



Global Professional Aesthetician Diploma

Syllabus

Content

Global Professional Aesthetician Diploma

Syllabus

Section 1 – Facial Treatments

- 01 The Skin
- 02 Basic Skin Type
- 03 Anatomy & Physiology of Head, Face & Neck
- 04 Hygiene
- 05 Sanitation
- 06 Facial Massage
- 07 Electricity
- 08 Electrical Facial Treatments
- 09 Facial Masks
- 10 Manicure Pedicure
- 11 Make up
- 12 Depilation
- 13 The Principles & Practice of First Aid
- 14 Cosmetic Science
- 15 Dermatology
- 16 Business Organization
- 17 Professional Ethics

Section 2 – Body Treatments

- 18 Figure Diagnosis
- 19 Heat Treatments
- 20 Light Therapy
- 21 Electrical Body Treatments
- 22 Body Massage
- 23 Anatomy & Physiology of the Body
- 24 Thesis and Specialized Subject under Guidance
- 25 Practical – Advanced Facial and Body Treatment

Section 3 – Professional Aesthetic Case Studies

- 26 Professional Salon Training
- 27 Product Knowledge
- 28 Basic Teaching Knowledge in the Beauty Profession
- 29 Supportive Knowledge
- 30 Psychology & Oral Expression (Advanced Course)
- 31 Professional Clientele Handling (Advanced Course)
- 32 Salon Procedure (Advanced Course)
- 33 Salon Management (Advanced Course)

Global International Professional Beauty Therapy And Cosmetology

Section 1 – Facial Treatments

01 The Skin

01 Skin Structure

- Epidermis
- Dermis
- Hypodermis
- Functions of the skin

02 Appendages of Skin

* Sebaceous Glands

- Definition
- Structure
- Functions

* Sweat Glands

- Definition
- Structure
- Functions

* Hair

- Structure
- Hair Growth Cycle

* Nail

- Definition
- Structure
- Functions

Section 1- Facial Treatments

02 Basic Skin Type

01 Skin Analysis

- Consultation
- The Magnifying Lamp
- Procedures
- The Wood's Lamp

02 Basic Skin Care

- Functions
- Routine
- Day & night care products

03 Classifications

- Normal Skin
- Dry Skin
- Sensitive and Allergic skin
- Matured Skin
- Oily Skin
- Combination Skin
- Elasticity of the skin
- UV Sensitive

Section 1- Facial Treatments

03 Anatomy & Physiology of Head, Face & Neck

01 Bones

- Bones of the Cranium
- Bones of the Face
- Functions of the skull

02 Muscles

- Muscles of the scalp
- Muscles of the eye and nasal prominence
- Muscles of the mastication
- Muscles of the mouth, cheek and chin
- Muscles of the neck
- Muscles of the chest and shoulder
- Position and action of all muscles

03 Arteries and Veins

- Arteries of the head and neck
- Veins of the head and neck
- The Blood Cell

04 Nerves System

- Trigeminal Nerves
- Facial Nerves
- Vagus Nerves
- Accessory Nerves

05 Lymphatic System

- Lymph vessels of the head and neck
- Functions of Lymphatic system
- Definition

Section 1- Facial Treatments

04 Hygiene

01 Personal & Salon Hygiene

- Definition
- Personal Hygiene
- Public Hygiene
- Hygiene Rules of Living
- Hygiene Rules of Salon

02 AIDS

- Definition
- Transmission
- Symptoms
- Laboratory Findings
- Risk Group of AIDS
- Guidance on measure to control spread

03 Hepatitis & AIDS

- Definition
- Transmission
- Symptoms
- Laboratory Findings
- Guidance on measure to control spread
- Hepatitis B
- Transmission
- Symptoms
- High Risk Group
- Hepatitis A and Hepatitis Non-A, Non B

Section 1- Facial Treatments

05 Sanitation

01 Bacteriology

- Classification of Bacteria
- Bacteria Growth and Reproduction
- Bacteria Infection
- Bacteria Enter Body Through : ways of bacteria invasion
- Immunity
- Body Defenses
- Virus
- Fungus
- Insects

02 Sterilization & Sanitation

* The method of sterilization

- Physical Agents
- Chemical Agents
- Radiation
- Type of equipment
- Sanitizing Rules
- Definition

06 Facial Massage

01 Facial Massage

- 5 Classical massage movement
- Contra Indication
- Indication
- Medium

02 Exfoliation

- Various types of exfoliation
- Functions of exfoliation
- Application
- Contra indication

Section 1- Facial Treatments

07 Electricity

01 Basic Electricity

- Electric Current
- Conductors and Insulator
- Electrical Units
- Electrical Device

02 Electrical Current & Their Uses

- Types of Electrical Currents
- Functions

03 Safety Precautions

- The Rules of Aesthetic Equipments

08 Electrical Facial Treatments

01 Facial Steamer

- Effects of Facial Steaming
- Indications
- Contra Indications
- Steaming with ozone
- Indications

- Procedures
- Distance and time

02 High Frequency

a) Indirect High Frequency

- Effects
- Contra Indications
- Precautions

b) Direct High Frequency

- Effects
- Contra Indications
- Precautions

Section 1- Facial Treatments

08 Electrical Facial Treatments

03 Galvanic

a) Desincrustation

- Effects
- Contra Indication
- Precautions

b) Iontophoresis

- Effects
- Contra Indication
- Precautions

04 Vacuum Suction

- Purpose
- Procedure
- Effects
- Precaution
- Limitation
- Contra Indication

05 Faradic

- Effects of Facial faradic
- Contra Indications
- Benefits
- Definitions
- Procedure

Section 1- Facial Treatments

09 Facial Masks

01 Different Facial Masks & Their Effects

- * Type of Setting Mask
- Wet & Dry Ingredients
- Effects

02 Specialized Masks

- * Type of Specialized Mask
- Procedures
- Indications
- Effects

03 Biological Masks

- * Type of Non Setting Mask
- Procedures
- Indications
- Effects

Section 1- Facial Treatments

10 Manicure & Pedicure

01 Anatomy & Physiology of the Hands & Feet

- The Nail
- Hands
- Feet

02 Structure of the Nail

- Composition of Nail
- Nail Structure

03 Ingredient of Nail Care Preparations

- Preparations Required and Their Uses
- Enamel Remover
- Cuticle Cream
- Cuticle Remover
- Paste Polish
- Nail Enamel (Polish/Varnish)
- Base Coat
- Top Coat
- Hand Lotions/Cream
- Trolley Setting for Manicure
- Manicure procedure
- Trolley setting for pedicure
- Pedicure Procedure

04 Manicure & Pedicure Procedures

- Contra-Indications
- Infected Nails
- Cause of Split or Brittle Nails
- Care to be taken to prevent split brittle nails
- Causes of flaking nails

Section 1- Facial Treatments

10 Manicure & Pedicure

05 Nail Disorders & Diseases

- Nail Disorders/Irregularities
- Hang Nails
- Leuconychia
- Onychocryptosis
- Furrows/Depression
- Onycholysis
- Corrugation/Wavy Ridges/Ridging
- Laddering
- Beau's Lines
- Diseases of the nail, hands and feet
- Tinea Unguium (Ringworm of the nail)
- Tinea Manuum (Ringworm of the hands)
- Tinea Pedis (Ringworm of the feet)
- Eczema ('Atopic or Contact')
- Psoriasis
- Onychia
- Paronychia
- Whitlow
- Warts/Verrucae

06 Specialised Oil and Wax Manicure/Pedicure

- Oil & Wax Manicure/Pedicure
- Procedures
- Nail Repair
- Method

Section 1- Facial Treatments

11 Make up

01 Eyebrow Shaping

- Standard measurement of eyebrow
- Procedures

02 Colour Coordination

- Learning Objectives
- Introduction
- Colour and Emotion
- How Skin Gets its Colour
- Selecting Cosmetics Colours
- Guide to Selecting Make up colours

03 Basic Professional Make up

- Foundation
- Blusher
- Powder
- Eye Colouring
- Step-by-step basic make up application

04 Corrective make up

- Corrective make up used in the evening
- Corrective make up for the forehead
- Corrective make up for the nose
- Corrective make up for chin and neck
- Corrective make up for the lips

05 False Eyelashes

- Various type of false eyelashes
- Procedure and technique

Section 1- Facial Treatments

12 Depilation

01 Cold Wax Method

- Ingredients
- Preparation
- Application
- Safety Precautions
- After-care and advise

02 Hot Wax Method

- Ingredients
- Preparation
- Application
- Safety Precautions
- After-care and advise

03 Different methods of hair removal

- General information
- Definition
- Temporary methods
- Permanent methods

04 Bleaching of hair

- Purpose
- Contra-indications
- Patch test
- Technique

Section 1- Facial Treatments

13 The Principles & Practice of First Aid

01 First Aid

- Symptom and causes
- First Aid treatment
- Contents of first aid kit
- Salon safety work procedure

14 Cosmetic Science

01 Study of cosmetic ingredients & their effects

- Chemistry
- Matter
- Atom
- pH(Power of Hydrogen)
- Water
- Emulsions
- Emollient
- Tonic
- Deodorants
- Facial Masks

02 Preparation of Skin care

- skin care products
- cosmetics products

03 Basic Chemistry

- Introduction
- Branches of Chemistry
- Matter
- Acidity and alkalinity
- Chemistry as applied to cosmetics

Section 1- Facial Treatments

15 Dermatology

01 Dermatology 1

- Primary Lesions
- Secondary Lesions
- Definitions of Common Skin diseases

02 Dermatology 2

- Definitions of Common Skin Diseases
- Appearance
- Causes

03 Acne Vulgaris

- Types of Acne
- Causes
- Other factors to consider when treating acne
- Salon Care
- Home care guide

04 Rosacea

- Appearance
- Other factors to consider when treating acne
- Salon care
- Home Care guide

Section 1- Facial Treatments

16 Business Organization

01 Forming A Company

- Capital
- Finance-Raising the capital
- Types of business
- Starting a business
- District and site of the premises
- Equipment-required to commence business for a beauty salon
- Building up and maintaining a clientele base
- Legal consideration to be taken when opening salon
- Additional points to be considered when opening a salon
- Terms of business organization
- Salon Administration
- Methods of payment

02 Advertising & Promotion

- Establish your business goals
- Focus and consistency
- Be selective

- Short-term benefits of promotions
- Long term benefit
- Types of promotion

03 Fundamental book keeping

- Learning objectives
- Introduction
- Costing
- Inventory

04 Sales Techniques

- Salon sales procedure
- Analysis of balance sheet
- Analysis of trading, profit and loss account
- Bank Reconciliation

Section 1- Facial Treatments

17 Professional Ethnic

01 Professional Ethnics

- Good ethnics
- Poor ethnics
- The successful beauty therapist

Section 2- Body Treatments

18 Figure Diagnosis

01 Figure Diagnosis

- Body Assessment
- Body types
- Points of good posture
- Types of fat
- Stretch marks

02 Postural Defects

- Kyphosis
- Lordosis
- Scoliosis
- Dowagers Hump
- Protruding Abdomen
- Midriff Bulge
- Flat Feet
- Winged Scapulae
- Round Shoulders

03 Exercise and diet

- * Exercise
- Important

- Effects
- Types
- Contra-indication

* Diet

- Basic diet
- Type of diet
- Energy measurement
- Weight reduction
- Calorific Requirements
- Metabolism

04 Cellulite

- Definitions
- Causes and treatments

Section 2- Body Treatments

19 Heat Treatments

01 Heat Therapy I (Sauna)

- Introduction
- Effects
- Contra Indications
- Precautions

02 Heat Therapy II (Steam Bath)

- Introduction
- Effects
- Contra Indications
- Precautions

20 Light Therapy

01 Light Therapy I (UV)

- Definition
- Effects
- Functions
- Contra Indications
- Precautions

02 Light Therapy II (Infra red)

- Definition
- Effects
- Functions
- Contra Indications
- Precaution

Section 2- Body Treatments

21 Electrical Body Treatments

01 Faradic

- Indications
- Benefits
- Contra Indications
- Precautions
- Procedures

02 Gyrotory Vibrator (G5)

- Indications
- Benefits
- Contra Indications
- Precautions
- Procedures

03 Vacuum Suction

- Indications
- Benefits
- Contra Indications
- Precautions
- Procedures

04 Galvanic

- Indications
- Benefits
- Contra Indications
- Precautions
- Procedures

22 Body Massage

01 The theory of massage

- General effect and benefits
- Requirement of massage
- Preparation for massage

02 Body massage movements

- 5 Classical movement

Section 2- Body Treatments

21 Anatomy & Physiology of body

01 Cell structure and function

- Structure
- Stages of cell division

02 Tissues

- Types tissues
- Structure and locations

03 Joints & Skeletal system

- The skeletal consists of :
- Functions
- Composition
- Types of bone tissues
- Types of joints

04 Muscular System

- Muscle tone
- Muscle fatigue
- Functions

05 Respiratory System

- Organs of respiratory
- The lung
- Breathing
- External & Internal respiratory

06 Lymphatic System

- The lymphatic system consist of:
- Functions of the lymphatic system
- Functions of spleen

07 Circulatory System

- Structure
- Functions
- 3 system of circulatory
- Blood

Section 2- Body Treatments

23 Anatomy & Physiology of body

08 Digestive System

- The mouth
- The stomach
- The small and large intestines
- The metabolism
- Accessory organs

09 Vitamins, Minerals, Nutrition & Diet

- Basic Nutrition
- Type of Minerals

10 Urinary System

- Functions
- Structure

11 Nervous System

- Definition
- Functions
- Types of nerves

12 Endocrine System

- The endocrine glands
- Functions
- Hyper and Hypo secretions

13 Female & Male Reproductive System

- The female reproductions system
- External & Internal organs
- Functions

14 Cosmetic Surgery (Theory)

- Plastic Surgery
- Contra Indication
- Indication

Section 2- Body Treatments

24 Thesis and Specialized Subject under Guidance

01.1 Thesis

- Discussion

01.2 Specialist Subject

02 Biological Mask (Practical)

- Application
- Benefits
- Functions

25 Practical-Advanced Facial and Body Treatments

- 01 Facial Cleansing
- 02 Skin Analysis
- 03 Eyebrow Shaping
- 04 Deep Cleansing
- 05 Facial-Electrical Treatment
- 06 Face Massage
- 07 Face Mask
- 08 Make up
- 09 Manicure & Pedicure
- 10 Body Analysis
- 11 Body-Electrical Treatment
- 12 Body Massage
- 13 Waxing

Section 3- Professional Aesthetic Case Studies

26 Professional Salon Training

Introduction, Causes, Applications, Home Care and Advise:

- 01 Eye Lymph Drainage Treatment (Dark eye-rings, milias, eye bags & wrinkles)
- 02 Acne Treatment (Non-chemical peeling method)
- 03 Scar Treatment (Non-abrasive method)
- 04 Pigmentation Treatment (Non-whitening method)
- 05 Sagging Skin (Isometric Face Lift)
- 06 Effective Blackhead Treatment (Softening, dissolving , balancing methods)
- 07 Oily skin & Open Pore treatment (Firming & lifting)
- 08 Collagen Pack treatment (Firming & Lifting)
- 09 Stretch Mark Treatment (Magnetic wave therapy)
- 10 Cellulite Treatment (Advance method)
- 11 Herbal Heat Mask treatment
- 12 Infuse Herbal treatment
- 13 Gelastine Herbal treatment
- 14 Anti-wrinkle,face & neck (Magnetic wave therapy)
- 15 Cellulite Treatment (Advanced method)
- 16 Alpha-Hydroxy-Acids Treatment (AHAs)
- 17 Ultrasonic Beauty Therapy treatment
- 18 Essential Oil Treatment
- 19 S.S.B.T Consultation (Special Skin Blemish Treatment)

Section 3- Professional Aesthetic Case Studies

27 Product Knowledge

01 Professional Aesthetic Herbal Skin Care

- Introduction
- Ingredients
- Indications
- Applications

02 Professional Aesthetic Beautiful Sphere Range

- Introduction
- Ingredients
- Indications
- Applications

03 Professional Aesthetic Hypersensitive Range

- Introduction
- Ingredients
- Indications
- Applications

04 Professional Aesthetic Young sensation range

- Introduction
- Ingredients
- Indications
- Applications

05 Professional Salon Treatment mask

- Introduction
- Ingredients
- Indications
- Applications

06 Professional Salon Treatment lotion and gel

- Introduction
- Ingredients
- Indications
- Applications

07 Professional Body Slimming Range

- Introduction
- Ingredients
- Indications
- Applications

Section 3- Professional Aesthetic Case Studies

27 Product Knowledge

08 Essential and Massage Oil

- Introduction
- Ingredients
- Indications
- Applications

28 Basic Teaching Knowledge in the Beauty Profession

01 Body Language and Facial Expression

- Trainee
- Deliver Speech

02 Motivate and coach trainee

- Motivate Trainee
- Create Motivate Atmosphere
- Coaching Technique

03 Develop Course of Study

- Title of course
- Objectives
- Instructional Material

Section 3- Professional Aesthetic Case Studies

29 Supportive Knowledge

01 Psychology and oral expression

- Type of client
- Communication Skill
- Sales Psychology
- Motivating Client

02 Ethics

- Good ethics
- Poor ethics
- The Successful beauty therapist

03 Public Relation

- Emotional Stability
- Politeness
- Sense of humour
- Voice and Conversation

30 Psychology and Oral Expression (Advanced Course)

01 Conversation

- Tone of Voice
- Topics to discuss
- Client Evaluation

31 Professional Clientele Handling (Advanced Course)

01 Technique of Clientele Handling

- 1st visit
- 2nd visit
- Regular Client
- Skin Consultation Procedures
- Appointment
- Sales Technique
- Tele Communication

Section 3- Professional Aesthetic Case Studies

32 Salon Procedure (Advanced Course)

01 Salon Procedure

- Products and services render
- Cost Saving
- Determine Client Needs
- Promotion

33 Salon Management (Advanced Course)

01 Salon Operation

- Checking Daily Account
- Monthly Report
- Daily Collection
- Client Analysis
- Staff working schedule
- Banking Procedures
- Inventory Records
- Tele Marketing Analysis
- Staff Training