



# Beautician and Skin Care

45 Hours Training Program - TEVT Sector

## Teaching - Learning Material



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## 1. Introduction

Beautician and skin care Training aims to provide its students with the basic knowledge and practical skills needed in the beauty and personal care sector. Due to the recent growth in the world wellness and beauty industry, there has been a proportionally increased demand of competent and skilful beauticians. In attempts to meet this need, the program is designed to provide an in-depth curriculum facilitated through a combination of theory and systemic, experiential training.

The Training includes an academic introduction to the basic spheres, which is skin analysis, facial treatments, hair care, basic makeup techniques, and hygiene practices, thus providing people with the abilities necessary to meet the professional standards all over salons, spas, wellness centres, and freelance beauty services. To the applicants who choose to enter the beauty industry or the enhancement of personal beauty skills, the proposed programme will serve as a general base where the candidates may develop specialized beauty care and cosmetology.

## 2. Training Objectives

1. To develop a view of the fundamentals of beauty therapy, the essential understanding is fundamental skin-care treatments, facial services, threading, waxing, and basic makeup, along with application of hygiene science, client consultation skills, and safety regulations to the operation of the professional salon setting.
2. Practical's, Live demonstrations, module work-based assignments enable students to learn and perfect salon skills within the academic environment, hence increasing the technical aptitude and enhancing the quality-of-service delivery to a point where it passes the industry standard.
3. The primary goal of the given Training is to strengthen the professionalism of the potential trainees in terms of an occupation-specific approach that leads to the development of an entrepreneurial and self-employment-centered attitude, which would allow trainees to become prepared both towards following a traditional professional course and setting up shop in terms of self-employment in the sphere of beauty and wellness.

## 3. Training Learning Outcome (TLO)

**TLO 1:** Understand the important concepts of skin care, facial treatments, basic makeup, threading, and waxing by identifying appropriate techniques, tools, and materials used in professional beauty services.

**TLO 2:** Develop and apply appropriate hygiene protocols, client consultation techniques, and safety measures in practical beauty service settings to ensure professional, client-centered, and safe salon practices.

## 4. Assessment Structure

Component	Marks	Passing Criteria
Theory (MCQs + Short Questions)	30	50% (15 marks)



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Practical Task	70	60% (42 marks)
Total	100	To be eligible for the Certificate of Competency in Beautician and Skin Care, trainees must maintain at least 75% attendance and successfully pass both the theory and practical components of the assessment.

## 5. Who Should Enrol?

- Women and men aged 18+.
- Beginners interested in salon work, freelance beauty services, or home-based work.
- Unemployed youth seeking skills.
- Helpers/salon staff looking to upskill.
- Individuals interested in launching their own beauty business.

## 6. Training Module and Delivery Plan:

Total Training Hours	45 Hours
Training Methodology	<b>Theory:</b> 9 Hours (20%) <b>Practical:</b> 36 Hours (80%)
Medium of Instruction & Assessment	English & Urdu



## Introduction with Beautician

A beautician, also known as a cosmetologist, is a professional dedicated to enhancing beauty, confidence, and well-being through personal care services. From hair styling and skin treatments to nail care and makeup artistry, beauticians provide specialized services that help clients look and feel their best. The profession goes beyond surface-level transformation; it nurtures self-esteem, fosters relaxation, and creates meaningful client relationships.

Beauticians are often trusted advisors in personal grooming, keeping pace with ever-evolving trends, technologies, and cultural influences. Their work combines artistry, technical skill, and customer care, making them indispensable in the beauty and wellness industry.

## Module 1: Fundamentals and introduction

### LU1.1: Application of the course Health and Safety.

Application of Health & Safety in the Job Market Health and safety knowledge enhances employability in salons, spas, and wellness centers. Employers look for staff who ensure client safety, comply with regulations, and promote professional environments. Safe work practices reduce risks, enhance client trust, and ensure long-term career growth.

Health and safety training have become an essential requirement in the modern beauty industry. Salons, spas, and wellness centers are places where clients expect not only professional services but also a safe and hygienic environment. A beautician with health and safety knowledge demonstrates responsibility and professionalism, which employers greatly value. In fact, many establishments will prioritize candidates who can show competency in safe working practices, as this directly impacts customer satisfaction and business reputation.

Employers across the beauty sector look for staff who can consistently maintain safe working conditions. This includes ensuring equipment is sterilized, chemicals are stored correctly, and treatments are carried out in line with health regulations. By employing individuals who are well-trained in safety practices, businesses can avoid accidents, legal liabilities, and negative publicity. Therefore, having health and safety knowledge makes a beautician more employable and opens doors to more career opportunities in both small salons and large wellness chains.

For the beautician, applying health and safety principles in daily work helps to reduce risks significantly. Injuries such as burns from hot wax, cuts from sharp tools, or allergic reactions to products can be minimized if correct procedures are followed. A professional who is trained to handle emergencies—such as knowing where the first aid kit is or how to react if a client faints—adds an extra layer of security to the workplace. This not only protects the clients but also reassures the employer that the business is in safe hands.

Health and safety knowledge also enhances customer trust, which is critical in the beauty industry where clients often undergo intimate and personal treatments. A customer who observes a beautician carefully sanitizing tools, wearing protective equipment, and following hygiene protocols is more likely to return for repeat services. Word-of-mouth recommendations also increase when clients feel safe and well cared for. Thus, practicing safety is not just about



compliance; it directly supports business growth and customer loyalty.

Finally, the long-term career growth of a beautician is closely tied to their understanding of health and safety. Professionals who continually update their knowledge of workplace safety standards are more likely to progress into supervisory or managerial positions. They may also branch into training, consultancy, or even running their own salon. In short, mastering health and safety does not only prevent risks but also creates a pathway for professional development and long-term success in the competitive job market.

## **LU1.2 Job Market First Aid Box Management**

**First Aid Box Management** A first aid box is essential in beauty salons to address emergencies such as cuts, burns, or allergic reactions. Beauticians should learn how to maintain, inspect, and restock first aid kits regularly. Knowledge of emergency protocols builds confidence and readiness during unexpected incidents.

A first aid box is a vital requirement in any beauty salon because it allows immediate response to accidents and health emergencies. Beauty professionals often work with sharp tools, hot equipment, and chemical-based products, all of which carry a risk of injury. Common issues include small cuts from scissors or razors, burns from wax or heated tools, and allergic reactions to skincare products. Having a well-stocked first aid box ensures that these incidents can be treated quickly and effectively, reducing the severity of injuries and providing reassurance to both staff and clients.

For the first aid box to serve its purpose, beauticians must be trained in its maintenance and regular inspection. Items such as antiseptic wipes, sterile bandages, burn cream, gloves, and allergy relief medication must always be available and within their expiry dates. Regular restocking and checking prevent situations where essential supplies are missing during an emergency.

Furthermore, clear labeling and proper organization inside the box help ensure that items can be located quickly when needed, minimizing delays in treatment.

Equally important is the beautician's knowledge of emergency protocols when using the first aid kit. Confidence in handling unexpected incidents—such as calming a fainting client, applying a bandage correctly, or safely treating minor burns—makes a professional more reliable in the workplace. This preparedness not only protects the client but also enhances the salon's reputation as a safe and trustworthy environment. Ultimately, first aid box management is about readiness, responsibility, and building confidence in both staff and customers.

## **LU1.3 Safety Tools Cleanser**

The cleaning of tools is one of the most important practices in beauty therapy. Tools such as scissors, tweezers, brushes, and clippers come in direct contact with clients' skin and hair, making them potential carriers of bacteria, fungi, and viruses. Regular cleaning, disinfection, and sterilization help to prevent the spread of infections and ensure that every client receives services in a hygienic environment. A salon that maintains high standards of cleanliness builds trust and enhances its professional reputation.

When using cleaning agents and disinfectants, it is essential to follow safety measures. Many cleaning products contain strong chemicals that can cause skin irritation, breathing problems, or allergic reactions if handled carelessly. Beauticians should always wear **protective equipment**,

such as gloves, masks, and aprons, when handling cleaning substances. This prevents direct contact with harmful chemicals and ensures that cleaning can be done thoroughly without putting the worker's health at risk.

Proper disposal of waste materials is another key part of tool cleaning and salon hygiene. Used tissues, cotton pads, disposable gloves, and other waste must be discarded in covered bins to avoid contamination. Sharp tools or broken glass should be placed in special containers to prevent injury. By following waste management practices, salons not only keep the workspace clean but also protect both staff and clients from potential health hazards.

Finally, sanitization routines should be carried out consistently, not just occasionally. Tools should be cleaned after every client, workstations wiped regularly, and towels or linen washed and disinfected daily. Establishing a clear routine ensures that no steps are missed, and the salon remains a safe environment for everyone. These measures reduce risks of infection, enhance customer satisfaction, and demonstrate a beautician's commitment to professional standards.



#### LU1.4: Customer Dealing

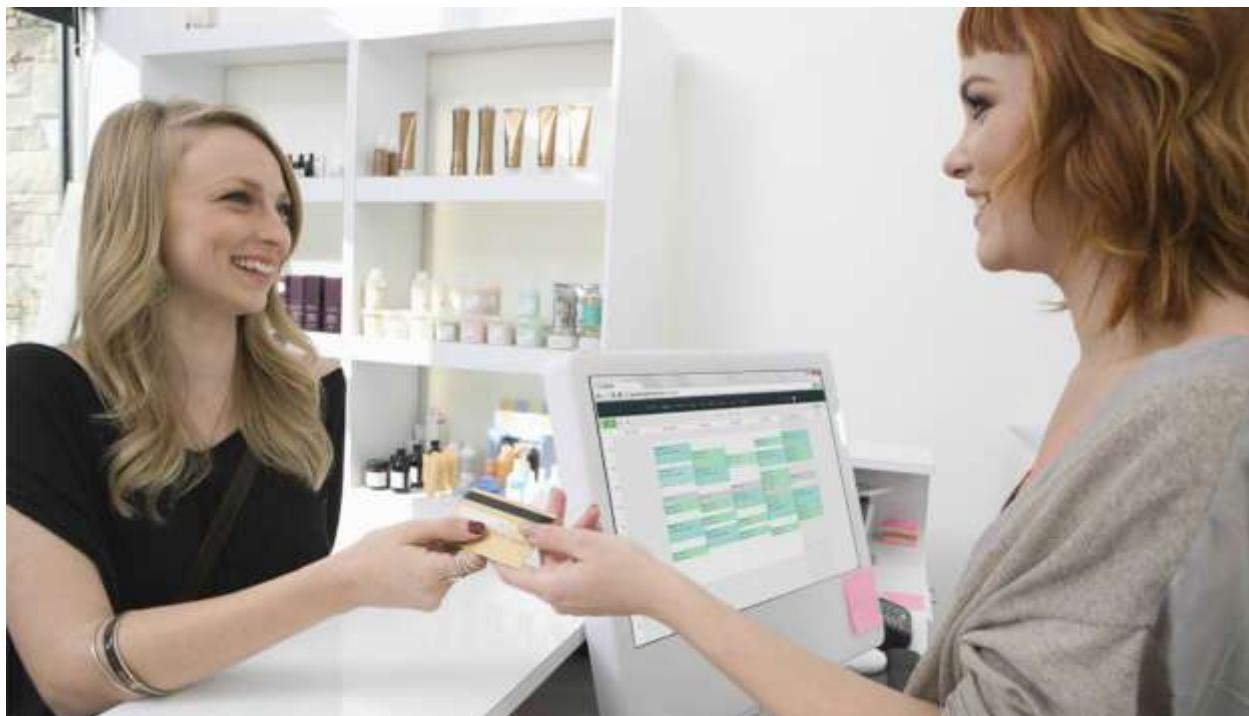
Professional customer dealing is at the heart of beauty therapy. A beautician's role goes beyond performing treatments—it involves creating a safe, respectful, and hygienic environment where clients feel valued. Every interaction should reflect care, courtesy, and professionalism. From the moment a client enters the salon, they should experience a warm welcome, a clean environment, and the assurance that their health and safety are prioritized.

Effective **communication skills** are vital in this process. A beautician must listen carefully to client needs, ask questions to clarify preferences, and explain the treatment steps clearly. Using polite and professional language helps build trust, while maintaining eye contact and a friendly tone makes clients feel comfortable. Good communication also includes being honest about what treatments can achieve and offering realistic advice without making false promises.

Respect and empathy are key in customer dealings. Clients may come from different cultural, social, or personal backgrounds, and their privacy should always be respected. Simple gestures such as ensuring proper draping during treatments, seeking consent before touching, and maintaining confidentiality about personal details all contribute to professionalism. When clients feel respected, they are more likely to return and recommend the salon to others.

Dealing with **difficult customers** requires patience and self-control. Complaints or dissatisfaction should never be met with arguments or rudeness. Instead, beauticians should remain calm, listen attentively, and offer solutions—such as alternative treatments, minor adjustments, or professional advice. Following safety rules during disagreements is equally important, as rushing or cutting corners under pressure can compromise hygiene or cause accidents.

Finally, customer dealing is not only about solving problems but also about building long-term relationships. Small gestures such as remembering a client's preferences, offering loyalty discounts, or providing aftercare advice show genuine care. A beautician who maintains professionalism, safety, and respectful communication will earn client trust, which is the foundation of success in the beauty industry.



## LU1.5 Introduction to Beauty Therapy

Beauty therapy is a professional practice focused on enhancing a person's appearance, boosting confidence, and promoting overall well-being. It covers a wide range of treatments such as facials, manicures, pedicures, and basic hair care, each designed to improve the health and look of the skin, nails, and hair. Beyond the external results, beauty therapy also offers clients relaxation and stress relief, making it a valued service in today's busy lifestyles.

Facial treatments are a central part of beauty therapy. They cleanse, exfoliate, and rejuvenate the skin, helping to prevent problems such as acne, dryness, or premature aging. Similarly, manicures and pedicures focus on maintaining healthy nails and soft skin while also giving an attractive



appearance. Basic hair care, including washing, trimming, and styling, ensures that clients feel fresh and confident in their daily lives. Each of these treatments requires skill, knowledge, and proper hygiene practices.

Safety is one of the most important responsibilities of a beautician. Every treatment involves direct contact with the body, so risks such as infections, burns, or allergic reactions must be carefully managed. This is why tool sterilization, correct handling of equipment, and awareness of client health conditions are essential. Checking for contraindications—like skin allergies, cuts, or infections—ensures that treatments do not cause harm and that clients remain safe throughout the process.

Hygiene standards are equally important in beauty therapy. Tools must be disinfected, workstations sanitized, and towels or linens washed regularly. Beauticians should also follow personal hygiene practices such as washing hands and wearing clean uniforms. A hygienic environment reassures clients that they are being treated with care and professionalism. On the other hand, poor hygiene not only risks client health but can also damage the reputation of the salon.

Another vital aspect of beauty therapy is compliance with legal and professional standards. Many countries have health and safety regulations that salons must follow, including the use of sterilized tools, proper waste disposal, and maintaining records of treatments. Adhering to these laws not only protects clients but also shields salon owners from penalties. Legal compliance shows responsibility and raises the credibility of the beautician in the eyes of clients.

In conclusion, beauty therapy is more than just external beautification; it is a combination of artistry, science, and care. Treatments like facials, manicures, pedicures, and hair care offer both aesthetic and health benefits. However, these must always be carried out under strict hygiene and safety practices to protect clients. By combining technical skills with safety awareness and professionalism, beauty therapy becomes a rewarding career that enhances lives while maintaining the highest standards of health and well-being.



## LU 1.6: Skin Anatomy and Physiology

The skin is the body's largest organ and acts as the first line of defense against the external environment. It is made up of three main layers—epidermis, dermis, and hypodermis—each with specific structures and functions. The **epidermis** is the outermost layer, thin but strong, and it provides a protective barrier against bacteria, UV rays, and dehydration. The **dermis** lies beneath and contains important structures like sweat glands, sebaceous (oil) glands, blood vessels, and hair follicles. The **hypodermis**, also called the subcutaneous layer, is made of fat and connective tissue, providing insulation and cushioning to the body.

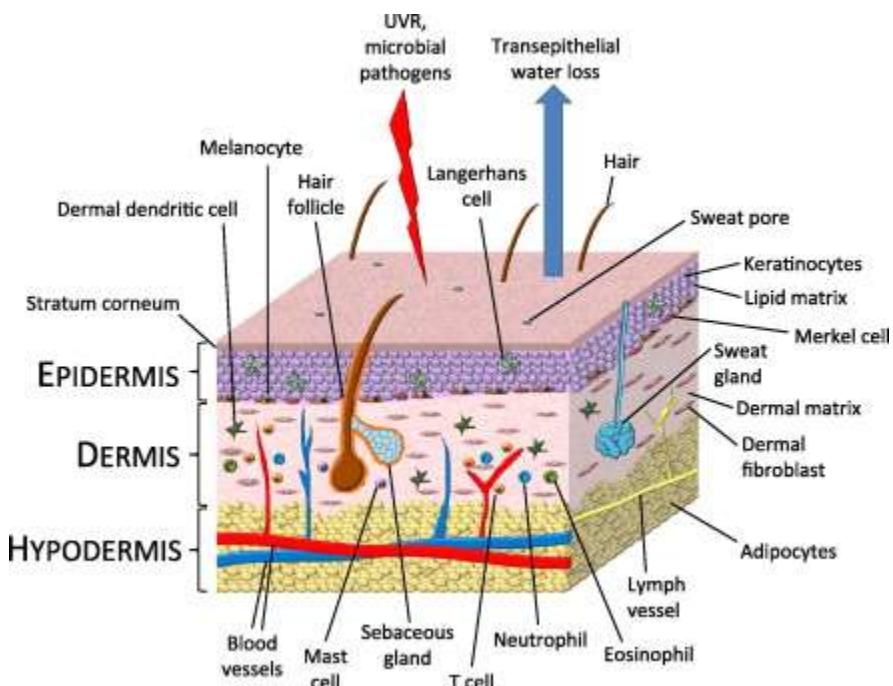
One of the most important functions of the skin is **protection**. The epidermis acts as a shield, blocking harmful microorganisms and chemicals from entering the body. Melanin in the skin helps guard against sun damage, while the oil and sweat glands maintain a slightly acidic environment that prevents bacterial growth. Without these protective functions, the body would be highly vulnerable to infections and injuries.

The skin also plays a role in **regulation**. Through sweat glands, the body can cool itself by releasing sweat during heat or exercise. The blood vessels in the dermis expand or contract to regulate body temperature. The fat in the hypodermis provides insulation, helping to maintain a stable internal temperature regardless of external changes. This regulatory role makes the skin vital to overall body balance.

Another major role of the skin is **sensation**. Nerve endings in the dermis allow us to feel touch, pressure, pain, and temperature. These sensations protect the body by alerting us to dangers such as extreme heat, sharp objects, or harmful chemicals. For beauticians, understanding the

sensitivity of the skin is important when applying treatments like waxing, facials, or exfoliation, so as not to cause discomfort or damage.

For beauticians, knowledge of skin anatomy and physiology is essential to practice safely and effectively. By understanding the layers and functions of the skin, professionals can identify different skin types and conditions, recommend suitable treatments, and avoid harmful procedures. Recognizing common issues such as acne, dryness, or sensitivity helps beauticians select the right products and methods. This scientific foundation ensures that beauty therapy is not just about appearance, but also about promoting healthy, well-functioning skin.



### **Summary:**

Health and safety are not optional but essential to beautician training and practice. A safe salon environment protects clients, builds professional trust, and ensures compliance with the law. By following hygiene protocols, practicing workplace safety, using PPE, and staying compliant, beauticians create an environment where beauty and safety go hand in hand.

## **Module 2: Skin Care Techniques**

### **LU 2.1 Study of Different Kinds of Skin (Dry, Oily, Acne, Problem Skin)**

Understanding skin types is essential for beauticians because each skin requires different care, products, and treatments.

The four common types of skin are: dry, oily, acne-prone, and problematic skin.

**Dry Skin:** Appears dull, rough, and flaky due to lack of natural oils. Clients with dry skin often experience tightness and discomfort. Beauticians must use nourishing, hydrating products with ingredients like glycerin, aloe vera, and hyaluronic acid.

**Oily Skin:** Characterized by excess sebum production, shiny appearance, and enlarged pores. Such skin is more prone to acne. Treatments should include oil-control cleansers, clay masks, and lightweight moisturizers.

**Acne-Prone Skin:** Shows pimples, blackheads, or cystic acne. It requires gentle care with antibacterial and anti-inflammatory products such as salicylic acid or tea tree oil. Harsh scrubbing should be avoided.

**Problematic Skin:** Includes sensitive skin, pigmentation issues, or rosacea. A beautician should carefully assess the client and recommend mild, hypoallergenic products to avoid irritation.

Proper knowledge of skin types allows beauticians to customize facials, recommend the right products, and avoid damage or discomfort during treatments.



## LU 2.2 Cosmetic Methods

Cosmetic methods are procedures and techniques used to improve the appearance of the skin and enhance beauty. These range from basic facials to advanced treatments.

**Facials:** Deep cleansing, exfoliation, steaming, and massage improve circulation and skin tone.

**Exfoliation:** Removes dead skin cells using scrubs or chemical peels.

**Mask Application:** Clay, gel, or cream masks nourish and refresh the skin.

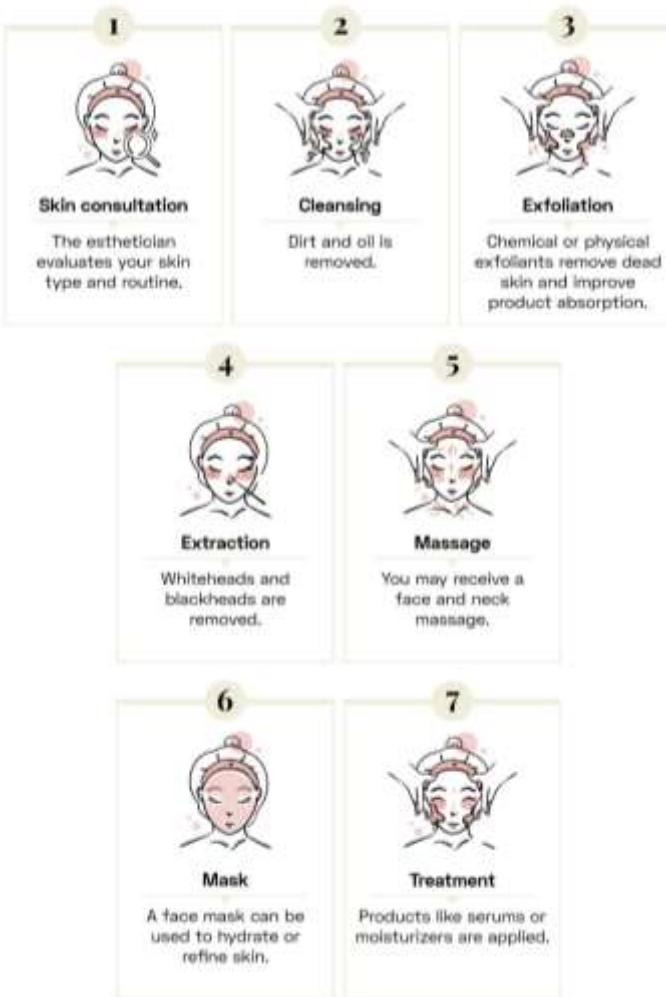
**Makeup Application:** Enhances appearance while covering imperfections.

**Hair Removal Techniques:** Waxing, threading, or laser treatments help maintain smooth skin.

Beauticians must understand these methods thoroughly to perform them safely and effectively while ensuring client comfort and hygiene.

## The Standard Facial Process

Your esthetician will customize your facial based on your skin's needs.



## LU 2.3: Importance of Vitamins for the Nourishment of the Skin

Vitamins are essential nutrients that play a major role in skin health. They help repair tissues, protect against aging, and maintain hydration.

**Vitamin A:** Encourages cell turnover and reduces wrinkles. Found in carrots, spinach, and sweet potatoes.

**Vitamin C:** Boosts collagen production, brightens skin, and fights free radicals. Sources include citrus fruits, strawberries, and peppers.

**Vitamin E:** Protects against UV damage and keeps skin moisturized. Found in nuts, seeds, and green

leafy vegetables.

**Vitamin D:** Supports skin renewal and immune health. The main source is sunlight, along with fortified foods.

**Vitamin B Complex:** Maintains hydration and helps prevent irritation. Found in whole grains, eggs, and legumes.

For beauticians, understanding the role of vitamins helps in recommending diet changes and skincare products that support healthy skin.

## Vitamins that affect Skin Health

### Vitamin C

Synthesis of collagen and skin flexibility



### Vitamin A

Regeneration of cells and prevention of signs of aging



### Vitamin D

Improve the general health of the skin



### Vitamin E

Protect against free radical damage and inflammation



## Deficiencies of Vitamins

Vitamin deficiencies directly affect the health and appearance of the skin.

**Lack of Vitamin A:** Causes rough, dry skin and increases the risk of acne outbreaks.

**Vitamin C Deficiency:** Leads to slow wound healing, dull complexion, and fragile skin prone to bruising.

**Vitamin E Deficiency:** Results in dry, irritated, and prematurely aging skin.



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**Vitamin D Deficiency:** Causes poor skin repair, leading to conditions like psoriasis or eczema.

**Vitamin B Deficiency:** May cause dermatitis, cracks around the mouth, and an uneven complexion.

Beauticians must be able to identify symptoms of deficiencies and recommend professional consultation alongside topical treatments.

## **LU 2.4: Food Sources of Vitamins (for Skin Nourishment)**

A balanced diet provides the essential vitamins that maintain glowing, healthy skin.

**Vitamin A:** Carrots, pumpkins, liver, leafy greens.

**Vitamin C:** Oranges, lemons, kiwi, bell peppers.

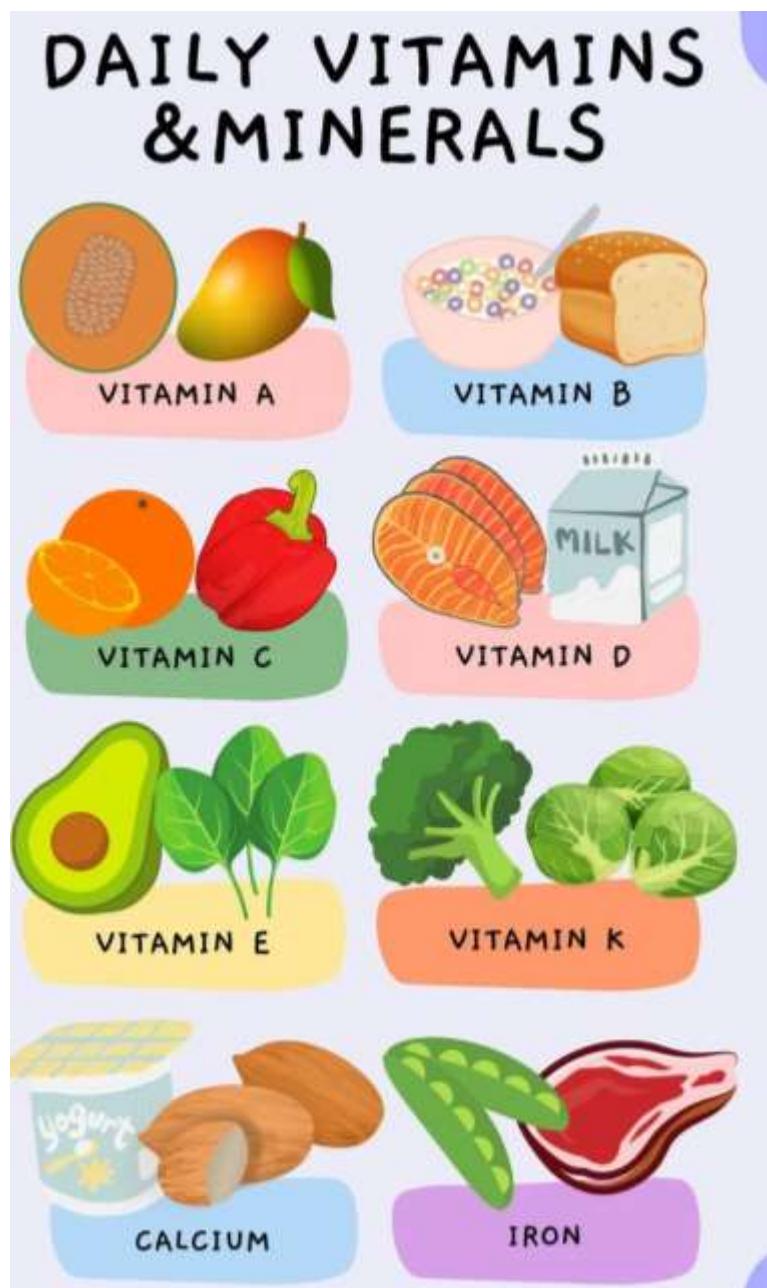
**Vitamin E:** Almonds, sunflower seeds, spinach.

**Vitamin D:** Sunlight, salmon, fortified dairy products.

**Vitamin B:** Complex: Eggs, milk, legumes, whole grains.

Beauticians should encourage clients to maintain good nutrition alongside external skincare. Good skin care is not just about creams and facials, but also about eating the right foods that nourish the skin from

within.



## **LU 2.5: List of Equipment Required for Facial**

A professional facial requires specific tools and equipment to ensure effective results.



- Facial bed or chair
- Towels and headbands
- Cleansers and exfoliators
- Steam machine or hot towels
- Extraction tools (used with care)
- Face masks (clay, gel, or cream-based)
- Serums and moisturizers
- Massage creams and oils
- UV sterilizer for tools
- Disposable items (cotton pads, tissues, gloves)

Having the correct equipment ensures professionalism, hygiene, and client satisfaction during facial treatments.

**PORTRABLE FACIAL DEVICES**



## **LU 2.6: Serums & Skincare Product Knowledge**

Serums are concentrated skincare products designed to target specific issues such as wrinkles, pigmentation, or acne. They contain active ingredients in higher concentrations than regular creams.

**Hydrating Serums:** Contain hyaluronic acid to lock in moisture.

**Brightening Serums:** Include Vitamin C to even out skin tone.

**Anti-Aging Serums:** Use retinol and peptides to reduce wrinkles.

**Acne-Fighting Serums:** Include salicylic acid or niacinamide to control breakouts.

Beauticians must also understand product labels, active ingredients, and expiration dates to guide clients effectively. Knowledge of professional-grade vs. retail products helps in recommending the right skincare routines.



## LU 2.7: Benefits of Masks & Massage

Facial masks and massage are integral parts of beauty therapy.

**Masks:** Improve skin texture, hydrate dry skin, absorb excess oil, and refresh the face. Clay masks are good for oily skin, while cream masks hydrate dry skin. Gel masks are soothing for sensitive types.

**Massage:** Stimulates blood circulation, promotes lymphatic drainage, reduces stress, and enhances absorption of skincare products.

These steps not only improve skin health but also give clients a sense of relaxation and rejuvenation. Regular masks and massages can contribute to long-term improvements in skin quality.

## LU 2.8: Removal & Aftercare

Aftercare is crucial for maintaining the benefits of a facial or cosmetic treatment.

**Proper Removal:** Masks, cleansers, and products must be removed gently with clean sponges or towels. Harsh rubbing can irritate the skin.

**Moisturizing:** After product removal, applying moisturizer helps lock in hydration.

**Sun Protection:** Clients should be advised to use sunscreen after treatments, as the skin is more sensitive.

**Home Care Advice:** Clients should be given guidance on suitable cleansers, toners, and moisturizers to continue at home.

Professional aftercare ensures client satisfaction and prevents irritation, redness, or infections post-treatment.

## LU 2.9: Skin Sensitivity & Patch Testing



Patch testing is essential before using any new skincare or cosmetic product. It helps identify allergic reactions or sensitivities.

**Skin Sensitivity:** Some clients may have sensitive skin that reacts to fragrances, dyes, or chemicals in products. Beauticians must be cautious while choosing products for them.

**Patch Test Procedure:** A small amount of product is applied behind the ear or on the forearm. The area is observed for 24 hours to check for redness, itching, or swelling.

**Importance:** Prevents serious allergic reactions and builds client trust by showing professionalism.

Beauticians who consistently perform patch tests demonstrate care for client safety and maintain higher standards of practice.

## **LU 2.10 Importance of vitamins for the nourishment of the skin**

Vitamins play a crucial role in maintaining healthy, glowing, and youthful skin. They support cell repair, encourage regeneration, and protect the skin from premature aging. For instance, **Vitamin A** helps in renewing skin cells and keeping the texture smooth, while **Vitamin C** boosts collagen production, improving firmness and elasticity. Similarly, **Vitamin E** works as a natural antioxidant that shields the skin from free radical damage caused by pollution and UV rays. Without adequate vitamins, the skin quickly becomes dull, weak, and prone to damage.

In beauty therapy, vitamins are important not only in the diet but also through topical skincare products. Many serums, creams, and facial masks contain concentrated vitamins to nourish the skin directly. For example, Vitamin C serums brighten dark spots, while Vitamin B-based products keep the skin hydrated and reduce irritation. When beauticians understand the role of vitamins, they can recommend products and treatments that strengthen the skin's natural defense and promote a radiant appearance. Finally, vitamins support overall **skin nourishment from within**, which means a healthy diet is just as important as external care. Foods rich in vitamins—like fruits, vegetables, nuts, seeds, and fish—help the body naturally maintain soft, clear, and youthful-looking skin. Beauticians should educate clients that skincare is not limited to facials and cosmetics but also requires a balanced diet with essential vitamins. Combining proper nutrition with professional skincare ensures long-term skin health and beauty.

## **MODULE 3: Hair, Care and Hair Removal Techniques**

### **LU 3.1: Introduction to Hair**

Hair is one of the most defining features of human appearance and identity. Beyond its biological function of protecting the scalp from environmental damage, it holds cultural, social, and personal significance. Throughout history, hair has been styled, cut, colored, and decorated as a symbol of status, tradition, and self-expression. For many individuals, healthy and well-maintained hair contributes to confidence, attractiveness, and overall personality, making hair care an important aspect of beauty therapy.

Structurally, hair is made primarily of a protein called keratin, which gives it strength and resilience. Each hair strand grows from a follicle embedded in the dermis of the skin, nourished by

blood vessels that supply oxygen and nutrients. A strand of hair has three distinct layers: the **cuticle**, which is the outer protective covering; the **cortex**, which provides color, elasticity, and strength; and the **medulla**, the inner core present in certain hair types. Understanding these layers is essential for beauticians, as it helps them choose suitable treatments and products to maintain healthy, beautiful hair.

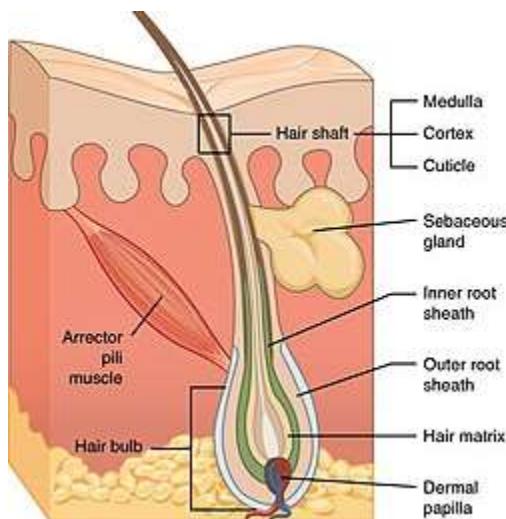
The hair growth cycle includes:

**Anagen Phase:** The active growth phase lasting several years.

**Catagen Phase:** The transitional phase where hair stops growing.

**Telogen Phase:** The resting phase before hair sheds naturally.

Understanding hair structure and growth is essential for beauticians to provide the right treatments and advice to clients.



### Study of Different Textures of Hair (Dry, Oily, Normal, Dandruff)

Different hair types require different care and cosmetic approaches. The texture and condition of hair are influenced by genetics, diet, environment, and overall health.

**Dry Hair:** is a common condition where the hair appears dull, rough, and brittle due to a lack of natural oils produced by the scalp. Healthy hair depends on sebum, the natural oil that coats each strand, keeping it soft, shiny, and flexible. When the scalp does not produce enough oil, or when this oil is stripped away by external factors, the hair becomes dry and fragile. Common causes include the **excessive use of heat styling tools** such as blow dryers, straighteners, and curling irons, which deplete moisture; **chemical treatments** like coloring, bleaching, and perming that damage the hair's protective cuticle; and **poor nutrition**, particularly diets lacking essential vitamins and fatty acids. Environmental factors such as sun exposure, cold weather, and frequent washing with harsh shampoos can also worsen dryness. To manage dry hair, beauticians recommend nourishing treatments like oil massages, moisturizing shampoos and conditioners, and protective care to restore the hair's softness and shine.

**Oily Hair:** Oily hair is a condition where the hair appears greasy, limp, and heavy due to the overproduction of **sebum** from the sebaceous glands in the scalp. Sebum is a natural oil that



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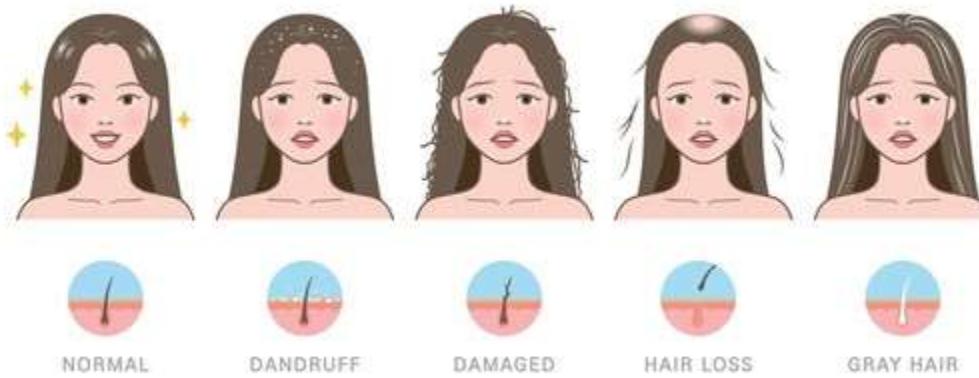
protects and moisturizes both the scalp and hair, but when produced in excess, it causes the hair to clump together, lose volume, and look unclean even shortly after washing. This condition is often linked to factors such as hormonal imbalances, genetics, humid climates, and the use of heavy or unsuitable hair products that further weigh the hair down. Oily hair can also make the scalp prone to dandruff, itching, and in some cases, acne around the hairline.

To manage oily hair effectively, beauticians recommend **frequent but gentle washing** using mild, balancing shampoos that cleanse the scalp without stripping it completely. Harsh shampoos may dry the scalp temporarily, causing it to produce even more oil as a reaction. Lightweight conditioners should be applied only to the mid-lengths and ends, avoiding the scalp. In addition, reducing the use of oily styling products, avoiding over-brushing, and rinsing hair thoroughly after washing can help maintain freshness. Proper care not only keeps the hair looking clean and healthy but also prevents scalp issues associated with excess oil.

**Normal Hair:** Normal hair is considered the ideal hair type because it has a balanced level of natural oils, giving it a healthy shine, smooth texture, and minimal problems. The scalp produces just the right amount of sebum, enough to protect and nourish the strands without making them greasy or dry. Normal hair generally feels soft, looks vibrant, and has good elasticity, which means it can resist breakage and maintain natural volume. People with this hair type usually do not experience major concerns like excessive dryness, oiliness, or scalp irritation, making it easier to manage compared to other textures. Although normal hair is relatively low-maintenance, it still requires **proper care and regular upkeep** to stay healthy. Standard maintenance includes gentle shampooing to remove dirt and excess oils, conditioning to preserve softness, and occasional deep treatments to strengthen the hair. Neglect, overuse of heat styling, harsh chemical treatments, or poor nutrition can still damage normal hair and disturb its natural balance. Therefore, a consistent routine with mild shampoos, lightweight conditioners, and protective practices ensures that normal hair maintains its shine, resilience, and overall health in the long run.

**Dandruff-Prone Hair:** Dandruff-prone hair is characterized by a flaky scalp, itching, and constant irritation, which often makes clients feel uncomfortable and self-conscious. Dandruff occurs when the scalp sheds excessive dead skin cells, which then appear as white or yellowish flakes on the scalp and hair. One of the main causes is fungal growth, particularly a yeast-like fungus called *Malassezia*, which thrives on the natural oils of the scalp and triggers an imbalance. Other contributing factors include poor scalp hygiene, overuse of styling products, stress, dry skin, or an overly oily scalp. Dandruff not only affects the appearance of hair but can also lead to redness and sensitivity of the scalp if left untreated.

To manage dandruff, beauticians recommend specialized care and products. Anti-dandruff shampoos containing active ingredients like zinc pyrithione, ketoconazole, or selenium sulfide are effective in reducing fungal growth and flaking. Herbal remedies such as neem, tea tree oil, and aloe vera are also soothing and beneficial for long-term relief. Regular scalp cleansing, avoiding excessive use of hair products, and maintaining good nutrition can further help control dandruff. By combining professional treatments with at-home care advice, beauticians can guide clients toward healthier scalps and restore confidence in their overall appearance.



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Beauticians must analyze the client's hair type before suggesting suitable shampoos, oils, and treatments.

## **LU 3.2: Procedure for the Use and Preparation of Shampoos, Dyes, Oils, Creams, and Conditioners**

Hair care involves the proper use of different cosmetic products. Following the correct procedure ensures both safety and effectiveness.

**Shampoos:** Wet the hair, apply shampoo to the scalp, and massage gently to remove dirt and oil. Rinse thoroughly with lukewarm water.

**Conditioners:** Apply to mid-lengths and ends after shampooing. Leave for 2–3 minutes before rinsing to maintain smoothness.

**Hair Oils:** Massage oil into the scalp to improve circulation and nourish follicles. Leave overnight or for at least 30 minutes before washing.

**Creams:** Used for styling or deep conditioning treatments to reduce frizz and dryness.

**Dyes:** Always perform a patch test before coloring. Mix dye as per manufacturer's instructions, apply evenly, and rinse carefully. Use gloves to protect hands.

Beauticians can also prepare herbal shampoos using natural ingredients like amla, shikakai, and neem for clients who prefer chemical-free treatments.

### **Cosmetics for Hair**

Hair cosmetics are specially formulated products designed to clean, nourish, style, and protect hair. These include:

**Cleansing Products:** Shampoos and scalp cleansers to remove dirt and oil.

**Conditioning Products:** Conditioners, serums, and masks that soften and hydrate hair.

**Nourishing Products:** Hair oils and creams that provide vitamins and proteins to strengthen strands.

**Styling Products:** Hair sprays, gels, mousses, and waxes that help in shaping hairstyles.

**Coloring Products:** Dyes, hennas, and hair chalks used for temporary or permanent color changes.

Beauticians must know how to select the right cosmetic products based on the client's hair type and needs, ensuring safe and professional outcomes.

### **LU 3.3: Diseases and Defects of Hair and Their Remedies**

Hair can suffer from various diseases and defects that affect its appearance and health. Beauticians should recognize these conditions to recommend remedies or suggest medical consultation.

**Hair Loss (Alopecia):** Can be caused by stress, genetics, or poor nutrition. Remedies include herbal oils, anti-hair fall shampoos, and dietary improvements.

**Split Ends:** Occur due to dryness and damage. Regular trimming and the use of serums can help.

**Dandruff:** Results from fungal infection or dry scalp. Anti-dandruff shampoos with zinc or herbal solutions like neem are effective.

**Scalp Infections:** Fungal or bacterial infections that may require medicated shampoos and dermatologist care.

Herbal remedies such as aloe vera, hibiscus, and fenugreek provide natural alternatives to chemical treatments. Combining cosmetic and herbal care ensures holistic hair treatment.

### **Common Hair Problems (Falling of Hair, Dandruff, Whitening of Hair)**

Some of the most common hair concerns clients face are hair fall, dandruff, and premature whitening.



### **LU 3.4: Falling of Hair**

Falling of hair is one of the most common hair problems faced by both men and women, and it can occur due to multiple internal and external factors. While it is natural to shed some hair daily



as part of the growth cycle, excessive loss indicates an underlying issue. Stress, whether emotional or physical, can disrupt the hair growth cycle, pushing more strands into the resting phase and causing noticeable shedding. Hormonal imbalances, particularly those related to thyroid function, pregnancy, or menopause, also contribute to hair fall. In addition, poor nutrition, especially deficiencies in proteins, iron, and vitamins, weakens the hair shaft, making strands more prone to breakage and loss. Beauticians and hair care professionals emphasize the importance of nourishing the scalp and body to prevent hair fall. Regular scalp massages with herbal oils like coconut, castor, or amla oil stimulate blood circulation, which in turn strengthens the hair roots and promotes growth. A balanced diet rich in proteins, vitamins (especially A, B-complex, C, and E), and minerals like zinc and iron plays a crucial role in maintaining hair health. Drinking plenty of water and reducing stress through relaxation techniques such as yoga and meditation also help in controlling hair loss naturally.

Apart from lifestyle changes, using the right hair care products is essential. Harsh shampoos, frequent chemical treatments, and excessive use of heat styling tools can accelerate hair fall by damaging the cuticle and weakening the hair shaft. Beauticians often recommend mild, herbal-based shampoos, conditioners, and nourishing hair masks that restore strength and vitality. In more severe cases, clients may be advised to seek medical guidance for specialized treatments. By combining proper nutrition, gentle hair care, and stress management, hair fall can be significantly reduced, leading to healthier, stronger, and more resilient hair.

### **LU 3.5: Dandruff**

Dandruff of hair is a scalp condition that leads to the formation of visible flakes, persistent itching, and irritation. It occurs when the scalp produces an excessive amount of dead skin cells that clump together, often due to fungal activity (*Malassezia*), poor scalp hygiene, or an imbalance of natural oils. In some cases, environmental factors like pollution, harsh weather, or frequent use of chemical-based hair products worsen the condition. Dandruff not only affects the appearance of the hair but can also lower a person's confidence, especially when flakes are noticeable on clothing. To manage dandruff effectively, beauticians recommend a combination of therapeutic and natural remedies. Anti-dandruff shampoos containing active ingredients such as zinc pyrithione, ketoconazole, or selenium sulfide help to control fungal growth and reduce flaking. Herbal approaches, including neem-based washes, aloe vera gels, or tea tree oil, soothe the scalp and provide long-term relief. In addition, scalp exfoliation helps remove buildup and dead cells, restoring balance to the skin. Maintaining a healthy diet and proper hair care routine further supports dandruff control, ensuring the scalp remains clean, refreshed, and free of persistent irritation.

### **LU 3.6: Whitening of Hair**

Whitening of hair, also known as premature graying, is often caused by the natural aging process when the production of melanin—the pigment responsible for hair color—gradually decreases. As a result, hair strands lose their color and turn gray or white. However, when this occurs in young clients, it may be linked to external and internal factors such as stress, vitamin deficiencies (particularly B12 and minerals like copper), hormonal imbalances, or even genetic predisposition. Lifestyle choices like smoking and poor diet can further accelerate the whitening process. Beauticians can recommend remedies and supportive treatments to help manage or slow down the whitening of hair. Natural solutions such as henna provide safe, chemical-free coloring, while herbal and plant-based dyes offer semi-permanent coverage. Clients should also be encouraged



to follow a diet rich in vitamins, proteins, and minerals to nourish hair from within, as vitamin supplementation can help restore strength and slow down further pigment loss. While whitening cannot always be fully reversed, professional advice and the use of natural cosmetic methods allow clients to maintain a youthful and confident appearance.

Beauticians play a supportive role by guiding clients towards safe treatments and lifestyle changes to maintain healthy, beautiful hair.

## **MODULE 4: MAKEUP APPLICATION**

### **LU 4.1: Study of Different Kinds of Skin (Oily, Dry, Normal, Acne)**

The study of different kinds of skin is essential in beauty therapy because makeup products and techniques must be chosen according to skin type. Oily skin produces excess sebum, which often makes makeup slide off easily. To manage this, beauticians use oil-free primers, matte foundations, and setting powders to keep the look fresh. Dry skin, on the other hand, lacks natural oils, making it appear flaky and dull. Makeup for dry skin requires hydrating primers, cream-based products, and moisturizers to ensure smooth application.

Normal skin is balanced, with just the right amount of oil and hydration. Makeup usually stays in place longer and requires minimal adjustments, allowing for a wide variety of product use. Acne-prone skin presents special challenges as it is sensitive and may have blemishes or scars. Beauticians must select non-comedogenic, lightweight products that do not clog pores, while also using concealers and foundations that provide coverage without irritation.

By properly assessing skin type before applying makeup, beauticians can avoid issues such as breakouts, patchiness, or uneven tones. This practice helps deliver results that are not only visually appealing but also

long-lasting and safe for the client's skin.



**Dry Skin**  
Feels tight



**Normal Skin**  
No tightness or excess oil



**Combination Skin**  
Feels oily in the T Zone but normal



**Oily Skin**  
Feels oily everywhere

## LU 4.2: Types of Makeup Used for Different Occasions (Party, Bridal, Model)

Makeup is adapted depending on the occasion to highlight beauty while matching the event's requirements. Party makeup is usually vibrant, glamorous, and bold. It often involves smokey eyes, shimmer products, and statement lip colors to create a striking appearance suitable for evening events. Bridal makeup is more elaborate and long-lasting, designed to keep the bride looking radiant throughout the day. It emphasizes flawless skin, defined eyes, and subtle contouring, often combined with waterproof and transfer-resistant products.

Model makeup is created specifically for photography, fashion shows, or advertising campaigns. It is usually more dramatic or experimental, focusing on sharp lines, bold colors, or artistic designs that photograph well under strong lights. Since each occasion demands different looks, the beautician must carefully balance colors, products, and techniques to achieve the desired effect.

By mastering these styles, beauticians can deliver customized services that match the client's needs, occasion, and personality, enhancing their reputation and versatility in the beauty industry.



### **LU 4.3: Foundation and Techniques of Makeup**

Foundation is the base of any makeup application, creating an even skin tone and smooth surface. It comes in different forms such as liquid, cream, stick, or powder, and must be chosen according to the client's skin type. For oily skin, matte or oil-free formulas are preferred, while hydrating and dewy foundations suit dry skin. Matching the shade correctly to the client's skin tone is essential to avoid a cakey or artificial look.

Techniques of applying foundation include using brushes, sponges, or fingertips, depending on the desired coverage. For light coverage, a damp sponge provides a natural finish, while brushes offer medium to full coverage. Proper blending is the key technique, ensuring there are no visible lines and the foundation looks seamless. Layering the product gradually also helps in achieving a polished look without heaviness.

A good foundation application ensures that the rest of the makeup—such as eyeshadow, blush, and highlighter—sits well on the skin and lasts longer, giving the client a flawless appearance throughout the day.



#### **LU 4.4: Cosmetics of Makeup (Types and Brands)**

Cosmetics play a vital role in makeup artistry, and choosing the right products ensures both safety and quality results. Different types of cosmetics include primers, concealers, eyeshadows, eyeliners, lipsticks, blushes, bronzers, and setting sprays. Each product has its specific role, from preparing the skin to enhancing features and ensuring long-lasting wear.

When it comes to brands, the market offers a wide variety suited for different skin types and budgets. Professional brands such as MAC, Kryolan, and Huda Beauty are often used in salons for their durability and high pigmentation. Drugstore brands like Maybelline, L'Oreal, and Revlon provide affordable yet effective options for everyday use. Herbal or natural brands like Lotus, Himalaya, or Biotique are preferred by clients with sensitive skin.

By understanding the different types and brands of cosmetics, beauticians can select products that meet both the technical requirements of the treatment and the personal needs of the client, ensuring satisfaction

and safety.



## **LU 4.5: List of Equipment and Tools Required for Makeup**

Professional makeup requires a variety of tools and equipment to achieve precise and hygienic results. Brushes of different shapes and sizes are essential for foundation, eyeshadow, blush, and contouring. Makeup sponges are used for blending foundation and concealers seamlessly. Eyelash curlers, tweezers, and scissors help shape lashes and brows, while applicators and spatulas maintain hygiene by avoiding direct contact with products.

Other essential equipment includes mirrors with proper lighting, makeup palettes, setting sprays, and disposable items such as cotton pads, tissues, and mascara wands. Sanitization tools like brush cleaners and disinfectant sprays are equally important to maintain hygiene and safety standards. Each tool must be cleaned and stored properly to prevent contamination and ensure professional performance.

A well-prepared beautician who has access to the correct equipment not only delivers high-quality makeup results but also builds trust with clients by demonstrating professionalism and attention to hygiene.

## **MODULE: 5 Nail care and Manicure/ Pedicure**

### **LU 5.1: Anatomy of Nails**



The human nail is an important structure that not only contributes to appearance but also protects the fingertips and enhances the sense of touch. Nails are made primarily of keratin, a strong protein also found in hair. Healthy nails are smooth, firm, and slightly pink due to the blood flow underneath. Beauticians must understand nail anatomy to care for them effectively and recognize common nail problems.

The nail plate is the visible hard part of the nail that rests on the nail bed. It is made of layers of keratin and is responsible for giving the nail its strength. Beneath it lies the nail bed, which contains blood vessels and nerves that support the nail plate. Proper care of the nail plate and nail bed is essential for maintaining nail health and preventing brittleness.

At the base of the nail is the cuticle, a protective layer that seals the gap between the skin and the nail plate to prevent infections. The matrix, located under the skin at the nail's base, is the growth center of the nail where new cells are produced. Damage to the matrix can lead to permanent nail deformities or irregular growth.

The lunula, the whitish crescent-shaped area at the base of the nail, is another part of the anatomy, visible especially on the thumbs. The surrounding nail folds (skin around the nail edges) protect the nail from bacteria and help maintain its alignment. Understanding these parts helps beauticians provide proper nail treatments and identify abnormalities.

Overall, knowledge of nail anatomy allows beauticians to perform manicures and pedicures professionally while ensuring hygiene and safety. It also helps them recognize issues like fungal infections, ridges, or discoloration that may require medical attention.

## **LU 5.2: Manicure Procedure**

A manicure is a cosmetic treatment of the hands and nails designed to improve their appearance and promote relaxation. The procedure begins with preparation, where the client's hands are washed and sanitized to ensure hygiene. The nails are then examined for any conditions that may require special care or precautions. This preparation stage ensures a safe and professional treatment.

The next step involves nail shaping, where nails are trimmed and filed to the desired length and shape. Beauticians typically use emery boards or glass files, taking care to move in one direction to avoid splitting the nails. The cuticles are then softened using cuticle cream or oil, followed by gentle pushing back with a cuticle pusher. This step enhances the nail bed's appearance and prevents overgrowth of cuticle tissue. After shaping and cuticle care, the hands are soaked in warm, soapy water for a few minutes. This softens the skin, cleanses impurities, and provides relaxation. Exfoliation may also be included using a gentle scrub to remove dead skin cells, leaving the hands soft and refreshed. This step is crucial for maintaining smooth skin and preventing roughness.

The next part of the manicure is massage, where lotions or creams are applied to the hands and fingers. Massaging improves blood circulation, relieves tension, and nourishes the skin. This is one of the most relaxing aspects of a manicure and provides therapeutic benefits in addition to cosmetic improvement. Finally, nail polish may be applied as per the client's preference. A base coat, colored polish, and top coat

are used for shine and protection. Some clients may prefer natural manicures with buffering instead of polish. The complete manicure procedure leaves the hands looking neat, polished, and rejuvenated, boosting both beauty and confidence.



### **LU 5.3 Pedicure Procedure**

A pedicure is a professional treatment for the feet and toenails, aimed at maintaining hygiene, comfort, and beauty. Like manicures, pedicures also begin with preparation and sanitation. The client's feet are first soaked in warm water with soap, salts, or essential oils to soften the skin and nails. This soaking stage relaxes the client and prepares the feet for further treatment.

After soaking, toenails are trimmed and filed to the correct shape. Care must be taken not to cut nails too short or round them at the edges, as this can lead to painful ingrown toenails. Cuticles are treated in a similar way as in a manicure, softened with oils and gently pushed back to keep the nail bed neat and clean. The next stage is exfoliation, which involves removing dead skin and calluses. Beauticians often use pumice stones, foot files, or exfoliating scrubs to smooth rough areas, especially on the heels and soles. This step is crucial for maintaining soft, healthy feet and preventing cracked heels or hard patches.

Massage is another important step in the pedicure procedure. Creams, oils, or lotions are applied to the feet and calves, followed by a soothing massage. This improves blood circulation, reduces stress, and provides relaxation to tired feet. It also hydrates the skin, keeping it supple and nourished.

The final step includes optional nail polish application, where a base coat, chosen nail color, and top coat are applied for shine and durability. Pedicures not only enhance the appearance of the feet but also prevent common foot problems, making them an essential beauty and wellness treatment.

### STEP-1



#### SOAK

Prepare the soak with warm water & soak hand/feet for 10 mins. Finish all the cleansing procedure like cuticle pushing, brushing & scraping etc.

### STEP-2



#### CUTICLE CREAM

Apply the cuticle cream on the cuticles to soften them

### STEP-3



#### DECRYSTALIZER

Add decrystallizer powder into the soak to dissolve it

### STEP-4



#### SCRUB

Apply the scrub on hand/feet to exfoliate the dead cells

### STEP-5



#### MASQUE

Apply the masque on hand/feet & leave it for 10 mins and then wash it off

### STEP-6



#### MASSAGE CREAM

Apply the massage cream on hand/feet & give massage for 10-15 mins

## MODULE 6: Advanced & Business Skills

### LU 6.1: Salon Management Basics

#### 1: Vision, Positioning, and Building a Focused Service Menu

A successful salon begins with a clear vision and market positioning. The vision defines the salon's purpose and direction—for example, offering affordable everyday services or delivering premium spa-like luxury experiences. Positioning determines how the salon is perceived compared to competitors, whether it is trend-driven, eco-friendly, or specialized in areas like bridal makeup or skincare. Once the vision is established, the service menu must be designed to reflect this identity. A focused menu should include core services with defined time standards (e.g., 30 minutes for a manicure, 1 hour for a facial), ensuring consistency and efficiency. Overloading the



menu with unnecessary services confuses clients and strains resources, while a well-curated one makes operations smooth and profitable.

## 2. Legal/Compliance Essentials

Every salon must operate within the framework of local laws and regulations. This includes obtaining the necessary business licenses, salon permits, and health certificates required by local authorities. Compliance with health and safety standards is critical, covering sanitation, waste disposal, chemical handling, and fire safety measures. Insurance is equally important, such as liability insurance, professional indemnity, and property insurance, to protect the business from accidents, damages, or legal claims. Keeping proper documentation of certifications, audits, and safety logs ensures that the salon remains compliant and builds client trust.

## 3. Hygiene & Sanitation SOPs

Hygiene is the backbone of salon safety and professionalism. Standard Operating Procedures (SOPs) should be in place for daily cleaning, disinfection, and waste management. Tools such as scissors, clippers, and nail equipment must be disinfected after every client, while single-use items like tissues and cotton pads should be discarded immediately. Weekly audits help track cleanliness and ensure accountability. Staff should use **PPE (Personal Protective Equipment)** like gloves, masks, and aprons when required, and laundry (towels, sheets, gowns) must be washed with hot water to eliminate germs. A clean salon not only prevents infections but also enhances the client experience.

## 4. Financial Planning & Pricing

Sound financial management determines the long-term success of a salon. A startup budget should include furniture, equipment, products, staff training, and marketing expenses. Ongoing operational expenses like rent, utilities, salaries, and supplies must also be carefully managed. Pricing should be based on the **cost of products, time required, and market competition**, while still reflecting the salon's brand positioning. Tools like break-even analysis (calculating how many clients per day are needed to cover costs) help owners set realistic targets. Key Performance Indicators (KPIs) such as average ticket size, client retention, and rebooking rates measure financial health and guide improvements.

## 5. People & Training

The salon's workforce is its greatest asset. Clearly defined roles—such as hairstylists, estheticians, nail technicians, receptionists, and assistants—ensure smooth operations. Hiring should focus not only on technical skills but also on attitude, punctuality, and hygiene awareness. Compensation models may include fixed salaries, commissions, or a mix, depending on the salon's size and policies. Scheduling must balance peak hours with staff availability, preventing burnout while maximizing productivity. Regular training sessions are essential to update staff on new beauty trends, products, and customer service techniques. Performance reviews and incentives encourage growth and loyalty.



## 6. Client Journey

The client's journey defines their overall experience and determines whether they will return. It begins with a smooth booking process, welcoming reception, and a comfortable waiting environment. During consultation, beauticians should listen to client needs, check for contraindications, and set realistic expectations. Service delivery must be professional, hygienic, and client-focused. Aftercare instructions, personalized product recommendations, and encouragement to rebook create a lasting connection. Follow-up messages or check-ins after the visit add a personal touch and enhance client satisfaction. A positive journey builds loyalty and word-of-mouth referrals.

## 7. Marketing & Growth

Marketing is the key to attracting and retaining clients. A strong brand identity—consistent colors, logos, and messaging—creates recognition and trust. In today's world, digital presence is vital: salons should maintain a professional website, active social media profiles, and positive online reviews. Growth strategies include referral programs, memberships, seasonal promotions, and collaborations with influencers or bridal services. Offering **packages and loyalty programs** helps build long-term client relationships. Effective marketing ensures continuous bookings and positions the salon as a trusted choice in a competitive market.

## 8. Inventory & Retail

Managing inventory efficiently prevents waste and maximizes profits. Salons must maintain proper stock levels of professional products, retail items, and disposables. The FEFO (First Expired, First Out) method ensures products are used before they expire. Retail sales add significant revenue, so staff should be trained to recommend suitable products based on client needs. Clear merchandising, organized displays, and tester products (with strict hygiene protocols) encourage purchases. Keeping Material Safety Data Sheets (MSDS) and monitoring expiry dates also ensures compliance with safety regulations. A well-managed retail section builds both profit and client trust.

## 9. Tech Stack

Technology streamlines salon management. A POS (Point of Sale) system helps with billing, inventory, and sales tracking, while a CRM (Customer Relationship Management) **system** stores client data, preferences, and service history. Online booking platforms and automated SMS/email reminders reduce no-shows and enhance client convenience. Payroll, accounting, and reporting software simplify financial management. With the right tech stack, salons save time, improve accuracy, and provide a smoother experience for both staff and clients.



## 10. Risk Management & Continuous Improvement

Running a salon involves risks—from chemical handling and electrical equipment to client complaints and staff injuries. A risk management plan includes having first-aid kits, fire extinguishers, safety logs, and documented incident reports. Staff should be trained on emergency procedures and proper handling of tools and products. Continuous improvement is equally important—regular team meetings, client feedback surveys, and performance reviews help identify gaps and implement changes. A culture of learning and adaptation ensures the salon stays competitive, safe, and successful in the long run.

### **LU 6.2: Planning the Proper Layout (Furniture, Tools, Equipment & Beauty Products)**

#### 1. Importance of Layout Planning

A salon's layout is not only about aesthetics but also about functionality, safety, and client comfort. A well-designed space ensures smooth workflow for staff, proper hygiene, and a relaxing environment for customers. Planning involves dividing the salon into zones such as reception, waiting area, treatment stations, storage, and sanitation areas. Good layout planning prevents overcrowding, minimizes accidents, and helps the salon operate efficiently.

#### 2. Salon Furniture

Furniture forms the backbone of a salon's interior and contributes to both practicality and atmosphere. Chairs and workstations must be ergonomically designed, adjustable, and easy to clean. Styling chairs, shampoo units, manicure/pedicure chairs, and facial beds should provide comfort for clients during long treatments. Reception desks and waiting sofas should reflect the salon's brand while being durable. When selecting furniture, consider quality, space requirements, and maintenance needs, as well as the overall theme and décor of the salon.

#### 3. Tools & Equipment

The efficiency of services largely depends on having the right tools and equipment. Hair salons require dryers, straighteners, curling irons, clippers, and scissors, while beauty therapy sections need steamers, high-frequency machines, magnifying lamps, and facial kits. Nail stations should be equipped with UV lamps, nail files, buffers, and sanitizers. For safety, all tools must be disinfected regularly, and electrical equipment should comply with safety standards. Organized trolleys and storage systems help staff keep tools accessible and hygienically managed.

#### 4. Beauty Products

Choosing the right beauty products is critical for quality services. Salons should stock professional-grade products for hair, skin, and nails, as well as retail products for clients to purchase. Products must be suitable for different skin types, hair textures, and client needs. Brands should be selected based on effectiveness, safety, and client demand. Proper inventory

management—using the **FEFO method (First Expired, First Out)**—ensures freshness and prevents wastage. Displaying retail products in the reception area also encourages sales and boosts profitability.

## 5. Hygiene & Safety in Layout Design

The salon layout should prioritize hygiene and safety. Washbasins and sinks must be placed in easily accessible locations for handwashing and cleaning tools. Waste disposal bins should be positioned in all work areas and emptied regularly. Flooring should be non-slip to prevent accidents, and ventilation should be adequate for chemical treatments. Lighting should be bright but soothing—task lighting for workstations and softer lighting for relaxation areas. By incorporating hygiene and safety features into the layout, salons create a professional and trustworthy environment.



## MODULE 6.1: Entrepreneurship

### Introduction to Entrepreneurship in Beauty Industry

Entrepreneurship is the process of identifying opportunities, organizing resources, and creating businesses to offer products or services for profit. In the beauty industry, entrepreneurship allows beauticians to transform their skills into thriving businesses such as salons, spas, makeup studios, or product lines. A beautician-entrepreneur not only provides beauty treatments but also manages clients, staff, finances, and marketing. Successful entrepreneurship requires creativity, confidence, risk-taking, and continuous learning to adapt to new trends and customer demands.

### 1. Types of Entrepreneurship in the Beauty Field



There are different forms of entrepreneurship that beauticians can pursue:

- **Small Business Entrepreneurship** – Starting a salon, spa, or nail studio to serve a local client base.
- **Franchise Entrepreneurship** – Opening a branch of an established beauty brand, such as a known spa or cosmetics chain, with structured systems and training.
- **Social Entrepreneurship** – Providing affordable beauty services or training programs for underprivileged communities while making a social impact.
- **Innovative Entrepreneurship** – Creating new beauty products, tools, or digital platforms for beauty booking and education.

Each type allows beauticians to choose a path that fits their resources, goals, and market opportunities.

## 2. Business Idea Generation

Every business starts with an idea. In the beauty sector, ideas may come from personal passion, observing market gaps, or following global trends. For example, a beautician might notice a demand for organic skincare facials, bridal packages, or mobile salon services. Brainstorming, client feedback, and competitor analysis help generate ideas. A good business idea should be **unique, profitable, and feasible**. For beauticians, this could mean creating a signature service (like herbal hair spa treatments) or offering customized solutions for different skin and hair types.

## 3. Business Planning and Strategy

Once an idea is chosen, the next step is preparing a business plan. A solid business plan outlines the services, pricing, target market, required equipment, location, staff, and marketing approach. Strategy involves deciding how to position the salon—whether as affordable, luxury, or specialized (bridal, skincare, hair care, etc.). Planning also covers scheduling systems, hygiene policies, and client experience. For beauticians, strategic planning ensures efficient operations, satisfied customers, and long-term sustainability.

## 4. Financing the Business

Starting a beauty business requires investment in salon furniture, tools, equipment, beauty products, and staff training. Financing can come from personal savings, family support, bank loans, government grants, or private investors. Some beauticians also start small with home-based salons and gradually expand as profits grow. Proper budgeting and financial management are essential—tracking expenses, controlling inventory, and reinvesting profits help the business remain stable.



## 5. Entrepreneurship Challenges and Possible Solutions

Entrepreneurs in the beauty industry face challenges such as high competition, changing beauty trends, client retention, staff management, and rising costs. Additionally, lack of funding and marketing knowledge can slow down growth. To overcome these, beauticians should:

- Stay updated with training and new beauty techniques.
- Build strong customer relationships through excellent service.
- Use digital marketing (social media, online booking, influencer promotions).
- Manage finances carefully and avoid unnecessary expenses.
- Offer unique services that differentiate the salon from competitors.

With patience, adaptability, and innovation, beauticians can turn challenges into opportunities for growth.

### **MODULE 6.2: Environment**

#### **Introduction to Environmental Issues (for Beauticians)**

Environmental issues arise when natural systems—air, water, soil, climate, and biodiversity—are stressed beyond their ability to recover. In the beauty sector, the most relevant pressures include: high water and energy use (shampooing, hot water, laundering), chemical run-off (dyes, bleaches, disinfectants), indoor air pollution (solvents/VOCs from nail and hair products), single-use plastics (applicators, sachets, gloves), and packaging waste. Understanding these links isn't just "nice to have"—it improves staff and client health, reduces costs, strengthens brand trust, and prepares salons for stricter local regulations.

Key takeaways for beauticians:

- Healthier salons = better client experience (less odor, fewer irritants, cleaner air).
- Efficient operations lower bills (water, electricity, product shrink).
- Responsible product choices and waste practices make your business future-proof and more attractive to eco-conscious clients.

#### **Types of Environmental Hazard (salon-relevant)**

##### **1) Chemical hazards**

Hair dyes, bleaches, peroxide, nail solvents (acetone), aerosol propellants, disinfectants. Risks: VOCs in indoor air, skin/eye irritation, contaminated wastewater. Controls: labeled storage, MSDS on hand, decanting with funnels, local exhaust/vent near mixing, gloves/eye protection, spill kit.

##### **2) Biological hazards**

Contaminated tools/towels, mold from damp corners/poor ventilation. Controls: strict tool decontamination (clean → disinfect → sterilize where required), hot-wash laundry, humidity control, regular deep cleaning.

##### **3) Physical hazards & indoor environment**

Noise from dryers, strong task lighting glare, slippery floors in wash areas, heat stress in summer. Controls: non-slip flooring, acoustic soft finishes, layered lighting (task + ambient), shaded west-facing glazing, hydration/breaks for staff.

##### **4) Waste hazards**

Single-use plastics, chemically contaminated pads/foils, empty color tubes, sharps (razor blades), e-waste



Investing in rural people

(old tools/batteries). Controls: waste segregation (recyclable/general/hazardous/sharps), capped containers, take-back/recycling partners, FEFO (First Expired, First Out) for products.

## 5) Natural/External hazards

Floods, heatwaves, droughts impacting water/energy supplies and logistics. Controls: basic continuity plans (back-up water jerrycans, heat protocols, supplier alternates).

## The Impact of Human Activity on the Environment (beauty lens)

- **Air:** VOCs and aerosols lower indoor air quality, triggering headaches/irritation; frequent ventilation/filter changes are essential.
- **Water & soil:** Residues from detergents, dyes, and disinfectants go down the drain; over-use of microplastic glitters/exfoliants can reach waterways.
- **Energy:** Hot water, laundry, HVAC, hair dryers and steamers drive electricity/gas use and carbon emissions.
- **Materials & biodiversity:** Some ingredients (e.g., certain palm-derived surfactants) may contribute to habitat loss if not responsibly sourced; fragranced products can affect sensitive clients and aquatic life downstream.
- **Packaging:** Single-use and multi-layer plastics are hard to recycle; sachets and miniatures create disproportionate waste.

Mapping a typical **service life cycle** (ingredients → transport → use in salon → client aftercare → waste) helps you find the biggest wins—often water, energy, and packaging.

## Conservation and Sustainability (practical framework)

### Water stewardship

- Fit aerators/low-flow spray heads; time rinses; fix leaks.
- Batch laundry; choose efficient washers; optimize detergent dosing.
- Offer water-lite options (e.g., “rinse-smart” protocols where appropriate).

### Energy efficiency

- Switch to LEDs; use occupancy sensors; service HVAC filters.
- Choose efficient dryers/steamers; unplug idle tools; consider renewable electricity plans.

### Materials & purchasing

- Prefer concentrated backbar and **refill** systems; buy in bulk to cut packaging.
- Pick biodegradable surfactants, microplastic-free formulas, responsibly sourced oils, and fragrance-free options for sensitive clients.
- Choose durable, repairable furniture with easy-clean, low-emission surfaces.

### Circular practices

- Reduce → Reuse → Recycle + **Refill/Repair**.
- Partner with take-back programs for empties and hard-to-recycle items.
- Track expiry dates; apply FEFO to minimize spoilage.

### Embed in SOPs



- Add green steps to opening/closing checklists (ventilation on, segregated bins out, towel counts, chemical cabinet lock check).
- Train staff; post quick-reference cards at stations.

## Climate Change and Its Effects (and why salons should care)

Climate change increases heatwaves, heavy rain/floods, and drought risk. Implications for salons:

- **Heat & energy:** Higher cooling loads → bigger bills; schedule heat-intensive services earlier; maintain HVAC, add shading/film to windows.
- **Water restrictions:** Adopt conservation habits now; keep a “low-water service” plan ready.
- **Supply chains:** Weather events can delay deliveries; keep alternate suppliers and a minimal buffer stock.
- **Health & comfort:** Hot, stuffy spaces worsen chemical sensitivity; improve ventilation and hydration breaks.

**Mitigation:** lower emissions via efficient appliances, renewable electricity, and product choices with smaller footprints.

**Adaptation:** building shading, flood-safe storage (keep chemicals off the floor), and service scheduling around temperature peaks.

## How Beauticians Can Contribute to Environmental Protection (action plan)

### 1) Products & services

- Curate low-VOC, microplastic-free, biodegradable lines; prioritize inclusive shade ranges without harmful pigments.
- Build an “eco menu”: refill discounts, minimal-rinse options (where safe), towel-reuse with client consent, fragrance-free facial path.

### 2) Waste & water

- Set up **clearly labeled** stations: recyclables, general, hazardous/chemical, sharps.
- Switch to washable tools/cloths where hygienically acceptable; standardize disposables to reduce over-ordering.
- Batch laundry, right-size detergent, use lower-temp cycles when compatible with hygiene SOPs.

### 3) Energy & indoor air

- LEDs + timers; unplug chargers; regular PAT/electrical safety checks.
- Local extraction at color mixing/nail filing; change filters on schedule; plant-based odor absorbents (alongside proper ventilation).

### 4) Purchasing & inventory

- Consolidate SKUs; track batch/expiry; implement FEFO; spot-check for near-expiry stock each month.
- Prefer suppliers with take-back programs, refill stations, and transparent ingredient lists.

### 5) Staff culture & client education

- Assign a “green champion”; add a 5-minute sustainability topic to monthly meetings.



- Provide honest client education (no greenwashing): a small counter card or website page titled "How We Keep Our Salon Clean & Green."

## 6) Simple KPIs to track

- **Liters of water per shampoo/facial** (target steady reduction).
- **kWh per service** (energy per booked hour).
- **% waste diverted from landfill** (recycled/composted).
- **% refillable/returnable products** purchased.
- Quarterly product audit: # of items expired (aim for zero).

# KP-RETP Component 2: Classroom SECAP

## Evaluation Checklist

Purpose:

To ensure that classroom-based skills and entrepreneurship trainings under KP-RETP are conducted in an environmentally safe, socially inclusive, and climate-resilient manner, in line with the Social, Environmental, and Climate Assessment Procedures (SECAP).

**Evaluator:** \_\_\_\_\_

**Training Centre / Location:** \_\_\_\_\_

**Trainer:** \_\_\_\_\_

**Date:** \_\_\_\_\_



<b>Category</b>	<b>Evaluation Points</b>	<b>Status</b>		<b>Remarks /Recommendation</b>
		<b>Yes</b>	<b>NO</b>	
<b>Social Safeguards</b>	Is the training inclusive (equal access for women, youth, and vulnerable groups)?			
	Does the classroom environment ensure safety and dignity for all participants (no harassment, discrimination, or child labor)?			

	<p>Are Gender considerations integrated into examples, discussions, and materials?</p>			
	<p>Is the Grievance Redress Mechanism (GRM) process, along with the relevant contact number, clearly displayed in the classroom</p>			
	<p>Are the Facilities and activities being accessible and inclusive for specially-abled (persons with disabilities)</p>			

<b>Environmental Safeguards</b>	Is the classroom clean, ventilated, and free from pollution or hazardous materials?			
	Is there proper waste management (bins, no littering)			
	Are materials used in practical sessions environmentally safe (non-toxic paints, safe disposal of wastes)?			
	Are lights, fans, and equipment turned off when not in use			

	(energy conservation)?			
<b>Climate Resilience</b>	Are trainees oriented on how their skills link with climate-friendly practices (e.g., renewable energy, efficient production, recycling)?			
	Are trainers integrating climate-smart examples in teaching content?			
	Are basic health and safety measures available (first aid kit, safe exits, fire safety)?			

	<p>Is the trainer using protective gear or demonstrating safe tool use (where relevant)?</p>		
<b>Institutional Aspects</b>	<p>Is SECAP awareness shared with trainees (via short briefing, posters, or examples)?</p>		
	<p>Are trainees encouraged to report unsafe, unfair, or environmentally harmful practices?</p>		
<b>Overall Compliance</b>	<p>Overall SECAP compliance observed</p>	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	



## Overall remarks/ recommendations

Name	Designation	Signature	Date