

# Program Guide

for

# Junior Barber

*A short term Apprenticeship Curriculum  
for  
International Labour Organisation/ Time Bound Program  
and  
World Education/ Brighter Future Project*



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CURRICULUM DEVELOPMENT DIVISION  
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## **Introduction**

The International Programme on the Elimination of Child Labour (IPEC) of the International Labour Organisation (ILO) has promoted a variety of measures to progressively eliminate child labour, giving priority to the eradication of the worst forms of child labour in Nepal. IPEC's interventions are implemented in partnership with the government, trade unions, employer's associations and non-governmental organizations. One of the innovative programmes promoted by IPEC include the Time Bound Programme (TPB), which aims to prevent and eliminate selected worst forms of child labour, as defined in ILO Convention No. 182, within a defined period of time.

The objective of the Time-Bound Programme (TBP) is to contribute to the Master Plan of His Majesty's Government of Nepal for the Elimination of Child Labour. The Time-Bound Programme is going to take various steps in eliminating the identified seven worst forms of child labour in Nepal: child porters, child domestics, children in trafficking, child raggickers, children in carpet factories, children in mine/stone quarries and child bonded labour.

The educational interventions of the TBP in Nepal have been among the most effective instruments for the prevention of child labour and the rehabilitation of former child workers. The TBP & Brighter Future Programme (BFP) of World Education (WEI) measures promote access to free education and appropriate vocational training and apprenticeship opportunities for all children and youth removed from the identified worst forms of child labour. In this context, ILO and World Education (WEI) have taken the initiative to design apprenticeship-training programs in various trade areas for the older children working in the worst forms of child labour.

## **Rational of the programme**

The vocational trainings in Nepal have resulted mixed outcomes. Although, there is a rapid proliferation of the technical and vocational training providers and the youth enrolment has been in increasing trend, there are some fundamental problems. Basically, the training programmes are much structured and the training delivery is made in institution-based environment. Similarly, there are minimum standard that needs to be maintained for enrolment. Considering the low literacy background of children engaged in the identified worst forms of child labour, the standard for admission to vocational training institutes is too high. Furthermore, many vocational training institutes have a very high cost. Therefore, ILO and WEI have taken the initiative to look more carefully into apprenticeship models as an alternative to vocational training for older working children.

According to IPEC Nepal and WEI, the term apprenticeship for TBP refers to supervised on-the-job training that provides practical skills and theoretical knowledge and also the experience of a work environment. It is a learning method that prepares a young person at least 14 years of age for a real job by giving him/her a set of well-defined occupational abilities through close supervision and guidance from a potential employer, or from a mentor. Apprenticeship can build confidence in young people, and remind them that they have a positive role to play in their community, and in their country.

## **Overall objectives**

The overall objective of the programme is to eliminate exploitative and hazardous child labour by providing them with skills and knowledge to attain better employment and economic opportunities and linking them to national development efforts including economic, educational and labour market policies of Nepal.

### **Terminal objectives**

After the completion of this course an apprentice will be able:

- to maintain and manage the saloon,
- to perform different styles of hair cuttings,
- to perform different styles of shavings,
- to perform massages,
- to perform hair colouring, and
- to provide beauty services.

### **Course description**

This course is designed to help the apprentices to provide basic knowledge and skills on hair cutting and shaving. The apprentices will develop their competencies working in the barbershop in an unstructured way. This course especially provides skills focusing on commonly practiced styles of hair cutting and colouring and shaving.. This course also provides skills about beauty services and massages.

### **Target group**

This programme is targeted to the older children engaged in the worst forms of child labour who are above 14 years old. In Nepal, the worst form of child labour include;

1. Domestic child labourers,
2. Child porters,
3. Child bonded labourers,
4. Children involved in trafficking,
5. Rag picking children,
6. Child labourers in carpet industry, and
7. Child labourers in stone quarries and mines.

### **Group size**

The number of apprentice can vary depending upon the facilities available with the apprenticeship-training providers. **Ideally, this should not exceed five in numbers.**

### **Entry criteria**

An apprentice must be or have

1. Engaged in the worst form of child labour.
2. Between 14 to 18 years old.
3. Interest and commitment in apprenticeship training.
4. Current employer's/guardian's consent.
5. Basic literacy.

### **Duration**

Three to five months (2 to 3 hours per day and 5 to 6 days a week) OR as per the agreement between apprenticeship provider and TBP implementing organisation. However, the theory and practical time should be arranged in the ratio of 20:80.

**Medium of instruction** Nepali.

### **Pattern of attendance**

The apprentice should secure 90% attendance during the training period.

### **Certificate requirements**

National Skill Testing Board (The Skill Testing Division of the Council for Technical Education and Vocational Training, CTEVT) according to its requirement administers skill tests and provides certificate to apprentice.

### **Apprenticeship provider's qualification**

An apprenticeship provider must have:

1. Enthusiasm and motivation to train the older children in the worst form of child labour
2. Qualification and experience in training.
3. Proper tools, equipment and space for training.
4. Safe working environment.
5. Possibility of employment opportunity.

### **Trainees evaluation**

The apprenticeship-training providers will continuously evaluate the apprentice based on their performance.

### **Equipment, tools and materials**

Depending upon the frequency of uses and the number of apprentice the number/quantity of tools/equipment/material varies.

S.No.	Name of the tools/equipment	Units
	Scissors of different sizes/types	
	Comb of different sizes/types	
	Blade types	
	Razor	
	Saving brush	
	Hair thinning brush	
	Looking glass	
	Hair Dryer	
	Dry brush	
	Hard brush	
	Water bowl	
	Sprayer	
	Threading tools	
	Hair cutting machine (manual and electrical)	
	Electrical shaving machine	

### Summary of Duties and Competencies

S. No	Duties and Competencies/Tasks/Skills	Time ( in hrs.)		
		Th.	Prac.	Total
<b>A.</b>	<b>Maintain/ Manage saloon.</b>			
	A.1. Clean saloon floor/ ceiling/wall	½	½	1
	A.2. Clean looking mirrors	½	½	1
	A.3. Sterilize cutting tools	1	1	2
	A.4. Clean wash basin	½	½	1
	A.5. Clean furniture	½	½	1
	A.6. Manage hot/cold water	½	½	1
	A.7. Manage drinking water	½	½	1
	A.8. Maintain lighting system	1	½	1½
	A.9. Check electric equipment	1	1	2
	A.10. Manage entertainment items (Music news magazine)	½	½	1
	A.11. Clean apron/ towels	½	½	1
	A.12. Manage materials /tools/ equipment	½	½	1
	A.13. Maintain cutting tools	½	½	1
	A.14. Maintain cutting equipment/ machines	½	½	1
	A.15. Maintain sprayer	½	½	1
<b>B.</b>	<b>Handle tools/equipment.</b>			
	B.1. Handle brush/shaving brush.	½	½	1
	B.2. Handle comb	½	½	1
	B.3. Handle scissors.	½	2	2½
	B.4. Handle shaving razors.	½	2	2½
	B.5. Handle electrical hair cutting machine.	½	2	2½
	B.6. Handle electrical shaving machine.	½	2	2½
	B.7. Handle electrical drier.	½	2	2½
	B.8. Handle sprayer	½	½	1
<b>C.</b>	<b>Perform hair cuttings.</b>			
	C.1. Perform <i>taklu</i> cutting	1	2	3
	C.2. Perform simple cutting	1	2	3
	C.3. Perform slope cutting	1	2	3
	C.4. Perform step cutting	1	2	3
	C.5. Perform army cutting	1	2	3
	C.6. Perform Ricky Marten cutting	1	2	3
	C.7. Perform mushroom/lady cutting	1	2	3
	C.8. Perform Thai cutting	1	2	3
	C.9. Perform U cutting	1	2	3
	C.10. Perform V cutting	1	2	3
	C.11. Perform step (Ladies) cutting	1	2	3
	C.12. Perform English cutting	1	2	3
	C.13. Perform hair thinning	1	2	3
<b>D.</b>	<b>Perform shavings.</b>			
	D.1. Perform local (plain) shaving	1	2	3
	D.2. Perform Vi-John shaving	1	2	3
	D.3. Perform NIVEA / Old spice / GILLETE /	1	2	3

S. No	Duties and Competencies/Tasks/Skills	Time ( in hrs.)		
		Th.	Prac.	Total
	saving			
	D.4. Perform French shaving	1	2	3
	D.5. Perform Lenin shaving	1	2	3
	D.6. Perform chehara shaving	1	2	3
	D.7. Perform trimming	1	2	3
	D.8. Perform chous shaving	1	2	3
	D.9. Perform foam set shaving	1	2	3
<b>E.</b>	<b>Perform massages</b>			
	E.1. Perform head massage	½	1	1½
	E.2. Perform hair oil massage	½	1	1½
	E.3. Perform face massage	½	1	1½
	E.4. Perform cream massage	½	1	1½
	E.5. Perform bed massage	½	1	1½
	E.6. Perform pain massage	½	1	1½
	E.7. Perform body massage	½	1	1½
<b>F.</b>	<b>Perform hair colourings</b>			
	F.1. Perform <i>Farista</i> / black <i>Mehendi</i> colouring	1	2	3
	F.2. Perform stone colouring	1	2	3
	F.3. Perform <i>Godrej</i> colouring	1	2	3
	F.4. Perform <i>Super Bhasma</i> colouring	1	2	3
	F.5. Perform <i>Began</i> colouring (powder)	1	2	3
	F.6. Perform <i>Barina</i> paste colouring	1	2	3
	F.7. Perform dry powder colouring	1	2	3
	F.8. Perform <i>Garly</i> colouring	1	2	3
	F.9. Perform bleach colouring	1	2	3
	F.10. Perform red colouring	1	2	3
	F.11. Perform <i>Mehendi</i> colouring	1	2	3
	F.12. Perform hair setting	1	2	3
	F.13. Perform hair dry (by air blowing)	1	2	3
	F.14. Perform hair tinting	1	2	3
	F.15. Perform <i>Barbandi</i> colouring	1	2	3
	F.16. Perform paste <i>Began</i> colouring	1	2	3
<b>G.</b>	<b>Provide beauty services</b>			
	G.1. Perform shampoo washing.	1	1	2
	G.2. Perform home facial.	1	2	3
	G.3. Thread eyebrow.	½	1	1½
	G.4. Perform face wash	1	1	2
	G.5. Perform facial	1	1	2
	G.6. Perform face pack	1	1	2
	G.7. Perform steam wash	1	1	2
	G.8. Cut nail	1	1	2
	G.9. Perform nail polishing	1	1	2
	G.10. Perform face bleaching	1	1	2
<b>H.</b>	<b>Communicate with others.</b>			
	H.1. Communicate with barber.	1	2	3

S. No	Duties and Competencies/Tasks/Skills	Time ( in hrs.)		
		Th.	Prac.	Total
	H.2. Communicate with client.	1	2	3
	H.3. Communicate with employer.	1	2	3
	H.4. Communicate with colleagues.	1	2	3
	H.5. Communicate with supervisor.	1	2	3
	H.6. Communicate with supplier.	1	2	3
	H.7. Communicate with visitor.	1	2	3
	H.8. Communicate with junior.	1	2	3
	H.9. Communicate with barber utility shops.	1	2	3
	H.10. Receive telephone call.	1	2	3
<b>I.</b>	<b>Grow professionalism</b>			
	I. 1. Consult barber.	1	2	3
	I. 2. Visit other's working place/ sight.	1	3	4
	I. 3. Read related materials (Documents, manuals, brochures)	1	3	4
	I. 4. Attend training/ seminar/workshops	1	4	5
	I. 5. Watch Audio/Visual.	1	2	3
	I. 6. Browse World Wide Wave.	1	2	3
	I. 7. Seek trainings places / programs	1	2	3
<b>Total</b>		<b>81</b>	<b>152</b>	<b>233</b>

**Duty 1: Maintain/ Manage saloon.**

S. No	Competencies	Related Technical Knowledge	Time ( in hrs.)		
			Th.	Prac.	Total
1.	Clean saloon floor/ ceiling/wall	<input type="checkbox"/> Cleaning material. <input type="checkbox"/> Cleaning procedure. <input type="checkbox"/> Safety precaution.	½	½	1
2.	Clean looking mirrors	<input type="checkbox"/> Cleaning material. <input type="checkbox"/> Cleaning procedure. <input type="checkbox"/> Safety precaution.	½	½	1
3.	Sterilize cutting tools	<input type="checkbox"/> Definition. <input type="checkbox"/> Sterilize material. <input type="checkbox"/> Purpose of sterilization <input type="checkbox"/> Method of sterilization. <input type="checkbox"/> Safety precaution.	1	1	2
4.	Clean wash basin	<input type="checkbox"/> Cleaning material. <input type="checkbox"/> Cleaning procedure. <input type="checkbox"/> Safety precaution.	½	½	1
5.	Clean furniture	<input type="checkbox"/> Cleaning material. <input type="checkbox"/> Cleaning procedure. <input type="checkbox"/> Safety precaution.	½	½	1
6.	Manage hot/cold water.	<input type="checkbox"/> Water quality requirement for washing. <input type="checkbox"/> Arrangement of adequate hot and cold water.	½	½	1
7.	Manage drinking water.	<input type="checkbox"/> Water quality requirement for drinking. <input type="checkbox"/> Storage of drinking water.	½	½	1
8.	Maintain light system	<input type="checkbox"/> Simple concept on electricity (current, voltage and resistance). <input type="checkbox"/> Light arrangement for proper saloon activity. <input type="checkbox"/> Simple fault identification and maintenance. <input type="checkbox"/> Safety precautions.	1	½	1½
9.	Check electric equipment	<input type="checkbox"/> Electrical equipment (Hair Drier, Electric Shaving Machine, Electircal Hair Cutting Machine) and thier conditions. <input type="checkbox"/> Simple fault identification and maintenance. <input type="checkbox"/> Safety precautions.	1	1	2
10.	Manage entertainment items (Music, News, Magazine)	<input type="checkbox"/> List of entertainment items (Music, News and Magazine). <input type="checkbox"/> Arrangement of entertainment items according to the clients	½	½	1

		interest.			
11.	Clean apron/ towels	<input type="checkbox"/> Cleaning material. <input type="checkbox"/> Cleaning procedure. <input type="checkbox"/> Safety precaution.	½	½	1
12.	Manage materials /tools/ equipment	<input type="checkbox"/> List of materials/tools and equipment. <input type="checkbox"/> Availability of materials, tools and equipment.	½	½	1
13.	Maintain cutting tools	<input type="checkbox"/> Blades and razors. <input type="checkbox"/> Sharpening tools <input type="checkbox"/> Sharpeing procedure. <input type="checkbox"/> Safety precautions.	½	½	1
14.	Maintain cutting equipment/ machines	<input type="checkbox"/> Replacement of cutting accessories of equipment/machines. <input type="checkbox"/> Safety precautions.	½	½	1
15.	Maintain sprayer	<input type="checkbox"/> Cleaning sprayer. <input type="checkbox"/> Replacement of sprayer.	½	½	1

**Duty 2: Handle tools/equipment.**

S. No	Competencies	Related Technical Knowledge	Time ( in hrs.)		
			Th.	Prac.	Total
1.	Handle brush/shaving brush.	<input type="checkbox"/> Different types and sizes of brush. <input type="checkbox"/> Handling procedure.	½	½	1
2.	Handle comb	<input type="checkbox"/> Different types and sizes of comb. <input type="checkbox"/> Handling procedure.	½	½	1
3.	Handle scissors.	<input type="checkbox"/> Different types and sizes of comb. <input type="checkbox"/> Handling procedure. <input type="checkbox"/> Safety precautions.	½	2	2½
4.	Handle shaving razors.	<input type="checkbox"/> Different types of shaving razors. <input type="checkbox"/> Handling procedure. <input type="checkbox"/> Safety procedure.	½	2	2½
5.	Handle electrical hair cutting machine.	<input type="checkbox"/> Different types hair cutting machine. <input type="checkbox"/> Handling procedure. <input type="checkbox"/> Safety procedure.	½	2	2½
6.	Handle electrical shaving machine.	<input type="checkbox"/> Different types of electrical shaving machine. <input type="checkbox"/> Handling procedure. <input type="checkbox"/> Safety procedure.	½	2	2½
7.	Handle electrical drier.	<input type="checkbox"/> Different types of electrical drier. <input type="checkbox"/> Handling procedure.	½	2	2½

S. No	Competencies	Related Technical	Time ( in hrs.)		
		<input checked="" type="checkbox"/> Safety procedure.			
8.	Handle sprayer	<input checked="" type="checkbox"/> Handling procedure.	½	½	1

### Duty 3: Perform hair cuttings.

S. No	Competencies	Related Technical Knowledge	Time ( in hrs.)		
			Th.	Prac.	Total
1.	Perform <i>taklu</i> cutting.	<input checked="" type="checkbox"/> Introduction to taklu style. <input checked="" type="checkbox"/> Tools and material requirement. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety precautions <input checked="" type="checkbox"/> Personal hygiene.	1	2	3
2.	Perform simple cutting.	<input checked="" type="checkbox"/> Introduction to simple cutting. <input checked="" type="checkbox"/> Tools and material requirement. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety precautions <input checked="" type="checkbox"/> Personal hygiene.	1	2	3
3.	Perform slope cutting.	<input checked="" type="checkbox"/> Introduction to slope style cutting. <input checked="" type="checkbox"/> Tools and material requirements. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety precautions <input checked="" type="checkbox"/> Personal hygiene.	1	2	3
4.	Perform step cutting.	<input checked="" type="checkbox"/> Introduction to step style cutting. <input checked="" type="checkbox"/> Tools and material requirement. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety precautions <input checked="" type="checkbox"/> Personal hygiene.	1	2	3
5.	Perform army cutting	<input checked="" type="checkbox"/> Introduction to army style cutting. <input checked="" type="checkbox"/> Tools and material requirement. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety precautions <input checked="" type="checkbox"/> Personal hygiene.	1	2	3
6.	Perform <i>Ricky Marten</i> cutting	<input checked="" type="checkbox"/> Introduction to Ricky Marten style cutting. <input checked="" type="checkbox"/> Tools and material requirement. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety precautions <input checked="" type="checkbox"/> Personal hygiene.	1	2	3

S. No	Competencies	Related Technical Knowledge	Time ( in hrs.)		
			Th.	Prac.	Total
7.	Perform mushroom/lady cutting	<input checked="" type="checkbox"/> Introduction to mushroom/lady style cutting. <input checked="" type="checkbox"/> Tools and material requirement. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety precautions <input checked="" type="checkbox"/> Personal hygiene.	1	2	3
8.	Perform <i>U</i> cutting	<input checked="" type="checkbox"/> Introduction to U style cutting. <input checked="" type="checkbox"/> Tools and material requirement. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety precautions <input checked="" type="checkbox"/> Personal hygiene.	1	2	3
9.	Perform <i>V</i> cutting	<input checked="" type="checkbox"/> Introduction to V style cutting. <input checked="" type="checkbox"/> Tools and material requirement. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety precautions <input checked="" type="checkbox"/> Personal hygiene.	1	2	3
10.	Perform step (Ladies) cutting	<input checked="" type="checkbox"/> Introduction to step (Ladies) style cutting. <input checked="" type="checkbox"/> Tools and material requirement. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety precautions <input checked="" type="checkbox"/> Personal hygiene.	1	2	3
11.	Perform <i>English</i> cutting	<input checked="" type="checkbox"/> Introduction to English style cutting. <input checked="" type="checkbox"/> Tools and material requirement. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety precautions <input checked="" type="checkbox"/> Personal hygiene.	1	2	3
12.	Perform hair thinning	<input checked="" type="checkbox"/> Introduction to and purpose of hair thinning. <input checked="" type="checkbox"/> Tools and material requirement. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety precautions <input checked="" type="checkbox"/> Personal hygiene.	1	2	3

**Duty 4: Perform shavings.**

S. No	Competencies	Related Technical Knowledge	Time ( in hrs.)		
			Th.	Prac.	Total
1.	Perform local (plain) shaving.	<input type="checkbox"/> Introduction to local shaving(plain) style. <input type="checkbox"/> Tools and material requirement. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3
2.	Perform <i>Vi-John</i> shaving	<input type="checkbox"/> Introduction to V-John shaving style. <input type="checkbox"/> Tools and material requirement. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3
3.	Perform <i>NIVEA / Old spice / GILLETE</i> / shaving	<input type="checkbox"/> Introduction to NIVEA/OLD/GILLETE shaving style. <input type="checkbox"/> Tools and material requirement. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3
4.	Perform <i>French</i> shaving	<input type="checkbox"/> Introduction to French shaving style. <input type="checkbox"/> Tools and material requirement. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3
5.	Perform <i>Lenin</i> shaving	<input type="checkbox"/> Introduction to Lenin shaving style. <input type="checkbox"/> Tools and material requirement. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3
6.	Perform <i>Chehara</i> shaving	<input type="checkbox"/> Introduction to Chehara shaving style. <input type="checkbox"/> Tools and material requirement. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3
7.	Perform trimming	<input type="checkbox"/> Introduction to trimming shaving style. <input type="checkbox"/> Tools and material	1	2	3

S. No	Competencies	Related Technical Knowledge	Time ( in hrs.)		
			Th.	Prac.	Total
		requirement. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety precautions <input checked="" type="checkbox"/> Personal hygiene.			
8.	Perform <i>Chous</i> shaving	<input checked="" type="checkbox"/> Introduction to Chous shaving style. <input checked="" type="checkbox"/> Tools and material requirement. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety precautions <input checked="" type="checkbox"/> Personal hygiene.	1	2	3
9.	Perform foam set shaving	<input checked="" type="checkbox"/> Introduction to set shaving style. <input checked="" type="checkbox"/> Tools and material requirement. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety precautions <input checked="" type="checkbox"/> Personal hygiene.	1	2	3

**Duty 5: Perform massages.**

S. No	Competencies	Related Technical Knowledge	Time ( in hrs.)		
			Th.	Prac.	Total
1.	Perform head massage	<input checked="" type="checkbox"/> Simple introduction to human anatomy. <input checked="" type="checkbox"/> Introduction to and purpose of head massage. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety precautions <input checked="" type="checkbox"/> Personal hygiene.	½	1	1½
2.	Perform hair oil massage	<input checked="" type="checkbox"/> Introduction to and purpose of hair oil massage. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety precautions <input checked="" type="checkbox"/> Personal hygiene.	½	1	1½
3.	Perform face massage	<input checked="" type="checkbox"/> Introduction to and purpose of face massage. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety precautions <input checked="" type="checkbox"/> Personal hygiene.	½	1	1½
4.	Perform cream massage	<input checked="" type="checkbox"/> Introduction to and purpose of cream massage. <input checked="" type="checkbox"/> Procedure. <input checked="" type="checkbox"/> Safety precautions <input checked="" type="checkbox"/> Personal hygiene.	½	1	1½
5.	Perform bed massage	<input checked="" type="checkbox"/> Introduction to and purpose of bed massage.	½	1	1½

S. No	Competencies	Related Technical Knowledge	Time ( in hrs.)		
			Th.	Prac.	Total
		<input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.			
6.	Perform pain massage	<input type="checkbox"/> Introduction to and purpose of pain massage. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	½	1	1½
7.	Perform body massage	<input type="checkbox"/> Introduction to and purpose of body massage. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	½	1	1½

#### Duty 6: Perform Hair colourings.

S. No	Competencies	Related Technical Knowledge	Time ( in hrs.)		
			Th.	Prac.	Total
1.	Perform <i>Farista</i> / black <i>Mehendi</i> colouring	<input type="checkbox"/> Introduction to and purpose of hair colouring. <input type="checkbox"/> Nature of hair and colour choices. <input type="checkbox"/> Introduction to <i>Farista</i> /Black <i>Mehendi</i> colour (including benefit and possible problem). <input type="checkbox"/> Application procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3
2.	Perform stone colouring	<input type="checkbox"/> Introduction of stone colour (including benefit and possible problem). <input type="checkbox"/> Application procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3
3.	Perform <i>Godrej</i> colouring	<input type="checkbox"/> Introduction to <i>Godrej</i> colour (including benefit and possible problem). <input type="checkbox"/> Application procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3
4.	Perform <i>Super Bhasma</i> colouring	<input type="checkbox"/> Introduction to <i>Bhasma</i> colour (including benefit and possible problem). <input type="checkbox"/> Application procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3

S. No	Competencies	Related Technical Knowledge	Time ( in hrs.)		
			Th.	Prac.	Total
5.	Perform <i>Began</i> colouring (powder)	<input type="checkbox"/> Introduction to <i>Began</i> (powder) colour (including benefit and possible problem). <input type="checkbox"/> Application procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3
6.	Perform <i>Barina</i> paste colouring	<input type="checkbox"/> Introduction to <i>Barina</i> colour (including benefit and possible problem) <input type="checkbox"/> Application procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3
7.	Perform dry powder colouring	<input type="checkbox"/> Introduction to dry powder colour (including benefit and possible problem) <input type="checkbox"/> Application procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3
8.	Perform <i>Garly</i> colouring	<input type="checkbox"/> Introduction to <i>Garly</i> colour (including benefit and possible problem) <input type="checkbox"/> Application procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3
9.	Bleach hair.	<input type="checkbox"/> Introduction to bleaching (including benefit and possible problem). <input type="checkbox"/> Application procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3
10.	Perform red colouring	<input type="checkbox"/> Introduction to red colour (including benefit and possible problem). <input type="checkbox"/> Application procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3
11.	Perform <i>Mehendi</i> colouring	<input type="checkbox"/> Introduction to <i>Farista/Black Mehendi</i> colour (including benefit and possible problem). <input type="checkbox"/> Application procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3
12.	Perform hair setting	<input type="checkbox"/> Introduction to hair setting (including benefit and possible problem). <input type="checkbox"/> Hair setting procedure.	1	2	3

S. No	Competencies	Related Technical Knowledge	Time ( in hrs.)		
			Th.	Prac.	Total
		<input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.			
13.	Perform hair dry (by air blowing)	<input type="checkbox"/> Introduction to and types of hair drying (including benefit and possible problem). <input type="checkbox"/> Hair drying(air blowing) procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3
14.	Perform hair tinting	<input type="checkbox"/> Introduction to hair tinting ( Including benefit and possible problem) <input type="checkbox"/> Tinting procedure. <input type="checkbox"/> Safety precautions. <input type="checkbox"/> Personal hygiene.	1	2	3
15.	Perform <i>Barbandi</i> colouring	<input type="checkbox"/> Introduction to <i>Barabandi</i> colour (including benefit and possible problem) <input type="checkbox"/> Application procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3
16.	Perform <i>Began</i> (paste) colouring	<input type="checkbox"/> Introduction to <i>Began</i> (paste) colour (including benefit and possible problem) <input type="checkbox"/> Application procedure. <input type="checkbox"/> Safety precautions <input type="checkbox"/> Personal hygiene.	1	2	3

**Duty 7: Provide beauty services.**

S. No	Competencies	Related Technical Knowledge	Time ( in hrs.)		
			Th.	Prac.	Total
1.	Perform shampoo washing	<input type="checkbox"/> Introduction to and purpose of shampoo washing. <input type="checkbox"/> Nature of hair and choice of appropriate shampoo. <input type="checkbox"/> Water quality for hair washing. <input type="checkbox"/> Washing procedure. <input type="checkbox"/> Safety precautions. <input type="checkbox"/> Personal hygiene.	1	1	2
2.	Perform home facial.	<input type="checkbox"/> Introduction to and purpose of home facial. <input type="checkbox"/> Nature of skin and choice of appropriate facial material	1	2	3

S. No	Competencies	Related Technical Knowledge	Time ( in hrs.)		
			Th.	Prac.	Total
		(ingredient). ☒ Facial procedure. ☒ Safety precautions. ☒ Personal hygiene.			
3.	Thread eyebrow	☒ Introduction to and purpose of eyebrow threading. ☒ Threading procedure. ☒ Safety precautions. ☒ Personal hygiene.	½	1	1½
4.	Perform face wash	☒ Introduction to and purpose of face washing. ☒ Nature of skin and choice of appropriate face wash. ☒ Water quality for face washing. ☒ Washing procedure. ☒ Safety precautions. ☒ Personal hygiene.	1	1	2
5.	Perform facial.	☒ Introduction to and purpose of home facial. ☒ Nature of skin and choice of appropriate facial material (ingredient). ☒ Facial procedure. ☒ Safety precautions. ☒ Personal hygiene.	1	1	2
6.	Perform face pack	☒ Nature of skin and choice of appropriate facial pack (ingredient). ☒ Facial procedure. ☒ Safety precautions. ☒ Personal hygiene.	1	1	2
7.	Perform steam wash	☒ Introduction to and purpose of steam wash. ☒ Steam washing procedure. ☒ Safety precautions. ☒ Personal hygiene.	1	1	2
8.	Cut nail.	☒ Nature of nail. ☒ Nail cutting procedure. ☒ Safety precautions. ☒ Personal hygiene.	1	1	2
9.	Perform nail polishing	☒ Nature of nail and appropriate shade. ☒ Polishing/removing procedure. ☒ Safety precautions. ☒ Personal hygiene.	1	1	2
10.	Perform face bleaching	☒ Nature of skin and choice of	1	1	2

S. No	Competencies	Related Technical Knowledge	Time ( in hrs.)		
			Th.	Prac.	Total
		appropriate bleach (ingredient). <input checked="" type="checkbox"/> Bleaching procedure. <input checked="" type="checkbox"/> Safety precautions. <input checked="" type="checkbox"/> Personal hygiene.			

### Duty 8: Communicate with others

S. No	Competencies	Related Technical Knowledge	Time ( in hrs.)		
			Th.	Prac.	Total
1.	Communicate with barber.	<input checked="" type="checkbox"/> Meaning and importance of communication. <input checked="" type="checkbox"/> Type of communication (oral, sign/gesture and written). <input checked="" type="checkbox"/> Oral communication techniques. <input checked="" type="checkbox"/> Communication for cooperative/collaborative tasks. <input checked="" type="checkbox"/> Learning and information sharing. <input checked="" type="checkbox"/> Prior consultation on assigned work with the seniors. <input checked="" type="checkbox"/> Uses of appropriate communication language (with higher and lower position staffs.)	3	3	6
2.	Communicate with client.	<input checked="" type="checkbox"/> Importance of listening and viewing the client's opinions (offering opinions, supporting statement and questions and clarification of the proposed job).	1	2	3
3.	Communicate with employer.	<input checked="" type="checkbox"/> Refer to task 2	1	2	3
4.	Communicate with colleagues.	<input checked="" type="checkbox"/> Importance of interpretation and explanation of the proposed job with friends.	1	2	3
5.	Communicate with supervisor.	<input checked="" type="checkbox"/> Refer to task 1	1	2	3
6.	Communicate with supplier.	<input checked="" type="checkbox"/> Refer to task 2	1	2	3
7.	Communicate with visitor.	<input checked="" type="checkbox"/> Refer to task 2	1	2	3
8.	Communicate with junior.	<input checked="" type="checkbox"/> Refer to task 4	1	2	3
9.	Communicate with barber	<input checked="" type="checkbox"/> Demand and supply order.	1	2	3

S. No	Competencies	Related Technical Knowledge	Time ( in hrs.)		
			Th.	Prac.	Total
	utility shops.	<input type="checkbox"/> Bill / invoice. <input type="checkbox"/> Material supply and delivery.			
10.	Receive telephone call.	<input type="checkbox"/> Meaning, importance and purpose of telephone <input type="checkbox"/> Telephone receiving technique <input type="checkbox"/> Etiquette of receiving telephone call. <input type="checkbox"/> Massage writing technique	1	2	3

**Duty 9: Grow professionalism.**

S. No	Competencies	Related Technical Knowledge	Time (in hrs.)		
			Th.	Prac.	Total
1.	Consult barber.	<input type="checkbox"/> Importance of participating in career exploration activities with the barber.	1	2	3
2.	Visit other's working place/ sight.	<input type="checkbox"/> Importance of learning from different workplaces and site visits.	1	3	4
3.	Read related materials (Documents, manuals, brochures)	<input type="checkbox"/> Importance of learning from trade relevant documents, manuals and other job related sheets.	1	3	4
4.	Attend training/ seminar/workshops	<input type="checkbox"/> Need of growing professionalism. <input type="checkbox"/> Importance of career development opportunities inside and outside the organization.	1	4	5
5.	Watch Audio/Visual.	<input type="checkbox"/> Familiarization of TVs channel/A/V aids. <input type="checkbox"/> Importance of leaning from A/V.	1	2	3
6.	Browse World Wide Wave.	<input type="checkbox"/> Familiarization with computer. <input type="checkbox"/> WWW browsing techniques.			
7.	Seek trainings places / programs	<input type="checkbox"/> Importance of trainings in career development. <input type="checkbox"/> Possible training providers/institutes for refresher trainings.	1	2	3