



THE REPUBLIC OF KENYA

COMPETENCY BASED CURRICULUM

BEAUTY THERAPY

KNQF LEVEL 6

ISCED PROGRAM CODE: 1012 554B



TVET CDACC
P.O. BOX 15745-00100
NAIROBI

BEAUTY THERAPY OPERATIONS UNIT MANAGEMENT

UNIT CODE: COS/CU/BT/CR/08/6/B

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Manage beauty therapy operations unit

Duration of Unit: 240 Hours

Unit Description

This unit covers the competencies required to manage beauty therapy operations unit. It involves planning and organizing beauty therapy unit operations, managing beauty therapy unit staff, overseeing and controlling beauty therapy unit operations.

Summary of Learning Outcomes

1. Plan and organize beauty therapy unit operations
2. Manage beauty therapy unit staff
3. Oversee beauty therapy unit operations
4. Control beauty therapy unit operations

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Plan and organise beauty therapy unit operations	<ul style="list-style-type: none">• Definition of terms• History of beauty therapy• Business operational resources• Legal framework for business enterprises• Principles of administration and management• Budgeting• Principles of accounting	<ul style="list-style-type: none">• Written tests• Observation• Oral questions• Interviewing• Third party report

	<ul style="list-style-type: none"> • Development of standard operating procedures • Development of department organizational structure • Recruitment and staff capacity building • Identification of tasks and allocation of duties to staff • Allocation of operational resources 	
2. Manage beauty therapy unit staff	<ul style="list-style-type: none"> • Staff supervision • Setting performance targets • Performance management • Staff performance appraisal • Staff records maintenance • Staff motivation and sanctions <ul style="list-style-type: none"> • Staff remuneration 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning • Interviewing • Third party report
3. Oversee beauty therapy unit operations	<ul style="list-style-type: none"> • Leadership • Principles of purchasing • Storage of goods • Beauty therapy operations • Risk assessment and mitigation • Operations management • Preparing operations reports • Monitoring staff adherence to standard operating procedures 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning • Interviewing • Third party report
4. Control beauty therapy unit operations	<ul style="list-style-type: none"> • Stock control • Record keeping 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning

	<ul style="list-style-type: none"> • Operations control mechanisms • Monitoring and evaluation of operations 	<ul style="list-style-type: none"> • Interviewing • Third party report
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Suggested Methods of Instruction

- Direct instruction
- Role play
- Case studies
- Field trips
- Discussions
- Demonstration by trainer
- Practice by the trainee

List of Recommended Resources:

Computers, stationery, classroom and classroom resources, sample acts relation to business (OSH act, labour relations, employment act), stock control cards, stock ledgers, requisition memos, goods received notes, sample case studies