

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
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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

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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 Nail Technician
2	Qualification Code, if any: QP BWS/Q0401
3	NCO code and occupation: NCO-2015/5142.9900
4	<p>Nature and purpose of the qualification (Please specify whether qualification is short term or long term):</p> <p>Nature of the qualification This Qualification Pack (QP) contains National Occupational Standards for Assistant Nail Technician job role. The purpose of this qualification is to skill and upskill people with the intent to employ them as Assistant Nail Technician.</p>
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: Nailcare Services under Beauty and Salons Sub-sector
9	<p>Job description of the occupation: An Assistant Nail Technician performs various duties such as manicure and pedicure and assists the nail technician in providing advanced nailcare services like nail art, nail tips and nail enhancement. The Assistant Nail Technician needs to be knowledgeable on structure and function of nails, various nailcare services maintaining health, safety and hygiene at workplace, and range of nail products.</p>
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: 330 hours
14	<p>Indicative list of training tools required to deliver this qualification:</p> <p>Manicure Chair, Manicure Stool, Sterilizer, Bowls, Manicure Brush, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange Stick, Nail Filer, Pack Brush, Dust Bin, Pedicure Chair, Pedicure Stool, Foot Crapper, Emery Board, Pumice Stone, Toe Separator, Pedicure Brush, Table Lamp-Nail Station, Client's Chair, Technician Stool, Safety Glasses, Dust Mask, Disposable Aprons, Metal Bin With Lid, Towels, Disposable Paper Roll, Wipes, Nail Scissors, Stiff-Bristled Nail Brush, Product Application Brush, Block Buffers, Tip Cutters, Nail Forms, Nail Paint Remover, Cotton, UV Lamp Nail Polish Dryer and Towel, Disposable Masks and Gloves to avoid any kind of cross infection.</p>

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 – Pedicurist & Manicurist; Assistant Beauty & Wellness Consultant (Level-3) - access to related qualification(s) at the next NSQF level - Nail Technician (Level-4) 		
17	Arrangements for the Recognition of Prior learning (RPL): Currently Beauty & Wellness Sector Skill Council (B&WSSC) is doing the RPL assessments after covering learning Hours of 20 Hours and then followed by the assessments. The assessments are happening in online basis. There are three phases of assessments which is followed in all assessment process of different job roles- 1. Theory- Weightage 30% 2. Practical- Weightage 70% (Hands on assessment + Viva) 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)		
18	International comparability where known (research evidence to be provided): <p>There are no UK national occupational standards as job roles in this industry start at a UK Level 2 (NSQF L4). Qualifications in these areas are available as VRQs (vocationally related qualifications) available by independent awarding bodies/organizations.</p>		
19	Date of planned review of the qualification: 31/08/2024		
20	Formal structure of the qualification Mandatory components		
(i)	Title of component and identification code/NOSs/Learning outcomes	Estimated size (Learning hours)	Level
	BWS/N9001 Prepare and maintain work area	30	3
	BWS/N0401 Perform manicure and pedicure service	30	3

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	BWS/N0415 Provide nail enhancement services using UV gel nails and (liquid and powder) acrylic nails	60	3
	BWS/N0406 Perform refill	30	3
	BWS/N0416 Provide simple and basic nail art services	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	30	
	Sub Total (A)	330	
	(B) Optional NOS: NA		
	Total (A+B): 330 Hours		
	Instructor-Led Online Module – 78 Hours		

**SECTION 1
ASSESSMENT**

21	<p>Body/Bodies which will carry out assessment:</p> <ol style="list-style-type: none">1. Amrit Skills Development Private Limited2. Aspiring Minds Assessment (P) Ltd.3. Inspire Youth Development Pvt. Ltd4. Iris Corporate Solutions Pvt. Ltd5. Mettl6. Prima Competencies Private Limited7. Skills Mantra Edutech Consulting India Pvt Ltd8. SP Institute of Workforce Development Pvt Ltd (SPIWD)9. Trendsetters10. Vedokt Skills11. Demorgia Consulting Services Pvt Ltd12. Diversified Business Solutions Private Limited13. Eduvantage14. Eins & Erste Skill development and Technologies15. Glocal Thinkers16. Khwaspuria Advisory P Limited17. Navriti Technologies Pvt. Ltd.18. Radiant Infonet Pvt Ltd19. Sai Graphics Assessment Body Pvt Ltd20. IQAG21. Star Projects Services Pvt Ltd.22. Palmary Project & Services Pvt. Ltd.23. Wheebox24. CII
22	<p>How will RPL assessment be managed and who will carry it out? Give details of how RPL assessment for the qualification will be carried out and quality assured.</p> <p>The RPL assessment will be carried out through pre assessment, identifying the skills gaps, provide bridge training to cover the competency gap and then conduct final assessment of the candidates</p>
23	<p>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</p> <p>Assessment is done through third parties who are affiliated to B&WSSC as Assessment Body. Assessors are trained & certified by B&WSSC through Training of Assessors program. The assessment involves two processes. The first process is gathering the evidence of the competency of individuals. The second part of the assessment process is the judgement as to whether a person is competent or not. The assessment plan contains the following information:</p>

	<p>The assessments are happening in online/ offline basis. There are three phases of assessments which is followed in all assessment process of different job roles-</p> <ul style="list-style-type: none">➤ Theory- weightage 30%➤ Practical+ VIVA- Weightage 70% (Hands on assessment + Oral questioner) <p>The theory questions are objective type with multiple choice option, out of which we have some pictorial questions also. VIVA questions are also based on the job role and the practical questions are assessed on the hands-on performance.</p> <p>Criteria on decision making & process manual is attached in the folder (Attachment name – Assessment Process)</p>
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Please attach most relevant and recent documents giving further information about assessment and/or RPL.

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

ASSESSMENT EVIDENCE

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

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

24. Assessment evidences

Title of Component: Assistant Nail Technician

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Assistant Nail Technician

Qualification Pack BWS/Q0401

Sector Skill Council Beauty & Wellness

Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack (QP) will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criterion.
6. To pass the QP, every trainee should score a minimum of 50% in aggregate.
7. In case of unsuccessful completion, the trainee may seek reassessment on the QP.

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparing self and client</i>	4.5	22.5	-	-
1. adhere to the health and safety standards laid out by the manufacturer and organization	0.5	2.5	-	-
2. sanitize the hands prior to procedure commencement as per organizational approved process	0.5	2.5	-	-
3. prepare the client suitably for the respective service procedure and provide relevant required personal protective equipment	1	4	-	-
4. ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any	0.5	2.5	-	-
5. position self and client in a way to ensure privacy, comfort and wellbeing, throughout the procedure	0.5	3.5	-	-
6. adjust the client's position to meet the needs of the service without causing them discomfort	0.5	3.5	-	-
7. perform and adapt the manicure and pedicure procedures using materials, equipment and techniques correctly and safely to meet the needs of the client	1	4	-	-
<i>Carrying out manicure and pedicure services</i>	8	38	-	-
8. remove any existing nail polish using approved products and procedures before proceeding further	1	3	-	-
9. enquire to establish the desired length and shape of nails (hands or toes) with the client	1	3	-	-
10. file the nails ensuring the nails free edge is left smooth and shaped to required length according to the client's preference	1	4	-	-
11. remove dirt in the underside of the nails using nail pick, clippers, nail brush, soaking and washing to be dirt free	0.5	2.5	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
12. use suitable cuticle tools and products, safely and effectively, to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged	0.5	4.5	-	-
13. use specialized procedures (hand and leg, finger and toe nails) to improve the appearance of the client's skin and nails (Procedures: File, buff and shape, cuticle pushing, clipping, massage, polish, etc.)	1	4	-	-
14. use smooth and even massage techniques for hands and lower arms, lower legs and feet and apply appropriate pressure to meet the client's needs	0.5	3.5	-	-
15. remove any excessive hard skin using a foot scrapper during the manicure service without discomfort to the client	0.5	2.5	-	-
16. leave the hands and lower arm, foot and lower leg free of any excess massage medium at the end of the pedicure or manicure process respectively, by clearing these using a towel or other suitable materials	0.5	2.5	-	-
17. check that the nail plate is dehydrated and the underside is clean and free of debris	0.5	2.5	-	-
18. apply sufficient base coat, polish coats and top coats as required to achieve the desired nail finish	0.5	3.5	-	-
19. check that the final nail finish is smooth, even textured and uniformly colored, with the cuticle and nail wall free of enamel	0.5	2.5	-	-
Post Service procedures	7.5	19.5	-	-
20. check the client's comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required	1	3	-	-
21. clean the treated area and use a suitable soothing product	0.5	2.5	-	-

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22. complete the therapy to the satisfaction of the guest in a commercially acceptable time	1	4	-	-
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Assessment Criteria for Outcomes	Theor y Mark s	Practica l Marks	Projec t Marks	Viva Mark s
23. record the therapy accurately and store information securely in line with the organizations policies	2	2	-	-
24. provide specific after-procedure, homecare advice and recommendations for product use and further services to the client	1	3	-	-
25. ask questions to check with the client their satisfaction with the finished result	1	2	-	-
26. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologies for the same and refer to supervisor	1	3	-	-
NOS Total	20	80	-	-

Assessment Criteria for Outcomes	Theor y Mark s	Practica l Marks	Projec t Marks	Viva Mark s
<i>Perform refill</i>	23	77	-	-
1. adhere to the health and safety standards laidout by the manufacturer and organization	1	4	-	-
2. position self and client throughout treatment to ensure comfort and wellbeing	1	3	-	-
3. sanitize the hands prior to treatment commencement	1	3	-	-
4. prepare the client and provide suitable protective apparel	1	4	-	-
5. set-up products, tools, equipment and techniques to suit clients service needs, nail and skin conditions	1	5	-	-
6. carry out client consultation technique to identify the treatment plan and client needs	2	5	-	-
7. ensure the client and you have understood the treatment objective and plan	-	3	-	-
8. perform cleaning of nails to ensure they are free from bacteria	1	6	-	-
9. buff and remove the existing product using electric files/ buffer/ traditional filing methods as per refill guidelines	1	5	-	-
10. perform correct filing technique to achieve desired length and shape	2	5	-	-
11. dehydrate the natural nail appropriately depending on acrylic/ gel service	2	6	-	-
12. perform the correct application to refinish the nail with acrylic/ gel system	2	7	-	-
13. perform buffing techniques correctly and seal to create a high shine finish	2	6	-	-
14. monitor UV/ LED curing time as per product manufacturers instructions	2	4	-	-

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Assessment Criteria for Outcomes	Theor y Mark s	Practica l Marks	Projec t Marks	Viva Mark s
15. remove surface residue at the right stage, if required	1	3	-	-
16. apply polish, if requested by client	1	4	-	-
17. finish the nail enhancements to the clients satisfaction and meet the agreed service plan	2	4	-	-
NOS Total	23	77	-	-

Assessment Criteria for Outcomes	Theor y Mark s	Practica l Marks	Projec t Marks	Viva Mark s
<i>Provide nail enhancement services using UV gel nails and (liquid and powder) acrylic nails: Prepare self and client</i>	7	19	-	-
1. adhere to the health and safety standards laid out by the manufacturer and organization	0.5	1.5	-	-
2. position self and client throughout the procedure in a way to ensure privacy, comfort and wellbeing	0.5	1.5	-	-
3. sanitize the hands prior to treatment commencement using a hand sanitizer	-	1	-	-
4. prepare the client for the treatment and provide suitable protective apparel	0.5	1.5	-	-
5. ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any	0.5	1.5	-	-
6. clean the nails to ensure they are free from bacteria	0.5	1	-	-
7. use a soak, hand wash, sanitizer, disinfection wipes, anti-septic solutions	0.5	1	-	-
8. set-up products, tools, equipment and techniques to efficiently and safely deliver services suiting clients' needs	0.5	1.5	-	-
9. prepare products for application, by mixing the ingredients in the correct proportions as per manufacturer instructions and organization standards and place for ease of use by the nail technician	1	2	-	-
10. promptly refer problems that cannot be solved to the relevant person/ nail technician for action	0.5	2	-	-
11. remove any existing nail polish or nail enhancement to restore the nails to a natural condition, if required	0.5	1.5	-	-

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12. identify the condition of the nails and any corrective work to suit the clients natural nail shape and condition	0.5	1	-	-
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Assessment Criteria for Outcomes	Theor y Mark s	Practica l Marks	Projec t Marks	Viva Mark s
13. prepare the nail plate by removing debris, filing the free edge remove shine and dehydrate the natural nail	1	2	-	-
<i>Apply UV nail enhancements</i>	8	23.5	-	-
14. identify and select the correct products and tools for the UV nail enhancement job Products: clear gel, gel polish, base and builder gels, dehydrator, and primer, nail tips, nail glue, nail art etc. Tools: tip clippers, pushers, 180-240 grit filer, brush	0.5	1	-	-
15. use primers to remove oils safely, protecting the skin	0.5	1	-	-
16. use glue correctly to attach the acrylic nail tip to the natural nail accurately protecting the skin from the glue	0.5	1	-	-
17. shorten the nail tips to the desired length and blend the tips	0.5	2	-	-
18. apply UV gel layers in the correct sequence	0.5	2	-	-
19. perform the correct application of UV gel and filing technique to leave the nail balanced with the required shape and length with guidance from the supervisor, applying the tip to the natural nail accurately and in line with natural nail	1	3	-	-
20. apply the base and builder gel evenly to the nail without touching the cuticle, curing under UV/LED lamp after each application	0.5	2	-	-
21. repeat the builder gel application if necessary to achieve desired thickness of the gel	0.5	2.5	-	-
22. perform buffing techniques correctly on UV gel enhanced nail and seal to create a high shine finish, achieving the desired shape and thickness	1	3	-	-
23. monitor UV curing timing to ensure adherence to product	0.5	1.5	-	-

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manufacturers instructions				
24. use a coat of clear polish or paint them with colored nail polish as required	0.5	1	-	-

Assessment Criteria for Outcomes	Theor y Mark s	Practica l Marks	Projec t Marks	Viva Mark s
25. apply the polish to the entire nail to create asmooth, even surface	0.5	1.5	-	-
26. repair UV gel enhancements to restore desiredlook with guidance from the supervisor	1	2	-	-
<i>Apply acrylic (powder and liquid) nail enhancements</i>	4.5	11	-	-
27. identify and select the correct products and toolsfor the acrylic nail enhancement job Products: monomer (ethyl methacrylate), acrylic powder, dehydrator, primer, nail tips, nail glue, nail art etc. Tools: tip clippers, pushers , 180-240 grit filer, Dappen dish and brush	0.5	1	-	-
28. follow in accordance with manufacturer's instructions to adapt and combine liquid and powder colors for application of acrylic nail enhancements	0.5	1.5	-	-
29. use primers to remove oils safely, protectingthe skin	0.5	0.5	-	-
30. use glue correctly to attach the acrylic nail tips tothe natural nail accurately protecting the skin from the glue	0.5	1	-	-
31. pour the liquid and powder in different bowls in a well-ventilated area	0.5	1	-	-
32. apply the liquid and powder to the brush in thecorrect order, ratio and consistency	0.5	1	-	-
33. apply the acrylic evenly to the nail withouttouching the cuticle	0.5	1	-	-
34. ensure the acrylic is dried before moving on tothe next step	-	1	-	-
35. use a buffer to buff the surface of the nails, with an increasing grit file to achieve the desiredshine	0.5	1.5	-	-
36. use a coat of clear polish or paint them withcolored nail polish as required	0.5	1.5	-	-
<i>Post treatment procedures</i>	7.5	19.5	-	-

Assessment Criteria for Outcomes	Theor y Mark s	Practica l Marks	Projec t Marks	Viva Mark s
37. identify and resolve any problems with the nail enhancements seeking help from supervisor as required	0.5	2.5	-	-
38. perform nail repair technique to restore the nail enhancement following guidance of the supervisor	1	2	-	-
39. finish the nails evenly with a clear defined line ensure the work area is kept clean and tidy during the service	0.5	1.5	-	-
40. use work methods to minimize wastage	0.5	1.5	-	-
41. complete the service to the satisfaction of the client in a commercially acceptable time	0.5	2	-	-
42. check the natural nail plate and surrounding skin is undamaged and free from product	0.5	1	-	-
43. refer problems that cannot be solved to the relevant person or supervisor promptly	1	1	-	-
44. clean up the work area post-service to maintain the health and safety standard	-	1	-	-
45. provide after care advice for specific after- procedure, home care advice and recommendations for protecting and maintaining the nail enhancement to the client	0.5	1.5	-	-
46. dispose waste materials as per organizational standards in a safe and hygienic manner	-	1	-	-
47. record details of the procedure accurately as per organizational policy and approved practice	1	1	-	-
48. store information securely in line with the salon policies	0.5	0.5	-	-
49. ask questions to check with the client their satisfaction with the finished result	0.5	1.5	-	-

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50. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologies for the same and refer to supervisor	0.5	1.5	-	-
NOS Total	27	73	-	-

Assessment Criteria for Outcomes	Theor y Mark s	Practica l Marks	Projec t Marks	Viva Mark s
<i>Preparing self and client for nail art</i>	8.5	25.5	-	-
1. adhere to the health and safety standards laidout by the manufacturer and organization	1	4	-	-
2. sanitize the hands prior to procedure commencement as per organizational approvedprocess	0.5	3.5	-	-
3. prepare the client suitably for the respective serviceprocedure and provide relevant required personal protective equipment	1	5	-	-
4. ask relevant and effective questions to checkand establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any	2	3	-	-
5. position self and client throughout the procedure in a way to ensure privacy, comfort and wellbeing	1	3	-	-
6. identify contra indications that restrict serviceand act accordingly as per organizational standards	1	3	-	-
7. set-up products, tools, equipment for relevant techniques to suit clients service needs, nail and skin conditions Tools: brushes, stick on transfer, nailfiles Products: base coat, nail art paint, glitter, enamel remover, dehydrator, cotton, adhesive	2	4	-	-
<i>Prepare nail and applying art techniques</i>	6	13	-	-
8. remove any existing nail polish or nail enhancement to restore the nails to a natural condition, if required, using removers, soakingand/or filing methods	1	4	-	-
9. prepare the nail plate by removing debris, filing the free edge remove shine and dehydrate the natural nail as required by the service under instructions fromthe nail technician	3	5	-	-

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Assessment Criteria for Outcomes	Theor y Mark s	Practica l Marks	Projec t Marks	Viva Mark s
10. apply various techniques of nail art Techniques:base coat, nail art paint, colored polish, glitter, marbling, painting and alternative tip shapes, waternail art, design painted freehand, with stencil or needle	2	4	-	-
<i>Complete nail art services</i>	5	16	-	-
11. identify contra actions if any during the serviceand stop service and refer to the supervisor	1	4	-	-
12. complete the service to the satisfaction of theclient in a commercially acceptable time	2	4	-	-
13. check the natural nail plate and surrounding skin is undamaged and free from product	1	4	-	-
14. identify and resolve any problems with the nailart with guidance from the supervisor	1	4	-	-
<i>Post procedure tasks</i>	7.5	18.5	-	-
15. refer problems that cannot be solved to the relevant person or supervisor promptly	2	4	-	-
16. clean up and dispose the waste in the work areapost-service to maintain the health and safety standard	0.5	3.5	-	-
17. update relevant client and inventory records accurately, neatly and timely as per organizationalpolicy and procedures	2	3	-	-
18. dispose waste as per organizational standards,ensuring hygiene, safety and environmental considerations are addressed positively	1	4	-	-
19. provide after care advice. provide specific after-procedure, homecare advice and recommendations for protecting and maintainingthe nail enhancement to the client	2	4	-	-
NOS Total	27	73	-	-

Assessment Criteria for Outcomes	Theor y Mark s	Practica l Marks	Projec t Marks	Viva Mark s
<i>Prepare and maintain work area</i>	30	70	-	-
PC1. ensure that ambient conditions are suitable for the client and the service procedures to be carried out in a hygienic, safe and disinfected environment such as using air purifiers to reduce dust, dander, smoke, allergens & odor resulting in a healthier, fresher & cleaner environment, restructuring the workplace set-up, by keeping a minimum distance of 2 meters in between two clientele, practicing social distancing by avoiding handshakes/ hugs to coworkers/ clientele, etc.	2	6	-	-
PC2. identify and select suitable equipment and products required for the respective service/ session	2	5	-	-
PC3. set up the equipment and prepare the products required for service/ session in adherence to the salon procedures and product/ equipment guidelines	2	5	-	-
PC4. place disposable sheet on a sanitized trolley and organize the products in it or in area convenient and efficient for service delivery	2	5	-	-
PC5. prepare sterilization solution as per organizational standards using approved products and as per manufacturer's instructions	2	5	-	-
PC6. sterilize, disinfect and place the tools on the tray as per organizational standards using recommended solutions and conditions; tools such as nailcare sets, comb, gel brushes, gel jars, gel polishes, nail art brushes, toe-separators, etc. in conditions such as time, temperature, etc.	2	6	-	-

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PC7. dispose waste materials in adherence to the industry requirements; waste materials such as cotton, disposable face mask, disposable gloves, etc.	2	5	-	-
PC8. identify ways to optimize usage of material including water in various tasks/activities/processes	2	5		
PC9. check for spills/leakages occurred while providing services	2	4		

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Assessment Criteria for Outcomes	Theor y Marks	Practica l Marks	Projec t Marks	Viva Mark s
PC10. identify and segregate recyclable, non- recyclable and hazardous waste generated in separate bin	2	4		
PC11. discard the unused open single use packed products properly in a closed bin	2	4		
PC12. ensure electrical equipment and appliances are switched off when not in use	2	4		
PC13. store records, materials and equipment securely in line with the policies	2	4		
PC14. conduct awareness program (such as for Covid19) for the employees and display posters/ signage's promoting regular hand-washing and respiratory hygiene in the premises	2	4		
PC15. set up and promote digital modes of payment to lessen any kind of cross infection	2	4		
NOS Total	30	70	-	-

Assessment Criteria for Outcomes	Theor y Mark s	Practica l Marks	Projec t Marks	Viva Mark s
<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	-	-

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

PC10. report health and safety risks/ hazards to concerned personnel	3	6		
PC11. use tools, equipment, chemicals and products in accordance with the guidelines and manufacturers' instructions	3	6		
NOS Total	33	67	-	-

Assessment Criteria for Outcomes	Theor y Mark s	Practica l Marks	Projec t Marks	Viva Mark s
<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, managing stress, working in teams, etc.	2	4	-	-
PC3. stay free from intoxicants while on duty	2	2	-	-
PC4. wear and carry organization's uniform and accessories correctly and smartly by sanitizing it in hot water with detergent and bleach	2	4	-	-
<i>Task execution as per organization's standards</i>	10	18	-	-
PC5. take appropriate and approved actions inline 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	-	-

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

PC8. use appropriate language, tone and gestures while interacting with guests from different cultural and religious backgrounds, age, disabilities and gender	2	4	-	-
PC9. improve upon existing techniques of services by updating skills, such as, learning about digital technologies (by using digital platform for booking an appointment, making bills& payments, collecting feedback); financial literacy (opening savings bank accounts, linking Aadhaar card to bank account, using various e-commerce platforms); self-ownership, etc.	2	4	-	-

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Assessment Criteria for Outcomes	Theor y Marks	Practica l Marks	Projec t Marks	Viva Mar k s
<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	-	-
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	-	-

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 QP, 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 Nail Technician			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"> 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 the tray as per organisational standards using recommended solutions and conditions: Time, temperature, etc. dispose waste materials safely and hygienically as per organisational standards maintain first aid kit and keep oneself updated on the first aid procedures accurately maintain accident reports use appropriate language, tone and gestures while interacting with clients from 	<p>An assistant nail technician works in a limited range of activities and follows routine and works in a predictable manner by identifying and selecting suitable equipment and products required for the respective services</p> <p>The equipment set up and preparation of the products for services is in adherence to the salon procedures and product/ equipment guidelines</p> <p>The person sterilizes, disinfects and places the tools on the tray as per organisational standards using recommended solutions and conditions, and also files routine reports and feedback.</p> <p>Hence, NSQF Level is 3</p>	3

	<p>different cultural and religious backgrounds, age, disabilities and gender</p> <ul style="list-style-type: none">• communicate role related information to stakeholders in a polite manner and resolve queries, if any• file routine reports and feedback		
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Title/Name of qualification/component: Assistant Nail Technician			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"> types of products, materials and equipment required for the respective services hygiene, health and safety requirements in the organization process and products to sterilize and disinfect equipment/ tools customer service principles including privacy and protection to modesty of the customers manufacturer's instructions related to equipment and product use and cleaning standards related to courtesy, behaviour and efficiency kinds of work issues that may arise and reporting structure 	<p>An assistant nail technician needs to know basic facts, processes and principles in trade of employment like the types of products, materials and equipment required for hygiene, health and safety requirements in the organization, process and products to sterilize and disinfect equipment/ tools, customer service principles including privacy and protection to modesty of the customers, manufacturer's instructions related to equipment and product use and cleaning, salon's standards related to courtesy, behaviour and efficiency, and kinds of work issues that may arise and reporting structure.</p> <p>Hence, NSQF Level is 3</p>	3

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Professional skill	<p><u>Practical skill and routine work:</u></p> <ul style="list-style-type: none"> • identify and select suitable equipment and products required for the respective services • decide on course of action by recalling organisational policy, procedures and service standards • identify, plan and schedule tasks related to own work, to achieve standards of personal presentations expected in a professional set-up • plan and manage work routine based on salon procedure • plan own development in line with feedback given from supervisor, co-workers and clients • explain the concept of assumptions and how they 	<p>An assistant nail technician is able to recall and demonstrate practical skill, routine and repetitive in narrow range of application like identifying and selecting suitable equipment and products required for the respective services; deciding on course of action by recalling organisational policy, procedures and service standards; identifying, planning and scheduling tasks related to own work, to achieve standards of personal presentations expected in a professional set-up; planning and managing work routine based on salon procedure; planning own development in line with feedback given from supervisor, co-workers and clients; and explaining the concept of assumptions and how they impact decisions, actions and</p>	3
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Title/Name of qualification/component: Assistant Nail Technician			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	impact decisions, actions and consequences	consequences. Hence, NSQF Level is 3	
Core skill	<p><u>Communication, written and oral ability:</u></p> <ul style="list-style-type: none"> • ability to speak, read and write in the local vernacular language and English • file routine reports and feedback • appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender • environmental conditions required and expected for carrying out services and importance of maintaining these • read policy and procedure documents, guidelines and memos in English to interpret the gist correctly • read simple emails, instructions, advertisements, brochures, manufacturer's labels, forms, formats and other common documents accurately • write appointments, names, addresses, simple emails, messages, and applications in English accurately • write an accident or incident report 	<p>An assistant nail technician is able to use language to communicate written and oral, with minimum required clarity, and requires a basic understanding of social and natural environment like the ability to speak, read and write in the local vernacular language and English; file routine reports and feedback; using appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender; reading policy and procedure documents, guidelines and memos in English to interpret the gist correctly; reading simple emails, instructions, advertisements, brochures, manufacturer's labels, forms, formats and other common documents accurately; writing appointments, names, addresses, simple emails, messages, and applications in English accurately; writing an accident or incident report accurately in English; listening to and follow short, straightforward</p>	3

	<p>accurately in English</p> <ul style="list-style-type: none"> • listen to and follow short, straightforward 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 	<p>explanations and instructions in English; introducing oneself and one's role to customers and visitors, in English and the local languages; and speaking or communicating with reasonable ease in structured situations and short conversations on familiar topics as basic arithmetic and algebraic principles and personal banking.</p>	
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Title/Name of qualification/component: Assistant Nail Technician			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	familiar topics	Hence, NSQF Level is 3.	
Responsibility	<p><u>Some responsibility for own work within defined limit:</u></p> <ul style="list-style-type: none"> ensure that ambient conditions are suitable for the client and the service procedures to be carried out in a hygiene and safe environment set up the equipment and prepare the products for services in adherence to the salon procedures and product/ equipment guidelines prepare sterilisation solution as per organisational standards using approved products and as per manufacturer's instructions prepare products for application, by mixing the ingredients in the correct proportions as per manufacturer instructions and organisation standards and place for ease of use by the nail technician adhere to the health and safety standards laid out by the manufacturer and organization 	<p>An assistant nail technician works under close supervision and demonstrates responsibility for own work within defined limit by ability to speak, read and write in the local vernacular language and English; files routine reports and feedback; uses appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities, gender and environmental conditions required and expected for carrying out services; reads policy and procedure documents, guidelines and memos in English to interpret the gist correctly; writes appointments, names, addresses, simple emails, messages, and applications in English accurately; introduces oneself and one's role to customers and visitors, in English and the local language; speaks or communicates with reasonable ease in structured situations and short conversations on familiar topics like basic arithmetic and algebraic principles and personal banking; resolves matter to customer satisfaction or apologises for the same and</p>	3

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	<ul style="list-style-type: none">perform and adapt the services using materials, equipment and techniques correctly and safely to meet the needs of the client as per professional and organisational standardscomplete the service to the satisfaction of the client in a commercially acceptable time, as per organisation standards and client expectations	refers to supervisor; reports to supervisor immediately in case there are any work issues; organizes tasks based on instructions from supervisor or manager in order to complete them on time in order of stated priority; and acts 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.	
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Title/Name of qualification/component: Assistant Nail Technician		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p><u>Under close supervision</u></p> <ul style="list-style-type: none"> • where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor • repair UV gel enhancements to restore desired look with guidance from the supervisor • promptly refer problems that cannot be solved to the relevant superior for action • take appropriate and approved actions in line with instructions and guidelines • 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 	<p>Hence, it follows NSQF Level 3 descriptors.</p>	

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

	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 realised by virtue of training in the Qualifications of the sector earlier submitted for NSQF alignment.</p> <p>B&WSSC is an unorganized sector, hence case studies/ evidences will be given.</p>	<p>The submitting body would submit the details of trained and placed data in the proposed qualification (if an existing qualification is being proposed for NSQF alignment)</p> <p>Information about the success of the qualification should be given (e.g. uptake figures, examples of use in recruitment and placement rates (if known) should be given. However, many of the bodies that do</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 estimated market size of the nail care business in India is around Rs7.2 billion or \$103.74 million at the end of 2017. This includes products applied to nails and the accompanying nail salon services. Meanwhile, the total market size of the nailcare products segment was derived to be at around \$101.64 million, while the market size of the nailcare services segment was calculated to be worth \$2.1 million.</p>	<p>Increasing disposable income in addition to increasing number of working women and college going girls who tend to spend more on looking good is expected to drive the India nailcare market by 2025.</p>	<p>The Submitting Body should submit the estimated uptake by reflecting the number of the takers for this qualification for at least two years from submission of the qualification</p>

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27	Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences N/A
28	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 Under NCVET, there is no other similar STT course.
29	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 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.

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

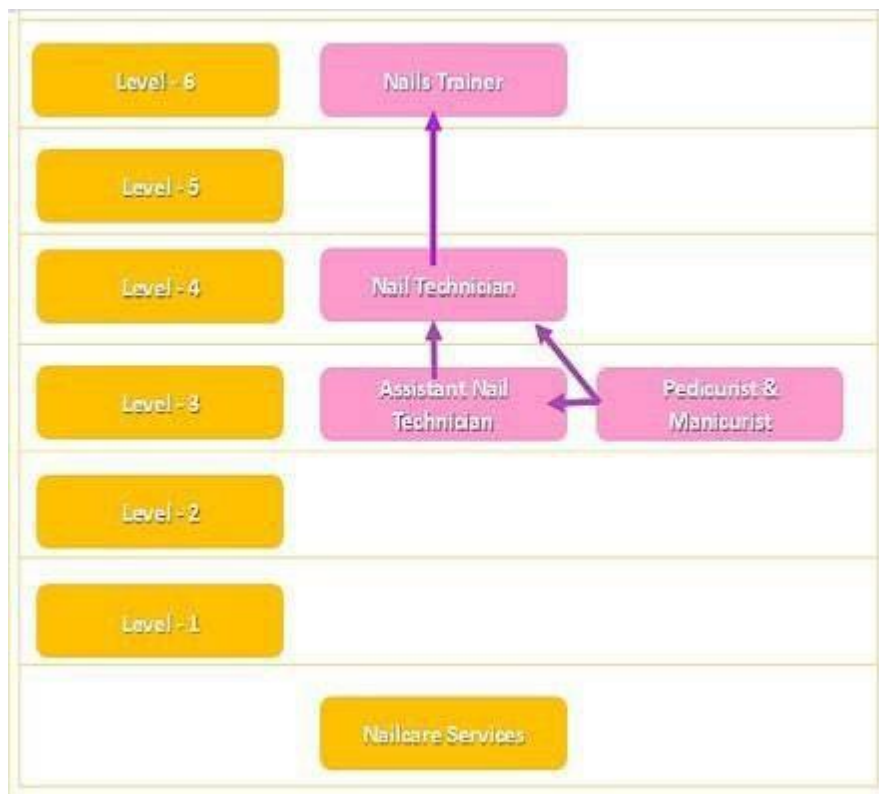
30	<p>What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector? <i>Show the career map here to reflect the clear progression</i></p> <ol style="list-style-type: none">1. Discussing the growth trajectory within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

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

1. Career Map of Assistant Nail Technician - Annexure 1
2. QP BWS/Q0401- Annexure 2

Annexure 1: Career Map



Annexure 2: QP BWS/Q0401

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.