

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Beauty & Wellness Sector Skill Council

Office no. - UG-5B, Upper Ground Floor, Himalaya House-23, Kasturba Gandhi Marg, Connaught Place, Delhi-110001

Name and contact details of individual dealing with the submission

Name: Ms. Monica Bahl

Position in the organisation: CEO

Address if different from above: Same as above

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

E-mail address: ceo@bwssc.in

List of documents submitted in support of the Qualifications File

1. Qualifications Pack
2. Industry Validations letters
3. Industry Endorsement tracker
4. Integrated Occupational Map
5. Summary Sheet
6. Model Curriculum

Model Curriculum to be added which will include the following:

- Indicative list of tools/equipment to conduct the training
- Trainers' qualification
- Lesson Plan
- Distribution of training duration into theory/practical/OJT component

SUMMARY

1	Qualification Title: Assistant Beauty & Wellness Consultant
2	Qualification Code, if any: QP BWS/Q4001
3	NCO code and occupation: NCO-2015/5142.9900
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term): This Qualification Pack (QP) contains National Occupational Standards for Assistant Beauty Wellness Consultant job role. The purpose of this qualification is to skill and upskill people with the intent to employ them as Assistant Beauty & Wellness Consultant.
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: Beauty & Wellness Products Training, Sales & Consultancy Services under Product and Sales Sub-sector
9	Job description of the occupation: An Assistant Beauty & Wellness Consultant is an operational job-role selling products in salons, spas, promotional locations, etc. She/he supports sales and marketing by displaying products, conducting visual hair and skin analysis, matching hair and skin conditions to product categories, selling, tracking and reporting sales information to the senior sales executive or manager.
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 3
13	Anticipated volume of training/learning required to complete the qualification: 360 Hours
14	Indicative list of training tools required to deliver this qualification: Anatomy and Physiology Chart, Skin & Hair Analyzer
15	Entry requirements and/or recommendations and minimum age: <ul style="list-style-type: none"> • 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
16	Progression from the qualification (Please show Professional and academic progression): This entry should refer to one or more of the following: <ul style="list-style-type: none"> - access to other qualifications at the same NSQF level – Assistant Beauty Therapist (Level-3) - access to related qualification(s) at the next NSQF level - Beauty & Wellness Consultant (Level-4)
17	Arrangements for the Recognition of Prior learning (RPL): Currently Beauty & Wellness Sector Skill Council (B&WSSC) is doing the RPL

NSQF QUALIFICATION FILE

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

	<p>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 30% 2. Practical- Weightage 70% (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>		
18	<p>International comparability where known (research evidence to be provided): No UK NOS equivalent, however this qualification would most closely align with a UK regulated VRQ (vocationally related qualification): Level 1 Diploma in Retail Sales (QCF)</p>		
19	<p>Date of planned review of the qualification: 31-08-2024</p>		
20	<p>Formal structure of the qualification</p> <p>Mandatory components</p>		
(i)	Title of component and identification code/NOSs/Learning outcomes	Estimated size (Learning hours)	Level
	BWS/N4001 Arrange product for sales	30	3
	BWS/N4002 Provide sales and customer services to customers for hair, beauty and wellness product and service sales	120	3
	BWS/N4003 Perform simple administrative tasks to assist the beauty wellness consultant in product sales	30	3
	BWS/N9002 Maintain health and safety of workplace	30	3
	BWS/N9003 Create a positive impression at the workplace	30	3
	DGT/VSQ/N0102 (v1.0) Employability Skills	60	4
	OJT	60	
	Sub Total (A)	360	
	(B) Optional NOS: NA		
	Total (A+B): 360 Hours		
	Instructor-Led Online Module – 82 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 Limited 2. Aspiring Minds Assessment (P) Ltd. 3. Inspire Youth Development Pvt. Ltd 4. Iris Corporate Solutions Pvt. Ltd 5. Mettl 6. Prima Competencies Private Limited 7. Skills Mantra Edutech Consulting India Pvt Ltd 8. SP Institute of Workforce Development Pvt Ltd (SPIWD) 9. Trendsetters 10. Vedokt Skills 11. Demorgia Consulting Services Pvt Ltd 12. Diversified Business Solutions Private Limited 13. Eduvantage 14. Eins & Erste Skill development and Technologies 15. Glocal Thinkers 16. Khwaspuria Advisory P Limited 17. Navriti Technologies Pvt. Ltd. 18. Radiant Infonet Pvt Ltd 19. Sai Graphics Assessment Body Pvt Ltd 20. IQAG 21. Star Projects Services Pvt Ltd. 22. Palmary Project & Services Pvt. Ltd. 23. Wheebox 24. CII
22	<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</p>

information:

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

- Theory- weightage 30%
- Practical+ VIVA- Weightage 70% (Hands on assessment + Oral questioner)

The theory questions are objective type with multiple choice option, out of which we have some pictorial questions also. VIVA questions are also based on the job role and the practical questions are assessed on the hands-on performance.

Criteria on decision making & process manual is attached in the folder (Attachment name – Assessment Process)

Please attach most relevant and recent documents giving further information about assessment and/or RPL.

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

ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – i.e., Learning Outcomes to be assessed, assessment criteria and the means of assessment.

24. Assessment evidences

Title of Component: Assistant Beauty & Wellness Consultant

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Assistant Beauty & Wellness Consultant

Qualification Pack BWS/Q4001

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 50% in aggregate
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

NSQF QUALIFICATION FILEApproved in 11th NSQF Meeting – NCVET – 31st August, 2021

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Arrange products for sale to clients</i>	26	74	-	-
1. gather the product stock needed for the display and check that they are clean, safe and in good condition	2	5	-	-
2. check that all the expected items and parts of the product are in the respective packages as per the given instruction	2	5	-	-
3. remove all unwanted packaging to have a proper display of products	1	6	-	-
4. check regularly that products on display are in a clean, safe and satisfactory condition	2	6	-	-
5. handle and store products in line with manufacturer's instructions and as safe for the product, also avoiding any damage to surroundings including others	3	6	-	-
6. promptly remove damaged and expired products from display and follow company procedures for dealing with those products	2	5	-	-
7. check that the display area is the right size for intended display and report any concerns promptly	2	5	-	-
8. ensure the display elements are suited to the area (Elements: Light, colour, texture, composition, physical elements, services); (Suited: Safe, efficient, thematic, fit-for-purpose, feasible, right sized, shape)	1	4	-	-
9. carry out labelling of products if that is not available or to be replaced based on supervisor instructions	2	5	-	-
10. check that the information on the labels is accurate	1	4	-	-

NSQF QUALIFICATION FILEApproved in 11th NSQC Meeting – NCVET – 31st August, 2021

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
11. create a display that is fit for purpose based on foundational visual merchandising principles (Purpose: Awareness, purchase, sampling, registration, catch attention, etc.); (Principles: Safety, focal point, visually appealing, flow, eye catching, colour complementarity)	2	6	-	-
12. report any information on labels that may be objectionable or not clear	2	3	-	-
13. present promotional material in an orderly, attractive and effective manner along with product displays	2	6	-	-
14. dispose waste and expired products safely and correctly	1	4	-	-
15. use safe work methods to produce displays and use manufacturer's instructions when positioning products together	1	4	-	-
NOS Total	26	74	-	-

NSQF QUALIFICATION FILEApproved in 11th NSQC Meeting – NCVET – 31st August, 2021

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Provide sales and customer services to customers for product sales</i>	26	74	-	-
1. greet clients when they enter the retail outlet and direct them to the relevant counter based on their needs	1	7	-	-
2. provide product information on features, usage and benefits accurately	2	7	-	-
3. provide accurate and all relevant information on current and oncoming promotions that may benefit the customer	3	8	-	-
4. provide accurate pricing information as per client's requirements, indicate any special promotional prices and/or discount schemes and loyalty benefits that may be applicable	2	7	-	-
5. locate required products for clients in the store	2	5	-	-
6. narrow down options based on client priorities where client does not have a specific demand, present a small range of alternatives based on needs	2	5	-	-
7. provide clients with samples and related services as per organizational policy	2	5	-	-
8. perform visual analysis, discuss contra indications with the client and recommend products based on suitability, preference of client, company instructions, refer to supervisor when needed	2	6	-	-
9. direct customer for skin and hair testing and analysis using analyser machines where required, as per service provision and customer preference	1	5	-	-
10. answer basic client questions as per company policy	3	4	-	-
11. pack products and process them as per organizational policy and practice, once products are purchased	3	5	-	-

NSQF QUALIFICATION FILEApproved in 11th NSQC Meeting – NCVET – 31st August, 2021

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
12. direct customers to the cashier counter at time of purchase	1	5	-	-
13. inform customer of return and exchange policies of the organization and as applicable to specific products	2	5	-	-
NOS Total	26	74	-	-

NSQF QUALIFICATION FILEApproved in 11th NSQC Meeting – NCVET – 31st August, 2021

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform simple sales related tasks to assist the beauty therapist</i>	30	70	-	-
1. update a client database by inputting client profile and other related information as per instructions	3	6	-	-
2. organize and present promotional information, materials and product packs accurately, neatly and efficiently, as per requirements and instructions of the supervisor and organizational standards	3	7	-	-
3. update promotional database by inputting invoice and bill-back data as per organization standards and under supervisor instructions	3	5	-	-
4. store and retrieve information in a manual and electronics filing system as per requirement of the supervisor	2	6	-	-
5. keep a neat and orderly record of cash, different receipts and bills	2	4	-	-
6. make arrangements for the clients needing a refund or replacement of their products based on company policy	2	4	-	-
7. update the product inventory and order products based on inventory status and issued instructions	2	5	-	-
8. update managers by consolidating and forwarding daily action summaries	3	5	-	-
9. clarify task related doubts and satisfaction of final output with the supervisor in a timely manner	2	4	-	-
10. carry out tasks safely and as per approved work procedures	2	7	-	-
11. operate office equipment related to own work safely and as per manufacturer's instructions	2	7	-	-
12. follow data security practices as per organizational standards and approved practices	2	6	-	-

NSQF QUALIFICATION FILEApproved in 11th NSQC Meeting – NCVET – 31st August, 2021

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. store and retrieve items in a neat and orderly manner, minimizing item damage and inconvenience to others	2	4	-	-
NOS Total	30	70	-	-

NSQF QUALIFICATION FILE

Approved in 24th NSQC Meeting – NCVET – 17th November, 2022

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	3	6	-	-
PC4. clean and sterilize all tools and equipment before and after use	3	6	-	-
PC5. maintain one's posture and position to minimize fatigue, risk of injury and chances of cross infection	3	6	-	-
PC6. dispose waste materials in accordance to the industry accepted standards	3	6	-	-
PC7. maintain first aid kit and keep oneself updated on the first aid procedures	3	6	-	-
PC8. identify and document potential risks and hazards in the workplace	3	6	-	-
PC9. accurately maintain accident reports	3	6	-	-
PC10. report health and safety risks/ hazards to concerned personnel	3	6		

NSQF QUALIFICATION FILE

Approved in 24th NSQC Meeting – NCVET – 17th November, 2022

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. use tools, equipment, chemicals and products in accordance with the guidelines and manufacturers' instructions	3	6		
NOS Total	33	67	-	-

NSQF QUALIFICATION FILE

Approved in 24th NSQC Meeting – NCVET – 17th November, 2022

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Create Positive Impression at the workplace</i>	36	64		
<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	2	4	-	-

NSQF QUALIFICATION FILE

Approved in 24th NSQC Meeting – NCVET – 17th November, 2022

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. improve upon existing techniques of services by updating skills, such as, learning about digital technologies (by using digital platform for booking an appointment, making bills& payments, collecting feedback); financial literacy (opening savings bank accounts, linking Aadhaar card to bank account, using various e- commerce platforms); self-ownership, etc.	2	4	-	-
<i>Communication and Information record</i>	18	32	-	-
PC10. communicate procedure related information to guests based on the sectors code of practices and organizations procedures/ guidelines	2	5	-	-
PC11. communicate role related information to stakeholders in a polite manner and resolve queries, if any	2	3	-	-
PC12. assist and guide guests to 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	-	-

NSQF QUALIFICATION FILEApproved in 24th NSQC Meeting – NCVET – 17th November, 2022

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC16. maintain confidentiality of information, as required, in the role	2	4	-	-
PC17. communicate the internalization of gender & its concepts at work place	2	4	-	-
PC18. conduct various workshops for the employees at workplace; using range of technologies that aid PwDs at the workplace, etc.	2	4	-	-
NOS Total	36	64	-	-

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-
<i>Entrepreneurship</i>	2	3	-	-

National Occupational Standards

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Means of assessment 1

Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.

The assessment for the theory part will be based on knowledge bank of questions created by the SSC.

Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below.)

Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria.

Means of assessment 2

Add boxes as required.

Pass/Fail

To pass the Qualification Pack, every trainee should score a minimum of 50% in aggregate.

In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Assistant Beauty & Wellness Consultant			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<p><u>Limited Range of activities:</u></p> <ul style="list-style-type: none"> • handle and store products in line with manufacturer's instructions and as safe for the product, also avoiding any damage to surroundings including others • promptly remove damaged and expired products from display and follow company procedures for dealing with those products • check that the display area is the right size for intended display and report any concerns promptly • identify and select suitable equipment and products required for the respective services • set up the equipment and prepare the products for services in adherence to the salon procedures and product/ equipment guidelines • sterilize, disinfect and place the tools on 	<p>As mentioned in the various performance criteria mentioned in the previous cell, an Assistant Beauty & Wellness Consultant works in a limited range of activities, follows routine and works in a predictable manner.</p> <p>The role holder is expected to carry out a limited range of activities routine and predictable in nature such as assisting the beauty wellness consultant to perform visual skin and hair analysis, discuss contra indications with the client and recommend products based on suitability and preference, provide customers product, promotion, and pricing information, answer basic client questions as per company policy, maintain a customer database, record of cash and bills, manage the product inventory</p>	3

NSQF QUALIFICATION FILE

Approved in 24th NSQC Meeting – NCVET – 17th November, 2022

	<p>the tray asper organizational standards using recommended solutions and conditions</p> <ul style="list-style-type: none">• Conditions: Time, temperature, etc.• dispose waste materials safely and hygienically asper organizational standards• maintain first aid kit and keep oneself updated on the first aid procedures• accurately maintain accident reports• file routine reports and feedback	<p>and order products based on the inventory status, ensure proper display of products and dispose waste and expired products safely and correctly.</p> <p>Hence, NSQF Level is 3</p>	
--	---	---	--

NSQF QUALIFICATION FILEApproved in 24th NSQC Meeting – NCVET – 17th November, 2022

Title/Name of qualification/component: Assistant Beauty & Wellness Consultant			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Professional knowledge	<p><u>Basic facts, processes and principles:</u></p> <ul style="list-style-type: none">• various purpose of product displays• different brands having similar products• various products offered by the company, their prices, purpose and attributes• various hair and skin tests, their purpose and procedures and devices used• structure of skin, hair and nail• evaluation process for the potential places to put the display as per the design brief• process for setting up displays as per the safety and environmental standards• process of cleaning and storing materials and equipment used in displays and disposing of waste and expired products safely• methods of using labelling materials efficiently and effectively• attributes of combining light, colour, texture, shape and dimension to achieve the desired visual effect	<p>As mentioned in the various knowledge and understanding criteria mentioned in the previous cell, an Assistant Beauty & Wellness Consultant needs to know Basic facts, processes and principles in trade of employment.</p> <p>The job holder is expected to exhibit an understanding of the basic facts, process and principles applied in the trade such as latest promotional schemes on various products, mapping of the client requirements with the products, knowledge of different brands having similar products, procedure for making reports, inventory and cash management knowledge, process of disposing of waste and expired products safely and process for setting up displays.</p> <p>Hence, NSQF Level is 3</p>	3

NSQF QUALIFICATION FILE

Approved in 24th NSQC Meeting – NCVET – 17th November, 2022

	<ul style="list-style-type: none">• different displaying styles and their importance• manufacturers' instructions related to products• hygiene, health and safety requirements in the organization• customer service principles including privacy and protection to modesty of the customers• salon's standards related to courtesy, behaviour and efficiency		
--	---	--	--

Title/Name of qualification/component: Assistant Beauty & Wellness Consultant			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Professional skill	<p><u>Practical skill and routine work:</u></p> <ul style="list-style-type: none"> locate required products for clients in the store narrow down options based on client priorities where client does not have a specific demand, present a small range of alternatives based on needs perform visual analysis, discuss contra indications with the client and recommend products based on suitability, preference of client, company instructions, refer to supervisor when needed pack products and process them as per organizational policy and practice, once products are purchased organize and present promotional information, materials and product packs accurately, neatly and efficiently, as per requirements and instructions of the supervisor and organizational standards update promotional database by inputting invoice and bill-back data as per organization standards and under supervisor instructions handle and store products in line with 	<p>As mentioned in the performance criteria & Professional Skills Criteria mentioned in the previous cell, an Assistant Beauty & Wellness Consultant is able to Recall and demonstrate practical skill, routine and repetitive in narrow range of application.</p> <p>The job holder is expected to be courteous, committed to service excellence, exhibit a pleasant personality, to recall and demonstrate practical skill, routine and repetitive in a narrow range of applications such as use customer centric approach to build customer relationships, deal with clients lacking the technical background, make decisions pertaining to the concerned area of work, plan and organize service feedback files/documents, maintain accurate records of clients, treatments and product stock levels. The job holder must also be able to periodically share knowledge acquired and practically apply learning from feedback and other sources to improve one's output.</p>	3

NSQF QUALIFICATION FILE

Approved in 24th NSQC Meeting – NCVET – 17th November, 2022

	<p>manufacturer's instructions and as safe for the product, also avoiding any damage to surroundings including others</p> <ul style="list-style-type: none">• check that the display area is the right size for intended display and report any concerns promptly• ensure the display elements are suited to the area• store and retrieve information in manual and electronics filing system as per requirement of the supervisor• operate office equipment related to own work safely• and as per manufacturer's instructions	<p>Hence. NSQF Level is 3</p>	
--	---	-------------------------------	--

Core skill	<p><u>Communication, written and oral ability:</u></p> <ul style="list-style-type: none"> • read policy and procedure documents, guidelines and memos in English and/or local language to interpret the gist correctly • read common organizational signage in English accurately • read simple emails, instructions, advertisements, brochures, manufacturer's labels, forms, formats and other common documents accurately • read and interpret correctly information about new products and services • check that the information on the labels are accurate • greet clients when they enter the retail outlet and direct them to the relevant counter based on their needs • provide product information on features, usage and benefits accurately • provide accurate and all relevant information on current and oncoming promotions that may benefit the customer 	<p>As mentioned in the various Performance Criteria & Core Skills Criteria in some of the points of the previous cell, an Assistant Beauty & Wellness Consultant requires skill to basic arithmetic and algebraic principles and personal banking.</p> <p>As mentioned in the various Knowledge criteria & Core Skills Criteria mentioned in the other points in the previous cell, An Assistant Beauty & Wellness Consultant is able to use language to communicate written and oral, with minimum required clarity, and requires a basic understanding of social and natural environment.</p> <p>The job holder is expected to exhibit written and verbal communications skills, with minimum required clarity, skill of basic arithmetic principles and basic understanding of the social and natural environment such as use positive body language, abide by outlet regulations and code of conduct like presentation, grooming, client interaction, sensitivity to client's privacy and personal details, professional appearance, avoiding of inappropriate conversations, speak clearly and precisely in a courteous manner,</p>	3
------------	---	--	---

NSQF QUALIFICATION FILE

Approved in 24th NSQC Meeting – NCVET – 17th November, 2022

	<ul style="list-style-type: none">• provide accurate pricing information as per clients' requirements, indicate any special promotional prices and/or discount schemes and loyalty benefits that may be applicable answer basic client questions as per company policy• inform customer of return and exchange policies of	develop a professional relationship with the client and maintain hygienic work environment.	
--	---	---	--

NSQF QUALIFICATION FILEApproved in 24th NSQC Meeting – NCVET – 17th November, 2022

Title/Name of qualification/component: Assistant Beauty & Wellness Consultant		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>the organization and as applicable to specific products</p> <ul style="list-style-type: none">• write an accident or incident report accurately in English• listen to and follow short, straight forward explanations and instructions in English• introduce oneself and one's role to customers and visitors, in English and the local language• speak or communicate with reasonable ease in structured situations and short conversations on familiar topics• use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender• communicate procedure related information to clients based on the sector's code of practices and organization's procedures/ guidelines• communicate role related information to stakeholders in a polite manner and resolve queries, if any	<p>Hence, NSQF Level is 3</p>	

NSQF QUALIFICATION FILE

Approved in 24th NSQC Meeting – NCVET – 17th November, 2022

	<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		
--	---	--	--

Title/Name of qualification/component: Assistant Beauty & Wellness Consultant			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Responsibility	<p><u>Some responsibility for own work within defined limit:</u></p> <ul style="list-style-type: none"> • handle and store products in line with manufacturer's instructions and as safe • for the product, also avoiding any damage to surroundings including others • promptly remove damaged and expired products from display and follow company procedures for dealing with those products • direct customer for skin and hair testing and analysis using analyzer machines where required, as per service provision and customer preference • adhere to the health and safety standards laid out by the manufacturer and organization • perform and adapt the services using materials, equipment and techniques correctly and safely to meet the needs of the client as per professional and organizational standards • complete the service to the satisfaction of 	<p>As mentioned in the various performance criteria mentioned in the previous cell, an Assistant Beauty & Wellness Consultant works under close supervision and demonstrates responsibility for own work within defined limit.</p> <p>The job holder is expected under close supervision of the beauty and wellness consultant to support sales and marketing by displaying cosmetic, hair care and rejuvenation products, selling, tracking, and reporting sales information to the beauty and wellness consultant or manager. The job holder is expected to perform his/ her responsibility for own work within defined limits</p> <p>Hence, NSQF Level is 3</p>	3

	<p>the client in a commercially acceptable time, as per organization standards and client expectations</p> <p><u>Under close supervision</u></p> <ul style="list-style-type: none"> • carry out labelling of products if that is not available or to be replaced based on supervisor instructions • organize and present promotional information, materials and product packs accurately, neatly and efficiently, as per requirements and instructions of the supervisor and organizational standards 		
--	--	--	--

NSQF QUALIFICATION FILE

Approved in 24th NSQC Meeting – NCVET – 17th November, 2022

Title/Name of qualification/component: Assistant Beauty & Wellness Consultant			Level: 3
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">• store and retrieve information in manual and electronics filing system as per requirement of the supervisor• promptly refer problems that cannot be solved to the relevant superior for action• clarify task related doubts and satisfaction of final output with the supervisor in a timely manner• report to supervisor immediately in case there are any work issues• organize tasks based on instructions from supervisor or manager in order to complete them on time in order of stated priority• act in line with organizational policies, procedures, supervisor/manager instructions, rules and guidelines to contribute towards resolution of the problem in a timely and safe manner, within limits of authority		

SECTION 3

EVIDENCE OF NEED

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

NSQF QUALIFICATION FILE

Approved in 24th NSQC Meeting – NCVET – 17th November, 2022

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

			not have placement tracking mechanism established in place would provide necessary endorsements by the state/ ministry stating that a tracking mechanism would be institutionalized and placement records shall be provided annually or later, depending on length of qualification.
	<p>Estimated uptake</p> <p>The market size of beauty products and counter sales sector is INR 39744 crores.</p>	<p>The employment in beauty products and counter sales is expected to grow at a CAGR of 20 per cent, with 24 per cent in organized and 17 per cent in unorganized sector.</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 17/11/2025.</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 organizational 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>
----	--

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

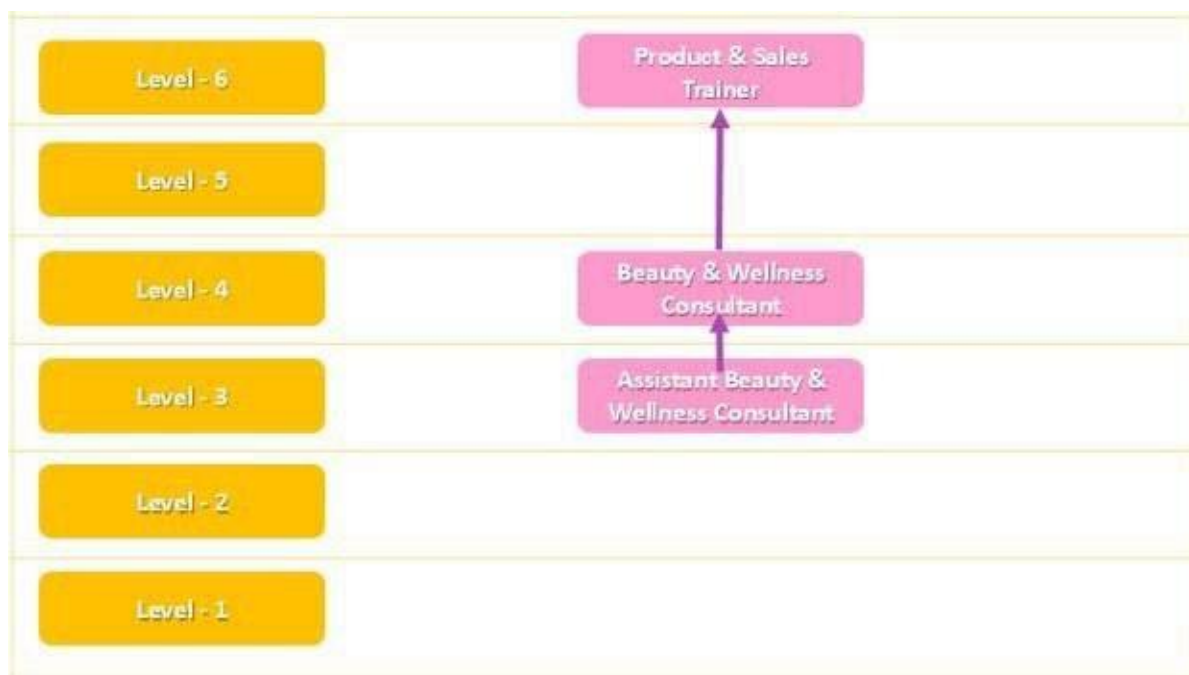
Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

1. Career Map of Assistant Beauty & Wellness Consultant - Annexure 1
2. QP BWS/Q4001- Annexure 2

NSQF QUALIFICATION FILE

Approved in 24th NSQC Meeting – NCVET – 17th November, 2022

Annexure 1: Career Map



Annexure 2: QP BWS/Q4001

This publication has been produced with the assistance of the European Union. The contents are the sole responsibility of the EU Skills Development Project and can in no way be taken to reflect the views of the European Union.