

TRAINING SCHEDULE – BEAUTY THERAPY (640)

Total Contact Hours: 240 hrs (PCP(120 hrs) + Self Study (120hrs)
PCP- 120hrs (Theory (30hrs) + Practical (90hrs)

S. No.	Session / Day	Lesson	Theory (1 hrs.)	Practical (3 hrs)	Self study /Assignment	Learning Outcomes
1.	Day 1	1. Prepare and Maintain Work Area	1.1 Assembling appropriate tools and equipment for different activities in the parlour 1.2 Care and maintenance of different tools and equipment 1.3 Precautions in handling tools and equipment. 1.4 Maintenance and storage of tools and equipment.	<ul style="list-style-type: none"> • Visit a salon and study space provided for different activities of the salon • List the tools and products stored in that area • Procedure used for the care and storage of tools, equipments of that area 	Write a report about your observations of the salon visited and give suggestions if any to improve it. Intext Q 1.1 Intext Q 1.2 Intext Q 1.3	<ul style="list-style-type: none"> <input type="checkbox"/> identifies and uses the appropriate tools, equipment and material for different activities; <input type="checkbox"/> adopts the appropriate methods/procedure for cleaning of different tools and equipment; <input type="checkbox"/> Is aware of the different brands the different tools, equipment and materials available in the market with their cost; <input type="checkbox"/> carries out sterilization, disinfection and the disposal of waste material safely and correctly as per prescribed norms of the salon and local administration; <input type="checkbox"/> maintains records of tools, equipment and materials; <input type="checkbox"/> ensures client’s comfort and protection; <input type="checkbox"/> observes hygienic
2.	Day 2		1.5 Safe disposal of waste 1.6 Records of tools and equipment 1.7 Caring for clients comfort 1.8 Self hygiene 1.9 Hygiene of parlour 1.10 Market survey and resourcing material	<ul style="list-style-type: none"> • Design a performa and questionnaire to record your observations and information gathered during a market survey 	Intext Q 1.4 Intext Q 1.5 Intext Q 1.6 Terminal exercise Conduct a market survey using the questionnaire and performa design	

			Note – entrepreneurship To guide the students for setting up their own salon refer practical 16			procedures for care of self and working area.
3	Day 3	2. Basic Skin Treatments	<p>2.1 Structure of Skin</p> <ul style="list-style-type: none"> • Layers of the skin • Functions of the skin <p>2.2 Types of Skin</p> <ul style="list-style-type: none"> • Characteristics of – <ol style="list-style-type: none"> 1. Normal skin 2. Dry skin 3. Greasy /oily skin 4. Combination skin <p>2.3 Skin analysis by:</p> <p>A. Wood lamp</p> <p>B. Tissue paper</p>	<ul style="list-style-type: none"> • Make diagram of the section across the skin and paste in the file • Sketch different types of skin and paste in the file • Practice wood lamp method of skin analysis • Practice tissue paper technique of skin analysis 	<p>Intext Q 2.1</p> <p>Intext Q 2.2</p> <p>Continue practice</p>	<ul style="list-style-type: none"> <input type="checkbox"/> identifies the different types of skin through visual observation.; <input type="checkbox"/> enumerates the different skin diseases; <input type="checkbox"/> undertakes skin analysis; <input type="checkbox"/> uses bleaching to camouflage superfluous hair; <input type="checkbox"/> assists in different types of facials and successfully gives after process advise to the client; <input type="checkbox"/> complies with prescribed health and safety standards.
4.	Day 4		<p>2.4 Skin care</p> <ul style="list-style-type: none"> • Skin care according to skin type <p>2.5 Common skin problems</p> <ul style="list-style-type: none"> • Skin disorders • Skin diseases <p>2.6 Beauty treatment</p> <ul style="list-style-type: none"> • Bleaching • Allergic test • Procedure • Precautions 	<ul style="list-style-type: none"> • Practice skin care for normal, dry oily and combination skin • Identifying skin disorders, diseases through visual inspection. • Practice allergy/patch test • Practice procedure of: <ol style="list-style-type: none"> 1. Powder paste bleach 	<p>Intext Q 2.3</p> <p>Intext Q 2.4</p> <p>Intext Q 2.5</p> <p>Collect different pictures of different disorders and disease and past in a file</p> <p>Practice to be continued</p>	

				2. Cream bleach Practical I Bleaching	
5.	Day 5		<p>2.7 Facial</p> <ul style="list-style-type: none"> • Material tools and equipments • Pre preparation • Massage Manipulation <p>2.7.3 Procedure of Facial</p> <p>2.7.4 Exfoliation treatment</p> <p>2.7.5 Basic clean up</p> <p>2.8 Types of facial</p> <ul style="list-style-type: none"> • Herbal • Fruit • Anti tan • Anti ageing • Acne facial 	<ul style="list-style-type: none"> • Undertake preparation before facial • Practice massage manipulation like: <ul style="list-style-type: none"> ○ Friction ○ Effleurage ○ Petri sage ○ Percussion/tapotment ○ Vibration ○ Practice procedure of basic facial - practical 2 • Practice procedure of exfoliation techniques • Practice procedure of basic clean up 	<p>Practice massage manipulation</p> <p>Practice the following:</p> <ul style="list-style-type: none"> • Herbal facial • Fruit facial • Anti Tan facial • Anti ageing facial • Acne facial
6.	Day 6		<p>2.9 Masks and packs</p> <p>2.9.1 Advance cosmetics for anti ageing</p>	<p>Practice the making and using of</p> <ul style="list-style-type: none"> • Orange peel off mask • Fruit mask 	<p>Intext Q 2.8</p> <p>Intext Q 2.9</p> <p>Intext Q 2.10</p> <p>Terminal Exercise</p>
7.	Day 7		<p>2.10 Benefits of facial</p> <p>2.10.1 Post care after facial</p> <p>2.11 Clean up and sanitation</p>	<p>Practice of facial using:</p> <ul style="list-style-type: none"> • Thermoherb • Serums and gels • Skin farmers • Ampule treatmew 	<p>Practice continued</p>

			2.12 Precautions 2.13 Health and safety standards	Practice clean up the area after facial		
8.	Day 8	3. Removal of Superfluous Hair	3.1 Meaning and causes of superfluous hair 3.2 Tools, materials for removal of superfluous hair 3.3. Methods of removal of superfluous hair <ul style="list-style-type: none"> • Epilating • Depilation 3.5 Measuring for correct shaping of eyebrows	Identifying and practicing the correct use of tools and equipment Practice of measuring and shaping of eyebrows Practical -3	Intext Q 3.1 Intext Q 3.3 Practice continued Survey of market to study the types of tweezers and threads in the market. Practice for shaping of eyebrows	<input type="checkbox"/> explains the meaning and causes of superfluous hair; <input type="checkbox"/> Identifies and lists the tools and materials used for removal of hair; <input type="checkbox"/> identifies and undertakes the various methods of Epilating and Depilation; <input type="checkbox"/> adopts appropriate techniques to create well defined and well shaped eye brows;
9	Day 9		3.4 Epilating Technique 3.4.1 Eyebrow shaping by tweezing & threading 3.4.3 Procedure of tweezing 3.4. Procedure of threading 3.6 Precautions for tweezing and threading	Practice of eyebrow shaping by tweezing Practice of eye brow shaping by threading Practical 4	Intext Q 3.2 Practice Continued	<input type="checkbox"/> undertakes patch test and sensitivity test; <input type="checkbox"/> observes the prescribed precautions and offers correct after care advise; <input type="checkbox"/> follows the manufacturer's instructions and uses appropriate products for removal of superfluous hair;
10.	Day 10		3.7 Waxing: <ul style="list-style-type: none"> • Hot wax • Cold Wax 3.9 Procedure of Waxing <ul style="list-style-type: none"> • Before waxing • During waxing • After Waxing 3.10 Precautions during	<ul style="list-style-type: none"> • Procedure of hot wax for facial hair • Procedure of cold wax for arms legs and other body parts 	Intext Q 3.4 Practice continued	<input type="checkbox"/> complies with health and safety standards; <input type="checkbox"/> ensures client satisfaction.

			waxing			
11.	Day 11		<p>3.11 Depilation:</p> <ul style="list-style-type: none"> • Shaving • Depilatory creams <p>3.12 Procedure of using depilatory creams</p> <p>3.14 Patch test/allergy test</p> <p>3.15 After care and precautions</p> <p>3.13 Intensive pulse light laser</p> <p>3.16 using appropriate products and following instructions</p> <p>3.11 complying with health safety standards</p> <p>3.18 Ensuring client satisfaction</p>	<ul style="list-style-type: none"> • Procedure of Patch test • Procedure of shaving body hair <p>Practical 6</p> <ul style="list-style-type: none"> • Procedure of using depilatory creams • Visit for a demonstration for laser intensive pulse light procedure 	Practice continued	
12.	Day 12	4. Manicure and Pedicure Services	<p>4.1 Meaning & Benefits of Manicure and pedicure</p> <p>4.2 Tools, material and equipments</p> <p>4.3 Study of nails:</p> <ul style="list-style-type: none"> • Structure of nail • Parts of nail • Shapes and types of nails 	<ul style="list-style-type: none"> • Identify and practice the use of different tools • Sketch and label the diagram of the structure of nail • Sketch and label various types of nails 	<p>Intext Q 4.1</p> <p>Intext Q 4.2</p> <p>Observe the nails of people in your heighbourhood and family and identify their types through practice</p>	<input type="checkbox"/> explains the meaning and benefits of manicure and pedicure to the client <input type="checkbox"/> identifies and uses appropriate tools and material for manicure and pedicure <input type="checkbox"/> Undertakes the different types of manicures and pedicures
13.	Day 13		4.4 Types of manicure and pedicure	<ul style="list-style-type: none"> • Manicure procedure of 	<p>Intext Q 4.3</p> <p>Practice</p>	<input type="checkbox"/> uses appropriate

			<ul style="list-style-type: none"> - Hot oil manicure - Electric manicure - French manicure 	<ul style="list-style-type: none"> - Hot oil manicure - Electric manicure - French manicure • Practical- 7 	continued	<p>techniques of massage of hand and arms and feet and legs</p> <ul style="list-style-type: none"> <input type="checkbox"/> suggests appropriate after care for manicure and pedicure to clients <input type="checkbox"/> ensures customer satisfaction by observing prescribed standards of hygiene and safety <input type="checkbox"/> lists the contraindications of manicure and pedicure.
14.	Day 14		<ul style="list-style-type: none"> • Deluxe pedicure /manicure • Hand and foot spa • Manicure for men <p>4.5 Procedure of manicure 4.6 Application of nail polish</p>	<p>Procedure of –</p> <ul style="list-style-type: none"> - Deluxe pedicure/manicure - Hand spa - Manicure for men - Procedure of application of nail polish 	Intext Q. 4.4 Practice continued	
15.	Day 15		<p>4.7 Pedicure</p> <ul style="list-style-type: none"> • Procedure of pedicure <p>4.8 Removing dead and hard skin of feet 4.9 Benefits of manicure and pedicure</p>	<p>Practical – 8 Pedicure</p> <p>Practice of removing dead and hard & skin of feet</p> <p>Practice of foot spa</p>	Intext Q 4.5 Practice continued	
16.	Day 16		<p>4.10 Techniques of massage</p> <p>4.14 After care advise</p> <p>4.14 Ensuring customer satisfaction</p> <p>4.15 Contraindications and contra actions</p>	<ul style="list-style-type: none"> • Practice of hand and arms massage • Practice of feet and lower legs massage • Identification of contra- indications and contra- actions through visual inspection 	Intext Q 4.6 Intext Q 4.7 Terminal exercise Practice continued	
17.	Day 17	5. Assisting in	5.1 Hair analysis	Practical -9 Scalp	Intext Q 5.1	<input type="checkbox"/> undertakes hair analysis

		Hair Service	<ul style="list-style-type: none"> • Porosity • Elasticity • Texture • Density • Condition of scalp & hair <p>5.2 Scalp massage Techniques and benefits</p>	<p>massage</p> <p>Practice procedure of –</p> <ul style="list-style-type: none"> • Porosity • Elasticity • Texture • Density • Condition of scalp and hair • Procedure of massage 	Practice continued	<p>and scalp massage;</p> <ul style="list-style-type: none"> <input type="checkbox"/> observes the correct procedure for shampooing and blow drying <input type="checkbox"/> identifies and uses correct tools, equipment and materials for hair cutting; <input type="checkbox"/> assists in basic hair cutting and hair styling activities; <input type="checkbox"/> adopts the correct procedure to prepare and apply henna on hair.
18.	Day 18		<p>5.3 Shampooing</p> <p>5.4 hair conditioning</p> <p>5.5 Blow drying</p> <p>5.6 Roller setting</p> <p>5.12 Henna application</p> <ul style="list-style-type: none"> • Prepare henna paste • Procedure of applying henna 	<p>Practical 10 – Shampooing and conditioning</p> <p>Practical 11 – Blow drying</p> <p>Practical 12 – Roller setting</p> <p>Procedure of Henna application</p> <p>Practical 14 – Henna application</p>	<p>Intext Q 5.2</p> <p>Intext Q 5.3</p> <p>Intext Q 5.6</p> <p>Practice continued</p> <p>Practice of Henna application</p>	
19.	Day 19		<p>5.7 Hair cutting</p> <ul style="list-style-type: none"> • Tools and materials • Types of Sectioning <p>5.8 Preparing the client</p> <p>5.9 Factors influencing hair cutting</p> <p>5.10 Handling of hair cutting tools</p>	<p>Practical 13 – Hair cutting</p> <p>Practice of four section parting practice of five section parting</p> <p>Sketching of different face shapes</p> <p>Practice of handling combs and scissors</p>	<p>Intext Q 5.4</p> <p>Practice continued</p>	

20.	Day 20		5.11 Hair cutting technique <ul style="list-style-type: none"> • Blunt cut • U cut • Boy cut 	<ul style="list-style-type: none"> • Procedure of Blunt cut • Procedure of U cut • Procedure of Boy cut 	Practice continued	
21.	Day 21		<ul style="list-style-type: none"> • Step cut • Tapering • Major cut • Finishing techniques • Cross checking • Removing neck hair 	<ul style="list-style-type: none"> • Procedure of step cutting • Procedure of tapering • Procedure of Major cutting • Procedure of finishing techniques • Procedure of cross checking • Procedure of removing neck hair 	Intext Q 5.5 <ul style="list-style-type: none"> • Terminal Exercise • Practice continued 	
22.	Day 22	6. Assisting in Make up	6.1 Meaning and importance of makeup 6.2 Cosmetics and other materials used in make up Types of brushes	<ul style="list-style-type: none"> • Identification and proper handling of makeup brusher • Cosmetic and other tools 	Intext Q 6.1 Intext Q 6.2 Conduct a market survey to study the tools, make up brushes and cosmetics available in the market and their cost	<input type="checkbox"/> explains the meaning and importance of makeup <input type="checkbox"/> identifies the cosmetics and material used in makeup <input type="checkbox"/> Applies different makeup cosmetics on the client in the correct manner <input type="checkbox"/> assists in application of different types of make up
23.	Day 23		6.4 Types of make up <ul style="list-style-type: none"> • Matte finish make up • Luminous and glittery makeup 	<ul style="list-style-type: none"> • Practical 15 – Makeup • Procedure of Matte finish makeup • Procedure of 	Practice continued	<input type="checkbox"/> explains the procedure of the application of

				Luminous glittery makeup		different types of make up
24.	Day 24		<ul style="list-style-type: none"> Glamour make up Air brush makeup 	<ul style="list-style-type: none"> Procedure of glamour makeup Demonstration of air brush makeup 	Intext Q 6.3 Practice Continued	<input type="checkbox"/> observes the prescribed precautions of makeup <input type="checkbox"/> offers after care advise to the client
25.	Day 25		Corrective makeup <ul style="list-style-type: none"> Increasing and decreasing of facial features (lips, eyes, nose, cheeks) 	<ul style="list-style-type: none"> Procedure of corrective makeup 	Practice continued	
26.	Day 26		6.5 Bridal Makeup 6.6 Precautions 6.7 After care advise	Procedure of bridal makeup	Intext Q 6.4 Terminal exercise Practice continued	
27.	Day 27	7. Care of the Beauty Salon	7.1 Meeting legal hygiene standards 7.2 Confirming to industry and organizational requirements 7.3 Appropriate location equipments and materials 7.4 Hygienic and safe disposal of waste and reporting of risks and hazards 7.5 Environment and work friendly practices	Practice the cleaning procedure of – <ul style="list-style-type: none"> Salon floor Work tops Mirrors Rollers, brushes and combs Wash basins Equipment and tools Light fitting Window display Drill for learning of emergencies and calamities Preparing list of equipment and material to be located in following 	Intext Q 7.1 Intext Q 7.2 Intext Q 7.3 Visit at least two parlour to study – <ul style="list-style-type: none"> Hygiene Disposal of waste Maintenance of different activity areas and write a report	<input type="checkbox"/> sets up work areas to meet-legal parameters pertaining to hygiene and treatment <input type="checkbox"/> Stores and locates equipment and material for ease and safety of use for each activity area <input type="checkbox"/> ensures hygiene of premises through correct and safe disposal of waste material <input type="checkbox"/> adopts environment friendly and work friendly practices; <input type="checkbox"/> uses equipment and products as per suppliers

				areas : <ul style="list-style-type: none"> • Shampoo area • Facial area • Manicure/Pedicure area 		and manufacturer's instructions; <input type="checkbox"/> observes physical fitness, personal hygiene and good habits.
28.	Day 28		7.6 Customer care 7.7 Pre-treatment Process and preparation for self and client 7.8 Use of equipment material and products as per manufacturer's instructions 7.9 Physical fitness, personal hygiene and good habits	<ul style="list-style-type: none"> • Design a proforma enumerating the criteria you can use to assess the physical fitness, hygiene and good habits of personal of the salon • Practice reading manufactures' s instructions endorsed with different products, tools and equipments 	Intext Q 7.4 <ul style="list-style-type: none"> • Terminal exercise Conduct a market survey to find out the magazines related to beauty and hair in different local languages which you can subscribe for the salon	
29.	Day 29	8. Creating Positive impression at work	8.1 Qualities of a good beauty assistant 8.5 recording and filing the different record 8.6 observe organization standards of grooming 8.7 personal hygiene 8.8 Dealing with clients of different culture, religion, age and gender.	<ul style="list-style-type: none"> • Practice of filling different records and registers. • Visit to a parlour to study the qualities of a beauty therapist and the hygiene standards observed there. 	<ul style="list-style-type: none"> • Intext Q 8.1 • Intext Q 8.3 • Intext Q 8.4 Write a report of the visit made.	<input type="checkbox"/> Exhibits required qualities of a competent assistant beautician <input type="checkbox"/> effectively uses good and expected communication techniques <input type="checkbox"/> Has the ability to communicate in local/vernacular language and/or in English
30.	Day 30		8.2 effective means of communication 8.3 Telephonic	Using role play practice <ul style="list-style-type: none"> • Effective means of communication 	<ul style="list-style-type: none"> • Intext Q 8.2 • Terminal exercise 	<input type="checkbox"/> records information in appropriate format and can correctly fill the different records of the

			<p>communication</p> <p>8.4 Ability to communicate in different languages</p> <p>8.9 Techniques of marketing</p>	<ul style="list-style-type: none"> • Telephonic communication • Communication in different languages • Techniques of marketing 	<ul style="list-style-type: none"> • Make a chart to show the rules of telephonic communication. Practice and learn the local languages. 	<p>parlour</p> <ul style="list-style-type: none"> <input type="checkbox"/> observes the organization's standards of grooming <input type="checkbox"/> carries out routine documentation legibly and accurately in the desired formats <input type="checkbox"/> uses desired techniques of effective marketing for selling products and additional services to clients.
--	--	--	--	---	---	---