

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 organization: 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: Beauty Therapist
2	Qualification Code, if any: QP BWS/Q0102
3	NCO code and occupation: NCO-2015/5142.0100
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term): Nature of the qualification This Qualification Pack (QP) contains National Occupational Standards for Beauty Therapist job role. The purpose of this qualification is to skill and upskill people with the intent to employ them as assistant beauty therapist.
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: Skincare Services under Beauty and Salons Sub-sector
9	Job description of the occupation: A beauty therapist is a professionally trained individual who specializes in beauty services for both face and body. A beauty therapist performs various duties such as providing skincare services, apply makeup, removal of unwanted hair, and manicure and pedicure services by maintaining health, safety and hygiene at workplace. The person needs to be knowledgeable on various beauty and make-up products, and a range of beauty services.
10	Licensing requirements: N/A
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided): N/A
12	Level of the qualification in the NSQF: Level 4
13	Anticipated volume of training/learning required to complete the qualification: 510 Hours
14	Indicative list of training tools required to deliver this qualification: Anatomy and Physiology Charts, First Aid Kit, Fire Extinguishers, Sterilizers, Hot Cabinets, Waste Disposal Bins, Therapy Bed, Beauty Stool/Chair, Trolley, Bowls , Comedone Extractor, Face Steamer, Pack Brush, Dust Bin, Manicure Chair/Stool, Manicure Brush, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange Stick, Nail Filer, Pack Brush, Pedicure Chair/Stool, Foot Scraper, Emery Board, Pumice Stone, Toe Separator, Pedicure Brush, Make-up Chair, Mirrors, Lighting, Foundations, Concealer, Powder, Blusher Eye Shadow, Mascara, Eye Pencil, Liquid Liner, Lip Liner, Lipstick, Lip-Gloss, Corrective Make-up/Colored Concealer, Brushes, Applicators, Headband, Large Towel, Client Couch, Metal Bin with Liner, Cotton Wool, Magnifying Lamp, Facial Tissues, Waxing Strips, Cold and Hot Wax, Wax Heater, Spatula, Cotton-wool, Machines (EMS/ Lymphatic Drainage Unit/ High-frequency/ Galvanic/ Micro-current) and all relevant Leads and Electrodes)

15	Entry requirements and/or recommendations and minimum age: <ul style="list-style-type: none"> • 10th grade pass and pursuing continuous schooling OR • 10th grade pass plus 1-year NTC/ NAC OR • 10th grade pass with 2 years relevant experience OR • Previous relevant Qualification of NSQF Level 3.0 with minimum education as 5th Grade pass and 2 years of relevant experience 		
16	Progression from the qualification (Please show Professional and academic progression): This entry should refer to one or more of the following: -access to other qualifications at the same NSQF level – Cosmetologist; Nail Technician (Level-4) -access to related qualification(s) at the next NSQF level - Senior Beauty Therapist; Beauty Advisor, Senior Cosmetologist (Level-5)		
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- <ol style="list-style-type: none"> 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): Aligns closely with the new UK NOS for Level 2 NVQ		
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/N0104 Perform skincare services	60	4
	BWS/N0105 Perform hair removal services	30	4

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	BWS/N0401 Provide manicure and pedicure services	30	3
	BWS/N0106 Perform makeup services	60	4
	BWS/N0128 Operate and apply electrical/electronic equipment for facial beauty services safely and effectively	90	4
	BWS/N0129 Perform salon reception duties	30	4
	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)	510	
	(B) Optional NOS: NA		
	Total (A+B): 510 Hours		
	Instructor-Led Online Module – 124 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.</p> <p>The second part of the assessment process is the judgement as to whether</p>

a person is competent or not. The assessment plan contains the following 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: Beauty Therapist

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Beauty Therapist

Qualification Pack BWS/Q0102

Sector Skill Council Beauty & Wellness

Guidelines for Assessment

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

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare and maintain work area</i>	30	70	-	-
PC1. ensure that ambient conditions are suitable for the client and the service procedures to be carried out in a hygienic, safe and disinfected environment such as using air purifiers to reduce dust, dander, smoke, allergens & odor resulting in a healthier, fresher & cleaner environment, restructuring the workplace set-up, by keeping a minimum distance of 2 meters in between two clientele, practicing social distancing by avoiding handshakes/ hugs to co-workers/ 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 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	-	-
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	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. identify and segregate recyclable, non-recyclable and hazardous waste generated in separate bin	2	4		
PC11. discard the unused open single use packed products properly in a closed bin	2	4		
PC12. ensure electrical equipment and appliances are switched off when not in use	2	4		
PC13. store records, materials and equipment securely in line with the policies	2	4		
PC14. conduct awareness program (such as for Covid19) for the employees and display posters/ signage's promoting regular hand-washing and respiratory hygiene in the premises	2	4		
PC15. set up and promote digital modes of payment to lessen any kind of cross infection	2	4		
NOS Total	30	70	-	-

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

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

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform hair removal services: Prepare self and client for service</i>	2.5	7.5	-	-
1. adhere to the health and safety standards laid out by the manufacturer and salon	0.5	1.5	-	-
2. sanitize the hands effectively prior to service commencement using a hand sanitizer	-	1	-	-
3. prepare the client suitably for the respective service procedure and provide relevant required personal protective equipment	1	2	-	-
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, including with guardians for minors	0.5	1.5	-	-
5. select and prepare products, tools and equipment that are suitable to meet to the client's needs and requirements of the service plan	0.5	1.5	-	-
<i>Manage the client during hair removal services</i>	4	12	-	-
6. position self and client in a manner to ensure privacy, comfort and wellbeing, throughout the service	0.5	1.5	-	-
7. perform and adapt the therapy using materials, equipment and techniques correctly and safely to meet the needs of the client	1	3	-	-
8. maintain the client's modesty and privacy at all times, following work techniques and precautions that minimize discomfort to the client	0.5	1.5	-	-
9. 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	0.5	1.5	-	-
10. estimate the approximate time it will take to complete the procedure and inform the customer of the same, setting right expectations	0.5	1.5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
11. complete the therapy to the satisfaction of the client in a commercially acceptable time, as per organisational standards	1	3	-	-
<i>Perform waxing of general body for hair removal</i>	3.5	10.5	-	-
12. conduct a test patch and skin sensitivity test ahead of the waxing procedure to establish contra actions if any	1	3	-	-
13. carry out the waxing process correctly, using suited tools and products or materials as per standards of services laid down by the salon	1	3	-	-
14. apply the procedure and condition specific pre-wax products prior to waxing based on manufacturers' instructions	1	2	-	-
15. apply and remove the wax according to the direction of hair growth and manufacturer's instructions	0.5	2.5	-	-
<i>Perform bikini waxing</i>	6	19	-	-
16. consult, plan and prepare for female intimate and sensitive areas waxing services by talking to the customer, and following organisational standards	1	3	-	-
17. select the tools and products used for sensitive and intimate area waxing as per organisational standards, client preferences and procedure requirements	0.5	1.5	-	-
18. prepare the sensitive and intimate area to be treated, remove undergarments, and trim overlong hair for the procedure	1	2	-	-
19. perform application and removal of waxing as per the hair growth pattern of the application area	0.5	2.5	-	-
20. ensure the wax is at the correct temperature prior to the waxing service, as per organisational standards, and is suitable for client needs and the area to be treated	0.5	1.5	-	-
21. position the client correctly for ease and effectiveness of the service and client comfort	0.5	2.5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
22. apply correct techniques for application of wax to the pubic area	1	3	-	-
23. instruct the client clearly on how and when to hold, stretch or extend their skin surface to support the therapist, during the waxing service	0.5	1.5	-	-
24. give aftercare advice to the client as per their needs and organisational standards	0.5	1.5	-	-
<i>Perform threading for hair removal</i>	1.5	7.5	-	-
25. carry out the process using the tools and materials and as per process laid down by the salon	0.5	2.5	-	-
26. ensure the threading is carried out at a comfortable distance from the client maintaining the correct tension of the thread	0.5	1.5	-	-
27. instruct the client clearly on how and when to hold, stretch or extend their skin surface to support the therapist, during the threading service	0.5	1.5	-	-
28. ensure the work area is kept clean and tidy during the service	-	2	-	-
<i>Perform post-procedure tasks</i>	7.5	18.5	-	-
29. 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	0.5	2.5	-	-
30. discontinue service, and do not provide advice and recommendations where contra-actions occur	1	2	-	-
31. clean the treated area and use a suitable soothing product for post procedure relief as per organisational standards	0.5	1.5	-	-
32. record the therapy details accurately as required by the organisation policies and procedures in a timely manner	1	1	-	-
33. store information securely in line with the salons policies	1	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
34. provide specific after-procedure, homecare advice and recommendations for product use and further services to the client	1	2	-	-
35. ask questions to check with the client their satisfaction with the finished result	0.5	1.5	-	-
36. 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	2	-	-
37. minimize the wastage of products by using products economically and following correct storage procedures as per manufacturer's instructions	0.5	2.5	-	-
38. store chemicals and equipment securely post service	0.5	1.5	-	-
39. dispose all waste safely according to the salon's standards of hygiene and safety	-	1	-	-
NOS Total	25	75	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform make-up services: Apply make-up for day, evening and special occasions</i>	24	76	-	-
1. adhere to the health and safety standards laid out by the manufacturer and organization	1	2	-	-
2. ask relevant and effective questions to the client to identify contra-indications to skin and make-up products, if any	1	2	-	-
3. sanitize the hands prior to treatment commencement	-	3	-	-
4. prepare the client and provide suitable protective apparel	0.5	3.5	-	-
5. position self and client throughout procedure to ensure privacy, comfort and wellbeing	1	4	-	-
6. define a suitable treatment plan to meet the client's needs	2	4	-	-
7. select and prepare suitable skincare and make up products to meet the client's needs and work plan	1	4	-	-
8. clarify the client's understanding and expectation prior to commencement of procedure	1.5	3.5	-	-
9. clean, tone and moisturize the skin to suit the clients skin type and needs in the correct sequence, applying correct techniques, using organization approved tools and processes	1	4	-	-
10. conceal skin imperfections and blemishes, using the suitable colour corrective products, where required applying correct techniques and procedures	1	4	-	-
11. select and apply the correct make-up products to enhance facial features, to suit the client's needs and achieve the desired effect for the occasion, applying correct techniques as per organization standards	1.5	4.5	-	-
12. select and choose a corrective technique and contour by highlights and shading	1	5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. adapt the make-up procedure using materials, equipment and techniques correctly and safely to meet the needs of the client, where required	0.5	3.5	-	-
14. adjust the client's position to meet the needs of the service without causing them discomfort	1	3	-	-
15. 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	2	4	-	-
16. complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organizational standards	-	3	-	-
17. dispose waste materials as per organizational standards in a safe and hygienic manner	0.5	2.5	-	-
18. record details of the procedure accurately as per organizational policy and approved practice	2.5	2.5	-	-
19. store information securely in line with the salons policies	2	3	-	-
20. provide specific after-procedure, homecare advice and recommendations for product use and further services to the client	1	4	-	-
21. ask questions to check with the client their satisfaction with the finished result	1	3	-	-
22. 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	4	-	-
NOS Total	24	76	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Operate and apply electrical/electronic equipment for facial beauty services safely and effectively: Prepare equipment</i>	8	30	-	-
1. adhere to the health and safety standards laid out by the manufacturer and salon	0.5	1.5	-	-
2. identify various electrical/electronic machine equipment for beauty services correctly (Equipment: Brush Machine/Brush Unit, Facial Steamer (Vapour Zone), High frequency, Galvanic (Iontophoresis, Deincrustation), Faradic, Vacuum suction, Microcurrent, Electro-muscle Stimulator, Lymphatic Drainage Equipment, Microdermabrasion, Ultra-sonic)	-	-	-	-
3. select the correct machine and accessories as per the service plan	0.5	1.5	-	-
4. check the machine for damage, faults and risks before operating, if detected take necessary action as per organization approved procedures and ensure safety	0.5	1.5	-	-
5. ensure all component and parts of the machine are available, clean and ready for use	1	2	-	-
6. attach and assemble the accessories/parts following manufacturer's instructions	-	2	-	-
7. ensure there are no bare or trailing wires	0.5	1.5	-	-
8. ensure the machine is calibrated and approved for usage	-	2	-	-
9. ensure the environment is safe and suitable for equipment operation	1	2	-	-
10. sterilize, sanitize and disinfect tools and machine parts as per requirements and organization standard using various methods: heat or chemical methods, bactericides, fungicides, viricides, UV cabinet for storage only.	-	2	-	-
11. assemble and organize products and accessories related to the respective service and keep ready for use	1	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
12. prepare yourself, the client and work area for shampoo and conditioning services Yourself: Sanitize the hands prior to service commencement, personal protective equipment, remove jewellery, etc. Client: provide suitable protective apparel, remove jewellery, etc. work area: no obstructions, equipment in clean and working condition, tools and equipment in correct position, etc	0.5	2.5	-	-
13. identify contra-indications and respective necessary actions	0.5	1.5	-	-
14. position self and equipment in relation to client and each other, safely and in (a manner to operate the equipment effectively)	0.5	1.5	-	-
15. define a suitable service procedure plan to meet the client's needs	0.5	2.5	-	-
16. ensure the service plan is as per skin type, skin condition and client needs	1	2	-	-
17. ensure the service plan	-	2	-	-
<i>Operate the equipment</i>	1.5	7.5	-	-
18. select and prepare suitable skin care products to meet the client's needs in line with the client service plan	-	2	-	-
19. ensure the dials are at zero and mains are off	1	2	-	-
20. switch on the mains and operate the equipment at low intensity to test the equipment	-	2	-	-
21. switch off the machine if any malfunction is noticed and report to concerned personnel	0.5	1.5	-	-
<i>Use the equipment for facial beauty services</i>	8	26	-	-
22. clarify the client's understanding and expectation prior to commencement of procedure	0.5	1.5	-	-
23. explain the sensation, temperature and other sensory experiences the client is likely to experience in order to prepare them for it	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
24. adjust the client's position to meet the needs of the service without causing them discomfort	1	3	-	-
25. 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	0.5	2.5	-	-
26. operate the equipment as per manufacturer's instructions in line with service procedure requirements	0.5	2.5	-	-
27. apply products as per service plan and in line with procedural guidelines of the manufacturer and organization standards	1	2	-	-
28. ensure correct techniques are used for movement	1	3	-	-
29. ensure the right parameters as per manufacturer's instructions, organization and safety standards are maintained and followed during application	1	2	-	-
30. complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organizational standards	0.5	1.5	-	-
31. identify contra-actions and necessary subsequent action	0.5	2.5	-	-
32. ensure the work area is kept clean and tidy during the service	0.5	1.5	-	-
33. provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client	-	2	-	-
<i>Post-procedure activities</i>	4.5	11.5	-	-
34. clean and dismantle the machine as per organization standards after service	0.5	2.5	-	-
35. ensure electrodes are cleaned, handled and stored as per manufacturer's instructions	0.5	2.5	-	-
36. store equipment as per manufacturers instruction and keep ready for next service	0.5	1.5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
37. record details of the procedure accurately as per organizational policy and approved practice	0.5	1.5	-	-
38. store information securely in line with the salons policies	1	1	-	-
39. ask questions to check with the client their satisfaction with the finished result	1	1	-	-
40. 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	22	75	-	-

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 salon reception duties: Book appointments</i>	6	11	-	-
1. book appointments in person and over telephone accurately and promptly	1.5	1.5	-	-
2. maintain and interpret the appointment register accurately	1	2	-	-
3. estimate timings for various services offered by the salon with reasonable precision	1	2	-	-
4. record details in a register or electronically in an accurate and efficient manner	1	1	-	-
5. ask relevant questions to customers to obtain required information to book an appointment	0.5	2.5	-	-
6. politely decline appointments where time slots unavailable and offer alternate arrangements in keeping with client needs and preferences	1	2	-	-
<i>Handle clients and client needs</i>	8	20	-	-
7. speak to clients in a professional and pleasant tone and speech	0.5	2.5	-	-
8. maintain confidentiality of client information	0.5	2.5	-	-
9. do not disclose client information to unauthorized personnel	0.5	2.5	-	-
10. accommodate special requests as per feasibility and in consultation with service personnel	1	2	-	-
11. respond to emails as per organizational and professional protocols	1.5	1.5	-	-
12. offer clients to wait in the lounge area/waiting area, offer water and means of passing time as per organizational policy and procedures	0.5	1.5	-	-
13. inform waiting customers of time left to service periodically	0.5	1.5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
14. manage wait times to ensure customer satisfaction	0.5	1.5	-	-
15. inform customers promptly and apologies earnestly to customers if there is an anticipated delay in servicing a client as per appointment schedule, offer alternative where required	0.5	1.5	-	-
16. inform clients of organizational facilities, services, prices, and layout as required	1	1	-	-
17. inform customers of emergency procedures if required	1	2	-	-
<i>Maintain the reception</i>	3.5	9.5	-	-
18. maintain the reception in a neat and tidy manner	0.5	2.5	-	-
19. maintain displays, magazines and promotional materials, etc. to give a neat and orderly look	1	2	-	-
20. ensure cleaning processes are followed for all areas of the reception	-	1	-	-
21. maintain records neatly in a secure location, where it is also easy to retrieve when required	1	1	-	-
22. follow correct filing and storing procedures for efficient storage	0.5	1.5	-	-
23. switch off all electronic equipment at the end of the day	0.5	1.5	-	-
<i>Process payments</i>	16.5	26.5	-	-
24. maintain opening and closing balances and adequate change in the cash box/register	1.5	1.5	-	-
25. process cash payments correctly by receiving and tendering accurate amounts	1	2	-	-
26. calculate due amounts accurately for billing	1	2	-	-
27. produce invoices accurately using manual and computerized billing systems	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
28. process credit card payments on manual swipe machines, electronic swipe machine, etc. of cards with and without pin authorizations	0.5	1.5	-	-
29. follow organization procedure in relation to cheque payments and follow essential checks required to process these while accepting them	0.5	1.5	-	-
30. reconcile payments with billing done at the end of the shift	0.5	2.5	-	-
31. operate and escalate problems with credit card machines efficiently and in a timely manner	1	2	-	-
32. follow organizational procedures when faced with payment discrepancies (Payment discrepancies: e.g. damaged currency, counterfeit currency, invalid cheques and credit cards, declined credit cards, etc.)	1	1	-	-
33. maintain confidentiality and security of passwords and other access devices/permits	1	2	-	-
34. inform customers of schemes, discounts and other offers accurately for purposes of upselling and providing customers legitimate benefits	1	1	-	-
35. accurately calculate applicable discounts and apply these to invoices	1.5	1.5	-	-
36. calculate applicable taxes correctly and apply them to invoices	1.5	1.5	-	-
37. explain taxes to customers and components of the charged invoice to the customer	1.5	1.5	-	-
38. handover money and receipts to authorized personnel at the end of the shift	1	1	-	-
39. escalate any disputes that cannot be resolved to the supervisor	1	2	-	-
NOS Total	34	67	-	-

NSQF QUALIFICATION FILE
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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform manicure & pedicure services: 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	-	-

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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 coloured, with the cuticle and nail wall free of enamel	0.5	2.5	-	-
<i>Post Service procedures</i>	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	-	-
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	Theory Marks	Practical Marks	Project Marks	Viva Marks
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	-	-

NSQF QUALIFICATION FILEApproved 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		
PC11. use tools, equipment, chemicals and products in accordance with the guidelines and manufacturers' instructions	3	6		
NOS Total	33	67	-	-

NSQF QUALIFICATION FILE

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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, stress management, 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 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	-	-

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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	Theory Marks	Practical Marks	Project Marks	Viva Marks
<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	-	-

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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 Qualification Pack, every trainee should score a minimum of 70% in aggregate.

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

SECTION 2

**25. EVIDENCE OF LEVEL
OPTION-A**

Title/Name of qualification/component: Beauty Therapist		Level: 4	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<p><u>Work in familiar, predictable, routine, situation of clear choice:</u></p> <ul style="list-style-type: none"> identify and select suitable equipment and products required for the respective services perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client ask relevant questions to consult with the client to identify the condition, provide suitable services and apply relevant procedures carry out the procedure using methods that minimise risk of cross infection identify contra-indications if any that restrict the services or products sought by the customer select styling products, tools and equipment based on the results of client consultation and hair analysis select the correct cutting tool to achieve the desired look perform various sectioning techniques to carry out the desired haircut achieve even balance and weight distribution by checking time to time and adjusting the cutting technique accordingly 	<p>Beauty Therapist works in familiar, predictable, routine, situation of clear choice like identifying and selecting suitable equipment and products required for the respective services; perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client; perform various techniques to achieve the desired look; ask relevant questions to consult with the client to identify the problem; provide suitable services and apply relevant procedures; select and prepare products, tools and equipment that are suitable for the client's condition; carry out the procedure using methods that minimise risk of cross infection; identify contra-indications if any that restrict the services or products sought by the customer; apply suitable pressure on the pressure points as per requirement taking care of client comfort; select styling products, tools and equipment based on the results of client consultation and hair analysis; select the correct cutting tool to achieve the desired look; perform various sectioning techniques to carry out the desired haircut; and achieve even balance and weight distribution by checking time to time and adjusting the cutting technique accordingly</p>	4

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Title/Name of qualification/component: Beauty Therapist			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		Hence, NSQF Level is 4	
Professional knowledge	<p><u>Factual knowledge of field of knowledge or study:</u></p> <ul style="list-style-type: none"> • applicable legislation relating to the workplace • environmental conditions required and expected for carrying out services • factor impacting clients' comfort throughout the drying process • basic anatomical structure of the hair and principles of hair growth • structure of the skin • types of skin • blow-drying tools and equipment • contra-indications and respective necessary action • safety considerations for shampooing and conditioning of hair <p><u>Principles, processes and general concepts, in a field of work or study</u></p> <ul style="list-style-type: none"> • foundational principles and recommendations for blow drying to minimize damage, achieve objective and safe operation • difference between disinfecting and sterilizing • importance if using products economically and storing products correctly to minimize wastage • customer service principles including privacy and protection to modesty of the customers 	<p>As mentioned in the various knowledge and understanding criteria mentioned in the previous cell, the Beauty Therapist requires factual knowledge of field of knowledge or study like applicable legislation relating to the workplace; environmental conditions required and expected for carrying out services; factor impacting clients' comfort throughout the drying process; basic anatomical structure of the skin and principles of hair growth; classification of skin; blow-drying tools, equipment, technique and products, contra-indications and respective necessary action; safety considerations for shampooing and conditioning of hair; tools and equipment and their operations in manicure & pedicure, safety precautions, cleaning and maintenance procedures; hair spa and facial massage techniques and equipment; and make-up procedures.</p> <p>Hence, it qualifies for NSQF Level 5.</p>	4

Title/Name of qualification/component: Beauty Therapist		Level: 4	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> importance of using products economically and as per manufacturer's instructions 		
Professional skill	<p><u>Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts:</u></p> <ul style="list-style-type: none"> identify and select suitable equipment and products required for the respective services perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client perform various techniques to achieve the desired look ask relevant questions to consult with the client to identify the condition, provide suitable services and apply relevant procedures select and prepare products, tools and equipment that are suitable for the client's condition carry out the procedure using methods that minimize risk of cross infection identify contra-indications if any that restrict the services or products sought by the customer apply suitable pressure on the marma pressure points as per requirement taking care of client comfort select styling products, tools and equipment based on the results of client consultation and analysis select the correct cutting tool to achieve the desired look 	<p>As mentioned in the various performance criteria mentioned in the previous cell, the Beauty Therapist is able to recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts like identify and select suitable equipment and products required for the respective services; perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client; perform various techniques to achieve the desired look; ask relevant questions to consult with the client to identify the condition; provide suitable services and apply relevant procedures; select and prepare products, tools and equipment that are suitable for the client's condition; carry out the procedure using methods that minimize risk of cross infection; and identify contra-indications if any that restrict the services or products sought by the customer</p> <p>Hence, NSQF Level is 4</p>	4

Title/Name of qualification/component: Beauty Therapist			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Core skill	<p><u>Language to communicate written or oral, with required clarity, skill to basic arithmetic and algebraic principles, basic understanding of social political and natural environment:</u></p> <ul style="list-style-type: none"> • read about new products and services with reference to the organization and also from external forums such as websites and blogs • keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets • reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures • discuss task lists, schedules, and work-loads with co-workers • question customers/ clients appropriately in order to understand the nature of the problem and make a diagnosis • give clear instructions to customers/ clients • keep customers/ clients informed about progress • avoid using jargon, slang or acronyms when communicating with a customer/ client, unless it is required • manner and tone, professional, supportive, respectful, sensitive to client • speak clearly and precisely in a courteous manner and develop a professional relationship with the client • understand the directives passed down by supervisors 	<p>As mentioned in the various performance criteria & knowledge criteria mentioned in the remaining points in the previous cell, the Beauty Therapist is able to use language to communicate written or oral, with required clarity, and requires a basic understanding of social political and natural environment like read about new products and services with reference to the organization; keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets; reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures; discuss task lists, schedules, and work-loads with co-workers; question customers/ clients appropriately in order to understand the nature of the problem and make a diagnosis; give clear instructions to customers/ clients; and keep customers/ clients informed about progress</p> <p>Hence, NSQF Level is 4</p>	4

Title/Name of qualification/component: Beauty Therapist		Level: 4	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> ability to listen and understand the local language in dealing with clients and maintain client confidentiality ask relevant questions to consult with the client to identify the condition of the hair and scalp, provide suitable services and apply relevant procedures ask relevant and effective questions to check and establish the client's understanding and expectation prior to commencement of the procedure and clarify doubts, if any including with guardians/parents for minors ask questions to check with the client their satisfaction with the finished result 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 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 assist and guide clients to services or products based on their needs report and record instances of aggressive/ unruly behavior and seek assistance use communication equipment (phone, email etc.) as mandated by your organization 		

Title/Name of qualification/component: Beauty Therapist			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> carry out routine documentation legibly and accurately in the desired format file routine reports and feedback maintain confidentiality of information, as required, in the role 		
Responsibility	<p><u>Responsibility for own work and learning:</u></p> <ul style="list-style-type: none"> follow principles, while carrying out the procedure for safety, minimizing damage and achieving the desired look 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 complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organizational standards provide specific after-procedure, homecare advice and recommendations for product use and further services to the client perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client apply products for moisturizing and styling, if required and maintain a regular check to minimize the risk of damage complete the procedure to the satisfaction of the 	<p>As mentioned in the various performance criteria mentioned in the previous cell, the Beauty Therapist demonstrates responsibility for own work and learning like 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; complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organizational standards; provide specific after-procedure, homecare advice and recommendations for product use and further services to the client; perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client; apply products for moisturizing and styling, if required and maintain a regular check to minimize the risk of damage; complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organizational standards; select and prepare products, tools and equipment that are suitable for the client's condition; promptly refer problems that cannot be solved to the relevant person/ senior Beauty Therapist for action; and ask questions to check with the client satisfaction with the finished result.</p>	4

Title/Name of qualification/component: Beauty Therapist			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>client in a commercially acceptable time and as per organizational standards</p> <ul style="list-style-type: none"> • select and prepare products, tools and equipment that are suitable for the client's condition • promptly refer problems that cannot be solved to the relevant person/ senior beauty therapist for action • ask questions to check with the client their satisfaction with the finished result • ask questions to check with the client their satisfaction with the finished result 	Hence, it follows NSQF Level 4 descriptors	

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

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	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>	

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			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 sector is INR 26494 crores in 2017 and is growing at a rate of 15-20 %.</p>	<p>The employment in beauty sector is expected to grow at a CAGR of 20 per cent, with 23 per cent in organized and 15 per cent in unorganized segments.</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>
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Please attach most relevant and recent documents giving further information about any of the topics above.

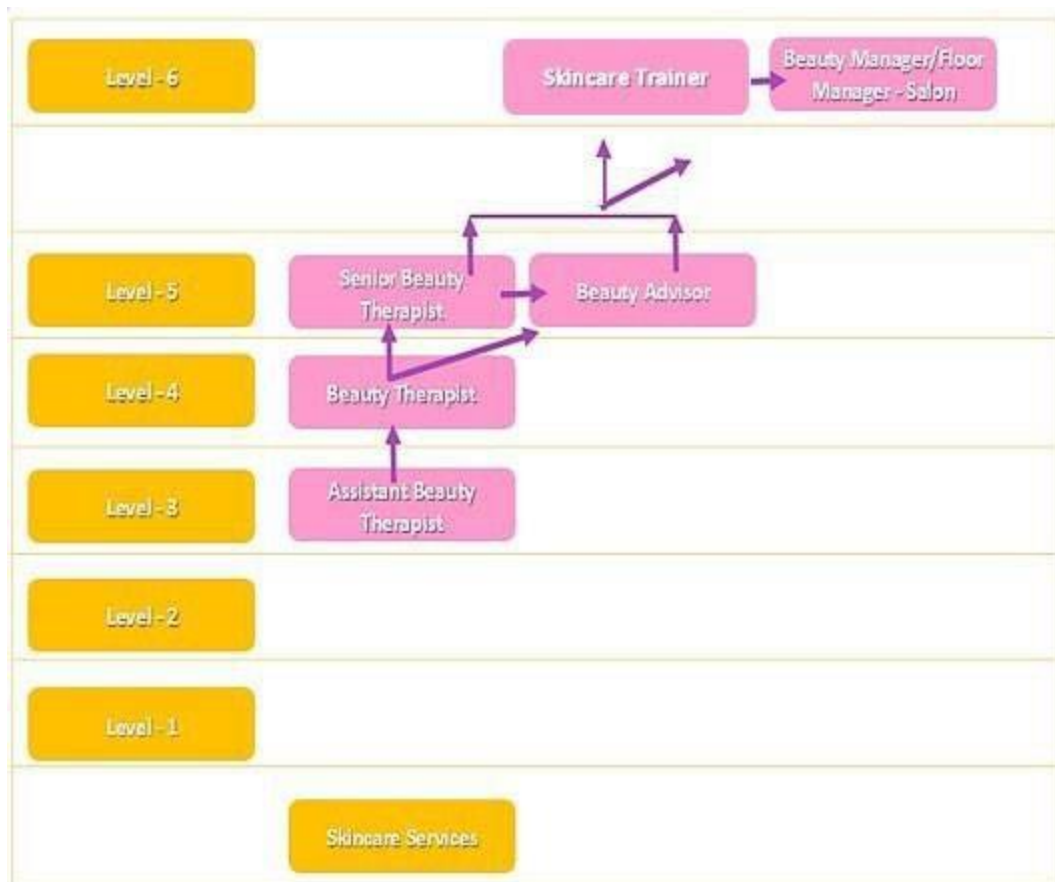
Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

1. Career Map of Beauty Therapist - Annexure 1
2. QP BWS/Q0102 - Annexure 2

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Annexure 1: Career Map



Annexure 2: QP BWS/Q0102

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