GOVERNMENT OF THE PUNJAB

TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY

TEVTA

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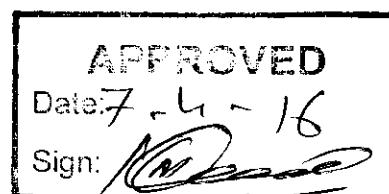
CURRICULUM FOR

BEAUTICIAN

(3 – Months Course)
Revised March 2016

APPROVED
Date: 7 - 4 - 16
Sign:

CURRICULUM SECTION
ACADEMICS WING
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Ph # 042-99263055-9, 99263064
gm.acad@tevta.gop.pk, manager.cur@tevta.gop.pk

TRAINING OBJECTIVES

This 3-Month Beautician training course aimed to introduce this popular and high profitable course. Emphasis is put on the ability of the trainee to perform as a confident and competent Beautician. This course is spread over Six days a week to ensure practice in the gap time to ensure complete proficiency in the field.

An ideal starter course for students starting out in Beauty Therapy. A fast tract course combines the basic skills and knowledge that any beauty therapist needs along with Functional English and Information Technology. The training objectives of this course are as follows:

- To develop good communication skills
- To maintain Personal & client hygiene
- To learn Beauty skills
- To develop professional attitude and skills

CURRICULUM SALIENT
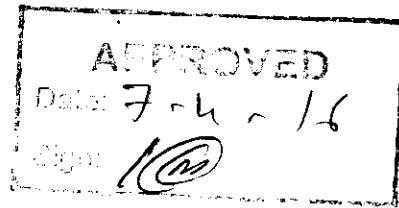
Name of the Course	:	Beautician
Entry level	:	Middle / Matric
Duration of course	:	3-Months.
Total training hours	:	400 Contact hours
Training Methodology	:	Practical 80%
		Theory 20%
Medium of Instruction	:	Urdu

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SKILL COMPETENCY DETAILS

On successful completion of this course, the trainee should be able:-
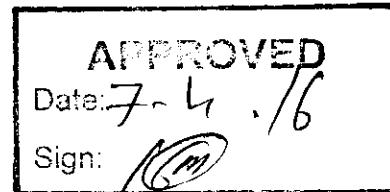
- To develop good communication skills

- To perform Personal and client hygiene

- To perform beauty skills like hair, skin facials, makeup, manicure, pedicure

- To manage the salon, client data, daily worksheet environment etc

- To handle Tools and Equipment like cutting scissors types, cutting comb types, razor scissor, cutting and coloring sheets.

- To apply the Products like facial products, hair products, makeup cosmetics, choosing and expiry of products.

- To perform different types of makeup for different events.

KNOWLEDGE PROFICIENCY DETAILS
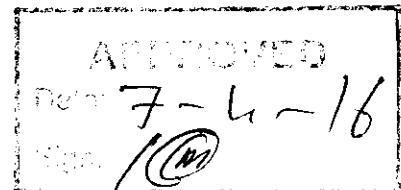
On successful completion of this course, the trainee should be able: -

- To update salon by market values

- To maintain Client records and hygiene

- To understand Daily sheets of work

- To explain the techniques of Hair styling, makeup cosmetics, hair cuttings, manicure, pedicure

- To understand Handling of revenue expense of salon in good manner

- To analyze different types of skin and hair

- To understand the techniques of Handling of tools and equipment used for different procedures

- To elaborate upon professional attitude towards ethics basic communication and internet skills

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SCHEME OF STUDIES
Beautician
(3–Months Course)

S.No	Main Topics	Theory Hours.	Practical Hours	Total Hours
1.	Salon Management	2	14	16
2.	Hair Shaping And Hair Styling	14	50	64
3.	Hair Treatments	4	10	14
4.	Hair Coloring & Dye	10	15	25
5.	Hair Straightening And Curling	4	15	19
6.	Skin Care	4	15	19
7.	Facial Treatments	4	35	39
8.	Manicure & Pedicure	4	35	39
9.	Makeup	8	60	68
10.	Develop Professional Skills	4	13	17
11.	Entrepreneurship Skills	10	10	20
12.	I.T Fundamentals	4	16	20
13.	Functional English	15	25	40
	Total	**87**	**313**	**400**
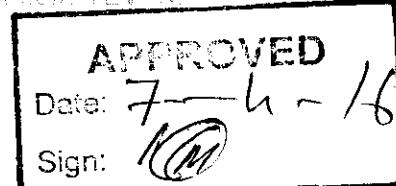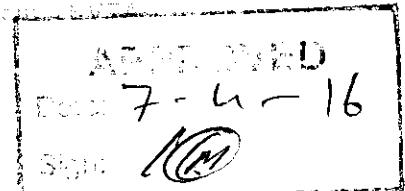
DETAIL OF COURSE CONTENTS
(3 – Months Course)

S. No	Detail of Topics	Theory Hours	Practical Hours
1.	**Salon Management of** 1.1 Hygiene and safety(sterilization, sanitization and maintenance of work place) 1.2 Use of first aid box 1.3 Knowledge and information of fire and other incidents 1.4 Maintain clients record (consultation form) 1.5 Handling of revenue and expenses of saloon	2	14
2.	**Hair Shaping and styling** 2.1 Hair analysis 2.2 Hygiene, safety and selection of products 2.3 Handling of tools & equipment 2.4 Knowledge of shampoos of different texture of hair 2.5 Hair cutting with different techniques. 2.6 Different hair styling techniques with tools (blow drying, curling, straightening etc.)	14	50
3.	**Hair Treatment** 3.1 Hygiene, safety and selection of products 3.2 Hair treatment of different texture of hair 3.3 Protein treatment 3.4 Hot oil treatment 3.5 Deep conditioner treatment	4	10
4.	**Hair Colouring & Dying** 4.1 Health safety and selection of products	10	15

|			
	with different textures of hair 4.2 Colouring techniques 4.3 Usage of colouring tools 4.4 Highlight & lowlight (with colour & bleach) 4.5 Recommendation of maintenance of hair after dying & lightening		
5.	**Hair Straightening & Curling** 5.1 Hygiene and safety 2.5 Selection & handling of tools, equipment & products 5.3 Straightening 5.4 Rebonding	4	15
6.	**Skin care** 6.1 Basic information of skin with structure & anatomy 6.2 Analysis of skin (dry, normal, problem) 6.3 Knowledge of skin treatments 6.4 Recommendation of skin treatments	4	15

7.	**Facials Treatment**
	
	7.1 Personal & client Hygiene and safety
	
	7.2 Selection, handling of tools, equipment & products for different types of facials for facial treatment
	
	7.3 Skin preparation & types of cleansing
	
	7.4 Massage movements with different techniques (kneading, tapping)
	
	7.5 Types of facials
	
	     i. Problematic
	
	     ii Whitening
	
	     iii. Mature skin
	
	     iv. Herbal
		4	35

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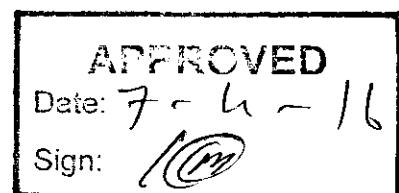
| 8.	**Manicure & Pedicure**	4	35
	8.1 Hygiene and safety		
	8.2 Selection & handling of tools, equipment, products		
	8.3 Procedure of manicure & pedicure		
	8.4 Epilation (waxing & threading)		
	i. Hot wax		
	ii. Cold wax		
	iii. Threading		
9.	**Makeup**	8	60
	9.1 Personal Hygiene and safety		
	9.2 Skin analysis (bone & structure of face)		
	9.3 Selection & handling of tools, equipment & products for makeup for different types of skin		
	9.4 Techniques of applying makeup with tools for different events		
	i. Foundation		
	ii. Contouring & highlight		
	iii. Eyes, lips and blush		
	9.5 Day makeup		
	9.6 Evening party/ Bridal makeup		
	9.7 TV & stage makeup		
10.	**Develop Professionalism & Communication Skills**	4	13
	10.1 Professional behavior towards client		
	10.2 Work ethics		
	10.3 Basic communication skills		
11.	**Entrepreneurship Skills**	10	10
	11.1 Introduction of Business and budgeting		
	11.2 Business and marketing plan		
		68	**272**
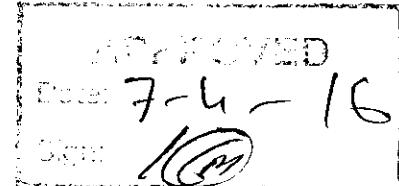
LIST OF PRACTICAL

1. Management of salon with some client exercise, with staff, with sheet.

2. Hygiene of salon, personal hygiene, client hygiene, products hygiene

3. Tools information like of scissors, combs, brushes, sanitizers etc

4. Information of products formulas and expiry dates and abbreviation

5. Hair Do's, cutting, styling, blow dryer, coloring, treatment, hair analysis, keratin, Straightener

6. Skin care, basic information and analysis, skin polish and mixing of products, skin treatments, skin machine practical

7. Basic makeup information, skin analysis, day & evening makeup, party & bridal makeup.

8. Manicure and pedicure movements and treatments

9. Threading techniques, waxing, face polishing techniques

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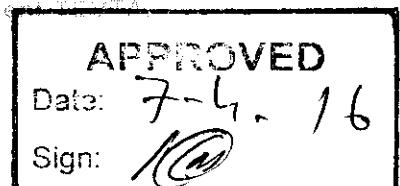
SCHEME OF STUDIES
I.T Fundamentals

S.No	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Introduction to Computers	1	4	5
2.	Typing - Microsoft Word	2	6	8
3.	Internet & Electronic Mail	1	6	7
	Total	**04**	**16**	**20**
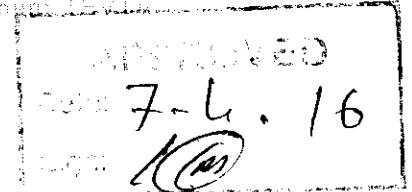
DETAIL OF COURSE CONTENTS
I.T Fundamentals

S. No	Detail of Topics	Theory Hours	Practical Hours
1	**Introduction to Computers**	1	4
	1.1 What is a computer- Definition, functions and general features?		

	1.2 What is Hardware –
	1.2.1 Computer parts and units
	    1.2.1.1 Input Unit - Keyboard, Mouse etc.
	    1.2.1.2 Central Processing Unit
	    1.2.1.3 Output Unit		

	1.3 What is Software –
	1.3.1 Electronic Parts of a Pc it is
	    1.3.1.1 Software and Its types
	    1.3.1.2 System Software, Application Software		

	1.4 Working with windows Operating System 1.4.1 How does windows desktops work?		
	1.5 What are the Icons, Shortcuts and other graphic, 1.5.1 How to see computer contents on different drives etc		
2	**Typing and Word processing (MS Word)**	2	6
	2.1 Proper way of typing correct and speedy - getting familiar with the keys		
	2.2 Where to type in computer? How to save a file? How to get it back? Where to find your saved work?		
	2.3 How to get it printed?		
3	**Emailing and Internet Surfing**	1	6
	3.1 How to go to Internet, what is required for an internet connection etc.		
	3.2 How to use email? How to search on web? Etc		
	3.3 How to make new email account, login and logout an email account etc.?		
	Total	04	16

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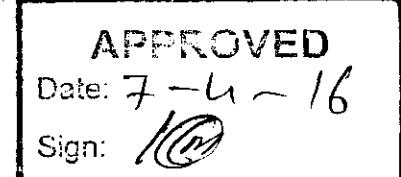
LIST OF PRACTICALS
I.T Fundamentals

S. No.	Name of Practical
1.	Turn On/Off and setting of power supply
2.	Accessing The Desktop
3.	Using of Icons and Shortcuts
4.	Setting / customizing the desktop
5.	Viewing the contents of computer – Directory
6.	Copying, Deleting and Moving Files in a folder
7.	Working with different Applications
8.	Opening MS Word for typing
9.	First lesson of Typing A S D F
10.	Second Lesson of typing J K L ;
11.	Third Lesson U I O P
12.	Fourth Lesson R E W Q
13.	Fifth Lesson N M , .
14.	Sixth Lesson V C X Z
15.	Seventh Lesson All letter using R index Finger
16.	Eighth Lesson All letter using L index Finger
17.	Formatting in MS Word Bold, Italic etc.
18.	Using Internet
19.	Opening Email, making new account
20.	Sending Receiving Emails
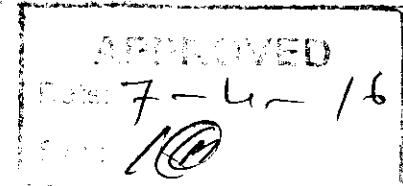
SCHEME OF STUDIES
Functional English

S.No	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Introduction of English Sentence Structure	2	3	5
2.	Use of present indefinite tense	2	3	5
3.	Use of 'is' 'are' 'am' questions and negatives	2	3	5
4.	Ask questions	2	3	5
5.	Express daily routines	2	3	5
6.	Know how to address people	1	2	3
7.	Provide written feedback	1	2	3
8.	Dialogues	1	2	3
9.	Understand vocabulary	1	2	3
10.	Application/C.V.	1	2	3
	Total	**15**	**25**	**40**

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DETAIL OF COURSE CONTENTS
Functional English

S. No	Detail of Topics	Theory Hours	Practical Hours
1	Introduction of English sentence structure	2	3
2	Use of present indefinite tense with exercises	2	3
3	Use of 'is' 'are' 'am' questions and negatives	2	3

4	4.1 Ask questions
	    4.1.1 At work place
	    4.1.2 In the market
	    4.1.3 In classroom
		2	3

5	5.1 Express daily routines
	    5.1.1 Before going to college
	    5.1.2 Dealing with colleagues
	    5.1.3 Going to market
		2	3

6	6.1 Know how to address people
	    6.1.1 In Meetings
	    6.1.2 In class
		1	2

7	7.1 Provide written feedback
	    7.1.1 After visiting the market
	    7.1.2 On some official task
		1	2

8	8.1 Dialogues
	    8.1.1 With colleague
	    8.1.2 Teacher/student
	    8.1.3 Employer/employee
	    8.1.4 Booking on railway station
		1	2

9	Understand vocabulary	1	2
10	Application / C.V.	1	2
	Total	15	25

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LIST OF PRACTICALS
Functional English

S. No.	Practical
1.	Group discussion
2.	Interviews
3.	Role play

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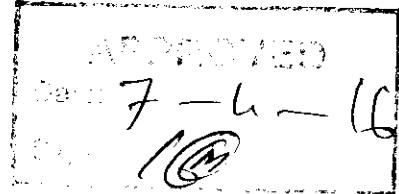
LIST OF LABS

Beautician

➤ Beautician Lab

I.T Fundamentals

➤ Computer Lab

LIST OF TOOLS / MACHINERY / EQUIPMENT / TOOLS ETC

(For a Class of 25 Students)

Name of Trade	Beautician
Duration of Course	3 Months

S. No.	Name of Tools & Equipment	Quantity
1.	10 in 1 unit brush, high frequency, galvanic etc	1
2.	Facial streamer with ozone light stand	1
3.	Sterilizer UV light	1
4.	Skin scanner or Dermascopy	1
5.	Computer with internet connection	1
6.	Facial bed	1
7.	Stool	1
8.	Facial trolley or waxing trolley	2
9.	Multi chair hydraulic reclinable	5
10.	Cutting arm chair	10
11.	Head streamer with ozone light	1
12.	Face and head massager	2
13.	Washing unit and hair wash	1
14.	Hair dryer	6
15.	Straightener	6
16.	Foot massager	2
17.	wax heater	2
18.	Spa unit for manicure trolley	1
19.	Spa unit for pedicure trolley	1
20.	Twizer, scissors, black head pin, nail cutter, cuticle cutter	12 Kits
21.	Buffer, nail filer, orange stick, cutting combs	1set

22.	Foot heeler, blow dryer brushes, cutting sheets	1set
23.	Bowels set, brush set applicators	1set
24.	Curling rod of start from 16mm to 38mm	10
25.	Climpers	6
26.	Paraffin wax heater	2
27.	Trimmers	6
28.	Towel warmer	2
29.	Volume irons	6

COMPUTER LAB
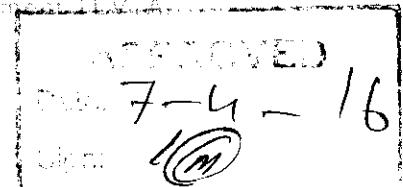
S. No.	Tools / Equipment	Quantity
1.	Desktop computer (Specifications as per notification issued by MIS Section, TEVTA)	26 (1 for each student & 1 for the teacher)
2.	Printer (Laser)	01
3.	Scanner	01
4.	Internet Connection (At least 1 MB speed)	01
5.	UPS 10 KVA	01
6.	Air Conditioner 1 ½ Ton	02
7.	Multimedia Projector	01

LIST OF CONSUMABLES

S. No.	Nomenclature of Equipment / Tools	Quantity
1.	Dye Caps and apron	25 Each
2.	Gowns of Women	12
3.	Self Apron	25
4.	Head Facial band	25
5.	Facial Bowels and brushes	25
6.	Wooden and Plastic Spatula	25
7.	Tissue Paper Box	6
8.	Cotton Pack Rolls	6
9.	Rose Water	6
10.	Facial Sponges	25
11.	Mask Brush and Bowl	25
12.	All Size Towels White	36
13.	Paraffin Wax Strips	12
14.	Styling Mousse and Spray	12
15.	Shampoo & Conditioner	12
16.	Hair Gels and Wax	12
17.	Foundation Puff	25
18.	Liquid Make over Sponges	25
19.	Blow Dryer brush set	5 Sets
20.	Cutting Comb Set	5 Sets
21.	Scissor Set	5
22.	Streaking Caps and Shower Cap	24
23.	Manicure & Pedicure Kit	5
24.	Face Polisher Kit	5
25.	Epilators Threads	6
26.	Hot Water and Soft Wax	6

27.	Dettol & Sanitizers	6
28.	Alcohol Pad Box	3
29.	Back Mirror	12
30.	Perming Liquid & Stick Bones	12
31.	Paraffin Strips, Gloves and Booties	12
32.	Color Dye & Developer	6
33.	Facial Kit Whitening, Acne, Aging Products	3
34.	Makeup Cosmetic Set	5
35.	Massage Oil Kits	3
36.	Rebounding Kit	5
37.	Razors and Trimmers	25

Functional English

S. No.	Item	Quantity
1.	Stationary	As per requirement
2.	Board Markers	As per requirement

I.T Fundamentals

S. No.	Item	Quantity
1.	Printing Paper	As per requirement
2.	Printer Toner	As per requirement

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<u>MINIMUM QUALIFICATION OF INSTRUCTOR</u>
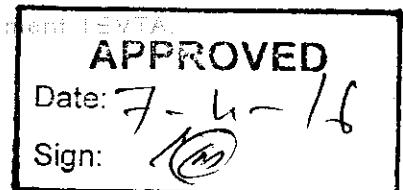
➤   FA OR BA with 1-Year diploma in Beautician from recognized institute.

OR

➤   Minimum 3-Years relevant teaching / industry experience in beauty salon field, parlor, media work and technically strong in hair, skin and makeup

<u>Functional English</u>

➤ M.A (English)

<u>I.T Fundamentals</u>

➤ DAE CIT/ BCS from HEC recognized university

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REFERENCE BOOKS
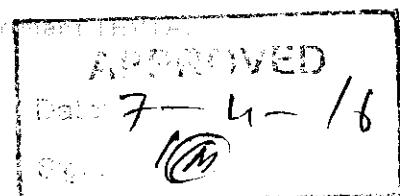
1.   Companies products original guide
2.   GIZ developed manuals regarding skin, hair and beauty therapy
3.   Internet Google
4.   YouTube

Functional English

1.   High School English Grammar By Wren & Martin

2.   Oxford English Grammar

I.T Fundamentals

1.   Introduction to Computer by Peter Norton
2.   2007 Microsoft® Office System Step by Step by Joyce Cox, Steve Lambert and Curtis Frye
3.   Internet and E-mail with Windows 7 by Studio Visual Steps

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EMPLOYABILITY OF PASSOUTS
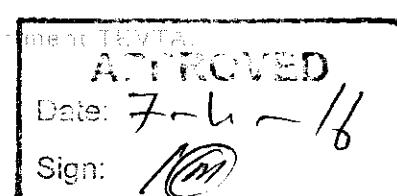
The pass outs of this course may find job / employment opportunities in the following areas / sectors: -

Manicure – pedicure - skin- hair- makeup- massage

- Institute of beauty
- Female salon
- Management in salon
- Unisex salon
- Hotels salon
- Can open their own salon
- Most running companies of skin, hair, makeup, manicure, pedicure as a technical expect
- Channels of media as beauty experts

LIST OF TRADE RELATED JARGON

1- Texturize

2- Dusting

3- Micro Derma Machine

4- Melasma

5- Exfoliation

6- Cleansing

7- Knuckling

8- Essential Oils

9- Epilation

10- Conditioner

11- PH

12- Epidermis

13- Dermis

14- T- Zone

15- Folicle

16- Sterlization

17- Back Combing

18- Straightening

19- Mousse

20- Concealer

21- Contouring

22- Foundation

23- SPF

24- Decollete Area

25- Rosacea

Curriculum Revision Committee

1. **Muhammad Mukhtar**   **Convener**
   Chief Instructor,
   GCT Faisalabad.

2. **Ms. Nazli Bashir,**   **Member**
   Principal,
   GVTI(W) Dev Samaj Road,
   Lahore

3. **Ms. Sabrina Sheikh,**   **Member**
   Principal,
   GVTI (W) Township, Lahore

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