

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Beauty & Wellness Sector Skill Council
Office no. - UG-5B, Upper Ground Floor, Himalaya House-23, Kasturba Gandhi Marg, Connaught Place, Delhi-110001

Name and contact details of individual dealing with the submission

Name: Ms. Monica Bahl

Position in the organisation: CEO

Address if different from above: Same as above

Tel number(s): 011 – 40342940/42/44/45

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List of documents submitted in support of the Qualifications File

1. Qualifications Pack
2. Industry Validations letters
3. Industry Endorsement tracker
4. Integrated Occupational Map
5. Summary Sheet
6. Model Curriculum

Model Curriculum to be added which will include the following:

- **Indicative list of tools/equipment to conduct the training**
- **Trainers' qualification**
- **Lesson Plan**
- **Distribution of training duration into theory/practical/OJT component**

SUMMARY

1	Qualification Title: Assistant Beauty Therapist
2	Qualification Code, if any: QP BWS/Q0101
3	NCO code and occupation: NCO-2015/5142.0101
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term): Nature of the qualification This Qualification Pack (QP) contains National Occupational Standards for Assistant Beauty Therapist job role. The purpose of this qualification is to skill and upskill people with the intent to employ them as assistant beauty therapist.
5	Body/bodies which will award the qualification: Beauty & Wellness Sector Skill Council
6	Body which will accredit providers to offer courses leading to the qualification: Beauty & Wellness Sector Skill Council
7	Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy) : Yes
8	Occupation(s) to which the qualification gives access: Skincare Services under Beauty and Salons Sub-sector
9	Job description of the occupation: An Assistant Beauty Therapist needs to be aware of basic beauty therapy, basic hair styling, basic make-up, and pedicure and manicure services maintaining health, hygiene and safety at the workplace. The job holder needs to be knowledgeable about various beauty products, tools and equipment. The person needs to assist the senior therapists/ stylists for various services in the salon.
10	Licensing requirements: N/A
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided): N/A
12	Level of the qualification in the NSQF: Level 3
13	Anticipated volume of training/learning required to complete the qualification: 390 Hours (including 30 Hours of Optional NOS)
14	Indicative list of training tools required to deliver this qualification: Anatomy and Physiology Charts, First Aid Kit, Fire Extinguishers, Sterilizers, Hot Cabinets, Waste Disposal Bins, Therapy Bed, Stool/Chair, Trolley, Bowls, Comedone Extractor, Face Steamer, Pack Brush, Mehndi, Mehndi Cone, Mehndi Oil, Dust Bin, Manicure Chair, Manicure Stool, Manicure Brush, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange Stick, Nail Filer, Pack Brush, Pedicure Chair, Pedicure Stool, Foot Scraper, Emery Board, Pumice Stone, Toe Separator, Pedicure Brush, Pack Brush, Make-up Chair, Mirrors, Foundations, Concealer, Powder, Blusher, Eye Shadow, Mascara, Eye Pencil, Liquid Liner, Lip Liner, Lipstick, Lip-Gloss, Corrective Make-up/Colored Concealer, Brushes, Applicators, Headband, Large Towel/Client Couch, Bin with Liner, Cotton Wool, Magnifying Lamp, Facial Tissues, Hand Sanitizer, Masks, Disposable Aprons, Wax Heater, Waxing Strips, Hot & Cold Wax, Cotton-wool, Disposable PPE required to avoid cross infection, Machines (EMS/ Lymphatic Drainage Unit/ High-Frequency/ Galvanic/ Micro-Current) and all Relevant Leads and Electrodes

15	Entry requirements and/or recommendations and minimum age: <ul style="list-style-type: none"> • Minimum Educational Qualifications - Class VIII • Experience: N.A. • Minimum Age: 16 years 		
16	Progression from the qualification (Please show Professional and academic progression): This entry should refer to one or more of the followings: <ul style="list-style-type: none"> - access to other qualifications at the same NSQF level - Assistant Nail Technician; Assistant Beauty & Wellness Consultant; Assistant Cosmetologist (Level-3) - access to related qualification(s) at the next NSQF level - Beauty Therapist, Professional Make-up Artist; Cosmetologist (Level-4) 		
17	Arrangements for the Recognition of Prior learning (RPL): Currently Beauty & Wellness Sector Skill Council (B&WSSC) is doing the RPL assessments after covering learning Hours of 20 Hours and then followed by the assessments. The assessments are happening in online basis. There are three phases of assessments which is followed in all assessment process of different job roles- <ol style="list-style-type: none"> 1. Theory- weightage 70% 2. Practical- Weightage 30% (Hands on assessment + Viva) The theory questions are objective type with multiple choice option, out of which we have some pictorial questions also. VIVA questions are also based on the job role and the practical questions are assessed on the hands-on performance. (Please see attachment)		
18	International comparability where known (research evidence to be provided): Not Yet Established		
19	Date of planned review of the qualification: 08-04-2024		
20	Formal structure of the qualification Mandatory components		
(i)	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)	Level
	BWS/N9001 Prepare and maintain work area	12	3
	BWS/N0101 Provide basic skin care services	55	3
	BWS/N0102 Carry out basic hair removal services	58	3
	BWS/N0125 Perform simple make-up services	58	3

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	BWS/N0401 Perform manicure and pedicure services	58	3
	BWS/N0126 Provide simple hair dressing services to produce common hair dos	55	3
	BWS/N9002 Maintain health and safety of workplace	12	3
	BWS/N9003 Create a positive impression at the workplace	52	3
	Sub Total (A)	360	
	BWS/N0127 Carry out application of simple mehndi designs	30	3
	(B) Optional components - 30 Hours		
	Total (A+B) 390 Hours		
	Instructor-Led Online Module – 40 Hours		

SECTION 1
ASSESSMENT

21	<p>Body/Bodies which will carry out assessment:</p> <ol style="list-style-type: none"> 1. Amrit Skills Development Private Limited 2. Aspiring Minds Assessment (P) Ltd. 3. Inspire Youth Development Pvt. Ltd 4. Iris Corporate Solutions Pvt. Ltd 5. Mettl 6. Prima Competencies Private Limited 7. Skills Mantra Edutech Consulting India Pvt Ltd 8. SP Institute of Workforce Development Pvt Ltd (SPIWD) 9. Trendsetters 10. Vedokt Skills 11. Demorgia Consulting Services Pvt Ltd 12. Diversified Business Solutions Private Limited 13. Eduvantage 14. Eins & Erste Skill development and Technologies 15. Glocal Thinkers 16. Khwaspuria Advisory P Limited 17. Navriti Technologies Pvt. Ltd. 18. Radiant Infonet Pvt Ltd 19. Sai Graphics Assessment Body Pvt Ltd 20. IQAG 21. Star Projects Services Pvt Ltd. 22. Palmary Project & Services Pvt. Ltd. 23. Wheebox 24. CII
22	<p>How will RPL assessment be managed and who will carry it out? Give details of how RPL assessment for the qualification will be carried out and quality assured.</p> <p>The RPL assessment will be carried out through pre-assessment, identifying the skills gaps, provide bridge training to cover the competency gap and then conduct final assessment of the candidates</p>
23	<p>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</p> <p>Assessment is done through third parties who are affiliated to B&WSSC as Assessment Body. Assessors are trained & certified by B&WSSC through Training of Assessors program. The assessment involves two processes. The first process is gathering the evidence of the competency of individuals. The second part of the assessment process is the judgement as to whether a person is competent or not. The assessment plan contains the following information:</p>

The assessments are happening in online/ offline basis. There are three phases of assessments which is followed in all assessment process of different job roles-

- Theory- weightage 30%
- Practical+ VIVA- Weightage 70% (Hands on assessment + Oralquestioner)

The theory questions are objective type with multiple choice option, out of which we have some pictorial questions also. VIVA questions are also based on the job role and the practical questions are assessed on the hands-on performance.

Criteria on decision making & process manual is attached in the folder(Attachment name – Assessment Process)

Please attach most relevant and recent documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – i.e., Learning Outcomes to be assessed, assessment criteria and the means of assessment.

24. Assessment evidences

Title of Component: Assistant Beauty Therapist

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Assistant Beauty Therapist

Qualification Pack BWS/Q0101

Sector Skill Council Beauty & Wellness

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on this criterion
6. To pass the Qualification Pack, every trainee should score a minimum of 50% in aggregate
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

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Assessment Criteria for Outcomes	Theor y Mark s	Practica l Marks	Projec t Marks	Viva Mark s
<i>Prepare and maintain work area</i>	30	70	-	-
PC1. ensure that ambient conditions are suitable for the client and the service procedures to be carried out in a hygienic, safe and disinfected environment such as using air purifiers to reduce dust, dander, smoke, allergens & odor resulting in a healthier, fresher & cleaner environment, 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 coworkers/ clientele, etc.	2	6	-	-
PC2. identify and select suitable equipment (if applicable) and products required for the respective sessions/services	2	5	-	-
PC3. set up the area for session/services in adherence to the organizational guidelines	2	5	-	-
PC4. place disposable sheet on a sanitized trolley and organize the products in it or in area convenient and efficient for service delivery and place disposable towels, glasses for water, tea/ coffee in area convenient	2	5	-	-
PC5. prepare sterilization solution as per organizational standards using approved products and as per manufacturer's instructions	2	5	-	-
PC6. sterilize, disinfect and place the tools on the tray as per organizational standards using recommended solutions and conditions	2	6	-	-
PC7. dispose waste materials in adherence to the industry requirements; waste materials such as cotton, disposable face mask, disposable gloves,	2	5	-	-

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etc.				
PC8. identify ways to optimize usage of material including water in various tasks/activities/processes	2	5		
PC9. check for spills/leakages occurred while providing services	2	4		
PC10. identify and segregate recyclable, non-recyclable and hazardous waste generated in separate bin	2	4		

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Assessment Criteria for Outcomes	Theor y Marks	Practica l Marks	Projec t Marks	Viva Mark s
PC11. discard the unused open single use packed products properly in a closed bin	2	4		
PC12. ensure electrical equipment and appliances are switched off when not in use	2	4		
PC13. store records, materials and equipment securely in line with the policies	2	4		
PC14. conduct awareness program (such as for Covid19) for the employees and display posters/ signage's promoting regular hand-washing and respiratory hygiene in the premises	2	4		
PC15. set up and promote digital modes of payment to lessen any kind of cross infection	2	4		
NOS Total	30	70	-	-

Assessment Criteria for Outcomes	Theor y Marks	Practica l Marks	Projec t Marks	Viva Mark s
<i>Provide basic skin care services</i>	28	72	-	-
1. comply with health and safety standards and processes laid out by manufacturer and organization, and based on client needs	1	4	-	-
2. carry out basic facial care/ face clean-up process using the tools and materials and as per process laid down by the organization	2	4	-	-
3. ask relevant and effective questions to check and establish the client's understanding and expectation prior to commencement and clarify doubts, if any	1	4	-	-
4. clean the skin, free it of all traces of make-up, by using suitable deep cleansing techniques	1	4	-	-
5. use an exfoliation technique suitable for the client's skin type and skin condition	2	5	-	-
6. use a suitable skin warming technique relevant to the client's needs safely	2	4	-	-
7. use a steamer following manufacturer's instructions in a safe manner	1	4	-	-
8. position the steam at a safe and effective distance away from the face of the client	1	4	-	-
9. carry out any necessary extraction, when required as per standard procedure	2	5	-	-
10. apply applicable mask procedures evenly and neatly, ensuring that the area to be treated is covered evenly and sufficiently	2	5	-	-

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11. remove masks after the recommended time frame has elapsed using approved methods, without discomforting the customer	2	5	-	-
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Assessment Criteria for Outcomes	Theor y Marks	Practica l Marks	Projec t Marks	Viva Mark s
12. carry out cleaning of the application area to ensure skin is left clean, toned and suitably moisturized, using suitable products and as per standard procedures	1	4	-	
13. provide specific after-process advice to the client pertaining to actions that may help maintain and protect the skin from damage, as part of the service experience	2	4	-	-
14. ensure the work area is kept clean and tidy during the service	-	2	-	-
15. dispose waste materials as per organisational standards in a safe and hygienic Manner	1	2	-	-
16. record details of the procedure accurately as per organisational policy and approved practice	2	3	-	-
17. store information securely in line with the salons policies	2	3	-	-
18. ask questions to check with the client their satisfaction with the finished result	1	3	-	-
19. thank customer for feedback post-service, where customer is not satisfied with service, take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor	2	3	-	-
NOS Total	28	72	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform basic hair removal services: Waxing services</i>	11	34	-	-
1. comply with health and safety standards and processes laid out by manufacturer and organization ensuring safety of client, co-workers, self and organisation	1	3	-	-
2. identify any contra indications and take respective necessary action	1	2	-	-
3. carry out depilation processes using the appropriate tools and materials and as per process laid down by the organization	2	3	-	-
4. ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any	1	3	-	-
5. prepare the client suitably for the respective service procedure and provide relevant required personal protective equipment	1	4	-	-
6. select and apply the correct pre-wax products prior to waxing based on manufacturers' instructions and client requirements	1	4	-	-
7. conduct a patch test and skin sensitivity test as per approved procedure ahead of the waxing service to establish any contra-actions that may restrict the service	1	4	-	-
8. apply and remove the depilation products on client skin correctly based on manufacturer's instructions	1	4	-	-
9. maintain the client's modesty and privacy at all times by taking suitable precautions and actions	0.5	2.5	-	-
10. follow work techniques that minimizediscomfort to the client	1	2	-	-
11. stop the waxing procedure and provide relevant advice if contra-actions occur	1	3	-	-

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<i>Perform basic hair removal services: Threading services</i>	10.5	30.5	-	-
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Assessment Criteria for Outcomes	Theor y Marks	Practica l Marks	Projec t Marks	Viva Mark s
12. comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs	0.5	2.5	-	-
13. carry out the threading process using correct tools and materials and as per standards laid down by the organization	1.5	3.5	-	-
14. adjust the client's position to meet the needs of the service without causing them discomfort	0.5	2.5	-	-
15. ensure safe and quick hair removal methods are carried out to minimize discomfort to the client	0.5	1.5	-	-
16. ensure the hair removal methods are carried out by positioning oneself at a comfortable distance from the client whilst maintaining the correct tension of the thread	0.5	2.5	-	-
17. provide clear instructions to the client on how and when to support the service procedure by stretching or holding their own skin at various stages of the threading service	2	2	-	-
18. create a well-balanced, proportioned and defined eyebrow shape as per clients' requirements, where required	1	3	-	-
19. check the client's comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required	0.5	2.5	-	-
20. discontinue service, and do not provide advice and recommendations where contraindications occur	0.5	2.5	-	-
21. ensure the work area is kept clean and tidy during the service	0.5	1.5	-	-
22. dispose waste materials as per organisational standards in a safe and hygienic manner	0.5	2.5	-	-
23. record details of the services accurately as per organisational policy and approved practice	1.5	2.5	-	-

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24. store information securely in line with thesalons policies	0.5	1.5	-	-
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Assessment Criteria for Outcomes	Theor y Marks	Practica l Marks	Projec t Marks	Viva Mark s
<i>Carry out post-procedure actions</i>	4.5	9.5	-	-
25. clean the treated area and apply a suitable soothing product correctly, post the threading procedure	0.5	2.5	-	-
26. ask questions to check with the client their satisfaction with the finished result	1.5	2.5	-	-
27. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or refer to supervisor if actions beyond scope of authority or no action is possible to mitigate damage	1.5	2.5	-	-
28. provide specific after-care advice to the client to minimize irritation, redness and discomfort	1	2	-	-
NOS Total	26	74	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform simple make-up services: Prepare for make-up services</i>	10	32	-	-
1. adhere to the health and safety standards laidout by the manufacturer and organization	1	2	-	-
2. sanitize the hands prior to procedure commencement as per organisational approved process	1	2	-	-
3. prepare the client suitably for the respective service procedure and provide relevant required personal protective equipment	1	4	-	-
4. ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any	1	3	-	-
5. position self and client throughout the procedure in a way to ensure privacy, comfort and wellbeing	0.5	3.5	-	-
6. adjust the client's position to meet the needs of the service without causing them discomfort	1	3	-	-
7. perform and adapt the make-up procedures using materials, equipment and techniques correctly and safely to meet the needs of the client	1.5	3.5	-	-
8. identify basic skin types and skin tone correctly	0.5	2.5	-	-
9. define a suitable beauty services plan to meet the client's needs based on skin types, constraints and client preferences	1	3	-	-
10. select and prepare suitable skin care and makeup products to meet the client's needs and work plan	1	3	-	-

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11. use make-up removers, cleansers and toners to remove make-up	0.5	2.5	-	-
<i>Apply simple make-up procedures for routine purposes</i>	9	27	-	-
Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
12. clean, tone and moisturize the skin to suit the client's skin type and needs in the correct sequence, applying correct techniques, using organisation approved tools and processes	1	2	-	-
13. select and apply the correct make-up products to enhance facial features, to suit the client's needs and achieve the desired effect, applying correct techniques as per organisation standards	1	3	-	-
14. adapt the make-up procedure using materials, equipment and techniques correctly and safely to meet the needs of the client, where required	1	2	-	-
15. check the client's comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required	0.5	2.5	-	-
16. complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards	0.5	2.5	-	-
17. dispose waste materials as per organisational standards in a safe and hygienic manner	0.5	2.5	-	-
18. record details of the procedure accurately as per organisational policy and approved practice	1.5	1.5	-	-
19. store information securely in line with the salon's policies	0.5	2.5	-	-

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20. provide specific after-procedure, homecare advice and recommendations for product use and further beauty services to the client	1	3	-	-
21. ask questions to check with the client their satisfaction with the finished result	0.5	2.5	-	-
22. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor	1	3	-	-
<i>Drape costumes on customers</i>	3	19	-	-
Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
23. handle the costume safely, avoiding any additional wrinkles or crumpling	0.5	2.5	-	-
24. identify and highlight any damage to the costume to the customer on receiving the costume	-	3	-	-
25. ensure the costume is ironed, steamed and/or prepared as per customer and beauty therapist instructions, in line with company policy and procedures	0.5	2.5	-	-
26. drape costumes on customer using correct techniques and without discomfort to the customer and maintaining their privacy and modesty	0.5	3.5	-	-
27. adjust costumes as per body type, customer preferences and following beauty therapists' instructions	0.5	2.5	-	-
28. provide the customer guidance on handling, maintenance of the look of the costume, movements, safety, etc. relevant to the costume	0.5	2.5	-	-
29. ensure the draped costume achieves best fit, is safe and ensures garment cleanliness	0.5	2.5	-	-
NOS Total	22	78	-	-

Assessment Criteria for Outcomes	Theor y Marks	Practica l Marks	Projec t Marks	Viva Mark s
<i>Provide simple hair dressing services to produce common hair dos</i>	25	75	-	-
1. use suitable consultation techniques to identify the clients wishes for the desired look before dressing the hair including with guardians/parents for minors	1.5	4.5	-	-
2. ensure a guardian/parent is present for minors under the age 14	0.5	3.5	-	-
3. position self and client to ensure privacy, comfort and safety, throughout the service	1	5	-	-
4. perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client	2	6	-	-
5. perform back combing /back brushing technique as required	2	5	-	-
6. control and secure hair effectively into place, during dressing	1	4	-	-

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7. dress the hair to the satisfaction of the client producing simple hair dos	1.5	4.5	-	-
8. apply common hair accessories correctly	1.5	4.5	-	-
9. apply finishing product following manufacturer's instructions to maintain the style	2	5	-	-
10. ensure the work area is kept clean and tidy during the service	-	4	-	-
11. promptly refer problems that cannot be solved to the relevant superior for action	1	4	-	-
12. complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards	1	4	-	-
13. record details of the procedure accurately as per organisational policy and procedures	3	3	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
14. store information securely in line with the salon's policies	1.5	3.5	-	-
15. provide specific after-procedure, homecare advice and recommendations for product use and further services to the client	2	4	-	-
16. dispose waste materials as per organisational standards in a safe and hygienic manner	0.5	3.5	-	-
17. ask questions to check with the client their satisfaction with the finished result	2	3	-	-
18. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor	1	4	-	-
NOS Total	25	75	-	-

Assessment Criteria for Outcomes	Theor y Marks	Practica l Marks	Projec t Marks	Viva Mark s
<i>Prepare for mehndi application</i>	15.5	41.5	-	-
1. adhere to the health and safety standards laidout by the manufacturer and organization	0.5	2.5	-	-
2. use mehndi procured from authorised sourcesonly	1	3	-	-
3. ask relevant and effective questions to checkand establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any	1.5	2.5	-	-
4. adjust the client's position to meet the needs ofthe service without causing them	1	3	-	-

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discomfort				
5. sanitize the hands prior to service commencement using a hand sanitiser	0.5	2.5	-	-
6. prepare the client and provide suitable protective apparel	1.5	4.5	-	-
7. use suitable consultation techniques to identify design objectives	2	3	-	-
8. select and use products, tools and equipment to suit design objectives; designs such as Indian, Arabic, Bridal, Western, Indo-Arab, Indo- Western, Pakistani, Decorative, Colourful, Temporary Tattoo, Blouse Design Mehndi, etc.	0.5	3.5	-	-
9. perform pre- preparation of mehndi/henna for the cone	1	5	-	-
10. perform preparation of the cone and ensure a suitable tip size	2	4	-	-
11. prepare the mehndi to appropriate consistency and recipe for application technique	2	4	-	-
12. carry out a skin sensitivity test suitably to test for contra action	2	4	-	-
<i>Apply simple mehndi design</i>	5	16	-	-
13. apply mehndi design using simple elements and correct procedures on hands, wrists and feet	1.5	3.5	-	-
14. complete the application to the satisfaction of the customer in a commercially acceptable time	1	4	-	-
Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
15. comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs	1	2	-	-
16. check the client's comfort and wellbeing throughout the service and adapt	0.5	2.5	-	-

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17. discontinue service, and do not provide advice and recommendations where contra-actions occur	1	2	-	-
18. ensure the work area is kept clean and tidy during the service	-	2	-	-
<i>Carry out post-procedure actions</i>	7.5	14.5	-	-
19. dispose waste materials as per organisational standards in a safe and hygienic manner	0.5	2.5	-	-
20. record details of the procedure accurately as per organisational policy and approved practice	2	2	-	-
21. store information securely in line with the salons policies	1	2	-	-
22. provide specific after-process advice to the client for colour fastening and contra actions	1	3	-	-
23. ask questions to check with the client their satisfaction with the finished result	2	2	-	-
24. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor	1	3	-	-
NOS Total	28	72	-	-

Assessment Criteria for Outcomes	Theory Mark	Practical Marks	Project Marks	Viva Marks
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	S			
<i>Maintain health and safety of the work area</i>	33	67	-	-
PC1. ensure proper supply of Personal Protective Equipment such as tissues, antibacterial soaps, alcohol-based hand cleansers, triple layered surgical face masks, gloves, etc. for the employees and clientele	3	7	-	-
PC2. ensure maintaining basic hygiene and keep proper distance between the clientele 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 & taking bath at regular intervals, etc.	3	6	-	-

PC3. set up and position oneself, equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements	3	6	-	-
PC4. clean and sterilize all tools and equipment before and after use	3	6	-	-
PC5. maintain one's posture and position to minimize fatigue, risk of injury and chances of cross infection	3	6	-	-
PC6. dispose waste materials in accordance to the industry accepted standards	3	6	-	-
PC7. maintain first aid kit and keep oneself updated on the first aid procedures	3	6	-	-
PC8. identify and document potential risks and hazards in the workplace	3	6	-	-
PC9. accurately maintain accident reports	3	6	-	-
PC10. report health and safety risks/ hazards to concerned personnel	3	6		

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PC11. use tools, equipment, chemicals and products in accordance with the guidelines and manufacturers' instructions	3	6		
NOS Total	33	67	-	-
Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Create Positive Impression at the workplace</i>	36	64		
<i>Appearance and Behavior</i>	8	14	-	-
PC1. ensure maintaining good health and personal hygiene such as sanitized hands, neatly tied and covered hair, clean nails, etc.	2	4	-	-
PC2. meet the organization's standards of grooming (courtesy, behavior and efficiency) such as engaging with clients with no gender stereotyping, positioning self and client in a manner, to ensure privacy, comfort and well-being of all the genders throughout the services, etc.	2	4	-	-
PC3. stay free from intoxicants while on duty	2	2	-	-
PC4. wear and carry organization's uniform and accessories correctly and smartly by sanitizing it in hot water with detergent and bleach	2	4	-	-
<i>Task execution as per organization's standards</i>	10	18	-	-
PC5. take appropriate and approved actions inline with instructions and guidelines	2	3	-	-
PC6. participate in workplace activities as a part of the larger team	2	4	-	-
PC7. report to supervisor immediately in case there are any work issues	2	3	-	-

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PC8. use appropriate language, tone and gestures while interacting with guests from different cultural and religious backgrounds, age, disabilities and gender	2	4	-	-
PC9. improve upon existing techniques of services by updating skills, such as, learning about digital technologies (by using digital platform for booking an appointment, making bills& payments, collecting feedback); financial literacy (opening savings bank accounts, linking Aadhaar card to bank account, using various e- commerce platforms); self-ownership, etc.	2	4	-	-
<i>Communication and Information record</i>	18	32	-	-
PC10. communicate procedure related information to guests based on the sectors code of practices and organizations procedures/ guidelines	2	5	-	-
PC11. communicate role related information to stakeholders in a polite manner and resolve queries, if any	2	3	-	-
PC12. assist and guide guests to services or products based on their needs	2	4	-	-
PC13. report and record instances of aggressive/ unruly behavior and seek assistance	2	3	-	-
PC14. use communication equipment (phone, email etc.) as mandated by the organization	2	3	-	-
PC15. carry out routine documentation (such as recording details related to employee's tasks, services taken and feedback given by clients) legibly and accurately in the desired format	2	3	-	-
PC16. maintain confidentiality of information, as required, in the role	2	4	-	-

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PC17. communicate the internalization of gender & its concepts at work place	2	4	-	-
PC18. conduct various workshops for the employees at workplace; using range of technologies that aid PwDs at the workplace, etc.	2	4	-	-
NOS Total	36	64	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform manicure & pedicure services: Preparing self and client</i>	4.5	22.5	-	-
1. adhere to the health and safety standards laidout by the manufacturer and organization	0.5	2.5	-	-
2. sanitize the hands prior to procedure commencement as per organizational approved process	0.5	2.5	-	-
3. prepare the client suitably for the respective service procedure and provide relevant required personal protective equipment	1	4	-	-
4. ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any	0.5	2.5	-	-
5. position self and client in a way to ensure privacy, comfort and wellbeing, throughout the procedure	0.5	3.5	-	-
6. adjust the client's position to meet the needs of the service without causing them discomfort	0.5	3.5	-	-
7. perform and adapt the manicure and pedicure procedures using materials, equipment and techniques correctly and safely to meet the needs of the client	1	4	-	-
<i>Carrying out manicure and pedicure services</i>	8	38	-	-
8. remove any existing nail polish using approved products and procedures before proceeding further	1	3	-	-
9. enquire to establish the desired length and shape of nails (hands or toes) with the client	1	3	-	-
10. file the nails ensuring the nails free edge is left smooth and shaped to required length according to the client's preference	1	4	-	-
11. remove dirt in the underside of the nails using nail pick, clippers, nail brush, soaking and washing to be dirt free	0.5	2.5	-	-

Assessment Criteria for Outcomes	Theor y Marks	Practica l Marks	Projec t Marks	Viva Mark s
12. use suitable cuticle tools and products, safely and effectively, to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged	0.5	4.5	-	-
13. use specialized procedures (hand and leg, finger and toe nails) to improve the appearance of the client's skin and nails (Procedures: File, buff and shape, cuticle pushing, clipping, massage, polish, etc.)	1	4	-	-
14. use smooth and even massage techniques for hands and lower arms, lower legs and feet and apply appropriate pressure to meet the client's needs	0.5	3.5	-	-
15. remove any excessive hard skin using a footscraper during the manicure service without discomfort to the client	0.5	2.5	-	-
16. leave the hands and lower arm, foot and lower leg free of any excess massage medium at the end of the pedicure or manicure process respectively, by clearing these using a towel or other suitable materials	0.5	2.5	-	-
17. check that the nail plate is dehydrated and the underside is clean and free of debris	0.5	2.5	-	-
18. apply sufficient base coat, polish coats and top coats as required to achieve the desired nail finish	0.5	3.5	-	-
19. check that the final nail finish is smooth, even textured and uniformly coloured, with the cuticle and nail wall free of enamel	0.5	2.5	-	-
<i>Post Service procedures</i>	7.5	19.5	-	-
20. check the client's comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required	1	3	-	-
21. clean the treated area and use a suitable soothing product	0.5	2.5	-	-
22. complete the therapy to the satisfaction of the guest in a commercially acceptable time	1	4	-	27

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Assessment Criteria for Outcomes	Theor y Marks	Practica l Marks	Projec t Marks	Viva Mark s
23. record the therapy accurately and store information securely in line with the organizations policies	2	2	-	-
24. provide specific after-procedure, homecare advice and recommendations for product use and further services to the client	1	3	-	-
25. ask questions to check with the client their satisfaction with the finished result	1	2	-	-
26. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologies for the same and refer to supervisor	1	3	-	-
NOS Total	20	80	-	-

Means of assessment 1

Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.

The assessment for the theory part will be based on knowledge bank of questions created by the SSC.

Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below.)

Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criterion.

Means of assessment 2

Add boxes as required.

Pass/Fail

To pass the Qualification Pack, every trainee should score a minimum of 50% in aggregate.

In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

SECTION 2
25. EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Assistant Beauty Therapist			Level: 3
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level Descriptors	NSQF Level
Process	<p><u>Limited range of activities:</u></p> <ul style="list-style-type: none"> • identify and select suitable equipment and products required for the respective services • set up the equipment and prepare the products for services in adherence to the salon procedures and product/ equipment guidelines • place and organize the products in a trolley or area convenient and efficient for service delivery • clean the skin, free it of all traces of make-up, by using suitable deep cleansing techniques • sterilize, disinfect and place the tools on the tray as per organisational standards using recommended solutions and conditions • dispose waste materials safely and hygienically as per organisational 	<p>As mentioned in the various performance criteria, an assistant beauty therapist works in a limited range of activities and follows routine and works in a predictable manner by identifying and selecting suitable equipment and products required for the respective services</p> <p>The equipment set up and preparation of the products for services is in adherence to the salon procedures and product/ equipment guidelines</p> <p>The person sterilizes, disinfect and place the tools on the tray as per organisational standards using recommended solutions and conditions, and also files routine reports and feedback.</p> <p>Hence, NSQF Level is 3</p>	3

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	<p>standards</p> <ul style="list-style-type: none">• maintain first aid kit and keep oneself updated on the first aid procedures• accurately maintain accident reports• use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender• communicate role related information to		
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Title/Name of qualification/component: Assistant Beauty Therapist		Level: 3	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level Descriptors	NSQF Level
	stakeholders in a polite manner and resolve queries, if any • file routine reports and feedback		
Professional knowledge	<p>Basic facts, processes and principles:</p> <ul style="list-style-type: none"> • types of products, materials and equipment required for the respective services • hygiene, health and safety requirements in the organization • process and products to sterilize and disinfect equipment/ tools • customer service principles including privacy and protection to modesty of the customers • manufacturer’s instructions related to equipment and product use and cleaning • salon's standards related to courtesy, behavior and efficiency • kinds of work issues that may arise and reporting structure 	<p>An assistant beauty therapist needs to know basic facts, processes and principles in trade of employment like the types of products, materials and equipment required for hygiene, health and safety requirements in the organization, process and products to sterilize and disinfect equipment/ tools, customer service principles including privacy and protection to modesty of the customers, manufacturer’s instructions related to equipment and product use and cleaning, salon's standards related to courtesy, behaviour and efficiency, and kinds of work issues that may arise and reporting structure.</p> <p>Hence, NSQF Level is 3</p>	3

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Professional skill	<u>Recall and demonstrate practical skill:</u> <ul style="list-style-type: none">• identify and select suitable equipment and products required for the respective services• decide on course of action by recalling organisational policy, procedures and service standards• identify, plan and schedule tasks related to own	An assistant beauty therapist is able to recall and demonstrate practical skill, routine and repetitive in narrow range of application like identifying and selecting suitable equipment and products required for the respective services; deciding on course of action by recalling organisational policy, procedures and service standards; identifying, planning and scheduling tasks related to own	3
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Title/Name of qualification/component: Assistant Beauty Therapist		Level: 3	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level Descriptors	NSQF Level
	<p>work, to achieve standards of personal presentations expected in a professional set-up</p> <ul style="list-style-type: none"> • plan and manage work routine based on salon procedure • plan own development in line with feedback given from supervisor, co-workers and clients • explain the concept of assumptions and how they impact decisions, actions and consequences 	<p>work, to achieve standards of personal presentations expected in a professional set-up; planning and managing work routine based on salon procedure; planning own development in line with feedback given from supervisor, co-workers and clients; and explaining the concept of assumptions and how they impact decisions, actions and consequences.</p> <p>Hence, NSQF Level is 3</p>	

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<p>Core skill</p>	<p><u>Communication, written and oral ability:</u></p> <ul style="list-style-type: none"> • ability to speak, read and write in the local vernacular language and English • file routine reports and feedback • appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender • environmental conditions required and expected for carrying out services and importance of maintaining these • read policy and procedure documents, guidelines and memos in English to interpret the gist correctly • read simple emails, instructions, advertisements, brochures, manufacturer's labels, forms, formats and other common documents accurately • write appointments, names, addresses, simple emails, messages, and applications in English accurately 	<p>An assistant beauty therapist is able to use language to communicate written and oral, with minimum required clarity, and requires a basic understanding of social and natural environment like the ability to speak, read and write in the local vernacular language and English; file routine reports and feedback; using appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender; reading policy and procedure documents, guidelines and memos in English to interpret the gist correctly; reading simple emails, instructions, advertisements, brochures, manufacturer's labels, forms, formats and other common documents accurately; writing appointments, names, addresses, simple emails, messages, and applications in English accurately; writing an accident or incident report accurately in English; listening to and follow short, straightforward explanations</p>	<p>3</p>
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Title/Name of qualification/component: Assistant Beauty Therapist		Level: 3	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level Descriptors	NSQF Level
	<ul style="list-style-type: none"> • write an accident or incident report accurately in English • listen to and follow short, straightforward explanations and instructions in English • introduce oneself and one's role to customers and visitors, in English and the local language • speak or communicate with reasonable ease in structured situations and short conversations on familiar topics • basic arithmetic and algebraic principles and personal banking 	<p>and instructions in English; introducing oneself and one's role to customers and visitors, in English and the local languages; and speaking or communicating with reasonable ease in structured situations and short conversations on familiar topics as basic arithmetic and algebraic principles and personal banking.</p> <p>Hence NSQF Level is 3</p>	

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<p>Responsibility</p>	<p><u>Some responsibility for own work within defined limit:</u></p> <ul style="list-style-type: none"> • ensure that ambient conditions are suitable for the client and the service procedures to be carried out in a hygiene and safe environment • set up the equipment and prepare the products for services in adherence to the salon procedures and product/ equipment guidelines • prepare sterilisation solution as per organisational standards using approved products and as per manufacturer’s instructions • prepare products for application, by mixing the ingredients in the correct proportions as per manufacturer instructions and organisation standards and place for ease of use by the nail technician • adhere to the health and safety standards laid out 	<p>As mentioned in the various performance criteria mentioned in the previous cell, an assistant beauty therapist works under close supervision and demonstrates responsibility for own work within defined limit by ability to speak, read and write in the local vernacular language and English; files routine reports and feedback; uses appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities, gender and environmental conditions required and expected for carrying out services; reads policy and procedure documents, guidelines and memos in English to interpret the gist correctly; writes appointments, names, addresses, simple emails, messages, and applications in English accurately; introduces oneself and one’s role to customers and visitors, in English and the local language; speaks or communicates with reasonable ease in structured situations and short conversations on familiar topics like</p>	<p>3</p>
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NSQF QUALIFICATION FILE

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Title/Name of qualification/component: Assistant Beauty Therapist		Level: 3	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level Descriptors	NSQF Level
	<p>by the manufacturer and organization</p> <ul style="list-style-type: none"> perform and adapt the services using materials, equipment and techniques correctly and safely to meet the needs of the client as per professional and organisational standards complete the service to the satisfaction of the client in a commercially acceptable time, as per organisation standards and client expectations <p><u>Under close supervision</u></p> <ul style="list-style-type: none"> where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor promptly refer problems that cannot be solved to the relevant superior for action take appropriate and approved actions in line with instructions and guidelines report to supervisor immediately in case there are any work issues organize tasks based on instructions from supervisor or manager in order to complete them on time in order of stated priority act in line with organizational policies, 	<p>basic arithmetic and algebraic principles and personal banking; resolves matter to customer satisfaction or apologises for the same and refers to supervisor; reports to supervisor immediately in case there are any work issues; organizes tasks based on instructions from supervisor or manager in order to complete them on time in order of stated priority; and acts in line with organizational policies, procedures, supervisor/manager instructions, rules and guidelines to contribute towards resolution of the problem in a timely and safe manner, within limits of authority.</p> <p>Hence, NSQF Level is 3</p>	

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	<p>procedures, supervisor/manager instructions, rules and guidelines to contribute towards resolution of the problem in a timely and safe manner, within limits of authority</p>		
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SECTION 3

EVIDENCE OF NEED

26	What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?		
	Basis	In case of SSC	In case of other Awarding Bodies (Institutes under Central Ministries and states departments)
	<p>Need of the qualification Please refer to the attached list of job roles and occupations as per the attachment and their career paths as per Annexure 1, which have been derived through extensive industry interactions facilitated from four workshops, and site visits conducted and interaction with representatives from different organizations all over the country. Research was conducted in the Beauty & Wellness sector to capture revenue and manpower requirement estimates till 2022. The research provides the data that the discussed</p>	<p>B&WSSC undertook market study and will enclose demand forecast for the proposed job role both on short-term and long-term basis to substantiate the requirement of the Qualification proposed. B&WSSC can produce the data from primary or authorized secondary sources as well.</p>	<p>The Submitting Body would produce any reputable and reliable research reports, such as labour market information reports; occupational mapping or similar research carried out by Ministry/State/Any other authentic source forecasting the demand for the proposed qualification</p>

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	<p>qualification is one of the critical roles in the sector. The details of statistics and research analysis are provided separately as a research analysis report.</p>		
	<p>Industry Relevance</p>	<p>B&WSSC undertook validation of the job roles with actual end-user industry where such employment is going to be generated and absorbed instead of generic validation of industry. B&WSSC will submit the endorsements from users/intended users of the qualification clearly supporting or otherwise the need for trained people against specific job role. (The industry validation format had been used)</p>	<p>The Submitting Body would submit the list of industry participation while preparation of the curriculum/ course content of the qualifications. These could include minutes of the meeting/ reports of these consultations</p>
	<p>Usage of the qualification</p>	<p>The SSC would submit details of the employment generated (wherever applicable) and realised by virtue of training in the Qualifications of the sector earlier submitted for NSQF alignment.</p> <p>B&WSSC is an unorganized sector, hence case studies/ evidences will be given.</p>	<p>The submitting body would submit the details of trained and placed data in the proposed qualification (if an existing qualification is being proposed for NSQF alignment)</p> <p>Information about the success of the qualification should be given (egg. uptake figures, examples of use in recruitment and placement rates (if known) should be given. However, many of the bodies that do not have placement</p>

			tracking mechanism established in place would provide necessary endorsements by the state/ ministry stating that a tracking mechanism would be institutionalized and placement records shall be provided annually or later, depending on length of qualification.
	<p>Estimated uptake</p> <p>The market size of beauty sector is INR 26494 crores in 2017 and is growing at a rate of 15-20 %.</p>	<p>The employment in beauty sector is expected to grow at a CAGR of 20 per cent, with 23 per cent in organized and 15 per cent in unorganized segments.</p>	<p>The Submitting Body should submit the estimated uptake by reflecting the number of the takers for this qualification for at least two years from submission of the qualification</p>
27	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</p> <p>N/A</p>		
28	<p>What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</p> <p>Under NCVET, there is no other similar STT course.</p>		
29	<p>What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here</p> <p>The comments, feedback and suggestions were collected through interaction with industry experts. The same will be compiled and justifiable changes will be incorporated in the next/updated version of the QP. This QP is set to be revised before 08/04/2024.</p>		

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

SECTION 4

EVIDENCE OF PROGRESSION

30	<p>What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?</p> <p><i>Show the career map here to reflect the clear progression</i></p> <ol style="list-style-type: none">1. Discussing the growth trajectory within each occupation after studying organisational charts of various industry players across small, medium and large scale organizations.2. Exploring various lateral career opportunities for the discussed qualification3. Ensuring that there is a clear role up in terms of performance criteria qualification experience and skill requirement from lower NSQF Level to higher levels in the hierarchy. <p>Please refer to attached career path as per annexure 1 which clearly defines the career path.</p>
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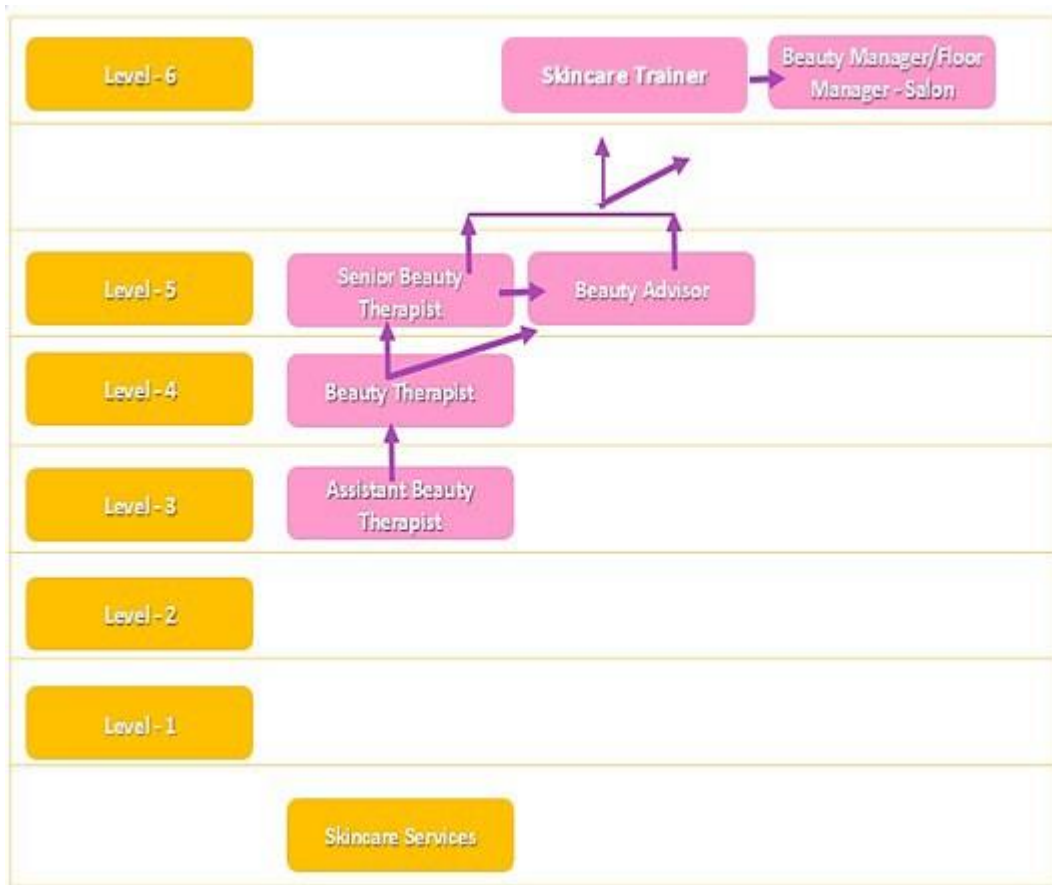
Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

1. Career Map of Assistant Beauty Therapist - Annexure 1
2. QP BWS/Q0101 - Annexure 2

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Annexure 1: Career Map



Annexure 2: QP BWS/Q0101

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