

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

NSDA Reference

To be added by NSDA

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Beauty and Wellness Sector Skill Council (BWSSC)

Address: Office No. 405-406, 4th Floor, DLF City Court,

M.G. Road, Sikanderpur, Gurgaon-122002

Tel: 0124 – 4269030-33

Name and contact details of individual dealing with the submission

Name: Ms. Annu Wadhwa

Position in the organisation: CEO

Address if different from above: Same as above

Tel number(s): +91-9810113991

E-mail address: annu.wadhwa@bwssc.in

List of documents submitted in support of the Qualifications File

1. Career Map of Assistant Beauty Therapist - Annexure 1
2. QP BWS/Q0101- Annexure 2

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SUMMARY

Qualification Title	Assistant Beauty Therapist
Qualification Code	BWS/Q0101
Nature and purpose of the qualification	This is a Qualification Pack (QP) containing National Occupational Standards for the job role - Assistant Beauty Therapist The main purpose of the qualification and the target learners is to get unemployed people into work and to upgrade the skills of people already in work.
Body/bodies which will award the qualification	Beauty and Wellness Sector Skill Council (BWSSC)
Body which will accredit providers to offer courses leading to the qualification	Beauty and Wellness Sector Skill Council (BWSSC)
Body/bodies which will carry out assessment of learners	Confederation of Indian Industry (CII)
Occupation(s) to which the qualification gives access	Skincare Services
Licensing requirements	N/A
Level of the qualification in the NSQF	3
Anticipated volume of training/learning required to complete the qualification	240 hours
Entry requirements and/or recommendations	Minimum Educational Qualifications - Preferably Class VIII with commensurate ability to read, write and communicate effectively for the job role Experience - No experience required Minimum Job Entry Age - 18 years
Progression from the qualification	This entry should refer to one or more of the following: <ul style="list-style-type: none">- access to other qualifications at the same NSQF level - Assistant Nail Technician- access to related qualification(s) at the next NSQF level - Beauty Therapist
Planned arrangements for the Recognition of Prior learning (RPL)	Work is under progress
International comparability where known	Not Yet Established
Date of planned review of the qualification.	01/09/2018

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Formal structure of the qualification			
Title of component and identification code.	Mandatory/ Optional	Estimated size (learning hours)	Level
BWS/N9001 Prepare and maintain work area	Mandatory	15	3
BWS/N0101 Provide basic skin care services	Mandatory	25	3
BWS/N0102 Carry out basic depilation services	Mandatory	35	3
BWS/N0125 Perform simple make-up services	Mandatory	35	3
BWS/N0401 Provide manicure and pedicure services	Mandatory	30	3
BWS/N0126 Provide simple hair dressing services to produce common hair dos	Mandatory	25	3
BWS/N0127 Carry out application of simple mehendi designs	Mandatory	35	3
BWS/N9002 Maintain health and safety at the workplace	Mandatory	15	3
BWS/N9003 Create a positive impression at the workplace	Mandatory	25	3

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum Document or a Qualification Pack.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

1. QP BWS/Q0101- Annexure 2

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SECTION 1

ASSESSMENT

Body/Bodies which will carry out assessment:

If there will be more than one assessment body for this qualification, give details.

Confederation of Indian Industry (CII)

How will RPL assessment be managed and who will carry it out?

Give details of how RPL assessment for the qualification will be carried out and quality assured.

The RPL assessment will be carried out through pre assessment, identifying the skills gaps, provide bridge training to cover the competency gap and then conduct final assessment of the candidates.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.

Assessment is done through third parties who are affiliated to B&WSSC as Assessment Body. Assessors are trained & certified by B&WSSC through Training of Assessors program. The assessment involves two processes. The first process is gathering the evidence of the competency of individuals. The second part of the assessment process is the judgement as to whether a person is competent or not. The assessment plan contains the following information:

- What will be assessed, i.e. the competency based on each NOS
- How assessment will occur i.e. methods of assessment
- When the assessment will occur
- Where the assessment will take place i.e. context of the assessment (workplace/simulation)
- The criteria for decision making i.e. those aspects that will guide judgements and

Where appropriate, any supplementary criteria used to make a judgement on the level of performance.

The assessment is conducted through theory, viva voce and practical.

Please attach any documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

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ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – i.e Learning Outcomes to be assessed, assessment criteria and the means of assessment.

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Assistant Beauty Therapist
Qualification Pack: BWS/Q0101
Sector Skill Council: Beauty and Wellness

Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS.

Title of Component:

Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
BWS/N9001 Prepare and maintain work area	PC1. ensure that ambient conditions are suitable for the client and the service procedures to be carried out in a hygiene and safe environment	100	12	2	10
	PC2. identify and select suitable equipment and products required for the respective services		16	3	13
	PC3. set up the equipment and prepare the products for services in adherence to the salon procedures and product/ equipment guidelines		19	4	15
	PC4. place and organize the products in a trolley or area convenient and efficient for service delivery		10	1	9
	PC5. prepare sterilisation solution as per organisational standards using approved products and as per manufacturer's instructions		16	4	12
	PC6. sterilize, disinfect and place the tools on the tray as per organisational standards using recommended solutions and conditions		13	4	9
	PC7. dispose waste materials in adherence to the salon's and industry requirements		6	1	5
	PC8. store records, materials and equipment securely in line with the salon's policies		8	2	6
	Total	100	21	79	

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BWS/N0101 Provide basic skin care services	PC1. comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs	100	5	1	4
	PC2. carry out basic facial care / face clean-up process using the tools and materials and as per process laid down by the organization		6	2	4
	PC3. ask relevant and effective questions to check and establish the client's understanding and expectation prior to commencement and clarify doubts, if any		5	1	4
	PC4. clean the skin free it of all traces of make-up by using suitable deep cleansing techniques		5	1	4
	PC5. use an exfoliation technique suitable for the client's skin type and skin condition		7	2	5
	PC6. use a suitable skin warming technique relevant to the client's needs safely		6	2	4
	PC7. use a steamer following manufacturer's instructions in a safe manner		5	1	4
	PC8. position the steam at a safe and effective distance away from the face of the client		5	1	4
	PC9. carry out any necessary extraction, when required as per standard procedure		7	2	5
	PC10. apply applicable mask procedures evenly and neatly, ensuring that the area to be treated is covered evenly and sufficiently		7	2	5
	PC11. remove masks after the recommended time frame has elapsed using approved methods, without discomforting the customer		7	2	5
	PC12. carry out cleaning of the application area to ensure skin is left clean, toned and suitably moisturized, using suitable products and as per standard procedures		5	1	4
	PC13. provide specific after-process advice to the client pertaining to actions that may help maintain and protect the skin from damage, as part of the service experience		6	2	4
	PC14. ensure the work area is kept clean and tidy during the service		2	0	2
	PC15. dispose waste materials as per organisational standards in a safe and hygienic manner		3	1	2
	PC16. record details of the procedure accurately as per organisational policy and approved practice		5	2	3
	PC17. store information securely in line with the salon's policies		5	2	3
	PC18. ask questions to check with the client their satisfaction with the finished result		4	1	3
	PC19. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor		5	2	3
	Total	100	28	72	
BWS/N0102 Carry out basic depilation services	PC1. comply with health and safety standards and processes laid out by manufacturer and organization ensuring safety of client, co-workers, self and organisation	100	4	1	3
	PC2. identify any contra indications and take respective necessary action		3	1	2

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PC3. carry out depilation processes using the appropriate tools and materials and as per process laid down by the organization	5	2	3
PC4. ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any	4	1	3
PC5. prepare the client suitably for the respective service procedure and provide relevant required personal protective equipment	5	1	4
PC6. select and apply the correct pre-wax products prior to waxing based on manufacturers' instructions and client requirements	5	1	4
PC7. conduct a test patch and skin sensitivity test as per approved procedure ahead of the waxing service to establish any contra actions that may restrict the service	5	1	4
PC8. apply and remove the depilation products on client skin correctly based on manufacturer's instructions	5	1	4
PC9. maintain the client's modesty and privacy at all times by taking suitable precautions and actions	3	0.5	2.5
PC10. follow work techniques that minimize discomfort to the client	3	1	2
PC11. stop the waxing procedure and providing relevant advice if contra-actions occur	3	0.5	2.5
PC12. comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs	3	0.5	2.5
PC13. carry out the threading process using correct tools and materials and as per standards laid down by the organization	5	1.5	3.5
PC14. adjust the client's position to meet the needs of the service without causing them discomfort	3	0.5	2.5
PC15. ensure safe and quick hair removal methods are carried out to minimize discomfort to the client	2	0.5	1.5
PC16. ensure the hair removal methods are carried out by positioning oneself at a comfortable distance from the client whilst maintaining the correct tension of the thread	3	0.5	2.5
PC17. provide clear instructions to the client on how and when to support the service procedure by stretching or holding their own skin at various stages of the threading service	4	2	2
PC18. create a well-balanced, proportioned and defined eyebrow shape as per client's requirements, where required	4	1	3
PC19. check the client's comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required	3	0.5	2.5
PC20. discontinue service, and do not provide advice and recommendations where contra-actions occur	3	0.5	2.5
PC21. ensure the work area is kept clean and tidy during the service	2	0.5	1.5
PC22. dispose waste materials as per organisational standards in a safe and hygienic manner	3	0.5	2.5

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	PC23. record details of the services accurately as per organisational policy and approved practice		4	1.5	2.5
	PC24. store information securely in line with the salon's policies		2	0.5	1.5
	PC25. clean the treated area and apply a suitable soothing product correctly, post the threading procedure		3	0.5	2.5
	PC26. ask questions to check with the client their satisfaction with the finished result		4	1.5	2.5
	PC27. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or refer to supervisor if actions beyond scope of authority or no action is possible to mitigate damage		4	1.5	2.5
	PC28. provide specific after-care advice to the client to minimize irritation, redness and discomfort		3	1	2
		Total	100	26	74
BWS/N0125 Perform simple make-up services	PC1.adhere to the health and safety standards laid out by the manufacturer and organization	100	3	1	2
	PC2.sanitize the hands prior to procedure commencement as per organisational approved process		3	1	2
	PC3.prepare the client suitably for the respective service procedure and provide relevant required personal protective equipment		5	1	4
	PC4.ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any		4	1	3
	PC5.position self and client throughout the procedure in a way to ensure privacy, comfort and wellbeing		4	0.5	3.5
	PC6.adjust the client's position to meet the needs of the service without causing them discomfort		4	1	3
	PC7.perform and adapt the make-up procedures using materials, equipment and techniques correctly and safely to meet the needs of the client		5	1.5	3.5
	PC8.identify basic skin types and skin tone correctly		3	0.5	2.5
	PC9.define a suitable beauty services plan to meet the client's needs based on skin types, constraints and client preferences		4	1	3
	PC10.select and prepare suitable skin care and make up products to meet the client's needs and work plan		4	1	3
	PC11.use make-up removers, cleansers and toners to remove make-up		3	0.5	2.5
	PC12.clean, tone and moisturize the skin to suit the client's skin type and needs in the correct sequence, applying correct techniques, using organisation approved tools and processes		3	1	2
	PC13.select and apply the correct make-up products to enhance facial features, to suit the client's needs and achieve the desired effect, applying correct techniques as per organisation standards		4	1	3
	PC14.adapt the make-up procedure using materials, equipment and techniques correctly and safely to meet the needs of the client, where required		3	1	2

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	PC15.check the client's comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required		3	0.5	2.5
	PC16.complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards		3	0.5	2.5
	PC17.dispose waste materials as per organisational standards in a safe and hygienic manner		3	0.5	2.5
	PC18.record details of the procedure accurately as per organisational policy and approved practice		3	1.5	1.5
	PC19.store information securely in line with the salon's policies		3	0.5	2.5
	PC20.provide specific after-procedure, homecare advice and recommendations for product use and further beauty services to the client		4	1	3
	PC21.ask questions to check with the client their satisfaction with the finished result		3	0.5	2.5
	PC22.thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor		4	1	3
	PC23.handle the costume safely, avoiding any additional wrinkles or crumpling		3	0.5	2.5
	PC24.identify and highlight any damage to the costume to the customer on receiving the costume		3	0	3
	PC25.ensure the costume is ironed, steamed and/or prepared as per customer and beauty therapist instructions, in line with company policy and procedures		3	0.5	2.5
	PC26.drape costumes on customer using correct techniques and without discomfort to the customer and maintaining their privacy and modesty		4	0.5	3.5
	PC27.adjust costumes as per body type, customer preferences and following beauty therapist's instructions		3	0.5	2.5
	PC28.provide the customer guidance on handling, maintenance of the look of the costume, movements, safety, etc. relevant to the costume		3	0.5	2.5
	PC29.ensure the draped costume achieves best fit, is safe and ensures garment cleanliness		3	0.5	2.5
		Total	100	22	78
BWS/N0401 Provide manicure and pedicure services	PC1.adhere to the health and safety standards laid out by the manufacturer and organization	100	3	0.5	2.5
	PC2.sanitize the hands prior to procedure commencement as per organisational approved process		3	0.5	2.5
	PC3.prepare the client suitably for the respective service procedure and provide relevant required personal protective equipment		5	1	4
	PC4.ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any		3	0.5	2.5
	PC5.position self and client in a way to ensure privacy, comfort and wellbeing, throughout the procedure		4	0.5	3.5

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PC6.adjust the client's position to meet the needs of the service without causing them discomfort	4	0.5	3.5
PC7.perform and adapt the manicure and pedicure procedures using materials, equipment and techniques correctly and safely to meet the needs of the client	5	1	4
PC8.remove any existing nail polish using approved products and procedures before proceeding further	4	1	3
PC9.enquire to establish the desired length and shape of nails (hands or toes) with the client	4	1	3
PC10.file the nails ensuring the nail's free edge is left smooth and shaped to required length according to the client's preference	5	1	4
PC11.remove dirt in the underside of the nails using nail pick, clippers, nail brush, soaking and washing to be dirt free	3	0.5	2.5
PC12.use suitable cuticle tools and products, safely and effectively, to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged	5	0.5	4.5
PC13.use specialized procedures (hand and leg, finger and toe nails) to improve the appearance of the client's skin and nails	5	1	4
PC14.use smooth and even massage techniques for hands and lower arms, lower legs and feet and apply appropriate pressure to meet the client's needs	4	0.5	3.5
PC15.remove any excessive hard skin using a foot scrapper during the manicure service without discomfort to the client	3	0.5	2.5
PC16.leave the hands and lower arm, foot and lower leg free of any excess massage medium at the end of the pedicure or manicure process respectively, by clearing these using a towel or other suitable materials	3	0.5	2.5
PC17.check that the nail plate is dehydrated and the underside is clean and free of debris	3	0.5	2.5
PC18.apply sufficient base coat, polish coats and top coats as required to achieve the desired nail finish	4	0.5	3.5
PC19.check that the final nail finish is smooth, even textured and uniformly coloured, with the cuticle and nail wall free of enamel	3	0.5	2.5
PC20.check the client's comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required	4	1	3
PC21.clean the treated area and use a suitable soothing product	3	0.5	2.5
PC22.complete the therapy to the satisfaction of the guest in a commercially acceptable time	5	1	4
PC23.record the therapy accurately and store information securely in line with the organization's policies	4	2	2
PC24.provide specific after-procedure, homecare advice and recommendations for product use and further services to the client	4	1	3
PC25.ask questions to check with the client their satisfaction with the finished result	3	1	2

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	PC26.thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor		4	1	3
		Total	100	20	80
BWS/N0126 Provide simple hair dressing services to produce common hair dos	PC1.use suitable consultation techniques to identify the client's wishes for the desired look before dressing the hair including with guardians/parents for minors	100	6	1.5	4.5
	PC2.ensure a guardian/parent is present for minors under age 14		4	0.5	3.5
	PC3.position self and client to ensure privacy, comfort and safety, throughout the service		6	1	5
	PC4.perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client		8	2	6
	PC5.perform back combing /back brushing technique as required		7	2	5
	PC6.control and secure hair effectively into place, during dressing		5	1	4
	PC7.dress the hair to the satisfaction of the client producing simple hair dos		6	1.5	4.5
	PC8.apply common hair accessories correctly		6	1.5	4.5
	PC9.apply finishing product following manufacturer's instructions to maintain the style		7	2	5
	PC10.ensure the work area is kept clean and tidy during the service		4	0	4
	PC11.promptly refer problems that cannot be solved to the relevant superior for action		5	1	4
	PC12.complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards		5	1	4
	PC13.record details of the procedure accurately as per organisational policy and procedures		6	3	3
	PC14.store information securely in line with the salon's policies		5	1.5	3.5
	PC15.provide specific after-procedure, homecare advice and recommendations for product use and further services to the client		6	2	4
	PC16.dispose waste materials as per organisational standards in a safe and hygienic manner		4	0.5	3.5
	PC17.ask questions to check with the client their satisfaction with the finished result		5	2	3
	PC18.thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor		5	1	4
		Total	100	25	75
BWS/N0127 Carry out application of	PC1.adhere to the health and safety standards laid out by the manufacturer and organization	100	3	0.5	2.5
	PC2.use mehendi procured from authorised sources only		4	1	3

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simple mehendi/henna designs	PC3.ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any		4	1.5	2.5
	PC4.adjust the client's position to meet the needs of the service without causing them discomfort		4	1	3
	PC5.sanitize the hands prior to service commencement using a hand sanitiser		3	0.5	2.5
	PC6.prepare the client and provide suitable protective apparel		6	1.5	4.5
	PC7.use suitable consultation techniques to identify design objectives		5	2	3
	PC8.select and use products, tools and equipment to suit design objectives		4	0.5	3.5
	PC9.perform pre- preparation of mehndi/henna for the cone		6	1	5
	PC10.perform preparation of the cone and ensure a suitable tip size		6	2	4
	PC11.prepare the mehendi to appropriate consistency and recipe for application technique		6	2	4
	PC12.carry out a skin sensitivity test suitably to test for contra actions		6	2	4
	PC13.apply mehndi design using simple elements and correct procedures on hands, wrists and feet		5	1.5	3.5
	PC14.complete the application to the satisfaction of the customer in a commercially acceptable time		5	1	4
	PC15.comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs		3	1	2
	PC16.check the client's comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required		3	0.5	2.5
	PC17.discontinue service, and do not provide advice and recommendations where contra-actions occur		3	1	2
	PC18.ensure the work area is kept clean and tidy during the service		2	0	2
	PC19.dispose waste materials as per organisational standards in a safe and hygienic manner		3	0.5	2.5
	PC20.record details of the procedure accurately as per organisational policy and approved practice		4	2	2
	PC21.store information securely in line with the salon's policies		3	1	2
	PC22.provide specific after-process advice to the client for colour fastening and contra actions		4	1	3
	PC23.ask questions to check with the client their satisfaction with the finished result		4	2	2
	PC24.thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor		4	1	3
		Total	100	28	72

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BWS/N9002 Maintain health and safety at the workplace	PC1. set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements	100	13	3	10
	PC2. clean and sterilize all tools and equipment before use		10	3	7
	PC3. maintain one's posture and position to minimize fatigue and the risk of injury		9	2	7
	PC4. dispose waste materials in accordance to the industry accepted standards		12	2	10
	PC5. maintain first aid kit and keep oneself updated on the first aid procedures		10	3	7
	PC6. identify and document potential risks and hazards in the workplace		10	3	7
	PC7. accurately maintain accident reports		13	5	8
	PC8. report health and safety risks/ hazards to concerned personnel		12	3	9
	PC9. use tools, equipment, chemicals and products in accordance with the salon's guidelines and manufacturers' instructions		11	3	8
	Total	100	27	73	
BWS/N9003 Create a positive impression at the workplace	PC1.maintain good health and personal hygiene	100	5	1	4
	PC2.comply with organisation's standards of grooming and personal behavior		5	1	4
	PC3.meet the organisation's standards of courtesy, behavior and efficiency		5	1	4
	PC4.stay free from intoxicants while on duty		4	0.5	3.5
	PC5.wear and carry organisation's uniform and accessories correctly and smartly		5	0.5	4.5
	PC6.take appropriate and approved actions in line with instructions and guidelines		5	1.5	3.5
	PC7.record details related to tasks, as per procedure		5	3	2
	PC8.participate in workplace activities as a part of the larger team		7	2	5
	PC9.report to supervisor immediately in case there are any work issues		5	1	4
	PC10.use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender		6	1.5	4.5
	PC11.communicate procedure related information to clients based on the sector's code of practices and organisation's procedures/ guidelines		6	1	5
	PC12.communicate role related information to stakeholders in a polite manner and resolve queries, if any		7	2	5
	PC13.assist and guide clients to services or products based on their needs		6	2	4
	PC14.report and record instances of aggressive/ unruly behavior and seek assistance		5	2	3
	PC15.use communication equipment (phone, email etc.) as mandated by your organization		6	3	3
	PC16.carry out routine documentation legibly and accurately in the desired format		7	3	4

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	PC17.file routine reports and feedback		5	2	3
	PC18.maintain confidentiality of information, as required in the role		6	2	4
		Total	100	30	70

Means of assessment 1

The assessment for the theory part will be based on knowledge bank of questions created by the SSC.

Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).

Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.

Means of assessment 2

[Add boxes as required.](#)

Pass/Fail

To pass the Qualification Pack, every trainee should score a minimum of 50% in every NOS and overall 50% pass percentage in every QP.

To pass the Qualification Pack, every trainee should score a minimum of 50% in Theory and 60% in Practical.

In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

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SECTION 2

EVIDENCE OF LEVEL

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OPTION A

Title/Name of qualification/component:		Level:	
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
Process			
Professional knowledge			
Professional skill			
Core skill			
Responsibility			

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OPTION B

Title/Name of qualification/component: Assistant Beauty Therapist		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<p>Limited Range of activities:</p> <ul style="list-style-type: none"> • identify and select suitable equipment and products required for the respective services • set up the equipment and prepare the products for services in adherence to the salon procedures and product/ equipment guidelines • place and organize the products in a trolley or area convenient and efficient for service delivery • clean the skin, free it of all traces of make-up, by using suitable deep cleansing techniques • sterilize, disinfect and place the tools on the tray as per organisational standards using recommended solutions and conditions • dispose waste materials safely and hygienically as per organisational standards • maintain first aid kit and keep oneself updated on the first aid procedures • accurately maintain accident reports • use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender • communicate role related information to stakeholders in a polite manner and resolve queries, if any • file routine reports and feedback 	<p>As mentioned in the various performance criteria mentioned in the previous cell, An Assistant Beauty Therapist works in a limited range of activities, follows routine and works in a predictable manner.</p> <p>Hence NSQF Level is 3</p>	3
Professional knowledge	<p>Basic facts, processes and principles:</p> <p>KB1. types of products, materials and equipment required for the respective services</p>	<p>As mentioned in the various knowledge and understanding criteria mentioned in the previous cell, An Assistant Beauty Therapist needs to</p>	3

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Title/Name of qualification/component: Assistant Beauty Therapist		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>KA2. hygiene, health and safety requirements in the organization</p> <p>KB3. process and products to sterilize and disinfect equipment/ tools</p> <p>KB4. customer service principles including privacy and protection to modesty of the customers</p> <p>KB10. manufacturer's instructions related to equipment and product use and cleaning</p> <p>KA11. salon's standards related to courtesy, behavior and efficiency</p> <p>KA12. kinds of work issues that may arise and reporting structure</p>	<p>know Basic facts, processes and principles in trade of employment.</p> <p>Hence NSQF Level is 3</p>	
Professional skill	<p><u>Recall and demonstrate Practical skill:</u></p> <p>PC1. identify and select suitable equipment and products required for the respective services</p> <p>SB1. decide on course of action by recalling organisational policy, procedures and service standards</p> <p>SB5. identify, plan and schedule tasks related to own work, to achieve standards of personal presentations expected in a professional set-up</p> <p>SB9. plan and manage work routine based on salon procedure</p> <p>SB12. plan own development in line with feedback given from supervisor, co-workers and clients</p> <p>SB32. explain the concept of assumptions and how they impact decisions, actions and consequences</p>	<p>As mentioned in the performance criteria & Professional Skills Criteria mentioned in the previous cell, An Assistant Beauty Therapist is able to Recall and demonstrate practical skill, routine and repetitive in narrow range of application.</p> <p>Hence NSQF Level is 3</p>	3
Core skill	<p><u>Communication, written and oral ability:</u></p> <p>KB1. ability to speak, read and write in the local vernacular language and English</p> <p>PC9. file routine reports and feedback</p> <p>KB2. appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender</p>	<p>As mentioned in the various Performance Criteria & Core Skills Criteria in some of the points of the previous cell, An Assistant Beauty Therapist requires skill to basic arithmetic and algebraic principles and personal banking.</p> <p>As mentioned in the various Knowledge criteria & Core Skills Criteria</p>	3

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Title/Name of qualification/component: Assistant Beauty Therapist		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>KB1. environmental conditions required and expected for carrying out services and importance of maintaining these Conditions: Air, light, space, temperature, sound, cleanliness, etc.</p> <p>SA1. read policy and procedure documents, guidelines and memos in English to interpret the gist correctly</p> <p>SA3. read simple emails, instructions, advertisements, brochures, manufacturer's labels, forms, formats and other common documents accurately</p> <p>SA5. write appointments, names, addresses, simple emails, messages, and applications in English accurately</p> <p>SA7. write an accident or incident report accurately in English</p> <p>SA12. listen to and follow short, straightforward explanations and instructions in English</p> <p>SA13. introduce oneself and one's role to customers and visitors, in English and the local language</p> <p>SA17. speak or communicate with reasonable ease in structured situations and short conversations on familiar topics</p>	<p>mentioned in the other points in the previous cell, An Assistant Beauty Therapist is able to use language to communicate written and oral, with minimum required clarity, and requires a basic understanding of social and natural environment.</p> <p>Hence NSQF Level is 3</p>	
Responsibility	All Performance criteria in the NOS.	<p>As mentioned in the various performance criteria mentioned in the previous cell, An Assistant Beauty Therapist works under close supervision and demonstrates responsibility for own work within defined limit.</p> <p>Hence NSQF Level is 3</p>	3

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SECTION 3

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

Please refer to the attached list of job roles and occupations as per the attachment and their career paths as per Annexure 1, which have been derived through extensive industry interactions facilitated from four workshops, and site visits conducted and interaction with representatives from different organizations all over the country. Research was conducted in the Beauty & Wellness sector to capture revenue and manpower requirement estimates till 2022. The research provides the data that the discussed qualification is one of the critical roles in the sector. The details of statistics and research analysis are provided separately as a research analysis report.

What is the estimated uptake of this qualification and what is the basis of this estimate?

The increase in manpower requirements (as per projections) from 2013 to 2022 is approx. seven times for Spa and four times for Beauty & salons. For rest of the subsectors it is approx. twice the current size. All the numbers are provided in research analysis study

What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF?

The qualification discussed above is checked for any duplication across sectors and given the qualification niche to B&W sector, there is no duplication or already existing similar qualifications

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

The comments, feedback and suggestions were collected through interaction with industry. The same will be compiled and justifiable changes will be incorporated in the next/updated version of the QP. This QP is set to be revised post 01 September 2018.

Please attach any documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

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SECTION 4

EVIDENCE OF PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

1. Discussing the growth trajectory within each occupation after studying organisational charts of various industry players across small, medium and large scale organizations.
2. Exploring various lateral career opportunities for the discussed qualification
3. Ensuring that there is a clear role up in terms of performance criteria qualification experience and skill requirement from lower NSQF Level to higher levels in the hierarchy.

Please refer to attached career path as per annexure 1 which clearly defines the career path.

Please attach any documents giving further information about any of the topics above.

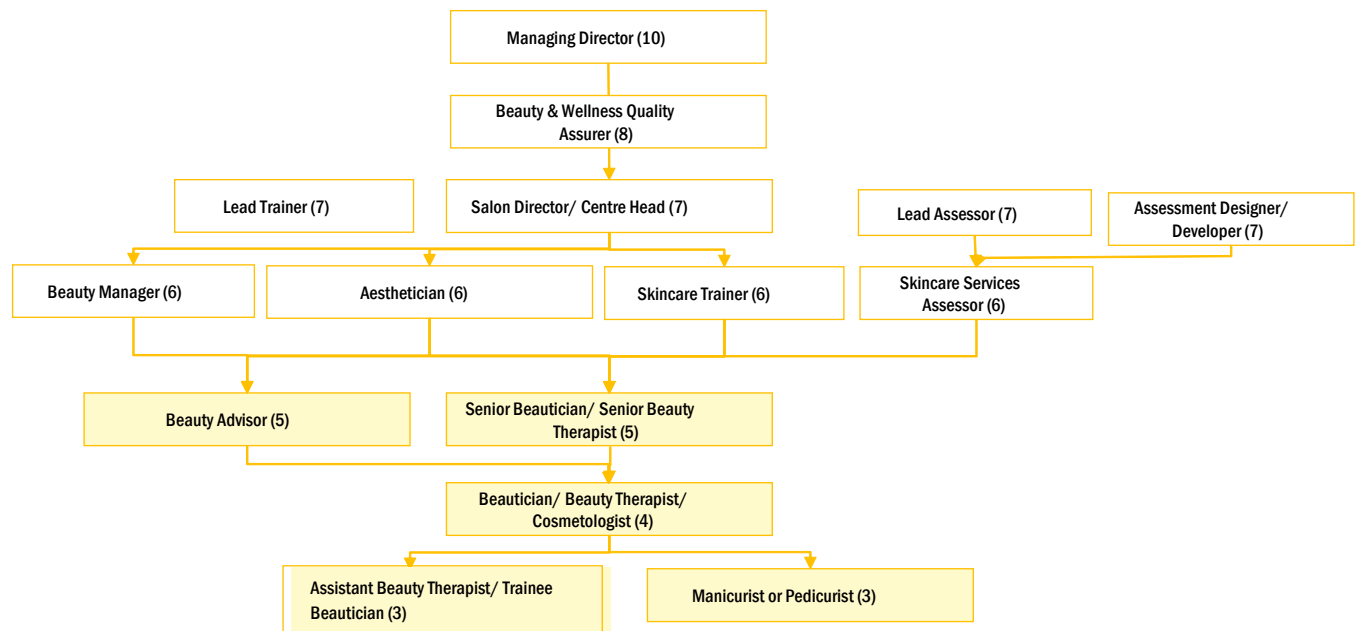
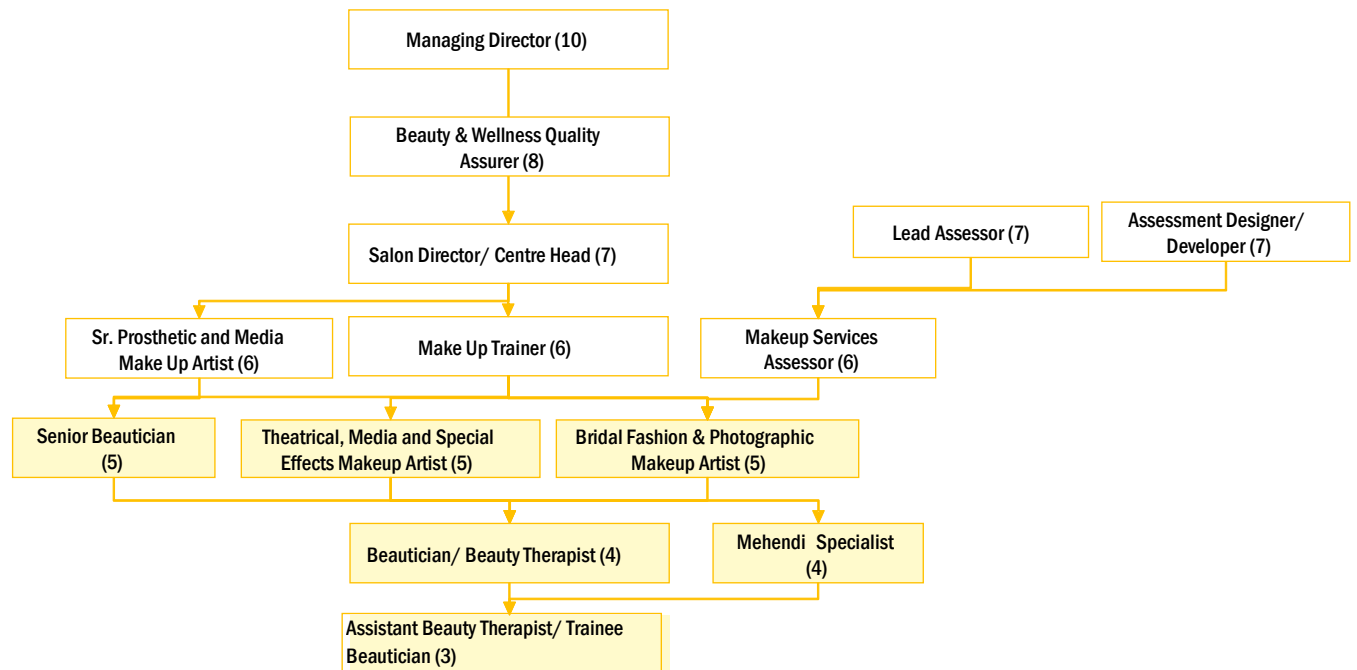
Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

1. Career Map of Assistant Beauty Therapist - Annexure 1
2. QP BWS/Q0101- Annexure 2

NSQF QUALIFICATION FILE GUIDANCE

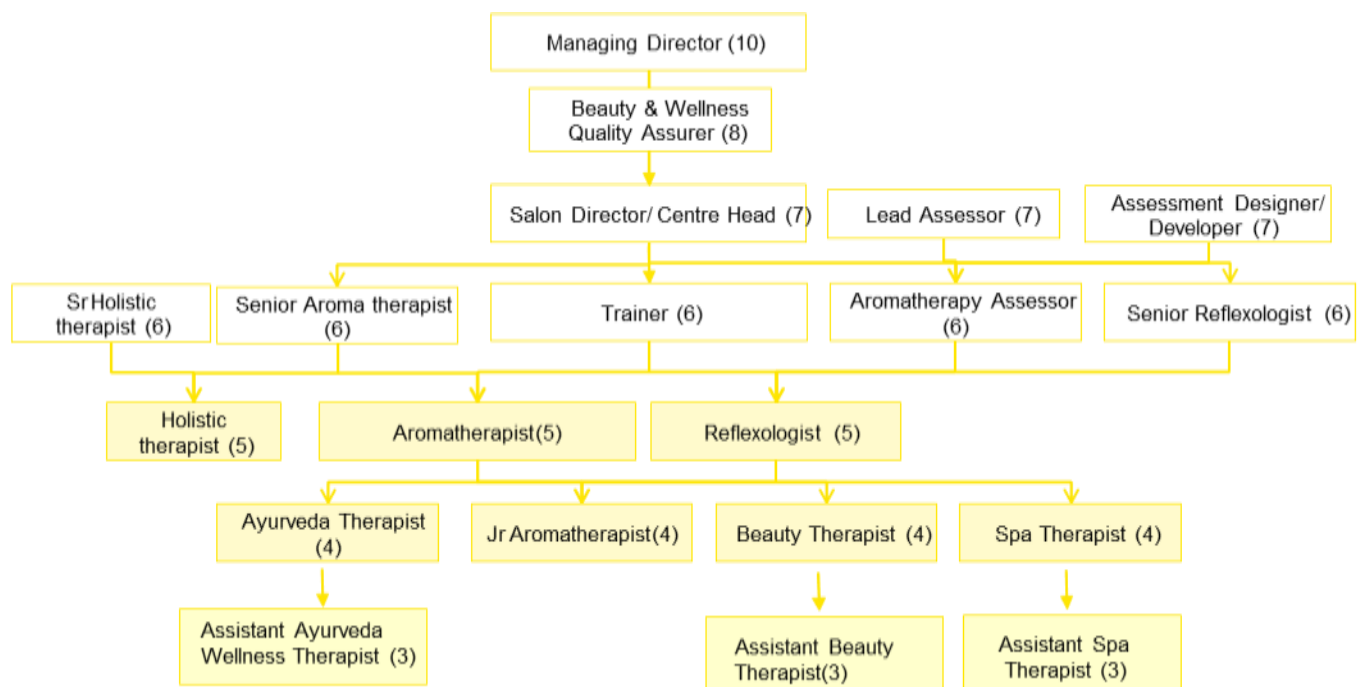
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Annexure 1: Career Map



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Annexure 2: QP BWS/Q0101

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