



GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING

COMPETENCY BASED CURRICULUM

CERTIFICATE COURSE ON

PROFESSIONAL MAKE-UP ARTIST AND HAIR STYLIST



NSQF LEVEL- 5

SECTOR : BEAUTY AND WELLNESS

PROFESSIONAL MAKE-UP ARTIST AND HAIR STYLIST

Duration: 480 Hours

NSQF LEVEL - 5

(Version: 1.0)

Designed in 2020

Developed By

Ministry of Skill Development and Entrepreneurship
Directorate General of Training
Sectoral Trade Course Committee Beauty and Wellness Sector
&
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1. COURSE INFORMATION

1.1 GENERAL

The Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship offers a range of vocational training courses catering to the need of different sectors of the economy/ labour market. The vocational training programs of short term duration are intended for up skilling of NTC/ NAC pass out candidates. After passing out of the course, the trainee is awarded a competency based certificate approved by DGT.

During 12 Week duration of 'Professional Make-up and Hair stylist' course, a candidate trained on Professional Skills, Professional Knowledge. The broad components covered under Professional Skill subject are as below: The trainee learns to Understand and Recall the Hygiene Procedures and Brush Care; Carryout facial skin care treatment to enhance facial skin condition; Provide Make-up Services; Create looks using make up techniques; Carry out different styling techniques to complement Make Up.

1.2 PROGRESSION PATHWAYS

- Can join as a freelance Make-up Artist/ Hair Stylist in Industry and will progress further as make-up trainer, Centre head saloon, Beauty & wellness quality assurer and can rise up to the level of Manager.
- Can become Entrepreneur in the related field.

1.3 COURSE STRUCTURE

Table below depicts the distribution of training hours across various course elements during a period of 12 weeks: -

S No.	Course Element	Notional Training Hours
1.	Professional Skill (Trade Practical)	360
2.	Professional Knowledge (Trade Theory)	120
	Total	480

1.4 ASSESSMENT & CERTIFICATION

The trainee will be tested for his skill, knowledge and attitude during the period of course through formative assessment and at the end of the training programme through summative assessment as notified by the DGT from time to time.

a) The Continuous Assessment (Internal) during the period of training will be done by Formative Assessment Method by testing for assessment criteria listed against learning outcomes. The training institute has to maintain an individual trainee portfolio as detailed in assessment guideline.

b) The pattern and marking structure is being notified by DGT from time to time. The learning outcome and assessment criteria will be the basis for setting question papers for final assessment.

c) Assessment will be evidence based comprising the following:

- Job carried out in labs/workshop/Field
- Answer sheet of assessment
- Viva-voce
- Participation and punctuality

Evidences of internal assessments are to be preserved until forthcoming Block examination for audit and verification by examining body.

d) The minimum pass percentage for skill test is 60%.

2. JOB ROLE

Brief description of Job roles:

Makeup Artist - A Make-up Artist job should contain the following duties and responsibilities: Communicate with clients to understand their needs and wants. Determine necessary supplies and equipment needed. Apply makeup in a professional manner. Pay attention to other details such as costumes and design. Help in applying and removing makeup and prosthetics. Work with other crew members. Examine makeup materials at disposal and chose the best option. Prepare budget planning for makeup supplies and tools. Track expenses. Keep makeup tools and products in check. Adhere to personal hygiene standards. Stay up to date with latest best practices, tools and technology in their field.

Hair Stylist; specializes in dressing hair according to latest style, period, or character portrayal, following instructions of patron MAKE-UP ARTIST, or script: Questions patron or reads instructions of MAKE-UP ARTIST or script to determine hairdressing requirements. Studies facial features of patron or performing artist and arranges, shapes, and trims hair to achieve desired effect, using fingers, combs, barber scissors, hair-waving solutions, hairpins, and other accessories. Dyes, tints, bleaches, or curls or waves hair as required. May create new style especially for patron. May clean and style wigs. May style hairpieces.

Beauticians and Related Workers, Others; Hairdressers, Barbers, Beauticians and Related Workers, other include all other hairdressers, barbers, beauticians and related workers not elsewhere classified.

Freelance Make-up artist- Freelance Makeup Artists are independent contractors who work on a variety of settings, such as photo shoots, occasional make up bookings etc. Some essential skills for this job are makeup techniques expertise, creativity, attention to details, time management, and strong communication and interpersonal skills.

Reference NCO-2015: -

- a) 5141.0202 - Hair Stylist
- b) 5142.9900 - Beauticians and Related Workers, Others

3. GENERAL INFORMATION

Name of the Trade	Professional Make-Up Artist & Hair Stylist	
Trade Code	DGT/8012	
Reference NCO - 2015	5141.0202, 5142.9900	
NSQF Level	Level 5	
Duration of Craftsmen Training	480 Hours	
Entry Qualification	Passed NTC in Cosmetology or NAC in Hair & skin care/ Hair cutter (dresser) Or Passed 12 th with Beauty & Wellness vocational course Or Passed in Level 4 Short term course related to Makeup art/ hair skin care.	
Unit Strength (No. of Student)	20	
Space Norms	70 Sq. m	
Power Norms	6 KW	
Instructors Qualification	Post Graduate Diploma in the field from Govt. recognized institutes with two years experience in relevant field. OR Diploma in the Beauty Culture / Cosmetology from recognized board with two years experience in relevant field. OR NTC/NAC passed in Hair & Skin Care / Cosmetology trade with 3 years' post qualification experience in relevant field.	
List of Tools and Equipment	As per Annexure – I	
Distribution of training on hourly basis: (Indicative only)		
Total hours/ Week	Trade practical	Trade theory
40	30	10

4. LEARNING OUTCOME

Learning outcomes are a reflection of total competencies of a trainee and assessment will be carried out as per the assessment criteria.

4.1 LEARNING OUTCOMES

1. Understand and Recall the Hygiene Procedures And Brush Care.
2. Carryout facial skin care treatment to enhance facial skin condition.
3. Provide Make-up Services.
4. Create looks using make up techniques.
5. Carry out Air Brush High definition (HD) Make-up techniques.
6. Carry out different styling techniques to complement Make Up.

SYLLABUS – PROFESSIONAL MAKE-UP ARTIST & HAIR STYLIST

Duration: 480 Hours

Duration	Reference Learning outcome	Professional Skills (Trade Practical)	Professional Knowledge (Trade Theory)
Professional skills-30 Hrs Professional Knowledge-10 Hrs	Understand and Recall the Hygiene Procedures And Brush Care.	<ol style="list-style-type: none"> 1. Demonstrate Sterilization & Sanitation Procedure 2. Personal Hygiene and Presentation 3. Waste disposal 4. Demonstrate Cleaning and maintaining procedure of brushes 5. Client record management <ul style="list-style-type: none"> • Client record card • Service record card • Feedback card 	<ul style="list-style-type: none"> • Hygiene • Sterilization & Sanitation • Knowledge & Types of brushes • Products, tools & Equipments use in make up • Basic law of colour • Precautions • Contra indication
Professional skills-60 Hrs Professional Knowledge-20 Hrs	Carryout facial skin care treatment to enhance facial skin condition.	<ol style="list-style-type: none"> 6. Client consultation 7. Demonstrate Skin analysis and Sensitivity test 8. Trolley set up 9. Demonstrate client draping 10. Demonstrate Face cleaning 11. Demonstrate Exfoliation techniques 12. Demonstrate Massage techniques 13. Demonstrate CTM Procedure 	<ul style="list-style-type: none"> • Skin structure • Types of skin • Facial shapes, muscles & Bones . • Product & Equipment knowledge • Importance of CTM • Massage techniques
Professional skills-90 Hrs Professional Knowledge-30 Hrs	Provide Make-up Services	<p>Client consultation</p> <ol style="list-style-type: none"> 14. Client Draping 15. Skin analysis and Sensitivity test 16. Demonstrate Trolley set up & arranges products, tools and equipments according to client skin type & tone. 17. Enhancing & correcting face shape though concealer. 18. Demonstrate Base application & Blending. 19. Demonstrate different application & techniques 	<ul style="list-style-type: none"> • Purpose • Knowledge of different Products, brushes and Equipment used in make-up • Skin colour and tone • Colour correction • Application and techniques • Precautions • After care advice

		<ul style="list-style-type: none"> • Enhance the Eye appearance of Eye brow and Eye lashes. • Eye liner techniques • Eye shadow techniques <ul style="list-style-type: none"> ▪ Brown & gold soft eyes ▪ Soft Smokey eyes ▪ Crease Smokey eyes ▪ Simple Day look ▪ Deep Blue eyes ▪ Cut Crease eyes (Blending, shading, Highlighting) • Lip correction • Contouring& Correction • Artificial eye lashes • Make up removing procedure 	
Professional skills-105 Hrs Professional Knowledge-35 Hrs	Create looks using make up techniques	<p>20. Client consultation</p> <p>21. Skin analysis and Sensitivity test</p> <p>22. Client Draping</p> <p>23. Demonstrate Trolley set up</p> <p>24. Demonstrate Body painting</p> <p>25. Demonstrate Photography make up</p> <ul style="list-style-type: none"> ▪ Fashion/ Portfolio ▪ Catwalk ▪ TV/ Media <p>26. Demonstrate Special Occasion make-up</p>	<p>Types of Make up</p> <ul style="list-style-type: none"> • Purpose • Body painting(Stencilling And Tattooing) • Photography make up <ul style="list-style-type: none"> ▪ Fashion/ Portfolio ▪ Catwalk ▪ TV/ Media • Effects of different types of lights. • Special Occasion Make- up • Precautions • After care advice
Professional skills-15 Hrs Professional Knowledge-05 Hrs	Carry out Air Brush High definition (HD) Make-up techniques	<p>27. Client consultation</p> <p>28. Skin analysis and Sensitivity test</p> <p>29. Client Draping</p> <p>30. Demonstrate Trolley set up</p> <p>31. Demonstrate Assemble & disassembling of Air brush gun</p> <p>32. Demonstrate HD Airbrush make-up</p> <p>33. Demonstrate special effects using with Stencils.</p>	<ul style="list-style-type: none"> • Purpose • Equipments used in Air brush make-up • Product knowledge • Types of compressors. • Airbrush gun cleaning & maintenance. • After care advice
Professional	Carry out different	34. Client consultation	<ul style="list-style-type: none"> • Structure of Hair

<p>skills-60 Hrs</p> <p>Professional Knowledge-20 Hrs</p>	<p>styling techniques to complement Make Up</p>	<p>35. Hair Analysis 36. Trolley Set up 37. Demonstrate different types of styling techniques: 38. Blow drying 39. Plaiting & Twisting 40. Back Combing 41. Flat pin Curling 42. Styling with Hair Extension 43. Styling with thermal equipment 44. Styling bridal hair style, messy & fashion Up-dos.</p>	<ul style="list-style-type: none"> • Types of Hair • Purpose &Types of Styling Techniques • Styling Products, Tools & Equipment Knowledge • Precautions
<p>Examination</p>			

6. ASSESSMENT CRITERIA

LEARNING OUTCOME	ASSESSMENT CRITERIA
1. Understand and Recall the Hygiene Procedures And Brush Care.	Sterilize, disinfect and place the tools on the tray.
	Ensure that environmental conditions are suitable for the client and the treatment to be carried out in a hygiene and safe environment.
	Select suitable material and equipment for salon cleaning.
	Cleaning and disinfection of brushes, pens and other tools.
	Select products, materials and equipment required for the Make up.
2. Carryout facial skin care treatment to enhance facial skin condition.	Perform effective consultation technique.
	Perform skin analysis on the client, and record the skin type and condition.
	Maintain personal hygiene, protection and appearance, according to industry and organisational requirements.
	Carryout facial care/clean up process by using the products.
	Use and adapt massage techniques with suitable massage media.
	Tone & moisturise the skin.
3. Provide Make-up Services.	Maintain personal hygiene, protection and appearance, according to industry and organisational requirements.
	Position the client comfortably.
	Prepare client for makeup and perform sensitivity test on a suitable area.
	Select suitable equipment and Material According to make up.
	Cleanse and prepare the area prior to the treatment.
	Position and fix the artificial lashes accurately leaving the eye area free of excessive products.
	Use products, tools and equipment to suit the clients need, skin type, skin tone & condition.
	Check the finished result is to the clients satisfaction.
	Fill record card.
	Provide suitable aftercare advice.
4. Create looks using make up techniques.	Prepare client and work area for make up.
	Carryout a skin analysis and sensitivity test.
	Select products, materials and equipment required for the Make- up.
	Follow health and safety working practice.
	Use products, tools and equipment to suit the clients need, skin type, skin tone & condition.
	Check the finished result is to the clients satisfaction.
	Fill record card
Provide suitable aftercare advice.	
5. Carry out Air Brush High	Maintain safe & effective methods of working when providing

definition (HD) Make-up techniques.	airbrush make up.
	Consult, plan, &prepare for Airbrush Make-up.
	Select products, materials and equipment required for the Make- up.
	Clean airbrush tools and equipment and reassemble using the correct methods.
	Use airbrushing techniques in a controlled way and at the correct distance from the body to achieve the desired effect.
	Apply airbrush make-up in the correct Sequence.
	Dispose of waste correctly.
	Provide suitable aftercare advice.
6. Carry out different styling techniques to complement Make Up.	Carry out client consultation.
	Prepare client and work area for Hair Styling.
	Carry out Hair analysis procedure.
	Identify the styling tools & equipment and products that are safe and fit for purpose.
	Select & Create the hair style according to the client (check hair length, facial shape, Density, texture) to fulfil the desired needs.
	Check the client on satisfaction with the finish result.
	Follow health and safety working practice.
	Provide suitable after care advice.

ANNEXURE-I

LIST OF TOOLS & EQUIPMENT			
PROFESSIONAL MAKE-UP ARTIST & HAIR STYLIST			
S No.	Name of the Tools and Equipment	Specification	Quantity
A. TRAINEES TOOL KIT			
1.	Combs (styling & tail comb)		01 each
2.	Lab. coat		01 no
3.	Small plastic bowl		02 no
4.	Towel		02 no
5.	Make up tray		01 no
6.	Disposables (Head Band, Spatula, neck strip)		As required
7.	Hair Accessories		As required
8.	Make up brush kit		01 no
9.	Cotton Swabs		As required
10.	Disposable cotton buds, facial wipes, spatulas and tissues		As required
B.SHOP OUTFIT & MEASURING INSTRUMENTS			
(i) List of Tools & Accessories			
11.	Pack Brush		10 no
12.	Head band or Hair clips		20 no
13.	Sponges and wedges		20 no
14.	False eyelashes		As required
15.	Hand held mirror		10 no
16.	Make up Brush kit		10 no
17.	Eye Lash Curler		10 no
18.	Pencil sharpeners		10 no
19.	Tweezers		10 no
20.	Neck sheet		10 no
21.	Hair Extensions		As required
22.	Eye brow comb		10 no
(ii) List of Equipment			
23.	Adjustable make up chair		10 no
24.	Mirror Panel		10 no
25.	Brush Sanitizer		04 no
26.	Hot towel cabinet		02 no
27.	Magnifying lamp		04 no

28.	18 Inch LED ring light with stand		05 no
29.	Hair Dryer		10 no
30.	Hair Crimper		10 no
31.	Curling Tong		10 no
32.	Straightening iron		10 no
33.	Make up storage container		As required
34.	Eye brow Stencils		10 no
35.	Air Brush make up machine set		04 no
36.	Styling Comb		20 no
37.	Back combing Brush		20 no
38.	Tail Comb		20 no
39.	Student locker		01 no per student
40.	Almirah		01 no
41.	Trainer chair		01 no
42.	Trainer table		01 no
43.	Split AC 2 Ton		As required
D. Furniture for Theory Room			
44.	Trainees table		20 no
45.	Trainees chair		20 no
46.	White Magnetic board		01 no
47.	Trainer chair		01 no
48.	Trainer table		01 no
49.	Display board		02 no

NOTE: If above tools, equipments and accessories are available in Cosmetology/ Hair & Skin Care Trade running on the ITI, the same may be utilized.

ANNEXURE-II

The DGT sincerely acknowledges contributions of the Industries, State Directorates, Trade Experts, Domain Experts and all others who contributed in designing/ revising the curriculum. Special acknowledgement is extended by DGT to the following expert members who had contributed immensely in this curriculum.

List of Expert Members contributed/ participated for finalizing the course curriculum of Professional Make-up Artist & Hair Stylist.			
S No.	Name & Designation Shri/Mr./Ms	Organization	Remarks
1.	Ms. Swati Sethi, JDT,	RDSDE NCR Director/ Joint Director- Convenor	Convenor
2.	Sh. Raman Patil, ADT,	State Directorate of Maharashtra	Member
3.	Ms. Renu Gulati, VI,	Govt. ITI(W) Chandigarh	Member
4.	Sh. C. S. Murthy, JDT,	CSTARI Kolkata	Member
5.	Sh. N. Nath, DDT,	NIMI- Chennai	Member
6.	Ms. Sohini Guha, Sr. Manager	Standards & QA, B&W Sector	Expert
7.	Sh. Jatin Rai, Head- Franchise Development	VLCC Institute of Beauty & Nutrition	Expert
8.	Ms. Gunjan Gaur, Executive Director	Bharti Taneja's ALPS Academy	Expert
9.	Sh. Manish Mishra, ADT	Representative from RDSDE/ DGT	Member
10.	Sh. R.N. Manna, TO	CSTARI, Kolkata	Member
11.	Sh. Bharat Kumar Nigam, TO	CSTARI, Kolkata	Member
12.	Sh. Snehasish Bandyopadhyay, TO	CSTARI, Kolkata	Member
13.	Ashoke Rarhi, DDT	CSTARI, Kolkata	Member
14.	K.V.S. Narayana, Training Officer	CSTARI, Kolkata	Member
15.	P. K. Bairagi, Training Officer	CSTARI, Kolkata	Member
16.	Sh. B Biswas, Training Officer	CSTARI Kolkata	Member
17.	Akhilesh Pandey, Training Officer	CSTARI, Kolkata	Member

18.	Ms. Sunita Bhatt, TO,	NSTI (W) Noida	Member
19.	Ms. Tanushree , TO	NSTI Panipat	Member
20.	Ms. Ruchi Chamoli, TO,	NSTI Noida	Member
21.	Ms. Kanika, TO,	DGT Hqrs.	Member
22.	Ms. Lakshmi Singha, TO,	NSTI Tura	Member
23.	Ms. Shweta, TO	NSTI (W) Kolkata	Member
24.	Ms. Manzil, TO	NSTI (W) Kolkata	Member
25.	Ms. Richa Agarwal,	Cleopatra Chain of Beauty Wellness & Maintenance	Expert
26.	Ms. Harshada Tekke, Director(Education),	U Takke's Institute of Hair & Skin	Expert
27.	Ms. Satya Sharma, Academician & Trainer (Ex-Vice President (Technical),	VLCC	Expert
28.	Ms. Vaishali,	Lakme Training Academy, Mumbai	Expert
29.	Ms. Miriam Mathew, Managing Director,	Lobelia Spa & Wellness Academy	Expert