

APPRENTICESHIP CURRICULUM (OPTIONAL TRADE)

Beauty & Wellness Sector Skill Council

Beauty Therapist

Course Code: C0072200027

☒NAPS ☐Non-NAPS

NSQF Level: 4



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Course Details

1.	Course Name	Beauty Therapist			
2.	Course Code	CO072200027			
3.	Apprenticeship Training Duration: (2 to 4 weeks of BT is embedded in this duration as per the requirement of the establishment)	Months: 6 months			
	Remarks				
4.	Credit	17			
5.	NSQF Level (Mandatory for NAPS)	4 NSQC Approval Date: 17-11-2022			
6.	Related NSQF aligned qualification details				
		S. No.	QP/ Qualification/ NOS Name (As applicable)	QP/ NOS Code & Version	NQR Code
		1.	Beauty Therapist	BWS/Q0102, V4.0	2022/BW/BWSSC/06576
7.	Brief Job Role Description	A Beauty Therapist is a professionally trained individual who specializes in beauty services for both face and body. A beauty therapist performs various duties such as providing skincare services, apply makeup, removal of unwanted hair, and manicure and pedicure services by maintaining health, safety and hygiene at workplace. The person needs to be knowledgeable on various beauty and make-up products, and a range of beauty services.			
8.	NCO-2015 Code & Occupation (Access the NCO 2015 volumes from: https://labour.gov.in/organizationsofmole/directorate-general-employment-training-dget)	NCO-2015/5142.0100 & Skincare Services			
9.	Minimum Eligibility Criteria (Educational and/ or Technical Qualification)	<ul style="list-style-type: none">• 10th grade pass and pursuing continuous schooling OR• 10th grade pass plus 1-year NTC/ NAC OR• 10th grade pass with 2 years relevant experience OR• Previous relevant Qualification of NSQF Level 3.0 with minimum education as 5th Grade pass and 2 years of relevant experience			

10.	Entry Age for Apprenticeship	16 years																									
11.	Any Licensing Requirements <i>(wherever applicable)</i>	N.A.																									
12.	Is the Job Role amenable to Persons with Disability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, check the applicable type of Disability <table border="0"> <tr> <td><input type="checkbox"/> Locomotor Disability</td> <td><input checked="" type="checkbox"/> Leprosy Cured Person</td> <td><input type="checkbox"/> Cerebral Palsy</td> <td><input checked="" type="checkbox"/> Dwarfism</td> <td><input type="checkbox"/> Muscular Dystrophy</td> </tr> <tr> <td><input checked="" type="checkbox"/> Acid Attack Victims</td> <td><input type="checkbox"/> Blindness</td> <td><input type="checkbox"/> Low Vision</td> <td><input checked="" type="checkbox"/> Deaf</td> <td><input checked="" type="checkbox"/> Hard of Hearing</td> </tr> <tr> <td><input checked="" type="checkbox"/> Speech and Language Disability</td> <td><input type="checkbox"/> Intellectual Disability</td> <td><input type="checkbox"/> Specific Learning Disabilities</td> <td><input type="checkbox"/> Autism Spectrum Disorder</td> <td><input type="checkbox"/> Mental Illness</td> </tr> <tr> <td><input type="checkbox"/> Multiple Sclerosis</td> <td><input type="checkbox"/> Parkinson's Disease</td> <td><input checked="" type="checkbox"/> Haemophilia</td> <td><input checked="" type="checkbox"/> Thalassemia</td> <td><input checked="" type="checkbox"/> Sickle Cell Disease</td> </tr> <tr> <td><input type="checkbox"/> Multiple Disabilities</td> <td colspan="4"></td> </tr> </table> Remarks:	<input type="checkbox"/> Locomotor Disability	<input checked="" type="checkbox"/> Leprosy Cured Person	<input type="checkbox"/> Cerebral Palsy	<input checked="" type="checkbox"/> Dwarfism	<input type="checkbox"/> Muscular Dystrophy	<input checked="" type="checkbox"/> Acid Attack Victims	<input type="checkbox"/> Blindness	<input type="checkbox"/> Low Vision	<input checked="" type="checkbox"/> Deaf	<input checked="" type="checkbox"/> Hard of Hearing	<input checked="" type="checkbox"/> Speech and Language Disability	<input type="checkbox"/> Intellectual Disability	<input type="checkbox"/> Specific Learning Disabilities	<input type="checkbox"/> Autism Spectrum Disorder	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Multiple Sclerosis	<input type="checkbox"/> Parkinson's Disease	<input checked="" type="checkbox"/> Haemophilia	<input checked="" type="checkbox"/> Thalassemia	<input checked="" type="checkbox"/> Sickle Cell Disease	<input type="checkbox"/> Multiple Disabilities				
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<input type="checkbox"/> Multiple Disabilities																											
13.	Submitting Body Details	Name: Beauty & Wellness Sector Skill Council E-mail ID: ceo@bwssc.in Contact Number: 011–40342940, 42, 44, 45																									
14.	Certifying Body	Beauty & Wellness Sector Skill Council																									
15.	Employment Avenues/Opportunities	Self-employment and wage employment																									

16.	Career Progression	Cosmetologist; Nail Technician – Horizontal progression Senior Beauty Therapist, Beauty Advisor, Senior Cosmetologist – Vertical progression
17.	Trainer's Qualification & Experience:	12th pass with Advance Diploma in Beauty or Cosmetology or certified in relevant CITS course and 3 years of sector specific experience and 1 years of training experience
18.	Curriculum Creation Date	17-11-2022
19.	Curriculum Valid up to Date	17-11-2025

Module Details

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
1.	Introduction to the program and the role of a Beauty Therapist	<ul style="list-style-type: none"> • Explain the objectives of the program • State the roles & responsibilities of Beauty Therapist • List the career opportunities in skincare service • Discuss about the projected growth in skincare service 				

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
2.	Prepare and maintain work area, BWS/N9001, V4.0	<ul style="list-style-type: none"> • Discuss the significance of maintaining hygienic, safe, disinfected and suitable ambient conditions at work place; such as by using air purifiers to reduce dust, dander, smoke, allergens & odour resulting in a healthier, fresher & cleaner environment and restructuring the workplace set-up by keeping a minimum distance of 2 meters in between two clienteles, practicing social distancing by avoiding handshakes/ hugs to co- workers/ clientele, etc. • Identify and prepare equipment & products required for the respective services • Discuss the instructions required in preparing a sterilization solution as per organizational standards using approved products and as per manufacturer's and checking leakages • Identify need of segregating recyclable, non-recyclable and hazardous waste generated in separate bin • Conduct employee awareness program; such as for COVID-19 by displaying posters/ signage's promoting regular 	30	70	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<p>hand-washing and respiratory hygiene in the premises</p> <ul style="list-style-type: none"> • Demonstrate placing disposable sheet on a sanitized area and organize the sterilized/ disinfected products on it for service delivery; tools such as yoga mats/ Mysore rugs/ towels /durries, yoga blankets, stove/Electrical/ gas heater for boiling water, etc. • Demonstrate disposing of waste in the designated area at work place; waste materials such as disposable head bands, disposable triple layered surgical face mask, disposable gloves, etc. • Demonstrate the use of electrical equipment while providing services and its proper maintenance when not in use • Prepare reports of materials and equipment securely in line with the organisational policies • Apply digital mode of payment to lessen any kind of cross infection; digital mode such as use of debit/credit cards, internet banking, mobile wallets, digital payment apps, etc. 				

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
3.	Provide skin care services, BWS/N0104 V4.0	<ul style="list-style-type: none"> Describe the anatomical structure of the skin; such as 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 Identify the functions of the skin; such as sensitivity, heat regulation, absorption, protection, excretion, secretion and vitamin D production Identify the characteristics of the skin, its type and conditions Identify the effect of the natural ageing process on the skin, facial muscles and muscle tone Explain the functions of the circulatory and the lymphatic systems of the body Identify various environmental and lifestyle factors affecting the skin Identify erythema and its causes Identify the allergies, contraindications and contra- 	26	74	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<p>actions of the skin accurately</p> <ul style="list-style-type: none"> • Explain the significance of maintaining customer service principles including privacy and protection to modesty of the customers • Prepare the client, self and work area for basic skin care services • Apply facial and bleach techniques for client's basis on the skin conditions; facials such as skin lighting, radiance, anti-tan, hydration, oil control, harmonizing for sensitive skin, etc. and skin conditions such as psoriasis, eczema, acne, etc. • Perform suitable course of services and procedures for various skin types and conditions, and recommended frequency of service - daily, weekly, monthly, etc. • Differentiate between various types of specialist skin products and methods • Categorise the benefits of various beauty services; such as used for cleansing, exfoliating 				

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		and toning the skin <ul style="list-style-type: none"> • Massage by applying masks and skin care products & warm the skin using different types of skin warming devices • Perform safe manual black head extraction using comedone extractor • Illustrate different types of masks and their effects on the skin like cream, warm oil, clay, peel off, thermal, etc. • Perform aftercare services by recommending basic home care routine for skin protection 				
4.	Maintain health and safety of workplace, BWS/N9002, V4.0	<ul style="list-style-type: none"> • State the significance of personal protective equipment (PPE) & its efficient supply at work place; PPE such as tissues, antibacterial soaps, alcohol-based hand cleansers, triple layered surgical face masks, gloves, etc. • Discuss the importance of maintaining basic hygiene at work place 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 	33	67	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		at regular intervals, etc. <ul style="list-style-type: none"> • Explain the importance of maintaining first aid kit at work place • Identify and list potential risks and hazards in the workplace • Demonstrate and state significance of maintaining posture and position to minimize fatigue and the risk of injury • Demonstrate the method of sterilizing equipment & tools before and after use • Prepare, maintain and report accident reports as per organisational policies 				
5.	Create a positive impression at the workplace, BWS/N9003, V4.0	<ul style="list-style-type: none"> • Explain the importance of maintaining personal hygiene and grooming; such as sanitized hands, neatly tied and covered hair, clean nails, sanitized uniform while engaging with clients with no gender stereotyping, to ensure privacy, comfort and wellbeing of all the genders throughout the services, etc. • List the ways to manage client expectations; such as by identifying 	36	64	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<p>new techniques</p> <ul style="list-style-type: none"> • State the importance of maintaining confidentiality of information while performing documentation of records • Conduct employee awareness program; such as internalization of gender, PwD sensitization on designing PwD friendly workplace • Demonstrate confidence at the workplace by managing and identifying various business opportunities • Demonstrate the different formats of maintaining documentation of records • Demonstrate the process of client appointment scheduling; pre-bookings and maintaining the work area, equipment, product stocks to meet the schedule • Carry out different & effective ways of communication for clients; clients could be from different culture, religion, age, background, disability, gender; and communication such as email, phone etc. • Perform activities related to the financial literacy; such as saving 				

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		money, opening bank accounts, linking Aadhaar card to bank account, using various e-commerce payment systems, etc.				
6.	Perform hair removal services, BWS/N0105, V4.0	<ul style="list-style-type: none"> Describe the importance of proper consulting, planning and preparing clients for waxing treatments Identify contra-indications that affect or restrict waxing treatments Identify various techniques associated with working temperatures for different waxing methods Identify different types of hot wax and warm wax based on hair and skin types Identify the advantages, disadvantages and limitations of facial waxing and suitable alternative facial hair removal procedures Identify different types of tools and materials used for threading, e.g., scissors, disposable eyebrow brush, thread Explain the advantages and disadvantages of threading as per the shape and proportion of the eyebrows 	25	75	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<p>in relation to facial features and existing eyebrow shape</p> <ul style="list-style-type: none"> List the methods to carry out the threading techniques Explain the significance of maintaining customer service principles including privacy and protection to modesty of the customers Carry out the safe and effective methods of working when waxing •Select & apply proper equipment, materials, products, techniques for effective waxing services Select & apply methods of application and removal of waxing products in relation to the direction of hair growth Apply various methods of hair removal and their effects like threading, sugaring, tweezing, shaving, hair removal creams, electrical depilatory, abrasive mitts, etc. Select & apply proper threading tools, materials and equipment; such as to suit male client requirements, e.g. removing external hair on ears and nose Perform aftercare advice for clients; such as activities to avoid after waxing 				

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		services i.e., possible contra-actions that may occur after waxing services <ul style="list-style-type: none"> Execute record services; such as maintaining product usage (inventory)record 				
7.	Provide manicure and pedicure services, BWS/N0401, V4.0	<ul style="list-style-type: none"> Identify the structure, function, and characteristics of nail and the process of nail growth Identify bones of lower leg, foot, wrist, hands fingers and forearm Explain the structure and functions of the lymphatic vessels of the lower leg, foot, hand and arm Explain the arteries and veins of lower leg, foot, hand and arm Identify muscles of the lower leg, foot, hand and arms Identify nail diseases and disorder Explain nail and analyse skin by visual/manual examination to identify treatable conditions and contra-indications restricting or preventing treatment Apply safe and effective methods of working when providing services Perform client consultation, treatment planning and preparation 	20	80	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> • Demonstrate the process followed in pedicure and manicure services • Demonstrate and identify contra-indications and contra-actions that may affect or restrict the services • Perform aftercare advice for clients 				
8.	Perform make-up services, BWS/N0106, V4.0	<ul style="list-style-type: none"> • Identify & select suitable skin care and make-up products to meet the client's needs; such as by identifying basic skin types and skin tone correctly • Describe the need of cleaning, toning and moisturizing the skin to suit the client's skin type and needs in the correct sequence, applying correct techniques • Identify & select the correct make-up products to enhance facial features, to suit the client's needs and achieve the desired effect, using make-up products: foundation, powder, blusher, mascara, eye shadows, eye liner, eyebrow pencil, lip liner and lip stick/gloss, etc. • Explain the role of disposing off waste materials as per organizational standards in a safe and hygienic manner 	24	76	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> • Explain the significance of maintaining customer service principles including privacy and protection to modesty of the customers • Demonstrate various plans followed in simple makeup services • Demonstrate and identify contra-indication and contra-actions that may affect or restrict the services • Practice completing the procedure to the satisfaction of the client in a commercially acceptable time and as per organizational standards • Perform aftercare advice for clients • Practice handling the costume safely, avoiding any additional wrinkles or crumpling; such as saree, lehenga, mekhla, Christian gown, dupatta etc. • Perform costume on customer using correct techniques and without discomfort to the customer 				
9.	Operate and apply electrical/electronic equipment for facial beauty services safely and effectively, BWS/N0128, V4.0	<ul style="list-style-type: none"> • Identify the techniques to improve and maintain skin condition • Explain facial skin care techniques, products and treatment planning • Identify contra-indications that affect or restrict facial skin care treatments 	23	77	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> • Explain the significance of maintaining customer service principles including privacy and protection to modesty of the customers • Prepare self, client and the work area for head massage • Apply safe and effective methods of working when improving and maintaining facial skin condition • Use basic and advance machine facials; such as direct high frequency, indirect high frequency, galvanic, etc. effectively and asper safety standards • Use an ultrasonic therapy machine asper manufacturer's instruction • Carry out disposing of all the waste safety according to the salon's standards of hygiene and safety • Perform aftercare advice for clients 				
10.	Perform salon reception duties, BWS/N0129, V4.0	<ul style="list-style-type: none"> • Explain the types of products and services offered by the salon, and their prices • Explain the importance of customer satisfaction for business and professional success 	34	66	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> • Explain the features and operational procedures of computerized booking systems • Execute & manage bookings for various services and procedures according to the salon policies • Execute collecting feedbacks from the client • Apply various marketing techniques to generate business; such as spreading awareness on promotional coupon offers • Follow customer service principles including privacy and protection to modesty of the customers • Perform aftercare advice for clients 				

11.	Employability Skills - (60 hours), DGT/VSQ/N0102, V1.0	<ul style="list-style-type: none"> • Discuss the importance of Employability Skills in meeting the job requirements • List different learning and employability related GOI and private portals and their usage • Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen. • Show how to practice different environmentally sustainable practices • Discuss 21st century skills. • Describe the benefits of continuous learning • Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life. • Describe basic communication skills • Discuss ways to read and interpret text written in 	20	30	70%	70%
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		<p>basic English</p> <ul style="list-style-type: none"> • Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone • Read and interpret text written in basic English • Write a short note/paragraph / letter/e - mail using basic English • Discuss need of career development plan • Demonstrate how to communicate in a well -mannered way with others. • Create a career development plan with well-defined short- and long-term goals • Explain the importance of active listening for effective communication • Discuss the significance of working collaboratively with others in a team • Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette • Discuss the significance of reporting sexual harassment issues in time • Demonstrate how to behave, communicate, and 				
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		<p>conduct oneself appropriately with all genders and PwD</p> <ul style="list-style-type: none"> • List the common components of salary and compute income, expenditure, taxes, investments etc. • Discuss the legal rights, laws, and aids • Outline the importance of selecting the right financial institution, product, and service • Demonstrate how to carry out offline and online financial transactions, safely and securely • Describe the role of digital technology in today's life • Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely • Show how to operate digital devices and use the associated applications and features, safely and securely • Create sample word documents, excel sheets and presentations using basic features • Utilize virtual collaboration tools to work effectively 				
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		<ul style="list-style-type: none"> • Explain the types of entrepreneurship and enterprises • Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan • Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement • Create a sample business plan, for the selected business opportunity • Explain the significance of identifying customer needs and addressing them. • Explain the significance of identifying customer needs and responding to them in a professional manner. • Discuss the significance of maintaining hygiene and dressing appropriately. • Demonstrate how to maintain hygiene and dressing appropriately. • Discuss the significance of maintaining hygiene and confidence during an interview • List the steps for searching and registering for 				
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Apprenticeship Curriculum: NAPS

		<p>apprenticeship opportunities</p> <ul style="list-style-type: none"> • Create a professional Curriculum Vitae (CV) • Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively • Perform a mock interview 				
	Total Marks		271	679	70% in aggregate	

Glossary

Term	Description
Sector	Sector is a conglomeration of different business operations
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.

Acronyms

Acronym	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack

Annexure 1: Tools and Equipment

List of Tools and Equipment

The tools and equipment required are:

S. No.	Tool / Equipment Name	Specification
1.	Skin Analyser	
2.	Studio Centre	
3.	Therapy Beds	
4.	Hi Frequency	
5.	Galvanic	
6.	Ultrasonic	
7.	Wax Heater	
8.	Face Steamer	
9.	Therapist Stool	
10.	Pedicure Tool Steriliser	
11.	Hot Cabinet	
12.	Manicure Trolley with Bowls	
13.	Equipment Trolley	
14.	Paraffin Wax Heater	
15.	Pedicure Chairs	
16.	Makeup Brush Set	
17.	Tissue Box	
18.	Small scissor for eyebrow cutting	
19.	Nail paint	
20.	Pumice stone	
21.	Comedone extractor	

22.	Face Pack brush	
23.	Water Spray bottle	
24.	Nail Filer	
25.	Paraffin wax	
26.	Nail cutter	
27.	Blusher Pallet	
28.	Cuticle Pusher	
29.	Eye Shadow Kit	
30.	Lip Shade Pallet	
31.	Translucent Powder (3-4 Shades)	
32.	Pan Cake Kit	
33.	Kajal Pencil	
34.	Liners (Eye & Lip) (3-4 Each)	
35.	Make Up Sponges	
36.	Pedicure Tub	
37.	Hydraulic Chair	
38.	Small Bowls for Products	
39.	Astringent	
40.	Toner	
41.	Gown	
42.	Moisturiser	
43.	Gloves (Disposable) 1 Box (100 Pairs)	
44.	Head Band	
45.	Disposable Spatula (1 Box)	
46.	Face Sponge	
47.	Dettol/Savlon	
48.	Head Cap	
49.	Cleanser	
50.	Disposable Face Mask 1 Box (100 Pcs)	
51.	Scrub	
52.	Massage Cream	
53.	Massage Gel	

54.	Face Pack	
55.	Disposable Bed Sheets	
56.	Apron	
57.	Hand Towels	
58.	Medium Size Towels	
59.	Hand Sanitizer	
60.	Wax	
61.	Big Scissor for Cotton Cutting	
62.	Talcum Powder	
63.	Pedicure Scrub	
64.	Wax Strip	
65.	Thread (1 Box)	
66.	Cotton Roll	
67.	Pedicure Mask	
68.	Wooden Loofa	
69.	Curling Tong	

Classroom Aids

The aids required to conduct sessions in the classroom are:

- 1 Projector
- 2 Computer/laptops
- 3 Internet connectivity
- 4 Whiteboard
- 5 Marker
- 6 Duster
- 7 Chairs
- 8 Tables/Desks

Annexure 2: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the apprentice on the required competencies of the program.

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to establishment looping SSC
- Empanelled assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) and are validated by the SSC
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents and videos are stored

On the Job Training:

1. Each module will be assessed separately.
2. The candidate must score 70% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired soft skills and etiquette to deal with customers, understanding needs & requirements, and perform services effectively
4. Formative assessment of On-the-Job training by the establishment during the apprenticeship tenure
5. Videos of trainees during OJT to be shared with SSC for validation
6. Assessment on each module will ensure that the apprentice is able to:
 - Perform the services effectively
 - Understand the working of various techniques, tools and equipment required for the service
 - Provide time-bound quality services

Annexure 3: Mode of Training

The following Modules/NOS may also be delivered online for which the resources are provided in the given table.

S. No.	Module Name/NOS Name (As Per Curriculum)	Name of Mapped Online Component	URL of Mapped Online Component
N.A	N.A	N.A	N.A

Infra requirement:

-
-