

Participant Handbook

Customised Courses under PMKVY (210 hrs)

Sector
Beauty & Wellness

Sub-Sector
Beauty & Salons

Occupation
Skincare Services

Reference ID: **BWS/Q0109, Version 1.0**
NSQF level: 3



Trainee - Cosmetology

Published by

Beauty & Wellness Sector Skill Council

5B, Upper Ground Floor

23, Himalaya House, Kasturba Gandhi Marg,

Connaught Place, New Delhi-110001

Office: 011-40342940, 42, 44 & 45

Email: info@bwssc.in

Website: www.bwssc.in

This book is sponsored by **Beauty & Wellness Sector Skill Council**

Under Creative Commons License: CC-BY -SA

A picture containing diagram

Attribution-ShareAlike: CC BY-SA



Description automatically generated

This license lets others remix, tweak, and build upon your work even for commercial purposes, as long as they credit you and license their new creations under the identical terms. This license is often compared to “copyleft” free and open-source software licenses. All new works based on yours will carry the same license, so any derivatives will also allow commercial use. This is the license used by Wikipedia and is recommended for materials that would benefit from incorporating content from Wikipedia and similarly licensed projects.





Shri Narendra Modi
Prime Minister of India

“ Skilling is building a better India.
If we have to move India towards
development then Skill Development
should be our mission. ”



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

BEAUTY & WELLNESS SECTOR SKILL COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/ Qualification Pack: **'Beauty Therapist'** QP No. **'BWS/Q0102, V3.0, NSQF Level 4'**

Date of Issuance: 31st Aug' 2021

Valid up to: 31st Aug' 2024

* Valid up to the next review date of the Qualification Pack

Chairperson
(Beauty & Wellness Sector Skill Council)

Acknowledgements

Beauty and Wellness Sector Skill Council would like to express their gratitude to all the individuals and organizations who have contributed in the preparation of this trainee manual. Special thanks are extended to the persons who collaborated in the preparation of the different modules. Sincere appreciation is also extended to all who provided subject matter inputs and review for the individual modules.

The preparation of this Participant Handbook would not have been possible without the support of the Beauty and Wellness Industry. The Industry feedback has been extremely encouraging from inception to conclusion & it is with their inputs that we have tried to bridge the skill gaps existing today in the Industry. We would specially like to thank VLCC, BKCCAD, Cleopatra Chain of Beauty and Wellness Spa, Lee's International Beauty and Spa Institute, Signature Training Centre & Ayurveda Institute, Christine Valmy and LTA School of Beauty for reviewing the handbook and given inputs for this trainee manual.

This Participant Handbook is dedicated to all the aspiring youth who desire to achieve special skills which would be a lifelong asset for their future endeavors and help them make a bright career in the Beauty and Wellness Sector.

About this book

Welcome to the “Beauty Therapist” training programme. This PHB intends to facilitate the participants with detailed knowledge about the concept of beauty & wellness industry, Beauty Therapist for skincare services profession and their functioning.

This Participant Handbook is designed based on the Qualification Pack (QP) under the National Skill Qualification framework (NSQF) and it comprises of the following National Occupational Standards (NOS)/ topics and additional topics.

1. Introduction
2. BWS/N9001 Prepare and maintain work area
3. BWS/N0104 Perform skin care services
4. BWS/N0105 Perform depilation services
5. BWS/N0401 Provide manicure and pedicure services
6. BWS/N0106 Perform makeup services
7. BWS/N0128 Operate and apply electrical/electronic equipment for facial beauty services safely and effectively
8. BWS/N0129 Perform salon reception duties
9. BWS/N9002 Maintain health and safety at the workplace
10. BWS/N9003 Create a positive impression at the workplace
11. Employability Skills

Symbols Used



Key Learning
Outcomes



Unit
Objectives



Exercise



Tips

Table of Contents

S. No.	Modules and Units	Page No.
1.	Introduction	1
	UNIT 1.1: Overview of the Beauty Industry	3
	UNIT 1.2: Job Role of a Beauty Therapist	4
	UNIT 1.3: Few Major Companies of the Sector	5
2.	Prepare and Maintain Work Area (BWS/N9001)	9
	UNIT 2.1: Prepare and Maintain the Work Area	11
3.	Perform Skincare Services, Operate Electronic Equipment for Facial (BWS/N0104 & BWS/N0128) (BWS/Q0109)	23
	UNIT 3.1: Skin Structure and Functions	25
	UNIT 3.2: Basic Facial Treatments	50
	UNIT 3.3: Electro-therapy in Facial Treatment	76
4.	Perform Hair Removal Services (BWS/N0105)	83
	UNIT 4.1: Removal of Superfluous Hair	85
	UNIT 4.2: Bikini Waxing	100
	UNIT 4.3: Threading	106
5.	Provide Manicure and Pedicure Services (BWS/N0401)	111
	UNIT 5.1: Manicure Techniques	113
	UNIT 5.2: Pedicure Treatment	127
6.	Perform Make-up Services (BWS/N0106) (BWS/Q0109)	133
	UNIT 6.1: Prepare for Make-up Services	135
	UNIT 6.2: Apply Simple Make-up Procedures for Routine Purposes	142
	UNIT 6.3: Drape Costumes on Customers	148
7.	Perform Salon Reception Duties (BWS/N0129)	155
	Unit 7.1: Salon Reception Duties	157



S. No.	Modules and Units	Page No.
8.	Maintain Health and Safety at the Workplace (BWS/N9002)	165
	UNIT 8.1: Maintain the Health and Safety at the Workplace	167
9.	Create a Positive Impression at the Workplace (BWS/N9003)	183
	UNIT 9.1: Creating a Positive Impression at Workplace	185
	UNIT 9.2: Professional Skills	194
	UNIT 9.3: Language Skills	198
10.	Employability Skills	205
	It is recommended that all trainings include Employability Skills Module. Content for the same is available here:	205
	https://www.skillindiadigital.gov.in/content/detail/1-83e4daa8-74b7-491f-ad64-4163077f6b09	



Scan this QR Code to access the Employability skills module

11. Annexure









1. Introduction

Unit 1.1 - Objectives of the Program

Unit 1.2 - Introduction to Beauty and Wellness Industry in India



Key Learning Outcomes



At the end of this module, you will be able to:

1. Evaluate the Beauty Industry
2. Recognize the job role of an Beauty Therapist
3. Identify few major companies of the sector

UNIT 1.1: Overview of the Beauty Industry

Unit Objectives

At the end of this unit, you will be able to:

1. Analyze the Beauty Industry
2. Evaluate the Career Aspects in the Industry

Overview of Beauty Industry

The Global beauty industry is one of the most fascinating areas for consumers. The industry has been witnessing dramatic changes in the world market. These changes are mostly economic, cultural and the social transformations taking in different parts of the modern world. The industry has been able to pull a huge demand of products and services from the consumers worldwide; globalization is the major reason behind an extraordinary production of the products and services in this sector. In the last two decades the Global Beauty Market has grown by 4.5% a year on average, with annual growth ranging from 3% to 5.5%.

The Global Beauty market is generally divided into five segments: Skincare, Hair care, Colour (make-up), Fragrances and Toiletries. These segments are diverse yet interrelated which provides the consumers with a range of services, making them satisfied. In everyday life, each person follows a regime of personalized beautification, which includes: shower, shave, shampoo, weekly nail trim and monthly haircut. The next step is the holistic view of our beautification ritual which may include periodic visit to the beauty salon. The beauty salon has been increasingly improvising the various services, some of them includes; hair styling, hair removing, facials, nail care and many more such services.

The beauty industry has been growing phenomenally every year. Women contribute approximately 85 % of salon industry revenue, while men's facial care is the next big wave to hit globally. The rising influence on the middle class has upgraded the consumption lifestyles and willingness for adapting expensive services. The expansion of Spa and Salons are visible in luxurious hotels, Resorts, Cruises and many more such places which gives a huge platform for employment as well.

Career prospects in the Industry

The global fashion industry is estimated to be worth over 1 Trillion Euro, or about 2% of the value of the world economy. An estimated 4 million people are employed around the world in this industry, which includes: fashion design, sourcing materials, manufacturing, distribution, marketing, retailing, advertising, communications, publishing and consulting and many more. Out of the several employment options, this course will be focusing on the role and responsibilities of an Beauty Therapist.

UNIT 1.2: Job Role of a Beauty Therapist

Unit Objectives

At the end of this unit, you will be able to:

1. Analyze the job role of an Beauty Therapist

Role of an Beauty Therapist

An Beauty Therapist needs to be aware of the basics of beauty therapy, health and hygiene, safety and needs to be knowledgeable about various beauty products. Beauty Therapist is expected to perform basic depilation; manicure, pedicure and basic face care services and also assist the Beauty Therapist in providing advanced services. The person also assists in salon ambience maintenance and also do various other odd jobs in the salon including sell salon retail products after obtaining knowledge on them.



Fig 1.2.1: Work in action in a salon

An Beauty Therapist should be well-versed with the beauty services and therapy operations and have a basic service aptitude. Proficiency in communication and keen service orientation would help in providing world class services to the clients.

Key Attributes of a Beauty Technician :

- To provide basic skin care treatment.
- To carry out basic depilation services.
- To provide manicure and pedicure services.
- To assist the beauty therapist performing beauty services.

UNIT 1.3: Few Major Companies of the Sector

Unit Objectives

At the end of this unit, you will be able to:

1. Identify few major companies of the sector

Few major Beauty Industries

Below is the list of 5 top beauty brands available in India that we all love for different reasons :

- **Lakme** – It is the most trusted brand in India. Lip liners and lipsticks, nail paints and eye shadows, eye liners and eye shadows, foundations and blushes, are few of the most sold products. Lakme belongs to the Unilever brand which is ruling the Indian market with their products priced at moderate rates. It never fails to disappoint its customers with its qualitative and budget friendly Lakme products.



- **L'Oreal** – The next product in the line is L'Oreal. The biggest hit of this brand is its star collection of lipsticks. L'Oreal also offers a marvellous range of hair care products like shampoos, conditioners, masques, serums etc. L'Oreal is undoubtedly one of the finest products available in India.

L'ORÉAL
PARIS

- **Revlon** – It is an international brand and came to India at the beginning of this century. It offers a wide range of beauty cosmetics like: lipsticks, mascaras, eye liners, nail paints, lipsticks, lip glosses and many more. The rates of Revlon are at the higher edge, but the products are worth the rate.



- **Avon** - This foreign brand is mainly used by Indian women as it also offers them a chance to work from home and become a sales representative for Avon. It offers an amazing range of products ranging from skin care, hair care, cosmetics, fragrances, personal care, etc. The products are moderately priced. Within these few years, the brand has secured a good position in India and is counted among the top most brands in the country.



- **Shahnaz Husain** – It has been named after the founder of the company, Shahnaz Husain in 1970. It is one of the leading brands available in India. Shahnaz Husain products are mainly used by the elder females. The brand is well known for its anti-aging treatments and the popular Ayurvedic Kajal.



Exercise



A. Choose the correct option :

1. In the last two decades the Global Beauty Market has grown by _____ a year on average, with annual growth ranging from 3% to 5.5%.
 - a) 10.5%
 - b) 4.5%
 - c) 1.5%
2. The expansion of _____ are visible in luxurious hotels, Resorts, Cruises and many more such places which gives a huge platform for employment as well.
 - a) Spa and Salons
 - b) Toiletries
 - c) Cutlery Detailing
3. The global fashion industry is estimated to be worth over _____ or about 2% of the value of the world economy.
 - a) 1 Billion Euro
 - b) 5 Million Euro
 - c) 1 Trillion Euro
4. Proficiency in _____ and keen service orientation would help in providing world class services to the clients.
 - a) Cleaning
 - b) Communication
 - c) Cooking
5. _____ belongs to the Unilever brand which is ruling the Indian market with their products priced at moderate rates.
 - a) Lakme
 - b) Lays
 - c) Pepsi



2. Prepare and Maintain Work Area

Unit 2.1 - Prepare and Maintain the Work Area



BWS/N9001

Key Learning Outcomes



At the end of this module, you will be able to:

1. Prepare and maintain the work area
2. Prepare client record cards
3. Prepare a client for service
4. Follow sterilisation and disinfection methods
5. Improve personal presentation and ideal behaviour
6. Identify ways to dispose of waste correctly