

Qualification Pack



Soap Maker (Handmade)

QP Code: BWS/Q4201

Version: 1.0

NSQF Level: 3

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BWS/Q4201: Soap Maker (Handmade)

Brief Job Description

A soap maker is an individual or business that specializes in the production of soap. Soap makers operate equipment and mixers that produce soap, making sure the end product is produced according to specified formula. Soap makers can create a wide variety of soaps, including bar soaps, liquid soaps, glycerin soaps, and specialty soaps with different scents, colors, and properties.

Personal Attributes

A soap maker possesses a unique blend of personal attributes that include creativity, patience and persistence. Attention to detail and sensory awareness are hallmarks of their work. The person should possess organizational abilities, problem-solving skills and safety consciousness.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [BWS/N4201: Introduction to Soap Making](#)
2. [BWS/N4204: Glycerin base Soap](#)
3. [BWS/N4203: Organic Soap](#)
4. [BWS/N4202: Soap Packaging](#)
5. [BWS/N9017: Prepare, maintain and optimize work area](#)
6. [BWS/N9016: Maintain health and safety practices at the workplace](#)
7. [BWS/N9018: Positive impression at workplace](#)
8. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Beauty & Wellness
Sub-Sector	Product and Sales
Occupation	Beauty Wellness Products Manufacturing Services
Country	India

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NSQF Level	3
Credits	10
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL
Minimum Educational Qualification & Experience	<p>Previous relevant Qualification of NSQF Level (1) with 1-2 Years of experience OR 10th grade pass OR 8th grade pass with 2 years of NTC (or NAC after 8th) OR 8th grade pass OR 9th grade pass OR 9th grade pass with 1 Year of experience OR 5th grade pass with 5 Years of experience OR Previous relevant Qualification of NSQF Level (2.5) with 1 Year of experience OR Previous relevant Qualification of NSQF Level (2) with 3 Years of experience</p>
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed On	NA
Next Review Date	31/01/2027
NSQC Approval Date	31/01/2024
Version	1.0
Reference code on NQR	QG-03-BW-02034-2024-V1-BWSSC11123
NQR Version	1

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BWS/N4201: Introduction to Soap Making

Description

This OS unit is about the overview of soap and soap making.

Scope

The scope covers the following :

- Saponification
- properties of soap
- raw materials and equipment required in saponification
- chemical safety (lye safety)

Elements and Performance Criteria

Saponification

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

- PC1.** develop understanding on the history and origin of soap
- PC2.** develop understanding in evolution of soap and soap making
- PC3.** understand the process of soap making (saponification)

properties of soap

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

- PC4.** explain the chemical formula of soap
- PC5.** differentiate between types of soaps used for various purposes, like glycerine soap, cold process soap, liquid soap, detergent etc.
- PC6.** list the various properties of soap

raw materials and equipment required in saponification

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

- PC7.** list the raw materials required for making soap like lye, sunflower oil, coconut oil, Isopropyl alcohol, beeswax, essential oil, calcium carbonate, sodium lactate, etc.
- PC8.** identify the types and quality of oils, fats and rosin used in the manufacturing of soap
- PC9.** arrange raw materials carefully for further usage in making appropriate soap
- PC10.** explain how to measure the exact quantity and strength of raw materials before the commencement of the process.
- PC11.** explain the usage of measuring scale
- PC12.** list machines and utensils used for manufacturing of soap like silicone molds, steel trays, utensils, double boiler equipment, droppers (glass or plastic pipettes), heating plates, measuring jugs for pouring, knives and Cutters, weighing scale, etc
- PC13.** identify and explain the usage of gloves and safety equipment during the process of soapmaking
- PC14.** arrange utensils and equipment at the designated location

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- PC15.** demonstrate appropriate handling of utensils and equipment while measuring the strength, mixing the raw materials, heating process, etc.
- PC16.** demonstrate the proper cleaning and storage of the equipment and leftover raw materials.
- PC17.** demonstrate the process of disinfecting the silicon molds before pouring the prepared soap mixture
- PC18.** demonstrate how lye is used in turning fats into soap
chemical safety (lye safety)

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

- PC19.** describe the process of lye formation
- PC20.** demonstrate how lye is used in turning fats into soap
- PC21.** describe the properties of sodium hydroxide
- PC22.** identify how to prevent harmful and burning hazards while using lye
- PC23.** identify the various forms of lye like flakes, powder or pellets
- PC24.** provide emphasis on the lye safety rules by wearing appropriate safety gears like long sleeves, long pants, closed shoes, goggles, gloves and mask
- PC25.** discuss the importance of using a heat safe container like heat safe glass or heat safe plastic or stainless steel while preparing lye and mixing it in oil
- PC26.** prepare a lye in a well-ventilated area to avoid inhaling harmful fumes.
- PC27.** demonstrate the proper measurement procedure for adding lye to water to avoid explosion.
- PC28.** explain the proper storage of lye in a clean, dry environment, labeled and away from children.
- PC29.** describe first aid measures to handle lye burns

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** • personnel management, relevant legislation, standards, policies, and procedures followed in
• the company
- KU2.** the locations where materials are typically stored
- KU3.** appropriate procedure of soap making
- KU4.** basic calculation for raw materials
- KU5.** the appropriate safety measures while handling raw materials
- KU6.** handling the equipment
- KU7.** ensuring that there are no mal handling/accidents due to improper handling of the raw materials
- KU8.** risk and impact of not following defined procedures and safety measures for lye

Generic Skills (GS)

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

- GS1.** read and write effectively

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- GS2.** interpret work related documents
- GS3.** read about operating the equipment
- GS4.** interact with employees at work efficiently
- GS5.** ensure safety compliance
- GS6.** follow instructions and work on areas of improvement identified

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Saponification</i>	5	-	-	-
PC1. develop understanding on the history and origin of soap	-	-	-	-
PC2. develop understanding in evolution of soap and soap making	-	-	-	-
PC3. understand the process of soap making (saponification)	-	-	-	-
<i>properties of soap</i>	5	10	-	-
PC4. explain the chemical formula of soap	-	-	-	-
PC5. differentiate between types of soaps used for various purposes, like glycerine soap, cold process soap, liquid soap, detergent etc.	-	-	-	-
PC6. list the various properties of soap	-	-	-	-
<i>raw materials and equipment required in saponification</i>	10	30	-	-
PC7. list the raw materials required for making soap like lye, sunflower oil, coconut oil, Isopropyl alcohol, beeswax, essential oil, calcium carbonate, sodium lactate, etc.	-	-	-	-
PC8. identify the types and quality of oils, fats and rosin used in the manufacturing of soap	-	-	-	-
PC9. arrange raw materials carefully for further usage in making appropriate soap	-	-	-	-
PC10. explain how to measure the exact quantity and strength of raw materials before the commencement of the process.	-	-	-	-
PC11. explain the usage of measuring scale	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. list machines and utensils used for manufacturing of soap like silicone molds, steel trays, utensils, double boiler equipment, droppers (glass or plastic pipettes), heating plates, measuring jugs for pouring, knives and Cutters, weighing scale, etc	-	-	-	-
PC13. identify and explain the usage of gloves and safety equipment during the process of soapmaking	-	-	-	-
PC14. arrange utensils and equipment at the designated location	-	-	-	-
PC15. demonstrate appropriate handling of utensils and equipment while measuring the strength, mixing the raw materials, heating process, etc.	-	-	-	-
PC16. demonstrate the proper cleaning and storage of the equipment and leftover raw materials.	-	-	-	-
PC17. demonstrate the process of disinfecting the silicon molds before pouring the prepared soap mixture	-	-	-	-
PC18. demonstrate how lye is used in turning fats into soap	-	-	-	-
<i>chemical safety (lye safety)</i>	10	30	-	-
PC19. describe the process of lye formation	-	-	-	-
PC20. demonstrate how lye is used in turning fats into soap	-	-	-	-
PC21. describe the properties of sodium hydroxide	-	-	-	-
PC22. identify how to prevent harmful and burning hazards while using lye	-	-	-	-
PC23. identify the various forms of lye like flakes, powder or pellets	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC24. provide emphasis on the lye safety rules by wearing appropriate safety gears like long sleeves, long pants, closed shoes, goggles, gloves and mask	-	-	-	-
PC25. discuss the importance of using a heat safe container like heat safe glass or heat safe plastic or stainless steel while preparing lye and mixing it in oil	-	-	-	-
PC26. prepare a lye in a well-ventilated area to avoid inhaling harmful fumes.	-	-	-	-
PC27. demonstrate the proper measurement procedure for adding lye to water to avoid explosion.	-	-	-	-
PC28. explain the proper storage of lye in a clean, dry environment, labeled and away from children.	-	-	-	-
PC29. describe first aid measures to handle lye burns	-	-	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	BWS/N4201
NOS Name	Introduction to Soap Making
Sector	Beauty & Wellness
Sub-Sector	Product and Sales
Occupation	Beauty Wellness Products Manufacturing Services
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	31/01/2024
Next Review Date	31/01/2027
NSQC Clearance Date	31/01/2024

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BWS/N4204: Glycerin base Soap

Description

this OS is about the preparation of glycerin base soap and different varieties of glycerin soaps

Scope

The scope covers the following :

- Making of glycerin or clear soap

Elements and Performance Criteria

making of glycerin soap

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

- PC1.** develop an understanding of glycerin soap
- PC2.** list the usage and properties of glycerin soap
- PC3.** collect raw material like coconut oil, stearic acid, glycerin, ethanol, sodium hydroxide, sugar, etc.
- PC4.** carryout the measurements of the ingredients carefully following the safety guidelines.
- PC5.** collect and place all the tools & equipment
- PC6.** ensure to put on the safety gears like gloves and safety goggles before commencing the process of soap making
- PC7.** explain the detailed process of making base soap and different types of glycerin soaps by melt and pour method
- PC8.** follow the step by step procedure guidelines of soap making
- PC9.** prepare the lye in a well- ventilated area with caution to avoid inhalation of toxic fumes
- PC10.** ensure to slowly mix lye into distilled water. NEVER pour water into lye
- PC11.** Heat the ingredients in a slow cooker and a double boiler.
- PC12.** develop understanding on proper mixing of the ingredients eg.dissolve Sodium Hydroxide with water, till it becomes clear in texture.
- PC13.** ensure all ingredients are at optimum temperature before mixing
- PC14.** Ensure that the ingredients are fully dissolved before pouring the mixture into soap molds
- PC15.** carryout the process of soap making in a heat-safe equipment or it can burn the skin
- PC16.** Ensure not to let melt and pour soap boil because it will burn if heated above 140°F – 150°F.
- PC17.** identify the safe amount of additive that can be incorporated into a soap recipe, as too much of an additive might lead to the breakdown of chemical bonds or it might necessitate the use of preservatives
- PC18.** Avoid using fresh ingredients such as fruits, vegetables, or milk in a melt and pour soap recipe, as they will always spoil eventually
- PC19.** ensure to gently tap the molds on a flat surface after pouring the soap mixture to remove air bubbles and smooth the surface
- PC20.** ensure the soap is firm before unmolding

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- PC21.** carefully cut the soap bars and allow them to cure and harden
- PC22.** identify the methods of stacking and shrink wrap with food grade shrink wrap before storing in a cool, dry place

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** properties of glycerin soap
- KU2.** correct measurements and composition of ingredients
- KU3.** step by step method of preparing glycerin base soap
- KU4.** method of preparing variety of glycerin soap by using melt and pour method
- KU5.** proper storage of glycerin soap
- KU6.** safety standards and guidelines to be followed while preparing the soap

Generic Skills (GS)

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

- GS1.** read procedure guidelines
- GS2.** read and interpret instructions about operating the equipment
- GS3.** ensure correct measurements of raw materials
- GS4.** maintain a hygienic work area and applicable safety standards
- GS5.** maintain processes, techniques and procedures
- GS6.** handle, use and store products, tools and equipment safely as per the instructions

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>making of glycerin soap</i>	25	75	-	-
PC1. develop an understanding of glycerin soap	-	-	-	-
PC2. list the usage and properties of glycerin soap	-	-	-	-
PC3. collect raw material like coconut oil, stearic acid, glycerin, ethanol, sodium hydroxide, sugar, etc.	-	-	-	-
PC4. carryout the measurements of the ingredients carefully following the safety guidelines.	-	-	-	-
PC5. collect and place all the tools & equipment	-	-	-	-
PC6. ensure to put on the safety gears like gloves and safety goggles before commencing the process of soap making	-	-	-	-
PC7. explain the detailed process of making base soap and different types of glycerin soaps by melt and pour method	-	-	-	-
PC8. follow the step by step procedure guidelines of soap making	-	-	-	-
PC9. prepare the lye in a well- ventilated area with caution to avoid inhalation of toxic fumes	-	-	-	-
PC10. ensure to slowly mix lye into distilled water. NEVER pour water into lye	-	-	-	-
PC11. Heat the ingredients in a slow cooker and a double boiler.	-	-	-	-
PC12. develop understanding on proper mixing of the ingredients eg.dissolve Sodium Hydroxide with water, till it becomes clear in texture.	-	-	-	-
PC13. ensure all ingredients are at optimum temperature before mixing	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. Ensure that the ingredients are fully dissolved before pouring the mixture into soap molds	-	-	-	-
PC15. carryout the process of soap making in a heat-safe equipment or it can burn the skin	-	-	-	-
PC16. Ensure not to let melt and pour soap boil because it will burn if heated above 140°F – 150°F.	-	-	-	-
PC17. identify the safe amount of additive that can be incorporated into a soap recipe, as too much of an additive might lead to the breakdown of chemical bonds or it might necessitate the use of preservatives	-	-	-	-
PC18. Avoid using fresh ingredients such as fruits, vegetables, or milk in a melt and pour soap recipe, as they will always spoil eventually	-	-	-	-
PC19. ensure to gently tap the molds on a flat surface after pouring the soap mixture to remove air bubbles and smooth the surface	-	-	-	-
PC20. ensure the soap is firm before unmolding	-	-	-	-
PC21. carefully cut the soap bars and allow them to cure and harden	-	-	-	-
PC22. identify the methods of stacking and shrink wrap with food grade shrink wrap before storing in a cool, dry place	-	-	-	-
NOS Total	25	75	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	BWS/N4204
NOS Name	Glycerin base Soap
Sector	Beauty & Wellness
Sub-Sector	Product and Sales
Occupation	Beauty Wellness Products Manufacturing Services
NSQF Level	3
Credits	2
Version	1.0
Last Reviewed Date	31/01/2024
Next Review Date	31/01/2027
NSQC Clearance Date	31/01/2024

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BWS/N4203: Organic Soap

Description

This OS is about the preparation of cold process soaps, the usage of essential oils and the rebatching of soap

Scope

The scope covers the following :

- making of cold process soaps
- usage of essential oils
- rebatching

Elements and Performance Criteria

making of cold process soaps

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

- PC1.** develop an understanding of organic soaps.
- PC2.** list the benefits of organic soaps
- PC3.** develop understanding of the combination of oils and fats used in the preparation of organic soaps.
- PC4.** identify the oils to be used in the formulation of soap based on their properties.
- PC5.** ensure the combination of the ingredients is as per the purpose and usage of the soap being prepared based on skin type and personal sensitivities.
- PC6.** customization of soap to make it an artisanal product
- PC7.** identifying the natural and biodegradable ingredients to be used in the formulation of soap
- PC8.** explain the detailed process of making different types of the cold processed soaps like meghalayan termuric, Ladakhi sea buckthorn, lavender and chamomile, goan kokum butter chai, Punjab honey , etc.
- PC9.** collect raw materials like oils, beeswax, lye, additives (essential oils, sodium lactate, calcium carbonate, turmeric/clay/seeds/ turmeric/seeds/kaolin etc.
- PC10.** collect and place all the tools & equipment
- PC11.** ensure to put on the safety gears before commencing the process of soap making
- PC12.** carryout the measurements of the ingredients carefully, following the safety guidelines.
- PC13.** prepare the lye in a well- ventilated area with caution
- PC14.** ensure all oils are at an appropriate temperature (around 100-120°F or 38-49°C) for soap making.
- PC15.** ensure all ingredients are at optimum temperature before mixing
- PC16.** follow the step by step procedure guidelines for soap making
- PC17.** carry out the stirring process till the mixture reaches a state of "trace"
- PC18.** ensure to gently tap the molds on a flat surface after pouring the soap mixture to remove air bubbles and smooth the surface

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- PC19.** ensure the soap is firm before unmolding.
- PC20.** carefully cut the soap bars and allow them to cure and harden.
- PC21.** identify the methods of stacking and storing the soaps for maximum preservation of their benefits and fragrance.

essential oils

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

- PC22.** develop understanding of essential oils
- PC23.** identify types of essential oils eg. lavender, peppermint, rose geranium, sweet orange, lemongrass, cinnamon and black pepper etc. that can be used while making soap
- PC24.** explain the benefits of different essential oils
- PC25.** demonstrate how much essential oil can be added to the soap recipes
- PC26.** identify the allergens that essential oils may contain that are not suitable for skin and personal sensitivities
- PC27.** explain the proper storage of essential oils so as to preserve its fragrances and effectiveness of therapeutic properties.
- PC28.** demonstrate the exact measurement and effective combination of essential oils to be mixed with the soap mixture.
- PC29.** explain the concentration of essential oils to be used for best results
- PC30.** lists the benefits of different essential oils on skin, hair and certain diseases.

rebatching

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

- PC31.** develop the understanding and utilization of leftover material in to a new soap to avoid wastage
- PC32.** demonstrate the process of cutting different sizes of left over soaps to one size
- PC33.** ensure to follow the step by step process of making cold processed soap to make a fresh bar
- PC34.** identify the creative ways of soap rebatching like using different essential oils and colours
- PC35.** demonstrate how to clean the tools, equipment and utensils in a proper and safe manner after the procedure is completed

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** step by step method of preparing cold processed soaps
- KU2.** correct measurements and composition of ingredients
- .
- KU3.** properties and benefits of cold processed soaps and essential oils
- KU4.** preserving soaps to retain its maximum benefits
- KU5.** proper storage of essential oils
- KU7.** creative ways of soap rebatching

Generic Skills (GS)

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

- GS1.** read procedure guidelines
- GS2.** read and interpret instructions about operating the equipment
- GS3.** ensure correct measurements of raw materials
- GS4.** maintain a hygienic work area and applicable safety standards
- GS5.** maintain processes, techniques, records, policies and procedures
- GS6.** handle, use and store products, tools and equipment safely as per the instructions

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>making of cold process soaps</i>	15	40	-	-
PC1. develop an understanding of organic soaps.	-	-	-	-
PC2. list the benefits of organic soaps	-	-	-	-
PC3. develop understanding of the combination of oils and fats used in the preparation of organic soaps.	-	-	-	-
PC4. identify the oils to be used in the formulation of soap based on their properties.	-	-	-	-
PC5. ensure the combination of the ingredients is as per the purpose and usage of the soap being prepared based on skin type and personal sensitivities.	-	-	-	-
PC6. customization of soap to make it an artisanal product	-	-	-	-
PC7. identifying the natural and biodegradable ingredients to be used in the formulation of soap	-	-	-	-
PC8. explain the detailed process of making different types of the cold processed soaps like meghalayan termuric, Ladakhi sea buckthorn, lavender and chamomile, goan kokum butter chai,Punjab honey , etc.	-	-	-	-
PC9. collect raw materials like oils, beeswax, lye, additives (essential oils, sodium lactate, calcium carbonate, turmeric/clay/seeds/ turmeric/seeds/kaolin etc.	-	-	-	-
PC10. collect and place all the tools & equipment	-	-	-	-
PC11. ensure to put on the safety gears before commencing the process of soap making	-	-	-	-
PC12. carryout the measurements of the ingredients carefully, following the safety guidelines.	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. prepare the lye in a well- ventilated area with caution	-	-	-	-
PC14. ensure all oils are at an appropriate temperature (around 100-120°F or 38-49°C) for soap making.	-	-	-	-
PC15. ensure all ingredients are at optimum temperature before mixing	-	-	-	-
PC16. follow the step by step procedure guidelines for soap making	-	-	-	-
PC17. carry out the stirring process till the mixture reaches a state of "trace"	-	-	-	-
PC18. ensure to gently tap the molds on a flat surface after pouring the soap mixture to remove air bubbles and smooth the surface	-	-	-	-
PC19. ensure the soap is firm before unmolding.	-	-	-	-
PC20. carefully cut the soap bars and allow them to cure and harden.	-	-	-	-
PC21. identify the methods of stacking and storing the soaps for maximum preservation of their benefits and fragrance.	-	-	-	-
<i>essential oils</i>	10	20	-	-
PC22. develop understanding of essential oils	-	-	-	-
PC23. identify types of essential oils eg. lavender, peppermint, rose geranium, sweet orange, lemongrass, cinnamon and black pepper etc. that can be used while making soap	-	-	-	-
PC24. explain the benefits of different essential oils	-	-	-	-
PC25. demonstrate how much essential oil can be added to the soap recipes	-	-	-	-
PC26. identify the allergens that essential oils may contain that are not suitable for skin and personal sensitivities	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC27. explain the proper storage of essential oils so as to preserve its fragrances and effectiveness of therapeutic properties.	-	-	-	-
PC28. demonstrate the exact measurement and effective combination of essential oils to be mixed with the soap mixture.	-	-	-	-
PC29. explain the concentration of essential oils to be used for best results	-	-	-	-
PC30. lists the benefits of different essential oils on skin, hair and certain diseases.	-	-	-	-
<i>rebatching</i>	5	10	-	-
PC31. develop the understanding and utilization of leftover material in to a new soap to avoid wastage	-	-	-	-
PC32. demonstrate the process of cutting different sizes of left over soaps to one size	-	-	-	-
PC33. ensure to follow the step by step process of making cold processed soap to make a fresh bar	-	-	-	-
PC34. identify the creative ways of soap rebatching like using different essential oils and colours	-	-	-	-
PC35. demonstrate how to clean the tools, equipment and utensils in a proper and safe manner after the procedure is completed	-	-	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	BWS/N4203
NOS Name	Organic Soap
Sector	Beauty & Wellness
Sub-Sector	Product and Sales
Occupation	Beauty Wellness Products Manufacturing Services
NSQF Level	3
Credits	2
Version	1.0
Last Reviewed Date	31/01/2024
Next Review Date	31/01/2027
NSQF Clearance Date	31/01/2024

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BWS/N4202: Soap Packaging

Description

This OS is about different types of packaging for soap

Scope

The scope covers the following :

- soap packaging benefits
- types of soap packaging

Elements and Performance Criteria

soap packaging benefits

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

- PC1.** develop an understanding on importance of soap packaging
- PC2.** identify the benefits of soap packaging
- PC3.** identify selection of products and materials for packaging depending on the factors, which include - product compatibility and stability, cost, package safety, solid waste impact, shelf appeal and ease of use
- PC4.** ensure that package labeling is done with detailed information about the product- ingredients used, directions for use, contraindications, etc

types of soap packaging

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

- PC5.** identify different types of packaging products used
- PC6.** demonstrate different styles of packaging the soap that make the product look appealing and aesthetic
- PC7.** identify packaging machines that can be used by the small scale soap industry for superior and convenient packaging of the products

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** different types of materials used for packaging
- KU2.** importance of product labeling
- KU3.** different methods of packaging the soap as per the product's usability

Generic Skills (GS)

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

- GS1.** read and write the information for product labeling

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>soap packaging benefits</i>	10	35	-	-
PC1. develop an understanding on importance of soap packaging	-	-	-	-
PC2. identify the benefits of soap packaging	-	-	-	-
PC3. identify selection of products and materials for packaging depending on the factors, which include - product compatibility and stability, cost, package safety, solid waste impact, shelf appeal and ease of use	-	-	-	-
PC4. ensure that package labeling is done with detailed information about the product-ingredients used, directions for use, contraindications, etc	-	-	-	-
<i>types of soap packaging</i>	15	40	-	-
PC5. identify different types of packaging products used	-	-	-	-
PC6. demonstrate different styles of packaging the soap that make the product look appealing and aesthetic	-	-	-	-
PC7. identify packaging machines that can be used by the small scale soap industry for superior and convenient packaging of the products	-	-	-	-
NOS Total	25	75	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	BWS/N4202
NOS Name	Soap Packaging
Sector	Beauty & Wellness
Sub-Sector	Product and Sales
Occupation	Beauty Wellness Products Manufacturing Services
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	31/01/2024
Next Review Date	31/01/2027
NSQF Clearance Date	31/01/2024

Qualification Pack

BWS/N9017: Prepare, maintain and optimize work area

Description

This unit is about preparing and optimizing tools, equipment and materials used in day-to-day operations at work.

Scope

The scope covers the following :

- Prepare, maintain and optimize work area

Elements and Performance Criteria

prepare, maintain and optimize work area

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

- PC1.** identify and select suitable equipment and products required
- PC2.** set up the area for manufacturing in adherence to the organizational guidelines
- PC3.** check if the equipment/machine is functioning normally before commencing work and rectify wherever required
- PC4.** prepare sterilisation solution as per organizational standards using approved products and as per manufacturers instructions
- PC5.** sterilize, disinfect the area as per organizational standards using recommended solutions and conditions
- PC6.** identify ways to optimize usage of electricity/energy in the processes
- PC7.**
 - identify ways to optimize usage of material including water in various
 - tasks or processes
- PC8.** check for spills/leakages occurred during the processes
- PC9.** report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment
- PC10.** ensure electrical equipment and appliances are properly connected and turned off when not in use
- PC11.** carry out routine cleaning of tools, and equipment
- PC12.** identify and segregate recyclable, non-recyclable and hazardous waste generated in separate bin
- PC13.** store the unused disposable material properly in a dedicated area; material such as disposable masks, gloves, etc.
- PC14.** follow processes specified for disposal of hazardous waste
- PC15.** store records, materials and equipment securely in line with the policies
- PC16.** 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

Knowledge and Understanding (KU)

Qualification Pack

The individual on the job needs to know and understand:

- KU1.** organizations standards of performance and sequence of services/ session
- KU2.** health and safety requirements in the organization
- KU3.** potential hazards, risks and threats based on the nature of work
- KU4.** common practices of conserving electricity
- KU5.** types of products, materials and equipment required
- 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.** waste management and methods of waste disposal
- KU10.** 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 and interpret correctly information about new products with reference to the organization and also from external forums such as websites and/or blogs
- GS4.** introduce oneself and ones role to customers and visitors, in English and the local language
- GS5.** speak in a manner and tone that is professional, supportive, respectful and sensitive
- GS6.** maintain accurate records, product stock status.
- GS7.** organize tasks based on instructions from supervisor or manager in order to complete them on time in order of stated priority
- GS8.** make timely decisions for efficient utilization of resources

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>prepare, maintain and optimize work area</i>	30	69	-	-
PC1. identify and select suitable equipment and products required	-	-	-	-
PC2. set up the area for manufacturing in adherence to the organizational guidelines	-	-	-	-
PC3. check if the equipment/machine is functioning normally before commencing work and rectify wherever required	-	-	-	-
PC4. prepare sterilisation solution as per organizational standards using approved products and as per manufacturers instructions	-	-	-	-
PC5. sterilize, disinfect the area as per organizational standards using recommended solutions and conditions	-	-	-	-
PC6. identify ways to optimize usage of electricity/energy in the processes	-	-	-	-
PC7. • identify ways to optimize usage of material including water in various • tasks or processes	-	-	-	-
PC8. check for spills/leakages occurred during the processes	-	-	-	-
PC9. report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment	-	-	-	-
PC10. ensure electrical equipment and appliances are properly connected and turned off when not in use	-	-	-	-
PC11. carry out routine cleaning of tools, and equipment	-	-	-	-
PC12. identify and segregate recyclable, non-recyclable and hazardous waste generated in separate bin	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. store the unused disposable material properly in a dedicated area; material such as disposable masks, gloves, etc.	-	-	-	-
PC14. follow processes specified for disposal of hazardous waste	-	-	-	-
PC15. store records, materials and equipment securely in line with the policies	-	-	-	-
PC16. 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	-	-	-	-
NOS Total	30	69	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	BWS/N9017
NOS Name	Prepare, maintain and optimize work area
Sector	Beauty & Wellness
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	31/01/2024
Next Review Date	31/01/2027
NSQC Clearance Date	31/01/2024

Qualification Pack

BWS/N9016: Maintain health and safety practices at the workplace

Description

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

Scope

The scope covers the following :

- Maintain health and safety practices at the workplace

Elements and Performance Criteria

Maintain health and safety practices 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
- PC2.** ensure maintaining basic hygiene and keep proper distance between the workers 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.** dispose waste materials in accordance to the industry accepted standards
- PC6.** identify and document potential risks and hazards in the workplace
- PC7.** accurately maintain accident reports
- PC8.** use tools, equipment, chemicals and products in accordance with the guidelines and manufacturers' instructions
- PC9.** use various types of fire extinguishers effectively
- PC10.** respond promptly and appropriately to an accident situation or medical emergency
- PC11.** provide cardio-pulmonary resuscitation (CPR) as per the requirement (e.g. cardiac arrest)
- PC12.** follow workplace emergency and evacuation procedures

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.** possible causes of risk, hazard or accident in the workplace
- KU4.** process and products to sterilize and disinfect equipment/ tools

Qualification Pack

- KU5.** manufacturers instructions related to equipment and product use and cleaning
- KU6.** importance of ensuring personal hygiene at the workplace
- KU7.** preventive and remedial actions to be taken in the case of exposure to toxic materials
- KU8.** different fire extinguishers, various causes of fire and the ways to prevent them
- KU9.** procedure followed for providing cardio-pulmonary resuscitation (CPR) to the affected
- KU10.** various types of safety signs and what they mean
- KU11.** basic first aid, workplace emergency and evacuation procedures
- KU12.** procedure for storing the sanitising materials appropriately
- KU13.** 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.** reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedure
- GS2.** read and comprehend basic content to read labels, charts, signages, symbols and product manuals
- GS3.** give clear instructions and communicate with coworkers appropriately
- GS4.** plan and organize the work schedule, work area, tools, equipment and materials for improved productivity
- GS5.** manage the storage/ disposal/ cautions of use of products, fire precautions, occurrences, hygiene practice, disposal of waste and environmental protection
- GS6.** handle, use and store products, tools and equipment safely to meet with the manufacturers instructions
- GS7.** 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>Maintain health and safety practices at the workplace</i>	33	67	-2	-
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	-	-	-	-
PC2. ensure maintaining basic hygiene and keep proper distance between the workers 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. dispose waste materials in accordance to the industry accepted standards	-	-	-	-
PC6. identify and document potential risks and hazards in the workplace	-	-	-	-
PC7. accurately maintain accident reports	-	-	-	-
PC8. use tools, equipment, chemicals and products in accordance with the guidelines and manufacturers' instructions	-	-	-	-
PC9. use various types of fire extinguishers effectively	-	-	-	-
PC10. respond promptly and appropriately to an accident situation or medical emergency	-	-	-	-
PC11. provide cardio-pulmonary resuscitation (CPR) as per the requirement (e.g. cardiac arrest)	-	-	-	-
PC12. follow workplace emergency and evacuation procedures	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	33	67	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	BWS/N9016
NOS Name	Maintain health and safety practices at the workplace
Sector	Beauty & Wellness
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	31/01/2024
Next Review Date	31/01/2027
NSQC Clearance Date	31/01/2024

Qualification Pack

BWS/N9018: Positive impression at 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 :

- Appearance and behavior
- Task execution as per organisation's standards
- Communication and information record

Elements and Performance Criteria

Appearance and Behaviour

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)
- 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 coworkers and 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 role related information to stakeholders in a polite manner and resolve queries, if any
- PC11.** communicate procedure related information to employees based on the sectors code of practices and organization's procedures/ guidelines
- PC12.** report and record instances of aggressive/ unruly behavior and seek assistance
- PC13.** use communication equipment (phone, email etc.) as mandated by the organization

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- PC14.** 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
- PC15.** conduct various workshops for the employees at workplace; using range of technologies that aid PwDs at the workplace, etc.
- PC16.**

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** industry's standards related to courtesy, behavior and efficiency
- KU2.** ill-effects of intoxicants and potential actions at workplace
- KU3.** reporting/ recording formats and protocol for documentation
- KU4.** kinds of work issues that may arise and reporting structure
- KU5.** code of practices and guidelines relating to communication with people
- KU6.** ability to speak, read and write in the local vernacular language and English
- KU7.** appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender
- KU8.** different formats on which information is to be recorded
- KU9.** kinds of communication equipment (email, phone etc) available and their effective use
- KU10.** selling/ influencing techniques to provide additional services/products to clients

Generic Skills (GS)

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

- GS1.** reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures
- GS2.** maintain accurate records of client, treatments, operating and closing checklists, product stock status
- GS3.** reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures
- GS4.** discuss task lists, schedules, and work-loads with co-workers
- GS5.** give clear instructions to the coworkers
- GS6.** manner and tone, professional, supportive, respectful, sensitive to client
- GS7.** speak clearly and precisely in a courteous manner and develop a professional relationship
- GS8.** understand the directives passed down by supervisors
- GS9.** committed to service excellence, courteous, pleasant personality
- GS10.** maintain a hygienic work area adhering to the industry and applicable legal health and safety standards
- GS11.** participate in self-developmental training activities to enhance ones knowledge of salon performance standards

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Appearance and Behaviour</i>	8	14	-	-
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)	-	-	-	-
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	-	-	-	-
<i>Task execution as per organization's standards</i>	10	18	-	-
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 coworkers and 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.	-	-	-	-
<i>Communication and Information record</i>	18	32	-2	-
PC10. communicate role related information to stakeholders in a polite manner and resolve queries, if an	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. communicate procedure related information to employees based on the sectors code of practices and organization's procedures/ guidelines	-	-	-	-
PC12. report and record instances of aggressive/ unruly behavior and seek assistance	-	-	-	-
PC13. use communication equipment (phone, email etc.) as mandated by the organization	-	-	-	-
PC14. 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	-	-	-	-
PC15. conduct various workshops for the employees at workplace; using range of technologies that aid PwDs at the workplace, etc.	-	-	-	-
PC16.	-	-	-	-
NOS Total	36	64	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	BWS/N9018
NOS Name	Positive impression at workplace
Sector	Beauty & Wellness
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	31/01/2024
Next Review Date	31/01/2027
NSQC Clearance Date	31/01/2024

Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 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
- 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. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

Qualification Pack

Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

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

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

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 basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

Qualification Pack

- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation 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. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	15/03/2024
Next Review Date	14/03/2027
NSQC Clearance Date	15/03/2024

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

Qualification Pack

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

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

Minimum Aggregate Passing % at QP Level : 50

(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
BWS/N4201.Introduction to Soap Making	30	70	-	-	100	15
BWS/N4204.Glycerin base Soap	25	75	-	-	100	20
BWS/N4203.Organic Soap	30	70	-	-	100	20
BWS/N4202.Soap Packaging	25	75	-	-	100	15
BWS/N9017.Prepare, maintain and optimize work area	30	69	-	-	99	10
BWS/N9016.Maintain health and safety practices at the workplace	33	67	-	-	100	10
BWS/N9018.Positive impression at workplace	36	64	-	-	100	5
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
Total	229	520	-	-	749	100

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.