



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

COMPETENCY BASED CURRICULUM

HAIR & SKIN CARE

(FOR VISUALLY IMPAIRED & OTHER DISABLED)

(Duration: One Year)

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL- 3.5



SECTOR – BEAUTY & WELLNESS



Directorate General of Training

HAIR & SKIN CARE

(FOR VISUALLY IMPAIRED & OTHER DISABLED)

(Non-Engineering Trade)

(Revised in March 2023)

Version: 2.0

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL – 3.5

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

www.cstaricalcutta.gov.in

CONTENTS

SL. No.	Topics	Page No.
1.	Course Information	1
2.	Training System	2
3.	Job Role	6
4.	General Information	7
5.	Learning Outcome	9
6.	Assessment Criteria	10
7.	Trade Syllabus	15
8.	Annexure I (List of Trade Tools & Equipment)	23
9.	Annexure II (List of Trade experts)	26

1. COURSE INFORMATION

During the one-year duration of “Hair & Skin Care (for Visually Impaired & Other Disabled)” trade, a candidate is trained on Professional Skill, Professional Knowledge and Employability Skill related to job role. In addition to this, a candidate is entrusted to undertake project work, extracurricular activities and on-the-job training to build up confidence. The broad components covered under Professional skill subject are as below: -

The trainees will develop good appearance and behavior, practice, tasks as per industry standard and express good communication skill. They can Prepare and maintain work area and maintain health and safety at the work place. They will carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle. They will also carry out manicure and pedicure services. Explain anatomy of nail. Differentiate between and identify nail disease nail disorders. The trainee carries out facial treatments for common skin problems. Illustrate and explain skin structure. They will also carry out hair treatment for common hair problems. Illustrate and explain structure of hair. The trainees will acquire skill to create basic haircuts using special cutting techniques. They can demonstrate basic yogic exercises for stamina building and correcting body posture

The trainee learn Yogasana for spine stretching, stress management & common body ailments they will also Demonstrate day, evening, party, bridal & corrective makeup and explain effects of light on makeup and basic facial shapes. Trainees will also be able to create traditional hair styles& hair designing with artificial aids and thermal gadgets and wet styling technique. The trainees will able to demonstrate hair coloring, perming, straightening, rebounding and smoothening and explain the knowledge of bonds. The trainees will Create bindi, henna & tattoo designing, drape saree in different styles.

2.1 GENERAL

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

‘Hair & Skin Care (for Visually Impaired & Other Disabled)’ trade under CTS is one of the popular courses delivered nationwide through a network of ITIs. The course is of one year duration. It mainly consists of Domain area and Core area. The Domain area (Trade Theory & Practical) imparts professional skills and knowledge, while the core area (Employability Skill) imparts requisite core skills, knowledge, and life skills. After passing out the training program, the trainee is awarded National Trade Certificate (NTC) by DGT which is recognized worldwide.

Candidates broadly need to demonstrate that they are able to:

- Read and interpret parameters/documents, plan and organize work processes, identify necessary materials and tools;
- Perform tasks with due consideration to safety rules, accident prevention regulations and environmental protection stipulations;
- Apply professional skill, knowledge & employability skills while performing jobs.
- Document the parameters related to the task undertaken.

2.2 PROGRESSION PATHWAYS

- Can join industry as Technician and will progress further as Senior Technician, Supervisor and can rise up to the level of Manager.
- Can become Entrepreneur in the related field.
- Successful candidates will be able to work as beautician, Hair dresser, Makeup Artist, Manicurist, Pedicurist and hair stylist.
- Can join Apprenticeship programs in different types of industries leading to a National Apprenticeship certificate (NAC).
- Can join Crafts Instructor Training Scheme (CITS) in the trade for becoming an instructor in ITIs.
- Can join advanced Diploma (Vocational) courses under DGT as applicable.

2.3 COURSE STRUCTURE

Table below depicts the distribution of training hrs across various course elements during a period of one year: -

S No.	Course Element	Notional Training Hours
1.	Professional Skill (Trade Practical)	840
2.	Professional Knowledge (Trade Theory)	240
3.	Employability Skills	120
	Total	1200

Every year 150 hours of mandatory OJT (On the Job Training) at nearby industry, wherever not available then group project is mandatory.

On the Job Training (OJT)/ Group Project	150
Optional Courses (10th/ 12th class certificate along with ITI certification or add on short term courses)	240

Trainees of one-year or two-year trade can also opt for optional courses of up to 240 hours in each year for 10th/ 12th class certificate along with ITI certification, or, add on short term courses

2.4 ASSESSMENT & CERTIFICATION

The trainee will be tested for his skill, knowledge and attitude during the period of course through formative assessment and at the end of the training programme through summative assessment as notified by the DGT from time to time.

a) The **Continuous Assessment** (Internal) during the period of training will be done by **Formative Assessment Method** by testing for assessment criteria listed against learning outcomes. The training institute has to maintain an individual trainee portfolio as detailed in assessment guideline. The marks of internal assessment will be as per the formative assessment template provided on www.bharatskills.gov.in.

b) The final assessment will be in the form of summative assessment. The All India Trade Test for awarding NTC will be conducted by Controller of examinations, DGT as per the guidelines. The pattern and marking structure is being notified by DGT from time to time. **The learning outcome and assessment criteria will be the basis for setting question papers for final assessment. The**

examiner during final examination will also check the individual trainee's profile as detailed in assessment guideline before giving marks for practical examination.

2.4.1 PASS REGULATION

For the purposes of determining the overall result, weightage of 100% is applied for six months and one year duration courses and 50% weightage is applied to each examination for two years courses. The minimum pass percent for Trade Practical and Formative assessment is 60% & for all other subjects is 33%.

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 the assessment. Due consideration should be given while assessing for teamwork, avoidance/reduction of scrap/wastage and disposal of scrap/waste as per procedure, behavioral attitude, sensitivity to the 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 some of 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
- Computer based multiple choice question examination
- Practical Examination

Evidences and records of internal (Formative) assessments are to be preserved until forthcoming examination for audit and verification by examining body. The following marking pattern to be adopted for formative assessment:

Performance Level	Evidence
(a) Marks in the range of 60%-75% to be allotted during assessment	

For performance in this grade, the candidate should produce work which demonstrates attainment of an acceptable standard of craftsmanship with occasional guidance, and due regard for safety procedures and practices	• Demonstration of good skills and accuracy in the field of work/ assignments. • A fairly good level of neatness and consistency to accomplish job activities. • Occasional support in completing the task/ job.
(b) Marks in the range of 75%-90% to be allotted during assessment	
For this grade, a candidate should produce work which demonstrates attainment of a reasonable standard of craftsmanship, with little guidance, and regard for safety procedures and practices	• Good skill levels and accuracy in the field of work/ assignments. • A good level of neatness and consistency to accomplish job activities. • Little support in completing the task/job.
(c) Marks in the range of more than 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 and accuracy in the field of work/ assignments. • A high level of neatness and consistency to accomplish job activities. • Minimal or no support in completing the task/ job.

3. JOB ROLE

A Cosmetologist job role provides various types of beauty services, aware of the Beauty therapy, Health and hygiene, Safety & needs to be knowledgeable about beauty products. They must be able to perform Basic Epilation, Manicure, Pedicure, Facial Treatments, Haircuts, Hair Styles, Hair Coloring, Straightening, Re-bonding & Hair treatments. They are also able to demonstrate different types of makeup & basic corrective makeup. A cosmetologist must be able to perform and demonstrate Yogasana & Meditation in order to remain fit & active for long working hours as they have to work under pressure, be polite & patient. & recommend the asana to clients having common ailments. Demonstrate the operation of Beauty & Hair Equipment's.

Plan and organize assigned work and detect & resolve issues during execution. Demonstrate possible solutions and agree tasks within the team. Communicate with required clarity and understand technical English. Sensitive to environment, self-learning and productivity.

Reference NCO-2015:

- (i) 5141.0100 – Hair Dresser (Ladies)
- (ii) 5141.0200 – Hair Stylist
- (iii) 5142.0100 – Beautician
- (iv) 5142.0101 – Assistant - Beautician
- (v) 5142.0200 – Manicurist
- (vi) 5142.0201 – Pedicurist and Manicurist
- (vii) 5142.0300 – Skin care specialist

Reference NOS:

- | | |
|-----------------|------------------|
| i) BWS/N9002 | xi) BWS/N0205 |
| ii) BWS/N9003 | xii) BWS/N2201 |
| iii) BWS/N9001 | xiii) BWS/N0106 |
| iv) BWS/N0105 | xiv) BWS/N0301 |
| v) BWS/N0401 | xv) BWS/N0208 |
| vi) BWS/N0104 | xvi) BWS/N0209 |
| vii) BWS/N0128 | xvii) BWS/N0210 |
| viii) BWS/N2207 | xviii) BWS/N0211 |
| ix) BWS/N0206 | xix) BWS/N0127 |
| x) BWS/N0207 | |

4. GENERAL INFORMATION

Name of the Trade	HAIR & SKIN CARE (FOR VISUALLY IMPAIRED & OTHER DISABLED)
NCO - 2015	5141.0100, 5141.0200, 5142.0100, 5142.0101, 5142.0200, 5142.0201, 5142.0300
NOS Covered	BWS/N9002, BWS/N9003, BWS/N9001, BWS/N0105, BWS/N0401, BWS/N0104, BWS/N0128, BWS/N2207, BWS/N0206, BWS/N0207, BWS/N0205, BWS/N2201, BWS/N0106, BWS/N0301, BWS/N0208, BWS/N0205, BWS/N0209, BWS/N0210, BWS/N0211, BWS/N0127
NSQF Level	Level-3.5
Duration of Craftsmen Training	One Year (1200 Hours + 150 hours OJT/Group Project)
Entry Qualification	Passed 10th class examination (Candidate should be of visually impaired or other disabled)
Minimum Age	14 years as on first day of academic session.
Eligibility for PwD	Visually impaired and other disabled
Unit Strength (No. of Student)	12 (There is no separate provision of supernumerary seats)
Space Norms	35 Sq. m
Power Norms	4 KW
Instructors Qualification for:	
(i) Hair & Skin Care (for Visually Impaired & Other Disabled Trade)	B.Voc/Degree in Hair & Skin Care/ Beauty culture from UGC recognized University with one-year experience in the relevant field. OR Diploma (Minimum 2 years) in Cosmetology/ Beauty Culture/ Beautician/ Make up course from recognized board/ Institution or relevant Advanced Diploma (Vocational) from DGT with Two-year experience in the relevant field. OR NTC/NAC passed in the Trade of "Hair & Skin Care (VI & OD)" with three years' experience in the relevant field. <u>Essential Qualification:</u> Relevant Regular / RPL variants of National Craft Instructor Certificate (NCIC) under DGT. <i>Note: - Out of two Instructors required for the unit of 2 (1+1), one must have Degree/Diploma and other must have NTC/NAC qualifications. However both of them must possess NCIC in any of</i>

	<i>its variants.</i> <i>It will be responsibility of the Training Centre to impart training in curriculum (like Braille, Orientation & Mobility, Activities of Daily Living), total communication, use of assistive devices, adaptations for barrier free environment and technology.</i> <i>Visually Impaired and other such Disabilities requiring support should be provided Writer (one standard below Trade Entry Level) during examination and given 30 Minutes more than the prescribed time.</i>
(ii) Employability Skill	MBA/ BBA / Any Graduate/ Diploma in any discipline with Two years' experience with short term ToT Course in Employability Skills. (Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above) OR Existing Social Studies Instructors in ITIs with short term ToT Course in Employability Skills.
(iii) Minimum Age for Instructor	21 Years
List of Tools and Equipment	As per Annexure – I

5. LEARNING OUTCOME

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

5.1 LEARNING OUTCOMES:

1. Develop good appearance and behavior, perform tasks as per industry standard and express good communication skill following safety precautions. (NOS: BWS/N9002), (BWS/N9003)
2. Prepare and maintain work area and maintain health and safety at the work place. (NOS: BWS/N9001)
3. Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle. (NOS: BWS/N0105)
4. Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate between and identify nail disease and nail disorders. (NOS: BWS/N0401)
5. Carry out facial treatments for common skin problems. Illustrate and explain skin structure. (NOS: BWS/N0104), (BWS/N0128)
6. Carry out hair treatment for common hair problems. Illustrate and explain structure of hair. (NOS: BWS/N2207), (BWS/N0206)
7. Create basic haircuts using special cutting techniques. (NOS: BWS/N0207), (BWS/N0205)
8. Demonstrate basic yogic exercises for stamina building and correcting body posture. (NOS: BWS/N2201)
9. Demonstrate asana for spine stretching, stress management & common body ailments. (NOS: BWS/N2201)
10. Demonstrate day, evening, party, bridal & corrective makeup and explain effects of light on makeup and basic facial shapes. (NOS: BWS/N0106), (BWS/N0301)
11. Create traditional hair styles & hair designing with artificial aids and thermal gadgets and wet styling technique. (NOS: BWS/N0208), (BWS/N0205)
12. Demonstrate hair coloring, perming, straightening, rebounding and smoothening and explain the knowledge of bonds. (NOS: BWS/N0209), (BWS/N0210), (BWS/N0211)
13. Create bindi, henna & tattoo designing, drape saree in different styles. (NOS: BWS/N0127)

6. ASSESSMENT CRITERIA

LEARNING OUTCOMES	ASSESSMENT CRITERIA
1. Develop good appearance and behaviour, practice tasks as per industry Standard and express good communication skill following safety precautions. (NOS: BWS/N9002, BWS/N9003)	Read and interpret information accurately.
	Use gestures or simple words to communicate where language barriers exist.
	Display positive body language.
	Display courteous and helpful behaviour at all times.
	Speak and understand Basic English / Regional Language.
	Use of different types of communication techniques.
	Maintain good health and personal hygiene.
	Comply with high standards of grooming and personal behaviour.
2. Prepare and maintain Work Area and maintain Health and Safety at the work place. (NOS: BWS/N9001)	Select suitable material and equipment for salon cleaning
	Place all the material in the trolley and set up 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 equipment according to salon procedure.
	Identify different types of sterilizing and disinfecting equipment / products available & their correct usage.
	Check necessary environmental condition for the treatment including (heating, lighting, ventilation & comfort).
3. Carry Out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle. (NOS: BWS/N0105)	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.
	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.
	Check if the hair removal method is carried out at Comfortable distance from the client, maintaining the correct tension of the thread.
	Providing clear instructions to the client on how & when to support their skin throughout the threading service.
	Creating a well-balanced, proportioned and defined eyebrow shape to suit the client's requirement.

	Discontinuing the service & providing advice and recommendation when contra action occurs.
	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
	Use of different methods of hair removal by application of creams/ Razor/ Plucking / Threading.
4. Carry out Manicure and Pedicure services. Explain anatomy of nail. Differentiate between and Identify nail disease nail disorders. (NOS: BWS/N0401)	Prepare the client & trolley for service.
	Analyse 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. Scrub the leg (below the knee) & feet and Anti-tan pack application
	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.
5. Carry out facial treatments for common Skin problems. Illustrate and explain skin structure. (NOS: BWS/N0104, BWS/N0128)	Identify the equipment, material & tools used in facial.
	Make the importance of client comfort and modesty.
	Analyse the Skin and fill the record card.
	Prepare the client & trolley for service.
	Cleanse & exfoliate the skin except for acne /pimple prone skin.
	Appropriate massage movements and pressure to suit the client's skin Steam to the face 3- 4 minutes
	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.
6. Carry out hair	Identify different types of hair,

	Comply with health and safety standard and process laid out by manufacturer.
	Analyse the hair and scalp.
	Prepare the client and trolley for service
	Use high frequency machine for 5 -7 minutes all over the scalp.
	Use hair oil on scalp and neck give the massage movement for 20 mins.
	After completion of the massage, apply herbal pack if necessary & 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
7. Create basic haircuts using Special cutting techniques. (NOS: BWS/N0207, BWS/N0205)	Carry out client consultation procedure.
	Identify tools and equipment and their use.
	Carry out hair analysis and check hair density, texture and growth.
	Prepare the client and trolley for hair cutting.
	Use tools & equipment effectively to achieve the required result.
	Select suitable equipment 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.
	Provide specific after process advice to the client.
8. Demonstrate basic yogic Exercises for stamina building and correcting body posture. (NOS: BWS/N2201)	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 any yoga technique under the influence of alcohol or mind-altering drugs.
	Check awareness.

9. Demonstrate asana for spine stretching, stress management & common body ailments. (NOS: BWS/N2201)	Consult with the client during the makeup service to confirm the desired look.
	Carry out process using the tools and equipment.
	Identify facial textures, shapes for pigmentation and scars and acne and choose make up products according to clients' needs.
	Prepare the client including cleansing, skin analysis, toning and moisturizing.
	Perform makeup procedures with use of optical illusion.
	Provide specific after care advice.
	Product knowledge of different companies
10. Demonstrate day, evening, party, bridal & corrective makeup and explain effects of light on makeup and basic facial shapes. (NOS: BWS/N0106, BWS/N0301)	Carry out client consultation.
	Identify the styling tools & equipment and products that are safe and fit for purpose.
	Analyse the hair for performing the styling.
	Select the hair style according to the client (check hair length, facial shape, Density, texture) to fulfill the desired needs. (Follow the procedure of traditional hair styles, artificial aids and thermal gadgets.)
	Perform the procedure of selected hair style.
	Check the client on satisfaction with the finish result
	Provide specific after process advice to the client.
11. Create traditional hair Styles & hair designing with artificial aids and thermal gadgets styling and wet styling technique. (NOS: BWS/N0208, BWS/N0205)	Carry out client consultation.
	Assemble the trolley and prepare the client for hair coloring.
	Perform hair and Scalp analysis and fill the record card
	Identify the styling tools & equipment and products that are safe and fit for purpose.
	Mix the ingredient in mentioned ratio and place for ease of use by the stylist.
	Start applying mixture according to sectioning pattern.
	Regular monitor and time the development of hair coloring, perming, straightening, rebounding& smoothing.
	Rinse the coloring product and apply conditioner according to hair.
	Cleanse the hair for deep cleansing.
	Choose the sectioning pattern according to the desired look.
	Start perming process (sectioning, wrapping, Lotion application).
	Rinse the Lotion from hair and apply neutralize to rebuild the bonds.
	Leave the hair according to manufacture instruction and rinse off then apply the conditioner.
	After the deep cleansing, dry hair and straighten it with straightening

	iron
	Start applying the Straightening/Smoothing cream.
	Leave the hair according to manufacture instruction and rinse off
	Rinse the Lotion from hair and apply neutralize to rebuild the bonds.
	Start applying hair mask and serum to control the damage.
	Check the client on satisfaction with the finish result.
	Provide specific after process advice to the client.
	Clean and sterilize all tools & equipment's before use.
	Product knowledge of different companies.
12. Demonstrate hair colouring, perming, straightening, re-bounding & smoothening and explain the knowledge of bonds. (NOS: BWS/N0209, BWS/N0210, BWS/N0211)	Consult the client for service.
	Check if the treatment area is clean.
	Check if all the material is set up in the trolley as per requirement.
	Check if tools are sterilized or disinfected.
	Check if the is drape as per her comfort.
	Check if the designs are symmetrical or not.
	Management of any allergy due to bindies and henna
13. Create bindi, henna tattoo designing, drape saree in different styles. (NOS: BWS/N0127)	Ensure health condition is fit for practicing yoga.
	Follow specific sequence.
	Wear clean & loose clothes while performing yoga.
	Proceed slowly and carefully.
	Never force or strain.
	Relax briefly between each practice.
	Practice yoga on suitable yoga mats.
	Remove spectacles, watches or any jewellery.
	Breathe through the nose both in & out, unless specified.
	Check if yoga practice is done under the influence of alcohol or mild altering drugs.
	Be aware of what you are doing. No concern with other or outsiders.

SYLLABUS FOR HAIR & SKIN CARE TRADE (FOR VISUALLY IMPAIRED & OTHER DISABLED)			
DURATION:ONE YEAR			
Duration	Reference Learning Outcome	Professional Skills (Trade Practical) With Indicative Hours	Professional Knowledge (Trade Theory)
Professional Skill 40Hrs; Professional Knowledge 12 Hrs	Develop good appearance and behavior, perform tasks as per industry standard and express good communication skill following safety precautions.	1. Familiarization with the Institute, classroom and equipment's. 2. Grooming self -skin, hair, mouth & teeth, hand, feet & body odour. 3. Maintain cleanliness in each job. 4. Work on improving poise- a) Sitting b) Standing c) Walking d) Things up. 5. Telephone etiquettes. 6. Client consultation.	Introduction to the trade Personality development • Good health & personal hygiene • Good grooming & wardrobe planning • Beauty as a career • Different types of communication techniques in salon- • Verbal- language, English knowledge • Non- verbal- visual poise, body language, gesture • Professional ethics
Professional Skill 50 Hrs; Professional Knowledge 12 Hrs	Prepare and maintain work area and maintain health and safety at the work place.	7. Checking interior setting with its requirement. 8. Safety of the salon- electricity, fire. 9. Pleasant environment. 10. Housekeeping. 11. Safety measures- fire, accident. 12. First aid box.	Salon & safe atmosphere • Beauty salon set-up & its interior and exterior requirement • Safe working environment- occupational health & safety regulations OSHA & unsafe situation • Store, waste and disposable of waste dangerous goods and substances • Handle safety measures in emergency as fire, illness, accident
		13. Trolley setting. 14. Use of different sterilizing gadgets – wet, dries. 15. Practice in disinfection	Sterilization and Sanitization • Purpose • Definition • Methods

		procedures.	• Procedure • Safety precaution
Professional Skill 70 Hrs; Professional Knowledge 24 Hrs	Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle.	16. Trolley setting. 17. Client consultation. 18. Allergy test procedure 19. Practice in waxing- hot, cold & warm wax. 20. Practice by chemical depilation method.	Temporary removal of Superfluous hair • Hair structure • Hair growth cycle • Purpose of removing superfluous hair • Definition and methods of Epilation and Depilation • Safe work habits • Product knowledge • Allergy test • Client consultation • Procedure • Contra-actions and its measures • Contra-indications • Safety precautions
		21. Practice of Waxing, Threading, Depilation & Tweezing the eyebrows. 22. Patch test procedure. 23. Bleaching procedure.	Threading, Tweezing and Bleaching • Purpose • Definition • Types and methods • Client consultation • Product knowledge • Patch test • Procedure • Contra- actions and its measures • Contra- indications • Safety precautions • After care/ Home care
Professional Skill 60 Hrs; Professional Knowledge 18 Hrs	Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate between and identify nail disease and nail disorders.	24. Trolley setting. 25. Client consultation. 26. Filling of Record card. 27. Use of tools & equipment and products. 28. Practice of Massage: a. Hands b. Arms c. Legs.	Manicure and Pedicure • Anatomy of Nail • Classification and identification of nail diseases and disorders • Purpose of manicure and pedicure • Definition and types • Tools, equipment and

		29. Practice in different types of basic nail shapes. 30. Practice in different types of manicure & pedicure. Nail art 31. Tools knowledge. 32. Product knowledge. 33. Basic nail art techniques- Free hand.	product knowledge • Client consultation • Procedure • Contra- actions • Contra- indications • Safety precautions
Professional Skill 70 Hrs; Professional Knowledge 18 Hrs	Carry out facial treatments for common skin problems. Illustrate and explain skin structure.	34. Trolley setting. 35. Client consultation. 36. Skin analysis: - - Naked eyes - Magnifying glass. 37. Filling of record card. 38. Cleaning and exfoliate procedure. 39. Massage movements and pressure. 40. Practice in facial with the help of different equipment: - - Vapozone - High Frequency - Brushing Unit - Galvanic - Ultrasonic - Vacuum & Spray 41. Application of different types of packs & masks according to skin type. 42. Application of aftercare products. 43. Safety and hygiene	Facials • Anatomy of skin • Skin structure • Functions of skin • Types of skin • Classification and identification of common skin problems – • Acne • Blackheads • Whiteheads • Disorders of sweat glands • Disorders of oil glands • Meaning of Massage • Types and benefits of massage • Client consultation • Skin analysis • Tools, equipment & product knowledge • Basic and deep cleansing • Procedure • Contra-actions • Contra-indications • Safety precaution
Professional Skill 60 Hrs; Professional Knowledge 18 Hrs	Carry out hair treatment for common hair problems. Illustrate and explain structure of hair.	44. Trolley setting. 45. Client consultation. 46. Scalp and hair analysis. 47. Practice in using gadgets: - High frequency - Infra-red lamp - Scalp steamer	Hair • Science of Hair • Structure of hair root & hair Shaft • Chemical composition • Hair growth cycle • Types of hair

		48. After care	• Hair texture, density, elasticity & porosity • Common hair problems : • Dandruff • Hair falling • Split ends • Pediculosis
		49. Procedure head massage. 50. Shampooing. 51. Conditioning. 52. After care	Head Massage, Shampooing, Conditioning & Deep-conditioning • Purpose • Product knowledge • Procedure • Benefits • Precautions
Professional Skill 70 Hrs; Professional Knowledge 18 Hrs	Create basic haircuts using special cutting techniques.	53. Trolley setting. 54. Client consultation. 55. Scalp and hair analysis. 56. Sectioning. 57. Use of tools & equipment. 58. Practice in different types of cuts: - *One-length cut - Diagonal cut - Graduated cut 59. Special cutting techniques as– - Precision hair cutting - Notching - Slicing 60. Elevation. 61. Practice of blow drying.	Hair Cutting & Blow-dry • Facial shapes Knowledge • Sectioning • Elevation/Angles • Length & perimeter • Basics of Blow dry • Tools & equipment knowledge • Hair cutting techniques • Safety precautions • Aftercare
Professional Skill 50 Hrs; Professional Knowledge 18 Hrs	Demonstrate basic yogic exercises for stamina building and correcting body posture.	62. Stamina building exercises. 63. Deep breathing exercises	Yoga and its Components • Purpose • Definition • Benefits • Precautions • Breathing • Yogic diet
		64. Practice in Suksham Vayayam. 65. Practice in Surya Namaskar.	• Yogic Suksham Vayayam – Procedure – Benefits – Precautions

			• Surya Namaskar – Procedure – Benefits
Professional Skill 30 Hrs; Professional Knowledge 12 Hrs	Demonstrate asana for spine stretching, stress management & common body ailments.	76. Practice in asana for :- a. Spine stretching b. Pachimot asana c. Sankat asana d. Bhujang asana e. Ushtr asana f. Matsyasana 77. Stress management a. Thad asana b. Shav asana c. Makr asana 78 safety precautions	Asana • Purpose • Definition • Asana for:- • Spine stretching (05 each) • Stress management (05 each) • Benefits
Professional Skill 90 Hrs; Professional Knowledge 24 Hrs	Demonstrate day, evening, party, bridal & corrective makeup and explain effects of light on makeup and basic facial shapes. (1 Hour Yoga everyday (for 5 days a week) at the starting of class)	78. Trolley setting. 79. Client consultation. 80. Skin analysis. 81. Selection of cosmetics & implements. 82. Practice in CTM procedure. 83. Practice in different types of make- up a. Day time b. Evening and party c. Bridal 84. Basic corrective make-up for cheeks, nose, lips & jaws.	Make-up • Purpose • Effects of Light on makeup • Colour theory • Basic facial shapes knowledge • Types of brushes knowledge for make-up • Product knowledge • Types of make-up – Day time – Evening and party – Bridal • Procedure of CTM • Basic corrective make-up for: - – Cheeks – Nose – Lips – Jaws • Make-up removal • Tools & equipment hygiene • Safety precaution
Professional Skill 90 Hrs; Professional Knowledge	Create traditional hair styles & hair designing with artificial aids and thermal gadgets and wet styling technique.	85. Client consultation. 86. Scalp & hair analysis. 87. Selection of cosmetics & implements. 88. Practice in different types of	Hair Styling • Purpose • Types of hairstyling a) Thermal styling b) Wet styling

24 Hrs		traditional hair styling techniques: - - Rolls - Braids - Interlocks - Twisting styles 89. Practice in different techniques of hair styling: - Thermal styling - Wet Styling- Finger waving, Roller Setting. - Artificial aids 90. Client's satisfaction.	c)Roller Setting d)Artificial Aids - Thermal Styling - Introduction of thermal gadgets - Blow drying - Ironing/Crimping - Tongs - Wet styling - Finger waving - Roller setting - Artificial Aids - Cleaning & maintaining of artificial aids - Safety precautions
Professional Skill 140 Hrs; Professional Knowledge 36 Hrs	Demonstrate hair coloring, perming, straightening, rebounding and smoothening and explain the knowledge of bonds.	91. Trolley setting. 92. Client consultation. 93. Scalp & hair analysis. 94. Selection of Colour. 95. Allergy test procedure. 96. Practice in different types of hair colouring techniques - Pre-lightening - Global Colour - High lightening 97. Procedure & Precautions. 98. Client's satisfaction. 99. After care.	Hair Coloring - Science of Colour - Basic law of Colour (Colour wheel) - Classification of hair Colour - Temporary - Semi-permanent - Permanent - Types of hair Colour - Chemical - Vegetable - Techniques - Pre-lightening - Global Color - High lightening - Numbering system - Product Knowledge - Allergy Test procedure - Contra-actions - Contra-indications - Safety precautions
		100. Trolley setting. 101. Client consultation. 102. Scalp & hair analysis. 103. Strand test procedure. 104. Procedure & precautions. 105. Hair mask & serum	Straightening/ Rebounding/ Smoothening - Definition - Knowledge of Bonds - Client consultation - Scalp & hair analysis - Product knowledge

		application.	• Strand test knowledge & procedure • Step by step procedure of Straightening/ Rebouncing/ Smoothening • Contra-actions • Contra-indications • Safety precautions • Aftercare/Homecare
Professional Skill 20 Hrs; Professional Knowledge 06 Hrs	Create bindi, henna & tattoo designing, drape saree in different styles.	106. Trolley setting. 107. Client consultation. 108. Skin observation 109. Henna designing. 110. Tattoo making. 111. Saree draping (4 styles).	Indian traditional beauty concepts in • Henna designing • Tattoo making • Safety precautions

SYLLABUS FOR CORE SKILLS
1. Employability Skills (Common for all CTS trades) (120 Hrs)

Learning outcomes, assessment criteria, syllabus and Tool List of Core Skills subjects which is common for a group of trades, provided separately in www.bharatskills.gov.in/ dgt.gov.in

List of Tools & Equipment			
HAIR & SKIN CARE (For Visually Impaired & Other Disabled) (For batch of 12 Candidates)			
Sl. No.	Name of the Tools and Equipment	Specification	Quantity
A. TRAINEES TOOL KIT			
1.	Tail comb		1 each
2.	Style Comb		1 each
3.	Open teeth tail comb		1 each
4.	Small Bowl		2 each
5.	Facial Band		2 each
6.	Spray bottle		1 each
7.	Nail File		1 each
8.	Nail Cutter		1 each
9.	Plain Switches		1 each
10.	Switch Stand		1 each
11.	Personal Towel (Medium)		2 No.
12.	Napkin		2 No.
13.	Hair Accessories		As required
14.	Make-up Brush		1 each
15.	Pack & Bleach Brush		1 each
16.	Wax applicator		1 each
17.	Braid		1 each
18.	Bob Pins		As required
19.	Juda Pins		As required
20.	Setting clips		As required
21.	Lab Coat		1 each
22.	Manicure Set		1 each
23.	Pedicure Set		1 each
B. SHOP TOOLS & EQUIPMENT			
Standard list of tools & equipment per station for two trainees			
• Hair			
24.	Barber Scissors		1 No
25.	Thinning Scissors		1 No
26.	Velcro Rollers (Large, medium, & small)		1doz.each
27.	Manual Razor		1 No
28.	Dust Brush		1 No
29.	Swiggle		1 No

30.	Dye Brush		1 No
31.	Back View Mirror		1 No
32.	Cutting sheet		1 No
33.	Dye Bowl		1 No
34.	Professional Hair Brushes set		1 set
35.	Scalp steamer		1 No
36.	Hot Rollers Tong Machine No: 22, 28		1 Set
37.	Dummy head on stand with slipon		1 No
38.	Dryer		1 No
39.	Crimper		1 no for 5 stations
40.	Mirror Panel		1 No.
41.	Styling Chair (multipurpose for hair & beauty services)		1 No.
42.	Shampoo Station with chair		1 no for 5 stations
43.	Hair Trolley		1 No.
44.	Ceramic Straightening Iron		1 No.
45.	Curling Rods with attachments		1 no for 5 stations
46.	Rebounding Boards		1 set.
47.	Benders		1 dz.
48.	Hood Dryer		1 no for 5 stations
Skin			
49.	Magnifying lamp		1 no for 5 stations
50.	Vapozone		1 no for 5 stations
51.	Facial machine (High frequency)		1 No
52.	Infra-red Lamp		1 No
53.	Wax heater		1 No
54.	Beauty Trolleys		1 No.
55.	Facial Bed		1 No.
56.	Manicure Bowls		1 No
57.	Pedi spa tub		1 No
58.	Manicure stools		1 no.
59.	Manicure table		1 No.
60.	Electric Manicure Kit		1 No.
61.	Galvanic		1 No.
62.	Ultra Sonic		1 No.
63.	Skin Analyser		1 No.
64.	Vacuum suction		1 No.
65.	Pedi stool		1 No.
66.	Manicure Trolley		1 No.
• Lab			
67.	Dry Sterilizer (Ultra Violet)		1 no for 5 stations
68.	Boiler		1 No.

69.	Front wash Basin		1 no for 5 stations
70.	Curtain/Blinds for Lab		As required
71.	Blanket		1 No
72.	Hot towel cabinet		1 no for 5 stations
73.	Desktop computer	CPU: 32/64 Bit i3/i5/i7 or latest processor, Speed: 3 GHz or Higher. RAM:-4 GB DDR-III or Higher, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet, with USB Mouse, USB Keyboard and Monitor (Min. 17 Inch. Licensed Operating System and Antivirus compatible with trade related software.	1 No.
74.	Printer		1 No.
75.	Computer Table		1 No.
76.	Heat Convector		4 No.
77.	Air conditioner		As Required
78.	Student Lockers		1 per student
79.	Refrigerator		1 No.
80.	Almirah		1 no for 5 stations
81.	Teacher's Chair and table		1 set
82.	Black head remover		1 No.
83.	Wet Sterilizer		1 no for 5 stations
C. SHOP FLOOR FURNITURE AND MATERIALS			
84.	Student's chair with flap		12 Nos.
85.	Teacher's Table and chair set		1 No.
86.	LCD Projector		1 No.
87.	White Magnetic Board with felt board		1 No.
88.	Curtain/blinds for Lab.		As required
D. YOGA LAB MATERIALS			
89.	Yoga Mat		12 No.
90.	Teacher's Chair		1 No.
91.	Teacher's Table		1 No
92.	Curtain for Lab.		As required

The DGT sincerely acknowledges contributions of the Industries, State Directorates, Trade Experts, Domain Experts, trainers of ITIs, NSTIs, faculties from universities and all others who contributed in revising the curriculum.

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

List of Expert member attended to finalize the course curriculum of Hair & Skin Care (For Visually Impaired & Other Disabled)			
SNo.	Name & Designation Sh./Mr./Ms.	Organization	Remarks
1.	Dr. Bhushan Punani, Executive Secretary	Blind Peoples Association, Ahmedabad	Chairman
2.	L.K. Mukherjee, DDT	CSTARI, Kolkata	Coordinator
3.	S.A. Pandav, Regional Dy. Director	RDAT, Vadodara	Member
4.	Kr. H. D. Purohit, Supervisor Instructor	Mahila ITI Thaltej	Member
5.	Viral G Ramavi, Supervisor Instructor	ITI Kubernagar	Member
6.	Yogesh C Parkhey, Dy. Director (R) J/C	NCSC-DA Ahmedabad	Member
7.	V.K. Tripathi, V.I. F/N	NCSC-DA Ahmedabad	Member
8.	Dr Dharti H. Gajjar, Assistant Professor	Gujarat University	Member
9.	Jagruti Uderysim (C.I)	I.T.I Vastrapur	Member
10.	Ranochhul Soni, Co-ordinator Tech for the Blind	Blind People's Association	Member
11.	D. P. Gurjar, S.I, AAA	ITI Tarsali, Vadodara	Member
12.	J.V. Patel, GSDM Consultant	RDD, Vadodara	Member
13.	Priyanka Parmar, GSDM Consultant	RDD, Vadodara	Member
14.	Manubhai Chaudhary, Principal	Secondary School For the Blind	Member
15.	Vinodbhai Rathore, Principal	A.T.C.B Blind School	Member
16.	H.J. Shah	Mahila ITI, Thaltej	Member
17.	Urvashi Dave	Jasmine Beauty Care, Ahmedabad	Expert

18.	Harsh Dave	-do-	Expert
19.	Priyanka	Armeda Salon, Ahmedabad	Expert
20.	Mehtab Khan	-do-	Expert
21.	P.K. Bairagi, TO	CSTARI, Kolkata	Member

ABBREVIATIONS

CTS	Craftsmen Training Scheme
ATS	Apprentice ship Training Scheme
CITS	Craft Instructor Training Scheme
DGT	Directorate General of Training
MSDE	Ministry of Skill Development and Entrepreneurship
NTC	National Trade Certificate
NAC	National Apprentice ship Certificate
NCIC	National Craft Instructor Certificate
LD	Locomotor Disability
CP	Cerebral Palsy
MD	Multiple Disabilities
LV	Low Vision
HH	Hard of Hearing
ID	Intellectual Disabilities
LC	Leprosy Cured
SLD	Specific Learning Disabilities
DW	Dwarfism
MI	Mental Illness
AA	Acid Attack
PwD	Person with disabilities

