



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

COMPETENCY BASED CURRICULUM

COSMETOLOGY

(Duration: One Year)

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL- 3.5



SECTOR – BEAUTY & WELLNESS



Directorate General of Training

COSMETOLOGY

(Non-Engineering Trade)

(Revised in March 2023)

Version: 2.0

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL – 3.5

Developed By

Ministry of Skill Development and Entrepreneurship

Directorate General of Training

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1. COURSE INFORMATION

During one-year duration of 'Cosmetology' trade, a candidate is trained on Professional Skill, Professional Knowledge and Employability Skill related to job role. In addition to this, a candidate is entrusted to undertake project work, extracurricular activities and on-the-job training to build up confidence. The broad components covered under Professional Skill subject are as below:

The trainee learns to develop good appearance and behaviour, practices tasks as per industry standard and develops good communication skill. He/she is trained to prepare and maintain work area and maintain health and safety at the workplace; carry out epilation and depilation services; illustrate and explain hair structure & hair growth cycle; carry out manicure and pedicure services. The trainee is able to explain anatomy of nail; differentiate and identify nail disease & nail disorders; carry out facial treatments for common skin problems; illustrate and explain skin structure; carry out hair treatment for common hair problems.

The learner learns to illustrate and explain structure of hair; create basic haircuts using special cutting techniques; demonstrate basic yogic exercises for stamina building and correcting body posture; demonstrate day, evening, party & bridal makeup and explain effects of light on makeup. He/she learns to create traditional hair styles & hair designing with artificial aids and thermal gadgets; demonstrate hair colouring, perming, straightening, rebonding & smoothing. Also, the trainee is able to explain the knowledge of bonds; create bindi, heena & tattoo designing, drape saree in different styles and demonstrate asanas for spine stretching, stress management & common body ailments after completion of this course.

2.1 GENERAL

The Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship offers a range of vocational training courses catering to the need of different sectors of economy/ Labour market. The vocational training programmes are delivered under the aegis of Directorate General of Training (DGT). Craftsman Training Scheme (CTS) with variants and Apprenticeship Training Scheme (ATS) are two pioneer schemes of DGT for strengthening vocational training.

Cosmetology trade under CTS is one of the popular courses delivered nationwide through a network of ITIs. The course is of one-year duration. It mainly consists of Domain area and Core area. The Domain area (Trade Theory & Practical) imparts professional skills and knowledge, while the core area (Employability Skill) imparts requisite core skills, knowledge, and life skills. After passing out the training program, the trainee is awarded National Trade Certificate (NTC) by DGT which is recognized worldwide.

Candidates broadly need to demonstrate that they are able to:

- Read and interpret technical parameters/documents, plan and organize work processes, identify necessary materials and tools;
- Perform tasks with due consideration to safety rules, accident prevention regulations and environmental protection stipulations;
- Apply professional skill, knowledge & employability skills while performing jobs.
- Document the technical parameters related to the task undertaken.

2.2 PROGRESSION PATHWAYS

- Can join beauty industry as Hair stylist, Nail expert, Beautician, Wedding and event Stylist, Make Up Artist and will progress further as Senior Beautician, Supervisor and can rise to the level of Manager.
- Can become Entrepreneur in the related field.
- Can join Apprenticeship programs in different types of industries leading to a National Apprenticeship certificate (NAC).
- Can join Crafts Instructor Training Scheme (CITS) in the trade for becoming instructor in ITIs.
- Can join Advanced Diploma (Vocational) courses under DGT as applicable.

2.3 COURSE STRUCTURE

Table below depicts the distribution of training hours across various course elements during a period of one year: -

| S No. | Course Element | Notional Training Hours |
|-------|---------------------------------------|-------------------------|
| 1. | Professional Skill (Trade Practical) | 840 |
| 2. | Professional Knowledge (Trade Theory) | 240 |
| 3. | Employability Skills | 120 |
| | Total | 1200 |

Every year 150 hours of mandatory OJT (On the Job Training) at nearby industry, wherever not available then group project is mandatory.

| | |
|---|-----|
| On the Job Training (OJT)/ Group Project | 150 |
| Optional Courses (10th/ 12th class certificate along with ITI certification or add on short term courses) | 240 |

Trainees of one-year or two-year trade can also opt for optional courses of up to 240 hours in each year for 10th/ 12th class certificate along with ITI certification, or, add on short term courses.

2.4 ASSESSMENT & CERTIFICATION

The trainee will be tested for his skill, knowledge and attitude during the period of course through formative assessment and at the end of the training programme through summative assessment as notified by the DGT from time to time.

a) The **Continuous Assessment** (Internal) during the period of training will be done by **Formative Assessment Method** by testing for assessment criteria listed against learning outcomes. The training institute has to maintain an individual trainee portfolio as detailed in assessment guideline. The marks of internal assessment will be as per the formative assessment template provided on www.bharatskills.gov.in

b) The final assessment will be in the form of summative assessment. The All India Trade Test for awarding NTC will be conducted by Controller of examinations, DGT as per the guidelines. The pattern and marking structure is being notified by DGT from time to time. **The learning outcome and assessment criteria will be the basis for setting question papers for final**

assessment. The examiner during final examination will also check the individual trainee's profile as detailed in assessment guideline before giving marks for practical examination.

2.4.1 PASS REGULATION

For the purposes of determining the overall result, weightage of 100% is applied for six months and one-year duration courses and 50% weightage is applied to each examination for two years courses. The minimum pass percent for Trade Practical and Formative assessment is 60% & for all other subjects is 33%.

2.4.2 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 the assessment. Due consideration should be given while assessing for teamwork, avoidance/reduction of scrap/wastage and disposal of scrap/waste as per procedure, behavioral attitude, sensitivity to the environment and regularity in training. The sensitivity towards OSHE and self-learning attitude are to be considered while assessing competency.

Assessment will be evidence based comprising some of the following:

- Job carried out in labs/workshop
- Record book/ daily diary
- Answer sheet of assessment
- Viva-voce
- Progress chart
- Attendance and punctuality
- Assignment
- Project work
- Computer based multiple choice question examination
- Practical Examination

Evidences and records of internal (Formative) assessments are to be preserved until forthcoming examination for audit and verification by examining body. The following marking pattern to be adopted for formative assessment:

| Performance Level | Evidence |
|--|----------|
| (a) Marks in the range of 60%-75% to be allotted during assessment | |

| | |
|--|--|
| For performance in this grade, the candidate should produce work which demonstrates attainment of an acceptable standard of craftsmanship with occasional guidance, and due regard for safety procedures and practices | <ul style="list-style-type: none"> • Demonstration of good skills and accuracy in the field of work/ assignments. • A fairly good level of neatness and consistency to accomplish job activities. • Occasional support in completing the task/ job. |
| (b) Marks in the range of 75%-90% to be allotted during assessment | |
| For this grade, a candidate should produce work which demonstrates attainment of a reasonable standard of craftsmanship, with little guidance, and regard for safety procedures and practices | <ul style="list-style-type: none"> • Good skill levels and accuracy in the field of work/ assignments. • A good level of neatness and consistency to accomplish job activities. • Little support in completing the task/ job. |
| (c) Marks in the range of more than 90% to be allotted during assessment | |
| 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, has produced work which demonstrates attainment of a high standard of craftsmanship. | <ul style="list-style-type: none"> • High skill levels and accuracy in the field of work/ assignments. • A high level of neatness and consistency to accomplish job activities. • Minimal or no support in completing the task/ job. |

3. JOB ROLE

Skin Care Specialist; provides skin care treatments to face and body to enhance an individual's appearance. Advises clients about colors and types of make-up and instruct them in make-up application techniques. Applies chemical peels in order to reduce fine lines and age spots. Cleanses clients' skin with water, creams and/or lotions. Demonstrates how to clean and care for skin properly and recommend skin-care regimens. Determines which products or colors will improve clients' skin quality and appearance. Examines clients' skin, using magnifying lamps or visors when necessary, in order to evaluate skin condition and appearance. Keeps records of client needs and preferences, and the services provided. Performs simple extractions to remove blackheads. Removes body and facial hair by applying wax. Selects and applies cosmetic products such as creams, lotions, and tonics.

Beautician; gives various forms of beauty treatment to clients. Examines clients' skin and suggests suitable treatment. Applies lotions, creams and packs to stimulate circulation, lubricate tissues and remove wrinkles and lines. Massages face, neck, arms, legs or other parts of body and gives treatment for superficial skin blemishes. Removes superfluous hair by wax treatment or other method. Shapes, colors and otherwise treats eyebrows and eyelashes and applies cosmetics and advises on suitable make-up. May cut, comb and wave hair according to clients' instructions or according to particular style, tint or dye hair, and give scalp treatment. May clean, shape and polish fingernails.

Assistant Beautician; needs to be aware of the basics of beauty therapy, health and hygiene, safety and needs to be knowledgeable about various beauty products. Assistant Beautician is expected to perform basic epilation, manicure, pedicure and basic face care services and also assist the beautician in providing advanced services. The person also assists in salon ambience maintenance and also does various other odd jobs in the salon including sell salon retail products after obtaining knowledge on them.

Beauticians and Related Workers, Others; Hairdressers, Barbers, Beauticians and Related Workers, other include all other hairdressers, barbers, beauticians and related workers not elsewhere classified.

Pedicurist and Manicurist; needs to be aware of the basics of pedicure and manicure, health and safety, hygiene and needs to be knowledgeable about various beauty products. The role-holder is expected to independently provide services of pedicure and manicure while performing some other assisting services.

Hairdresser (Ladies); cuts, washes, dyes and waves hair and performs other personal services incidental to hair dressing of women. Covers clothing of clients with towel or apron to avoid sticking of cut hair. Cuts hair according to instructions of client or according to a particular style using clippers, scissors, razors and combs. Washes, rinses and dries hair, using shampoos and solutions as necessary and bleaches, dyes or tints hair. Waves hair by wrapping it with round curlers, adding wave solutions and performing other tasks to obtain required effect. Sets hair in

desired style by combing. May clean, shape and polish fingernails. May give scalp treatment to clients.

Hair Stylist; specializes in dressing hair according to latest style, period, or character portrayal, following instructions of patron MAKE-UP ARTIST, or script: Questions patron or reads instructions of MAKE-UP ARTIST or script to determine hairdressing requirements. Studies facial features of patron or performing artist and arranges, shapes, and trims hair to achieve desired effect, using fingers, combs, barber scissors, hair-waving solutions, hairpins, and other accessories. Dyes, tints, bleaches, or curls or waves hair as required. May create new style especially for patron. May clean and style wigs. May style hairpieces.

Reference NCO-2015:

- a) 5142.0300 – Skin Care Specialist
- b) 5142.0100 – Beautician
- c) 5142.0101– Assistant Beautician
- d) 5142.9900 – Beauticians and Related Workers, Others
- e) 5142.0201 – Pedicurist and Manicurist
- f) 5141.0100 – Hairdresser (Ladies)
- g) 5141.0200 – Hair Stylist

Reference NOS:

- | | |
|--------------|--------------|
| a) BWS/N9002 | k) BWS/N0205 |
| b) BWS/N9003 | l) BWS/N2201 |
| c) BWS/N9001 | m) BWS/N0106 |
| d) BWS/N0105 | n) BWS/N0301 |
| e) BWS/N0401 | o) BWS/N0208 |
| f) BWS/N0104 | p) BWS/N0205 |
| g) BWS/N0128 | q) BWS/N0209 |
| h) BWS/N2207 | r) BWS/N0210 |
| i) BWS/N0206 | s) BWS/N0211 |
| j) BWS/N0207 | t) BWS/N0127 |

4. GENERAL INFORMATION

| | |
|---------------------------------------|--|
| Name of the Trade | COSMETOLOGY |
| NCO - 2015 | 5142.0300, 5142.0100, 5142.0101, 5142.9900, 5142.0201, 5141.0100, 5141.0200. |
| NOS Covered | BWS/N9002, BWS/N9003, BWS/N9001, BWS/N0105, BWS/N0401, BWS/N0104, BWS/N0128, BWS/N2207, BWS/N0206, BWS/N0207, BWS/N0205, BWS/N2201, BWS/N0106, BWS/N0301, BWS/N0208, BWS/N0205, BWS/N0209, BWS/N0210, BWS/N0211, BWS/N0127 |
| NSQF Level | Level-3.5 |
| Duration of Craftsmen Training | One Year (1200 Hours + 150 hours OJT/Group Project) |
| Entry Qualification | Passed 10 th class examination |
| Minimum Age | 14 years as on first day of academic session. |
| Eligibility for PwD | LD, CP, LC, DW, AA, HH, DEAF, OH (LL) |
| Unit Strength (No. of Student) | 24 (There is no separate provision of supernumerary seats) |
| Space Norms | 70 Sq. m |
| Power Norms | 6 KW |
| Instructors Qualification for: | |
| (i) Cosmetology Trade | <p>B.Voc/ Degree in Cosmetology/ Hair & Skin Care/ Beautician Courses from recognized Board / University with two years' experience in relevant field.</p> <p style="text-align: center;">OR</p> <p>Diploma (Minimum 2 years) in Cosmetology/ Hair & Skin Care/ Beautician courses from recognized board of education with two years' experience in relevant field.</p> <p style="text-align: center;">OR</p> <p>NTC/NAC passed in the trade of Cosmetology/ Hair & Skin Care/ Beautician with 3 years' experience in relevant field.</p> <p><u>Essential Qualification:</u> Relevant Regular/ PRL variants of National Craft Instructor Certificate (NCIC) under DGT.</p> <p><u>Note:</u> - Out of two Instructors required for the unit of 2 (1+1), one must have Diploma, and other must have NTC/NAC qualifications. However, both of them must possess NCIC in any of its variants.</p> |
| (ii) Employability Skill | <p>MBA/ BBA / Any Graduate/ Diploma in any discipline with Two years' experience with short term ToT Course in Employability Skills. (Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above)</p> |

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| | OR Existing Social Studies Instructors in ITIs with short term ToT Course in Employability Skills. |
| (iii) Minimum Age for Instructor | 21 Years |
| List of Tools and Equipment | As per Annexure – I |

5. LEARNING OUTCOME

Learning outcomes are a reflection of total competencies of a trainee and assessment will be carried out as per the assessment criteria.

5.1 LEARNING OUTCOME:

1. Develop good appearance and behaviour, practice tasks as per industry standard and express good communication skill following safety precautions. (NOS: BWS/N9002, BWS/N9003)
2. Prepare and maintain work area and maintain health and safety at the workplace. (NOS: BWS/N9001)
3. Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle. (NOS: BWS/N0105)
4. Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate and identify nail disease nail disorders. (NOS: BWS/N0401)
5. Carry out facial treatments for common skin problems. Illustrate and explain skin structure. (NOS: BWS/N0104, BWS/N0128)
6. Carry out hair treatment for common hair problems. Illustrate and explain structure of hair. (NOS: BWS/N2207, BWS/N0206)
7. Create basic haircuts using special cutting techniques. (NOS: BWS/N0207, BWS/N0205)
8. Demonstrate basic yogic exercises for stamina building and correcting body posture. (NOS: BWS/N2201)
9. Demonstrate day, evening, party & bridal makeup and explain effects of light on makeup. (NOS: BWS/N0106, BWS/N0301)
10. Create traditional hair styles & hair designing with artificial aids and thermal gadgets. (NOS: BWS/N0208, BWS/N0205)
11. Demonstrate hair colouring, perming, straightening, re-bonding & smoothening. Explain the knowledge of bonds. (NOS: BWS/N0209, BWS/N0210, BWS/N0211)
12. Create bindi, heena & temporary tattoo designing, drape saree in different styles. (NOS: BWS/N0127)

6. ASSESSMENT CRITERIA

| LEARNING OUTCOMES | ASSESSMENT CRITERIA |
|---|--|
| 1. Develop good appearance and behaviour, practice tasks as per industry standard and express good communication skill following safety precautions. (NOS: BWS/N9002, BWS/N9003) | Read and interpret information accurately. |
| | Use gestures or simple words to communicate where language barriers exist. |
| | Display positive body language. |
| | Display courteous and helpful behavior at all times. |
| | Speak and understand Basic English. |
| | Use of different types of communication techniques. |
| | Maintain good health and personal hygiene |
| | Comply with high standards of grooming and personal behavior. |
| 2. Prepare and maintain work area and maintain health and safety at the workplace. (NOS: BWS/N9001) | Select suitable material and equipment for salon cleaning |
| | Place all the material in the trolley and set up it as per requirement. |
| | Carry out appropriate sterilizer and disinfection for tools and place the sterilized and disinfectant tools on a disinfected tray as per standard operating process. |
| | Dispose waste material safely & correctly |
| | Follow manufacturer's instructions when mixing and using chemicals. |
| | Check and clean equipments according to salon procedure. |
| | Identify different types of sterilizing and disinfecting equipments / products available & their correct usage. |
| | Check necessary environmental condition for the treatment including (heating, lighting, ventilation & comfort). |
| 3. Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle. (NOS: BWS/N0105) | Carry out the process using the tools & material (Hot wax, cold wax, strips etc.) |
| | Check the client expectation prior and clarify doubts, if any. |
| | Prepare the client for hair removal |
| | Apply the correct pre wax product prior to waxing. |
| | Apply the wax and remove correctly based on manufacture instructions. |
| | Stop the waxing treatment and providing relevant advice if contra action occurs. |
| | Check if the hair removal method is carried out at comfortable distance from the client, maintaining the correct tension of the thread. |
| | Providing clear instructions to the client on how & when to support their skin throughout the threading service. |
| | Creating a well-balanced, proportioned and defined eye brow shape to suit the client's requirement. |
| | Discontinuing the service & providing advice and recommendation when contra action occurs. |
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| | Check if allergy test is done before starting the bleaching service. |
| | Monitor for contra-actions related to treatment & follow preventive measures. |
| | Clean the treated area and use suitable soothing product. |
| | Provide specific after process advice to the client. |
| | |
| 4. Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate and identify nail disease nail disorders. (NOS: BWS/N0401) | Prepare the client & trolley for service. |
| | Analyze the hand & feet, fill the record card. |
| | Select right products/ materials and arrange the trolley. |
| | Identify basic hand tools (Nail file, cuticle cleaner and buffer, Nail cutter, nail cleaner) and their use. |
| | Adjust the positioning of the client to ensure easy process and minimal injury. |
| | Clean and dry the hand/ feet of client as a part of preparation. |
| | Apply cuticle softener product during the cuticle cutting process and ensure no damage to the cuticle and nail plate. |
| | Remove any excessive hard skin using foot scrape among without discomfort to the client. |
| | Use massage technique according to clients need. |
| | Apply suitable base coat /nail polish & topcoat relevant to the clients need. |
| | Clean the treated area and use suitable soothing product. |
| | Provide specific after process advice to the client. |
| | |
| 5. Carry out facial treatments for common skin problems. Illustrate and explain skin structure. (NOS: BWS/N0104, BWS/N0128) | Identify the equipment, material & tools used in facial. |
| | Make the importance of client comfort and modesty. |
| | Analyze the Skin and fill the record card. |
| | Prepare the client & trolley for service. |
| | Cleanse & exfoliate the skin. |
| | Appropriate massage movements and pressure to suit the client's skin. |
| | Demonstrate correct method of application and removal of the specific mask. |
| | Select after care products and apply correctly. |
| | |
| 6. Carry out hair treatment for common hair problems. Illustrate and explain structure of hair. (NOS: BWS/N2207, BWS/N0206) | Identify different types of hair, |
| | Comply with health and safety standard and process laid out by manufacturer. |
| | Analyze the hair and scalp. |
| | Prepare the client and trolley for service |
| | Use hair oil on scalp and give the massage movement. |
| | After completion of the massage, steam the scalp for 5 to 10 min. |
| | Use of shampoo according to the hair. |

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| | Use conditioning products to needs of the client hair. |
| | Monitor time and development of the conditioning product. |
| | Remove conditioning product and excess water from the hair. |
| | Clean the treated area and use suitable soothing product. |
| | Provide specific after process advice to the client. |
| | |
| 7. Create basic haircuts using special cutting techniques. (NOS: BWS/N0207, BWS/N0205) | Carry out client consultation procedure. |
| | Identify tools and equipments and their use. |
| | Carry out hair analysis and check hair density, texture and growth. |
| | Prepare the client and trolley for hair cutting. |
| | Use tools & equipments effectively to achieve the required result. |
| | Select suitable equipments and material such as (Hair brushes, dryer etc.) required for the service. |
| | Carry out sectioning for blow drying. |
| | Make out each section of hair, starting at the bottom, work upward, using the angles of cuts to achieve desired effects. |
| | Check the client on satisfaction with the finish result. |
| | Provide specific after process advice to the client |
| | |
| 8. Demonstrate basic yogic exercises for stamina building and correcting body posture. (NOS: BWS/N2201) | Ensure health condition is fit for practicing yoga. |
| | Follow specific sequence. |
| | Wear clean & loose clothes while performing yoga. |
| | Proceed slowly and carefully. |
| | Avoid force or strain. |
| | Relax briefly between each practice. |
| | Yoga must be practiced on suitable yoga mats. |
| | Remove spectacles, watches or any jewellery. |
| | Always breathe through the nose both in & out, unless specified otherwise. |
| | Avoid practice any yoga technique under the influence of alcohol or mind-altering drugs. |
| | Check awareness. |
| | |
| 9. Demonstrate day, evening, party, bridal corrective makeup and explain effects of light on makeup. (NOS: BWS/N0106), (BWS/N0301) | Consult with the client during the makeup service to confirm the desired look. |
| | Carry out process using the tools and equipment. |
| | Identify facial shapes and choose to make up products according to clients' needs. |
| | Prepare the client including cleansing, skin analysis, toning and moisturizing. |
| | Perform makeup procedures with use of optical illusion. |
| | Provide specific after care advice. |
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| 10. Create traditional hair styles & hair designing with artificial aids and thermal gadgets. (NOS: BWS/N0208), (BWS/N0205) | Carry out client consultation |
| | Identify the styling tools & equipment and products that are safe and fit for purpose. |
| | Analyze the hair for performing the styling. |
| | Select the hair style according to the client (check hair length, facial shape, Density, texture) to fulfill the desired needs. |
| | Perform the procedure of selected hair style. |
| | Check the client on satisfaction with the finish result. |
| | Provide specific after process advice to the client. |
| 11. Demonstrate hair coloring, perming, straightening, re-bonding & smoothening. Explain the knowledge of bonds. (NOS: BWS/N0209, BWS/N0210, BWS/N0211) | Carry out client consultation |
| | Assemble the trolley and prepare the client for hair colouring. |
| | Perform hair and Scalp analysis and fill the record card. |
| | Identify the styling tools & equipment and products that are safe and fit for purpose. |
| | Mix the ingredient in mentioned ratio and place for ease of use by the stylist. |
| | Start applying mixture according to sectioning pattern. |
| | Regular monitor and time the development of hair colouring, straightening, re-bonding & smoothening. |
| | Rinse the colouring product and apply conditioner according to hair. |
| | Cleanse the hair for deep cleansing. |
| | Choose the sectioning pattern according to the desired look. |
| | Start coloring process (sectioning, and application). |
| | Rinse the color from hair and apply conditioner to nourish the hair. |
| | After the deep cleansing, dry hair and straighten it with straightening iron. |
| | Start applying the Straightening/Smoothing cream. |
| | Leave the hair according to manufacture instruction and rinse off. |
| | Rinse the cream from hair and apply neutralize to rebuild bonds. |
| | Start applying hair mask and serum to control the damage. |
| | Check the client on satisfaction with the finish result. |
| | Provide specific after process advice to the client. |
| | Clean and sterilize all tools & equipments before use. |
| 12. Create bindi, heena & temporary tattoo designing, drape saree in different styles. (NOS: BWS/N0127) | Consult the client for service. |
| | Check if the treatment area is clean. |
| | Check if all the material is set up in the trolley as per requirement. |
| | Check if tools are sterilized or disinfected. |
| | Check if the is drape as per her comfort |
| | Check if the designs are symmetrical or not. |

7. TRADE SYLLABUS

| SYLLABUS FOR COSMETOLOGY TRADE | | | |
|---|--|--|--|
| DURATION: ONE YEAR | | | |
| Duration | Reference Learning Outcome | Professional Skills (Trade Practical) | Professional Knowledge (Trade Theory) |
| Professional Skill 20 Hrs.; Professional Knowledge 06 Hrs. | Develop good appearance and behavior, practice tasks as per industry standard and express good communication skill following safety precautions. | 1. Personal grooming. 2. Client handling and counseling. 3. Working on improving poise. | Personality Development <ul style="list-style-type: none"> Hygiene rules Basic of good grooming Posture Wardrobe planning Motivation Cosmetology as a career Interactive Skills <ul style="list-style-type: none"> Professional ethics Client consultation Telephone etiquettes |
| Professional Skill 20 Hrs.; Professional Knowledge 06 Hrs. | Prepare and maintain work area and maintain health and safety at the workplace. | 4. Trolley setting. 5. Use of different sterilizing gadgets. 6. Practice in disinfection procedures. | Sterilization and Sanitization <ul style="list-style-type: none"> Purpose Definition Methods Procedure Saloon hygiene Safety precautions |
| Professional Skill 70 Hrs.; Professional Knowledge 18 Hrs. | Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle. | 7. Trolley setting. 8. Client consultation and handling. 9. Client draping 10. Allergy test procedure. 11. Demonstration Practice in waxing (arm, leg, full body and face waxing) - hot, cold & warm wax. 12. Sterilization and sanitation. | Temporary removal of Superfluous hair <ul style="list-style-type: none"> Hair growth cycle Purpose of removing superfluous hair. Definition and Methods of Epilation and Depilation Product Knowledge Allergy test Client consultation Procedure Contra-actions Contra-indications Safety precautions |
| | | 13. Practice of waxing, Threading & Tweezing. 14. Epilation and de epilation the eye brows 15. Allergy test procedure | Threading, Tweezing and Bleaching <ul style="list-style-type: none"> Purpose Definition Types and methods |

| | | | |
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| | | 16. Bleaching procedure. 17. Sterilization and Sanitation. | <ul style="list-style-type: none"> • Client consultation • Product knowledge • Patch test • Sterilization and Sanitation • Procedure • Contra-actions • Contra-indications • Safety precautions • After care/Home care |
| Professional Skill 70 Hrs.; Professional Knowledge 18 Hrs. | Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate and identify nail disease nail disorders. | 18. Trolley setting. 19. Client consultation and handling. 20. Draping of client. 21. Filling of record card. 22. Use of tools & equipment. 23. Procedure. 24. Practice of Massage:- <ul style="list-style-type: none"> • Hands • Arms • Legs 25. Practice in different types of basic nail shapes. 26. Practice in different types of manicure & pedicure. 27. Sterilization & Sanitation Nail art <ul style="list-style-type: none"> • Tools knowledge • Product knowledge • Basic nail art techniques: <ul style="list-style-type: none"> ➤ Free hand ➤ Nail Tips | Manicure and Pedicure <ul style="list-style-type: none"> • Anatomy of Nail • Classification and identification of nail diseases and disorders • Purpose of manicure and pedicure • Definition and Types • Tools, equipments& product knowledge • Client consultation • Procedure • Sterilization & Sanitation • Contra-actions • Contra-indications • Safety precautions Nail Art - <ul style="list-style-type: none"> • Precaution after Care, home care Related product Knowledge |
| Professional Skill 100 Hrs.; Professional Knowledge 24 Hrs. | Carry out facial treatments for common skin problems. Illustrate and explain skin structure. | 28. Facial room setting. 29. Trolley setting/ bed setting 30. Client consultation and handling. 31. Client draping. 32. Skin analysis: - <ul style="list-style-type: none"> • Naked eyes • Magnifying glass 33. Filling of record card. 34. Practice of massage | Facials <ul style="list-style-type: none"> • Anatomy of Skin:- • Skin structure • Functions of skin • Types of skin • Classification & identification of common skin problems: - <ul style="list-style-type: none"> ➤ Acne ➤ Blackheads ➤ Whiteheads |

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| | | <p>techniques.</p> <p>35. Cleaning procedure.</p> <p>36. Practice in facial with the help of different equipment's: -</p> <ul style="list-style-type: none"> • Magnifying lamp • Wood Lamp • Vapor zone • High Frequency • Brushing Unit • Galvanic • Ultrasonic • Vacuum & Spray <p>37. Application of different types of packs & masks according to skin type.</p> | <ul style="list-style-type: none"> ➤ Disorders of sweat glands ➤ Disorders of oil glands • Meaning of Massage • Types and benefits of massage • Client consultation <p><u>Skin analysis</u></p> <ul style="list-style-type: none"> • Tools, equipments & product knowledge • Basic and deep cleansing • Procedure • Contra-actions • Contra-indications • Safety precautions |
| <p>Professional Skill 70 Hrs.;</p> <p>Professional Knowledge 18 Hrs.</p> | <p>Carry out hair treatment for common hair problems. Illustrate and explain structure of hair.</p> | <p>38. Trolley setting.</p> <p>39. Client consultation and handling.</p> <p>40. Client Draping.</p> <p>41. Scalp analysis.</p> <p>42. Procedure of head massage.</p> <p>43. Procedure of shampooing.</p> <p>44. Procedure of conditioning & deep conditioning.</p> | <p>Structure of hair, Science of Hair Structure of hair root & hair shaft Chemical composition</p> <ul style="list-style-type: none"> • Hair growth cycle • Types of hair • Hair texture, density, Elasticity & porosity <p>Head Massage, Shampooing, Conditioning & Deep-conditioning</p> <ul style="list-style-type: none"> • Purpose • Product knowledge • Benefits • Precautions |
| | | <p>45. Practice in using gadgets:-</p> <ul style="list-style-type: none"> • High frequency • Infra red lamp • Scalp steamer <p>46. Sterilization & Sanitation.</p> <p>47. After care.</p> | <p>Common hair problems:-</p> <ul style="list-style-type: none"> • Dandruff • Hair falling • Split ends • Pediculosis • Grey hair • Dry & Chemically damage Hair |
| <p>Professional Skill 100 Hrs.;</p> <p>Professional Knowledge</p> | <p>Create basic haircuts using special cutting techniques.</p> | <p>48. Trolley setting.</p> <p>49. Client consultation and handling.</p> <p>50. Client Draping</p> <p>51. Hair & Scalp analysis.</p> <p>52. Practice of holding scissors</p> | <p>Hair Cutting & Blow-dry</p> <ul style="list-style-type: none"> • Facial shapes Knowledge • Sectioning • Elevation/Angles • Length & perimeter • Basics of Blow dry |

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| 30 Hrs. | | <p>and comb together.</p> <p>53. Practice in different types of cuts: -</p> <ul style="list-style-type: none"> • One-length cut • Diagonal cut • Graduated cut • Layering <p>54. Special cutting techniques as—</p> <p>a) Precision hair cutting.</p> <p>b) Notching</p> <p>c) Elevation.</p> <p>55. Practice of different techniques for blow drying.</p> <p>56. Sterilization & Sanitation.</p> | <ul style="list-style-type: none"> • Tools knowledge • Hair cutting techniques • Safety precautions |
| Professional Skill 40 Hrs.; Professional Knowledge 18 Hrs. | Demonstrate basic yogic exercises for stamina building and correcting body posture. | <p>57. Stamina building exercises.</p> <p>58. Deep breathing exercises.</p> | <p><u>Yoga and its Components</u></p> <ul style="list-style-type: none"> • Purpose • Definition • Benefits • Precautions • Yogic diet |
| | | <p>59. Practice in Suksham Vayayam.</p> <p>60. Practice in Surya Namaskar.</p> <p>61. Practice in doing Meditation.</p> | <p><u>Yogic Suksham Vayayam</u></p> <ul style="list-style-type: none"> • Benefits • Precautions <p><u>Surya Namaskar</u></p> <ul style="list-style-type: none"> • Procedure • Benefits <p><u>MEDITATION</u></p> <ul style="list-style-type: none"> • Definition • Procedure • Benefits • Safety Precautions |
| Professional Skill 90 Hrs.; Professional Knowledge 24 Hrs. | Demonstrate day, evening, party & bridal makeup and explain effects of light on makeup. | <p>62. Trolley setting.</p> <p>63. Client consultation and handling.</p> <p>64. Client Draping.</p> <p>65. Skin analysis.</p> <p>66. Selection of cosmetics & implements.</p> <p>67. Practice in CTM procedure.</p> <p>68. Practice in different types of make-</p> | <p>Make-up</p> <ul style="list-style-type: none"> • Skin Structure • Purpose • Effects of Light on makeup • Color theory • Basic facial shapes knowledge • Product knowledge • Types of make-up Day |

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| | | <ul style="list-style-type: none"> • Day time • Make up for special occasion • Bridal make up <p>69. Corrective make-up for cheeks, nose, lips, jaws eyes and eyebrows.</p> <p>70. Sterilization & Sanitation.</p> <p>71. Make up removal</p> <p>72. Prepared work area.</p> | <p>time</p> <ul style="list-style-type: none"> • Evening and Party • Bridal • Procedure of CTM • Basic corrective make-up for: - <ul style="list-style-type: none"> ➤ Cheeks ➤ Nose ➤ Lips ➤ Jaws ➤ Eyes ➤ Eyebrows • Safety precautions |
| <p>Professional Skill 90 Hrs.;</p> <p>Professional Knowledge 24 Hrs.</p> | <p>Create traditional hair styles & hair designing with artificial aids and thermal gadgets.</p> | <p>73. Trolley setting.</p> <p>74. Client consultation and handling.</p> <p>75. Scalp and Hair analysis.</p> <p>76. Selection of Styling products & implements.</p> <p>77. Practice in different types of traditional hair styling techniques:-</p> <ul style="list-style-type: none"> • Rolls • Braids • Interlocks • Twisting styles <p>78. Practice in different techniques of hair styling :-</p> <ul style="list-style-type: none"> • Thermal styling • Roller Setting/ hot rollers. • Ironing • Crimping • Tongs <p>Artificial Aids -</p> <p>79. Practice of latest and modern hair style.</p> <p>80. Sterilization & Sanitation.</p> | <p>Hair Styling</p> <ul style="list-style-type: none"> • Knowledge of Facial Shapes. • Purpose • Types of hairstyling <ul style="list-style-type: none"> a) Thermal styling b) Roller Setting c) Artificial Aids <p>Thermal Styling - Introduction of thermal gadgets -</p> <ul style="list-style-type: none"> • Blow drying • Ironing/ Crimping • Tongs <p>Wet styling</p> <ul style="list-style-type: none"> • Roller setting • Artificial Aids • Cleaning & maintaining of artificial aids • Safety precaution |
| <p>Professional Skill 140 Hrs.;</p> <p>Professional Knowledge 42 Hrs.</p> | <p>Demonstrate hair coloring, perming, straightening, re-bonding & smoothening.</p> <p>Explain the knowledge of</p> | <p>81. Trolley setting.</p> <p>82. Client consultation and handling.</p> <p>83. Scalp and hair analysis.</p> <p>84. Selection of Color.</p> <p>85. Allergy test procedure.</p> <p>86. Practice in different types of</p> | <p>Hair Coloring</p> <ul style="list-style-type: none"> • Science of color • Basic law of colour (colour wheel) • Classification of hair color <ul style="list-style-type: none"> ➤ Temporary ➤ Semi-permanent |

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| | bonds. | <p>hair coloring techniques</p> <p>a) Global color</p> <p>b) High lightening</p> <p>87. Practice latest techniques :-</p> <ul style="list-style-type: none"> • Frosting • Crunching • Weaving • Slicing <p>After care.</p> <p>88. Sterilization & Sanitation</p> | <ul style="list-style-type: none"> ➤ Permanent • Types of hair color <ul style="list-style-type: none"> ➤ Chemical ➤ Vegetable • Techniques <ul style="list-style-type: none"> ➤ Global color ➤ High lightening • Numbering system • Product Knowledge • Allergy Test procedure • Contra-actions • Contra-indications • Safety precautions |
| | | <p>89. Client draping.</p> <p>90. Strand test procedure.</p> <p>91. Procedure & precautions.</p> | <p>Straightening/ Rebonding/ Smoothening</p> <ul style="list-style-type: none"> • Definition • Knowledge of Hair Structure • Knowledge of Bonds • Client consultation • Scalp analysis • Product knowledge • Strand test knowledge & procedure • Step by step procedure of Straightening/Rebonding / Smoothening • Contra-actions • Contra-indications • Safety precautions • Aftercare/Homecare |
| Professional Skill 30 Hrs.; Professional Knowledge 12 Hrs. | Create bindi, heena & temporary tattoo designing, drape saree in different styles. | <p>92. Indian traditional beauty concepts.</p> <ul style="list-style-type: none"> • Henna designing • Temporary Tattoo making. • Saree draping | <p><u>Indian traditional beauty concepts</u></p> <p>Safety precautions related to practical topics</p> <ul style="list-style-type: none"> • Contra-actions • Contra-indications |
| Project Work/Industrial Visit | | | |

SYLLABUS FOR CORE SKILLS

1. Employability Skills (Common for all CTS trades) (120 Hrs.)

Learning outcomes, assessment criteria, syllabus and Tool List of Core Skills subjects which is common for a group of trades, provided separately in www.bharatskills.gov.in/ dgt.gov.in

| LIST OF TOOLS & EQUIPMENT | | | |
|---|---|--------------------------------------|-------------|
| COSMETOLOGY (For batch of 24 Candidates) | | | |
| S No. | Name of the Tools and Equipment | Specification | Quantity |
| A: TRAINEES TOOL KIT (Per 2 Candidates): | | | |
| 1. | Tail comb | | 01 No. |
| 2. | Afro/Style Comb | | 01 No. |
| 3. | Open teeth tail comb | | 01 No. |
| 4. | Small Bowl | | 02 Nos. |
| 5. | Facial Band | | 02 Nos. |
| 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. | Towel (Large & Medium) | | 02 Nos. |
| 12. | Napkin | | 02 Nos. |
| 13. | Hair Accessories | | As required |
| 14. | Make-up Brush set | 11 in one | 01 No. |
| 15. | Pack & Bleach Brush | | 01 Each |
| 16. | Hair cutting Scissors | | 01 each |
| 17. | Wax applicator | | 01 No. |
| 18. | Black Head Remover | | 01 each |
| 19. | Braid | | 01 No. |
| 20. | Bob Pins | | As required |
| 21. | Juda Pins | | As required |
| 22. | Setting clips | | As required |
| 23. | Lab Coat | | 01 No. |
| 24. | Manicure Set | | 01 Set |
| 25. | Pedicure Set | | 01 Set |
| 26. | Cutting Sheet | | 01 No. |
| B. TOOLS & EQUIPMENT | | | |
| Hair (Per station for two trainees) | | | |
| 27. | Barber Scissors | | 1 No. |
| 28. | Thinning Scissors | | 1 No. |
| 29. | Velcro Rollers | Large, medium, & small | 1dz.each |
| 30. | Perm rollers (Star Perm, Ladder Perm, spiral rods, Chop sticks, Wooden rollers) | different sizes Small, medium, large | 1 dz. Each |
| 31. | Dust Brush | | 1 No. |
| 32. | Dye Brush | | 1 No. |

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| 33. | Back View Mirror | | 1 No. |
| 34. | Cutting sheet | | 1 No. |
| 35. | Dye Bowl | | 1 No. |
| 36. | Professional Hairbrushes set | | 1 set |
| 37. | Scalp steamer | | 1 No. |
| 38. | Hot Rollers | | 1 Set |
| 39. | Dummy head on stand with slip on | | 1 No. |
| 40. | Dryer | | 1 No. |
| 41. | Crimper | | 1 no for 5 stations |
| 42. | Mirror Panel | | 1 No. |
| 43. | Styling Chair (multipurpose for hair & beauty services) | | 1 No. |
| 44. | Shampoo Station with chair | | 1 no for 5 stations |
| 45. | Hair Trolley | | 01 No. |
| 46. | Ceramic Straightening Iron | | 1 No. |
| 47. | Curling Rods with attachments | | 1 no for 5 stations |
| 48. | Neck Tray (for perming) | | 1 No. |
| 49. | Re-bonding Boards | | 1 set |
| 50. | Benders | | 1 dz. |
| 51. | Hood Dryer | | 1 no for 5 stations |
| Skin | | | |
| 52. | Magnifying lamp | | 1 no for 5 stations |
| 53. | Vapozone | | 1 no for 5 stations |
| 54. | Beauty Studio | (Ultrasonic/Galvanic/High Frequency, Brushing unit, Vacuum & Spray) | 1 no for 5 stations |
| 55. | High frequency | | 1 No |
| 56. | Infra red Lamp | | 1 No. |
| 57. | Wax heater | | 1 No. |
| 58. | Beauty Trolleys | | 1 No. |
| 59. | Facial Bed | | 1 No. |
| 60. | Manicure Bowls | | 1 No |
| 61. | Pedi spa tub | | 1 No |
| 62. | Manicure stools | | 1 No. |
| 63. | Manicure table | | 1 No. |
| 64. | Pedi stool | | 1 No. |
| 65. | Manicure Trolley | | 1 No. |
| Lab | | | |
| 66. | Dry Sterilizer | (Ultra Violet) | 1 no for 5 stations |
| 67. | Boiler | | 01 No. |
| 68. | Electric Manicure Kit | | 1 No. |

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| 69. | Galvanic | | 1 No. |
| 70. | Ultra Sonic | | 1 No. |
| 71. | Skin Analyser | | 1 No. |
| 72. | Vacuum suction | | 1 No. |
| 73. | Front wash Basin | | 1 no for 5 stations |
| 74. | Curtain/Blinds for Lab | | As required |
| 75. | Blanket | | 1 No |
| 76. | Hot towel cabinet | | 1 no for 5 stations |
| 77. | Desktop Computer | CPU: 32/64 Bit i3/i5/i7 or latest processor, Speed: 3 GHz or Higher. RAM:-4 GB DDR-III or Higher, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet, with USB Mouse, USB Keyboard and Monitor (Min. 17 Inch. Licensed Operating System and Antivirus compatible with trade related software. | 01 No. |
| 78. | Computer Table | | 01 No. |
| 79. | Heat Convector | | 04 Nos. |
| 80. | Air conditioner split | | As Required |
| 81. | Student Lockers | | 1 per student |
| 82. | Refrigerator | | 1 No. |
| 83. | Almirah | | 1 no for 5 stations |
| 84. | Teacher's Chair and table set | | 1 No. |
| 85. | Black head remover | | 1 No. |
| 86. | | | |
| 87. | Wet Sterilizer | | 1 no for 5 stations |
| C. FURNITURE | | | |
| Theory Room Furniture | | | |
| 88. | Student's chair with flap | | 25 (24+1) Nos. |
| 89. | Teacher's Table and chair set | | 01 No. |
| 90. | Interactive board/lcd projector | | 01 No. |
| 91. | Computer set with UPS | | 01 No. |
| 92. | White Magnetic Board with felt board | | 01 No. |
| 93. | Air conditioner split | | As required |
| Yoga Lab. | | | |
| 94. | Yoga Mat | | 25 (24+1) Nos. |
| 95. | Teacher's Chair | | 01 No. |
| 96. | Teacher's Table | | 01 No. |
| Note: - | | | |
| 1. All the tools and equipment are to be procured as per BIS specification. | | | |

2. *Internet facility is desired to be provided in the classroom.*

The DGT sincerely acknowledges contributions of the Industries, State Directorates, Trade Experts, Domain Experts, trainers of ITIs, NSTIs, faculties from universities and all others who contributed in revising the curriculum.

Special acknowledgement is extended by DGT to the following expert members who had contributed immensely in this curriculum.

| List of members attended the trade committee meeting to finalize the syllabus of Cosmetology under CTS. | | | |
|--|---|--|----------------|
| S No. | Name & Designation Sh/Mr/Ms | Organization | Remarks |
| 1. | Ranjna, Trainer | Lakme | Member |
| 2. | Inelika Singh, Centre Head | Blossom Kochher College of Creative Arts | Member |
| 3. | Sushil Chandra, Sr. Finance & operation Executive | Jawed Habib | Member |
| 4. | Narender Sen, Technical Head | Jawed Habib | Member |
| 5. | Avjali Dhawan, Trainer | Blossom Kochher College of Creative Arts | Member |
| 6. | Arpita Das, Educator & Cosmetologist | Beauness By Arpita | Member |
| 7. | Krishna Singh, Manager | KPMG (PMC Strive) | Member |
| 8. | Toniska Suntha, Technical Head | VLCC Institutes (Skill Development) | Member |
| 9. | Sandeep Sharma, Sr. Executive Operation | VLCC Institutes (Skill Development) | Member |
| 10. | Anil Kumar, Director | DGT, Hq | Member |
| 11. | G. Giri, Jt. Director | DGT, Hq | Member |
| 12. | Praveen Kumar, Dy. Director | DGT, New Delhi | Member |
| 13. | B.V.S. Sessa Chari, Director | CSTARI, Kolkata | Member |
| 14. | R.P. Dhingra, Director | NIMI, Chennai & DGT, HQ | Member |
| 15. | C.S. Murthy, JDT | CSTARI, Kolkata | |
| 16. | Anuradha Chanda, Group Instructor | ITI Hastsal | Member |
| 17. | Yamini Srivastava, Instructor | ITI Mori Gate, Delhi | Member |
| 18. | V.V. Sateesh Reddy, TO | DGT, Hq | Member |
| 19. | Ruchi Chamoli, VI | NSTI(W) Noida | Member |

| | | | |
|-----|---------------------------------------|--------------------------------|--------|
| 20. | Sunita Bhat, TO | NSTI(W) Noida | Member |
| 21. | Shiv Kumar, JTA | DGT, HQ | Member |
| 22. | Chitra, TO | DGT, HQ | Member |
| 23. | S.A. Pandav, Regional Dy. Director | DET, Gujarat | Member |
| 24. | L.K. Mukherjee, DDT | CSTARI, Kolkata | Member |
| 25. | Smt. Neha K. Shah, Principal | ITI- Gorwa, Gujarat | Member |
| 26. | Minaxi P. Dodia | Amruta Beauty Clinic, Vadodara | Member |
| 27. | Amruta Mistry | -do- | Member |
| 28. | Manick Dharani | The Spirit Luxury Spa, Gujarat | Member |
| 29. | D.J. Varmoon, Principal | ITI, Padra, Gujarat | Member |
| 30. | Nirali Patel, SI | ITI, Gorwa (Mahila) | Member |
| 31. | P.K. Bairagi, TO | CSTARI, Kolkata | Member |
| 32. | Mrs. Manjil Mojun Bhajani, Instructor | NSTI (W) Kolkata | Member |
| 33. | Mrs. Shewta Jaiswal, Instructor | NSTI (W) Kolkata | Member |
| 34. | R.N. Manna, TO | CSTARI, Kolkata | Member |

ABBREVIATIONS:

| | |
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| CTS | Craftsmen Training Scheme |
| ATS | Apprenticeship Training Scheme |
| CITS | Craft Instructor Training Scheme |
| DGT | Directorate General of Training |
| MSDE | Ministry of Skill Development and Entrepreneurship |
| NTC | National Trade Certificate |
| NAC | National Apprenticeship Certificate |
| NCIC | National Craft Instructor Certificate |
| LD | Locomotor Disability |
| CP | Cerebral Palsy |
| MD | Multiple Disabilities |
| LV | Low Vision |
| HH | Hard of Hearing |
| ID | Intellectual Disabilities |
| LC | Leprosy Cured |
| SLD | Specific Learning Disabilities |
| DW | Dwarfism |
| MI | Mental Illness |
| AA | Acid Attack |
| PwD | Person with disabilities |

