



**COMPETENCY STANDARD**

**FOR**

**BEAUTIFICATION**

**Skills for Industry Competitiveness and Innovation Program (SICIP)  
Finance Division, Ministry of Finance**



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The Competency Standards for Installation of Beautification is a document for the development of curricula, teaching and learning materials, and assessment tools. It also serves as the document for providing training consistent with the requirements of the industry for individuals who pass through the set standard via assessment. Subsequently, they would be qualified and settled for a relevant job.

The document was developed under the Skills for Employment Investment Program (SEIP) and subsequently reviewed and updated to use in training under the Skills for Industry Competitiveness and Innovation Program (SICIP) to meet the industry skills requirements. This document is owned by the Finance Division of the Ministry of Finance of the People's Republic of Bangladesh.

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## INTRODUCTION:

The Skills for Industry Competitiveness and Innovation Program (SICIP) has the overall objective of developing a skilled workforce adept at handling new technologies, especially for emerging industries in Bangladesh. It will expand skills training and strengthen the development of the training ecosystem to address the skills requirements of the SICIP-selected industry sectors. The program aims to (i) increase the technology-oriented skilled workforce across emerging and priority sectors, (ii) promote inclusive skilling and upskilling opportunities for women and socially disadvantaged groups, (iii) incentivize industry-university partnerships to nurture innovation capacity and improve industry competitiveness, and (iv) foster skills for climate-resilient manufacturing processes and green technologies. The program is expected to benefit about 220,000 new and existing workers over a 6-year implementation period from 2024-2029.

The SICIP Program has, therefore, taken the initiative to enhance the employability and productivity of trainees by implementing market-responsive and job-focused training programs through public and private training providers. This will require the development of competency standards for each of the occupations/trades which will provide a structured framework in the learning process to guide training providers, ensure consistent training quality, and create an alignment between the skills provided by the training institutes and the needs of the industry.

**The Competency Standard also suggests integration of YouTube or similar platforms or downloaded clips into classroom practice to ensure simulated creation of the contents so that learners are exposed to visual demonstrations before classroom instruction or practical session, which aligns with modern learning preference and supports flipped classroom models.**

This competency standard is therefore developed to improve skills following the job roles and skill sets of the occupation and ensure that the required skills are aligned with industry requirements.

The document details the format, sequencing, wording, and layout of the Competency Standard for an occupation which comprises Units of Competence and its corresponding Elements.

## OVERVIEW:

A **Competency Standard** is a written specification of the knowledge, skills, and attitudes required for the performance of a job or occupation or trade corresponding to the standard of performance required in the workplace.

Competency standard:

- provides a consistent and reliable set of components for training, recognizing, and assessing people's skills, and may also have optional support materials.
- enables industry-recognized qualifications to be awarded through direct assessment of workplace competencies
- encourages the development and delivery of flexible training that suits individual and industry requirements
- encourages learning and assessment in a work-related environment which leads to verifiable workplace outcomes.

Competency Standard has been developed by a working group comprised of occupation-specific experts from the industry/institution and relevant consultants of SICIP.

Competency Standards describe the skills, knowledge, and attitude needed to perform effectively in the workplace. Competency Standards acknowledge that people can achieve vocational and technical competency in many ways by emphasizing what the learner can do, not how or where they learned to do it.

With Competency Standards, assessment and training may be conducted at the workplace, at training organization, during regular work, or through work experience, work placement, work simulation or any combination of these.

A Unit of Competency describes a distinct work activity that would normally be undertaken by one person in accordance with industry standards.

Units of Competency are documented in a standard format that comprises:

- Reference to Industry Sector, Occupational Title and Occupational Description
- Unit code
- Unit title
- Unit descriptor
- Unit of Competency
- Elements and performance criteria
- Variables and range statement
- Evidence guides

Together all the parts of a Unit of Competency:

- Describe a work activity.
- Guide the assessor in determining whether the candidate is competent.

Identification and validation of units of competency and elements for each occupation were made by experts from Construction industry in consultative workshop.

The ensuing sections of this document comprise a description of the respective occupation with all the key components of a Unit of Competence:

- An overview of all Units of Competence for the occupation and their corresponding duration required for completion of training.
- The Competency Standards that include the Unit of Competency, Unit Descriptor, Elements and Performance Criteria, Range of Variables, Curricular Content Guide, and Assessment Evidence Guide.

**Units & Elements at a Glance:****Generic Competencies (36 Hrs.)**

SL	Code	Unit of Competency	Elements of Competency	Duration (hours)
1.	SICIP-BE-01-G	Apply Occupational Health and Safety (OSH) Practices in the Workplace	<ol style="list-style-type: none"> <li>1. Identify, control and report OSH hazards</li> <li>2. Conduct work safely</li> <li>3. Follow emergency response procedures</li> <li>4. Maintain health and safety in the workplace</li> </ol>	<b>18</b>
2.	SICIP-BE-02-G	Lead Small Team	<ol style="list-style-type: none"> <li>1. Provide team leadership</li> <li>2. Assign responsibilities and set performance expectations for team members</li> <li>3. Supervise team performance</li> <li>4. Maintain customer relations</li> </ol>	<b>18</b>
<b>Total hours</b>				<b>36 Hrs.</b>

**Sector Specific Competencies (09 Hrs.)**

SL	Code	Unit of Competency	Elements of Competency	Duration (hours)
1.	SICIP-BE-01-S	Apply Soft Skills in Customer Service	<ol style="list-style-type: none"> <li>1. Understand customer service operations</li> <li>2. Identify soft skills requirements in the workplace</li> <li>3. Perform required gesture and posture during customer service</li> </ol>	<b>09</b>
<b>Total hours</b>				<b>09 Hrs.</b>

### Occupation Specific Competencies (315 hrs.)

SL	Code	Unit of competency	Elements of Competency	Duration (hours)
1.	SICIP-BE-01-O	Perform Hair Removal	<ol style="list-style-type: none"> <li>1. Prepare for work</li> <li>2. Prepare client for hair removal</li> <li>3. Perform threading</li> <li>4. Perform waxing</li> <li>5. Clean client and workplace</li> </ol>	<b>27</b>
2.	SICIP-BE-02-O	Perform Haircut	<ol style="list-style-type: none"> <li>1. Prepare for work</li> <li>2. Prepare client</li> <li>3. Cut hair</li> <li>4. Check hair and apply appropriate finishing touches</li> <li>5. Clean client and workplace</li> </ol>	<b>45</b>
3.	SICIP-BE-03-O	Perform Manicure and Pedicure	<ol style="list-style-type: none"> <li>1. Prepare for work</li> <li>2. Prepare client</li> <li>3. Perform manicure</li> <li>4. Perform pedicure</li> <li>5. Clean client and workplace</li> </ol>	<b>27</b>
4.	SICIP-BE-04-O	Perform Skin Care	<ol style="list-style-type: none"> <li>1. Prepare for work</li> <li>2. Prepare client</li> <li>3. Perform facial</li> <li>4. Perform fair polish</li> <li>5. Clean client and workplace</li> </ol>	<b>54</b>
5.	SICIP-BE-05-O	Perform Makeover	<ol style="list-style-type: none"> <li>1. Prepare for work</li> <li>2. Prepare client</li> <li>3. Perform makeup</li> <li>4. Perform hairstyle</li> <li>5. Perform saree draping</li> <li>6. Clean client and workplace</li> </ol>	<b>54</b>
6.	SICIP-BE-06-O	Perform Hair Care	<ol style="list-style-type: none"> <li>1. Prepare for work</li> <li>2. Prepare client</li> <li>3. Perform hair treatment</li> <li>4. Apply henna</li> <li>5. Clean client and workplace</li> </ol>	<b>36</b>
7.	SICIP-BE-07-O	Apply Hair Coloring and Re-bonding Techniques	<ol style="list-style-type: none"> <li>1. Prepare for work</li> <li>2. Prepare client</li> <li>3. Apply hair color</li> <li>4. Perform re-bonding</li> <li>5. Perform perming</li> <li>6. Clean client and workplace</li> </ol>	<b>36</b>
8.	SICIP-BE-08-O	Apply Mehendi (Henna)	<ol style="list-style-type: none"> <li>1. Prepare for work</li> <li>2. Prepare client</li> <li>3. Carry out henna design</li> </ol>	<b>18</b>

<b>SL</b>	<b>Code</b>	<b>Unit of competency</b>	<b>Elements of Competency</b>	<b>Duration (hours)</b>
			4. Clean client and workplace	
9.	SEIP-BE-09-O	Perform Piercing	1. Prepare for work 2. Prepare client 3. Perform piercing of nose and ear 4. Clean client and workplace	<b>18</b>
<b>Total hours</b>				<b>315 Hrs.</b>
<b>TOTAL =</b>				<b>360 Hrs.</b>

## COMPETENCY STANDARD: BEAUTIFICATION

### Generic Competencies

<b>APPLY OCCUPATIONAL SAFETY AND HEALTH (OSH) PRACTICES IN THE WORKPLACE</b>	<b>Nominal Duration:</b> 18 hrs.	<b>Unit Code:</b> SICIP-BE-01-G
<p><b>Unit Descriptor:</b> This unit covers the knowledge, skills and attitude required to apply Occupational Health and Safety (OSH) practices in the workplace. It specifically includes the task of identifying, controlling and reporting OSH hazards, conducting work safely, following emergency response procedures and maintaining health and safety in the workplace.</p>		

### Elements and Performance Criteria:

(Terms in the performance criteria that are written in **bold and underlined** are elaborated in the range of variables).

Elements of Competency	Performance Criteria
1. Identify, control and report OSH hazards	1.1 Work area is routinely checked for OSH hazards prior to commencing and during work 1.2 <b><u>Hazards</u></b> and unacceptable performance are identified and corrective action is taken within the level of responsibility 1.3 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures 1.4 Safety Signs and Symbols are identified and followed
2. Conduct work safely	2.1 Apply OSH practices in the workplace 2.2 Appropriate <b><u>Personal Protective Equipment (PPE)</u></b> is selected and worn
3. Follow emergency response procedures	3.1 Emergency situations are identified and reported according to workplace reporting requirements 3.2 Emergency procedures are followed as appropriate to the nature of the emergency and according to workplace procedures 3.3 <b><u>Workplace procedures</u></b> for dealing with accidents, fires and emergencies are followed whenever necessary within scope of responsibilities
4. Maintain health and safety in the workplace	4.1 Risks are identified and appropriate control measures are implemented in the work area. 4.2 Recommendations arising from risk assessments are implemented within level of responsibility. 4.3 Opportunities for improving OSH performance are identified and raised with relevant personnel. 4.4 Safety records according to <b><u>company policies</u></b> are maintained.

### Range of variables:

Variables	Range (may include but not limited to)
1. Hazards	1.1 OSH incidents include near misses, injuries, illnesses and property damage, noise, handling hazardous substances, other hazards 1.2 Working with and near moving equipment/load shifting equipment 1.3 Broken or damaged equipment or materials
2. Workplace procedures	2.1 OSH system and related documentation including policies and procedures 2.2 Standard Operating Procedures (SOPs) 2.3 Information on hazards and the work process, hazard alerts, safety signs and symbols 2.4 Labels 2.5 Material Safety Data Sheets (MSDSs) and manufacturers' advice.
3. Personal Protective equipment (PPE)	3.1 Goggles 3.2 Ear muffs 3.3 Ear plugs 3.4 Gloves 3.5 Clothing 3.6 Apron 3.7 Helmet 3.8 Boots
4. Company policies	4.1 Job-related Standard Operating Procedures (SOPs) 4.2 OSH-specific procedures 4.3 Consultation and participation 4.4 Emergency response 4.5 Response to specific hazards 4.6 Incident investigation 4.7 Risk assessment 4.8 Reporting arrangements 4.9 Issue resolution procedures

### Curricular Content Guide

1. Underpinning knowledge	1.1 Personal Protective Equipment (PPE) 1.2 Identification of tools and equipment 1.3 Hazardous events 1.4 Tools, equipment, machinery and relevant accessories 1.5 Communication 1.6 Job roles, responsibilities and compliance 1.7 Workplace laws
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2. Underpinning skill	<ul style="list-style-type: none"> <li>2.1 Using Personal Protective Equipment (PPE)</li> <li>2.2 Identifying tools and equipment</li> <li>2.3 Responding and taking safety precautions for different hazardous situations</li> <li>2.4 Operating and using tools, equipment, machinery and accessories properly as per SOP (Company standards)</li> <li>2.5 Communicating with peers and supervisors</li> </ul>
3. Underpinning Attitudes	<ul style="list-style-type: none"> <li>3.1 Commitment to occupational health and safety</li> <li>3.2 Promptness in carrying out activities</li> <li>3.3 Sincere and honest to duties</li> <li>3.4 Environmental concerns</li> <li>3.5 Eagerness to learn</li> <li>3.6 Tidiness and timeliness</li> <li>3.7 Respect for rights of peers and seniors in the workplace</li> <li>3.8 Communication with peers, subordinates and seniors in the workplace</li> </ul>
4. Resource implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> <li>4.1 Workplace (simulated or actual)</li> <li>4.2 PPEs</li> <li>4.3 Firefighting equipment</li> <li>4.4 Emergency response manual</li> <li>4.5 First aid kits</li> </ul>

### Assessment Evidence Guide

1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 identified control and report OSH hazards</li> <li>1.2 conducted work safely</li> <li>1.3 followed emergency response procedures</li> <li>1.4 maintained health and safety in the workplace</li> </ul>
2 Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> <li>2.1 Written test</li> <li>2.2 Practical Demonstration</li> <li>2.3 Oral Questioning</li> <li>2.4 Portfolio (Optional)</li> </ul>
3 Context of assessment	<ul style="list-style-type: none"> <li>3.1 Competency assessment must be done in an assessment/training center or in an actual or simulated work place after completion of the training.</li> <li>3.2 Assessment should be done by a nationally certified assessor or occupation-specific industry expert.</li> </ul>

<b>Unit of Competency:</b> <b>LEAD SMALL TEAM</b>	<b>Nominal Duration:</b> 18 hrs.	<b>Unit Code:</b> SICIP- BE-02-G
<b>Unit Descriptor:</b>  This unit covers the knowledge, skills and attitudes required to lead small team/carry out workplace interaction. It specifically includes the task of providing team leadership, assigning responsibilities and setting performance expectations for team members, supervising team performance and maintaining customer relations.		

**Elements and Performance Criteria:**

(Terms in the performance criteria that are written in **bold and underlined** are elaborated in the range of variables).

<b>Elements of Competency</b>	<b>Performance Criteria</b>
1. Provide team leadership	1.1 <b><u>Work requirements</u></b> are identified and presented to team members. 1.2 Reasons for instructions and requirements are communicated to team members. 1.3 <b><u>Team members' queries and concerns</u></b> are recognized, discussed and dealt with.
2. Assign responsibilities and Set performance expectations for team members	2.1 Duties, and responsibilities are allocated having regard to the skills, knowledge and attitudes required to properly undertake the assigned task. 2.2 Duties are allocated having regard to individual preference, domestic and personal considerations, whenever possible. 2.3 Performance expectations are established based on client needs and according to assignment requirements. 2.4 Performance expectations are based on individual team members' duties and area of responsibility. 2.5 Performance expectations are discussed and directed to implement in the workplace.
3. Supervise team performance	3.1 <b><u>Monitoring of performance</u></b> are taken place against defined performance criteria and / or assignment instructions and corrective action taken if required. 3.2 Team members are provided <b><u>feedback</u></b> , positive support and advice on strategies to overcome any deficiencies. 3.3 <b><u>Performance issues</u></b> which cannot be rectified or addressed within the team are referenced to appropriate personnel. 3.4 Team members are kept informed of any changes

	<p>in the priority allocated to assignments or tasks which</p> <p>3.5 might impact on clients' / customers' needs and satisfaction.</p> <p>3.6 Team operations are monitored to ensure that employer / client needs and requirements are met.</p> <p>3.7 Follow-up communication is provided on all issues affecting the team.</p> <p>3.8 All relevant documentation is completed.</p>
4. Maintain Customer relations	<p>4.1 Customer complaints are addressed promptly and effectively to maintain trust and satisfaction.</p> <p>4.2 Client details, including preferences and contact info, are kept current for seamless service delivery.</p> <p>4.3 Services meet high standards to ensure client satisfaction and encourage repeat business.</p> <p>4.4 Client feedback is gathered post-service to evaluate satisfaction and identify improvement areas.</p> <p>4.5 Client privacy is respected, and personal details are kept secure.</p> <p>4.6 Compliments and positive feedback are recorded and shared with the team for motivation and improvement.</p>

#### Range of variables:

Variables	Range (may include but not limited to)
1. Work requirements	<p>1.1 Client Profile</p> <p>1.2 Assignment instructions</p>
2. Team member's queries and concerns	<p>2.1 Roster</p> <p>2.2 Shift details</p>
3. Monitoring of performance	<p>3.1 Formal process</p> <p>3.2 Informal process</p>
4. Feedback	<p>4.1 Formal process</p> <p>4.2 Informal process</p> <p>4.3 Sandwich process</p>
5. Performance issues	<p>5.1 Work output</p> <p>5.2 Work quality</p> <p>5.3 Team participation</p> <p>5.4 Compliance with workplace protocols</p> <p>5.5 Safety</p> <p>5.6 Customer service</p>

#### Curricular Content Guide

1. Underpinning knowledge	<p>1.1 Company policies and procedures.</p> <p>1.2 Relevant legal requirements.</p> <p>1.3 How performance expectations are set.</p>
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	<ul style="list-style-type: none"> <li>1.4 Methods of monitoring performance.</li> <li>1.5 Client expectations.</li> <li>1.6 Team members' duties and responsibilities.</li> </ul>
2. Underpinning skill	<ul style="list-style-type: none"> <li>2.1 identifying work requirements</li> <li>2.2 recognizing team members' queries and concerns</li> <li>2.3 monitoring team operations</li> <li>2.4 addressing customer complaints promptly</li> </ul>
3. Underpinning Attitudes	<ul style="list-style-type: none"> <li>3.1 Commitment to occupational health and safety</li> <li>3.2 Promptness in carrying out activities</li> <li>3.3 Sincere and honest to duties</li> <li>3.4 Environmental concerns</li> <li>3.5 Eagerness to learn</li> <li>3.6 Tidiness and timeliness</li> <li>3.7 Respect for rights of peers and seniors in the workplace</li> <li>3.8 Communication with peers, subordinates and seniors in the workplace</li> </ul>
4. Resource implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> <li>4.1 Work place Procedure</li> <li>4.2 Materials relevant to the proposed activity</li> <li>4.3 All tools, equipment, material and documentation required.</li> <li>4.4 Relevant specifications or work instructions</li> </ul>

### Assessment Evidence Guide

1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Provided team leadership</li> <li>1.2 Assigned responsibilities and set performance expectations for team members</li> <li>1.3 Supervised team performance</li> <li>1.4 Maintained customer relations</li> </ul>
2. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> <li>2.1 Written test</li> <li>2.2 Practical Demonstration</li> <li>2.3 Oral Questioning</li> <li>2.4 Portfolio (Optional)</li> </ul>
3. Context of assessment	<ul style="list-style-type: none"> <li>3.1 Competency assessment must be done in an assessment/training center or in an actual or simulated work place after completion of the training.</li> <li>3.2 Assessment should be done by a nationally certified assessor or occupation-specific industry expert.</li> </ul>

## The Sector Specific Competencies

<b>Unit of Competency:</b> <b>APPLY SOFT SKILLS IN CUSTOMER SERVICE</b>	<b>Nominal Duration:</b> 09 hrs.	<b>Unit Code:</b> SICIP- BE-01-S
<b>Unit Descriptor:</b>  This unit covers the knowledge, skills and attitudes required to apply soft skills in customer service. It specifically includes the task of Understanding customer service operations, identifying soft skills requirements in the workplace and performing required gesture and posture during customer service.		

### Elements and Performance Criteria:

(Terms in the performance criteria that are written in **bold and underlined** are elaborated in the range of variables).

Elements of Competency	Performance Criteria
1. Understand customer service operations	1.1 Customer service operation is identified and described. 1.2 Duties of a customer service agent are identified. 1.3 <b><u>Customer service skills</u></b> are identified and defined.
2. Identify soft skills requirements in the workplace	2.1 Meaning of <b><u>soft skills</u></b> is clearly stated and key components are identified. 2.2 Soft skill requirements are recognized in the workplace with specific emphasis on situational requirements.
3. Perform required gesture and posture during customer service	3.1 Correct body language and posturing is employed during customer service interaction. 3.2 Dos and don'ts of body language and posture during customer service interaction are identified.

### Range of variables:

Variables	Range (may include but not limited to)
1. Customer service skills	1.1 Patience 1.2 Attentiveness 1.3 Respectfulness 1.4 Clear communication 1.5 Product or service knowledge 1.6 Positive language 1.7 Time management 1.8 Goal orientated 1.9 Identifying needs 1.10 Calmness 1.11 Situational awareness 1.12 Persuasion 1.13 Tenacity 1.14 Closing

2. Soft skills	<ul style="list-style-type: none"> <li>2.1 Social grace</li> <li>2.2 Language</li> <li>2.3 Friendliness</li> <li>2.4 Personal habits</li> <li>2.5 Optimism</li> <li>2.6 Teamwork</li> <li>2.7 Stress management</li> <li>2.8 Responsibility</li> <li>2.9 Self esteem</li> <li>2.10 Self-management</li> </ul>
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### Curricular Content Guide

1. Underpinning knowledge	<ul style="list-style-type: none"> <li>1.1 Scope and structure of customer service operations</li> <li>1.2 Duties of a call center agent</li> <li>1.3 Soft skills techniques</li> <li>1.4 Acceptable body language and posture</li> </ul>
2. Underpinning skill	<ul style="list-style-type: none"> <li>2.1 Interpret customer service skills</li> <li>2.2 Apply soft skills at work</li> <li>2.3 Demonstrate required gesture and posture at work</li> </ul>
3. Underpinning Attitudes	<ul style="list-style-type: none"> <li>3.1 Commitment to occupational health and safety</li> <li>3.2 Promptness in carrying out activities</li> <li>3.3 Sincere and honest to duties</li> <li>3.4 Environmental concerns</li> <li>3.5 Eagerness to learn</li> <li>3.6 Tidiness and timeliness</li> <li>3.7 Respect for rights of peers and seniors in the workplace</li> <li>3.8 Communication with peers, subordinates and seniors in the workplace</li> </ul>
4. Resource implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> <li>4.1 Work place Procedure</li> <li>4.2 Materials relevant to the proposed activity</li> <li>4.3 All tools, equipment, material and documentation required.</li> <li>4.4 Relevant specifications or work instructions</li> </ul>

### Assessment Evidence Guide

1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Understood customer service operations</li> <li>1.2 Identified soft skills requirements in the workplace</li> <li>1.3 Performed required gesture and posture during customer service</li> </ul>
2. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> <li>2.1 Written test</li> <li>2.2 Practical Demonstration</li> <li>2.3 Oral Questioning</li> </ul>

	2.4 Portfolio (Optional)
3. Context of assessment	<p>3.1 Competency assessment must be done in an assessment/training center or in an actual or simulated work place after completion of the training.</p> <p>3.2 Assessment should be done by a nationally certified assessor or occupation-specific industry expert.</p>

## The Occupation Specific Competencies

<b>Unit of Competency:</b> <b>PERFORM HAIR REMOVAL</b>	<b>Nominal Duration:</b> 27 Hrs.	<b>Unit Code</b> SICIP-BE-01-O
<b>Unit Descriptor:</b>  This unit covers the knowledge, skills and attitudes required to perform hair removal. It specifically includes the task of preparing for work, preparing client for hair removal, performing threading, performing waxing and cleaning client and workplace.		

### Elements and Performance Criteria:

(Terms in the performance criteria that are written in **bold and underlined** are elaborated in the range of variables).

Elements of Competency	Performance Criteria
1. Prepare for work	1.1 <b><u>Personal Protective Equipment (PPE)</u></b> is collected and worn. 1.2 <b><u>Tools and equipment</u></b> are selected and gathered. 1.3 <b><u>Raw materials</u></b> are collected for the task.
2. Prepare client for hair removal	2.1 Chair is set up for client comfort. 2.2 Client is consulted on the <b><u>threading points</u></b> to be treated and preferred hair removal methods. 2.3 Personal accessories are removed as per requirement. 2.4 Client is provided with protective clothing as per requirement. 2.5 Threading powder is applied around the specific area to prepare the skin.
3. Perform threading	3.1 <b><u>Hair removal methods</u></b> are identified 3.2 Thread is held securely. 3.3 Specific points are threaded with precision. 3.4 Plucking is performed to shape the desired areas. 3.5 Eyebrow is cut evenly with scissors for a clean finish. 3.6 Soothing moisturizer or Ice cube is applied around the threaded area to reduce irritation.
4. Perform waxing	4.1 Wax gel (hot/cold) is prepared. 4.2 Waxing area is dried with towel or tissue and powder is applied. 4.3 Wax gel and wax paper is applied to the area. 4.4 Wax paper is removed opposite to the hair direction. 4.5 Threading is performed in specific areas, if required. 4.6 Cold compressor and moisturizer are applied to soothe the skin.
5. Clean client and workplace	5.1 <b><u>Protective clothing</u></b> is selected and used. 5.2 Apron is removed and brush/tissue is used to remove unwanted parts.

	<p>5.3 Personal accessories are returned to the client.</p> <p>5.4 Tools and Equipment are cleaned and sanitized.</p> <p>5.5 Work area is cleaned to maintain hygiene.</p> <p>5.6 Waste materials are disposed according to workplace standards.</p>
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### Range of Variables

Variable	Range (Includes but not limited to):
1. Personal Protective Equipment (PPE)	<p>1.1 Apron</p> <p>1.2 Head band</p> <p>1.3 Disposable mask</p> <p>1.4 Hand gloves</p>
2. Tools & equipment	<p>2.1 Parlor Chair</p> <p>2.2 Combs</p> <p>2.3 Mirror</p> <p>2.4 Scissors</p> <p>2.5 Brush</p> <p>2.6 Head band</p> <p>2.7 Tweezers</p> <p>2.8 Palette</p> <p>2.9 Plastic bowl</p> <p>2.10 Spatula</p> <p>2.11 Mixing stick</p> <p>2.12 Wax heater</p>
3. Raw Materials	<p>3.1 Antibacterial Thread</p> <p>3.2 Pearl powder</p> <p>3.3 Soothing gel</p> <p>3.4 Moisturizer / moisturizing cream</p> <p>3.5 Wax Paper</p> <p>3.6 Normal Cotton</p> <p>3.7 Ice</p> <p>3.8 Lotion</p> <p>3.9 Wax Gel</p> <p>3.10 Antiseptic solution</p> <p>3.11 Tissue</p> <p>3.12 Powder</p> <p>3.13 Towel</p>
4. Threading points	<p>4.1 Eyebrow</p> <p>4.2 Forehead</p> <p>4.3 Nose</p> <p>4.4 Lip lines</p> <p>4.5 Cheeks</p> <p>4.6 Chin</p> <p>4.7 Under arm / Armpit</p>

	<ul style="list-style-type: none"> <li>4.8 Nape area</li> <li>4.9 Hand</li> <li>4.10 Naval</li> <li>4.11 Chest</li> <li>4.12 Back part</li> <li>4.13 Legs</li> <li>4.14 Bikini part</li> </ul>
5. Hair removal methods	<ul style="list-style-type: none"> <li>5.1 Threading</li> <li>5.2 Waxing</li> </ul>
6. Protective clothing	<ul style="list-style-type: none"> <li>6.1 Bath towel</li> <li>6.2 Face towel</li> <li>6.3 Head band</li> <li>6.4 Apron</li> </ul>

### Curricular Content Guide

1. Underpinning Knowledge	<ul style="list-style-type: none"> <li>1.1 OSH procedures.</li> <li>1.2 Communicate with clients.</li> <li>1.3 Personal hygiene and well grooming.</li> <li>1.4 Personal Accessories.</li> <li>1.5 Raw materials.</li> <li>1.6 Application of materials.</li> <li>1.7 Hair removal Methods</li> <li>1.8 Threading</li> <li>1.9 Waxing</li> <li>1.10 Protective clothing</li> </ul>
2. Underpinning Skills	<ul style="list-style-type: none"> <li>2.1 Selecting and collecting PPE, tools, equipment and raw materials.</li> <li>2.2 Preparing clients.</li> <li>2.3 Performing threading and waxing.</li> <li>2.4 Applying cold compressor and moisturizing.</li> <li>2.5 Using protective clothing</li> <li>2.6 Cleaning client and workplace.</li> <li>2.7 Disposing waste materials as per workplace standards.</li> </ul>
3. Underpinning Attitudes	<ul style="list-style-type: none"> <li>3.1 Commitment to occupational health and safety</li> <li>3.2 Promptness in carrying out activities</li> <li>3.3 Sincere and honest to duties</li> <li>3.4 Environmental concerns</li> <li>3.5 Eagerness to learn</li> <li>3.6 Tidiness and timeliness</li> <li>3.7 Respect for rights of peers and seniors in the workplace</li> <li>3.8 Communication with peers, subordinates and seniors in the workplace</li> </ul>

4 Resource Implications	4.1 Workplace (simulated or actual) 4.2 Personal protective equipment (PPE) 4.3 Tools and equipment 4.4 Stationary 4.5 Learning manual
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**Assessment Evidence Guide**

1. Critical Aspects of Competency	Assessment required evidence that the candidate: <ol style="list-style-type: none"> <li>1.1 prepared for work.</li> <li>1.2 prepared client.</li> <li>1.3 performed threading.</li> <li>1.4 performed waxing.</li> <li>1.5 cleaned client and workplace.</li> </ol>
2. Methods of Assessment	Competency should be assessed by: <ol style="list-style-type: none"> <li>2.1 Written test</li> <li>2.2 Practical Demonstration</li> <li>2.3 Oral Questioning</li> <li>2.4 Portfolio (Optional)</li> </ol>
3. Context of Assessment	<ol style="list-style-type: none"> <li>3.1 Competency assessment must be done in an assessment/training center or in an actual or simulated work place after completion of the training.</li> <li>3.2 Assessment should be done by a nationally certified assessor or occupation-specific industry expert.</li> </ol>

<b>Unit of Competency:</b> <b>PERFORM HAIRCUT</b>	<b>Nominal Duration:</b> 45 Hrs.	<b>Unit Code:</b> SICIP-BE-02-O
<b>Unit Descriptor:</b>  This unit covers the skills, knowledge and attitudes required to perform haircut. It specifically includes the task of preparing for work, preparing client, cutting hair, checking hair and applying appropriate finishing touches and cleaning client and workplace.		

### Elements and Performance Criteria:

(Terms in the performance criteria that are written in **bold and underlined** are elaborated in the range of variables).

Elements of Competency	Performance Criteria
1. Prepare for work	1.1 OSH is followed and Personal Protective Equipment (PPE) is worn. 1.2 <b><u>Tools and equipment</u></b> are collected and sanitized. 1.3 <b><u>Raw Materials</u></b> for haircut are identified and arranged.
2. Prepare client	2.1 Haircut style is selected and agreed upon based on the hair catalogue 2.2 Personal accessories are removed as per requirement. 2.3 <b><u>Shape of the client's face</u></b> , head, length and width are assessed according to body and height. 2.4 <b><u>Types of hair</u></b> are identified based on style requirements and type of cutting to be performed. 2.5 <b><u>Protective clothing</u></b> is provided and worn.
3. Cut hair	3.1 Hair is shampooed and conditioned following salon procedures. 3.2 Hair is light dried (approximately 60% dry and 40% wet). 3.3 Hair is sectioned for precise cutting. 3.4 Haircut is performed according to selected <b><u>hairstyle</u></b> and standard procedures. 3.5 Hair setting is performed using blow dry techniques.
4. Check hair and apply appropriate finishing touches	4.1 Finishing cutting tools are used according to hairstyle. 4.2 <b><u>Hair finishing product</u></b> is applied based on the client's requirements and style. 4.3 Client's acceptance is confirmed and adjustments are made, if required.
5. Clean client and workplace	5.1 Apron is removed and brush/tissue is used to remove unwanted parts. 5.2 Personal accessories are returned to the client. 5.3 Tools and Equipment are cleaned and sanitized. 5.4 Work area is cleaned and organized.

	5.5 Waste materials are disposed of according to workplace standards.
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### Range of Variables

Variable	Range (Includes but not limited to):
1. Tools and equipment	1.1 Setting Clips 1.2 Razor 1.3 Blow dryer 1.4 Spray Gun 1.5 Hair brush 1.6 Barber brush 1.7 Thinning Scissor 1.8 Cutting Scissor 1.9 Combs 1.10 Trimmer 1.11 Hair cut dummy
2. Raw Materials	2.1 Powder 2.2 Shampoo 2.3 Conditioner
3. Shape of the client's face	3.1 Rectangle or Elongated 3.2 Inverted/Pear 3.3 Heart 3.4 Oval 3.5 Triangular 3.6 Square 3.7 Diamond 3.8 Round
4 Types of hair	4.1 Straight 4.2 Curly
5 Protective clothing	5.1 Bath towel 5.2 Apron
6 Hair Styles	6.1 Straight Cut 6.2 U-cut 6.3 V-cut 6.4 Layered Cut 6.5 Step-cut 6.6 Boy cut 6.7 Bangs cut
7 Hair Finishing Products	7.1 Gel/Styling gel 7.2 Mousse 7.3 Spray Net/Hair spray 7.4 Hair Polish/hair serum

## Curricular Content Guide

<p>1. Underpinning Knowledge</p>	<p>1.1 Tools, equipment and raw materials.            1.2 Basic hair cutting style and techniques.            1.3 Hair style.            1.4 Hair cut            1.5 Functions and specifications of different types of equipment and cutting tools.            1.6 Wastage disposes procedures.</p>
<p>2. Underpinning Skills</p>	<p>2.1 Using appropriate cutting tools &amp; equipment            2.2 Analyzing client facial shape and hair            2.3 Performing different haircut and styling            2.4 Applying hair finishing products.            2.5 Demonstrating cleaning &amp; sanitation.            2.6 Cleaning client and work area.</p>
<p>3. Underpinning Attitudes</p>	<p>3.1 Commitment to occupational health and safety            3.2 Promptness in carrying out activities            3.3 Sincere and honest to duties            3.4 Environmental concerns            3.5 Eagerness to learn            3.6 Tidiness and timeliness            3.7 Respect for rights of peers and seniors in the workplace            3.8 Communication with peers, subordinates and seniors in the workplace</p>
<p>4 Resource Implications</p>	<p>The following resources must be provided:            4.1 Workplace (simulated or actual)            4.2 Personal protective equipment (PPE)            4.3 Tools and equipment            4.4 Stationary            4.5 Learning manual</p>

## Assessment Evidence Guide

<p>1. Critical Aspects of Competency</p>	<p>Assessment required evidence that the candidate:            1.1 prepared for work.            1.2 prepared client.            1.3 cut hair.            1.4 checked hair and applied appropriate finishing touches.            1.5 cleaned client and workplace.</p>
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2. Methods of Assessment	<ul style="list-style-type: none"> <li>2.1 Written test</li> <li>2.2 Practical Demonstration</li> <li>2.3 Oral Questioning</li> <li>2.4 Portfolio (Optional)</li> </ul>
3. Context of Assessment	<ul style="list-style-type: none"> <li>3.1 Competency assessment must be done in an assessment/training center or in an actual or simulated work place after completion of the training.</li> <li>3.2 Assessment should be done by a nationally certified assessor or occupation-specific industry expert.</li> </ul>

<b>Unit of Competency:</b> <b>PERFORM MANICURE AND PEDICURE</b>	<b>Nominal Duration:</b> 27 Hrs.	<b>Unit Code:</b> SICIP-BE-03-O
<b>Unit Descriptor:</b> This unit covers the skills, knowledge and attitudes required to perform manicure and pedicure. It specifically includes the tasks of preparing for work, preparing client, performing manicure, performing pedicure and cleaning client and workplace		

### Elements and Performance Criteria:

(Terms in the performance criteria that are written in **bold and underlined** are elaborated in the range of variables).

<b>Elements of Competency</b>	<b>Performance Criteria</b>
1. Prepare for work	1.1 OSH guidelines are followed and Personal Protective Equipment (PPE) is worn. 1.2 <b><u>Tools and equipment</u></b> are collected and sanitized. 1.3 <b><u>Raw materials</u></b> are identified and arranged for use.
2. Prepare client	2.1 Personal accessories are removed as per requirements. 2.2 Client is provided with <b><u>protective clothing</u></b> for hygiene purposes. 2.3 Client's nail's structure <b><u>nail condition</u></b> is checked and analyzed. 2.4 Client is consulted on desired nail service activity and specific requirements. 2.5 Client's skin and cuticles are checked and recorded to assess they are dry, cracked or soft.
3. Perform manicure	3.1 Warm water is prepared with shampoo, bath salt, lemon and antiseptic liquid. 3.2 Hands are dipped with warm water for 10 to 15 minutes. 3.3 Hands are massaged with massage cream for minimum 5 to 10 minutes per hand. 3.4 <b><u>Pack</u></b> is applied to the hands as per requirements. 3.5 Nails are rubbed, cleaned, cut and dead skins are removed and nails are filed for proper <b><u>nails shape</u></b> . 3.6 Pack is removed and hands are cleaned. 3.7 Nails are buffered for glazing. 3.8 Nail shining gel is applied to the nail bed. 3.9 Cream/ moisturizer is applied to each hand.

4. Perform pedicure	<p>4.1 Warm water is prepared with shampoo, bath salt, lemon and antiseptic liquid.</p> <p>4.2 Legs are dipped with warm water around 10 to 15 minutes.</p> <p>4.3 Legs are scrubbed around 03 to 05 minutes and massaged with massage cream for minimum 05 minutes for per leg.</p> <p>4.4 Cracks are removed.</p> <p>4.5 Pack is applied and removed after drying.</p> <p>4.6 Nails are rubbed, cleaned, cut and dead skin is removed</p> <p>4.7 Nails are filed for proper shape.</p> <p>4.8 Legs are cleaned and nails are buffed for glazing.</p> <p>4.9 Nail shining gel is applied on nail bed.</p> <p>4.10 Cream/ moisturizer is applied to each leg.</p>
5. Clean client and workplace	<p>5.1 Apron is removed and brush/tissue is used to remove unwanted parts.</p> <p>5.2 Personal accessories are returned to the client.</p> <p>5.3 Tools and Equipment are cleaned and sanitized.</p> <p>5.4 Work area is cleaned and organized.</p> <p>5.5 Waste materials are disposed according to workplace standards.</p>

### Range of Variables

Variable	Range (Includes but not limited to):
1. Tools and equipment	<p>1.1 Manicuring Table/chair</p> <p>1.2 Clients Chair</p> <p>1.3 Supply Tray</p> <p>1.4 Manicure Bowl</p> <p>1.5 Cotton container</p> <p>1.6 Wet Sanitizer</p> <p>1.7 Sterilizer</p> <p>1.8 Cuticle pusher</p> <p>1.9 Cuticle nipper</p> <p>1.10 Pumice stone</p> <p>1.11 Nail clipper</p> <p>1.12 Nail brush</p> <p>1.13 Nail buffer</p> <p>1.14 Nail file</p> <p>1.15 Cuticle cutter</p> <p>1.16 Pedicure Bowl</p>
2. Raw materials	<p>2.1 Antiseptic Solution</p> <p>2.2 Scrubbing salt</p> <p>2.3 Massage cream</p> <p>2.4 Shampoo</p>

	<ul style="list-style-type: none"> <li>2.5 Nail polish remover</li> <li>2.6 Cuticle oil/Petroleum gel</li> <li>2.7 Base coat</li> <li>2.8 Colored Nail Polish</li> <li>2.9 Top Coat</li> <li>2.10 Hand and Foot Lotion</li> <li>2.11 Sanitized Towel</li> <li>2.12 Toner</li> <li>2.13 Cotton balls</li> <li>2.14 Moisturizer</li> <li>2.15 Nail shining gel</li> </ul>
3. Protective clothing	<ul style="list-style-type: none"> <li>3.1 Bath towel</li> <li>3.2 Small towel</li> <li>3.3 Apron</li> </ul>
4. Nail condition	<ul style="list-style-type: none"> <li>4.1 Normal nail.</li> <li>4.2 Nail with disorder.</li> <li>4.3 Diseased nail.</li> </ul>
5. Pack	<ul style="list-style-type: none"> <li>5.1 Sandal pack</li> <li>5.2 Rose pack</li> <li>5.3 Neem pack</li> <li>5.4 Mud pack</li> </ul>
6. Nail Shape	<ul style="list-style-type: none"> <li>6.1 Oval</li> <li>6.2 Square</li> <li>6.3 Round</li> <li>6.4 Pointed</li> </ul>

### Curricular Content Guide

1. Underpinning Knowledge	<ul style="list-style-type: none"> <li>1.1 Tools, Equipment and raw materials</li> <li>1.2 Types of nails.</li> <li>1.3 Nail Condition</li> <li>1.4 Skin complications around the nail.</li> <li>1.5 Structures, shape and styles of nails and pack</li> <li>1.6 Hand and foot massage movements.</li> <li>1.7 Different kinds antiseptic.</li> </ul>
2. Underpinning Skills	<ul style="list-style-type: none"> <li>2.1 Applying massaging techniques.</li> <li>2.2 Using products and packs.</li> <li>2.3 Cleaning, cutting and filling nails for proper shaping.</li> <li>2.4 Buffering nails for glazing and nourishing.</li> <li>2.5 Returning personal accessories.</li> <li>2.6 Cleaning client and working area.</li> </ul>
3. Underpinning Attitudes	<ul style="list-style-type: none"> <li>3.1 Commitment to occupational health and safety</li> <li>3.2 Promptness in carrying out activities</li> <li>3.3 Sincere and honest to duties</li> <li>3.4 Environmental concerns</li> <li>3.5 Eagerness to learn</li> </ul>

	<p>3.6 Tidiness and timeliness</p> <p>3.7 Respect for rights of peers and seniors in the workplace</p> <p>3.8 Communication with peers, subordinates and seniors in the workplace</p>
4 Resource Implications	<p>4.1 Workplace (simulated or actual)</p> <p>4.2 Personal protective equipment (PPE)</p> <p>4.3 Tools and equipment</p> <p>4.4 Stationary</p> <p>4.5 Learning manual</p>

### Assessment Evidence Guide

1. Critical Aspects of Competency	<p>Assessment required evidence that the candidate:</p> <p>1.1 prepared for work.</p> <p>1.2 prepared clients.</p> <p>1.3 performed manicure.</p> <p>1.4 performed pedicure.</p> <p>1.5 cleaned client and workplace.</p>
2. Methods of Assessment	<p>Competency should be assessed by:</p> <p>2.1 Written test</p> <p>2.2 Practical Demonstration</p> <p>2.3 Oral Questioning</p> <p>2.4 Portfolio (Optional)</p>
3. Context of Assessment	<p>3.1 Competency assessment must be done in an assessment/training center or in an actual or simulated work place after completion of the training.</p> <p>3.2 Assessment should be done by a nationally certified assessor or occupation-specific industry expert.</p>

<b>Unit of Competency:</b> <b>PERFORM SKIN CARE</b>	<b>Nominal Duration:</b> 54 Hrs.	<b>Unit Code:</b> SICIP-BE-04-O
<b>Unit Descriptor:</b> This unit covers the skills, knowledge and attitudes required to perform skin care. It specifically includes the tasks of preparing for work, preparing client, performing facial, performing fair polish and cleaning client and workplace		

**Elements and Performance Criteria:**

(Terms in the performance criteria that are written in **bold and underlined** are elaborated in the range of variables).

<b>Elements of Competency</b>	<b>Performance Criteria</b>
1. Prepare for work	1.1 OSH guidelines are followed and Personal Protective Equipment (PPE) is worn. 1.2 <b><u>Tools, equipment and accessories</u></b> are collected and sanitized. 1.3 <b><u>Raw Materials</u></b> are identified and arranged for use.
2. Prepare client	2.1 Clients' facial <b><u>skin condition</u></b> is checked and analyzed. 2.2 Client is advised on appropriate skin treatment options. 2.3 <b><u>Protective clothing</u></b> is worn by both the client and attendant. 2.4 Client is consulted to confirm health condition as per instructions. 2.5 Client is warmed up using strokes and prepared for the skin care treatment.
3. Perform facial	3.1 Cleansing is performed from face to neck for 03-05 minutes. 3.2 Scrubbing is performed for 02-03 minutes avoiding pimples skin. 3.3 Massage cream is applied for 5-7 minutes 3.4 Toner is applied using cotton. 3.5 Blackheads and whiteheads are removed and cold compressor (ice) is applied. 3.6 Massaging is performed with massage cream for 05 minutes. 3.7 Pack/Mask is applied for 20-25 minutes and removed after drying. 3.8 Toner and moisturizer are applied.
4. Perform fair polish	4.1 Cleansing is performed from face to neck for 03 to 05 minutes.

	<p>4.2 Bleach/fair polish is applied and kept as required with close observation.</p> <p>4.3 Bleach/fair polish is removed.</p> <p>4.4 Cold compressor (ice) is applied, if required.</p> <p>4.5 Moisturizer is applied.</p>
5. Clean client and workplace	<p>5.1 Apron is removed and a brush/tissue is used to remove unwanted parts.</p> <p>5.2 Personal accessories are returned to the client.</p> <p>5.3 Tools and Equipment are cleaned and sanitized.</p> <p>5.4 Work area is cleaned and organized.</p> <p>5.5 Waste materials are disposed according to workplace standards.</p>

### Range of Variables

Variable	Range (Includes but not limited to):
1. Tools, equipment and accessories	<p>1.1 Facial machine with following accessories:</p> <p>1.2 Spray bottles</p> <p>1.3 Facial steamer</p> <p>1.4 Facial bed</p> <p>1.5 Facial pack application brush</p> <p>1.6 Facial bowl</p> <p>1.7 Facial basin</p> <p>1.8 Stools</p> <p>1.9 Extraction Stick (Acne/ Bron stick)</p> <p>1.10 Facial apron</p> <p>1.11 Facial belt</p>
2. Raw materials	<p>2.1 Cleansing</p> <p>2.2 Toner</p> <p>2.3 Scrubbing cream</p> <p>2.4 Massage cream</p> <p>2.5 Pack</p> <p>2.6 Facial mask</p> <p>2.7 Facial Tissues</p> <p>2.8 Cotton</p> <p>2.9 Cucumber / Potato</p>
3. Skin condition	<p>3.1 Normal skin</p> <p>3.2 Dry skin</p> <p>3.3 Skin with Acne</p> <p>3.4 Skin with pigmentation</p> <p>3.5 Oily skin</p> <p>3.6 Combination Skin</p> <p>3.7 Sensitive skin</p>
4. Protective clothing	<p>4.1 Eye pads</p> <p>4.2 Towel</p>

	4.3 Headband 4.4 Facial Gown
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### Curricular Content Guide

1. Underpinning Knowledge	1.1 Tools, Equipment and raw materials 1.2 Facial skin conditions. 1.3 Protective clothing 1.4 Types of treatment products. 1.5 Correct massage techniques. 1.6 Facial procedures. 1.7 Time management.
2. Underpinning Skills	2.1 Collecting and sanitizing tools and equipment. 2.2 Warning up client with different strokes. 2.3 Applying massaging techniques. 2.4 Applying treatment products. 2.5 Using pack or mask. 2.6 Applying moisturizer. 2.7 Proper disposing of waste.
3. Underpinning Attitudes	3.1 Commitment to occupational health and safety 3.2 Promptness in carrying out activities 3.3 Sincere and honest to duties 3.4 Environmental concerns 3.5 Eagerness to learn 3.6 Tidiness and timeliness 3.7 Respect for rights of peers and seniors in the workplace 3.8 Communication with peers, subordinates and seniors in the workplace
4 Resource Implications	4.1 Workplace (simulated or actual) 4.2 Personal protective equipment (PPE) 4.3 Tools and equipment 4.4 Materials 4.5 Stationary 4.6 Learning manual

### Assessment Evidence Guide

1. Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1 prepared for work. 1.2 prepared client. 1.3 performed facial. 1.4 performed fair polish. 1.5 cleaned client and workplace.
2. Methods of Assessment	Competency should be assessed by: 2.1 Written test

	<p>2.2 Practical Demonstration</p> <p>2.3 Oral Questioning</p> <p>2.4 Portfolio (Optional)</p>
3. Context of Assessment	<p>3.1 Competency assessment must be done in an assessment/training center or in an actual or simulated work place after completion of the training.</p> <p>3.2 Assessment should be done by a nationally certified assessor or occupation-specific industry expert.</p>

<b>Unit of Competency:</b> <b>PERFORM MAKEOVER</b>	<b>Nominal Duration:</b> <b>54 Hrs.</b>	<b>Unit Code:</b> SICIP-BE-05-O
<b>Unit Descriptor:</b> This unit covers the skills, knowledge and attitudes required to perform makeover. It specifically includes the tasks of preparing for work, preparing client, performing makeup, performing hairstyle, performing saree draping and cleaning client and workplace.		

**Elements and Performance Criteria:**

(Terms in the performance criteria that are written in **bold and underlined** are elaborated in the range of variables).

<b>Elements of Competency</b>	<b>Performance Criteria</b>
1. Prepare for work	1.1 OSH guidelines are followed and Personal Protective Equipment (PPE) is worn. 1.2 <b><u>Tools and equipment and materials</u></b> are selected and arranged. 1.3 <b><u>Materials</u></b> are identified and arranged for use.
2. Prepare client	2.1 Personal accessories are removed. 2.2 Client is consulted on specific <b><u>makeover requirements</u></b> . 2.3 Client is seated in a comfortable position. 2.4 Protective clothing is provided and worn.
3. Perform makeup	3.1 Shape of face and <b><u>skin type</u></b> and <b><u>skin tones</u></b> of the client are analyzed and the type of makeup is selected. 3.2 Makeup application is performed following <b><u>acceptable procedures</u></b> . 3.3 Face is set with fixing spray/makeup setting spray. 3.4 Makeups are checked before application of finishing touches.
4. Perform hairstyle	4.1 Hair is towel dried and blow dried 4.2 Hairstyle is created according to the desired style. 4.3 All hair implements and hairstyle accessories are used to enhance the hairstyle. 4.4 Hairstyle is polished with the application of hairstyling products. 4.5 Hairstyle is checked for completeness and nearness.
5. Perform saree draping	5.1 Client is consulted for selecting saree style with different occasions. 5.2 Petticoat and blouse are put on/worn. 5.3 Saree is draped according to selected style. 5.4 Safety pins are used at certain areas for setting saree by ensuring the needle is pointing outward from the skin.
6. Clean client and workplace	6.1 Apron is removed and brush/tissue is used to remove unwanted parts. 6.2 Personal accessories are returned.

	<p>6.3 Tools and Equipment are cleaned and sanitized.</p> <p>6.4 Work area is cleaned.</p> <p>6.5 Waste materials are disposed as per workplace standards.</p>
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<b>Range of Variables</b>	
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<b>Variables</b>	<b>Range (may include but not limited to):</b>
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1 Tools and equipment	<p>Makeup</p> <p>1.1 Sharpener.</p> <p>1.2 Eyelash Curler.</p> <p>1.3 Brush set</p> <p>1.4 Beauty Blender/Puff.</p> <p>Hair style</p> <p>1.5 Straightener</p> <p>1.6 Curl machine</p> <p>1.7 Crimper machine</p> <p>1.8 Hair drier</p> <p>1.9 Curl brush</p> <p>1.10 Combs</p>
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2 Materials	<p>Makeup</p> <p>2.1 Primer</p> <p>2.2 Concealer</p> <p>2.3 Contour</p> <p>2.4 Foundation</p> <p>2.5 Eye brow</p> <p>2.6 Eye shadow</p> <p>2.7 Setting powder</p> <p>2.8 Face powder</p> <p>2.9 Eye lash (False)</p> <p>2.10 Kajol</p> <p>2.11 Eye liner</p> <p>2.12 Mascara</p> <p>2.13 Blushers</p> <p>2.14 High lighter</p> <p>2.15 Lip stick</p> <p>2.16 Setting spray</p>
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3 Makeover requirement	<p>Makeup</p> <p>3.1.1 Day makeup</p> <p>3.1.2 Evening makeup</p> <p>3.1.3 Bridal</p> <p>Saree Draping</p> <p>3.2.1 Formal style</p> <p>3.2.2 Casual style</p> <p>3.2.3 Bridal style</p> <p>Hair style</p> <p>3.3.1 Blow dry</p>
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	3.3.2 Curling and crimpy 3.3.3 Straight 3.3.4 Bun
4 Skin Type	4.1 Dry. 4.2 Combination. 4.3 Normal. 4.4 Oily. 4.5 Sensitive
5 Skin tones	5.1 Fair. 5.2 Light. 5.3 Medium. 5.4 Dark.
6 Acceptable procedures	6.1 Preparing skin 6.1.1 Cleaning 6.1.2 Toning 6.1.3 Moisturizing 6.2 Applying Primer 6.3 Applying colour corrector 6.4 Applying foundation Palate / pen stick 6.5 Applying Concealers (for foundation) 6.6 Applying Face powder (loose or press) 6.7 Contouring 6.8 Eye brow art 6.9 Eye concealing 6.10 Applying eye shadow 6.11 Using fake eye lash (if required) 6.12 Using eyeliner 6.13 Using Kajol 6.14 Applying Mascara 6.15 Applying Face blush 6.16 Applying Highlighter 6.17 Using lipstick

### Curricular Content Guide

1. Underpinning Knowledge	1.1 Makeover requirements 1.2 Types of products for makeup, hairs style and saree draping. 1.3 Different facial shapes, skin tones and type analysis. 1.4 Makeup procedures or sequences. 1.5 Checking procedures of hairstyle outcomes. 1.6 Different occasions and saree style. 1.7 Acceptable procedures.
2. Underpinning Skills	2.1 Selecting and collecting tools, equipment and materials. 2.2 Consulting client on specific makeover requirements. 2.3 Performing makeup. 2.4 Preparing hair style. 2.5 Proceeding methodical saree draping.

	<p>2.6 Finishing touches / recommendation for touchup.</p> <p>2.7 Cleaning client and workplace</p> <p>2.8 Cleaning and sanitizing tools and equipment.</p>
3. Underpinning Attitudes	<p>3.1 Commitment to occupational health and safety</p> <p>3.2 Promptness in carrying out activities</p> <p>3.3 Sincere and honest to duties</p> <p>3.4 Environmental concerns</p> <p>3.5 Eagerness to learn</p> <p>3.6 Tidiness and timeliness</p> <p>3.7 Respect for rights of peers and seniors in the workplace</p> <p>3.8 Communication with peers, subordinates and seniors in the workplace</p>
4. Resource Implications	<p>4.1 Workplace (simulated or actual)</p> <p>4.2 Personal protective equipment (PPE)</p> <p>4.3 Tools and equipment</p> <p>4.4 Materials</p> <p>4.5 Learning manual</p>

### Assessment Evidence Guide

1. Critical Aspects of Competency	<p>Assessment required evidence that the candidate:</p> <p>1.1 prepared for work.</p> <p>1.2 prepared client.</p> <p>1.3 performed makeup.</p> <p>1.4 performed hairstyle.</p> <p>1.5 performed saree draping.</p> <p>1.6 cleaned client and workplace.</p>
2. Methods of Assessment	<p>Competency should be assessed by:</p> <p>2.1 Written test</p> <p>2.2 Practical demonstration</p> <p>2.3 Oral questioning</p> <p>2.4 Portfolio (optional)</p>
3. Context of Assessment	<p>3.1 Competency assessment must be done in an assessment/training center or in an actual or simulated work place after completion of the training.</p> <p>3.2 Assessment should be done by a nationally certified assessor or occupation-specific industry expert.</p>

<b>Unit of Competency:</b> <b>PERFORM HAIR CARE</b>	<b>Nominal Duration:</b> 36 Hrs.	<b>Unit Code:</b> SICIP-BE-06-O
<b>Unit Descriptor:</b> This unit covers the skills, knowledge and attitudes required to perform hair care. It specifically includes the tasks of preparing for work, preparing client, performing hair treatment, applying Henna and cleaning client and workplace.		

**Elements and Performance Criteria:**

(Terms in the performance criteria that are written in **bold and underlined** are elaborated in the range of variables).

<b>Elements of Competency</b>	<b>Performance Criteria</b>
1. Prepare for work	1.1 OSH is followed and Personal Protective Equipment (PPE) is collected and used. 1.2 <b><u>Tools and equipment</u></b> are selected and collected. 1.3 <b><u>Raw materials</u></b> are identified and arranged.
2. Prepare client	2.1 Personal accessories are removed. 2.2 Client is consulted and advised on <b><u>color and straightening options</u></b> and checked for possible skin allergies. 2.3 <b><u>Condition of the hair and scalp</u></b> are checked and analysed. 2.4 <b><u>Types of hair treatment</u></b> is selected. 2.5 <b><u>Protective clothing</u></b> is provided and client is draped following <b><u>procedures</u></b> to avoid stains from hair coloring. 2.6 Client's hair is shampooed to remove remaining conditioners and styling products ensuring the scalp is not scratched.
3. Perform hair treatment	3.1 The treatment is selected based on the client's hair and requirements. 3.2 The <b><u>appropriate treatment</u></b> is selected and performed based on the client's hair needs. 3.3 A gentle scalp massage is performed using oil to enhance circulation and facilitate the absorption of the treatment. 3.4 Appropriate pack is applied as per treatment. 3.5 After the treatment time is completed, the hair is thoroughly washed to remove excess product. 3.6 The hair is dried, set, and styled according to the client's request
4. Apply Henna	4.1 Hair is shampooed. 4.2 Henna powder is mixed with tea licker.

	<p>4.3 Mixed Henna powder is applied starting from crown section</p> <p>4.4 Hair is rinsed with plain water and conditioner.</p> <p>4.5 Hair is dried.</p>
5. Clean client and workplace	<p>5.1 Apron is removed and brush/tissue is used to remove unwanted parts.</p> <p>5.2 Personal accessories are returned.</p> <p>5.3 Tools and Equipment are cleaned and sanitized.</p> <p>5.4 Work area is cleaned.</p> <p>5.5 Waste materials are disposed as per workplace standards.</p>

### Range of Variables

Variable	Range (Includes but not limited to):
1. Tools and equipment	<p>1.1 Chair</p> <p>1.2 Steam machine</p> <p>1.3 Shampoo bed</p> <p>1.4 Hair dryer</p> <p>1.5 Hair brush</p> <p>1.6 Pack brush/Tinting brush</p> <p>1.7 Measuring cup</p> <p>1.8 Measuring spoon</p> <p>1.9 Squeezer</p> <p>1.10 Hair straightener</p>
2. Raw Materials	<p>2.1 Hair clips</p> <p>2.2 Massaging agent</p> <p>2.3 Tissue</p> <p>2.4 Vitamin E-CAP</p> <p>2.5 Henna</p> <p>2.6 Spa pack</p> <p>2.7 Curd</p> <p>2.8 Olive oil</p> <p>2.9 Conditioner</p> <p>2.10 Egg</p>
3. Color and Straightening options	<p>3.1 Semi-permanent</p> <p>3.2 Permanent</p>
4. Condition of the hair and scalp	<p>4.1 Damaged.</p> <p>4.2 Treated.</p> <p>4.3 Lightened.</p> <p>4.4 Dry.</p> <p>4.5 Greasy or Oily.</p> <p>4.6 Normal.</p>
5. Types of hair treatment	<p>5.1 Dandruff</p> <p>5.2 Dry</p>

	<ul style="list-style-type: none"> <li>5.3 Fungal</li> <li>5.4 Oily</li> <li>5.5 Alopecia</li> </ul>
6. Protective clothing	<ul style="list-style-type: none"> <li>6.1 Ear pads</li> <li>6.2 Coloring pads</li> <li>6.3 Towels</li> <li>6.4 Apron</li> <li>6.5 Cape</li> <li>6.6 Gloves</li> </ul>
7. Procedures	<ul style="list-style-type: none"> <li>7.1 Drape client with bath-towel with horizontal edge folded 2 inches outward.</li> <li>7.2 Wrapped protective material around the neck.</li> <li>7.3 Wrapped treatment cap around the shoulder.</li> </ul>
8. Appropriate treatment	<ul style="list-style-type: none"> <li>8.1 Oil</li> <li>8.2 Protein</li> <li>8.3 Spa</li> </ul>

### Curricular Content Guide

1. Underpinning Knowledge	<ul style="list-style-type: none"> <li>1.1 Types of tools, equipment and materials.</li> <li>1.2 Hair types and required treatment.</li> <li>1.3 Types of pack.</li> <li>1.4 Hair condition.</li> <li>1.5 Hair treatment procedures.</li> <li>1.6 Henna using procedures.</li> <li>1.7 Product specification.</li> </ul>
2. Underpinning Skills	<ul style="list-style-type: none"> <li>2.1 Selecting and collecting tools, equipment and materials.</li> <li>2.2 Consulting client and advising on color, straightening options.</li> <li>2.3 Performing appropriate hair treatment.</li> <li>2.4 Applying Henna</li> <li>2.5 Applying shampoo.</li> <li>2.6 Washing and drying hair</li> </ul>
3. Underpinning Attitudes	<ul style="list-style-type: none"> <li>3.1. Commitment to occupational health and safety</li> <li>3.2. Promptness in carrying out activities</li> <li>3.3. Sincere and honest to duties</li> <li>3.4. Environmental concerns</li> <li>3.5. Eagerness to learn</li> <li>3.6. Tidiness and timeliness</li> <li>3.7. Respect for rights of peers and seniors in the workplace</li> <li>3.8. Communication with peers, subordinates and seniors in the workplace</li> </ul>

4. Resource Implications	<ul style="list-style-type: none"> <li>4.1. Workplace (simulated or actual)</li> <li>4.2. Standard operating procedure</li> <li>4.3. Learning manual</li> <li>4.4. Tools, equipment and facilities appropriate to the process or activities.</li> <li>4.5. Materials are relevant to the proposed activity.</li> </ul>
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### Assessment Evidence Guide

1. Critical Aspects of Competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 prepared for work.</li> <li>1.2 prepared client.</li> <li>1.3 performed henna treatment.</li> <li>1.4 applied henna.</li> <li>1.5 cleaned client and workplace.</li> </ul>
2. Methods of Assessment	<p>Competency should be assessed by:</p> <ul style="list-style-type: none"> <li>2.1 Written test</li> <li>2.2 Practical Demonstration</li> <li>2.3 Oral Questioning</li> <li>2.4 Portfolio (Optional)</li> </ul>
3. Context of Assessment	<ul style="list-style-type: none"> <li>3.1 Competency assessment must be done in an assessment/training center or in an actual or simulated work place after completion of the training.</li> <li>3.2 Assessment should be done by a nationally certified assessor or occupation-specific industry expert.</li> </ul>

<b>Unit of Competency:</b> <b>APPLY HAIR COLORING AND RE-BONDING TECHNIQUES</b>	<b>Nominal Duration:</b> 36 Hrs.	<b>Unit Code:</b> SICIP-BE-07-O
<b>Unit Descriptor:</b>  This unit covers the skills, knowledge and attitudes required to apply hair coloring and re-bonding techniques. It specifically includes the tasks of preparing for work, preparing client, applying hair color, performing re-bonding, performing perming and cleaning client and workplace.		

**Elements and Performance Criteria:**

(Terms in the performance criteria that are written in **bold and underlined** are elaborated in the range of variables).

<b>Elements of Competency</b>	<b>Performance Criteria</b>
1. Prepare for work	1.1 OSH is followed and Personal Protective Equipment (PPE) is collected and used. 1.2 <b><u>Tools and equipment</u></b> are selected and collected. 1.3 <b><u>Raw materials</u></b> are identified and arranged.
2. Prepare client	2.1 Personal accessories are removed. 2.2 Client is consulted and advised on straightening options and checked for possible skin allergies. 2.3 Condition of the hair and scalp are checked and analysed and protective clothing is provided and used. 2.4 Client's hair is shampooed to remove remaining conditioners and styling products, make sure the scalp is not scratched. 2.5 Client's hair and skin is protected prior to perming.
3. Apply hair color	3.1 Color is mixed according to the manufacturer's instructions. 3.2 Hair color is applied by selecting the appropriate shade based on the client's preferences. 3.3 Hair color is checked and monitored as per hair color types. 3.4 Color is removed as per recommended time 3.5 The hair is thoroughly washed to remove excess color (after processing) 3.6 The hair is dried, set, and styled according to the client's request.
4. Perform re-bonding	4.1 <b><u>Acceptable procedures</u></b> for re-bonding are followed. 4.2 Hair is shampooed twice. 4.3 Hair is sectioned, and re-bonding solution is applied evenly to each section.

	<p>4.4 Solution is removed to process for the recommended time.</p> <p>4.5 After processing, the hair is washed thoroughly to remove excess product.</p> <p>4.6 Hair is sectioned and ironed using ironing machine.</p> <p>4.7 Neutralizer is applied to stabilize the hair's new structure.</p> <p>4.8 After final processing, the hair is again washed thoroughly to remove excess product.</p> <p>4.9 After final processing hair is sectioned and ironed using ironing machine.</p>
5. Perform perming	<p>5.1 Shampoo is used and Hair is full dried.</p> <p>5.2 Small hair braid is made.</p> <p>5.3 Product is applied and waited for 15 to 45 minutes.</p> <p>5.4 Elasticity is checked in every 05 minutes.</p> <p>5.5 Hair braids are loosened and hair is washed if applicable.</p> <p>5.6 Straightener is used if required.</p>
6. Clean client and workplace	<p>6.5 Apron is removed and brush/tissue is used to remove unwanted parts.</p> <p>6.6 Personal accessories are returned.</p> <p>6.7 Tools and Equipment are cleaned and sanitized.</p> <p>6.8 Work area is cleaned.</p> <p>6.9 Waste materials are disposed as per workplace standards.</p>

### Range of Variables

Variable	Range (Includes but not limited to):
1 Tools and equipment	<p>Prebonding</p> <p>1.1 Parlor Chair</p> <p>1.2 Mirror</p> <p>1.3 Combs</p> <p>1.4 Blow Dry Machine</p> <p>1.5 Straightener</p> <p>1.6 Setting Clips</p> <p>1.7 Bowl</p> <p>1.8 Brush</p> <p>Perming</p> <p>1.9 Dryer (handheld, hood, infrared)</p> <p>1.10Curler</p> <p>1.11Small</p> <p>1.12Medium</p> <p>1.13Large</p> <p>1.14Extra large</p>

	1.15 Wooden Spindle
2 Raw Materials	<ul style="list-style-type: none"> <li>2.1 Hair clips</li> <li>2.2 Massaging agent</li> <li>2.3 Tissue</li> <li>2.4 Vitamin E-CAP</li> <li>2.5 Henna</li> <li>2.6 Spa pack</li> <li>2.7 Curd</li> <li>2.8 Olive oil</li> <li>2.9 Conditione</li> <li>2.10 Egg</li> </ul>
3 Acceptable procedures for re-bonding	<ul style="list-style-type: none"> <li>3.1 Hair is shampooed twice.</li> <li>3.2 Hair is towel dried.</li> <li>3.3 Cream (Ammonia thai glycolic) is applied on small area to test reaction.</li> <li>3.4 Product is applied for 10-40 minutes depends on hair texture.</li> <li>3.5 Elasticity is checked in every 05 minutes.</li> <li>3.6 Hair is rinsed.</li> <li>3.7 Hair mask is used for soft hair and rinsed if required.</li> <li>3.8 Hair serum is used after 40% dry for heat protection and shining.</li> <li>3.9 Hair is dried 80% and separated into 04 sections.</li> <li>3.10 Hair straightener is used to make straight hair properly.</li> <li>3.11 Neutralizer is used for 15 to 20 minutes as second cream of re-bonding as required.</li> <li>3.12 Hair is rinsed and hair mask is used for 5 to 10 minutes.</li> <li>3.13 Hair serum is used after 40% dry for heat protection and shining.</li> <li>3.14 Hair is blow dried (cold).</li> </ul>

### Curricular Content Guide

1. Underpinning Knowledge	<ul style="list-style-type: none"> <li>1.1 Hair types and required treatment.</li> <li>1.2 Types of pack / perming solutions.</li> <li>1.3 Use of raw materials.</li> <li>1.4 Hair color applied process</li> <li>1.5 Hair re-bounding procedures.</li> <li>1.6 Hair perming procedures.</li> <li>1.7 Use of raw materials.</li> </ul>
2. Underpinning Skills	<ul style="list-style-type: none"> <li>2.1 Preparing for work</li> <li>2.2 Preparing client</li> <li>2.3 Applied hair color</li> <li>2.4 Performing re-bonding</li> <li>2.5 Perform perming</li> </ul>

	2.6 Cleaning client and workplace
3. Underpinning Attitudes	<p>3.1 Commitment to occupational health and safety</p> <p>3.2 Promptness in carrying out activities</p> <p>3.3 Sincere and honest to duties</p> <p>3.4 Environmental concerns</p> <p>3.5 Eagerness to learn</p> <p>3.6 Tidiness and timeliness</p> <p>3.7 Respect for rights of peers and seniors in the workplace</p> <p>3.8 Communication with peers, subordinates and seniors in the workplace</p>
4. Resource Implications	<p>4.1 Workplace (simulated or actual)</p> <p>4.2 Standard operating procedure</p> <p>4.3 Workplace documents, signs and symbols</p> <p>4.4 Codes of conduct</p> <p>4.5 Projector</p> <p>4.6 Learning manual</p> <p>4.7 Tools, equipment and facilities appropriate to the process or activities.</p> <p>4.8 Materials are relevant to the proposed activity.</p>

### Assessment Evidence Guide

1. Critical Aspects of Competency	<p>Assessment required evidence that the candidate:</p> <p>1.1 prepared for work.</p> <p>1.2 prepared client.</p> <p>1.3 applied hair color</p> <p>1.4 performed re-bonding.</p> <p>1.5 performed perming.</p> <p>1.6 cleaned client and workplace.</p>
2. Methods of Assessment	<p>Competency should be assessed by:</p> <p>2.1 Written test</p> <p>2.2 Practical Demonstration</p> <p>2.3 Oral Questioning</p> <p>2.4 Portfolio (Optional)</p>
3. Context of Assessment	<p>3.1 Competency assessment must be done in an assessment/training center or in an actual or simulated work place after completion of the training.</p> <p>3.2 Assessment should be done by a nationally certified assessor or occupation-specific industry expert.</p>

<b>Unit of Competency:</b> <b>APPLY MEHENDI (HENNA)</b>	<b>Nominal Duration:</b> 18 Hrs.	<b>Unit Code:</b> SICIP-BE-08-O
<b>Unit Descriptor:</b> This unit covers the skills, knowledge and attitudes required to apply mehendi (henna). It specifically includes the tasks of preparing for work, preparing client, carrying out henna design and cleaning client and workplace.		

**Elements and Performance Criteria:**

(Terms in the performance criteria that are written in **bold and underlined** are elaborated in the range of variables).

<b>Elements of Competency</b>	<b>Performance Criteria</b>
1. Prepare for work	1.1 OSH is followed and Personal Protective Equipment (PPE) is collected and used. 2.1 <b><u>Henna application area</u></b> is prepared for ease of work.
2. Prepare client	2.1 Personal accessories are removed. 2.2 Client is consulted for selecting Henna design. 2.3 Design is selected considering occasions or events
3. Carry out henna design	3.1 Design is carefully drawn on the client's skin, ensuring precision and symmetry. 3.2 The henna paste is applied using fine tools. 3.3 The henna paste is allowed to dry for the recommended time. 3.4 Once dried the henna is gently scraped off to reveal the design. 3.5 Afterward, a moisturizing oil is applied to enhance the color.
4. Clean client and workplace	4.1 Personal accessories are returned. 4.2 Work area is cleaned. 4.3 Waste materials are disposed as per workplace standards.

**Range of Variables**

<b>Variable</b>	<b>Range (Includes but not limited to):</b>
1. Henna application area	1.1 Hand 1.2 Palm 1.3 Leg 1.4 Feet

## Curricular Content Guide

1. Underpinning Knowledge	<ul style="list-style-type: none"> <li>1.1 OSH procedures.</li> <li>1.2 Henna application area</li> <li>1.3 Types of mehendi.</li> <li>1.4 Henna design</li> <li>1.5 Style with occasion.</li> <li>1.6 Allergic reaction.</li> <li>1.7 Cleaning and disposing procedures.</li> </ul>
2. Underpinning Skills	<ul style="list-style-type: none"> <li>2.1 Consulting client to select design.</li> <li>2.2 Selecting mehendi style.</li> <li>2.3 Applying mehendi as per requirement.</li> <li>2.4 Cleaning client and workplace.</li> </ul>
3. Underpinning Attitudes	<ul style="list-style-type: none"> <li>3.1 Commitment to occupational health and safety</li> <li>3.2 Promptness in carrying out activities</li> <li>3.3 Sincere and honest to duties</li> <li>3.4 Environmental concerns</li> <li>3.5 Eagerness to learn</li> <li>3.6 Tidiness and timeliness</li> <li>3.7 Respect for rights of peers and seniors in the workplace</li> <li>3.8 Communication with peers, subordinates and seniors in the workplace</li> </ul>
4. Resource Implications	<ul style="list-style-type: none"> <li>4.1 Workplace (simulated or actual)</li> <li>4.2 Standard operating procedure</li> <li>4.3 Workplace documents, signs and symbols</li> <li>4.4 Learning manual</li> <li>4.5 Tools, equipment and facilities appropriate to the process or activities.</li> <li>4.6 Materials are relevant to the proposed activity.</li> </ul>

## Assessment Evidence Guide

1. Critical Aspects of Competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 prepared for work.</li> <li>1.2 prepared client.</li> <li>1.3 carried out henna design</li> <li>1.4 cleaned client and workplace.</li> </ul>
2. Methods of Assessment	<p>Competency should be assessed by:</p> <ul style="list-style-type: none"> <li>2.1 Written test</li> <li>2.2 Practical Demonstration</li> <li>2.3 Oral Questioning</li> <li>2.4 Portfolio (Optional)</li> </ul>

3. Context of Assessment	3.1 Competency assessment must be done in an assessment/training center or in an actual or simulated work place after completion of the training. 3.2 Assessment should be done by a nationally certified assessor or occupation-specific industry expert.
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<b>Unit of Competency:</b> <b>PERFORM PIERCING</b>	<b>Nominal Duration:</b> 18 Hrs.	<b>Unit Code:</b> SICIP-BE-09-O
<b>Unit Descriptor:</b> This unit covers the skills, knowledge and attitudes required to perform piercing. It specifically includes the tasks of preparing for work, preparing client, performing piercing of nose and ear and cleaning client and workplace.		

#### Elements and Performance Criteria:

(Terms in the performance criteria that are written in **bold and underlined** are elaborated in the range of variables).

Elements of Competency	Performance Criteria
1. Prepare for work	1.1 OSH is followed and <b><u>Personal Protective Equipment (PPE)</u></b> is used. 1.2 <b><u>Tools and materials</u></b> are selected and prepared
2. Prepare client	2.1 <b><u>Personal accessories</u></b> are removed. 2.3 Client is consulted on specific requirements. 2.4 Client is seated in a comfortable position. 2.5 Protective clothing is provided and used.
3. Perform piercing of nose and ear	3.1 Selected area shooting gun and piercing pin are sanitized. 3.2 Anaesthesia gel is applied (up to 02%). 3.3 <b><u>Piercing point</u></b> is marked. 3.4 Piercing gun is pointed and shot. 3.5 Antibiotic cream is used at the pierced area. 3.6 <b><u>Advices</u></b> are given to clients.
4. Clean client and workplace	4.1 Apron is removed and brush/tissue is used to remove wastage. 4.2 Personal accessories are returned. 4.3 Tools and Equipment are cleaned and sanitized. 4.4 Work area is cleaned. 4.5 Waste materials are disposed as per workplace standards.

#### Range of Variables

Variable	Range (Includes but not limited to):
1. Personal Protective Equipment (PPE)	1.1 Apron 1.2 Styptic tap 1.3 Head band 1.4 Disposable mask 1.5 Hand gloves 1.6 Footwear
2. Tools and materials	2.1 Piercing gun 2.2 Piercing pin 2.3 Pointing pen

	2.4 Antiseptic Cream 2.5 Anesthetics 2.6 Move spray/Jesicon Gel
3. Personal Accessories	3.1 Earrings 3.2 Nose pin.
4. Piercing point	4.6 Earlobe 4.7 Ear snug 4.8 Nose
5. Advices	5.1 Waiting 03 days before using gold 5.2 Avoiding allergic food 5.3 Taking vitamin C

### Curricular Content Guide

1 Underpinning Knowledge	1.1 Piercing gun 1.2 Spray 1.3 Anaesthesia gel 1.4 Duration of piercing 1.5 Piercing point 1.6 Additional advice
2 Underpinning Skills	2.1 Pointing piercing gun 2.2 Shooting piercing gun 2.3 Spraying move 2.4 Advising client's
3 Underpinning Attitudes	3.1 Commitment to occupational health and safety 3.2 Promptness in carrying out activities 3.3 Sincere and honest to duties 3.4 Environmental concerns 3.5 Eagerness to learn 3.6 Tidiness and timeliness 3.7 Respect for rights of peers and seniors in the workplace 3.8 Communication with peers, subordinates and seniors in the workplace
4 Resource Implications	4.1 Workplace (simulated or actual) 4.2 Standard operating procedure 4.3 Workplace documents, signs and symbols 4.4 Learning manual 4.5 Tools, equipment and facilities appropriate to the process or activities. 4.6 Materials are relevant to the proposed activity.

### Assessment Evidence Guide

1. Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1 prepared for work. 1.2 prepared client.
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	<p>1.3 performed piercing of nose and ear</p> <p>1.4 cleaned client and workplace.</p>
2. Methods of Assessment	<p>Competency should be assessed by:</p> <p>2.1 Written test</p> <p>2.2 Practical Demonstration</p> <p>2.3 Oral Questioning</p> <p>2.4 Portfolio (Optional)</p>
3 Context of Assessment	<p>3.1 Competency assessment must be done in an assessment/training center or in an actual or simulated work place after completion of the training.</p> <p>3.2 Assessment should be done by a nationally certified assessor or occupation-specific industry expert.</p>

**End of the Competency Standard**

### Workshop/Lab Facility Standard

<b>Course Name:</b>	Beautification
<b>Number of Trainees:</b>	25

#### Course-wise Training Space (Theoretical Classroom, Workshop/ Lab/ Classroom cum Workshop):

- Classroom – 350 sft (33 sqm)
- Workshop/ lab – 800 sft (75 sqm) OR  
Classroom cum workshop – 1000 sft (93 sqm)

#### Major Training Equipment and Training Facilities:

S. N.	Major Equipment and Training facilities	Required facilities
1.	Computers/Laptop	01
2.	Multimedia projector with screen	01
3.	Internet connectivity	01
4.	Hair cutting chair	05
5.	Facial bed	05
6.	Manicure and pedicure table	05
7.	Threading chair	05
8.	Shampoo bed	02
9.	Steam machine (face)	05
10.	Steam machine (hair)	02
11.	Hair dryer	05
12.	Hair straightener	05
13.	Curl/tong	05
14.	Scissors	25
15.	Crimper	02
16.	Facial machine (3 in one)	02

17.	Wax heater	05
18.	Piercing gun	02

The following conditions must be fulfilled –

- The institute shall not use the same facilities for any other projects/organizations offering a similar course.
- The institute must provide sufficient evidence to prove ownership of the proposed training equipment.

The list denotes the minimum training equipment and facility required to effectively conduct training for a specific course. Additionally, the institute must ensure that all other necessary training tools, equipment, and furniture are available to meet the requirement of competency standards (CS) provided by SICIP.

For the operation of training course on Beautification, the institute must ensure the availability of at least 80% of the major training equipment and training facilities (according to the CS) to be eligible for SICIP training delivery. If the score is below 80%, the remaining equipment and facilities need to be installed before the commencement of the training.

The institute will also provide all other hand tools and power tools as per CS for 25 trainees. Also, they will arrange adequate seating arrangement and classroom setup for the 25 trainees.