

ELECTIVE MODULE FOR NORMAL (TECHNICAL) STUDENTS

Module Title: Grooming and Poise

Duration: 30 hours
(10T 20P)

Pre-requisite: Nil

Aims of Module

LIFESKILLS

- (i) Demonstrate initiative
- (ii) Display positive work attitude at all times
- (iii) Communicate appropriate verbal and non-verbal messages
- (iv) Follow rules, policies and procedures
- (v) Use materials and facilities efficiently
- (vi) Practise hygiene and safety

Learning Outcomes

At the end of the module, students will be able to:

- a) Describe ways to maintain an acceptable standard of personal hygiene and a well-groomed appearance.
- b) Differentiate the various types of skin and the application of make-up.
- c) Identify the factors to consider in selecting clothes
- d) Explain the importance of observing rules of etiquette and its appropriate form in social exchanges

Module Outline

Students will be trained to observe proper grooming techniques, and apply business and social etiquette in relating to people and managing customers.

Outline of Module Syllabus

<u>Item</u>	<u>General Instructional Objective</u>	<u>Instructional Hours</u>	
		<u>T</u>	<u>P</u>
	Students should be able to:		
1.	Maintain good personal hygiene and proper grooming so as to project a well-groomed image.	2	4
2.	Identify the various skins types and skin problems and to apply make-up.	2	4
3.	Observe the rules of etiquette in a social and business setting.	2	4
4.	Identify the factors in selecting clothes and accessories to complement the overall look suitable for the occasion.	2	4
5.	Display proper dining etiquette.	2	4
Total		10	20

Teaching and Learning Approaches

Based on the needs and profile of the NT pupils, the theory will consist of 10 hours and practical training will consist of 20 hours, with an emphasis on group learning as well as individual learning. Students' interest will be sustained through the use of a wide variety of learning activities, including discussions, role-play, and hands-on practice.

Completion Criterion

Students will be deemed to have successfully completed the module if they score the average marks of 50 for the 2 practical tests. The guidelines for the practical tests are given below.

• Practical Test 1 Wardrobe selection and grooming (to include basic make-up for female students)	50%
• Practical Test 2 Demonstrate etiquette in social exchanges (15 mins)	50%
	100%

Target Audience

Sec 3 / 4 Normal (Technical) students

Class Size

20 students per class

Duration

30 instructional hours

Certification

ITE Certification of Attendance will be issued upon successful completion of the course. ITE Certificate of Achievement will be issued upon students meeting the assessment criteria.