



# Model Curriculum

**QP Name: Pedicurist and Manicurist**

**QP Code: BWS/Q0402**

**QP Version: 5.0**

**NSQF Level: 3**

**Model Curriculum Version: 5.0**

Beauty & Wellness Sector Skill Council  
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## Training Parameters

<b>Sector</b>	Beauty & Wellness
<b>Sub-Sector</b>	Beauty and Salons
<b>Occupation</b>	Nailcare Services
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Aligned to NCO</b>	NCO-2015/5142.0201
<b>Minimum Educational Qualification and Experience</b>	8th grade pass with 3-year relevant experience in nailcare industry OR Previous relevant qualification of NSQF Level 2 with 3-year relevant experience in nailcare industry OR Previous relevant qualification of NSQF Level 2.5 with 1.5-year relevant experience in nailcare industry
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	16 years
<b>Last Reviewed On</b>	18-12-2025
<b>Next Review Date</b>	18-12-2028
<b>NSQC Approval Date</b>	On File Approval
<b>QP Version</b>	5.0
<b>Model Curriculum Creation Date</b>	18-12-2025
<b>Model Curriculum Valid Up to Date</b>	18-12-2028
<b>Model Curriculum Version</b>	5.0
<b>Minimum Duration of the Course</b>	390:00 Hrs.
<b>Maximum Duration of the Course</b>	420:00 Hrs. (including 30 hours of optional module)



# 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:

- Explain the objectives of the program
- List the career opportunities and projected growth in nailcare services
- Explain the roles & responsibilities of a nailcare assistant
- Carry out preparation and maintenance of work area
- Describe the application of health and safety practices at the workplace
- Describe the importance of personal hygiene and grooming while executing task
- Carry out manicure and pedicure services
- Carry out specialized hand and foot spa treatments
- Perform shampooing and conditioning of hair and scalp
- Carry out foundational rejuvenation for face and scalp
- Carry out application of basic mehndi designs and nail art
- Discuss the importance of employability skills

## 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
BWS/N9001- Prepare & maintain work area V5.0, NSQF Level 3	10	20	—	—	30
Module 1 Introduction to the program and the role of pedicurist and manicurist	1	—	—	—	1
Module 2 Prepare and maintain work area	9	20	—	—	29
BWS/N0401- Perform manicure and pedicure services V7.0, NSQF Level 3	20	40	—	—	60
Module 3 Perform manicure and pedicure services	20	40	—	—	60
BWS/N0403- Provide specialized hand and foot spa services V5.0, NSQF Level 3	20	40	—	—	60



Module 4 Provide specialized hand and foot spa services	20	40	—	—	60
BWS/N0202- Shampoo and condition hair and scalp V6.0, NSQF Level 3	10	20	—	—	30
Module 5 Shampoo and condition hair and scalp	10	20	—	—	30
BWS/N0250 Foundational rejuvenation for face and scalp V1.0, NSQF Level 3	20	40	—	—	60
Module 6 Perform Indian head massage and hair spa services	20	40	—	—	60
BWS/N9002- Maintain health and safety at the workplace V5.0, NSQF Level 3	10	20	—	—	30
Module 7 Maintain health and safety at the workplace	10	20	—	—	30
BWS/N9003- Create a positive impression at the workplace V5.0, NSQF Level 3	10	20	—	—	30
Module 8 Create a positive impression at the workplace	10	20	—	—	30
DGT/VSQ/N0102 Employability Skills (60 hours) NOS Version No. – 1.0 NSQF Level – 4	24	36	—	—	60
Module 9 Employability Skills	24	36	—	—	60
Introduction to Employability Skills	0.5	1	—	—	1.5
Constitutional values - Citizenship	0.5	1	—	—	1.5
Becoming a Professional in the 21st Century	1	1.5	—	—	2.5
Basic English Skills	4	6	—	—	10
Career Development & Goal Setting	1	1	—	—	2
Communication Skills	2	3	—	—	5



Diversity & Inclusion	1	1.5	—	—	2.5
Financial and Legal Literacy	2	3	—	—	5
Essential Digital Skills	4	6	—	—	10
Entrepreneurship	3	4	—	—	7
Customer Service	2	3	—	—	5
Getting ready for apprenticeship & Jobs	3	5	—	—	8
On-the-Job Training (Mandatory)	00:00	00:00	30:00	—	30:00
<b>Duration</b>	<b>124:00</b>	<b>236:00</b>	<b>30:00</b>	—	<b>390:00 Hrs.</b>



## Optional Elective

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
BWS/N0418- Basic mehndi designs and nail art V3.0, NSQF Level 3	10	20	—	—	30
Module 10 Carry out application of simple mehndi designs	10	20	—	—	30



## Module Details

### Module 1 Introduction to the program and the role of Pedicurist and Manicurist

***Mapped to Bridge Module***

#### **Terminal Outcomes:**

- Explain the objectives of the program
- Explain the roles & responsibilities of Pedicurist and Manicurist
- List the career opportunities in nailcare service

<b>Duration:</b> 01:00 Hrs.	<b>Duration:</b> 00:00 Hrs.
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Explain the objectives of the program</li><li>• State the roles &amp; responsibilities of Pedicurist and Manicurist</li><li>• List the career opportunities in nailcare service</li><li>• Discuss about the projected growth in nailcare service</li></ul>	
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
Basic Stationary, study materials	



## Module 2 Prepare and maintain work area

Mapped to BWS/N9001, V5.0

### Terminal Outcomes:

- Carry out preparation and maintenance of work area

Duration: 09:00 Hrs.	Duration: 20:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"><li>Explain the objectives of the program</li><li>State the roles &amp; responsibilities of Pedicurist and Manicurist</li><li>List the career opportunities in nailcare service</li><li>Discuss about the projected growth in nailcare service</li><li>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 &amp; odour resulting in a healthier, fresher &amp; cleaner environment and restructuring the workplace set-up by keeping a minimum distance of 2 meters in between two clientele, practicing social distancing by avoiding handshakes/ hugs to co-workers/ clientele, etc.</li><li>Identify and prepare equipment &amp; products required for the respective session</li><li>Discuss the instructions required in preparing a sterilization solution as per organizational standards using approved products and as per manufacturer's and checking leakages</li><li>Identify need of segregating recyclable, non-recyclable and hazardous waste generated in separate bin</li><li>Conduct employee awareness program; such as for COVID-19 by displaying posters/ signage's promoting regular hand-washing and respiratory hygiene in the premises</li></ul>	<ul style="list-style-type: none"><li>Demonstrate organizing the sterilized/ disinfected equipment for a service delivery; equipment such as bowls, cotton etc.</li><li>Demonstrate disposing of waste in the designated area at work place; waste materials such as disposable triple layered surgical face mask, disposable gloves, etc.</li><li>Demonstrate the use of electrical equipment while providing services and its proper maintenance when not in use</li><li>Prepare reports of materials and equipment securely in line with the organisational policies</li><li>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.</li></ul>
Classroom Aids	
Computer, projector, white board/ flip chart, marker and duster	
Tools, Equipment and Other Requirements	
Manicure Table, Pedicure Stations, First Aid Kit, Fire Extinguishers, Sterilizers, Waste disposal Bins, Record book, Bowls, Chair, Cotton, Masks, Aprons, Towels, Hand Sanitizer, etc.	

## Module 3 Perform manicure and pedicure services

*Mapped to BWS/N0401, V7.0*

### Terminal Outcomes:

- Carry out pedicure and manicure services

Duration: 20:00 Hrs.	Duration: 40:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Identify the structure, function, and characteristics of nail and the process of nail growth</li> <li>• Identify bones of lower leg, foot, wrist, hands fingers and forearm</li> <li>• Explain the structure and functions of the lymphatic vessels of the lower leg, foot, hand and arm</li> <li>• Discuss the foot and toe nails anatomy</li> <li>• Describe the appropriate methods to prepare clients for the service, including the provision and importance of using personal protective equipment (PPE)</li> <li>• Explain how to perform and adapt manicure and pedicure services using the correct techniques, tools, and products tailored to client needs and safety requirements</li> <li>• Describe the process of removing existing nail polish</li> <li>• Explain how to engage with clients to determine their desired nail length and shape</li> <li>• Discuss the procedure of nail filing, including techniques to achieve a smooth and symmetrical nail edge</li> <li>• Identify suitable methods and tools to clean the underside of nails, ensuring complete removal of dirt and debris</li> <li>• Describe the correct usage of cuticle tools and products to safely remove excess cuticle</li> <li>• Explain specialized procedures used to enhance the appearance of the hands and feet, including filing, buffing, shaping, cuticle care, massage, and polish application</li> <li>• Explain the use of foot scrapers and other tools to remove hard skin safely and comfortably during pedicure services</li> <li>• Explain the importance of nail plate dehydration and cleanliness before polish application</li> <li>• Describe the process of applying base coats, color coats, and top coats in proper sequence</li> <li>• Discuss the criteria for evaluating the final nail finish, including smoothness, even color, texture,</li> </ul>	<ul style="list-style-type: none"> <li>• Show how to prepare the client by draping, positioning, and providing personal protective equipment (e.g., apron, towel, mask)</li> <li>• Perform manicure and pedicure steps (filing, buffing, cuticle work, polishing) using correct tools and techniques safely</li> <li>• Demonstrate the correct method of removing existing nail polish using cotton pads and approved remover.</li> <li>• Perform safe and effective cuticle removal using appropriate tools without damaging skin or nail plate</li> <li>• Demonstrate full manicure/pedicure procedure: filing, buffing, shaping, cuticle work, massaging, and polishing</li> <li>• Perform correct base coat, polish, and top coat application as per client's choice</li> <li>• Show how to complete the entire service efficiently within a commercially acceptable time.</li> <li>• Show smooth and rhythmic massage techniques for hands/lower arms and feet/lower legs</li> <li>• Demonstrate how to use a foot scraper effectively to remove hard skin without causing discomfort</li> <li>• Perform the task of giving personalized aftercare advice and homecare product recommendations</li> </ul>



- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>and neatness around cuticles and nail walls</li><li>Identify and discuss essential aftercare advice, including product recommendations and follow-up services to maintain results</li></ul> |  |
|---|--|

#### **Classroom Aids**

Computer, projector, white board/ flip chart, marker and duster

#### **Tools, Equipment and Other Requirements**

Manicure Chair, Manicure Stool, Sterilizer, Bowls, Manicure Brush, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange Stick, Nail Filer, Pack Brush, Dust Bin, Pedicure Chair, Pedicure Stool, Foot Crapper, Emery Board, Pumice Stone, Toe Separator, Pedicure Brush, Table Lamp, Nail Station, Client's Chair, Technician Stool, Safety Glasses, Dust Mask, Disposable Apron, Metal Bin With Lid, Towels, Disposable Paper Roll, Wipes, Nail Scissors, Stiff-Bristled Nail Brush, Product Application Brush, Selection of Files, Hand Sanitizer, and Towels



## Module 4 Provide specialized hand and foot spa services

**Mapped to BWS/N0403, V5.0**

### Terminal Outcomes:

- Carry out specialized hand and foot spa treatments

Duration: 20:00 Hrs.	Duration: 40:00 Hrs.
<b>Theory – Key Learning Outcomes</b> <ul style="list-style-type: none"><li>• List &amp; explain about the various specialized hand and foot spa treatments</li><li>• Identify and list the tools and equipment required for hand and foot spa services, including: pedicure clipper, foot scraper, nail brush, nail file, cuticle nippers, emery board, nail scissors, and massage oils or creams</li><li>• Explain various specialized and advanced hand and foot spa services such as Paraffin, Aroma, oil, hot stone, Fish pedicure, AHA, pedicure</li><li>• Identify the properties and benefits of different products and techniques used in hand and foot spa</li></ul>	<b>Practical – Key Learning Outcomes</b> <ul style="list-style-type: none"><li>• Apply spa or salon requirements for hand spa and foot spa treatments</li><li>• Prepare the client, self and work area for hand and foot spa treatments</li><li>• Demonstrate specialized hand and foot spa services such as Paraffin, Aroma, oil, hot stone, Fish pedicure and manicure, algae, AHA and cleopatra pedicure</li><li>• Carry out hand and foot spa treatments</li></ul>
<b>Classroom Aids</b>	
Computer, projector, white board/ flip chart, marker and duster	
<b>Tools, Equipment and Other Requirements</b>	
Manicure Chair/ Stool, Sterilizer Bowls, Manicure Brush, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange Stick, Nail Filer, Pack Brush, Dustbin, Pedicure Chair/ Stool, Foot Scraper, Emery Board, Pumic Stone, Toe Separator, Pedicure Brush, Pack Brush, Cotton Wool, Remover, Hand and Foot Cream	



## Module 5 Shampoo and condition hair and scalp

Mapped to BWS/N0202, V6.0

### Terminal Outcomes:

- Perform shampooing and conditioning of hair and scalp

Duration: 10:00 Hrs.	Duration: 20:00 Hrs.
<b>Theory – Key Learning Outcomes</b> <ul style="list-style-type: none"><li>• Identify the condition of the hair and scalp using suitable consultation techniques</li><li>• Select and use products, tools and equipment suitable for the client's hair and scalp condition</li></ul>	<b>Practical – Key Learning Outcomes</b> <ul style="list-style-type: none"><li>• Carry out the shampooing and conditioning service on the hair and scalp</li><li>• Apply different massage techniques to meet the needs of the client</li><li>• Perform aftercare advice for clients</li></ul>
<b>Classroom Aids</b> Computer, projector, white board/ flip chart, marker and duster	
<b>Tools, Equipment and Other Requirements</b> Shampoo Station, Shampoo, Conditioner, Towels, Tooth Comb	

## Module 6 Foundational rejuvenation for face and scalp

**Mapped to BWS/N0250, V1.0**

### Terminal Outcomes:

- prepare the client for service
- Perform Indian Head Massage, Hair Spa, and Face Rejuvenation Services

Duration: 20:00 Hrs.	Duration: 40:00 Hrs.
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Identify the condition of the face, hair and scalp and provide the suitable services; conditions such as face acne, pigmentation, hair structure and hair shaft</li> <li>• Select suitable products, tools and equipment based on the client's face, hair and scalp condition</li> <li>• Describe pre-service steps such as cleansing, product prep, and scalp/hair readiness</li> <li>• Explain the benefits of face massage Indian head massage and hair spa services</li> <li>• Identify &amp; list the consequences of using incorrect products</li> <li>• Identify the contra-indications that may affect service plan and relevant actions</li> </ul>	<ul style="list-style-type: none"> <li>• Apply various massage techniques to complete the service as required</li> <li>• Carry out post massage services or procedures in accordance with the requirements of products, skin, hair structure and type</li> <li>• Perform recording details of the service accurately as per organizational policy and procedures</li> <li>• Carry out disposing of all the waste safety according to the salon's standards of hygiene and safety</li> <li>• Perform aftercare advice for clients</li> </ul>
<b>Classroom Aids</b>	
Computer, projector, white board/ flip chart, marker and duster	
<b>Tools, Equipment and Other Requirements</b>	
face steamer, face mask, face wipes, Hair Clips, Hair Band, Spatula, Towels, Waterproof Disposable Sheets, Bin, Trolley, Stool/ Chair, Bowl, Magnifying Lamp, Cotton wool, Tissues, Cotton Buds, Mirror, Oils (organic sesame, coconut, almond, olive, mustard), Cream, etc.	



## Module 7 Maintain health and safety at the workplace

Mapped to BWS/N9002, V5.0

### Terminal Outcomes:

- Describe the application of health and safety practices at the workplace

Duration: 10:00 Hrs.	Duration: 20:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"><li>State the significance of personal protective equipment (PPE) &amp; its efficient supply at work place; PPE such as tissues, antibacterial soaps, alcohol-based hand cleansers, triple layered surgical face masks, gloves, etc.</li><li>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 &amp; taking bath at regular intervals, etc.</li><li>Explain the importance of maintaining first aid kit at work place</li><li>Identify and list potential risks and hazards in the workplace</li></ul>	<ul style="list-style-type: none"><li>Demonstrate and state significance of maintaining posture and position to minimize fatigue and the risk of injury</li><li>Demonstrate the method of sterilizing equipment &amp; tools before and after use</li><li>Prepare, maintain and report accident reports as per organisational policies</li></ul>
Classroom Aids	
Computer, projector, white board/ flip chart, marker and duster	
Tools, Equipment and Other Requirements	
First Aid Kit, Fire Extinguishers, Sterilizers, Hot Cabinets, Waste Disposal Bins, etc.	



## Module 8 Create a positive impression at the workplace

Mapped to BWS/N9003, V5.0

### Terminal Outcomes:

- Describe the importance of personal hygiene and grooming while executing task

Duration: 10:00 Hrs.	Duration: 20:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"><li>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.</li><li>List the ways to manage client expectations; such as by identifying new techniques</li><li>State the importance of maintaining confidentiality of information while performing documentation of records</li><li>Conduct employee awareness program; such as internalization of gender, PwD sensitization on designing PwD friendly workplace</li></ul>	<ul style="list-style-type: none"><li>Demonstrate confidence at the workplace by managing and identifying various business opportunities</li><li>Demonstrate the different formats of maintaining documentation of records</li><li>Demonstrate the process of client appointment scheduling; pre-bookings and maintaining the work area, equipment, product stocks to meet the schedule</li><li>Carry out different &amp; effective ways of communication for clients; clients could be from different culture, religion, age, background, disability, gender; and communication such as email, phone etc.</li></ul> <p>Perform activities related to the financial literacy; such as saving money, opening bank accounts, linking Aadhaar card to bank account, using various e-commerce payment systems, etc.</p>
Classroom Aids	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
Tools, Equipment and Other Requirements	
POS Machine	



## Module 9 DGT/VSQ/N0102 Employability Skills (60 hours)

### Introduction to Employability Skills

*Mapped to DGT/VSQ/N0102*

#### Terminal Outcomes:

- Discuss about Employability Skills in meeting the job requirements

Duration: <0.5:00>	Duration: <1:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>Discuss the importance of Employability Skills in meeting the job requirements</li></ul>	<ul style="list-style-type: none"><li>List different learning and employability related GOI and private portals and their usage</li></ul>
<b>Classroom Aids:</b> Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

### Constitutional values - Citizenship

*Mapped to DGT/VSQ/N0102*

#### Terminal Outcomes:

- Discuss about constitutional values to be followed to become a responsible citizen

Duration: <0.5:00>	Duration: <1:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.</li></ul>	<ul style="list-style-type: none"><li>Show how to practice different environmentally sustainable practices</li></ul>
<b>Classroom Aids:</b> Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

### Becoming a Professional in the 21st Century

*Mapped to DGT/VSQ/N0102*

#### Terminal Outcomes:

- Demonstrate professional skills required in 21<sup>st</sup> century



Duration: <1:00>	Duration: <1.5:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>Discuss 21st century skills.</li><li>Describe the benefits of continuous learning</li></ul>	<ul style="list-style-type: none"><li>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.</li></ul>
<b>Classroom Aids:</b> Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

### Basic English Skills

Mapped to DGT/VSQ/N0102

#### Terminal Outcomes:

- Practice basic English speaking.

Duration: <4:00>	Duration: <6:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>Describe basic communication skills</li><li>Discuss ways to read and interpret text written in basic English</li></ul>	<ul style="list-style-type: none"><li>Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone</li><li>Read and interpret text written in basic English</li><li>Write a short note/paragraph / letter/e-mail using basic English</li></ul>
<b>Classroom Aids:</b> Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

### Career Development & Goal Setting

Mapped to DGT/VSQ/N0102

#### Terminal Outcomes:

- Demonstrate Career Development & Goal Setting skills.

Duration: <1:00>	Duration: <1:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>Discuss need of career development plan</li></ul>	<ul style="list-style-type: none"><li>Demonstrate how to communicate in a well-mannered way with others.</li><li>Create a career development plan with well-defined short- and long-term goals</li></ul>

**Classroom Aids:**

Whiteboard, marker pen, projector

**Tools, Equipment and Other Requirements****Communication Skills**

Mapped to DGT/VSQ/N0102

**Terminal Outcomes:**

- Practice basic communication skills.

<b>Duration: &lt;2:00&gt;</b>	<b>Duration: &lt;3:00&gt;</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Explain the importance of active listening for effective communication</li><li>• Discuss the significance of working collaboratively with others in a team</li></ul>	<ul style="list-style-type: none"><li>• Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette</li></ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

**Diversity & Inclusion**

Mapped to DGT/VSQ/N0102

**Terminal Outcomes:**

- Describe PwD and gender sensitisation.

<b>Duration: &lt;1:00&gt;</b>	<b>Duration: &lt;1.5:00&gt;</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Discuss the significance of reporting sexual harassment issues in time</li></ul>	<ul style="list-style-type: none"><li>• Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD</li></ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

**Financial and Legal Literacy**

Mapped to DGT/VSQ/N0102

**Terminal Outcomes:**

- Describe ways of managing expenses, income, and savings.



Duration: <2:00>	Duration: <3:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"><li>• List the common components of salary and compute income, expenditure, taxes, investments etc.</li><li>• Discuss the legal rights, laws, and aids</li></ul>	<ul style="list-style-type: none"><li>• Outline the importance of selecting the right financial institution, product, and service</li><li>• Demonstrate how to carry out offline and online financial transactions, safely and securely</li></ul>
Classroom Aids:	Whiteboard, marker pen, projector
Tools, Equipment and Other Requirements	

## Essential Digital Skills

Mapped to DGT/VSQ/N0102

### Terminal Outcomes:

- Demonstrate procedure of operating digital devices and associated applications safely.

Duration: <4:00>	Duration: <6:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"><li>• Describe the role of digital technology in today's life</li><li>• Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely</li></ul>	<ul style="list-style-type: none"><li>• Show how to operate digital devices and use the associated applications and features, safely and securely</li><li>• Create sample word documents, excel sheets and presentations using basic features</li><li>• Utilize virtual collaboration tools to work effectively</li></ul>
Classroom Aids:	Whiteboard, marker pen, projector
Tools, Equipment and Other Requirements	

## Entrepreneurship

Mapped to DGT/VSQ/N0102

### Terminal Outcomes:

- Describe opportunities as an entrepreneur.

Duration: <3:00>	Duration: <4:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes



- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>Explain the types of entrepreneurship and enterprises</li><li>Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan</li><li>Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement</li></ul> | <ul style="list-style-type: none"><li>Create a sample business plan, for the selected business opportunity</li></ul> |
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**Classroom Aids:**

Whiteboard, marker pen, projector

**Tools, Equipment and Other Requirements**

**Customer Service**

Mapped to DGT/VSQ/N0102

**Terminal Outcomes:**

- Describe ways of maintaining customer.

<b>Duration: &lt;2:00&gt;</b>	<b>Duration: &lt;3:00&gt;</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>Explain the significance of identifying customer needs and addressing them.</li><li>Explain the significance of identifying customer needs and responding to them in a professional manner.</li><li>Discuss the significance of maintaining hygiene and dressing appropriately.</li></ul>	<ul style="list-style-type: none"><li>Demonstrate how to maintain hygiene and dressing appropriately.</li></ul>

**Classroom Aids:**

Whiteboard, marker pen, projector

**Tools, Equipment and Other Requirements**

**Getting ready for apprenticeship & Jobs**

Mapped to DGT/VSQ/N0102

**Terminal Outcomes:**

- Describe ways of preparing for apprenticeship & Jobs appropriately.

<b>Duration: &lt;3:00&gt;</b>	<b>Duration: &lt;5:00&gt;</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>



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|--|---|
| <ul style="list-style-type: none"><li>Discuss the significance of maintaining hygiene and confidence during an interview</li><li>List the steps for searching and registering for apprenticeship opportunities</li></ul> | <ul style="list-style-type: none"><li>Create a professional Curriculum Vitae (CV)</li><li>Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively</li><li>Perform a mock interview</li></ul> |
|--|---|

**Classroom Aids:**

Whiteboard, marker pen, projector

**Tools, Equipment and Other Requirements**

## Optional module 10 Basic mehndi designs and nail art

*Mapped to BWS/N0418, V3.0*

**Terminal Outcomes:**

- Basic mehndi designs and nail art

<b>Duration: 10:00 Hrs.</b>	<b>Duration: 20:00 Hrs.</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>Identify contra-indications and contra-actions for mehndi application</li><li>Explain the importance of selecting and setting up appropriate tools, products, and equipment based on the client's nail and skin condition.</li><li>Describe the process of preparing and storing mehndi</li><li>Explain the skin sensitivity, its importance and procedure</li><li>Identify risks of using sub-standard products</li><li>Explain the use of basic mehndi application techniques using stencils, stickers, or freehand designs on hands wrists and feet</li><li>List the significance of providing customer comfort and satisfaction while undergoing the process of mehndi application</li><li>Identify different nail art techniques such as glitter polish, gem application, stencil art, and stick-on nails, and</li></ul>	<ul style="list-style-type: none"><li>Apply right consistency of mehndi mixture</li><li>Apply simple design elements used for mehndi designing</li><li>Mix and show how to achieve the correct mehndi paste consistency using appropriate ingredients</li><li>Perform application of mehndi using simple patterns, stencils, or stickers on hands, wrists and feet following hygienic and professional procedures</li><li>Select various parts of the body commonly used for mehndi application</li><li>Perform nail art using various techniques like polish, glitter, stickers</li><li>Show how to apply gel polish (base colour, and top coat) curing each layer properly under the lamp</li><li>Follow customer service principles including privacy and protection to modesty of the customers</li><li>Perform aftercare advice for clients</li></ul>



<p>describe how to apply them professionally</p> <ul style="list-style-type: none"><li>• Describe the process of applying nail extensions, including safety precautions and product types (e.g., acrylic, gel)</li><li>• Explain specific aftercare advice related to color fastening, skin/nail reactions, and handling contra-actions</li></ul>	
<b>Classroom Aids</b>	
Computer, projector, white board/ flip chart, marker and duster	
<b>Tools, Equipment and Other Requirements</b> Bowl, Mixing Stick, Mehndi cones, Mehndi powder, Mehndi Oil, Mehndi Design Books, tissues or wipes, nail brush, nail file, cuticle pusher, nail cutter, nail glue, UV/LED lamp, nail art tools- dotting tools, fine brushes, sponges, tweezers, acrylic or gel kit,	



## Annexure

### Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
10th pass with Diploma in Nailcare Services or certified in relevant CITS course.	Nailcare Services	2	Nailcare Services	1	N.A	Diploma should be minimum of 6 months period

Trainer Certification	
Domain Certification	Platform Certification
Certified to TOT for Job Role: "Pedicurist and Manicurist" mapped to QP: "BWS/Q0402, v5.0". Minimum accepted score is 80%	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "Master Trainer (VET and Skills) MEP/Q2601 v2.0". Minimum accepted score is 80%.



## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
12th pass with Advance Diploma in Nailcare Services or certified in relevant CITS course.	Nailcare Services	3	Nailcare Services	2	N.A	Diploma should be minimum of 6 months period followed by Advanced Diploma of minimum 3 months

Assessor Certification	
Domain Certification	Platform Certification
Certified to TOA for Job Role: "Pedicurist and Manicurist" mapped to QP: "BWS/Q0402, v5.0". Minimum accepted score is 80%	Recommended that the Assessor is certified for the Job Role: "Assessor", mapped to the Qualification Pack: "Assessor (VET and Skills) MEP/Q2701 v2.0". Minimum accepted % as per respective SSC guidelines is 80%.



## Assessment Strategy

### Assessment system Overview

Assessment will be carried out by assessment partners with no link to training partners. Based on the results of assessment, B&WSSC will certify the learners. Assessor has to pass assessment of theoretical knowledge of the job role and approved by B&WSSC.

The assessment will have both theory and practical components in 20:80 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.

### Testing Environment

Training partner has to share the batch start date and end date, number of trainees and the job role.

Assessment will be fixed for a day after the end date of training. It could be next day or later. Assessment will be conducted at the training venue.

Room where assessment is conducted will be set with proper seating arrangements with enough space to prevent copying.

Question bank of theory and practical will be prepared by assessment agency and approved B&WSSC. From this set of questions, assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial question, etc. which will test the trainee on his theoretical knowledge of the subject.

The theory and practical assessments will be carried out on same day. The question paper is pre-loaded in the computer (incase of online assessment) and it will be in the language requested by the training partner.

Presentation will be one mode of assessment and so computers and LDC projector will be available for assessment. Viva will also be used to gauge trainee's confidence and correct knowledge in handling job situations.

### Assessment Quality Assurance framework

Assessor has to go through orientation program organized by Assessment Agency. The training would give an overview to the assessors on the overall framework of QP evaluation. Assessor shall be given a NOS and PC level overview of each QP as applicable. Overall structure of assessment and objectivity of the marking scheme will be explained to them.



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

In case of many candidates to be accommodated in one venue for theory assessment, caution is taken not to let the candidates who competed 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 clearly written on the board in the lab or shared with the candidates verbally.

The assessment will be video recorded and submitted to B&WSSC. The training partner will intimate the time of arrival of the assessor and time of leaving the venue.

### **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.

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 and 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.

Assessment agency will be responsible to put details in SIP.

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

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

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

## References

### 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
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards