

## Rajasthan Skill & Livelihoods Development Corporation

<b>1. Module Name</b>	<b>Integrated Course in Hair, Skin and Makeup</b>
<b>2. Sector</b>	Beauty Culture & Hair Dressing
<b>3. Entry Qualification</b>	Minimum 8 <sup>th</sup> Pass
<b>4. Minimum Age (in years)</b>	15
<b>5. Duration</b>	<b>117 days/ 702 hrs.</b>
<b>6. Provision of Tool kit</b>	Yes
<b>7. Terminal Competency</b>	<p>After completion of the course the trainee will be able to:</p> <ul style="list-style-type: none"> <li>➤ demonstrate sterilization methods;</li> <li>➤ recognizes types and conditions of skin;</li> <li>➤ recognizes different types of shampoo and conditioners;</li> <li>➤ demonstrate various methods of temporary and superfluous hair removal;</li> <li>➤ undertake cleaning and shapping of eye brows;</li> <li>➤ undertake bleaching of facial and body hair;</li> <li>➤ undertake manicure and pedicure;</li> <li>➤ demonstrate various methods of hair styling;</li> <li>➤ demonstrate use hair shaping instruments;</li> <li>➤ undertake short, medium and long hair cuts;</li> <li>➤ undertake hair cutting and styling as per facial shape;</li> <li>➤ demonstrate procedures of forward graduation, reverse layered, multi layered, uniform layered and layered bob cuts;</li> <li>➤ demonstrate male haircuts-3 types using scissor comb and clippers;</li> <li>➤ prepare and apply heena;</li> <li>➤ demonstrate massage manipulations on face, neck and back;</li> <li>➤ demonstrate cleansing, toning, exfoliation, extraction, massage and pack/mask application;</li> <li>➤ demonstrate use of equipment-ultrasonic steamer, brushing, ozone, high frequency, galvanic and vacuum suction;</li> <li>➤ demonstrate use of global colour and grey coverage;</li> <li>➤ undertake strand test;</li> <li>➤ demonstrate basic facial shapes and corrective make up using optical illusion;</li> <li>➤ apply false eyelashes;</li> <li>➤ demonstrate various styles of saree and dupatta drappings; and</li> <li>➤ demonstrate artificial plastic nail application and removal.</li> </ul>
<b>Approx. hrs.</b>	
<b>8. Registration, Inauguration, introduction and objectives of the course</b>	<b>2</b>

<b>9. Course content</b>			
<b>Practical Competencies</b>	<b>Hours</b>	<b>Under pinning Knowledge (Theory)</b>	<b>Hours</b>
<b>Client Consultation</b> <ul style="list-style-type: none"> <li>• Good communication</li> <li>• Putting clients at ease</li> <li>• Establishing understanding</li> <li>• Consultation tools – Hair swatches, Camera. Styling books, make up looks book</li> <li>• Clients lifestyle and history</li> <li>• Understanding styling and grooming requirements</li> <li>• Home care</li> <li>• Medical Problems</li> </ul>	4	<b>Personal Grooming &amp; hygiene</b> <ul style="list-style-type: none"> <li>• Basics of good grooming &amp; personal hygiene</li> <li>• Care of yourself</li> <li>• Care of your Hair &amp; Nails</li> <li>• Wardrobe planning</li> <li>• Jewellery</li> </ul>	3
		<b>Sterilization and sanitization</b> <ul style="list-style-type: none"> <li>• Sterilization methods</li> <li>• Chemical Infection Control Method</li> <li>• Sanitizers</li> </ul>	6
		<b>Professional Ethics</b> <ul style="list-style-type: none"> <li>• A professional attitude towards clients and Colleagues</li> <li>• Communication skill</li> <li>• Physical Presentation on the job</li> <li>• Desirable qualities for effective client relations</li> <li>• Importance of good ethics</li> </ul>	3
<b>Skin Structure</b> <ul style="list-style-type: none"> <li>• Skin Anatomy</li> <li>• Function of skin</li> <li>• Types and condition of skin – normal, dry, oily, and combination / dehydrated, sensitive &amp; mature</li> <li>• Common skin Problems - Ageing, Acne, Pigmentation and sebaceous gland</li> <li>• Skin Analysis – Visual and with use of equipment</li> </ul>	12		
<b>Facial Massage</b> <ul style="list-style-type: none"> <li>• Theory of massage</li> <li>• Massage techniques</li> <li>• Pressure points</li> <li>• Safety and precaution during massage manipulation</li> <li>• Benefits of massage</li> </ul>	12	<b>Hair Structure</b> <ul style="list-style-type: none"> <li>• Hair Anatomy &amp; hair growth cycle</li> <li>• Different Hair types – Porosity, texture, elasticity, density and scalp condition</li> <li>• Common scalp &amp; hair problems: cuticle damage, moisture balance, protein loss, chemical or elasticity damage, Falling Hair, Dandruff, Premature Grey Hair.</li> <li>• Hair and scalp Analysis – visual and with use of equipment.</li> </ul>	12
<ul style="list-style-type: none"> <li>• Client draping and giving a basic shampoo</li> <li>• Deep conditioning methods</li> <li>• Rinsing</li> </ul>	12	<b>Shampooing / Deep Conditioning</b> <ul style="list-style-type: none"> <li>• Types of Shampoo &amp; Conditioner</li> <li>• Safety Precautions</li> </ul>	4
<ul style="list-style-type: none"> <li>• Procedure of scalp massage</li> <li>• Care of different hair types – Dry, oily, split, damaged, under nourished, chemically treated</li> </ul>	12	<b>Head Massage</b> <ul style="list-style-type: none"> <li>• Definition of massage</li> <li>• Massage manipulation</li> <li>• Benefits of massage</li> </ul>	6

<ul style="list-style-type: none"> <li>• Epilation – waxing, threading</li> <li>• Safety and precaution</li> <li>• Trolley set up</li> <li>• Procedures for superfluous hair removal</li> <li>• Benefits and contraindication</li> </ul>	12	<b>Temporary Removal of superfluous hair</b> <ul style="list-style-type: none"> <li>• Difference between Epilation &amp; Depilation Method</li> <li>• Methods of temporary hair removal</li> </ul>	4
<ul style="list-style-type: none"> <li>• Removing hair with thread</li> <li>• Removing hair with tweezers</li> <li>• Cleaning of eyebrows</li> <li>• Shaping of Eye brows</li> </ul>	6	<b>Eye Brow Shaping</b> <ul style="list-style-type: none"> <li>• Safety precaution</li> </ul>	2
<ul style="list-style-type: none"> <li>• Types of bleaches – Powder and cream.</li> <li>• Preparation of client and trolley for bleaching</li> <li>• Methods of bleaching facial and body hair</li> <li>• Practice of bleaching</li> <li>• Sensitivity check</li> <li>• Benefits and contraindication</li> </ul>	6	<b>Bleaching</b> <ul style="list-style-type: none"> <li>• Theory of bleach</li> </ul>	2
<ul style="list-style-type: none"> <li>• Identification of nail disorders or diseases.</li> <li>• Tools and equipments for manicure and pedicure.</li> <li>• Preparation of client for manicure and Pedicure</li> <li>• Procedure of manicure/ pedicure</li> <li>• Nail Polish Techniques</li> <li>• Hand and foot massage</li> <li>• Safety precaution</li> </ul>	20	<b>Hands &amp; Feet Services Basic Manicure and Pedicure</b> <ul style="list-style-type: none"> <li>• Nail Anatomy</li> <li>• Common Nail problem</li> </ul>	6
<ul style="list-style-type: none"> <li>• Blow Drying of different Angles</li> <li>• Procedures of Thermal Styling using different tools and equipments</li> <li>• Dryers, Pressing Comb, Electric Roller, Curling Tong, Crimping Machine</li> <li>• Precautions</li> </ul>	30	<b>Thermal Hair Styling</b> <ul style="list-style-type: none"> <li>• Equipment and supplies used in thermal styling</li> <li>• Use of cosmetics for thermal styling</li> </ul>	6
<ul style="list-style-type: none"> <li>• Sectioning for hair cuts</li> <li>• Angles</li> <li>• Preparation of client</li> <li>• Short, medium and long hair cuts – 4 universal styles for females</li> <li>• Hair Cutting and Styling as per Facial Shape</li> <li>• Procedures of Forward Graduation , Reverse Layered, Multi Layered, Uniform Layering, Layered Bob cuts</li> <li>• Male Hair Cuts – 3 types using scissor comb and clippers.</li> </ul>	80	<b>Hair Cut</b> <ul style="list-style-type: none"> <li>• Hair textures</li> <li>• Client consultation-Hair texture, Density, quality</li> <li>• Hair shaping instruments</li> <li>• How to hold the scissors and razor</li> </ul>	24
<ul style="list-style-type: none"> <li>• Styling -Single Roll, French Roll, Multiple Roll</li> <li>• Fixing of loose hair piece on client's head</li> </ul>	60	<b>Hair Styling - 6 Types</b> <ul style="list-style-type: none"> <li>• Back combing on the head</li> </ul>	12

<ul style="list-style-type: none"> <li>• Braiding</li> <li>• Evening Hair styles, party hair style, bridal hair style.</li> </ul>			
<ul style="list-style-type: none"> <li>• Preparation &amp; application technique</li> </ul>	12	<b>Henna – Head</b> <ul style="list-style-type: none"> <li>• Contraindications</li> </ul>	3
<ul style="list-style-type: none"> <li>• Client consultation</li> <li>• Trolley setting and facial bed setup for facial</li> <li>• Analysis of Skin</li> <li>• Massage manipulations on face, neck and back</li> <li>• Complete Procedure – Cleansing, Toning, Exfoliation, extraction, massage and pack/mask application</li> </ul>	24	<b>Types of Facials – Basic – Manual</b> <ul style="list-style-type: none"> <li>• Product Knowledge according to different skin type</li> </ul>	4
<b>Electro logy</b> <ul style="list-style-type: none"> <li>• Beauty Studio</li> <li>• High Frequency</li> <li>• Ultra Sonic</li> <li>• Galvanic</li> </ul>	42	<ul style="list-style-type: none"> <li>• Theory &amp; practical of equipment: Ultrasonic Steamer, Brushing, Ozone, High Frequency, Galvanic and Vacuum Suction.</li> <li>• Benefits &amp; usage</li> <li>• Safety Precaution, indications</li> <li>• Contraindications</li> <li>• Maintenance &amp; care of Machines</li> </ul>	20
<ul style="list-style-type: none"> <li>• Mixing Ratio</li> <li>• Client Consultation</li> <li>• Client draping</li> <li>• Hair analysis</li> <li>• Procedure of Global Color</li> <li>• Procedure of Grey Coverage</li> <li>• Strand test</li> <li>• Product knowledge</li> <li>• Safety Precaution and contraindications</li> </ul>	42	<b>Chemical Jobs</b> <ul style="list-style-type: none"> <li>• Introduction of Coloring</li> <li>• Basic Principles of color – Primary, Secondary and Complementary color</li> <li>• Types of Color</li> <li>• Products used in Coloring</li> <li>• PH testing knowledge of acidic/alkaline</li> </ul>	15
<ul style="list-style-type: none"> <li>• Application techniques</li> <li>• Selection of color as per skin</li> <li>• Different types of make-up products</li> <li>• Procedure of Day, Evening and Bridal make up</li> <li>• Basic Facial Shapes– Oval, Square, Round, Pear, Diamond, Oblong and Heart</li> <li>• Corrective make up using Optical illusion</li> <li>• Applying False eyelashes</li> <li>• Safety tips</li> </ul>	42	<b>Makeup - Techniques</b> <ul style="list-style-type: none"> <li>• Purpose of make up</li> <li>• Tools for make up</li> <li>• Workstation layout</li> <li>• Colour theory</li> </ul>	20
<b>Saree &amp; Dupatta Draping Popular styles:</b> <ul style="list-style-type: none"> <li>• Elegant style</li> <li>• Indian Party style</li> <li>• Bengali style</li> <li>• Gujarati style</li> <li>• Punjabi style dupatta</li> <li>• Saree style dupatta</li> </ul>	18	<b>Nail Art</b> <ul style="list-style-type: none"> <li>• Sequins art</li> <li>• Paint art</li> <li>• Crystal art</li> </ul>	6

<ul style="list-style-type: none"> <li>Artificial Plastic Nail application and removal</li> </ul>	6	<b>Terminology Knowledge</b> <ul style="list-style-type: none"> <li>Product Chemistry &amp; ingredients</li> </ul>	18
<b>Exposure</b> <ul style="list-style-type: none"> <li>Industry visits</li> </ul>	18	<b>Salon Management</b> <ul style="list-style-type: none"> <li>Administration &amp; Management of Salon</li> <li>Operating a Successful Salon</li> <li>Opening own salon</li> <li>Building a Clientele</li> <li>Personal Service work</li> </ul>	4
		<b>Entrepreneurship &amp; Soft Skills and Computer Literacy Module:</b>	0
		<ul style="list-style-type: none"> <li>Entrepreneurship – its necessity and charms of being an entrepreneur.</li> </ul>	1
		<ul style="list-style-type: none"> <li>Who is an entrepreneur and characteristics of a successful Entrepreneur?</li> </ul>	2
		<ul style="list-style-type: none"> <li>How to identify Business opportunities?</li> </ul>	2
		<ul style="list-style-type: none"> <li>Steps for setting up a small scale venture.</li> </ul>	1
		<ul style="list-style-type: none"> <li>Institutional support for entrepreneurship (whom to contact for what)</li> </ul>	2
		<ul style="list-style-type: none"> <li>Government (Central/ State) Schemes and assistance from Banks/ other financial institutions</li> <li>- Procedures and formalities for getting loan.</li> </ul>	2
		<ul style="list-style-type: none"> <li>How to prepare Business plan?</li> </ul>	2
		<ul style="list-style-type: none"> <li>Financial literacy-Costing, Pricing, Profitability and Break Even Analysis.</li> </ul>	2
		<ul style="list-style-type: none"> <li>Cash management in small enterprises.</li> </ul>	2
		<ul style="list-style-type: none"> <li>Accounting and Book Keeping</li> </ul>	2
		<ul style="list-style-type: none"> <li>Introduction to Taxation</li> </ul>	1
		<ul style="list-style-type: none"> <li>Shop and Establishment Act and its provisions.</li> </ul>	1
		<ul style="list-style-type: none"> <li>Creativity, Problem solving &amp; decision making.</li> </ul>	1
		<ul style="list-style-type: none"> <li>Common mistakes generally made by entrepreneurs.</li> </ul>	1
		<ul style="list-style-type: none"> <li>Interaction with successful entrepreneur and success stories.</li> </ul>	2
		<ul style="list-style-type: none"> <li>Communication and Negotiation skills.</li> </ul>	1
		<ul style="list-style-type: none"> <li>Interpersonal skills</li> </ul>	1
		<ul style="list-style-type: none"> <li>How to Deal with customer attitude – Effective selling.</li> </ul>	1

		• Marketing – Basic concepts/ Skills and effective mode of advertising.	1
		• Introduction to e-commerce.	2
<b>Computer Fundamentals</b> <b>Customize the Desktop Environment e.g.</b> Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders & Settings - Folder Views, Accessibility Settings	2	<b>Computer Fundamentals, MS-Office &amp; Internet</b> introduction to Computers History of Computers Components of Hardware Peripherals	1
<b>MS Word</b> Creating, Organizing & Formatting Content Collaborating – Merge, Insert, View, Edit, Track Mode etc. Formatting & Managing Documents	4	<b>Concept of Operating System –</b> Windows XP, Exploring & Configuring the Windows XP Desktop Environment-Customize the Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders	1
<b>MS Excel</b> Creating, Analyzing & Formatting Data & Content Collaborating - Insert, View, Edit etc. Managing Workbooks	3	<b>Settings - Folder Views, Accessibility Settings</b> Features of Windows XP Understanding concepts of Word processing using MS-Word Understanding concepts of Electronic spreadsheet and various types of entries in it	1
<b>MS PowerPoint</b> Creating & Formatting Content Collaborating - Track, Edit, Add, Delete Comments, Merge Managing & Delivering Presentations	3		
<b>Internet Concepts</b> Opening websites and downloading data Writing, reading and sending emails	4	<b>Understanding concepts of URL</b> Creating and Opening an E-mail account. Receiving and sending emails Searching information on Internet.	1
<b>Approx. Total Practical hours</b>	<b>486</b>	<b>Approx. Total Theory hours</b>	<b>214</b>
<b>Grand Total (2+486+214)</b>			<b>702</b>

<b>10. Tools, Equipments and Material for a batch of 30 trainees</b>					
<b>S.No.</b>	<b>Item</b>	<b>Quantity</b>	<b>S.No.</b>	<b>Item</b>	<b>Quantity</b>
1	Beauty Studio	1	10	Acne Pack	As required
2	Sterilizer	1	11	Acne Lotion	As required
3	Foot Spa (Pedicure Tub)	6	12	Artificial aids for hair style	As required
4	Bowls Medium	6	13	Perm Lotion	As required
5	Bowls Small	6	14	Neutralizer	As required
6	Bowls Large	6	15	Butter Paper	As required
7	Spatula	6	16	Straightening cream	As required
8	Face Pack Brush	6	17	Color Care Shampoo	As required
9	Extractor	As required	18	Color Care Conditioner	As required

10	Scissor Big And Small	6 each	19	Petroleum Jelly	As required
11	Nail Cutter	6	20	Clarifying Shampoo	As required
12	Nail Filer	6	21	Cloth Net	As required
13	Cuticle Pusher	6	22	Derma Base Palate	As required
14	Nail Brush	6	23	Derma loose powder	As required
15	Orange Wood Stick	6	24	Aqua color palate	As required
16	Cuticle Nipper	6	25	Fantasy eyelashes	As required
17	Cuticle Clipper	6	26	False Eye lashes	As required
18	Bleach Brush	6	27	Strip Eyelashes	As required
19	Pumice Stone	6	28	Eyelashes glue	As required
20	Wax Warmer	1	29	Cotton buds	As required
21	Small Eyebrow Scissor	6	30	Saree	As required
22	Eyebrow Groomer Brush	6	31	Silver Foil	As required
23	Make Up Sponge	6	32	Hand Sanitizer	As required
24	Powder Puff	6	33	Cotton	As required
25	Brush Set	6	34	Gauze	As required
26	Steamer	1	35	Antiseptic Lotion	As required
27	Detangle Comb	6	36	H2O2	As required
28	Henna Brush	6	37	Pedicure Shampoo	As required
29	Blow Dryer	6	38	Manicure Cream	As required
30	Round Brushes-3 Sizes	6 each	39	Pedicure Cream	As required
31	Pedal Brush	6	40	Cuticle Cream/Oil	As required
32	Tail Comb	6	41	Mineral Salt	As required
33	Detangle Comb	6	42	Nail Paint Remover	As required
34	Section Clips	6	43	Sponge	As required
35	Glitter	6	44	Base Coat And Top Coat	As required
36	Spray Bottle	6	45	Nail Paints	As required
37	Crimping Mach.	6	46	Eye makeup remover	As required
38	Iron Machine	6	47	Wooden Loofa	As required
39	Tong Rod	6	48	Wax	As required
40	Back Combing Comb	6	49	Astringent Lotion	As required
41	Cutting Scissors	6	50	Moisturizer Lotion For Dry And Oily Skin	As required
42	Texturizing Scissors	6	51	Talcum Powder	As required
43	Cutting Comb	6	52	Cleansing Lotion	As required
44	Razor	6	53	Oil Free Cleanser	As required
45	Razor Comb	6	54	Rose Water	As required
46	Color Brush	6	55	Bleach Cream	As required
47	Pin Tail Comb	6	56	Sunscreen	As required
48	Hot Rollers	15 sets	57	Powder Bleach	As required
49	Measuring Glass	6	58	Glycerin Base Soap	As required
50	Gold facial kit	6	59	Cotton Thread	As required
51	Wooden rollers - Medium and large	6 each	60	China Powder	As required
52	Spiral rollers	6 each	61	Lacto calamine Lotion	As required

53	Tissue Box	6	62	Sodium Bicarbonate Powder	As required
54	White Towels Medium	6	63	Facial Massage Cream	As required
55	White Hand Towel	6	64	Facial Massage Gel	As required
56	Brown Towels	6	65	Emollient Cream	As required
57	Bed Sheets	6	66	Lip Balm	As required
58	Head Bands	6	67	Compact Powder - Fair, Medium & Dark Color	As required
59	Scrub	6	68	Congealer - Fair, Medium & Dark Color	As required
60	Scrapper	6	69	Liquid Foundation - Fair, Medium & Dark Color	As required
61	Waxing Strips	6	70	Black Mascara	As required
62	Eyebrow Pencil	6	71	Black Kajal	As required
63	Facial Scrub	6	72	Paint Stick Foundation	As required
64	Face Pack	6	73	Pan Cake	As required
65	Eye shadow Kit	6	74	Loose Powder - Fair, Medium & Dark Color	As required
66	Eye Liner	6	75	Satin Eye Shadow Powder	As required
67	Transparent Mascara	6	76	Face Shimmer Powder	As required
68	Brown Pencil	6	77	Polyester Glitter Eye Shadow	As required
69	Blusher Palate	6	78	Shampoo	As required
70	Lip Color Palate	6	79	Conditioner	As required
71	Towels	6	80	Shampoo Cape	As required
72	Shower Cap	6	81	Cotton	As required
73	Draping Sheet	6	82	Henna Powder	As required
74	Mousse	6	83	Tea Leave Water	As required
75	Color Tube	6	84	Hair Spray	As required
	<b>Cosmetics/ Consumables</b>		85	Hair Oil	As required
1	Juda Pin / U Pin	As required	86	Glitter Spray	As required
2	Bob Pin	As required	87	Rubber Band	As required
3	Invisible Pin / Fine Pin	As required	88	Artificial Hair	As required
4	Hair Accessories	As required	89	Artificial Juda	As required
5	Blades	As required	90	Hair Stuffing-S,M,L	As required
6	Dupatta	As required	91	Hair Gel	As required
7	Safety Pins	As required	92	Color Spray	As required
8	Saree Pins	As required	93	Developer	As required
9	Acne gel/cream	As required	94	Platifiz	As required

**Note: Sterilization of tools & hand sanitization should be practiced in each practical.**



**Important to note:**

**Space Sizes for various types of Lab and store:**

1. **Skin Lab: 700 Square feet for 4 therapy beds**
2. **Pedicure: 110 Square feet for 2 stations**
3. **Nail Table: 110 Square feet for 2 stations**
4. **Hair Lab: 210 Square feet for 4 cutting stations**
5. **Shampoo station: 120 Square feet for 2 stations**
6. **Make up Lab: 100 Square feet**
7. **Store: 70 Square feet**

<b>S.No.</b>	<b>Item</b>	<b>Quantity</b>	<b>S.No.</b>	<b>Item</b>	<b>Quantity</b>
	<b>Hardware</b>			<b>Software:</b>	
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			