

Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skill for All"



Course Contents/ Lesson Plan

Course Title: Beautician

Duration: 06 Months

Course Details / Description& Preliminaries

Course Title	Beautician
Objectives and Expectations	<p><u>Employable skills for Matric Students through an intensive course on Beautician and its application.</u></p> <p>This is a special course designed to address unemployment in the youth. The course aims to achieve the above objective through hands on practical training delivery by a team of dedicated professionals having rich market/work experience. This course is therefore not just for developing a theoretical understanding/back ground of the trainees. Contrary to that, it is primarily aimed at equipping the trainees to perform commercially in a market space in independent capacity or as a member of a team.</p> <p>The course therefore is designed to impart not only technical skills but soft skills as well as entrepreneurial skills deemed essential for that purpose i.e. communication skills; marketing skills (including freelancing); personal grooming of the trainees and inculcation of the positive work ethics to foster better citizenship in general and improve the image of Pakistani work force in particular.</p> <p>Main Expectations:</p> <p>In short, the course under reference should be delivered by professional instructors in such a robust hands- on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion.</p> <p>This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and</p>

Key Features of Training & Special Modules

weaknesses of each individual trainee to prepare them for such market roles during/after the training.

- i. Specially designed practical tasks to be performed by the trainees have been included in the Annexure-I to this document. Their weekly distribution has also been indicated in the weekly lesson plan given in this document. The record of all tasks performed individually or in groups must be preserved by the management of the training Institute clearly labeling name, trade, session etc so that these are ready to be physically inspected/verified through monitoring visits from time to time. The weekly distribution of tasks has also been indicated in the weekly lesson plan given in this document.
- ii. In order to materialize the main expectations, a special module on **Job Search & Entrepreneurial Skills** has been included in the course through which, the trainees will be made aware of the Job search techniques in the local job markets. Moreover, the trainees would also be encouraged to venture into self-employment and exposed to the main requirements in this regard. It is also expected that a sense of civic duties/roles and responsibilities will be inculcated in the trainees to make them responsible citizens of the country.
- iii. A module on **Work Place Ethics** has also been included to highlight the importance of good and positive behavior at work place in the line with the best practices elsewhere in the world. An outline of such qualities has been given in the Appendix to this document. Its importance should be conveyed in a format that is attractive and interesting for the

**Training Tools/
Methodology**

trainees such as through PPT slides + short video documentaries. Needless to say that if the training provider puts his heart and soul into these, otherwise non-technical components, the image of Pakistani workforce would undergo a positive transformation in the local as well as international job markets.

In order to maintain interest and motivation of the trainees throughout the course, modern techniques such as:

- Motivational lectures
- Success stories
- Case studies (in documentary or presentation format)

These would be employed as additional training tools wherever possible (these are explained in the subsequent section on Training Methodology).

Lastly, evaluation of the competencies acquired by the trainees will be done objectively at various stages of the training and proper record of the same will be maintained. Suffice to say that for such evaluations, practical tasks would be designed by the training providers to gauge the problem solving abilities of the trainees.

(i) Motivational Lectures

The proposed methodology for the training under reference employs motivation as a tool. Hence besides the purely technical content, a trainer is required to include elements of motivation in his/her lecture to inspire the trainees to utilize the training opportunity to the full and strive towards professional excellence. Motivational lectures may also include general topics such as the importance of moral values and civic role & responsibilities as a Pakistani. A motivational lecture should be delivered with enough zeal to produce a deep impact on the trainees. It

may comprise of the following:

- Clear Purpose to convey message to trainees effectively.
- Personal Story to quote as an example to follow.
- Trainees Fit so that the situation is actionable by trainees and not represent a just idealism.
- Ending Points to persuade the trainees on changing themselves.

A good motivational lecture should help drive creativity, curiosity and spark the desire needed for trainees to want to learn more.

Impact of a successful motivational strategy is amongst others commonly visible in increased class participation ratios. It increases the trainees' willingness to be engaged on the practical tasks for longer time without boredom and loss of interest because they can clearly see in their mind's eye where their hard work would take them in short (1-3 years); medium (3 -10 years) and long term (more than 10 years).

This tool is designed for training providers to ensure arrangements for regular well planned motivational lectures as part of a coordinated strategy interspersed throughout the training period as suggested in the weekly lesson plans in this document.

(ii) Success Stories

Another effective way of motivating the trainees is by means of Success Stories. Its inclusion in the weekly lesson plan at regular intervals has been recommended till the end of the training. A success story may be disseminated orally, through a presentation or by means of a video/documentary of someone that has risen to fortune, acclaim, or brilliant achievement. A success story shows how a person achieved his goal through hard work, dedication and devotion. An inspiring success story contains compelling and significant facts articulated clearly and easily comprehensible words. Moreover, it is helpful if it is

assumed that the reader/listener knows nothing of what is being revealed. Optimum impact is created when the story is revealed by the person himself either:

- Directly (in person) or,
- Through an audio/ videotaped message.

It is expected that the training provider would collect relevant high quality success stories for inclusion in the training as suggested in the weekly lesson plan given in this document.

Suggestive structure and sequence of a sample success story and its various shapes can be seen at annexure III.

(iii) Case Studies

Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real life specific problem/situation and to explore the solutions.

In simple terms, the case study method of teaching uses a real life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes class room atmosphere interesting thus maintaining the trainee interest in training till the end of the course.

Depending on suitability to the trade, the weekly lesson plan in this document may suggest case studies to be presented to the trainees. The trainer may adopt a power point presentation or video format for such case studies whichever is deemed suitable but it's important that only those cases are selected that are relevant and of a learning value.

The Trainees should be required and supervised to carefully analyze

	<p>the cases. For the purpose they must be encouraged to inquire and collect specific information / data, actively participate in the discussions and intended solutions of the problem / situation. Case studies can be implemented in the following ways:-</p> <ol style="list-style-type: none"> i. A good quality trade specific documentary (At least 2-3 documentaries must be arranged by the training institute) ii. Health & Safety case studies (2 cases regarding safety and industrial accidents must be arranged by the training institute). iii. Field visits (At least one visit to a trade specific major industry/ parlors must be arranged by the training institute)
Learning Outcome of the Course	<p>The following learning outcomes are expected from the training.</p> <ol style="list-style-type: none"> 1. Pass outs may join any beauty parlor. 2. They can establish their own beauty parlor. 3. They can groom themselves at their home. 4. They can join sectors such as airlines, show business etc, where numerous females work and are essentially required to put on makeup and style hair. 5. They can establish their own training institutions to conduct beauty parlor courses. Currently an institution by the name of Diplex is successfully working along the same lines.
Entry level of trainees	Matric or SSC passed outs preferably females.
Course Execution Plan	Total Duration of Course: 6 Months (26 Weeks)
	Class Hours: 4 Hours per day (06 Days per week)
	Theory: 20% Practical: 80%
	Weekly Hours: 24 Hours Per week
	Total Contact Hours: 600 Hours

Companies Offering Jobs in the respective trade	<ol style="list-style-type: none"> 1: Self Employment 2. Beauty Salons & Parlors 3. They can groom themselves at their home. 4. They can join sectors such as airlines, show business etc. where numerous females work and are essentially required to put on makeup and style hair.
Job Opportunities	<ul style="list-style-type: none"> • Self-Employment. • Beauty Salons Staff. • Media and Showbiz Industry. • Airline Industry. • Fashion Industry
No of Students	25
Learning Place	Classroom / Lab

WEEKLY SCHEDULE OF TRAINING

Scheduled Week	Module Title	Learning Units	Remarks
Week 1	Introduction	<ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No: 3-4) • Application of course • Health & Safety • Job market • First Aid Box Management • Safety Tools Cleaner • Customer Dealing • Institute/Work ethics (For further detail please see Annexure-II at the end) 	
Week 2	Hair Care	<ul style="list-style-type: none"> • Study of Hair • Definition of hair • Study of different textures of hair (dry, oily, normal dandruff) • Cosmetics of hair • Procedure for the use and preparation of shampoos, 3 dyes, oils, creams, and conditioners. • Developers and lotions used for the setting, cutting, perming, straightening of different textures of hair. • Procedure for washing, shampooing and combing the hair. • Success story (For further detail please see Page No: 4-5and Annexure-III at the end) 	
Week 3	Hair Care	<ul style="list-style-type: none"> • Hair dyes <p>Introduction of hair color problems and remedies.</p> <ul style="list-style-type: none"> • Difference between natural and fashion shades. • List of equipment used for hair cutting and styling • Histology of hair • Nutrients required for the • nourishment of hair 	<p style="text-align: center;">Home assignment 1</p> <p style="text-align: center;">Details may be seen in Annexure 1</p>

		<ul style="list-style-type: none"> • Diseases of hair and their remedies through different procedures by using herbal and cosmetic shampoos, oils, conditioners etc • Falling of hair • Dandruff of hair • Whitening of hair • Cosmetics of hair • Use and preparation of shampoos, dyes, oils, creams, conditioners • Developers and lotions used for the setting, cutting, perming, straightening of different textures of hair. • Washing • Shampooing • Combing different textures of hair. • Hair dyes • Introduction of hair coloring problems and their remedies, color removing etc. • Difference between natural and fashion shades. • Hina • Preparation and application of hina • Use of oils and creams. • Hair cutting of different texture and face shapes • Equipment for hair cutting. • Steps • U shape • Round shape • Bob cutting • Soldier cutting • Forward cutting • Sheggy cutting • Hair styling • Roller setting. • Perming. • Straightening. • Histology of hair 	<p>Task 1 Details may be seen on Annexure 2</p>
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		<ul style="list-style-type: none"> • Application of different vitamin capsules on hair • Diseases and defects of hair and their remedies through different procedures by use of herbal and cosmetic shampoos • Falling of hair • Dandruff of hair • Whitening of hair. • Case Study-1 (Health and Hygiene) (For further detail please see Page No: 5-6) 	Home Assignment 2 Details may be seen in Annexure 1
Week 4	Skin Care	<ul style="list-style-type: none"> • Institute/Work ethics (For further detail please see Annexure-II at the end) Study of different kinds of skin (dry, oily, acne, problem skin) through • Herbal • Cosmetic method • Importance of vitamins for the nourishment of the skin Deficiencies of vitamins • Food sources of vitamins (which food source is important for nourishment of skin) • List of equipment required for facial. • Procedure for bleaching, types of bleach used for different types of skins • Preparation and use of different types of oils and creams used for facial. • Procedure and preparation of different types of masks • Procedure for making and applying wax. • Case Study-1 (For further detail please see Page No: 5-6) 	Home Assignment 3 Details may be seen in Annexure 1
Week 5	Skin Care	<ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No: 3-4) • Procedure for applying steam 	

		<ul style="list-style-type: none"> • Advantages of steam for different kinds of skin(Effects and remedies) • Procedure for removal of black and white heads (Effects and remedies) • Cosmetics for skin • Study of different types of creams, oils, scrubs and masks used for different types of skin • Diseases and remedies of skin • Advantages & disadvantages of facial massage • Manicure and pedicure • Importance • Requirement and procedure for manicure and pedicure • List of equipment used in manicure and pedicure. • Health and Hygiene • Sterilize tools and equipment • Observe oral/ personal hygiene • Maintain workplace hygiene • Undertake proper disposal of cosmetic waste/ tool and equipment • First Aid 	<p>Task 3 Details may be seen on Annexure 2</p>
Week 6	Skin Care	<ul style="list-style-type: none"> • Success story (For further detail please see Page No: 4-5 and Annexure-III at the end) • Facial of different kinds of skin (dry, oily, acne, problem skin) through: <ul style="list-style-type: none"> • Herbal • Cosmetic method • Equipment required for facial • Preparing mask • Preparation of essential oils • Bleaching • Threading • Waxing • Eye brows, eye lashes • Steam • Removing black and white heads. • Case Study (For further detail please see Page No: 5-6) 	<p>Home Assignment 4. Details may be seen in Annexure 1</p>

Week 7	Skin Care	<ul style="list-style-type: none"> • Institute/Work ethics (For further detail please see Annexure-II at the end) • Cosmetics of skins • Different types of cream, oils, scrubs and masks used for different types of skin (labels and brands) • Diseases and remedies of skin • Massage of different facial muscles through different methods • Manicure and pedicure procedure • Equipment for manicure and pedicure • Health and Hygiene • Sterilize tools and equipment • Observe oral/ personal hygiene • Maintain workplace hygiene • Undertake proper disposal of cosmetic waste/ tool and equipment • First Aid 	<p>Home Assignment 5 Details may be seen at Annexure 1</p> <p>Task 4 Details may be seen in annexure 2</p> <p>Midterm Exam during 7th week</p>
Week 8	Make Up	<ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No:3-4) • Study of different kinds of skin • Oily • Dry • Normal • Acne • Success story (For further detail please see Page No: 4-5 and Annexure-III at the end) 	
Week 9	Make Up	<ul style="list-style-type: none"> • Types of makeup used for different occasions • Party Make up • Bridal Make up • Model Make up 	<p>Home assignment 6 Details may be seen in Annexure 1</p>

Week 10	Make Up	<ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No:3-4) • Foundation and techniques of makeup <ul style="list-style-type: none"> • Contouring the makeup • Procedure of cleansing the skin before makeup <ul style="list-style-type: none"> • Various cleansing creams and lotions • Cosmetics of makeup Study of different types and brands of makeup used for different kinds of skin (available in market) • List of equipment and tools required for makeup 	Home Assignment 7 Details may be seen on Annexure 1
Week 11	Make Up	<ul style="list-style-type: none"> • Chemistry for cosmetology <ul style="list-style-type: none"> • Basic chemistry elements and symbols • Physical and chemical changes. • Cosmetic for skin • Sterilization 	
Week 12	Make Up	<ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No:3-4) • Salon Planning & Management <ul style="list-style-type: none"> • Planning for proper lay out (Select Salon Furniture, Tools, Equipment & Beauty Products) • Provide Updated Operational Manual • Observe Safety Requirements • Update Knowledge about industry products & equipment 	Home assignment 8 Details may be seen in Annexure 1 Home Assignment 9 Details may be seen in Annexure 1
Week 13	OVERVIEW OF THE PREVIOUS WEEKS & MID TERM EXAMINATION		
Week 14	Contouring & Different Bases	Know shapes principles of contouring	
Week 15	Contouring & Different Bases	<ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No: 4-5) <ul style="list-style-type: none"> • Nose shapes • Face shapes 	

		<ul style="list-style-type: none"> • Neck shapes • Contouring on all these 	
Week 16	Contouring & Different Bases	<ul style="list-style-type: none"> • Stick • Wet cake • Dry cake • Concealer • Different bases use • Case Study-1 (For further detail please see Page No: 5-6) 	
Week 17	Contouring & Different Bases Job Search In Local/National markets.	<ul style="list-style-type: none"> • Loose powder • Pan cake procedure • How to lock the procedure • Success story (For further detail please see Page No: 4-5 and Annexure-III at the end) • Job market & job search • Job related skills. • Interpersonal skills • Communication skills 	
Week 18	Eye makeup Blush on Liner Lipstick CV/Resume Building Skills	<ul style="list-style-type: none"> • Eyes shapes • Parts of eyes • Separate contouring • Motivational Lecture (For further detail please see Page No:3-4) • Session on CV Building. • How to make notable CV. • Dos and Don'ts of CV making 	<ul style="list-style-type: none"> • Task – 5 (Details may be seen at Annexure 2)
Week 19	Eye makeup Blush on Liner Lipstick Entrepreneurial/ Job related skills	<ul style="list-style-type: none"> • Different liners on eyes • Lashes method • Eye brows procedures • Session on Self-Employment • How to start a Business. • Requirements (Capital, Physical etc) • Benefits/Advantages of self-employment 	<ul style="list-style-type: none"> • Task – 5 (Details may be seen at Annexure 2)
Week 20	Eye makeup Blush on Liner Lipstick	<ul style="list-style-type: none"> • Different eye makeup learn and practice • Success story (For further detail please see Page No: 4-5 and Annexure-III at the end) 	

Week 21	Eye makeup Blush on Liner Lipstick	<ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No: 4-5) <ul style="list-style-type: none"> • Eye makeup • Blush on • Liner • Lipstick 	
Week 22	Day makeup Night make up Party makeup Bridal makeup	<ul style="list-style-type: none"> • Day makeup • Party makeup • Night makeup 	
Week 23	Day makeup Night make up Party makeup Bridal makeup	<ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No:3-4) <ul style="list-style-type: none"> • Bridal makeup 	<ul style="list-style-type: none"> • Task – 6 (Details may be seen at Annexure 2)
Week 24	Mock Exercises	<p>In the last part of the course the trainees are expected to be able to:</p> <ul style="list-style-type: none"> • Demonstrate the ability of application of the techniques learned. • Dealing with customers (Booking orders, scheduling, Inviting and regretting customers in case of non-fulfillment of services.) • Be able to compare different products and their advantages and disadvantages. 	
Week 25	Mock Exercises Trainees Profile/catalogue of work done	<p>In order to improve the skills of the trainees, it is recommended that the trainees be divided into teams to play the role of customers and service providers to demonstrate the essential skills of communication and customer services.</p> <p>At the end of the training trainees are required to display their work through catalogues maintained and display their work for the preparation of competitions and final assessment.</p>	

<p>Week 26</p>	<p>Entrepreneurship and Final Assessment</p>	<ul style="list-style-type: none"> • Job Market Searching • Self-employment • Freelancing sites • Introduction • Fundamentals of Business Development • Entrepreneurship • Startup Funding • Business Incubation and Acceleration • Products line and its comparison with competing products. • Business Value Statement • Business Model Canvas • Sales and Marketing Strategies • How to Reach Customers and Engage • Final Assessment 	<p>Final Assessment</p>
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Annexure-I

Home Assignments for Beautician Course

Note: *The following home assignment/tasks are required to be performed multiple times by each trainee/group until sufficient proficiency level is acquired . The trainer is required to determine the number of times the task needs to be repeated by a trainee as per his/her low/medium/high level of skill and proficiency during any stage of the course.*

Hair Care

Assignment 1: Make a list of different types of hair. Also enlist different types of products for each hair types.

Assignment 2: Enlist different hair problems, their remedies and products required. Also compare the products and their utility.

Skin Care:

Assignment 3: Identification of different skins types and complexions.

Assignment 4: Make a complete list of products needed for facial and the process of facial in complete detail step by step.

Assignment 5: Make a list of different skin problems and their remedies along with the products needed. Compare the products for each problem.

Make Up:

Assignment 6: Different types of makeup and the occasion for each type.

Assignment 7: Different range of makeup products (Local and foreign brands)and their comparison.

Salon Planning:

Assignment 8: Setting up of Sample Salon with proper setting and display of all the requisite ingredients.

Assignment 9: Make a list of safety EQUIPMENT and tools used in beauty parlors and salons.

Annexure-II

TASKS FOR BEAUTICIAN

S. No.	Task 1
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Hair Styles and Cutting.



Task 2 Massage and Pedicure



Task 3: MANICURE: Apply Techniques of Manicure



Task 4: Contouring



Task 5 Eye Brow Shapes



Straight



Rounded



Arched



Steep Arch



S-Shaped

WOUND PRETTY

Task6: Full Bridal Makeup



Workplace/Institute Ethics Guide

Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue or value to strengthen character and individual abilities. It is a set of values centered on importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for employee's success:

1. Attendance:

Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.

2. Character:

Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.

3. Team Work:

The ability to get along with others including those you don't necessarily like. The ability to carry your own weight and help others who are struggling. Recognize when to speak up with an ideas and when to compromise by blend ideas together.

4. Appearance:

Dress for success, set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are, can last a life time

5. Attitude:

Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems and procedures in light of changing responsibilities.

6. Productivity:

Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your work; do things the best you know how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

7. Organizational Skills:

Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Takes an appropriate approach to social interactions at work; Maintains focus on work responsibilities.

8. Communication:

Written communication, being able to correctly write reports and memos.
Verbal communications, being able to communicate one on one or to a group.

9. Cooperation:

Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing workplace situations and the application of new or different skills.

10. Respect:

Work hard, work to the best of your ability. Carry out orders, do what's asked the first time. Show respect, accept and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions and suggestions.

Annexure-III

Suggestive Format And Sequence Order Of Success Story

S.No	Key Information	Detail/Description
1.	Self & Family background	<ul style="list-style-type: none"> • Self-introduction • Family background and socio economic status, • Education level and activities involved in • Financial hardships etc
2.	How he came on board NAVTTC Training/ or got trained through any other source	<ul style="list-style-type: none"> • Information about course, apply and selection • Course duration, trade selection • Attendance, active participation, monthly tests, interest in lab work
3.	Post training activities	<ul style="list-style-type: none"> • How job / business (self-employment) was set up • How capital was managed (loan (if any) etc). • Detail of work to share i.e. where is job or business being done; how many people employed (in case of self-employment/ business) • Monthly income or earnings and support to family • Earning a happy life than before
4.	Message to others (under training)	<ul style="list-style-type: none"> • Take the training opportunity seriously • Impose self-discipline and ensure regularity • Make Hard work pays in the end so be always ready for the same.

Note: Success story is a source of motivation for the trainees and can be presented in a number of ways/forms in a NAVTTC skill development course as under: -

1. To call a passed out successful person of institute. He/she will narrate his/her success story to the trainees in his/her own words and meet trainees as well.
2. To see and listen to a recorded video/clip (5 to 7 minutes) showing a successful person Audio video recording that has to cover the above-mentioned points.
3. The teacher displays the picture of a successful trainee (name, trade, institute, organization, job, earning per month etc) and narrates his/her story in teacher's own motivational words.