

CURRICULUM

FOR THE TRADE OF

HAIR & SKIN CARER

UNDER

APPRENTICESHIP TRAINING SCHEME



Government of India

GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING

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1. LTA school of beauty, Mumbai
2. Sahiba salon academy
3. VLCC, health care ltd.
4. Blossom Kochhar creative art & design

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Co-ordinator for the course: Ms Sunita Bhat and Ms Ruchi Chamoli

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2. BACKGROUND

1.1 Apprenticeship Training Scheme under Apprentice Act 1961

The Apprentices Act, 1961 was enacted with the objective of regulating the programme of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Act makes it obligatory for employers in specified industries to engage apprentices in designated trades to impart Apprenticeship Training on the job in industry to school leavers and person having National Trade Certificate (ITI pass-outs) issued by National Council for Vocational Training (NCVT) to develop skilled manpower for the industry. There are four categories of apprentices namely; **trade apprentice, graduate, technician and technician (vocational) apprentices**.

Qualifications and period of apprenticeship training of **trade apprentices** vary from trade to trade. The apprenticeship training for trade apprentices consists of basic training followed by practical training. At the end of the training, the apprentices are required to appear in a trade test conducted by NCVT and those successful in the trade tests are awarded the National Apprenticeship Certificate.

The period of apprenticeship training for graduate (engineers), technician (diploma holders and technician (vocational) apprentices is one year. Certificates are awarded on completion of training by the Department of Education, Ministry of Human Resource Development.

1.2 Changes in Industrial Scenario

Recently we have seen huge changes in the Indian industry. The Indian Industry registered an impressive growth during the last decade and half. The number of industries in India have increased manifold in the last fifteen years especially in services and manufacturing sectors. It has been realized that India would become a prosperous and a modern state by raising skill levels, including by engaging a larger proportion of apprentices, will be critical to success; as will stronger collaboration between industry and the trainees to ensure the supply of skilled workforce and drive development through employment. Various initiatives to build up an adequate infrastructure for rapid industrialization and improve the industrial scenario in India have been taken.

1.3 Reformation

The Apprentices Act, 1961 has been amended and brought into effect from 22nd December, 2014 to make it more responsive to industry and youth. Key amendments are as given below:

- Prescription of number of apprentices to be engaged at establishment level instead of trade-wise.
- Establishment can also engage apprentices in optional trades which are not designated, with the discretion of entry level qualification and syllabus.
- Scope has been extended also to non-engineering occupations.
- Establishments have been permitted to outsource basic training in an institute of their choice.
- The burden of compliance on industry has been reduced significantly.

3. RATIONALE

(Need for Apprenticeship in HAIR AND SKIN CARE trade)

1. The greater degree of relevance of the training with latest advancements of the industry will enhance the employability opportunities.
2. Ability to use latest tool & equipments and their different techniques.
3. Acquire knowledge of hair, skin, Nail structure and identify hair, scalp, Skin & Nail condition.
4. Ability to select and use latest products suitable for the client hair, scalp and skin condition.
5. Ability to understand the factors that influence hair cutting services.
6. Ability to identify contraindications related to hair chemical services.
7. Exposure to regulations, use of work equipment, control of substances hazardous to health.
8. Exposure to sterilize and disinfect equipment/tools.
9. Ability to manage client expectations.
10. Able to communicate and behave in a professional manner when dealing with clients.
11. Able to provide after care advice for clients.
12. Exposure to facial treatments to improve skin condition.
13. Ability to carry out basic epilation services to suit client requirements.
14. Ability to understand different make-up application according to different facial shapes & age.

4. JOB ROLES: REFERENCE NCO

Brief description of Job roles:

A Cosmetologist job role provides various types of beauty services, aware of the Beauty therapy, Health and hygiene, Safety & needs to be knowledgeable about beauty products. They must be able to perform Basic Epilation, Manicure, Pedicure, Facial Treatments, Haircuts, Hair Styles, Hair Coloring, Straightening, Rebinding & Hair treatments. They are also able to demonstrate different types of makeup & basic corrective makeup. A cosmetologist must be able to perform and demonstrate Yogasana & Meditation in order to remain fit & active for long working hours as they have to work under pressure, be polite & patient. & recommend the asana to clients having common ailments. Demonstrate the operation of Beauty & Hair Equipments.

Plan and organize assigned work and detect & resolve issues during execution. Demonstrate possible solutions and agree tasks within the team. Communicate with required clarity and understand technical English. Sensitive to environment, self-learning and productivity.

Reference NCO:

5. GENERAL INFORMATION

1. Name of the Trade : HAIR & SKIN CARER

2. N.C.O. Code No. : 560.30

3. Duration of Apprenticeship Training

(Basic Training + Practical Training): 15 Months

4. Duration of Basic Training: -

Block –I: 3 months

Total duration of Basic Training: 3 months

5. Duration of Practical Training (On -job Training): -

Block–I: 12 months

Total duration of Practical Training: 12 months

6. Entry Qualification : Passed 10th class

7. **Selection of Apprentices:** The apprentices will be selected as per Apprentices Act amended time to time.

8. **Rebate for ITI passed trainees** : i)(03 Months) Basic Training for Passed out one year CTS in the Trade of Basic Cosmetology

Note: Industry may impart training as per above time schedule, however this is not fixed. The industry may adjust the duration of training considering the fact that all the components under the syllabus must be covered. However the flexibility should be given keeping in view that no safety aspect is compromised and duration of industry training to be remain as 1 year.

6. COURSE STRUCTURE

Training duration details: -

Time (in months)	1-3	4-15
Basic Training	Block-I	-----
Practical Training (On - job training)	----	Block - I

Components of Training	Duration of Training in Months														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Basic Training Block - I															
Practical Training Block - I															

7. SYLLABUS
7.1 BASIC TRAINING
(BLOCK – I)
DURATION: 03MONTHS

GENERAL INFORMATION

- 1) **Name of the Trade** : **HAIR & SKIN CARER**
- 2) **Hours of Instruction** : 500Hrs.
- 3) **Batch size** : 20
- 4) **Power Norms** : 6 KW for Workshop
- 5) **Space Norms** : 70 Sq.m.
- 6) **Examination** : The internal assessment will be held on completion of the Block.
- 7) **Instructor Qualification** :

i) Degree/Diploma in **Beauty culture or Cosmetology** from recognized university/Board with one/two year post qualification experience respectively in the relevant field.

OR

ii) NTC/NAC in the trade of **Basic Cosmetology/Hair and Skin Care** with three year post qualification experience in the relevant field.

Preference will be given to a candidate with Craft Instructor Certificate (CIC)

- 8) **Tools & Equipments required** : - As per Annexure – I

7.1 DETAIL SYLLABUS OF BASIC TRAINING

7.1.1DETAIL SYLLABUS OF PROFESSIONAL SKILLS & PROFESSIONAL KNOWLEDGE

Block –I Basic Training

Week No.	Professional Skills	Professional Knowledge
01 Week	Develop good appearance and behavior, practice, tasks as per industry standard and express good communication skill.	<ol style="list-style-type: none"> 1. Read and interpret information accurately. 2. Use gestures or simple words to communicate where language barriers exist. 3. Display positive body language. 4. Display courteous and helpful behavior at all times. 5. Speak and understand Basic English. 6. Use of different types of communication techniques. 7. Maintain good health and personal hygiene 8. Comply with high standards of grooming and personal behavior.
02 days	Prepare and maintain work area and maintain health and safety at the work place.	<ol style="list-style-type: none"> 1. Select suitable material and equipment for salon cleaning 2. Place all the material in the trolley and set up it as per requirement. 3. Carry out appropriate sterilizer and disinfection for tools and place the sterilized and disinfectant tools on a disinfected tray as per standard operating process. 4. Dispose waste material safely & correctly. 5. Follow manufacturer's instructions when mixing and using chemicals. 6. Check and clean equipments according to salon procedure. 7. Identify different types of sterilizing and disinfecting equipments / products available & their correct usage. 8. Check necessary environmental condition for the treatment including (heating, lighting, ventilation&

		comfort).
02 Week	Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle	<ol style="list-style-type: none"> 1. Carry out the process using the tools & material (Hot wax, cold wax, strips etc.) 2. Check the client expectation prior and clarify doubts, if any. 3. Prepare the client for hair removal 4. Apply the correct pre wax product prior to waxing. 5. Apply the wax and remove correctly based on manufacture instructions. 6. Stop the waxing treatment and providing relevant advice if contra action occurs. 7. Providing clear instructions to the client on how & when to support their skin throughout the threading service. 8. Check if allergy test is done before starting the bleaching service. 9. Monitor for contra-actions related to treatment & follow preventive measures. 10. Clean the treated area and use suitable soothing product. 11. Provide specific after process advice to the client.
02 Week	Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate between and identify nail disease nail disorders.	<ol style="list-style-type: none"> 1. Prepare the client & trolley for service. 2. Analyze the hand & feet, fill the record card. 3. Select right products/materials and arrange the trolley. 4. Identify basic hand tools (Nail file, cuticle cleaner and buffer, Nail cutter, nail cleaner) and their use. 5. Adjust the positioning of the client to ensure easy process and minimal injury. 6. Clean and dry the hand/feet of client as a part of preparation. 7. Apply cuticle softener product during the cuticle cutting process and ensure no damage to the cuticle and nail plate. 8. Remove any excessive hard skin using foot scrape among without

		<p>discomfort to the client.</p> <ol style="list-style-type: none"> 9. Use massage technique according to clients need. 10. Apply suitable base coat /nail polish & top coat relevant to the clients need. 11. Clean the treated area and use suitable soothing product. 12. Provide specific after process advice to the client.
02 Week	Carry out facial treatments for common skin problems. Illustrate and explain skin structure.	<ol style="list-style-type: none"> 1. Identify the equipment, material & tools used in facial. 2. Make the importance of client comfort and modesty. 3. Analyze the Skin and fill the record card. 4. Prepare the client & trolley for service. 5. Cleanse & exfoliate the skin. 6. Appropriate massage movements and pressure to suit the client's skin. 7. Demonstrate correct method of application and removal of the specific mask. 8. Select after care products and apply correctly. 9. Work station clean and tidy in completion of treatment.
01 Week	Carry out hair treatment for common hair problems. Illustrate and explain structure of hair.	<ol style="list-style-type: none"> 1. Identify different types of hair, 2. Comply with health and safety standard and process laid out by manufacturer. 3. Analyze the hair and scalp. 4. Prepare the client and trolley for service 5. Use hair oil on scalp and give the massage movement. 6. After completion of the massage, steam the scalp for 5 to 10 min. 7. Use of shampoo according to the hair. 8. Use conditioning products to needs of the client hair. 9. Monitor time and development of the conditioning product. 10. Remove conditioning product and excess water from the hair. 11. Clean the treated area and use suitable soothing product.

		12. Provide specific after process advice to the client
02 Week	Create basic haircuts using special cutting techniques.	<ol style="list-style-type: none"> 1. Carry out client consultation procedure. 2. Identify tools and equipments and their use. 3. Carry out hair analysis and check hair density, texture and growth. 4. Prepare the client and trolley for hair cutting. 5. Use tools & equipments effectively to achieve the required result. 6. Select suitable equipments and material such as (Hair brushes, dryer etc.) required for the service. 7. Carry out sectioning for blow drying. 8. Make out each section of hair, starting at the bottom, work upward, using the angles of cuts to achieve desired effects. 9. Check the client on satisfaction with the finish result. 10. Provide specific after process advice to the client
02 Week	Demonstrate basic yogic exercises for stamina building and correcting body posture	<ol style="list-style-type: none"> 1. Ensure health condition is fit for practicing yoga. 2. Follow specific sequence. 3. Wear clean & loose clothes while performing yoga. 4. Proceed slowly and carefully. 5. Avoid force or strain. 6. Relax briefly between each practice. 7. Yoga must be practiced on suitable yoga mats. 8. Remove spectacles, watches or any jewellery. 9. Always breathe through the nose both in & out, unless specified otherwise. 10. Avoid practice of any yoga technique under the influence of alcohol or mind altering drugs. 11. Check awareness.
Internal Assessment 03days		

7.1.2EMPLOYABILITY SKILLS

GENERAL INFORMATION

- 1) **Name of the subject** : **EMPLOYABILITY SKILLS**
- 2) **Applicability** : **ATS- Mandatory for fresher only**
- 3) **Hours of Instruction** : **110Hrs.**
- 4) **Examination** : **The examination will be held at the end of two years Training by NCVT.**
- 5) **Instructor Qualification** :

i)MBA/BBA with two years experience or graduate in sociology/social welfare/Economics with two years experience and trained in Employability skill from DGET Institute.

And

Must have studied in English/Communication Skill and Basic Computer at 12th /diploma level

OR

ii) Existing Social Study Instructor duly trained in Employability Skill from DGET Institute.

7.1.2.1 SYLLABUS OF EMPLOYABILITY SKILLS

A. Block – I Basic Training

Topic No.	Topic	Duration (in hours)
	English Literacy	15
1	Pronunciation : Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)	
2	Functional Grammar Transformation of sentences, Voice change, Change of tense, Spellings.	
3	Reading Reading and understanding simple sentences about self , work and environment	
4	Writing Construction of simple sentences Writing simple English	
5	Speaking/ Spoken English Speaking with preparation on self, on family, on friends/ classmates, on know, picture reading gain confidence through role-playing and discussions on current happening job description, asking about someone's job habitual actions. Cardinal (fundamental) numbers ordinal numbers. Taking messages, passing messages on and filling in message forms Greeting and introductions office hospitality, Resumes or curriculum vita essential parts, letters of application reference to previous communication.	
	I.T. Literacy	15
1	Basics of Computer Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.	
2	Computer Operating System Basics of Operating System, WINDOWS, The user interface of Windows OS, Create, Copy, Move and delete Files and Folders, Use of External memory like pen drive, CD, DVD etc, Use of Common applications.	
3	Word processing and Worksheet Basic operating of Word Processing, Creating, opening and closing Documents, use of shortcuts, Creating and Editing of Text, Formatting the Text, Insertion & creation of Tables. Printing document. Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets	

4.	Computer Networking and INTERNET Basic of computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet (Network of Networks), Meaning of World Wide Web (WWW), Web Browser, Web Site, Web page and Search Engines. Accessing the Internet using Web Browser, Downloading and Printing Web Pages, Opening an email account and use of email. Social media sites and its implication. Information Security and antivirus tools, Do's and Don'ts in Information Security, Awareness of IT - ACT, types of cyber crimes.	
	Communication Skill	25
1	Introduction to Communication Skills Communication and its importance Principles of Effective communication Types of communication - verbal, non verbal, written, email, talking on phone. Non verbal communication -characteristics, components-Para-language Body - language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort. Case study/Exercise	
2	Listening Skills Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active Listening Skills.	
3	Motivational Training Characteristics Essential to Achieving Success The Power of Positive Attitude Self awareness Importance of Commitment Ethics and Values Ways to Motivate Oneself Personal Goal setting and Employability Planning. Case study/Exercise	
4	Facing Interviews Manners, Etiquettes, Dress code for an interview Do's & Don'ts for an interview	
5	Behavioral Skills Organizational Behavior Problem Solving Confidence Building Attitude Decision making Case study/Exercise	

	Entrepreneurship skill	15
1	Concept of Entrepreneurship Entrepreneurship- Entrepreneurship - Enterprises:-Conceptual issue Entrepreneurship vs. Management, Entrepreneurial motivation. Performance & Record, Role & Function of entrepreneurs in relation to the enterprise & relation to the economy, Source of business ideas, Entrepreneurial opportunities, The process of setting up a business.	
2	Project Preparation & Marketing analysis Qualities of a good Entrepreneur, SWOT and Risk Analysis. Concept & application of Product Life Cycle (PLC), Sales & distribution Management. Different Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.	
3	Institutions Support Preparation of Project. Role of Various Schemes and Institutes for self- employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non financing support agencies to familiarizes with the Policies /Programmes& procedure & the available scheme.	
4	Investment Procurement Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure - Loan procurement - Banking Processes.	
	Productivity	10
1	Productivity Definition, Necessity, Meaning of GDP.	
2	Affecting Factors Skills, Working Aids, Automation, Environment, Motivation How improves or slows down.	
3	Comparison with developed countries Comparative productivity in developed countries (viz. Germany, Japan and Australia) in selected industries e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.	
4	Personal Finance Management Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.	
	Occupational Safety, Health & Environment Education	15
1	Safety & Health Introduction to Occupational Safety and Health importance of safety and health at workplace.	
2	Occupational Hazards Basic Hazards, Chemical Hazards, Vibro-acoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.	
3	Accident & safety Basic principles for protective equipment. Accident Prevention techniques - control of accidents and safety measures.	

4	First Aid Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person	
5	Basic Provisions Idea of basic provision of safety, health, welfare under legislation of India.	
6	Ecosystem Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.	
7	Pollution Pollution and pollutants including liquid, gaseous, solid and hazardous waste.	
8	Energy Conservation Conservation of Energy, re-use and recycle.	
9	Global warming Global warming, climate change and Ozone layer depletion.	
10	Ground Water Hydrological cycle, ground and surface water, Conservation and Harvesting of water	
11	Environment Right attitude towards environment, Maintenance of in-house environment	
	Labour Welfare Legislation	5
1	Welfare Acts Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's compensation Act.	
	Quality Tools	10
1	Quality Consciousness : Meaning of quality, Quality Characteristic	
2	Quality Circles : Definition, Advantage of small group activity, objectives of quality Circle, Roles and function of Quality Circles in Organization, Operation of Quality circle. Approaches to starting Quality Circles, Steps for continuation Quality Circles.	
3	Quality Management System : Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.	
4	House Keeping : Purpose of Housekeeping, Practice of good Housekeeping.	
5	Quality Tools Basic quality tools with a few examples	

7.2 PRACTICAL TRAINING (ON-JOB TRAINING)
(BLOCK – I)
DURATION: 12MONTHS

GENERAL INFORMATION

- 1) **Name of the Trade** : **HAIR AND SKIN CARE**
- 2) **Duration of On-Job Training** : As per Apprenticeship Act amended time to time.
- 3) **Batch size** : 20
- 4) **Examination** : i) The internal assessment will be held on completion of the block
ii) NCVT exam will be conducted at the end of Apprenticeship Training
- 5) **Instructor Qualification** :

i) Degree/Diploma in **Beauty Culture or Cosmetology** from recognized university/Board

With one/two year post qualification experience in the relevant field.

OR

ii) NTC/NAC in the trade of **Basic Cosmetology/Hair & Skin Care** with three year post qualification experience in the relevant field.

Preference will be given to a candidate with Craft Instructor Certificate (CIC)

- 6) **Infrastructure for On-Job Training** : - As per Annexure – II

7.2.1 BROAD SKILL COMPONENT TO BE COVERED DURING ON-JOB TRAINING

BLOCK – I

1. Develop good appearance and behavior, practice, tasks as per industry standard and express good communication skill.
2. Prepare and maintain work area and maintain health and safety at the work place.
3. Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle.
4. Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate between and identify nail disease nail disorders.
5. Carry out facial treatments for common skin problems. Illustrate and explain skin structure.
6. Carry out hair treatment for common hair problems. Illustrate and explain structure of hair.
7. Create basic haircuts using special cutting techniques.
8. Demonstrate basic yogic exercises for stamina building and correcting body posture.
9. Demonstrate day, evening, party & bridal makeup and explain effects of light on makeup.
10. Demonstrate basic corrective makeup & explain basic facial shapes.
11. Create traditional hair styles using artificial aids
12. Create hair designs using thermal gadgets and wet styling techniques.
13. Demonstrate hair coloring, perming, straightening, rebonding & smoothing. Explain the knowledge of bonds.
14. Create bindi, heena & tattoo designing, drape saree in different styles.
15. Demonstrate asanas for stress management & Stamina Building.

8. ASSESSMENT STANDARD

8.1 Assessment Guideline:

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking assessment. Due consideration to be given while assessing for team work, avoidance/reduction of scrape/wastage and disposal of scarp/wastage as per procedure, behavioral attitude and regularity in training.

The following marking pattern to be adopted while assessing:

a) Weightage in the range of 60-75% to be allotted during assessment under following performance level:

For this grade, the candidate with occasional guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of an acceptable standard of craftsmanship.

In this work there is evidence of:

- good skill levels in the use of hand tools, machine tools and workshop equipment
- many tolerances while undertaking different work are in line with those demanded by the component/job.
- a fairly good level of neatness and consistency in the finish
- occasional support in completing the project/job.

b) Weightage in the range of above 75%- 90% to be allotted during assessment under following performance level:

For this grade, the candidate, with little guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of a reasonable standard of craftsmanship.

In this work there is evidence of:

- good skill levels in the use of hand tools, machine tools and workshop equipment
- The majority of tolerances while undertaking different work are in line with those demanded by the component/job.
- a good level of neatness and consistency in the finish
- little support in completing the project/job

c) Weightage in the range of above 90% to be allotted during assessment under following performance level:

For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, have produced work which demonstrates attainment of a high standard of craftsmanship.

In this work there is evidence of:

- high skill levels in the use of hand tools, machine tools and workshop equipment
- Tolerances while undertaking different work being substantially in line with those demanded by the component/job.
- A high level of neatness and consistency in the finish.
- Minimal or no support in completing the project

8.2 FINAL ASSESSMENT- ALL INDIA TRADE TEST(SUMMATIVE ASSESSMENT)

	SUBJECTS	Marks	Internal assessment based on competency	Full Marks	Pass Marks	Duration of Exam.
Block – I	Block - I					
	Professional Skill	300	250	300	180	8 hrs
	Professional Knowledge	100		100	40	3 hrs
	Employability Skill	50		50	20	3 hrs
Grand Total	450		450	240		

Marks Distribution

TOTAL: 700 marks Pass marks: 240

Note: - The candidate pass in each subject conducted under all India trade test.

TOOLS & EQUIPMENT FOR BASIC TRAINING**INFRASTRUCTURE FOR PROFESSIONAL SKILL & PROFESSIONAL
KNOWLEDGE****TRADE: HAIR AND SKIN ACRE****LIST OF TOOLS & EQUIPMENTS FOR 20 APPRENTICES****A : TRAINEE TOOL KIT:-**

Sl. No.	Name of the items	Quantity (indicative)
1.	Tail comb	01 No.
2.	Style Comb	01 No.
3.	Open teeth tail comb	01 No.
4.	Small Bowl	02 No.
5.	Facial Band	02 No.
6.	Spray bottle	01 No.
7.	Nail File	01 No.
8.	Nail Cutter	01 No.
9.	Plain Switches	01 No.
10.	Switch Stand	01 No.
11.	Personal Towel (Medium, large)	02 No.
12.	Napkin	02 No.
13.	Hair Accessories	As required
14.	Make-up Brush	01 each
15.	Pack & Bleach Brush	01 each
16.	Wax applicator	01 each
17.	Braid	01 each
18.	Bob Pins	As required
19.	Juda Pins	As required
20.	Setting clips	As required
21.	Lab Coat	01 No.
22.	Manicure Set	01 No.
23.	Pedicure Set	01 No.
24.	Dye brush	01 No.

B :TOOLS INSTRUMENTS AND GENERAL SHOP OUTFITS

Sl. No.	Name of the items	Quantity (indicative)
1.	Barber Scissors	10 No.
2.	Thinning Scissors	04 No.
3.	Velcro Rollers (Large, medium, & small)	10 dz. Each
4.	Perm rollers (Star Perm, Ladder Perm, spiral rods, Chop sticks, Wooden rollers (different sizes Small, medium, large)	10 dz. Each
5.	Manual Razor	04 No.
6.	Dust Brush	04 No.
7.	Swiggle	04 No.
8.	Dye Brush	10 No.
9.	Back View Mirror	10 No.
10.	Cutting sheet	10 No.
11.	Dye Bowl	10 No.
12.	Professional Hair Brushes set	04 No.
13.	Hot Rollers	04 No.
14.	Dummy head on stand with slipon	10 No.
15.	Dryer	10 No.
16.	Crimper	04 No.
17.	Mirror Panel	10 No.
18.	Styling Chair (multipurpose for hair & beauty services)	10 No.
19.	Shampoo Station with chair	04 No.
20.	Hair Trolley	05 No.
21.	Ceramic Straightening Iron	04 No.
22.	Curling Rods with attachments	04 No.
23.	Neck Tray (for perming)	10 No.
24.	Rebonding Boards	10 No.
25.	Benders	10 dz. each
26.	Hood Dryer	04 No.
27.	Skin	
28.	Magnifying lamp	02 No.
29.	Vapozone	04 No.
30.	EMS Machine	01 No.
31.	Infra red Lamp	04 No.
32.	Wax heater	04 No.
33.	Black head remover	10 No.
34.	Pedi spa tub	10 No.
35.	Manicure table	04 No.
36.	Pedi stool	10 No.
37.	Manicure Trolley	05 No.
38.	Facial Bed	04 No.
39.	Dry Sterilizer (Ultra Violet)	04 No.
40.	Water Boiler	02 No.
41 .	Front wash Basin	04 No.
42.	Curtain/Blinds for Lab	As required

43.	Blanket	04 No.
44.	Hot towel cabinet	01 No.
45.	Teacher's Chair and table set	01 No.
46.	Display board (minimum 3X4 feet size)	As required

Note: In case of basic training setup by the industry the tools, equipment and machinery available in the industry may also be used for imparting basic training.

INFRASTRUCTURE FOR ON-JOB TRAINING

TRADE: HAIR AND SKIN CARE

For Batch of 20 APPRENTICES

Actual training will depend on the existing facilities available in the establishments. However, the industry should ensure that the broad skills defined against On-Job Training part (i.e. 12 months) are imparted. In case of any short fall the concern industry may impart the training in cluster mode/ any other industry/ at ITI.

GUIDELINES FOR INSTRUCTORS AND PAPER SETTERS

1. Due care to be taken for proper & inclusive delivery among the batch. Some of the following some method of delivery may be adopted:

- A) LECTURE
- B) LESSON
- C) DEMONSTRATION
- D) PRACTICE
- E) GROUP DISCUSSION
- F) DISCUSSION WITH PEER GROUP
- G) PROJECT WORK
- H) INDUSTRIAL VISIT

2. Maximum utilization of latest form of training viz., audio visual aids, integration of IT, etc. may be adopted.

3. The total hours to be devoted against each topic may be decided with due diligence to safety & with prioritizing transfer of required skills.