







Model Curriculum

QP Name: Assistant Nail Technician

QP Code: BWS/Q0401

QP Version: 4.0

NSQF Level: 3

Model Curriculum Version: 4.0

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







Table of Contents

Training Parameters	2
Program Overview	3
Training Outcomes	3
Compulsory Modules	3
Introduction to the program and the role of Assistant Nail Technician	6
Prepare & maintain the work area	6
Perform manicure and pedicure service	8
Provide nail enhancement services using UV gel nails and (liquid and powder) acrylic nails	9
Perform refill	10
Provide simple and basic nail art services	11
Maintain health and safety at the workplace	12
Create a positive impression at the workplace	13
Employability Skills	14
Annexure	20
Trainer Requirements	20
Assessor Requirements	21
Assessment Strategy	22
References	24
Glossary	24
Acronyms and Abbreviations	25







Training Parameters

Sector	Beauty & Wellness
Sub-Sector	Beauty and Salons
Occupation	Nailcare Services
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/5142.9900
Minimum Educational Qualification and Experience	 Grade 8 pass and pursuing continuous schooling in regular school with vocational subject OR Grade 8 with one year of (NTC/ NAC) after 8th OR 8th grade pass with 1-year relevant experience
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 years
Last Reviewed On	31-08-2021
Next Review Date	31-08-2024
NSQC Approval Date	31-08-2021
QP Version	4.0
Model Curriculum Creation Date	31-08-2021
Model Curriculum Valid Up to Date	31-08-2024
Model Curriculum Version	4.0
Minimum Duration of the Course	330:00 Hrs.
Maximum Duration of the Course	330:00 Hrs.







Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner will be able to:

- Explain the objectives of the program
- List the career opportunities and projected growth in nailcare services
- Explain the roles & responsibilities of an Assistant Nail Technician
- Carry out preparation and maintenance of work area
- Describe the application of health and safety practices at the workplace
- Describe the importance of personal hygiene and grooming while executing task
- Carry out manicure and pedicure services
- Carry out nail enhancement services using UV gel nails and acrylic (liquid and powder) nails
- Perform correct refilling technique to achieve desired length and shape
- Carry out simple and basic nail art services
- Discuss the importance of employability skills

Compulsory Modules

The table lists the modules, their duration and mode of delivery.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
BWS/N9001 - Prepare & maintain work area V4.0, NSQF Level 3	10	20	_	-	30
Introduction to the program and the role of Assistant Nail Technician	1	_	_	-	1
Prepare and maintain work area	9	20	-	-	29
BWS/N0401- Perform manicure and pedicure services V4.0, NSQF Level 3	10	20	-	-	30
Perform manicure and pedicure services	10	20	-	-	30
BWS/N0415- Provide Nail Enhancement Services V4.0, NSQF Level 3	20	40	_	_	60
Provide Nail Enhancement Services	20	40	-	-	60

3 Assistant Nail Technician







N·S·D·C National Skill Development Corporation Transforming the skill landscape

BEAUTY & WELLNESS SECTOR SKILL COUNCIL		MINIST	RY OF SKILL DEVELOPMENT LENTREPRENEURSHIP	भौरात भारत- कुरात भारत	and cape
BWS/N0406-	10	20	_		30
Perform Refill					
V4.0, NSQF Level 3					
Perform Refill	10	20			30
BWS/N0416-	10	20			30
Provide Simple and			-	-	
Basic Nail Art					
Services					
V4.0, NSQF Level 3					
Provide Simple and	10	20			30
Basic Nail Art	10	20	-	-	50
Services					
BWS/N9002-	10	20			30
Maintain health and	10	20	-	-	30
safety at workplace					
V4.0, NSQF Level 3					
Maintain health and	10	20			30
	10	20	-	-	50
safety at workplace	10	20			20
BWS/N9003-	10	20	-	-	30
Create a positive					
impression at the					
workplace					
V4.0, NSQF Level 3					
Create a positive	10	20	-	_	30
impression at the					
workplace					
DGT/VSQ/N0102			_	_	
Employability Skills			-	-	
(60 hours)	24	36			60
NOS Version No. – 1.0					
NSQF Level – 4					
Introduction to	_	1	_	_	4 5
Employability Skills	5	1			1.5
Constitutional values -			_	_	4.5
Citizenship	0.5	1			1.5
Becoming a Professional in the 21st Century					
Basic English Skills	1	1.5	_	_	2.5
_	1 4	1.5 6	-	-	2.5 10
Career Development & Goal	4	6	-	-	10
	4				
Career Development & Goal	4	6 1	-	- -	10 2
Career Development & Goal Setting	4	6	-	-	10
Career Development & Goal Setting	4	6 1	-	- -	10 2
Career Development & Goal Setting Communication Skills	4 1 2 1	6 1 3 1.5	- - -	- - -	10 2 5 2.5
Career Development & Goal Setting Communication Skills Diversity & Inclusion	4 1 2	6 1 3	- - -	- - -	10 2 5
Career Development & Goal Setting Communication Skills Diversity & Inclusion	4 1 2 1	6 1 3 1.5	- - -	- - -	10 2 5 2.5

4 | Assistant Nail Technician







SECTOR SKILL COUNCIL			ENTREPRENEURSHIP	कौशल भारत- युवाल भारत	
Entrepreneurship	3	4	_	-	7
Customer Service	2	3	-	-	5
Getting ready for apprenticeship & Jobs	3	5	_	-	8
Duration	104:00	196:00	30	_	330:00 Hrs.







Module Details

Prepare and maintain work area

Mapped to Assistant Nail Technician, BWS/Q0401

Terminal Outcomes:

- Explain the objectives of the program
- Explain the roles & responsibilities of Assistant Nail Technician
- List the career opportunities in nailcare service
- Carry out preparation and maintenance of work area

Duration: 10:00 Hrs.	Duration: 20:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
 Explain the objectives of the program State the roles & responsibilities of Assistant Nail Technician List the career opportunities in nailcare service Discuss about the projected growth in nailcare service Discuss the significance of maintaining hygienic, safe, disinfected and suitable ambient conditions at work place; such as by using air purifiers to reduce dust, dander, smoke, allergens & odour resulting in a healthier, fresher & cleaner environment and 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 co-workers/ clientele, etc. Identify and prepare equipment & products required for the respective session Discuss the instructions required in preparing a sterilization solution as per organizational standards using approved products and as per manufacturer's and checking leakages Identify need of segregating recyclable, non-recyclable and hazardous waste generated in separate bin Conduct employee awareness program; such as for COVID-19 by displaying posters/ signage's promoting regular hand-washing 	 Demonstrate organizing the sterilized/ disinfected equipment for a service delivery; equipment such as bowls, cotton etc. Demonstrate disposing of waste in the designated area at work place; waste materials such as disposable triple layered surgical face mask, disposable gloves, etc. Demonstrate the use of electrical equipment while providing services and its proper maintenance when not in use Prepare reports of materials and equipment securely in line with the organisational policies Apply digital mode of payment to lessen any kind of cross infection; digital mode such as use of debit/credit cards, internet banking, mobile wallets, digital payment apps, etc.







and respiratory hygiene in the premises

Classroom Aids

Computer, Projector, White Board/ Flip Chart, Marker and Duster Tools, Equipment and Other Requirements

Nail Table, Manicure Table, Pedicure Stations, First Aid Kit, Fire Extinguishers, Sterilizers, Record Book, Bowls, Chair, Cotton, Hand Sanitizer, Masks, Disposable Aprons, and POS Machine.



संस्थमेव जयते GOVERNMENT OF INDIA INISTRY OF SKILL DEVELOPMEN & ENTREPRENEURSHIP



Perform manicure and pedicure services

Mapped to Assistant Nail Technician, BWS/Q0401

Terminal Outcomes:

• Carry out pedicure and manicure services

heory – Key Learning Outcomes	Practical – Key Learning Outcomes
Identify the structure, function, and characteristics of nail and the process of nail growth Identify bones of lower leg, foot, wrist, hands fingers and forearm Explain the structure and functions of the lymphatic vessels of the lower leg, foot, hand and arm Explain the arteries and veins of lower leg, foot, hand and arm Identify muscles of the lower leg, foot, hand and arms Identify nail diseases and disorder Explain nail and analyse skin by visual/manual examination to identify treatable conditions and contra-indications restricting or preventing treatment	 Apply safe and effective methods of working when providing services Perform client consultation, treatment planning and preparation Demonstrate the process followed in pedicure and manicure services Demonstrate and identify contra- indications and contra-actions that may affect or restrict the services Perform aftercare advice for clients

Computer, Projector, White Board/ Flip Chart, Marker and Duster

Tools, Equipment and Other Requirements

Nail Structure Chart, Manicure Chair/ Stool, Bowls, Manicure Brush, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange Stick, Nail Filer, Pack Brush, Dustbin, Pedicure Chair/ Stool, Foot Scrapper, Emery Board, Pumic Stone, Toe Separator, Pedicure Brush, Cotton Wool, Nail Paint Remover, Hand and Foot Cream, Hand and Foot Scrub, Cleanser, Towel, Disposable Aprons and Masks







Provide Nail Enhancement Services

Mapped to Assistant Nail Technician, BWS/Q0401

Terminal Outcomes:

• Carry out nail enhancement services using UV gel nails and acrylic (liquid and powder) nails

Computer, Projector, White Board/ Flip Chart, Marker and Duster

Tools, Equipment and Other Requirements

Safety Glasses, Dust Mask, Disposable Aprons, Metal Bin with Lid and Line, Towels, Disposable Paper Roll/ Wipes, Cuticle Pusher, Cuticle Nippers, Nail Scissors, Stiff-Bristled, Nail Brush, Application Brush Files, Block Buffers, Tip Cutters, Nail Forms, and UV Lamp Nail Polish Dryer.



REGINA UTAN GOVERNMENT OF INDIA INISTRY OF SAUL DEVELOPMENT & ENTREPRENEURSHIP



Perform Refill

Mapped to Assistant Nail Technician, BWS/Q0401

Terminal Outcomes:

• Perform correct refilling technique to achieve desired length and shape

Duration: 10:00 Hrs.	Duration: 20:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
 Analyse nails; e.g., Cuticle conditions, Nail shape, Nail length to carry out the treatment Identify breaking and splitting of extension, discoloration of product, bacterial and fungal infection, and discoloration of natural nail Select techniques to suit client's service needs and nail conditions 	 Perform cleaning of nails to ensure they are free from bacteria. Carry out buffing and removing the existing product using electric files/ buffer/ traditional filing methods as per refill guidelines Perform correct filing technique to achieve desired length and shape Carry out the process of dehydrating the natural nail appropriately depending on acrylic/ gel service Perform buffing techniques correctly and seal to create a high shine finish Carry out monitoring UV/ LED curing time as per product manufacturer's instructions Perform removing of surface residue at the right stage, if required Apply polish, if requested by client Carry out finishing process of the nail enhancements to meet the agreed service plan Perform the correct application to refinish the nail with acrylic/ gel system

Computer, Projector, White Board/ Flip Chart, Marker and Duster

Tools, Equipment and Other Requirements

Safety Glasses, Dust Mask, Apron, Metal Bin with Lid and Line, Towels, Disposable Paper Roll/ Wipes, Cuticle Pusher, Cuticle Nippers, Nail Scissors, Stiff-Bristled, Nail Brush, Application Brush Files, Block Buffers, Tip Cutters, Nail Forms, and UV Lamp Nail Polish Dryer.







Provide Simple and Basic Nail Art Services Mapped to Assistant Nail Technician, BWS/Q0401

Terminal Outcomes:

• Carry out simple and basic nail art services

Duration: 10:00 Hrs.	Duration: 20:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
 Identify the products and tools suitable to carry the nail art procedure Identify basic contraindications, contraactions of nail art services Identify nails feature and conditions relevant to nail art and impact on the same Apply basic techniques of nail art efficiently 	 Prepare self, client and the work area for nail art services Apply basic techniques of nail art efficiently Perform aftercare advice for clients
Classroom Aids	
Computer, Projector, White Board/ Flip Chart, Ma	arker and Duster
Tools, Equipment and Other Requirements	
Nail Art Paint, Glitter, Enamel Remover, Adhesive	, Stencil or Needle, and Cotton







Maintain health and safety at the workplace Mapped to Assistant Nail Technician, BWS/Q0401

Terminal Outcomes:

• Describe the application of health and safety practices at the workplace

Duration: 10:00 Hrs.	Duration: 20:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
 State the significance of personal protective equipment (PPE) & its efficient supply at work place; PPE such as tissues, antibacterial soaps, alcohol-based hand cleansers, triple layered surgical face masks, gloves, etc. Discuss the importance of maintaining basic hygiene at work place 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. Explain the importance of maintaining first aid kit at work place Identify and list potential risks and hazards in the workplace 	 Demonstrate and state significance of maintaining posture and position to minimize fatigue and the risk of injury Demonstrate the method of sterilizing equipment & tools before and after use Prepare, maintain and report accident reports as per organisational policies
Classroom Aids	

Computer, Projector, White Board/ Flip Chart, Marker and Duster

Tools, Equipment and Other Requirements

First Aid Kit, Fire Extinguishers, Sterilizers, Hot Cabinets, Disposable Masks, Aprons, Hand Sanitiser, Masks, and Waste Disposal Bins





BEAUTY & WEILINESS SECTOR Skill COUNCIL Create a positive impression at the workplace Mapped to Assistant Nail Technician, BWS/Q0401

Terminal Outcomes:

Describe the importance of personal hygiene and grooming while executing task ٠

IT OF I

Duration: 10:00 Hrs.	Duration: 20:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
 Explain the importance of maintaining personal hygiene and grooming; such as sanitized hands, neatly tied and covered hair, clean nails, sanitized uniform while engaging with clients with no gender stereotyping, to ensure privacy, comfort and wellbeing of all the genders throughout the services, etc. List the ways to manage client expectations; such as by identifying new techniques State the importance of maintaining confidentiality of information while performing documentation of records Conduct employee awareness program; such as internalization of gender, PwD sensitization on designing PwD friendly workplace 	 Demonstrate confidence at the workplace by managing and identifying various business opportunities Demonstrate the different formats of maintaining documentation of records Demonstrate the process of client appointment scheduling; prebookings and maintaining the work area, equipment, product stocks to meet the schedule Carry out different & effective ways of communication for clients; clients could be from different culture, religion, age, background, disability, gender; and communication such as email, phone etc. Perform activities related to the financial literacy; such as saving money, opening bank account, using various e-commerce payment systems, etc.
Classroom Aids	
Computer, Projector, White Board/ Flip Chart, N	larker and Duster
Tools, Equipment and Other Requirements	

POS Machine







Introduction to Employability Skills

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

• Discuss about Employability Skills in meeting the job requirements

Duration: <0.5:00>	Duration: <1:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Discuss the importance of Employability Skills in meeting the job requirements	List different learning and employability related GOI and private portals and their usage
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Constitutional values - Citizenship

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

• Discuss about constitutional values to be followed to become a responsible citizen

Duration: <0.5:00>	Duration: <1:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.	Show how to practice different environmentally sustainable practices
Classroom Aids:	1
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	







Becoming a Professional in the 21st Century

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

• Demonstrate professional skills required in 21st century

Duration: <1:00>	Duration : <1.5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
 Discuss 21st century skills. Describe the benefits of continuous learning 	Exhibit 21st century skills like Self- Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Basic English Skills

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

• Practice basic English speaking.

Duration: <4:00>	Duration: <6:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
 Describe basic communication skills Discuss ways to read and interpret text written in basic English 	 Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone Read and interpret text written in basic English Write a short note/paragraph / letter/e - mail using basic English
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	







Career Development & Goal Setting

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

• Demonstrate Career Development & Goal Setting skills.

Duration: <1:00>	Duration: <1:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Discuss need of career development plan	 Demonstrate how to communicate in a well -mannered way with others. Create a career development plan with well-defined short- and long-term goals
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Communication Skills

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

• Practice basic communication skills.

Duration: <2:00>	Duration: <3:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
 Explain the importance of active listening for effective communication Discuss the significance of working collaboratively with others in a team 	Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	







Diversity & Inclusion

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

• Describe PwD and gender sensitisation.

Duration: <1:00>	Duration: <1.5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Discuss the significance of reporting sexual harassment issues in time	 Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Financial and Legal Literacy

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

• Describe ways of managing expenses, income, and savings.

Duration: <2:00>	Duration: <3:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
 List the common components of salary and compute income, expenditure, taxes, investments etc. Discuss the legal rights, laws, and aids 	 Outline the importance of selecting the right financial institution, product, and service Demonstrate how to carry out offline and online financial transactions, safely and securely
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	







Essential Digital Skills

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

• Demonstrate procedure of operating digital devices and associated applications safely.

Duration: <4:00>	Duration: <6:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
 Describe the role of digital technology in today's life Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely 	 Show how to operate digital devices and use the associated applications and features, safely and securely Create sample word documents, excel sheets and presentations using basic features Utilize virtual collaboration tools to work effectively
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Entrepreneurship

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

• Describe opportunities as an entrepreneur.

Duration: <3:00>	Duration: <4:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
 Explain the types of entrepreneurship and enterprises Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement 	Create a sample business plan, for the selected business opportunity
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	



सल्यमेव जन्यते GOVERNMENT OF INDIA MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP



Customer Service

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

• Describe ways of maintaining customer.

Duration: <2:00>	Duration: <3:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
 Explain the significance of identifying customer needs and addressing them. Explain the significance of identifying customer needs and responding to them in a professional manner. Discuss the significance of maintaining hygiene and dressing appropriately. 	Demonstrate how to maintain hygiene and dressing appropriately.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Getting ready for apprenticeship & Jobs

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

• Describe ways of preparing for apprenticeship & Jobs appropriately.

Duration: <3:00>	Duration: <5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
 Discuss the significance of maintaining hygiene and confidence during an interview List the steps for searching and registering for apprenticeship opportunities 	 Create a professional Curriculum Vitae (CV) Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively Perform a mock interview
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	
Tools, Equipment and Other Requirements	







Annexure

Trainer Requirements

Trainer Prerequisites							
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks	
		Years	Specialization	Years	Specialization		
10th pass with Advance Diploma in Nailcare Services	Nailcare Services	2	Nailcare Services	1	N.A	Diploma should be minimum of 6 months period	

Trainer Certification				
Domain Certification	Platform Certification			
BWS/Q0401, V4.0 Trainer Minimum accepted score is 80%	Trainer (VET and Skills) MEP/Q2601, V2.0 Minimum accepted score is 80%			







Assessor Prerequisites Minimum Specialization **Relevant Industry Assessment Experience** Remarks Educational Experience Qualification Years Specialization Specialization Years 12th pass Nailcare 3 Nailcare 2 N.A Diploma with Advance Services Services should be Diploma in minimum Nailcare of 6 Services months period followed by Advanced Diploma of minimum 3 months

Assessor Certification				
Domain Certification	Platform Certification			
BWS/Q0401, V4.0 Assessor Minimum accepted score is 80%	Assessor (VET and Skills) MEP/Q2701, v2.0 Minimum accepted score is 80%			







Assessment system Overview

Assessment will be carried out by assessment partners with no link to training partners. Based on the results of assessment, B&WSSC will certify the learners. Assessor has to pass assessment of theoretical knowledge of the job role and approved by B&WSSC.

The assessment will have both theory and practical components in 20:80 ratios. While theory assessment is summative and a written exam; practical will involve demonstrations of applications and presentations of procedures and other components. Practical assessment will also be summative in nature.

Testing Environment

Training partner has to share the batch start date and end date, number of trainees and the job role.

Assessment will be fixed for a day after the end date of training. It could be next day or later. Assessment will be conducted at the training venue.

Room where assessment is conducted will be set with proper seating arrangements with enough space to prevent copying.

Question bank of theory and practical will be prepared by assessment agency and approved B&WSSC. From this set of questions, assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial question, etc. which will test the trainee on his theoretical knowledge of the subject.

The theory and practical assessments will be carried out on same day. The question paper is pre-loaded in the computer (incase of online assessment) and it will be in the language requested by the training partner.

Presentation will be one mode of assessment and so computers and LDC projector will be available for assessment. Viva will also be used to gauge trainee's confidence and correct knowledge in handling job situations.

Assessment Quality Assurance framework

Assessor has to go through orientation program organized by Assessment Agency. The training would give an overview to the assessors on the overall framework of QP evaluation. Assessor shall be given a NOS and PC level overview of each QP as applicable. Overall structure of assessment and objectivity of the marking scheme will be explained to them.







The giving of marks will be driven by an objective framework which will maintain standardization of marking scheme.

In case of many candidates to be accommodated in one venue for theory assessment, caution is taken not to let the candidates who competed test meet those who have not. Once the first batch has moved out of the knowledge based assessment area, the second batch must be taken from the main waiting area and seated in the respective seats for their knowledge based assessment.

For practical, the instructions for taking the test are clearly written on the board in the lab or shared with the candidates verbally.

The assessment will be video recorded and submitted to B&WSSC. The training partner will intimate the time of arrival of the assessor and time of leaving the venue.

Methods of Validation

Unless the trainee is registered, the person cannot undergo assessment. To further ensure that the person registered is the person appearing for assessment, id verification will be carried out. Aadhar card number is part of registering the candidate for training. This will form the basis of further verification during the assessment.

Assessor conducts the assessment in accordance with the assessment guidelines and question bank as per the job role.

The assessor carries tablet with the loaded questions. This tablet is geotagged and so it is monitored to check their arrival and completion of assessment.

Video of the practical session is prepared and submitted to B&WSSC.

Random spot checks/audit is conducted by B&WSSC assigned persons to check the quality of assessment.

Assessment agency will be responsible to put details in SIP.

B&WSSC will also validate the data and result received from the assessment agency.

Method of assessment documentation and access

The assessment agency will upload the result of assessment in the portal. The data will not be accessible for change by the assessment agency after the upload. The assessment data will be validated by B&WSSC assessment team. After upload, only B&WSSC can access this data. B&WSSC approves the results within a week and uploads on SIP.







References

Glossary

Term	Description
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training .
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome.







Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards