

Qualification Pack



Professional Makeup Artist

Perform nail art application/ Carry out application of simple mehndi designs

QP Code: BWS/Q0306

Version: 2.0

NSQF Level: 4

Beauty & Wellness Sector Skill Council || 5-B, Upper Ground Floor, 23 Himalaya House, Kasturba
Gandhi Marg, Connaught Place
New Delhi-110001 || email:sohini.guha@bwssc.in

Qualification Pack

Contents

BWS/Q0306: Professional Makeup Artist	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Option 1: Perform nail art application</i>	3
<i>Option 2: Carry out application of simple mehndi designs</i>	4
<i>Qualification Pack (QP) Parameters</i>	4
DGT/VSQ/N0102: Employability Skills (60 Hours)	6
BWS/N0104: Perform skin care services	14
BWS/N0106: Perform makeup services	22
BWS/N0311: Perform groom makeup services	30
BWS/N0313: Perform fantasy makeup	39
BWS/N0312: Apply makeup with high definition products	47
BWS/N0205: Perform blow drying of hair	52
BWS/N0208: Perform hair styling and dressing	60
BWS/N9001: Prepare and maintain work area	68
BWS/N9003: Create a positive impression at the workplace	75
BWS/N9002: Maintain health and safety at the workplace	82
BWS/N9005: Consult and advise clients	87
BWS/N0223: Perform creative hair styling and dressing	91
BWS/N0303: Apply air-brush makeup	97
BWS/N0404: Perform nail art application	102
BWS/N0127: Carry out application of simple mehndi designs	108
Assessment Guidelines and Weightage	115
<i>Assessment Guidelines</i>	115
<i>Assessment Weightage</i>	116
Acronyms	118
Glossary	119

Qualification Pack

BWS/Q0306: Professional Makeup Artist

Brief Job Description

A Professional Makeup Artist enhances facial aesthetics of the clients for creating custom looks for various formal/informal events/occasions. Basic contouring, colour analysis, corrective makeup, ramp makeup, and fantasy makeup with knowledge of various beauty and makeup products are covered.

Personal Attributes

A Professional Makeup Artist is a professionally trained individual who specializes in fundamental makeup skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)
2. [BWS/N0104: Perform skin care services](#)
3. [BWS/N0106: Perform makeup services](#)
4. [BWS/N0311: Perform groom makeup services](#)
5. [BWS/N0313: Perform fantasy makeup](#)
6. [BWS/N0312: Apply makeup with high definition products](#)
7. [BWS/N0205: Perform blow drying of hair](#)
8. [BWS/N0208: Perform hair styling and dressing](#)
9. [BWS/N9001: Prepare and maintain work area](#)
10. [BWS/N9003: Create a positive impression at the workplace](#)
11. [BWS/N9002: Maintain health and safety at the workplace](#)
12. [BWS/N9005: Consult and advise clients](#)
13. [BWS/N0223: Perform creative hair styling and dressing](#)
14. [BWS/N0303: Apply air-brush makeup](#)

Options(Not mandatory):

Qualification Pack

Option 1: Perform nail art application

1. [BWS/N0404: Perform nail art application](#)

Option 2: Carry out application of simple mehndi designs

1. [BWS/N0127: Carry out application of simple mehndi designs](#)

Qualification Pack (QP) Parameters

Sector	Beauty & Wellness
Sub-Sector	Beauty and Salons
Occupation	Make-up Services
Country	India
NSQF Level	4
Credits	19
Aligned to NCO/ISCO/ISIC Code	NCO-2015/5142.0400
Minimum Educational Qualification & Experience	10th grade pass and pursuing continuous schooling OR 10th grade pass plus 1-year NTC/ NAC OR 10th Class with 2 Years of experience OR Previous relevant Qualification of NSQF Level (with minimum education as 5th Grade pass) with 2 Years of experience
Minimum Level of Education for Training in School	10th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	24/02/2025



Qualification Pack

NSQC Approval Date	24/02/2022
Version	2.0
Reference code on NQR	2022/BW/BWSSC/06594
NQR Version	1

Qualification Pack

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values - Citizenship

To be competent, the user/individual on the job must be able to:

- 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

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

- 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

Basic English Skills

To be competent, the user/individual on the job must be able to:

Qualification Pack

- 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

Career Development & Goal Setting

To be competent, the user/individual on the job must be able to:

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

To be competent, the user/individual on the job must be able to:

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

- 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

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

- 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

Entrepreneurship

To be competent, the user/individual on the job must be able to:

- 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

Customer Service

To be competent, the user/individual on the job must be able to:

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

Qualification Pack

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings

Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

Qualification Pack

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	-	-

Qualification Pack

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	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
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	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Qualification Pack

BWS/N0104: Perform skin care services

Description

Provide facial skin care services to enhance facial skin condition.

Scope

The scope covers the following :

- This unit/task covers the following:
 1. Perform skin care services including
 - a. exfoliation
 - b. skin warming
 - c. comedone extraction
 - d. facial massage
 - e. mask applications
 - f. moisturising

Elements and Performance Criteria

Perform skincare services

To be competent, the user/individual on the job must be able to:

1. adhere to the health and safety standards laid out by the manufacturer and salon
2. position self and client correctly to ensure privacy, comfort and wellbeing throughout the service
3. perform and adapt the therapy using materials, equipment and techniques correctly and safely to meet the needs of the client
4.
 - carry out facial care/ clean-up process using the products and equipment as per service levels laid down by the salon
 - Facials: skin lightening, radiance, anti-tan, hydration, oil control, harmonizing for sensitive skin
5. ask relevant and effective questions to check and establish the client's understanding and expectation prior to commencement and clarify doubts, if any
6.
 - clean the skin and remove all traces of make-up by using superficial and deep cleansing techniques
 - Deep cleansing techniques: eg. gel, oil, cream, pore strips, masks, steam, vacuum suction, etc.
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
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.
9.
 - provide facial massage using a medium and techniques suitable for the clients skin type and condition
 - Medium: Oil, cream
 - Techniques: Effleurage, petrissage, tapotement

Qualification Pack

10. apply masks evenly and neatly, covering the area to be treated completely
11. remove masks as per the recommended time frame mentioned in manufacturers instructions or organisational standards
12. carry out cleaning of the skin post-procedure to ensure skin is left clean, toned and suitably moisturized
13. complete the therapy to the satisfaction of the client in a commercially acceptable time
14. check the clients comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required
15. record details of the therapy accurately as per organisation policy and procedures
16. store information securely in line with the salons policies
17. provide specific after-procedure, homecare advice and recommendations form product use and further services to the client

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations standards of performance and sequence of services
- KU2.** range of services and products offered by the organization
- KU3.** health and safety requirements in the organization
- KU4.** environmental conditions required and expected for carrying out services and importance of maintaining these (Conditions: Air, light, space, temperature, sound, cleanliness, etc.)
- KU5.** anatomical structure, function, characteristics of skin (Structure: The layers of the epidermis: the dermis, the subcutaneous layer; the hair follicle, the hair shaft, the sebaceous gland, arrector pili muscle, sweat gland, and sensory nerve endings) (Functions: Sensitivity, heat regulation, absorption, protection, excretion, secretion and vitamin D production)
- KU6.** differences in the structure of the skin for different client groups
- KU7.** principles and practice of skin procedures relevant to beauty services
- KU8.** contra-indications and respective necessary actions
- KU9.** contra-actions and respective necessary subsequent actions
- KU10.** applicable legislation relating to the workplace (Legislation for workplace: eg. health and safety, workplace regulations, use of work equipment, handling/ storage/ disposal/ cautions in the use of products, fire precautions, hygiene practice, disposal of waste, environmental protection)
- KU11.** characteristics of skin types and skin conditions
- KU12.** position and action of the facial, neck and shoulder muscles
- KU13.** position of head, face, neck, chest and shoulder girdle bones and skeletal function
- KU14.** circulatory system, functions of blood, arteries, veins, blood composition and circulation and lymphatic system.
- KU15.** effect of the natural ageing process on the skin and muscle tone
- KU16.** customer service principles including privacy and protection to modesty of the customers
- KU17.** importance of keeping accurate records of services, clients and product usage (inventory)

Generic Skills (GS)

Qualification Pack

User/individual on the job needs to know how to:

- GS1.** read policy and procedure documents, guidelines and memos in English and/or local language to interpret the gist correctly
- GS2.** read common organizational signage in English accurately
- GS3.** read simple emails, instructions, advertisements, brochures, manufacturers labels, forms, formats and other common documents accurately
- GS4.** read and interpret correctly information about new products and services with reference to the organization and also from external forums such as websites and/or blogs
- GS5.** write appointments, names, addresses, simple emails, messages, and applications in English accurately
- GS6.** construct a CV or fill a job application form accurately representing skills, knowledge and past experiences in English accurately
- GS7.** write an accident or incident report accurately in English
- GS8.** fill in various applicable forms and formats at the workplace accurately
- GS9.** maintain accurate records of client, services, operating and closing checklists, product stock status
- GS10.** listen and interpret correctly simple instructions in English
- GS11.** listen for and identify the main points of short explanations or presentations in English
- GS12.** listen to and follow short, straightforward explanations and instructions in English
- GS13.** introduce oneself and one's role to customers and visitors, in English and the local language
- GS14.** express clearly statements of fact and give short explanations, accounts and descriptions to customers, seniors and co-workers in English
- GS15.** give clear instructions to customers and/or coworkers as required
- GS16.** pronounce the sounds of English or use sign language sufficiently clearly to be generally understood
- GS17.** speak or communicate with reasonable ease in structured situations and short conversations on familiar topics
- GS18.** exchange information effectively to perform a task
- GS19.** give simple directions, instructions and explanations
- GS20.** ask and answer simple questions such as to establish customer needs, or who a visitor is seeking to meet and for what purpose
- GS21.** display an adequate range of vocabulary to communicate on familiar topics and perform simple tasks
- GS22.** use simple and compound sentences in conversations
- GS23.** avoid using jargon, slang or acronyms when communicating with a customer/client, unless it is required
- GS24.** speak in a manner and tone that is professional, supportive, respectful and sensitive
- GS25.** listen and understand the local language in dealing with clients
- GS26.** decide on course of action by recalling organisational policy, procedures and service standards
- GS27.** make simple decisions with respect to appropriateness of own behaviour recalling principles and practices of professional and social etiquette

Qualification Pack

- GS28.** get information on limits of authority and permitted actions while making decisions on how to act in routine situations
- GS29.** get information on chain of command to be approached for decisions based on
- GS30.** identify, plan and schedule tasks related to own work, to achieve standards of personal presentations expected in a professional set-up
- GS31.** keep ones own documents and possessions in order at the workplace to ensure cleanliness, security and efficiency of use
- GS32.** organize tasks based on instructions from supervisor or manager in order to complete them on time in order of stated priority
- GS33.** organize service feedback files/documents
- GS34.** plan and manage work routine based on salon procedure
- GS35.** maintain the work area, equipment and product stocks to meet client schedules
- GS36.** maintain accurate records of clients, services and product stock levels
- GS37.** plan own development in line with feedback given from supervisor, coworkers and clients
- GS38.** prioritise response to customers based on urgency and criticality of need, status of the customer and supervisor inputs
- GS39.** minimize customer discomfort by taking permitted or directed actions in a timely manner
- GS40.** respond promptly to customers in a manner that aims to exceed their expectation
- GS41.** adhere to principles of service excellence as defined by the organization aimed at customer satisfaction
- GS42.** build customer relationships using a customer centric approach
- GS43.** follow hygiene, safety and personal presentation standards in line with customer and organisation expectations
- GS44.** identify problems that hinder achievement or increase risks
- GS45.** recall organizational policies, procedures, rules and guidelines applicable to the situation that may be used to decide course of action when faced with problems
- GS46.** act in line with organizational policies, procedures, supervisor/manager instructions, rules and guidelines to contribute towards resolution of the problem in a timely and safe manner, within limits of authority
- GS47.** escalate the problem in a timely manner to the supervisor/manager for effective resolution minimizing damage
- GS48.** explain the importance of resolving problem in a timely manner
- GS49.** explain the importance of accurate communications in problem resolution
- GS50.** explain the negative effects of hiding problems instead of identifying, highlighting and working to resolve them
- GS51.** seek guidance to define criteria and assign values of importance and urgency
- GS52.** sort information in order of importance
- GS53.** identify impact of own actions in terms of health, safety, security, customer satisfaction, influence of coworkers, achievement of task objectives
- GS54.** differentiate between routine and non-routine issues and escalate issues of a non-routine nature and as needed
- GS55.** verify information to clarify doubts through seeking guidance from organization documents, supervisor, managers and co-workers

Qualification Pack

- GS56.** identify relevant and reliable sources of information for seeking clarity where required
- GS57.** explain the concept of assumptions and how they impact decisions, actions and consequences
- GS58.** identify situations and possible underlying intent where information provided by others may be unreliable

Qualification Pack

Assessment Criteria

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. <ul style="list-style-type: none"> carry out facial care/ clean-up process using the products and equipment as per service levels laid down by the salon Facials: skin lightening, radiance, anti-tan, hydration, oil control, harmonizing for sensitive skin 	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. <ul style="list-style-type: none"> clean the skin and remove all traces of make-up by using superficial and deep cleansing techniques Deep cleansing techniques: eg. gel, oil, cream, pore strips, masks, steam, vacuum suction, etc. 	1	5	-	-
7. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
9. <ul style="list-style-type: none"> provide facial massage using a medium and techniques suitable for the clients 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	-	-
11. remove masks as per the recommended time frame mentioned in manufacturers 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 clients 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	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	BWS/N0104
NOS Name	Perform skin care services
Sector	Beauty & Wellness
Sub-Sector	Beauty and Salons
Occupation	Skincare Services
NSQF Level	4
Credits	2
Version	4.0
Last Reviewed Date	NA
Next Review Date	19/07/2023
NSQC Clearance Date	19/01/2023

Qualification Pack

BWS/N0106: Perform makeup services

Description

Provide make-up for a variety of occasions, including day, evening and special occasions. This unit covers the application of vast range of make-up products to suit skin tones and age groups.

Scope

The scope covers the following :

- This unit/task covers the following:
- 1. Apply make-up for day, evening and special occasions

Elements and Performance Criteria

Apply make-up for day, evening and special occasions

To be competent, the user/individual on the job must be able to:

- PC1.** adhere to the health and safety standards laid out by the manufacturer and organization
- PC2.** ask relevant and effective questions to the client to identify contra-indications to skin and make-up products, if any
- PC3.** sanitize the hands prior to treatment commencement
- PC4.** prepare the client and provide suitable protective apparel
- PC5.** position self and client throughout procedure to ensure privacy, comfort and wellbeing
- PC6.** define a suitable treatment plan to meet the clients needs
- PC7.** select and prepare suitable skin care and make up products to meet the clients needs and work plan
- PC8.** clarify the client's understanding and expectation prior to commencement of procedure
- PC9.** clean, tone and moisturize the skin to suit the clients skin type and needs in the correct sequence, applying correct techniques, using organisation approved tools and processes
- PC10.** conceal skin imperfections and blemishes, using the suitable colour corrective products, where required applying correct techniques and procedures
- PC11.** select and apply the correct make-up products to enhance facial features, to suit the clients needs and achieve the desired effect for the occasion, applying correct techniques as per organisation standards
- PC12.** adapt the make-up procedure using materials, equipment and techniques correctly and safely to meet the needs of the client, where required
- PC13.** adjust the clients position to meet the needs of the service without causing them discomfort
- PC14.** check the clients comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required
- PC15.** complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards
- PC16.** ensure the work area is kept clean and tidy during the service

Qualification Pack

- PC17.** dispose waste materials as per organisational standards in a safe and hygienic manner
- PC18.** record details of the procedure accurately as per organisational policy and approved practice
- PC19.** store information securely in line with the salons policies
- PC20.** provide specific after-procedure, homecare advice and recommendations for product use and further services to the client
- PC21.** ask questions to check with the client their satisfaction with the finished result
- PC22.** thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations standards of performance and sequence of services
- KU2.** range of services and products offered by the organization
- KU3.** health and safety requirements in the organization
- KU4.** environmental conditions required and expected for carrying out services and importance of maintaining these Conditions: Air, light, space, temperature, sound, cleanliness, etc.
- KU5.** anatomical structure, function, characteristics of skin and differences in the structure of the skin for different client groups Structure: The layers of the epidermis: the dermis, the subcutaneous layer; the hair follicle, the hair shaft, the sebaceous gland, arrector pili muscle, sweat gland, and sensory nerve endings functions of the skin Functions: Sensitivity, heat regulation, absorption, protection, excretion, secretion and vitamin D production
- KU6.** colour wheel and how to use it
- KU7.** hue, tints and other colour aspects relevant to make up
- KU8.** highlighting and contouring with respect to make
- KU9.** use and maintenance of brushes and tools used in make up
- KU10.** range and use of product available for facial beauty service procedures suitable for different skin types and conditions Products: Eye makeup remover, cleansers, astringent/toner, moisturizers, exfoliating products, eye creams / gel, lip balm, serums, massage mediums, masks, sun protection,
- KU11.** ageing and lifestyle effects on the skin and muscle tone
- KU12.** diseases and disorders of the skin
- KU13.** types of make-up products Types of Foundations: Cream, liquid, cake, powder foundation, concealers (foundation concealer, color corrective concealer, camouflage concealer), effect of lighting on the colour of make-up Other make up products: blushers (powder and cream), eye shadow (cream, crayon, powder), eye liners (eyebrow pencil, powder brow colour), Mascara, lip cosmetics (lip pencil, lipsticks, Lip glosses), etc.
- KU14.** corrective make-up technique to suit the face shape
- KU15.** nose, eye, lip corrective make-up techniques
- KU16.** removal of eye make-up and skin make-up (cleanse, tone, and moisturize)
- KU17.** cross infection, cross infestation - their causes and precautions for prevention
- KU18.** contact dermatitis, its causes and precautions for prevention

Qualification Pack

- KU19.** difference between disinfecting and sterilising
- KU20.** customer service principles including privacy and protection to modesty of the customers
- KU21.** risks to customer privacy and modesty and actions (precautions) taken to maintain the same in the salon
- KU22.** importance of keeping accurate records of services, clients and product usage (inventory)

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read policy and procedure documents, guidelines and memos in English and/or local language to interpret the gist correctly
- GS2.** read common organizational signage in English accurately
- GS3.** read simple emails, instructions, advertisements, brochures, manufacturers labels, forms, formats and other common documents accurately
- GS4.** read and interpret correctly information about new products and services with reference to the organization and also from external forums such as websites and/or blogs
- GS5.** write appointments, names, addresses, simple emails, messages, and applications in English accurately
- GS6.** construct a CV or fill a job application form accurately representing skills, knowledge and past experiences in English accurately
- GS7.** write an accident or incident report accurately in English
- GS8.** fill in various applicable forms and formats at the workplace accurately
- GS9.** maintain accurate records of client, services, operating and closing checklists, product stock status
- GS10.** listen and interpret correctly simple instructions in English
- GS11.** listen for and identify the main points of short explanations or presentations in English
- GS12.** listen to and follow short, straightforward explanations and instructions in English
- GS13.** introduce oneself and ones role to customers and visitors, in English and the local language
- GS14.** express clearly statements of fact and give short explanations, accounts and descriptions to customers, seniors and co-workers in English
- GS15.** give clear instructions to customers and/or coworkers as required
- GS16.** pronounce the sounds of English or use sign language sufficiently clearly to be generally understood
- GS17.** speak or communicate with reasonable ease in structured situations and short conversations on familiar topics
- GS18.** exchange information effectively to perform a task
- GS19.** give simple directions, instructions and explanations
- GS20.** ask and answer simple questions such as to establish customer needs, or who a visitor is seeking to meet and for what purpose
- GS21.** display an adequate range of vocabulary to communicate on familiar topics and perform simple tasks
- GS22.** use simple and compound sentences in conversations

Qualification Pack

- GS23.** avoid using jargon, slang or acronyms when communicating with a customer/ client, unless it is required
- GS24.** speak in a manner and tone that is professional, supportive, respectful and sensitive
- GS25.** listen and understand the local language in dealing with clients
- GS26.** decide on course of action by recalling organisational policy, procedures and service standards
- GS27.** make simple decisions with respect to appropriateness of own behaviour recalling principles and practices of professional and social etiquette
- GS28.** get information on limits of authority and permitted actions while making decisions on how to act in routine situations
- GS29.** get information on chain of command to be approached for decisions based on
- GS30.** identify, plan and schedule tasks related to own work, to achieve standards of personal presentations expected in a professional set-up
- GS31.** keep ones own documents and possessions in order at the workplace to ensure cleanliness, security and efficiency of use
- GS32.** organize tasks based on instructions from supervisor or manager in order to complete them on time in order of stated priority
- GS33.** organize service feedback files/documents
- GS34.** plan and manage work routine based on salon procedure
- GS35.** maintain the work area, equipment and product stocks to meet client schedules
- GS36.** maintain accurate records of clients, services and product stock levels
- GS37.** plan own development in line with feedback given from supervisor, coworkers and clients
- GS38.** prioritise response to customers based on urgency and criticality of need, status of the customer and supervisor inputs
- GS39.** minimize customer discomfort by taking permitted or directed actions in a timely manner
- GS40.** respond promptly to customers in a manner that aims to exceed their expectation
- GS41.** adhere to principles of service excellence as defined by the organization aimed at customer satisfaction
- GS42.** build customer relationships using a customer centric approach
- GS43.** follow hygiene, safety and personal presentation standards in line with customer and organisation expectations
- GS44.** identify problems that hinder achievement or increase risks
- GS45.** recall organizational policies, procedures, rules and guidelines applicable to the situation that may be used to decide course of action when faced with problems
- GS46.** act in line with organizational policies, procedures, supervisor/manager instructions, rules and guidelines to contribute towards resolution of the problem in a timely and safe manner, within limits of authority
- GS47.** escalate the problem in a timely manner to the supervisor/manager for effective resolution minimizing damage
- GS48.** explain the importance of resolving problem in a timely manner
- GS49.** explain the importance of accurate communications in problem resolution
- GS50.** explain the negative effects of hiding problems instead of identifying, highlighting and working to resolve them

Qualification Pack

- GS51.** seek guidance to define criteria and assign values of importance and urgency
- GS52.** sort information in order of importance
- GS53.** identify impact of own actions in terms of health, safety, security, customer satisfaction, influence of coworkers, achievement of task objectives
- GS54.** differentiate between routine and non-routine issues and escalate issues of a non-routine nature and as needed
- GS55.** verify information to clarify doubts through seeking guidance from organization documents, supervisor, managers and co-workers
- GS56.** identify relevant and reliable sources of information for seeking clarity where required
- GS57.** explain the concept of assumptions and how they impact decisions, actions and consequences
- GS58.** identify situations and possible underlying intent where information provided by others may be unreliable

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Apply make-up for day, evening and special occasions</i>	24	76	-	-
PC1. adhere to the health and safety standards laid out by the manufacturer and organization	1	2	-	-
PC2. ask relevant and effective questions to the client to identify contra-indications to skin and make-up products, if any	1	2	-	-
PC3. sanitize the hands prior to treatment commencement	-	3	-	-
PC4. prepare the client and provide suitable protective apparel	0.5	3.5	-	-
PC5. position self and client throughout procedure to ensure privacy, comfort and wellbeing	1	4	-	-
PC6. define a suitable treatment plan to meet the clients needs	2	4	-	-
PC7. select and prepare suitable skin care and make up products to meet the clients needs and work plan	1	4	-	-
PC8. clarify the client's understanding and expectation prior to commencement of procedure	1.5	3.5	-	-
PC9. clean, tone and moisturize the skin to suit the clients skin type and needs in the correct sequence, applying correct techniques, using organisation approved tools and processes	1	4	-	-
PC10. conceal skin imperfections and blemishes, using the suitable colour corrective products, where required applying correct techniques and procedures	1	4	-	-
PC11. select and apply the correct make-up products to enhance facial features, to suit the clients needs and achieve the desired effect for the occasion, applying correct techniques as per organisation standards	1.5	4.5	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. adapt the make-up procedure using materials, equipment and techniques correctly and safely to meet the needs of the client, where required	1	5	-	-
PC13. adjust the clients position to meet the needs of the service without causing them discomfort	0.5	3.5	-	-
PC14. check the clients 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	-	-
PC15. complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards	2	4	-	-
PC16. ensure the work area is kept clean and tidy during the service	-	3	-	-
PC17. dispose waste materials as per organisational standards in a safe and hygienic manner	0.5	2.5	-	-
PC18. record details of the procedure accurately as per organisational policy and approved practice	2.5	2.5	-	-
PC19. store information securely in line with the salons policies	2	3	-	-
PC20. provide specific after-procedure, homecare advice and recommendations for product use and further services to the client	1	4	-	-
PC21. ask questions to check with the client their satisfaction with the finished result	1	3	-	-
PC22. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor	1	4	-	-
NOS Total	24	76	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	BWS/N0106
NOS Name	Perform makeup services
Sector	Beauty & Wellness
Sub-Sector	Beauty and Salons
Occupation	Skincare Services
NSQF Level	4
Credits	2
Version	4.0
Last Reviewed Date	NA
Next Review Date	19/07/2023
NSQC Clearance Date	19/01/2023

Qualification Pack

BWS/N0311: Perform groom makeup services

Description

Provide groom make-up for a variety of occasions. This unit covers the application of vast range of make-up products to suit skin tones and age groups.

Scope

The scope covers the following :

- This unit/task covers the following:
- 1. Apply groom makeup services

Elements and Performance Criteria

Groom Makeup Services

To be competent, the user/individual on the job must be able to:

- PC1.** adhere to the health and safety standards laid out by the manufacturer and organization
- PC2.** ask relevant and effective questions to the client to identify contra-indications to skin and make-up products, if any
- PC3.** sanitize the hands prior to treatment commencement
- PC4.** prepare the client and provide suitable protective apparel
- PC5.** position self and client throughout procedure to ensure privacy, comfort and wellbeing
- PC6.** define a suitable treatment plan to meet the clients needs
- PC7.** select and prepare suitable skin care and make up products to meet the clients needs and work plan
- PC8.** clarify the client's understanding and expectation prior to commencement of procedure
- PC9.** clean, tone and moisturize the skin to suit the clients skin type and needs in the correct sequence, applying correct techniques, using organisation approved tools and processes
- PC10.** conceal skin imperfections and blemishes, using the suitable colour corrective products, where required applying correct techniques and procedures
- PC11.** select and apply the correct make-up products to enhance facial features, to suit the clients needs and achieve the desired effect for the occasion, applying correct techniques as per organisation standards
- PC12.** adapt the make-up procedure using materials, equipment and techniques correctly and safely to meet the needs of the client, where required
- PC13.** adjust the clients position to meet the needs of the service without causing them discomfort
- PC14.** check the clients comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required
- PC15.** complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards
- PC16.** ensure the work area is kept clean and tidy during the service

Qualification Pack

- PC17.** dispose waste materials as per organisational standards in a safe and hygienic manner
- PC18.** record details of the procedure accurately as per organisational policy and approved practice
- PC19.** store information securely in line with the salons policies
- PC20.** provide specific after-procedure, homecare advice and recommendations for product use and further services to the client
- PC21.** ask questions to check with the client their satisfaction with the finished result
- PC22.** thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor
- PC23.** handle the costume safely, avoiding any additional wrinkles or crumpling
- PC24.** identify and highlight any damage to the costume to the customer on receiving the costume
- PC25.** ensure the costume is ironed, steamed and/or prepared as per customer and beauty therapist instructions, in line with company policy and procedures
- PC26.** drape costumes on customer using correct techniques and without discomfort to the customer and maintaining their privacy and modesty
- PC27.** adjust costumes as per body type, customer preferences
- PC28.** provide the customer guidance on handling, maintenance of the look of the costume, movements, safety, etc. relevant to the costume
- PC29.** ensure the draped costume achieves best fit, is safe and ensures garment cleanliness

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations standards of performance and sequence of services
- KU2.** range of services and products offered by the organization
- KU3.** health and safety requirements in the organization
- KU4.** environmental conditions required and expected for carrying out services and importance of maintaining these Conditions: Air, light, space, temperature, sound, cleanliness, etc.
- KU5.** anatomical structure, function, characteristics of skin and differences in the structure of the skin for different client groups Structure: The layers of the epidermis: the dermis, the subcutaneous layer; the hair follicle, the hair shaft, the sebaceous gland, arrector pili muscle, sweat gland, and sensory nerve endings functions of the skin Functions: Sensitivity, heat regulation, absorption, protection, excretion, secretion and vitamin D production
- KU6.** colour wheel and how to use it
- KU7.** hue, tints and other colour aspects relevant to make up
- KU8.** highlighting and contouring with respect to make
- KU9.** use and maintenance of brushes and tools used in make up
- KU10.** range and use of product available for facial beauty service procedures suitable for different skin types and conditions Products: Eye makeup remover, cleansers, astringent/toner, moisturizers, exfoliating products, eye creams / gel, lip balm, serums, massage mediums, masks, sun protection,
- KU11.** ageing and lifestyle effects on the skin and muscle tone
- KU12.** diseases and disorders of the skin

Qualification Pack

- KU13.** types of make-up products Types of Foundations: Cream, liquid, cake, powder foundation, concealers (foundation concealer, color corrective concealer, camouflage concealer), effect of lighting on the colour of make-up Other make up products: blushers (powder and cream), eye shadow (cream, crayon, powder), eye liners (eyebrow pencil, powder brow colour), Mascara, lip cosmetics (lip pencil, lipsticks, Lip glosses), etc.
- KU14.** corrective make-up technique to suit the face shape
- KU15.** nose, eye, lip corrective make-up techniques
- KU16.** removal of eye make-up and skin make-up (cleanse, tone, and moisturize)
- KU17.** cross infection, cross infestation - their causes and precautions for prevention
- KU18.** contact dermatitis, its causes and precautions for prevention
- KU19.** difference between disinfecting and sterilising
- KU20.** customer service principles including privacy and protection to modesty of the customers
- KU21.** risks to customer privacy and modesty and actions (precautions) taken to maintain the same in the salon
- KU22.** importance of keeping accurate records of services, clients and product usage (inventory)

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read policy and procedure documents, guidelines and memos in English and/or local language to interpret the gist correctly
- GS2.** read common organizational signage in English accurately
- GS3.** read simple emails, instructions, advertisements, brochures, manufacturers labels, forms, formats and other common documents accurately
- GS4.** read and interpret correctly information about new products and services with reference to the organization and also from external forums such as websites and/or blogs
- GS5.** write appointments, names, addresses, simple emails, messages, and applications in English accurately
- GS6.** construct a CV or fill a job application form accurately representing skills, knowledge and past experiences in English accurately
- GS7.** write an accident or incident report accurately in English
- GS8.** fill in various applicable forms and formats at the workplace accurately
- GS9.** maintain accurate records of client, services, operating and closing checklists, product stock status
- GS10.** listen and interpret correctly simple instructions in English
- GS11.** listen for and identify the main points of short explanations or presentations in English
- GS12.** listen to and follow short, straightforward explanations and instructions in English
- GS13.** introduce oneself and one's role to customers and visitors, in English and the local language
- GS14.** express clearly statements of fact and give short explanations, accounts and descriptions to customers, seniors and co-workers in English
- GS15.** give clear instructions to customers and/or coworkers as required
- GS16.** pronounce the sounds of English or use sign language sufficiently clearly to be generally understood

Qualification Pack

- GS17.** speak or communicate with reasonable ease in structured situations and short conversations on familiar topics
- GS18.** exchange information effectively to perform a task
- GS19.** give simple directions, instructions and explanations
- GS20.** ask and answer simple questions such as to establish customer needs, or who a visitor is seeking to meet and for what purpose
- GS21.** display an adequate range of vocabulary to communicate on familiar topics and perform simple tasks
- GS22.** use simple and compound sentences in conversations
- GS23.** avoid using jargon, slang or acronyms when communicating with a customer/ client, unless it is required
- GS24.** speak in a manner and tone that is professional, supportive, respectful and sensitive
- GS25.** listen and understand the local language in dealing with clients
- GS26.** decide on course of action by recalling organisational policy, procedures and service standards
- GS27.** make simple decisions with respect to appropriateness of own behaviour recalling principles and practices of professional and social etiquette
- GS28.** get information on limits of authority and permitted actions while making decisions on how to act in routine situations
- GS29.** get information on chain of command to be approached for decisions based on
- GS30.** identify, plan and schedule tasks related to own work, to achieve standards of personal presentations expected in a professional set-up
- GS31.** keep ones own documents and possessions in order at the workplace to ensure cleanliness, security and efficiency of use
- GS32.** organize tasks based on instructions from supervisor or manager in order to complete them on time in order of stated priority
- GS33.** organize service feedback files/documents
- GS34.** plan and manage work routine based on salon procedure
- GS35.** maintain the work area, equipment and product stocks to meet client schedules
- GS36.** maintain accurate records of clients, services and product stock levels
- GS37.** plan own development in line with feedback given from supervisor, coworkers and clients
- GS38.** prioritise response to customers based on urgency and criticality of need, status of the customer and supervisor inputs
- GS39.** minimize customer discomfort by taking permitted or directed actions in a timely manner
- GS40.** respond promptly to customers in a manner that aims to exceed their expectation
- GS41.** adhere to principles of service excellence as defined by the organization aimed at customer satisfaction
- GS42.** build customer relationships using a customer centric approach
- GS43.** follow hygiene, safety and personal presentation standards in line with customer and organisation expectations
- GS44.** identify problems that hinder achievement or increase risks
- GS45.** recall organizational policies, procedures, rules and guidelines applicable to the situation that may be used to decide course of action when faced with problems

Qualification Pack

- GS46.** act in line with organizational policies, procedures, supervisor/manager instructions, rules and guidelines to contribute towards resolution of the problem in a timely and safe manner, within limits of authority
- GS47.** escalate the problem in a timely manner to the supervisor/manager for effective resolution minimizing damage
- GS48.** explain the importance of resolving problem in a timely manner
- GS49.** explain the importance of accurate communications in problem resolution
- GS50.** explain the negative effects of hiding problems instead of identifying, highlighting and working to resolve them
- GS51.** seek guidance to define criteria and assign values of importance and urgency
- GS52.** sort information in order of importance
- GS53.** identify impact of own actions in terms of health, safety, security, customer satisfaction, influence of coworkers, achievement of task objectives
- GS54.** differentiate between routine and non-routine issues and escalate issues of a non-routine nature and as needed
- GS55.** verify information to clarify doubts through seeking guidance from organization documents, supervisor, managers and co-workers
- GS56.** identify relevant and reliable sources of information for seeking clarity where required
- GS57.** explain the concept of assumptions and how they impact decisions, actions and consequences
- GS58.** identify situations and possible underlying intent where information provided by others may be unreliable

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Groom Makeup Services</i>	22	78	-	-
PC1. adhere to the health and safety standards laid out by the manufacturer and organization	1	2	-	-
PC2. ask relevant and effective questions to the client to identify contra-indications to skin and make-up products, if any	1	2	-	-
PC3. sanitize the hands prior to treatment commencement	1	2	-	-
PC4. prepare the client and provide suitable protective apparel	1	2	-	-
PC5. position self and client throughout procedure to ensure privacy, comfort and wellbeing	0.5	3.5	-	-
PC6. define a suitable treatment plan to meet the clients needs	1	4	-	-
PC7. select and prepare suitable skin care and make up products to meet the clients needs and work plan	0.5	4	-	-
PC8. clarify the client's understanding and expectation prior to commencement of procedure	0.5	3.5	-	-
PC9. clean, tone and moisturize the skin to suit the clients skin type and needs in the correct sequence, applying correct techniques, using organisation approved tools and processes	1	4	-	-
PC10. conceal skin imperfections and blemishes, using the suitable colour corrective products, where required applying correct techniques and procedures	1	4	-	-
PC11. select and apply the correct make-up products to enhance facial features, to suit the clients needs and achieve the desired effect for the occasion, applying correct techniques as per organisation standards	0.5	4.5	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. adapt the make-up procedure using materials, equipment and techniques correctly and safely to meet the needs of the client, where required	1	5	-	-
PC13. adjust the clients position to meet the needs of the service without causing them discomfort	1	3.5	-	-
PC14. check the clients 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	-	-
PC15. complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards	0.5	2.5	-	-
PC16. ensure the work area is kept clean and tidy during the service	0.5	2.5	-	-
PC17. dispose waste materials as per organisational standards in a safe and hygienic manner	0.5	2.5	-	-
PC18. record details of the procedure accurately as per organisational policy and approved practice	1.5	2.5	-	-
PC19. store information securely in line with the salons policies	0.5	1.5	-	-
PC20. provide specific after-procedure, homecare advice and recommendations for product use and further services to the client	1	2	-	-
PC21. ask questions to check with the client their satisfaction with the finished result	0.5	1.5	-	-
PC22. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor	1	2	-	-
PC23. handle the costume safely, avoiding any additional wrinkles or crumpling	0.5	1.5	-	-
PC24. identify and highlight any damage to the costume to the customer on receiving the costume	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC25. ensure the costume is ironed, steamed and/or prepared as per customer and beauty therapist instructions, in line with company policy and procedures	0.5	2.5	-	-
PC26. drape costumes on customer using correct techniques and without discomfort to the customer and maintaining their privacy and modesty	0.5	1.5	-	-
PC27. adjust costumes as per body type, customer preferences	0.5	1.5	-	-
PC28. provide the customer guidance on handling, maintenance of the look of the costume, movements, safety, etc. relevant to the costume	0.5	2.5	-	-
PC29. ensure the draped costume achieves best fit, is safe and ensures garment cleanliness	0.5	2.5	-	-
NOS Total	22	78	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	BWS/N0311
NOS Name	Perform groom makeup services
Sector	Beauty & Wellness
Sub-Sector	Beauty and Salons
Occupation	Make-up Services
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

BWS/N0313: Perform fantasy makeup

Description

Provide fantasy makeup services for special occasions. This unit covers the application of vast range of make-up products to suit skin tones and age groups.

Scope

The scope covers the following :

- This unit/task covers the following:
- 1. Carrying out fantasy makeup services

Elements and Performance Criteria

Apply fantasy make-up

To be competent, the user/individual on the job must be able to:

- PC1.** adhere to the health and safety standards laid out by the manufacturer and organization
- PC2.** ask relevant and effective questions to the client to identify contra-indications to skin and make-up products, if any
- PC3.** sanitize the hands prior to treatment commencement
- PC4.** prepare the client and provide suitable protective apparel
- PC5.** position self and client throughout procedure to ensure privacy, comfort and wellbeing
- PC6.** define a suitable treatment plan to meet the clients needs
- PC7.** select and prepare suitable skin care and make up products to meet the clients needs and work plan
- PC8.** clarify the client's understanding and expectation prior to commencement of procedure
- PC9.** clean, tone and moisturize the skin to suit the clients skin type and needs in the correct sequence, applying correct techniques, using organisation approved tools and processes
- PC10.** conceal skin imperfections and blemishes, using the suitable colour corrective products, where required applying correct techniques and procedures
- PC11.** select and apply the correct make-up products to enhance facial features, to suit the clients needs and achieve the desired effect for the occasion, applying correct techniques as per organisation standards
- PC12.** adapt the make-up procedure using materials, equipment and techniques correctly and safely to meet the needs of the client, where required
- PC13.** adjust the clients position to meet the needs of the service without causing them discomfort
- PC14.** check the clients comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required
- PC15.** complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards
- PC16.** ensure the work area is kept clean and tidy during the service

Qualification Pack

- PC17.** dispose waste materials as per organisational standards in a safe and hygienic manner
- PC18.** record details of the procedure accurately as per organisational policy and approved practice
- PC19.** store information securely in line with the salons policies
- PC20.** provide specific after-procedure, homecare advice and recommendations for product use and further services to the client
- PC21.** ask questions to check with the client their satisfaction with the finished result
- PC22.** thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations standards of performance and sequence of services
- KU2.** range of services and products offered by the organization
- KU3.** health and safety requirements in the organization
- KU4.** environmental conditions required and expected for carrying out services and importance of maintaining these Conditions: Air, light, space, temperature, sound, cleanliness, etc.
- KU5.** anatomical structure, function, characteristics of skin and differences in the structure of the skin for different client groups Structure: The layers of the epidermis: the dermis, the subcutaneous layer; the hair follicle, the hair shaft, the sebaceous gland, arrector pili muscle, sweat gland, and sensory nerve endings functions of the skin Functions: Sensitivity, heat regulation, absorption, protection, excretion, secretion and vitamin D production
- KU6.** colour wheel and how to use it
- KU7.** hue, tints and other colour aspects relevant to make up
- KU8.** highlighting and contouring with respect to make
- KU9.** use and maintenance of brushes and tools used in make up
- KU10.** range and use of product available for facial beauty service procedures suitable for different skin types and conditions Products: Eye makeup remover, cleansers, astringent/toner, moisturizers, exfoliating products, eye creams / gel, lip balm, serums, massage mediums, masks, sun protection,
- KU11.** ageing and lifestyle effects on the skin and muscle tone
- KU12.** diseases and disorders of the skin
- KU13.** types of make-up products Types of Foundations: Cream, liquid, cake, powder foundation, concealers (foundation concealer, color corrective concealer, camouflage concealer), effect of lighting on the colour of make-up Other make up products: blushers (powder and cream), eye shadow (cream, crayon, powder), eye liners (eyebrow pencil, powder brow colour), Mascara, lip cosmetics (lip pencil, lipsticks, Lip glosses), etc.
- KU14.** corrective make-up technique to suit the face shape
- KU15.** nose, eye, lip corrective make-up techniques
- KU16.** removal of eye make-up and skin make-up (cleanse, tone, and moisturize)
- KU17.** cross infection, cross infestation - their causes and precautions for prevention
- KU18.** contact dermatitis, its causes and precautions for prevention

Qualification Pack

- KU19.** difference between disinfecting and sterilising
- KU20.** customer service principles including privacy and protection to modesty of the customers
- KU21.** risks to customer privacy and modesty and actions (precautions) taken to maintain the same in the salon
- KU22.** importance of keeping accurate records of services, clients and product usage (inventory)

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read policy and procedure documents, guidelines and memos in English and/or local language to interpret the gist correctly
- GS2.** read common organizational signage in English accurately
- GS3.** read simple emails, instructions, advertisements, brochures, manufacturers labels, forms, formats and other common documents accurately
- GS4.** read and interpret correctly information about new products and services with reference to the organization and also from external forums such as websites and/or blogs
- GS5.** write appointments, names, addresses, simple emails, messages, and applications in English accurately
- GS6.** construct a CV or fill a job application form accurately representing skills, knowledge and past experiences in English accurately
- GS7.** write an accident or incident report accurately in English
- GS8.** fill in various applicable forms and formats at the workplace accurately
- GS9.** maintain accurate records of client, services, operating and closing checklists, product stock status
- GS10.** listen and interpret correctly simple instructions in English
- GS11.** listen for and identify the main points of short explanations or presentations in English
- GS12.** listen to and follow short, straightforward explanations and instructions in English
- GS13.** introduce oneself and ones role to customers and visitors, in English and the local language
- GS14.** express clearly statements of fact and give short explanations, accounts and descriptions to customers, seniors and co-workers in English
- GS15.** give clear instructions to customers and/or coworkers as required
- GS16.** pronounce the sounds of English or use sign language sufficiently clearly to be generally understood
- GS17.** speak or communicate with reasonable ease in structured situations and short conversations on familiar topics
- GS18.** exchange information effectively to perform a task
- GS19.** give simple directions, instructions and explanations
- GS20.** ask and answer simple questions such as to establish customer needs, or who a visitor is seeking to meet and for what purpose
- GS21.** display an adequate range of vocabulary to communicate on familiar topics and perform simple tasks
- GS22.** use simple and compound sentences in conversations

Qualification Pack

- GS23.** avoid using jargon, slang or acronyms when communicating with a customer/ client, unless it is required
- GS24.** speak in a manner and tone that is professional, supportive, respectful and sensitive
- GS25.** listen and understand the local language in dealing with clients
- GS26.** decide on course of action by recalling organisational policy, procedures and service standards
- GS27.** make simple decisions with respect to appropriateness of own behaviour recalling principles and practices of professional and social etiquette
- GS28.** get information on limits of authority and permitted actions while making decisions on how to act in routine situations
- GS29.** get information on chain of command to be approached for decisions based on
- GS30.** identify, plan and schedule tasks related to own work, to achieve standards of personal presentations expected in a professional set-up
- GS31.** keep ones own documents and possessions in order at the workplace to ensure cleanliness, security and efficiency of use
- GS32.** organize tasks based on instructions from supervisor or manager in order to complete them on time in order of stated priority
- GS33.** organize service feedback files/documents
- GS34.** plan and manage work routine based on salon procedure
- GS35.** maintain the work area, equipment and product stocks to meet client schedules
- GS36.** maintain accurate records of clients, services and product stock levels
- GS37.** plan own development in line with feedback given from supervisor, coworkers and clients
- GS38.** prioritise response to customers based on urgency and criticality of need, status of the customer and supervisor inputs
- GS39.** minimize customer discomfort by taking permitted or directed actions in a timely manner
- GS40.** respond promptly to customers in a manner that aims to exceed their expectation
- GS41.** adhere to principles of service excellence as defined by the organization aimed at customer satisfaction
- GS42.** build customer relationships using a customer centric approach
- GS43.** follow hygiene, safety and personal presentation standards in line with customer and organisation expectations
- GS44.** identify problems that hinder achievement or increase risks
- GS45.** recall organizational policies, procedures, rules and guidelines applicable to the situation that may be used to decide course of action when faced with problems
- GS46.** act in line with organizational policies, procedures, supervisor/manager instructions, rules and guidelines to contribute towards resolution of the problem in a timely and safe manner, within limits of authority
- GS47.** escalate the problem in a timely manner to the supervisor/manager for effective resolution minimizing damage
- GS48.** explain the importance of resolving problem in a timely manner
- GS49.** explain the importance of accurate communications in problem resolution
- GS50.** explain the negative effects of hiding problems instead of identifying, highlighting and working to resolve them

Qualification Pack

- GS51.** seek guidance to define criteria and assign values of importance and urgency
- GS52.** sort information in order of importance
- GS53.** identify impact of own actions in terms of health, safety, security, customer satisfaction, influence of coworkers, achievement of task objectives
- GS54.** differentiate between routine and non-routine issues and escalate issues of a non-routine nature and as needed
- GS55.** verify information to clarify doubts through seeking guidance from organization documents, supervisor, managers and co-workers
- GS56.** identify relevant and reliable sources of information for seeking clarity where required
- GS57.** explain the concept of assumptions and how they impact decisions, actions and consequences
- GS58.** identify situations and possible underlying intent where information provided by others may be unreliable

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Apply fantasy make-up</i>	26	74	-	-
PC1. adhere to the health and safety standards laid out by the manufacturer and organization	1	2	-	-
PC2. ask relevant and effective questions to the client to identify contra-indications to skin and make-up products, if any	1	2	-	-
PC3. sanitize the hands prior to treatment commencement	0.5	3	-	-
PC4. prepare the client and provide suitable protective apparel	1	3	-	-
PC5. position self and client throughout procedure to ensure privacy, comfort and wellbeing	1	4	-	-
PC6. define a suitable treatment plan to meet the clients needs	2	4	-	-
PC7. select and prepare suitable skin care and make up products to meet the clients needs and work plan	1	4	-	-
PC8. clarify the client's understanding and expectation prior to commencement of procedure	2	3	-	-
PC9. clean, tone and moisturize the skin to suit the clients skin type and needs in the correct sequence, applying correct techniques, using organisation approved tools and processes	1	4	-	-
PC10. conceal skin imperfections and blemishes, using the suitable colour corrective products, where required applying correct techniques and procedures	1	4	-	-
PC11. select and apply the correct make-up products to enhance facial features, to suit the clients needs and achieve the desired effect for the occasion, applying correct techniques as per organisation standards	1.5	4	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. adapt the make-up procedure using materials, equipment and techniques correctly and safely to meet the needs of the client, where required	1	5	-	-
PC13. adjust the clients position to meet the needs of the service without causing them discomfort	0.5	3	-	-
PC14. check the clients 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	-	-
PC15. complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards	2	4	-	-
PC16. ensure the work area is kept clean and tidy during the service	0.5	3	-	-
PC17. dispose waste materials as per organisational standards in a safe and hygienic manner	0.5	2.5	-	-
PC18. record details of the procedure accurately as per organisational policy and approved practice	2.5	2.5	-	-
PC19. store information securely in line with the salons policies	2	3	-	-
PC20. provide specific after-procedure, homecare advice and recommendations for product use and further services to the client	1	4	-	-
PC21. ask questions to check with the client their satisfaction with the finished result	1	3	-	-
PC22. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor	1	4	-	-
NOS Total	26	74	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	BWS/N0313
NOS Name	Perform fantasy makeup
Sector	Beauty & Wellness
Sub-Sector	Beauty and Salons
Occupation	Make-up Services
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

BWS/N0312: Apply makeup with high definition products

Description

This OS unit is about carrying out makeup using high-definition products

Scope

The scope covers the following :

- This unit/task covers the following:
- 1. Make-up application using high-definition technique

Elements and Performance Criteria

Apply air-brush make-up

To be competent, the user/individual on the job must be able to:

1. prepare yourself, client and work area for airbrush make-up
2. use suitable consultation techniques to identify treatment objectives
3. carry out skin analysis to determine skin type and condition and check for contra-indications
4. identify the purpose for the make-up and provide clear recommendations to the client
5. select high-definition make-up products, tools and equipment to suit client treatment needs, skin type and conditions
6. use products, tools, equipment and techniques to meet the design plan and to suit client treatment needs, skin types and conditions
7. complete the high-definition make-up to the satisfaction of the client
8. record and evaluate the results of the treatment
9. provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations standards of performance and sequence of services
- KU2.** range of services and products offered by the organization
- KU3.** health and safety requirements in the organization
- KU4.** structure and function of the skin
- KU5.** bones and muscles of the head, neck and shoulders
- KU6.** skin types and conditions (oily, dry, combination, sensitive, pigmentation, etc.)
- KU7.** contra-indications, skin diseases and disorders
- KU8.** the importance of carrying out a detailed skin analysis and relevant tests (sensitivity tests 24-48 hours prior)

Qualification Pack

- KU9.** airbrush make-up product uses and limitations, silicone based, water based, alcohol based, colour range, selection and suitability to the make-up needs
- KU10.** airbrush make-up design: contouring, 3D, tattooing, full face day make-up; make-up for bridal, fashion and photographic shoots
- KU11.** application of airbrush make-up techniques: colour fading; blending; highlighting; shading; stencilling; masking, freehand; pulsing; back bubbling; even colour washing
- KU12.** advice: longevity of the make-up; suitable make-up removal techniques; activities to avoid

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** maintain accurate records of client, treatments, operating and closing checklists, product stock status
- GS2.** reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures
- GS3.** read about new products and services with reference to the organization and also from external forums such as websites and blogs
- GS4.** keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
- GS5.** reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures
- GS6.** discuss task lists, schedules, and work-loads with co-workers
- GS7.** question customers/ clients appropriately in order to understand the nature of the problem and make a diagnosis
- GS8.** give clear instructions to customers/ clients
- GS9.** keep customers/ clients informed about progress
- GS10.** avoid using jargon, slang or acronyms when communicating with a customer/ client, unless it is required
- GS11.** manner and tone, professional, supportive, respectful, sensitive to client
- GS12.** speak clearly and precisely in a courteous manner and develop a professional relationship with the client
- GS13.** understand the directives passed down by supervisors
- GS14.** ability to listen and understand the local language in dealing with clients and maintain client confidentiality
- GS15.** make decisions pertaining to the concerned area of work
- GS16.** plan and organize service feedback files/documents
- GS17.** plan and manage work routine based on salon procedure
- GS18.** understand the client scheduling and bookings and maintain the workarea, equipment and product stocks to meet the schedule
- GS19.** maintain accurate records of clients, treatments and product stocklevels
- GS20.** accept feedback in a positive manner and develop on the shortcomings
- GS21.** committed to service excellence, courteous, pleasant personality
- GS22.** manage relationships with customers who may be stressed, frustrated, confused, or angry

Qualification Pack

- GS23.** build customer relationships and use customer centric approach
- GS24.** clean, sporting the professional uniform, neat combed hair, closed-in footwear, personal hygiene and cleanliness (shower/bath), oral hygiene (clean teeth, fresh breath)
- GS25.** maintain a hygienic work area adhering to the salon and applicable legal health and safety standards
- GS26.** sanitize the hands and clean all working surfaces, use disposable products and sterilized tools
- GS27.** manage the storage/ disposal/ cautions of use of products, fire precautions, occurrences, hygiene practice, disposal of waste and environmental protection
- GS28.** handle, use and store products, tools and equipment safely to meet with the manufacturers instructions
- GS29.** think through the problem, evaluate the possible solution(s) and suggest an optimum/best possible solution(s)
- GS30.** deal with clients lacking the technical background to solve the problem on their own
- GS31.** identify immediate or temporary solutions to resolve delays
- GS32.** use the existing data to arrive at specific data points
- GS33.** use the existing data points to generate required reports for business
- GS34.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action
- GS35.** participate in self developmental training activities to enhance ones knowledge of salon performance standards and applicable health and safety legislative requirements

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Apply air-brush make-up</i>	25	75	-	-
1. prepare yourself, client and work area for airbrush make-up	6	10	-	-
2. use suitable consultation techniques to identify treatment objectives	3	9	-	-
3. carry out skin analysis to determine skin type and condition and check for contra-indications	3	9	-	-
4. identify the purpose for the make-up and provide clear recommendations to the client	1	3	-	-
5. select high-definition make-up products, tools and equipment to suit client treatment needs, skin type and conditions	1	3	-	-
6. use products, tools, equipment and techniques to meet the design plan and to suit client treatment needs, skin types and conditions	2	6	-	-
7. complete the high-definition make-up to the satisfaction of the client	3	9	-	-
8. record and evaluate the results of the treatment	3	13	-	-
9. provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client	3	13	-	-
NOS Total	25	75	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	BWS/N0312
NOS Name	Apply makeup with high definition products
Sector	Beauty & Wellness
Sub-Sector	Beauty and Salons
Occupation	Make-up Services
NSQF Level	5
Credits	1
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQF Clearance Date	17/11/2022

Qualification Pack

BWS/N0205: Perform blow drying of hair

Description

Use hair dryer to blow dry hair.

Scope

The scope covers the following :

- This unit/task covers the following:
- 1. Use a hair dryer to blow dry hair

Elements and Performance Criteria

Use a hair dryer to blow dry hair

To be competent, the user/individual on the job must be able to:

1. adhere to the health and safety standards laid out by the manufacturer and salon
2. position self and client throughout treatment to ensure comfort and wellbeing throughout the service
3. 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
4. ensure a guardian/parent is present for minors under age 14
5. perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client
6. apply products for moisturising and styling, if required and maintain a regular check to minimise the risk of damage to the hair
7. perform various blow drying techniques to achieve the desired look
Techniques: Blow-waving (curls), blow-drying, scrunch drying, finger or hand drying, blow combing, blowstretching or straightening
8. blow dry hair to achieve volume, straightening and movement
9.
 - follow blow drying principles, while carrying out the procedure for safety, minimising damage and achieving the desired look
 - Principles: direction, duration, movement, sections, settings, ensuring moisturised hair, usage of products, shampooing prior to drying, using towel to dry, leaving little moisture and not drying out completely/non-static, etc.
10. check the clients comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required
11. complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards
12. ensure the work area is kept clean and tidy during the service
13. dispose waste materials as per organisational standards in a safe and hygienic manner
14. use work methods to minimise wastage
15. record details of the procedure accurately as per organisational policy and approved practice

Qualification Pack

16. store information securely in line with the salons policies
17. ask questions to check with the client their satisfaction with the finished result
18. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor
19. provide specific after-procedure, homecare advice and recommendations for product use and further services to the client Knowledge

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations standards of performance and sequence of services
- KU2.** range of services and products offered by the organization
- KU3.** health and safety requirements in the organization
- KU4.** applicable legislation relating to the workplace legislation for the workplace: eg. health and safety, workplace regulations, use of work equipment, handling, storage, disposal of products, cautions of use of products, fire precautions, hygiene practice, disposal of waste, environmental protection
- KU5.**
 - environmental conditions required and expected for carrying out services and importance of maintaining these
 - Conditions: Air, light, space, temperature, sound, cleanliness, etc.
- KU6.** importance of clarifying and following instructions from the client
- KU7.** factor impacting clients comfort throughout the drying process and importance of checking the same regularly with the client
- KU8.** basic anatomical structure of the hair and principles of hair growth
- KU9.** structure of the hair and basic principles of hair growth Structure: Arrector pili muscle, hair follicle, inner root sheath, cuticle layer), outer root sheath, vitreous membrane, connective tissue sheath, root, sebaceous gland Shaft: Medulla, cortex, cuticle Hair growth: Anagen, catagen, telogen
- KU10.** classification of hair Classification: Straight, wavy, curly, very curly
- KU11.** explain how their hair characteristics may impact on the hairdressing services
- KU12.**
 - blow-drying tools and equipment
 - Tools: Hand held dryer and attachments, different size and types of brushes, various combs, section clips
- KU13.** blow drying technique and products
- KU14.** foundational principles and recommendations for blow drying to minimize damage, achieve objective and safe operation
- KU15.** correct application of blow drying Correct application: Direction, duration, distance from scalp, frequency, etc.
- KU16.** importance of direction of air flow when drying for achieving desired look
- KU17.** effect of incorrect application of heat on the hair and scalp Effects: Split ends, damaged follicles, headache, burning sensation, etc.
- KU18.** method of managing and controlling hair sections during the drying process
- KU19.** importance of cooling hair prior to finishing

Qualification Pack

- KU20.** blow drying products Products: Blow styling aids, dressing aids, setting aids, protectors, curl enhancers
- KU21.** effect of the humidity and drying process on the hair
- KU22.** cross infection, cross infestation - their causes and precautions for prevention
- KU23.** contact dermatitis, its causes and precautions for prevention
- KU24.** difference between disinfecting and sterilising
- KU25.** importance of using products economically and storing products correctly to minimize wastage
- KU26.** customer service principles including privacy and protection to modesty of the customers
- KU27.** policy and procedure to serve minors and importance of following the same
- KU28.** risks to customer privacy and modesty and actions (precautions) taken to maintain the same in the salon
- KU29.** importance of keeping accurate records of services, clients and product usage (inventory)

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read policy and procedure documents, guidelines and memos in English and/or local language to interpret the gist correctly
- GS2.** read common organizational signage in English accurately
- GS3.** read simple emails, instructions, advertisements, brochures, manufacturers labels, forms, formats and other common documents accurately
- GS4.** read and interpret correctly information about new products and services with reference to the organization and also from external forums such as websites and/or blogs
- GS5.** write appointments, names, addresses, simple emails, messages, and applications in English accurately
- GS6.** construct a CV or fill a job application form accurately representing skills, knowledge and past experiences in English accurately
- GS7.** write an accident or incident report accurately in English
- GS8.** fill in various applicable forms and formats at the workplace accurately
- GS9.** maintain accurate records of client, services, operating and closing checklists, product stock status
- GS10.** listen and interpret correctly simple instructions in English
- GS11.** listen for and identify the main points of short explanations or presentations in English
- GS12.** listen to and follow short, straightforward explanations and instructions in English
- GS13.** introduce oneself and ones role to customers and visitors, in English and the local language
- GS14.** express clearly statements of fact and give short explanations, accounts and descriptions to customers, seniors and co-workers in English
- GS15.** give clear instructions to customers and/or coworkers as required
- GS16.** pronounce the sounds of English or use sign language sufficiently clearly to be generally understood

Qualification Pack

- GS17.** speak or communicate with reasonable ease in structured situations and short conversations on familiar topics
- GS18.** exchange information effectively to perform a task
- GS19.** give simple directions, instructions and explanations
- GS20.** ask and answer simple questions such as to establish customer needs, or who a visitor is seeking to meet and for what purpose
- GS21.** display an adequate range of vocabulary to communicate on familiar topics and perform simple tasks
- GS22.** use simple and compound sentences in conversations
- GS23.** avoid using jargon, slang or acronyms when communicating with a customer/ client, unless it is required
- GS24.** speak in a manner and tone that is professional, supportive, respectful and sensitive
- GS25.** listen and understand the local language in dealing with clients
- GS26.** decide on course of action by recalling organisational policy, procedures and service standards
- GS27.** make simple decisions with respect to appropriateness of own behaviour recalling principles and practices of professional and social etiquette
- GS28.** get information on limits of authority and permitted actions while making decisions on how to act in routine situations
- GS29.** get information on chain of command to be approached for decisions based on
- GS30.** identify, plan and schedule tasks related to own work, to achieve standards of personal presentations expected in a professional set-up
- GS31.** keep ones own documents and possessions in order at the workplace to ensure cleanliness, security and efficiency of use
- GS32.** organize tasks based on instructions from supervisor or manager in order to complete them on time in order of stated priority
- GS33.** organize service feedback files/documents
- GS34.** plan and manage work routine based on salon procedure
- GS35.** maintain the work area, equipment and product stocks to meet client schedules
- GS36.** maintain accurate records of clients, services and product stock levels
- GS37.** plan own development in line with feedback given from supervisor, coworkers and clients
- GS38.** prioritise response to customers based on urgency and criticality of need, status of the customer and supervisor inputs
- GS39.** minimize customer discomfort by taking permitted or directed actions in a timely manner
- GS40.** respond promptly to customers in a manner that aims to exceed their expectation
- GS41.** adhere to principles of service excellence as defined by the organization aimed at customer satisfaction
- GS42.** build customer relationships using a customer centric approach
- GS43.** follow hygiene, safety and personal presentation standards in line with customer and organisation expectations
- GS44.** identify problems that hinder achievement or increase risks
- GS45.** recall organizational policies, procedures, rules and guidelines applicable to the situation that may be used to decide course of action when faced with problems

Qualification Pack

- GS46.** act in line with organizational policies, procedures, supervisor/manager instructions, rules and guidelines to contribute towards resolution of the problem in a timely and safe manner, within limits of authority
- GS47.** escalate the problem in a timely manner to the supervisor/manager for effective resolution minimizing damage
- GS48.** explain the importance of resolving problem in a timely manner
- GS49.** explain the importance of accurate communications in problem resolution
- GS50.** explain the negative effects of hiding problems instead of identifying, highlighting and working to resolve them
- GS51.** seek guidance to define criteria and assign values of importance and urgency
- GS52.** sort information in order of importance
- GS53.** identify impact of own actions in terms of health, safety, security, customer satisfaction, influence of coworkers, achievement of task objectives
- GS54.** differentiate between routine and non-routine issues and escalate issues of a non-routine nature and as needed
- GS55.** verify information to clarify doubts through seeking guidance from organization documents, supervisor, managers and co-workers
- GS56.** identify relevant and reliable sources of information for seeking clarity where required
- GS57.** explain the concept of assumptions and how they impact decisions, actions and consequences
- GS58.** identify situations and possible underlying intent where information provided by others may be unreliable

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Use a hair dryer to blow dry hair</i>	27	73	-	-
1. adhere to the health and safety standards laid out by the manufacturer and salon	1	3	-	-
2. position self and client throughout treatment to ensure comfort and wellbeing throughout the service	1	4	-	-
3. 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	2	3	-	-
4. ensure a guardian/parent is present for minors under age 14	0.5	3.5	-	-
5. perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client	3	5	-	-
6. apply products for moisturising and styling, if required and maintain a regular check to minimise the risk of damage to the hair	1	5	-	-
7. perform various blow drying techniques to achieve the desired look Techniques: Blow-waving (curls), blow-drying, scrunch drying, finger or hand drying, blow combing, blowstretching or straightening	2	6	-	-
8. blow dry hair to achieve volume, straightening and movement	2	4	-	-
9. <ul style="list-style-type: none"> follow blow drying principles, while carrying out the procedure for safety, minimising damage and achieving the desired look Principles: direction, duration, movement, sections, settings, ensuring moisturised hair, usage of products, shampooing prior to drying, using towel to dry, leaving little moisture and not drying out completely/non-static, etc. 	1	5	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
10. check the clients comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required	1.5	4.5	-	-
11. complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards	2	4	-	-
12. ensure the work area is kept clean and tidy during the service	-	4	-	-
13. dispose waste materials as per organisational standards in a safe and hygienic manner	0.5	3.5	-	-
14. use work methods to minimise wastage	1.5	3.5	-	-
15. record details of the procedure accurately as per organisational policy and approved practice	2	2	-	-
16. store information securely in line with the salons policies	1	3	-	-
17. ask questions to check with the client their satisfaction with the finished result	1.5	3.5	-	-
18. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor	1.5	3.5	-	-
19. provide specific after-procedure, homecare advice and recommendations for product use and further services to the client Knowledge	2	3	-	-
NOS Total	27	73	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	BWS/N0205
NOS Name	Perform blow drying of hair
Sector	Beauty & Wellness
Sub-Sector	Beauty and Salons
Occupation	Haircare Services
NSQF Level	4
Credits	1
Version	4.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

BWS/N0208: Perform hair styling and dressing

Description

Perform styling and dressing by using a range of products, tools and equipment to create a variety of looks.

Scope

The scope covers the following :

- This unit/task covers the following:
- 1. Perform hair styling and dressing

Elements and Performance Criteria

Perform hair styling and dressing

To be competent, the user/individual on the job must be able to:

1. • use suitable consultation techniques to identify the clients wishes for the desired look before dressing the hair, including with parents or guardians for minors
• Consultation techniques: eg. ask questions, catalogue of styles, chart or image referencing, computer aided simulations
2. ensure a guardian/parent is present for minors under age 14
3. identify and analyse the condition of the hair and its effect on treatment or procedure selection for achievement of the required results
4. select the most suitable drying, setting, styling and finishing techniques to achieve the desired look
5. perform back combing /back brushing technique as required
6. control and secure hair effectively into place, during dressing
7. dress the hair to the satisfaction of the client
8. position self and client to ensure privacy, comfort and safety, throughout the service
9. perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client
10. apply finishing product following manufacturers instructions to maintain the style
11. ensure the finished style takes into account the critical influencing factors(Influencing factors: length, density, condition of hair, etc.)
12. ask questions to check with the client their satisfaction with the finished result
13. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or refer to supervisor if actions beyond scope of authority or no action is possible to mitigate damage
14. use work methods to minimise wastage
15. dispose waste materials as per organisational standards in a safe and hygienic manner
16. complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards
17. record details of the procedure accurately as per organisational policy and procedures

Qualification Pack

18. store information securely in line with the salons policies
19. provide specific after-procedure, homecare advice and recommendations for product use and further services to the client

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations standards of performance and sequence of services
- KU2.** range of services and products offered by the organization
- KU3.** health and safety standards and requirements in the organization
- KU4.**
 - environmental conditions required and expected for carrying out services and importance of maintaining these
 - Conditions: Air, light, space, temperature, sound, cleanliness, etc.
- KU5.**
 - structure of the hair and basic principles of hair growth
 - Structure: Arrector pili muscle, hair follicle, inner root sheath, cuticle layer), outer root sheath, vitreous membrane, connective tissue sheath, root, sebaceous gland
 - Shaft: Medulla, cortex, cuticle
 - Hair growth: Anagen, catagen, telogen
- KU6.** hair and scalp conditions and causes
- KU7.** classification of hair Classification: Straight, wavy, curly, very curly
- KU8.** contra indications for hair processes
- KU9.** planning the style according to the occasion
- KU10.** factors that influence services Factors: Previous history, hair cut/style, texture, length, density, growth patterns, skin tone, face shape, lifestyle, existing curl
- KU11.** various styles of dressing hair Styles: Plait, twists, braids, weave, knots, chignon, pleat, rolls, barrel curls, ringlets, smooth blow dry, curly blow dry, scrunch dry, tonging, crimping, straightening, pin curls, finger waves, wet/dry setting, added hair, hot rollers, up-dos, iron curls, hair accessories
- KU12.** range and suitability of styling products, tools and equipment and the resultant effects of using these
- KU13.** heated styling equipment Factors: straighteners, tongs, etc.
- KU14.** range and application of finishing products
- KU15.** effects that can be achieved by curling on and off base
- KU16.** physical effects of styling on hair structure
- KU17.** current techniques for blow drying, finger drying and finishing hair
- KU18.** importance of adapting temperature of equipment to suit different hair types
- KU19.** importance of cooling hair prior to finishing
- KU20.** customer service principles including privacy and protection to modesty of the customers
- KU21.** importance of keeping accurate records of services, clients and product usage (inventory)
- KU22.** importance of using products economically and storing products correctly to minimize wastage
- KU23.** risks to customer privacy and modesty and actions (precautions) taken to maintain the same in the salon

Qualification Pack

KU24. importance of following policy and procedures while providing service to minors

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read policy and procedure documents, guidelines and memos in English and/or local language to interpret the gist correctly
- GS2.** read common organizational signage in English accurately
- GS3.** read simple emails, instructions, advertisements, brochures, manufacturers labels, forms, formats and other common documents accurately
- GS4.** read and interpret correctly information about new products and services with reference to the organization and also from external forums such as websites and/or blogs
- GS5.** write appointments, names, addresses, simple emails, messages, and applications in English accurately
- GS6.** construct a CV or fill a job application form accurately representing skills, knowledge and past experiences in English accurately
- GS7.** write an accident or incident report accurately in English
- GS8.** fill in various applicable forms and formats at the workplace accurately
- GS9.** maintain accurate records of client, services, operating and closing checklists, product stock status
- GS10.** listen and interpret correctly simple instructions in English
- GS11.** listen for and identify the main points of short explanations or presentations in English
- GS12.** listen to and follow short, straightforward explanations and instructions in English
- GS13.** introduce oneself and one's role to customers and visitors, in English and the local language
- GS14.** express clearly statements of fact and give short explanations, accounts and descriptions to customers, seniors and co-workers in English
- GS15.** give clear instructions to customers and/or coworkers as required
- GS16.** pronounce the sounds of English or use sign language sufficiently clearly to be generally understood
- GS17.** speak or communicate with reasonable ease in structured situations and short conversations on familiar topics
- GS18.** exchange information effectively to perform a task
- GS19.** give simple directions, instructions and explanations
- GS20.** ask and answer simple questions such as to establish customer needs, or who a visitor is seeking to meet and for what purpose
- GS21.** display an adequate range of vocabulary to communicate on familiar topics and perform simple tasks
- GS22.** use simple and compound sentences in conversations
- GS23.** avoid using jargon, slang or acronyms when communicating with a customer/ client, unless it is required
- GS24.** speak in a manner and tone that is professional, supportive, respectful and sensitive
- GS25.** listen and understand the local language in dealing with clients

Qualification Pack

- GS26.** decide on course of action by recalling organisation policy, procedures and service standards
- GS27.** make simple decisions with respect to appropriateness of own behaviour recalling principles and practices of professional and social etiquette
- GS28.** get information on limits of authority and permitted actions while making decisions on how to act in routine situations
- GS29.** get information on chain of command to be approached for decisions based on
- GS30.** identify, plan and schedule tasks related to own work, to achieve standards of personal presentations expected in a professional set-up
- GS31.** keep ones own documents and possessions in order at the workplace to ensure cleanliness, security and efficiency of use
- GS32.** organize tasks based on instructions from supervisor or manager in order to complete them on time in order of stated priority
- GS33.** organize service feedback files/documents
- GS34.** plan and manage work routine based on salon procedure
- GS35.** maintain the work area, equipment and product stocks to meet client schedules
- GS36.** maintain accurate records of clients, services and product stock levels
- GS37.** plan own development in line with feedback given from supervisor, coworkers and clients
- GS38.** prioritise response to customers based on urgency and criticality of need, status of the customer and supervisor inputs
- GS39.** minimize customer discomfort by taking permitted or directed actions in a timely manner
- GS40.** respond promptly to customers in a manner that aims to exceed their expectation
- GS41.** adhere to principles of service excellence as defined by the organization aimed at customer satisfaction
- GS42.** build customer relationships using a customer centric approach
- GS43.** follow hygiene, safety and personal presentation standards in line with customer and organisation expectations
- GS44.** identify problems that hinder achievement or increase risks
- GS45.** recall organizational policies, procedures, rules and guidelines applicable to the situation that may be used to decide course of action when faced with problems
- GS46.** act in line with organizational policies, procedures, supervisor/manager instructions, rules and guidelines to contribute towards resolution of the problem in a timely and safe manner, within limits of authority
- GS47.** escalate the problem in a timely manner to the supervisor/manager for effective resolution minimizing damage
- GS48.** explain the importance of resolving problem in a timely manner
- GS49.** explain the importance of accurate communications in problem resolution
- GS50.** explain the negative effects of hiding problems instead of identifying, highlighting and working to resolve them
- GS51.** seek guidance to define criteria and assign values of importance and urgency
- GS52.** sort information in order of importance
- GS53.** identify impact of own actions in terms of health, safety, security, customer satisfaction, influence of coworkers, achievement of task objectives

Qualification Pack

- GS54.** differentiate between routine and non-routine issues and escalate issues of a non-routine nature and as needed
- GS55.** verify information to clarify doubts through seeking guidance from organization documents, supervisor, managers and co-workers
- GS56.** identify relevant and reliable sources of information for seeking clarity where required
- GS57.** explain the concept of assumptions and how they impact decisions, actions and consequences
- GS58.** identify situations and possible underlying intent where information provided by others may be unreliable

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform hair styling and dressing</i>	27	73	-	-
1. <ul style="list-style-type: none"> use suitable consultation techniques to identify the clients wishes for the desired look before dressing the hair, including with parents or guardians for minors Consultation techniques: eg. ask questions, catalogue of styles, chart or image referencing, computer aided simulations 	3	4	-	-
2. ensure a guardian/parent is present for minors under age 14	0.5	3.5	-	-
3. identify and analyse the condition of the hair and its effect on treatment or procedure selection for achievement of the required results	1.5	3.5	-	-
4. select the most suitable drying, setting, styling and finishing techniques to achieve the desired look	1	4	-	-
5. perform back combing /back brushing technique as required	2	5	-	-
6. control and secure hair effectively into place, during dressing	1.5	4.5	-	-
7. dress the hair to the satisfaction of the client	1	4	-	-
8. position self and client to ensure privacy, comfort and safety, throughout the service	1.5	3.5	-	-
9. perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client	2	4	-	-
10. apply finishing product following manufacturers instructions to maintain the style	2	4	-	-
11. ensure the finished style takes into account the critical influencing factors(Influencing factors: length, density, condition of hair, etc.)	-	4	-	-
12. ask questions to check with the client their satisfaction with the finished result	1	4	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or refer to supervisor if actions beyond scope of authority or no action is possible to mitigate damage	1	4	-	-
14. use work methods to minimise wastage	1.5	3.5	-	-
15. dispose waste materials as per organisational standards in a safe and hygienic manner	0.5	3.5	-	-
16. complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards	2	5	-	-
17. record details of the procedure accurately as per organisational policy and procedures	2	3	-	-
18. store information securely in line with the salons policies	2	2	-	-
19. provide specific after-procedure, homecare advice and recommendations for product use and further services to the client	1	4	-	-
NOS Total	27	73	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	BWS/N0208
NOS Name	Perform hair styling and dressing
Sector	Beauty & Wellness
Sub-Sector	Beauty and Salons
Occupation	Haircare Services
NSQF Level	4
Credits	2
Version	4.0
Last Reviewed Date	NA
Next Review Date	19/07/2023
NSQC Clearance Date	19/01/2023

Qualification Pack

BWS/N9001: Prepare and maintain work area

Description

Prepare the equipment's/ tools/ products/machinery (if required any) and work area ahead of service/ session delivery to ensure the efficiently and effectiveness of conducting treatments/ sessions considering the standards of operation of the organization/ salon/ beauty clinic.

Scope

The scope covers the following :

- This unit/task covers the following:
- 1. Prepare and maintain work area

Elements and Performance Criteria

Prepare and maintain work area

To be competent, the user/individual on the job must be able to:

- 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 & odour 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.
- PC2.** identify and select suitable equipment and products required for the respective services/ session
- PC3.** set up the area for services/ session in adherence to the organizational/ beauty salon/ centre's guidelines
- PC4.** place disposable towels, glasses for water, tea/ coffee and other items/ tools/ equipment's (applicable if any) in area convenient for efficient service/ session delivery
- PC5.** prepare sterilisation solution as per organizational/ salon standards using approved products and as per manufacturers instructions
- PC6.** sterilize, disinfect the area as per organizational standards using recommended solutions and conditions
- PC7.** dispose waste materials in adherence to the industry requirements; waste materials such as disposable linen, disposable head bands, disposable gowns, disposable apron, disposable face mask, disposable gloves, etc.
- PC8.** identify ways to optimize usage of material including water in various tasks/activities/processes
- PC9.** check for spills/leakages occurred while providing services
- PC10.** identify and segregate recyclable, non-recyclable and hazardous waste generated in separate bin
- PC11.** store the unused disposable material properly in a dedicated area; material such as disposable masks, gloves, etc.
- PC12.** ensure electrical equipment and appliances are switched off when not in use

Qualification Pack

- PC13.** store records, materials and equipment securely in line with the policies
- 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
- PC15.** set up and promote digital modes of payment to lessen any kind of cross infection

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations standards of performance and sequence of services/ session
- KU2.** range of services/ sessions and products offered by the organization
- KU3.** health and safety requirements in the organization/ salon
- KU4.** environmental conditions required and expected for carrying out services and importance of maintaining these Conditions: Air, light, space, temperature, sound, cleanliness, etc.
- KU5.** types of products, materials and equipment required for the respective services/ sessions
- KU6.** process and products to sterilize and disinfect equipment/tools
- KU7.** manufacturers instructions related to equipment and product use and cleaning
- KU8.** customer service principles including privacy and protection to modesty of the customers
- KU9.** risks to customer privacy and modesty and actions (precautions) taken to maintain the same in the salon
- KU10.** importance of keeping accurate records of services, clients and product usage (inventory)
- KU11.** applicable legislation relating to the workplace Legislation for the workplace: eg. health and safety, workplace regulations, use of work equipment, control of substances hazardous to health, handling/storage/ disposal/ cautions in the use of products, fire precautions, occurrences, hygiene practice, disposal of waste, environmental protection

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read policy and procedure documents, guidelines and memos in English to interpret the gist correctly
- GS2.** read common organizational signage in English accurately
- GS3.** read simple emails, instructions, advertisements, brochures, manufacturers labels, forms, formats and other common documents accurately
- GS4.** read and interpret correctly information about new products and services with reference to the organization and also from external forums such as websites and/or blogs
- GS5.** write appointments, names, addresses, simple emails, messages, and applications in English accurately
- GS6.** construct a CV or fill a job application form accurately representing skills, knowledge and past experiences in English accurately
- GS7.** write an accident or incident report accurately in English
- GS8.** fill in various applicable forms and formats at the workplace accurately

Qualification Pack

- GS9.** maintain accurate records of client, services, operating and closing checklists, product stock status
- GS10.** listen and interpret correctly simple instructions in English
- GS11.** listen for and identify the main points of short explanations or presentations in English
- GS12.** listen to and follow short, straightforward explanations and instructions in English
- GS13.** introduce oneself and one's role to customers and visitors, in English and the local language
- GS14.** express clearly statements of fact and give short explanations, accounts and descriptions to customers, seniors and co-workers in English
- GS15.** give clear instructions to customers and/or coworkers as required
- GS16.** pronounce the sounds of English or use sign language sufficiently clearly to be generally understood
- GS17.** speak or communicate with reasonable ease in structured situations and short conversations on familiar topics
- GS18.** exchange information effectively to perform a task
- GS19.** give simple directions, instructions and explanations
- GS20.** ask and answer simple questions such as to establish customer needs, or who a visitor is seeking to meet and for what purpose
- GS21.** display an adequate range of vocabulary to communicate on familiar topics and perform simple tasks
- GS22.** use simple and compound sentences in conversations
- GS23.** avoid using jargon, slang or acronyms when communicating with a customer/ client, unless it is required
- GS24.** speak in a manner and tone that is professional, supportive, respectful and sensitive
- GS25.** listen and understand the local language in dealing with clients
- GS26.** decide on course of action by recalling organisational policy, procedures and service standards
- GS27.** make simple decisions with respect to appropriateness of own behaviour recalling principles and practices of professional and social etiquette
- GS28.** get information on limits of authority and permitted actions while making decisions on how to act in routine situations
- GS29.** get information on chain of command to be approached for decisions based on
- GS30.** identify, plan and schedule tasks related to own work, to achieve standards of personal presentations expected in a professional set-up
- GS31.** keep one's own documents and possessions in order at the workplace to ensure cleanliness, security and efficiency of use
- GS32.** organize tasks based on instructions from supervisor or manager in order to complete them on time in order of stated priority
- GS33.** organize service feedback files/documents
- GS34.** plan and manage work routine based on salon procedure
- GS35.** maintain the work area, equipment and product stocks to meet client schedules
- GS36.** maintain accurate records of clients, services and product stock levels
- GS37.** plan own development in line with feedback given from supervisor, coworkers and clients

Qualification Pack

- GS38.** prioritise response to customers based on urgency and criticality of need, status of the customer and supervisor inputs
- GS39.** minimize customer discomfort by taking permitted or directed actions in a timely manner
- GS40.** respond promptly to customers in a manner that aims to exceed their expectation
- GS41.** adhere to principles of service excellence as defined by the organization aimed at customer satisfaction
- GS42.** build customer relationships using a customer centric approach
- GS43.** follow hygiene, safety and personal presentation standards in line with customer and organisation expectations
- GS44.** identify problems that hinder achievement or increase risks
- GS45.** recall organizational policies, procedures, rules and guidelines applicable to the situation that may be used to decide course of action when faced with problems
- GS46.** act in line with organizational policies, procedures, supervisor/manager instructions, rules and guidelines to contribute towards resolution of the problem in a timely and safe manner, within limits of authority
- GS47.** escalate the problem in a timely manner to the supervisor/manager for effective resolution minimizing damage
- GS48.** explain the importance of resolving problem in a timely manner
- GS49.** explain the importance of accurate communications in problem resolution
- GS50.** explain the negative effects of hiding problems instead of identifying, highlighting and working to resolve them
- GS51.** seek guidance to define criteria and assign values of importance and urgency
- GS52.** sort information in order of importance
- GS53.** identify impact of own actions in terms of health, safety, security, customer satisfaction, influence of coworkers, achievement of task objectives
- GS54.** differentiate between routine and non-routine issues and escalate issues of a non-routine nature and as needed
- GS55.** verify information to clarify doubts through seeking guidance from organization documents, supervisor, managers and co-workers
- GS56.** identify relevant and reliable sources of information for seeking clarity where required
- GS57.** explain the concept of assumptions and how they impact decisions, actions and consequences
- GS58.** identify situations and possible underlying intent where information provided by others may be unreliable

Qualification Pack

Assessment Criteria

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 & odour 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 services/ session	2	5	-	-
PC3. set up the area for services/ session in adherence to the organizational/ beauty salon/ centre's guidelines	2	5	-	-
PC4. place disposable towels, glasses for water, tea/ coffee and other items/ tools/ equipment's (applicable if any) in area convenient for efficient service/ session delivery	2	5	-	-
PC5. prepare sterilisation solution as per organizational/ salon standards using approved products and as per manufacturers instructions	2	5	-	-
PC6. sterilize, disinfect the area as per organizational standards using recommended solutions and conditions	2	6	-	-
PC7. dispose waste materials in adherence to the industry requirements; waste materials such as disposable linen, disposable head bands, disposable gowns, disposable apron, 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	-	-

Qualification Pack

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. store the unused disposable material properly in a dedicated area; material such as disposable masks, gloves, etc.	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	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	BWS/N9001
NOS Name	Prepare and maintain work area
Sector	Beauty & Wellness
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	1
Version	4.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2028
NSQC Clearance Date	31/08/2023

Qualification Pack

BWS/N9003: Create a positive impression at the workplace

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for individuals to meet the personal grooming and behavior requirements, execute tasks as per the organizations standards and communicate/record information in order to create a positive impression at the workplace

Scope

The scope covers the following :

- The unit/ task covers the following:
 1. Appearance and behavior
 2. Task execution as per organisation's standards
 3. Communication and information record

Elements and Performance Criteria

Appearance and Behavior

To be competent, the user/individual on the job must be able to:

- PC1.** ensure maintaining good health and personal hygiene such as sanitized hands, neatly tied and covered hair, clean nails, etc.
- PC2.** meet the organization's standards of grooming (courtesy, behavior and efficiency) such as engaging with clients with no gender stereotyping, positioning self and client in a manner, to ensure privacy, comfort and well-being of all the genders throughout the services, etc.
- PC3.** stay free from intoxicants while on duty
- PC4.** wear and carry organization's uniform and accessories correctly and smartly by sanitizing it in hot water with detergent and bleach

Task execution as per organization's standards

To be competent, the user/individual on the job must be able to:

- PC5.** take appropriate and approved actions in line with instructions and guidelines
- PC6.** participate in workplace activities as a part of the larger team
- PC7.** report to supervisor immediately in case there are any work issues
- PC8.** use appropriate language, tone and gestures while interacting with guests from different cultural and religious backgrounds, age, disabilities and gender
- 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.

Communication and Information record

To be competent, the user/individual on the job must be able to:

- PC10.** communicate procedure related information to guests based on the sectors code of practices and organisations procedures/ guidelines

Qualification Pack

- PC11.** communicate role related information to stakeholders in a polite manner and resolve queries, if any
- PC12.** assist and guide guests to services or products based on their needs
- PC13.** report and record instances of aggressive/ unruly behavior and seek assistance
- PC14.** use communication equipment (phone, email etc.) as mandated by the organization
- 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
- PC16.** maintain confidentiality of information, as required, in the role
- PC17.** communicate the internalization of gender & its concepts at work place
- PC18.** conduct various workshops for the employees at workplace; using range of technologies that aid PwDs at the workplace, etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of personal health and hygiene
- KU2.** salon's standards of grooming and personal behavior
- KU3.** salon's standards related to courtesy, behavior and efficiency
- KU4.** ill-effects of intoxicants and potential actions at workplace
- KU5.** items of uniform & accessories and correct method of wearing/ carrying them
- KU6.** reporting/ recording formats and protocol for documentation
- KU7.** kinds of work issues that may arise and reporting structure
- KU8.** code of practices and guidelines relating to communication with people
- KU9.** salon's requirements for recording and retaining information
- KU10.** ability to speak, read and write in the local vernacular language and English
- KU11.** appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender
- KU12.** different formats on which information is to be recorded
- KU13.** importance to maintain security and confidentiality of information
- KU14.** kinds of communication equipment (email, phone etc) available and their effective use
- KU15.** selling/ influencing techniques to provide additional services/products to clients

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read about new products and services with reference to the organization and also from external forums such as websites and blogs
- GS2.** keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
- GS3.** reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures

Qualification Pack

- GS4.** maintain accurate records of client, treatments, operating and closing checklists, product stock status
- GS5.** reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures
- GS6.** discuss task lists, schedules, and work-loads with co-workers
- GS7.** question customers/ clients appropriately in order to understand the nature of the problem and make a diagnosis
- GS8.** give clear instructions to customers/ clients
- GS9.** keep customers/ clients informed about progress
- GS10.** avoid using jargon, slang or acronyms when communicating with a customer/ client, unless it is required
- GS11.** manner and tone, professional, supportive, respectful, sensitive to client
- GS12.** speak clearly and precisely in a courteous manner and develop a professional relationship with the client
- GS13.** understand the directives passed down by supervisors
- GS14.** ability to listen and understand the local language in dealing with clients and maintain client confidentiality
- GS15.** make decisions pertaining to the concerned area of work
- GS16.** plan and organize service feedback files/documents
- GS17.** plan and manage work routine based on salon procedure
- GS18.** understand the client scheduling and bookings and maintain the work area, equipment and product stocks to meet the schedule
- GS19.** maintain accurate records of clients, treatments and product stock levels
- GS20.** accept feedback in a positive manner and develop on the shortcomings
- GS21.** committed to service excellence, courteous, pleasant personality
- GS22.** manage relationships with customers who may be stressed, frustrated, confused, or angry
- GS23.** build customer relationships and use customer centric approach
- GS24.** clean, sporting the professional uniform, neat combed hair, closed-in footwear, personal hygiene and cleanliness (shower/bath), oral hygiene (clean teeth, fresh breath)
- GS25.** maintain a hygienic work area adhering to the salon and applicable legal health and safety standards
- GS26.** sanitize the hands and clean all working surfaces, use disposable products and sterilized tools
- GS27.** manage the storage/ disposal/ cautions of use of products, fire precautions, occurrences, hygiene practice, disposal of waste and environmental protection
- GS28.** handle, use and store products, tools and equipment safely to meet with the manufacturers instructions
- GS29.** think through the problem, evaluate the possible solution(s) and suggest an optimum/best possible solution(s)
- GS30.** deal with clients lacking the technical background to solve the problem on their own
- GS31.** identify immediate or temporary solutions to resolve delays
- GS32.** use the existing data to arrive at specific data points
- GS33.** use the existing data points to generate required reports for business



Qualification Pack

- GS34.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action
- GS35.** participate in self-developmental training activities to enhance ones knowledge of salon performance standards and applicable health and

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Appearance and Behavior</i>	8	14	-	-
PC1. ensure maintaining good health and personal hygiene such as sanitized hands, neatly tied and covered hair, clean nails, etc.	2	4	-	-
PC2. meet the organization's standards of grooming (courtesy, behavior and efficiency) such as engaging with clients with no gender stereotyping, positioning self and client in a manner, to ensure privacy, comfort and well-being of all the genders throughout the services, etc.	2	4	-	-
PC3. stay free from intoxicants while on duty	2	2	-	-
PC4. wear and carry organization's uniform and accessories correctly and smartly by sanitizing it in hot water with detergent and bleach	2	4	-	-
<i>Task execution as per organization's standards</i>	10	18	-	-
PC5. take appropriate and approved actions in line with instructions and guidelines	2	3	-	-
PC6. participate in workplace activities as a part of the larger team	2	4	-	-
PC7. report to supervisor immediately in case there are any work issues	2	3	-	-
PC8. use appropriate language, tone and gestures while interacting with guests from different cultural and religious backgrounds, age, disabilities and gender	2	4	-	-
PC9. improve upon existing techniques of services by updating skills, such as, learning about digital technologies (by using digital platform for booking an appointment, making bills & payments, collecting feedback); financial literacy (opening savings bank accounts, linking Aadhaar card to bank account, using various e-commerce platforms); self-ownership, etc.	2	4	-	-
<i>Communication and Information record</i>	18	32	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. communicate procedure related information to guests based on the sectors code of practices and organisations procedures/ guidelines	2	4	-	-
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	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	BWS/N9003
NOS Name	Create a positive impression at the workplace
Sector	Beauty & Wellness
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	1
Version	4.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2028
NSQC Clearance Date	31/08/2023

Qualification Pack

BWS/N9002: Maintain health and safety at the workplace

Description

This unit describes maintaining a safe and hygienic environment at the work area.

Scope

The scope covers the following :

- This unit/ task covers the following:
- 1. Maintain health and safety at the workplace

Elements and Performance Criteria

Maintain health and safety at the workplace

To be competent, the user/individual on the job must be able to:

- 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
- 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.
- PC3.** set up and position oneself, equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements
- PC4.** clean and sterilize all tools and equipment before and after use
- PC5.** maintain one's posture and position to minimize fatigue, risk of injury and chances of cross infection
- PC6.** dispose waste materials in accordance to the industry accepted standards
- PC7.** maintain first aid kit and keep oneself updated on the first aid procedures
- PC8.** identify and document potential risks and hazards in the workplace
- PC9.** accurately maintain accident reports
- PC10.** report health and safety risks/ hazards to concerned personnel
- PC11.** use tools, equipment, chemicals and products in accordance with the guidelines and manufacturers' instructions

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations policies and procedures to address risks and hazards
- KU2.** health and safety requirements in the organization
- KU3.** contra-indications related to various treatment
- KU4.** process and products to sterilize and disinfect equipment/ tools

Qualification Pack

- KU5.** manufacturers instructions related to equipment and product use and cleaning
- KU6.** Knowledge of applicable legislation relating to the workplace (for example health and safety, workplace regulations, use of work equipment, control of substances hazardous to health, handling/storage/ disposal/ cautions in the use of products, fire precautions, occurrences, hygiene practice, disposal of waste, environmental protection)

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read about new products and services with reference to the organization and also from external forums such as websites and blogs
- GS2.** keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
- GS3.** reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures
- GS4.** maintain accurate records of client, treatments, operating and closing checklists, product stock status
- GS5.** reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures
- GS6.** discuss task lists, schedules, and work-loads with co-workers
- GS7.** question customers/ clients appropriately in order to understand the nature of the problem and make a diagnosis
- GS8.** give clear instructions to customers/ clients
- GS9.** keep customers/ clients informed about progress
- GS10.** avoid using jargon, slang or acronyms when communicating with a customer/ client, unless it is required
- GS11.** manner and tone, professional, supportive, respectful, sensitive to client
- GS12.** speak clearly and precisely in a courteous manner and develop a professional relationship with the client
- GS13.** understand the directives passed down by supervisors
- GS14.** ability to listen and understand the local language in dealing with clients and maintain client confidentiality
- GS15.** make decisions pertaining to the concerned area of work
- GS16.** plan and organize service feedback files/documents
- GS17.** plan and manage work routine based on salon procedure
- GS18.** understand the client scheduling and bookings and maintain the work area, equipment and product stocks to meet the schedule
- GS19.** maintain accurate records of clients, treatments and product stock levels
- GS20.** accept feedback in a positive manner and develop on the shortcomings
- GS21.** committed to service excellence, courteous, pleasant personality
- GS22.** manage relationships with customers who may be stressed, frustrated, confused, or angry
- GS23.** build customer relationships and use customer centric approach

Qualification Pack

- GS24.** clean, sporting the professional uniform, neat combed hair, closed-in footwear, personal hygiene and cleanliness (shower/bath), oral hygiene (clean teeth, fresh breath)
- GS25.** maintain a hygienic work area adhering to the salon and applicable legal health and safety standards
- GS26.** sanitize the hands and clean all working surfaces, use disposable products and sterilized tools
- GS27.** manage the storage/ disposal/ cautions of use of products, fire precautions, occurrences, hygiene practice, disposal of waste and environmental protection
- GS28.** handle, use and store products, tools and equipment safely to meet with the manufacturers instructions
- GS29.** think through the problem, evaluate the possible solution(s) and suggest an optimum/best possible solution(s)
- GS30.** deal with clients lacking the technical background to solve the problem on their own
- GS31.** identify immediate or temporary solutions to resolve delays
- GS32.** use the existing data to arrive at specific data points
- GS33.** use the existing data points to generate required reports for business
- GS34.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action
- GS35.** participate in self-developmental training activities to enhance ones knowledge of salon performance standards and applicable health and

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain health and safety at the workplace</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	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	BWS/N9002
NOS Name	Maintain health and safety at the workplace
Sector	Beauty & Wellness
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	1
Version	4.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2028
NSQC Clearance Date	31/08/2023

Qualification Pack

BWS/N9005: Consult and advise clients

Description

Address client needs through consultation and advise on the range of treatments and therapies.

Scope

The scope covers the following :

- This unit/task covers the following:
- 1. Consult and advise client

Elements and Performance Criteria

Consult and advise clients

To be competent, the user/individual on the job must be able to:

1. adhere to the health and safety standards laid out by the organization
2. identify the client needs for services and products taking into account factors that may limit or affect the choice
3. analyse the treatment/ activity area, visually and carry out necessary tests
4. consult the client by questioning to identify contra-indications to products/ services and provide recommendations for treatments/ services that are suitable to the client
5. define a suitable treatment/ plan to meet the clients needs
6. confirm to the client the pricing and duration of service and products and address client queries
7. communicate effectively with the client to maintain client's goodwill trust
8. clarify the client's understanding and expectation prior to commencement of treatment
9. provide after care advice and recommendations to the client
10. record the client and treatment details accurately and store information securely in line with the organizations policies

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organizations standards of performance and sequence of services
- KU2.** the range of services and products offered by the organization
- KU3.** the health and safety requirements in the organization
- KU4.** basic ailments, contraindications, contra actions, treatment plans
- KU5.** applicable legislation relating to the workplace (for example health and safety, workplace regulations, use of work equipment, handling/ storage/ disposal/ cautions in the use of products, fire precautions, hygiene practice, disposal of waste, environmental protection
- KU6.** anatomy, physiology and pathology for treatments/ services
- KU7.** principles and practice of services

Qualification Pack

- KU8.** basic ailments, contraindications, contra actions, treatment/ service plans
- KU9.** applicable legislation relating to the workplace (for example, health and safety, workplace regulations, use of work equipment, handling/ storage/ disposal/ cautions in the use of products, fire precautions, hygiene practice, disposal of waste, environmental protection)
- KU10.** the structure, function, characteristics of body types and position of the muscles

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** document call logs, reports, task lists, and schedules with co-workers
- GS2.** prepare status and progress reports
- GS3.** record customers discussions in the call logs
- GS4.** write memos and e-mail to customers, co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct
- GS5.** read about new products and services with reference to the organization and also from external forums such as websites and blogs
- GS6.** keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
- GS7.** read comments, suggestions, and responses to Frequently Asked Questions (FAQs) posted on the helpdesk portal
- GS8.** discuss task lists, schedules, and work-loads with co-workers
- GS9.** question customers appropriately in order to understand the nature of the problem and make a diagnosis
- GS10.** give clear instructions to customers
- GS11.** keep customers informed about progress
- GS12.** avoid using jargon, slang or acronyms when communicating with a customer, unless it is required
- GS13.** make decisions pertaining to the concerned area of work
- GS14.** plan and organize service feedback files/documents
- GS15.** manage relationships with customers who may be stressed, frustrated, confused, or angry
- GS16.** build customer relationships and use customer centric approach
- GS17.** think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
- GS18.** deal with clients lacking the technical background to solve the problem on their own
- GS19.** identify immediate or temporary solutions to resolve delays
- GS20.** use the existing data to arrive at specific data points
- GS21.** use the existing data points for improving the call resolution time
- GS22.** use the existing data points to generate required reports for business
- GS23.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Consult and advise clients</i>	19	81	-	-
1. adhere to the health and safety standards laid out by the organization	1	5	-	-
2. identify the client needs for services and products taking into account factors that may limit or affect the choice	2	10	-	-
3. analyse the treatment/ activity area, visually and carry out necessary tests	2	8	-	-
4. consult the client by questioning to identify contra-indications to products/ services and provide recommendations for treatments/ services that are suitable to the client	2	10	-	-
5. define a suitable treatment/ plan to meet the clients needs	2	8	-	-
6. confirm to the client the pricing and duration of service and products and address client queries	2	8	-	-
7. communicate effectively with the client to maintain client's goodwill trust	2	8	-	-
8. clarify the client's understanding and expectation prior to commencement of treatment	2	8	-	-
9. provide after care advice and recommendations to the client	2	8	-	-
10. record the client and treatment details accurately and store information securely in line with the organizations policies	2	8	-	-
NOS Total	19	81	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	BWS/N9005
NOS Name	Consult and advise clients
Sector	Beauty & Wellness
Sub-Sector	Generic
Occupation	Generic
NSQF Level	5
Credits	1
Version	3.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

BWS/N0223: Perform creative hair styling and dressing

Description

Perform creative styling and dressing, by using a range of products, tools and equipment to design variety of looks.

Scope

The scope covers the following :

- This unit/task covers the following:
- 1. Perform creative hair styling and dressing

Elements and Performance Criteria

Perform creative hair styling and dressing

To be competent, the user/individual on the job must be able to:

1. perform suitable consultation techniques to identify opportunities for creating a total look
2. identify the condition of the hair to achieve the required results by analysing the influencing factors
3. research ideas for creating the design of the total look
4. select the most suitable combination of dressing, setting techniques, styling techniques and finishing technique to create the total look
5. perform the required back combing /back brushing technique
6. perform various styling techniques Blow drying with round brush and flat brush Finger drying Diffuse Setting Finger waving Pin curling Tonging Straighteners Non-conventional
7. perform various dressing techniques Firm brushing Creative brush Comb used on straight flat styles Hands tease, pull, push, mould, create Back combing/back brushing Roll section of hair Knots Plaits Weaving sections of hair Twists Barrel curls Pleat
8. control and secure hair effectively into place during dressing
9. dress the hair to the satisfaction of the client
10. position self and client throughout procedure to ensure comfort and wellbeing
11. perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client
12. apply finishing product to maintain the style and follow manufacturers instructions
13. create the finished image to the requirements of the final design plan
14. ensure the finished style taking into account the critical influencing factors
15. evaluate the result of the treatment with the client
16. promptly refer problems that cannot be solved to the relevant superior for action
17. complete the procedure to the satisfaction of the client in a commercially acceptable time
18. record the procedure accurately and store information securely in line with the salons policies
19. provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client

Qualification Pack

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations standards of performance and sequence of services
- KU2.** range of services and products offered by the organization
- KU3.** health and safety requirements in the organization
- KU4.** hair and scalp conditions and causes
- KU5.** contraindications
- KU6.** planning accurately and designing the style according to the occasion
- KU7.** researching for ideas to create the design plan
- KU8.** presenting and evaluating the design plan
- KU9.** combining techniques to create a complete look
- KU10.** commercial scope of creating a design work.
- KU11.** attention to detailed work plan and adhering to timescale
- KU12.** affect of the design in accordance to the venue and occasion
- KU13.** remedy work related problems
- KU14.** factors that influence services (Previous history, Hair cut/style, Texture, Length, Density, Growth patterns, skin tone, face shape, lifestyle, existing curl)
- KU15.** various styling and dressing hair (Plait, twists, braids, weave, knots, chignon, pleat, rolls, barrel curls, ringlets, smooth blow dry, curly blow dry, scrunch dry, tonging, crimping, straightening, pin curls, finger waves, wet/dry setting, added hair)
- KU16.** range and suitability of styling products, tools and equipment and the effects achieved
- KU17.** range and application of finishing products
- KU18.** physical effects of styling on hair structure

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** document call logs, reports, task lists, and schedules with co-workers
- GS2.** prepare status and progress reports
- GS3.** record customers discussions in the call logs
- GS4.** write memos and e-mail to customers, co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct
- GS5.** read about new products and services with reference to the organization and also from external forums such as websites and blogs
- GS6.** keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
- GS7.** read comments, suggestions, and responses to Frequently Asked Questions (FAQs) posted on the helpdesk portal
- GS8.** discuss task lists, schedules, and work-loads with co-workers

Qualification Pack

- GS9.** question customers appropriately in order to understand the nature of the problem and make a diagnosis
- GS10.** give clear instructions to customers
- GS11.** keep customers informed about progress
- GS12.** avoid using jargon, slang or acronyms when communicating with a customer, unless it is required
- GS13.** make decisions pertaining to the concerned area of work
- GS14.** plan and organize service feedback files/documents
- GS15.** manage relationships with customers who may be stressed, frustrated, confused, or angry
- GS16.** build customer relationships and use customer centric approach
- GS17.** think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
- GS18.** deal with clients lacking the technical background to solve the problem on their own
- GS19.** identify immediate or temporary solutions to resolve delays
- GS20.** use the existing data to arrive at specific data points
- GS21.** use the existing data points for improving the call resolution time
- GS22.** use the existing data points to generate required reports for business
- GS23.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform creative hair styling and dressing</i>	19	81	-	-
1. perform suitable consultation techniques to identify opportunities for creating a total look	1	4	-	-
2. identify the condition of the hair to achieve the required results by analysing the influencing factors	1	4	-	-
3. research ideas for creating the design of the total look	1	4	-	-
4. select the most suitable combination of dressing, setting techniques, styling techniques and finishing technique to create the total look	1	4	-	-
5. perform the required back combing /back brushing technique	1	4	-	-
6. perform various styling techniques Blow drying with round brush and flat brush Finger drying Diffuse Setting Finger waving Pin curling Tonging Straighteners Non-conventional	1	8	-	-
7. perform various dressing techniques Firm brushing Creative brush Comb used on straight flat styles Hands tease, pull, push, mould, create Back combing/back brushing Roll section of hair Knots Plaits Weaving sections of hair Twists Barrel curls Pleat	1	8	-	-
8. control and secure hair effectively into place during dressing	1	5	-	-
9. dress the hair to the satisfaction of the client	1	3	-	-
10. position self and client throughout procedure to ensure comfort and wellbeing	1	4	-	-
11. perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client	1	3	-	-
12. apply finishing product to maintain the style and follow manufacturers instructions	1	4	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. create the finished image to the requirements of the final design plan	1	3	-	-
14. ensure the finished style taking into account the critical influencing factors	1	4	-	-
15. evaluate the result of the treatment with the client	1	4	-	-
16. promptly refer problems that cannot be solved to the relevant superior for action	1	4	-	-
17. complete the procedure to the satisfaction of the client in a commercially acceptable time	1	4	-	-
18. record the procedure accurately and store information securely in line with the salons policies	1	3	-	-
19. provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client	1	4	-	-
NOS Total	19	81	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	BWS/N0223
NOS Name	Perform creative hair styling and dressing
Sector	Beauty & Wellness
Sub-Sector	Beauty and Salons
Occupation	Haircare Services
NSQF Level	5
Credits	1
Version	3.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

BWS/N0303: Apply air-brush makeup

Description

This OS unit is about carrying out a variety of airbrush make-up designs, techniques and airbrush products.

Scope

The scope covers the following :

- This unit/task covers the following:
- 1. Make-up application using airbrush technique

Elements and Performance Criteria

Apply air-brush make-up

To be competent, the user/individual on the job must be able to:

1. prepare yourself, client and work area for airbrush make-up
2. use suitable consultation techniques to identify treatment objectives
3. carry out skin analysis to determine skin type and condition and check for contra-indications
4. identify the purpose for the make-up and provide clear recommendations to the client
5. select airbrush make-up products, tools and equipment to suit client treatment needs, skin type and conditions
6. use products, tools, equipment and techniques to meet the design plan and to suit client treatment needs, skin types and conditions
7. complete the airbrush make-up to the satisfaction of the client
8. record and evaluate the results of the treatment
9. provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations standards of performance and sequence of services
- KU2.** range of services and products offered by the organization
- KU3.** health and safety requirements in the organization
- KU4.** structure and function of the skin
- KU5.** bones and muscles of the head, neck and shoulders
- KU6.** skin types and conditions (oily, dry, combination, sensitive, pigmentation, etc.)
- KU7.** contra-indications, skin diseases and disorders
- KU8.** the importance of carrying out a detailed skin analysis and relevant tests (sensitivity tests 24-48 hours prior)

Qualification Pack

- KU9.** airbrush make-up product uses and limitations, silicone based, water based, alcohol based, colour range, selection and suitability to the make-up needs
- KU10.** airbrush make-up design: contouring, 3D, tattooing, full face day make-up; make-up for bridal, fashion and photographic shoots
- KU11.** application of airbrush make-up techniques: colour fading; blending; highlighting; shading; stencilling; masking, freehand; pulsing; back bubbling; even colour washing
- KU12.** advice: longevity of the make-up; suitable make-up removal techniques; activities to avoid

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** maintain accurate records of client, treatments, operating and closing checklists, product stock status
- GS2.** reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures
- GS3.** read about new products and services with reference to the organization and also from external forums such as websites and blogs
- GS4.** keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
- GS5.** reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures
- GS6.** discuss task lists, schedules, and work-loads with co-workers
- GS7.** question customers/ clients appropriately in order to understand the nature of the problem and make a diagnosis
- GS8.** give clear instructions to customers/ clients
- GS9.** keep customers/ clients informed about progress
- GS10.** avoid using jargon, slang or acronyms when communicating with a customer/ client, unless it is required
- GS11.** manner and tone, professional, supportive, respectful, sensitive to client
- GS12.** speak clearly and precisely in a courteous manner and develop a professional relationship with the client
- GS13.** understand the directives passed down by supervisors
- GS14.** ability to listen and understand the local language in dealing with clients and maintain client confidentiality
- GS15.** make decisions pertaining to the concerned area of work
- GS16.** plan and organize service feedback files/documents
- GS17.** plan and manage work routine based on salon procedure
- GS18.** understand the client scheduling and bookings and maintain the workarea, equipment and product stocks to meet the schedule
- GS19.** maintain accurate records of clients, treatments and product stocklevels
- GS20.** accept feedback in a positive manner and develop on the shortcomings
- GS21.** committed to service excellence, courteous, pleasant personality
- GS22.** manage relationships with customers who may be stressed, frustrated, confused, or angry

Qualification Pack

- GS23.** build customer relationships and use customer centric approach
- GS24.** clean, sporting the professional uniform, neat combed hair, closed-in footwear, personal hygiene and cleanliness (shower/bath), oral hygiene (clean teeth, fresh breath)
- GS25.** maintain a hygienic work area adhering to the salon and applicable legal health and safety standards
- GS26.** sanitize the hands and clean all working surfaces, use disposable products and sterilized tools
- GS27.** manage the storage/ disposal/ cautions of use of products, fire precautions, occurrences, hygiene practice, disposal of waste and environmental protection
- GS28.** handle, use and store products, tools and equipment safely to meet with the manufacturers instructions
- GS29.** think through the problem, evaluate the possible solution(s) and suggest an optimum/best possible solution(s)
- GS30.** deal with clients lacking the technical background to solve the problem on their own
- GS31.** identify immediate or temporary solutions to resolve delays
- GS32.** use the existing data to arrive at specific data points
- GS33.** use the existing data points to generate required reports for business
- GS34.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action
- GS35.** participate in self developmental training activities to enhance ones knowledge of salon performance standards and applicable health and safety legislative requirements

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Apply air-brush make-up</i>	25	75	-	-
1. prepare yourself, client and work area for airbrush make-up	6	10	-	-
2. use suitable consultation techniques to identify treatment objectives	3	9	-	-
3. carry out skin analysis to determine skin type and condition and check for contra-indications	3	9	-	-
4. identify the purpose for the make-up and provide clear recommendations to the client	1	3	-	-
5. select airbrush make-up products, tools and equipment to suit client treatment needs, skin type and conditions	1	3	-	-
6. use products, tools, equipment and techniques to meet the design plan and to suit client treatment needs, skin types and conditions	2	6	-	-
7. complete the airbrush make-up to the satisfaction of the client	3	9	-	-
8. record and evaluate the results of the treatment	3	13	-	-
9. provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client	3	13	-	-
NOS Total	25	75	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	BWS/N0303
NOS Name	Apply air-brush makeup
Sector	Beauty & Wellness
Sub-Sector	Beauty and Salons
Occupation	Make-up Services
NSQF Level	5
Credits	2
Version	3.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

BWS/N0404: Perform nail art application

Description

To perform planning and creating individual nail art designs to suit the client and occasion

Scope

The scope covers the following :

- This unit/task covers the following:
- 1. Nail art designing and applying

Elements and Performance Criteria

Nail art designing and applying

To be competent, the user/individual on the job must be able to:

1. adhere to the health and safety standards laid out by the manufacturer and organization
2. position self and client throughout treatment to ensure comfort and wellbeing
3. sanitize the hands prior to treatment commencement
4. prepare the client and provide suitable protective apparel
5. clean the nails to ensure they are free from bacteria
6. set-up products, tools, equipment and techniques to suit clients service needs, nail and skin conditions
7. carry out client consultation technique to identify the treatment plan and client needs
8. ensure the client and you have understood the treatment objective and plan
9. perform cleaning of nails to ensure they are free from bacteria
10. perform applying false nails or extensions if required
11. perform nail art application by decorating nails using various methods (colored polish, gems, glitter 3D embedding, colour blending, marbling, painting and alternative tip shapes. designs painted with an airbrush, either free-hand or using a stencil)
12. promptly refer problems that cannot be solved to the relevant person
13. cleaning up and dispose the waste in the work area post-service to maintain the health and safety standard; complete the therapy to the satisfaction of the guest in a commercially acceptable time
14. provide after care advise

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations standards of performance and sequence of services
- KU2.** range of services and products offered by the organization
- KU3.** health and safety requirements in the organization

Qualification Pack

- KU4.** basic anatomy, physiology and pathology for nail treatments
- KU5.** basic contraindications, contra actions, treatment plans
- KU6.** applicable legislation relating to the workplace (for example, health and safety, workplace regulations, use of work equipment, handling/ storage/ disposal/ cautions of use of products, fire precautions, hygiene practice, disposal of waste, environmental protection)
- KU7.** the structure, function, characteristics of skin and nail types
- KU8.** products , tools and equipment to perform nail art application
- KU9.** nails shapes and design for application
- KU10.** after care advise and products

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** document call logs, reports, task lists, and schedules with co-workers
- GS2.** prepare status and progress reports
- GS3.** record customers discussions in the call logs
- GS4.** write memos and e-mail to customers, co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct
- GS5.** read about new products and services with reference to the organization and also from external forums such as websites and blogs
- GS6.** keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
- GS7.** read comments, suggestions, and responses to Frequently Asked Questions (FAQs) posted on the helpdesk portal
- GS8.** discuss task lists, schedules, and work-loads with co-workers
- GS9.** question customers appropriately in order to understand the nature of the problem and make a diagnosis
- GS10.** give clear instructions to customers
- GS11.** keep customers informed about progress
- GS12.** avoid using jargon, slang or acronyms when communicating with a customer, unless it is required
- GS13.** make decisions pertaining to the concerned area of work
- GS14.** plan and organize service feedback files/documents
- GS15.** manage relationships with customers who may be stressed, frustrated, confused, or angry
- GS16.** build customer relationships and use customer centric approach
- GS17.** think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
- GS18.** deal with clients lacking the technical background to solve the problem on their own
- GS19.** identify immediate or temporary solutions to resolve delays
- GS20.** use the existing data to arrive at specific data points
- GS21.** use the existing data points for improving the call resolution time

Qualification Pack

- GS22.** use the existing data points to generate required reports for business
- GS23.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Nail art designing and applying</i>	15	85	-	-
1. adhere to the health and safety standards laid out by the manufacturer and organization	1	6	-	-
2. position self and client throughout treatment to ensure comfort and wellbeing	1	6	-	-
3. sanitize the hands prior to treatment commencement	1	6	-	-
4. prepare the client and provide suitable protective apparel	1	6	-	-
5. clean the nails to ensure they are free from bacteria	1	6	-	-
6. set-up products, tools, equipment and techniques to suit clients service needs, nail and skin conditions	1	6	-	-
7. carry out client consultation technique to identify the treatment plan and client needs	1	6	-	-
8. ensure the client and you have understood the treatment objective and plan	1	6	-	-
9. perform cleaning of nails to ensure they are free from bacteria	1	6	-	-
10. perform applying false nails or extensions if required	1	6	-	-
11. perform nail art application by decorating nails using various methods (colored polish, gems, glitter 3D embedding, colour blending, marbling, painting and alternative tip shapes. designs painted with an airbrush, either free-hand or using a stencil)	2	7	-	-
12. promptly refer problems that cannot be solved to the relevant person	1	6	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. cleaning up and dispose the waste in the work area post-service to maintain the health and safety standard; complete the therapy to the satisfaction of the guest in a commercially acceptable time	1	6	-	-
14. provide after care advise	1	6	-	-
NOS Total	15	85	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	BWS/N0404
NOS Name	Perform nail art application
Sector	Beauty & Wellness
Sub-Sector	Beauty and Salons
Occupation	Nailcare Services
NSQF Level	4
Credits	1
Version	3.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

BWS/N0127: Carry out application of simple mehndi designs

Description

This OS unit is application of mehendi design as a temporary form of skin decoration. This is an artistic body art procedure.

Scope

The scope covers the following :

- This unit/task covers the following:
 - A. Depilation services:
 - 1. Prepare for mehendi application
 - 2. Apply simple mehendi designs

Elements and Performance Criteria

Prepare for mehendi application

To be competent, the user/individual on the job must be able to:

1. adhere to the health and safety standards laid out by the manufacturer and organization
2. use mehendi procured from authorised sources only
3. ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any
4. adjust the clients position to meet the needs of the service without causing them discomfort
5. sanitize the hands prior to service commencement using a hand sanitiser
6. prepare the client and provide suitable protective apparel
7. use suitable consultation techniques to identify design objectives
8. select and use products, tools and equipment to suit design objectives
9. perform pre- preparation of mehndi/henna for the cone
10. perform preparation of the cone and ensure a suitable tip size
11. prepare the mehendi to appropriate consistency and recipe for application technique
12. carry out a skin sensitivity test suitably to test for contra action

Apply simple mehendi design

To be competent, the user/individual on the job must be able to:

13. apply mehndi design using simple elements and correct procedures on hands, wrists and feet
14. complete the application to the satisfaction of the customer in a commercially acceptable time
15. comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs
16. check the clients comfort and wellbeing throughout the service and adapt
17. discontinue service, and do not provide advice and recommendations where contra-actions occur
18. ensure the work area is kept clean and tidy during the service Carry out post-procedure actions

Qualification Pack

Carry out post-procedure actions

To be competent, the user/individual on the job must be able to:

19. dispose waste materials as per organisational standards in a safe and hygienic manner
20. record details of the procedure accurately as per organisational policy and approved practice
21. store information securely in line with the salons policies
22. provide specific after-process advice to the client for colour fastening and contra actions
23. ask questions to check with the client their satisfaction with the finished result
24. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the health, safety and legal requirements as applicable to the area of work
- KU2.** service standards and brand image related details of the salon
- KU3.** safe, effective and hygiene practices to be followed while working in the organization
B.TechnicalKnowledge
- KU4.** environmental conditions required and expected for carrying out services and importance of maintaining theseConditions: Air, light, space, temperature, sound, cleanliness, etc.
- KU5.** products, materials and tools used for mehendi application and their correct use
- KU6.** importance of right consistency of mehendi mixture
- KU7.** contra indications and contra actions for mehendi application
- KU8.** procedure to prepare and store mehendi
- KU9.** method of preparation of the cone
- KU10.** skin sensitivity test, its importance and procedure
- KU11.** simple design elements used in mehendi design
- KU12.** risks of using sub-standard products
- KU13.** various parts of the body commonly used for mehendi application
- KU14.** factors impacting customer comfort and satisfaction while undergoing the process of mehendi application
- KU15.** factors impacting resultant colour of the applied mehendi
- KU16.** importance of aftercare procedures and considerations for mehendi services
- KU17.** customer service principles including privacy and protection to modesty of
- KU18.** risks to customer privacy and modesty and actions (precautions) taken to maintain the same in the salon
- KU19.** importance of keeping accurate records of services, clients and product usage (inventory)

Generic Skills (GS)

User/individual on the job needs to know how to:

Qualification Pack

- GS1.** read policy and procedure documents, guidelines and memos in English and/or local language to interpret the gist correctly
- GS2.** read common organizational signage in English accurately
- GS3.** read simple emails, instructions, advertisements, brochures, manufacturers labels, forms, formats and other common documents accurately
- GS4.** read and interpret correctly information about new products and services with reference to the organization and also from external forums such as websites and/or blogs Writing Skills
- GS5.** write appointments, names, addresses, simple emails, messages, and applications in English accurately
- GS6.** construct a CV or fill a job application form accurately representing skills, knowledge and past experiences in English accurately
- GS7.** write an accident or incident report accurately in English
- GS8.** fill in various applicable forms and formats at the workplace accurately
- GS9.** maintain accurate records of client, services, operating and closing checklists, product stock status Oral Communication (Listening and Speaking skills)
- GS10.** listen and interpret correctly simple instructions in English
- GS11.** listen for and identify the main points of short explanations or presentations in English
- GS12.** listen to and follow short, straightforward explanations and instructions in English
- GS13.** introduce oneself and ones role to customers and visitors, in English and the local language
- GS14.** express clearly statements of fact and give short explanations, accounts and descriptions to customers, seniors and co-workers in English
- GS15.** give clear instructions to customers and/or coworkers as required
- GS16.** pronounce the sounds of English or use sign language sufficiently clearly to be
- GS17.** speak or communicate with reasonable ease in structured situations and short
- GS18.** exchange information effectively to perform a task
- GS19.** give simple directions, instructions and explanations
- GS20.** ask and answer simple questions such as to establish customer needs, or who a visitor is seeking to meet and for what purpose
- GS21.** display an adequate range of vocabulary to communicate on familiar topics and perform simple tasks
- GS22.** use simple and compound sentences in conversations
- GS23.** avoid using jargon, slang or acronyms when communicating with a customer/ client, unless it is required
- GS24.** speak in a manner and tone that is professional, supportive, respectful and sensitive
- GS25.** listen and understand the local language in dealing with clients
- GS26.** decide on course of action by recalling organisational policy, procedures and service standards
- GS27.** make simple decisions with respect to appropriateness of own behaviour recalling principles and practices of professional and social etiquette
- GS28.** get information on limits of authority and permitted actions while making decisions on how to act in routine situations
- GS29.** get information on chain of command to be approached for decisions based on Plan and Organize

Qualification Pack

- GS30.** identify, plan and schedule tasks related to own work, to achieve standards of personal presentations expected in a professional set-up
- GS31.** keep ones own documents and possessions in order at the workplace to ensure cleanliness, security and efficiency of use
- GS32.** organize tasks based on instructions from supervisor or manager in order to complete them on time in order of stated priority
- GS33.** organize service feedback files/documents
- GS34.** plan and manage work routine based on salon procedure
- GS35.** maintain the work area, equipment and product stocks to meet client schedules
- GS36.** maintain accurate records of clients, services and product stock levels
- GS37.** plan own development in line with feedback given from supervisor, coworkers and clients Customer Centricity
- GS38.** prioritise response to customers based on urgency and criticality of need, status of the customer and supervisor inputs
- GS39.** minimize customer discomfort by taking permitted or directed actions in a
- GS40.** respond promptly to customers in a manner that aims to exceed their expectation
- GS41.** adhere to principles of service excellence as defined by the organization aimed at customer satisfaction
- GS42.** build customer relationships using a customer centric approach
- GS43.** follow hygiene, safety and personal presentation standards in line with customer and organisation expectations
- GS44.** recall organizational policies, procedures, rules and guidelines applicable to the situation that may be used to decide course of action when faced with problems
- GS45.** identify problems that hinder achievement or increase risks
- GS46.** act in line with organizational policies, procedures, supervisor/manager instructions, rules and guidelines to contribute towards resolution of the problem in a timely and safe manner, within limits of authority
- GS47.** escalate the problem in a timely manner to the supervisor/manager for effective resolution minimizing damage
- GS48.** explain the importance of resolving problem in a timely manner
- GS49.** explain the importance of accurate communications in problem resolution
- GS50.** explain the negative effects of hiding problems instead of identifying, highlighting and working to resolve them
- GS51.** seek guidance to define criteria and assign values of importance and urgency
- GS52.** sort information in order of importance
- GS53.** identify impact of own actions in terms of health, safety, security, customer satisfaction, influence of coworkers, achievement of task objectives
- GS54.** differentiate between routine and non-routine issues and escalate issues of a non-routine nature and as needed
- GS55.** verify information to clarify doubts through seeking guidance from organization documents, supervisor, managers and co-workers
- GS56.** identify relevant and reliable sources of information for seeking clarity where required

Qualification Pack

- GS57.** explain the concept of assumptions and how they impact decisions, actions and consequences
- GS58.** identify situations and possible underlying intent where information provided by others may be unreliable

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for mehendi application</i>	15.5	41.5	-	-
1. adhere to the health and safety standards laid out by the manufacturer and organization	0.5	2.5	-	-
2. use mehendi procured from authorised sources only	1	3	-	-
3. ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any	1.5	2.5	-	-
4. adjust the clients position to meet the needs of the service without causing them discomfort	1	3	-	-
5. sanitize the hands prior to service commencement using a hand sanitiser	0.5	2.5	-	-
6. prepare the client and provide suitable protective apparel	1.5	4.5	-	-
7. use suitable consultation techniques to identify design objectives	2	3	-	-
8. select and use products, tools and equipment to suit design objectives	0.5	3.5	-	-
9. perform pre- preparation of mehndi/henna for the cone	1	5	-	-
10. perform preparation of the cone and ensure a suitable tip size	2	4	-	-
11. prepare the mehendi to appropriate consistency and recipe for application technique	2	4	-	-
12. carry out a skin sensitivity test suitably to test for contra action	2	4	-	-
<i>Apply simple mehendi design</i>	5	16	-	-
13. apply mehendi design using simple elements and correct procedures on hands, wrists and feet	1.5	3.5	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
14. complete the application to the satisfaction of the customer in a commercially acceptable time	1	4	-	-
15. comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs	1	2	-	-
16. check the clients comfort and wellbeing throughout the service and adapt	0.5	2.5	-	-
17. discontinue service, and do not provide advice and recommendations where contra-actions occur	1	2	-	-
18. ensure the work area is kept clean and tidy during the service Carry out post-procedure actions	-	2	-	-
<i>Carry out post-procedure actions</i>	7.5	14.5	-	-
19. dispose waste materials as per organisational standards in a safe and hygienic manner	0.5	2.5	-	-
20. record details of the procedure accurately as per organisational policy and approved practice	2	2	-	-
21. store information securely in line with the salons policies	1	2	-	-
22. provide specific after-process advice to the client for colour fastening and contra actions	1	3	-	-
23. ask questions to check with the client their satisfaction with the finished result	2	2	-	-
24. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor	1	3	-	-
NOS Total	28	72	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	BWS/N0127
NOS Name	Carry out application of simple mehndi designs
Sector	Beauty & Wellness
Sub-Sector	Beauty and Salons
Occupation	Skincare Services
NSQF Level	3
Credits	1
Version	4.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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.

Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	0	0	50	10
BWS/N0104.Perform skin care services	26	74	-	-	100	5
BWS/N0106.Perform makeup services	24	76	-	-	100	10
BWS/N0311.Perform groom makeup services	22	78	-	-	100	10
BWS/N0313.Perform fantasy makeup	26	74	-	-	100	10
BWS/N0312.Apply makeup with high definition products	25	75	-	-	100	10
BWS/N0205.Perform blow drying of hair	27	73	-	-	100	5
BWS/N0208.Perform hair styling and dressing	27	73	-	-	100	5
BWS/N9001.Prepare and maintain work area	30	70	-	-	100	5
BWS/N9003.Create a positive impression at the workplace	36	64	-	-	100	5
BWS/N9002.Maintain health and safety at the workplace	33	67	-	-	100	5
BWS/N9005.Consult and advise clients	19	81	-	-	100	0

Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
BWS/N0223.Perform creative hair styling and dressing	19	81	-	-	100	10
BWS/N0303.Apply air-brush makeup	25	75	-	-	100	10
Total	359	991	0	0	1350	100

Optional: 1 Perform nail art application

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
BWS/N0404.Perform nail art application	15	85	-	-	100	10
Total	15	85	-	-	100	10

Optional: 2 Carry out application of simple mehndi designs

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
BWS/N0127.Carry out application of simple mehndi designs	28	72	-	-	100	10
Total	28	72	-	-	100	10

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Qualification Pack

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.