



SYLLABUS

FOR

TRADE SKILL -I

&

TRADE SKILL-II

Hair & Skin Care

Under

Craft Instructor Training Scheme

Year 2012

Government of India

Ministry of Labour and Employment

Directorate General of Employment and Training

DRAFT PROPOSED REVISED SYLLABUS FOR “Hair & Skin Care TRADE SKILL –I & II”
UNDER THE CRAFTSMEN INSTRUCTOR TRAINING COURSE (MODULAR PATTERN)

GENERAL INFORMATION

1. Duration of Training : 3 months for each Module
2. No. of Seats : 20
3. Entry Qualification : 1. 10th passed 2. Passed Hair and Skin Care/ Beauty Culture one year NCVT Course.
4. Course Objectives : The objective of this course is to impart training in advanced areas of Beauty Culture. So that they are able to seek one of the following modes of employment.
 - a) Beauty Consultant
 - b) Vocational Instructor .
 - c) Product Educator .
 - d) Make-up Artist.
 - e) To work as Product Educator.
 - f) Aesthetician
 - g) Cosmetologist.
 - h) Spa Therapists.
 - i) Nail Artist.
 - j) Free Lancer.
 - k)Marketing Manager.
5. Space Required
Hair Dressing Lab – 50 Sq mt
Beauty Therapy Lab– 70 Sq mt
Yoga & Slimming Lab–50 Sq mt
Theory Room– 50 Sq mt
6. Power required 15 KW
7. Qualification of Trainer
Academic– i)10th with Science
ii) Graduation in any Stream
Technical–Two year Diploma in relevant field from any Govt. Institute with CITS.
8. Experience Four Years teaching/Industrial experience post qualification .

9. Training Methodology : The training in each Module shall consist of
- a) Lecture
 - b) Practical
 - c) Reference Books
 - d) Market Surveys (Minimum Three Days)
 - d) Field Visits (Minimum two days)
10. Trainee Exit Level : On completion of Training the Trainees are expected to be able to :
- a. Manage Saloon with latest Equipments and Technology
 - b. Treat different types of skin with different types of facial.
 - c. Accentuate good features and hide out bad features by corrective Make-up with the help of computer.
 - d. Run Slimming Centres with latest Gadgets.
 - e. To give high fashion look to hair by Perming, Straightening & Lightening.
 - f. Cut and Set hair in different latest styles.

NOTE:-

1. NCVT Certificate in Crafts Instructor Course will be awarded after successful completion with in three years of registration of all modules of the trade concerned namely Trade Skill - I, Trade Skill - II and, Module-III Vocational Science and Calculation ,Module-IV Training Methodology.

Marking Scheme

Trade Skill – I				
Duration : 3 months		Max.M	Pass Marks	Duration of Examination
1.	Theory	75	45	3 hrs
	Sessional	15	9	-
2.	Practical	175	105	8 hrs
	Sessional	35	21	-
C.	Sub-Total	300	180	-
Trade Skill –II				
Duration – 3 months				
3.	Theory	75	45	3 hrs
	Sessional	15	9	-
4.	Practical	175	105	8 hrs
	Sessional	35	21	-
	Sub-Total	300	180	

TRADE SKILL-1

DURATION -3 MONTHS 13 WKS ---520 HRS

Lesson 01 Orientation		
Week No.	Theory	Practical
1	<ol style="list-style-type: none">1. Functions of Skin & Plain facial2. Technical Terms related to hair & their definitions3. Make-Up(knowledge of material implements and equipments ,Types of Make-Up).4. Scalp Massage .	<p>Manicure /Pedicure/Facial/ Eyebrow shaping /waxing /bleaching</p> <p>Practice of Rolls, Buns & Basic Hair styles. Practice in different types of Make-up Practice in Scalp Massage, Shampooing & Rinsing .</p>

Lesson 02. Yoga & Simming		
Week No. 3	Theory	Practical
	<ol style="list-style-type: none">1. Treating Different Ailments through Yoga Asanas .2. Asanas for correction of Nabhi.3. Use benefits ,operations and precautions of slimming gadgets (sauna bath, steam bath , tread mill , stepper ,twister, exercycle,	<ol style="list-style-type: none">1. Practice of different yoga asanas for curing different ailments2. Practice of four asanas for curing displaced Nabhi .3. Practice in

	vibratory belt , Abdomen bench , Rowing machine ,Multistation gym unit.	operating different slimming gadgets. 4. Visits to different slimming centers .
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Lesson 03 Disorders of the Skin		
Week No. 2	Theory	Practical
	<ol style="list-style-type: none"> 1. Common dermatological terms with definition 2. Common skin conditions. <ol style="list-style-type: none"> a) Disorders of Sebaceous Glands. b) Disorders of Sudoriferous Glands c) Cosmetic Allergy d) Pigmentation. 	<ol style="list-style-type: none"> 1. Client consultation. 2. Skin Analysis. 3. Client record card. 4. Use of different skin testing equipments.

Lesson 04. Facials with aid of machine		
Week No. 4&5	Theory	Practical
	Facials for different types of skin(aging , mature, acne, hyper pigmentation and couperose skin etc.) with aid of Machines(Galvanic, vacuum suction, Exfoliation, Epideramabrasion, Ultrasonic, procedures of different facials).	Use of different latest machines in giving different facial treatments .

Lesson05 Make-Up (Professional Make-Up)		
Week No. 7 & 8	Theory	Practical
	Professional Make-up techniques: <ol style="list-style-type: none"> 1. Corrective make-up & facial balance harmony, 2. Effect of lights and its importance in Make-Up. 	Practice in giving corrective make-up for different facial shapes and features manually and with the help of computer.

Lesson No. 6 Hair Disorders and Hair Spa		
Week No.	Theory	Practical
06	<ol style="list-style-type: none"> 1. Hair fall 2. Itching Scalp 3. Damaged hair 4. Hair spa for these problems 	Practice in giving Hair spa , Use of High frequency , Head Steamer ,Vibrator, infra-redlamp, micro- mistozone machine .

Lesson 07Nail Technology		
Week No. 12	Theory	Practical
	<ol style="list-style-type: none"> 1. Spa Manicure 2. Nail Tips 	<ol style="list-style-type: none"> 1. Practice in Spa Manicure 2. Practice in Applying Nail tips 3. Nail Art

Lesson 08 Special effects of lightening		
Week No. 11	Theory	Practical
	<ol style="list-style-type: none"> 1. Update the knowledge of Level and tone 2. Types of highlighting procedure. 	Practice in different types of highlighting

Lesson 09 Advance Hair Styling & Cuttings		
Week No. 09&10	Theory	Practical
	<ol style="list-style-type: none"> 1. Knowledge about Hair styling. 2. Points to consider while creating new Hair styles for different characters. 3. Precision Hair cutting . 4. Elevation . 5. Procedure of Hair cuts(Layer ,Wedge cut ,Mushroom cut, Reverse Graduation & Natural graduation) 	<ol style="list-style-type: none"> 1. Practice in Evening Hair Style Ramp Hair Style ,Styling on artificial aids and party hair style. 2. Practice in giving different types of Hair cuts .

Week No. 13	Revision and Examination
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TRADE SKILL-II**DURATION -****3 MONTHS 13 WKS 520 HRS**

Lesson No.01 Yoga & Slimming		
Week No.	Theory	Practical
1		
	<ol style="list-style-type: none">1. Body Composition analysis.2. Knowledge of different Mudras and Chakras.3. Different types Pranayams .	Practice in different types of Pranayams.

Lesson 02 Brief Knowledge of Metallic Facial ,Serum Facial , Aroma therapy and Skin Polishing		
Week No. 2	Theory	Practical
	<p>Brief Knowledge of :-</p> <ol style="list-style-type: none">1. Metallic Facial2. Serum Facial3. Aroma Facial4. Skin Polishing5. Laser	Practice in giving Facial treatments with therapies related to Metallic , Serum ,Aroma and skin polishing. Visit to Laser Clinic .

Lesson No.3 Spa Treatments		
Week No. 03& 04	Theory	Practical
	<ol style="list-style-type: none"> 1. Body Massage <ol style="list-style-type: none"> a) Manipulations b) Procedure c) Effects of Massage 2. Body treatment principles . 3. Techniques for body treatment . 	<ol style="list-style-type: none"> 1. Practice in body Massage 2. Practice in giving body Wraps 3. Visits to different salons

Lesson 04. Nail Technology		
Week No. 05	Theory	Practical
	<ol style="list-style-type: none"> 1. Gel Nails 2. Acrylic Nails 3. Nail Art 	Practice in applying gel nails ,acrylic nails,fill-ins & nail art.

Lesson 05. Professional Make-up

Week No. 06 & 07	Theory	Practical
	<ol style="list-style-type: none">1. Media make-Up(T.V., Model, Fantasy and Air Brush Make-up).	<ol style="list-style-type: none">1. Practice in giving Media Make-up (T.V, Model & Fantasy)2. Practice in giving Air Brush Make-up.

Lesson No. 06 Special Perming Effects & Styling

Week No. 08&09	Theory	Practical
	<ol style="list-style-type: none">1. Types of Permanent waves & winding techniques.2. Safety Precautions3. Permanent waving Procedures.	<ol style="list-style-type: none">1. Practice in different waving procedures for different effects with different perming equipments.2. Practice in giving different styling effects.

Lesson No. 07. Chemical Straightening		
Week No. 10	Theory	Practical
	1. Meaning and Principles of Chemical Hair Relaxers 2. Preparation and Procedure 3. Record Card and Client History 4. Safety Precautions	Practice in giving Chemical Straightening

Lesson No. 8 Hair Extension		
Week No. 11	Theory	Practical
	1. Types of attaching Hair extension 2. Precautions 3. Procedure of different methods for attaching extensions.	Practice in attaching Hair extension .

Lesson 09. Herbal Cosmetic

Week No.	Theory	Practical
12	Common Herbs and plants their extraction Measurements, physical characteristics and functions of different cosmetics Knowledge of pH	Preparation of Packs, Masks, Wax, Shampoos, Conditioners, Rinses , hand lotions scrubs cleanser, hair packs and body wraps .

Week No. 13	Revision & Examination
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Note:

- 1. In this field of Beauty Culture & Hair dressing rapid changes are being noticed and as such frequent Modernization of equipments and technologies is necessary.***
- 2. Training Programme of Staff should be organized in the new fields added in the curriculum for the proper implementation of the same.***
- 3. Experts from the Industry may be called for special lectures and demo's as and when required***

STANDARD LIST OF TOOLS AND EQUIPMENTS TRADE SKILL-I & II

Trainees personal kit		
1.	Pack & Bleach brush	01 No.
2.	Nail Brush	01 No.
3.	Head band	01 No.
4.	Eye lash curler	01 No.
5.	Manicure set	01 No.
6.	Cuticle cutter	01 No.
7.	Pedicure set	01 No.
8.	Wax applicator	01 No.
9.	Spray Bottle	01 No.
10.	Small Bowls	02 No.
11.	Make-up brush set	01 No.
12.	Make-up sponge	01 No.
13.	Artificial Eye lash set	01 No.
14.	Black head remover	01 No.
15.	Towels	As per requirement.
16.	Dye brush	01 No.
17.	Gloves	01 No.
18.	Cutting Sheet	01 No.
19.	Hair cutting scissor	01 No.
20.	Setting Clips	As required
21.	Bob pins	As required
22.	Jura pins	As required

23.	Open teeth comb	01 No.
24.	Styling Comb	01 No.
25.	Tail Comb	01 No.
26.	Switch stand	01 No.
27.	Plain switch	01 No.
28.	Swiggle	01 No.
29.	Plaits	01 No.
30.	Razor Comb	01 No.
31.	Hair Accessories	As per requirement

TOOLS & EQUIPMENTS

Sr.No	Description (Name	Quantity
1.	Tray	20 No.
2.	Manicure Bowls/ Pedicure Tubs	20 No.each
3.	Vibro Massagers	4No.
4.	Wax Heater with Thermostat with double bowl	06 No.
5.	Manicure Tables with lamps	6 No.
6.	Stools for Manicure	20 No.
7.	Complete facial Machine Latest	03 No.
8.	Wood lamp	04No.
9.	Vapozone Electronic	02 No.
10.	Micro Crystal Abrasions	02 No.
11.	UV Sterlizer	04No
12.	Vacumsuck for Black Heads	02 No.
13.	Facial beds	06No.
14.	Hot plate	02No.
15.	Heater	02 No.
16.	Heat Convector	02 No.
17.	Air Conditioner Split 2 ton with Stabilizer	02No. each Lab.
18.	Mirror Panel	20 No.
19.	Saloon Chairs	12 No.
20.	Hot Towel Cabinet	02 No.
21.	Refrigerator	02 No.
22.	Faculty Table Chair	02 No.
23.	Manicure Trolley	06 No.
24.	Facial Trolley	06 No.
25.	Make-up colour mixing plate	04 No.
26.	Equipment Trolley	06 No.
27.	Ultra Sonic (Skin Scrubber)	02 No.
28.	Professional Massager	02 No.

29.	Muscle Stimulator	02 No.
30.	Air Brush machine	02 No.
31.	Nail Piercing Machine	02 No.
32.	Geysers 25lts	02 No. each
33.	Immersion Rod 1500 wts	04 No.
34.	Pedistation	06 No.
35.	UV lamps 36w with timer for nails	06 No.
36.	Computer (latest) with internet & webcam .	04 No.
37.	Wash Units (Basins)	04 No.
38.	Galvanic	02 No.
39.	Laser Printer with photocopier & scanner	02 No.
40.	Almirah	06 No.
41.	Display Board	06 No.
42.	Skin and Hair analyzer with USB	02 No.
43.	Lap top with internet facility for faculty	02 No.
44.	Computer Table	04 No.
45.	Equipment Table	02 No.
46.	Blanket	As per requirement
47.	Software related to Make-Up	Latest
48.	Hair Rollers (small, Medium, and large)	12dz. each
49.	Perming Rollers (Ladder perm, star perm, chopsticks, wood perm, circle rod,)	12dz. each
50.	Ringlette Rollers (small, Medium, and large)	12dz. each
51.	Plain Bun	20 No.
52.	Hair clipper Mechanical	12 No.
53.	Blunt Razor +with shaving Blade	12 No.
54.	Cutting Scissor	12 No.

55.	Thinning Scissor	12 No.
56.	Hair dusting soft brush	12 No.
57.	Wigs with skin parting/woven on net	12 No.
58.	Hair Extension Kits (Temporary) may purchased as required after two years	20 No.
59.	Neck Tray	12 No.
60.	Dye Bowl	12 No.
61.	Colour Scale	02 No.
62.	Crimping Tongue	6No.
63.	Curling Rod	6 No.
64.	Pedestal Hood hair dryer	3 No.
65.	Hand Hair Dryer Heavy duty	12 No.
66.	Hair Clipper Electrical	6 No.
67.	Diffuser	6 No.
68.	Scalp Steamer electronic	2 No.
69.	Electric roller Set(20 rollers in 3 sizes)	3 No.
70.	Shampoo station with chair	4 No.
71.	Dummy Head on stand with slip on	20 No.
72.	Front wash basin	4 No.
73.	Infra Red Lamp	4 No.
74.	Sterilizing Unit Wet	2 No.
75.	Sterilizing Unit Dry	2 No.
76.	Dressing Out chairs	20 No.
77.	Trollies	12 No.
78.	Student Lockers with 12 cabinets	04No.
79.	Ceramic Hair Flatron	06 No.
80.	Digital Perming Machine	02No.
81.	Saloon Chairs	12 No.
82.	Curtains for Lab.	As per requirement
83.	Back View Mirror	12 No.
84.	Clamozone	01 No
85.	Ozone Hair Micromist	02 No.

86.	Hair Curler Set	01 No.
87.	Scissor Bag	01 No.
88.	Razor comb	06 No.
89.	Software related to cutting colouring perming & straightening	latest

Hair & Skin Care

YOGA & SLIMMING LAB.

Sr.No	Description (Name	Quantity
1.	Tummy trimmer	01 No.
2.	Health Walker latest	01 No.
3.	Professional Massager	02 No.
4.	Tummy Rollers	01 No.
5.	Vibratory Belt	01 No.
6.	Butterfly Machine	01 No.
7.	Leg Extension	01 No.
8.	Abdominal Board	01 No.
9.	Multy Station Gymnastic Unit	01 No.
10.	Rowing Machine	01 No.
11.	Abdominal Board	01 No.
12.	Sauna Unit	01 No.
13.	Steam Unit	01 No.
14.	Durry (full size)	01 No.
15.	Leg massager	01 No.
16.	Weighing Machine with Height & fat Measurement	02 No.
17.	Stepper	01 No.
18.	Music system Latest	01 No.
19.	Teacher's table	01 No.
20.	Teacher's Chair	01 No.
21.	Spa Bed	02 No.
22.	Yoga Matts	20 No.

COSMETIC LAB

S.No.	Description (Name)	Quantity
LABORATORY OUTFIT		
1.	Hot Plate	02 No
2.	Test Tube Holder	12 No.
3.	Pestal and mortar	12 No.
4.	Bensum Burner	12 No.
5.	Industrial Thermometer	12 No.
6.	Table with rack for bottles and experiments	To accommodate 20 trainees
7.	Ceramic Basin attached to the table	04 No.
8.	Water tap fitting on the basin	04 No.
9.	Measuring cylinder glass	12 No.
10.	Measuring cylinder plastic	12 No.
11.	Funnel Plastic	20 No.
12.	Weighing/Dispensing balance	04 No.
13.	Weight Box	03 No.
14.	Boiler copper (Double boiling)	04 No.
15.	Tripod stand	12 No.
16.	Wire mesh	20 No.
17.	Sieving set electrical	20 No.
18.	Fitter Press	01 No.
19.	Dry Miner	01 No.
20.	Wet Miner	01 No.
21.	Emulsifier/Wet Grinder	01 No.
22.	Heater	02 No.
23.	Reagent Bottles	50 No.
24.	Faculty Table	01 No.
25.	Faculty Chair	01 No.

Theory Room

Sl. No.	Name of the Tools/Equipment	Quantity
01	Single desks for trainees with arrangements of keeping Books etc.	20
02	Revolving Chairs without arms	20
03	Faculty Table & Chair set	01
04	Computer set with UPS (Latest Version)	01
05	Interactive multimedia Board with accessories (Latest)	01
06	LCD projector	01
08	White Magnetic Board with Felt board & accessories	01
09	Display Board	02
10	Storage Almirah	01
11	Multi user storage racks	01
12	Book Shelf	01
13	Air Conditioner Unit split 2 Ton capacity with Stabilizer	01

LIST OF TRADE COMMITTEE MEMBERS

S.NO.	NAME OF THE MEMBERS	DESIGNATION
1.	Ms. Upma Bhatia, Chairperson	Jt. Director/Principal NVTI
2.	Mr. R.N. Bandyopadhaya	Jt. Director of Training, DGE&T
3.	Ms. Alka Sharma	Deputy Dir. of Training, DGE&T
4.	Ms. Savita Sharma	Lecturer, Maharani Bagh Polytechnic
5.	Ms. Bharti Taneja	Aesthetician
6.	Mr. Balraj	Director, Alps Academy
7.	Mr. Arjun Singh	Academic Manager, HABIBS
8.	Ms. Divya Dahiya	Beautician/ Editor Diva & Diva
9.	Ms. Gunjan Gaur	Alps Beauty Clinic
10.	Ms. Nataliya Raina	Nail Technician, Ranara nails
11.	Mr. Deepak	Hair Express (Saloon)
12.	Ms. Sunita Bhat	Training Officer, NVTI Noida
13.	Ms Mahima Totala	Training Officer, RVTI Jaipur
14.	Ms. Archana Singh	Training Officer, NVTI Noida
15.	Ms. Laxmi singha	Training Officer, RVTI Jaipur
16.	Ms. Tanu Shri	Training Officer, RVTI Panipat
17.	Ms. Kanika	Training Officer, RVTI Panipat
18.	Ms. Ruchi Chamoli	JTA/VI, NVTI Noida