

**THE REPUBLIC OF KENYA**

**COMPETENCY BASED CURRICULUM**

**FOR**

**BEAUTY THERAPY**

**LEVEL 5**



TVET CDACC

P.O. BOX 15745-00100

NAIROBI

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# FOREWORD

The provision of quality education and training is fundamental to the Government’s overall strategy for social economic development. Quality education and training will contribute to achievement of Kenya’s development blueprint and sustainable development goals.

Reforms in the education sector are necessary for the achievement of Kenya Vision 2030 and meeting the provisions of the Constitution of Kenya 2010. The education sector had to be aligned to the Constitution and this resulted in the formulation of the Policy Framework for Reforming Education and Training (Sessional Paper No. 4 of 2016). A key feature of this policy is the radical change in the design and delivery of TVET training. This policy document requires that training in TVET be competency based, curriculum development be industry led, certification be based on demonstration of competence and the mode of delivery allows for multiple entry and exit in TVET programmes.

These reforms demand that Industry takes a leading role in curriculum development to ensure the curriculum addresses its competence needs. It is against this background that this curriculum has been developed.

It is my conviction that this curriculum will play a great role towards development of competent human resource for the

Cosmetology sector’s growth and sustainable development.

**PRINCIPAL SECRETARY,**

**VOCATIONAL AND**

**TECHNICAL TRAINING**

**MINISTRY OF EDUCATION**

# PREFACE

Kenya Vision 2030 aims to transform the country into a newly industrializing, “middle-income country providing a high-quality life to all its citizens by the year 2030”. Kenya intends to create a globally competitive and adaptive human resource base to meet the requirements of a rapidly industrializing economy through life-long education and training. TVET has a responsibility of facilitating the process of inculcating knowledge, skills and attitudes necessary for catapulting the nation to a globally competitive country, hence the paradigm shift to embrace Competency Based Education and Training (CBET).

The Technical and Vocational Education and Training Act No. 29 of 2013 and Sessional Paper No. 4 of 2016 on Reforming Education and Training in Kenya, emphasized the need to reform curriculum development, assessment and certification. This called for a shift to CBET in order to address the mismatch between skills acquired through training and skills needed by industry as well as increase the global competitiveness of Kenyan labour force.

TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) in conjunction with Cosmetology Sector Skills Advisory Committee (SSAC) and Vera Beauty and Fashion College have developed this curriculum.

This curriculum has been developed following the CBET framework policy; the CBETA standards and guidelines provided by the TVET Authority and the Kenya National Qualification Framework designed by the Kenya National Qualification Authority.

This curriculum is designed and organized with an outline of learning outcomes; suggested Methods of Instruction, training/learning resources and methods of assessing the trainee’s achievement. The curriculum is competency-based and allows multiple entry and exit to the course.

I am grateful to the Council Members, Council Secretariat, Cosmetology SSAC, Vera Beauty and Fashion College, expert workers and all those who participated in the development of this curriculum.

**Prof. CHARLES M. M. ONDIEKI, PhD, FIET (K), Con.**

**EngTech.**

**CHAIRMAN, TVET CDACC**

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# ACKNOWLEDGMENT

This curriculum has been designed for competency-based training and has independent units of learning that allow the trainee flexibility in entry and exit. In developing the curriculum, significant involvement and support was received from various organisations.

I appreciate Vera Beauty and Fashion College for the collaborations that enabled the development of this curriculum. I also recognize with appreciation the role of the Cosmetology Sector Skills Advisory Committee (SSAC) in ensuring that competencies required by the industry are addressed in the curriculum. I also thank all stakeholders in the Cosmetology sector for their valuable input and all those who participated in the process of developing this curriculum.

I am convinced that this curriculum will go a long way in ensuring that workers in Cosmetology acquire competencies that will enable them to perform their work more efficiently.

**Dr. LAWRENCE GUANTAI M’ITONGA, PhD**

**COUNCIL SECRETARY/CEO**

**TVET CDACC**

# ACRONYMS

BC Basic Competency

CBET Competency Based Education and

 Training

CO Core Competency

CU Curriculum

KCSE Kenya Certificate of Secondary Education

KNQA Kenya National Qualifications Authority

PPE Personal Protective Equipment

SSAC Sector Skills Advisory Committee

TVET Technical and Vocational Education and

 Training

TVET CDACC: TVET Curriculum Development,

 Assessment and Certification Council

# KEY TO UNIT CODE

 **COS/CU/BT/BC/01/5/A**

Industry or sector

Occupational Standards

Occupational area

Type of competency

Competency number

Competency level

Version Control

# COURSE OVERVIEW

Beauty Therapy level 5 qualification consists of competencies that an individual must achieve to enable him/her provide beauty therapy services and comprises of providing nail technology services, make-up services, massage services, manicure and pedicure services, facial skin care treatment services, body art services and hair removal services.

The units of learning comprising Beauty Therapy Level 5 qualification include the following:

**Basic Units of Learning**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Code**  | **Unit Title**  | **Duration in Hours**  | **Credit Factor**  |
| COS/CU/BT/BC/01/5/A  | Communication skills  | 25  | 2.5  |
| COS/CU/BT/BC/02/5/A  | Numeracy skills  | 40  | 4  |
| COS/CU/BT/BC/03/5/A | Digital literacy  | 45  | 4.5  |
| COS/CU/BT/BC/04/5/A  | Entrepreneurial skills  | 70  | 7  |
| COS/CU/BT/BC/05/5/A  | Employability skills  | 50  | 5  |
| COS/CU/BT/BC/06/5/A  | Environmental literacy  | 25  | 2.5  |
| COS/CU/BT/BC/07/5/A  | Occupational safety and health practices  | 25  | 2.5  |
| **Total**  |  | **280**  | **28**  |

**Core** **Units of Learning**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Code**  | **Unit Title**  | **Duration in Hours**  | **Credit Factor**  |
| COS/CU/BT/CR/01/5/A | Nail technology services  | 180  | 18  |
| COS/CU/BT/CR/02/5/A  | Make-up services  | 120  | 12  |
| COS/CU/BT/CR/03/5/A  | Body massage services  | 120  | 12  |
| COS/CU/BT/CR/04/5/A  | Manicure and pedicure services  | 180  | 18  |
| COS/CU/BT/CR/05/5/A  | Facial skin care services  | 120  | 12  |
| COS/CU/BT/CR/06/5/A | Body art services  | 120  | 12  |
| COS/CU/BT/CR/07/5/A  | Hair removal services  | 120  | 12  |
|  COS/CU/BT/CR/08/5/A | Industrial attachment  | 360  | 36  |
| **Total**  |  | **1320**  | **132**  |
| **Grand Total**  |  | **1600**  | **160**  |

**Entry Requirements**

An individual entering this course should have any of the following minimum requirements:

1. Kenya Certificate of Secondary Education (KCSE) mean grade D (plain)

Or

1. Certificate in Beauty Therapy Level 4

 Or

1. Equivalent qualifications as determined by Kenya National Qualifications Authority (KNQA)

**Trainer Qualification**

A trainer for Beauty Therapy Level 5 should have at least Beauty Therapy level 6 qualification.

**Industrial Attachment**

An individual enrolled in this course will undergo a field attachment for a period of 360 hours in a Beauty Therapy establishment.

**Assessment**

The course will be assessed at two levels:

1. **Internal assessment**: conducted continuously by the trainer (internal assessor) who is monitored by an accredited internal verifier.

1. **External assessment:** conducted by an accredited external assessor who is monitored by an accredited external verifier.

The assessors and verifiers are accredited by TVET CDACC which also coordinates external assessment.

**Certification**

An individual will be awarded a Certificate of Competency on demonstration of competence in a Unit of Competency. To be awarded National Certificate in Beauty Therapy Level 5, an individual must demonstrate competence in all the units of competency in this qualification pack.

These certificates will be awarded by TVET CDACC in conjunction with the training provider.

# BASIC UNITS OF COMPETENCY

# COMMUNICATION SKILLS

**UNIT CODE: ...../CU/…../BC/01/5/A**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Demonstrate Communication Skills

**Duration of Unit:** 25hours

**Unit Description**

This unit covers the competencies required to demonstrate communication skills. It involves meeting communication needs of clients and colleagues, contributing to the development of communication strategies, conducting workplace interviews, facilitating group discussions and representing the organisation.

**Summary of Learning Outcomes**

1. Meet communication needs of clients and colleagues
2. Contribute to the development of communication strategies
3. Conduct interviews
4. Facilitate group discussions
5. Represent the organization

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Meet communication needs of clients and colleagues
 | * Communication process
* Modes of communication
* Medium of communication
* Effective communication
* Barriers to communication
* Flow of communication
* Sources of information
* Organizational policies
* Organization requirements for written and electronic communication methods
* Report writing
* Effective questioning techniques (clarifying and probing)
* Workplace etiquette
* Ethical work practices in handling communication
* Active listening
* Feedback
* Interpretation
* Flexibility in communication
 | * Interview
* Third party reports
* Written texts
 |
| 1. Contribute to the development of communication strategies
 | * Dynamics of groups
* Styles of group leadership
* Openness and flexibility in communication
* Communication skills relevant to client groups
 | * Written
* Observation
 |
| 1. Conduct interviews
 | * Types of interview
* Establishing rapport
* Facilitating resolution of issues
* Developing action plans
 | * Written
* Observation
 |
| 1. Facilitate group discussions
 | * Identification of communication needs
* Dynamics of groups
* Styles of group leadership
* Presentation of information
* Encouraging group members participation
* Evaluating group communication strategies
 | * Written
* Observation
 |
| 1. Represent the organization
 | * Presentation techniques
* Development of a presentation
* Multi-media utilization in presentation
* Communication skills relevant to client groups
 | * Observation
* Written
 |

**Suggested Methods of Instructions**

* Role playing
* Viewing of related videos

**Recommended Resources**

* Desktop computers/laptops
* Internet connection
* Projectors
* Telephone

# NUMERACY SKILLS

**UNIT CODE:** ...../CU/…../BC/02/5/A

**Relationship to Occupational Standards:**

This unit addresses the Unit of Competency: Demonstrate Numeracy Skills

**Duration of Unit:** 40 hours

**Unit Description**

This unit covers the competencies required to demonstrate numeracy skills. It involves calculating with whole numbers and familiar fractions, decimals, and percentages for work estimating, measuring, and calculating with routine metric measurements for work, using routine maps and plans for work, interpreting, drawing and constructing 2D and 3D shapes for work, interpreting routine tables, graphs and charts for work, collecting data and constructing routine tables and graphs for work and using basic functions of calculator

**Summary of Learning Outcomes**

1. Calculate with whole numbers and familiar fractions, decimals and percentages for work
2. Estimate, measure and calculate with routine metric measurements for work
3. Use routine maps and plans for work
4. Interpret, draw and construct 2D and 3D shapes for work
5. Interpret routine tables, graphs and charts for work
6. Collect data and construct routine tables and graphs for work
7. Use basic functions of calculator

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Calculate with whole numbers and familiar fractions, decimals and percentages for work
 | * Interpretation of whole numbers, fractions, decimals, percentages and rates
* Calculations involving several steps
* Calculation with whole numbers and routine or familiar fractions, decimals and percentages
* Conversion between equivalent forms of fractions, decimals and percentages
* Application of order of operations to solve multi-step calculations
* Application of problem solving strategies
* Making estimations to check reasonableness of problem solving process, outcome and its appropriateness to the context and task
* Use of formal and informal mathematical language and symbolism to communicate the result of a task
 | * Written
* Practical test
* Observation
 |
| 1. Estimate, measure and calculate with routine metric measurements for work
 | * Selection and interpretation of measurement information in workplace tasks and texts
* Identification and selection of routine measuring equipment
* Estimation and making measurements using correct units
* Estimation and calculation using routine measurements
* Performing conversions between routinely used metric units
* Using problem solving processes to undertake tasks
* Recording information using mathematical language and symbols
 | * Written
* Practical test
* Observation
 |
| 1. Use routine maps and plans for work
 | * Identification of features in routine maps and plans
* Symbols and keys used in routine maps and plans
* Identification and interpretation of orientation of map to North
* Demonstrate understanding of direction and location
* Apply simple scale to estimate length of objects, or distance to location or object
* Give and receive directions using both formal and informal language
 | * Written
* Practical test
* Observation
 |
| 1. Interpret, draw and construct 2D and 3D shapes for work
 | * Identify two dimensional shapes and routine three dimensional shapes in everyday objects and in different orientations
* Explain the use and application of shapes
* Use formal and informal mathematical language and symbols to describe and compare the features of two dimensional shapes and routine three dimensional shapes
* Identify common angles
* Estimate common angles in everyday objects
* Use formal and informal mathematical language to describe and compare common angles
* Use common geometric instruments to draw two dimensional shapes
* Construct routine three dimensional objects from given nets
 |  • Written• Practical test• Observation |
| 1. Interpret routine tables, graphs and charts for work
 | * Identify routine tables, graphs and charts in predominately familiar texts and contexts
* Identify common types of graphs and their different uses
* Identify features of tables, graphs and charts
* Locate specific information
* Perform calculations to interpret information
* Explain how statistics can inform and persuade
* Identify misleading statistical information
* Discuss information relevant to the workplace
 | * Oral
* Written
* Practical test
* Observation
 |
| 1. Collect data and construct routine tables and graphs for work
 | * Identify features of common tables and graphs
* Identify uses of **different tables and graphs**
* Determine data and variables to be collected
* Determine audience
* Select a method to collect data
* Collect data
* Collate information in a table
* Determine suitable scale and axes
* Draft and draw graph to present information
* Check that data meets the expected results and context
* Report or discuss information using formal and informal mathematical language
 | * Written
* Practical test
* Observation
 |
| 1. Use basic functions of calculator
 | * Identify and use keys for basic functions on a calculator
* Calculate using whole numbers, money and routine decimals and percentages
* Calculate with routine fractions and percentages
* Apply order of operations to solve multi-step calculations
* Interpret display and record result
* Make estimations to check reasonableness of problem solving process, outcome and its appropriateness to the context and task
* Use formal and informal mathematical language and appropriate symbolism and conventions to communicate the result of the task
 | * Written
* Practical test
* Observation
 |

# Suggested Methods of Instructions

* Demonstrations
* Role playing
* Viewing of related videos
* Discussion
* Assignments

**Recommended resources**

* Calculators
* Basic measuring instruments

# DIGITAL LITERACY

**UNIT CODE: ...../CU/…../BC/03/5/A**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Demonstrate Digital Literacy

**Duration of Unit:** 45 hours

**Unit Description**

This unit covers the competencies required to demonstrate digital literacy. It involves identifying appropriate computer software and hardware, applying security measures to data, hardware, software in automated environment , applying computer software in solving tasks, applying internet and email in communication at workplace, applying desktop publishing in official assignment and preparing presentation packages.

**Summary of Learning Outcomes**

1. Identify computer software and hardware
2. Apply security measures to data, hardware, software in automated environment
3. Apply computer software in solving tasks
4. Apply internet and email in communication at workplace
5. Apply desktop publishing in official assignments
6. Prepare presentation packages

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Identify computer hardware and software
 | * Concepts of ICT
* Functions of ICT
* History of computers
* Components of a computer
* Classification of computers
 | * Written tests
* Oral presentation
* Observation
 |
| 1. Apply security measures to data, hardware and software
 | * Data security and control
* Security threats and control measures
* Types of computer crimes
* Detection and protection against computer crimes
* Laws governing protection of ICT
 | * Written tests
* Oral presentation
* Observation
* Project
 |
| 1. Apply computer software in solving tasks
 | * Operating system
* Word processing
* Spread sheets
* Data base design and manipulation
* Data manipulation, storage and retrieval
 | * Oral questioning
* Observation
* Project
 |
| 1. Apply internet and email in communication at workplace
 | * Computer networks
* Network configurations
* Uses of internet
* Electronic mail (e-mail) concept
 | * Oral questioning
* Observation
* Oral presentation
* Written report
 |
| 1. Apply desktop publishing in official assignments
 | * Concept of desktop publishing
* Opening publication window
* Identifying different tools and tool bars
* Determining page layout
* Opening, saving and closing files
* Drawing various shapes using DTP
* Using colour pellets to enhance a document
* Inserting text frames
* Importing and exporting text
* Object linking and embedding
* Designing of various publications
* Printing of various publications
 | * Oral questioning
* Observation
* Oral presentation
* Written report
* Project
 |
| 1. Prepare presentation packages
 | * Types of presentation packages
* Procedure of creating slides
* Formatting slides
* Presentation of slides
* Procedure for editing objects
 | * Oral questioning
* Observation
* Oral presentation
* Written report
* Project
 |

**Suggested Methods of Instructions**

* Demonstration
* Viewing of related videos
* Discussions
* Assignments
* Direct instructions

**Recommended Resources**

* Computers
* Other digital devices
* Printers
* Storage devices
* Internet access
* Computer software

# ENTREPRENEURSHIP EDUCATION

**UNIT CODE:** **...../CU/…../BC/04/5/A**

Relationship to occupational standards

This unit addresses the Unit of Competency: Demonstrate Understanding Of Entrepreneurship

**Duration of unit:** 70 hours

**Unit Description**

This unit covers the competencies required to demonstrate understanding of entrepreneurship. It involves demonstrating understanding of an entrepreneur, entrepreneurship and self-employment. It also involves identifying entrepreneurship opportunities, creating entrepreneurial awareness, applying entrepreneurial motivation and developing business innovative strategies.

**Summary of Learning Outcomes**

* 1. Demonstrate understanding of an entrepreneur
	2. Demonstrate knowledge of entrepreneurship and self-employment
	3. Identify entrepreneurship opportunities
	4. Create entrepreneurial awareness
	5. Apply entrepreneurial motivation
	6. Develop innovative business strategies
	7. Develop Business plan

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Demonstrate knowledge of entrepreneurship and self-employment
 | * Importance of self-employment
* Requirements for entry into self-employment
* Role of an Entrepreneur in business
* Contributions of Entrepreneurs to National development
* Entrepreneurship culture in Kenya
* Born or made entrepreneurs
 | * Individual/group assignments
* Projects
* Written tests
* Oral questions
* Third party report
* Interviews
 |
| 1. Identify entrepreneurship opportunities
 | * Business ideas and opportunities
* Sources of business ideas
* Business life cycle
* Legal aspects of business
* Assessment of product demand
* Business environment
* Factors to consider when evaluating business environment
* Technology in business
 | * Individual/group assignments
* Projects
* Written tests
* Oral questions
* Third party report
* Interviews
 |
| 1. Create entrepreneurial awareness
 | * Forms of businesses
* Sources of business finance
* Factors in selecting source of business finance
* Governing policies on Small Scale Enterprises (SSEs)
* Problems of starting and operating SSEs
 | * Individual/group assignments
* Projects
* Written tests
* Oral questions
* Third party report
* Interviews
 |
| 1. Apply entrepreneurial motivation
 | * Internal and external motivation
* Motivational theories
* Self-assessment
* Entrepreneurial orientation
* Effective communications in entrepreneurship
* Principles of communication
* Entrepreneurial motivation
 | * Case studies
* Individual/group assignments
* Projects
* Written tests
* Oral questions
* Third party report
* Interviews
 |
| 1. Develop business innovative strategies
 | * Innovation in business
* Small business Strategic Plan
* Creativity in business development
* Linkages with other entrepreneurs
* ICT in business growth and development
 | * Case studies
* Individual/group assignments
* Projects
* Written tests
* Oral questions
* Third party report
* Interviews
 |
| 1. Develop Business Plan
 | * Business description
* Marketing plan
* Organizational/Management
* plan
* Production/operation plan
* Financial plan
* Executive summary
* Presentation of Business Plan
 | * Case studies
* Individual/group assignments
* Projects
* Written tests
* Oral questions
* Third party report
* Interviews
 |

**Suggested Methods of instructions:**

* Direct instruction
* Project
* Case studies
* Field trips
* Discussions
* Demonstration
* Question and answer
* Problem solving
* Experiential
* Team training

**Recommended Resources**

* Stationery
* Journals
* Internet connectivity
* Mobile phone
* Video clips
* Films
* Case studies
* Business plan templates
* Computers
* Overhead projectors

# EMPLOYABILITY SKILLS

**UNIT CODE:** **COS/CU/BT/BC/05/5/A**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Demonstrate Employability Skills

**Duration of Unit:** 50 hours

**Unit Description**

This unit covers competencies required to demonstrate employability skills. It involves conducting self-management, demonstrating interpersonal communication, critical safe work habits, leading a workplace team, planning and organizing work, maintaining professional growth and development, demonstrating workplace learning, problem solving skills and managing workplace ethics.

**Summary of Learning Outcomes**

1. Conduct self-management

2. Demonstrate interpersonal communication

3. Demonstrate critical safe work habits

4. Lead small teams

5. Plan and organize work

6. Maintain professional growth and development

7. Demonstrate workplace learning

8. Demonstrate problem solving skills

9. Demonstrate workplace ethics

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Conduct self-management
 | * Self-awareness
* Formulating personal vision, mission and goals
* Strategies for overcoming life challenges
* Emotional intelligence
* Assertiveness versus aggressiveness
* Expressing personal thoughts, feelings and beliefs
* Developing and maintaining high self-esteem
* Developing and maintaining positive self-image
* Articulating ideas and aspirations
* Accountability and responsibility
* Good work habits
* Self-awareness
* Self-development
* Financial literacy
* Healthy lifestyle practices
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Demonstrate interpersonal communication
 | * Meaning of interpersonal communication
* Listening skills
* Types of audience
* Writing skills
* Reading skills
* Meaning of empathy
* Understanding customers’ needs
* Establishing communication networks
* Sharing information
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Demonstrate critical safe work habits
 | * Stress and stress management
* Punctuality and time consciousness
* Leisure
* Integratingpersonal objectives into organizational objectives
* Resources utilization
* Setting work priorities
* HIV and AIDS
* Drug and substance abuse
* Handling emerging issues
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Lead a small team
 | * Leadership qualities
* Team building
* Determination of team roles and objectives
* Team performance indicators
* Responsibilities in a team
* Forms of communication
* Complementing team activities
* Gender and gender mainstreaming
* Human rights
* Maintaining relationships
* Conflicts and conflict resolution
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Plan and organize work
 | * Functions of management
* Planning
* Organizing
* Time management
* Decision making process
* Task allocation
* Evaluating work activities
* Resource utilization
* Problem solving
* Collecting and organising information
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Maintain professional growth and development
 | * Opportunities for professional growth
* Assessing training needs
* Licenses and certifications for professional growth and development
* Pursuing personal and organizational goals
* Identifying work priorities
* Recognizing career advancement
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Demonstrate workplace learning
 | * Managing own learning
* Contributing to the learning community at the workplace
* Cultural aspects of work
* Variety of learning context
* Application of learning
* Safe use of technology
* Identifying opportunities
* Generating new ideas
* Workplace innovation
* Performance improvement
* Handling emerging issues
* Future trends and concerns in learning
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Demonstrate problem solving skills
 | * Problem identification
* Problem solving
* Application of problem-solving strategies
* Resolving customer concerns
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |
| 1. Demonstrate workplace ethics
 | * Meaning of ethics
* Ethical perspectives
* Principles of ethics
* Values and beliefs
* Ethical standards
* Organization code of ethics
* Common ethical dilemmas
* Organization culture
* Corruption, bribery and conflict of interest
* Privacy and data protection
* Diversity, harassment and mutual respect
* Financial responsibility/accountability
* Etiquette
* Personal and professional integrity
* Commitment to jurisdictional laws
* Emerging issues in ethics
 | * Written tests
* Oral questioning
* Interviewing
* Portfolio of evidence
* Third party report
 |

**Suggested Methods of Instructions**

* Demonstrations
* Simulation/Role play
* Discussion
* Presentations
* Case studies
* Q&A

**Recommended Resources**

* Computers
* Stationery
* Charts
* Video clips
* Audio tapes
* Radio sets
* TV sets
* LCD projectors

# ENVIRONMENTAL LITERACY

**UNIT CODE:**  **COS/CU/BT/BC/06/5/A**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Demonstrate Environmental Literacy

**Duration of Unit:** 25 hours

**Unit Description**

This unit describes the competencies required to demonstrate understanding of environmental literacy. It involves controlling environmental hazard, controlling control environmental pollution, complying with workplace sustainable resource use, evaluating current practices in relation to resource usage, identifying environmental legislations/conventions for environmental concerns, implementing specific environmental programs and monitoring activities on environmental protection/programs.

**Summary of Learning Outcomes**

1. Control environmental hazards
2. Control environmental Pollution
3. Demonstrate sustainable use of resource
4. Evaluate current practices in relation to resource usage
5. Identify Environmental legislations/conventions for environmental concerns
6. Implement specific environmental programs
7. Monitor activities on Environmental protection/Programs

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** |  **Content** | **Suggested Assessment Methods** |
| 1. Control environmental hazards
 | * Purposes and content of Environmental Management and Coordination Act 1999
* Purposes and content of Solid Waste Act
* Storage methods for environmentally hazardous materials
* Disposal methods of hazardous wastes
* Types and uses of PPE in line with environmental regulations
* Occupational Safety and Health Standards (OSHS)
 | * Written test
* Oral questions
* Observation
 |
| 1. Control environmental Pollution control
 | * Types of pollution
* Environmental pollution control measures
* Types of solid wastes
* Procedures for solid waste management
* Different types of noise pollution
* Methods for minimizing noise pollution
 | * Written test
* Oral questions
* Observation
 |
| 1. Demonstrate sustainable resource use
 | * Types of resources
* Techniques in measuring current usage of resources
* Calculating current usage of resources
* Methods for minimizing wastage
* Waste management procedures
* Principles of 3Rs (Reduce, Reuse, Recycle)
* Methods for economizing or reducing resource consumption
 | * Written test
* Oral questions
* Observation
 |
| 1. Evaluate current practices in relation to resource usage
 | * Collection of information on environmental and resource efficiency systems and procedures,
* Measurement and recording of current resource usage
* Analysis and recording of current purchasing strategies.
* Analysis of current work processes to access information and data
* Identification of areas for improvement
 | * Written test
* Oral questions
* Observation
 |
| 1. Identify Environmental legislations/conventions for environmental concerns
 | * Environmental issues/concerns
* Environmental legislations /conventions and local ordinances
* Industrial standard /environmental practices
* International Environmental Protocols (Montreal, Kyoto)
* Features of an environmental strategy
 | * Written questions
* Oral questions
* Observation
 |
| 1. Implement specific environmental programs
 | * Community needs and expectations
* Resource availability
* 5 s of good housekeeping
* Identification of programs/Activities
* Setting of individual roles /responsibilities
* Resolving problems /constraints encountered
* Consultation with stakeholders
 | * Written questions
* Oral questions
* Observation
 |
| 1. Monitor activities on Environmental protection/Programs
 | * Periodic monitoring and Evaluation of activities
* Gathering feedback from stakeholders
* Analysing data gathered
* Documentation of recommendations and submission
* Setting of management support systems to sustain and enhance the program
* Monitoring and reporting of environmental incidents to concerned /proper authorities
 | * Oral questions
* Written tests
* Practical test
* Observation
 |

**Suggested Methods of Instructions**

* Instructor led facilitation of theory
* Demonstration by trainer
* Viewing of related videos
* Project
* Assignements
* Role play

**Recommended Resources**

* Standard operating and/or other workplace procedures manuals
* Specific job procedures manuals
* Environmental Management and Coordination Act 1999
* Machine/equipment manufacturer’s specifications and instructions
* Personal Protective Equipment (PPE)
* ISO standards
* Ccompany environmental management systems (EMS)
* Montreal Protocol
* Kyoto Protocol

# OCCUPATIONAL SAFETY AND HEALTH PRACTICES

**UNIT CODE:**  **COS/CU/BT/BC/07/5/A**

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Demonstrate occupational safety and health practices

**Duration of Unit:** 25 hours

**Unit Description**

This unit specifies the competencies required to identify workplace hazards and risk, identify and implement appropriate control measures and implement OSH programs, procedures and policies/ guidelines

**Summary of Learning Outcomes**

1. Identify workplace hazards and risk
2. Control OSH hazards
3. Implement OSH programs

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Identify workplace hazards and risks
 | * Identification of hazards in the workplace and/or the indicators of their presence
* Evaluation and/or work environment measurements of OSH hazards/risk existing in the workplace is conducted by
* Authorized personnel or agency
* Gathering of OHS issues and/or concerns raised
 | * Oral questions
* Written tests
* Portfolio of evidence
* Third party report
 |
| 1. Control OSH hazards
 | * Prevention and control measures, including use of PPE (personal protective equipment) for specific hazards are identified and implemented
* Appropriate risk controls based on result of OSH hazard evaluation is recommended
* Contingency measures, including emergency procedures during workplace incidents and emergencies are recognized and established in accordance with organization procedures
 | * Oral questions
* Written tests
* Portfolio of evidence
* Third party report
 |
| 1. Implement OSH programs
 | * Providing information to work team about company OHS program, procedures and policies/guidelines
* Participating in implementation of OSH procedures and policies/ guidelines
* Training of team members and advice on OSH standards and procedures
* Implementation of procedures for maintaining OSH-related records
 | * Oral questions
* Written tests
* Portfolio of evidence
* Third party report
 |

**Suggested Methods of Instructions**

* Assigments
* Discussion
* Q&A
* Role play
* Viewing of related videos

**Recommended Resources**

* Standard operating and/or other workplace procedures manuals
* Specific job procedures manuals
* Machine/equipment manufacturer’s specifications and instructions
* Personal Protective Equipment (PPE) e.g.
* Mask
* Face mask/shield
* Safety boots
* Safety harness
* Arm/Hand guard, gloves
* Eye protection (goggles, shield)
* Hearing protection (ear muffs, ear plugs)
* Hair Net/cap/bonnet
* Hard hat
* Face protection (mask, shield)
* Apron/Gown/coverall/jump suit
* Anti-static suits
* High-visibility reflective vest

# OCCUPATIONAL SAFETY AND HEALTH PRACTICES

**UNIT CODE:**  **...../CU/…../BC/07/5/A**

**Relationship to Occupational Standards**

This unit addresses the unit of competency: Demonstrate occupational safety and health practices

**Duration of Unit:** 25 hours

**Unit Description**

This unit specifies the competencies required to identify workplace hazards and risk, identify and implement appropriate control measures and implement OSH programs, procedures and policies/ guidelines.

**Summary of Learning Outcomes**

1. Identify workplace hazards and risk
2. Identify and implement appropriate control measures to hazards and risks
3. Implement OSH programs, procedures and policies/guidelines

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Identify workplace hazards and risks  | * Identification of hazards in the workplace and/or the indicators of their presence
* Evaluation and/or work environment measurements of OSH hazards/risk existing in the workplace is conducted by
* Authorized personnel or agency
* Gathering of OHS issues and/or concerns raised
 | * Oral questions
* Written tests
* Observation
 |
| 2. Identify and implement appropriate control measure to hazards and risks | * Prevention and control measures, including use of PPE (personal protective equipment) for specific hazards are identified and implemented
* Appropriate risk controls based on result of OSH hazard evaluation is recommended
* Contingency measures, including emergency procedures during workplace incidents and emergencies are recognized and established in accordance with organization procedures
 | * Oral questions
* Written tests
* Practical test
* Observation
 |
| 3. Implement OSH programs, proceduresand policies/guidelines | * Providing information to work team about company OHS program, procedures and policies/guidelines
* Participating in implementation of OSH procedures and policies/ guidelines
* Training of team members and advice on OSH standards and procedures
* Implementation of procedures for maintaining OSH-related records
 | * Oral questions
* Written tests
* Practical test
* Observation
 |

**Suggested Methods of Instructions**

* Demonstration
* Viewing of related videos
* Presentations
* Discusssions

**Recommended Resources**

* Standard operating and/or other workplace procedures manuals
* Specific job procedures manuals

# CORE UNITS OF LEARNING

#  NAIL TECHNOLOGY SERVICES

**UNIT CODE:** COS/CU/BT/CR/01/5/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Provide nail technology services

**Duration of Unit:** 180 hours

**Unit Description**

This unit covers the competencies required to provide nail technology services. It involves setting up and preparing to provide nail technology services, providing nail technology services and carrying out post service procedures.

**Summary of Learning Outcomes**

1. Set up and prepare to provide nail technology services
2. Provide basic nail technology services
3. Carry out post service procedures

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome**  | **Content**  | **Suggested** **Assessment** **Methods**  |
| 1. Set up and prepare to provide nail technology and associated services  | * Definition of terms
* Nail technology

history * Nail technology operational resources
* Nail technology standard operating

procedures * Legal framework

of operating a salon * Principles of hygiene and sanitation
* Safety and health in the beauty

parlour * Nail technology

tools and equipment * Nail technology
 | * Written tests
* Observation
* Oral questioning
* Interviewing
* Third party report

  |

|  |  |  |
| --- | --- | --- |
| **Learning Outcome**  | **Content**  | **Suggested** **Assessment** **Methods**  |
|  | products and supplies * Identification of nail technology tools and equipment
* Identification of nail technology products and supplies
* Identification of nail technology PPEs
* Work station set up procedure
 |  |
| 2. Provide nail technology services  | * Consultation and client care
* Principles of skin and nail analysis
* Disorders and diseases of skin and

nail * Hand and leg anatomy
* Basic manicure
 | * Written tests
* Observation
* Oral questions
* Interviewing
* Third party report

  |

|  |  |  |
| --- | --- | --- |
|  | procedure * Basic pedicure procedure
* Nail technology
* Gel polish
* UV gel system
* Acrylic system
* Maintenance, removal and repair
* Nail extension methods
* Express tips
* Welled tips
* Nail art design methods
* Glitter dust
* Marble
* Ombre
* Fantas
* Stamping
* Stencil
* Magnet
* Stickers
* Chrome
 |  |

|  |  |  |
| --- | --- | --- |
| **Learning Outcome**  | **Content**  | **Suggested** **Assessment** **Methods**  |
|  | * Jewellery
* Print
* Free hand
* Ethics and etiquette in cosmetology
* Marketing principles
* Skin and nails

analysis procedures * Hands and legs

preparation procedures * After care and marketing techniques
 |  |
| 3. Carry out post service operations  | * Environmental management laws and regulations
* Decontamination and infection control
* Storage of products and supplies
* Cleaning and disinfection procedures
* Waste management and disposal
* Work station clearing procedure
 | * Written tests
* Observation
* Oral questions
* Interviewing
* Third party report

  |

**Suggested Methods of Instruction:**

* Direct instruction
* Project
* Case studies
* Field trips
* Discussions
* Demonstration
* Assignment

**List of Recommended Resources:**

|  |  |  |  |
| --- | --- | --- | --- |
| **General resources:** Information Communication Technology, classroom and classroom resources, stationery, charts, posters,  |        | **Products and supplies:** Polymers Monomers Gel products Gel polish Sculpture forms Primers  | **Tools and equipment** * UV/ LED

lamps * E-file
* Files
* Table light
* Assorted

glass  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |                         | Cuticle oils Solar oil Gauze Resins and resin activator Top sealer Chrome Nail Adhesive Fibre glass Acetone Nail dehydrators Sanitizer Polish removers Nail polish Tips Cotton wool Serviettes Assorted towels Wet wipes Safety masks Aprons Gowns Polish wipe off Dry quick spray |           | bowls Assorted Brushes Spatulas Tip Clippers Manicure set Orange stick Mixer Nail peg Nail scissors Nail buffer  |

## MAKE-UP SERVICES

**UNIT CODE:** COS/CU/BT/CR/02/5/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Provide makeup services

**Duration of Unit:** 120 hours

**Unit Description**

This unit covers the competencies required to provide make-up services. It involves setting up and preparing to provide make-up services, providing make-up services and carrying out post service procedures.

**Summary of Learning Outcomes**

1. Set up and prepare to provide make-up services
2. Provide make-up services
3. Carry out post service procedures

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome**  | **Content**  | **Suggested** **Assessment** **Methods**  |
| 1. Set up and prepare to provide make up services  | * Definition of terms
* Make up history
* Make up operational

resources * Make up standard

operating procedures * Legal framework of

operating a salon * Principles of hygiene and sanitation
* Safety and health in the beauty parlour
* Make up tools and equipment
* Make up products

and supplies * Identification of makeup tools and equipment
* Identification of makeup products and

supplies * Identification of
 | * Written tests
* Observation
* Oral questioning
* Interviewing
* Third party report

  |

|  |  |  |
| --- | --- | --- |
| **Learning Outcome**  | **Content**  | **Suggested** **Assessment** **Methods**  |
|  | makeup PPEs   Work station set up   |  |
| 2. Provide makeup services  | * Consultation and client care
* Principles of skin analysis
* Disorders and diseases of skin
* Facial skin anatomy and physiology
* Brows and lashes
* Makeup

theory/methods o Day o Office o Evening * Ethics and etiquette in cosmetology
* After care and marketing principles
* Skin analysis procedures
* Client and face
 | * Written tests
* Observation
* Oral questions
* Interviewing
* Third party report

  |

|  |  |  |
| --- | --- | --- |
| **Learning Outcome**  | **Content**  | **Suggested** **Assessment** **Methods**  |
|  | preparation procedures * Eyebrow procedures o Threading o Tweezing o Waxing o Shaving o Tinting
* Eyelash extension procedures o Strip/temporary o Individual/clusters/ o Semi permanent
* After care and marketing techniques
 |  |
| 3. Carry out post service operations  | * Environmental management laws and regulations
* Waste management and disposal
* Decontamination and infection control
* Storage of products and supplies
* Tools and equipment
 | * Written tests
* Observation
* Oral questions
* Interviewing
* Third party report

  |
| **Learning Outcome**  | **Content**  | **Suggested** **Assessment** **Methods**  |
|  | cleaning and disinfection procedures * Reusable supplies cleaning and

disinfection procedures * Waste management methods
* Waste disposal methods
* Work station clearing procedure
 |  |

**Suggested Methods of Instruction:**

* Direct instruction
* Project
* Case studies
* Field trips
* Discussions
* Demonstration by instructor
* Practice by the trainee

**List of Recommended Resources:**

|  |  |  |
| --- | --- | --- |
| **General:** Information Communication Technology, classroom and classroom resources, stationery, charts, posters,  | **Tools and equipment:**  Brushers * Tweezers
* Thread
* Sponges
* Spatulas
* Tattoo

applicator | **Products and Supplies:** * Cleanser
* Tonner
* Moisturizer
* Lip gloss/Lip balm
* Foundation
* Concealer
* Primers
* Bronzers
* Eye-shaders
* Powders
* Mascara
* Eye pencils
* Eye liners
* Recliners
* Eye lashes
* Lip stick
* Blushers
* Glitters
* Feathers

Face paints Improvised Lash glue  |

## BODY MASSAGE SERVICES

**UNIT CODE:** COS/CU/BT/CR/03/5/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Provide body massage services.

**Duration of Unit:** 120 hours

**Unit Description**

This unit covers the competencies required to provide body massage services. It involves setting up and preparing to provide body massage services, providing body massage services and carrying out post service procedures.

**Summary of Learning Outcomes**

1. Set up and prepare to provide body massage services
2. Perform body massage procedures
3. Carry out post service procedures

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome**  | **Content**  | **Suggested** **Assessment** **Methods**  |
| 1. Set up and prepare to provide body massage services  | * Definition of terms
* Body massage history
* Body massage

operational resources * Body massage standard operating procedures
* Legal framework of

operating a salon * Principles of hygiene and

sanitation * Safety and health in the beauty parlour
* Body massage services tools and equipment
* Body massage services products and supplies
* Identification of body massage services tools and equipment
* Identification of body massage services products and supplies
 | * Written tests
* Observation
* Oral questioning
* Interviewing
* Third party report

  |

|  |  |  |
| --- | --- | --- |
| **Learning Outcome**  | **Content**  | **Suggested** **Assessment** **Methods**  |
|  | * Identification of body massage services PPEs
* Work station set up
 |  |
| 2. Perform body massage procedur es  | * Consultation and client care
* Principles of skin analysis
* Disorders and diseases of

skin * General anatomy and physiology
* Theoretical framework of massage
* Basic massage methods
* Ethics and etiquette in cosmetology
* After care and marketing principles
* Skin analysis procedures
* Client preparation procedures
* Basic massage services procedures o Holistic o Indian head
 | * Written tests
* Observation
* Oral questions
* Interviewing
* Third party report

  |
| **Learning Outcome**  | **Content**  | **Suggested** **Assessment** **Methods**  |
|  | * Deep tissue
* Swedish
* Body scrub
* After care and marketing techniques
 |  |
| 3. Carry out post service operatio ns  | * Environment management laws and regulations
* Waste management and disposal
* Decontamination and infection control
* Storage of products and supplies
* Tools and equipment cleaning and disinfection procedures
* Reusable supplies cleaning and disinfection procedures
* Waste management methods
* Waste disposal methods
* Work station clearing procedures
 | * Written tests
* Observation
* Oral questions
* Interviewing
* Third party report

  |

**Suggested Methods of Instruction:**

* Direct instruction
* Project
* Case studies
* Field trips
* Discussions
* Demonstration by instructor
* Practice by the trainee

**List of Recommended Resources:**

|  |  |  |
| --- | --- | --- |
| **General:** Information Communication Technology, classroom and classroom resources, stationery, charts, posters,  | **Tools and equipment:** * Assorted Massagers
* Product

applicators * Massage bed
* Massage mats
* Massage seat

  | **Products and supplies:** * Assorted massage oils
* massage creams
* massage powders
* Massage

lotions * Assorted towels
* Gowns
* Shower gels
* Disposable pants
 |

## MANICURE AND PEDICURE SERVICES

**UNIT CODE:** COS/CU/BT/CR/04/5/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Provide manicure and pedicure services

**Duration of Unit:** 180 hours

**Unit Description**

This unit covers competencies required to provide manicure and pedicure services. It involves setting up and preparing to manicure and pedicure and associated services; conducting manicure and pedicure and associated services and carrying out post service procedures.

**Summary of Learning Outcomes**

1. Set up and prepare to provide manicure and pedicure and associated services
2. Perform manicure and pedicure operations
3. Carry out post service procedures

**Learning Outcomes, Content and Suggested Assessment Method**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome**  | **Content**  | **Suggested** **Assessment Me**  |
| 1. Set up and prepare to provide manicure and pedicure services  | * Definition of terms
* Manicure and

pedicure history * Manicure and

pedicure operational resources * Manicure and

pedicure standard operating procedures * Legal framework of

operating a salon * Principles of hygiene and sanitation
* Safety and health in the beauty parlour
* Manicure and

pedicure tools and equipment * Manicure and

pedicure products and supplies * Identification of manicure and
 | * Written tests
* Observation
* Oral questioning
* Interviewing
* Third party report

  |

|  |  |  |
| --- | --- | --- |
|  | pedicure tools and equipment * Identification of manicure and pedicure products and supplies
* Identification of manicure and pedicure PPEs
* Work station set up procedure

  |  |
| 2. Perform manicure and pedicure operations  | * Consultation and client care
* Principles of skin and nail analysis
* Disorders and diseases of skin and nail
* Hand and leg anatomy
* Manicure methods o Basic procedures o Warm oil o Paraffin wax/mask
* Pedicure methods o Basic procedures o Warm oil o Paraffin wax/mask o Fish-let
* Gel polish technique
 | * Written tests
* Observation
* Oral questions
* Interviewing
* Third party report

  |

|  |  |  |
| --- | --- | --- |
|  | * Nail art design methods
	+ Glitter dust o Marble o Omber o Fantasy o stamping
	+ Stencil o Magnet o Stickers
* Ethics and etiquette in cosmetology
* Marketing principles
* Skin and nails analysis procedures
* Hands and legs

preparation procedures * Manicure procedures o Basic procedures o Warm oil o Paraffin wax/mask
* Pedicure procedures o Basic procedures o Warm oil o Paraffin wax/mask
	+ Fish-let
* Gel polish

application  |  |

|  |  |  |
| --- | --- | --- |
|  | * Nail art design procedures
	+ Glitter dust o Marble o Ombre o Fantasy o stamping
	+ Stencil o Magnet
	+ Stickers
* Manicure and

pedicure after care * Marketing

techniques  |  |
| 3. Carry out post service procedures  | * Environment management laws and regulations
* Waste management and disposal
* Decontamination and infection control
* Storage of products and supplies
* Tools and equipment cleaning and

disinfection procedures * Reusable supplies cleaning and

disinfection procedures  | * Written tests
* Observation
* Oral questioning
* Third party report

  |

|  |  |  |
| --- | --- | --- |
|  | * Waste management methods
* Waste disposal methods
* Clearing work station

  |  |

**Suggested Methods of Instruction:**

* Direct instruction
* Project
* Case studies Field trips
* Discussions
* Demonstration by instructor
* Practice by the trainee

**List of Recommended Resources:**

|  |  |  |
| --- | --- | --- |
| **General:** Information Communication Technology, classroom and classroom resources, stationery, charts, posters,  | **Tools and equipment:**  Files * Table light
* Assorted glass bowls
* Nail brushes
* Spatulas
* Manicure set
* Orange stick
* Nail peg
 | **Products and supplies:** * Scrub
* Liquid soap
* Cuticle cream/gel
* Nail polish remover
* Assorted nail polish
* Sanitizer
 |
|  | * Nail scissors
* Nail buffer
* Corn slicers
* Pumice stone
* Disposable razors
* Scrapers
* Foot smoother
* Cotton wool
* Absorbent towels
* Foot spa
 |            | Disinfectant Antiseptic Dry quick polish Stencils Stamping kits Nail dummy Assorted bowls Assorted towels Paraffin wax Assorted massage oils  |
|  |  |   | Assorted moisturizers  |
|  |  |   | Improvised  |

## FACIAL SKIN CARE SERVICES

**UNIT CODE:** COS/CU/BT/CR/05/5/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Provide facial skin care services

**Duration of Unit:** 120 hours

**Unit Description**

This unit covers the competencies required to provide facial skin care services. It involves setting up and preparing to provide facial skin care services, providing facial skin care services and carrying out post service procedures.

**Summary of Learning Outcomes**

1. Set up and prepare to provide facial skin care services
2. Perform facial skin care procedures
3. Carry out post service operations

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome**  | **Content**  | **Suggested** **Assessment** **Methods**  |
| 1. Set up and prepare to provide facial skin care services  | * Definition of terms
* Facial skin care history
* Facial skin care operational resources
* Facial skin care standard operating procedures
* Legal framework of operating a salon
* Principles of hygiene and sanitation
* Safety and health in the beauty parlour
* Facial skin care tools and equipment
* Facial skin care products and supplies
* Identification of
 | * Written tests
* Observation
* Oral questioning
* Interviewing
* Third party report

  |

|  |  |  |
| --- | --- | --- |
| **Learning Outcome**  | **Content**  | **Suggested** **Assessment** **Methods**  |
|  | facial skin care tools and equipment * Identification of facial skin care products and supplies
* Identification of facial skin care PPEs
* Work station set up
 |  |
| 2. Perform facial skin care procedure  | * Consultation and client care
* Principles of skin analysis
* Disorders and diseases of skin
* Facial anatomy and physiology
* Preservative facial skin care
* Ethics and etiquette in cosmetology
* After care and marketing principles
* Skin analysis
 | * Written tests
* Observation
* Oral questions
* Interviewing
* Third party report

  |

|  |  |  |
| --- | --- | --- |
| **Learning Outcome**  | **Content**  | **Suggested** **Assessment** **Methods**  |
|  | procedures * Client and skin preparation procedures
* Preservative facial skin care procedures
* After care and marketing techniques
 |  |
| 3. Carry out post service operations  | * Environment management laws

and regulations * Waste management and disposal
* Decontamination and infection control
* Storage of products and supplies
* Tools and equipment cleaning and disinfection procedures
* Reusable supplies cleaning and
 | * Written tests
* Observation
* Oral questions
* Interviewing
* Third party report

  |
| **Learning Outcome**  | **Content**  | **Suggested** **Assessment** **Methods**  |
|  | disinfection procedures * Waste management methods
* Waste disposal methods
* Work station clearing procedures
 |  |

**Suggested Methods of Instruction:**

* Direct instruction
* Project
* Case studies
* Field trips
* Discussions
* Demonstration by instruction
* Practice by the trainee

**List of Recommended Resources:**

|  |  |  |
| --- | --- | --- |
| **General:** Information Communication Technology, classroom and  | **Tools and Equipment:** * Product

applicators * Facial bed
 | **Products and Supplies:** * Assorted

sanitizers * Assorted
 |
| classroom resources, stationery, charts, posters,  |      | Facial seat Facial steamer Facial electric machines  |     | cleansers Assorted toners Assorted facial scrubs Assorted massage oils  |
|  |  |  |   | Assorted moisturizers  |
|  |  |  |   | Assorted masks  |
|  |  |  |   | Assorted serums  |
|  |  |  |   | Assorted solutions  |
|  |  |  |   | Assorted towels  |
|  |  |  |   | Gowns  |
|  |  |  |   | Disposable rubber gloves  |
|  |  |  |   | Improvised (Natural)  |

## BODY ART SERVICES

**UNIT CODE:** COS/CU/BT/CR/06/5/A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Provide body art services

**Duration of Unit:** 120 hours

**Unit Description**

This unit covers the competencies required to provide body art services. It involves setting up and preparing to provide body art services, providing body art services and carrying out post service procedures.

**Summary of Learning Outcomes**

1. Set up and prepare to body art services
2. Perform body art and related operations
3. Carry out post service operations

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome**  | **Content**  | **Suggested** **Assessment** **Methods**  |
| 1. Set up and prepare to provide body art services  | * Definition of terms
* Body art history
* Body art operational resources
* Body art standard operating procedures
* Legal framework of

operating a salon * Principles of hygiene and sanitation
* Safety and health in the beauty parlour
* Body art tools and equipment
* Body art products and supplies
* Identification of body art tools and equipment
* Identification of body art products and supplies
* Identification of body
 | * Written tests
* Observation
* Oral questioning
* Interviewing
* Third party report

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|  |  |  |
| --- | --- | --- |
|  | art PPEs   Work station set up  |  |
| 2. Perform body art and related operations  | * Consultation and client care
* Principles of skin analysis
* Disorders and diseases of skin
* Skin anatomy and physiology
* Art and design in body art
* Temporary body art theory techniques
	+ Stencils o Henna
* Semi-permanent techniques o Ink
	+ Dye
* Ear lobe piercing
* Ethics and etiquette in cosmetology
* Marketing principles
* Skin analysis procedures
* Skin preparation procedures
* Art and design
 | * Written tests
* Observation
* Oral questions
* Interviewing
* Third party report

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| --- | --- | --- |
|  | techniques * Body art procedures
* Temporary

TechniquesStencils Henna Semi-permanent Techniques Ink Dye * Ear lobe piercing procedures
* After care and marketing techniques
 |  |
| 3. Carry out post service operations  | * Environmental management laws and regulations
* Waste management and disposal
* Decontamination and infection control
* Storage of products and supplies
* Tools and equipment cleaning and disinfection procedures
* Reusable supplies cleaning and disinfection procedures
 | * Written tests
* Observation
* Oral questions
* Third party report

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|  | * Waste management methods
* Waste disposal methods
* Clearing work station
 |  |

**Suggested Methods of Instruction:**

* Direct instruction
* Project
* Case studies
* Field trips
* Discussions
* Demonstration by instructor
* Practice by the trainee

**List of Recommended Resources:**

|  |  |  |
| --- | --- | --- |
| **General:** Information Communication Technology, classroom and classroom resources, stationery, charts, posters,  | **Tools and equipment:**  Applicator * Piercing gun
* Marker
* Sterile studs

 | **Products and supplies:** * Barrier cream
* Moisturizing

lotions * Healing balm
* Stencils
* Ink/Dye
* Sanitizer
* Henna

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## HAIR REMOVAL SERVICES

**UNIT CODE:** COS/CU/BT/CR/07/5 /A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Provide hair removal services

**Duration of Unit:** 120 hours

**Unit Description**

This unit covers the competencies required to provide hair removal services. It involves setting up and preparing to provide hair removal services, providing hair removal services and carrying out post service procedures.

**Summary of Learning Outcomes**

1. Set up and prepare to provide hair removal services
2. Perform hair removal operations
3. Carry out post service operations

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome**  | **Content**  | **Suggested** **Assessment** **Methods**  |
| 1. Set up and prepare to provide hair removal services  | * Definition of terms
* Hair removal history
* Hair removal operational resources
* Hair removal standard operating procedures
* Legal framework of operating a salon
* Principles of hygiene and sanitation
* Safety and health in the beauty parlour
* Hair removal tools and equipment
* Hair removal products and supplies
* Identification of hair removal tools and equipment
* Identification of hair removal products and supplies
 | * Written tests
* Observation
* Oral questioning
* Interviewing g
* Third party report

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|  |  |  |
| --- | --- | --- |
| **Learning Outcome**  | **Content**  | **Suggested** **Assessment** **Methods**  |
|  | * Identification of hair removal PPEs
* Work station set up procedure
 |  |
| 2. Perform hair removal services  | * Consultation and client care
* Principles of skin and hair analysis
* Disorders and diseases of skin and hair
* Skin and hair anatomy and physiology
* Hair removal theory
* Methods of hair removal
	+ Waxing o Threading o Tweezing o Shaving o Use of depilatory creams
	+ Shaving
* Ethics and etiquette in cosmetology
* Principles of marketing
 | * Written tests
* Observation
* Oral questions
* Interviewing g
* Third party report

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| **Learning Outcome**  | **Content**  | **Suggested** **Assessment** **Methods**  |
| 3. Carry out post service operation  | * Environmental management laws and regulations
* Waste management and disposal
* Decontamination and infection control
* Storage of products and supplies
* Tools and equipment cleaning and disinfection procedures
* Reusable supplies cleaning and disinfection procedures
* Waste management methods
* Waste disposal methods
* Clearing work station
 | * Written tests
* Observation
* Oral questions
* interview
* Third party report

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**Suggested Methods of Instruction:**

* Direct instruction
* Project
* Case studies
* Field trips
* Discussions
* Demonstration by instructor
* Practice by the trainee

**List of Recommended Resources:**

|  |  |  |
| --- | --- | --- |
| **General:** Information Communication Technology, classroom and classroom resources, stationery, charts, posters,  | **Tools and equipment:** * Assorted wax
* Depilatory creams
* Foam

 | **Products and supplies:** * Tweezers
* Threads
* Wax heater
* Eyebrow

scissors  |