



# Model Curriculum

**QP Name: Assistant Nail Technician**

**QP Code: BWS/Q0401**

**QP Version: 3.0**

**NSQF Level: 3**

**Model Curriculum Version: 3.0**

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## Training Parameters

<b>Sector</b>	Beauty & Wellness
<b>Sub-Sector</b>	Beauty and Salons
<b>Occupation</b>	Nailcare Services
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/5142.9900
<b>Minimum Educational Qualification and Experience</b>	VIII Standard 6 months of experience in Nail care as a Pedicurist and Manicurist
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	16 years
<b>Last Reviewed On</b>	08-04-2021
<b>Next Review Date</b>	08-04-2024
<b>NSQC Approval Date</b>	31-08-2021
<b>QP Version</b>	3.0
<b>Model Curriculum Creation Date</b>	08-04-2021
<b>Model Curriculum Valid Up to Date</b>	08-04-2024
<b>Model Curriculum Version</b>	3.0
<b>Minimum Duration of the Course</b>	270:00 Hrs.
<b>Maximum Duration of the Course</b>	270:00 Hrs.

# Program Overview

This section summarizes the end objectives of the program along with its duration.

## Training Outcomes

At the end of the program, the learner will be able to:

- Explain the objectives of the program
- List the career opportunities and projected growth in nailcare services
- Explain the roles & responsibilities of an Assistant Nail Technician
- Carry out preparation and maintenance of work area
- Describe the application of health and safety practices at the workplace
- Describe the importance of personal hygiene and grooming while executing task
- Carry out manicure and pedicure services
- Carry out nail enhancement services using UV gel nails and acrylic (liquid and powder) nails
- Perform correct refilling technique to achieve desired length and shape
- Carry out simple and basic nail art services

## Compulsory Modules

The table lists the modules, their duration and mode of delivery.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>Introduction to the program and the role of Assistant Nail Technician</b>	<b>1</b>	<b>0</b>			<b>1</b>
<b>BWS/N9001- Prepare &amp; Maintain the work area V3.0, NSQF Level 3</b>	<b>1</b>	<b>10</b>	–	–	<b>11</b>
<b>Prepare and maintain work area</b>	<i>1</i>	<i>10</i>	–	–	<i>11</i>
<b>BWS/N0401- Perform manicure and pedicure services V3.0, NSQF Level 3</b>	<b>5</b>	<b>31</b>	–	–	<b>36</b>
<b>Perform manicure and pedicure services</b>	<i>5</i>	<i>31</i>	–	–	<i>36</i>
<b>BWS/N0415- Provide Nail Enhancement Services V3.0, NSQF Level 3</b>	<b>13</b>	<b>57</b>	<b>30</b>		<b>100</b>
<b>Provide Nail Enhancement Services</b>	<i>13</i>	<i>57</i>	<i>30</i>		<i>100</i>

<b>BWS/N0406- Perform Refill V3.0, NSQF Level 3</b>	<b>5</b>	<b>21</b>			<b>26</b>
<b>Perform Refill</b>	<b>5</b>	<b>21</b>			<b>26</b>
<b>BWS/N0416- Provide Simple and Basic Nail Art Services V3.0, NSQF Level 3</b>	<b>11</b>	<b>21</b>			<b>26</b>
<b>Provide Simple and Basic Nail Art Services</b>	<b>11</b>	<b>21</b>			<b>26</b>
<b>BWS/N9002- Maintain health and safety at the workplace V3.0, NSQF Level 3</b>	<b>2</b>	<b>10</b>	–	–	<b>12</b>
<b>Maintain health and safety at the workplace</b>	<b>2</b>	<b>10</b>	–	–	<b>12</b>
<b>BWS/N9003- Create a positive impression at the workplace V3.0, NSQF Level 3</b>	<b>22</b>	<b>30</b>	–	–	<b>52</b>
<b>Appearance and Behavior</b>	<b>7</b>	<b>10</b>	–	–	<b>17</b>
<b>Task execution as per organization’s standards</b>	<b>7</b>	<b>10</b>	–	–	<b>17</b>
<b>Communication and Information record</b>	<b>8</b>	<b>10</b>	–	–	<b>18</b>
<b>Total Duration</b>	<b>60:00</b>	<b>180:00</b>	<b>30</b>		<b>270:00 Hrs.</b>

# Module Details

## Introduction to the program and the role of Assistant Nail Technician

### Terminal Outcomes:

- Explain the objectives of the program
- Explain the roles & responsibilities of Assistant Nail Technician
- List the career opportunities in nailcare service

<b>Duration:</b> 01:00 Hrs	<b>Duration:</b> <hh:mm>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the objectives of the program</li> <li>• State the roles &amp; responsibilities of Assistant Nail Technician</li> <li>• List the career opportunities in nailcare service</li> <li>• Discuss about the projected growth in nailcare service</li> </ul>	
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
N.A	

## Prepare and maintain work area

*Mapped to Assistant Nail Technician, BWS/Q0401*

### Terminal Outcomes:

- Carry out preparation and maintenance of work area

<b>Duration: 01:00 Hrs.</b>	<b>Duration: 10:00 Hrs.</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the significance of maintaining hygienic, safe, disinfected and suitable ambient conditions at work place; such as by using air purifiers to reduce dust, dander, smoke, allergens &amp; odour resulting in a healthier, fresher &amp; cleaner environment and restructuring the workplace set-up by keeping a minimum distance of 2 meters in between two clientele, practicing social distancing by avoiding handshakes/ hugs to co-workers/ clientele, etc.</li> <li>• Identify and prepare equipment &amp; products required for the respective session</li> <li>• Discuss the instructions required in preparing a sterilization solution as per organizational standards using approved products and as per manufacturer's and checking leakages</li> <li>• Identify need of segregating recyclable, non-recyclable and hazardous waste generated in separate bin</li> <li>• Conduct employee awareness program; such as for COVID-19 by displaying posters/ signage's promoting regular hand-washing and respiratory hygiene in the premises</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate organizing the sterilized/ disinfected equipment for a service delivery; equipment such as bowls, cotton etc.</li> <li>• Demonstrate disposing of waste in the designated area at work place; waste materials such as disposable triple layered surgical face mask, disposable gloves, etc.</li> <li>• Demonstrate the use of electrical equipment while providing services and its proper maintenance when not in use</li> <li>• Prepare reports of materials and equipment securely in line with the organisational policies</li> <li>• Apply digital mode of payment to lessen any kind of cross infection; digital mode such as use of debit/credit cards, internet banking, mobile wallets, digital payment apps, etc.</li> </ul>
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
Nail Table, Manicure Table, Pedicure Stations, First Aid Kit, Fire Extinguishers, Sterilizers, Record Book, Bowls, Chair, Cotton, Hand Sanitizer, Masks, Disposable Aprons, and POS Machine.	

## Perform manicure and pedicure services

*Mapped to Assistant Nail Technician, BWS/Q0401*

### Terminal Outcomes:

- Carry out pedicure and manicure services

<b>Duration:</b> 05:00 Hrs.	<b>Duration:</b> 31:00 Hrs.
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Identify the structure, function, and characteristics of nail and the process of nail growth</li> <li>• Identify bones of lower leg, foot, wrist, hands fingers and forearm</li> <li>• Explain the structure and functions of the lymphatic vessels of the lower leg, foot, hand and arm</li> <li>• Explain the arteries and veins of lower leg, foot, hand and arm</li> <li>• Identify muscles of the lower leg, foot, hand and arms</li> <li>• Identify nail diseases and disorder</li> <li>• Explain nail and analyse skin by visual/manual examination to identify treatable conditions and contra-indications restricting or preventing treatment</li> </ul>	<ul style="list-style-type: none"> <li>• Apply safe and effective methods of working when providing services</li> <li>• Perform client consultation, treatment planning and preparation</li> <li>• Demonstrate the process followed in pedicure and manicure services</li> <li>• Demonstrate and identify contra-indications and contra-actions that may affect or restrict the services</li> <li>• Perform aftercare advice for clients</li> </ul>
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
Nail Structure Chart, Manicure Chair/ Stool, Bowls, Manicure Brush, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange Stick, Nail Filer, Pack Brush, Dustbin, Pedicure Chair/ Stool, Foot Scraper, Emery Board, Pumic Stone, Toe Separator, Pedicure Brush, Cotton Wool, Nail Paint Remover, Hand and Foot Cream, Hand and Foot Scrub, Cleanser, Towel, Disposable Aprons and Masks	



## Provide Nail Enhancement Services

### Mapped to Assistant Nail Technician, BWS/Q0401

#### Terminal Outcomes:

- Carry out nail enhancement services using UV gel nails and acrylic (liquid and powder) nails

<b>Duration: 13:00 Hrs.</b>	<b>Duration: 57:00 Hrs.</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the anatomical structure and function of nails; Structure: Nail root-matrix, mantle, plate, wall, grooves, bed, lunula, free edge, hyponychium, cuticle, and functions: protection characteristics of nail and the process of nail growth</li> <li>• Identify nail diseases and disorders</li> <li>• Analyse nails by visual/manual examination to identify treatable conditions and contra indications restricting or preventing treatment</li> <li>• Identify products and tools suitable to carry out the procedure of UV gel nail enhancement</li> <li>• Explain the basic contraindications, contra actions, relevant subsequent plans</li> <li>• Perform manicure and pedicure services as per standard procedure set by the salon</li> <li>• Carry out nail shaping and filing techniques Shaping techniques: Filing, buffing, application of cuticle cream, removal of cuticle, cuticle pushing, polishing, Filing techniques: Emery board, glass, buffing block,</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare the client, self and work area for services</li> <li>• Carry out the procedure of acrylic (liquid and powder) nail enhancement</li> <li>• Perform services as per standard procedure set by the salon/nail bar</li> <li>• Carry out nail shaping and filing techniques; Shaping techniques: filing, buffing, application of cuticle cream, removal of cuticle, cuticle pushing, polishing; Filing techniques: Emery board, glass, buffing block, electrical files, bevelling, etc.)</li> </ul>
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
Safety Glasses, Dust Mask, Disposable Aprons, Metal Bin with Lid and Line, Towels, Disposable Paper Roll/ Wipes, Cuticle Pusher, Cuticle Nippers, Nail Scissors, Stiff-Bristled, Nail Brush, Application Brush Files, Block Buffers, Tip Cutters, Nail Forms, and UV Lamp Nail Polish Dryer.	

## Perform Refill

*Mapped to Assistant Nail Technician, BWS/Q0401*

### Terminal Outcomes:

- Perform correct refilling technique to achieve desired length and shape

<b>Duration:</b> 05:00 Hrs.	<b>Duration:</b> 21:00 Hrs.
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Analyse nails; e.g., Cuticle conditions, Nail shape, Nail length to carry out the treatment</li> <li>• Identify breaking and splitting of extension, discoloration of product, bacterial and fungal infection, and discoloration of natural nail</li> <li>• Select techniques to suit client’s service needs and nail conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Perform cleaning of nails to ensure they are free from bacteria.</li> <li>• Carry out buffing and removing the existing product using electric files/ buffer/ traditional filing methods as per refill guidelines</li> <li>• Perform correct filing technique to achieve desired length and shape</li> <li>• Carry out the process of dehydrating the natural nail appropriately depending on acrylic/ gel service</li> <li>• Perform buffing techniques correctly and seal to create a high shine finish</li> <li>• Carry out monitoring UV/ LED curing time as per product manufacturer’s instructions</li> <li>• Perform removing of surface residue at the right stage, if required</li> <li>• Apply polish, if requested by client</li> <li>• Carry out finishing process of the nail enhancements to meet the agreed service plan</li> <li>• Perform the correct application to refinish the nail with acrylic/ gel system</li> <li>• Perform aftercare advice for clients</li> </ul>
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
Safety Glasses, Dust Mask, Apron, Metal Bin with Lid and Line, Towels, Disposable Paper Roll/ Wipes, Cuticle Pusher, Cuticle Nippers, Nail Scissors, Stiff-Bristled, Nail Brush, Application Brush Files, Block Buffers, Tip Cutters, Nail Forms, and UV Lamp Nail Polish Dryer.	

## Provide Simple and Basic Nail Art Services

### Mapped to Assistant Nail Technician, BWS/Q0401

#### Terminal Outcomes:

- Carry out simple and basic nail art services

<i>Duration: 11:00 Hrs.</i>	<i>Duration: 21:00 Hrs.</i>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>Identify the products and tools suitable to carry the nail art procedure</li><li>Identify basic contraindications, contraindications of nail art services</li><li>Identify nails feature and conditions relevant to nail art and impact on the same</li><li>Apply basic techniques of nail art efficiently</li></ul>	<ul style="list-style-type: none"><li>Prepare self, client and the work area for nail art services</li><li>Apply basic techniques of nail art efficiently</li><li>Perform aftercare advice for clients</li></ul>
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
Nail Art Paint, Glitter, Enamel Remover, Adhesive, Stencil or Needle, and Cotton	

## Maintain health and safety at the workplace

*Mapped to Assistant Nail Technician, BWS/Q0401*

### Terminal Outcomes:

- Describe the application of health and safety practices at the workplace

<b>Duration:</b> 02:00 Hrs.	<b>Duration:</b> 10:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>State the significance of personal protective equipment (PPE) &amp; its efficient supply at work place; PPE such as tissues, antibacterial soaps, alcohol-based hand cleansers, triple layered surgical face masks, gloves, etc.</li> <li>Discuss the importance of maintaining basic hygiene at work place to avoid any kind of cross infection; basic hygiene such as wearing disposable N-95/ triple layered surgical face mask, gloves, apron, washing/ sanitizing hands &amp; taking bath at regular intervals, etc.</li> <li>Explain the importance of maintaining first aid kit at work place</li> <li>Identify and list potential risks and hazards in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate and state significance of maintaining posture and position to minimize fatigue and the risk of injury</li> <li>Demonstrate the method of sterilizing equipment &amp; tools before and after use</li> <li>Prepare, maintain and report accident reports as per organisational policies</li> </ul>
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
First Aid Kit, Fire Extinguishers, Sterilizers, Hot Cabinets, Disposable Masks, Aprons, Hand Sanitiser, Masks, and Waste Disposal Bins	

## Create a positive impression at the workplace

### Mapped to Assistant Nail Technician, BWS/Q0401

#### Terminal Outcomes:

- Describe the importance of personal hygiene and grooming while executing task

<b>Duration:</b> 22:00 Hrs.	<b>Duration:</b> 30:00 Hrs.
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the importance of maintaining personal hygiene and grooming; such as sanitized hands, neatly tied and covered hair, clean nails, sanitized uniform while engaging with clients with no gender stereotyping, to ensure privacy, comfort and wellbeing of all the genders throughout the services, etc.</li> <li>• List the ways to manage client expectations; such as by identifying new techniques</li> <li>• State the importance of maintaining confidentiality of information while performing documentation of records</li> <li>• Conduct employee awareness program; such as internalization of gender, PwD sensitization on designing PwD friendly workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate confidence at the workplace by managing and identifying various business opportunities</li> <li>• Demonstrate the different formats of maintaining documentation of records</li> <li>• Demonstrate the process of client appointment scheduling; pre-bookings and maintaining the work area, equipment, product stocks to meet the schedule</li> <li>• Carry out different &amp; effective ways of communication for clients; clients could be from different culture, religion, age, background, disability, gender; and communication such as email, phone etc.</li> <li>• Perform activities related to the financial literacy; such as saving money, opening bank accounts, linking Aadhaar card to bank account, using various e-commerce payment systems, etc.</li> </ul>
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
POS Machine	

# Annexure

## Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
10th pass with Advance Diploma in Nailcare Services	Nailcare Services	2	Nailcare Services	1	N.A	Diploma should be minimum of 6 months period

Trainer Certification	
Domain Certification	Platform Certification
BWS/Q0401, V3.0 Trainer Minimum accepted score is 80%	MEP/Q2601, V1.0 Trainer Minimum accepted score is 80%

## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
12th pass with Advance Diploma in Nailcare Services	Nailcare Services	3	Nailcare Services	2	N.A	Diploma should be minimum of 6 months period followed by Advanced Diploma of minimum 3 months

Assessor Certification	
Domain Certification	Platform Certification
BWS/Q0401, V3.0 Assessor Minimum accepted score is 80%	MEP/Q2701, V1.0 Assessor Minimum accepted score is 80%

## Assessment Strategy

### Assessment system Overview

Assessment will be carried out by assessment partners with no link to training partners. Based on the results of assessment, B&WSSC will certify the learners. Assessor has to pass assessment of theoretical knowledge of the job role and approved by B&WSSC.

The assessment will have both theory and practical components in 20:80 ratios. While theory assessment is summative and a written exam; practical will involve demonstrations of applications and presentations of procedures and other components. Practical assessment will also be summative in nature.

### Testing Environment

Training partner has to share the batch start date and end date, number of trainees and the job role.

Assessment will be fixed for a day after the end date of training. It could be next day or later. Assessment will be conducted at the training venue.

Room where assessment is conducted will be set with proper seating arrangements with enough space to prevent copying.

Question bank of theory and practical will be prepared by assessment agency and approved B&WSSC. From this set of questions, assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial question, etc. which will test the trainee on his theoretical knowledge of the subject.

The theory and practical assessments will be carried out on same day. The question paper is pre-loaded in the computer (incase of online assessment) and it will be in the language requested by the training partner.

Presentation will be one mode of assessment and so computers and LDC projector will be available for assessment. Viva will also be used to gauge trainee's confidence and correct knowledge in handling job situations.

### Assessment Quality Assurance framework

Assessor has to go through orientation program organized by Assessment Agency. The training would give an overview to the assessors on the overall framework of QP evaluation. Assessor shall be given a NOS and PC level overview of each QP as applicable. Overall structure of assessment and objectivity of the marking scheme will be explained to them.





The giving of marks will be driven by an objective framework which will maintain standardization of marking scheme.

In case of many candidates to be accommodated in one venue for theory assessment, caution is taken not to let the candidates who competed test meet those who have not. Once the first batch has moved out of the knowledge based assessment area, the second batch must be taken from the main waiting area and seated in the respective seats for their knowledge based assessment.

For practical, the instructions for taking the test are clearly written on the board in the lab or shared with the candidates verbally.

The assessment will be video recorded and submitted to B&WSSC. The training partner will intimate the time of arrival of the assessor and time of leaving the venue.

### **Methods of Validation**

Unless the trainee is registered, the person cannot undergo assessment. To further ensure that the person registered is the person appearing for assessment, id verification will be carried out. Aadhar card number is part of registering the candidate for training. This will form the basis of further verification during the assessment.

Assessor conducts the assessment in accordance with the assessment guidelines and question bank as per the job role.

The assessor carries tablet with the loaded questions. This tablet is geotagged and so it is monitored to check their arrival and completion of assessment.

Video of the practical session is prepared and submitted to B&WSSC.

Random spot checks/audit is conducted by B&WSSC assigned persons to check the quality of assessment.

Assessment agency will be responsible to put details in SIP.

B&WSSC will also validate the data and result received from the assessment agency.

### **Method of assessment documentation and access**

The assessment agency will upload the result of assessment in the portal. The data will not be accessible for change by the assessment agency after the upload. The assessment data will be validated by B&WSSC assessment team. After upload, only B&WSSC can access this data. B&WSSC approves the results within a week and uploads on SIP.

## References

## Glossary

Term	Description
<b>Declarative Knowledge</b>	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
<b>Key Learning Outcome</b>	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
<b>OJT (M)</b>	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
<b>OJT (R)</b>	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
<b>Procedural Knowledge</b>	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.
<b>Training Outcome</b>	Training outcome is a statement of what a learner will know, understand and be able to do <b>upon the completion of the training</b> .
<b>Terminal Outcome</b>	Terminal outcome is a statement of what a learner will know, understand and be able to do <b>upon the completion of a module</b> . A set of terminal outcomes help to achieve the training outcome.



## Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards