

Rajasthan Skill & Livelihoods Development Corporation

1. Module Name	Basics of Beauty and Hair Dressing
2. Sector	Beauty Culture & Hair Dressing
3. Entry Qualification	Minimum 8 th Pass
4. Minimum Age (in years)	15
5. Duration	34 days/ 204 hrs.
6. Provision of Tool kit	Yes
7. Terminal Competency	<p>After completion of the course the trainee will be able to:</p> <ul style="list-style-type: none"> ➤ demonstrate professional ethics and safety precautions in handling electrical equipment; ➤ undertake sterilization and sanitation; ➤ identify, select and arrange tools and equipment and assist in threading, manicure, pedicure, facial, bleaching and decorate hands and feet; ➤ provide various types of hair removing treatments; and ➤ assist in hair cut and coloring.

	Approx. hrs.
8. Registration, Inauguration, introduction and objectives of the course	2

9. Course content			
Practical Competencies	Hours	Under pinning Knowledge (Theory)	Hours
Safety Precautions	0	Importance of safe handling of inflammable oil, cosmetics, material and equipment.	1
<ul style="list-style-type: none"> • Practice in safe working procedures and observe the necessary precautions. 	2	Safety and health regulations.	1
<ul style="list-style-type: none"> • Observe safety producers when handling electrical equipment. 	1	Personal Hygiene.	2
<ul style="list-style-type: none"> • Basic first aid for cuts and burns. 	2	Protective clothing and equipment.	1
<ul style="list-style-type: none"> • Maintain good housekeeping. 	2	Good housekeeping.	1
Sterilization and Sanitation	0	First aid treatment for burns, minor cuts, foreign body in the eye including chemicals.	1
<ul style="list-style-type: none"> • Procedure to sterilization and sanitation. 	4	Desirable qualities for good human relationship.	1
<ul style="list-style-type: none"> • Chemical sanitizing and sterilizing agents. 	2	Importance and qualities of a pleasing personality.	1
<ul style="list-style-type: none"> • Public sanitation. 	2	Importance of good ethics.	1
Professional Ethics	0	Various nail shapes for hands and feet.	1
<ul style="list-style-type: none"> • A professional attitude towards client. 	2	Importance for identifying nail disease & disorder.	1
<ul style="list-style-type: none"> • Communication skill. 	4	Meaning of superfluous hair.	1
Manicure and Pedicure	0	Cause of superfluous hair.	1
<ul style="list-style-type: none"> • Identify, select and arrange tools and equipment for manicure and pedicure. 	2	Methods of hair removal.	1

• Preparation of client for manicure and pedicure.	3	Epilation – waxing, threading.	1
• Perform manicure/pedicure by cleaning, shaping, moisturizing, massaging and polishing with nail polish.	4	Depilation – Chemical.	1
• Practice of putting Mehendi on hands and feet with cone, stick and fingers (for different occasion).	6	Methods of bleaching facial and body hair.	1
• Practice of putting sticker mehendi, colourful sparkle mehendi, kundan mehendi and mehendi with block.	6	Powder bleach.	1
Removal of superfluous hair	0	Cream bleach.	1
• Identify various types of hair removal treatments.	2	Importance of allergy test.	1
• Carry out various procedures for superfluous hair removal.	2	• Types of hair.	1
• Remove hair using Temporary method/ depilatory.	3	• Importance and benefits of scalp massage.	1
Eye Brow Shaping	0	• Types of shampoos and rinses.	1
• Removing hair with thread.	3	• Knowledge of hair texture.	1
• Removing hair with tweezer.	3	• Correct use of cutting equipments.	1
• Measurement of eyebrows for correct length and arch.	2	• Factors to be considered while cutting wet and dry hair.	1
• Cleaning of eyebrows.	2	• Different techniques for styling hair.	1
• Shaping of Eye brows.	3	• Blow drying – sectioning.	1
Bleaching	0	• Basic law of hair color.	1
• Preparation of client and trolley for bleaching.	4	• Classification of hair color.	1
• Preparation of bleach pack.	4	• Temporary Color.	1
• Practice of allergy test for bleaching.	4	• Permanent Color.	1
• Practice in application of bleaching pack.	4	• Allergy test.	1
• Uses of various types of Bleaches.	4	Entrepreneurship & Soft Skills and Computer Literacy Module:	0
Hair	0	• Entrepreneurship – its necessity and charms of being an entrepreneur.	1
• Application of oil.	2	• Who is an entrepreneur and characteristics of a successful Entrepreneur?	2
• Practice of different types of manipulation.	4	• How to identify Business opportunities?	2
• Preparation of client and trolley for shampooing.	2	• Steps for setting up a small scale venture.	1
• Use of shampoos and rinses.	4	• Institutional support for entrepreneurship (whom to contact for what)	2
Hair Cutting	0	• Government (Central/ State) Schemes and assistance from	2

		Banks/ other financial institutions - Procedures and formalities for getting loan.	
• Practice of holding scissors and comb.	3	• How to prepare Business plan?	2
• Sectioning procedure for hair.	3	• Financial literacy-Costing, Pricing, Profitability and Break Even Analysis.	2
• Trimming and blunt cut.	3	• Cash management in small enterprises.	2
• Practice of cutting wet and dry hair.	3	• Accounting and Book Keeping	2
• Drying and setting hair with hand dryer.	3	• Introduction to Taxation	1
Hair Coloring	0	• Shop and Establishment Act and its provisions.	1
• Analysis of scalp and hair.	3	• Creativity, Problem solving & decision making.	1
• Skin test / Patch test.	3	• Common mistakes generally made by entrepreneurs.	1
• Practice of application of hair color – vegetable & chemical dyes.	3	• Interaction with successful entrepreneur and success stories.	2
	0	• Communication and Negotiation skills.	1
	0	• Interpersonal skills	1
	0	• How to Deal with customer attitude – Effective selling.	1
	0	• Marketing – Basic concepts/ Skills and effective mode of advertising.	1
	0	• Introduction to e-commerce.	2
Computer Fundamentals Customize the Desktop Environment e.g. Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders & Settings - Folder Views, Accessibility Settings	2	Computer Fundamentals, MS-Office & Internet introduction to Computers History of Computers Components of Hardware Peripherals	1
MS Word Creating, Organizing & Formatting Content Collaborating – Merge, Insert, View, Edit, Track Mode etc. Formatting & Managing Documents	4	Concept of Operating System – Windows XP, Exploring & Configuring the Windows XP Desktop Environment-Customize the Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders	1
MS Excel Creating, Analyzing & Formatting Data & Content Collaborating - Insert, View, Edit etc. Managing Workbooks	3	Settings - Folder Views, Accessibility Settings Features of Windows XP Understanding concepts of Word processing using MS-Word	1
MS PowerPoint Creating & Formatting Content Collaborating - Track, Edit, Add, Delete Comments, Merge Managing & Delivering Presentations	3	Understanding concepts of Electronic spreadsheet and various types of entries in it	

Internet Concepts Opening websites and downloading data Writing, reading and sending emails	4	Understanding concepts of URL Creating and Opening an E-mail account. Receiving and sending emails Searching information on Internet.	1
Approx. Total Practical hours	134	Approx. Total Theory hours	68
Grand Total (2+134+68)			204

10. Tools, Equipments and Material for a batch of 30 trainees

S.No.	Item	Quantity	S.No.	Item	Quantity
1	Wax heater	2		Cosmetics of different makes and shades as applicable	
2	Trolleys	2	1	Shampoo	As required
3	Bleach brush	6	2	Disinfectants	As required
4	Bowls	6	3	Nail Colors	As required
5	Spatula	6	4	Powder bleach	As required
6	Facial Steamer	2	5	Cream Bleach	As required
7	Black head remover	1	6	Cold wax	As required
8	Manicure set	6	7	Hot wax	As required
9	Pedicure set	6	8	Hydrogen Peroxide	As required
10	Pedicure tub	6	9	Acetone	As required
11	Chowkies	6	10	Base coat	As required
12	Stools	6	11	Cuticle softener	As required
13	Facial bed	2	12	Henna	As required
14	Manicure tables	2	13	Design Blocks	As required
15	Tweezers	6	14	Glitters	As required
16	Scissors	6	15	Thread	As required
17	Sterling Units	2	16	Talcum Powder	As required
18	Foot scraper	6			
19	Slithering Shears Comp	6			
20	Tail Comp	6			
21	Setting Clips	6			
22	Hair Cutting Sheet	6			
23	Clipper	6			
24	Dye brush	6			
25	Hot and cold spray unit	1			
26	Back wash chair	6			
27	Dressing out chair	6			

S.No.	Item	Quantity	S.No.	Item	Quantity
	Hardware			Software:	
1	Computers/Laptops	10 (one for three trainee)	6	Microsoft Windows 7/8/10 or UNIX/ LINUX or latest software	For all Systems
2	Power backup	For all Systems	7	Microsoft Office 2007/ 2010/ 2013 or latest software	For all Systems
3	Inkjet/Laser Printer (Network/USB Printer)	1	8	Antivirus Software (TVD/ Norton/ Quick Heal Total Security/ Kaspersky/ Any Popular brand)	For all Systems
4	Speaker	1	9	Internet Connection	For all Systems
5	Spare H/W components	As per requirement			