

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 organization: CEO

Address if different from above: Same as above

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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 Hair Dresser & Stylist
2	Qualification Code, if any: QP BWS/Q0201
3	NCO code and occupation: NCO-2015/5141.0201
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term): This Qualification Pack (QP) contains National Occupational Standards for Assistant Hair Dresser & Stylist job role. The purpose of this qualification is to skill and upskill people with the intent to employ them as Assistant Hair Dresser & Stylist.
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: Hair Dressing & Styling Services under Beauty and Salons Sub-sector
9	Job description of the occupation: An Assistant Hair Dresser & Stylist shampoos and condition hair and scalp, blow dries hair, provides basic haircuts, colours hair, and provides Indian head massage to clients by maintaining health, safety and hygiene at workplace. They assist the hair dresser & stylist in providing other advanced hair dressing & styling services.
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: 330 hours
14	Indicative list of training tools required to deliver this qualification: Shampoo Station, Hair Structure Charts, Hair Dryer, Different size and types of Brushes, Trolley, Disposable Aprons, Client's Gowns, Wide Tooth Comb, Bowl, Hair Brush, Plastic Cap, Scalp Steamer, Cutting Comb, Section Clips, Water Spray Bottle, Scissors (Thinning and Precision), Razor, Mirror, Cutting Chair, Pin Tail Comb, Climazone, Hood Dryer, Measuring Jugs/Scales, Wraps, Foil, Spatulas, Hi/Lo-Lighting Cap, Perm Curlers (Various Sizes), Tail Comb, End Papers, Cotton Wool, Drip Tray, Plastic Bowl/Neutralizing Sponge, Towels, Tissue Paper, Disposable Gloves, Capes, Tension Rods, Colour Brushes, Client Protective Gown, Non-Permeable Cape, Hair Straightener, First Aid Kit, Fire Extinguishers, Sterilizers, Hot Cabinets, Waste Disposal Bins, Various Oils and Hand Sanitizer.
15	Entry requirements and/or recommendations and minimum age: <ul style="list-style-type: none"> • Minimum Educational Qualifications - Class VIII • Experience - No minimum experience required • Minimum Job Entry Age - 16 years
16	Progression from the qualification (Please show Professional and academic progression) : This entry should refer to one or more of the following: - access to other qualifications at the same NSQF level – Assistant Cosmetologist

	(Level-3) - access to related qualification(s) at the next NSQF level - Hair Dresser & Stylist; Cosmetologist (Level-4)		
17	<p>Arrangements for the Recognition of Prior learning (RPL) :</p> <p>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-</p> <ol style="list-style-type: none"> 1. Theory- weightage 70% 2. Practical- Weightage 30% (Hands on assessment + Viva) <p>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)</p>		
18	International comparability where known (research evidence to be provided) : SHB30416 - Certificate III in Hairdressing: Australian Qualification		
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/N0202 Shampoo, condition the hair and scalp	43	3
	BWS/N0201 Perform basic blow drying of hair	25	3
	BWS/N0203 Perform basic hair cut	53	3
	BWS/N0214 Apply colour to hair	46	3
	BWS/N0230 Perform Indian Head Massage	42	3

	BWS/N0204 Perform tasks to assist the hair stylist performing advanced hair services	45	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)	330	
	(B) Optional components (N/A)		
	Total (A+B)- 330 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
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<p>22</p>	<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>
<p>23</p>	<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: 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-</p> <ul style="list-style-type: none"> ➤ Theory- weightage 30% ➤ Practical+ VIVA- Weightage 70% (Hands on assessment + Oral questioner) <p>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)</p>

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 Hair Dresser & Stylist

Job Role Assistant Hair Dresser & Stylist

Qualification Pack BWS/Q0201

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.

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<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, etc.	2	5	-	-
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		

NSQF QUALIFICATION FILE**Approved in 11th NSQC Meeting – NCVET – 31th August, 2021**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform basic blow drying of hair</i>	26	74	-	-
1. comply with health and safety standards and processes laid out by manufacturer and the establishment, to protect self, co-workers, organization and customers/visitors	1.5	2.5	-	-
2. use suitable consultation techniques to identify the clients wishes for the desired look before carrying out blow drying procedure including with guardians/parents for minors Consultation techniques: eg. ask questions, catalogue of styles, chart or image referencing, etc.	2	4	-	-
3. ensure a guardian/parent is present for minors under age 14	0.5	2.5	-	-
4. carry out the process using the tools and materials as laid down by the salon	1	4	-	-
5. confirm blow drying requirements and any special instructions with the client	1	4	-	-
6. apply hair products, if required, following the stylist's instructions (Products: Hair spray, cream, mousse, gel, etc.)	1.5	4.5	-	-
7. use techniques and carry out checks to minimize the risk of damage to the hair and client discomfort Techniques and checks: Setting of dryer, direction of blow drying, duration and movements, moisturizing hair prior to drying, not drying out fully, shampooing hair prior, drying with wet towel first, applying products, blowing cool air to end, etc.	2	4	-	-
8. blow dry using sections of hair that are convenient and efficient and as per styling tool size	1	4	-	-
9. check regularly whether client is comfortable during the drying process, if not, work to increase comfort levels	1.5	3.5	-	-
10. maintain even tension throughout the blow drying process	1.5	4.5	-	-

NSQF QUALIFICATION FILE

Approved in 11th NSQC Meeting – NCVET – 31th August, 2021

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
11. check temperature of the styling equipment to ensure it is in comfortable and approved range	1	3	-	-
12. use back combing and back brushing techniques to achieve desired look	1	4	-	-
13. use tools and equipment effectively to achieve the required result (Tools: Blow dryer, comb, etc.)	1	4	-	-
14. ask questions to check with the client their satisfaction with the finished result	2	3	-	-
15. use finger drying to shape hair, achieve volume, balance, direction and desired look	1	3	-	-
16. use flat brush/paddle brush to straighten hair	1	4	-	-
17. use thermal/rollers for hair setting with curls Rollers: Heated rollers, Rollers with pins	1	5	-	-
18. work minimizing wastage of products	1.5	3.5	-	-
19. 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	3.5	-	-
20. provide specific after-care advice to the client to maintain and protect hair from damage, frequency of future services, etc.	1.5	3.5	-	-
NOS Total	26	74	-	-

NSQF QUALIFICATION FILE

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Shampoo, condition the hair and scalp: Prepare self and client</i>	7	16	-	-
1. adhere to the health and safety standards laid out by the manufacturer and salon	1	2	-	-
2. position self and client throughout service to ensure privacy, comfort and safety	1	3	-	-
3. prepare yourself, the client and work area for shampoo and conditioning services (Yourself: Sanitize the hands prior to service commencement, personal protective equipment, remove jewellery, etc. Client: provide suitable protective apparel, remove jewellery, etc. Work area: no obstructions, equipment in clean and working condition, tools and equipment in correct position, etc.)	1	3	-	-
4. ask relevant questions to consult with the client to identify the condition of the hair and scalp, provide suitable services and apply relevant procedures	1.5	2.5	-	-
5. ask relevant and effective questions to clarify the client's understanding and expectation prior to commencement of service	1.5	2.5	-	-
6. select and prepare products, tools and equipment that are suitable for the client's hair and scalp condition, that meet clients' needs and service plan; service plan such as colour product removal, bleach product removal etc.	1	3	-	-
<i>Shampoo, condition the hair</i>	20	57	-	-
7. carry out the procedure using methods that minimize risk of cross infection	1.5	4.5	-	-
8. apply shampoo using rotary massage technique	1	2	-	-
9. carry out and adapt massage techniques to suit the client needs and to perform the service plan	1	4	-	-
10. check the water temperature and flow to meet the needs of the service procedure and client comfort	1	3	-	-
11. leave the hair clean and free of products, dirt, and grease after the shampoo	0.5	2.5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
12. perform and follow an accurate shampoo and conditioning service ensuring the client is comfortable throughout the process	1	4	-	-
13. complete the shampooing and conditioning process with suitable towel wrap procedure to remove excess remaining water and reposition the client comfortably for completion of service	1	3	-	-
14. detangle hair without causing damage to hair or scalp using a tooth comb	1	4	-	-
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	3.5	-	-
16. perform and adapt the service procedure using materials, equipment and techniques correctly and safely to meet the needs of the client	1	4	-	-
17. promptly refer problems that cannot be solved to the relevant superior for action	1.5	1.5	-	-
18. complete the service procedure to the satisfaction of the client in a commercially or professionally acceptable time as per organisational standards and client needs	1	3	-	-
19. ensure the work area is kept clean and tidy during the service	-	3	-	-
20. dispose waste materials as per organisational standards in a safe and hygienic manner	0.5	2.5	-	-
21. record the service details accurately as per salon policy and procedures	1.5	1.5	-	-
22. store information securely in line with the salons policies and procedures	1.5	1.5	-	-
23. provide correct, specific after-procedure, homecare advice, recommendations for product use and further services to the client, as per manufacturer instructions and salon standards	1	2	-	-
24. ask questions to check with the client their satisfaction with the finished result	1.5	2.5	-	-

NSQF QUALIFICATION FILE**Approved in 11th NSQC Meeting – NCVET – 31th August, 2021**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
25. 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	-	-
26. minimize the wastage of products by using products economically, by storing products and chemicals as per manufacturer's instructions	1	2	-	-
NOS Total	27	73	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform common/basic hair cuts</i>	22	78	-	-
1. ensure the health and safety standards and processes laid out by manufacturer and the salon are followed to perform the operation and secure self, workplace, co-workers and clients	1	3	-	-
2. use suitable consultation techniques to identify the clients wishes for the desired look before cutting the hair including with guardians/parents for minors Consultation techniques: eg. ask questions, catalogue of styles, chart or image referencing, etc.	1.5	3.5	-	-
3. ensure a guardian/parent is present for minors under age 14	0.5	2.5	-	-
4. identify contra-indications that may restrict or limit provision of services	1	3	-	-
5. use tools and products that are safe and fit for purpose	0.5	3.5	-	-
6. explore the variety of looks with the client using relevant visual aids to identify client preference and selection	1	5	-	-
7. identify and advise the customer on any factors which may limit, prevent or affect their choice of look	1.5	4.5	-	-
8. confirm with the client the look agreed before commencing	0.5	2.5	-	-
9. prepare the clients hair prior to cutting in straight cut, V or U	1	5	-	-
10. establish and follow suitable hair cutting guidelines provided in organisational standards, training or manuals	2	5	-	-
11. consult with the client during the cutting service to confirm accurate progress towards the desired look	1	4	-	-
12. perform the basic one length hair cut to achieve the desired look	1	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. cut using various techniques; Scissors over comb, clipper over comb, freehand, thinning	1	5	-	-
14. create suitable neckline shapes as per client preference Shapes: Tapered, round, square	1	4	-	-
15. take suitable remedial action to resolve any problems arising during the cutting service	1	3	-	-
16. ensure the work area is kept clean and tidy during the service	-	2	-	-
17. get confirmation from the client on the accuracy of the finished look in relation to clients expectation	1	3	-	-
18. provide advice and recommendations accurately and constructively for hair care post cutting	1	4	-	-
19. provide the client suitable advice on the maintenance of their look	1	3	-	-
20. dispose waste materials as per organisational standards in a safe and hygienic manner	-	2	-	-
21. record details of the procedure accurately as per organisational policy and approved practice	1.5	1.5	-	-
22. store information securely in line with the salons policies	1	2	-	-
23. 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	3	-	-
NOS Total	22	78	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform tasks to assist the hair stylist performing advanced hair services</i>	25	75	-	-
1. ensure the health and safety standards and processes laid out by manufacturer, organization and clients are followed to perform the operation	3	7	-	-
2. provide the styling tools and products that are safe and fit for the purpose to the hair stylist	4	11	-	-
3. mix the ingredients to prepare products, mixes and solutions in the mentioned proportion and place for ease of use by the stylist	5	15	-	-
4. organise and arrange the work area, products, etc. to assist the hair stylist performing advanced hair treatments, spa, colouring and styling	5	15	-	-
5. carry out simple tasks to assist the hair stylist resolve any problems occurring during the process using the relevant corrective action	5	15	-	-
6. cleaning up the post-service waste to maintain the health and safety standard	3	12	-	-
NOS Total	25	75	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Apply colour to hair</i>	29	71	-	-
1. adhere to the health and safety standards laid out by the manufacturer and salon	1	3	-	-
2. consult the client by questioning to identify contra-indications to hair and make-up products	2	4	-	-
3. prepare yourself, the client and work area for hair colouring services where required Yourself: sanitize the hands prior to service commencement Client: provide suitable protective apparel, remove jewellery, etc. Work area: organise and arrange products, tools and equipment, sanitise tools and equipment, no trailing wires, no obstructions, etc	1	4	-	-
4. position self and client to ensure privacy, comfort and safety, throughout the service	1	4	-	-
5. select products, tools and equipment based on the results of client consultation, hair analysis and any tests conducted, which will best achieve desired results safely	2	4	-	-
6. ask relevant and effective questions to clarify the client's understanding and expectation prior to commencement of service	1.5	3.5	-	-
7. mix the colours accurately as per manufacturer instructions	2	3	-	-
8. apply colours in sections neatly, taking into account various influencing factors Influencing factors: skin tone, existing colour, hair condition, test results if any, etc	1	4	-	-
9. promptly refer problems that cannot be solved to the relevant person/ senior hair stylist for action	1.5	3.5	-	-
10. apply colour using techniques that reduce the risk of colour being spread to the client's skin, clothes and surrounding areas	2	5	-	-
11. monitor accurately the development of colour as required, follow the manufacturer's instructions to ensure desired development	2	5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
12. remove the colour products thoroughly from the hair and leave the hair free of any colouring products	2	4	-	-
13. apply a suitable conditioner or post colour procedure to the hair following manufacturer's instructions	1	5	-	-
14. work minimising wastage of products	1	4	-	-
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	1	4	-	-
16. complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organization standards	2	3	-	-
17. record details of the procedure accurately as per organization standards	2	3	-	-
18. store information securely in line with the salons policies	2	2	-	-
19. provide specific after-procedure, homecare advice and recommendations for product use and further's to the client	1	3	-	-
NOS Total	29	71	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare self and client for Indian head massage</i>	10.5	29.5	-	-
1. adhere to the health and safety standards laid out by the manufacturer and salon	1	2	-	-
2. position self and client in a manner to ensure privacy, comfort and safety, throughout the service	1	3	-	-
3. prepare yourself, the client and work area for head massage Yourself: Sanitize the hands prior to service commencement using hand sanitiser, wear personal protective equipment, remove jewellery, etc. Client: Provide suitable protective apparel, remove jewellery, etc. Work area: organise and arrange products, tools and equipment, sanitize tools and equipment, no trailing wires, no obstructions, etc.	1	3	-	-
4. ask relevant questions to consult with the client to identify the condition of the hair and scalp and provide the suitable services	1.5	2.5	-	-
5. ask relevant and effective questions to clarify the client's understanding and expectation prior to commencement of service procedures	1.5	2.5	-	-
6. identify contra-indications if any that restrict the services or products sought by the customer	0.5	2.5	-	-
7. explain politely to the customer why service is denied or modified in case done so for contra-indications	1.5	3.5	-	-
8. work minimizing risk of cross infections	1	3	-	-
9. select and prepare products, tools and equipment that are suitable for the client's head massage to meet to the clients' needs and service plan Tools: Hair clips, hair band, spatula Equipment: Towels, sheets to protect client clothing, consumables, bin, bin liner, trolley, stool/chair, bowl, magnifying lamp, cotton wool, tissues, cotton buds, mirror	0.5	3.5	-	-
10. perform a pre-shampoo or other relevant procedure in accordance with the required service	1	4	-	-

NSQC QUALIFICATION FILE

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform Indian head massage</i>	9	29	-	-
11. select a suitable medium and perform hair spa and the head massage Medium: Oil (organic-sesame, coconut, almond, olive, mustard), cream	1	4	-	-
12. perform various massage techniques to complete the service as required Techniques: Effleurage, petrissage, tapotement, rotary, vibration, friction	1	4	-	-
13. apply suitable pressure on the marma pressure points as per requirement taking care of client comfort	1	3	-	-
14. perform post massage services or procedures in accordance with the requirements of products, skin, hair structure, and type	1	4	-	-
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	3.5	-	-
16. perform and adapt the service procedure using materials, equipment and techniques correctly and safely to meet the needs of the client	1	4	-	-
17. promptly refer problems that cannot be solved to the relevant superior for action	2.5	2.5	-	-
18. complete the service to the satisfaction of the client in a commercially acceptable time and as per organizational standards	1	4	-	-
<i>Carry-out post procedure activities</i>	7.5	14.5	-	-
19. ask questions to check with the client their satisfaction with the finished result	1	3	-	-
20. 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	-	-
21. record details of the service accurately as per organizational policy and procedures	2	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
22. store information securely in line with the salons policies	2	2	-	-
23. provide specific after-procedure, homecare advice and recommendations for product use and further services to the client Minimize the wastage of products and store chemicals and equipment securely post service	1	2	-	-
24. dispose all waste safely according to the salon's standards of hygiene and safety	0.5	2.5	-	-
NOS Total	27	73	-	-

NSQC QUALIFICATION FILE

Approved in 11th NSQC Meeting – NCVET – 31th August, 2021

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<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	-	-
PC11. use tools, equipment, chemicals and products in accordance with the guidelines and manufacturers' instructions	3	6	-	-
NOS Total	33	67	-	-

NSQF QUALIFICATION FILE

Approved in 11th NSQC Meeting – NCVET – 31th August, 2021

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, stress management, working in teams 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 in line 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	-	-
PC8. use appropriate language, tone and gestures while interacting with guests from different cultural and religious backgrounds, age, disabilities and gender	2	4	-	-

NSQF QUALIFICATION FILE

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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	-	-
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NSQF QUALIFICATION FILE

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<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	-	-
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	-	-

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 criteria.

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 Hair Dresser & Stylist			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<p>Limited Range of activities:</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 • sterilize, disinfect and place the tools on the tray as per organizational standards using recommended solutions and conditions • dispose waste materials safely and hygienically as per organizational standards • use suitable consultation techniques to identify the client's wishes for the desired 	<p>An Assistant Hair Dresser & Stylist works in a limited range of activities, follows routine and works in a predictable manner by identifying and selecting suitable equipment and products required for the respective services; setting up the equipment and preparing the products for services in adherence to the salon procedures and product/ equipment guidelines; sterilizing, disinfecting and placing the tools on the tray as per organizational standards using recommended solutions and conditions; disposing waste materials safely and hygienically as per organizational standards; using suitable consultation techniques to identify the client's wishes for the desired look before carrying out blow drying procedure including guardians/parents for minors; carrying out the</p>	3

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Approved in 11th NSQC Meeting – NCVET – 31th August, 2021

Title/Name of qualification/component: Assistant Hair Dresser & Stylist			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>look before carrying out blow drying procedure including with guardians/parents for minors</p> <ul style="list-style-type: none"> • carry out the process using the tools and materials as laid down by the salon • use techniques and carry out checks to minimize the risk of damage to the hair and client discomfort • blow dry using sections of hair that are convenient and efficient and as per styling tool size • use back combing and back brushing techniques to achieve desired look • use finger drying to shape hair, achieve volume, balance, direction and desired look • use flat brush/paddle brush to straighten hair • use thermal/rollers for hair setting with curls • perform and follow an accurate shampoo and conditioning service ensuring the client is comfortable throughout the process 	<p>process using the tools and materials as laid down by the salon; using techniques and carrying out checks to minimize the risk of damage to the hair and client discomfort; and specific methods for blow drying, back combing and back brushing techniques to achieve the desired look.</p> <p>Hence NSQF Level is 3</p>	

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Title/Name of qualification/component: Assistant Hair Dresser & Stylist		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none">• perform the basic one length hair cut to achieve the desired look• cut hair using various techniques- Scissors over comb, clipper over comb, freehand, thinning• 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 stakeholders in a polite manner and resolve queries, if any• file routine reports and feedback		

NSQF QUALIFICATION FILE

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Professional knowledge	<u>Basic facts, processes and principles:</u> <ul style="list-style-type: none">• factors that affect scalp massage• cross infection, cross infestation - their causes and precautions for prevention• contact dermatitis, its causes and precautions for prevention	As Assistant Hair Dresser & Stylist needs to know the basic facts, processes and principles for scalp massage, various types of cross infections and its cause, contra-indications and contra-actions, process and various products for sterilization and disinfection, cutting techniques, rationale behind sectioning of hair prior to	3
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NSQF QUALIFICATION FILE

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Title/Name of qualification/component: Assistant Hair Dresser & Stylist			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> • difference between disinfecting and sterilising • different factors that must be taken into consideration prior to and during cutting • contra-indications and respective necessary actions • contra-actions and respective necessary subsequent actions • cross infection, cross infestation - their causes and precautions for prevention • process and products to sterilize and disinfect equipment/ tools • methods to use all the cutting techniques in the range • methods to crosscheck and balance the cut • customer service principles including privacy and protection to modesty of the customers • rationale behind sectioning of hair prior to cutting • importance of applying the correct degree of tension to the hair when cutting 	<p>cutting, importance of applying the correct degree of tension to the hair when cutting, keeping the hair damp throughout the wet cutting process, and the recommended time interval between cuts.</p> <p>Hence it is qualified for NSQF Level 3.</p>	

NSQF QUALIFICATION FILE

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Title/Name of qualification/component: Assistant Hair Dresser & Stylist			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> importance of keeping the hair damp throughout the wet cutting process, the recommended time interval between cuts 		
Professional skill	<p><u>Practical skill and routine work:</u></p> <ul style="list-style-type: none"> use suitable consultation techniques to identify the client’s wishes for the desired look before carrying out blow drying procedure including with guardians/parents for minors carry out the process using the tools and materials as laid down by the salon use techniques and carry out checks to minimize the risk of damage to the hair and client discomfort blow dry using sections of hair that are convenient and efficient and as per styling tool size use back combing and back brushing techniques to achieve desired look use finger drying to shape hair, achieve volume, balance, direction and desired look use flat brush/paddle brush to straighten 	<p>An Assistant Hair Dresser & Stylist is able to recall and demonstrate practical skill, routine and repetitive in narrow range of application using suitable consultation techniques to identify the client’s wishes for the desired look before carrying out blow drying procedure including with guardians/parents for minors; carrying out the process using the tools and materials as laid down by the salon; using techniques and carrying out checks to minimize the risk of damage to the hair and client discomfort; blow drying using sections of hair that are convenient and efficient and as per styling tool size; and back combing and back brushing techniques by specified tool.</p> <p>Hence the professional skills required matches with the NSQF Level 3 descriptors.</p>	3

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Title/Name of qualification/component: Assistant Hair Dresser & Stylist			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	hair <ul style="list-style-type: none"> • use thermal/rollers for hair setting with curls • perform and follow an accurate shampoo and conditioning • identify and select suitable equipment and products required for the respective services • decide on course of action by recalling organizational policy, procedures and service standards • identify, plan and schedule tasks related to own work, to achieve standards of personal presentations expected in a professional set-up • 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 		

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Title/Name of qualification/component: Assistant Hair Dresser & Stylist			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	consequences		
Core skill	<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 • write an accident or incident report accurately in English 	<p>An Assistant Hair Dresser & Stylist requires skill to basic arithmetic and algebraic principles and personal banking, uses local or English language to communicate with minimum required clarity, and requires a basic understanding of social and natural environment.</p> <p>Hence follows NSQF Level 3 descriptors.</p>	3

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Title/Name of qualification/component: Assistant Hair Dresser & Stylist			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> 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 		
Responsibility	<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 sterilization solution as per organizational standards using approved products and as per manufacturer’s instructions 	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	3

NSQF QUALIFICATION FILE
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Title/Name of qualification/component: Assistant Hair Dresser & Stylist		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level

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	<ul style="list-style-type: none">• prepare products for application, by mixing the ingredients in the correct proportions as per manufacturer instructions and organization standards and place for ease of use by the nail technician• adhere to the health and safety standards laid out by the manufacturer and organization• perform and adapt the services using materials, equipment and techniques correctly and safely to meet the needs of the client as per professional and organizational standards• complete the service to the satisfaction of the client in a commercially acceptable time, as per organization 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 apologies for the same and refer to supervisor	<p>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 basic arithmetic and algebraic principles and personal banking; resolves matter to customer satisfaction or apologizes 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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NSQF QUALIFICATION FILE
Approved in 11th NSQC Meeting – NCVET – 31th August, 2021

Title/Name of qualification/component: Assistant Hair Dresser & Stylist			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> • 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, procedures, supervisor/manager instructions, rules and guidelines to contribute towards resolution of the problem in a timely and safe manner, within limits of authority 		

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</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>

NSQF QUALIFICATION FILE

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	<p>provides the data that the discussed 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 realized 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/</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 (e.g. uptake</p>

		evidences will be given.	figures, examples of use in recruitment and placement rates (if known) should be given. However, many of the bodies that do not have placement 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 and salons are INR 26494 crores in 2017 and is growing at a rate of 15-20 %.</p>	<p>The employment in beauty and salons are 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>
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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.

SECTION 4

EVIDENCE OF PROGRESSION

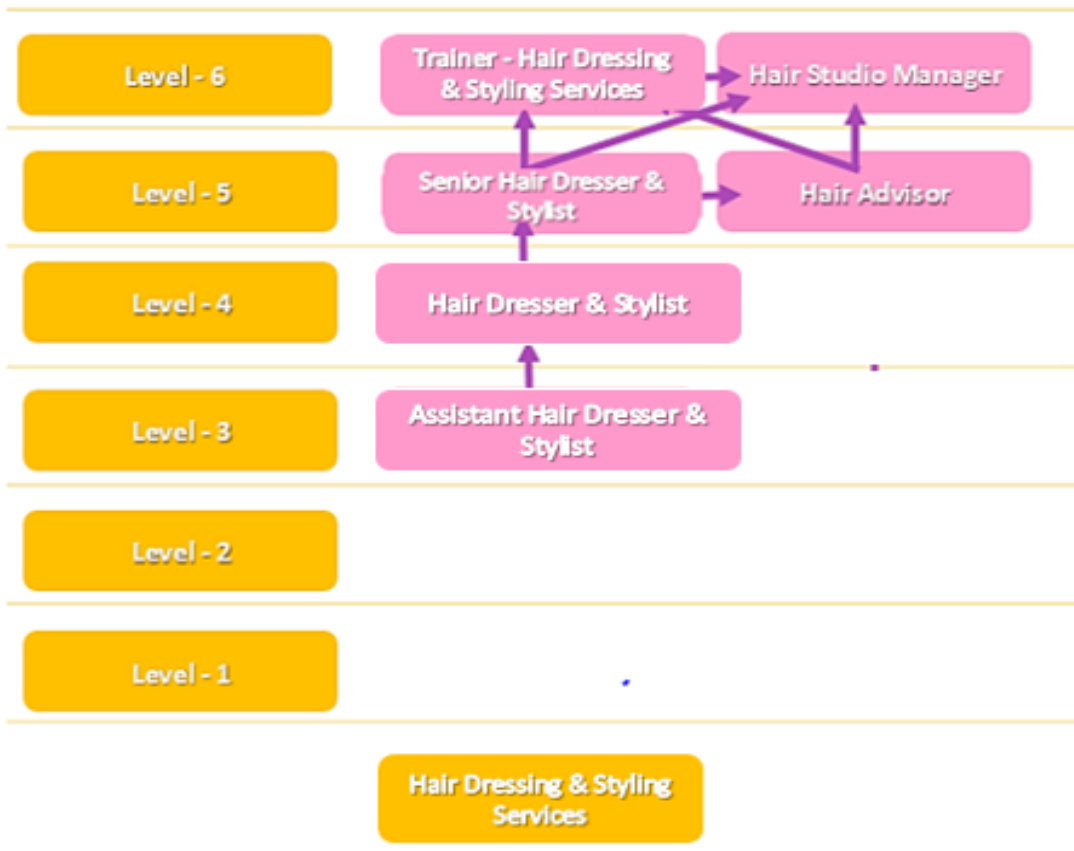
30	<p>What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector? Show the career map here to reflect the clear progression</p> <ol style="list-style-type: none">1. Discussing the growth trajectory within each occupation after studying organizational 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 Hair Dresser & Stylist - Annexure 1
2. QP BWS/Q0201- Annexure 2

Annexure 1- Career Map of Assistant Hair Dresser & Stylist



Annexure 2: QP BWS/Q0201

This publication has been produced with the assistance of the European Union. The contents are the sole responsibility of the EU Skills Development Project and can in no way be taken to reflect the views of the European Union.