



# Model Curriculum

**NOS Name: Basics of Personal Hygiene**

**NOS Code: BWS/N17529**

**NOS Version: 1.0**

**NSQF Level: 2**

**Model Curriculum Version: 1.0**

Beauty & Wellness Sector Skill Council

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## Training Parameters

<b>Sector</b>	Beauty & Wellness
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>Country</b>	India
<b>NSQF Level</b>	2
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/2263.9900
<b>Minimum Educational Qualification and Experience</b>	<ul style="list-style-type: none"> <li>Ability to read and write with no formal education</li> </ul>
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	12 Years
<b>Last Reviewed On</b>	<b>25/7/2024</b>
<b>Next Review Date</b>	<b>25/7/2027</b>
<b>NSQC Approval Date</b>	<b>25/7/2024</b>
<b>NOS Version</b>	1.0
<b>Model Curriculum Creation Date</b>	<b>25/7/2024</b>
<b>Model Curriculum Valid Up to Date</b>	<b>25/7/2027</b>
<b>Model Curriculum Version</b>	1.0
<b>Minimum Duration of the Course</b>	37.5 hrs.
<b>Maximum Duration of the Course</b>	37.5 hrs.

# Program Overview

This section summarizes the end objectives of the program along with its duration.

## Training Outcomes

At the end of the program, the learner will be able to:

- Understand the importance and benefits of adopting good personal hygiene practices
- Explain the effects of poor personal hygiene on wellness and health
- Improve general hygiene routine
- Demonstrate good hygiene practices in the personal spaces and environment

## Compulsory Modules

The table lists the modules, their duration and mode of delivery

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<a href="#">BWS/N17529, v1.0: Basics of Personal Hygiene</a>	15:00	22:50	00:00	00:00	37:50
Module 1: Overview of Personal Hygiene	05:00	05:00	00:00	00:00	10:00
Module 2: Personal Hygiene Good Practices	05:00	12:50	00:00	00:00	17:50
Module 3: Clothing, Personal Belongings and Environment Hygiene	05:00	05:00	00:00	00:00	10:00
<a href="#">Duration</a>	15:00	22:50	00:00	00:00	37:50

# Module Details

## Module 1: Overview of Personal Hygiene

*Mapped to Basics of Personal Hygiene BWS/N17529, v1.0*

### Terminal Outcomes:

- Explain the objectives of the program
- Describe the concept of personal hygiene and its importance in preventing infections and discomfort
- Discuss the impact of good personal hygiene on well being

<i>Duration: 05:00 hrs</i>	<i>Duration: 05:00 hrs</i>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Define personal hygiene and outline its broad scope.</li><li>• Explain the significance of good personal hygiene for internal and external wellbeing.</li><li>• Describe how maintaining good personal hygiene will support good self-esteem and confidence.</li><li>• Discuss practical relevance of the concept of personal hygiene to everyday life (in various settings, including home, school, work, while travelling).</li></ul>	<ul style="list-style-type: none"><li>• Prepare self-worksheet on healthy and unhealthy personal habits.</li><li>• Enlist five hygiene practices you follow at home/school/college/work/while travelling.</li><li>• Create a poster on good personal hygiene and its impact on well-being.</li></ul>
<b>Classroom Aids:</b>	
Personal hygiene Charts & Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
<b>Tools, Equipment and Other Requirements</b>	
Basic Stationery, etc.	

## Module 2: Personal Hygiene Good Practices

*Mapped to Basics of Personal Hygiene BWS/N17529, v1.0*

### Terminal Outcomes:

- Develop a comprehensive understanding of personal hygiene good practices and standard protocols
- Demonstrate practical skills for preventing illnesses, and promote overall well-being and comfort
- Cultivate the knowledge to make informed decisions and maintain good hygiene habits in daily lives

<i>Duration: 20:00 hrs</i>	<i>Duration: 15:00 hrs</i>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Discuss personal hygiene good practices and the necessity to improve or maintain them.</li><li>• Elaborate on showering and bathing best practices: frequency, proper techniques, and use of soap/body wash and effectively manage body odor.</li><li>• Demonstrate handwashing &amp; handrub techniques and its importance.</li><li>• Outline hair care practices: washing, conditioning, and scalp hygiene.</li><li>• Discuss skin care routines: cleansing, moisturizing, and sun protection</li><li>• Detail effective management of common scalp and skin conditions such as acne, dandruff, itchy scalp and lice infestation.</li><li>• Deliberate nails and hand hygiene practices: trimming, cleaning, preventing nail infections.</li><li>• Discuss foot care practices: washing, drying, preventing foot odor and fungal infections.</li><li>• Deliberate on dental care: proper toothbrush selection, techniques for effective brushing, flossing and mouthwash.</li><li>• Demonstrate coughing &amp; sneezing etiquettes.</li><li>• Discuss commonly practiced toilet hygiene habits.</li></ul>	<ul style="list-style-type: none"><li>• Display accurate handrub &amp; handwash techniques.</li><li>• Demonstrate how to cover coughs and sneezes hygienically.</li><li>• Demonstrate the precise techniques for hair washing &amp; conditioning, and maintaining scalp hygiene.</li><li>• Conduct an activity on skin care essentials: cleansing, moisturizing, and sun protection.</li><li>• Exhibit the techniques of nail care: trimming, cleaning, and preventing nail infections.</li><li>• Establish the practices for effective brushing, flossing, and mouthwash use.</li><li>• Enlist two home remedies each to manage acne/dandruff/lice/itchy scalp.</li></ul>

<ul style="list-style-type: none"> <li>Discourse personal hygiene practices to prevent common infections including viruses and bacteria, and reduce the risk of cross contamination in the environment.</li> </ul>	
<b>Classroom Aids:</b>	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
<b>Tools, Equipment and Other Requirements</b>	
Charts, basic stationary	

### Module 3: Clothing, Personal Belongings and Environment Hygiene

*Mapped to Basics of Personal Hygiene BWS/N17529, v1.0*

#### Terminal Outcomes:

- Acquire knowledge and skills necessary for maintaining cleanliness and organization in clothing and personal belongings
- Identify best practices to develop a routine for regular cleaning and maintenance of personal environments

<i>Duration: 05:00 hrs</i>	<i>Duration: 10:00 hrs</i>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>Discuss the importance of clean and hygienic living environments.</li> <li>Explain proper cleaning and disinfection methods for home and personal belongings.</li> <li>Detail the laundering, sorting, washing, drying, and folding techniques for clothes.</li> <li>Elaborate on personal spaces cleanliness and organization (bed/wardrobe/bathroom/living room).</li> <li>Describe the procedures of waste and recycling materials disposal.</li> </ul>	<ul style="list-style-type: none"> <li>Establish effective methods for cleaning and disinfecting personal spaces (bed/wardrobe/bathroom/living room) and items of personal use (electronic devices/shoes/bags etc.).</li> <li>Demonstrate procedures for disposing of different types of waste and recycling materials.</li> </ul>

<b>Classroom Aids:</b>	
Personal hygiene Charts & Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
<b>Tools, Equipment and Other Requirements</b>	
Basic Stationery, etc.	



## Annexure

### Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
12th pass with Advance Diploma in Yoga/ Neurotherapy/ Beauty Therapist/ Nutrition/Hair	Yoga/ Nutrition/Beauty/Hair	3	Yoga/ Beauty Therapist/ Nutrition/Hair	1	Wellness Industry	Diploma should be minimum of 6 months period followed by Advanced Diploma of minimum 3 months

Trainer Certification	
Domain Certification	Platform Certification
<b>BWS/N17529, V1.0 Trainer Minimum accepted score is 80%</b>	Recommended that the Trainer is certified for the Job Role: “Trainer (VET and skills)”, mapped to the Qualification Pack: “MEP/Q2601, v2.0”. The minimum accepted score is 80%

## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization <Specify the areas of specialization that are desirable.>	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
12th pass with Advance Diploma in Yoga/ Neurotherapy/ Beauty Therapist/ Nutrition	Yoga/ Nutrition/Beauty/Hair	4	Yoga/ Beauty Therapist/ Nutrition/ Beauty/Hair	2	Wellness Industry	Diploma should be minimum of 6 months period followed by Advanced Diploma of minimum 3 months

Assessor Certification	
Domain Certification	Platform Certification
<b>BWS/ N17529, V1.0 Assessor Minimum accepted score is 80%</b>	Recommended that the Assessor is certified for the Job Role: "Assessor (VET and skills)", mapped to the Qualification Pack: "MEP/Q2701, v2.0". The minimum accepted score is 80%

## Assessment Strategy

### Assessment system Overview

Assessment will be carried out by the Sector Skill Council in association with empaneled Assessment Agencies independent from training partners. Based on the assessment criteria B&WSSC defines the test structure for the given job roles to cover the required skills and competencies. The assessment strategy consists of the following.

1. Multiple Choice Questions: To assess basic knowledge (Objective/Subjective)
2. Viva : To assess awareness of processes involved (Oral and/or written questioning)
3. Practical : To evaluate skills and identify competencies.(Observation)

The assessment will have both theory and practical components in **50:50 ratios**. While theory assessment is summative and a written exam; practical will involve demonstrations of applications and presentations of procedures and other components. Practical assessment will also be summative in nature.

Assessment will be carried out by certified assessors through empanelled assessment partners. Based on the results of the assessment; B&WSSC will certify the learners/candidates

### 1. Testing Environment

Assessments are conducted either on laptops/Mobiles/Android tablets via both offline and online modes depending on the internet connectivity at the assessment location.

In remote locations/villages, assessments are delivered through tablets without the requirement of the Internet.

- Rubric driven assessments in Practical/Viva sections and responses recorded accordingly.
- Advanced auto-proctoring features like photographs, time-stamp, geographic-tagging, toggle-screen/copy-paste disabled are captured.
- End to end process from allocation of a batch to final result upload, is done on the portal
- Assessment will normally be fixed for a day after the end date of training / as per the program guidelines.
- Assessment will be conducted at the training venue
- The room where the assessment is conducted will be set with proper seating arrangements with enough space to curb copying or other unethical activities.
- The question bank of theory and practical will be approved by B&WSSC. Assessment agency will set the question paper from the approved question bank.

- Theory testing will include multiple choice questions, pictorial questions, etc. which will test the trainee on their theoretical knowledge of the subject.
- The theory and practical assessments will be carried out on the same day. The question paper is pre-loaded in the computer (in case of online assessment) and it will be in the language requested by the training partner. Viva will also be used to gauge trainee's confidence and correct knowledge in handling job situations.

### **Assessment Quality Assurance framework**

The assessor has to mandatorily undergo the TOA program organised by B&WSSC. The training would give an overview to the assessors on the overall framework of QP evaluation. The assessor shall be given a NOS and PC-level overview of each QP as applicable.

The assessor has to go through an orientation program organized by the Assessment Agency. The overall structure of the assessment and objectivity of the marking scheme will be explained to them.

The giving of marks will be driven by an objective framework that will maintain standardization of the marking scheme.

In the case of many candidates to be accommodated in one venue for theory assessment, caution is taken not to let the candidates who completed the test meet those who have not. Once the first batch has moved out of the knowledge-based assessment area, the second batch must be taken from the main waiting area and seated in the respective seats for their knowledge-based assessment.

For practical, the instructions for taking the test are written on the board in the lab or shared with the candidates verbally.

The assessment will be video-recorded and submitted to B&WSSC. It is the responsibility of the assessor to fill the beginning of the day report on the link shared by the agency or through the portal & after the completion of the assessment, it is the responsibility of the Training Partner to fill out the feedback form.

### **Methods of Validation**

Unless the trainee is registered, the person cannot undergo assessment. To further ensure that the person registered is the person appearing for assessment, id verification will be carried out. Aadhar card number is part of registering the candidate for training. This will form the basis of further verification during the assessment.

The assessor conducts the assessment in accordance with the assessment guidelines and question bank as per the job role.

The assessor carries tablet with the loaded questions. This tablet is geotagged so it is monitored to check their arrival and completion of assessment.

Video of the practical session is prepared and submitted to B&WSSC.

Random spot checks/audit is conducted by B&WSSC-assigned persons to check the quality of assessment.

The assessment agency will be responsible for putting details in the Skill India Digital Portal

B&WSSC will also validate the data and results received from the assessment agency.

### **Method of assessment documentation and access**

The assessment agency will upload the result of the assessment in the portal within the prescribed time frame. The data will not be accessible for change by the assessment agency after the upload. The assessment data will be validated by the B&WSSC assessment team. After uploading, only B&WSSC can access this data. B&WSSC approves the results & certificates within a week on SID.

### Glossary

Term	Description
<b>Declarative Knowledge</b>	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
<b>Key Learning Outcome</b>	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
<b>OJT (M)</b>	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
<b>OJT (R)</b>	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
<b>Procedural Knowledge</b>	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.
<b>Training Outcome</b>	Training outcome is a statement of what a learner will know, understand and be able to do <b>upon the completion of the training</b> .
<b>Terminal Outcome</b>	Terminal outcome is a statement of what a learner will know, understand and be able to do <b>upon the completion of a module</b> . A set of terminal outcomes help to achieve the training outcome.

### Acronyms and Abbreviations

Term	Description
<b>QP</b>	Qualification Pack
<b>NSQF</b>	National Skills Qualification Framework
<b>NSQC</b>	National Skills Qualification Committee
<b>NOS</b>	National Occupational Standards