



# Model Curriculum

**QP Name: Bridal Fashion and Portfolio Makeup Artist**

**QP Code: BWS/Q0301**

**QP Version: 3.0**

**NSQF Level: 5**

**Model Curriculum Version: 3.0**

Beauty & Wellness Sector Skill Council  
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## Training Parameters

<b>Sector</b>	Beauty & Wellness
<b>Sub-Sector</b>	Beauty and Salons
<b>Occupation</b>	Make-up Services
<b>Country</b>	India
<b>NSQF Level</b>	5
<b>Aligned to NCO</b>	NCO-2015/5142.0400
<b>Minimum Educational Qualification and Experience</b>	<ul style="list-style-type: none"> <li>• Completed 1st year of UG (UG Certificate) OR</li> <li>• Completed 1st year of diploma (after 12th) OR</li> <li>• 12th pass with 1 year of (NTC or NAC or CITS) OR</li> <li>• 12th Grade pass with 2 years relevant experience OR</li> <li>• 10th Grade pass with 4 years relevant experience OR</li> <li>• Previous relevant Qualification of NSQF Level 4 and with minimum education as 8th Grade pass with 3 years relevant experience</li> </ul>
<b>Pre-Requisite License or Training</b>	-
<b>Minimum Job Entry Age</b>	18 years
<b>Last Reviewed On</b>	31-08-2021
<b>Next Review Date</b>	31-08-2024
<b>NSQC Approval Date</b>	31-08-2021
<b>QP Version</b>	3.0
<b>Model Curriculum Creation Date</b>	31-08-2021
<b>Model Curriculum Valid Up to Date</b>	31-08-2024
<b>Model Curriculum Version</b>	3.0
<b>Minimum Duration of the Course</b>	600:00 Hrs.
<b>Maximum Duration of the Course</b>	600:00 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
- Explain the roles & responsibilities of Bridal Fashion and Portfolio Makeup Artist
- Prepare and maintain work area
- Perform skin care services
- Perform bridal makeup services
- Perform airbrush makeup services
- Consult and advise clients
- Promote and sell services and products
- Manage and lead a team
- Maintain health and safety of work area
- Create a positive impression at work area
- 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
<b>BWS/N9001- Prepare &amp; maintain work area V4.0, NSQF Level 3</b>	<b>10</b>	<b>20</b>	–	–	<b>30</b>
<b>Introduction to the program and the role of Bridal Fashion and Portfolio Makeup Artist</b>	<b>1</b>	–	–	–	<b>1</b>
<b>Prepare and maintain work area</b>	<b>9</b>	<b>20</b>	–	–	<b>29</b>
<b>BWS/N0104 Perform skin care services V4.0, NSQF Level 4</b>	<b>20</b>	<b>40</b>	–	–	<b>60</b>
<b>Perform skin care services</b>	<b>20</b>	<b>40</b>	–	–	<b>60</b>

<b>BWS/N0301 Perform bridal makeup services V3.0, NSQF Level 5</b>	<b>20</b>	<b>40</b>	—	—	<b>60</b>
<b>Perform bridal makeup services</b>	20	40	—	—	60
<b>BWS/N0302: Perform fashion and photographic make-up V3.0, NSQF Level 5</b>	<b>20</b>	<b>40</b>	—	—	<b>60</b>
<b>Perform fashion and photographic make-up</b>	20	40	—	—	60
<b>BWS/N0303: Apply air-brush makeup V3.0, NSQF Level 5</b>	<b>20</b>	<b>40</b>	—	—	<b>60</b>
<b>BWS/N0303: Apply air-brush makeup</b>	20	40	—	—	60
<b>BWS/N9002- Maintain health and safety at the workplace V4.0, NSQF Level 3</b>	<b>10</b>	<b>20</b>	—	—	<b>30</b>
<b>Maintain health and safety at the workplace</b>	10	20	—	—	30
<b>BWS/N9003- Create a positive impression at the workplace V4.0, NSQF Level 3</b>	<b>10</b>	<b>20</b>	—	—	<b>30</b>
<b>Appearance and Behavior</b>	10	20	—	—	30
<b>BWS/N9004: Manage and lead a team V3.0, NSQF Level 5</b>	<b>10</b>	<b>20</b>	—	—	<b>30</b>
<b>Manage and lead a team</b>	10	20	—	—	30
<b>BWS/N9005- Consult and advise clients V3.0, NSQF Level 5</b>	<b>10</b>	<b>20</b>	—	—	<b>30</b>
<b>Consult and advise</b>	10	20	—	—	30

client's					
<b>BWS/N9006: Promote and sell services and products V3.0, NSQF Level 5</b>	<b>10</b>	<b>20</b>	–	–	<b>30</b>
<b>Promote and sell services and products</b>	10	20	–	–	30
<b>Employability Skills (90 hours) NOS Version No. – 1.0 NSQF Level – 6</b>	<b>36</b>	<b>54</b>	–	–	<b>90</b>
Introduction to Employability Skills	1	2	–	–	3
Constitutional values - Citizenship	0.5	1	–	–	1.5
Becoming a Professional in the 21st Century	2	3	–	–	5
Basic English Skills	4	6	–	–	10
Career Development & Goal Setting	1.5	2.5	–	–	4
Communication Skills	4	6	–	–	10
Diversity & Inclusion	1	1.5	–	–	2.5
Financial and Legal Literacy	4	6	–	–	10
Essential Digital Skills	8	12	–	–	20
Entrepreneurship	3	4	–	–	7
Customer Service	4	5	–	–	9
Getting ready for apprenticeship & Jobs	3	5	–	–	8
<b>Total Duration</b>	<b>176:00</b>	<b>334:00</b>	<b>90</b>	–	<b>600:00 Hrs.</b>

## Module Details

### Prepare and maintain work area

*Mapped to Bridal Fashion and Portfolio Makeup Artist, BWS/Q0301*

#### Terminal Outcomes:

- Explain the objectives of the program
- Explain the roles & responsibilities of Bridal Fashion and Portfolio Makeup Artist
- List the career opportunities in makeup services
- Carry out preparation and maintenance of work area

<b>Duration: 10:00 Hrs.</b>	<b>Duration: 20:00 Hrs.</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the objectives of the program</li> <li>• State the roles &amp; responsibilities of Bridal Fashion and Portfolio Makeup Artist</li> <li>• List the career opportunities in makeup service</li> <li>• Discuss about the projected growth in makeup service</li> <li>• 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 &amp; odour resulting in a healthier, fresher &amp; 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.</li> <li>• Identify and prepare equipment &amp; products required for the respective service</li> <li>• Discuss the instructions required in preparing a sterilization solution as per organizational standards using approved products and as per manufacturer's and checking leakages</li> <li>• Identify need of segregating recyclable,</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate organizing the sterilized/ disinfected equipment for a service delivery; equipment such as bowls, cotton etc.</li> <li>• Demonstrate disposing of waste in the designated area at work place; waste materials such as disposable triple layered surgical face mask, disposable gloves, etc.</li> <li>• Demonstrate the use of electrical equipment while providing services and its proper maintenance when not in use</li> <li>• Prepare reports of materials and equipment securely in line with the organisational policies</li> <li>• 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.</li> </ul>



<p>non-recyclable and hazardous waste generated in separate bin</p> <ul style="list-style-type: none"> <li>Conduct employee awareness program; such as for COVID-19 by displaying posters/ signage's promoting regular hand-washing and respiratory hygiene in the premises</li> </ul>	
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
Therapy Bed, Beauty Trolley, First Aid Kit, Fire, Extinguishers, Sterilizers, Hot Cabinets, Waste Disposal Bin, Record Book, Bowls, Basket, Recliner Chair, Facial Tissues, Apron, Cotton, Stool, Towels, Sanitiser, Masks, etc.	



## Provide skin care services

*Mapped to Bridal Fashion and Portfolio Makeup Artist, BWS/Q0301*

### Terminal Outcomes:

- Perform skin care services; such as facial skin condition using exfoliation, skin warming, comedone extraction, facial massage, mask treatments and moisturizing

<b>Duration:</b> 20:00 Hrs.	<b>Duration:</b> 40:00 Hrs.
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>Describe the anatomical structure of the skin; such as the layers of the epidermis, the dermis, the subcutaneous layer, the hair follicle, the hair shaft, the sebaceous gland, arrector pili muscle, sweat gland, and sensory nerve endings</li> <li>Identify the functions of the skin; such as sensitivity, heat regulation, absorption, protection, excretion, secretion and vitamin D production</li> <li>Identify the characteristics of the skin, its type and conditions</li> <li>Identify the effect of the natural ageing process on the skin, facial muscles and muscle tone</li> <li>Explain the functions of the circulatory and the lymphatic systems of the body</li> <li>Identify various environmental and lifestyle factors affecting the skin</li> <li>Identify erythema and its causes</li> <li>Identify the allergies, contraindications and contra-actions of the skin accurately</li> <li>Explain the significance of maintaining customer service principles including privacy and protection to modesty of the customers</li> </ul>	<ul style="list-style-type: none"> <li>Prepare the client, self and work area for basic skin care services</li> <li>Apply facial and bleach techniques for clients basis on the skin conditions; facials such as skin lighting, radiance, anti-tan, hydration, oil control, harmonizing for sensitive skin, etc. and skin conditions such as psoriasis, eczema, acne, etc.</li> <li>Perform suitable course of services and procedures for various skin types and conditions, and recommended frequency of service - daily, weekly, monthly, etc.</li> <li>Differentiate between various types of specialist skin products and methods</li> <li>Categorise the benefits of various beauty services; such as used for cleansing, exfoliating and toning the skin</li> <li>Massage by applying masks and skin care products &amp; warm the skin using different types of skin warming devices</li> <li>Perform safe manual black head extraction using comedone extractor</li> <li>Illustrate different types of masks and their effects on the skin like cream, warm oil, clay, peel off, thermal, etc.</li> <li>Perform aftercare services by recommending basic home care routine for skin protection</li> </ul>
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
Anatomy and Physiology Charts of Skin, Therapy Bed, Beauty Stool/Chair, Trolley, Bowls, Sterilizer, Comedone Remover, Face Steamer, Pack Brush, Dustbin, Consumables, etc.	

## Perform bridal makeup services

*Mapped to Bridal Fashion and Portfolio Makeup Artist, BWS/Q0301*

### Terminal Outcomes:

- Perform bridal makeup services

Duration: 20:00 Hrs.	Duration: 40:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>Identify &amp; select suitable skin care and make-up products to meet the client's needs; such as by identifying basic skin types and skin tone correctly</li> <li>Describe the need of cleaning, toning and moisturizing the skin to suit the client's skin type and needs in the correct sequence, applying correct techniques</li> <li>Identify &amp; select the correct make-up products to enhance facial features, to suit the client's needs and achieve the desired effect, using make-up products: foundation, powder, blusher, mascara, eye shadows, eye liner, eyebrow pencil, lip liner and lip stick/gloss, etc.</li> <li>Explain the role of disposing off waste materials as per organisational standards in a safe and hygienic manner</li> <li>Explain the significance of maintaining customer service principles including privacy and protection to modesty of the customers</li> </ul>	<ul style="list-style-type: none"> <li>Conduct client consultation, treatment planning and preparation to meet the client's needs, based on skin types, constraints and client preferences</li> <li>Perform the make-up procedures using materials, equipment and techniques correctly and safely to meet the needs of the client</li> <li>Demonstrate various plans followed in simple makeup services</li> <li>Demonstrate and identify contra-indications and contra-actions that may affect or restrict the services</li> <li>Practice completing the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards</li> <li>Perform aftercare advice for clients</li> <li>Practice handling the costume safely, avoiding any additional wrinkles or crumpling; such as saree, lehenga, mekhla, Christian gown, dupatta etc.</li> <li>Perform costume on customer using correct techniques and without discomfort to the customer</li> </ul>
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
Make-up, Chair, Trolley, Mirrors, Lighting Foundations, Concealer, Powder, Blusher, Eyeshadow, Mascara, Eye pencil, Liquid liner, Lip liner, Lipstick, Lip gloss, Corrective makeup/ Colored concealer, Brushes, Applicators	

## Perform fashion and photographic make-up

*Mapped to Bridal Fashion and Portfolio Makeup Artist, BWS/Q0301*

### Terminal Outcomes:

- Carry out fashion and photographic make-up

<b>Duration:</b> 20:00 Hrs.	<b>Duration:</b> 40:00 Hrs.
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>Describe the importance of proper consulting, planning and preparing clients</li> <li>Identify contra-indications that affect or restrict the makeup</li> <li>Explain the effect that lighting has on the colour of make-up</li> <li>Explain the Colour theory in a comprehensible manner</li> <li>Differentiate between the warm and cool colours, i.e. the colour wheel</li> <li>Explain the significance of maintaining customer service principles including privacy and protection to modesty of the customers</li> </ul>	<ul style="list-style-type: none"> <li>Conduct client consultation, treatment planning and preparation to meet the client's needs, based on skin types, constraints and client preferences</li> <li>Perform the make-up procedures using materials, equipment and techniques correctly and safely to meet the needs of the client</li> <li>Demonstrate various plans followed in makeup services to meet the requirement of the occasion/ shoot</li> <li>Practice completing the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards</li> <li>Perform aftercare advice for clients</li> <li>Apply creative make-up (Catwalk / Theatre make-up, Fashion / Editorial make-up, Photographic, Studio Photo Shoot, Sixties) within a specific time frame</li> <li>Apply black and white photography, period make-up to create the required impact</li> </ul>
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
Make-up, Chair, Trolley, Mirrors, Lighting Foundations, Concealer, Powder, Blusher, Eyeshadow, Mascara, Eye pencil, Liquid liner, Lip liner, Lipstick, Lip gloss, Corrective makeup/ Colored concealer, Brushes, Applicators	

## Apply air-brush make-up

*Mapped to Bridal Fashion and Portfolio Makeup Artist, BWS/Q0301*

### Terminal Outcomes:

- Perform air-brush makeup services

<b>Duration:</b> 20:00 Hrs.	<b>Duration:</b> 40:00 Hrs.
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Identify &amp; select suitable skin care and make-up products to meet the client's needs; such as by identifying basic skin types and skin tone correctly</li> <li>• Describe the need of cleaning, toning and moisturizing the skin to suit the client's skin type and needs in the correct sequence, applying correct techniques</li> <li>• Identify &amp; select the Select airbrush make-up products, tools and equipment to suit client treatment needs, skin type and conditions</li> <li>• Explain the role of disposing off waste materials as per organisational standards in a safe and hygienic manner</li> <li>• Explain the significance of maintaining customer service principles including privacy and protection to modesty of the customers</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct client consultation, treatment planning and preparation to meet the client's needs, based on skin types, constraints and client preferences</li> <li>• Perform the make-up procedures using materials, equipment and techniques correctly and safely to meet the needs of the client</li> <li>• Demonstrate different airbrush make-up designs: contouring, 3D, tattooing, full face day make-up; make-up for bridal, fashion and photographic shoots</li> <li>• Apply different airbrush make-up techniques according to client's skin type, skin condition and facial structure (colour fading; blending; highlighting; shading; stencilling; masking, freehand; pulsing; back bubbling; even colour washing)</li> <li>• Practice completing the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards</li> <li>• Perform aftercare advice for clients</li> </ul>
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
Make-up, Chair, Trolley, Mirrors, Lighting Foundations, Concealer, Powder, Blusher, Eyeshadow, Mascara, Eye pencil, Liquid liner, Lip liner, Lipstick, Lip gloss, Corrective makeup/ Colored concealer, Brushes, Applicators	

## Maintain health and safety at the workplace

### Mapped to Bridal Fashion and Portfolio Makeup Artist, BWS/Q0301

#### Terminal Outcomes:

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

<b>Duration:</b> 10:00 Hrs.	<b>Duration:</b> 20:00 Hrs.
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>State the significance of personal protective equipment (PPE) &amp; its efficient supply at work place; PPE such as tissues, antibacterial soaps, alcohol-based hand cleansers, triple layered surgical face masks, gloves, etc.</li> <li>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 &amp; taking bath at regular intervals, etc.</li> <li>Explain the importance of maintaining first aid kit at work place</li> <li>Identify and list potential risks and hazards in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate and state significance of maintaining posture and position to minimize fatigue and the risk of injury</li> <li>Demonstrate the method of sterilizing equipment &amp; tools before and after use</li> <li>Prepare, maintain and report accident reports as per organisational policies</li> </ul>
<b>Classroom Aids</b>	
Computer, Projector, White board/ Flip chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
First Aid kit, Fire Extinguishers, Sterilizers, Masks, Hand Sanitizer, Hot Cabinets, and Waste Disposal Bins	

## Create a positive impression at the workplace

### Mapped to Bridal Fashion and Portfolio Makeup Artist, BWS/Q0301

#### Terminal Outcomes:

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

<b>Duration:</b> 10:00 Hrs.	<b>Duration:</b> 20:00 Hrs.
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>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.</li> <li>List the ways to manage client expectations; such as by identifying new techniques</li> <li>State the importance of maintaining confidentiality of information while performing documentation of records</li> <li>Conduct employee awareness program; such as internalization of gender, PwD sensitization on designing PwD friendly workplace</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate confidence at the workplace by managing and identifying various business opportunities</li> <li>Demonstrate the different formats of maintaining documentation of records</li> <li>Demonstrate the process of client appointment scheduling; pre-bookings and maintaining the work area, equipment, product stocks to meet the schedule</li> <li>Carry out different &amp; 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 accounts, linking Aadhaar card to bank account, using various e-commerce payment systems, etc.</li> </ul>
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
POS Machine	

## Manage and lead a team

*Mapped to Bridal Fashion and Portfolio Makeup Artist, BWS/Q0301*

### Terminal Outcomes:

- Perform duties required to manage and lead a team

<b>Duration:</b> 10:00 Hrs.	<b>Duration:</b> 20:00 Hrs.
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List the schedule and job expectations from your team members on a daily basis</li> <li>• Explain the importance of involving team in regular meetings to communicate information intended for them</li> <li>• Describe the significance of communication with team on any changes in policies/ processes by the organization through required verbal/ written mechanisms</li> <li>• Identify and address issues among team for work related issues</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate the deployment of team as per guest schedule and the organizational norms and guidelines</li> <li>• Carry out periodic trainings to support and engage the team in order to build upskilling and re-skilling; such as training on new processes, techniques, therapies and products with the team to enhance their skill levels</li> <li>• Practice providing feedback to the centre manager pertaining to performance appraisals of team</li> </ul>
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
NA	



## Consult and advise clients

### Mapped to Bridal Fashion and Portfolio Makeup Artist, BWS/Q0301

#### Terminal Outcomes:

- Perform consultation and advising services to clients

<b>Duration: 10:00 Hrs.</b>	<b>Duration: 20:00 Hrs.</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the anatomy of the skin</li> <li>• Identify basic ailments, contraindications, contra actions, treatment plans</li> <li>• Define a suitable treatment plan to meet the client's needs</li> <li>• Explain the organization's standards of performance and sequence of services</li> </ul>	<ul style="list-style-type: none"> <li>• Analyse the treatment area, visually and carry out necessary tests</li> <li>• Consult the client by questioning to identify contra-indications to products</li> <li>• Carry out treatments that are suitable to the client after understanding the client's expectation</li> <li>• Confirm to the client the pricing and duration of service and products and address client queries</li> <li>• Carry out effective communication with the client to maintain client's goodwill trust</li> <li>• Perform after care advice and recommendations to the client</li> <li>• Record the client and treatment details accurately in line with the organization's policies</li> <li>• Operate by applicable legislation relating to the workplace (for example, health and safety, workplace regulations, use of work equipment, control of substances hazardous to health, handling/storage/disposal/cautions of use of products, fire precautions, hygiene practice, disposal of waste, environmental protection)</li> </ul>
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
NA	

## Promote and sell services and products

*Mapped to Bridal Fashion and Portfolio Makeup Artist, BWS/Q0301*

### Terminal Outcomes:

- Carry out various promotional and sale services of products

<b>Duration:</b> 10:00 Hrs.	<b>Duration:</b> 20:00 Hrs.
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>Identify the client needs for services and products taking into account factors that may limit or affect the choice</li> <li>List latest promotional schemes on various products</li> <li>Explain manufacturer's instructions related to products</li> </ul>	<ul style="list-style-type: none"> <li>Consult the client by questioning to identify contra-indications to products and provide recommendations for treatments that are suitable to the client</li> <li>Practice providing product, promotion and pricing information as per clients' requirements and address client queries</li> <li>Perform &amp; maintain client database by inputting client profiles and updates</li> <li>Practice assisting in managing the product inventory and ordering products based on inventory status</li> <li>Perform maintaining promotional database by inputting invoices and bill-back data as per organization standards</li> <li>Set up and manage the display area of the range of products available in the organization</li> <li>Perform labelling the displayed products clearly, accurately in alignment to the required standards</li> <li>Carry out arrangements for the clients needing a refund or replacement of their products based on company policy</li> </ul>
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
NA	

## Introduction to Employability Skills

### Mapped to DGT/VSQ/N0103

#### Terminal Outcomes:

- Discuss about Employability Skills in meeting the job requirements

Duration: <1:00>	Duration: <2:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>Outline the importance of Employability Skills for the current job market and future of work</li> </ul>	<ul style="list-style-type: none"> <li>List different learning and employability related GOI and private portals and their usage</li> <li>Research and prepare a note on different industries, trends, required skills and the available opportunities</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Constitutional values - Citizenship

### Mapped to DGT/VSQ/N0103

#### 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
<ul style="list-style-type: none"> <li>Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.</li> </ul>	<ul style="list-style-type: none"> <li>Practice different environmentally sustainable practices</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Becoming a Professional in the 21st Century

### Mapped to DGT/VSQ/N0103

#### Terminal Outcomes:

- Demonstrate professional skills required in 21<sup>st</sup> century

<b>Duration:</b> <2:00>	<b>Duration:</b> <3:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss 21st century skills required for employment</li> </ul>	<ul style="list-style-type: none"> <li>• Highlight the importance of practicing 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</li> <li>• Create a pathway for adopting a continuous learning mindset for personal and professional development</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Basic English Skills

### Mapped to DGT/VSQ/N0103

#### Terminal Outcomes:

- Practice basic English speaking.

<b>Duration:</b> <4:00>	<b>Duration:</b> <6:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe basic communication skills</li> <li>• Discuss ways to read and interpret text written in basic English</li> </ul>	<ul style="list-style-type: none"> <li>• Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone</li> <li>• Read and understand text written in basic English</li> <li>• Write a short note/paragraph / letter/e - mail using correct basic English</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Career Development & Goal Setting

*Mapped to DGT/VSQ/N0103*

### Terminal Outcomes:

- Demonstrate Career Development & Goal Setting skills.

<b>Duration:</b> <1.5:00>	<b>Duration:</b> <2.5:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Identify well-defined short- and long-term goals</li> </ul>	<ul style="list-style-type: none"> <li>• Create a career development plan</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Communication Skills

*Mapped to DGT/VSQ/N0103*

### Terminal Outcomes:

- Practice basic communication skills.

<b>Duration:</b> <4:00>	<b>Duration:</b> <6:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the importance of communication etiquette including active listening for effective communication</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette</li> <li>• Write a brief note/paragraph on a familiar topic</li> <li>• Role play a situation on how to work collaboratively with others in a team</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Diversity & Inclusion

### Mapped to DGT/VSQ/N0103

#### Terminal Outcomes:

- Describe PwD and gender sensitisation.

<b>Duration:</b> <1:00>	<b>Duration:</b> <1.5:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>Discuss the significance of reporting sexual harassment issues in time</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Financial and Legal Literacy

### Mapped to DGT/VSQ/N0103

#### Terminal Outcomes:

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

<b>Duration:</b> <4:00>	<b>Duration:</b> <6:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>Discuss various financial institutions, products, and services</li> <li>Explain the common components of salary such as Basic, PF, Allowances (HRA, TA, DA, etc.), tax deductions</li> <li>Discuss the legal rights, laws, and aids</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate how to conduct offline and online financial transactions, safely and securely and check passbook/statement</li> <li>Calculate income and expenditure for budgeting</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Essential Digital Skills

*Mapped to DGT/VSQ/N0103*

### Terminal Outcomes:

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

<b>Duration:</b> <8:00>	<b>Duration:</b> <12:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the role of digital technology in day-to-day life and the workplace</li> <li>• Discuss the significance of displaying responsible online behavior while using various social media platforms</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to operate digital devices and use the associated applications and features, safely and securely</li> <li>• Demonstrate how to connect devices securely to internet using different means</li> <li>• Follow the dos and don'ts of cyber security to protect against cyber crimes</li> <li>• Create an e-mail id and follow e- mail etiquette to exchange e -mails</li> <li>• Show how to create documents, spreadsheets and presentations using appropriate applications</li> <li>• Utilize virtual collaboration tools to work effectively</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Entrepreneurship

*Mapped to DGT/VSQ/N0103*

### Terminal Outcomes:

- Describe opportunities as an entrepreneur.

<b>Duration:</b> <3:00>	<b>Duration:</b> <4:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the types of entrepreneurship and enterprises</li> <li>• Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan</li> <li>• Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement</li> </ul>	<ul style="list-style-type: none"> <li>• Create a sample business plan, for the selected business opportunity</li> </ul>
<b>Classroom Aids:</b>	



Whiteboard, marker pen, projector

**Tools, Equipment and Other Requirements**

## Customer Service

*Mapped to DGT/VSQ/N0103*

**Terminal Outcomes:**

- Describe ways of maintaining customer.

<b>Duration:</b> <4:00>	<b>Duration:</b> <5:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>Classify different types of customers</li> <li>Discuss various tools used to collect customer feedback</li> <li>Discuss the significance of maintaining hygiene and dressing appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate how to identify customer needs and respond to them in a professional manner</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Getting ready for apprenticeship & Jobs

*Mapped to DGT/VSQ/N0103*

**Terminal Outcomes:**

- Describe ways of preparing for apprenticeship & Jobs appropriately.

<b>Duration:</b> <3:00>	<b>Duration:</b> <5:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>Discuss the significance of maintaining hygiene and dressing appropriately for an interview</li> <li>List the steps for searching and registering for apprenticeship opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Draft a professional Curriculum Vitae (CV)</li> <li>Use various offline and online job search sources to find and apply for jobs</li> <li>Role play a mock interview</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Annexure

### Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
12th pass with Advance Diploma in Makeup Services	Make-up Services	4	Makeup Services	1	N.A	Diploma should be minimum of 6 months period followed by Advanced Diploma of minimum 3 months

Trainer Certification	
Domain Certification	Platform Certification
BWS/Q0301, V3.0 Trainer Minimum accepted score is 80%	Trainer (VET and Skills) MEP/Q2601, V2.0 Minimum accepted score is 80%

## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate with Advance Diploma in Makeup Services	Make-up Services	5	Make-up Services	2	N.A	Diploma should be minimum of 6 months period followed by Advanced Diploma of minimum 3 months

Assessor Certification	
Domain Certification	Platform Certification
BWS/Q301, V3.0 Assessor Minimum accepted score is 90%	Assessor (VET and Skills) MEP/Q2701, V2.0 Minimum accepted score is 90%

## **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 (in case 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
<b>Declarative Knowledge</b>	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.
<b>Key Learning Outcome</b>	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).
<b>OJT (M)</b>	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
<b>OJT (R)</b>	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
<b>Procedural Knowledge</b>	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.
<b>Training Outcome</b>	Training outcome is a statement of what a learner will know, understand and be able to do <b>upon the completion of the training</b> .
<b>Terminal Outcome</b>	Terminal outcome is a statement of what a learner will know, understand and be able to do <b>upon the completion of a module</b> . 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