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,
ConnaughtPlace, 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

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

E-mail address: ceo@bwssc.in

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: Bridal, Fashion and Portfolio Makeup Artist
2	Qualification Code, if any: QP BWS/Q0301
3	NCO code and occupation: NCO-2015/5142.0400
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 Bridal,
	Fashion and Portfolio Makeup Artist. The purpose of this qualification is to skill and
	upskill people with the intent to employ them as Bridal, Fashion and
	Portfolio Makeup Artist.
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
0	applicable (if yes, attach a copy) : Yes
8	Occupation(s) to which the qualification gives access: Make-up Services under
	Beauty and Salons Sub-sector
9	Job description of the occupation: A Bridal Fashion and Portfolio Make-up Artist is
	a professionally trained individual in make-up techniques using corrective,
	highlighting, shading, and air brush make-ups to deliver high quality professional
	make up. He/ She provides client consultation on various beauty & make-up
	products; and performs various services such as skincare and make-up by
	maintaining health, safety and hygiene at workplace. He/ She needs to be
	knowledgeable on the skin structure, basic beauty therapies, various make-up
10	techniques and range of beauty and make-up products.
	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 5
13	Anticipated volume of training/learning required to complete the
13	qualification: 510 hours
14	Indicative list of training tools required to deliver this qualification:
	Skin Structure Charts, First Aid Kit, Fire Extinguishers, Sterilizers, Hot Cabinets,
	Waste Disposal Bins, Therapy Bed, Beauty Stool/Chair, Trolley, Bowls, Make-up
	Chair, Mirrors, Comedone Extractor, Face Steamer, Pack Brush, Lighting,
	Foundations, Concealer, Powder, Blusher, Eye Shadow, Mascara, Eye Pencil, Liquid
	Liner, Lip Liner, Lipstick, Lip-Gloss, Corrective Makeup/Colored Concealer,
	Applicators, Headband, Large Towel/Client Couch, Bin with Liner, Cotton Wool,
	Make-up Kit, Make-up Brush Set, Air Brush Machine, Air Brush Product Kit,
	Disposable Masks & Gloves and Hand Sanitizer to avoid cross infection
[1

15	Entry requirements and/or recommendations and minimum age:					
	 Class X with any course in Skincare Service experience as a Make-up Artist OR 	es/ Make-up Servio	ces and 2 years of			
	 NSQF Level-4 course (Beauty Therapist/ Hair Dresser & Stylist) with 2 years experience as a Make-up Artist OR 					
	 Class X with professional course of Make-I with 2 years of experience as a Make-up A 		list under DGT			
16	 Minimum Job Entry Age: 18 years Progression from the qualification (Please shows) 	w Professional ar	nd academic			
10	progression): Senior Cosmetologist, Level- 5; Makeup Trainer; Beauty Manager/Floor Manager at Level- 6					
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-					
	1. Theory- weightage 70%					
	2. Practical- Weightage 30% (Hands on asses	ssment + 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.					
18	International comparability where known (reserved No UK NOS equivalent	earch evidence to	be provided) :			
	Qualifications in these areas are available as VRQs vocationally related qualifications, available by independent awarding bodies/organizations, there are no national occupational standards					
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/N0104 Perform skincare services	30	4			
	1	I	I			

BWS/N0301 Perform bridal makeup services	119	5			
	(*50 Hr. OJT)				
BWS/N0302 Perform fashion and photographic makeup	110	5			
	(*50 Hr. OJT)				
BWS/N0303 Apply airbrush make-up	110	5			
	(*50 Hr. OJT)				
BWS/N9005 Consult and advise clients	25	5			
BWS/N9006 Promote and sell services and products	20	5			
·					
BWS/N9004 Manage and lead a team	20	5			
BWS/N9002 Maintain health and safety of workplace	12	3			
BWS/N9003 Create a positive impression of workplace	52	3			
Sub Total (A)	510				
Optional components (B)					
Total (A+B) = 510 Hours	7				
Instructor-Led Online Module – 50 Hours	Instructor-Led Online Module – 50 Hours				

SECTION 1 ASSESSMENT

21 Body/Bodies which will carry out assessment:

- 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 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.

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

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.

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 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 + Oral questioner)

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 of other states.

24. Assessment evidences

Title of Component: Bridal, Fashion and Portfolio Makeup Artist

<u>CRITERIA FOR ASSESSMENT OF TRAINEES</u>

Job Role: Bridal, Fashion and Portfolio Makeup Artist

Qualification Pack: BWS/Q0301

Sector Skill Council: Beauty & Wellness

Guidelines for Assessment

- 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 70% in aggregate.
- 7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Assessment Criteria for Outcomes	Theor y Mark s	Practica IMarks	Projec t Marks	Viva Mark s
Prepare and maintain work area	30	70	-	-
PC1. ensure that ambient conditions are suitable forthe 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 respectivesessions/services	2	5	-	-
PC3. set up the area for session/services inadherence to the organizational guidelines	2	5	-	-
PC4. place disposable sheet on a sanitized trolley and organize the products in it or in area convenientand 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 productsand as per manufacturer's instructions	2	5	-	-
PC6. sterilize, disinfect and place the tools on thetray as per organizational standards using recommended solutions and conditions	2	6	-	-
PC7. dispose waste materials in adherence to theindustry 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 whileproviding services	2	4	
PC10. identify and segregate recyclable, non-recyclable and hazardous waste generated in separate bin	2	4	

	Theor	Practic	Projec	Viva
Assessment Criteria for Outcomes	У	alMarks	t	Mark
	Marks		Marks	S
PC11. discard the unused open single use packedproducts 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 equipmentsecurely in line with the policies	2	4		
PC14. conduct awareness program (such as forCovid19) for the employees and display posters/signage's promoting regular handwashing 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 IMarks	Projec t Marks	Viva Marks
Perform skin care services	26	74	ı	-
adhere to the health and safety standards laid outby the manufacturer and salon	2	7	-	-
2. position self and client throughout treatment to ensure privacy, comfort and wellbeing	-	3	-	
3. perform and adapt the therapy using materials, equipment and techniques correctly and safely to meet the needs of the client	3	8		
4. carry out facial care/ clean-up process using theproducts and equipment as per service levels laid down by the salon	2	7		-
5. clarify the client's understanding and expectationprior to commencement of treatment	2	4	-	-
6. clean the skin and remove all traces of make-upby using superficial and deep cleansing techniques	2	5	-	-
7. use an exfoliation technique suitable for the client's skin type and skin condition	2	5	-	-
8. use a suitable skin warming technique and carry out any necessary extraction relevant to the client's skin type and skin condition	2	5	-	-
9. provide facial massage using a medium and techniques suitable for the client's skin type and condition	2	7	1	-
10. apply mask treatments evenly and neatly, covering the area to be treated	2	6	-	-
11. remove masks as per the recommended timeframe	2	4	-	-
12. ensure the skin is left clean, toned and suitably moisturized	2	4	-	-
13. complete the therapy to the satisfaction of theclient in a commercially acceptable time	1	3	-	-

Assessment Criteria for Outcomes	Theor y Marks	Practica IMarks	Projec t Marks	Viva Marks
14. record the therapy accurately and store information securely in line with the salons policies	1	3	-	-
15. provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client	1	3	-	> -
NOS Total	26	74		-

Assessment Criteria for Outcomes	Theor y Marks	Practica IMarks	Projec t Marks	Viva Marks
Perform bridal makeup services	26	74	-	-
adhere to the health and safety standards laid out bythe manufacturer and salon	1	3	-	-
2. consult the client by questioning to identify contra-indications to skin and make-up products	1	3		·
3. prepare the work area, materials, and equipment to meet the salon operating procedures, industry and legalrequirements	1	2		-
4. sanitize the hands prior to treatmentcommencement	1	2	-	-
5. prepare the client and provide suitable protective apparel	1	2	-	-
6. position self and client throughout procedure tonsureprivacy, comfort and wellbeing	1	2	-	-
7. define a suitable treatment plan to meet the client's needs	1	3	-	-
8. select and prepare suitable skin care and makeup products to meet the client's needs and work plan	2	5	-	-
9. clarify the client's understanding and expectation priorto commencement of procedure	1	3	-	-
10. clean, tone and moisturize the skin to suit the client'sskin type and needs	1	3	-	•
11. conceal skin imperfections and blemishes using thesuitable colour corrective products where required	2	5	-	-
12. select and apply foundation using brush/ sponge, to the centre of face and evenly blended out to sides of the face to achieve coverage	2	5	-	-
13. select and choose a corrective technique and contourby highlights and shading	2	6	-	-

Assessment Criteria for Outcomes	Гheor У Marks	Practi cal Marks	Projec t Marks	Viva Marks
14. select and apply suitable powder to set the foundation	1	4	-	-
15. apply makeup to enhance the facial features for bridalphotographic shoots	1	5		
16. adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of theclient	1	5		-
17. adjust the client's position to meet the needs of the service without causing them discomfort	1	2	-	-
18. check the client's wellbeing throughout the service andgiving the necessary reassurance	1	2	-	-
19. complete the procedure to the satisfaction of the client ina commercially acceptable time	1	3	-	-
20. record the client's skin type skin condition and age group, procedure accurately and store information securely in line with the salons policies	1	3	-	-
21. provide specific after-procedure, homecare advice and recommendations for product use and further treatments tothe client	1	3	-	-
22. dispose waste materials and leave the work area in asuitable condition for further treatments	1	3	-	-
NOS Total	26	74	-	-

Assessment Criteria for Outcomes	Theor y Marks	Practica IMarks	Projec t Marks	Viva Marks
Perform fashion and photographic makeup	24	76	-	-
1. adhere to the health and safety standards laid out bythe manufacturer and salon	1	4	-	-
2. consult the client by questioning to identify contra-indications to skin and make-up products	1	4		<u> </u>
3. prepare the work area, materials, and equipment tomeet the salon operating procedures, industry and legal requirements	1	3		1
4. sanitize the hands prior to treatmentcommencement	1	3	-	-
5. prepare the client and provide suitable protective apparel	1	3	-	-
6. position self and client throughout procedure toensure privacy, comfort and wellbeing	1	3	-	-
7. define a suitable treatment plan to meet the client's needs	1	4	-	1
8. select and prepare suitable skin care and makeup products to meet the client's needs and work plan	1	3	-	-
9. clarify the client's understanding and expectationprior to commencement of procedure	1	4	-	
10. perform skin analysis and understand the differentface shapes and skin tones and textures of the model/client/artist	1	4	-	-
11. clean, tone and moisturize the skin to suit theclient's skin type and needs	1	3	-	-
12. check the lighting for make-up understanding thetheory of true lighting and its effect	1	3	-	-
13. perform make up application by selecting the correctproducts, tools and technique for required look. (hi definition make up , airbrush makeup)	1	4	-	-

Assessment Criteria for Outcomes	Theor y Marks	Practica IMarks	Projec t Marks	Viva Marks
14. conceal skin imperfections and blemishes using thesuitable colour corrective products understanding the warming and cooling colours (the colour wheel)	1	4	-	-
15. select by understanding the product mixing technique and application technique of foundation usingbrush/ sponge/airbrush, to the centre of face and evenlyblended out to sides of the face to achieve coverage	1	3		
16. select and choose a corrective technique and contour by highlights and shading	1	2		-
17. apply make-up to meet the requirements of thefashion shows/ photo shoots	1	3	-	1
18. adapt the procedure using materials, equipment and techniques correctly and safely to meet the needsof the client	1	2	-	-
19. adjust the client's position to meet the needs of theservice without causing them discomfort	1	2	-	-
20. check the client's wellbeing throughout the service and giving the necessary reassurance	1	3	-	-
21. complete the procedure to the satisfaction of the client in a commercially acceptable time	1	3	-	-
22. record the client's skin type skin condition and agegroup, procedure accurately and store information securely in line with the organizations policies	1	3	-	•
23. provide specific after-procedure, homecare adviceand recommendations for product use and further treatments to the client	1	3	-	-
24. dispose waste materials and leave the work areain a suitable condition for further treatments	1	3	-	-
NOS Total	24	76	-	-

Assessment Criteria for Outcomes	Theor y Marks	Practica IMarks	Projec t Marks	Viva Marks
Apply air-brush make-up	25	75	-	-
prepare yourself, client and work area for airbrushmake-up	6	10	-	-
use suitable consultation techniques toidentify treatment objectives	3	9	-	-
3. carry out skin analysis to determine skin type and condition and check for contraindications	3	9		J .
4. identify the purpose for the make-up and provide clear recommendations to the client	1	3	-	-
5. select airbrush make-up products, tools and equipment to suit client treatment needs, skin type and conditions	1	3	-	-
6. use products, tools, equipment and techniques tomeet the design plan and to suit client treatment needs, skin types and conditions	2	6	,	-
7. complete the airbrush make-up to the satisfaction of the client	3	9	-	-
8. record and evaluate the results of thetreatment	3	13	-	-
9. provide specific after-procedure, homecare advice and recommendations for product use andfurther treatments to the client	3	13	-	-
NOS Total	25	75	-	-

Assessment Criteria for Outcomes	Theor y Mark s	Practica IMarks	Projec t Marks	Viva Mark s
Maintain health and safety of the work area	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 keepproper distance between the clientele to avoid any kind of cross infection, basic hygiene such aswearing 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 areato meet legal, hygiene and safety requirements	3	6	-	-
PC4. clean and sterilize all tools and equipmentbefore and after use	3	6	-	-
PC5. maintain one's posture and position to minimize fatigue, risk of injury and chances ofcross infection	3	6	-	-
PC6. dispose waste materials in accordance to the industry accepted standards	3	6	-	-
PC7. maintain first aid kit and keep oneselfupdated on the first aid procedures	3	6	-	-
PC8. identify and document potential risks andhazards in the workplace	3	6	-	-
PC9. accurately maintain accident reports	3	6	-	-
PC10. report health and safety risks/ hazards toconcerned personnel	3	6		

guidelines andmanufacturers' instructions NOS Total	33	67	-	-
PC11. use tools, equipment, chemicals and products in accordance with the	3	6		



Assessment Criteria for Outcomes	Theor y Mark s	Practica IMarks	Projec t Marks	Viva Mark s
Create Positive Impression at the workplace	36	64		
Appearance and Behavior	8	14	-	-
PC1. ensure maintaining good health and personal hygiene such as sanitized hands, neatly tied and covered hair, clean nails, etc.	2	4	18	
PC2. meet the organization's standards of grooming (courtesy, behavior and efficiency) such as engaging with clients with no gender stereotyping, positioning self and clientin a manner, to ensure privacy, comfortand 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 itin hot water with detergent and bleach	2	4	-	-
Task execution as per organization's standards	10	18	-	-
PC5. take appropriate and approved actions inline with instructions and guidelines	2	3	-	-
PC6. participate in workplace activitiesas a part of the larger team	2	4	-	-
PC7. report to supervisor immediately in casethere are any work issues	2	3	-	-
PC8. use appropriate language, tone and gestures while interacting with guests from different cultural and religious backgrounds, age,	2	4	-	- 19

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 ecommerce platforms); self-ownership, etc.	disabilities and gender			
	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	2	4	

Assessment Criteria for Outcomes	Theor y Marks	Practica IMarks	Projec t Marks	Viva Mar k s
Communication and Information record	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 servicesor 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 & itsconcepts 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	1-) -

Assessment Criteria for Outcomes	Theor y Marks	Practica IMarks	Projec t Marks	Viva Marks
Manage and lead a team	31	69	-	-
ensure team is aware of the schedule and job expectations on a daily basis	2	8	-	-
2. involve team in regular meetings to communicateinformation intended for them	2	8	-	-
3. ensure communication to team on any changes in policies/ processes by the organization through required verbal/ written mechanisms	10	10	8	
4. ensure participation of team in various engagementinitiatives organized by the organization	8	2	-	-
5. counsel and address issues among team for anywork related issues	2	8	-	-
6. support the centre manager the deployment of team as per client schedule and the organizationalnorms and guidelines	2	8	-	-
7. ensure periodic training of the team and supportthe team by delivering trainings	2	8	-	-
8. share knowledge of processes, techniques, therapies and products with the team to enhancetheir skill levels	1	9	-	-
9. provide feedback to the centre manager pertaining toperformance appraisals of team	2	8	-	-
NOS Total	31	69	-	-

Assessment Criteria for Outcomes	Theor y Marks	Practica IMarks	Projec t Marks	Viva Marks
Consult and advise client's	19	81	-	-
adhere to the health and safety standards laid out bythe organization	1	5	-	-
2. identify the client needs for services and products taking into account factors that may limit or affect thechoice; such as for client's with special needs	2	10	- (3 -
3. analyse the treatment/ activity area, visually andcarry out necessary tests	2	8		-
4. consult the client by questioning to identify contra-indications to products/ services and provide recommendations for treatments/ servicesthat are suitable to the client	2	10	-	-
5. define a suitable treatment/ plan to meet theclient's needs	2	8	-	-
6. confirm to the client the pricing and duration ofservice and products and address client queries	2	8	-	-
7. communicate effectively with the client to maintain client's goodwill trust	2	8	-	-
8. clarify the client's understanding and expectation prior to commencement of treatment	2	8	-	-
9. provide after care advice andrecommendations to the client	2	8	-	-
10. record the client and treatment details accurately and store information securely in line with the organizations policies	2	8	-	-
NOS Total	19	81	-	-

Assessment Criteria for Outcomes	Theor y Marks	Practica IMarks	Projec t Marks	Viva Marks
Promote and sell services and products	16	84	-	-
greet client's when they enter the retail outlet anddirect them to the counter based on their needs	1	4	-	-
2. identify the client needs for services and products taking into account factors that may limit or affect thechoice	1	6		>
3. analyse the treatment/ activity area, visually andcarry out necessary tests	1	4		-
4. consult the client by questioning to identify contra-indications to products/ services and provide recommendations for treatments/ services that are suitable to the client	1	4	-	-
5. provide product, promotion, and pricing information as per client's requirements and address client queries	1	4	-	-
6. define a suitable treatment/ service plan to meetthe client's needs	1	4	-	-
7. communicate effectively with the client tomaintain client's goodwill trust	1	6	-	-
8. clarify the client's understanding and expectation priorto commencement of treatment/service or sale of product	1	6	-	-
9. maintain a client database by inputting client profiles and updates	1	4	-	-
10. make arrangements for the client's needing are fundor replacement of their products/ equipment based on company policy	1	6	-	-
11. assist in managing the product/ equipment inventoryand ordering products/ equipment based on inventory status	1	6	-	-

Assessment Criteria for Outcomes	Theor y Marks	Practica IMarks	Projec t Marks	Viva Marks
12. assist in maintaining promotional database by inputting invoices and bill-back data as per organizationstandards	1	6	-	-
13. set up and manage the display area of the range of products/ equipment available in the organization	1	6	- 2	
14. label the displayed products/ equipment clearly, accurately in alignment to the required standards	1	6	(3)	<u> </u>
15. provide after care advice and recommendations to the client	1	6	-	-
16. record the client and treatment/ service details accurately and store information securely in line withthe centers policies	1	6	-	-
NOS Total	16	84	-	-

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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 70% 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

NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	 Well-developed skill Perform and adapt the therapy using materials, equipment and techniques correctly and safely to meet the needs of the client Carry out facial care/ clean-up process using the products and equipment as per service levels laid down by the salon Clarify the client's understanding and expectation prior to commencement of treatment Use an exfoliation technique suitable for the client's skin type and skin condition 	The individual is expected to consult with the client to identify the needs for services and products taking into account factors that may limit or affect the choice, perform skin analysis and consult the client by questioning to identify contra-indications to skin and make-up products, define a suitable treatment plan to meet the client's needs, provide product, promotion, and pricing information as per clients' requirements and address client queries, perform and adapt make up (bridal, fashion, photographic and airbrush) application by selecting the correct products, tools and techniques in accordance to standards, provide after care advice and recommendations and record the client and treatment details accurately	5

NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	 Use a suitable skin warming technique and carry out any necessary extraction relevant to the client's skin type and skin condition Provide facial massage using a medium and techniques suitable for the client's skin type and condition Conceal skin imperfections and blemishes using the suitable colour corrective products where required Select and apply foundation using brush/sponge, to the centre of face and evenly blended out to sides of the face to achieve coverage 	The job holder is expected to understand the needs of the client, perform skin analysis and define a suitable plan to meet client needs. The role requires individual with well-developed skills with clear choice of procedures in familiar context, such as assessing needs, select materials and equipment to suit the guest's needs, arrange products and other materials that are safe and fit for the purpose based on the guidelines/standards, prepare and perform skin care and make up services using products, equipment and techniques correctly and safely to meet the needs of the guests and also in accordance to hygiene and quality standards	
	 Select and choose a corrective technique and contour by highlights and shading Select and apply suitable powder to set the foundation Apply makeup to enhance the facial features for bridal photographic shoots 	Hence, it qualifies as a Level 5 role. As this role requires individual with well-developed skills with clear choice of procedures in familiar context. For example, defining suitable treatment plan, selecting products, clean and tone, moisturize the skin accordingly, performing application of skin care product/make up,	

NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	Adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client	providing after care advice, record client details and treatment details accurately etc. Therefore, the job holder can't be placed at Level 4.	
	Clear choice of procedures in familiar context		
	Ensure that environmental conditions are suitable for the client and the treatment to be carried out in a hygiene and safe environment		
	Select suitable equipment and products required for the treatment		
	Consult the client by questioning to identify contra-indications to products and provide recommendations for treatments that are suitable to the client		
	Define a suitable treatment plan to meet the client's needs		

NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	 Select airbrush make-up products, tools and equipment to suit client treatment needs, skin type and conditions Use products, tools, equipment and techniques to meet the design plan and to suit client treatment needs, skin types and conditions Select and prepare suitable skin care and make up products to meet the client's needs and work plan 		
Professional knowledge	 Knowledge of facts Types of products, materials and equipment required for the treatment Range and use of products available for facial treatment suitable for different skin types and conditions Range of services and products offered by the organization 	The individual is expected to have the knowledge of facts, skin care treatments, anatomy, physiology and pathology for skin treatments, basic ailments, contraindications, contra actions, principles and practice of skin treatments, characteristics of skin types, , range of skin care and make up products, procedure for product selection, different skin types and application of products based on skin types, application and removal of skin products / make up, the importance of using products	5

NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	Airbrush make-up product uses and	economically and applicable legislations relating	
	limitations, silicone based, water based,	to the workplace.	
	alcohol based, colour range, selection and	The job holder is expected to independently	
	suitability to the make-up needs	exhibit knowledge of the facts, principles,	
	y	processes and general concepts , in a field of	
	 Latest promotional schemes on various products 	knowledge or study such as knowledge of skin care treatments, make up techniques, basic	
	Basic mapping of the requirements with the products	ailments, contraindications, contra actions, skin treatment and make up plans, procedure for product selection, different skin types and	
	Desired effects of products in relation to their chemical composition	application of products based on skin types, application and removal of skin products / make	
	Active ingredients found in different hair and beauty products	up , the importance of using products economically and applicable legislations relating to the workplace.	
	Various products offered by the company	Since all the above mentioned areas are related	
	Principles, general concepts	to knowledge of field of beauty and wellness, the role qualifies for Level 5.	
	 Ageing and lifestyle effects on the skin and 	·	
	muscle tone knowledge of the diseases	The job holder is expected to know more than	
	and disorders of the skin	basic facts and principles. S/he should possess	
		professional skills more than just factual	
		knowledge such as he/she is expected to be	

NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Jomain	 Knowledge of applicable legislation relating to the workplace Anatomy, physiology and pathology for skin treatments Principles and practice of skin therapies The position and action of the facial, neck and shoulder muscles The position of head, face, neck, chest and shoulder girdle bones and skeletal function Circulatory system, functions of blood, arteries, veins, blood composition and circulation and lymphatic system. The effect of the natural ageing process on the skin and muscle tone Structure, function, characteristics of skin Effect of functional groups on the reactivity of a molecule in products 	familiar with the manufacturer's instructions to apply the products and use the equipment's, application of treatments, application and removal of skin products / make up , S/he is further expected to understand the applicable safety measures and hygiene standards and exercise the same diligently while conducting any of the skin care/make up, relevant organization standards and procedures, market trends, quality standards requirement etc. Thus, it cannot be pegged at level 4.	Level

NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	Code of practices and guidelines relating to communication with people		
	Importance of personal health and hygiene		
	Processes		
	Organization's standards of performance and sequence of services		
	Removal of eye make-up and skin make- up(cleanse, tone, and moisturize)		
	Relevant hr policies and processes followed by the organization		
	 Process and products to sterilize and disinfect equipment/ tools 		
	Carrying out a detailed skin analysis and relevant tests		
	 Set up the equipment and prepare the products for treatments in adherence to the salon procedures and product/ equipment guidelines 		

NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	 Provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client Plan and manage work routine based on salon procedure 		
Professional skill	 Cognitive and practical skills Select suitable equipment and products required for the treatment Consult the client by questioning to identify contra-indications to products and provide recommendations for treatments that are suitable to the client Define a suitable treatment plan to meet the client's needs Select airbrush make-up products, tools and equipment to suit client treatment needs, skin type and conditions Use products, tools, equipment and techniques to meet the design plan and to 	The job holder is expected to plan and perform the skin care, bridal make up sessions to be conducted for the clients as well as keep a record of guests' bookings and schedule of services. Further, the job holder must be able to take the day to day decisions and solve problem/s at work. The job holder should also be able to critically analyse the information gathered about clients/ product/ service/ others and arrive at a conclusion. S/he should be courteous, committed to service excellence, maintaining hygiene and using a customer centric approach and manage the usage and disposal of products. The job holder is expected to possess a range of cognitive and practical skills required to accomplish tasks and solve problems by	5

NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	 suit client treatment needs, skin types and conditions Select and prepare suitable skin care and make up products to meet the client's needs and work plan Manage the storage/ disposal/ cautions of use of products, fire precautions, occurrences, hygiene practice, disposal of waste and environmental protection Build customer relationships and use customer centric approach Plan and organize service feedback files/documents 	selecting and applying products, , materials and information such as the ability to assess client needs, plan and conduct skin care therapies, make up basis the client requirement, managing work routine based on client scheduling and booking, discuss flow process and provide after care advice, planning and decision making using customer database/ data sheets including customer's basic information, therapy history and contra indications (if any)). Further, handle customer concerns/ preferences effectively along with maintaining hygiene and quality standards. The job holder must also be able to practically apply learning from feedback and other sources to develop oneself. Hence, the role qualifies for level 5.	
	 Plan and manage work routine based on salon procedure Solve problems Identify immediate or temporary solutions to resolve delays 	As the job holder expected to possess cognitive professional skills and practical skills, such as planning and managing work routine based on client scheduling and bookings, courteous committed to service excellence, maintaining hygiene and using a customer centric approach	

NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	 Make decisions pertaining to the concerned area of work Think through the problem, evaluate the possible solution(s) and suggest an optimum/best possible solution(s) Deal with clients lacking the technical background to solve the problem on their own Conceal skin imperfections and blemishes using the suitable colour corrective products where required Select and choose a corrective technique and contour by highlights and shading Define a suitable treatment plan to meet the client's needs Consult the client by questioning to identify contra-indications to products and provide recommendations for treatments that are suitable to the client 	S/he is also expected to use quality concepts such as clarifying the guest's understanding and expectation related to the session. Hence, the job holder can't be placed at Level 4.	

NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	 counsel and address issues among the team for any work related issues Question customers appropriately in order to understand the nature of the problem and make a diagnosis 		
Core skill	 Desired mathematical skill How and when to measure performance of the team Maintain accurate records of client, treatments, operating and closing checklists, product stock status 	The individual is expected to exhibit effective communication skills including effective client relationship establishment and maintenance, perform respective record maintaining work and possess understanding of environment to cater to the different requirements of varied types of clients.	5
	 Discuss task lists, schedules, and workloads with co-workers Understand the client scheduling and bookings and maintain the work area, equipment and product stocks to meet the schedule Maintain accurate records of clients, treatments and product stock levels 	The job holder is expected to possess desired writing, reading and communication skills, mathematical skills and understanding of social, political and some skill of collecting and organizing information, communication, such as effective communication skills (including awareness of vernacular language) so as to have pleasant and engaging conversations with the clients while introducing them to the requisite skin care or make up session or conducting the	

NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	Meet the organization's standards ofcourtesy, behavior and efficiency	and analyzing score, providing after care advice to clients. Hence, the job holder can't be placed	
	Stay free from intoxicants while on duty	at Level 4.	
	Some skill of collecting and organizing		
	information, communication		
	Maintain accurate records of clients,		
	treatments and product stock levels		
	Ensure communication to the team on any		
	changes in policies/ processes by the organization through required verbal/ written mechanisms		
	Share knowledge of processes,		
	techniques, therapies and products with the team to enhance their skill levels		
	Plan and organize service feedback files/documents		
	 Understand the client scheduling and bookings and maintain the work area, 		

NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	equipment and product stocks to meet the schedule		
	Keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets		
	Communicate procedure related information to clients based on the sector's code of practices and organization's procedures/ guidelines		
	Communicate role related information to stakeholders in a polite manner and resolve queries, if any		
	Assist and guide clients to services or products based on their needs		
	Report and record instances of aggressive/ unruly behavior and seek assistance		
	Use communication equipment (phone, email etc.) as mandated by your organization		

NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	 Carry out routine documentation legibly and accurately in the desired format File routine reports and feedback Maintain confidentiality of information, as required, in the role 		
Responsibility	 Apply, analyses, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action Participate in self developmental training activities to enhance one's knowledge of salon performance standards and applicable health and safety legislative requirements 	The individual is a professionally trained individual, responsible for bridal make-up techniques using corrective make up, highlighting and shading, air brush make up to deliver high quality professional bridal make up. S/he shall consult, advice, market and sell a range of beauty treatments and performs various duties such as providing skin care, applying makeup in accordance with the approved organization's brand standards of performance and sequences of services.	5
	Understand the directives passed down by supervisors	The job holder is expected to take responsibility for own work and learning and also take some responsibility for assistants	

NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	 Plan and manage work routine based on salon procedure Accept feedback in a positive manner and develop on the shortcomings Read about new products and services with reference to the organization and also from external forums such as websites and blogs Responsibility for others' works and learning Deal with clients lacking the technical background to solve the problem on their own Discuss task lists, schedules, and workloads with co-workers Ensure the team is aware of the schedule and job expectations on a daily basis Involve the team in regular meetings to communicate information intended for them 	and executives. S/he assess the client needs and provides a range of bridal make up services along with consult and advice clients on skin care services/beauty treatments and perform the session as agreed with the clients in accordance with the approved organization's brand standards of performance and sequences of services. The individual must exhibit knowledge of the principles and explain the skin care/make up process treatment, products and techniques used, expected outcomes. S/he also supports in induction of the new trainees/joiners, provide inputs in design of training curriculum and conduct refresher trainings for existing staff and also resolve any issues concerns faced within team etc. Hence, this role qualifies for level 5. As it's evident from the above examples that the incumbent is fully responsible for sessions, s/he is performing rather than being responsible in defined limit along with some responsibility of	

NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	Ensure communication to the team on any changes in policies/ processes by the organization through required verbal/ written mechanisms	assistants and executives, therefore job holder can't be placed at Level 4.	
	 Ensure participation of the team in various engagement initiatives organized by the organization 		
	Counsel and address issues among the team for any work related issues		
	Support the centre manager the deployment of the team as per client schedule and the organizational norms and guidelines		
	 Ensure periodic training of the team and support the team by delivering trainings 		
	Share knowledge of processes, techniques, therapies and products with the team to enhance their skill levels		

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NSQF	Key requirements of the job role	How the job role relates to the NSQF level	NSQF
Domain		descriptors	Level
	Provide feedback to the centre manager pertaining to performance appraisals of the team		

SECTION 3 EVIDENCE OF NEED

Basis	In case of SSC	In case of other Awarding Bodies
		(Institutes under Central Ministries ar states departments)
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	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.	The Submitting Body would produce any reputable and reliable research reports, such as labour market information reports; occupational mapping similar research carried out by Ministry/State/loother authentic source forecasting the demand for the proposed qualification

of the critical roles in the sector. The details of statistics and research analysis are provided separately as a research analysis report. Industry Relevance	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	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
Usage of the qualification	industry validation format had been used) 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. B&WSSC is an unorganized sector, hence case studies/evidences will be given.	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) Information about the success of the qualification should be given (e.g. 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 tracking

	Estimated uptake The market size of beauty and salons are INR 26494 crores in 2017 and is growing at a rate of 15-20 %.	The market size of beauty and salons are INR 26494 crores in 2017 and is growing at a rate of 15-20 %. The Bureau of Labor Statistics states that the beauty and make-up industry is expected to grow 8% from 2018 to 2028 – faster than the national average.	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. 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
27		from the concerned L ory Body. To be supported by	ine Ministry of the documentary evidences
28	duplicate already exi- justification for prese	en to ensure that the qualification sting or planned qualification enting a duplicate qualification is no other similar STT course.	s in the NSQF? Give
29	What data will be use or updated? Specify The comments, feedbawith industry experts.	are in place to monitor and reset and at what point will the quarter the review process here ack and suggestions were collect the same will be compiled and just/updated version of the QP. The	cted through interaction ustifiable changes will be

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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

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

- 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 qualification
- 3. 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.

Please refer to attached career path as per annexure 1 which clearly defines the career path.

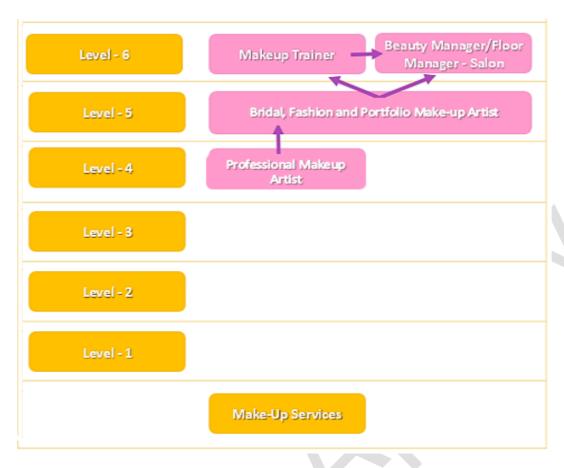
Please attach most relevant and recent documents giving further information about any of the topics above.

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 Bridal, Fashion and Portfolio Makeup Artist- Annexure 1
- 2. QP BWS/Q0301- Annexure 2

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Annexure 1: Career Map



Annexure 2: QP BWS/Q0301

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