



# Model Curriculum

**QP Name: Trainee - Beautician**

**QP Code: BWS/Q0108**

**QP Version: 1.0**

**NSQF Level: 3**

**Model Curriculum Version: 1.0**

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## Training Parameters

<b>Sector</b>	Beauty & Wellness
<b>Sub-Sector</b>	Beauty and Salons
<b>Occupation</b>	Skincare Services
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/5142.0101
<b>Minimum Educational Qualification and Experience</b>	<ul style="list-style-type: none"> <li>• 10th grade pass and pursuing continuous schooling OR</li> <li>• 10th grade pass plus 1-year NTC/ NAC</li> </ul>
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	16 years
<b>Last Reviewed On</b>	19-01-2023
<b>Next Review Date</b>	19-07-2023
<b>NSQC Approval Date</b>	19-01-2023
<b>QP Version</b>	1.0
<b>Model Curriculum Creation Date</b>	19-01-2023
<b>Model Curriculum Valid Up to Date</b>	19-07-2023
<b>Model Curriculum Version</b>	1.0
<b>Minimum Duration of the Course</b>	210:00 Hrs.
<b>Maximum Duration of the Course</b>	210:00 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
- Explain the roles & responsibilities of an Trainee - Beautician
- Perform basic skin care services; such as facials, cleansing, toning, moisturizing, exfoliations, skin warming and blackhead extraction
- Carry out basic hair removal services, including waxing and threading
- Carry out manicure and pedicure services
- Discuss the importance and various aspects of employability skills
- 

### 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>BWS/N0101 Provide basic skin care services V4.0, NSQF Level 3</b>	<b>20</b>	<b>40</b>	–	–	<b>60</b>
<b>Provide basic skin care services</b>	20	40	–	–	60
<b>BWS/N0102 Carry out basic hair removal services V4.0, NSQF Level 3</b>	<b>10</b>	<b>20</b>	–	–	<b>30</b>
<b>Carry out basic hair removal services</b>	10	20	–	–	30
<b>BWS/N0401 Provide manicure and pedicure services V4.0, NSQF Level 3</b>	<b>10</b>	<b>20</b>	–	–	<b>30</b>
<b>Provide manicure and pedicure services</b>	10	20	–	–	30

<b>Employability Skills (90 hours) NOS Version No. –1.0 NSQF Level – 5</b>	<b>36</b>	<b>54</b>	–	–	<b>90</b>
Introduction to Employability Skills	1	2	–	–	3
Constitutional values - Citizenship	0.5	1	–	–	1.5
Becoming a Professional in the 21st Century	2	3	–	–	5
Basic English Skills	4	6	–	–	10
Career Development & Goal Setting	1.5	2.5	–	–	4
Communication Skills	4	6	–	–	10
Diversity & Inclusion	1	1.5	–	–	2.5
Financial and Legal Literacy	4	6	–	–	10
Essential Digital Skills	8	12	–	–	20
Entrepreneurship	3	4	–	–	7
Customer Service	4	5	–	–	9
Getting ready for apprenticeship & Jobs	3	5	–	–	8
<b>Total Duration</b>	<b>76:00</b>	<b>134:00</b>	-	–	<b>210:00 Hrs.</b>

## Module Details

### Provide basic skin care services

*Mapped to Trainee - Beautician, BWS/Q0108*

#### Terminal Outcomes:

- Explain the objectives of the program
- Explain the roles & responsibilities of a Trainee - Beautician
- Perform basic skin care services; such as facials, cleansing, toning, moisturizing, exfoliations, skin warming and blackhead extraction

<b>Duration: 20:00 Hrs.</b>	<b>Duration: 40:00 Hrs.</b>
<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 Trainee - Beautician</li> <li>• Describe the anatomical structure of the skin; such as the layers of the epidermis, the dermis, the subcutaneous layer, the hair follicle, the hair shaft, the sebaceous gland, arrector pili muscle, sweat gland, and sensory nerve endings</li> <li>• Identify the functions of the skin; such as sensitivity, heat regulation, absorption, protection, excretion, secretion and vitamin D production</li> <li>• Identify the characteristics of the skin, its type and conditions</li> <li>• Identify the effect of the natural ageing process on the skin, facial muscles and muscle tone</li> <li>• Identify various environmental and lifestyle factors affecting the skin</li> <li>• Identify erythema and its causes</li> <li>• Identify contra-indications which may occur during the facial and bleach services</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare the client, self and work area for basic skin care services</li> <li>• Apply facial and bleach techniques for clients</li> <li>• Treat various skin conditions - psoriasis, eczema, acne, etc.</li> <li>• Perform suitable course of services and procedures for various skin types and conditions, and recommended frequency of service - daily, weekly, monthly, etc.</li> <li>• Use different products available for facial and bleach services</li> <li>• Differentiate between various types of specialist skin products and methods</li> <li>• Categorise the benefits of various beauty services; such as used for cleansing, exfoliating and toning the skin</li> <li>• Massage by applying masks and skin care products &amp; warm the skin using different types of skin warming devices</li> <li>• Perform safe manual black head extraction using comedone extractor</li> <li>• Illustrate different types of masks and their effects on the skin like cream, warm oil, clay, peel off, thermal, etc.</li> <li>• Perform aftercare services by recommending basic home care routine for skin protection</li> </ul>
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip chart, Marker and Duster	

### **Tools, Equipment and Other Requirements**

Anatomy and Physiology Charts, Therapy Bed, Beauty Stool/Chair, Trolley, Bowls, Sterilized Comedone Extractor, Face Steamer, Cotton, Facial Tissues, Towel, Pack Brush, Dustbin, Disposable Sheets and Aprons, Face Masks and Beauty consumables

## Carry out basic hair removal services

*Mapped to Trainee - Beautician, BWS/Q0108*

### Terminal Outcomes:

- Carry out basic hair removal services, including waxing and threading

<b>Duration: 10:00 Hrs.</b>	<b>Duration: 20:00 Hrs.</b>
<p><b>Theory – Key Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>Describe the importance of proper consulting, planning and preparing clients for waxing treatments</li> <li>Identify contra-indications that affect or restrict waxing treatments</li> <li>Identify various techniques associated with working temperatures for different waxing methods</li> <li>Identify different types of hot wax and warm wax based on hair and skin types</li> <li>Identify the advantages, disadvantages and limitations of facial waxing and suitable alternative facial hair removal procedures</li> <li>Identify different types of tools and materials used for threading, e.g., scissors, disposable eyebrow brush, thread</li> <li>Explain the advantages and disadvantages of threading as per the shape and proportion of the eyebrows in relation to facial features and existing eyebrow shape</li> <li>List the methods to carry out the threading techniques</li> <li>Explain the significance of maintaining customer service principles including privacy and protection to modesty of the customers</li> </ul>	<p><b>Practical – Key Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>Carry out the safe and effective methods of working when waxing</li> <li>Select &amp; apply proper equipment, materials, products, techniques for effective waxing services</li> <li>Select &amp; apply methods of application and removal of waxing products in relation to the direction of hair growth</li> <li>Apply various methods of hair removal and their effects like threading, sugaring, tweezing, shaving, depilatory creams, electrical depilatory, etc.</li> <li>Select &amp; apply proper threading tools, materials and equipment; such as to suit male client requirements, e.g., removing external hair on ears and nose</li> <li>Perform aftercare advice for clients; such as activities to avoid after waxing services i.e., possible contra-actions that may occur after waxing services</li> <li>Execute record services; such as maintaining product usage (inventory) record</li> </ul>
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
Therapy Bed, Beauty Trolley, Wax Heater, Wax Strips, Wax Knife, Spatula, Bowls, Dustbin, Bed/Recliner, Chair, Bowl, Cotton, Mirror, Facial Tissues, Towel, Disposable Aprons and Sheets	



## Perform manicure and pedicure services

*Mapped to Trainee - Beautician, BWS/Q0108*

### Terminal Outcomes:

- Carry out pedicure and manicure services

<b>Duration: 10:00 Hrs.</b>	<b>Duration: 20:00 Hrs.</b>
<p><b>Theory – Key Learning Outcomes</b></p> <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>	<p><b>Practical – Key Learning Outcomes</b></p> <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>
<p><b>Classroom Aids</b></p> <p>Computer, Projector, White Board/ Flip Chart, Marker and Duster</p>	
<p><b>Tools, Equipment and Other Requirements</b></p> <p>Anatomy and Physiology Chart, Manicure Chair/ Stool, Bowls, Manicure Brush, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange Stick, Nail Filer, Pack Brush, Dustbin, Pedicure Chair/ Stool, Foot Scrapper, Emery Board, Pumic Stone, Toe Separator, Pedicure Brush, Cotton Wool, Nail Paint Remover, Hand and Foot Cream, Hand and Foot Scrub, Cleanser, Towels, Trolley, Nail Paints, and Disposable Aprons and Sheets.</p>	

## Introduction to Employability Skills

### Mapped to DGT/VSQ/N0103

#### Terminal Outcomes:

- Discuss about Employability Skills in meeting the job requirements

<b>Duration:</b> <1:00>	<b>Duration:</b> <2:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Outline the importance of Employability Skills for the current job market and future of work</li> </ul>	<ul style="list-style-type: none"> <li>• List different learning and employability related GOI and private portals and their usage</li> <li>• Research and prepare a note on different industries, trends, required skills and the available opportunities</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Constitutional values - Citizenship

### Mapped to DGT/VSQ/N0103

#### Terminal Outcomes:

- Discuss about constitutional values to be followed to become a responsible citizen

<b>Duration:</b> <0.5:00>	<b>Duration:</b> <1:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.</li> </ul>	<ul style="list-style-type: none"> <li>• Practice different environmentally sustainable practices</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Becoming a Professional in the 21st Century

### Mapped to DGT/VSQ/N0103

#### Terminal Outcomes:

- Demonstrate professional skills required in 21<sup>st</sup> century

Duration: <2:00>	Duration: <3:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Discuss 21st century skills required for employment</li> </ul>	<ul style="list-style-type: none"> <li>• Highlight the importance of practicing 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life</li> <li>• Create a pathway for adopting a continuous learning mindset for personal and professional development</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Basic English Skills

### Mapped to DGT/VSQ/N0103

#### Terminal Outcomes:

- Practice basic English speaking.

Duration: <4:00>	Duration: <6:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Describe basic communication skills</li> <li>• Discuss ways to read and interpret text written in basic English</li> </ul>	<ul style="list-style-type: none"> <li>• Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone</li> <li>• Read and understand text written in basic English</li> <li>• Write a short note/paragraph / letter/e - mail using correct basic English</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Career Development & Goal Setting

### Mapped to DGT/VSQ/N0103

#### Terminal Outcomes:

- Demonstrate Career Development & Goal Setting skills.

<b>Duration:</b> <1.5:00>	<b>Duration:</b> <2.5:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Identify well-defined short- and long-term goals</li> </ul>	<ul style="list-style-type: none"> <li>• Create a career development plan</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Communication Skills

### Mapped to DGT/VSQ/N0103

#### Terminal Outcomes:

- Practice basic communication skills.

<b>Duration:</b> <4:00>	<b>Duration:</b> <6:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the importance of communication etiquette including active listening for effective communication</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette</li> <li>• Write a brief note/paragraph on a familiar topic</li> <li>• Role play a situation on how to work collaboratively with others in a team</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Diversity & Inclusion

### Mapped to DGT/VSQ/N0103

#### Terminal Outcomes:

- Describe PwD and gender sensitisation.

Duration: <1:00>	Duration: <1.5:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the significance of reporting sexual harassment issues in time</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Financial and Legal Literacy

### Mapped to DGT/VSQ/N0103

#### Terminal Outcomes:

- Describe ways of managing expenses, income, and savings.

Duration: <4:00>	Duration: <6:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss various financial institutions, products, and services</li> <li>• Explain the common components of salary such as Basic, PF, Allowances (HRA, TA, DA, etc.), tax deductions</li> <li>• Discuss the legal rights, laws, and aids</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to conduct offline and online financial transactions, safely and securely and check passbook/statement</li> <li>• Calculate income and expenditure for budgeting</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Essential Digital Skills

### Mapped to DGT/VSQ/N0103

#### Terminal Outcomes:

- Demonstrate procedure of operating digital devices and associated applications safely.

<b>Duration: &lt;8:00&gt;</b>	<b>Duration: &lt;12:00&gt;</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the role of digital technology in day-to-day life and the workplace</li> <li>• Discuss the significance of displaying responsible online behavior while using various social media platforms</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to operate digital devices and use the associated applications and features, safely and securely</li> <li>• Demonstrate how to connect devices securely to internet using different means</li> <li>• Follow the dos and don'ts of cyber security to protect against cyber crimes</li> <li>• Create an e-mail id and follow e- mail etiquette to exchange e -mails</li> <li>• Show how to create documents, spreadsheets and presentations using appropriate applications</li> <li>• Utilize virtual collaboration tools to work effectively</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Entrepreneurship

### Mapped to DGT/VSQ/N0103

#### Terminal Outcomes:

- Describe opportunities as an entrepreneur.

<b>Duration: &lt;3:00&gt;</b>	<b>Duration: &lt;4:00&gt;</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the types of entrepreneurship and enterprises</li> <li>• Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan</li> <li>• Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement</li> </ul>	<ul style="list-style-type: none"> <li>• Create a sample business plan, for the selected business opportunity</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Customer Service

### Mapped to DGT/VSQ/N0103

#### Terminal Outcomes:

- Describe ways of maintaining customer.

<b>Duration: &lt;4:00&gt;</b>	<b>Duration: &lt;5:00&gt;</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Classify different types of customers</li> <li>• Discuss various tools used to collect customer feedback</li> <li>• Discuss the significance of maintaining hygiene and dressing appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to identify customer needs and respond to them in a professional manner</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Getting ready for apprenticeship & Jobs

*Mapped to DGT/VSQ/N0103*

### Terminal Outcomes:

- Describe ways of preparing for apprenticeship & Jobs appropriately.

<b>Duration:</b> <3:00>	<b>Duration:</b> <5:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the significance of maintaining hygiene and dressing appropriately for an interview</li> <li>• List the steps for searching and registering for apprenticeship opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Draft a professional Curriculum Vitae (CV)</li> <li>• Use various offline and online job search sources to find and apply for jobs</li> <li>• Role play a mock interview</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	



## Annexure

### Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
10th pass with Diploma in Beauty or Cosmetology	Cosmetology/Beauty Course	2	Skincare Services	1	N.A	Diploma should be minimum of 6 months

Trainer Certification	
Domain Certification	Platform Certification
BWS/Q0108, V1.0 Trainer Minimum accepted score is 80%	MEP/Q2601, V2.0 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 Beauty or Cosmetology	Cosmetology/ Beauty Courses	3	Skincare 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/Q0108, V1.0 Assessor Minimum accepted score is 90%	MEP/Q2701, V2.0 Assessor Minimum accepted score is 90%

## 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.

