

HAIR AND SKIN CARE

COMPETENCY BASED CURRICULUM

(Duration: 1yr 03 months.)

APPRENTICESHIP TRAINING SCHEME (ATS)

NSQF LEVEL- 4



SECTOR – Health Care and Wellness



सत्यमेव जयते

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

HAIR AND SKIN CARE

(Revised in 2018)

APPRENTICESHIP TRAINING SCHEME (ATS)



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Developed By

Ministry of Skill Development and Entrepreneurship
Directorate General of Training

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

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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 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.



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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 and Skin care trade under ATS is one of the most popular courses delivered nationwide through different industries. The course is of one year and three months (01 Block of 15 months duration including basic training) duration. It mainly consists of Domain area and Core area. In the Domain area Trade Theory & Practical impart professional - skills and knowledge, while Core area - 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.

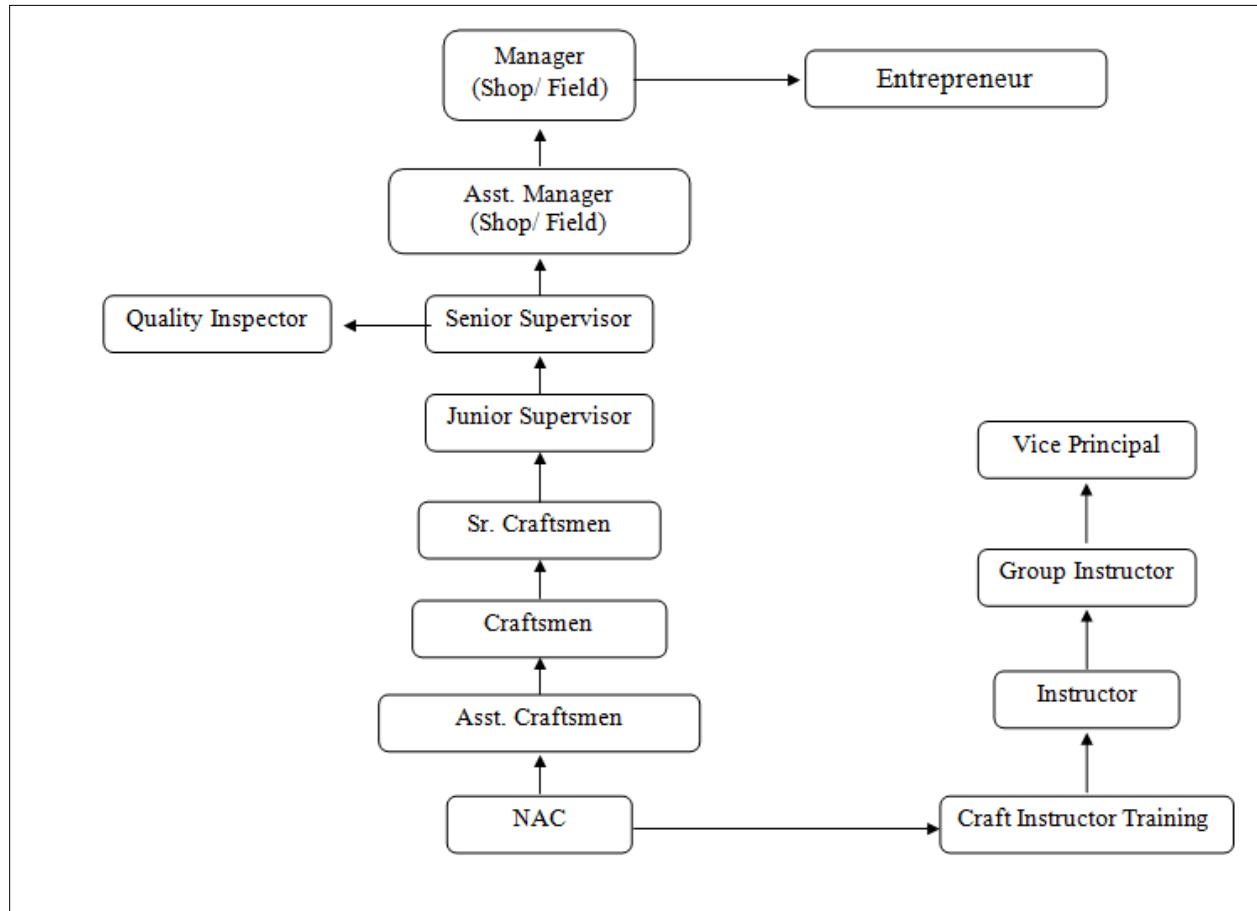
Broadly candidates need to demonstrate that they are able to:

- 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 different make-up application according to different facial shapes & age.
- Document the technical parameters related to the task undertaken.

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2.2 CAREER PROGRESSION PATHWAYS:

- Can join Crafts Instructor Training Scheme (CITS) in the trade for becoming instructor in ITIs.
- 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 1st yr. 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).

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

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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:

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

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	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:

Hairdressers, other include hairdressers who cut, style, colour and straighten hair not elsewhere classified.

Hair Stylist specializes in dressing hair according to latest style, period, or character portrayal, following instructions of patron MAKE-UP ARTIST, or script: Questions patron or reads instructions of MAKE-UP ARTIST or script to determine hairdressing requirements. Studies facial features of patron or performing artist and arranges, shapes, and trims hair to achieve desired effect, using fingers, combs, barber scissors, hair-waving solutions, hairpins, and other accessories. Dyes, tints, bleaches, or curls or waves hair as required. May create new style especially for patron. May clean and style wigs. May style hairpieces.

Hair Dresser; Hair Stylist (Ladies) cuts, washes, dyes and waves hair and performs other personal services incidental to hair dressing of women. Covers clothing of clients with towel or apron to avoid sticking of cut hair. Cuts hair according to instructions of client or according to a particular style using clippers, scissors, razors and combs. Washes, rinses and dries hair, using shampoos and solutions as necessary and bleaches, dyes or tints hair. Waves hair by wrapping it with round curlers, adding wave solutions and performing other tasks to obtain required effect. Sets hair in desired style by combing. May clean, shape and polish finger nails. May give scalp treatment to clients.

Manicurist cleans, shapes and polishes finger nails. Applies liquid polish-remover or lotion to take off old nail polish or to clean nails. Moistens nails with water before cutting with scissors or nipper and files edges of nails to shape., Applies nail paint with small brush. Cleans and sterilizes equipment. May advise customers on massage and use of creams to improve appearance of hands and arms. Is known as PEDICURIST if performs similar operations on feet, cuts or treats corns.

Pedicurist and Manicurist needs to be aware of the basics of pedicure and manicure, health and safety, hygiene and needs to be knowledgeable about various beauty products. The role-holder is expected to independently provide services of pedicure and manicure while performing some other assisting services.

Skin Care Specialist provides skin care treatments to face and body to enhance an individual's appearance. Advises clients about colours and types of make-up, and instruct them in make-up application techniques. Applies chemical peels in order to reduce fine lines and age spots. Cleanses clients' skin with water, creams and/or lotions. Demonstrates how to clean and care for skin properly, and recommend skin-care regimens. Determines which products or colours will improve clients' skin quality and appearance. Examines clients' skin, using magnifying lamps or visors when necessary, in order to evaluate skin condition and appearance. Keeps records of client needs and preferences, and the services provided. Performs simple

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extractions to remove blackheads. Removes body and facial hair by applying wax. Selects and applies cosmetic products such as creams, lotions, and tonics.

Reference NCO 2015:

- i) 5141.9900 (Hairdressers, other)
- ii) 5141.0200 (Hair stylist)
- iii) 5141.0100 (Hair Dresser, ladies)
- iv) 5142.0200 (Manicurist)
- v) 5142.0201 (Pedicurist and Manicurist)
- vi) 5142.0300 (Skin care Specialist)



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NSQF level for Hair and skin care trade under ATS: **Level 4**

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 and skin care trade under ATS mostly matches with the Level descriptor at Level- 4.

The NSQF level-4 descriptor is given below:

Level	Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility
Level 4	work in familiar, predictable, routine, situation of clear choice.	factual knowledge of field of knowledge or study	recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts	language to communicate written or oral, with required clarity, skill to basic Arithmetic and algebraic principles, basic understanding of social political and natural environment.	Responsibility for own work and learning.

Name of the Trade	Hair and Skin Care
NCO - 2015	5141.9900, 5141.0200, 5141.0100, 5142.0200, 5142.0201, 5142.0300
NSQF Level	Level – 4
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 10th class examination or its equivalent
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 trade 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	03 months
CTS trades eligible for Hair and skin care (Apprenticeship)	Basic Cosmetology

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 Cutting and Sewing Machine Operator course of 01 years duration under ATS.

Block I:-

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

6.2 SPECIFIC LEARNING OUTCOME

Block – I

1. Practice and understand precautions to be followed while working during the jobs.
2. Explain trade terminology.
3. Develop good appearance and behaviour, practice, tasks as per industry standard and express good communication skill.
4. Prepare and maintain work area and maintain health and safety at the work place.
5. Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle.
6. Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate between and identify nail disease nail disorders.
7. Carry out facial treatments for common skin problems. Illustrate and explain skin structure.
8. Understand cosmetic colour theory and apply appropriate cosmetics to enhance a client's appearance.
9. Carry out hair treatment for common hair problems. Illustrate and explain structure of hair.
10. Carryout basic nail art technique.
11. Create basic haircuts using special cutting techniques.

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12. Create traditional hair styles using artificial aids
13. Create hair designs using thermal gadgets and wet styling techniques.
14. Demonstrate hair colouring, perming, straightening, rebounding& smoothing.
Explain the knowledge of bonds.
15. Demonstrate basic corrective makeup & explain basic facial shapes.
16. Create bindi, apply heena, design tattoo and drape sarees in different styles.
17. Demonstrate basic yogic exercises for stamina building and correcting body posture.

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



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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 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 Protective 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. Select and ascertain measuring instrument and measure dimension of components and record data.	4.1 Select appropriate measuring instruments (as per tool list).
	4.2 Ascertain the functionality & correctness of the instrument.

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	4.3 Measure dimension of the components & record data to analyse the with given drawing/measurement.
3. Explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.	5.1 Explain the concept of productivity and quality tools and apply during execution of job.
	5.2 Understand the basic concept of labour welfare legislation and adhere to responsibilities and remain sensitive towards such laws.
	5.3 Knows benefits guaranteed under various acts
4. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	6.1 Explain the concept of energy conservation, global warming, pollution and utilize the available recourses optimally & remain sensitive to avoid environment pollution.
	6.2 Dispose waste following standard procedure.
5. Explain personnel finance, entrepreneurship and manage/ organize related task in day to day work for personal & societal growth.	7. 1. Explain personnel finance and entrepreneurship.
	7. 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.
	7. 3. Prepare Project report to become an entrepreneur for submission to financial institutions.
6. Plan and organize the work related to the occupation.	8. 1. Use documents, drawings and recognize hazards in the work site.
	8. 2. Plan workplace/ assembly location with due consideration to operational stipulation
	8. 3. Communicate effectively with others and plan project tasks
	8. 4. Assign roles and responsibilities of the co-trainees for execution of the task effectively and monitor the same.
SPECIFIC OUTCOME	
<u>Block-I</u>	
<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 works in familiar, predictable, routine, situation of clear choice. Assessment criteria should broadly cover the aspect of Planning (Identify, ascertain, etc.); Execution apply factual knowledge of field of knowledge, recall and demonstrate practical skill during performing the work in routine and repetitive in narrow range of application, using appropriate rule and tool, complying with basic arithmetic and algebraic principles and language to communicate in written or oral with required clarity; Checking/ Testing to ensure functionality during the assessment of each outcome. The assessments parameters must also ascertain that the candidate is responsible for his/her own work and learning.</i>	

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

Week No.	Professional Skills (Trade Practical)	Professional Knowledge (Trade Theory)
1.	Develop good appearance and behavior, practice, tasks as per industry standard and express good communication skill.	Read and interpret information accurately. Use gestures or simple words to communicate where language barriers exist. Display positive body language. Display courteous and helpful behavior at all times. Speak and understand Basic English. Use of different types of communication techniques. Maintain good health and personal hygiene Comply with high standards of grooming and personal behavior.
2	Prepare and maintain work area and maintain health and safety at the work place.	Select suitable material and equipment for salon cleaning Place all the material in the trolley and set up it as per requirement. Carry out appropriate sterilizer and disinfection for tools and place the sterilized and disinfectant tools on a disinfected tray as per standard operating process. Dispose waste material safely & correctly. Follow manufacturer's instructions when mixing and using chemicals. Check and clean equipments according to salon procedure. Identify different types of sterilizing and disinfecting equipments / products available & their correct usage. Check necessary environmental condition for the treatment including (heating, lighting, ventilation comfort).
3-4	Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle	Carry out the process using the tools & material (Hot wax, cold wax, strips etc.) Check the client expectation prior and clarify doubts, if any. Prepare the client for hair removal

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		Apply the correct pre wax product prior to waxing. Apply the wax and remove correctly based on manufacture instructions. Stop the waxing treatment and providing relevant advice if contra action occurs. Providing clear instructions to the client on how & when to support their skin throughout the threading service. Check if allergy test is done before starting the bleaching service. Monitor for contra-actions related to treatment & follow preventive measures. Clean the treated area and use suitable soothing product. Provide specific after process advice to the client.
5-6	Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate between and identify nail disease nail disorders.	Prepare the client & trolley for service. Analyze the hand & feet, fill the record card. Select right products/materials and arrange the trolley. Identify basic hand tools (Nail file, cuticle cleaner and buffer, Nail cutter, nail cleaner) and their use. Adjust the positioning of the client to ensure easy process and minimal injury. Clean and dry the hand/feet of client as a part of preparation. Apply cuticle softener product during the cuticle cutting process and ensure no damage to the cuticle and nail plate. Remove any excessive hard skin using foot scrape among without discomfort to the client. Use massage technique according to clients need. Apply suitable base coat /nail polish & top coat relevant to the clients need. Clean the treated area and use suitable soothing product. Provide specific after process advice to the client.
7-8	Carry out facial treatments for common skin problems. Illustrate and explain skin structure.	Identify the equipment, material & tools used in facial. Make the importance of client comfort and modesty. Analyze the Skin and fill the record card.

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		Prepare the client & trolley for service. Cleanse & exfoliate the skin. Appropriate massage movements and pressure to suit the client's skin. Demonstrate correct method of application and removal of the specific mask. Select after care products and apply correctly. Work station clean and tidy in completion of treatment.
9	Carry out hair treatment for common hair problems. Illustrate and explain structure of hair.	Identify different types of hair, Comply with health and safety standard and process laid out by manufacturer. Analyze the hair and scalp. Prepare the client and trolley for service Use hair oil on scalp and give the massage movement. After completion of the massage, steam the scalp for 5 to 10 min. Use of shampoo according to the hair. Use conditioning products to needs of the client hair. Monitor time and development of the conditioning product. Remove conditioning product and excess water from the hair. Clean the treated area and use suitable soothing product. Provide specific after process advice to the client
10-11	Create basic haircuts using special cutting techniques.	Carry out client consultation procedure. Identify tools and equipments and their use. Carry out hair analysis and check hair density, texture and growth. Prepare the client and trolley for hair cutting. Use tools & equipments effectively to achieve the required result. Select suitable equipments and material such as (Hair brushes, dryer etc.) required for the service. Carry out sectioning for blow drying. Make out each section of hair, starting at the bottom, work upward, using the angles of cuts to achieve desired effects. Check the client on satisfaction with the finish result.

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		Provide specific after process advice to the client
12-13	Demonstrate basic yogic exercises for stamina building and correcting body posture	Ensure health condition is fit for practicing yoga. Follow specific sequence. Wear clean & loose clothes while performing yoga. Proceed slowly and carefully. Avoid force or strain. Relax briefly between each practice. Yoga must be practiced on suitable yoga mats. Remove spectacles, watches or any jewellery. Always breathe through the nose both in & out, unless specified otherwise. Avoid practice of any yoga technique under the influence of alcohol or mind altering drugs. Check awareness.
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.

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9.1 EMPLOYABILITY SKILLS

(DURATION: - 110 HRS.)

Block – I (Duration – 110hrs.)	
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 Local Area Network (LAN), Wide Area Network (WAN), Internet,

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Networking and 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 the enterprise & relation to the economy, Source of business ideas,

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	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.
5. 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.

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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. Explain trade terminology.
3. Develop good appearance and behaviour, practice, tasks as per industry standard and express good communication skill.
4. Prepare and maintain work area and maintain health and safety at the work place.
5. Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle.
6. Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate between and identify nail disease nail disorders.
7. Carry out facial treatments for common skin problems. Illustrate and explain skin structure.
8. Understand cosmetic colour theory and apply appropriate cosmetics to enhance a client's appearance.
9. Carry out hair treatment for common hair problems. Illustrate and explain structure of hair.
10. Carryout basic nail art technique.
11. Create basic haircuts using special cutting techniques.
12. Create traditional hair styles using artificial aids
13. Create hair designs using thermal gadgets and wet styling techniques.
14. Demonstrate hair colouring, perming, straightening, rebounding& smoothing. Explain the knowledge of bonds.
15. Demonstrate basic corrective makeup & explain basic facial shapes.
16. Create bindi, apply heena, design tattoo and drape sarees in different styles.
17. Demonstrate basic yogic exercises for stamina building and correcting body posture.

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

HAIR AND SKIN CARE		
LIST OF TOOLS AND EQUIPMENT for Basic Training (For 20 Apprentices)		
A. TRAINEES TOOL KIT (For each additional unit trainees tool kit Sl. 1-18 is required additionally)		
Sl. No.	Name of the items	Quantity (indicative)
1.	Tail comb	01 No.
2.	Style Comb	01 No.
3.	Open teeth tail comb	01 No.
4.	Small Bowl	02 No.
5.	Facial Band	02 No.
6.	Spray bottle	01 No.
7.	Nail File	01 No.
8.	Nail Cutter	01 No.
9.	Plain Switches	01 No.
10.	Switch Stand	01 No.
11.	Personal Towel (Medium, large)	02 No.
12.	Napkin	02 No.
13.	Hair Accessories	As required
14.	Make-up Brush	01 each
15.	Pack & Bleach Brush	01 each
16.	Wax applicator	01 each
17.	Braid	01 each
18.	Bob Pins	As required
19.	Juda Pins	As required
20.	Setting clips	As required
21.	Lab Coat	01 No.
22.	Manicure Set	01 No.
23.	Pedicure Set	01 No.
24.	Dye brush	01 No.
B : TOOLS INSTRUMENTS AND GENERAL SHOP OUTFITS		
25.	Barber Scissors	10 No.
26.	Thinning Scissors	04 No.

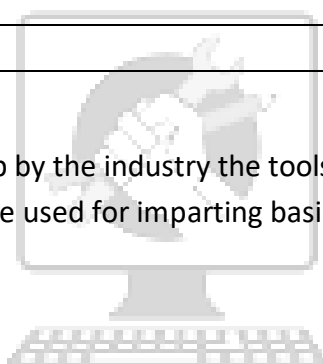
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27.	Velcro Rollers (Large, medium, & small)	10 dz. Each
28.	Perm rollers (Star Perm, Ladder Perm, spiral rods, Chop sticks, Wooden rollers (different sizes Small, medium, large)	10 dz. Each
29.	Manual Razor	04 No.
30.	Dust Brush	04 No.
31.	Swiggle	04 No.
32.	Dye Brush	10 No.
33.	Back View Mirror	10 No.
34.	Cutting sheet	10 No.
35.	Dye Bowl	10 No.
36.	Professional Hair Brushes set	04 No.
37.	Hot Rollers	04 No.
38.	Dummy head on stand with slipon	10 No.
39.	Dryer	10 No.
40.	Crimper	04 No.
41.	Mirror Panel	10 No.
42.	Styling Chair (multipurpose for hair & beauty services)	10 No.
43.	Shampoo Station with chair	04 No.
44.	Hair Trolley	05 No.
45.	Ceramic Straightening Iron	04 No.
46.	Curling Rods with attachments	04 No.
47.	Neck Tray (for perming)	10 No.
48.	Rebonding Boards	10 No.
49.	Benders	10 dz. each
50.	Hood Dryer	04 No.
Skin		
51.	Magnifying lamp	02 No.
52.	Vapozone	04 No.
53.	EMS Machine	01 No.
54.	Infra red Lamp	04 No.
55.	Wax heater	04 No.
56.	Black head remover	10 No.
57.	Pedi spa tub	10 No.
58.	Manicure table	04 No.
59.	Pedi stool	10 No.
60.	Manicure Trolley	05 No.
61.	Facial Bed	04 No.

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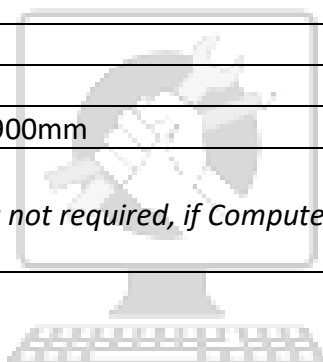
62.	Dry Sterilizer (Ultra Violet)	04 No.
63.	Water Boiler	02 No.
64.	Front wash Basin	04 No.
65.	Curtain/Blinds for Lab	As required
66.	Blanket	04 No.
67.	Hot towel cabinet	01 No.
68.	Teacher's Chair and table set	01 No.
69.	Display board (minimum 3X4 feet size)	As required
Furniture Required		
70.	White Board (size: 8ft. x 4ft.)	01
71.	Trainer's Table	01
72.	Trainer's Chair	01

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.



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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.
<i>Note: - Above Tools & Equipments not required, if Computer LAB is available in the institute.</i>		



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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														