

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

NEP Vocational Class 7



LAPT — London Academy of Professional Training

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AT A GLANCE

AWARD	Certificate
ASSESSMENT	500 marks — 300 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

1 Beauty & Wellness Fundamentals 4 chapters · 24 classes100 marks	• 1 Unit 1 — Introduction to Beauty and Wellness Industry — 6 classes › 1.1 Explore the Basics of the Beauty and Wellness Industry › 1.2 Identify Key Sectors within Beauty and Wellness › 1.3 Discover Essential Skills for Success in the Industry › 1.4 Understand the Role of Personal Grooming in Wellness › 1.5 Analyze Current Trends and Innovations in Beauty and Wellness › 1.6 Create a Personal Action Plan for a Career in Beauty and Wellness • 2 Unit 2 — Skincare Basics — Skin Types and Daily Routine — 6 classes › 2.1 Identify Different Skin Types and Their Characteristics › 2.2 Assess Your Own Skin Type Through Observation › 2.3 Explore Common Skin Concerns Related to Each Skin Type › 2.4 Learn Essential Ingredients for Each Skin Type › 2.5 Create a Personalised Daily Skincare Routine › 2.6 Implement Your Daily Skincare Routine and Record Observations • 3 Unit 3 — Hair Care Techniques and Grooming — 6 classes › 3.1 Understand Hair Structure and Types › 3.2 Explore Essential Hair Care Products › 3.3 Demonstrate Proper Hair Washing Techniques › 3.4 Master Blow-Drying and Styling Techniques › 3.5 Learn About Basic Haircuts and Trimming › 3.6 Apply Grooming Techniques for Client Consultations • 4 Unit 4 — Wellness Habits and Healthy Lifestyle Choices — 6 classes › 4.1 Identify Essential Wellness Habits for a Balanced Lifestyle › 4.2 Explore the Importance of Hydration for Overall Health › 4.3 Examine Nutritional Choices that Promote Wellbeing › 4.4 Analyze the Impact of Regular Exercise on Mental and Physical Health › 4.5 Develop a Personal Wellness Plan Incorporating Healthy Habits › 4.6 Reflect on Lifestyle Choices and Their Long-term Effects on Wellness
2 Coding & Automation 4 chapters · 24 classes100 marks	• 1 Unit 1 — Introduction to Algorithms and Flowcharts — 6 classes › 1.1 Define Algorithms and Their Importance in Coding › 1.2 Identify Different Types of Algorithms in Daily Life › 1.3 Introduction to Flowcharts and Their Components › 1.4 Create Basic Flowcharts for Simple Processes › 1.5 Translate Algorithms into Flowcharts Step-by-Step › 1.6 Apply Algorithms and Flowcharts to Solve Real-World Problems • 2 Unit 2 — Advanced Scratch — Events, Clones and Variables — 6 classes › 2.1 Explore Events in Scratch — Understanding Event Handling › 2.2 Create Interactive Projects — Using Events to Trigger Actions › 2.3 Introduce Variables — What are Variables and Why Use Them? › 2.4 Implement Variables in Projects — Storing and Accessing Data › 2.5 Utilize Clones in Scratch — Understanding Cloning Mechanics › 2.6 Design a Game with Events, Variables, and Clones — Applying Skills in a Project • 3 Unit 3 — Introduction to Python — Syntax and Basic Programs — 6 classes › 3.1 Understand Python Syntax Basics › 3.2 Explore Data Types and Variables in Python › 3.3 Implement Basic Input and Output Functions › 3.4 Create Simple Conditional Statements › 3.5 Use Loops for Repetitive Tasks in Python › 3.6 Develop a Basic Python Program from Scratch • 4 Unit 4 — Simple Automation and Mini-Projects — 6 classes › 4.1 Understanding Simple Automation Concepts › 4.2 Exploring Basic Coding Tools for Automation › 4.3 Designing Your First Mini-Project Blueprint › 4.4 Writing Your First Automation Script › 4.5 Testing and Debugging Your Automation Project › 4.6 Presenting Your Mini-Project: Best Practices

• 1 Unit 1 — Introduction to Digital Devices and the Internet — 6

classes

- › 1.1 Identify Different Types of Digital Devices
- › 1.2 Explore the Functions of Personal Computers and Mobile Devices
- › 1.3 Understand Basic Operating System Features
- › 1.4 Explain the Concept of the Internet and Its Purpose
- › 1.5 Navigate the Internet Safely and Effectively
- › 1.6 Apply Digital Tools for Effective Communication Online

• 2 Unit 2 — Internet Safety and Digital Citizenship — 6 classes

- › 2.1 Identify Safe Online Practices for Children
- › 2.2 Analyze Privacy Settings on Social Media Platforms
- › 2.3 Recognize and Report Online Bullying
- › 2.4 Explore the Importance of Digital Footprint Management
- › 2.5 Evaluate the Credibility of Online Sources
- › 2.6 Create a Personal Digital Safety Plan

• 3 Unit 3 — Email, Communication Tools and Netiquette — 6 classes

- › 3.1 Explore the Basics of Email Communication
- › 3.2 Create and Manage Your Email Account
- › 3.3 Understand Email Etiquette and Professional Language
- › 3.4 Utilize Communication Tools Beyond Email
- › 3.5 Practice Writing Effective Emails for Different Purposes
- › 3.6 Apply Netiquette Principles in Online Communication

• 4 Unit 4 — Microsoft Office Basics — Word, Excel, PowerPoint — 6 classes

- › 4.1 Discover the Interface: Navigating Microsoft Word
- › 4.2 Create and Format: Building Your First Document in Word
- › 4.3 Data Management: Introduction to Excel Workbook Basics
- › 4.4 Entering Data: Creating and Formatting Your First Excel Spreadsheet
- › 4.5 Visual Presentation: Designing Engaging Slides in PowerPoint
- › 4.6 Integrate Skills: Combining Word, Excel, and PowerPoint for a Project

• 1 Unit 1 — Introduction to Retail and Shopping — 6 classes

- › 1.1 Define Retail: Understand the Key Concepts and Terminology
- › 1.2 Explore Different Types of Retail Businesses and Their Functions
- › 1.3 Identify Target Markets: Who Are Retail Customers?
- › 1.4 Analyze the Shopping Experience: What Customers Expect
- › 1.5 Examine the Role of Visual Merchandising in Retail Success
- › 1.6 Apply Retail Strategies: Develop a Simple Retail Promotion Plan

• 2 Unit 2 — Store Operations and Visual Merchandising — 6 classes

- › 2.1 Understand Store Layouts for Product Accessibility
- › 2.2 Explore Key Principles of Visual Merchandising
- › 2.3 Identify Target Audience Needs in Store Design
- › 2.4 Implement Effective Signage Strategies for Marketing
- › 2.5 Create Inviting Displays to Enhance Customer Experience
- › 2.6 Evaluate Store Operations for Improved Efficiency

• 3 Unit 3 — Customer Interaction and Basic Sales Skills — 6 classes

- › 3.1 Understand Customer Needs Through Effective Listening
- › 3.2 Build Rapport with Customers Using Communication Skills
- › 3.3 Demonstrate Product Knowledge to Enhance Customer Engagement
- › 3.4 Address Customer Objections with Confidence and Empathy
- › 3.5 Use Persuasive Techniques to Influence Purchase Decisions
- › 3.6 Conduct a Mock Sales Interaction to Apply Skills Learned

• 4 Unit 4 — Retail Mathematics, Billing and Receipts — 6 classes

- › 4.1 Understand Basic Retail Math Concepts
- › 4.2 Calculate Markup and Markdown Prices
- › 4.3 Introduce Billing: Components and Importance
- › 4.4 Create Accurate Sales Receipts
- › 4.5 Interpret and Analyze Receipt Data
- › 4.6 Apply Retail Math Skills in Real-World Scenarios

• 1 Unit 1 — The World of Tourism and Travel — 6 classes

- › 1.1 Explore the Types of Tourism: An Overview
- › 1.2 Identify Key Components of Travel and Tourism
- › 1.3 Understand the Economic Impact of Tourism
- › 1.4 Discuss Sustainable Tourism Practices
- › 1.5 Analyze the Role of Technology in Travel Planning
- › 1.6 Create a Simple Travel Itinerary for a Destination

• 2 Unit 2 — Types of Tourism — Cultural, Adventure, Eco — 6 classes

- › 2.1 Identify Different Types of Tourism
- › 2.2 Explore Cultural Tourism: Key Features and Examples
- › 2.3 Discover Adventure Tourism: Activities and Attractions
- › 2.4 Understand Eco-Tourism: Principles and Practices
- › 2.5 Compare and Contrast Cultural, Adventure, and Eco-Tourism
- › 2.6 Plan a Sustainable Tourism Experience Incorporating All Types

• 3 Unit 3 — Customer Service Fundamentals in Hospitality — 6 classes

- › 3.1 Understand Customer Expectations in Hospitality
- › 3.2 Identify Key Elements of Excellent Customer Service
- › 3.3 Develop Effective Communication Skills for Service
- › 3.4 Practice Problem-Solving Techniques in Customer Scenarios
- › 3.5 Explore the Role of Body Language in Customer Interactions
- › 3.6 Assess Service Quality and Gather Customer Feedback

• 4 Unit 4 — Famous Tourist Destinations of India — 6 classes

- › 4.1 Explore the Cultural Significance of India's Top Tourist Destinations
- › 4.2 Identify Key Historical Sites in India and Their Attractions
- › 4.3 Analyze Regional Diversity in Famous Tourist Destinations
- › 4.4 Examine Natural Wonders and Their Impact on Tourism in India
- › 4.5 Investigate Current Trends in Tourism and Hospitality in India
- › 4.6 Create a Travel Itinerary for a Famous Indian Destination