

# ASSISTANT BEAUTICIAN

## COMPETENCY BASED CURRICULUM

(Duration: 1 Year 3 Months)

## APPRENTICESHIP TRAINING SCHEME (ATS)

NSQF LEVEL- 3



## SECTOR – HEALTHCARE AND WELLNESS



GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP  
DIRECTORATE GENERAL OF TRAINING

*Assistant Beautician*

# ASSISTANT BEAUTICIAN

(Revised in 2018)

APPRENTICESHIP TRAINING SCHEME (ATS)

NSQF LEVEL - 3

Developed By

Ministry of Skill Development and Entrepreneurship  
Directorate General of Training  
**CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE**  
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**1.1 Apprenticeship Training Scheme under Apprentice Act 1961**

The Apprentices Act, 1961 was enacted with the objective of regulating the programme of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Act makes it obligatory for employers in specified industries to engage apprentices in designated trades to impart Apprenticeship Training on the job in industry to school leavers and person having National Trade Certificate(ITI pass-outs) issued by National Council for Vocational Training (NCVT) to develop skilled manpower for the industry. There are four categories of apprentices namely; **trade apprentice, graduate, technician and technician (vocational) apprentices.**

Qualifications and period of apprenticeship training of **trade apprentices** vary from trade to trade. The apprenticeship training for trade apprentices consists of basic training followed by practical training. At the end of the training, the apprentices are required to appear in a trade test conducted by NCVT and those successful in the trade tests are awarded the National Apprenticeship Certificate.

The period of apprenticeship training for graduate (engineers), technician (diploma holders and technician (vocational) apprentices is one year. Certificates are awarded on completion of training by the Department of Education, Ministry of Human Resource Development.

**1.2 Changes in Industrial Scenario**

Recently we have seen huge changes in the Indian industry. The Indian Industry registered an impressive growth during the last decade and half. The number of industries in India have increased manifold in the last fifteen years especially in services and manufacturing sectors. It has been realized that India would become a prosperous and a modern state by raising skill levels, including by engaging a larger proportion of apprentices, will be critical to success; as will stronger collaboration between industry and the trainees to ensure the supply of skilled workforce and drive development through employment. Various initiatives to build up an adequate infrastructure for rapid industrialization and improve the industrial scenario in India have been taken.

### **1.3 Reformation**

The Apprentices Act, 1961 has been amended and brought into effect from 22<sup>nd</sup> December, 2014 to make it more responsive to industry and youth. Key amendments are as given below:

- Prescription of number of apprentices to be engaged at establishment level instead of trade-wise.
- Establishment can also engage apprentices in optional trades which are not designated, with the discretion of entry level qualification and syllabus.
- Scope has been extended also to non-engineering occupations.
- Establishments have been permitted to outsource basic training in an institute of their choice.
- The burden of compliance on industry has been reduced significantly.

**2.1 GENERAL**

Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship offers range of vocational training courses catering to the need of different sectors of economy/ Labour market. The vocational training programmes are delivered under aegis of National Council of Vocational Training (NCVT). Craftsman Training Scheme (CTS) and Apprenticeship Training Scheme (ATS) are two pioneer programmes of NCVT for propagating vocational training.

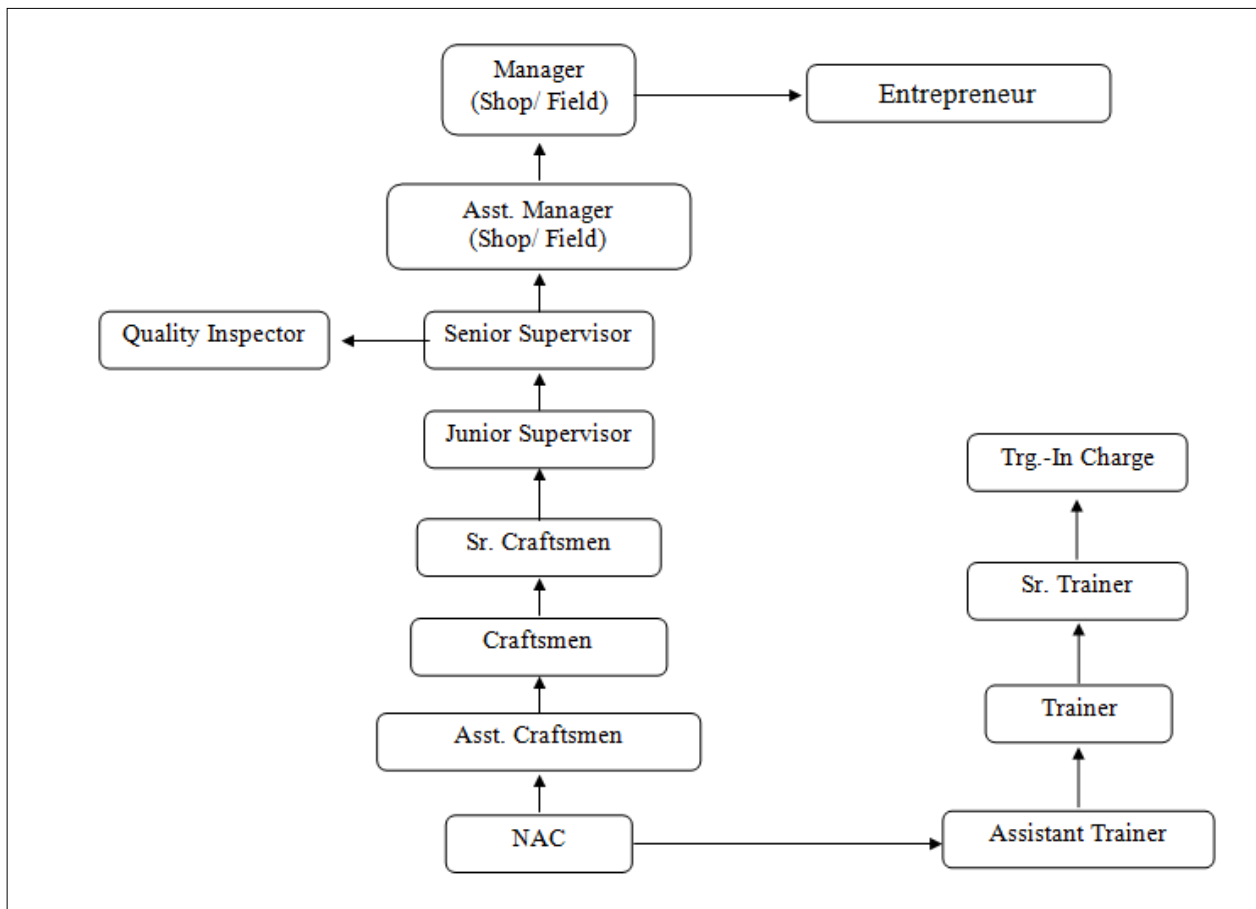
Assistant Beautician trade under ATS is one of the most popular courses delivered nationwide through different industries. The course is of one year & three months duration (01 Block of 15 months duration including basic training). It mainly consists of Domain area and Core area. In the Domain area Trade Theory & Practical impart professional - skills and knowledge, and Employability Skills imparts requisite core skills, knowledge and life skills. After passing out the training programme, the trainee is being awarded National Apprenticeship Certificate (NAC) by NCVT having worldwide recognition.

**Broadly candidates need to demonstrate that they are able to:**

- Read & interpret technical parameters/document, plan and organize work processes, identify necessary materials and tools;
- Perform task with due consideration to safety rules, accident prevention regulations and environmental protection stipulations;
- Apply professional skill, knowledge, & employability skills while performing jobs and solve problem during execution.
- Check the job/assembly as per drawing for functioning, identify and rectify errors in job/assembly.
- Document the technical parameters related to the task undertaken.

**2.2 CAREER PROGRESSION PATHWAYS:**

- Indicative pathways for vertical mobility.



**2.3 COURSE STRUCTURE:**

Table below depicts the distribution of training hours across various course elements during a period of one year (*Basic Training and On-Job Training*): -

**Total training duration details: -**

Time (in months)	1-3	4 - 15
Basic Training	Block– I	-----
Practical Training (On - job training)	----	Block – I



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### A. Basic Training

For 02 yrs. Course (Non-Engg.):- **Total 03 months:** 03 months in 1<sup>st</sup>yr.only

For 01 yr. Course (Non-Engg.):- **Total 03 months:** 03 months in 1<sup>st</sup> yr.

Sl. No.	Course Element	Total Notional Training Hours (For 01 yr. Course)
1	Professional Skill (Trade Practical)	270
2	Professional Knowledge (Trade Theory)	120
3	Employability Skills	110
	<b>Total (including Internal Assessment)</b>	<b>500</b>

### B. On-Job Training:-

For 01 yr. Course (Non-Engg.) :-( **Total: 12months**)

Notional Training Hours for On-Job Training: 2080 Hrs.

### C. Total training hours:-

Duration	Basic Training	On-Job Training	Total
<b>For 02 yrs. Course</b> (Non-Engg.)	500 hrs.	3640 hrs.	4140 hrs.
<b>For 01 yr. Course</b> (Non-Engg.)	500 hrs.	2080 hrs.	2580 hrs.

## 2.4 ASSESSMENT & CERTIFICATION:

The trainee will be tested for his skill, knowledge and attitude during the period of course and at the end of the training programme as notified by Govt of India from time to time. The Employability skills will be tested in first two semesters only.

- The **Internal assessment** during the period of training will be done by **Formative assessment method** by testing for assessment criteria listed against learning outcomes. The training institute have to maintain individual *trainee portfolio* as detailed in assessment guideline. The marks of internal assessment will be as per the template (Annexure – II).
- The final assessment will be in the form of summative assessment method. The All India Trade Test for awarding NAC will be conducted by NCVT on completion of course as per guideline of Govt of India. The pattern and marking structure is being notified by govt of India from time to time. **The learning outcome and assessment criteria will be basis for**

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**setting question papers for final assessment. The examiner during final examination will also check** individual trainee's profile as detailed in assessment guideline before giving marks for practical examination.

### **2.4.1 PASS REGULATION**

The minimum pass percent for Practical is 60% & minimum pass percent for Theory subjects 40%. The candidate should pass in each subject conducted under all India trade test.

### **2.4.2 ASSESSMENT GUIDELINE**

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking assessment. Due consideration should be given while assessing for team work, avoidance/reduction of scrap/wastage and disposal of scarp/wastage as per procedure, behavioral attitude, sensitivity to environment and regularity in training. The sensitivity towards OSHE and self-learning attitude are to be considered while assessing competency.

Assessment will be evidence based comprising the following:

- Job carried out in labs/workshop
- Record book/ daily diary
- Answer sheet of assessment
- Viva-voce
- Progress chart
- Attendance and punctuality
- Assignment
- Project work

Evidences of internal assessments are to be preserved until forthcoming semester examination for audit and verification by examination body. The following marking pattern to be adopted while assessing:

<b>Performance Level</b>	<b>Evidence</b>
<b>(a) Weightage in the range of 60 -75% to be allotted during assessment</b>	
For performance in this grade, the candidate with occasional guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of an acceptable standard of craftsmanship.	<ul style="list-style-type: none"><li>• Demonstration of good skill in the use of hand tools, machine tools and workshop equipment</li><li>• Below 70% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards.</li><li>• A fairly good level of neatness and</li></ul>

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	<p>consistency in the finish</p> <ul style="list-style-type: none"> <li>• Occasional support in completing the project/job.</li> </ul>
<p><b>(b) Weightage in the range of above 75% - 90% to be allotted during assessment</b></p>	
<p>For this grade, the candidate, with little guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of a reasonable standard of craftsmanship.</p>	<ul style="list-style-type: none"> <li>• Good skill levels in the use of hand tools, machine tools and workshop equipment</li> <li>• 70-80% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards.</li> <li>• A good level of neatness and consistency in the finish</li> <li>• Little support in completing the project/job</li> </ul>
<p><b>(c) Weightage in the range of above 90% to be allotted during assessment</b></p>	
<p>For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.</p>	<ul style="list-style-type: none"> <li>• High skill levels in the use of hand tools, machine tools and workshop equipment</li> <li>• Above 80% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards.</li> <li>• A high level of neatness and consistency in the finish.</li> <li>• Minimal or no support in completing the project.</li> </ul>

**Brief description of Job roles:**

**Assistant Beautician** needs to be aware of the basics of beauty therapy, health and hygiene, safety about various beauty products. Assistant Beautician is expected to perform basic epilation; manicure, pedicure and basic face care services and also assist the beautician in providing advanced services. The person also assists in salon ambience maintenance and also do various other odd jobs in the salon including selling salon retail products after obtaining knowledge of them.

**Beauticians and Related Workers, Others** Hairdressers, Barbers, Beauticians and Related Workers, other include all other hairdressers, barbers, beauticians and related workers not elsewhere classified.

**Reference NCO 2015:**

- i) 5142.0101 - Assistant Beautician
- ii) 5142.9900 - Beauticians and Related Workers, Others

**4. NSQF LEVEL COMPLIANCE**

NSQF level for ASSISTANT BEAUTICIAN trade under ATS: **Level 3**

As per notification issued by Govt. of India dated- 27.12.2013 on National Skill Qualification Framework total 10 (Ten) Levels are defined.

Each level of the NSQF is associated with a set of descriptors made up of five outcome statements, which describe in general terms, the minimum knowledge, skills and attributes that a learner needs to acquire in order to be certified for that level.

Each level of the NSQF is described by a statement of learning outcomes in five domains, known as level descriptors. These five domains are:

- a) Process
- b) Professional knowledge,
- c) Professional skill,
- d) Core skill and
- e) Responsibility

The Broad Learning outcome of ASSISTANT BEAUTICIAN trade under ATS mostly matches with the Level descriptor at Level- 3.

The NSQF level-3 descriptor is given below:

Level	Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility
Level 3	Person may carry out a job which may require limited range of activities routine and predictable	Basic facts, process and principle applied in trade of employment	Recall and demonstrate practical skill, routine and repetitive in narrow range of application	Communication written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles, personal banking, basic understanding of social and natural environment	Under close supervision Some Responsibility for own work within defined limit.

**5. GENERAL INFORMATION**

<b>Name of the Trade</b>	Assistant Beautician
<b>NCO – 2015</b>	5142.0101 5142.9900
<b>NSQF Level</b>	Level – 3
<b>Duration of Apprenticeship Training</b> (Basic Training + On-Job Training)	3 months+ One year (01 Blocks of 15 month duration including basic training).
<b>Duration of Basic Training</b>	a) Block –I : 3 months <b>Total duration of Basic Training: 3 months</b>
<b>Duration of On-Job Training</b>	a) Block–I: 12 months <b>Total duration of Practical Training: 12 months</b>
<b>Entry Qualification</b>	Passed 8th class examination from a recognized school.
<b>Selection of Apprenticeship</b>	The apprentices will be selected as per Apprenticeship Act amended time to time.
<b>Instructors Qualification for Basic Training</b>	As per ITI instructors qualifications as amended time to time for the specific trade.
<b>Infrastructure for Basic Training</b>	As per related trade of ITI
<b>Examination</b>	The internal examination/ assessment will be held on completion of each block. Final examination for all subjects will be held at the end of course and same will be conducted by NCVT.
<b>Rebate to Ex-ITI Trainees</b>	NA
<b>CTS trades eligible for ASSISTANT BEAUTICIAN Apprenticeship</b>	NA

**Note:**

- *Industry may impart training as per above time schedule for different block, however this is not fixed. The industry may adjust the duration of training considering the fact that all the components under the syllabus must be covered. However the flexibility should be given keeping in view that no safety aspects is compromised.*
- *For imparting Basic Training the industry to tie-up with ITIs having such specific trade and affiliated to NCVT.*

## **6. LEARNING OUTCOME**

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### **6.1 GENERIC LEARNING OUTCOME**

The following are minimum broad Common Occupational Skills/ Generic Learning Outcome after completion of the ASSISTANT BEAUTICIAN course of one year & three months duration (01 Block of 15 months duration including basic training) under ATS.

#### **Block I**

1. Recognize & comply safe working practices, environment regulation and housekeeping.
2. Explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.
3. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.
4. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.
5. Plan and organize the work related to the occupation.

### **6.2 SPECIFIC LEARNING OUTCOME**

#### **Block – I**

1. Prepare & maintain the beauty care treatment work areas.
2. Set trolley and facial bed as per industry standard for the beauty therapy.
3. Operate latest tools & equipments and apply different techniques for effective outcome of beauty services.
4. Acquire knowledge of skin, Nail structure and identify Skin & Nail conditions.
5. Select and use latest cosmetic products suitable as per the client skin condition.
6. Perform basic manicure, pedicure & basic face care services.
7. Identify contraindications related to chemical services.
8. Select & apply appropriate sterilizing and disinfecting methods for various beauty care equipment/tools.
9. Assist beauty expert in performing facial treatments to improve skin condition.
10. Carry out basic epilation services to suit client requirements.
11. Apply make-up according to different facial shapes & age as per the need.
12. Communicate, convince & behave in a professional manner while dealing with clients.
13. Attend calls, reply mails & co-ordinate with clients regarding appointment or any other concern.
14. Provide after care advice to clients.
15. Maintain the salon cleanliness & hygiene.
16. Apply Fire fighting methods, operate fire extinguishers and application of first aid.

**Note:** Learning outcomes are reflection of total competencies of a trainee and assessment will be carried out as per assessment criteria.

**7. LEARNING OUTCOME WITH ASSESSMENT CRITERIA**

<b>GENERIC LEARNING OUTCOME</b>	
<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
1. Recognize & comply safe working practices, environment regulation and housekeeping.	1.1 Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements.
	1.2 Recognize and report all unsafe situations according to site policy.
	1.3 Identify and take necessary precautions on fire and safety hazards and report according to site policy and procedures.
	1.4 Identify, handle and store / dispose off dangerous/unsalvageable goods and substances according to site policy and procedures following safety regulations and requirements.
	1.5 Identify and observe site policies and procedures in regard to illness or accident.
	1.6 Identify safety alarms accurately.
	1.7 Report supervisor/ Competent of authority in the event of accident or sickness of any staff and record accident details correctly according to site accident/injury procedures.
	1.8 Identify and observe site evacuation procedures according to site policy.
	1.9 Identify Personal Productive Equipment (PPE) and use the same as per related working environment.
	1.10 Identify basic first aid and use them under different circumstances.
	1.11 Identify different fire extinguisher and use the same as per requirement.
	1.12 Identify environmental pollution & contribute to avoidance of same.
	1.13 Take opportunities to use energy and materials in an environmentally friendly manner
	1.14 Avoid waste and dispose waste as per procedure
	1.15 Recognize different components of 5S and apply the same in the working environment.
2. Explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity	2.1 Explain the concept of productivity and quality tools and apply during execution of job.
	2.2 Understand the basic concept of labour welfare legislation and adhere to responsibilities and remain sensitive towards such laws.



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& quality.	2.3 Knows benefits guaranteed under various acts
3. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	3.1 Explain the concept of energy conservation, global warming, pollution and utilize the available recourses optimally & remain sensitive to avoid environment pollution.
	3.2 Dispose waste following standard procedure.
4. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.	4.1 Explain personnel finance and entrepreneurship.
	4.2 Explain role of Various Schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non financing support agencies to familiarizes with the Policies /Programmes & procedure & the available scheme.
	4.3 Prepare Project report to become an entrepreneur for submission to financial institutions.
5. Plan and organize the work related to the occupation.	5.1 Use documents, drawings and recognize hazards in the work site.
	5.2 Plan workplace/ assembly location with due consideration to operational stipulation
	5.3 Communicate effectively with others and plan project tasks
	5.4 Assign roles and responsibilities of the co-trainees for execution of the task effectively and monitor the same.
<b>SPECIFIC OUTCOME</b>	
<b>Block-I (Section:10 in the competency based curriculum)</b>	
<p><i>Assessment Criteria i.e. the standard of performance, for each specific learning outcome mentioned under <b>block – I</b> (section: 10) must ensure that the trainee performs job that requires limited range of activities which are routine and predictable. Assessment criteria should broadly cover the aspect of <b>Planning</b> (Identify, ascertain, etc.); <b>Execution</b> (perform, illustration, etc. by applying basic methods, tools, materials and information 2) Knowledge of basic facts, process and principle applied in trade of employment 3) Basic Mathematical Skills and <b>Checking/ Testing</b> to ensure functionality during the assessment of each outcome. The assessments parameters must also ascertain that the candidate is responsible for own work within defined limit.</i></p>	

**BASIC TRAINING (Block – I)****Duration: (03) Three Months**

<b>Week No.</b>	<b>Professional Skills (Trade Practical)</b>	<b>Professional Knowledge (Trade Theory)</b>
1-2	Preparation and maintenance of the treatment work areas.	<ul style="list-style-type: none"> <li>Maintain salon safety &amp; legal requirements, waste disposal, Service standard and image.</li> <li>Work procedure to ensure safety, effectiveness and hygiene.</li> <li>Procedure for obtaining suitable materials, equipment and staff assistance.</li> </ul>
3-5	Provide basic skin care service	<ul style="list-style-type: none"> <li>The structure &amp; function of the skin</li> <li>Methods to recognize the skin type &amp; skin conditions.</li> <li>Methods to treat the skin types &amp; conditions.</li> <li>Suitable course of treatment for various skin types &amp; conditions &amp; recommended frequency.</li> <li>Reasons for &amp; benefits of cleansing the skin, exfoliating the skin, applying massage, &amp; applying Mask.</li> <li>Possible contraction which may accrue during the facial and bleach treatment and how to deal with them</li> </ul>
5-6	Carry out basic epilation services	<ul style="list-style-type: none"> <li>The structure of skin, structure of hair &amp; basic principles of hair growth.</li> <li>Various techniques associated with hair removal.</li> <li>Suitability of specific product based on hair types</li> <li>Method of application and removal in relation to the direction of hair growth.</li> <li>Other methods of hair removal and the effects of these methods.</li> </ul>
7-9	Provide manicure and pedicure services	<ul style="list-style-type: none"> <li>The structure of nail &amp; nail shapes.</li> <li>Identification of treatable nail &amp; skin condition.</li> </ul>
		<ul style="list-style-type: none"> <li>Different types of techniques used within manicure how to carry them out.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Selection &amp; adaption of manicure &amp; pedicure services to suit individual clients needs.</li> <li>• Benefits and effects of the hand and nail treatments.</li> <li>• Different types of manicure &amp; pedicure tools &amp; equipments &amp; their application.</li> <li>• Importance of aftercare &amp; maintain ace requirements.</li> </ul>
10	Assist the beautician performing beauty services	<ul style="list-style-type: none"> <li>• Understanding of various products and their selection and application based on skin types.</li> <li>• Types of tools, Materials and equipment used for skin treatments and make up.</li> <li>• The importance of using products economically.</li> </ul>
11	Maintain health and safety at the workplace	<ul style="list-style-type: none"> <li>• The health, safety and legal requirements, waste disposal, service standard and brand image related details of the salon.</li> <li>• Safe, effective and hygiene practices to be followed while providing skin services.</li> <li>• Firefighting methods, fire extinguishers and application of first aid.</li> </ul>
12	Carry out Day, Evening, applying of false eyelashes.	<ul style="list-style-type: none"> <li>• Consulting with clients to determine their needs &amp; preferences.</li> <li>• Understanding of cosmetic color theory.</li> <li>• Applying appropriate cosmetics to enhance a client's appearance.</li> <li>• Basic make-up procedure for any occasion.</li> <li>• Safety measures to be followed during make-up application.</li> </ul>
13	<b>Assessment/Examination (03days)</b>	

**Note:** - *More emphasis to be given on video/real-life pictures during theoretical classes. Some real-life pictures/videos of related industry operations may be shown to the trainees to give a feel of Industry and their future assignment.*

## 9.1 EMPLOYABILITY SKILLS

(DURATION: - 110 HRS)

<b>Block – I</b> (Duration – 55 hrs.)	
<b>1. English Literacy</b> Duration: 20 Hrs. <span style="float: right;">Marks : 09</span>	
<b>Pronunciation</b>	Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)
<b>Functional Grammar</b>	Transformation of sentences, Voice change, Change of tense, Spellings.
<b>Reading</b>	Reading and understanding simple sentences about self, work and environment
<b>Writing</b>	Construction of simple sentences Writing simple English
<b>Speaking / Spoken English</b>	Speaking with preparation on self, on family, on friends/ classmates, on know, picture reading gain confidence through role-playing and discussions on current happening job description, asking about someone's job habitual actions. Cardinal (fundamental) numbers ordinal numbers. Taking messages, passing messages on and filling in message forms Greeting and introductions office hospitality, Resumes or curriculum vita essential parts, letters of application reference to previous communication.
<b>2. I.T. Literacy</b> Duration: 20 Hrs. <span style="float: right;">Marks : 09</span>	
<b>Basics of Computer</b>	Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.
<b>Computer Operating System</b>	Basics of Operating System, WINDOWS, The user interface of Windows OS, Create, Copy, Move and delete Files and Folders, Use of External memory like pen drive, CD, DVD etc, Use of Common applications.
<b>Word processing and Worksheet</b>	Basic operating of Word Processing, Creating, opening and closing Documents, use of shortcuts, Creating and Editing of Text, Formatting the Text, Insertion & creation of Tables. Printing document. Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets.

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<b>Computer Networking and Internet</b>	Basic of computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet (Network of Networks), Meaning of World Wide Web (WWW), Web Browser, Web Site, Web page and Search Engines. Accessing the Internet using Web Browser, Downloading and Printing Web Pages, Opening an email account and use of email. Social media sites and its implication. Information Security and antivirus tools, Do's and Don'ts in Information Security, Awareness of IT - ACT, types of cyber crimes.
<b>3. Communication Skills</b>	
Duration: 15 Hrs. <span style="float: right;">Marks : 07</span>	
<b>Introduction to Communication Skills</b>	Communication and its importance Principles of Effective communication Types of communication - verbal, non verbal, written, email, talking on phone. Non verbal communication -characteristics, components-Para-language Body language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort.
<b>Listening Skills</b>	Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active Listening Skills.
<b>Motivational Training</b>	Characteristics Essential to Achieving Success. The Power of Positive Attitude. Self awareness Importance of Commitment Ethics and Values Ways to Motivate Oneself Personal Goal setting and Employability Planning.
<b>Facing Interviews</b>	Manners, Etiquettes, Dress code for an interview Do's & Don'ts for an interview.
<b>Behavioral Skills</b>	Problem Solving Confidence Building Attitude
<b>4. Entrepreneurship Skills</b>	
Duration : 15 Hrs. <span style="float: right;">Marks : 06</span>	
<b>Concept of Entrepreneurship</b>	Entrepreneur - Entrepreneurship - Enterprises:-Conceptual issue Entrepreneurship vs. management, Entrepreneurial motivation. Performance & Record, Role & Function of entrepreneurs in relation to the enterprise & relation to the economy, Source of business ideas, Entrepreneurial opportunities, The process of setting up a business.

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<b>Project Preparation &amp; Marketing analysis</b>	Qualities of a good Entrepreneur, SWOT and Risk Analysis. Concept & application of PLC, Sales & distribution Management. Different Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.
<b>Institutions Support</b>	Preparation of Project. Role of Various Schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non financing support agencies to familiarizes with the Policies /Programmes& procedure & the available scheme.
<b>Investment Procurement</b>	Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure - Loan procurement - Banking Processes.
<b>5. Productivity</b>	
Duration : 10 Hrs. <span style="float: right;">Marks : 05</span>	
<b>Benefits</b>	Personal / Workman - Incentive, Production linked Bonus, Improvement in living standard.
<b>Affecting Factors</b>	Skills, Working Aids, Automation, Environment, Motivation - How improves or slows down.
<b>Comparison with developed countries</b>	Comparative productivity in developed countries (viz. Germany, Japan and Australia) in selected industries e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.
<b>Personal Finance Management</b>	Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.
<b>6. Occupational Safety, Health and Environment Education</b>	
Duration: 15 Hrs. <span style="float: right;">Marks : 06</span>	
<b>Safety &amp; Health</b>	Introduction to Occupational Safety and Health importance of safety and health at workplace.
<b>Occupational Hazards</b>	Basic Hazards, Chemical Hazards, Vibroacoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.
<b>Accident &amp; safety</b>	Basic principles for protective equipment. Accident Prevention techniques - control of accidents and safety measures.
<b>First Aid</b>	Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person.
<b>Basic Provisions</b>	Idea of basic provision legislation of India.

## Assistant Beautician

	Safety, health, welfare under legislative of India.
<b>Ecosystem</b>	Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.
<b>Pollution</b>	Pollution and pollutants including liquid, gaseous, solid and hazardous waste.
<b>Energy Conservation</b>	Conservation of Energy, re-use and recycle.
<b>Global warming</b>	Global warming, climate change and Ozone layer depletion.
<b>Ground Water</b>	Hydrological cycle, ground and surface water, Conservation and Harvesting of water.
<b>Environment</b>	Right attitude towards environment, Maintenance of in -house environment.
<b>7. Labour Welfare Legislation</b>	
Duration : 05 Hrs. <span style="float: right;">Marks : 03</span>	
<b>Welfare Acts</b>	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's compensation Act.
<b>8. Quality Tools</b>	
Duration : 10 Hrs. <span style="float: right;">Marks : 05</span>	
<b>Quality Consciousness</b>	Meaning of quality, Quality characteristic.
<b>Quality Circles</b>	Definition, Advantage of small group activity, objectives of quality Circle, Roles and function of Quality Circles in Organization, Operation of Quality circle. Approaches to starting Quality Circles, Steps for continuation Quality Circles.
<b>Quality Management System</b>	Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.
<b>House Keeping</b>	Purpose of House-keeping, Practice of good Housekeeping.
<b>Quality Tools</b>	Basic quality tools with a few examples.

## **10. DETAILS OF COMPETENCIES (ON-JOB TRAINING)**

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The **competencies/ specific outcomes** on completion of On-Job Training are detailed below: -

### **Block – I**

1. Prepare & maintain the beauty care treatment work areas.
2. Set trolley and facial bed as per industry standard for the beauty therapy.
3. Operate latest tools & equipments and apply different techniques for effective outcome of beauty services.
4. Acquire knowledge of skin, Nail structure and identify Skin & Nail conditions.
5. Select and use latest cosmetic products suitable as per the client skin condition.
6. Perform basic manicure, pedicure & basic face care services.
7. Identify contraindications related to chemical services.
8. Select & apply appropriate sterilizing and disinfecting methods for various beauty care equipment/tools.
9. Assist beauty expert in performing facial treatments to improve skin condition.
10. Carry out basic epilation services to suit client requirements.
11. Apply make-up according to different facial shapes & age as per the need.
12. Communicate, convince & behave in a professional manner while dealing with clients.
13. Attend calls, reply mails & co-ordinate with clients regarding appointment or any other concern.
14. Provide after care advice to clients.
15. Maintain the salon cleanliness & hygiene.
16. Apply Fire fighting methods; operate fire extinguishers and application of first aid.

### **Note:**

1. Industry must ensure that above mentioned competencies are achieved by the trainees during their on job training.
2. In addition to above competencies/ outcomes industry may impart additional training relevant to the specific industry.



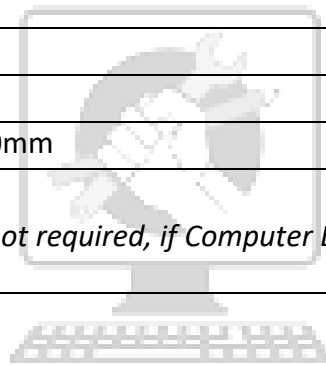
**INFRASTRUCTURE FOR PROFESSIONAL SKILL & PROFESSIONAL KNOWLEDGE**

<b>ASSISTANT BEAUTICIAN</b>			
<b>LIST OF TOOLS AND EQUIPMENT for Basic Training (For 20 Apprentices)</b>			
<b>A. TRAINEES TOOL KIT</b>			
<b>Sl. no.</b>	<b>Name of the Tool &amp; Equipments</b>	<b>Specification</b>	<b>Quantity</b>
1.	Student's chair with flap		20 Nos.
2.	Teacher's Table and chair set		01 No.
3.	White Magnetic Board		01 No.
4.	Display board		02 No.
<b>B: LIST OF TOOLS &amp; EQUIPMENTS FOR ON-JOB TRAINING:-</b>			
5.	Magnifying lamp		03No
6.	High frequency*		4 No
7.	Wet Sterilizer		2 No
8.	Wax heater		4 No
9.	Beauty Trolleys		6 No
10.	Facial Bed		6 No.
11.	Brush unit		02 No.
12.	Manicure Bowls		20 No
13.	Pedicure tub		10 No
14.	Manicure stools		12 no.
15.	Manicure table		06 No.
16.	Pedi stool		10 No.
17.	Vapozone		03 No.
18.	Manicure Trolley		04 No.
19.	Dry Sterilizer (Ultra Violet)		2 No
20.	Boiler		01 No.
21.	Front wash Basin		2 No
22.	Curtain/Blinds for Lab		As required
23.	Blanket		04 No
24.	Heat Convector		02 No.
25.	Air conditioner split 2 ton with stabilizer		As Required
26.	Student Lockers		1 per student
27.	Teacher's Chair and table set		1 No.
28.	Black head remover		10 No.
29.	Display board (minimum 3X4 feet size)		As Required
30.	Mirror Panel		10 No.
31.	Styling Chair (multipurpose beauty services)		10 No.

**Note:** In case of basic training setup by the industry the tools, equipment and machinery available in the industry may also be used for imparting basic training.

<b>TOOLS &amp; EQUIPMENTS FOR EMPLOYABILITY SKILLS</b>		
<b>Sl. No.</b>	<b>Name of the Equipment</b>	<b>Quantity</b>
1.	Computer (PC) with latest configurations and Internet connection with standard operating system and standard word processor and worksheet software	10 Nos.
2.	UPS - 500VA	10 Nos.
3.	Scanner cum Printer	1 No.
4.	Computer Tables	10 Nos.
5.	Computer Chairs	20 Nos.
6.	LCD Projector	1 No.
7.	White Board 1200mm x 900mm	1 No.

*Note: - Above Tools & Equipments not required, if Computer LAB is available in the institute.*



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**FORMAT FOR INTERNAL ASSESSMENT**

Name & Address of the Assessor :						Year of Enrollment :								
Name & Address of ITI (Govt./Pvt.) :						Date of Assessment :								
Name & Address of the Industry :						Assessment location: Industry / ITI								
Trade Name :			Semester:			Duration of the Trade/course:								
Learning Outcome:														
Sl. No	Maximum Marks (Total 100 Marks)		15	5	10	5	10	10	5	10	15	15	Total internal assessment Marks	Result (Y/N)
	Candidate Name	Father's/Mother's Name	Safety consciousness	Workplace hygiene	Attendance/ Punctuality	Ability to follow Manuals/ Written instructions	Application of Knowledge	Skills to handle tools & equipment	Economical use of materials	Speed in doing work	Quality in workmanship	VIVA		
1														
2														