

## TRAINING SCHEDULE - HAIR CARE AND STYLING (641)

<b>Total Contact Hours: 240 hrs (PCP( 120 hrs) + Self Study (120hrs)</b>
<b>PCP- 120hrs (Theory (30hrs) + Practical (90hrs)</b>

S. No.	Session / Day	Lesson	Theory (1 hrs.)	Practical (3 hrs)	Self study /assignment	Learning Outcomes
1.	Day 1	<b>1. Scope of Hair Styling</b>	1.1 Job Profile 1.2 Skills, interest and qualities 1.3 Good working practices to be adopted	<ul style="list-style-type: none"> <li>• Make a chart to show the activities that are expected as part of job profile of an assistant Hair Stylist</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Q- 1.1</li> <li>• Intext Q – 1.2</li> <li>• Activity 1.1</li> <li>• Visit different salons and write a report of the job roles of an hair stylist working there</li> </ul>	<ul style="list-style-type: none"> <li>• Appreciates the required skills interests and qualities of an assistant hair stylist</li> </ul>
2.	Day 2	<b>...Scope of Hair Styling</b>	1.4 Career opportunities and progression 1.5 Types of hair services provided by an assistant hair stylist	<ul style="list-style-type: none"> <li>• With the help of a flow chart show the career pathway open to you as an assistant hair stylist</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Q. 1.3</li> <li>• Terminal Exercise</li> <li>• Collect pictures of the activities expected of an assistant hair stylist and paste them in the practical file.</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies and lists the career opportunities and progression in this area of work</li> <li>• Knowledgeable about the different types of hair services offered in the salon</li> </ul>
3	Day 3	<b>2. Study of Hair</b>	2.1 Structure of hair <ul style="list-style-type: none"> <li>• Hair Root</li> <li>• Hair Shaft</li> </ul> 2.1.3 Physical and chemical properties of hair	<ul style="list-style-type: none"> <li>• Sketch in practical file the Structure of hair</li> <li>• The cross sector of hair</li> </ul> Practice of identification of stages of hair re-growth cycle: <ul style="list-style-type: none"> <li>• Anagen</li> <li>• Catagen</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Q 2.1</li> <li>• Intext Q 2.2</li> <li>• Practice the drawing done in the class</li> <li>• Continue practice of hair re-growth cycle</li> </ul>	<ul style="list-style-type: none"> <li>• enumerates the characteristics of hair and its chemical composition;</li> <li>• explains and identifies the hair re-growth cycle through visual observation;</li> </ul>

			<p>2.2 Hair re-growth cycle</p> <ul style="list-style-type: none"> <li>- Anagen</li> <li>- Catagen</li> <li>- Telegon</li> </ul>	<ul style="list-style-type: none"> <li>• Telegon</li> </ul>		
4.	Day 4	<b>...Study of Hair</b>	<p>2.3 Types of hair Care of different types of hair Characteristics of:</p> <ul style="list-style-type: none"> <li>-Normal healthy hair</li> <li>-Dry hair or stressed hair</li> <li>-Dry/ Dull hair</li> <li>-Oily hair</li> </ul> <p>2.4 Hair Diseases and Disorders <u>Disorders:</u></p> <ul style="list-style-type: none"> <li>• Alopecia</li> <li>• Canities /Gray hair</li> </ul> <p><u>Trichorrhexis nodosa:</u></p> <ul style="list-style-type: none"> <li>• Dandruff</li> </ul> <p><u>Diseases:</u></p> <ul style="list-style-type: none"> <li>• Pediculosis Papipil (Head lice)</li> <li>• Tinea Papil (Ringworm)</li> </ul>	<ul style="list-style-type: none"> <li>• Identify the three different types of hair and record the characteristics of each type of hair in practical file by visual inspection</li> <li>• Prepare hair mask for:</li> <li>• Healthy hair</li> <li>• Dry hair</li> <li>• Curly hair</li> <li>• Make a chart listing the different hair diseases and disorders with their causes and criteria for identification.</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Q 2.4</li> <li>• Terminal Exercise</li> <li>• Examine the hair of your colleagues to practice the identification of the different types of hair</li> <li>• Identify types of hair disorders or disease by visual observation of people in your home and submit a report</li> </ul>	<ul style="list-style-type: none"> <li>• identifies and lists the types of hair and knows about their characteristics.</li> <li>• differentiates between hair disease and hair disorders.</li> </ul>
5.	Day 5	<b>3. Scalp Massage, Shampoo</b>	<p>3.1 Analysis of scalp and hair Procedure of:</p>	<p>Undertake the following</p> <ul style="list-style-type: none"> <li>• Density test</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Q 3.1</li> <li>• Learner to practice to hair analysis</li> </ul>	<ul style="list-style-type: none"> <li>• analyzes the scalp and hair</li> </ul>

		<b>ng and Conditioning</b>	<ul style="list-style-type: none"> <li>• Density test</li> <li>• Elasticity test</li> <li>• Porosity test</li> </ul>	<ul style="list-style-type: none"> <li>• Porosity test</li> <li>• Elasticity test</li> <li>• Visual analysis of hair</li> </ul>	procedures at home with family and friends.	
6.	Day 6	<b>...Scalp Massage, Shampooing and Conditioning</b>	<p>3.2 Scalp massage techniques</p> <ul style="list-style-type: none"> <li>• Effleurage</li> <li>• Pestrissage</li> <li>• Tapoment</li> <li>• Friction</li> <li>• Vibration</li> </ul> <p>3.3 Procedure scalp massage</p> <p>3.3.1 Precautions</p> <p>3.3.2 Benefits</p>	<ul style="list-style-type: none"> <li>• Practice of basic massage techniques</li> <li>• Procedure of scalp massage</li> <li>• Practice of Massage manipulations</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Q 3.2</li> <li>• Intext Q 3.3</li> <li>• In the practical file record benefits and precautions of scalp massage.</li> <li>• Practice Scalp massage at home</li> </ul>	<ul style="list-style-type: none"> <li>• undertakes the different massage manipulations</li> <li>• identifies and uses appropriate tools and equipments for scalp massage</li> </ul>
7.	Day 7	<b>...Scalp Massage, Shampooing and Conditioning</b>	<p>3.4 Types of Shampoo</p> <ul style="list-style-type: none"> <li>• Characteristic of a good shampoo</li> </ul> <p>3.4.2 Types of shampoo</p> <p>3.5 Shampooing procedure</p> <ul style="list-style-type: none"> <li>• Preparation of client</li> <li>• Precautions</li> </ul>	<p>Identifying a good shampoo</p> <ul style="list-style-type: none"> <li>• Practice client preparation</li> <li>• Analyse scalp and choose the required shampoo.</li> <li>• Undertake shampooing</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Q 3.4</li> <li>• Intext Q 3.5</li> <li>• Conduct a market survey to study the different types of shampoo, brands and their cost.</li> <li>• Practice choosing &amp; shampooing of different types of hair</li> </ul>	<ul style="list-style-type: none"> <li>• prepares the client for services like massage, shampooing and conditioning</li> <li>• adopts the correct procedure for shampooing, conditioning and head massage</li> </ul>
8.	Day 8	<b>...Scalp Massage, Shampooing and Conditioning</b>	<p>3.6 Hair conditioning</p> <ul style="list-style-type: none"> <li>• Types</li> <li>• Procedure</li> <li>• Precaution</li> </ul>	<ul style="list-style-type: none"> <li>• Procedure of conditioning</li> <li>• identify the contra indications of shampooing, conditioning and</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Q 3.6</li> <li>• Terminal Exercise</li> <li>• Conduct a market survey to study different types of</li> </ul>	<ul style="list-style-type: none"> <li>• Appreciates and convinces the client about the importance of hair shampooing, conditioning</li> </ul>

			<ul style="list-style-type: none"> <li>• Contra-indications</li> </ul>	scalp massage. <ul style="list-style-type: none"> <li>• Record the effect of shampooing and conditioning in the practical file</li> </ul>	conditioners and brands. <ul style="list-style-type: none"> <li>• Write a reports of the survey in practical file</li> </ul>	and head massage.
9	Day 9	<b>4. Thermal Hair Styling</b>	4.1 Thermal Styling  4.2 Equipment, tools and material used in thermal styling	<ul style="list-style-type: none"> <li>• Identification and learning the techniques of proper handling of tools of the thermal hair styling</li> <li>• Practice the identification and procedure of use of hair styling cosmetics</li> <li>• Practice preparation of trolley for different thermal hair styling.</li> </ul>	<ul style="list-style-type: none"> <li>• Collect pictures of thermal hair styling tools and paste them in practical file</li> <li>• Market survey for tools and materials used in thermal hair styling</li> <li>• Intext Q 4.1</li> <li>• Intext Q 4.2</li> </ul>	<ul style="list-style-type: none"> <li>• identifies equipment, tools and material used in thermal hair styling</li> <li>• prepares the client for thermal hair styling</li> </ul>
10.	Day 10	<b>..Thermal Hair Styling</b>	4.3 Procedure of thermal hair styling <ul style="list-style-type: none"> <li>• Blow drying</li> <li>• Blow drying of curly hair</li> </ul>	Practical 7 Practice of the Procedure of blow drying Practice the procedure of blow drying of curly hair	<ul style="list-style-type: none"> <li>• Intext Q 4.3</li> <li>• Intext Q 4.4</li> <li>• The learner to continue the practice for blow drying, and blow drying of curly hair at home on family and friends</li> </ul>	<ul style="list-style-type: none"> <li>• assists in the different types of thermal hair styling like Blow Drying, Roller Setting, Curling and Straightening;</li> <li>• observes the prescribed precautions in thermal styling</li> </ul>
11.	Day 11		4.3.2 Procedure of crimping 4.3.3 Procedure of hair pressing	Practical – 8 Practical - 9 Practice of Hair crimping procedure Practical procedure for	<ul style="list-style-type: none"> <li>• Intext Q 4.5</li> <li>• Practice for crimping and hair pressing at</li> </ul>	

				hair pressing		
12.	Day 12		<p>4.3.4 Procedure of using curling rod</p> <ul style="list-style-type: none"> <li>Types of Curl</li> </ul> <p>4.3.5 Procedure of using electric rollers</p> <ul style="list-style-type: none"> <li>Curl basis size <ul style="list-style-type: none"> <li>Volume Based</li> <li>Full Based</li> <li>Half Based</li> <li>Off Base</li> </ul> </li> </ul>	<p>Practice the procedure of using curling rod</p> <p>Practical -10</p> <p>Practical -11</p> <p>Practical of base curl</p> <p>Procedure of using Electrical rollers</p>	<ul style="list-style-type: none"> <li>Practice for curling rod</li> <li>Practice various curl basis size</li> <li>Practice for using electric rollers</li> </ul>	
13.	Day 13		<p>4.4 Client preparation</p> <p>4.5 Precautions and ensuring good results</p>	<ul style="list-style-type: none"> <li>Practice of setting up a trolley for thermal hair</li> <li>Crimping</li> <li>Pressing electric rollers</li> <li>Preparing clients for thermal hair styling</li> </ul>	<ul style="list-style-type: none"> <li>Practice for crimping</li> <li>Pressing</li> <li>Electric rollers</li> <li>Curling rod</li> </ul>	<ul style="list-style-type: none"> <li>Assists in the different types of thermal hair styling like Crimping, pressing, curling.</li> </ul>
14.	Day 14		<p>4.6 Care and handling of thermal hair styling tools</p> <ul style="list-style-type: none"> <li>Heating Iron</li> <li>Flat Iron</li> </ul> <p>4.7 Contra indication and contra-actions</p>	<ul style="list-style-type: none"> <li>Visual analysis of hair and scalp for contra-actions and indications</li> <li>Practice of proper handling and storing of tools equipment</li> </ul>	<ul style="list-style-type: none"> <li>Intext Q 4.6</li> <li>Terminal Exercise</li> <li>Practice of hair and scalp analysis for contra indication and contra-action</li> </ul>	<ul style="list-style-type: none"> <li>suggests after care to clients of thermal styling;</li> <li>identifies and lists the contra-indications and contra-actions of thermal hair styling and advises the client accordingly</li> </ul>
15.	Day 15	<b>5. Basic Hair Cutting</b>	5.1 Factors that influence hair	<ul style="list-style-type: none"> <li>Sketching of different shapes of</li> </ul>	<ul style="list-style-type: none"> <li>Intext Q 5.1</li> <li>Practice sketching</li> </ul>	<ul style="list-style-type: none"> <li>concerned with the impact of factors like</li> </ul>

		<b>and Styling</b>	cutting services: <ul style="list-style-type: none"> <li>• Analysis of hair &amp; scalp</li> </ul> 5.2 Study of head <ul style="list-style-type: none"> <li>• Type – Broad, long, medium</li> <li>• Shapes – normal, receding bumpy, flat</li> </ul> 5.2.1 Areas of head 5.2.2 Lines or Angles	head and practice of their identification through visual inspection	and pasting practical file <ul style="list-style-type: none"> <li>• Sketching of different Lines and angles</li> <li>• Practice of hair and scalp analysis</li> </ul>	shape of the head, face, body and texture of hair in hair styling and hair cutting.
16.	Day 16		5.3 Facial shapes 5.4 Body types and impact <ul style="list-style-type: none"> <li>• Skin and straight</li> <li>• Curing and full</li> <li>• Petite</li> <li>• Fall and athletic</li> </ul>	<ul style="list-style-type: none"> <li>• Sketching of facial shapes</li> <li>• Identification of body types through visual inspection</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Q 5.2</li> <li>• Practice for visual identification of facial shapes and bodies types</li> <li>• Collect pictures of facial shapes of body types and paste in practical file</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies various facial shapes</li> </ul>
17.	Day 17		5.5 Importance of hair texture in cutting 5.6 Sectioning 5.7 Elevation 5.7.1 Cutting line for different elevation <ul style="list-style-type: none"> <li>• Low</li> <li>• High</li> <li>• Medium</li> </ul>	<ul style="list-style-type: none"> <li>• Practice of the procedure sectioning of</li> <li>• Practice of the procedure elevation of</li> <li>• Make chart of elevation</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Q 5.3</li> <li>• Intext Q 5.4</li> <li>• Practice of sectioning and elevation</li> <li>• Make chart showing the four section of head.</li> </ul>	<ul style="list-style-type: none"> <li>• adopts the correct procedure of hair sectioning.</li> </ul>
18.	Day 18		5.8 Tools, Equipments	<ul style="list-style-type: none"> <li>• Practice of</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Q 5.5</li> </ul>	

			<p>and material</p> <ul style="list-style-type: none"> <li>• Brushes</li> <li>• Combs</li> <li>• Scissors/shears</li> <li>• Trimming scissors</li> <li>• Razors</li> <li>• Clippers</li> <li>• Styling iron</li> <li>• Hair dryer</li> </ul> <p>5.9 Finishing products</p> <p>5.10 Preparation of client</p>	<p>Identification and proper handling of tools equipments and finishing products</p> <ul style="list-style-type: none"> <li>• Practice of preparing the clients</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Q 5.6</li> <li>• Market survey of different tool, and finishing products available with their cost and brand</li> </ul>	<ul style="list-style-type: none"> <li>• identifies and correctly holds and handles haircutting and shaping tools and instruments.</li> </ul>
19.	Day 19		<p>5.11 Basics of hair cutting</p> <ul style="list-style-type: none"> <li>• Holding of scissors &amp; comb</li> <li>• Cutting up process</li> <li>• Removing neck hair</li> </ul> <p>5.12 Hair cutting techniques</p>	<ul style="list-style-type: none"> <li>• Practice of the techniques of hair cutting</li> <li>• Practice of the procedure of trimming</li> <li>• Practice the procedure of U cut</li> </ul>	<ul style="list-style-type: none"> <li>• Practice trimming and U cut</li> <li>• Identification the sign that your hair needs trimming</li> </ul>	<ul style="list-style-type: none"> <li>• prepares the client for cutting and styling.</li> <li>• assists in the different types of hair cuttings and hairstyles.</li> </ul>
20.	Day 20		<ul style="list-style-type: none"> <li>• Blunt cut</li> <li>• Layer cut</li> </ul>	<ul style="list-style-type: none"> <li>• Procedure of blunt cut</li> <li>• Procedure of layer cut</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Q 5.7</li> <li>• Practice of blunt cut and layer cut on family members and friends.</li> </ul>	<ul style="list-style-type: none"> <li>• Undertakes the various cutting and styling procedures.</li> </ul>
21.	Day 21		<p>5.13 Basic hair styles</p> <ul style="list-style-type: none"> <li>• Back combing</li> <li>• French plant</li> <li>• Braiding</li> </ul>	<ul style="list-style-type: none"> <li>• Procedure of back combing</li> <li>• Procedure of French plant</li> </ul>	<ul style="list-style-type: none"> <li>• Practice continued</li> </ul>	

				<ul style="list-style-type: none"> <li>• Procedure of braiding</li> </ul>		
22.	Day 22		<ul style="list-style-type: none"> <li>• French roll juda</li> <li>• Bridal hair style</li> <li>• Bridal coiffure</li> </ul> <p>5.14 Precautions</p> <p>5.15 Contra indications</p>	<ul style="list-style-type: none"> <li>• Procedure of French roll juda</li> <li>• Procedure of bridal hair style</li> <li>• Procedure of bridal coiffure</li> <li>• Identification of contra indications by visual inspection</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Q 5.8</li> <li>• Intext Q 5.9</li> <li>• Terminal exercise</li> <li>• Practice continued</li> </ul>	<ul style="list-style-type: none"> <li>• observes the prescribed precautions and suggests after care advice.</li> <li>• identifies the contra indications in hair styling and cutting and advises the client accordingly.</li> </ul>
23.	Day 23	<b>6. Chemical Hair Treatments</b>	<p>6.1 Chemical hair treatments</p> <p>6.2 Tools equipment and material</p> <p>6.3 Hair analysis</p> <p>6.4 Client consultation</p>	<ul style="list-style-type: none"> <li>• Identification and practice of correct handling of tools and equipments</li> <li>• Practice of hair analysis</li> <li>• Practice of client consultations</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Q 6.1</li> <li>• Intext Q 6.2</li> <li>• Practice continued</li> <li>• Designing performa for client consultation</li> </ul>	<ul style="list-style-type: none"> <li>• explains the different chemical treatments of hair carried out in a salon;</li> <li>• undertakes hair analysis, client consultations and patch test</li> </ul>
24.	Day 24		<p>6.5 Preparation</p> <p>6.6 Patch test</p> <p>6.7 Sectioning</p> <p>6.8 Wrapping techniques</p>	<ul style="list-style-type: none"> <li>• Procedure of patch test</li> <li>• Procedure of sectioning</li> <li>• Procedure of wrapping techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Q 6.3</li> <li>• Intext Q 6.4</li> <li>• Practice continued</li> </ul>	<ul style="list-style-type: none"> <li>• successfully undertakes the various sectioning patterns of hair</li> <li>• adopts the correct wrapping techniques;</li> </ul>
25.	Day 25		<p>6.9 Permanent waving on curling</p> <p>6.10 Straightening</p>	<ul style="list-style-type: none"> <li>• Procedure or permanent waving</li> <li>• Procedure of permanent straightening</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Q 6.5</li> <li>• Practice continued</li> </ul>	<ul style="list-style-type: none"> <li>• assists in permanent waving services;</li> </ul>
26.	Day 26		<p>6.11 Hair colouring</p>	<ul style="list-style-type: none"> <li>• Procedure of</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Q 6.6</li> </ul>	



			<p>6.12 Techniques of hair colouring</p> <p>6.13 Precautions</p> <p>6.14 Contra indication and contra actions</p>	<p>colouring</p> <ul style="list-style-type: none"> <li>Practice of identification of contra indication and action through visual inspection</li> </ul>	<ul style="list-style-type: none"> <li>Intext Q 6.7</li> <li>Terminal exercise</li> <li>Practice continued</li> </ul>	<ul style="list-style-type: none"> <li>assists in hair straightening procedures;</li> <li>assists in hair colouring procedures;</li> <li>observes prescribed precautions in chemical hair treatments;</li> <li>enumerates the contra-indications and contra-actions of chemical hair treatments and advises the client accordingly.</li> </ul>
27.	Day 27	<b>Health and Safety in Beauty Industry</b>	<p>7.1 Ensuring health hygiene and safety</p> <p>7.2 Products &amp; procedure to sterilized</p> <p>7.3 Applicable laws, rules and regulation</p>	<ul style="list-style-type: none"> <li>Procedure of disinfection</li> <li>Procedure of sterilization</li> <li>Visit to the local municipal office to study the laws, rules and regulation for safety in the salon</li> </ul>	<ul style="list-style-type: none"> <li>Intext Q 7.1</li> <li>Intext Q 7.2</li> <li>Visit to the neighborhood salon to study the licenses required for running a salon and writing a report of the observation</li> <li>Practice of the methods of sterilization and disinfection</li> </ul>	<ul style="list-style-type: none"> <li>Explains the terms like health, hygiene and safety;</li> <li>adopts the correct procedure to sterilize and disinfect the tools and equipment used in hair styling and cutting;</li> <li>observes the applicable laws, rules and regulation for safety in the salon;</li> </ul>
28.	Day 28		<p>7.4 Disposal of waste and environment protection</p> <p>7.5 Follow manufactures instructions</p> <p>7.6 Contra indication</p>	<ul style="list-style-type: none"> <li>Practice of safe disposal of waste</li> <li>Make a chart to show the handling and storage procedures of tools &amp; products</li> </ul>	<ul style="list-style-type: none"> <li>Intext Q 7.3</li> <li>Intext Q 74</li> <li>Terminal exercise</li> <li>Practice of identification of contra indication by</li> </ul>	<ul style="list-style-type: none"> <li>adopts the correct practices with regard to disposal of waste and environment protection;</li> <li>follows the manufacturer's instructions while using, cleaning and storing</li> </ul>

			7.7 Safe use and stores of tools, equipment products		visual inspection	<p>products, tools and equipment;</p> <ul style="list-style-type: none"> <li>identifies contraindications of hair styling and hair cutting and advises the client accordingly.</li> <li>handles, stores and uses products, tools and equipment safely to meet with manufacturer's instructions</li> </ul>
29.	Day 29	<b>Client care and communication</b>	<p>8.5 Effective communication telephonic</p> <p>8.5.1 Communication</p> <p>8.2 Behaving and communicating professionally</p> <p>8.3 Managing and meeting client expectations</p>	<ul style="list-style-type: none"> <li>Practice through role play –</li> <li>Effective communication with clients and other</li> <li>Effective telephonic communication with client and others</li> <li>Effective professional Behavior</li> <li>Meeting clients expectation</li> </ul>	<ul style="list-style-type: none"> <li>Intext Q 81.</li> <li>Intext Q 8.2</li> <li>Intext Q 8.3</li> <li>Intext Q 8.4</li> <li>Intext Q 8.5</li> <li>Practice continued</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> adopts and uses appropriate communication skills</li> <li><input type="checkbox"/> behaves in a professional manner with clients and with others in the workplace</li> <li><input type="checkbox"/> effectively manages and meets client expectation</li> <li><input type="checkbox"/> uses effective consultation techniques to identify treatment and services to be offered.</li> <li><input type="checkbox"/> provides clear recommendations to the client after consultations</li> </ul>
30.	Day 30		<p>8.4 Effective consultation</p> <p>8.5 Client confidentiality</p> <p>8.6 Providing dean recommendation and</p>	<ul style="list-style-type: none"> <li>Effective consultation techniques demonstrations</li> <li>Designing consultation proforma</li> </ul>	<ul style="list-style-type: none"> <li>Intext Q 8.6</li> <li>Intext Q 8.7</li> <li>Terminal exercise</li> <li>Visit to nearby salons to study the records and files maintained</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> ensures client confidentiality</li> <li><input type="checkbox"/> plans and manages the</li> </ul>

			<p>getting feedback</p> <p>8.9 Maintain reach files and documents</p>	<ul style="list-style-type: none"> <li>• Practice of filling and safe keeping of different records files and documents</li> </ul>	<p>by them</p> <ul style="list-style-type: none"> <li>• Practice continued</li> </ul>	<p>salon routines and procedures;</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> prepares, files and organizes service feedback and fills registers/ records/files/documents;</li> <li><input type="checkbox"/> successfully records information and uses it for the benefit of the salon.</li> </ul>
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