

NSQF QUALIFICATION FILE

Approved in 16th NSQC Meeting – NCVET – 24th February 2022

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

NCVET Code

2022/BW/BWSSC/05370

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

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

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SUMMARY

1	Qualification Title: Professional Makeup Artist
2	Qualification Code, if any: BWS/Q0306
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): Nature of the qualification - Working independently without any supervision and leading a team of subordinates The main purpose of the qualification - This Qualification will enable the individual to specialize in the Makeup Services
5	Body/bodies which will award the qualification: Beauty & Wellness Sector Skill Council
6	Body which will accredit providers to offer courses leading to the qualification: Beauty & Wellness Sector Skill Council
7	Whether accreditation/affiliation norms are already in place or not , if applicable(if yes, attach a copy) : Yes
8	Occupation(s) to which the qualification gives access: Makeup services under Beauty & Salons sub-sector
9	Job description of the occupation: A Professional Makeup Artist is a professionally trained individual who specializes in fundamental makeup skills to enhance facial aesthetics of the clients for creating custom looks for various formal/informal events/occasions. Basic contouring, colour analysis, corrective makeup, ramp makeup, and fantasy makeup with knowledge of various beauty and makeup products are covered.
10	Licensing requirements: N/A
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided): N/A
12	Level of the qualification in the NSQF: Level 4
13	Anticipated volume of training/learning required to complete the qualification: 420 hours; and 480 hours (<i>with 2 optional NOS</i>)
14	Indicative list of training tools required to deliver this qualification: Anatomy and Physiology Charts, First Aid Kit, Fire Extinguishers, Sterilizers, Hot Cabinets, Waste Disposal Bins, Therapy Bed, Beauty Stool/Chair, Trolley, Bowls, Make-up Chair, Mirrors, Comedone Remover, 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 Makeup Kit, Hi-definition Makeup Kit, Product Kit, Hair Styling & Dressing Kit, Disposable Masks & Gloves to avoid cross infection, Disposable items/ products; such as masks, gloves required to avoid any kind of cross infection.

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15	<p>Entry requirements and/or recommendations and minimum age: Minimum Educational Qualifications – Class X with 2 years of experience as an Assistant Beauty Therapist or Makeup Artist OR Class X with 1 year of ITI and 1 year of experience OR Class X with 2 years of ITI OR NSQF Level-3 course (Assistant Beauty Therapist under B&WSSC) with 1 year of experience</p> <p>Minimum Job Entry Age - 18 years</p>
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16	<p>Progression from the qualification (Please show Professional and academic progression): Bridal, Fashion and Portfolio Makeup Artist; Cosmetologist at Level - 5</p>
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17	<p>Arrangements for the Recognition of Prior learning (RPL):</p> <p>Currently Beauty & Wellness Sector Skill Council (B&WSSC) is doing the RPL assessments after covering learning Hours of 20 Hours and then followed by the assessments. The assessments are happening in online basis. There are three phases of assessments which is followed in all assessment process of different job roles-</p> <ol style="list-style-type: none"> 1. Theory- weightage 70% 2. Practical- Weightage 30% (Hands on assessment + Viva) <p>The theory questions are objective type with multiple choice option, out of which we have some pictorial questions also. VIVA questions are also based on the job role and the practical questions are assessed on the hands-on performance. (Please see attachment)</p>
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18	<p>International comparability where known (research evidence to be provided): This Level 4 qualification compares with UK NOS: Level 2 Makeup Artist Professional Training</p>
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19	<p>Date of planned review of the qualification: 01-08-2024</p>
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20	<p>Formal structure of the qualification Mandatory components</p>
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(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	14	4

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	BWS/N0106 Perform makeup services	43	4
	BWS/N0311: Perform groom makeup services	51	5
	BWS/N0303: Perform air-brush makeup	48	5

	BWS/0312: Apply makeup with high definition products	48	4
	BWS/N0313: Perform fantasy makeup	46	4
	BWS/N0205 Perform blow drying of hair	12	4
	BWS/N0208 Perform hair styling and dressing	30	5
	BWS/N0223 Perform creative hair styling and dressing	40	5
	BWS/N9005 Consult and advise clients	12	5
	BWS/N9002 Maintain health and safety at the workplace	12	3
	BWS/N9003 Create a positive impression at the workplace	52	3
	Sub Total (A)	420	
	Optional NOS:	30	4
	BWS/N0404 Perform nail art application		
	BWS/N0127 Carry out application of simple mehndi designs	30	3
	*(420 is inclusive of 120 hours of OJT)		
	(B) Optional components – 60		
	Total (A+B) - 480 Hours		
	Instructor-Led Online Module – 50 Hours		

SECTION 1

ASSESSMENT

21	<p>Body/Bodies which will carry out assessment:</p> <ol style="list-style-type: none">1. Amrit Skills Development Private Limited2. Aspiring Minds Assessment (P) Ltd.3. Inspire Youth Development Pvt. Ltd4. Iris Corporate Solutions Pvt. Ltd5. Mettl6. Prima Competencies Private Limited7. Skills Mantra Edutech Consulting India Pvt Ltd8. SP Institute of Workforce Development Pvt Ltd (SPIWD9. Trendsetters10. Vedokt Skills11. Demorgia Consulting Services Pvt Ltd12. Diversified Business Solutions Private Limited13. Eduvantage14. Eins & Erste Skill development and Technologies15. Glocal Thinkers16. Khwaspuria Advisory P Limited17. Navriti Technologies Pvt. Ltd.18. Radiant Infonet Pvt Ltd19. Sai Graphics Assessment Body Pvt Ltd20. IQAG21. STAR PROJECTS SERVICES PVT LTD.22. Palmary Project & Services Pvt. Ltd.23. Wheebox24. CII
22	<p>How will RPL assessment be managed and who will carry it out?</p> <p>Give details of how RPL assessment for the qualification will be carried out and quality assured.</p> <p>The RPL assessment will be carried out through pre-assessment, identifying the skills gaps, provide bridge training to cover the competency gap and then conduct final assessment of the candidates.</p>

23	<p>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</p> <p>Assessment is done through third parties who are affiliated to B&WSSC as Assessment Body. Assessors are trained & certified by B&WSSC through Training of Assessors program. The assessment involves two processes. The first process is gathering the evidence of the competency of individuals. The second part of the assessment process is the judgement as to whether a person is competent or not. The assessment plan contains the following information:</p> <p>The assessments are happening in online basis. There are three phases of assessments which is followed in all assessment process of different job roles-</p> <ul style="list-style-type: none">➤ Theory- weightage 30%➤ Practical+ VIVA- Weightage 70% (Hands on assessment + Oralquestioner) <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.</p> <p>Criteria on decision making & process manual is attached in the folder(Attachment name – Assessment Process)</p>
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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 – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

24. Assessment evidences

Title of Component: Professional Makeup Artist

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Professional Makeup Artist

Qualification Pack TBD

Sector Skill Council Beauty & Wellness

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on this criterion
6. To pass the Qualification Pack, every trainee should score a minimum of 70% in aggregate
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare and maintain work area</i>	30	70	-	-
PC1. ensure that ambient conditions are suitable for the client and the service procedures to be carried out in a hygienic, safe and disinfected environment such as using air purifiers to reduce dust, dander, smoke, allergens & odor resulting in a healthier, fresher & cleaner environment, restructuring the workplace set-up, by keeping a minimum distance of 2 meters in between two clientele, practicing social distancing by avoiding handshakes/ hugs to coworkers/ clientele, etc.	2	6	-	-
PC2. identify and select suitable equipment (if applicable) and products required for the respective sessions/services	2	5	-	-
PC3. set up the area for session/services in adherence to the organizational guidelines	2	5	-	-
PC4. place disposable sheet on a sanitized trolley and organize the products in it or in area convenient and efficient for service delivery and place disposable towels, glasses for water, tea/ coffee in area convenient	2	5	-	-
PC5. prepare sterilization solution as per organizational standards using approved products and as per manufacturer's instructions	2	5	-	-
PC6. sterilize, disinfect and place the tools on the tray as per organizational standards using recommended solutions and conditions	2	6	-	-
PC7. dispose waste materials in adherence to the industry requirements; waste materials such as cotton, disposable face mask, disposable gloves, etc.	2	5	-	-

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

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform skincare services</i>	26	74	-	-
1. adhere to the health and safety standards laid out by the manufacturer and salon	1	4	-	-
2. position self and client correctly to ensure privacy, comfort and wellbeing throughout the service	1	5	-	-
3. perform and adapt the therapy using materials, equipment and techniques correctly and safely to meet the needs of the client	2	6	-	-
4. carry out facial care/ clean-up process using the products and equipment as per service levels laid down by the salon	2	5	-	-
5. ask relevant and effective questions to check and establish the client's understanding and expectation prior to commencement and clarify doubts, if any	2	4	-	-
6. clean the skin and remove all traces of make-up by using superficial and deep cleansing techniques (Deep cleansing techniques: e.g. gel, oil, cream, pore strips, masks, steam, vacuum suction, etc.)	1	5	-	-
7. use an exfoliation technique suitable for the client's skin type and skin condition (Skin type: Oily, dry, normal, combination, sensitive) (Exfoliation techniques: Mechanical, chemical; clay exfoliants, biochemical skin peels, masks, enzymes, retinol, hydroxyl acids, pore grains)	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 (Skin warming techniques: warm towel, steam, etc.)	1.5	4.5	-	-
9. provide facial massage using a medium and techniques suitable for the client's skin type and condition (Medium: Oil, cream (Techniques: Effleurage, petrissage, tapotement)	2	5	-	-
10. apply masks evenly and neatly, covering the area to be treated completely	1	5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
11. remove masks as per the recommended time frame mentioned in manufacturer's instructions or organisational standards	1	4	-	-
12. carry out cleaning of the skin post-procedure to ensure skin is left clean, toned and suitably moisturized	2	5	-	-
13. complete the therapy to the satisfaction of the client in a commercially acceptable time	1	4	-	-
14. check the client's comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required	1	4	-	-
15. record details of the therapy accurately as per organisation policy and procedures	2.5	2.5	-	-
16. store information securely in line with the salons policies	2	3	-	-
17. provide specific after-procedure, homecare advice and recommendations form product use and further services to the client	1	3	-	-
NOS Total	26	74	-	-

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

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

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and approved practice				
19. store information securely in line with the salons policies	0.5	2.5	-	-
20. provide specific after-procedure, homecare advice and recommendations for product use and further beauty services to the client	1	3	-	-
21. ask questions to check with the client their satisfaction with the finished result	0.5	2.5	-	-
22. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor	1	3	-	-
<i>Drape costumes on customers</i>	3	19	-	-
23. handle the costume safely, avoiding any additional wrinkles or crumpling	0.5	2.5	-	-
24. identify and highlight any damage to the costume to the customer on receiving the costume	-	3	-	-
25. ensure the costume is ironed, steamed and/or prepared as per customer and beauty therapist instructions, in line with company policy and procedures	0.5	2.5	-	-
26. drape costumes on customer using correct techniques and without discomfort to the customer and maintaining their privacy and modesty	0.5	3.5	-	-
27. adjust costumes as per body type, customer preferences and following beauty therapists instructions	0.5	2.5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
28. provide the customer guidance on handling, maintenance of the look of the costume, movements, safety, etc. relevant to the costume	0.5	2.5	-	-
29. ensure the draped costume achieves best fit, is safe and ensures garment cleanliness	0.5	2.5	-	-
NOS Total	22	78	-	-

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

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

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

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<i>Perform air-brush make-up</i>	25	75	-	-
1. prepare yourself, client and work area for airbrush make-up	6	10	-	-
2. use suitable consultation techniques to identify treatment objectives	3	9	-	-
3. carry out skin analysis to determine skin type and condition and check for contra-indications	3	9	-	-
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 to meet 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 the treatment	3	13	-	-
9. provide specific after-procedure, home care advice and recommendations for product use and further treatments to the client	3	13	-	-
NOS Total	25	75	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform makeup using high-definition products</i>	25	75	-	-
1. prepare yourself, client and work area for HD make-up	6	10	-	-
2. use suitable consultation techniques to identify treatment objectives	3	9	-	-
3. carry out skin analysis to determine skin type and condition and check for contraindications	3	9	-	-
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 to meet 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 the treatment	3	13	-	-
9. provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client	3	13	-	-
NOS Total	25	75	-	-

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<i>Perform fantasy makeup services</i>	26	74	-	-
1. adhere to the health and safety standards laidout by the 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 legal requirements	1	2	-	-
4. sanitize the hands prior to treatment commencement	1	2	-	-
5. prepare the client and provide suitable protective apparel	1	2	-	-
6. position self and client throughout procedure to ensure privacy, comfort and wellbeing	1	2	-	-
7. define a suitable treatment plan to meet the clients needs	1	3	-	-
8. select and prepare suitable skin care and makeup products to meet the clients needs and work plan	2	5	-	-
9. clarify the client's understanding and expectation prior to commencement of procedure	1	3	-	-
10. clean, tone and moisturize the skin to suit the clients skin type and needs	1	3	-	-
11. perform design planning	2	5	-	-
12. apply products, putty, wax to the skin to create desired effect, shape,.	2	5	-	-
13. create texture, seal and colour (gelatine, liquid latex, liquid glue ,grease paint).	2	6	-	-

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14. perform all application techniques; such as Blending, Shading, Highlighting, Moulding ,Contouring,Stippling Application and removal of facial postiche	1	4	-	-
15. apply fantasy makeup to enhance the facialfeatures as per the requirement of the character	1	5	-	-
16. adapt the procedure using materials, equipment and techniques correctly and safely tomeet the needs of the client	1	5	-	-
17. adjust the clients position to meet the needs ofthe service without causing them discomfort	1	2	-	-
18. check the clients wellbeing throughout theservice and giving the necessary reassurance	1	2	-	-
19. complete the procedure to the satisfaction ofthe client in a commercially acceptable time	1	3	-	-
20. record the clients 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 andfurther treatments to the client	1	3	-	-
22. dispose waste materials and leave the work area in a suitable condition for further treatments	1	3	-	-
NOS Total	26	74	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Use a hair dryer to blow dry hair</i>	27	73	-	-
1. adhere to the health and safety standards laid out by the manufacturer and salon	1	3	-	-
2. position self and client throughout treatment to ensure comfort and wellbeing throughout the service	1	4	-	-
3. ask relevant and effective questions to check and establish the client's understanding and expectation prior to commencement of the procedure and clarify doubts, if any including with guardians/parents for minors	2	3	-	-
4. ensure a guardian/parent is present for minors under age 14	0.5	3.5	-	-
5. perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client	3	5	-	-
6. apply products for moisturizing and styling, if required and maintain a regular check to minimize the risk of damage to the hair	1	5	-	-
7. perform various blow drying techniques to achieve the desired look Techniques: Blow-waving (curls), blow-drying, scrunch drying, finger or hand drying, blow combing, blow stretching or straightening	2	6	-	-
8. blow dry hair to achieve volume, straightening and movement	2	4	-	-
9. follow blow drying principles, while carrying out the procedure for safety, minimizing damage and achieving the desired look Principles: direction, duration, movement, sections, settings, ensuring moisturized hair, usage of products, shampooing prior to drying, using towel to dry, leaving little moisture and not drying out completely/non-static, etc.	1	5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
10. check the clients comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required	1.5	4.5	-	-
11. complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards	2	4	-	-
12. ensure the work area is kept clean and tidy during the service	-	4	-	-
13. dispose waste materials as per organisational standards in a safe and hygienic manner	0.5	3.5	-	-
14. use work methods to minimize wastage	1.5	3.5	-	-
15. record details of the procedure accurately as per organisational policy and approved practice	2	2	-	-
16. store information securely in line with the salon policies	1	3	-	-
17. ask questions to check with the client their satisfaction with the finished result	1.5	3.5	-	-
18. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor	1.5	3.5	-	-
19. provide specific after-procedure, homecare advice and recommendations for product use and further services to the client Knowledge	2	3	-	-
NOS Total	27	73	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform hair styling and dressing</i>	27	73	-	-
1. use suitable consultation techniques to identify the clients wishes for the desired look before dressing the hair, including with parents or guardians for minors Consultation techniques: e.g.ask questions, catalogue of styles, chart or image referencing, computer aided simulations	3	4	-	-
2. ensure a guardian/parent is present for minors under age 14	0.5	3.5	-	-
3. identify and analyse the condition of the hair and its effect on treatment or procedure selection for achievement of the required results	1.5	3.5	-	-
4. select the most suitable drying, setting, styling and finishing techniques to achieve the desired look	1	4	-	-
5. perform back combing/back brushing techniques as required	2	5	-	-
6. control and secure hair effectively into place, during dressing	1.5	4.5	-	-
7. dress the hair to the satisfaction of the client	1	4	-	-
8. position self and client to ensure privacy, comfort and safety, throughout the service	1.5	3.5	-	-
9. perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client	2	4	-	-
10. apply finishing product following manufacturer's instructions to maintain the style	2	4	-	-
11. ensure the finished style takes into account the critical influencing factors (Influencing factors: length, density, condition of hair, etc.)	-	4	-	-
12. ask questions to check with the client their satisfaction with the finished result	1	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or refer to supervisor if actions beyond scope of authority or no action is possible to mitigate damage	1	4	-	-
14. use work methods to minimize wastage	1.5	3.5	-	-
15. dispose waste materials as per organisational standards in a safe and hygienic manner	0.5	3.5	-	-
16. complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards	2	5	-	-
17. record details of the procedure accurately as per organisational policy and procedures	2	3	-	-
18. store information securely in line with the salons policies	2	2	-	-
19. provide specific after-procedure, homecare advice and recommendations for product use and further services to the client	1	4	-	-
NOS Total	27	73	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform creative hair styling and dressing(open, half tight, upstyles)</i>	19	81	-	-
1. perform suitable consultation techniques to identify opportunities for creating a total look	1	4	-	-
2. identify the condition of the hair to achieve the required results by analyzing the influencing factors	1	4	-	-
3. research ideas for creating the design of the total look	1	4	-	-
4. select the most suitable combination of dressing, setting techniques, styling techniques and finishing technique to create the total look	1	4	-	-
5. perform the required back combing /back brushing technique	1	4	-	-
6. perform various styling techniques Blow drying with round brush and flat brush Finger drying Diffuse Setting Finger waving Pin curling Tonging Straighteners Non-conventional	1	8	-	-
7. perform various dressing techniques Firm brushing Creative brush Comb used on straight flat styles Hands tease, pull, push, mould, create Back combing/back brushing Roll section of hair Knots Plaits Weaving sections of hair Twists Barrel curls Pleat	1	8	-	-
8. control and secure hair effectively into place during dressing	1	5	-	-
9. dress the hair to the satisfaction of the client	1	3	-	-
10. position self and client throughout procedure to ensure comfort and wellbeing	1	4	-	-
11. perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
12. apply finishing product to maintain the style and follow manufacturer's instructions	1	4	-	-
13. create the finished image to the requirements of the final design plan	1	3	-	-
14. ensure the finished style taking into account the critical influencing factors	1	4	-	-
15. evaluate the result of the treatment with the client	1	4	-	-
16. promptly refer problems that cannot be solved to the relevant superior for action	1	4	-	-
17. complete the procedure to the satisfaction of the client in a commercially acceptable time	1	4	-	-
18. record the procedure accurately and store information securely in line with the salons policies	1	3	-	-
19. provide specific after-procedure, home care advice and recommendations for product use and further treatments to the client	1	4	-	-
NOS Total	19	81	-	-

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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>	33	67	-	-
PC1. ensure proper supply of Personal Protective Equipment such as tissues, antibacterial soaps, alcohol-based hand cleansers, triple layered surgical face masks, gloves, etc. for the employees and clientele	3	7	-	-
PC2. ensure maintaining basic hygiene and keep proper distance between the clientele to avoid any kind of cross infection, basic hygiene such as wearing disposable N-95/ triple layered surgical face mask, gloves, apron, washing/ sanitizing hands & taking bath at regular intervals, etc.	3	6	-	-
PC3. set up and position oneself, equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements; such as using electrical equipment safely during treatments	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; such as required in emergency situations	3	6	-	-
PC8. identify and document potential risks and hazards in the workplace; such as fire emergency	3	6	-	-
PC9. accurately maintain accident reports	3	6	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. report health and safety risks/ hazards to concerned personnel	3	6		
PC11. use tools, equipment, chemicals and products in accordance with the guidelines and manufacturers' instructions	3	6		
NOS Total	33	67	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Appearance and Behavior</i>	8	14	-	-
PC1. ensure maintaining good health and personal hygiene such as sanitized hands, neatly tied and covered hair, clean nails, etc.	2	4	-	-
PC2. meet the organization's standards of grooming (courtesy, behavior and efficiency) such as engaging with clients with no gender stereotyping, positioning self and client in a manner, to ensure privacy, comfort and well-being of all the genders throughout the services, etc.	2	4	-	-
PC3. stay free from intoxicants while on duty	2	2	-	-
PC4. wear and carry organization's uniform and accessories correctly and smartly by sanitizing it in hot water with detergent and bleach	2	4	-	-
<i>Task execution as per organization's standards</i>	10	18	-	-
PC5. take appropriate and approved actions 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	4	4	-	-
PC9. improve upon the existing techniques of services by updating your skills; especially while dealing with a client from PwD segment	2	4	-	-
<i>Communication and Information record</i>	18	32	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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 PwD sensitization program for the employees on designing PwD friendly workplace	2	4	-	-
NOS Total	36	64	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Consult and advise client's</i>	19	81	-	-
1. adhere to the health and safety standards laid out by the organization	1	5	-	-
2. identify the client needs for services and products taking into account factors that may limit or affect the choice; such as for client's with special needs	2	10	-	-
3. analyse the treatment/ activity area, visually and carry out necessary tests	2	8	-	-
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	2	10	-	-
5. define a suitable treatment/ plan to meet the client's needs	2	8	-	-
6. confirm to the client the pricing and duration of service 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 and recommendations to the client	2	8	-	-
10. record the client and treatment details accurately and store information securely in line with the organization's policies	2	8	-	-
NOS Total	19	81	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for mehndi application</i>	15.5	41.5	-	-
1. adhere to the health and safety standards laidout by the manufacturer and organization	0.5	2.5	-	-
2. use mehndi procured from authorized sourcesonly	1	3	-	-
3. ask relevant and effective questions to checkand establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any	1.5	2.5	-	-
4. adjust the clients position to meet the needs ofthe service without causing them discomfort	1	3	-	-
5. sanitize the hands prior to service commencement using a hand sanitizer	0.5	2.5	-	-
6. prepare the client and provide suitableprotective apparel	1.5	4.5	-	-
7. use suitable consultation techniques to identifydesign objectives	2	3	-	-
8. select and use products, tools and equipmentto suit design objectives	0.5	3.5	-	-
9. perform pre- preparation of mehndi/henna for thecone	1	5	-	-
10. perform preparation of the cone and ensure asuitable tip size	2	4	-	-
11. prepare the mehndi to appropriate consistencyandrecipeforapplicationtechnique	2	4	-	-
12. carry out a skin sensitivity test suitably to test forcontra action	2	4	-	-
<i>Apply simple mehndi design</i>	5	16	-	-
13. apply mehndi design using simple elements and correct procedures on hands, wrists and feet	1.5	3.5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
14. complete the application to the satisfaction of the customer in a commercially acceptable time	1	4	-	-
15. comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs	1	2	-	-
16. check the clients comfort and wellbeing throughout the service and adapt	0.5	2.5	-	-
17. discontinue service, and do not provide advice and recommendations where contractions occur	1	2	-	-
18. ensure the work area is kept clean and tidy during the service Carry out post-procedure actions	-	2	-	-
Carry out post-procedure actions	7.5	14.5	-	-
19. dispose waste materials as per organizational standards in a safe and hygienic manner	0.5	2.5	-	-
20. record details of the procedure accurately as per organizational policy and approved practice	2	2	-	-
21. store information securely in line with the salons policies	1	2	-	-
22. provide specific after-process advice to the client for color fastening and contractions	1	3	-	-
23. ask questions to check with the client their satisfaction with the finished result	2	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
24. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor	1	3	-	-
NOS Total	28	72	-	-

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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 laidout by the manufacturer and organization	1	6	-	-
2. position self and client throughout treatment toensure comfort and wellbeing	1	6	-	-
3. sanitize the hands prior to treatmentcommencement	1	6	-	-
4. prepare the client and provide suitableprotective apparel	1	6	-	-
5. clean the nails to ensure they are free frombacteria	1	6	-	-
6. set-up products, tools, equipment and techniques to suit clients service needs, nail andskin 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 thtreatment objective and plan	1	6	-	-
9. perform cleaning of nails to ensure they arefree from bacteria	1	6	-	-
10. perform applying false nails or extensions ifrequired	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 besolved to the relevant person	1	6	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. cleaning up and dispose the waste in the workarea 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	-	-
NOS Total	15	85	-	-

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 these 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.

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SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Enter the title here number			Level: Add level
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process			
Professional knowledge			
Professional skill			
Core skill			
Responsibility			

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OPTION B

Title/Name of qualification/component: Professional Make-up Artist			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<p>Well-developed skill</p> <ul style="list-style-type: none"> • 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 • 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 	<p>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</p> <p>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</p>	4

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Title/Name of qualification/component: Professional Make-up Artist			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>type and condition</p> <ul style="list-style-type: none"> • 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 • 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 • Adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client <p>Clear choice of procedures in familiar context</p>	<p>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</p> <p>Hence, it qualifies as a Level 4 role.</p> <p>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, providing after care advice, record client details and treatment details accurately etc. Therefore, the job holder can’t be placed at Level 4.</p>	

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Title/Name of qualification/component: Professional Make-up Artist			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"> • 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 • 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 		

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Title/Name of qualification/component: Professional Make-up Artist			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>conditions</p> <ul style="list-style-type: none"> Select and prepare suitable skin care and make up products to meet the client's needs and work plan 		
Professional knowledge	<p>Knowledge of facts</p> <ul style="list-style-type: none"> 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 Airbrush make-up product uses and limitations, silicone based, water based, alcohol based, colour range, selection and suitability to the make-up needs Latest promotional schemes on various products Basic mapping of the requirements with the 	<p>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 economically and applicable legislations relating to the workplace.</p> <p>The job holder is expected to independently exhibit knowledge of the facts, principles, processes and general concepts , in a field of knowledge or study such as knowledge of skin care treatments , make up techniques , basic ailments, contraindications, contra actions, skin</p>	4

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Title/Name of qualification/component: Professional Make-up Artist			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>products</p> <ul style="list-style-type: none"> Desired effects of products in relation to their chemical composition Active ingredients found in different hair and beauty products Various products offered by the company <p>Principles, general concepts</p> <ul style="list-style-type: none"> Ageing and lifestyle effects on the skin and muscle tone knowledge of the diseases and disorders of the skin 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 	<p>treatment and make up plans, 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 economically and applicable legislations relating to the workplace.</p> <p>Since all the above mentioned areas are related to knowledge of field of beauty and wellness, the role qualifies for Level 5.</p> <p>The job holder is expected to know more than basic facts and principles. S/he should possess professional skills more than just factual knowledge such as he/she is expected to be 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</p>	

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Title/Name of qualification/component: Professional Make-up Artist			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"> • 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 • Code of practices and guidelines relating to communication with people • Importance of personal health and hygiene <p>Processes</p> <ul style="list-style-type: none"> • Organization’s standards of performance and sequence of services • Removal of eye make-up and skin make- 	<p>organisation standards and procedures, market trends, quality standards requirement etc. Thus, it cannot be pegged at level 3.</p>	

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Title/Name of qualification/component: Professional Make-up Artist			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>up(cleanse, tone, and moisturize)</p> <ul style="list-style-type: none"> • 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 • 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	<p>Cognitive and practical skills</p> <ul style="list-style-type: none"> • Select suitable equipment and products 	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	5

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Title/Name of qualification/component: Professional Make-up Artist		Level: 4	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>required for the treatment</p> <ul style="list-style-type: none"> • 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 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 	<p>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.</p> <p>The job holder is expected to possess a range of cognitive and practical skills required to accomplish tasks and solve problems by 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</p>	

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Title/Name of qualification/component: Professional Make-up Artist			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>waste and environmental protection</p> <ul style="list-style-type: none"> • Build customer relationships and use customer centric approach • Plan and organize service feedback files/documents • Plan and manage work routine based on salon procedure <p>Solve problems</p> <ul style="list-style-type: none"> • Identify immediate or temporary solutions to resolve delays • 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 	<p>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 4.</p> <p>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 and manage the usage and disposal of products. 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.</p>	

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Title/Name of qualification/component: Professional Make-up Artist			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"> 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 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	<p>Desired mathematical skill</p> <ul style="list-style-type: none"> How and when to measure performance of the team 	The individual is expected to exhibit effective communication skills including effective client relationship establishment and maintenance, perform respective record maintaining work and	5

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Title/Name of qualification/component: Professional Make-up Artist			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"> Maintain accurate records of client, treatments, operating and closing checklists, product stock status Discuss task lists, schedules, and work-loads 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 <p>Understanding of social, political</p> <ul style="list-style-type: none"> Question customers/ clients appropriately in order to understand the nature of the problem and make a diagnosis Manner and tone, professional, supportive, respectful, sensitive to client Discuss task lists, schedules, and work-loads with co-workers 	<p>possess understanding of environment to cater to the different requirements of varied types of clients.</p> <p>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 session on them, s/he should be able to write information documents , note observations, record feedback / documentation, calculate price of services/products and inform clients, document call logs/reports/task lists/schedules, knowledge of drafting memos and e-mail providing work updates and enquiring relevant information, discuss task lists, schedules and activities with the team ; The incumbent must understand the social, political and natural environment so as to keep oneself abreast about</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"> • Manage relationships with customers who may be stressed, frustrated, confused, or angry • 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 • Meet the organisation's standards of courtesy, behaviour and efficiency • Stay free from intoxicants while on duty <p>Some skill of collecting and organising information, communication</p> <ul style="list-style-type: none"> • Maintain accurate records of clients, treatments and product stock levels • Ensure communication to the team on any 	<p>new and evolving trends and services to serve clients better.</p> <p>Hence, the role qualifies for Level 5.</p> <p>As the Job holder expected to possess exhibit desired communication, mathematical skills and understanding of social, political and some skill of collecting and organizing information such as consulting the guest and providing recommendations that are suitable to the guest, and provide the desired look, taking their feedback to further improve, collecting feedback and analysing score, providing after care advice to clients. Hence, the job holder can't be placed at Level 4.</p>	

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Title/Name of qualification/component: Professional Make-up Artist			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>changes in policies/ processes by the organization through required verbal/ written mechanisms</p> <ul style="list-style-type: none"> • 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, 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 organisation’s procedures/ guidelines • Communicate role related information to 		

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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>stakeholders in a polite manner and resolve queries, if any</p> <ul style="list-style-type: none"> • Assist and guide clients to services or products based on their needs • Report and record instances of aggressive/ unruly behaviour and seek assistance • Use communication equipment (phone, email etc.) as mandated by your organization • 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	<p>Responsibility for own work and learning</p> <ul style="list-style-type: none"> • Apply, analyse, and evaluate the information gathered from observation, 	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	5

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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>experience, reasoning, or communication, as a guide to thought and action</p> <ul style="list-style-type: none"> Participate in self developmental training activities to enhance one's knowledge of salon performance standards and applicable health and safety legislative requirements Understand the directives passed down by supervisors 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 <p>Responsibility for others' works and learning</p>	<p>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.</p> <p>The job holder is expected to take responsibility for own work and learning and also take some responsibility for assistants 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</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"> Deal with clients the lacking technical background to solve the problem on their own Discuss task lists, schedules, and work-loads 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 Ensure communication to the team on any changes in policies/ processes by the organization through required verbal/ written mechanisms 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 	<p>conduct refresher trainings for existing staff and also resolve any issues concerns faced within team etc.</p> <p>Hence, this role qualifies for level 5.</p> <p>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 assistants and executives, therefore job holder can't be placed at Level 4.</p>	

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Title/Name of qualification/component: Professional Make-up Artist		Level: 4	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>deployment of the team as per client schedule and the organizational norms and guidelines</p> <ul style="list-style-type: none">• 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• Provide feedback to the centre manager pertaining to performance appraisals of the team		

SECTION 3

EVIDENCE OF NEED

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

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<p>details of statistics and research analysis are provided separately as a research analysis report.</p>		
<p>Industry Relevance</p>	<p>B&WSSC undertook validation of the job roles with actual end-user industry where such employment is going to be generated and absorbed instead of generic validation of industry. B&WSSC will submit the endorsements from users/intended users of the qualification clearly supporting or otherwise the need for trained people against specific job role. (The industry validation format had been used)</p>	<p>The Submitting Body would submit the list of industry participation while preparation of the curriculum/ course content of the qualifications. These could include minutes of the meeting/ reports of these consultations</p>

<p>Usage of the qualification</p>	<p>The SSC would submit details of the employment generated (wherever applicable) and realised by virtue of training in the Qualifications of the sector earlier submitted for NSQF alignment.</p> <p>B&WSSC is an unorganized sector, hence case studies/ evidences will be given.</p>	<p>The submitting body would submit the details of trained and placed data in the proposed qualification (if an existing qualification is being proposed for NSQF alignment) Information about the success of the qualification should be given (eg. 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 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>
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	<p>Usage of the qualification</p>	<p>The SSC would submit details of the employment generated (wherever applicable) and realised by virtue of training in the Qualifications of the sector earlier submitted for NSQF alignment.</p> <p>B&WSSC is an unorganized sector, hence case studies/ evidences will be given.</p>	<p>The submitting body would submit the details of trained and placed data in the proposed qualification (if an existing qualification is being proposed for NSQF alignment)</p> <p>Information about the success of the qualification should be given (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 mechanism established in place would provide necessary endorsements by the state/ ministry stating that a tracking mechanism would be institutionalized and placement records shall</p>
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			be provided annually or later, depending on length of qualification.
	<p>Estimated uptake</p> <p>The market size of beauty and salons are INR 26494 crores in 2017 and is growing at a rate of 15-20 %.</p>	<p>The market size of beauty and salons are INR 26494 crores in 2017 and is growing at a rate of 15-20 %.</p> <p>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.</p>	<p>The Submitting Body should submit the estimated uptake by reflecting the number of the takers for this qualification for at least two years from submission of the qualification</p>
27	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</p> <p>N/A</p>		
28	<p>What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</p> <p>Under NCVET, there is no other similar STT course.</p>		
29	<p>What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here</p> <p>The comments, feedback and suggestions were collected through interaction with industry experts. The same will be compiled and justifiable changes will be incorporated in the next/updated version of the QP. This QP is set to be revised before 01/08/2024.</p>		

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

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

SECTION 4

EVIDENCE OF PROGRESSION

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

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

1. Career Map of Professional Makeup Artist - Annexure 1
2. QP BWS/Q0306 - Annexure 2

Annexure 1: Career Map



Annexure 2: QP BWS/Q0306

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