

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

LAPT Certification 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 Certificate in Beauty & Wellness (Aligned with NEP 2020) 4 chapters · 24 classes 100 marks	• 1 Unit 1 — Introduction to Beauty and Wellness Industry — 6 classes › 1.1 Explore the Historical Evolution of the Beauty and Wellness Industry › 1.2 Identify Key Sectors within the Beauty and Wellness Landscape › 1.3 Understand the Role of Beauty and Wellness in Holistic Health › 1.4 Analyze Current Trends Shaping the Beauty and Wellness Market › 1.5 Assess Career Opportunities in the Beauty and Wellness Industry › 1.6 Develop a Personal Wellness Plan for Beauty Professionals • 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 and Needs › 2.3 Understand the Importance of a Daily Skincare Routine › 2.4 Create a Personalized Daily Skincare Routine › 2.5 Explore Essential Ingredients for Different Skin Types › 2.6 Evaluate and Adjust Your Skincare Routine Over Time • 3 Unit 3 — Hair Care Techniques and Grooming — 6 classes › 3.1 Identify Different Hair Types and Textures › 3.2 Demonstrate Basic Hair Washing Techniques › 3.3 Explore Common Hair Conditioning Products › 3.4 Execute Simple Hair Drying Methods › 3.5 Apply Effective Hair Styling Techniques › 3.6 Evaluate Hair Care Routines for Different Lifestyles • 4 Unit 4 — Wellness Habits and Healthy Lifestyle Choices — 6 classes › 4.1 Identify Key Components of Wellness Habits › 4.2 Explore the Importance of Nutrition in a Healthy Lifestyle › 4.3 Develop a Personal Exercise Routine for Optimal Health › 4.4 Understand the Impact of Sleep on Wellbeing › 4.5 Practice Mindfulness Techniques for Stress Management › 4.6 Create a Sustainable Wellness Plan for Daily Life
2 Certificate in Coding & Automation (Aligned with NEP 2020) 4 chapters · 24 classes 100 marks	• 1 Unit 1 — Introduction to Algorithms and Flowcharts — 6 classes › 1.1 Define Algorithms and Their Purpose in Coding › 1.2 Identify Key Components of an Algorithm › 1.3 Explore Flowchart Symbols and Their Meanings › 1.4 Create Simple Algorithms for Everyday Tasks › 1.5 Construct Flowcharts for Basic Algorithms › 1.6 Evaluate and Optimize Algorithms Using Flowcharts • 2 Unit 2 — Advanced Scratch — Events, Clones and Variables — 6 classes › 2.1 Explore Event Handling in Scratch Projects › 2.2 Create Interactive Games Using Broadcast Messages › 2.3 Implement Cloning to Enhance Your Scratch Creations › 2.4 Utilize Variables to Track Player Scores › 2.5 Design a Game with Multiple Levels Using Events and Variables › 2.6 Present Your Scratch Project: Showcasing Clones and Variables • 3 Unit 3 — Introduction to Python — Syntax and Basic Programs — 6 classes › 3.1 Identify Python Syntax and Structure › 3.2 Write and Execute Your First Python Program › 3.3 Use Variables and Data Types Effectively › 3.4 Implement Basic Control Flow with If Statements › 3.5 Create and Utilize Functions in Python › 3.6 Develop a Simple Automation Script Using Python • 4 Unit 4 — Simple Automation and Mini-Projects — 6 classes › 4.1 Identify Basic Automation Concepts and Tools › 4.2 Explore Simple Coding Techniques for Automation › 4.3 Design a Mini-Project: Planning Your Automation Task › 4.4 Implement Coding Solutions for Your Mini-Project › 4.5 Test and Troubleshoot Your Automation Project › 4.6 Present and Share Your Mini-Project Outcomes

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

classes

- › 1.1 Identify Different Types of Digital Devices
- › 1.2 Explore Basic Functions of Computers and Smartphones
- › 1.3 Understand the Concept of the Internet and Its Infrastructure
- › 1.4 Navigate Safely: Online Security and Privacy Basics
- › 1.5 Utilize Search Engines Effectively for Information Retrieval
- › 1.6 Apply Digital Communication Tools for Collaboration

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

- › 2.1 Understand the Importance of Internet Safety
- › 2.2 Identify Common Online Threats and Risks
- › 2.3 Explore Personal Privacy Settings and Security Measures
- › 2.4 Recognize Ethical Behavior and Digital Responsibility
- › 2.5 Evaluate the Impact of Cyberbullying and Harassment
- › 2.6 Develop Action Plans for Safe Digital Practices

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

- › 3.1 Understand the Basics of Email Communication
- › 3.2 Explore Different Email Service Providers and Their Features
- › 3.3 Learn How to Compose and Format Professional Emails
- › 3.4 Discover Effective Communication Tools Beyond Email
- › 3.5 Apply Netiquette Principles in Online Communication
- › 3.6 Evaluate and Practise Good Online Communication Habits

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

- › 4.1 Navigate the Microsoft Word Interface
- › 4.2 Create and Format a Basic Document in Word
- › 4.3 Understand and Use Excel Functions and Formulas
- › 4.4 Create and Analyze a Simple Spreadsheet in Excel
- › 4.5 Design an Engaging Presentation in PowerPoint
- › 4.6 Combine Word, Excel, and PowerPoint for a Collaborative Project

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

- › 1.1 Define Retail and Its Importance in the Economy
- › 1.2 Explore Different Types of Retail Formats
- › 1.3 Identify Key Stakeholders in the Retail Sector
- › 1.4 Analyze Consumer Behavior in Shopping Environments
- › 1.5 Examine the Role of Marketing in Retail Success
- › 1.6 Apply Retail Concepts to Create a Simple Marketing Plan

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

- › 2.1 Analyze Key Components of Store Operations
- › 2.2 Explore Best Practices in Inventory Management
- › 2.3 Implement Effective Customer Service Strategies
- › 2.4 Design Engaging Visual Merchandising Displays
- › 2.5 Evaluate the Impact of Store Layout on Sales
- › 2.6 Develop a Comprehensive Store Operations Plan

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

- › 3.1 Understand Customer Needs through Active Listening
- › 3.2 Build Rapport with Customers Using Effective Communication
- › 3.3 Demonstrate Product Knowledge to Enhance Customer Experience
- › 3.4 Employ Persuasive Techniques in Sales Conversations
- › 3.5 Handle Customer Objections with Confidence
- › 3.6 Close Sales Effectively and Foster Customer Loyalty

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

- › 4.1 Understand Basic Retail Math Concepts
- › 4.2 Calculate Selling Price from Cost Price
- › 4.3 Apply Discounts and Markups Effectively
- › 4.4 Construct and Interpret Billing Statements
- › 4.5 Manage Cash Registers and Receipt Generation
- › 4.6 Analyze Sales Data for Strategic Decision Making

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

- › 1.1 Explore the Definitions and Concepts of Tourism
- › 1.2 Identify Key Components of the Travel Industry
- › 1.3 Analyze the Economic Impact of Tourism Globally
- › 1.4 Examine Different Types of Tourism and Travel Experiences
- › 1.5 Investigate Sustainable Practices in the Tourism Sector
- › 1.6 Apply Knowledge by Creating a Mini Travel Itinerary

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

- › 2.1 Explore the Meaning and Key Features of Cultural Tourism
- › 2.2 Identify Major Cultural Tourism Destinations Worldwide
- › 2.3 Understand the Principles and Benefits of Adventure Tourism
- › 2.4 Analyze Popular Adventure Tourism Activities and Their Appeal
- › 2.5 Discover the Importance of Eco-Tourism and Sustainable Practices
- › 2.6 Evaluate Case Studies of Successful Eco-Tourism Initiatives

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

- › 3.1 Understand Customer Expectations in Hospitality
- › 3.2 Explore Effective Communication Techniques for Service
- › 3.3 Implement Active Listening Skills in Customer Interactions
- › 3.4 Recognize and Address Customer Complaints Effectively
- › 3.5 Cultivate a Positive Service Culture in Hospitality
- › 3.6 Evaluate Real-World Scenarios to Enhance Service Delivery

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

- › 4.1 Explore Cultural Heritage Sites of India
- › 4.2 Identify Popular Natural Attractions Across India
- › 4.3 Analyze Historical Significance of Major Tourist Destinations
- › 4.4 Compare Urban and Rural Tourist Spots in India
- › 4.5 Evaluate Sustainable Tourism Practices in Famous Locations
- › 4.6 Design a Tour Itinerary Incorporating Key Indian Destinations