



# PUNJAB BOARD OF TECHNICAL EDUCATION

21-A, Kashmir Block Allama Iqbal Town, Lahore

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R&D Section Tel # 99260273

No: PBTE/R&D/2019/1545

Dated:- 02-10-19

## NOTIFICATION

In pursuance of letter No. TEVTA/Acad/CUR/6-616 dated 31-01-2019; it is notified that the approval of the curriculum of "Skin & Beauty Therapy (01-Year)" has been accorded by the curriculum wing TEVTA.

The old course of Beautician (1 Year) has been repealed and replaced with course of Skin & Beauty Therapy (1 Year) for the session 2019-20 and onwards. However the candidates who were registered in old course of Beautician (1 Year) will avail the prescribed chances.

A soft copy of the said course may be downloaded from the website of Punjab Board of Technical Education i.e. <http://www.pbte.edu.pk/Ptextbooks.aspx>

  
SECRETARY

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- 2- PA to GM Academics, TEVTA, Lahore.
- 3- PA to GM Operations, TEVTA, Lahore.
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GOVERNMENT OF THE PUNJAB  
**TECHNICAL EDUCATION & VOCATIONAL  
TRAINING AUTHORITY**



**CURRICULUM FOR**  
**Skin & Beauty Therapy**

Course Code: 12ASkBT2019R2

**(1 – YEAR COURSE)**

Revised January, 2019

**CURRICULUM SECTION**  
**ACADEMICS DEPARTMENT**

96-H, GULBERG-II, LAHORE

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## **TRAINING OBJECTIVES**

1. The basic objective is to train the students for Beauty culture and hair dressing in the following areas to train the students for beauty industry.

- Professional ethics
- Equipment
- Knowledge of hair and skin care(Spa, Pressure points, Reflexology Essential oils, products info)
- Manicure, Pedicure
- Makeup
- Eye brows, Eye lashes
- Facial treatment
- Body Massage
- Exercise / Physio
- Diet and Nutrition
- Hair cutting, dressing, styling and coloring
- Safety Measures in working Area.
- Awareness of Products, available in market.

This course will produce capable & skilled workforce as per prevailing market demand as well as self-employed members of the society.

### **CURRICULUM SALIENT:**

Entry level	:	Matric
Duration of Course	:	1- Year
Total training Hours	:	1360 Hours
	:	40 Hours per week
		7 Hrs./ day (except Friday 5hrs)
Training Methodology	:	Practical 80%
	:	Theory 20%
Medium of Instruction	:	Urdu/English

**SKILL COMPETENCY DETAILS: -**

On successful completion of this course, the trainee will be able to: -

1. Handle the beauty techniques.
2. Posses enough skill in making and cutting of different hairstyles.
3. Analyze different types of skin through skin scanner.
4. Do facials of different types of skin.
5. To apply makeup on different types of skins i.e. oily, dry, Acne, etc.
6. Acquire skills on salon work i.e. safety precautions, skin and hair conditions.
7. Attain skill regarding professional standard in selection and use of equipment.
8. Emphasize on fitness and diet for healthy look.
9. Acquaint themselves with latest cosmetology techniques.
10. Apply the accurate products on skin and hair.
11. Ensure professional behavior with client and posses confidently in critical circumstances during working hours.
12. Develop real professional attitude.
13. Ensure proper safety measures in parlors.

**KNOWLEDGE PROFICIENCY DETAILS:**

On successful completion of this course, the trainee will be able to: -

1. Have knowledge of Beauty Culture, techniques, professional attitude, manners, proper appearance, conversation, social behavior, and customer dealing.
2. Describe Hygiene and sanitization procedures.
3. Define the salon equipment and its utilization.
4. Have knowledge of Anatomy and physiology of Bones, face and different system i.e. cardio vascular system, the nervous system, the female organs of reproduction, the endocrine system.
5. Explain the nutrition, general principles of balanced diet and exercise i.e. Movement classification, techniques, effects correct standing / sitting position, correction of figure faults by exercise, effects and contraindications.
6. Have full knowledge of different types of skins, Makeup, facial, Manicure, Pedicure. Body Massage, hair cutting, Coloring and styling etc.
7. Know how of marketing and awareness of different brands and their products being used.
8. Have knowledge of professional ethics.
9. Aware of salon work, safety precautions.

**SCHEME OF STUDIES****Skin & Beauty Therapy  
(1 – Year Course)**

<b>Sr. No</b>	<b>Main Topics</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Total Hours</b>
1.	Basic skin structure, Care, its Problems with treatments	40	240	280
2.	Basic Make up and Make over techniques	38	260	298
3.	Basic hair care do's with problems	30	200	230
4.	Hair Fashion treatments	10	100	110
5.	Fitness / Physio & Spa	20	100	120
6.	Professional skills / health & hygiene	20	200	220
7.	Functional English	68	0	68
8.	Work ethics	34	0	34
<b>Total</b>		<b>260</b>	<b>1100</b>	<b>1360</b>

**DETAIL OF COURSE CONTENTS**  
**Skin and Beauty Therapy**  
 (1-Year)

**1. Basic skin structure, Care, Its Problems with treatments.**

Sr. No.	Detail of Topics	Theory Hours	Practical Hours
<b>1.</b>	<p><b>Basic Skin Care &amp; Structure</b></p> <p>1.1 Skin Anatomy (Dry, Oily, Acne, Problem skin) through- Skin Scanner</p> <p style="padding-left: 20px;">1.1.1 P.H Scale</p> <p style="padding-left: 20px;">1.1.2 Cosmetic method</p> <p>1.2 Definition and Importance of Vitamins for the Nourishment of the Skin</p> <p style="padding-left: 20px;">2.1.1 Deficiencies of Vitamins</p> <p style="padding-left: 20px;">2.1.2 Food Sources of Vitamins (Which food source is important for Nourishment of skin)</p> <p>1.3 Beauty Equipment required for different Facials</p> <p>1.4 Beauty Procedure and Preparation of Different Types of Masks</p> <p>1.5 Products info of Different Types of Oils and Creams Used for Facial</p> <p>1.6 Products / Procedure for Bleaching, Types of Bleach Used for Different Types of Skins</p> <p>1.7 Procedure of Threading, and precautions</p> <p>1.8 Procedure of Making and Application of Wax- Patch test</p> <p>1.9 Technical Procedure of Applying Steam</p> <p style="padding-left: 20px;">1.9.1 Advantages of Steam for Different Kinds of Skin+ Infrared and their</p>	40	240

	<p>precautions</p> <p>1.9.2 Procedure for Removal of Black and White Heads- Needle / Vacuum and their precautions</p> <p>1.10 Definition Procedure for Making Eye Brows and Eye Lashes</p> <p>1.11 Beauty Cosmetics for Skin</p> <p>11.1.1 Study and preparation of Different Types of Creams, essential Oils, Scrubs and Masks Used for Different Types of Skin</p> <p>1.12 Beauty Diseases and remedies of Skin</p> <p>1.13 Beauty Massage Techniques</p> <p>1.13.1 Massage Therapy/movements</p> <p>1.13.2 Manual Massage/movements</p> <p>1.13.3 Machine Massage/movements</p> <p>1.14 Study of facial muscles</p> <p>1.14.1 Functions of facial anatomy</p> <p>1.14.2 Identification of bones of human body</p> <p>1.14.3 Muscular System.</p> <p>1.14.4 Lymphatic System</p> <p>1.15 Advantages and disadvantages of facial massage</p> <p>1.16 Definition of Manicure and pedicure</p> <p>3.5.1 Importance and Procedure for manicure and pedicure, use of machine</p> <p>1.17 Facial of different kinds of skin (Dry, oily, acne, problem skin) through</p> <p>1.17.1 Herbal Treatment of Skin</p>		
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	<p>1.17.2 Making different creams, lotions, ubtan and their remedies.</p> <p>1.17.3 Cosmetic method</p> <p>1.17.4 Handling of equipment/machinery used for facial</p> <p>1.18 Physical health &amp; Hygiene</p> <p>1.18.1 Hygienic ways of keeping clean</p> <p>1.18.2 Washing &amp; Cleaning of face</p> <p>1.18.3 Use of Deodorants</p>		
<b>2.</b>	<p><b>Basic Make up and Make over techniques</b></p> <p>2.1 Definition Study of different kinds of skin</p> <p>2.1.1 Oily / P.H Scale</p> <p>2.1.2 Dry / P.H Scale</p> <p>2.1.3 Normal / P.H Scale</p> <p>2.1.4 Acne / P.H Scale</p> <p>2.2 Procedure of applying makeup on different kinds of skin</p> <p>2.3 Products/Types of make up used for different occasions</p> <p>2.3.1 Dry Make Up</p> <p>2.3.2 Oily Make Up</p> <p>2.4 Products / Foundation and techniques of makeup</p> <p>2.4.1 Contouring the makeup</p> <p>2.5 Application / Procedure of Cleansing the skin before makeup</p> <p>2.5.1 Various cleansing creams and lotions</p> <p>2.6 Beauty Cosmetics for makeup</p>	38	260

	<p>Study of different types and brands of make up used for different kinds of skin (available in market)</p> <p>2.7 Beauty List for equipment and tools required for make up</p> <p>2.8 Procedure for Evening and Bridal makeup</p> <p>2.9 Procedure for party makeup / model make up</p> <p>2.10 Difference between evening, Bridal and professional make up</p> <p>2.11 Chemistry for cosmetology</p> <p>2.11.1 Basic Chemistry elements and symbols</p> <p>2.11.2 Physical and Chemical changes</p> <p>2.11.3 Cosmetic for Skin</p> <p>2.11.4 Sterilization</p> <p>2.11.5 Bio Chemistry</p> <p>2.12 Use of different types of make up (on different occasions)</p> <p>2.12.1 Dry Make Up/ water base makeup</p> <p>2.12.2 Oily Make Up/ Nude</p> <p>2.13 Cleansing of skin before Make Up by using different creams and lotions under base countering</p> <p>2.14 Application of different types and labels of cosmetics available in market.</p> <p>2.15 Equipment and Tools required for Make Up</p> <p>2.16 Evening and Bridal Make Up</p> <p>2.17 Learning the procedure of electricity for cosmetology</p> <p>2.18 Safety devices</p> <p>2.19 Know how of sterilization and different types of cosmetics available in market</p>		
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	(Biochemistry) 2.20 Procedure for removing wrinkles, black heads, Acne and circle around eyes 2.21 Sterilization of equipment		
<b>3.</b>	<b>Basic hair care do's with problems</b> 3.1 Hair definition / Structure 3.2 Study of Different Texture of Hair (Dry, Oily, Normal, Dandruff) 3.3 Cosmetics for Hair care 3.3.1 Procedure for the Use and Preparation of Shampoos, Dyes, Oils, Creams, Conditioners. 3.3.2 Developers and Lotions Used for the Setting, Cutting, Perming, Straightening of Different Types of Hair. 3.4 Hair washing techniques 3.4.1. Procedure for Washing, Shampooing and Combing the Hair. 3.5 Hair dyes/ Techniques 3.5.1 Introduction of Hair Color, Problems and Remedies. 3.5.2 Difference between Natural and Fashion Shades 3.6 List of Equipment Used for Hair Cutting and Styling 3.7 Procedure of Hair Cutting for Different Texture of Hair and Face shapes 3.7.1 Step Cutting 3.7.2 U Shape Cutting 3.7.3 Shaggy Cutting 3.7.4 Round Shape	30	200

	<ul style="list-style-type: none"> <li>3.7.5 Bob Cutting</li> <li>3.7.6 Soldier Cutting</li> <li>3.7.7 Romance Emotion Cutting</li> <li>3.8 Technical Procedure for Styling the Hair from Different Methods <ul style="list-style-type: none"> <li>3.8.1 Roller Setting, Types of Roller</li> <li>3.8.2 Blow Drying</li> <li>3.8.3 Perming (Loose Perm, Tight Perm)</li> <li>3.8.4 Iron</li> <li>3.8.5 Crimper</li> </ul> </li> <li>3.9 Hair growth <ul style="list-style-type: none"> <li>3.9.1 Nutrients Required for the Nourishment of Hair</li> <li>3.9.2 Hair Massage / Chumpi</li> </ul> </li> <li>3.10 Problems of Hair and Their Remedies through Different Procedures by Using Herbal and Cosmetic Shampoos, Oils, Conditioners, Serums, Extracts etc. <ul style="list-style-type: none"> <li>3.10.1 Hair fall</li> <li>3.10.2 Dandruff of Hair</li> <li>3.10.3 (Grey Hair)Coverage</li> </ul> </li> <li>3.11 Histology of Hair &amp; Hair growth</li> <li>3.12 Application of Different Vitamins Capsules on Hair</li> <li>3.13 Disease and Defects of Hair and Their Remedies through Different Procedures by Use of Herbal and Cosmetic Shampoos</li> </ul>		
<b>4.</b>	<b>Hair Fashion treatments</b> <ul style="list-style-type: none"> <li>4.1 Professional Hair Dyes</li> <li>4.2 Application of streaking <ul style="list-style-type: none"> <li>4.2.1. (Low light / high light) procedure</li> </ul> </li> </ul>	10	100

	<p>4.2.2. Problems and Their Remedies,</p> <p>4.3 Difference between Natural and Fashion Shades.</p> <p>4.4 Use of products, dyes, developers and Creams</p> <p>4.5 Herbal treatments for Hair</p> <p>4.6 Rebounding</p> <p>4.6.1 Hair checking</p> <p>4.6.2 Application of Products.</p> <p>4.6.3 Procedure of rebounding</p> <p>4.6.4 Precautions</p> <p>4.7 Keratin Treatment</p> <p>4.7.1 Definition</p> <p>4.7.2 Products</p> <p>4.7.3 Procedure</p> <p>4.7.4 Precaution</p> <p>4.8 Extenso</p> <p>4.8..1 Hair Structure</p> <p>4.8..2 Procedure of Extenso</p> <p>4.8..3 Choosing of 1 .2. 3 Chemical Lotions.</p> <p>4.8..4 Fixer Applying</p> <p>4.8..5 Precaution</p>		
<b>5.</b>	<b>Fitness/ Physio &amp; Spa</b>	20	100
	<p>5.1 Definition of fitness/Physio and importance in our daily life</p> <p>5.2 Study of Basic Exercise</p> <p>5.3 Movement Classification, Techniques, Effects.</p> <p>5.4 Procedure for Correct Standing and Sitting positions.</p> <p>5.5 Procedure of figure faults by exercise,</p>		

	<p>effects and contra-indication.</p> <p>5.6 Procedure of Body Massage</p> <p>5.6.1 Definition of Massage / Movements</p> <p>5.6.2 Importance of body massage.</p> <p>5.7 Kinds of Massage</p> <p>5.7.1 Friction massage</p> <p>5.7.2 Vibratory massage</p> <p>5.7.3 Stroking massage, etc.</p> <p>5.8 Types of Massage - Movement</p> <p>5.8.1 Swedish</p> <p>5.8.2 Champi</p> <p>5.8.3 Carnial</p> <p>5.8.4 Thai</p> <p>5.8.5 Sports massage</p> <p>5.8.6 Trigger Points</p> <p>5.9 Diet and Nutrition</p> <p>5.9.1 Importance of Diet in our daily life.</p> <p>5.9.2 Balance Diet.</p> <p>5.9.3 Importance of Cholesterol in our daily life</p> <p>5.9.4 Definition of Cholesterol</p> <p>5.9.5 Effects and remedies of Cholesterol</p> <p>5.10 Basic Caloric Chart</p> <p>5.10.1 Consumption of calories according to need, age, status and sex.</p> <p>5.11 Importance of food groups in our diet.</p> <p>5.11.1 Types of food groups</p> <p>5.11.2 Role of Carbohydrates, Proteins, Minerals, Fats &amp; Vitamins in our daily life.</p> <p>5.11.3 Deficiencies</p>		
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	<p>5.11.4 Food sources of these groups</p> <p>5.12 Overweight and under Nutrition persons</p> <p>5.12.1 Disease caused by overweight BMI.</p> <p>5.12.2 Disease of under nutrition person.</p> <p>5.12.3 Maintenance and reduction of weight by using balanced diet and different types of exercises</p> <p>5.13 Relaxation Therapy</p> <p>5.13.1 Different Types of Exercises</p> <p>5.13.2 Toning, Relaxation and Figure correction</p> <p>5.13.3 Powders, Creams and Oils and their uses</p> <p>5.14 Knowledge of caloric chart according to need, age, status and sex</p> <p>5.15 Physical Hygiene</p> <p>5.15.1 Opticure , Denticure and Audicure</p> <p>5.15.2 Cleaning of Eyes</p> <p>5.15.3 Cleaning of ears</p> <p>5.15.4 Cleaning of Teeth</p> <p>5.16 Diet Plans for Teen Age, Pregnant Women, Lactating women</p>		
<b>6.</b>	<b>Professional skills / health &amp; hygiene</b>	20	200
	<p>6.1 Salon Management</p> <p>6.1.1 Salon cleaning</p> <p>6.1.2 Health &amp; Safety</p> <p>6.1.3 Fire Exits</p> <p>6.1.4 Dress Code</p> <p>6.1.5 Daily work Sheets</p> <p>6.2 Product Awareness.</p> <p>6.2.1 Choosing of product</p>		

	6.2.2 Brand Awareness 6.2.3 Expiry Inventory 6.2.4 Weather + temperature 6.3 Consultation 6.3.1 Consultation 6.3.2 Inventory Sheets 6.3.3 Customer record 6.4 Customer Care 6.4.1 Customer Service 6.4.2 Customer Behavior 6.4.3 Customer opening / closing 6.4.4 Customer Backup 6.4.5 Customer home care products		
<b>7.</b>	<b>Functional English (attached at Annexure A)</b>	68	0
<b>8.</b>	<b>Work Ethics</b>	34	0
<b>Total</b>		<b>260</b>	<b>1100</b>



## LIST OF PRACTICAL'S

### 1. Basic skin structure, Care, Its Problems with treatments

Sr. No	Topics
1.	Analyzing of skin structure ,doing different kinds of facials for different kinds of skin through herbal treatment and cosmetic method
2.	PH scale Threading of eyebrows and other parts of body.
3.	Preparing of client & trolley waxing
4.	Applying of bleach on different types of skin
5.	Preparing of client & trolley body massage <ul style="list-style-type: none"> <li>➤ different, types of oils and creams,</li> <li>➤ techniques of massage</li> </ul>
6.	Applying steam on different kinds of skin./precaution
7.	Application of products used for facials on different types of skin
8.	Handling of equipment / machinery used for different kinds of facials.
9.	Preparing of client & trolley manicure products, movements
10.	Preparing of client & trolley pedicure products, movements
11.	Application of different types of products, movements mask
12.	Information of skin machine ,face mapping
13.	Sterilization/sanitization

## 2. Basic Make up and Make over techniques

Sr. No	Topics
1.	analyzing of skin structure doing makeup on different faces for different occasions
2.	Party makeup day & night
3.	Bridal makeup day & night
4.	Model makeup day & night
5.	Application of makeup products used for different occasions
6.	Preparing of client & trolley
7.	Hair Do's, curl, crimping, tails, joras
8.	Application of different type of base
9.	Sterilization/sanitization
10.	Application of different type of blush on
11.	Information of products
12.	Application of different type of eye shade
13.	Application of different type of water make up/liqued base

### 3. Basic hair care do's with problems

Sr. No	Topics
1.	analyzing of hair structure
2.	Making different types of hair styles i.e roller setting, blow drying, perming and straightening ,well crows , banders
3.	Used of different creams , oils , shampoos , conditioners on different texture of hairs
4.	Washing movements and combing of different texture of hair
5.	Sterilization/sanitization
6.	Different types of hair cutting, like step ,u shape,,shaggy,round,bob,layers,soldier,romance etc
7.	Hair dyes ,techniques like gray hair coverage,one shade,daulity,hair extension & type
8.	Hair treatment, hot oil, hamam zeth ,hair food,
9.	Problems of hair , hair fall, dandruff, oily hair
10.	Preparing of client & trolley
11.	Sterilization sanitization
12.	PH scale / food remedies
13.	Information of products

#### 4. Hair Fashion treatments

Sr. No	Topics
1.	Hair coloring / dying Fashions Shade
2.	Herbal treatment of hair
3.	Hair rebounding
4.	Keratin treatment
5.	Streaking
6.	Extenso
7.	Balayage
8.	Preparing of client & trolley
9.	Information of products
10	Sterilization/sanitization
11	Analyzing of hair structure

## 5. Fitness/ Physio & Spa

Sr. No	Topics
1.	Doing different of exercises / physio
2.	Preparation of different caloric charts
3.	Doing different types of massage using different movements.
4.	Analyzing of structure body muscle
5.	Sterilization/sanitization
6.	Information of products
7.	Preparing of client & trolley
8.	Tools, hot pack ,cold pack, ultra sonic,micro current ,
9.	Products info hot gell, physio gell ,ultra sonic gell pain relif ,numming creams
10	Kinds of massage ,friction,vibratory,stroking
11	Types of massage swedish,chumpi,carnial,thai,sports,trigger point
12	Study of basic exercise with cardiac
13	Diet and nutrition

**6. Professional skills / health & hygiene**

<b>Sr. No</b>	<b>Topics</b>
1.	Preparation of inventory/work sheets ,daily, monthly, yearly,
2.	Survey of market for the awareness of different products available in market.
3.	Salon management ,salon cleaning, health & safety, fire exits, dress code,
4.	Product awareness ,choosing products, brand awareness, expiry products, weather/temperature
5.	Customer care .services, behavior, customer backup. home care retailing
6.	sterilization/sanitization
7.	Information of products
8.	Preparing of client

## **LIST OF LABS**

- Hair Do's styling Lab.
- Skin care & Make-up Lab.

## LIST OF MACHINERY/ TOOLS AND EQUIPMENT

Name of Trade	Duration
Skin & Beauty Therapy	1 Year

Sr. No.	Machinery/Equipment	Quantity
1.	Ozone facial Steamer.	2
2.	Massager / body / face	2
3.	Hair Dryers.	3
4.	Electric Rollers.	1 set
5.	Facial Machine. 10 in 1	2
6.	Skin Toning Machine cylinder tone	1
7.	Grinder	1
8.	Mixer	1
9.	Blower	1
10.	Electric Rod	2
11.	Sterilizers	2
12.	Towel Warmer	1
13.	Hair Straightner	2
14.	Wax heater	1
15.	Paraffin Wax heater	1
16.	Head Steamer	1
17.	Infra red lamp	
18.	Manicure manual set	2
19.	Pedicure manual set	2
20.	Hood dryer	1
21.	Facial Trolleys	2
22.	Moveable workstations along with mirror , chairs for skin / makeup lab	10



23.	Work stations along with mirror and chairs for hair lab.	2
24.	Working trolley	2
25.	Shampooing and conditioning unit	2
26.	High frequency for hair	1
27.	Magnifying glass	1
28.	Facial bed	1
29.	Body massage bed	1
30.	Hydra machine	1
31.	Foot spa /mani spa	1
32.	Wax trolley	1
33.	Diamond Derma Abrasion	1

### LIST OF CONSUMABLE

Sr. No.	Items	Quantity
1.	Tube Lights.	6
2.	Water Spraying Gun.	6
3.	Set of Hair Combs and Brushes.	2 set
4.	Set of Scissors.	2 sets
5.	Towels and Aprons.	3 sets
6.	Curtains.	4
7.	Other Accessories (Perming and Straightening Pins & Lotions, Some Quantity of Makeup, Different Facial Cleansers with Toning Lotion and Masks).	1 bottle each
8.	Alcoholic Swabs + Sanitizers	
9.	Calibrated Measuring Containers	1 Set
10.	Climper	1
11.	Trimer	1
12.	Bowels + Brushes	1
13.	Session clip + Bands EACH	12
14.	Hair pins all types 6 EACH	6
15.	Striking foil + Cap 2 EACH	2
16.	Threading threads + rubber bands	6
17.	Tweezer	5
18.	Different types of oils used for massage	3 sets
19.	Perming caps	25
20.	Gowns for massage and facials	5
21.	White sheets used for massage	5
22.	Shower caps / perming caps	25

23.	Extenso's	3 SET
24.	Keratin treatment products	2 set
25.	Rebounding kit	2 set
26.	Streaking kit	2 set
27.	Different dyes/SHADE CHART	60 PCS
28.	Developers used for hair treatment	10
29.	Different shampoos used for different texture of hairs	6
30.	Hydra kit derm essential	2
31.	Physio gells, hot gell ,cold gell pian relief	2

### **MINIMUM QUALIFICATION OF TEACHERS**

- B.A + 1–Year Beautician or related Diploma from recognized institute with 2–Years experience.

Or

- F.A + 1–Year Beautician or related Diploma from recognized institute with 3–Years experience.

**List of Brands**

Loral Products Revlon Products Chi Professional DiKson Hair Igora / Indola Keune Post Quam PPC Pro ColoR	Hairs
Loreal Mac Karaja Inglot DM/GM Daina of London Kryolan Cristene Riwaj / Flormar Golden Rose	Makeup
Derma Logica Derm-Essential Gainout Thalgo Jansen Derma clear Beauty Solution True Beauty Body Shop Saeed Ghani	Skin
True Beauty Derm Essential Beauty Solution Body Soap Saeed Ghani	Spa

## **REFERENCE BOOK**

- NVQ Level 2
- City & Gilds
- VTCT
- Acme Institute of Beauty Therapy & Cosmetology
- Beauty Doses( A.B.C)

### **EMPLOYABILITY OF PASS OUT**

1. Pass outs may join any beauty parlor.
2. They can establish their own beauty parlor.
3. They can groom themselves at their home.
4. They can join organizations like Show Business etc., where numerous females work and are essentially required to put on makeup and hair styling.
5. They can establish their own institutions to conduct beauty parlor courses, currently an institution namely ACME is successfully working on the same lines.

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**Annexure “A”****1. Function English**

<b>Sr. No.</b>	<b>Detail of Topics</b>	<b>Theory Hours</b>
<b>1</b>	<b>Alphabet</b> 1.1. Capital Letter / Small Letter	5
<b>2</b>	<b>Consonants and vowel with Syllabus</b> 2.1. Consonants and Vowels 2.2. Semi-vowels 2.3. Syllabus	5
<b>3</b>	<b>Sentence Structure</b> 3.1. Alphabets 3.2. Words 3.3. Phrases 3.4. Clauses 3.5. Sentences	5
<b>4</b>	<b>Sentences</b> 4.1. <b>Type of Sentence</b> 4.1.1. Simple 4.1.2. Compound 4.1.3. Complex 4.2. <b>Kinds of Sentence</b> 4.2.1. According to meaning / construction)	5
<b>5</b>	<b>Introduction to common tools.</b> 5.1. Read and write the names of different types of tool used in all trades of each institution	6
<b>6.</b>	<b>Translate technical items into Urdu</b> 6.1. Tools 6.2. Machinery 6.3. Equipment	2 2 3
<b>7.</b>	<b>Sentence pattern (exercises)</b>	2

	7.1. Exercises 7.2. Use of is, are, am, was, were, has, have, had.	
<b>8.</b>	<b>Parts of speech</b> 8.1. Noun and its kinds 8.2. Pronoun and its kinds 8.3. Adjective and its kinds	5
<b>9.</b>	<b>Concept of tenses (Indefinites &amp; Continuous)</b> 9.1. Present continuous 9.2. Past continuous 9.3. Future continuous 9.4. Present Indefinite 9.5. Past Indefinite 9.6. Future Indefinite	4
<b>10.</b>	<b>Application writing</b> 10.1. To principal for 10.2. Leave 10.3. Fee concession	2 2
<b>11.</b>	<b>Translation</b>	4
<b>12.</b>	<b>Use of tools</b> 12.1. Describe the use of tools in simple / small sentences	8
<b>13.</b>	<b>Name and Description of trade job</b> 13.1. Write the work steps used in each job. 13.2. Write the work steps in job preparation	4 2
<b>Total</b>		<b>68</b>

**Annexure “B”**

**Work Ethics: (attached in soft form of inpage)**