



# Model Curriculum

**QP Name: Assistant Beauty & Wellness Consultant**

**QP Code: BWS/Q4001**

**QP Version: 4.0**

**NSQF Level: 3**

**Model Curriculum Version: 4.0**

Beauty & Wellness Sector Skill Council  
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## Table of Contents

Training Parameters.....	2
Program Overview .....	4
Training Outcomes .....	4
Compulsory Modules .....	4
Module Details.....	7
Module 1 Introduction to the program and the role of an assistant beauty and wellness consultant .....	7
Module 2 Arrange & Display products to promote sales .....	8
Module 3 Implement special promotional offers during seasonal events.....	9
Module 4 Provide personalised skin & hair analysis for the clients .....	10
Module 5 Assist clients in selecting appropriate products based on their skin and hair type.....	12
Module 6 Demonstrate usage of beauty and wellness products.....	13
Module 7 Execute administrative and billing tasks to facilitate product sales .....	15
Module 8 Maintain health and safety at the workplace .....	17
Module 9 Create a positive impression at the workplace.....	18
Module 10 DGT/VSQ/N0102 Employability Skills (60 hours) .....	19
Annexure .....	25
Assessor Requirements.....	26
Glossary .....	29
Acronyms and Abbreviations.....	30



## Training Parameters

<b>Sector</b>	Beauty & Wellness
<b>Sub-Sector</b>	Product and Sales
<b>Occupation</b>	Beauty & Wellness Products Training, Sales & Consultancy Services
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/5142.9900
<b>Minimum Educational Qualification and Experience</b>	Grade 10 OR 8 <sup>th</sup> grade pass with two years of (NTC/ NAC) after 8 <sup>th</sup> in the domain of beauty and wellness industry OR 8 <sup>th</sup> grade pass with 3-year relevant experience in beauty and wellness services OR Previous relevant qualification of NSQF Level 2 with 3-year relevant experience in beauty and wellness services OR Previous relevant qualification of NSQF Level 2.5 with 1.5-year relevant experience in beauty and wellness services
<b>Pre-Requisite License or Training</b>	—
<b>Minimum Job Entry Age</b>	18 years
<b>Last Reviewed On</b>	16-12-2025
<b>Next Review Date</b>	16-12-2028
<b>NSQC Approval Date</b>	On File Approval
<b>QP Version</b>	4.0
<b>Model Curriculum Creation Date</b>	16-12-2025
<b>Model Curriculum Valid Up to Date</b>	16-12-2028
<b>Model Curriculum Version</b>	4.0
<b>Minimum Duration of the Course</b>	390:00 Hrs.



<b>Maximum Duration of the Course</b>	390:00 Hrs.
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# 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 consultant services
- Explain the roles & responsibilities of an Assistant Beauty & Wellness Consultant
- Carry out preparation of product arrangement and display at work area for sales
- Perform special promotional offers during seasonal events
- Provide personalized skin & hair analysis for the clients
- Selecting appropriate products based on client's skin and hair type
- Demonstrate the usage of and benefits of products tailored to different hair and skin types
- Understand basic administrative support functions including inventory handling and billing processes to support sales operations.
- Describe the application of health and safety practices at the workplace
- Describe the importance of personal hygiene and grooming while executing task
- 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/N4001 Arrange & Display products to promote sales V4.0, NSQF Level 3	10	20	—	—	30
Module 1 Introduction to the program and the role of an Assistant Beauty & Wellness Consultant	1	—	—	—	1
Module 2 Arrange & Display products to promote sales	9	20	—	—	29
BWS/N4022 Implement special promotional offers during seasonal events V1.0, NSQF Level 3	10	20	—	—	30
Module 3 Implement special promotional offers during special events	10	20	—	—	30



BWS/N4023 Provide personalized skin & hair analysis for the clients V1.0, NSQF Level 3	10	20	—	—	30
Module 4 Provide personalized skin & hair analysis for the clients	10	20	—	—	30
BWS/N4024 Assist clients in selecting appropriate products based on their skin and hair type V1.0, NSQF Level 3	20	40	—	—	60
Module 5 Assist clients in selecting appropriate products based on their skin and hair type	20	40	—	—	60
BWS/N4025 Demonstrate usage of beauty and wellness products V1.0, NSQF Level 3	10	20	—	—	30
Module 6 Demonstrate usage of beauty and wellness products	10	20	—	—	30
BWS/N4003- Execute administrative and billing tasks to facilitate product sales V4.0, NSQF Level 3	10	20	—	—	30
Module 7 Execute administrative and billing tasks to facilitate product sales	10	20	—	—	30
BWS/N9002- Maintain health and safety at the workplace V5.0, NSQF Level 3	10	20	—	—	30
Module 8 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 9 Create a positive impression at the workplace	10	20	—	—	30
DGT/VSQ/N0102	24	36	—	—	60



<b>Employability Skills (60 hours)</b> <b>NOS Version No. – 1.0</b> <b>NSQF Level – 4</b>					
Module 10 Employability Skills	24	36	—	—	60
Introduction to Employability Skills	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
<b>On-the-Job Training (Mandatory)</b>	<b>00:00</b>	<b>00:00</b>	<b>60:00</b>	<b>—</b>	<b>60:00</b>
<b>Total Duration</b>	<b>114:00</b>	<b>216:00</b>	<b>60:00</b>	<b>—</b>	<b>390:00 Hrs.</b>



## Module Details

### Module 1 Introduction to the program and the role of an assistant beauty and wellness consultant

*Mapped to Bridge Module*

#### Terminal Outcomes:

- Explain the objectives of the program
- Explain the roles & responsibilities of an Assistant Beauty & Wellness Consultant
- List the career opportunities in consultancy services

<b>Duration: 01:00 Hrs.</b>	<b>Duration: 00:00 Hrs.</b>
<b>Theory – 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 an Assistant Beauty &amp; Wellness Consultant</li><li>• List the career opportunities in consultancy service</li><li>• Discuss about the projected growth in consultancy service</li></ul>	<b>Practical – Key Learning Outcomes</b>
<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 Arrange & Display products to promote sales

Mapped to BWS/N4001, V4.0

### Terminal Outcomes:

- Carry out preparation of products arrangement and display at work area for sales

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 importance of gathering and inspecting products stock before display</li><li>Describe the process of verifying items and components in product packaging</li><li>Discuss the need for removing unwanted packaging during product display</li><li>Identify the procedures for regularly checking product condition on display</li><li>Explain the manufacturer's instructions and safe handling techniques for displaying and storing products</li><li>Describe the protocol for dealing with expired or damaged products</li><li>Discuss the significance of selecting the appropriate display area size</li><li>Identify when and how to carry out product labelling as per supervisor instructions</li><li>Explain how to create effective displays using foundational principles of visual merchandising</li><li>Describe techniques for presenting brochures, posters, banners, or tags in a manner that enhances the product display</li><li>Explain company and legal guidelines for safely disposing of unusable items</li></ul>	<ul style="list-style-type: none"><li>Demonstrate the process of gathering all required stock for display, ensuring each item is clean, safe to use, and in good physical condition.</li><li>Show how to open product packages and verify that all components and accessories are present, as per the product manual or instructions provided.</li><li>Demonstrate regular inspection techniques to check cleanliness, safety, and presentation of displayed products, ensuring ongoing customer appeal</li><li>Show how to handle each product according to manufacturer guidelines, including lifting, placing, or adjusting the products without causing damage to the product, people, or environment.</li><li>Demonstrate setting up a display using basic visual merchandising principles</li><li>Show that the display elements (light, color, texture, composition, physical elements, services) are suited to the area</li><li>Demonstrate how to check that the information on the labels is accurate</li></ul>
Classroom Aids	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
Tools, Equipment and Other Requirements	
Product display stands with appropriate lights, Shelves and racks, Mannequins (for wellness/beauty accessories), Cleaning supplies	

## Module 3 Implement special promotional offers during seasonal events

Mapped to BWS/N4022, V1.0

### Terminal Outcomes:

- Carry out special promotional offers during seasonal events

Duration: 10:00 Hrs.	Duration: 20:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• List the promotional products and materials in line with the event theme and company visual merchandising standards.</li> <li>• Identify the key elements that make promotional displays attractive, safe, and accessible for customer interaction.</li> <li>• Elaborate on the importance of clear communication with customers about the promotional offer, including duration, discounts, and applicable terms and conditions.</li> <li>• Describe how to assist customers in selecting promotional products that suit their preferences and needs.</li> <li>• Discuss the necessity of ensuring that promotional price tags, product labels, and banners are correctly placed and free from error or ambiguity.</li> <li>• Identify methods for monitoring the condition and stock of promotional products throughout the event and replenishing or reporting shortages as necessary.</li> <li>• Elaborate on the process of recording customer interest and feedback related to the promotions and sharing observations with the supervisor.</li> <li>• Describe the importance of maintaining hygiene, safety, and tidiness in the promotional display area.</li> <li>• Discuss organisational protocols for handling promotional codes, billing offers, and loyalty schemes during transactions.</li> <li>• Identify opportunities for supporting cross-selling and up-selling during promotional events.</li> <li>• Elaborate on the steps involved in participating in post-event stock reconciliation and feedback reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• Show how to arrange promotional products and materials in line with the event theme and company visual merchandising standards.</li> <li>• Perform the setup of promotional displays to ensure they are attractive, safe, and accessible for customer interaction.</li> <li>• Demonstrate clear communication with customers about the promotional offer, including duration, discounts, and applicable terms and conditions.</li> <li>• Show how to assist customers in selecting promotional products or services that suit their preferences and needs.</li> <li>• Perform the placement of promotional price tags, product labels, and banners correctly, ensuring they are free from error or ambiguity.</li> <li>• Demonstrate how to monitor the condition and stock of promotional products throughout the event and replenish or report shortages as necessary.</li> <li>• Show how to record customer interest and feedback related to the promotions and share observations with the supervisor.</li> <li>• Perform the maintenance of hygiene, safety, and tidiness in the promotional display area.</li> <li>• Demonstrate following organisational protocols for handling promotional codes, billing offers, and loyalty schemes during transactions.</li> <li>• Show how to support cross-selling and up-selling where applicable during promotional events.</li> <li>• Perform post-event stock reconciliation</li> </ul>



	and feedback reporting.
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
Promotional and seasonal based infra & literature, display material & equipment	

## Module 4 Provide personalized skin & hair analysis for the clients

*Mapped to BWS/N4023, V1.0*

### Terminal Outcomes:

- Client Consultation & Preparation
- Skin Analysis
- Hair & Scalp Analysis
- Analysis Interpretation & Recommendations
- Client Communication & Data Handling

<b>Duration:</b> 10:00 Hrs.	<b>Duration:</b> 20:00 Hrs.
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>

<ul style="list-style-type: none"> <li>Explain the step-by-step process of gathering client information (age, lifestyle, product history, and concerns) for accurate analysis</li> <li>Identify various skin types (normal, oily, dry, combination, sensitive)</li> <li>Describe common skin conditions like acne, pigmentation, fine lines, sensitivity and dehydration</li> <li>Explain hair types (straight, wavy, curly, coily) and textures (fine, medium, coarse) through visual and manual assessment</li> <li>Describe scalp conditions such as dryness, oiliness, dandruff, and inflammation</li> <li>Analyse hair issues such as breakage, hair fall, split ends, and chemical damage</li> <li>Discuss how tools like scalp analyzers and magnifying lenses assist in more detailed evaluations</li> <li>Understanding primary, secondary, and tertiary colors and their relationships</li> </ul>	<ul style="list-style-type: none"> <li>Show how to collect client information- age, lifestyle, products usage, allergies or medical conditions using structure forms or verbal questioning</li> <li>Demonstrate how to explain the purpose of the analysis and obtain informed consent clearly and respectfully</li> <li>Show how to evaluate hair type (straight, curly, coily, etc.) and texture by visually inspecting and gently handling the strands.</li> <li>Perform a skin type analysis using visual and touch-based assessment (forehead, cheeks, nose, chin)</li> <li>Demonstrate the recommendation of beauty and wellness products (hydrating serums, dandruff shampoos, repair masks and essential oils).</li> <li>Show how to identify warm, cool, and neutral undertones for perfect matching as per the color theory</li> <li>Demonstrate how to explain do's and don'ts clearly—such as post-treatment care, product layering, or patch test necessity</li> </ul>
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#### **Classroom Aids**

Computer, Projector, White Board/ Flip Chart, Marker and Duster

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

Skin analyzer device, hair or scalp analyzer, Sanitized tools



## Module 5 Assist clients in selecting appropriate products based on their skin and hair type

*Mapped to BWS/N4024, V1.0*

### Terminal Outcomes:

- choose right products as per their skin & hair type

<b>Duration: 20:00 Hrs.</b>	<b>Duration: 40:00 Hrs.</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>Discuss the importance of identifying the client's skin type (e.g., oily, dry, combination, sensitive) and hair type (e.g., curly, straight, chemically treated, dandruff-prone) to recommend the right products.</li><li>Identify contraindications such as allergies, scalp infections, skin sensitivities, or recent cosmetic procedures</li><li>Explain the benefits, ingredients, usage instructions, and possible side effects of the recommended products in simple terms</li></ul>	<ul style="list-style-type: none"><li>Demonstrate how to selecting appropriate products based on skin and hair type</li><li>Demonstrate how to identify contraindications such as allergies, scalp infections, skin sensitivities, or recent cosmetic procedures</li><li>Observe and assess the client's skin condition visually and through touch (if permitted), focusing on identifying visible signs such as dryness, oiliness, breakouts, or sensitivity</li><li>Perform the recommendation of suitable product options aligned with the client's skin/hair needs, budget, and preferences</li><li>Demonstrate how to provide sample products, testers, or patch tests</li></ul>
<b>Classroom Aids</b>	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
Skin analyzer, Hair analyzer	



## Module 6 Demonstrate usage of beauty and wellness products

Mapped to BWS/N4025, V1.0

### Terminal Outcomes:

- Carry out usage of beauty and wellness products to clients

Duration: 10:00 Hrs.	Duration: 20:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"><li>Describe the main function of the product, its key ingredients, the benefits of using it and any precautions as per the manufacturer's instructions</li><li>Describe the step-by-step process of applying the product, including how much to use, the application technique, duration of use, and removal methods</li><li>Discuss the importance of using clean tools and adhering to hygiene and safety protocols while demonstrating the product.</li><li>Explain the do's and don'ts of product usage</li><li>Describe any organic, natural, or chemical-free aspects of the products.</li><li>Discuss how to effectively address client questions and clarify any doubts related to the product's usage, expected results, and frequency of use.</li><li>Describe the importance of informing clients about proper storage instructions and the product's shelf-life</li></ul>	<ul style="list-style-type: none"><li>Perform a step-by-step demonstration of the product application, including how much to use, how to apply, the duration of use and the removal technique</li><li>Demonstrate the importance of using clean tools and adhering to hygiene and safety protocols while demonstrating the product.</li><li>Show how to inform clients about what to avoid before and after using the product</li><li>Demonstrate how to emphasize any organic, natural, or chemical-free aspects of the products.</li><li>Show the label or brochure while discussing any precautions based on the manufacturer's instructions.</li><li>Perform sample applications (e.g., on hand, strand of hair, or patch test) as per organizational policy and client comfort.</li><li>Demonstrate the difference between correct and incorrect usage to avoid overuse or ineffective results.</li><li>Show packaging tips, like airless pumps or resealable jars, that preserve product quality.</li><li>Show the process of collecting feedback politely after the demonstration—ask how they felt, if they noticed any effects, or if they have concerns.</li></ul>
Classroom Aids	Computer, Projector, White Board/ Flip Chart, Marker and Duster
Tools, Equipment and Other Requirements	Product application tools (e.g., spatulas, brushes, applicators), Towels or tissues, Sanitizers/disinfectants



## Module 7 Execute administrative and billing tasks to facilitate product sales

**Mapped to BWS/N4003, V4.0**

### Terminal Outcomes:

- Perform assisting tasks required in product sales
- Point-of-Sale (POS) and Billing

Duration: 10:00 Hrs.	Duration: 20:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"><li>• Describe the importance of accurate record-keeping in both physical and digital formats to ensure smooth client service, stock management, and auditing.</li><li>• Identify various promotional materials (e.g., brochures, product samples, display cards) and their role in enhancing product visibility and client engagement.</li><li>• Describe the process of correct feeding of promotional offers, invoice, and billing data accurately into relevant software or manual registers.</li><li>• Discuss methods of systematic storage and retrieval of client/sales data using CRM tools or manual logs, emphasizing the need for confidentiality and easy accessibility</li><li>• Evaluate the importance of backup procedures and secure access protocols.</li><li>• Describe how to maintain and track financial documents such as cash records, bills, receipts, and promotional expenses.</li><li>• Explain the process of handling refunds or replacements, including documentation, supervisor approvals, and client communication.</li><li>• Identify the steps involved in monitoring stock levels, updating product inventories, and placing restock requests in time to avoid product unavailability.</li><li>• Describe how to prepare daily activity summaries or reports, including key sales data, client feedback, and pending tasks.</li><li>• Describe how to generate and process bills using a POS system, including applying discounts, verifying product codes, and calculating totals.</li><li>• Identify different payment methods (cash, UPI,</li></ul>	<ul style="list-style-type: none"><li>• Demonstrate how to update client and sales records accurately in digital CRM software or physical logbooks</li><li>• Perform data entry tasks by inputting promotional offers, billing details, and invoices into designated systems like Excel, POS, or CRM under supervision.</li><li>• Show how to store and retrieve client or sales information systematically</li><li>• Perform daily recordkeeping of bills, cash receipts, and vouchers by maintaining a cash book or e-ledger</li><li>• Demonstrate how to monitor product inventory—by checking stock levels, updating stock logs, and raising restock alerts</li><li>• Show how to compile and submit daily activity reports</li><li>• Perform basic office operations—operate computers, printers, scanners, as per manufacturer guidelines</li><li>• Show how to protect client and sales data, e.g., by logging out of systems, locking files, and following access control protocols</li><li>• Show how to generate bills using a POS system for products/services purchased</li><li>• Perform handling of payments through multiple modes—cash, card, and UPI</li><li>• Demonstrate how to maintain a record book or spreadsheet with details of cash inflow/outflow, daily bills, and vouchers.</li><li>• Demonstrate how to write or email a</li></ul>



<p>cards) and explain protocols for handling each safely and accurately.</p> <ul style="list-style-type: none"><li>Identify common billing or transaction errors, such as duplicate entries or wrong pricing, and explain the steps for escalation and correction.</li><li>Describe the hygiene standards for handling POS terminals and data security practices, such as screen privacy and logout protocols.</li></ul>	<ul style="list-style-type: none"><li>daily summary or activity report</li><li>Demonstrate how to generate bills using the POS system</li><li>Show handling of multiple payment methods (cash, cards, UPI)</li><li>Demonstrate how to recognize and report billing issues</li></ul>
Computer, Projector, White board/ Flip Chart, Marker and Duster	
<b>Tools, Equipment and Other Requirements</b>	
Record Book, Computer, Printer, Scanner, Databases (CRM or sales record systems), POS system (Point-of-Sale software/hardware), Credit/debit card machine, UPI payment app/device,	



## Module 8 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, Disposable Masks, Aprons, Hand Sanitiser, and Waste Disposal Bins	

## Module 9 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><li>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.</li></ul>
Classroom Aids	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
Tools, Equipment and Other Requirements	
POS Machine	



## Module 10 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>
<b>Classroom Aids:</b> Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Communication Skills

Mapped to DGT/VSQ/N0102

### Terminal Outcomes:

- Practice basic communication skills.

Duration: <2:00>	Duration: <3:00>
<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.

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 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>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<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>
<b>Classroom Aids:</b> Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	



## 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>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## 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>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	



## Customer Service

Mapped to DGT/VSQ/N0102

### Terminal Outcomes:

- Describe ways of maintaining customer.

Duration: <2:00>	Duration: <3:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<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>
<b>Classroom Aids:</b> Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Getting ready for apprenticeship & Jobs

Mapped to DGT/VSQ/N0102

### Terminal Outcomes:

- Describe ways of preparing for apprenticeship & Jobs appropriately.

Duration: <3:00>	Duration: <5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<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>
<b>Classroom Aids:</b> Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	



## Annexure

### Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
12th pass with Diploma in Beauty or Cosmetology and compulsory knowledge of spoken English	Beauty or Cosmetology and compulsory knowledge of spoken English	2	Sales & Marketing	1	N.A.	Diploma should be minimum of 6 months period

Trainer Certification	
Domain Certification	Platform Certification
Certified to TOT for Job Role: "Assistant Beauty and Wellness Consultant" mapped to QP: "BWS/Q4001, v4.0". 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		Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
12th pass with Advance Diploma in Beauty or Cosmetology and compulsory knowledge of spoken English	Cosmetology/ Beauty & Wellness	3	Sales & Marketing	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: "Assistant Beauty and Wellness Consultant" mapped to QP: "BWS/Q4001, v4.0". 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 25:75 ratio. 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 (in case 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
Declarative Knowledge	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.
Key Learning Outcome	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).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Procedural Knowledge	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.
Training Outcome	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> .
Terminal Outcome	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