

# Hair Dressing and Beautification

## Level II



## TVET Curriculum Version-1

**Based on Apr 2022, Version- 3 Occupational  
Standard**

June, 2022

Addis Ababa, Ethiopia

## Acknowledgements

The Ministry of Labor and skill wishes to thank to MoLS leaders and experts, Regional Labor and skill/training Bureaus leader, experts, TVET College Deans, Instructors and industry experts who contribute their time and professional experience to the development of this Curriculum for **Hair Dressing and Beautification level II**.

Page 1 of 40	<u>Author/Copyright:</u> Ministry of Labor and Skills	Hair dressing and Beautification level-II	Curriculum Version - I June, 2022
--------------	----------------------------------------------------------	----------------------------------------------	--------------------------------------

## Table of contents

<b>ACKNOWLEDGEMENTS .....</b>	<b>1</b>
<b>PREFACE.....</b>	<b>3</b>
<b>1. TVET-PROGRAM DESIGN .....</b>	<b>1</b>
1.1. TVET-PROGRAM TITLE: HAIR DRESSING AND BEAUTIFICATION LEVEL-II.....	1
1.2. TVET-PROGRAM DESCRIPTION .....	1
1.3. TRAINING PROGRAM STRUCTURE .....	1
1.4. DURATION OF THE TVET-PROGRAM .....	3
1.5. QUALIFICATION LEVEL AND CERTIFICATION .....	4
1.6. TARGET GROUPS.....	4
1.7. ENTRY REQUIREMENTS.....	4
1.8. MODE OF DELIVERY .....	4
1.9. INSTITUTIONAL ASSESSMENT.....	5
1.10. TVET TEACHERS PROFILE.....	5
1.11. TRAINING AND ASSESSMENT METHODOLOGY .....	6
<b>2. LEARNING MODULE DESIGN.....</b>	<b>10</b>
<b>3. RESOURCE REQUIREMENTS .....</b>	<b>33</b>
<b>4. DEVELOPERS PROFILE.....</b>	<b>35</b>

## Preface

The reformed TVET-System is an outcome-based system. It utilizes the needs of the labor market and occupational requirements from the world of work as the benchmark and standard for TVET delivery. The requirements from the world of work are analyzed and documented – taking into account international benchmarking – as occupational standards (OS).

In the reformed TVET-System, curricula and curriculum development play an important role with regard to quality driven comparable TVET-Delivery. The Curricula help to facilitate the training process in a way, that trainees acquire the set of occupational competences (skills, knowledge and attitude) required at the working place and defined in the occupational standards (OS).

This curriculum has been developed by a group of professional experts from different Regional TVET Bureaus, Colleges, Industries, Institutes and Universities based on the occupational standard for Hair dressing and Beautification **Level II**.

The curriculum development process has been actively supported and facilitated by **Ministry of Labor and Skills**.

Page 3 of 40	<u>Author/Copyright:</u> Ministry of Labor and Skills	Hair dressing and Beautification level-II	Curriculum Version - I June, 2022
--------------	----------------------------------------------------------	----------------------------------------------	--------------------------------------

## 1. TVET-Program Design

### 1.1. TVET-Program Title: Hair dressing and Beautification Level-II

#### 1.2. TVET-Program Description

The Program is designed to develop the necessary knowledge, skills and attitude of the trainees to the standard required by the occupation. The contents of this program are in line with the occupational standard. The Trainees who successfully completed the Program will be qualified to work as with Hair dressing and Beautification **Workers** with competencies elaborated in the respective OS. Graduates of the program will have the required qualification to work in the **Culture, Sport and Tourism** sector in the field of **Hair Dressing and Beautification**.

The prime objective of this training program is to equip the Trainees with the identified competences specified in the OS. Graduates are therefore expected to Provide Reception service, Present a professional image, Perform Shampoo and Color treated hair , Set and dry hair, Perform manicure and pedicure, Perform heat implementation, Apply Hair Braiding Techniques, Perform Hair coloring, Apply Makeup, Apply 5S Procedures in accordance with the performance criteria and evidence guide described in the OS.

Page 1 of 40	<u>Author/Copyright:</u> <b>Ministry of Labor and Skills</b>	<b>Hair dressing and Beautification</b> <b>level-II</b>	Version - I June, 2022
--------------	-----------------------------------------------------------------	------------------------------------------------------------	---------------------------

### 1.3. Training Program Structure

Unit of competence	Sequences of Learning modules		Module Units	Nominal Duration (In Hours)
	Module Code	Module Name /Title –		
<b><u>CST HDB2 10 0422</u></b> Apply 5S Procedures	<b><u>CST HDB2 M01 06 22</u></b>	<b>5 S principles</b>	<ul style="list-style-type: none"> <li>• Sort</li> <li>• Set order.</li> <li>• Shine</li> <li>• Standardize 5S</li> <li>• Sustain 5S</li> </ul>	40 Hours
<b><u>CST HDB2 01 0422</u></b> Provide Reception service	<b><u>CST HDB2 M02 06 22</u></b>	<b>Reception service</b>	<ul style="list-style-type: none"> <li>• Over view of hairdressing Industry</li> <li>• Welcoming client</li> <li>• Salon Procedures</li> </ul>	10 Hours
<b><u>CST HDB2 0422</u></b> Present a professional image	<b><u>CST HDB2 M03 0622</u></b>	<b>Image presentation</b>	<ul style="list-style-type: none"> <li>• Chemicals and equipment</li> <li>• professional appearance</li> </ul>	10 Hours
<b><u>CST HDB2 03 0422</u></b> Perform Shampoo and Color treated hair	<b><u>CST HDB2 M04 0622</u></b>	<b>Shampoo and Color hair</b>	<ul style="list-style-type: none"> <li>• Shampoos and color hair</li> <li>• Shampoo and conditioner</li> <li>• Color Neutralization</li> </ul>	100 Hours
<b><u>CST HDB2 04 0422</u></b> Set and dry hair	<b><u>CST HDB2 M05 0622</u></b>	<b>Set and dry</b>	<ul style="list-style-type: none"> <li>• Materials tools and equipment</li> <li>• Set and dry hair</li> <li>• Massage techniques.</li> </ul>	80 Hours

				<ul style="list-style-type: none"> <li>• Finish touch</li> </ul>	
<b><u>CST HDB2 05 0422</u></b>	<b>Perform manicure and pedicure</b>	<b><u>CST HDB2 M06 0422</u></b>	<b>Manicure and pedicure</b>	<ul style="list-style-type: none"> <li>• Manicure and pedicure</li> <li>• Manicure technique</li> <li>• Pre-treatment and post-treatment</li> </ul>	<b>60 Hours</b>
<b><u>CST HDB2 06 0422</u></b>	<b>Perform Proper Heat Implements</b>	<b><u>CST HDB2 M07 0622</u></b>	<b>Heat Implement</b>	<ul style="list-style-type: none"> <li>• Hair Texture</li> <li>• Heat Implement</li> <li>• Finish touch</li> </ul>	<b>100 Hours</b>
<b><u>CST HDB2 07 0422</u></b>	<b>Apply Hair Braiding Techniques</b>	<b><u>CST HDB2 M08 0622</u></b>	<b>Braid Techniques</b>	<ul style="list-style-type: none"> <li>• Hair braid</li> <li>• Braiding technique</li> <li>• Wigs and hairpieces design</li> <li>• Finish hair braiding</li> </ul>	<b>50 Hours</b>
<b><u>CST HDB2 08 0422</u></b>	<b>Perform Hair coloring</b>	<b><u>CST HDB2 M09 0622</u></b>	<b>Hair Coloring</b>	<ul style="list-style-type: none"> <li>• Color</li> <li>• Color products.</li> <li>• Treatment</li> </ul>	<b>70 Hours</b>
<b><u>CST HDB2 09 0422</u></b>	<b>Design and Apply Makeup</b>	<b><u>CST HDB2 M10 0622</u></b>	<b>Makeup</b>	<ul style="list-style-type: none"> <li>• Client.</li> <li>• Face Structure</li> <li>• Tools and equipment.</li> <li>• Make-up.</li> </ul>	<b>60 Hours</b>

#### 1.4. Duration of the TVET-Program

The Program will have duration of **580 hours** including the on school/ Institution training and on-the-job practice or cooperative training time. Such cooperative training based on realities of the industry, nature of the occupation, location of the TVET institution, and other factors will be considered in the training delivery to ensure that trainees acquire practical and workplace experience.

S.No	Module title	TVET Institution training		Cooperative training	Total hours	Remark
		Theory	Practical			
1.	5S principle	5	20	15	40	
2.	Reception service	5	5	0	10	
3.	Image Presentation	10	0	0	10	
4.	Shampoo and Color hair	25	50	25	100	
5.	Set and dry	10	50	20	80	
6.	Manicure and pedicure	10	30	20	60	
7.	Heat Implement	10	60	30	100	
8.	Braid Techniques	5	30	15	50	
9.	Hair Coloring	10	40	20	70	
10.	Makeup	15	30	15	60	
Total hour		<b>105</b>	<b>315</b>	<b>160</b>	<b>580</b>	
Project work title					Maximum one week	

*N.B. The cooperative training time can be managed for implementations according to the context of the training environments of the institution.*



### 1.5. Qualification Level and Certification

Qualification is a formal certificate issued by an official agency in recognition to that an individual has been assessed as achieving learning outcomes or competencies to the standard specified for the qualification title. A qualification confers official recognition of value in the labour market and in further education and training. Based on the descriptors elaborated on the Ethiopian National TVET Qualification Framework (NTQF) the qualification of this specific TVET Program is Certificate II according to the level. The trainee will be awarded transcript and the institutional certificate after successfully completing all the modules in the level.

### 1.6. Target Groups

Any citizen who meets the entry requirements under items 1.7 and capable of participating in the training activities is entitled to take part in the Program.

### 1.7. Entry Requirements

In principle everyone should be able to access training based on the labor market. Hence the prospective participants of this program are any citizen who possesses the entry requirement directive of the Ministry of Labor and Skills.

### 1.8. Mode of Delivery

This TVET-Program is characterized as a formal Program on middle level technical skills. The mode of training delivery is in the institution and co-operative training. Cooperative training is a model of training by the cooperation of enterprises/industries and TVET institutions whereby trainees spend much of their time in the enterprises/industries to acquire industrial knowledge, skills, experiences, and attitudes of the industrial environment and the remaining time in TVET institutions to acquire basic skills and theoretical concepts. Therefore, it is necessary to make the TVET sector more effective by strengthening a system of cooperative training accepted by the industry.

The program will employ different alternatives of cooperative training such as apprenticeships, internship and traineeship based on the nature of the occupation, location of the TVET institutions, and interest of the industry. In addition, in the areas where industry is

not sufficiently available the established production and service centers/learning factories in TVET institutions will be used as cooperative training places. The Training-Institution and identified companies should have to take an agreement to co-operate with regard to the implementation of this program.

### 1.9. Institutional Assessment

Two types of evaluation will be used in determining the extent to which training outcomes are achieved. The specific training outcomes are stated in the modules. In assessing them, verifiable and observable indicators and standards shall be used.

The *formative assessment* is incorporated in the training modules and form part of the training process. Formative evaluation provides the trainee with feedback regarding success or failure in attaining training outcomes. It identifies the specific training errors that need to be corrected, and provides reinforcement for successful performance as well. For the teacher, formative evaluation provides information for making instruction and remedial work more effective.

*Summative Evaluation* the other form of evaluation is given when all the modules in the program have been accomplished. It determines the extent to which competence have been achieved. And, the result of this assessment decision shall be expressed in the term of institutional Assessment implementation guidelines..

Techniques or tools for obtaining information about trainees' achievement include oral or written test, demonstration and on-site observation.

### 1.10. TVET Teachers Profile

The teachers conducting this particular TVET Program are **B Level** and above who have satisfactory practical experiences or equivalent qualifications.

### 1.11. Training and Assessment methodology

The program is delivered using a variety of training methods. The table below shows training and assessment methodology for non-impaired trainees and with reasonable adjustment for impaired trainees. In addition, as per the nature of the module title the trainer can use recommended and possible training and assessment methodology.

Learning Methods:				
For none impaired trainees	Reasonable Adjustment for Trainees with Disability (TWD)			
	Low Vision	Deaf	Hard of hearing	Physical impairment
<b>Lecture-discussion</b>	<ul style="list-style-type: none"> <li>❖ Provide large print text</li> <li>❖ Prepare the lecture in <b>Audio/video</b></li> <li>❖ Organize the class room seating arrangement to be accessible to trainees</li> <li>❖ Write short notes on the black/white board using large text</li> <li>❖ Make sure the luminosity of the light of class room is kept</li> <li>❖ Use normal tone of voice</li> <li>❖ Encourage trainees to record the lecture in audio format</li> <li>❖ Provide Orientation on the physical feature of the work shop</li> <li>❖ Summarize main points</li> </ul>	<ul style="list-style-type: none"> <li>❖ Assign sign language interpreter</li> <li>❖ Arrange the class room seating to be conducive for eye to eye contact</li> <li>❖ Make sure the luminosity of the light of class room is kept</li> <li>❖ Introduce new and relevant vocabularies</li> <li>❖ Use short and clear sentences</li> <li>❖ Give emphasis on visual lecture and ensure the attention of the trainees</li> <li>❖ Avoid movement during lecture time</li> <li>❖ Present the lecture in video format</li> <li>❖ Summarize main points</li> </ul>	<ul style="list-style-type: none"> <li>❖ Organize the class room seating arrangement to be accessible to trainees</li> <li>❖ Speak loudly</li> <li>❖ Ensure the attention of the trainees</li> <li>❖ Present the lecture in video format</li> <li>❖ Ensure the attention of the trainees</li> </ul>	<ul style="list-style-type: none"> <li>❖ Organize the class room seating arrangement to be accessible for wheelchairs users.</li> <li>❖ Facilitate and support the trainees who have severe impairments on their upper limbs to take note</li> <li>❖ Provide Orientation on the physical feature of the work shop</li> </ul>

<b>Demonstration</b>	<ul style="list-style-type: none"> <li>❖ Conduct close follow up</li> <li>❖ Use verbal description</li> <li>❖ Provide special attention in the process of guidance</li> <li>❖ facilitate the support of peer trainees</li> <li>❖ Prepare &amp; use simulation</li> </ul>	<ul style="list-style-type: none"> <li>❖ use Sign language interpreter</li> <li>❖ Use video recorded material</li> <li>❖ Ensure attention of the trainees</li> <li>❖ Provide structured training</li> <li>❖ Show clear and short method</li> <li>❖ Use gesture</li> <li>❖ provide tutorial support</li> <li>❖ (if necessary)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Illustrate in clear &amp; short method</li> <li>❖ Use Video recorded material</li> <li>❖ Ensure the attention of the trainees</li> <li>❖ provide tutorial support</li> <li>❖ (if necessary)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Facilitate and support the trainees having severe upper limbs impairment to operate equipments/ machines</li> <li>❖ Assign peer trainees to assist</li> <li>❖ Conduct close follow up</li> <li>❖ provide tutorial support (if necessary)</li> </ul>
<b>Group discussion</b>	<ul style="list-style-type: none"> <li>❖ Facilitate the integration of trainees with group members</li> <li>❖ Conduct close follow up</li> <li>❖ Introduce the trainees with other group member</li> <li>❖ Brief the thematic issues of the work</li> </ul>	<ul style="list-style-type: none"> <li>❖ Use sign language interpreters</li> <li>❖ Facilitate the integration of trainees with group members</li> <li>❖ Conduct close follow up</li> <li>❖ Introduce the trainees with other group member</li> <li>❖</li> </ul>	<ul style="list-style-type: none"> <li>❖ Facilitate the integration of trainees with group members</li> <li>❖ Conduct close follow up</li> <li>❖ Introduce the trainees with other group member</li> <li>❖ Inform the group members to speak loudly</li> </ul>	<ul style="list-style-type: none"> <li>❖ Introduce the trainees with their peers</li> </ul>
<b>Exercise</b>	<ul style="list-style-type: none"> <li>❖ Conduct close follow up and guidance</li> <li>❖ Provide tutorial support if necessary</li> <li>❖ provide special attention in the process</li> <li>❖</li> </ul>	<ul style="list-style-type: none"> <li>❖ Conduct close follow up and guidance</li> <li>❖ Provide tutorial support if necessary</li> <li>❖ provide special attention in the process/practical training</li> <li>❖ Introduce new and relevant vocabularies</li> </ul>	<ul style="list-style-type: none"> <li>❖ Conduct close follow up and guidance</li> <li>❖ Provide tutorial support if necessary</li> <li>❖ provide special attention in the process/ practical training</li> </ul>	<ul style="list-style-type: none"> <li>❖ Assign peer trainees</li> <li>❖ Use additional nominal hours if necessary</li> </ul>

<p><b>Individual assignment</b></p>	<ul style="list-style-type: none"> <li>❖ prepare the assignment questions in large text</li> <li>❖ Encourage the trainees to prepare and submit the assignment in large texts</li> <li>❖ Make available recorded assignment questions</li> <li>❖ Facilitate the trainees to prepare and submit the assignment in soft or hard copy</li> </ul>	<ul style="list-style-type: none"> <li>❖ Use sign language interpreter</li> <li>❖ Provide briefing /orientation on the assignment</li> <li>❖ Provide visual recorded material</li> </ul>	<ul style="list-style-type: none"> <li>❖ Provide briefing /orientation on the assignment</li> <li>❖ Provide visual recorded material</li> </ul>	
-------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------	--

<b>Assessment Methods:</b>				
<b>Interview</b>		<ul style="list-style-type: none"> <li>❖ Use sign language interpreter</li> <li>❖ Ensure or conform whether the proper communication was conducted with the trainee through the service of the sign language interpreter</li> <li>❖ Use short and clear questioning</li> <li>❖ Time extension</li> </ul>	<ul style="list-style-type: none"> <li>❖ Speak loudly</li> <li>❖ Using sign language interpreter if necessary</li> </ul>	<ul style="list-style-type: none"> <li>❖ Use written response as an option for the trainees having speech challenges</li> </ul>
<b>Written test</b>	<ul style="list-style-type: none"> <li>❖ Prepare the exam in large texts</li> <li>❖ Use interview as an option if necessary</li> <li>❖ Prepare the exam in audio format</li> <li>❖ Assign human reader (if necessary)</li> <li>❖ Time extension</li> </ul>	<ul style="list-style-type: none"> <li>❖ Prepare the exam using short sentences, multiple choices, True or False, matching and short answers</li> <li>❖ Avoid essay writing</li> <li>❖ Time extension</li> </ul>	<ul style="list-style-type: none"> <li>❖ Prepare the exam using short sentences, multiple choices, true or false, matching and short answers if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Use oral response as an option to give answer for trainees having severe upper limb impairment</li> <li>❖ Time extension for trainees having severe upper limb impairment</li> </ul>
<b>Demonstration/ Observation</b>	<ul style="list-style-type: none"> <li>❖ Brief the instruction or provide them in large text</li> <li>❖ Time extension</li> </ul>	<ul style="list-style-type: none"> <li>❖ Use sign language interpreter</li> <li>❖ Brief on the instruction of the exam</li> <li>❖ Provide activity-based/ practical assessment method</li> <li>❖ Time extension</li> </ul>	<ul style="list-style-type: none"> <li>❖ Provide activity based assessment</li> <li>❖ Brief on the instruction of the exam</li> <li>❖ Use loud voice</li> <li>❖ Time extension</li> </ul>	<ul style="list-style-type: none"> <li>❖ Provide activity based assessment</li> <li>❖ Conduct close follow up</li> <li>❖ Time extension</li> </ul>

## 2. Learning Module Design

<b>Module Code and Title</b>	<b><u>CST HDB2 M01 0622</u></b>	<b>Applying 5S Procedures</b>
<b>Nominal Duration:</b>	58 Hours	
<p><b>Module Description:</b> This module covers the knowledge, skills and attitude requière to apply 5S techniques to his/her workplace. It covers responsibility for the day-to-day opérations of the workplace and ensure that continuons improuvent of Kai zen éléments are initiâtes and institutionalized.</p>		
<p><b>Training Outcomes</b></p> <p>At the end of the module the trainee will be able to attain the following training objectives:</p> <ul style="list-style-type: none"> <li>• explain concepts of OHS requirements</li> <li>• Sort items</li> <li>• Set all items in order</li> <li>• Perform shine activities</li> <li>• Standardize 5S</li> <li>• Sustain 5S</li> </ul>		
<p><b>Module Contents:</b></p> <p><b>Unit one: OHS requirements</b></p> <ol style="list-style-type: none"> <li>1.1. Safety policies and procedures</li> <li>1.2. Safety equipment and tools</li> <li>1.3. Work instructions</li> <li>1.4. Kaizen principles</li> </ol> <p><b>Unit two: Sort</b></p> <ol style="list-style-type: none"> <li>2.1. Concept of 5S</li> <li>2.2. Benefits of 5s</li> <li>2.3. procedure of sorting activities</li> <li>2.4. Necessary and unnecessary items</li> <li>2.5. Tagging</li> <li>2.6. Evaluation of items</li> <li>2.7. Recording and reporting</li> </ol> <p><b>Unit three: Set In Order</b></p> <ol style="list-style-type: none"> <li>3.1. Set in order methods/techniques</li> <li>3.2. Benefits of set in order</li> <li>3.3. procedure of set in order activities</li> </ol>		

### 3.4. Checking of items

#### Unit four: Shine Activities

##### 4.1. Procedures of shining activity

4.1.1. Inspection

4.1.2. Cleaning

4.1.3. Minor maintenance

##### 4.2. Benefits of Shining

##### 4.3. Reporting results

#### Unit five: Standardize 5S

5.1. Standardize tools and techniques

5.2. Benefits of standardizing

5.3. Standardizing checklists

#### Unit six: Sustain 5S

6.1. Sustain 5S tools and techniques

6.2. Sustain activities

6.3. Benefits of sustaining 5S

#### Learning Methods:

- Lecture
- Group discussion
- Demonstration
- Simulation
- Role playing
- Brainstorming

#### Assessment Methods:

- Written test
- Oral questioning
- Practical demonstration
- Presentation
- Project work
- Direct observed practice

#### Assessment Criteria:



### **Unit 1: Concepts of OHS requirements**

- Follow Safety policies and procedures
- Identify and check Safety equipment and tools
- Follow Work instructions
- Understand Kaizen principles

### **Unit 2: Sort**

- Understand concept of 5S
- Understand benefits and procedure of sorting activities
- Identify and list necessary and unnecessary items
- Use red tags
- Evaluate unnecessary items
- Record and quantify necessary items
- Report results

### **Unit 3: Set in order**

- Understand set in order methods/techniques
- Understand benefits of set in order
- Implement set in order activities
- Check items its assigned location

### **Unit 4: Shine Activities**

- Implement procedures of shining activity
  - ✓ Inspect
  - ✓ Clean
  - ✓ Handle Minor maintenance
- Understand benefits of Shining
- Report results

### **Unit 5: standardize 5S**

- Understand benefits of standardize
- Prepare and implement standardize tools and techniques
- Follow standardizing checklists

### **Unit 6: Sustain 5S**

- Discuss prepare and implement sustain 5S tools and techniques
- Follow sustain activities
- Understand benefits of sustaining 5S

<b>Module Code and Title</b>	<b>_CST HDB2 M02 0622 Reception Service</b>
<b>Nominal Duration:</b>	10 Hours
<p><b>Module Description:</b> This module covers the competence required to apply reception service on the hairdressing industry, welcome arriving clients and prepare client for senior operators. It includes applying standard and principles, performing welcome arriving, carryout senior quality estimation for on the hairdressing industry.</p>	
<p><b>Training Outcomes</b></p> <p>At the end of the module the trainee will be able to attain the following training objectives:</p> <ul style="list-style-type: none"> <li>• Carry Out Information That Assists Effective Work Performance</li> <li>• Apply Source Of Information</li> <li>• Apply Standards and code of practice</li> <li>• Understand Knowledge Of Hairdressing Industry</li> </ul>	
<p><b>Module Contents:</b></p> <p><b>Unit One: Over view of hairdressing Industry</b></p> <ul style="list-style-type: none"> <li>•             <ul style="list-style-type: none"> <li>1.1 Definition and Purpose of information on hair dressing industry</li> <li>1.2 Method of Effective Work Performance</li> <li>1.3 Purpose Of Quality Work Performance</li> <li>1.4 Standards and code of practice</li> </ul> </li> </ul> <p><b>Unit Two: Salon procedure</b></p> <ul style="list-style-type: none"> <li>2.1 Method of Salon procedure</li> <li>2.2 Book service</li> <li>2.3 Refreshment equipment</li> </ul> <p><b>Unit Three: Welcoming client</b></p> <ul style="list-style-type: none"> <li>3.1 Definition Of Clients</li> <li>3.2 Estimating Service Area, Safe And Comfortable</li> <li>3.3 Consult</li> <li>3.4 Gown Or Wrap And Towels</li> <li>3.5 Record And Document Client Profile</li> </ul>	
<b>Learning Methods:</b>	

- Lecture
- Group discussion
- Demonstration

#### Assessment Methods:

- Written test
- Oral questioning
- Practical demonstration

#### Assessment Criteria:

##### Unit One: Over view of hairdressing Industry.

- Identify Sources Of Information On Hairdressing Industry
- Understand Information That Assists Effective Work Performance
- Apply Quality Work Performance
- Follow Standards and code of practice

##### Unit Two: Salon procedure

- Follow method of Salon procedure
- Perform Book Service
- Identify Refreshment equipment

##### Unit Three: Client

- Follow Service Area, Safe And Comfortable Situation.
- Prepare Consult for Clients
- Apply A Clean Gown Or Wrap And Towels
- Perform Record And Document Client Profile

<b>Module Code and Title</b>	<b>CSTHDB2 M03 0622 Image Presentation</b>
<b>Nominal Duration:</b>	30 Hours
<b>Module Description:</b> This module covers knowledge, attitude and skills required to handle and use hairdressing chemicals and equipment safely, present professional appearance and prepare work place, tools and equipment	
<p><b>Training Outcomes</b></p> <p>At the end of the module the trainee will be able to attain the following training objectives:</p> <ul style="list-style-type: none"> <li>• Use of chemicals and equipment</li> <li>• Understand work place tools and equipment</li> <li>• Identify professional appearance</li> </ul>	
<p><b>Module Contents:</b></p> <p><b>Unit one: Chemicals and equipment</b></p> <p>1.1. Definition and purpose of Hair color</p> <p>1.2. Types of scissors</p> <p>1.3. Minimize water and product waste</p> <p>1.4. Remove unwanted hair materials</p> <p>1.5. Salon maintenance procedures</p> <p>1.6. Health and safety procedures</p> <p><b>Unit two: Professional appearance</b></p> <p>2.1 Maintain proper posture</p> <p>2.2 Use of foot wear</p> <p>2.3 Maintenance of client chair</p> <p>2.4 Incidents and accidents</p> <p>2.5 Team work communication</p> <p>2.6 Maintain and organize work area</p> <p>2.7 Prepare service area</p> <p>2.8 Adjust items</p>	
<b>Learning Methods:</b>	

- Lecture
- Group discussion
- Demonstration

#### Assessment Methods:

- Written test
- Oral questioning
- Practical demonstration
- Presentation
- Observation checklist
- Direct observation

#### Assessment Criteria:

##### Unit one: Handle and use hair chemicals

- ❖ Prepare Hair color service
- ❖ Show Handle scissors
- ❖ Control water and product waste
- ❖ Manage unwanted materials
- ❖ Arrange color products
- ❖ Follow occupational health and safety procedures

##### Unit two: Professional appearance

- ❖ Apply proper posture
- ❖ Follow supportive footwear
- ❖ Operate client chair
- ❖ Identify incidents and accidents
- ❖ Perform Team work communication
- ❖ Maintain and organize work area
- ❖ Prepare service area
- ❖ Adjust items

<b>Module Code and Title</b>	<b>CST HDB2 M04 0622</b>	<b>Shampoo and Color Hair</b>
<b>Nominal Duration:</b>	100 Hours	
<b>Module Description:</b> This Module Covers The Competence Required the knowledge, attitude and skills to perform a range of shampoo and basin services.		
<b>Training Outcomes</b>		
At the end of the module the trainee will be able to attain the following training objectives:		
<ul style="list-style-type: none"> <li>• pre service shampoos and color hair</li> <li>• Identify shampoo and conditioner</li> <li>• Rinse hair</li> <li>• Neutralize color hair</li> </ul>		
<b>Module Contents:</b>		
<b>Unit One: Pre-service shampoos and color hair</b>		
1.1 Provide service for client		
1.1 Clean gown or wrap and towels		
1.3 Hair and scalp condition		
1.4 Condition of hair and length		
1.5 Unusual scalp conditions		
1.6 Clients to remove accessories worn		
1.7 Shampoo and treatment products		
<b>Unit Two: Shampoo and conditioner</b>		
2.1 Client's neck and head position		
2.2 Adapt water temperature for clients		
2.3 Massage techniques		
2.4 Manage excess water		
2.5. Rinse the hair		

### Unit three: Color Neutralization

- 3.1. Products to reform color treatment
- 3.2. Personal precautions skin reactions to hair color.
- 3.3. Salon procedure
- 3.4. Client comfort and safety
- 3.5. Clean Tools and Equipment

#### Learning Methods:

- Lecture
- Demonstration
- Observation

#### Assessment Methods:

- Written test
- Oral questioning
- Practical demonstration

#### Assessment Criteria:

##### Unit One: Pre-service shampoos and color hair

- Confirm service provide for client
- Apply Clean gown or wrap and towels
- Examine Hair and scalp condition
- Check Condition of hair and length
- Observe unusual scalp conditions
- Provide clients to remove accessories worn
- Prepare Shampoo and treatment products according to Hair and scalp type ,condition, color treated hair

##### Unit Two: Shampoo and conditioner

- Prepare Client's neck and head position
- Follow water temperature for clients
- Apply Massage techniques
- Prepare to absorb excess water by Towels
- Perform Rinse the hair

**Unit three: Color Neutralization**

- prepare products to reform color treatment
- Provide Personal precautions skin reactions to hair color.
- Follow Salon procedure
- Check Client comfort and safety
- Clean Tools and Equipment



<b>Module Code and Title</b>	<b>CSTHDB2 M05 0622</b>	<b>Set and Dry</b>
<b>Nominal Duration:</b>	80 Hours	
This module cover knowledge, attitude and skills to Prepare materials tools and equipment for set and dry hair ,perform massage techniques and finishing touch		
<b>Training Outcomes</b>		
At the end of the module the trainee will be able to attain the following training objectives:		
<ul style="list-style-type: none"> <li>• Identify materials, tools and equipment</li> <li>• Perform massage techniques</li> <li>• Finish touch</li> </ul>		
<b>Module Contents:</b>		
<b>Unit one:Materials tools and equipment</b>		
1.1 Personal protective equipment		
1.2 Tools and equipment for setting and drying hair		
1.3 Preparation of materials, tools and equipment		
<b>Unit two: Set and dry</b>		
2.1 Client comfort and safety		
2.2 Set hair by styling product and blow dry		
2.3 Appropriate techniques of hair setting		
2.4 Manipulated hair dryer		
<b>Unit three: Massage techniques</b>		
3.1 Massage techniques		
3.2 Client response to service		
3.3. Time management		
<b>Unit four: Finish touch</b>		
4.1 Check hair condition		
4.2 Finishing touch products		
4.3 Clean place ,tools and equipment		
<b>Learning Methods:</b>		
<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Group discussion</li> <li>• Demonstration</li> </ul>		

### Assessment Methods:

- Written test
- Oral questioning
- Practical demonstration
- Presentation
- Observation in prepared checklist
- Direct observed practice

### Assessment Criteria:

#### Unit one: Materials tools and equipment

- List Personal protective equipment
- Identify tools for set and dry hair
- Prepare materials, tools and equipment

#### Unit two: Set and dry

- Check Client comfort and safety
- Apply style product
- Perform appropriate of hair set techniques
- Apply Manipulate hair dryer

#### Unit three: Perform massage techniques

- Apply Massage techniques
- Follow Client response to service
- Use time allocation for massage service

#### Unit four: Finish touch

- Check the hair condition after dry
- Apply Finish touch products
- Asses clean, place tools and equipment

<b>Module Code and Title</b>	<b>CSTHDB2 M06 0622</b>	<b>Manicure and Pedicure</b>
<b>Nominal Duration:</b>	60Hours	
<b>Module Description:</b> This module cover knowledge, attitude and skills to prepare the client for manicure and pedicure identify techniques, review treatment and provide post-treatment service		
<b>Training Outcomes</b> At the end of the module the trainee will be able to attain the following training objectives: <ul style="list-style-type: none"> <li>• Prepare manicure and pedicure</li> <li>• Review techniques and treatment</li> <li>• Present post-treatment</li> </ul>		
<b>Module Contents:</b>		
<b>Unit one: Manicure and pedicure</b>		
1.1 Introductions to Nail services		
1.2 Functions and role of the nail on the hands and feet		
1.3 Contraindications to natural nail or artificial nail treatments		
1.4 Types of nail and skin condition		
1.5 Structure and function of arms and legs		
1.6 Major features of nails, hands and feet.		
1.7 Manicure and pedicure products and equipment		
1.8 Principles of manicure and pedicure relate to nail treatments		
<b>Unit two: Manicure and Pedicure Techniques</b>		
2.1 Definitions of nails		
2.2 Types and shapes of nail		
2.3 Color and design requests analysis		
2.4 Applications of manicure and pedicure products		
2.5 Nail art		
2.5.1 Treatments plan		
2.5.2 Nail art procedures		
2.5.3 Infection control procedures		
2.6 Work place arrangement		
<b>Unit three: Post Treatment service</b>		
3.1 Post-treatment service		
3.2 Record service and Feedback		

3.3 Provide advice and consult

3.3.1 Future treatment program

3.3.2 Product recommendations

3.4 Waste Treatment

#### Learning Methods:

- Lecture
- Group discussion
- Demonstration

#### Assessment Methods:

- Written test
- Oral questioning
- Practical demonstration
- Presentation
- Observation checklist
- Direct observed practice

#### Assessment Criteria:

##### Unit one: Manicure and pedicure

- ❖ Identify Structure and function of arms and legs
- ❖ Perform Advice and recommendation treatment plan
- ❖ Analyze Nail and skin condition
- ❖ Identify Contraindications
- ❖ Apply color and design of out come
- ❖ Arrange Manicure and pedicure product

##### Unit two: Manicure and pedicure techniques

- ❖ Identify shape of nail
- ❖ Apply nail treatment
- ❖ Identify Types nail
- ❖ Describe products of manicure and pedicure
- ❖ Perform procedure of nail art
- ❖ Check client satisfaction
- ❖ Control work place environment

### Unit 3: post- treatment

- ❖ Observe Post-treatment service
- ❖ Consult future treatment program
- ❖ provide advice
- ❖ Apply post service activity

<b>Module Code and Title</b>	<b>CST HDB2 M07 0622</b>	<b>Heat Implements</b>
<b>Nominal Duration:</b>	150 Hours	
<b>Module Description:</b> This Module Covers Different Hair Texture, Consult Client, Apply Heat Implementation And Finishing Touch Products.		
<b>Training Outcomes</b>		
At the end of the module the trainee will be able to attain the following training objectives:		
<ul style="list-style-type: none"> <li>• Understand Type of hair texture</li> <li>• Identify and Consult client</li> <li>• Use heat implement</li> <li>• Implement Finish touch product</li> </ul>		
<b>Module Contents:</b>		
<b>Unit One: Hair texture</b>		
1.1 Introduction of Hair texture		
1.2 Types of hair texture		
1.3 Tools and equipment		
<b>Unit Two: Heat implement</b>		
2.1 Thermal and flat iron(pysrtra) techniques		
2.2 Types of facial structure		
2.3 Hair Structure		
2.4 Desire styles		
<b>Unit Three: Finish touch Product</b>		
3.1 Finish touch techniques		
3.2 Style aid products		
3.3 clean tools and equipment		
<b>Learning Methods:</b>		
<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Group discussion</li> <li>• Practical Demonstration</li> </ul>		
<b>Assessment Methods:</b>		
<ul style="list-style-type: none"> <li>• Written test</li> <li>• Oral questioning</li> <li>• Practical demonstration</li> </ul>		

**Assessment Criteria:**

**Unit One: Hair texture**

- Identify types of hair texture
- Perform heat Impalement according to hair texture
- Identify tools and equipment
- Apply different hair Style

**Unit Two: Heat implement**

- Perform techniques of thermal and flat iron/pystra
- Use finish touch products
- Identify facial structure
- Differentiate hair texture

**Unit Three: Finish touch product**

- Use finish hair style.
- Apply Style aid products
- Select and arrange tools and equipment

<b>Module Code and Title</b>	<b>CST HDB2 M08 0622</b>	<b>Hair Braid Techniques</b>
<b>Nominal Duration:</b>	50 Hours	
<p><b>Module Description:</b> These Module Covers The Competence Required the knowledge, attitude and skills to consult with client for hair braiding, apply braiding technique, wigs and hairpieces design and finish hair braiding.</p>		
<p><b>Training Outcomes</b></p> <p>At the end of the module the trainee will be able to attain the following training objectives:</p> <ul style="list-style-type: none"> <li>• Define braid</li> <li>• Carry Out Client Consultation</li> <li>• Apply braid technique.</li> <li>• Apply wigs and hairpieces design.</li> <li>• Finish hair braid</li> </ul>		
<p><b>Module Contents:</b></p> <p><b>Unit One: Hair braid</b></p> <ol style="list-style-type: none"> <li>1.1. Materials, Tools and equipment</li> <li>1.2. Braid techniques and procedures</li> <li>1.3. Condition products</li> <li>1.4. Client</li> </ol> <p><b>Unit Two: Braid technique.</b></p> <ol style="list-style-type: none"> <li>2.1. Clean and pickup service</li> <li>2.2. Section Hair</li> <li>2.3. Types or styles of braid</li> </ol> <p><b>Unit Three: Wigs and hairpieces design.</b></p> <ol style="list-style-type: none"> <li>3.1 Tools and techniques</li> <li>3.2 Style and facial Structure</li> <li>3.3 Styling products</li> <li>3.4 Style wigs or hairpieces</li> </ol> <p><b>Unit Four: Finish hair braid</b></p> <ol style="list-style-type: none"> <li>4.1 Client satisfaction</li> <li>4.2 Holding products</li> </ol>		



4.3 Hair care and maintenance procedures

4.4. Timeframe

**Learning Methods:**

- Lecture
- Demonstration
- Observation

**Assessment Methods:**

- Written test
- Oral questioning
- Practical demonstration

**Assessment Criteria:**

**Unit One: Hair braiding**

- Follow Materials, Tools and equipment
- Perform Braid techniques
- Follow condition products
- Check Client comfort and safety

**Unit Two: Braid technique.**

- Follow Clean and pickup service
- Perform Section Hair.
- Offer different types or styles of braid

**Unit Three: Wigs and hairpieces design.**

- Check tools and techniques
- Follow Style concepts and facial Structure.
- Offer style products
- Perform Style wigs or hairpieces

**Unit Four: Finish braid**

- Check Client satisfaction
- Prepare Holding products
- Offer braid hair care and maintenance procedures
- Check Service timeframe

<b>Module Code and Title</b>	<b>CST HDB2 M09 0622</b>	<b>Hair Color</b>
<b>Nominal Duration:</b>	70 Hours	
<b>Module Description:</b> This Module Covers The Competence Required To Apply Knowledge, Attitude And Skills To Prepare For Color Product Application, Apply Color Product And Provide Post Color Hair Treatment		
<b>Training Outcomes</b> At the end of the module the trainee will be able to attain the following training objectives: <ul style="list-style-type: none"> <li>• Carry Out color product application</li> <li>• Apply color product</li> <li>• Prepare post color</li> </ul>		
<b>Module Contents:</b>  <b>Unit One: Color product</b> <ul style="list-style-type: none"> <li>1.1 Color service</li> <li>1.2 Hair and scalp condition</li> <li>1.3 Quality Of color products</li> <li>1.4 Personal precautions</li> </ul> <b>Unit Two: Color product application.</b> <ul style="list-style-type: none"> <li>2.1 Client comfort and safety</li> <li>2.2 Stages and methods of product application</li> </ul> <b>Unit Three: Post treatment service</b> <ul style="list-style-type: none"> <li>3.1. Rinse and neutralize color</li> <li>3.2 Consult Clients</li> </ul>		
<b>Learning Methods:</b>		
<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Group discussion</li> <li>• Demonstration</li> <li>• Observation</li> </ul>		
<b>Assessment Methods:</b>		

- Written test
- Oral questioning
- Practical demonstration

**Assessment Criteria:**

**Unit One:** Color product

- Use client color service
- Follow Hair and scalp condition
- Perform Quality Of color products
- Apply Personal precautions procedure for allergic

**Unit Two:** Color products application..

- Handle Client comfort and safety
- Offer Color product
- Perform Stages and methods of product application

**Unit Three:** Post treatment service

- Apply Rinse and neutralize color treatment hair
- Consult Clients Service.

<b>Module Code and Title</b>	<b>CST HDB2 M10 0622</b>	<b>Makeup</b>
<b>Nominal Duration:</b>	80 Hours	
<b>Module Description:</b> This Module Covers Prepare Client, Identify Face And Apply Make-up.		
<p><b>Training Outcomes</b></p> <p>At the end of the module the trainee will be able to attain the following training objectives:</p> <ul style="list-style-type: none"> <li>• Identify client</li> <li>• Clean face and neck</li> <li>• Analyze face.</li> <li>• Apply make-up.</li> </ul>		
<p><b>Module Contents:</b></p> <p><b>Unit One :client</b></p> <ol style="list-style-type: none"> <li>1.1 Use Personal protective equipment</li> <li>1.2 OHS procedures</li> <li>1.3 Prepare Client service</li> <li>1.4 Identify Contra indication</li> <li>1.5 Types of skin and condition</li> </ol> <p><b>Unit Two :Clean face and neck</b></p> <ol style="list-style-type: none"> <li>2.1 Use Clean products</li> <li>2.2 Clean skin, face and neck</li> <li>2.3 Dispose Waste material</li> </ol> <p><b>Unit Three: Face Structure</b></p> <ol style="list-style-type: none"> <li>3.1 Facial shape</li> <li>3.2 Highlight, shade and correct product application</li> <li>3.3 Conform Client</li> </ol> <p><b>Unit Four :Make-up</b></p> <ol style="list-style-type: none"> <li>4.1 Definition of make up</li> <li>4.2 Make-up products, tools and equipment</li> <li>4.3 Effect of make up</li> </ol>		
<b>Learning Methods:</b>		

- Lecture
- Group discussion
- Practical Demonstration

#### Assessment Methods:

- Written test
- Oral questioning
- Practical demonstration
- Observation

#### Assessment Criteria:

##### Unit One: Client

- Prepare client for service
- Apply OHS procedure
- Identify Contraindication
- Analyze types of skin and condition

##### Unit Two :Clean face and neck

- Identify Clean products
- Apply Clean products skin ,face and neck
- Dispose waste materials

##### Unit Three :Face structure

- Identify face Structure
- Perform highlight, shade and correct product application
- Check client Conformation

##### Unit Four : Make-up

- Define make up
- Identify Make-up plan
- Apply Make-up products
- Analyze final effect



### 3. Resource Requirements

Item No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
<b>A. Learning Materials</b>				
1.	TTLM	TTLM prepared by the trainer	25	1:1
2.	Reference Books			
2.1	Hairdressing Manuals	Prepared by different authors	1	1:5
2.2	Journals/Publication/ Magazines			1:1
<b>B. Learning Facilities &amp; Infrastructure</b>				
1.	Accessible Lecture/ Training Room	Standard/16m.16m	1	1.25
2.	Accessible Library	Standard	1	1.25
3	Doll	Standard	25	1:1
4.	Accessible Beauty Salon		1	1.25
<b>C. Consumable Materials</b>				
1	Record books/Writing pads	A4 size	25 Pcs	1:1
2	Ball Point Pen	Bic	25pcs	1;1
3	CD/ DVD	RW	1pcs	1:25
4	USB Flash	32 GB	2 Pcs	1:25
5	Printer Papers	A0	1	1:25
6	Markers for paper	Permanent and White	4	1:25
7	White Board Markers	White Board Marker	4	1:25
8	Flip Chart	A0	4	1:25
9	Manicure Set	Standard	20	1:1
10	Foundation	Standard	20	1:1
11	Makeup brush (different Type )	Standard	20	1:1
12	Bowel	Standard	20	1:1
13	Color brush	Standard	20	1:1
14	Lip stick	Standard	20	1:1

15	Olive Oil	Olive Oil	5	1:5
16	Lotion	Standard	20	1:25
17	Holding Spry	Standard	10	1:25
18	Bleaching powder	Standard	10	1:25
19	Hydrogen peroxide (developer)	Standard	10	1:25
20	Hair Food (pomade )	Standard	10	1:25
21	Make up kit	Standard	10	1:25
<b>D. Tools and Equipment</b>				
1	Arm chair	H=40cm. W=30cm Made of Metal	25	1:25
2	Hair dryer	Standard	5	1:25
3	Hair Steamer	Standard	5	1:25
4	Hair Washing sink	Metal	2	1:25
5	Washing Machine	Standard	1	1:25
6	LCD Projector	Standard	1	1:25
7	Table	Made of wood	5	1:5
8	Casks with stand	Top Italy	25	1;1
9	Boiler	Standard	1	1:25
10	Massage Bed	Standard	1	1:25
11	Mirror (Front and back)	7x4	7	1:25
12	Manicure table and chair	Standard	2	1:25
13	Foot Massager	Standard	3	1:25
14	Color Dryer	Standard	1	1:25
15	Blow dryer	Standard	5	1:25
16	Pupils	Standard	15	1:25
17	Thermal Iron	Standard	20	1:25
18	Electrical Iron	Standard	1	1:25
19	Flat Iron (Locky and baby )	Standard	5	1:25
20	Washing Sink	Ceramic	3	1:25
21	Makeup shelve	Standard	2	1:25
22				

#### 4. Developers profile

No	Name	Qualification (Level)	Field of Study	Organization/ Institution	Mobile number	E-mail
1	MESERET GIRMA	B	Hair dressing	Arsi Robe TVET College	0912229128/ 0967263686	mesegermi@mail.com
2	ZARIHUN BEKELE	B	Hotel Mgt	HAWASA T/ED TVET College	0921503453	zerihunbekele 2010@gmail.com
3	HAIMANOT ZEGEYE	B	Hotel Mgt	HAWASA T/ED TVET College	0915849776	
4	MISRAK KASA	B	Hotel Mgt	ENTOT PQ/TVET COLLEGE	0912157648	
5	BETELEHEM GIRMA	B	Hotel Mgt	MISRAK PQ/TVET COLLEGE	0922871982	betelhmgerma 12@gmail .com
6	EMEBET MOKONNEN	C	Hair dressing	BAHIRDAR PQ/TVET COLLEGE	0918161354	
7	MESERET BERTA	B	Tourism Mgt	A/K/TVET COLLAGE	0922957525	Mesibest@gmail.com