

## **CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE**

### **Name and address of submitting body:**

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

### **Name and contact details of individual dealing with the submission**

**Name:** Ms. Monica Bahl

**Position in the organisation:** CEO

**Address if different from above:** Same as above

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

**E-mail address:** [ceo@bwssc.in](mailto: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	<b>Qualification Title:</b> Nail Technician
2	<b>Qualification Code, if any:</b> QP BWS/Q0403
3	<b>NCO code and occupation:</b> NCO-2015/5142.9900
4	<p><b>Nature and purpose of the qualification (Please specify whether qualification is short term or long term):</b>            Nature of the qualification            - Working independently without any supervision            The main purpose of the qualification            This Qualification will enable the individual to specialize in Nail enhancement treatments and other related Nailcare services</p>
5	<b>Body/bodies which will award the qualification:</b> Beauty & Wellness Sector Skill Council
6	<b>Body which will accredit providers to offer courses leading to the qualification:</b> Beauty & Wellness Sector Skill Council
7	<b>Whether accreditation/affiliation norms are already in place or not , if applicable(if yes, attach a copy) :</b> Yes
8	<b>Occupation(s) to which the qualification gives access:</b> Nailcare Services under Beauty and Salons Sub-sector
9	<b>Job description of the occupation:</b> A Nail Technician performs various services such as manicure, pedicure, advanced nail care services like nail art, nail enhancement, nail overlay, gel polish application, refilling, and nail electric filing by maintaining health, safety and hygiene at workplace. The Nail Technician needs to be knowledgeable on the nail structure and various nailcare products and services.
10	<b>Licensing requirements:</b> N/A
11	<b>Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided) :</b> N/A
12	<b>Level of the qualification in the NSQF:</b> Level 4
13	<b>Anticipated volume of training/learning required to complete the qualification:</b> 330 hours
14	<p><b>Indicative list of training tools required to deliver this qualification:</b>            Manicure Chair, Manicure Stool, Sterilizer, Bowls, Manicure Brush, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange Stick, Nail Filer, Pack Brush, Dust Bin, Pedicure Chair, Pedicure Stool, Foot Crapper, Emery Board, Pumice Stone, Toe Separator, Pedicure Brush, Table Lamp-Nail Station, Client's Chair, Technician Stool, Safety Glasses, Dust Mask, Disposable Aprons, Metal Bin With Lid, Towels, Disposable Paper Roll, Wipes, Nail Scissors, Stiff-Bristled Nail Brush, Product Application Brush, Block Buffers, Tip Cutters, Nail Forms, Nail Paint Remover, Cotton, UV Lamp Nail Polish Dryer and Towel.</p>
15	<p><b>Entry requirements and/or recommendations and minimum age:</b></p> <ul style="list-style-type: none"> <li>• Class VIII with 2 years of experience in Nail care/ as a Pedicurist and</li> </ul>

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	Manicurist OR <ul style="list-style-type: none"> <li>• NSQF Level-3 course (Pedicurist &amp; Manicurist or Assistant Nail Technician) with 2 years of experience</li> <li>• Minimum Job Entry Age - 18 years</li> </ul>		
<b>16</b>	<b>Progression from the qualification (Please show Professional and academic progression) :</b> - - access to related qualification(s) at the next NSQF level – Nails Trainer (Level-6)		
<b>17</b>	<b>Arrangements for the Recognition of Prior learning (RPL):</b> Currently Beauty & Wellness Sector Skill Council (B&WSSC) is doing the RPL assessments after covering learning Hours of 20 Hours and then followed by the assessments. The assessments are happening in online basis. There are three phases of assessments which is followed in all assessment process of different job roles- <ol style="list-style-type: none"> <li>1. Theory- weightage 70%</li> <li>2. Practical- Weightage 30% (Hands on assessment + Viva)</li> </ol> <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>		
<b>18</b>	<b>International comparability where known (research evidence to be provided) :</b> This Level 4 qualification compares with UK NOS: Level 2		
<b>19</b>	<b>Date of planned review of the qualification:</b> 08/04/2024		
<b>20</b>	<b>Formal structure of the qualification Mandatory components</b>		
<b>(i)</b>	<b>Title of component and identification code/NOSs/Learning outcomes</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
	BWS/N9001 Prepare and maintain work area	12	3
	BWS/N0401 Perform manicure and pedicure	29	3
	BWS/N0412 Perform nail enhancement and overlay using liquid and powder (acrylic)	45	4
	BWS/N0405 Perform nail enhancements and overlays using UV gel	45	4
	BWS/N0408 Perform nail electric filing	23	4
	BWS/N0406 Perform refill	22	3
	BWS/N0407 Perform gel polish application	22	4
	BWS/N0404 Perform nail art application	38	4
	BWS/N9002 Maintain health and safety of workplace	12	3

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	BWS/N9003 Create a positive impression at the workplace	52	3
	Sub Total (A)	<b>330 (*OJT:30 Hours)</b>	
	(B) Optional components- (N/A)		
	<b>Total (A+B) 330 Hours</b>		
	<b>Instructor-Led Online Module – 40 Hours</b>		

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**SECTION 1**  
**ASSESSMENT**

<p><b>21</b></p>	<p><b>Body/Bodies which will carry out assessment:</b></p> <ol style="list-style-type: none"> <li>1. Amrit Skills Development Private Limited</li> <li>2. Aspiring Minds Assessment (P) Ltd.</li> <li>3. Inspire Youth Development Pvt. Ltd</li> <li>4. Iris Corporate Solutions Pvt. Ltd</li> <li>5. Mettl</li> <li>6. Prima Competencies Private Limited</li> <li>7. Skills Mantra Edutech Consulting India Pvt Ltd</li> <li>8. SP Institute of Workforce Development Pvt Ltd (SPIWD)</li> <li>9. Trendsetters</li> <li>10. Vedokt Skills</li> <li>11. Demorgia Consulting Services Pvt Ltd</li> <li>12. Diversified Business Solutions Private Limited</li> <li>13. Eduvantage</li> <li>14. Eins &amp; Erste Skill development and Technologies</li> <li>15. Glocal Thinkers</li> <li>16. Khwaspuria Advisory P Limited</li> <li>17. Navriti Technologies Pvt. Ltd.</li> <li>18. Radiant Infonet Pvt Ltd</li> <li>19. Sai Graphics Assessment Body Pvt Ltd</li> <li>20. IQAG</li> <li>21. STAR PROJECTS SERVICES PVT LTD.</li> <li>22. Palmary Project &amp; Services Pvt. Ltd.</li> <li>23. Wheebox</li> <li>24. CII</li> </ol>
<p><b>22</b></p>	<p><b>How will RPL assessment be managed and who will carry it out?</b>          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><b>23</b></p>	<p><b>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.</b>          Assessment is done through third parties who are affiliated to B&amp;WSSC as Assessment Body. Assessors are trained &amp; certified by B&amp;WSSC through Training of Assessors program. The assessment involves two processes. The first process is gathering the evidence of the competency of individuals. The second part of the assessment process is the judgement as to whether a person is competent or not. The assessment plan contains the following information:</p>

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

- Theory- weightage 30%
- Practical+ VIVA- Weightage 70% (Hands on assessment + 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 assessment.*

## **24. Assessment evidences**

**Title of Component:** Nail Technician

### **CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role** Nail Technician

**Qualification Pack** BWS/Q0403

**Sector Skill Council** Beauty & Wellness

#### **Guidelines for Assessment:**

1. Criteria for assessment for each Qualification Pack (QP) 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 centre (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria.
6. To pass the QP, every trainee should score a minimum of 70% in aggregate.
7. In case of unsuccessful completion, the trainee may seek reassessment on the QP.

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<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<i>Prepare and maintain work area</i>	<b>30</b>	<b>70</b>	-	-
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	-	-



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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		
<b>NOS Total</b>	<b>30</b>	<b>70</b>	<b>-</b>	<b>-</b>

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare self, client for treatment</i>	<b>3.5</b>	<b>12.5</b>	-	-
1. adhere to the health and safety standards laid out by the manufacturer and organization	0.5	2.5	-	-
2. sanitize the hands prior to procedure commencement	0.5	1.5	-	-
3. prepare the client and provide suitable protective apparel	0.5	1.5	-	-
4. clarify the client's understanding and expectation prior to commencement of procedure	0.5	1.5	-	-
5. position self and client throughout procedure to ensure privacy, comfort and wellbeing	0.5	1.5	-	-
6. adjust the clients position to meet the needs of the service without causing them discomfort	0.5	1.5	-	-
7. perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client	0.5	2.5	-	-
<i>Perform manicure services</i>	<b>6</b>	<b>30</b>	-	-
8. remove any existing nail polish	0.5	1.5	-	-
9. check the desired length and shape with the client	0.5	2.5	-	-
10. file the nails ensuring the nails free edge is left smooth and shaped to required length according to the client's needs	0.5	4.5	-	-
11. remove dirt in the underside of the nails	0.5	1.5	-	-
12. use suitable cuticle tools and products safely and effectively to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged	0.5	4.5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. use specialized hand and nail treatments to improve the appearance of the clients skin and nails	1	4	-	-
14. use smooth and even massage techniques and pressure to meet the client's needs	0.5	3.5	-	-
15. leave the hands and lower arm free of any excess massage medium	0.5	1.5	-	-
16. check that the nail plate is dehydrated and the underside is clean and free of debris	0.5	1.5	-	-
17. apply sufficient base coat, polish coats and top coats for the desired finish	0.5	2.5	-	-
18. check that the nail finish is left with smooth and even texture and colour, with the cuticle and nail wall free enamel	0.5	2.5	-	-
<i>Perform pedicure services</i>	<b>8.5</b>	<b>27.5</b>	-	-
19. clean and dry the clients legs	0.5	1.5	-	-
20. remove any existing nail polish	0.5	1.5	-	-
21. check the desired length and shape with the client	0.5	2.5	-	-
22. file the nails ensuring the nails free edge is left smooth and shaped to required length according to the client's needs	1	3	-	-
23. remove dirt in the underside of the nails	0.5	1.5	-	-
24. use suitable cuticle tools and products safely and effectively to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged	0.5	3.5	-	-
25. remove any excessive hard skin using a foot scrapper	0.5	1.5	-	-
26. use specialized leg and nail treatments to improve the appearance of the clients skin and nails	0.5	2.5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
27. use smooth and even massage techniques and pressure to meet the client's needs	2	2	-	-
28. leave the foot and lower leg free of any excess massage medium	0.5	1.5	-	-
29. check that the nail plate is dehydrated and the underside is clean and free of debris	0.5	1.5	-	-
30. apply sufficient base coat, polish coats and top coats for the desired finish	0.5	2.5	-	-
31. check that the nail finish is left with smooth and even texture and colour, with the cuticle and nail wall free enamel	0.5	2.5	-	-
<i>Post treatment procedure</i>	<b>3</b>	<b>9</b>	-	-
32. check the clients wellbeing throughout the service and giving the necessary reassurance	0.5	2.5	-	-
33. clean the treated area and use a suitable soothing product	0.5	1.5	-	-
34. complete the therapy to the satisfaction of the guest in a commercially acceptable time	0.5	1.5	-	-
35. record the therapy accurately and store information securely in line with the organizations policies	0.5	1.5	-	-
36. provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client	1	2	-	-
<b>NOS Total</b>	<b>21</b>	<b>79</b>	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Nail art designing and applying</i>	15	85	-	-
1. adhere to the health and safety standards laid out by the manufacturer and organization	1	6	-	-
2. position self and client throughout treatment to ensure comfort and wellbeing	1	6	-	-
3. sanitize the hands prior to treatment commencement	1	6	-	-
4. prepare the client and provide suitable protective apparel	1	6	-	-
5. clean the nails to ensure they are free from bacteria	1	6	-	-
6. set-up products, tools, equipment and techniques to suit clients service needs, nail and skin conditions	1	6	-	-
7. carry out client consultation technique to identify the treatment plan and client needs	1	6	-	-
8. ensure the client and you have understood the treatment objective and plan	1	6	-	-
9. perform cleaning of nails to ensure they are free from bacteria	1	6	-	-
10. perform applying false nails or extensions if required	1	6	-	-
11. perform nail art application by decorating nails using various methods (colored polish, gems, glitter 3D embedding, colour blending, marbling, painting and alternative tip shapes. designs painted with an airbrush, either free-hand or using a stencil)	2	7	-	-
12. promptly refer problems that cannot be solved to the relevant person	1	6	-	-

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<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
13. cleaning up and dispose the waste in the work area post-service to maintain the health and safety standard; complete the therapy to the satisfaction of the guest in a commercially acceptable time	1	6	-	-
14. provide after care advise	1	6	-	-
<b>NOS Total</b>	<b>15</b>	<b>85</b>	<b>-</b>	<b>-</b>

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform nail enhancements and overlays using UV Gel</i>	<b>33</b>	<b>67</b>	-	-
1. adhere to the health and safety standards laid out by the manufacturer and organization	1	2	-	-
2. position self and client throughout treatment to ensure comfort and wellbeing	1	2	-	-
3. sanitize the hands prior to treatment commencement	1	2	-	-
4. prepare the client and provide suitable protective apparel	1	2	-	-
5. set-up products, tools, equipment and techniques to suit clients service needs, nail and skin conditions	1	2	-	-
6. carry out client consultation technique to identify the treatment plan and client needs	1	2	-	-
7. ensure the client and you have understood the treatment objective and plan	1	2	-	-
8. perform cleaning of nails to ensure they are free from bacteria	1	2	-	-
9. plan and prepare for the nail extensions (uv gel)	1	2	-	-
10. remove any existing nail polish or nail enhancement to restore the nails to a natural condition, if required	1	2	-	-
11. identify the condition of the nails and any corrective work to suit the clients natural nail shape and condition	1	2	-	-
12. nail plate preparation	1	2	-	-
13. prepare the nail plate by removing debris, filing the free edge, remove shine and dehydrate the natural nail	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
14. Sculpting with form Customize and fit the sculpting form to ensure correct shape Apply product on form and natural nail to create enhancement to desired length and shape Remove form, file, shape and buff to desired length and shape Apply polish/ gel polish, if requested by client Finish the nail enhancements to the clients satisfaction and meet the agreed service plan	2	3	-	-
15. UV Gel Overlays Prepare the nail plate by removing debris, filing the free edge, remove shine and dehydrate the natural nail Apply UV gel layers in the correct sequence Perform the correct Application of UV gel and filing technique to leave the nail balanced with the required shape and length Perform buffing techniques correctly and seal to create a high shine finish UV curing timing to be monitored as per product manufacturers instructions. At the right stage remove surface residue Apply polish, if requested by client Finish the nail enhancements to the clients satisfaction and meet the agreed service plan	1	3	-	-
16. Apply tip Prepare the nail plate by removing debris, filing the free edge, remove shine and dehydrate the natural nail Select the correct tip size and to suit the clients natural nail Apply tip to the natural nail	1	2	-	-
17. cut, shape and position tips	1	2	-	-
18. dehydrate the natural nail	1	2	-	-
19. Apply UV gel layers in the correct sequence, Perform the correct Application of UV gel and filing technique to leave the nail balanced with the required shape and length Perform buffing techniques correctly and seal to create a high shine finish UV curing timing to be monitored as per product manufacturer's instructions. At the right stage remove surface residue Apply polish, if requested by client Finish the nail enhancements to the clients satisfaction and meet the agreed service plan	1	3	-	-
20. repair UV gel enhancements	1	2	-	-



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<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
21. identify and resolve any problems with the nail enhancements	1	2	-	-
22. remove debris and file the free edge	1	2	-	-
23. clean and dehydrate the exposed natural nail	1	2	-	-
24. perform nail repair technique to restore the nail enhancement	1	2	-	-
25. finish the nails evenly with clear defined line	1	2	-	-
26. remove UV gel enhancements perform UV gel removal techniques safely and effectively	1	2	-	-
27. check the natural nail plate and surrounding skin is undamaged and free from product	1	2	-	-
28. achieve a finished result	1	2	-	-
29. promptly refer problems that cannot be solved to the relevant person	1	2	-	-
30. clean up and dispose the waste in the work area post-service to	1	2	-	-
31. maintain the health and safety standard; complete the therapy the satisfaction of the guest in a commercially acceptable time	1	2	-	-
32. provide after care advise	1	2	-	-
<b>NOS Total</b>	<b>33</b>	<b>67</b>	<b>-</b>	<b>-</b>

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform refill</i>	17	83	-	-
1. adhere to the health and safety standards laid out by the manufacturer and organization	1	4	-	-
2. position self and client throughout treatment to ensure comfort and wellbeing	1	4	-	-
3. sanitize the hands prior to treatment commencement	1	4	-	-
4. prepare the client and provide suitable protective apparel	1	4	-	-
5. set-up products, tools, equipment and techniques to suit clients service needs, nail and skin conditions	1	6	-	-
6. carry out client consultation technique to identify the treatment plan and client needs	1	6	-	-
7. ensure the client and you have understood the treatment objective and plan	1	6	-	-
8. perform cleaning of nails to ensure they are free from bacteria	1	6	-	-
9. buff and remove the existing product using electric files/ buffer/ traditional filing methods as per refill guidelines	1	6	-	-
10. perform correct filing technique to achieve desired length and shape	1	6	-	-
11. dehydrate the natural nail appropriately depending on acrylic/ gel service	1	6	-	-
12. perform the correct application to refinish the nail with acrylic/ gel system	1	5	-	-
13. perform buffing techniques correctly and seal to create a high shine finish	1	4	-	-
14. monitor UV/ LED curing time as per product manufacturers instructions	1	4	-	-

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<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
15. remove surface residue at the right stage, if required	1	4	-	-
16. apply polish, if requested by client	1	4	-	-
17. finish the nail enhancements to the clients satisfaction and meet the agreed service plan	1	4	-	-
<b>NOS Total</b>	<b>17</b>	<b>83</b>	<b>-</b>	<b>-</b>

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform application of gel polish</i>	15	85	-	-
1. adhere to the health and safety standards laid out by the manufacturer and organization	1	6	-	-
2. position self and client throughout treatment to ensure comfort and wellbeing	1	6	-	-
3. sanitize the hands prior to treatment commencement	1	6	-	-
4. prepare the client and provide suitable protective apparel	1	6	-	-
5. set-up products, tools, equipment and techniques to suit clients service needs, nail and skin conditions	1	6	-	-
6. carry out client consultation technique to identify the treatment plan and client needs	1	6	-	-
7. ensure the client and you have understood the treatment objective and plan	1	6	-	-
8. perform cleaning of nails to ensure they are free from bacteria	1	6	-	-
9. prepare the nail for gel polish application	2	7	-	-
10. apply appropriate coats of gel polish to achieve the desired color	1	6	-	-
11. monitor UV/ LED curing time as per product manufacturers instructions	1	6	-	-
12. seal to create a high shine finish	1	6	-	-
13. remove surface residue, if required at the right stage	1	6	-	-
14. finish the gel polish service to the clients satisfaction and meet the agreed service plan	1	6	-	-
<b>NOS Total</b>	<b>15</b>	<b>85</b>	<b>-</b>	<b>-</b>

## NSQF QUALIFICATION FILE

Approved in 11<sup>th</sup> NSQC Meeting – NCVET – 31<sup>th</sup> August, 2021

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform electric filing</i>	28	72	-	-
1. adhere to the health and safety standards laid out by the manufacturer and organization	1	2	-	-
2. position self and client throughout treatment to ensure comfort and wellbeing	1	2	-	-
3. sanitize the hands prior to treatment commencement	1	2	-	-
4. prepare the client and provide suitable protective apparel	1	2	-	-
5. set-up products, tools, equipment and techniques to suit clients service needs, nail and skin conditions	1	2	-	-
6. position the electric file and file attachments ensuring safety during use	1	2	-	-
7. select electric file techniques, products and equipment	1	2	-	-
8. carry out client consultation technique to identify the treatment plan and client needs	1	2	-	-
9. ensure the client and you have understood the treatment objective and plan	1	2	-	-
10. perform cleaning of nails to ensure they are free from bacteria	1	4	-	-
11. plan and prepare for the electric filing	1	4	-	-
12. disinfect the area to be treated and remove any existing nail polish	1	4	-	-
13. perform correct filing techniques	1	4	-	-
14. select the suitable speed for the filing techniques ( follow manufacturer's instructions)	1	4	-	-
15. move the electric file in one direction across the nail when working	1	4	-	-

**NSQC QUALIFICATION FILE****Approved in 11<sup>th</sup> NSQC Meeting – NCVET – 31<sup>th</sup> August, 2021**

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
16. ensure the file attachment is revolving in the appropriate direction	1	4	-	-
17. ensure that there is continuous movement of the file	1	4	-	-
18. ensure to work on the nail plate and not the surrounding skin	1	2	-	-
19. move and position the clients finger so the rotating attachment is kept at the correct angle/ flat against the nail	1	2	-	-
20. perform suitable filing techniques	1	2	-	-
21. create a smooth, even surface	1	2	-	-
22. leave the free edges of the nail tapered, thin and with a clean edge	1	2	-	-
23. take prompt remedial action where contra actions occur during the course of the service	1	2	-	-
24. remove and store the file attachments and leave the electric file hand-piece safe and secure	1	2	-	-
25. identify the condition of the nails and any corrective work to suit the clients nail	1	2	-	-
26. maintain the health and safety standard	1	2	-	-
27. Complete the therapy to the satisfaction of the guest in a commercially acceptable time	1	2	-	-
28. provide after care advise	1	2	-	-
<b>NOS Total</b>	<b>28</b>	<b>72</b>	-	-

**NSQF QUALIFICATION FILE**

**Approved in 11<sup>th</sup> NSQC Meeting – NCVET – 31<sup>th</sup> August, 2021**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform Nail Enhancement and overlay using liquid and powder (acrylic)</i>	27	73	-	-
1. adhere to the health and safety standards laid out by the manufacturer and organization	3	3	-	-
2. position self and client throughout treatment to ensure comfort and wellbeing	1	5	-	-
3. sanitize the hands prior to treatment commencement	1	5	-	-
4. prepare the client and provide suitable protective apparel	3	3	-	-
5. set-up products, tools, equipment and techniques to suit clients service needs, nail and skin conditions	1	3	-	-
6. carry out client consultation technique to identify the treatment plan and client needs	1	3	-	-
7. ensure the client and you have understood the treatment objective and plan	1	3	-	-
8. perform cleaning of nails to ensure they are free from bacteria	1	3	-	-
9. plan and prepare for the liquid and powder nail enhancement acrylic nail extensions)	1	3	-	-
10. remove any existing nail polish or nail enhancements to restore the nails to a natural condition, if required	1	3	-	-
11. identify the condition of the nails and skin and any corrective work to suit the clients natural nail shape and condition	1	3	-	-
12. nail plate preparation: Prepare the nail plate by removing skin debris, filing the free edge to remove shine and dehydrate the natural nail	1	3	-	-
13. fixing tips: Select the correct tip size and customize it to suit the clients natural nail Adhere tip to the natural nail and Cut, shape and position unblended tips	1	3	-	-

## NSQF QUALIFICATION FILE

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

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
14. application: Follow in accordance with manufacturer's instructions to adapt and combine liquid and powder colours Perform the correct Application and filling technique. to leave the nail balanced to the required shape and length	1	3	-	-
15. buff and polish: Perform buffing techniques correctly to create a high shine finish Finish the nail enhancements to the clients satisfaction and meet the agreed service plan	1	3	-	-
16. sculpting with form: Customize and fit the sculpting form to ensure correct shape Apply product on form and natural nail to create enhancement to desired length and shape Remove form, file, shape and buff to desired length and shape Apply polish/ gel polish, if requested by client Finish the nail enhancements to the clients satisfaction and meet the agreed service plan	1	3	-	-
17. overlays: Prepare the nail plate by removing debris, filing the free edge, remove shine and dehydrate the natural nail Follow in accordance with manufacturer's instructions to adapt and combine liquid and powder colours Perform the correct application and filing technique to leave the nail balanced with the required shape and length Perform buffing techniques correctly and seal to create a high shine finish Apply polish, if requested by client Finish the nail enhancements to the clients satisfaction and meet the agreed service plan	1	3	-	-
18. apply tip: Prepare the nail plate by removing debris, filing the free edge, remove shine and dehydrate the natural nail Select the correct tip size and to suit the clients natural nail Apply tip to the natural nail	1	3	-	-
19. removal liquid and powder (acrylic): Perform removal techniques safely and effectively, following manufacturer's instructions	1	3	-	-
20. promptly refer problems that cannot be solved to the relevant person	1	3	-	-



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

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
21. cleaning up and dispose the waste in the work area post-service to maintain the health and safety standard	1	3	-	-
22. complete the therapy the satisfaction of the guest in a commercially acceptable time	1	3	-	-
23. provide after care advice	1	3	-	-
<b>NOS Total</b>	<b>27</b>	<b>73</b>	<b>-</b>	<b>-</b>

NSQC Approved

## NSQF QUALIFICATION FILE

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain health and safety of the work area</i>	<b>33</b>	<b>67</b>	-	-
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	-	-
<b>NOS Total</b>	<b>33</b>	<b>67</b>	-	-

## 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>	<b>36</b>	<b>64</b>		
<i>Appearance and Behavior</i>	<b>8</b>	<b>14</b>	-	-
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>	<b>10</b>	<b>18</b>	-	-
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	-	-
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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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communication and Information record</i>	<b>18</b>	<b>32</b>	-	-
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	-	-
<b>NOS Total</b>	<b>36</b>	<b>64</b>	-	-

**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 QP, 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.

## NSQF QUALIFICATION FILE

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### SECTION 2

#### 25. EVIDENCE OF LEVEL

##### OPTION A

Title/Name of qualification/component: Nail Technician			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<p><b>Work in familiar, predictable, routine, situation of clear choice</b></p> <ul style="list-style-type: none"> <li>• Select suitable equipment and products required for the treatment</li> <li>• Set up of equipment and prepare the products for treatments in adherence to the organization procedures and product/ equipment guidelines</li> <li>• Remove any existing nail polish</li> <li>• Check the desired length and shape with the client</li> <li>• File the nails ensuring the nail's free edge is left smooth and shaped to required length according to the client's needs</li> </ul>	<p>The individual is expected to perform the preparation of the equipment, products and work area ahead of service delivery, perform manicure &amp; pedicure, perform nail enhancement using liquid and powder (acrylic), perform overlays using UV Gel/ electric filing, carry out correct filing technique to achieve desired length and shape, perform buffing techniques correctly and seal to create a high shine finish and etc.</p> <p>The Job holder is expected to independently perform work of familiar, predictable and routine nature within situations of clear choice, such as carrying out manicure and pedicure/ nail enhancement using liquid and powder acrylic or by UV gel. S/he should also perform refill/ nail overlay using electric filing/ application of gel polish and create individual nail art designs to suit the client &amp; occasion etc. The job holder is also expected to perform suitable filing techniques to restore and finish the overlay leaving a smooth &amp; even surface on the overlay</p>	4

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Title/Name of qualification/component: Nail Technician		Level: 4	
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"> <li>Remove dirt in the underside of the nails</li> <li>Use suitable cuticle tools and products safely and effectively to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged</li> <li>Use specialized hand and nail treatments to improve the appearance of the client's skin and nails</li> <li>Use smooth and even massage techniques and pressure to meet the client's needs</li> <li>Apply sufficient base coat, polish coats and top coats for the desired finish</li> <li>Check that the nail finish is left with smooth and even texture and colour, with the cuticle and nail wall free enamel</li> <li>Plan and prepare for the liquid and powder nail enhancement acrylic nail extensions)</li> <li>Identify the condition of the nails and skin and any corrective work to suit the client's</li> </ul>	<p>and maintain safe and hygienic environment at the work area to reduce any potential risks to self and others.</p> <p>Since the job holder is expected to independently perform work of familiar, predictable and routine nature within situations of clear choice as mentioned above s/he can be placed at Level 4.</p> <p>As the job holder is not required to exhibit well developed skill in Nailcare services such as maintaining &amp; enhancing using nail wraps, applying airbrush designing for nails, managing &amp; leading a team of Assistant Nail technicians or promoting sales of Nailcare products &amp; treatments offered by the organization, hence s/he does not qualify for Level 5.</p> <p>This role requires the job holder to work in a familiar, predictable, routine of clear choice and the activities that h/she is expected to perform are not limited in range. For example, nail art design, nail enhancements, gel polishing, electric filing etc. Therefore the job holder can't be placed at Level 3</p>	

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Title/Name of qualification/component: Nail Technician			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>natural nail shape and condition</p> <ul style="list-style-type: none"> <li>• Prepare the nail plate by removing skin debris, filing the free edge to remove shine and dehydrate the natural nail</li> <li>• Perform buffing techniques correctly and seal to create a high shine finish</li> <li>• Plan and prepare for the nail extensions (UV gel)</li> <li>• Perform the correct Application of UV gel and filing technique to leave the nail balanced with the required shape and length</li> <li>• Cut, shape and position tips</li> <li>• Dehydrate the natural nail</li> <li>• Repair UV gel enhancements</li> </ul>		



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Title/Name of qualification/component: Nail Technician		Level: 4	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Professional knowledge	<p><b>Factual knowledge of field of knowledge or study</b></p> <ul style="list-style-type: none"> <li>Types of products, materials and equipment required for the nail care services</li> <li>Process and products to sterilize and disinfect equipment/ tools</li> <li>Knowledge of the structure, function, characteristics of nail and process of nail growth</li> <li>Knowledge of the structure and function of the skin</li> <li>Knowledge of bones of lower leg and foot</li> <li>Knowledge of bones of the wrist, hands fingers and forearm</li> <li>Knowledge of structure and functions of the lymphatic vessels of the lower leg, foot, hand and arm</li> <li>Knowledge of arteries and veins of lower</li> </ul>	<p>The individual is expected to exhibit the knowledge of nail and skin analysis by visual/manual examination to identify treatable conditions and contra indications, knowledge of nails and analysis by examining Cuticle conditions/Nail shape/Nail length, knowledge of electric filing techniques</p> <p>The job holder is expected to exhibit factual knowledge of the field of knowledge of Nail Care such as knowledge of applicable legislation relating to the workplace/ structure/ function/ characteristics of nail/skin/ lymphatic vessels of the lower leg/ foot/ hand and arm. The job holder is also required to have the knowledge of the process of nail growth, basic anatomy/ physiology and pathology for nail treatments, process of electric filing and its features/benefits/ equipment required and various methods of decorating nails while performing nail art application such as coloured polish/ gems/ glitter 3D embedding/ colour blending/ marbling/ painting and alternative tip shapes.</p> <p>Since all the above mentioned areas are related to factual knowledge in the field of Nail care services, the role qualifies for Level 4.</p> <p>The job holder is expected to know more than</p>	4

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Title/Name of qualification/component: Nail Technician			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>leg, foot, hand and arm</p> <ul style="list-style-type: none"> <li>• Knowledge of muscles of the lower leg, foot, hand and arms</li> <li>• Knowledge of nail diseases and disorders</li> <li>• Knowledge of nail and skin analysis by visual/manual examination to identify treatable conditions and contra indications restricting or preventing treatment</li> <li>• Knowledge of products and tools suitable to carry the procedure (exfoliate, enamel remover, nail enamels, cuticle cream, pedicure clipper, foot scrapper, nailbrush, nail file, cuticle nippers, cuticle knife, emery boards, nail scissors, nail clippers)</li> <li>• Knowledge of pedicure and manicure techniques (filing, buffing, application of cuticle cream, removal of cuticle)</li> <li>• Knowledge of basic anatomy, physiology and pathology for nail treatments</li> <li>• Knowledge of basic contraindications,</li> </ul>	<p>basic facts and principles, such as he/she is expected to be familiar with the manufacturer's instructions to apply the nail care products and use the equipment. S/he is further expected to understand the applicable safety precautions while performing the nail enhancement/ nail refilling to achieve the desired length and shape/ gel polish application and hygiene standards. S/he is expected to exercise the same diligently while conducting a treatment. Since this role requires factual knowledge of field of Haircare services, it cannot be pegged at level 3.</p> <p>Further, since the job holder is not expected to be aware of principles/ general concepts in the field of nail care services like knowledge of enhancing nail wraps or applying airbrush technique for designing for nails and the effects of these treatments on the Nail structure. Hence, it can't be pegged at level 5</p>	

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Title/Name of qualification/component: Nail Technician			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>contra actions, treatment plans</p> <ul style="list-style-type: none"> <li>Knowledge of applicable legislation relating to the workplace (for example health and safety, workplace regulations, use of work equipment, handling/ storage/ disposal/ cautions of use of products, fire precautions, hygiene practice, disposal of waste, environmental protection.</li> </ul>		
Professional skill	<p><b>Demonstrate practical skill, routine and repetitive</b></p> <ul style="list-style-type: none"> <li>Set up of equipment and prepare the products for treatments in adherence to the organization procedures and product/ equipment guidelines</li> <li>Store records, materials and equipment securely in line with the organization's policies</li> </ul>	<p>The job holder is expected to plan and organize the regular treatments/procedures/sessions to be conducted for the clients as well as keep a record of clients' 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 client/ product/ service/ others and arrive</p>	4

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Title/Name of qualification/component: Nail Technician			Level: 4
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"> <li>Record customers' discussions in the call logs</li> <li>Record the therapy accurately and store information securely in line with the organization's policies</li> <li>Maintain accurate records of client, treatments, operating and closing checklists, product stock status</li> <li>Document and store client and treatment records in a secure environment</li> <li>Use specialized hand and nail treatments to improve the appearance of the client's skin and nails</li> <li>Select suitable equipment and products required for the treatment</li> <li>Knowledge of basic contraindications, contra actions, treatment plans</li> <li>Ensure that environmental conditions are suitable for the client and the treatment to</li> </ul>	<p>at a conclusion.</p> <p>The job holder is expected to recall and demonstrate practical skills, which are routine and repetitive in a narrow range of application such as Planning and basic decision making using customer database/ data sheets including customer's basic information, treatment history in terms of any past nail enhancement/ nail filing/ nail art application sessions, types of nail care products used and contra indications/ allergy caused to the client from any of the chemicals present in them (if any). The job holder further uses internal MIS/ database to ensure error free scheduling of various nail care treatment sessions and record maintenance of the customers as well as the types of services and past record of services i.e., frequency of visit etc. Further, the incumbent must use defined rules &amp; SOP manual while performing various nail care services/ treatments/ procedures/sessions and tools as per organization's guidelines along with handling customers concerns/ grievances effectively.</p>	

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Title/Name of qualification/component: Nail Technician		Level: 4	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>be carried out in a hygiene and safe environment</p> <ul style="list-style-type: none"> <li>• Prepare the client and provide suitable protective apparel</li> <li>• Clarify the client's understanding and expectation prior to commencement of procedure</li> <li>• Position self and client throughout procedure to ensure privacy, comfort and wellbeing</li> <li>• Perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client</li> <li>• Use specialized hand and nail treatments to improve the appearance of the client's skin and nails</li> <li>• Check the client's wellbeing throughout the service and giving the necessary reassurance</li> </ul>	<p>Since all the above mentioned professional skill are related to demonstrating practical skills, which are routine and repetitive in a narrow range and using appropriate rule and tool, the role qualifies for Level 4.</p> <p>The Job holder is expected to possess professional skills more than just demonstrating practical skills, which are routine and repetitive in a narrow range but also using appropriate rule &amp; tools such as performing and adapting the nailcare treatments like nail enhancement/ nail filing/ nail art application by using appropriate materials, equipment and techniques correctly and safely to meet the needs &amp; satisfaction level of the client. S/he is also expected to use quality concepts such as clarifying the client's expectation prior to the beginning of the treatment by doing proper probing &amp; paraphrasing in regards to the type of look/ the color of nail paint shades the client can expect on the completion of the nail care treatment. Hence, the job holder can't be placed at Level 3.</p> <p>Further since the job holder doesn't require to use cognitive skills to accomplish tasks and solve problems at the workplace such as</p>	

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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"> <li>Ensure the client and you have understood the treatment objective and plan.</li> </ul>	<p>resolving issues related to any of the nail care products, allergies being witnessed by the clients, evolving nail art or nail enhancement trends, etc. and that's why s/he can't be placed at level 5</p>	
Core skill	<p><b>Communication- written or oral</b></p> <ul style="list-style-type: none"> <li>Discuss task lists, schedules, and work-loads with co-workers</li> <li>Question customers appropriately in order to understand the nature of the problem and make a diagnosis</li> <li>Give clear instructions to customers</li> <li>Keep customers informed about progress</li> <li>Avoid using jargon, slang or acronyms when communicating with a customer, unless it is required</li> <li>Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</li> </ul>	<p>The individual is expected to exhibit effective communication skills including effective client relationship establishment and maintenance, perform respective record maintaining work using basic arithmetic/ algebraic principles and possess basic understanding of environment to cater to the different requirements of varied types of clientele.</p> <p>The job holder is expected to exhibit effective oral communication skills (including awareness of vernacular language) so as to have pleasant and engaging conversations with the clients while introducing them to the nailcare treatment or conducting the treatment on them. The job holder is also expected to display required clarity in oral as well as written communication as well as basic arithmetic/ algebraic awareness to calculate price of nailcare treatment services, differential pricing as per various types of</p>	4

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Title/Name of qualification/component: Nail Technician		Level: 4	
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"> <li>• Use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender</li> <li>• Communicate procedure related information to clients based on the sector's code of practices and organisation's procedures/ guidelines</li> <li>• Communicate role related information to stakeholders in a polite manner and resolve queries, if any</li> <li>• Use communication equipment (phone, email, etc.) as mandated by your organization</li> <li>• Ability to speak, read and write in the local vernacular language and english</li> <li>• Appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender</li> </ul>	<p>products used, as per end desired end result of treatment and per the time required to conclude the treatment etc., document call logs/reports/task lists/schedules, knowledge of drafting memos and e-mail providing work updates and enquiring relevant information's without language errors. The incumbent must understand the social, political and natural environment so as to keep oneself abreast about new nail art products, new nail enhancement trends and nailcare services and should know what to say, when to say &amp; how to say to the customers without using jargon, slang or acronyms.</p> <p>Since all the above-mentioned core skills are related to exhibiting effective oral &amp; written communication skills along with understanding of the social, political and natural environment such as clarifying the client's understanding and expectation prior to commencement of the respective haircare treatments, therefore the role qualifies for Level 4.</p> <p>The Job holder expected to possess core skills</p>	

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Title/Name of qualification/component: Nail Technician			Level: 4
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"> <li>• Kinds of communication equipment (email, phone, etc.) available and their effective use</li> <li>• Write memos and e-mail to customers, co-workers, and vendors to provide them with work updates and to request appropriate information without english language errors regarding grammar or sentence construct</li> </ul> <p><b>Skill to basic arithmetic and algebraic principles</b></p> <ul style="list-style-type: none"> <li>• Store records, materials and equipment securely in line with the organization's policies</li> <li>• Document call logs, reports, task lists, and schedules with co-workers</li> <li>• Prepare status and progress reports</li> <li>• Use the existing data points for improving the call resolution time</li> <li>• Use the existing data points to generate</li> </ul>	<p>more than just demonstrating minimum clarity in oral &amp; written communication such as consulting the client by questioning to identify contra-indications to nail &amp; skin, consulting on suitable nail enhancement or nail art application and providing recommendations for any treatments that is suitable to the client. Hence, the job holder can't be placed at Level 3.</p> <p>Further since the job holder doesn't require to use mathematical skill or skill of collecting &amp; organizing information such as reaching out to clients to capture feedback of the nail care treatments experienced by the clients or analyzing the customer feedback score on nail art/ nail enhancement products/ services etc., that's why s/he can't be placed at level 5</p>	



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Title/Name of qualification/component: Nail Technician			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>required reports for business</p> <p><b>Basic understanding of social political and natural environment</b></p> <ul style="list-style-type: none"> <li>• Maintain good health and personal hygiene</li> <li>• Comply with organisation's standards of grooming and personal behavior</li> <li>• Meet the organisation's standards of courtesy, behavior and efficiency</li> <li>• Stay free from intoxicants while on duty</li> <li>• Wear and carry organisation's uniform and accessories correctly and smartly</li> <li>• Participate in workplace activities as a part of the larger team</li> <li>• Use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender</li> <li>• Assist and guide clients to services or</li> </ul>		

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NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>products based on their needs</p> <ul style="list-style-type: none"> <li>• Maintain confidentiality of information, as required, in the role</li> <li>• Appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender</li> <li>• Read about new products and services with reference to the organization and also from external forums such as websites and blogs</li> <li>• Keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets</li> <li>• Keep customers informed about progress</li> <li>• Avoid using jargon, slang or acronyms when communicating with a customer, unless it is required</li> <li>• Question customers appropriately in order to understand the nature of the problem</li> </ul>		

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Title/Name of qualification/component: Nail Technician			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>and make a diagnosis</p> <ul style="list-style-type: none"> <li>• Manage relationships with customers who may be stressed, frustrated, confused, or angry</li> <li>• Build customer relationships and use customer centric approach</li> </ul>		
Responsibility	<p><b>Responsibility for own work and learning</b></p> <ul style="list-style-type: none"> <li>• Read about new products and services with reference to the organization and also from external forums such as websites and blogs</li> <li>• Keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets</li> <li>• Read comments, suggestions, and responses to frequently asked questions (FAQs) posted on the helpdesk portal oral communication (listening and speaking skills)</li> <li>• Make decisions pertaining to the</li> </ul>	<p>The individual is responsible to independently perform the various Nail care services and specialize in Nail Art &amp; Nail enhancement procedures.</p> <p>The Nail Technician is a professionally trained individual who specializes in Nail Art &amp; Nail enhancement procedures. S/he is responsible for own work &amp; learning as s/he independently performs various duties such as performs manicures &amp; pedicures, performs nail enhancements and overlay using liquid &amp; powder acrylic and by UV gel, perform suitable filing techniques to restore and finish the overlay, perform refilling the nail with acrylic/ gel system so as to achieve desired length and shape, perform application of gel polish and achieve the desired color/shine.</p> <p>Given that the incumbent doesn't require any</p>	4

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Title/Name of qualification/component: Nail Technician		Level: 4	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>concerned area of work</p> <ul style="list-style-type: none"> <li>• Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</li> <li>• Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</li> <li>• Deal with clients lacking the technical background to solve the problem on their own</li> <li>• Participate in self developmental training activities to enhance one's knowledge of salon performance standards and applicable health and safety legislative requirements</li> <li>• Plan and organize service feedback files/documents</li> <li>• Plan and manage work routine based on salon procedure</li> </ul>	<p>supervision while conducting the various nailcare treatments and can independently execute the treatments, s/he can be placed at level 4</p> <p>And since s/he is neither expected to be responsible of other work by managing &amp; leading a team of Assistant Nail Technicians and helpers, hence s/he can't be placed at level 5</p> <p>As its evident from the above examples that the incumbent is fully responsible for the nail care treatments s/he is performing like performing nail enhancements and overlay using liquid &amp; powder acrylic and by UV gel or performing suitable filing techniques to restore and finish the overlay rather than being just responsible in defined limit therefore s/he can't even be placed at Level 3</p>	

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Title/Name of qualification/component: Nail Technician			Level: 4
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"><li>Accept feedback in a positive manner and develop on the shortcomings</li></ul>		

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### SECTION 3

#### EVIDENCE OF NEED

26	<b>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?</b>		
	<b>Basis</b>	<b>In case of SSC</b>	<b>In case of other Awarding Bodies (Institutes under Central Ministries and states departments)</b>
	<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 &amp; Wellness sector to capture revenue and manpower requirement estimates till 2022. The research provides the data that the discussed</p>	<p>B&amp;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&amp;WSSC can produce the data from primary or authorized secondary sources as well.</p>	<p>The Submitting Body would produce any reputable and reliable research reports, such as labour market information reports; occupational mapping or similar research carried out by Ministry/State/Any other authentic source forecasting the demand for the proposed qualification</p>

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	<p>qualification is one of the critical roles in the sector. The details of statistics and research analysis are provided separately as a research analysis report.</p>		
<p>Industry Relevance</p>	<p>B&amp;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&amp;WSSC will submit the endorsements from users/intended users of the qualification clearly supporting or otherwise the need for trained people against specific job role. (The industry validation format had been used)</p>		<p>The Submitting Body would submit the list of industry participation while preparation of the curriculum/ course content of the qualifications. These could include minutes of the meeting/ reports of these consultations</p>
<p>Usage of the qualification</p>	<p>The SSC would submit details of the employment generated (wherever applicable) and realised by virtue of training in the Qualifications of the sector earlier submitted for NSQF alignment.</p> <p>B&amp;WSSC is an unorganized sector, hence case studies/ evidences will be given.</p>		<p>The submitting body would submit the details of trained and placed data in the proposed qualification (if an existing qualification is being proposed for NSQF alignment)</p> <p>Information about the success of the qualification should be given (e.g. uptake figures, examples of use in recruitment and placement rates (if known) should be given. However, many of the bodies that do</p>

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			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 estimated market size of the nail care business in India is around Rs7.2 billion or \$103.74 million at the end of 2017. This includes products applied to nails and the accompanying nail salon services. Meanwhile, the total market size of the nailcare products segment was derived to be at around \$101.64 million, while the market size of the nailcare services segment was calculated to be worth \$2.1 million.</p>	<p>Increasing disposable income in addition to increasing number of working women and college going girls who tend to spend more on looking good is expected to drive the India nailcare market by 2025.</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>



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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><b>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</b></p> <p>Under NCVET, there is no other similar STT course.</p>
29	<p><b>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</b></p> <p>The comments, feedback and suggestions were collected through interaction with industry experts. The same will be compiled and justifiable changes will be incorporated in the next/updated version of the QP. This QP is set to be revised before 08/04/2024.</p>

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

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

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### SECTION 4

#### EVIDENCE OF PROGRESSION

30	<p><b>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?</b> <b><i>Show the career map here to reflect the clear progression</i></b></p> <ol style="list-style-type: none"><li>1. Discussing the growth trajectory within each occupation after studying organisational charts of various industry players across small, medium and large scale organizations.</li><li>2. Exploring various lateral career opportunities for the discussed qualification</li><li>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.</li></ol> <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 Nail Technician - Annexure 1
2. QP BWS/Q0403- Annexure 2

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## Annexure 1: Career Map



## Annexure 2: QP BWS/Q0403

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