

**COMPETENCY-BASED MODULAR CURRICULUM**

**FOR**

**COSMETOLOGY**

**KNQF LEVEL 5**

**PROGRAMME ISCED CODE**:  **1012 454A**

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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 sector are necessary to Kenya Vision 2030 and meeting 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 in developing competent human resources for the Cosmetology sector’s growth and development.

**PRINCIPAL SECRETARY**

**STATE DEPARTMENT FOR TVET**

**MINISTRY OF EDUCATION**

**PREFACE**

Kenya Vision 2030 aims to transform Kenya into a newly industrializing middle-income country providing high quality life to all its citizens by the year 2030. Kenya intends to create global competitive and adaptive human resource base to meet requirements of a rapidly industrializing economy through life-long education and training. TVET has a responsibility to facilitate 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 toreform 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 Kenyan labour force.

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.

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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 expert trainers, institutions and 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 individuals aspiring to work in the Cosmetology Sector acquire competencies to perform their work more efficiently and effectively.

Council secretary/CEO

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# **ACRONYMS AND ABBREVIATIONS**

CBET Competency - Based Education and Training

CPU Central processing Unit

TVETA Technical and Vocational and Training Authority

USB Universal Serial Bus

**KEY TO ISCED UNIT CODE**



**COURSE OVERVIEW**

Cosmetology Level 5 Occupation standard (OS) consists of competencies that an individual must have 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, hair styling service, nail care service, dread locking services, hair removal service, hair cutting, facial treatment.

**SUMMARY OF UNITS OF COMPETENCY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Code** | **Units Title** | **Unit Duration (Hours)** | **Credit Factor** |
| **MODULE I** | | | |
| 1012 251 01A | Plaiting and Braiding | 140 | 14.0 |
| 1012 251 02 A | Barbering service | 80 | 8.0 |
| 1012 251 03 A | 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 | 10.0 |
| **MODULE II1** | | |  |
| 1012 451 07A | Nail care service | 100 | 10.0 |
| 1012 451 08A | Dread locking services | 120 | 12.0 |
| 1012 451 09A | Hair removal service | 80 | 8.0 |
| 0031 451 02A | Communication skills | 40 | 4.0 |
| 0611 451 01A | Digital Literacy | 40 | 4.0 |
| **MODULE IV** | | |  |
| 1012 451 10A | Hair cutting services | 110 | 11.0 |
| 1012 451 11A | Facial treatment services | 100 | 10.0 |
| 0417 451 03A | Work ethics practices | 40 | 4.0 |
| 0413 451 04A | Entrepreneurial skills | 40 | 4.0 |
| **Sub Total** | | **1,270** | **127.0** |
| **Industry Training** | | **480** | **48.0** |
| **GRAND TOTAL** | | **1,750** | **175.0** |

**Entry Requirements**

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

1. Kenya Certificate of Secondary education (KCSE) Mean Grade D (plain)

**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 6 or in related trade area;
2. License by TVETA

**Industry Training**

An individual enrolled in this course will be required to undergo Industry training for a minimum period of 480 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. During summative assessment basic and common units may be integrated in the core units or assessed as discrete units.
4. Theoretical and practical weighting for each unit of learning shall be as follows
5. 10:90 for units in module 1 & module 11
6. 30:70 for units in module 111 & module IV
7. 40:60 for units in module V & module V1
8. Formative and summative assessments shall be weighted at 60% and 40% respectively in the overall unit of learning score

For a candidate to be declared competent in a unit of competency, the candidate must meet the following conditions:

1. Obtained at least 40% in theory assessment in formative and summative assessments.
2. Obtained at least 60% in practical assessment in formative and summative assessment where applicable.
3. Obtained at least 50% in the weighted results between formative assessment and summative assessment where the former constitutes 60% and the latter 40% of the overall score.
4. 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 TVET** **Certificate** in Cosmetology level 5, the candidate must demonstrate competence in all the Units of Competency as given in the qualification pack. A Statement of Attainment certificate may be issued upon demonstration of competence in certifiable element within a unit.

The 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 preparing 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 services | 10 |
| 2. | Perform plaiting and braiding service | 120 |
| 3. | Perform post plaiting and braiding procedure | 10 |
| **TOTAL** | | **140** |

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

|  |  |  |
| --- | --- | --- |
| Learning Outcome | Content | Suggested Assessment Methods |
| * + - 1. Prepare for plaiting and braiding service | 1.1 Definition of terms:   * Consultation * Plaiting * Braiding * Client record card   1.2 Client consultation  1.3 Personal Protective gr.  uses of:   * Apron * Face shield * Draper * Towel * Face mask   1.4 Hair and scalp analysis   * scalp condition * texture * density * porosity * elasticity * disorders * diseases   1.5 Plaiting and braiding tools and equipment.  uses and maintenance of:   * Crotchet needle * Assorted combs * Scissors * Weaving needles * Blow dryer * Head dummy   1.6 Plaiting and braiding Products.  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 |
| 2.Perform plaiting and braiding service | 2.1 Client Hair and scalp preparation   * Undoing * Detangling * Shampooing * Conditioning * Blow drying   2.2 Plaiting and braiding Procedure.   * Plain lines /cornrows * Twisting * Three strands * Piece line * Zulu/bantu knots * Crocheting   2.3 After care advice.  Maintenance of;   * Hair and scalp * Service offered | * Practical assessment * Portfolio of evidence * Project * Third party report * Written assessment * Oral assessment |
| 3.Perform post plating and braiding procedure | 3.1 Cleaning, disinfecting plaiting and braiding tools and equipment   * Combs * Blow dryers * Crotchets   3.2 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 Preparing 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. 1. Prepare for barbering service | 1.1 Definition of terms:   * + Consultation   + Barbering   + Client record card   1.2 Client consultation  1.3 PersonalProtective gear.  uses of:   * Apron * Face shield * Draper * Cutting gowns * Neck strip * Towel * Face mask * Face towel * Gloves   1.4 Hair and scalpanalysis   * scalp condition * texture * density * porosity * elasticity * disorders * diseases   1.5 Barberingtools and equipment.  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   1.6 Barbering Products.  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. 2. Perform barbering service | 2.1 Hair preparation.  2.2 Performed barbering procedures   * Bald * Fade * Level * Creative   2.3 After care advice.  2.4 Maintenance of;   * Hair and scalp * Service offered | * Practical assessment * Project * Portfolio of evidence * Third party report * Case study * Written assessment * Oral assessment |
| 1. 3. perform post barbering service procedure | 3.1 Cleaning, disinfecting barbering tools and equipment   * Combs * Clippers * Barbering brushes   3.2 Cleaning Work station   * + Use of waste bins   + Waste disposal methods. * Burning * Compositing * recycling   3.3 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 dryer s | Pcs | | 5 | 1:5 |
| 29 | Water heating system | Pcs | | 1 | 1: |
| 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 451 03 A

**Relationship to Occupational Standards**

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

**UNIT DURATION:** 80 HRS

**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 service procedure | 10 |
| **TOTAL** | | **80** |

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Prepare for manicure and pedicure services | 1.1 Definition of terms   * record card * consultation * manicure * Pedicure   1.2 Personal Protective gears  uses of:   * Apron * gloves * Towel * Low heeled Closed shoes * Face Mask   1.3 Client draping   * reasons for draping * Drapers * Towels * Draper   1.4 Nail and skin analysis   * Disorders * diseases * Nail shapes   1.5 Manicure and Pedicure tools/Equipment  uses and maintenance:   * Spatula * Scissors * Manicure/pedicure kit * Buffer * Foot scrapper * Pumice stone * Corn slicer * Foot smoother * Foot spa * Sterilizing cabinet * Water heating kettle   1.6 Manicure and pedicure Products and materials usability   * Massage oil * Liquid soap * Scrub * Nail polish/ enamel * Nail arts * Polish remover * Antiseptic * Cuticle cream/gels * Moisturizers * Surgical spirit * Soft tissues * manicure gloves * Cotton wool * Toe separator | * Observation * Portfolio of Evidence * Third Party * Oral assessment * Written assessment |
| 1. Perform manicure and pedicure service | 2.1 Client preparation   * Trimming * Filling * Buffing   2.2 Manicure and pedicure procedures   * Basic manicure and pedicure * warm oil manicure * Paraffin wax * Polish application * Gel * Enamel   2.3 After care advice   * Maintenance of * Skin and nail * Service offered | * Observation * Portfolio of Evidence * Third Party * Oral assessment * Written assessment |
| 1. Perform post service procedure | 3.1 Clean tools and equipment   * cleaning * disinfection * satirizing * storage   3.2 Work station cleaning  3.2.1Waste disposal;   * Bunning * burying   3.2 Clean, disinfect and store recyclable supplies | * Observation * Portfolio of Evidence * Third Party * Oral assessment * Written 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)** |
| 1012 351 04A | MAKE UP SERVICES | Prepare for Make Up Services | 10 |
| Perform make up services | 60 |
| Carry out post service procedures | 10 |
| **TOTAL** | **80** |
| 1012 351 05A | HAIR ADDITION SERVICES | Prepare for hair addition services | 10 |
| Perform hair addition services | 100 |
| Carry out post service procedures | 10 |
| **TOTAL** | **120** |
| 1012 351 06A | HAIR STYLING SERVICES | Prepare for hair styling services | 10 |
| Provide hair styling services | 80 |
| Carry out post service procedure | 10 |
| **TOTAL** | **100** |

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 hours**

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   1.2 Client consultation  1.2.1 Reasons for consultation  1.3 Client record card  1.3.1 Importance of record card  1.4 Personal protective gear  uses of PPEs   * Towel * Apron * Mask * Flat closed shoes * Gloves   1.4.1 Importance of PPEs  1.5 Client draping  1.5.1 Reasons for draping  1.6 Client’s skin analysis   * Skin type * Skin color * Muscle tone   1.6.1Skin diseases   * Fungal * Viral * bacterial * Skin disorders * Acne * Eczema * Vitiligo * Psoriasis   1.6.2 Reasons for skin analysis  1.7 Make-up tools and equipment’s   * Make -up brushes * Make up sponges * Spatulas * Applicator * Make up couch * Trolley * Magnifying lamp   1.8 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   1.8.1 Usability of tools, equipment, products and supplies  1.8.2 Factors to consider when selecting tools and equipment’s  1.8.3 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   2.2 Make up procedures   * Day makeup * Evening make up * Office makeup * Fantasy makeup * Runway * Themed * Bridal makeup * Studio makeup * Special effect makeup   2.3 Associated services   * Eyebrow shaping * Tweezing * Threading * Razor * Face painting * Henna tattooing * Micro blading * Ear lobe piercing   2.4 After care advice   * Skin Maintenance | * Practical assessment * Portfolio of evidence * Project * Third party report * Written assessment * Oral assessment |
| 1. Perform post service procedure. | 2.1 Cleaning and disinfecting tools and equipment procedures  Cleaning work station  2.2 Waste management procedures   * + land fills   + burning   + composting   + use of waste bins   2.3 Cleaning, disinfecting and storing recyclable supplies procedures. | * Practical assessment * Portfolio of evidence * Project * Third party report * Written assessment * Oral assessment |
| 1. Perform post skin make up procedure | 3.1 Cleanse and disinfect tools and equipments  3.2 cleanse station and waste disposal  3.3 clean, disinfect and store recyclable supplies |  |

**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 litre | 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 SERVICES

**UNIT CODE**: 1012 351 05 A

**Relationship to Occupational standards**

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

**DURATION: 120 hours**

**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 additional 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 | 1.1 Introduction to hair addition services.  1.2 Definition of terms   * Plaiting * Braiding * Consultation   1.3 Client consultation  1.4 Client record card  1.4.1 Importance of client record card  1.5 Personal protective gear.  uses of:   * Apron * Face shield * Draper * Towel   1.6 Client Draping  1.6.1 Reasons for draping  1.6.2Types of draping techniques  1.7 Hair and scalp analysis.   * scalp condition * texture * density * volume * porosity * disorders   1.7.1 Importance of analysis  1.8 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 * Braids spray * Sheen spray * Mousse wrap * Molding gel   1.8.1 Usability of hair addition tools, equipment, products and supplies.  1.8.2 Maintenance of t 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 | 2.1 Client’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   2.4 After care advice.   * Maintenance of the style. | * Practical assessment * Portfolio of evidence * Project * Third party report * Oral assessment * Written assessment |
| 1. Perform post service procedure | 3.1 Cleaning, disinfecting and storage of hair addition tools and equipment procedures.  3.2 Clean Work station  3.3 Waste management and disposal   * use of waste bins * burning * composting | * 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 |
| 1 | Shampoo | Litres | 60 | 1:2.5 |
| 2 | Conditioner | Litres | 60 | 1:2.5 |
| 3 | Hair cream/hair food | 500gms | 25 | 1:1 |
| 4 | Braid spray | 200mls | 25 | 1:1 |
| 5 | Spirit | 1litre | 25 | 1:1 |
| 6 | Molding gel | 500gms | 25 | 1:1 |
| 7 | Cotton wool | 200gms | 25 | 1:1 |
| 8 | Towels | Pcs | 50 | 1:2 |
| 9 | Mousses wrap | 250mls | 25 | 1:1 |
| 10 | Face mask | Pcs | 250 | 1:10 |
| 11 | Hair Moisturizer | 500mls | 25 | 1:1 |
| 12 | Hair piece | Pcs | 500 | 1:20 |
| 14 | Draper | Pcs | 25 | 1:5 |
| 15 | 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 | 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 | 1.1Introduction to hair styling services  1.2 Definition of terms   * Styling * Trichology * Blow-drying * Shampooing * Conditioning   1.3 Trichology   * Types of hair * Structure of hair   + Functions of hair   + Hair growth   1.4 Diseases and disorders of hair and scalp  1.5 Hair 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   1.6.1 Uses of products tools and supplies  1.6.2 Maintenance  1.6.3 Storage  1.7 Hair styling PPEs   * Types * Importance * Uses * Storage   1.7.1 Setting and styling PPEs  1.7.2 Types of PPEs  1.7.3Use of PPEs  1.7.4Cleaning and maintenance of PPEs | * Observation * Portfolio of evidence * Project * Third party reports * Written assessment * Oral assessment |
| 1. Perform hair styling services | 2.1 Hair preparation  2.1.1 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   2.2 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   2.3 Aftercare advice in setting and styling | * Observation * Portfolio of evidence * Project * Third party reports * Written assessment * Oral assessment |
| 3. Perform hair styling post service | 3.1 Cleaning and disinfecting of tools and equipment procedures.  3.2 Work station cleaning  3.2 Waste management procedures.   * + - Land fills     - Incineration     - Combustion     - Waste compaction     - Composting | * 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 | Dreads 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 |

# **COSMETOLOGY MODULE 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **UNIT CODE** | **UNIT NAME** | **ELEMENTS** | **DURATION (HOURS)** |
| 1012 451 07A | NAIL CARE SERVICE | Prepare for nail care service | 10 |
| Provide nail care service | 80 |
| Carry out nail care post service | 10 |
| **TOTAL** | **100** |
| 1012 451 08A | DREADLOCKING SERVICE | Prepare for dread locking service | 10 |
| Perform dread locking service | 100 |
| Carry out dread locking post service | 10 |
| **TOTAL** | **120** |
| 1012 451 09A | HAIR REMOVAL SERVICES | Prepare for hair removal service | 10 |
| Provide hair removal service | 60 |
| Carry out hair removal post service | 10 |
| **TOTAL** | **80** |
| 0611 451 01A | DIGITAL LITERACY | Operate computer devices | 6 |
| Solve tasks using office site | 14 |
| Manage data and information | 6 |
| Perform online communication and collaboration | 4 |
| Apply cybersecurity skills | 4 |
| Perform online jobs | 4 |
| Apply job entry techniques | 2 |
| **TOTAL** | **40** |
| 0031 451 02A | COMMUNICATION SKILLS | Apply communication channels | 10 |
| Apply written communication skills. | 12 |
| Apply non-verbal skills. | 4 |
| Apply oral communication skills. | 4 |
| Apply group communication skills. | 10 |
| **TOTAL** | **40** |

NAIL CARE SERVICE

**UNIT CODE: 1012 451 07A**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: **perform nail care services**

**UNIT DURATION: 100 Hours**

**UNIT DESCRIPTION**

This unit covers the competencies required to conduct nail care service. It involves Prepare for nail care service, perform nail care service and perform post nail care 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 nail care service | 10 |
| 2. | Perform nail care service | 80 |
| 3. | Perform post nail care service | 10 |
| **TOTAL** | | **100** |

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Prepare for nail care service | 1.1 Structure of the nail  1.2Nail growth and functions  1.3 Nail composition  1.4 Nail shapes  1.5 Nail health and care  1.6 Factors affecting nail growth  1.7 Common diseases and disorders of nails   * Tinea pedis * Hang nail * Brittle nail syndrome * Onychomycosis * Paronychia * Retronychia * Nail psoriasis * Ingrown nails   1.2. Introduction to skeleton system  1.2.1 Types of bones  1.2.3Bone composition  1.2.4 Major bone of the body relevant to beauty therapy  1.2.5 Functions of the skeleton system  1.2.6 Joints movements in the skeletal system  1.2.7 Common diseases and disorders of skeletal system   * Osteoporosis * Arthritis * Scoliosis * Rickets and oesomalacia   1.2.8 Bone infection and genetic disorders   * Osteomyelitis * Paget’s disease * Postural disorders * Kyphosis * Lordosis   1.3 Definition of terms   * Nail care * Consultation * Record card * Client   1.4 Client consultation  1.5 Personal protective equipment   * Apron * Face mask * Gloves   1.5.1 Importance of PPEs  1.5.2 Uses of PPEs  1.6 Client draping   * Towels * Cushion   1.6.1 Importance of draping  1.7 Nail and skin analysis   * Diseases and disorders   + - Viral     - Bacterial     - Fungal     - Contra-indications and contra-actions   1.8 Nail Care tools, equipment and materials   * Nail file * Acrylic brushes * Glass bowls * Nail brushes * Spatulas * Manicure set * Orange stick * Nail peg * Nail scissors * Nail buffer * Disposable razors * Cotton wool * Absorbent towels * Stamping kits * Nail dummy * Bowls * UV/ LED lamps * Table light * Sterilizing cabinet * Nail drills * Towels   1.8.1 Uses of Nail Care tools and equipment  1.8.2 Maintenance of tools and equipment  1.9 Nail care products and supplies  Uses of:   * Massage oil * Soap/Shower gel * Cuticle cream/gel * Nail polish remover * Nail polish * Acetone * Sanitizer * Disinfectant /Antiseptic * Dry quick polish * Moisturizers | * Practical assessment * Portfolio of evidence * Project * Case study * Third party report * Oral assessment * Written assessment |
| 2.Perform nail care service | 2.1 Skin and nails preparation   * Sanitize * Filing * Buffing   2.2 Nail care procedures   * Nail extension * Nail refill * Nail gel builder * Nail acrylic application * Fiberglass application * Nail reconstruction * Gum gel application   2.3 After care advice   * Maintenance of skin and nails | * Practical assessment * Portfolio of evidence * Project * Case study * Third party report * Written assessment * Oral assessment |
| 3.Perform post nail care service | 3.1 Nail care tools and equipment   * Cleaning * Disinfection * Storage   3.2 Clean Workstation   * Waste disposal   3.3.1 Recyclable supplies   * clean * disinfect * sterilize   3.3.1 non-recyclable supplies |  |

**Suggested Methods of delivery**

* Demonstration
* Project
* Industrial visits
* Viewing of related videos
* Discussion
* Direct Instruction
* Case study

**Recommended Resources for 25 Trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/no** | **Items** | **Description** | **Quantity** | **Recommended Ratio**  Item: Trainee |
| **Learning Materials Infrastructure, tools and equipment** | | |  |  |
| 1. | Theory room | 10m\*10m | 1 | 1:25 |
|  | Work station | Pcs | 25 | 1:1 |
|  | Station chairs | Pcs | 50 | 1:2 |
|  | Heating system | Pcs | 5 | 1:5 |
|  | Sink | Pcs | 5 | 1:5 |
|  | Nail files | Pcs | 25 | 1:1 |
|  | UV sterilizer | Pcs | 5 | 1:5 |
|  | Assorted nail art brushes | Pcs | 25 | 1:1 |
|  | Acrylic brushes | Pcs | 25 | 1:1 |
|  | Spatulas | Pcs | 200 | 4:1 |
|  | Manicure set | Pcs | 25 | 1:1 |
|  | Orange stick | Pcs | 50 | 1:2 |
|  | Nail peg | Sets | 5 | 1:5 |
|  | Nail scissors | Pair | 25 | 1:1 |
|  | Nail buffer | Pcs | 25 | 1:1 |
|  | Corn slicers | Pcs | 25 | 1:1 |
|  | Pumice stone | Pcs | 25 | 1:1 |
|  | Disposable razors | Pcs | 50 | 2:1 |
|  | Foot Scrapers | Pcs | 25 | 1:1 |
|  | Surgical spirit | Litres | 25 | 1:1 |
|  | Serviettes | Packets | 25 | 1:1 |
|  | Assorted nail polish | Pcs | 50 | 2:1 |
|  | Base coats | Pcs | 25 | 1:1 |
|  | Top coat | Pcs | 25 | 1:1 |
|  | Assorted Gel polish | Pcs | 50 | 2:1 |
|  | Primer | Pcs | 25 | 1:1 |
|  | Gel Base coat | Pcs | 25 | 1:1 |
|  | Gel top coat | Pcs | 25 | 1:1 |
|  | Acetone | Litres | 25 | 1:1 |
|  | Aluminium foil | Rolls | 5 | 1:5 |
|  | Tip cutter | Pcs | 25 | 1:1 |
|  | Nail tips | Pkts | 25 | 1:1 |
|  | Polymer | Pcs | 25 | 1:1 |
|  | Monomer | Pcs | 25 | 1:1 |
|  | Builder gel | Pcs | 25 | 1:1 |
|  | Fibre glass | Pkts | 25 | 1:1 |
|  | Nail forms | Rolls | 1 | 1:25 |
|  | Sanitizer | Liters | 25 | 1:1 |
|  | UV gel machine | Pcs | 25 | 1:1 |
|  | Aprons | Pcs | 25 | 1:1 |
|  | Disinfectant | Litres | 25 | 1:1 |
|  | Dry quick polish | Pcs | 25 | 1:1 |
|  | Towels | Pcs | 100 | 1:4 |
|  | Massage oil | Litres | 25 | 1:1 |
|  | Moisturizers | Tubes | 5 | 1;5 |
|  | Foot spa | Pcs | 25 | 1:1 |
|  | Cotton wool | Roll | 25 rolls | 1:1 |
|  | Manicure basin | Pcs | 25 | 1:1 |
|  | Manicure brush | Pcs | 25 | 1:1 |
|  | Manicure bowl | Pcs | 25 | 1:1 |

DREAD LOCKING SERVICE

**UNIT CODE:** 1012 451 08A

**Relationship to Occupational Standard**

This unit addresses the unit of competency: **Provide Dread Locking Service**

**UNIT DURATION: 120 Hours**

**UNIT DESCRIPTION**

This unit covers the competencies required to provide dread locking service. It involves prepare for dread locking service, perform dread locking service and perform dread locking post 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 dread locking service | 10 |
| 2. | Perform dread locking service | 100 |
| 3. | Perform post dread locking service procedure | 10 |
| **TOTAL** | | **120** |

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| * + - 1. Prepare for dread locking service | 1.1 Definition of terms   * dread locking * consultation * client   1.2 Personal Protective gear.  uses of:   * Apron * Ear muffs/cap * Draping * Face shield   1.3.1 Client Draping  1.3.2 Reasons for draping   * Towel * Draper   1.4 Scalp analysis   * Scalp condition * Texture of hair * Density of hair * Porosity * Elasticity * Diseases and disorders   1.5.1 Dread locking Tools and equipment.  1.5.2 Uses and maintenance of:   * Hood dryer * Assorted combs * Face shields * Tint bowl * Tint brush * Sectioning clips * Spatulas * Weaving needle * Crotchet needle   1.6 Dread locking products and supplies   * Shampoo * Conditioner * Finishing products * Moulding gel * Hair polisher * Cotton wool * Weaving thread * Curling sponge * Spritz | * Practical assessment * Portfolio of evidence * Project * Third party report * Written assessment * Oral assessment |
| * + - 1. Perform dread locking service | 2.1 Clients’ hair preparation   * Shampooing * Conditioning * Towel blotting * Sectioning * Drying   2.2 Dread locking techniques   * Natural locks * Baby locks/Rugged * Sister locks * Artificial locks * Lock knots * Faux locks   2.3 After care advice**.**   * Maintenance of dreadlocks | * Practical assessment * Portfolio of evidence * Project * Third party report * Written assessment * Oral assessment |
| 3.Perform post dread locking service procedure | 3.1 Clean and disinfect tools and equipment   * Clean * Disinfect * Store   3.2 Clean work station  Waste disposal  3.3 clean, disinfect and store 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** |
|  | Theory room | **10\*10 M** | **1** | **1:25** |
|  | Workshop | **15\*20 M** | **1** | **1:25** |
|  | Projector | **Pcs** | **1** | **1:25** |
|  | Work stations | **Pcs** | **25** | **1:1** |
|  | Styling chairs | **Pcs** | **25** | **1:1** |
|  | Shampooing unit | **Pcs** | **10** | **1:3** |
|  | Hood dryer | **Pcs** | **10** | **1:3** |
|  | Hair steamer | **Pcs** | **5** | **1:5** |
|  |  |  |  |  |
| **B.** | **Materials, Tools and Equipment** |  |  |  |
|  | Apron | Pcs | 25 | 1:1 |
|  | Ear muffs/cap | Pcs | 25 | 1:1 |
|  | Draper | Pcs | 25 | 1:1 |
|  | Face shield | Pcs | 5 | 1:5 |
|  | Hood dryer | Pcs | 5 | 1:5 |
|  | Assorted combs | sets | 25 | 1:1 |
|  | Tint bowl | Pcs | 25 | 1:1 |
|  | Tint brush | Pcs | 25 | 1:1 |
|  | Sectioning clips | Pcs | 75 | 3:1 |
|  | Spatula | Pcs | 250 | 10:1 |
|  | Weaving needle | Pcs | 25 | 1:1 |
|  | Crotchet needle | Pcs | 25 | 1:1 |
|  | Artificial locks | Pcs | 1250 | 1:50 |
|  | Weaving thread | Pcs | 25 | 1:1 |
|  | Cotton wool | Roll | 25 | 1:1 |
| C. | **Products** |  |  |  |
|  | Shampoo | Litres | 50 | 2:1 |
|  | Conditioner | Litres | 50 | 2:1 |
|  | Molding gel | Kg | 25 | 1:1 |
|  | holding spray | Pcs | 25 | 1:1 |
|  | Sheen spray /molding spray | Pcs | 25 | 1:1 |

HAIR REMOVAL SERVICE

**UNIT CODE:** 1012 451 09 A

**Relationship to Occupational standards**

This unit addresses the Unit of Competency: Provide Hair Removal Service

**UNIT DURATION:** 80Hours

**UNIT DESCRIPTION**

This unit covers the competencies required to provide for hair removal service. It involves client consultation, skin analysis, waxing, use of depilatory creams and electrolysis.

**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 removal service | 10 |
| 2. | Perform hair removal service | 60 |
| 3. | Perform hair removal post service procedure | 10 |
| **TOTAL** | | **80** |

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. 1. Prepare for hair removal service | 1.1 Definition of terms;   * Hair removal * Waxing * Electrolysis   1.2 Client consultation    1.3 Personal protective gears   * Gloves * Mask * Apron * Low heeled closed leather shoes   1.3 Client draping   * Draper * Towel * Gown   1.4 Client skin analysis   * Contraindications * Contra-actions * Diseases and disorders * Hair growth pattern   1.5.1 Hair removal tools and equipment   * Wax warmer * Laser machine * Electrolysis machine * Photo epilation machine * Scissors * Orange sticks * Tweezers * Laser comb * Spatula * Couch/ bed   1.5.2 Hair removal products and supplies   * Hair removal wax * Anti-inflammatory creams * Numbing creams/spray * Depilatory creams * Talcum powder * Soothing products * Surgical spirit * Antiseptic solutions * Skin lotions/ moisturizers   1.5.3 Hair removal Materials   * Towels * Cotton wool * Bedsheets * Waxing strips * Disposable gloves * Serviettes | * Practical assessment * Portfolio of evidence * Case study * Third party report * Written assessment * Oral Assessment |
| 1. 2. Perform hair removal service | 1.6.1 Client’s skin preparation.   * Disinfect * Cleanse   1.6.2 Hair removal techniques   * Waxing * Use of depilatory creams * Laser treatment * Electrolysis   1.6.3 After care advice.   * Skin maintenance | * Practical assessment * Portfolio of evidence * Project * Case study * Third party report * Written assessment * Oral Assessment |
| 3. Perform hair removal post service procedure | 3.1 Cleaning tools and equipment   * Sanitize * Sterilize * Disinfect * Storage   3.2 Clean work station  Waste disposal  3.3 Recyclable supplies | * Practical assessment * Portfolio of evidence * Project * Case study * 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** |
|  | Theory room | 10\*10 m | 1 | 1:25 |
|  | Workshop | 15\*20 m | 1 | 1:25 |
|  | Projector | Pieces | 1 | 1:25 |
|  | Work stations | Pcs | 25 | 1:1 |
| **B** | **Tools, Equipment, materials and supplies** |
|  | Gowns | Pieces | 25 | 1:1 |
|  | Aprons | Pieces | 25 | 1:1 |
|  | Gloves | Pairs | 250 | 1:10 |
|  | Face mask | Pieces | 25 | 1:1 |
|  | Couch /bed | Pcs | 25 | 1:1 |
|  | UV sterilizer | Pieces | 5 | 1:5 |
|  | Wax warmer | Pcs | 5 | 1:5 |
|  | Towel warmer | Pieces | 5 | 1:5 |
|  | Scissors | Pieces | 25 | 1:1 |
|  | Tweezers | Pieces | 25 | 1:1 |
|  | Hair removal wax | 450 ml | 25 | 1:1 |
|  | Anti-inflammatory creams | 250 ml | 25 | 1: l |
|  | Numbing creams/spray | 250 ml | 25 | 1:1 |
|  | Depilatory creams | 250 gm | 25 | 1:1 |
|  | Talcum powder | 250 ml | 25 | 1:1 |
|  | Waxing strips | roll | 5 | 1:5 |
|  | Surgical spirit | liter | 25 | 1:1 |
|  | Cotton wool | roll | 25 | 1:1 |
|  | Antiseptic solutions | 500 ml | 25 | 1:1 |
|  | Skin moisturizers | 500 ml | 25 | 1:1 |
|  | Laser machine | Pieces | 5 | 1:5 |
|  | Electrolysis machine | Pieces | 1 | 1:25 |
|  | Orange sticks | Pieces | 25 | 1:1 |
|  | Spatula | Pcs | 100 | 1:4 |

## **COMMUNICATION** **SKILLS**

**UNIT CODE:** **0031 451 02A**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Apply Communication Skills

**Duration of Unit:** 40 hours

**Unit Description**

This unit covers the competencies required to demonstrate communication skills. It involves apply communication channels, apply written communication skills, apply non-verbal skills apply oral communication skills, apply group communication skills.

**Summary of Learning Outcomes**

|  |  |  |
| --- | --- | --- |
| S/No. | Learning Outcomes | Duration( Hours) |
|  | Apply communication channels. | 10 |
|  | Apply written communication skills. | 12 |
|  | Apply non-verbal skills. | 4 |
|  | Apply oral communication skills. | 4 |
|  | Apply group communication skills. | 10 |
| **Totals** | | **40** |

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

| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| --- | --- | --- |
| 1. Apply communication channels | 1. Communication process 2. Principles of effective communication 3. Channels/medium/modes of communication 4. Factors to consider when selecting a channel of communication 5. Barriers to effective communication 6. Flow/patterns of communication 7. Sources of information 8. Organizational policies | * Oral questions * Written assessment * Observation * Portfolio of Evidence * Practical assessment * Third party report |
| 1. Apply written communication skills | 1. Types of written communication 2. Elements of communication 3. Organization requirements for written communication | * Oral assessment * Written assessment * Observation * Portfolio of Evidence * Practical assessment * Third party report |
| 1. Apply non-verbal communication skills | 1. Utilize body language and 2. Gestures 3. Apply body posture 4. Apply workplace dressing code | * Oral assessment * Written assessment * Observation * Portfolio of Evidence * Practical assessment * Third party report |
| 1. Apply oral communication skills | 1. Types of oral communication pathways 2. Effective questioning techniques 3. Workplace etiquette 4. Active listening | * Oral assessment * Written assessment * Observation * Portfolio of Evidence * Practical assessment * Third party report |
| 1. Apply group communication skills | * 1. Establishing rapport   2. Facilitating resolution of issues   3. Developing action plans   4. Group organization techniques   5. Turn-taking techniques   6. Conflict resolution techniques   7. Team-work | * Oral assessemnt * Written assessment * Observation * Portfolio of Evidence * Practical assessment |

**Suggested Methods of Instruction**

* Discussion
* Roleplaying
* Simulation
* Direct instruction
* Demonstration
* Field trips

**Recommended Resources for 25 trainees**

|  |  |  |
| --- | --- | --- |
| **General Resources** | **Tools and Equipment** | **Materials and Supplies** |
| * 25 Desktop computers/laptops | Mobile phones | Flashcards |
| * Internet connection |  | Flip charts |
| * 1 Projector * 1 Printer |  | 2 packets of assorted colors of whiteboard marker pens |
| * 1 Whiteboard |  | Printing papers |
| * Report writing templates |  |  |

**DIGITAL LITERACY**

**UNIT CODE:** 0611 451 01A

**Duration of Unit:** 40 Hours

**Relationship to Occupational Standards.**

This unit addresses the Unit of Competency: Apply Digital Literacy

**Unit Description**

This unit covers the competencies required to demonstrate digital literacy. It involves operating computer devices, solving tasks using the office suite, managing data and information, performing online communication and collaboration, applying cybersecurity skills, and performing jobs online.

**Summary of Learning Outcomes**

|  |  |  |
| --- | --- | --- |
|  | **ELEMENTS** | **DURATION (HOURS)** |
| 1 | Operate computer devices | **6** |
| 2 | Solve tasks using office site | **14** |
| 3 | Manage data and information | **6** |
| 4 | Perform online communication and collaboration | **4** |
| 5 | Apply cybersecurity skills | **4** |
| 6 | Perform online jobs | **4** |
| 7 | Apply job entry techniques | **2** |
|  |  | **Total 40 Hours** |

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

| **Learning Outcome** | **Content** | **Suggested**  **Assessment Methods** |
| --- | --- | --- |
| 1. Operate Computer Devices | * 1. Meaning and importance of digital literacy   2. Functions and Uses of Computers   3. Classification of computers   4. Components of a computer system   5. Computer Hardware      1. The System Unit E.g. Motherboard, CPU, casing      2. Input Devices e.g. Pointing, keying, scanning, voice/speech recognition, direct data capture devices.      3. Output Devices e.g. hardcopy output and softcopy output      4. Storage Devices e.g. main memory e.g. RAM, secondary storage (Solid state devices, Hard Drives, CDs & DVDs, Memory cards, Flash drives      5. Computer Ports e.g. HDMI, DVI, VGA, USB type C etc.   6. Classification of computer software   7. Operating system functions   8. Procedure for turning/off a computer   9. Mouse use techniques   10. Keyboard Parts and Use Technique   11. Desktop Customization   12. File and Files Management using an operating system   13. Computer Internet Connection Options       1. Mobile Networks/Data Plans       2. Wireless Hotspots       3. Cabled (Ethernet/Fiber)       4. Dial-Up       5. Satellite   14. Computer external devices management       1. Device connections       2. Device controls (volume controls and display properties) | * Practical assessment * Project * Portfolio of evidence * Third party report * Written assessment * Oral assessment |
| 1. Solve Tasks Using Office Suite | * 1. Meaning and Importance of Word Processing   2. Examples of Word Processors   3. Working with word document      1. Open and close word processor      2. Create a new document      3. Save a document      4. Switch between open documents   4. Enhancing productivity      1. Set basic options/preferences      2. Help resources      3. Use magnification/zoom tools      4. Display, hide built-in tool bar      5. Using navigation tools   5. Typing Text   6. Document editing (copy, cut, paste commands, spelling and Grammar check)   7. Document formatting      1. Formatting text      2. Formatting paragraph      3. Formatting styles      4. Alignment      5. Creating tables      6. Formatting tables   8. Graphical objects      1. Insert object (picture, drawn object)      2. Select an object      3. Edit an object      4. Format an object   9. Document Print setup      1. Page layout,      2. Margins set up      3. Orientation.   10. Word Document Printing   11. Meaning & Importance of electronic spreadsheets   12. Components of Spreadsheets   13. Application areas of spreadsheets   14. Using spreadsheet application       1. Parts of Excel screen: ribbon, formula bar, active cell, name box, column letter, row number, Quick Access Toolbar.       2. Cell Data Types       3. Block operations       4. Arithmetic operators (formula bar (-, +, \*, /).       5. Cell Referencing   15. Data Manipulation       1. Using Functions (Sum, Average, SumIF, Count, Max, Max, IF, Rank, Product, mode etc)       2. Using Formulae       3. Sorting data       4. Filtering data       5. Visual representation using charts   16. Worksheet printing   17. Electronic Presentations   18. Meaning and Importance of electronic presentations   19. Examples of Presentation Software   20. Using the electronic presentation application       1. Parts of the PowerPoint screen (slide navigation pane, slide pane, notes, the ribbon, quick access toolbar, and scroll bars).       2. Open and close presentations       3. Creating Slides (Insert new slides, duplicate, or reuse slides.)       4. Text Management (insert, delete, copy, cut and paste, drag and drop, format, and use spell check).       5. Use magnification/zoom tools       6. Apply or change a theme.       7. Save a presentation       8. Switch between open presentations   21. Developing a presentation       1. Presentation views          1. Slides          2. Master slide       2. Text       3. Editing text       4. Formatting       5. Tables   22. Chart       1. Using charts       2. Organization charts   23. Graphical objects       1. Insert       2. manipulate       3. Drawings   24. Prepare outputs       1. Applying slide effects and transitions       2. Check and deliver       3. Spell check a presentation       4. Slide orientation       5. Slide shows, navigation   25. Print presentations (slides and handouts) | * Practical assessment * Project * Portfolio of evidence * Third party report * Written assessment * Oral assessment |
| 1. Manage Data and Information | * 1. Meaning of Data and information   2. Importance and Uses of data and information   3. Types of internet services      1. Communication Services      2. Information Retrieval Services      3. File Transfer      4. World Wide Web Services      5. Web Services      6. Automatic Network Address Configuration      7. Newsgroup      8. Ecommerce   4. Types of Internet Access Applications   5. Web browsing concepts      1. Key concept      2. Security and safety   6. Web browsing      1. Using the web browser      2. Tools and setting      3. Clearing Cache and cookies      4. URIs      5. Bookmarks      6. Web outputs   7. Web based information      1. Search      2. Critical evaluation of information      3. Copyright, data protection   8. Downloads Management   9. Performing Digital Data Backup (Online and Offline)   10. Emerging issues in internet | * Portfolio of Evidence * Project * Written assessment * Practical assessment * Oral assessment |
| 1. Perform Online Communication And Collaboration | * 1. Netiquette principles   2. Communication concepts      1. Online communities      2. Communication tools      3. Email concepts   3. Using email      1. Sending email      2. Receiving email      3. Tools and settings      4. Organizing email   4. Digital content copyright and licenses   4/5 Online collaboration tools  4,5.1 Online Storage (Google Drive)   * + 1. Online productivity applications (Google Docs & Forms)     2. Online meetings (Google Meet/Zoom)     3. Online learning environments     4. Online calendars (Google Calendars)     5. Social networks (Facebook/Twitter - Settings & Privacy)   1. Preparation for online collaboration      1. Common setup features      2. Setup   2. Mobile collaboration      1. Key concepts      2. Using mobile devices      3. Applications      4. Synchronization | * Portfolio of Evidence * Project * Written assessment * Practical assessment * Oral assessment |
| 1. Apply Cybersecurity Skills | * 1. Data protection and privacy      1. Confidentiality of data/information      2. Integrity of data/information      3. Availability of data/information   2. Internet security threats      1. Malware attacks      2. Social engineering attacks      3. Distributed denial of service (DDoS)      4. Man-in-the-middle attack (MitM)      5. Password attacks      6. IoT Attacks      7. [Phishing Attacks](https://onlinedegrees.sandiego.edu/top-cyber-security-threats/#phishing-attacks)      8. [Ransomware](https://onlinedegrees.sandiego.edu/top-cyber-security-threats/#ransomware)   3. Computer threats and crimes   4. Cybersecurity control measures      1. Physical Controls      2. Technical/Logical Controls (Passwords, PINs, Biometrics)      3. Operational Controls   5. Laws governing protection of ICT in Kenya      1. The Computer Misuse and Cybercrimes Act No. 5 of 2018      2. The Data Protection Act No. 24 Of 2019 | * Portfolio of Evidence * Project * Written assessment * Practical assessment * Oral assessment |
| 1. Perform Online Jobs | * 1. Introduction to online working   2. Types of online Jobs   3. Online job platforms      1. Remo task      2. Data annotation tech      3. Cloud worker      4. Up work      5. Oneforma      6. Appen   4. Online account and profile management   5. Identifying online jobs/job bidding   6. Online digital identity   7. Executing online tasks   8. Management of online payment accounts. | * Practical assessment * Portfolio of Evidence * Project * Written assessment * Oral assessment |
| 1. Apply job entry techniques | * 1. Types of job opportunities      1. Self-employment      2. Service provision      3. product development      4. salaried employment   2. Sources of job opportunities   3. Resume/ curriculum vitae      1. What is a CV      2. How long should a CV be      3. What to include in a AC      4. Format of CV      5. How to write a good CV      6. Don’ts of writing a CV   4. Job application letter      1. What to include      2. Addressing a cover letter      3. Signing off a cover letter   5. Portfolio of Evidence      1. Academic credentials      2. Letters of commendations      3. Certification of participations      4. Awards and decorations   6. Interview skills      1. Listening skills      2. Grooming      3. Language command      4. Articulation of issues      5. Body language      6. Time management      7. Honesty   7. Generally knowledgeable in current affairs and technical area | * Practical assessment * Portfolio of Evidence * Project * Written assessment * Oral assessment |

**Suggested Methods Instruction**

* Practical
* Demonstrations
* Project
* Group discussion
* Direct instruction

**Recommended Resources for 30 Trainees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Category/Item** | **Description/ Specifications** | **Quantity** | **Recommended Ratio**  (Item: Trainee) |
| **A** | **Learning Materials** |  |  |  |
|  | Textbooks |  | 5 pcs | 1:6 |
|  | PowerPoint presentations | For trainer’s use |  |  |
|  | Projector |  | 1 | 1;30 |
|  | Whiteboard |  | 1 | 1;30 |
|  | Report writing templates |  |  |  |
|  | Rolls flip charts |  | 1 | 1;30 |
|  | Assorted color of whiteboard markers | For trainers Use |  |  |
| **B** | **Learning Facilities & infrastructure** |  |  |  |
|  | Lecture/theory room |  | 1 | 1:30 |
|  | Computer Laboratory |  | 1 | 1:30 |
| **C** | **Consumable materials** |  |  |  |
|  | Assorted whiteboard markers |  | 30 | 1:1 |
|  | Internet connection |  | 200 mbps | - |
|  | Antivirus Software |  |  | - |
|  | Printing Papers |  | Enough | - |
|  | External storage media |  | 1 tb | - |
| **D** | **Tools and Equipment** |  |  |  |
| 1. | Printers |  | 2 pcs | 2:30 |
| 2. | Computers | With Windows /Linux/Macintosh Operating System, Microsoft Office Software, Google Workspace Account, Antivirus Software | 30pcs | 1:1 |
| 3. | Mobile phones |  | 10 | 10:30 |

**References**:

*Digital literacy framework* by future Learn. [www.futurelearn.com](http://www.futurelearn.com)

Pegrum, M., Hockly, N., & Dudeney,G (2022). *Digital literacies* (2nd ed.). Routledge

COSMETOLOGY MODULE 4

|  |  |  |  |
| --- | --- | --- | --- |
| **UNIT CODE** | **UNIT NAME** | **ELEMENTS** | **DURATION (HOURS)** |
| 1012 451 10A | HAIR CUTTING | Prepare for hair cutting service | 10 |
| Perform hair cutting service | 90 |
| Perform post hair cutting service | 10 |
| **TOTAL** | **110** |
| 1012 451 11A | FACIAL SKIN CARE | Prepare for facial treatment | 10 |
| Perform facial treatment | 80 |
| Perform post facial treatment | 10 |
| **TOTAL** | **100** |
| 0417 451 03A | WORK ETHICS AND PRACTICES | Apply self-management skills | **10** |
| Promote ethical practices and values | **4** |
| Promote Teamwork | **10** |
| Maintain professional and personal development | **10** |
| Apply Problem-solving skills | **4** |
| Promote Customer care. | **2** |
| **TOTAL** | **40** |
| 0413 451 04A | ENTREPRENEURIAL SKILLS | Apply financial literacy skills | 6 |
| Apply the entrepreneurial concept | 6 |
| Identify entrepreneurial opportunities | 6 |
| Apply business legal aspects | 6 |
| Innovate business strategies | 6 |
| Develop business plan | 10 |
| Apply financial literacy skills | 6 |
| **TOTAL** | **40** |

**HAIR CUTTING SERVICE**

**UNIT CODE**:1012 451 10A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: **Conduct Hair Cutting Services**

**UNIT DURATION: 110 Hours**

**UNIT DESCRIPTION**

This unit covers the competencies required to conduct hair cutting. It involves preparation of hair cutting service, performing hair cutting service and hair cutting post 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 hair cutting service | 10 |
| 2. | Perform hair cutting service | 90 |
| 3. | Perform post hair cutting service | 10 |
| **TOTAL** | | **110** |

**Learning Outcomes, Content and Suggested Assessment**

|  |  |  |
| --- | --- | --- |
| Learning Outcome | Content | Suggested Assessment Methods |
| 1.Prepare for hair cutting service | 1.1 Definition of terms hair cutting  Consultation  1.2 Client consultation   * Client personal information * Products used * Record card   1.3 Personal protective gears   * Apron * Draper * Towels * Surgical Gloves * Ear muffs/caps * Face shield * shower cap * face mask * low heeled leather closed shoes   1.3.1 Importance PPEs  1.3.2 Uses of PPEs  1.4 Client draping   * Towel * Cutting Gown * Draper * Neck strip   1.4.1 Reasons of draping  1.5 Hair and scalp analysis   * Density * Scalp condition * Texture * Porosity * Elasticity * Hair length   1.5.2 Importance of analysis  1.5.3 Factors to consider during analysis  1.6 Hair cutting Tools and equipment   * Assorted Clippers * Sterilizing cabinet * Smoother * Barber chair * Shampooing unit * Mirrors * Blow drier * Extension cable * Water heaters * Foam brushes * Clipper brush * Tint brush * Neck brush * Cutting Scissors * Thinning * Serrated * Cutting razors * Assorted combs * Tint bowls * Mini basin * Water spray bottle * Hand held brow dry * Hood drier * Flat iron * Tongs   1.6.1 Uses of tools and equipment  1.6.2 Factors to consider when choosing tools and equipment  1.6.3 Maintenance of tools and equipment  1.7 Hair cutting products and supplies  usability   * Surgical Spirit * Shampoo * Conditioner * Massage oil * Setting and styling aids * Finishing aids * Cotton wool | * Observation * Portfolio of evidence * Project * Third party reports * Written assessment * Oral assessment |
| 2 Perform hair cutting service | 2.1 Hair preparation   * Undoing * Combing   2.2 Hair cutting procedure   * Graduated * Layered * One length   2.2.1 Hair cutting techniques   * Free hand clipper * Clipper over comb * Clipper with guard * Scissor over comb * Razoring * Texturizing * Slide cutting * Point cutting * Club cutting   2.3 After care advice as per service given  2.3.1 Maintenance of hair and scalp | * Observation * Portfolio of evidence * Third party reports * Written assessment * Oral assessment |
| * + - 1. Perform hair cutting associated service | 3.1 Prepare haircutting associated services  3.2 Haircutting associated services are performed as per the instructions.  3.3 Aftercare advice is given. |  |
| * + - 1. Perform post hair cutting service | 4.1 Cleaning tools and equipment   * Sanitize * Sterilize * Disinfect * Storage   4.2 Clean work station  Waste disposal  4.3 Recyclable supplies | * Observation * Portfolio of evidence * Third party reports * Written assessment * Oral assessment |

**Suggested Methods of Instruction**

* Demonstration
* Viewing of related videos
* Discussion
* Direct Instruction
* Case study

**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\*20M | 1 | 1:25 |
|  | Projector | Pieces | 1 pc | 1:25 |
|  | Internet | Sufficient | sufficient |  |
|  | Full scalp | Reams | Sufficient |  |
|  | Marker pen | Pieces | 25 | 1:1 |
|  | Manila paper | Pieces | 100 | 4:1 |
| **B** | **Tools, Equipment, materials and supplies** |
|  | Blow drier | Pieces | 5 | 1:5 |
|  | sectioning clips | Pieces | 100 | 4:1 |
|  | Mirror | Pieces | 5 | 1:5 |
|  | Extension cable | Pieces | 5 | 1:5 |
|  | Water heating system | Pieces | 5 | 1:5 |
|  | Set of Combs | Pieces | 25 | 1:1 |
|  | Thinning shears | Pieces | 25 | 1:1 |
|  | Serrated | Pieces | 25 | 1:1 |
|  | Scissors | Pieces | 25 | 1:1 |
|  | Bowls –Tint bowl | Pieces | 25 | 1:1 |
|  | Mini basin | Pieces | 25 | 1:1 |
|  | shampoos | Liters | 50 | 2:1 |
|  | Conditioners | Liters | 25 | 1:1 |
|  | Hair food | 500gms | 25 | 1:1 |
|  | Sheen spray | 450ml | 25 | 1:1 |
|  | Aprons | Pieces | 25 | 1:1 |
|  | Face shield | Pieces | 5 | 1:5 |
|  | Mask | Packets | 25 | **1:1** |
|  | Towels | Pieces | 50 | 2:1 |
|  | Draper | Pieces | 25 | 1:1 |
|  | Shower cap | Pieces | 25 | 1:1 |
|  | Clippers | Pieces | 5 | 1:5 |
|  | Gloves | packets | 25 | 1:1 |
|  | Cotton wool | rolls | 25 | 1:1 |
|  | Antiseptic | liter | 50 | 2:1 |
|  | Surgical spirit | liters | 50 | 2:1 |
|  | Massage oil | liters | 50 | 2:1 |
|  | After shave | 250ml | 25 | 1:1 |

## **FACIAL TREATMENT SERVICE**

**UNIT CODE:** 1012 451 11A

**Relationship to Occupational standards**

This unit addresses the Unit of Competency: **Provide Facial Treatment Service.**

**UNIT DURATION:** 100 **hours**

**UNIT DESCRIPTION**

This unit covers the competencies required to provide facial treatment. It involves performing client consultation, skin analysis, superficial cleansing, carrying out facial skin care and post service procedures for facial treatment.

**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 facial treatment | 10 |
| 2. | Perform facial treatment | 80 |
| 3. | Perform post facial treatment | 10 |
| **TOTAL** | | **100** |

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

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| * + - 1. Prepare for facial treatment | 1.1 Introduction to facial treatment  1.2 Definition of terms   * Facial treatment   1.3 Client consultation.  Record card  1.4 Personal Protective Equipment   * Apron * Surgical Gloves * Face Mask   1.4.1 Importance of PPEs  1.4.2 Uses of PPEs   * Towels * Draper * Head band   1.5 Client draping  1.5.1 Reasons for draping  1.6 Client skin analysis   * Skin type * Skin tone * Contraindication   1.7 Tools and equipment   * Facial bed /Facial seat * Facial steamer * Facial electric machines * extractor * Facial massager * Magnifying lamp * Spatula * Product trolley * Mini bowl * Small bowl   1.7.1 Uses of tools and equipment  1.7.2 Maintenance of tools and equipment  1.8 Facial products and supplies   * Facial Cleanser * Facial Toner * Facial scrub /exfoliator * Massage oil * Facial Mask * Skin Moisturizer * Antiseptic/Disinfectant * Cotton wool * Face towel * Facial tissues * Distilled water * Gauze * Face Serum * Talcum powder | * Practical assessment * Portfolio of evidence * Case study * Third party report * Oral assessment * Written assessment |
| * + - 1. Perform facial treatment | 2.1 Skin preparation   * Sanitizing * Cleansing * Toning   2.2 Facial treatment procedure   * Preservative * Corrective * Acne treatment * Bio-lift * Electrotherapy * Faradic * Galvanic * Microdermabrasion   2.3 After care advice   * Maintenance of skin | * Practical assessment * Portfolio of evidence * Case study * Third party report * Oral assessment * Written assessment |
| * + - 1. perform post facial treatment | 3.1 Cleaning and disinfecting   * Wiping * Sanitizing * Sterilizing   3.2 Clean Workshop   * Waste disposal   3.3 Recyclable supplies   * Clean * Disinfect * Sterilize * Storage | * Practical assessment * Portfolio of evidence * Case study * Third party report * Oral assessment * Written assessment |

**Suggested Methods of Instruction**

* Demonstration
* 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 pc | 1:25 |
|  | Full scalp | Reams | Adequate |  |
|  | Marker pen | Pieces | 5 | 1:5 |
|  | Internet | sufficient | Sufficient | Sufficient |
|  | White board | Pieces | 1 | 1:25 |
|  | Manila paper | Pieces | 100 | 4:1 |
| **B** | **Tools, Equipment, materials and suppliers** |
|  | Facial bed /Facial couch | Pieces | 5 | **1:5** |
|  | Facial steamer | Pieces | 5 | **1:5** |
|  | Facial electric machines | Pieces | 5 | 1:5 |
|  | Extractor | Pieces | 25 | 1:1 |
|  | Magnifying lamp | Pieces | 5 | 1:5 |
|  | White Large Towels | Pieces | 25 | 1:1 |
|  | White medium towels | Pieces | 25 | 1:1 |
|  | Head bands | Pieces | 25 | 1:1 |
|  | Gowns | Pieces | 25 | 1:1 |
|  | White Bed sheets | Pieces | 50 | 2:1 |
|  | Pillows | Pieces | 5 | 1:5 |
|  | Facial Cleanser | 500gms | 25 | 1:1 |
|  | Facial Toner | 500gms | 25 | 1.1 |
|  | Facial Scrub/exfoliator | 500gms | 5 | 1:5 |
|  | Massage oil | Liters | 25 | 1:1 |
|  | Facial Mask | 500gms | 25 | 1:1 |
|  | Skin Moisturizer | 500gms | 25 | 1:1 |
|  | Antiseptic/Disinfectant | Liters | 25 | 1:1 |
|  | Cotton wool | 800 gms | 25 | 1:1 |
|  | Face towel | Pieces | 25 | 1:1 |
|  | Facial tissues | Packets | 25 | 1:1 |
|  | Distilled water | Liters | 50 | 2;2 |
|  | Water heating system | Pieces | 5 | 1.5 |
|  | Extension cable | Pieces | 5 | 1.5 |
|  | mirrors | Pieces | 5 | 1.5 |

**WORK ETHICS AND PRACTICES**

**UNIT CODE:** 0417 451 03A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Apply work ethics and practices.

**Duration of Unit: 4**0 hours

**Unit Description**

This unit covers competencies required to demonstrate employability skills. It involves the ability to: conduct self-management, promote ethical work practices and values, promote teamwork, manage workplace conflicts, maintain professional and personal development, apply problem-solving, and promote customer care.

**Summary of Learning Outcomes**

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
|  | Apply self-management skills | **10** |
|  | Promote ethical practices and values | **4** |
|  | Promote Teamwork | **10** |
|  | Maintain professional and personal development | **10** |
|  | Apply Problem-solving skills | **4** |
|  | Promote Customer care. | **2** |
| **Total** | | **40** |

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

| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| --- | --- | --- |
| 1. Apply self-management skills | * Self-awareness * Formulating personal vision, mission, and goals * Healthy lifestyle practices * Strategies for overcoming work challenges * Emotional intelligence   Coping with Work Stress.  Assertiveness versus aggressiveness and passiveness   * Developing and maintaining high self-esteem * Developing and maintaining positive self-image * Time management * Setting performance targets * Monitoring and evaluating performance targets | * Observation * Written assessment * Oral assessment * Third party reports * Portfolio of evidence * Project * Practical |
| 1. Promote ethical work practices and values | * Integrity * Core Values, ethics and beliefs * Patriotism * Professionalism * Organizational codes of conduct * Industry policies and procedures | * Observation * Written assessment * Oral assessment * Third party reports * Portfolio of evidence * Project * Practical |
| 1. Promote Teamwork | * Types of teams * Team building * Individual responsibilities in a team * Determination of team roles and objectives * Team parameters and relationships * Benefits of teamwork * Qualities of a team player * Leading a team * Team performance and evaluation * Conflicts and conflict resolution * Gender and diversity mainstreaming * Developing Healthy workplace relationships * Adaptability and flexibility * Coaching and mentoring skills | * Observation * Written assessment * Oral assessment * Third party reports * Portfolio of evidence * Project * Practical |
| 1. Maintain professional and personal development | * Personal vs professional development and growth * Avenues for professional growth * Recognizing career advancement * Training and career opportunities * Assessing training needs * Mobilizing training resources * Licenses and certifications for professional growth and development * Pursuing personal and organizational goals * Managing work priorities and commitments * Dynamism and on-the-job learning | * Observation * Written assessment * Oral assessment * Third party reports * Portfolio of evidence * Project * Practical |
| 1. Apply Problem-solving skills | * Causes of problems * Methods of solving problems * Problem-solving process * Decision making * Creative thinking and critical thinking process in development of innovative and practical solutions | * Observation * Written assessment * Oral assessment * Third party reports * Portfolio of evidence * Project * Practical |
| 1. Promote Customer Care | * Identifying customer needs * Qualities of good customer service * Customer feedback methods * Resolving customer concerns * Customer outreach programs * Customer retention | * Observation * Written assessment * Oral assessment * Third party reports * Portfolio of evidence * Project * Practical |

**Suggested Methods of Instruction**

* Instructor lead facilitation of theory using active learning strategies.
* Demonstrations
* Simulation/Role play
* Group Discussion
* Presentations
* Projects
* Case studies
* Assignments

**Recommended Resources for 25 Trainees**

* Computers
* Stationery
* Charts
* Video clips
* Audio tapes
* Radio sets
* TV sets
* LCD projectors

**ENTREPRENEURIAL SKILLS**

**UNIT CODE:** **0413 451 04A**

**Relationship to occupational standards**

This unit addresses the unit of competency: Apply Entrepreneurial skills.

**Duration of unit: 40 hours**

**Unit Description:**

This unit covers the competencies required to demonstrate an understanding of entrepreneurship. It involves applying financial literacy skills, apply entrepreneurial concept, identify entrepreneurial opportunities, apply business legal aspects, innovate business strategies and develop business plan.

**Summary of Learning Outcomes**

|  |  |  |
| --- | --- | --- |
| S/No. | Learning Outcomes | Duration( Hours) |
|  | Apply financial literacy skills | 6 |
|  | Apply the entrepreneurial concept | 6 |
|  | Identify entrepreneurial opportunities | 6 |
|  | Apply business legal aspects | 6 |
|  | Innovate business strategies | 6 |
|  | Develop business plan | 10 |
| **Totals** | | **40** |

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

| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| --- | --- | --- |
| 1. Apply financial literacy | 1. Personal finance management 2. Balancing between needs and wants 3. Budget Preparation 4. Saving management 5. Factors to consider when deciding where to save 6. Debt management 7. Factors to consider before taking a loan 8. Investment decisions 9. Types of investments 10. Factors to consider when investing money 11. Insurance services 12. insurance products available in the market 13. Insurable risks | * Observation * Project * Written assessment * Oral assessment * Third party report * Interviews |
| 2.Apply entrepreneurial concept | 1. Difference between Entrepreneurs and Business persons 2. Types of entrepreneurs 3. Ways of becoming an entrepreneur 4. Characteristics of Entrepreneurs 5. salaried employment and self-employment 6. Requirements for entry into self-employment 7. Roles of an Entrepreneur in an enterprise 8. Contributions of Entrepreneurship | * Observation * Project * Written assessment * Oral assessment * Third party report |
| 3.Identify entrepreneurship opportunities | 1. Sources of business ideas 2. Factors to consider when evaluating business opportunity 3. Business life cycle | * Observation * Project * Written assessment * Oral assessment * Third party report |
| 4.Apply business legal aspects | 1. Forms of business ownership 2. Business registration and licensing processing 3. Types of contracts and agreements 4. Employment laws 5. Taxation laws | * Observation * Project * Written assessment * Oral assessment * Third party report |
| 5.Innovate business Strategies | 1. Creativity in business 2. Innovative business strategies 3. Entrepreneurial Linkages 4. ICT in business growth and development | * Observation * Project * Written assessment * Oral assessment * Third party report |
| 6.Develop Business Plan | 1. Business description 2. Marketing plan 3. Organizational/Management 4. plan 5. Production/operation plan 6. Financial plan 7. Executive summary 8. Business plan presentation 9. Business idea incubation | * Observation * Written assessment * Project * Oral assessment * Third party report |

**Suggested Methods of Instruction**

* Direct instruction with active learning strategies
* Project (Business plan)
* Case studies
* Field trips
* Group Discussions
* Demonstration
* Question and answer
* Problem solving
* Experiential
* Team training
* Guest speakers

**Recommended Resources for 25 Trainees**

* 5 Case studies
* 5 Business plan templates
* 10 Computers
* 1 Overhead projectors
* Internet
* Video clips
* 5 Newspapers and Handouts
* 5 Business Journals
* 25 sets of Writing materials