

HAIR CUTTER/DRESSER

COMPETENCY BASED CURRICULUM

(Duration: 1 Yr. 3 Months)

APPRENTICESHIP TRAINING SCHEME (ATS)

NSQF LEVEL- 3



काशल भारत - कुशल भारत

SECTOR – BEAUTY AND WELLNESS



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

HAIR CUTTER/DRESSER

(Revised in 2018)

APPRENTICESHIP TRAINING SCHEME (ATS)



NSQF LEVEL - 3

Skill India
कौशल भारत - कुशल भारत

Developed By

Ministry of Skill Development and Entrepreneurship

Directorate General of Training

CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE

EN-81, Sector-V, Salt Lake City,

Kolkata – 700 091

The DGT sincerely express appreciation for the contribution of the Industry, State Directorate, Trade Experts and all others who contributed in revising the curriculum. Special acknowledgement to the following industries/organizations who have contributed valuable inputs in revising the curricula through their expert members:

1. LTA school of beauty, Mumbai
2. Sahiba salon academy
3. VLCC, health care ltd.
4. Blossom Kochhar creative art & design

Special acknowledgement by DGT to the following expert members who have contributed immensely in this curriculum.

Co-ordinator for the course: Ms. Sunita Bhat and Ms. Ruchi Chamoli

Sl. No.	Name & Designation Sh./Mr./Ms.	Organization	Expert Group Designation
1.	Ms. Upma Bhatia, DT	DGT, H.Q.	Expert
2.	Ms. Alka Sharma, JDT	NVTI, Noida	Expert
3.	Ms. Vaishali.K, Shah DT	LTA School of Beauty, Mumbai	Expert
4.	Ms. Samantha kochhar, MD	Blossom Kochhar creative art & design, N.Dehli	Expert
5.	Ms. Pinky Singh, Owner	Sahiba Salon academy, Ghaziabad	Expert
6.	Ms Sita Podwal, Senior trainer	VLCC, health care ltd.	Expert
7.	Ms. Sunita Bhat, TO	NVTI, Noida	Expert
8.	Ms. Ruchi chamoli, VI	NVTI, Noida.	Expert

Sl. No.	Topics	Page No.
1.	Background	1-2
2.	Training System	3-7
3.	Job Role	8
4.	NSQF Level Compliance	9
5.	General Information	10
6.	Learning Outcome	11-12
7.	Learning Outcome with Assessment Criteria	13-14
8.	Syllabus	15-17
9.	Syllabus - Core Skill	
	9.1 Core Skill – Employability Skill	18-21
10.	Details of Competencies (On-Job Training)	22-24
11.	List of Trade Tools & Equipment Basic Training - Annexure I	24-26
12.	Format for Internal Assessment -Annexure II	27

कौशल भारत - कुशल भारत

1. BACKGROUND

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 22nd 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.



Skill India
कौशल भारत - कुशल भारत

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.

Hair cutter/ Dresser trade under ATS is one of the most popular courses delivered nationwide through different industries. The course is of one year three months (01 Block of 15 months duration including basic training). 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.

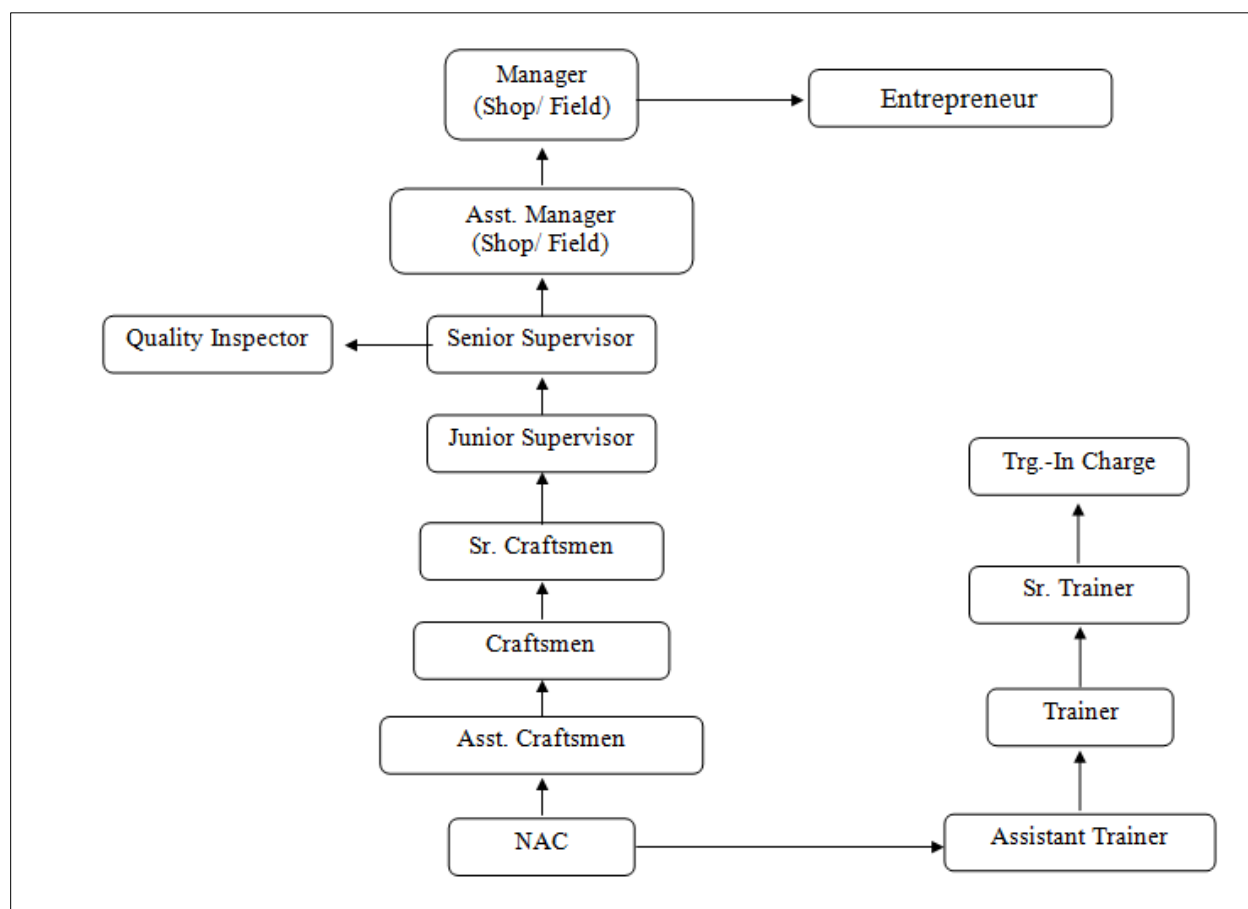
Broadly candidates need to demonstrate that they are able to:

- 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, core skills & 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.

Hair Cutter/Dresser

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 two years (*Basic Training and On-Job Training*): -

Total training duration details: -

Time (in months)	1-3	4-12	13-15	16-24
Basic Training	Block– I	-----	Block – II	-----
Practical Training (On - job training)	----	Block – I	-----	Block – II

Hair Cutter/Dresser

A. Basic Training

For 02 yrs. course (Non-Engg.) :- **Total 06 months:** 03 months in 1styr. only.

For 01 yr. course (Non- Engg.) :- **Total 03 months:** 03 months in 1st 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
	Total (including Internal Assessment)	500

B. On-Job Training:-

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

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

C. Total training hours:-

Duration	Basic Training	On-Job Training	Total
For 02 yrs. course (Non- Engg.)	500 hrs.	3640 hrs.	4140 hrs.
For 01 yr. course (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.

a) 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).

Hair Cutter/Dresser

b) 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 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 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:

Hair Cutter/Dresser

Performance Level	Evidence
(a) Weightage in the range of 60 -75% to be allotted during assessment	
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.	• Demonstration of good skill in the use of hand tools, machine tools and workshop equipment • Below 70% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards. • A fairly good level of neatness and consistency in the finish • Occasional support in completing the project/job.
(b) Weightage in the range of above 75% - 90% to be allotted during assessment	
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.	• Good skill levels in the use of hand tools, machine tools and workshop equipment • 70-80% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards. • A good level of neatness and consistency in the finish • Little support in completing the project/job
(c) Weightage in the range of above 90% to be allotted during assessment	
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.	• High skill levels in the use of hand tools, machine tools and workshop equipment • Above 80% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards. • A high level of neatness and consistency in the finish. • Minimal or no support in completing the project.

Brief description of Job roles:

After completion of the course the apprentices shall be qualified for one or more of the following job roles:

- Advising clients on their hair care needs.
- Creating hair styles for formal events
- Perform routine tasks such as shampooing, conditioning, drying and setting up
- Styling and dressing hairpieces, extensions, and wigs
- Maintaining an appointment calendar through scheduling
- Demonstrating and selling styling products
- Maintaining and updating client records
- Shaving and trimming beards and moustaches, and sideburns
- Trimming, cutting, and shaving hair using clippers, scissors, trimmers, and razors
- Maintaining work stations and sanitizing tools and equipment
- Applying chemical setting, straightening, or curling solutions.
- Using curlers, rollers, hot irons, and curling irons
- Applying hair colour, dye, and tints
- Administering therapeutic scalp and hair treatments
- Performing scalp, neck, and face massages
- Applying hot towel treatments

Reference NCO:

1. 5141.9900 (Hairdressers, other)
2. 5141.0200 (Hair stylist)
3. 5141.0100 (Hair Dresser, ladies)

NSQF level for Hair cutter/Dresser 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 Hair cutter/Dresser 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

Name of the Trade	Hair cutter/Dresser
NCO – 2015	5141.9900,5141.0200,5141.0100
NSQF Level	Level – 3
Duration of Apprenticeship Training (Basic Training + On-Job Training)	3 months + One year (01 Block of 15 months duration including basic training)
Duration of Basic Training	a) Block –I : 3 months Total duration of Basic Training: 3 months
Duration of On-Job Training	a) Block–I: 12 months Total duration of Practical Training: 12 months
Entry Qualification	Passed 8 th class examination
Selection of Apprenticeship	The apprentices will be selected as per Apprenticeship Act amended time to time.
Instructors Qualification for Basic Training	As per ITI instructors qualifications as amended time to time for the specific trade.
Infrastructure for Basic Training	As per related trades of ITI.
Examination	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.
Rebate to Ex-ITI Trainees	NA
CTS trades eligible for Hair Cutter / Dresser Apprenticeship	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.

6.1 GENERIC LEARNING OUTCOME

The following are minimum broad Common Occupational Skills/ Generic Learning Outcome after completion of the Hair cutter/Dresser course of one year & three months (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 – II

1. Carry out cleaning at the work station as per organization norms.
2. Carry out appropriate sterilization & disinfection for tools and place the sterilized & disinfected tools on a disinfected tray as per standard operating process.
3. Analyze the different types of hair condition & texture.
4. Carry out the shampooing & conditioning process using the tools & material as laid by the organization suitable for the clients need & hair texture.
5. Carry out Hair SPA & Scalp massage using a range of products & massage techniques.
6. Use different types of hair dryer to perform Blow drying according to the standards of the organization.
7. Carry out club cutting, one length hair cut, uniform layer cut, short and long hair layer hair cut to create a variety of looks for men & women.
8. Carry out styling techniques to achieve finished styles.
9. Use different thermal equipments for achieving different hair styles.
10. Perform different hair colouring services using different lightening products and colouring techniques.
11. Create variety of fashion looks with perming & relaxing services.
12. Use appropriate language, tone & gestures while interacting with clients.
13. Carry out appropriate sterilization & disinfection for tools as per standard norms.

Hair Cutter/Dresser

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



Skill India
कौशल भारत - कुशल भारत

7. LEARNING OUTCOME WITH ASSESSMENT CRITERIA

GENERIC LEARNING OUTCOME	
LEARNING OUTCOMES	ASSESSMENT CRITERIA
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 of 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	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

Hair Cutter/Dresser

work to improve productivity & quality.	sensitive towards such laws.
	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 resources 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.
SPECIFIC OUTCOME	
Block-I (Section:10 in the competency based curriculum)	
<i>Assessment Criteria i.e. the standard of performance, for each specific learning outcome mentioned under block – I (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 Planning (Identify, ascertain, etc.); Execution (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 Checking/ Testing 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>	

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

Week No.	Professional Skills	Professional Knowledge
1	Prepare & Maintained work area: Preparing the equipments products & work area ahead of service to ensure the effectiveness of conducting treatments.	• Keeping the work area clean • Setting up the required equipment • Disposing of waste
2	Analysis of Scalp & hair: Structure of hair, Hair composition, Identify hair types & understand hair cycle.	• Understand the structure of hair& scalp. • Identify hair & scalp Condition and causes & Contra indication to hair services.
3	Shampoo & Conditioning: Perform shampooing & conditioning using a range of products and techniques.	• Identify hair & scalp using suitable consultation techniques. • Select & use products tools & equipments suitable for clients hair and scalp.
4	Scalp Massage & Hair SPA Services: Perform hair & Scalp Massage using a range of products & massage techniques.	• Be able to prepare for scalp massage services. • Be able to carry out different massage techniques. • Provide suitable aftercare advice.
5	Drying hair: Perform different techniques of Blow Drying the hair	• Understand the tools & equipments products and techniques used to blow dry hair. • Understand the factors that influence Blow dry and finishing services. • Understand procedures and effect of Blow drying finishing services.
6 – 7	Cutting Hair: Create the variety of looks for men & women using club cutting, free hand, & scissor over comb techniques, one length hair cuts, uniform layers, short & long layer hair cuts,	• Understand the factors that influence hair cutting services. • Understand the Tools, Products, Equipment & techniques for hair cutting services. • Be able to provide hair cutting adapting various cutting techniques.
8	Creative Hair styling: Perform variety of styling techniques to	• Perform suitable consultation techniques to identify required

Hair Cutter/Dresser

	produce innovative, fashionable & creative looks by adapting variety of styling & finishing techniques.	services. • Evaluate the potential of the hair to achieve the desired style. • Adapt styling techniques to achieve the desired effects. • Be able to provide styling services. • Create a finish style that is to the satisfaction of the client.
9	Thermal Hair Styling: Perform variety of styling services & evaluate the potential of the hair, to achieve the desired style by identifying the influencing factors provide clear recommendations to the client.	• Be able to provide styling services • Perform suitable consultation techniques to identify required services. • Prepare self, client and work area for styling services. • Adapt styling techniques to achieve the desired effects. • Select and use products, tools & equipment to achieve the desired effect.
10	Color & lighten Hair: Perform hair coloring service using temporary & semi permanent color changing hair color using coloring, lightening products and coloring techniques.	• Prepare self, the client & work area for coloring services. • Evaluate the potential of the hair to achieve the desired look by identifying influencing factors. • Be able to prepare for coloring & lightening servicing. • Be able to provide coloring and lightening services adapting various techniques.
11	Texture service: Create a variety of looks using basic perming techniques and provide specialized, relaxing services by analyzing and identifying influencing factors.	• Understand science of the perming and neutralizing services. • Understand requirements of texture services. • Understand the techniques and procedures for texture services. • Understand and demonstrate the principle of texture services.

Hair Cutter/Dresser

		• Provide after care advice.
12	Health & Safety: Maintain a safe and hygiene environment at the work area to reduce potential risks to self and others.	• Understand knowledge of applicable legislation relating to the work place (for example health and safety, work place regulations, use of work equipment , control of substance hazardous to health, handling/ storage/ disposal/ caution of use of products, fire precautions, occurrences, hygiene practice, disposal of waste, environmental protection. • Understand process and products to sterilize and disinfect equipment/ tools. • Sport clean professional uniform, neat combed hair, closed- in footwear, • Maintain hygiene and cleanliness (shower/ bath), Oral hygiene (clean teeth, fresh breath). • Handle use and store products, tools and equipment safely to meet with the manufacturer's instructions.
13	Client Care & Communication: Manage client expectations & behave in a professional manner with in the work place.	• Use effective communication techniques when dealing with clients, • Maintain client confidentiality • Understand the client scheduling & bookings & maintain the work area. • Maintain accurate records of clients. • Except feedback in a positive manner & develop on the short coming
Internal Assessment (03days)		

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.)

Block – I (Duration – 55 hrs.)	
1. English Literacy Duration : 20 Hrs. Marks : 09	
Pronunciation	Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)
Functional Grammar	Transformation of sentences, Voice change, Change of tense, Spellings.
Reading	Reading and understanding simple sentences about self, work and environment
Writing	Construction of simple sentences Writing simple English
Speaking / Spoken English	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.
2. I.T. Literacy Duration : 20 Hrs. Marks : 09	
Basics of Computer	Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.
Computer Operating System	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.
Word processing and Worksheet	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.
Computer	Basic of computer Networks (using real life examples), Definitions of

Hair Cutter/Dresser

Networking and Internet	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.
3. Communication Skills	
Duration : 15 Hrs. Marks : 07	
Introduction to Communication Skills	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.
Listening Skills	Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active Listening Skills.
Motivational Training	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.
Facing Interviews	Manners, Etiquettes, Dress code for an interview Do's & Don'ts for an interview.
Behavioral Skills	Problem Solving Confidence Building Attitude
4. Entrepreneurship Skills	
Duration : 15 Hrs. Marks : 06	
Concept of Entrepreneurship	Entrepreneur - Entrepreneurship - Enterprises:-Conceptual issue Entrepreneurship vs. management, Entrepreneurial motivation. Performance & Record, Role & Function of entrepreneurs in relation to

Hair Cutter/Dresser

	the enterprise & relation to the economy, Source of business ideas, Entrepreneurial opportunities, The process of setting up a business.
Project Preparation & Marketing analysis	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.
Institutions Support	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.
Investment Procurement	Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure - Loan procurement - Banking Processes.
4. Productivity Duration : 10 Hrs. Marks : 05	
Benefits	Personal / Workman - Incentive, Production linked Bonus, Improvement in living standard.
Affecting Factors	Skills, Working Aids, Automation, Environment, Motivation - How improves or slows down.
Comparison with developed countries	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.
Personal Finance Management	Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.
6. Occupational Safety, Health and Environment Education Duration : 15 Hrs. Marks : 06	
Safety & Health	Introduction to Occupational Safety and Health importance of safety and health at workplace.
Occupational Hazards	Basic Hazards, Chemical Hazards, Vibroacoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.
Accident & safety	Basic principles for protective equipment. Accident Prevention techniques - control of accidents and safety measures.
First Aid	Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person.

Hair Cutter/Dresser

Basic Provisions	Idea of basic provision legislation of India safety, health, welfare under legislative of India.
Ecosystem	Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.
Pollution	Pollution and pollutants including liquid, gaseous, solid and hazardous waste.
Energy Conservation	Conservation of Energy, re-use and recycle.
Global warming	Global warming, climate change and Ozone layer depletion.
Ground Water	Hydrological cycle, ground and surface water, Conservation and Harvesting of water.
Environment	Right attitude towards environment, Maintenance of in -house environment.
7. Labour Welfare Legislation	
Duration: 05 Hrs. Marks : 03	
Welfare Acts	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.
8. Quality Tools	
Duration: 10 Hrs. Marks : 05	
Quality Consciousness	Meaning of quality, Quality characteristic.
Quality Circles	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.
Quality Management System	Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.
House Keeping	Purpose of House-keeping, Practice of good Housekeeping.
Quality Tools	Basic quality tools with a few examples.

10. DETAILS OF COMPETENCIES (ON-JOB TRAINING)

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

Block – I

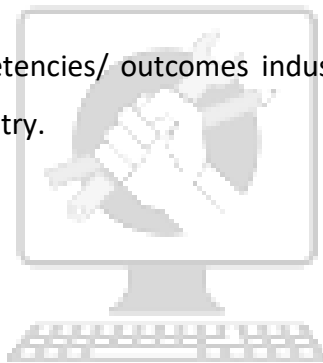
1. Practice and understand precautions to be followed while working during the jobs.
2. Prepare different types of documentation as per industrial need by different methods of recording information.
3. Recognize & comply safe working practices, environment regulation and housekeeping.
4. Select and ascertain measuring instrument and measure dimension of components and record data.
5. Explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.
6. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.
7. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.
8. Plan and organize the work related to the occupation.
9. Develop good appearance and behavior, practice, tasks as per industry standard and express good communication skill.
10. Prepare and maintain work area and maintain health and safety at the work place.
11. Carry out cleaning at the work station as per organization norms.
12. Carry out appropriate sterilization & disinfection for tools and place the sterilized & disinfected tools on a disinfected tray as per standard operating process.
13. Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle.
14. Analyze the different types of hair condition & texture.
15. Carry out hair treatment for common hair problems.
16. Carry out the shampooing & conditioning process using the tools & material as laid by the organization suitable for the clients need & hair texture.
17. Carry out Hair SPA & Scalp massage using a range of products & massage techniques.
18. Use different types of hair dryer to perform Blow drying according to the standards of the organization.
19. Carry out club cutting, one length hair cut, uniform layer cut, short and long hair layer hair cut to create a variety of looks for men & women.
20. Carry out styling techniques to achieve finished styles.
21. Create traditional hair styles using artificial aids.
22. Use different thermal equipments for achieving different hair styles.

Hair Cutter/Dresser

23. Perform different hair coloring services using different lightening products and coloring techniques.
24. Create variety of fashion looks with perming & relaxing services.
25. Use appropriate language, tone & gestures while interacting with clients.
26. Carry out appropriate sterilization & disinfection for tools as per standard norms.
27. Create hair designs using thermal gadgets and wet styling techniques.
28. Knowledge of trade terminology.

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.



Skill India
कौशल भारत - कुशल भारत

Infrastructure for Professional Skill & Professional Knowledge

HAIR CUTTER/DRESSER			
LIST OF TOOLS & EQUIPMENTS FOR 20 APPRENTICES			
A. TRAINEES TOOL KIT:-			
Sl. no.	Name of the Tool & Equipments	Specification	Quantity
1	Tail comb		01 each
2	Style Comb		01 each
3	Open teeth tail comb		01 each
4	Spray bottle		01 each
5	Plain Switches		01 each
6	Switch Stand		01 each
7	Personal Towel (Medium, large)		02 No.
8	Hair Accessories		As required
9	Dye Brush		01 each
10	Braid		01 each
11	Bob Pins		As required
12	Juda Pins		As required
13	Setting clips		As required
14	Lab Coat		01 each
B : TOOLS & EQUIPMENT LIST:-			
1	Barber Scissors		10 No
2	Thinning Scissors		10 No
3	Velcro Rollers (Large, medium, & small)		10 dz. each
4	Perm rollers (Star Perm, Ladder Perm,		10 dz. each

HAIR CUTTER/ DRESSER

	spiral rods, Chop sticks, Wooden rollers (different sizes Small, medium, large)		
5	Manual Razor		05 No.
6	Dust Brush		10 No
7	Swiggle		10 No
8	Dye Brush		10 No
9	Back View Mirror		10 No
10	Cutting sheet		10 No
11	Dye Bowl		10 No
12	Professional Hair Brushes set		04 No.
13	Hot Rollers		04 No.
14	Dummy head on stand with slipon		10 No
15	Dryer		04 No.
16	Crimper		04 No.
17	Mirror Panel		10 No.
18	Styling Chair (multipurpose for hair & beauty services)		10 No.
19	Shampoo Station with chair		02 No.
20	Hair Trolley		04 No.
21	Ceramic Straightening Iron		04 No.
22	Curling Rods with attachments		04 No.
23	Neck Tray (for perming)		04 No.
24	Rebonding Boards		04 No.
25	Benders		10 dz.
26	Hood Dryer		01 No.
27	High frequency		01 No.
28	Dry Sterilizer (Ultra Violet)		01 No.
29	Scalp steamer		01 No.
30	Hot towel cabinet		01 No.
31	Magnifying lamp		01 No.
32	Infra red Lamp		01 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. In case of any short fall the concern industry may impart the training in cluster mode/ any other industry/ at ITI.

HAIR CUTTER/ DRESSER

Furniture Required

1	White Board (size: 8ft. x 4ft.)	01
2	Trainer's Table	01
3	Trainer's Chair	01



TOOLS & EQUIPMENTS FOR EMPLOYABILITY SKILLS		
Sl. No.	Name of the items	Quantity
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.		

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													