Training**

An individual enrolled in this course will be required to undergo Industry training for a minimum period of 320 hours in Cosmetology sector. The industrial training may be taken after completion of all units for those pursuing the full qualification or be distributed equally in each unit for those pursuing part qualification. In the case of dual training model, industrial training shall be as guided by the dual training policy.

**Assessment Requirement**

The course shall be assessed formatively and summatively:

1. During formative assessment all performance criteria shall be assessed based on performance criteria weighting.
2. Number of formative assessments shall minimally be equal to the number of elements in a unit of competency.
3. Assessment of basic and common competencies shall be integrated in the core units
4. Theoretical assessment shall be integrated in practical assessment and conducted orally in both formative and summative assessments.
5. Theoretical and practical weight shall be 10:90 respectively for each unit of learning.
6. Formative and summative assessments shall be weighted at 60% and 40% respectively in the overall unit of learning score.
7. Assessment performance rating for each unit of competency shall be as follows:

|  |  |
| --- | --- |
| **MARKS** | **COMPETENCE RATING** |
| 80 -100 | Attained Mastery |
| 65 – 79 | Proficient |
| 50 – 64 | Competent |
| 49 and below | Not Yet Competent |
| Y | Assessment Malpractice/irregularities |

1. Assessment for Recognition of Prior Learning (RPL) may lead to award of part and/or full qualification.

**Certification**

A candidate will be issued with a Certificate of Competency upon demonstration of competence in a core Unit of Competency. To be issued with Kenya **National Certificate TVET** in Cosmetology level 4, the candidate must demonstrate competence in all the Units of Competency as given in the qualification pack. Statement of Attainment certificate may be issued upon demonstration of competence in a certifiable element within a unit.

These certificates will be issued by (Qualification Awarding Institution).

# **COSMETOLOGY MODULE 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **UNIT CODE** | **UNIT NAME** | **ELEMENTS** | **DURATION (HOURS)** |
| 1012 251 01A | PLAITING AND BRAIDING | Prepare for Plaiting and Braiding Service | 10 |
| Perform Plaiting and Braiding Service | 120 |
| Perform Post Plaiting and Braiding Service | 10 |
| **TOTAL** | **140** |
| 1012 251 02A | BARBERING | Prepare for Barbering Services | 10 |
| Perform Barbering Services | 60 |
| Perform Post Barbering Services | 10 |
| **TOTAL** | **80** |
| 1012 251 03A | MANICURE AND PEDICURE | Prepare for Manicure and Pedicure Services | 10 |
| Perform Manicure and Pedicure | 60 |
| Perform Post Manicure and Pedicure Services | 10 |
| **TOTAL** | **80** |

## **PLAITING AND BRAIDING SERVICE**

**UNIT CODE: 1012 251 01A**

**Relationship to Occupational Standard**

This unit addresses the unit of competency: **Provide Plaiting and Braiding Service**

**UNIT DURATION: 140 HOURS**

**UNIT DESCRIPTION**

This unit covers the competencies required to provide plaiting and braiding services. It involves prepare for plaiting and braiding, performing plaiting and braiding and post plaiting and braiding procedure.

**Summary of Learning Outcomes**

At the end of the unit the trainee should be able to:

|  |  |  |
| --- | --- | --- |
| S/No. | **Learning Outcomes** | **Duration(Hours)** |
| 1. | Prepare for plaiting and braiding service | 10 |
| 2. | Perform plaiting and braiding service | 120 |
| 3. | Perform post plaiting and braiding service procedure | 10 |
| **TOTAL** | | **140** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| Learning Outcome | Content | Suggested Assessment Methods |
| * + - 1. Prepare for plaiting and braiding service | * 1. Definition of terms: * Consultation * Plaiting * Braiding * Client record card   1. Client consultation   2. Personal Protective gear.   1.3.1 uses of:   * Apron * Face shield * Draper * Towel * Face mask   1. Hair and scalp analysis * scalp condition * texture * density * porosity * elasticity * disorders * diseases   1. Plaiting and braiding tools and equipment.   1.5.1 uses and maintenance of:   * Crotchet needle * Assorted combs * Scissors * Weaving needles * Blow dryer * Head dummy   1. Plaiting and braiding Products.   1.6.1 Uses and storage of ;   * Shampoo * Conditioner * Hair food/cream * Braids spray * Sheen spray * Mousse wrap * Moulding gel | * Practical assessment * Portfolio of evidence * Project * Third party report * Written assessment * Oral assessment * Case study |
| 2.Perform plaiting and braiding service | 1. Client Hair and scalp preparation  * Undoing * Detangling * Shampooing * Conditioning * Blow drying  1. Plaiting and braiding Procedure.  * Plain lines /cornrows * Twisting * Three strands * Piece line * Zulu/bantu knots * Crocheting  1. After care advice.    * 1. Maintenance of;  * Hair and scalp * Service offered | * Practical assessment * Portfolio of evidence * Project * Third party report * Written assessment * Oral assessment |
| 3.Perform post service procedure | 1. Cleaning, disinfecting plaiting and braiding tools and equipment  * Combs * Blow dryers * Crotchets   1. Cleaning Work station   + Use of waste bins   + Waste disposal methods. * Burning * Compositing * recycling   3.3 storage of plaiting and braiding Recyclable supplies | * Practical assessment * Portfolio of evidence * Project * Third party report * Written assessment * Oral assessment |

**Suggested Methods of Instruction**

* Direct Instruction
* Demonstration
* Practicals
* Projects
* Group Discussion

**Recommended Resources for 25 Trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning materials and infrastructure** |
| 1 | Theory room | **8M\*20M** | **1** | **1:25** |
| 2 | Workshop/laboratories | **18M\*12M** | **1** | **1:25** |
| 3 | Internet | **sufficient** | **sufficient** |  |
| 4 | Projector | **Pcs** | **1** | **1:25** |
| **B** | **Tools ,Equipment and materials** |
| 5 | Shampooing unit | Pcs | 5 | 1:5 |
| 6 | Styling chair | Pcs | 25 | 1:25 |
| 7 | work station with mirrors | Pcs | 25 | 1:1 |
| 8 | Blow dryer | Pcs | 8 | 1:3 |
| 9 | Hood dryer | Pcs | 5 | 1:5 |
| 10 | Hair steamer | Pcs | 5 | 1:5 |
| 11 | Sterilizing machine | Pcs | 5 | 1:5 |
| 12 | Washing machine | Pcs | 1 | 1:25 |
| 13 | Towel warmer | Pcs | 1 | 1:25 |
| 14 | Apron | Pcs | 25 | 1:1 |
| 15 | Face shield | Pcs | 5 | 1:5 |
| 16 | Draper | Pcs | 25 | 1:1 |
| 17 | Towel | Towels for practical work | 50 pcs | 2:1 |
| 18 | Crotchet needle | Pcs | 25 | 1:1 |
| 19 | Set of combs | Sets | 25 | 1:1 |
| 20 | Scissors | Pair | 25 | 1:1 |
| 21 | Weaving needles | Pcs | 25 | 1:1 |
| 22 | Head dummy | Pcs | 5 | 1:5 |
| 23 | Weaving Threads | Pcs | 5 | 1:5 |
| 24 | Knitting wool/thread | Pcs | 125 | 5:1 |
| 25 | Hair pieces | Pcs | 300 | **12:1** |
| **C** | **Materials and Supplies** |
| 26 | Shampoos | Litres | 60 | 2.5:1 |
| 27 | Conditioners | Litres | 40 | 2:1 |
| 28 | Hair food/cream | Grams(500g) | 25 | 1:1 |
| 29 | Spatula | Pcs | 250 | 10:1 |
| 30 | Braids spray | Ml(500ml) | 25 | 1:1 |
| 31 | Sheen spray | Ml(500ml) | 25 | 1:1 |
| 32 | Mousse wrap | Ml(500ml) | 25 | 1:1 |
| 33 | Molding gel | 500g | 25 | 1:1 |

## **BARBERING SERVICE**

**UNIT CODE:1012 251 02A**

**Relationship to occupational Standard**

This unit addresses the Unit of Competency: **Conduct Barbering Service**

**UNIT DURATION: 80 hours**

**UNIT DESCRIPTION**

This unit covers the competencies required to conduct barbering service. It involves Prepare for barbering service, performing barbering service and performing post barbering service procedure.

**Summary of Learning Outcomes**

At the end of the unit the trainee should be able to:

|  |  |  |
| --- | --- | --- |
| S/No. | **Learning Outcomes** | **Duration(Hours)** |
| 1. | Prepare for barbering service | 10 |
| 2. | Perform barbering service | 60 |
| 3. | Perform post barbering service procedure | 10 |
| **TOTAL** | | **80** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Prepare for barbering service | * 1. Definition of terms: * Consultation * Barbering * Client record card   1. Client consultation   2. PersonalProtective gear.   1.3.1 uses of:   * Apron * Face shield * Draper * Cutting gowns * Neck strip * Towel * Face mask * Face towel * Gloves   1. Hair and scalpanalysis * scalp condition * texture * density * porosity * elasticity * disorders * diseases   1. Barberingtools and equipment.   **1**.5.1 uses and maintenance of:   * Clippers * Balding * Normal * Sterilizer * Detailer * Towel warmer * Smoother * Electric massager * Stimulator * Barbering chair * Washing unit * Mirror * Blow dryer * Extension cable * Water heating kettle * Brushes   + Foam brush   + Hair brush   + Tint brush   + Powder brush   + Neck brush * Barbering Combs * Scissors * Razors * Tweezers * Spatula * Extractor * Tint bowl * Mini basin * Spray water bottle   1. Barbering Products.   **1**.6.1 Uses and storage of ;   * Surgical Spirit * After shave * Shaving cream/foam * Talcum Powder * Finishing aids * Shampoo * Conditioner * Massage cream/oil | * Practical assessment * Project * Portfolio of evidence * Third party report * Case study * Written assessment * Oral assessment |
| 1. Perform barbering service | * 1. Hair preparation.   2. Perform barbering procedures * Bald * Fade * Level * Creative   1. Perform barbering associated service * Shampooing * Conditioning * Head and shoulder massage   1. After care advice.      1. Maintenance of; * Hair and scalp * Service offered | * Practical assessment * Project * Portfolio of evidence * Third party report * Case study * Written assessment * Oral assessment |
| 1. perform post service procedure | 1. Cleaning, disinfecting barbering tools and equipment  * Combs * Clippers * Barbering brushes   1. Cleaning Work station   + Use of waste bins   + Waste disposal methods. * Burning * Compositing * recycling   3.4 storage of Barbering Recyclable supplies | * Practical assessment * Project * Portfolio of evidence * Third party report * Case study * Written assessment * Oral assessment |

**Suggested Methods of Instruction**

* Direct Instruction
* Demonstration
* Practicals
* Projects
* Group Discussion

**Recommended Resources for 25 Trainees**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/No** | **Item** | | **Description** | **Quantity** | **Recommended ratio**  **Item: trainee** |
| 1 | Theory room | | **8M\*20M** | **1** | **1:25** |
| 2 | Workshop/laboratories | | **18M\*12M** | **1** | **1:25** |
| 3 | Internet | | **sufficient** | **sufficient** |  |
| 4 | Projector | | **Pcs** | **1** | **1:25** |
| 7 | White board | | **Pcs** | **1** | **1:25** |
|  | **Tools ,Equipment and materials** | | |  |  |
| 8 | Gowns | Pcs | | 25 | 1:1 |
| 9 | Towels | Pcs | | 50 | 1:2 |
| 10 | Aprons | Pcs | | 25 | 1:1 |
| 12 | Surgical Gloves | Pair | | 250 | 10:1 |
| 13 | Neck strips | Roll | | 25 | 1:1 |
| 14 | Drapers | Pcs | | 25 | 1:1 |
| 15 | Cotton wool | 500g | | 25 | 1:1 |
| 16 | Face Mask | Pcs | | 500 | 20:1 |
| 17 | Balding Clippers | Pcs | | 8 | 1:3 |
|  | Clippers |  | | 8 | 1:3 |
|  | Detailer | Pcs | | 5 | 1:5 |
| 18 | Sterilizers | Pcs | | 5 | 1:5 |
| 19 | Towel warmers | Pcs | | 5 | 1:5 |
| 20 | Smoothers | Pcs | | 5 | 1:5 |
| 21 | Electric massager | Pcs | | 5 | 1:5 |
| 22 | Stimulator | Pcs | | 5 | 1:5 |
| 23 | Barbering chair | Pcs | | 25 | 1:1 |
| 24 | Washing unit | Pcs | | 5 | 1:5 |
| 25 | work station with mirrors | Pcs | | 25 | 1:1 |
| 27 | Blow dryers | Pcs | | 5 | 1:5 |
| 29 | Water heating system | Pcs | | 1 | 1:25 |
| 30 | Foam brush | Pcs | | 25 | 1:1 |
| 31 | Hair brush | Pcs | | 25 | 1:1 |
| 32 | Tint brush | Pcs | | 25 | 1:1 |
| 33 | Neck brush | Pcs | | 25 | 1:1 |
| 35 | set of Combs | Sets | | 25 | 1:1 |
| 35 | pair Scissors | Pairs | | 25 | 1:1 |
| 36 | Cutting Razor | Pcs | | 25 | 1:1 |
| 37 | Tweezers | Pcs | | 25 | 1:1 |
| 38 | Tint bowls | Pcs | | 25 | 1:1 |
| 39 | Mini basins | Pcs | | 25 | 1:1 |
| 44 | Spray water bottles | Pcs | | 5 | 1:5 |
| 45 | Powder brushes | Pcs | | 25 | 1:1 |
| 46 | Surgical Spirit | Litres | | 25 | 2:1 |
| 47 | talcum Powder | 100gms | | 10 | 1:2 |
| 49 | Shampoos | Liters | | 50 | 2:1 |
| 50 | Conditioners | Litres | | 50 | 2:1 |
| 54 | Massage oils | Litres | | 50 | 2:1 |
| 57 | After shave | Ml | | 11,250 | 450:1 |
| 58 | Shaving foam | Grams | | 5000 | 200:1 |

# 

## **MANICURE AND PEDICURE SERVICE**

**UNIT CODE: 1012 251 03 A**

**UNIT DURATION:** 80 HRS

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: **Provide Manicure and Pedicure services**

**UNIT DESCRIPTION**

This unit covers the competencies required to provide manicure and pedicure service. It involves preparing for manicure and pedicure service, perform manicure and pedicure and post manicure and pedicure procedures.

**Summary of Learning Outcomes**

At the end of the unit the trainee should be able to:

|  |  |  |
| --- | --- | --- |
| S/No. | **Learning Outcomes** | **Duration(Hours)** |
| 1. | Prepare for manicure and pedicure service | 10 |
| 2. | Perform manicure and pedicure service | 60 |
| 3. | Perform post manicure and pedicure service procedure | 10 |
| **TOTAL** | | **80** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Prepare for manicure and pedicure service | 1.1 Definition of terms   * record card * consultation * manicure * Pedicure   1.2. Personal Protective gears  1.2.1 uses of:   * Apron * gloves * Towel * Low heeled Closed shoes * Face Mask   1. Client draping   1.3.1 reasons for draping   * Towels * Draper   1. Nail and skin analysis * Disorders * diseases * Nail shapes   1. Manicure and Pedicure Tools/Equipment      1. uses and maintenance: * Spatula * Scissors * Manicure/pedicure kit * Buffer * File * Nail brushes * Nail peg * Foot scrapper * Pumice stone * Corn slicer * Foot smoother * Foot spa * Sterilizing cabinet * Water heating kettle   1. Manicure and pedicure Products and materials   1.6.1 usability   * Massage oil * Liquid soap * Scrub * Nail polish/ enamel * Nail arts * Polish remover * Antiseptic * Disinfectant * Sanitizer * Cuticle cream/gels * Moisturizers * Surgical spirit * Soft tissues * manicure gloves * Cotton wool * Toe separator * Towels | * Observation * Portfolio of Evidence * Third Party * Oral assessment * Written assessment * Practical assessment |
| 1. Perform manicure and pedicure service | 2.1 Client preparation   * Trimming * Filling * Buffing   1. Manicure and pedicure procedures * Basic manicure and pedicure * warm oil manicure * Paraffin wax * Polish application * Gel * Enamel   1. After care advice * Maintenance of * Skin and nail * Service offered | * Observation * Portfolio of Evidence * Third Party * Oral assessment * Written assessment * Practical assessment |
| 1. Perform post service procedure | 3.1 Clean tools and equipment   * cleaning * disinfection * sterilizing * storage   1. Work station cleaning   3.2.1Waste disposal;   * Burning * Burying   1. Clean, disinfect and store recyclable supplies | * Observation * Portfolio of Evidence * Third Party * Oral assessment * Written assessment * Practical assessment |

**Suggested Methods of delivery**

* Demonstration
* Project
* Field and educational trips
* Viewing of related videos
* Discussion
* Direct Instruction

**Recommended Resources for 25 Trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning materials and infrastructure** |
| 1 | Theory room | **10\*10 M** | **1** | **1:25** |
| 2 | Workshop | **15\*20 M** | **1** | **1:25** |
| 3 | Internet | **sufficient** | **Sufficient** |  |
| 4 | Projector | **Pc** | **1** | **1:25** |
| 5 | Full scalp | **Pcs** | **Adequate** |  |
| 6 | Marker pen | **Pcs** | **5** | **1:5** |
| 7 | Manila paper | **Ream** | **5** | **1:5** |
| **B** | **Tools and Equipment** |
| 1 | Pumice Stone | Pcs | 25 | 1:1 |
| 2 | Foot Spa | Pcs | 5 | 1:5 |
| 3 | Manicure set | Sets | 25 | 1:1 |
| 4 | Nail brush | Pcs | 25 | 1:1 |
| 5 | Serviettes | Pkts | Adequate |  |
| 6 | Orange stick | Pcs | 25 | 1:1 |
| 7 | Nail peg | Pairs | 25 | 1:1 |
| 8 | Buffer | Pcs | 25 | 1:1 |
| 9 | Nail file | Pcs | 25 | 1:1 |
| 10 | Spatula | Pcs | 25 | 1:1 |
| 11 | Sterilizer | Pcs | 5 | 1.5 |
| 12 | Electric kettle | Pcs | 5 | 1:5 |
| 13 | Mirror | Pcs | 5 | 1:5 |
| 13 | Scissors | Pair | 25 | 1:1 |
| 14 | Towel warmer | Pcs | 5 | 1:5 |
| 15 | Small basins | Pcs | 25 | 1:5 |
| 16 | Corn slicer | Pcs | 25 | 1:1 |
| **C** | **Materials and Supplies** |
| 1 | Base coat / top coat | Pcs | 25 | 1:1 |
| 2 | Colored enamels | Pcs | 25 | 1:1 |
| 3 | Lanolin | Tubes | 50 | 2:1 |
| 4 | Massage oil | Litres | 25 | 1:1 |
| 5 | Spirit | Litres | 50 | 2:1 |
| 6 | Polish remover | Litres | 25 | 1:1 |
| 7 | Cotton wool | Roll | 25 | 1:1 |
| 8 | Towels | Pcs | 25 | 1:1 |
| 9 | Scrubber | Kg | 25 | 1:1 |
| 10 | Nose mask | Pcs | Adequate |  |
| 11 | Moisturizer | Grams | 5000 | 200:1 |
| 12 | Quick dry polish | Pcs | 25 | 1:1 |
| 13 | Nail arts black, white and glitters | Pcs | 25 | 1:1 |
| 14 | Dettol soap | Pcs | 25 | 1:1 |
| 15 | Foot scrapper | Pcs | 25 | 1:1 |
| 16 | Color file | Pcs | 25 | 1:1 |
| 17 | Cuticle cream | Pcs | 15 | 1:5 |
| 18 | Manicure pillow | Pcs | 25 | 1:1 |
| 19 | Shower gel | Pcs | 5 | 1:5 |

# **COSMETOLOGY MODULE 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **UNIT CODE** | **UNIT NAME** | **ELEMENTS** | **DURATION (HOURS)** | **CREDIT FACTOR** |
| 101235104A | MAKE UP SERVICES | Prepare for Make Up Services | 10 | 1.0 |
| Perform make up services | 60 | 6.0 |
| Carry out post service procedures | 10 | 1.0 |
| **TOTAL** | **80** | **8.0** |
| 101235105A | HAIR ADDITION SERVICES | Prepare for hair addition services | 10 | 1.0 |
| Perform hair addition services | 100 | 10.0 |
| Carry out post service procedures | 10 | 1.0 |
| **TOTAL** | **120** | **12.0** |
| 101235106A | HAIR STYLING SERVICES | Prepare for hair styling services | 10 | 1.0 |
|  |  | Provide hair styling services | 80 | 8.0 |
| Carry out post service procedure | 10 | 1.0 |
| **TOTAL** | **100** | **10.0** |

**MAKE-UP SERVICES**

**UNIT CODE:** **1012 351 04A**

**Relationship to Occupational standards**

This unit addresses the Unit of Competency: **Provide Make up Service**

**UNIT DESCRIPTION**

DURATION:80 HRS

This unit covers the competencies required to provide make-up service. It involves preparing for make-up service; performing make-up service and perform post make up procedure.

**Summary of Learning Outcomes**

At the end of the unit the trainee should be able to:

|  |  |  |
| --- | --- | --- |
| S/No. | **Learning Outcomes** | **Duration(Hours)** |
| 1. | Prepare for make-up service | 10 |
| 2. | Perform make-up service | 60 |
| 3. | Perform post service procedures | 10 |
| **TOTAL** | | **80** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| Learning outcome | Content | Suggested Assessment method |
| 1. Prepare for makeup service | 1.1 Definition of terms   * Make up * Face * Skin * Cosmetics * Metabolism * Client consultation   1.2.1Reasons for consultation  1.2.2 client record card  1.2.3Impotance of record card  1.2 Personal protective gear  1.2.1 uses of PPEs   * Towel * Apron * Mask * Flat closed shoes * Gloves   1.2.2 importance of PPEs  1.3 Client draping  1.3.1 Reasons for draping  1.4 Client’s skin analysis   * Skin type * Skin color * Muscle tone   1.4.1 Skin diseases   * Fungal * Viral * bacterial * Skin disorders * Acne * Eczema * Vitiligo * Psoriasis   1.5 Make-up Tools and equipment’s   * Make -up brushes * Make up sponges * Spatulas * Applicator * Make up couch * Trolley * Magnifying lamp   1.6 Make up products and supplies   * Cleanser * Toner * Moisturizer * Powder * Lipstick * Mascara * Blusher * Eyeliner * Eye shadow * Concealer * Make up spray * Foundation * Gloves * Towels * Head band * Draper   1.6.1 Usability of tools, equipment, products and supplies  1.6.2 factors to consider when selecting tools and equipment’s  1.6.3 maintenance of tools and equipment’s | * Practical assessment * Portfolio of evidence * Project * Third party report * Written assessment * Oral assessment |
| 1. Perform makeup service | 2.1 Pretreatment procedures   * Cleansing * Toning * Moisturizing * Massaging   1. Make up procedures * Day makeup * Evening make up * Office makeup * Fantasy makeup * Runway * Themed * Bridal makeup * Studio makeup * Special effect makeup   2.2.1 Associated services   * Eyebrow shaping * Tweezing * Threading * Razor * Face painting * Henna tattooing * Micro blading * Ear lobe piercing   1. After care advice * Skin Maintenance | * Practical assessment * Portfolio of evidence * Project * Third party report * Written assessment * Oral assessment |
| 1. Perform post service procedure. | 1. Cleaning and disinfecting tools and equipment procedures 2. Cleaning work station   3.2.1 waste management procedures   * Land fills * Burning * Composting * Use of waste bins  1. Cleaning, disinfecting and storing recyclable supplies procedures. | * Practical assessment * Portfolio of evidence * Project * Third party report * Written assessment * Oral assessment |

**Suggested Methods of Instruction**

* Direct Instruction
* Demonstration
* Practicals
* Projects
* Group Discussion

**Recommended Resources for 25 Trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning materials and infrastructure** |
| **1** | Theory room | **10\*10 M** | **1** | **1:25** |
| **2** | Workshop | **15\*20 M** | **1** | **1:25** |
| **3** | Internet | **Sufficient** | **Sufficient** |  |
| **4** | Projector | **Pcs** | **1** | **1:25** |
| **B** | **Tools, Equipment, Supplies and Materials** |
| 1 | Make up seat | Pcs | 25 | 1:1 |
| 2 | Lip color | Pcs | 25 | 1:1 |
| 3 | Eye liner | Pcs | 25 | 1:1 |
| 4 | Eye pencil | Pcs | 25 | 1:1 |
| 6 | Head band | Pcs | 25 | 1:1 |
| 7 | Tweezer | Pcs | 25 | 1:1 |
| 10 | Spatula | Pcs | 25 | 1:1 |
| 11 | Sterilizer | pcs | 5 | 1.5 |
| 12 | Electric kettle | Pcs | 5 | 1:5 |
| 13 | Mirror | Pcs | 5 | 1:5 |
| 13 | Scissors | Pairs | 25 | 1:1 |
| 14 | Towel warmer | Pcs | 5 | 1:5 |
| 15 | Small basins | Pcs | 25 | 1:1 |
| 16 | Lip gloss | Pcs | 25 | 1:1 |
| 17 | Setting spray | Ml (100ml) | 25 | 1:1 |
| 18 | Gown | Pcs | 25 | 1:1 |
| 19 | Bronze /eye shadows | Pcs | 5 | 1:5 |
| 20 | Brushers | Pcs | 5 | 1:5 |
| 21 | Massage oil | 500mls | 25 | 1:1 |
| 22 | Spirit | 1 liter | 25 | 1:1 |
| 23 | Mascara | Pcs | 25 | 1:1 |
| 24 | Cotton wool | 200gms | 25 | 1:1 |
| 25 | Towels | Pcs | 50 | 1:2 |
| 26 | Concealer | Pcs | 25 | 1:1 |
| 27 | Face mask | Pcs | 500 | 1:20 |
| 28 | Moisturizer | 400mls | 25 | 1:1 |
| 29 | Sponges | Pcs | 25 | 1:1 |
| 30 | Primer | Pcs | 25 | 1:1 |
| 31 | Razors | Pcs | 250 | 1:10 |
| 32 | Face towels | Pcs | 50 | 2:1 |
| 33 | Toner | 200mls | 25 | 1:1 |
| 34 | Cleanser | 400mls | 25 | 1:1 |

**HAIR ADDITION SERVICE**

**UNIT CODE: 1012 351 05 A**

**Relationship to Occupational standards**

This unit addresses the Unit of Competency: **Provide** **Hair Addition Service**

DURATION: 120 HRS

**UNIT DESCRIPTION**

This unit covers the competencies required to provide hair addition services. It involves preparing for hair addition services, performing hair addition services and post service procedures.

**Summary of Learning Outcomes**

At the end of the unit the trainee should be able to:

|  |  |  |
| --- | --- | --- |
| S/No. | **Learning Outcomes** | **Duration(Hours)** |
| 1. | Prepare for hair addition services | 10 |
| 2. | Perform hair addition service | 100 |
| 3. | Perform post service procedures | 10 |
| **TOTAL** | | **120** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| Learning Outcome | Content | Suggested Assessment Methods |
| 1. Prepare for hair addition services | 1.1Introduction  to hair addition services.  1.2Definition of terms   * Plaiting * Braiding * Consultation   1.3client consultation  1.3.1client record card  1.3.2 Importance of client record card  1.4 Personal protective gear.  1.4.1 uses of:   * Apron * Face shield * Draper * Towel   1.5Client Draping  1.5.1 Reasons for draping  1.5.2 Types of draping techniques  1.6 Hair and scalp analysis.   * Scalp condition * Texture * Density * Volume * Porosity * Disorders   1.6.1 Importance of analysis  1.7 Hair addition tools equipment, product and supplies.   * Crotchet needle * Assorted combs * Scissors * Weaving needles * Blow dryer * Head dummy * Threads * Hair pieces * Shampoos * Conditioners * Hair food/cream * Braid’s spray * Sheen spray * Mousse wrap * Moulding gel   1.7.1 Usability of hair addition tools, equipment, products and supplies.  1.7.2 Maintenance of hair addition tools, equipment, products and supplies. | * Practical assessment * Portfolio of evidence * Project * Third party report * Written assessment * Oral assessment |
| 1. Perform hair addition service | 2.1Client’s hair preparation.   * Undoing * Shampooing * Conditioning * Blow drying   2.2 Hair addition procedure.   * Ghanaians’ * Ethiopian lines * Drop lines * Creative lines * Weaving * Emerging trends   2.3 Hair addition finishing aids   * Braid spray * Sheen spray * Braid cleanser * Curl moisturizer   2.4After care advice.   * Maintenance of the style. | * Practical assessment * Portfolio of evidence * Project * Third party report * Oral assessment * Written assessment |
| 1. Perform post service procedure | 3.1Cleaning, disinfecting and storage of hair addition tools and equipment procedures.  3.2Clean Work station  3.2.1waste management and disposal   * use of waste bins * burning * composting   3.3 Cleaning, disinfecting and storing recyclable supplies procedures. | * Practical assessment * Portfolio of evidence * Project * Third party report * Written assessment * Oral assessment |

**Suggested Methods of Instruction**

* Direct Instruction
* Demonstration
* Projects
* Group Discussion

**Recomm****ended Resources for 25 Trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning materials and infrastructure** |
| **1** | Theory room | **10\*10 m** | **1** | **1:25** |
| **2** | Workshop | **15\*20m** | **1** | **1:25** |
| **3** | Internet | **Access to sufficient internet** | **Sufficient** |  |
| **4** | Projector | **Pc** | **1** | **1:25** |
| **B** | **Tools, Equipment,** |
| 1 | Crotchet needles | Pcs | 25 | 1:1 |
| 2 | Face shield | Pcs | 5 | 1:5 |
| 3 | Scissors | Pcs | 25 | 1:1 |
| 4 | Weaving needle | Pcs | 25 | 1:1 |
| 5 | Hood dryer | Pcs | 5 | 1:5 |
| 6 | Head dummy | Pcs | 5 | 1:5 |
| 7 | Set of combs | Pcs | 25 | 1:1 |
| 10 | Spatula | Pcs | 100 | 4:1 |
| 11 | Sterilizer | Pcs | 5 | 1.5 |
| 12 | Electric kettle | Pcs | 5 | 1:5 |
| 13 | Mirror | Pcs | 5 | 1:5 |
| 14 | Towel warmer | Pcs | 5 | 1:5 |
| 15 | Small basins | Pcs | 25 | 1:1 |
| 16 | Blow drier | Pcs | 5 | 1:5 |
| 17 | Shampoo | Litres | 60 | 1:2.5 |
| 18 | Conditioner | Litres | 60 | 1:2.5 |
| 19 | Hair cream/hair food | 500gms | 25 | 1:1 |
| 20 | Braid spray | 200mls | 25 | 1:1 |
| 21 | Spirit | 1litre | 25 | 1:1 |
| 22 | Molding gel | 500gms | 25 | 1:1 |
| 23 | Cotton wool | 200gms | 25 | 1:1 |
| 24 | Towels | Pcs | 50 | 1:2 |
| 25 | Mousses wrap | 250mls | 25 | 1:1 |
| 26 | Face mask | Pcs | 250 | 1:10 |
| 27 | Hair Moisturizer | 500mls | 25 | 1:1 |
| 28 | Hair piece | Pcs | 500 | 1:20 |
| 29 | Draper | Pcs | 25 | 1:5 |
| 30 | Hair clips | Pcs | 50 | 1:2 |

**HAIR STYLING SERVICE**

**UNIT CODE:** **1012 351 06A**

**Relationship to Occupational standards**

This unit addresses the unit of competency: **Perform Hair Styling service**

**UNIT DURATION:** 100 hours

**UNIT DESCRIPTION**

This unit covers the competencies required to perform hair styling. It involves preparation for hair styling, performing hair styling service and post hair styling service.

**Summary of Learning Outcomes**

At the end of the unit the trainee should be able to:

|  |  |  |
| --- | --- | --- |
| S/No. | **Learning Outcomes** | **Duration(Hours)** |
| 1. | Prepare for hair styling services | 10 |
| 2. | Perform hair styling service | 80 |
| 3. | Perform post hair styling service | 10 |
| **TOTAL** | | **100** |

Learning Outcomes, Content and Suggested Assessment Methods

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Prepare hair styling | 1.1 Introduction to hair styling services   * 1. Definition of term * Styling * Trichology * Blow-drying * Shampooing * Conditioning   1.3Trichology   * Types of hair * Structure of hair   + Functions of hair   + Hair growth   + Diseases and disorders of hair and scalp   1.4Hair styling tools, equipment, products and supplies   * Apron * Draper * Towels * Hood drier * Head steamer * Thermal irons * Blow dryer * Trolley * Sterilizing cabinet * Tint bowl * Tint brush * Assorted combs * Rollers * Straws * Clips * Spatula * Gels * Hair food * Shampoo * Conditioner * Hair sprays * Setting lotion * Hair moisturizers * Face shield * Disinfectant * Cotton wool * Dustin * Ear muffs/caps   1.4.1Uses of products tools and supplies  1.4.2Maintenance  1.4.3storage  1.5Hair styling PPEs  1.5.1Types   * + 1. Importance   1.5 3 Uses  1.5.4Storage   * 1. Setting and styling PPEs   1.6.1Types of PPEs  1.6.2Use of PPEs  1.6.3cleaning and maintenance of PPEs  1.6.4Health and safety precautions  1.8 Salon safety procedures.   * 1. .1Client consultation      1. Client record card   2. Client draping   1.9.1 Purpose of draping   * + 1. Types of draping materials     2. Draping techniques | * Observation * Portfolio of evidence * Project * Third party reports * Written assessment * Oral assessment |
| 1. Perform hair styling services | * 1. hair preparation      1. Shampooing and conditioning * Chemistry of shampooing * Effects of shampooing and conditioning * Purpose of shampooing and conditioning * Types of shampoo and conditioners * Forms of shampoo * Massage techniques   1. hair style techniques * Thermal styling * roller setting * Gel styling * Themed styling * Natural hair styling * Hair addition styling * Pin curls * Finger waves * Dreadlocks * Straw set * Zulu/ bantu knots * Twists * folds * Twist outs   1. Aftercare advice in setting and styling | * Observation * Portfolio of evidence * Project * Third party reports * Written assessment * Oral assessment |
| 3. Perform post services | 3.1 Cleaning and disinfecting of tools and equipment procedures  3.2 Work station  3.2.1 Waste management procedures   * Land fills * Incineration * Combustion * Waste compaction * Composting   3.3 Cleaning, disinfecting and storing recyclable supplies procedure | * Observation * Portfolio of evidence * Project * Third party reports * Written assessment * Oral assessment |

**Suggested Methods of Instruction**

* Demonstration
* Field and educational trips
* Viewing of related videos
* Discussion
* Direct Instruction

**Recommended Resources for 25 Trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning materials and infrastructure** |
|  | Theory room | **10\*10 M** | **1** | **1:25** |
|  | Workshop | **15\*20 M** | **1** | **1:25** |
|  | Projector | **Pieces** | **1** | **1:25** |
| **B** | **Tools, Equipment, materials and supplies** |
| 1 | Thermal irons | Pcs | 5 | 1:5 |
| 2 | Ear muffs/cap | Pcs | 25 | 1:1 |
| 3 | Draper | Pcs | 5 | 1:5 |
| 4 | Face shield | Pcs | 5 | 1:5 |
| 5 | Hood dryer | Pcs | 5 | 1:5 |
| 6 | Assorted combs | Pcs | 25 | 1:1 |
| 7 | Tint bowl | Pcs | 25 | 1:1 |
| 8 | Tint brush | Pcs | 25 | 1:1 |
| 9 | Sectioning clips | Pcs | 75 | 3:1 |
| 10 | Spatula | Pcs | 25 | 1:1 |
| 11 | Weaving needle | Pcs | 25 | 1:1 |
| 12 | Rollers | Dozens | 5 | 1:5 |
| 13 | Set of combs | Set | 25 | 1:1 |
| 14 | Shampoos | Liters | 60 | 1:2.5 |
| 15 | Re constructor | 700gms | 2 5 | 1:1 |
| 16 | Sheen spray | 450mls | 25 | 1:1 |
| 17 | Moulding gel | 500gms | 25 | 1:1 |
| 18 | Dread spray | 250Ml | 25 | 1:1 |
| 19 | Hair polisher | Pcs | 5 | 1:5 |
| 20 | Cotton wool | 200gms | 25 | 1:1 |
| 21 | Weaving thread | Pcs | 25 | 1:1 |