



# DOMESTIC WORKER COURSES



# ASIAN

## EDUCATION FOUNDATION

(An Educational Trust / Govt. of Kerala Reg. No. : 48/IV/2022)

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EDUCATION FOUNDATION  
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**CERTIFICATE COURSES—→ BIRTIKENDRAJIT UNIVERSITY**

## **CERTIFICATE IN CARETAKER** **BIRTIKENRAJIT UNIVERSITY**

Caretaker certification is a kind of training that teaches people how to take care of sick, old, or disabled individuals. This training helps them understand what these people need and how to help them properly. The certification programs usually teach about things like food, cleanliness, safety, first aid, talking skills, and the laws about caregiving. Getting certified as a caretaker also makes people feel proud and shows they're skilled at giving good care. Moreover, caretaker certification programs might provide extra certifications focused on specific areas like taking care of people with dementia or offering support near the end of life. These special certifications can be helpful for people who want to focus on certain parts of caregiving or want to learn more about specific subjects.

### **OBJECTIVES**

- **Develop Expertise:** Equip participants with a deep understanding of caregiving techniques, medical knowledge, and practical skills.
- **Ensure Safety:** Teach proper techniques for handling and assisting individuals while prioritizing their safety and well-being.
- **Improve Communication:** Enhance communication skills to establish rapport and effectively communicate with both patients and their families.



- Provide Medical Aid: Teach basic first aid, medication management, and emergency response protocols.
- Offer Specialized Training: Provide optional training in areas like dementia care, end-of-life support, and specific medical conditions

## **ABOUT THE UNIVERSITY**

Bir Tikendrajit University is one of the top institutions located in India and was established in the year 2020. Bir Tikendrajit University is a leading educational establishment in India. It also ranks 501 in the World QS status. Numerous universities located in West Bengal have now affiliated with Bir Tikendrajit University.

## **APPROVALS**

- University Grants Commission- UGC
- Association of Indian Universities- AIU
- All India Council for Technical Education (AICTE)
- The Bar Council of India- BCI
- Rehabilitation Council of India- RCI
- Pharmacy Council of India- PCI



## **DURATION**

3 months to 6 months

## **ELIGIBILITY**

The minimum entry qualifications would be 10th or equivalent pass.

## **DOCUMENTS REQUIRED**

- 10th Class Certificate
- Transfer Certificate
- Adhar card
- Photographs



## CERTIFICATE IN CAREGIVER BIRTIKENRAJIT UNIVERSITY

The idea of providing care and creating a group of caregivers is important for our country. With more and more people becoming chronically ill, elderly, or having disabilities, we need trained caregivers to help them. The world becoming more connected and modern has led to issues like ageing problems, injuries from disasters, mental stress disorders, and a lack of trained medical professionals. Because of these situations, the RCI, a registered organization, has decided to tackle the need for caregiving. They want to ensure that families, communities, and institutions can all give proper care and rehabilitation to those in need.

### OBJECTIVES

- **Skill Development:** Equip participants with practical caregiving skills, including proper techniques for assisting with daily activities, managing medications, and ensuring a safe environment for those under their care.
- **Empathy and Communication:** Enhance participants' empathy and communication skills, enabling them to connect emotionally with care recipients, understand their needs, and provide comfort and companionship.
- **Medical Knowledge:** Provide foundational medical knowledge, such as understanding common health conditions, recognizing signs of distress, and knowing how to respond appropriately in emergencies.
- **Ethical and Legal Awareness:** Educate caregivers about ethical considerations, confidentiality, and legal responsibilities, ensuring they provide care within the boundaries of the law and uphold the dignity and rights of those they care for.



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- All India Council for Technical Education (AICTE)
- The Bar Council of India- BCI
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## DURATION

3 months to 6 months

## ELIGIBILITY

The minimum entry qualifications would be 10th or equivalent pass.

## DOCUMENTS REQUIRED

- 10th Class Certificate
- Transfer Certificate
- Adhar card
- Photographs



## CERTIFICATE IN HOME MAID COURSE BIRTIKENRAJIT UNIVERSITY

Housekeeping courses provide both theory and hands-on training in different aspects of maintaining a clean and comfortable environment. These aspects include everything needed to keep the place where a person works clean and cosy. To get into this course, students are chosen based on their academic performance and sometimes through an entrance test. Some institutions might also conduct an interview before admitting students. The main subjects covered in a housekeeping course include Housekeeping Procedures, Lighting and Color Coordination, Arranging Room Layouts, Hotel Management, and the Science of Cleaning.

### OBJECTIVES

- **Domestic Skills Mastery:** Equip participants with essential domestic skills, including cleaning, organizing, laundry, and basic home maintenance, enabling them to effectively manage household tasks.
- **Time Management:** Teach effective time management techniques to balance various household responsibilities, ensuring a smooth and efficient daily routine.
- **Hospitality and Guest Management:** Train participants in providing a welcoming and hospitable environment for guests, including meal preparation, etiquette, and gracious hosting.
- **Personal Development:** Enhance participants' confidence and self-reliance by empowering them with the ability to efficiently handle domestic responsibilities, contributing to their personal growth and sense of accomplishment.



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## **CERTIFICATE IN NURSERY CARE ASSISTANT BIRTIKENRAJIT UNIVERSITY**

The Certificate in Nursing Care Assistant (CNCA) is a two-year program where you can learn about the skills and knowledge needed for nursing assistance. In this course, you'll study subjects like Fundamentals of Nursing, Community Diseases, and Medical-Surgical Procedures. Nursing care assistants, also called nurse aides, work closely with registered nurses (RNs) and doctors. There's a high demand for professionals with a Diploma in Nursing Care Assistant, especially in places like Nursing Homes, Medical Writing, Administration, Health Care Centers, and Educational Institutes.

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## **CERTIFICATE IN PERSONAL CARE** **BIRTIKENRAJIT UNIVERSITY**

A course in personal care offers comprehensive training in understanding and catering to individual needs. Covering topics like hygiene, grooming, and emotional support, it equips learners with skills to enhance the well-being of others. Through hands-on practice and theoretical knowledge, participants gain insights into creating a safe and comfortable environment. This course is beneficial for aspiring caregivers, healthcare professionals, and those interested in assisting individuals with diverse requirements. With a focus on respect, empathy, and effective communication, the course prepares individuals to provide personalized care across various settings, such as homes, healthcare facilities, and community centers.

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## DURATION

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## ELIGIBILITY

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## DOCUMENTS REQUIRED

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- Transfer Certificate
- Adhar card
- Photographs



## CERTIFICATE IN GARDENING BIRTIKENRAJIT UNIVERSITY

A gardening course provides a practical and informative learning experience for individuals interested in cultivating plants and landscapes. Covering topics from soil preparation and plant selection to pest control and sustainable practices, participants gain hands-on knowledge to create thriving gardens. This course is valuable for both beginners and enthusiasts seeking to enhance their gardening skills. Through interactive lessons, participants learn about proper planting techniques, garden maintenance, and creative design. Whether for personal enjoyment or a potential career path, a gardening course equips individuals with the tools to transform outdoor spaces into beautiful, flourishing gardens.

### OBJECTIVES

- **Skill Development:** Equip participants with practical caregiving skills, including proper techniques for assisting with daily activities, managing medications, and ensuring a safe environment for those under their care.
- **Empathy and Communication:** Enhance participants' empathy and communication skills, enabling them to connect emotionally with care recipients, understand their needs, and provide comfort and companionship.
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## DURATION

3 months to 6 months

## ELIGIBILITY

The minimum entry qualifications would be 10th or equivalent pass.

## DOCUMENTS REQUIRED

- 10th Class Certificate
- Transfer Certificate
- Adhar card
- Photographs



## CERTIFICATE COURSES → CIVT

# CERTIFICATE IN CARETAKER

## THE CENTRAL INSTITUTE OF VOCATIONAL TRAINING

Caretaker certification is a kind of training that teaches people how to take care of sick, old, or disabled individuals. This training helps them understand what these people need and how to help them properly. The certification programs usually teach about things like food, cleanliness, safety, first aid, talking skills, and the laws about caregiving. Getting certified as a caretaker also makes people feel proud and shows they're skilled at giving good care. Moreover, caretaker certification programs might provide extra certifications focused on specific areas like taking care of people with dementia or offering support near the end of life. These special certifications can be helpful for people who want to focus on certain parts of caregiving or want to learn more about specific subjects.

### OBJECTIVES

- **Develop Expertise:** Equip participants with a deep understanding of caregiving techniques, medical knowledge, and practical skills.
- **Ensure Safety:** Teach proper techniques for handling and assisting individuals while prioritizing their safety and well-being.
- **Improve Communication:** Enhance communication skills to establish rapport and effectively communicate with both patients and their families.
- **Provide Medical Aid:** Teach basic first aid, medication management, and emergency response protocols.
- **Offer Specialized Training:** Provide optional training in areas like dementia care, end-of-life support, and specific medical conditions.



## ABOUT THE UNIVERSITY

The Central Institute of Vocational Training (CIVT) is a premier institution dedicated to imparting practical and skill-based education. Offering a diverse range of vocational courses, CIVT equips students with hands on expertise and industry-relevant skills. With a strong emphasis on employability, it plays a vital role in shaping individuals into competent professionals ready to excel in their chosen fields.

## APPROVALS

- Skill India
- ISO
- vBRE Global certification

## DURATION

3 months to 6 months

## ELIGIBILITY

The minimum entry qualifications would be 10th or equivalent pass.

## DOCUMENTS REQUIRED

- 10th Class Certificate
- Transfer Certificate
- Adhar card
- Photographs





## **CERTIFICATE IN CAREGIVER**

### **THE CENTRAL INSTITUTE OF VOCATIONAL TRAINING**

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### **OBJECTIVES**

- **Skill Development:** Equip participants with practical caregiving skills, including proper techniques for assisting with daily activities, managing medications, and ensuring a safe environment for those under their care.
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## APPROVALS

- Skill India
- ISO
- BRE Global certification

## DURATION

3 months to 6 months

## ELIGIBILITY

The minimum entry qualifications would be 10th or equivalent pass.

## DOCUMENTS REQUIRED

- 10th Class Certificate
- Transfer Certificate
- Adhar card
- Photographs



## **CERTIFICATE IN MAID COURSE**

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### **OBJECTIVES**

- **Domestic Skills Mastery:** Equip participants with essential domestic skills, including cleaning, organizing, laundry, and basic home maintenance, enabling them to effectively manage household tasks.
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## APPROVALS

- Skill India
- ISO
- BRE Global certification

## DURATION

3 months to 6 months

## ELIGIBILITY

The minimum entry qualifications would be 10th or equivalent pass.

## DOCUMENTS REQUIRED

- 10th Class Certificate
- Transfer Certificate
- Adhar card
- Photographs



## **CERTIFICATE IN NURSERY CARE ASSISTANT THE CENTRAL INSTITUTE OF VOCATIONAL TRAINING**

The Certificate in Nursing Care Assistant (CNCA) is a two-year program where you can learn about the skills and knowledge needed for nursing assistance. In this course, you'll study subjects like Fundamentals of Nursing, Community Diseases, and Medical-Surgical Procedures. Nursing care assistants, also called nurse aides, work closely with registered nurses (RNs) and doctors. There's a high demand for professionals with a Diploma in Nursing Care Assistant, especially in places like Nursing Homes, Medical Writing, Administration, Health Care Centers, and Educational Institutes.

### **ABOUT THE UNIVERSITY**

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## APPROVALS

- Skill India
- ISO
- BRE Global certification

## DURATION

3 months to 6 months

## ELIGIBILITY

The minimum entry qualifications would be 10th or equivalent pass.

## DOCUMENTS REQUIRED

- 10th Class Certificate
- Transfer Certificate
- Adhar card
- Photographs



## **CERTIFICATE IN PERSONAL CARE**

### **THE CENTRAL INSTITUTE OF VOCATIONAL TRAINING**

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### **ABOUT THE UNIVERSITY**

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## APPROVALS

- Skill India
- ISO
- BRE Global certification

## DURATION

3 months to 6 months

## ELIGIBILITY

The minimum entry qualifications would be 10th or equivalent pass.

## DOCUMENTS REQUIRED

- 10th Class Certificate
- Transfer Certificate
- Adhar card
- Photographs





## **CERTIFICATE IN GARDENING**

### **THE CENTRAL INSTITUTE OF VOCATIONAL TRAINING**

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#### **ABOUT THE BOARD**

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## APPROVALS

- Skill India
- ISO
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## DURATION

3 months to 6 months

## ELIGIBILITY

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## DIPLOMA COURSES—→ BIRTIKENDRAJIT UNIVERSITY

# DIPLOMA IN CARETAKER BIRTIKENRAJIT UNIVERSITY

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## OBJECTIVES

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- **Offer Specialized Training:** Provide optional training in areas like dementia care, end-of-life support, and specific medical conditions.



## ABOUT THE UNIVERSITY

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- The Bar Council of India- BCI
- Rehabilitation Council of India- RCI
- Pharmacy Council of India- PCI

## DURATION

6 months to 8 months

## ELIGIBILITY

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## DOCUMENTS REQUIRED

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- Photographs



## DIPLOMA IN CAREGIVER BIRTIKENDRAJIT UNIVERSITY

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- Photographs



## DIPLOMA IN GARDENING BIRTIKENDRAJIT UNIVERSITY

A gardening course provides a practical and informative learning experience for individuals interested in cultivating plants and landscapes. Covering topics from soil preparation and plant selection to pest control and sustainable practices, participants gain hands-on knowledge to create thriving gardens. This course is valuable for both beginners and enthusiasts seeking to enhance their gardening skills. Through interactive lessons, participants learn about proper planting techniques, garden maintenance, and creative design. Whether for personal enjoyment or a potential career path, a gardening course equips individuals with the tools to transform outdoor spaces into beautiful, flourishing gardens.

### OBJECTIVES

- **Horticultural Knowledge:** To provide students with a comprehensive understanding of plant biology, soil science, pest and disease management, and other fundamental aspects of horticulture.
- **Garden Design:** To teach students the principles of landscape design, including layout planning, plant selection, and creating aesthetically pleasing outdoor spaces.
- **Plant Care and Maintenance:** To equip students with practical skills in planting, pruning, fertilization, irrigation, and overall care of plants to ensure their health and vitality.
- **Environmental Sustainability:** To emphasize sustainable gardening practices that conserve resources, reduce waste, and promote biodiversity in garden settings.
- **Landscaping Techniques:** To train students in various landscaping techniques such as grading, drainage, and installation of hardscape elements like pathways and structures.



## ABOUT THE BOARD

Bir Tikendrajit University is one of the top institutions located in India and was established in the year 2020. Bir Tikendrajit University is a leading educational establishment in India. It also ranks 501 in the World QS status. Numerous universities located in West Bengal have now affiliated with Bir Tikendrajit University.

## APPROVALS

- University Grants Commission- UGC
- Association of Indian Universities- AIU
- All India Council for Technical Education (AICTE)
- The Bar Council of India- BCI
- Rehabilitation Council of India- RCI
- Pharmacy Council of India- PCI

## DURATION

6 months to 8 months

## ELIGIBILITY

The minimum entry qualifications would be 10th or equivalent pass.

## DOCUMENTS REQUIRED

- 10th Class Certificate
- Transfer Certificate
- Adhar card
- Photographs



## DIPLOMA COURSES—→ CIVT

# DIPLOMA IN CARETAKER

## THE CENTRAL INSTITUTE OF VOCATIONAL TRAINING

Caretaker certification is a kind of training that teaches people how to take care of sick, old, or disabled individuals. This training helps them understand what these people need and how to help them properly. The certification programs usually teach about things like food, cleanliness, safety, first aid, talking skills, and the laws about caregiving. Getting certified as a caretaker also makes people feel proud and shows they're skilled at giving good care. Moreover, caretaker certification programs might provide extra certifications focused on specific areas like taking care of people with dementia or offering support near the end of life. These special certifications can be helpful for people who want to focus on certain parts of caregiving or want to learn more about specific subjects.

### OBJECTIVES

- **Develop Expertise:** Equip participants with a deep understanding of caregiving techniques, medical knowledge, and practical skills.
- **Ensure Safety:** Teach proper techniques for handling and assisting individuals while prioritizing their safety and well-being.
- **Improve Communication:** Enhance communication skills to establish rapport and effectively communicate with both patients and their families.
- **Provide Medical Aid:** Teach basic first aid, medication management, and emergency response protocols.
- **Offer Specialized Training:** Provide optional training in areas like dementia care, end-of-life support, and specific medical conditions.



## ABOUT THE UNIVERSITY

The Central Institute of Vocational Training (CIVT) is a premier institution dedicated to imparting practical and skill-based education. Offering a diverse range of vocational courses, CIVT equips students with hands-on expertise and industry-relevant skills. With a strong emphasis on employability, it plays a vital role in shaping individuals into competent professionals ready to excel in their chosen fields.

## APPROVALS

- Skill India
- ISO
- BRE Global certification

## DURATION

6 months to 8 months

## ELIGIBILITY

The minimum entry qualifications would be 10th or equivalent pass.

## DOCUMENTS REQUIRED

- 10th Class Certificate
- Transfer Certificate
- Adhar card
- Photographs





## DIPLOMA IN CAREGIVER

### THE CENTRAL INSTITUTE OF VOCATIONAL TRAINING

The idea of providing care and creating a group of caregivers is important for our country. With more and more people becoming chronically ill, elderly, or having disabilities, we need trained caregivers to help them. The world becoming more connected and modern has led to issues like ageing problems, injuries from disasters, mental stress disorders, and a lack of trained medical professionals. Because of these situations, the RCI, a registered organization, has decided to tackle the need for caregiving. They want to ensure that families, communities, and institutions can all give proper care and rehabilitation to those in need.

#### OBJECTIVES

- **Skill Development:** Equip participants with practical caregiving skills, including proper techniques for assisting with daily activities, managing medications, and ensuring a safe environment for those under their care.
- **Empathy and Communication:** Enhance participants' empathy and communication skills, enabling them to connect emotionally with care recipients, understand their needs, and provide comfort and companionship.
- **Medical Knowledge:** Provide foundational medical knowledge, such as understanding common health conditions, recognizing signs of distress, and knowing how to respond appropriately in emergencies.
- **Ethical and Legal Awareness:** Educate caregivers about ethical considerations, confidentiality, and legal responsibilities, ensuring they provide care within the boundaries of the law and uphold the dignity and rights of those they care for.



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## APPROVALS

- Skill India
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## DURATION

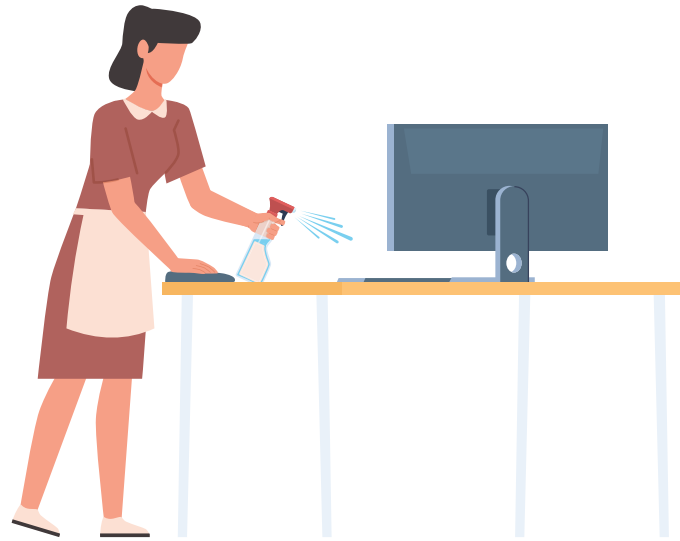
6 months to 8 months

## ELIGIBILITY

The minimum entry qualifications would be 10th or equivalent pass.

## DOCUMENTS REQUIRED

- 10th Class Certificate
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## **DIPLOMA IN HOME MAID COURSE**

### **THE CENTRAL INSTITUTE OF VOCATIONAL TRAINING**

Housekeeping courses provide both theory and hands-on training in different aspects of maintaining a clean and comfortable environment. These aspects include everything needed to keep the place where a person works clean and cosy. To get into this course, students are chosen based on their academic performance and sometimes through an entrance test. Some institutions might also conduct an interview before admitting students. The main subjects covered in a housekeeping course include Housekeeping Procedures, Lighting and Color Coordination, Arranging Room Layouts, Hotel Management, and the Science of Cleaning.

#### **OBJECTIVES**

- **Domestic Skills Mastery:** Equip participants with essential domestic skills, including cleaning, organizing, laundry, and basic home maintenance, enabling them to effectively manage household tasks.
- **Time Management:** Teach effective time management techniques to balance various household responsibilities, ensuring a smooth and efficient daily routine.
- **Hospitality and Guest Management:** Train participants in providing a welcoming and hospitable environment for guests, including meal preparation, etiquette, and gracious hosting.
- **Personal Development:** Enhance participants' confidence and self-reliance by empowering them with the ability to efficiently handle domestic responsibilities, contributing to their personal growth and sense of accomplishment.



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## APPROVALS

- Skill India
- ISO
- BRE Global certification

## DURATION

6 months to 8 months

## ELIGIBILITY

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## DOCUMENTS REQUIRED

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## DIPLOMA IN NURSERY CARE ASSISTANT THE CENTRAL INSTITUTE OF VOCATIONAL TRAINING

The Certificate in Nursing Care Assistant (CNCA) is a two-year program where you can learn about the skills and knowledge needed for nursing assistance. In this course, you'll study subjects like Fundamentals of Nursing, Community Diseases, and Medical-Surgical Procedures. Nursing care assistants, also called nurse aides, work closely with registered nurses (RNs) and doctors. There's a high demand for professionals with a Diploma in Nursing Care Assistant, especially in places like Nursing Homes, Medical Writing, Administration, Health Care Centers, and Educational Institutes.

### OBJECTIVES

- **Skill Development:** To equip students with the practical skills and knowledge needed to provide quality care and assistance in a nursery or childcare setting.
- **Child Development:** To provide an understanding of child growth and development, including physical, cognitive, emotional, and social aspects.
- **Health and Safety:** To educate students about maintaining a safe and hygienic environment for children, including first aid and emergency procedures.
- **Communication Skills:** To enhance communication abilities for effective interaction with children, parents, and colleagues in a professional manner.
- **Learning Facilitation:** To enable graduates to support early childhood learning activities, helping children develop foundational skills and knowledge.



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- ISO
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## DURATION

6 months to 8 months

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## DOCUMENTS REQUIRED

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## **DIPLOMA IN PERSONAL CARE**

### **THE CENTRAL INSTITUTE OF VOCATIONAL TRAINING**

A course in personal care offers comprehensive training in understanding and catering to individual needs. Covering topics like hygiene, grooming, and emotional support, it equips learners with skills to enhance the well-being of others. Through hands-on practice and theoretical knowledge, participants gain insights into creating a safe and comfortable environment. This course is beneficial for aspiring caregivers, healthcare professionals, and those interested in assisting individuals with diverse requirements. With a focus on respect, empathy, and effective communication, the course prepares individuals to provide personalized care across various settings, such as homes, healthcare facilities, and community centers.

### **OBJECTIVES**

- **Personal Care Skills:** To equip students with practical skills and knowledge needed to provide effective personal care assistance to individuals with various needs, including hygiene, grooming, and dressing.
- **Client-Centered Approach:** To emphasize the importance of understanding and respecting the preferences, cultural differences, and individual needs of clients receiving personal care.
- **Health and Safety:** To educate students about maintaining a safe and sanitary environment, infection control measures, and protocols to ensure the well-being of clients and caregivers.
- **Communication and Empathy:** To develop strong communication skills and cultivate empathy to effectively communicate with clients, families, and healthcare professionals.
- **Ethical and Professional Conduct:** To instill a sense of professionalism, ethics, and confidentiality when providing personal care services and interacting with clients and their families.



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## DURATION

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## DIPLOMA IN GARDENING

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# ASIAN

EDUCATION FOUNDATION

(An Educational Trust / Govt. of Kerala Reg. No. : 48/IV/2022)

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