



***Global Professional Beautician Diploma***

***Syllabus***

## ***Global Professional Beautician Diploma***

### ***Syllabus Content***

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## *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

### **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 Classification of Skin Types
  - 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
- Bone of the Face
- Functions of the skull

**02**    **Muscles**

- Muscles of the scalp
- Muscles of the eye and nasal prominence
- Muscles of 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**    **Nervous 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 measures to control spread
  
- 03 Hepatitis & AIDS
  - Definition
  - Transmission
  - Symptoms
  - Laboratory Findings
  - Guidance on measures to control spread
  - Hepatitis B
    - Transmission
    - Symptoms
    - High Risk Group
  - Hepatitis A and Hepatitis Non-A, Non B

### **05** *Sanitation*

- 01 Bacteriology
  - Classification of Bacteria
  - Bacteria Growth and Reproduction
  - Bacteria Infection
  - Bacteria Enter Body Through:
  - Immunity
  - Body Defenses
  - Virus
  - Fungus
  - Insects
  
- 02 Sterilization & Sanitation
  - The methods of sterilization: a) Physical Agent b) Chemical Agents
  - Radiation

- Type of equipment
- Sanitizing Rules
- Definition

## *Section 1- Facial Treatments*

### **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

### **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

## Section 1- Facial Treatments

### 08 Electrical Facial Treatments

- 01 Facial Steamer
- Effects of Facial Steaming
  - Indications
  - Contra Indications
  - Steaming with ozone
  - Indications
  - Procedure
  - Distance and time
- 02 High Frequency
- a) Indirect High Frequency
- Effects
  - Contra Indication
  - Precautions
- b) Direct High Frequency
- Effects
  - Contra Indications
  - Precautions
- 03 Galvanic
- a) Desincrustation
- Effects
  - Contra Indication
  - Precautions
- b) Iontophoresis
- Effects
  - Contra Indications
  - 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*
  - *Causes of Split or Brittle Nails*
  - *Care To Be Taken Prevent Split Brittle Nails*
  - *Causes Of The 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 Unghium (Ringworm of the Nail)
  - Tinea Manum (Ringworm of Hands)
  - Tinea Pedis (Ringworm of the Feet)
  - Eczema ('Atopic or Contact')
  - Psoriasis
  - Onychia
  - Paronychia
  - Whitlow
  - Warts/Verrucae
- 06 Specialized 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 *Color Coordination*
  - *Learning Objectives*
  - *Introduction*
  - *Color And Emotion*
  - *How Skin Gets Its Color*
  - *Selecting Cosmetic Colors*
  - *Guide to Selecting Make up Colors*
  
- 03 *Basic Professional Make up*
  - *Foundation*
  - *Blusher*
  - *Powder*
  - *Eye Coloring*
  - *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 Consists
  - Permanent Methods Consists
  
- 04 Bleaching of Hair
  - Purpose
  - Contra- Indications
  - Patch Test
  - Technique

### **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

## *Section 1- Facial Treatments*

### **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*
  - *Cosmetic 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
  - Appearance
  - Causes
  
- 03     Acne Vulgaris & Rosacea
  - Type of Acne
  - Causes
  - Other factors to consider when treating acne
  - Salon Care
  - Home care advice
  
- 04     Rosacea
  - Appearance
  - Other factors to consider when treating acne
  - Salon Care
  - Home Care Advice

## ***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 & Promotions
  - Establish Your Business Goals
  - Focus And Consistency
  - Be Selective
  - Short- Term Benefits Of Promotions
  - Long- Term Benefits
  - Types Of Promotions
  
- 03 Fundamental Book Keeping
  - Learning Objectives
  - Introduction
  - Costing
  - Inventory
  
- 04 Sales Techniques
  - Salon Sales Procedures
  - Analysis Of Balance Sheet
  - Analysis Of Trading, Profit And Loss Account
  - Bank Reconciliation

## *Section 1- Facial Treatments*

### **17** *Professional Ethics*

- 01 Professional Ethics
  - Good Ethics
  - Poor Ethics
  - The Successful Beauty Therapist

### **18** *Practical - Facial Treatments*

- 01 ➤ Facial Cleansing
- 02 ➤ Skin Analysis
- 03 ➤ Exfoliation
- 04 ➤ Eyebrow Shaping
- 05 ➤ Facial – Electrical Treatment
- 06 ➤ Face Massage
- 07 ➤ Face Mask
- 08 ➤ Make up
- 09 ➤ Manicure or Pedicure
- 10 ➤ Waxing

## Section 2- Professional Aesthetic Case Studies

### 19 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 (Non-pressing methods)
- 07 • Oily Skin & Open Pore Treatment (Firming & Lifting)
- 08 • Collagen Pack Treatment (Firming & Lifting)
- 09 • Stretch Mark Treatment (Magnetic electro-wave method)
- 10 • Bust Treatment
- 11 • Herbal Heat Mask Treatment
- 12 • Infuse Herbal Treatment
- 13 • Gelastine Herbal Treatment
- 14 • Anti-wrinkle, face & neck (Magnetic electro-wave method)
- 15 • Cellulite Treatment (Advance 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 2- Professional Aesthetic Case Studies*

### **20** *Product Knowledge*

- 01 Professional Aesthetic Herbal Line 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
- 08 Essential and Massage Oil
  - Introduction
  - Ingredients
  - Indications
  - Applications

## *Section 2- Professional Aesthetic Case Studies*

### **21** *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*

### **22** *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 Humor*
  - *Voice and Conversation*

## *Section 2- Professional Aesthetic Case Studies*

### **23** *Psychology and Oral Expression (Advanced Course)*

- 01 Conversation
- Tone of Voice
  - Topics to Discuss
  - Client Evaluation

### **24** *Professional Clientele Handling (Advanced Course)*

- 01 Technique of Clientele Handling
- 1<sup>st</sup> visit
  - 2<sup>nd</sup> visit
  - Regular Client
  - Skin Consultation Procedures
  - Appointment
  - Sales Technique
  - Tele Communication

### **25** *Salon Procedure (Advanced Course)*

- 01 Salon Procedure
- Products and Services Render
  - Cost Saving
  - Determine Client Needs
  - Promotion

### **26** *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