

# 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, 4<sup>th</sup> 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

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**E-mail address:** [annu.wadhwa@bwssc.in](mailto:annu.wadhwa@bwssc.in)

### List of documents submitted in support of the Qualifications File

1. Career Map of Assistant Hair Stylist - Annexure 1
2. QP BWS/Q0201- Annexure 2

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## SUMMARY

<b>Qualification Title</b>	Assistant Hair Stylist
<b>Qualification Code</b>	BWS/Q0201
<b>Nature and purpose of the qualification</b>	This is a Qualification Pack (QP) containing National Occupational Standards for the job role - Assistant Hair Stylist 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.
<b>Body/bodies which will award the qualification</b>	Beauty and Wellness Sector Skill Council (BWSSC)
<b>Body which will accredit providers to offer courses leading to the qualification</b>	Beauty and Wellness Sector Skill Council (BWSSC)
<b>Body/bodies which will carry out assessment of learners</b>	Confederation of Indian Industry (CII)
<b>Occupation(s) to which the qualification gives access</b>	Haircare Services
<b>Licensing requirements</b>	N/A
<b>Level of the qualification in the NSQF</b>	3
<b>Anticipated volume of training/learning required to complete the qualification</b>	240 hours
<b>Entry requirements and/or recommendations</b>	Minimum Educational Qualifications - Preferably Class VIII, with commensurate ability to read, write and communicate for the job role Experience - No minimum experience required Minimum Job Entry Age - 18 years
<b>Progression from the qualification</b>	This entry should refer to one or more of the following: - access to other qualifications at the same NSQF level - Assistant Nail Technician - access to related qualification(s) at the next NSQF level - Hair Stylist
<b>Planned arrangements for the Recognition of Prior learning (RPL)</b>	Work is under progress
<b>International comparability where known</b>	Not Yet Established
<b>Date of planned review of the qualification.</b>	01/09/2018
<b>Formal structure of the qualification</b>	

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<b>Title of component and identification code.</b>	<b>Mandatory/ Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
BWS/N9001 Prepare and maintain work area	Mandatory	15	3
BWS/N0201 Perform basic blow drying of hair	Mandatory	30	3
BWS/N0202 Shampoo, condition the hair and scalp	Mandatory	40	3
BWS/N0203 Perform basic hair cut	Mandatory	35	3
BWS/N0209 Apply colour to hair	Mandatory	30	3
BWS/N0230 Perform Indian Head Massage	Mandatory	35	3
BWS/N0204 Perform tasks to assist the hair stylist performing advanced hair services	Mandatory	15	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/Q0201- 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

<b>Job Role: Assistant Hair Stylist</b> <b>Qualification Pack: BWS/Q0201</b> <b>Sector Skill Council: Beauty and Wellness</b>
<b><u>Guidelines for Assessment:</u></b>  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 50% in every NOS and overall 50% pass percentage in every QP. 6. . To pass the Qualification Pack, every trainee should score a minimum of 50% in Theory and 60% in Practical. 7. 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.

#### 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

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	PC8. store records, materials and equipment securely in line with the salon's policies		8	2	6
		<b>Total</b>	<b>100</b>	<b>21</b>	<b>79</b>
BWS/N0201 Perform basic blow drying of hair	PC1.comply with health and safety standards and processes laid out by manufacturer and the establishment, to protect self, co-workers, organisation and customers/visitors	100	4	1.5	2.5
	PC2.use suitable consultation techniques to identify the client's wishes for the desired look before carrying out blow drying procedure including with guardians/parents for minors		6	2	4
	PC3.ensure a guardian/parent is present for minors under age 14		3	0.5	2.5
	PC4.carry out the process using the tools and materials as laid down by the salon		5	1	4
	PC5.confirm blow drying requirements and any special instructions with the client		5	1	4
	PC6.apply hair products, if required, following the stylist's instructions		6	1.5	4.5
	PC7.use techniques and carry out checks to minimise the risk of damage to the hair and client discomfort		6	2	4
	PC8.blow dry using sections of hair that are convenient and efficient and as per styling tool size		5	1	4
	PC9.check regularly whether client is comfortable during the drying process, if not work to increase comfort levels		5	1.5	3.5
	PC10.maintain even tension throughout the blow drying process		6	1.5	4.5
	PC11.check temperature of the styling equipment to ensure it is in comfortable and approved range		4	1	3
	PC12.use back combing and back brushing techniques to achieve desired look		5	1	4
	PC13.use tools and equipment effectively to achieve the required result		5	1	4
	PC14.ask questions to check with the client their satisfaction with the finished result		5	2	3
	PC15.use finger drying to shape hair, achieve volume, balance, direction and desired look		4	1	3
	PC16.use flat brush/paddle brush to straighten hair		5	1	4
	PC17.use thermal/rollers for hair setting with curls		6	1	5
	PC18.work minimising wastage of products		5	1.5	3.5
	PC19.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		5	1.5	3.5
	PC20.provide specific after-care advice to the client to maintain and protect hair from damage, frequency of future services, etc.		5	1.5	2.5
		<b>Total</b>	<b>100</b>	<b>26</b>	<b>73</b>
BWS/N0202 Shampoo and condition hair and scalp	PC1.adhere to the health and safety standards laid out by the manufacturer and salon	100	3	1	2
	PC2.position self and client throughout service to ensure privacy, comfort and safety		4	1	3
	PC3.prepare yourself, the client and work area for shampoo and conditioning services		4	1	3

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PC4.ask relevant questions to consult with the client to identify the condition of the hair and scalp, provide suitable services and apply relevant procedures	4	1.5	2.5
PC5.ask relevant and effective questions to clarify the client's understanding and expectation prior to commencement of service	4	1.5	2.5
PC6.select and prepare products, tools and equipment that are suitable for the client's hair and scalp condition, that meet client's needs and service plan	4	1	3
PC7.carry out the procedure using methods that minimise risk of cross infection	6	1.5	4.5
PC8.apply shampoo using rotary massage technique	3	1	2
PC9.carry out and adapt massage techniques to suit the client needs and to perform the service plan	5	1	4
PC10.check the water temperature and flow to meet the needs of the service procedure and client comfort	4	1	3
PC11.leave the hair clean and free of products, dirt, and grease after the shampoo	3	0.5	2.5
PC12.perform and follow an accurate shampoo and conditioning service ensuring the client is comfortable throughout the process	5	1	4
PC13.complete the shampooing and conditioning process with suitable towel wrap procedure to remove excess remaining water and reposition the client comfortably for completion of service	4	1	3
PC14.detangle hair without causing damage to hair or scalp using a tooth comb	5	1	4
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	4	0.5	3.5
PC16.perform and adapt the service procedure using materials, equipment and techniques correctly and safely to meet the needs of the client	5	1	4
PC17.promptly refer problems that cannot be solved to the relevant superior for action	3	1.5	1.5
PC18.complete the service procedure to the satisfaction of the client in a commercially or professionally acceptable time as per organisational standards and client needs	4	1	3
PC19.ensure the work area is kept clean and tidy during the service	3	0	3
PC20.dispose waste materials as per organisational standards in a safe and hygienic manner	3	0.5	2.5
PC21.record the service details accurately as per salon policy and procedures	3	1.5	1.5
PC22.store information securely in line with the salon's policies and procedures	3	1.5	1.5
PC23.provide correct, specific after-procedure, homecare advice, recommendations for product use and further services to the client, as per manufacturer instructions and salon standards	3	1	2
PC24.ask questions to check with the client their satisfaction with the finished result	4	1.5	2.5

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	PC25.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
	PC26.minimize the wastage of products by using products economically, by storing products and chemicals as per manufacturer's instructions		3	1	2
		<b>Total</b>	<b>100</b>	<b>27</b>	<b>73</b>
BWS/N0203 Perform basic hair cut	PC1.ensure the health and safety standards and processes laid out by manufacturer and the salon are followed to perform the operation and secure self, workplace, co-workers and clients	100	4	1	3
	PC2.use suitable consultation techniques to identify the client's wishes for the desired look before cutting the hair including with guardians/parents for minors		5	1.5	3.5
	PC3.ensure a guardian/parent is present for minors under age 14		3	0.5	2.5
	PC4.identify contra-indications that may restrict or limit provision of services		4	1	3
	PC5.use tools and products that are safe and fit for purpose		4	0.5	3.5
	PC6.explore the variety of looks with the client using relevant visual aids to identify client preference and selection		6	1	5
	PC7.identify and advise the customer on any factors which may limit, prevent or affect their choice of look		6	1.5	4.5
	PC8.confirm with the client the look agreed before commencing		3	0.5	2.5
	PC9.prepare the client's hair prior to cutting in straight cut, "V" or "U"		6	1	5
	PC10.establish and follow suitable hair cutting guidelines provided in organisational standards, training or manuals		7	2	5
	PC11.consult with the client during the cutting service to confirm accurate progress towards the desired look		5	1	4
	PC12.perform the basic one length hair cut to achieve the desired look		5	1	4
	PC13.cut using various techniques		6	1	5
	PC14.create suitable neckline shapes as per client preference		5	1	4
	PC15.take suitable remedial action to resolve any problems arising during the cutting service		4	1	3
	PC16.ensure the work area is kept clean and tidy during the service		2	0	2
	PC17.get confirmation from the client on the accuracy of the finished look in relation to client's expectation		4	1	3
	PC18.provide advice and recommendations accurately and constructively for hair care post cutting		5	1	4
	PC19.provide the client suitable advice on the maintenance of their look		4	1	3
	PC20.dispose waste materials as per organisational standards in a safe and hygienic manner		2	0	2
	PC21.record details of the procedure accurately as per organisational policy and approved practice		3	1.5	1.5
	PC22.store information securely in line with the salon's policies		3	1	2
	PC23.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		4	1	3



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	damage				
		<b>Total</b>	<b>100</b>	<b>22</b>	<b>78</b>
BWS/N0209 Apply colour to hair	PC1.adhere to the health and safety standards laid out by the manufacturer and salon	100	4	1	3
	PC2.consult the client by questioning to identify contra-indications to hair and make-up products		6	2	4
	PC3.prepare yourself, the client and work area for hair colouring services where required		5	1	4
	PC4.position self and client to ensure privacy, comfort and safety, throughout the service		5	1	4
	PC5.select products, tools and equipment based on the results of client consultation, hair analysis and any tests conducted, which will best achieve desired results safely		6	2	4
	PC6.ask relevant and effective questions to clarify the client's understanding and expectation prior to commencement of service		5	1.5	3.5
	PC7.mix the colours accurately as per manufacturer instructions		5	2	3
	PC8.apply colours in sections neatly, taking into account various influencing factors		5	1	4
	PC9.promptly refer problems that cannot be solved to the relevant person/ senior hair stylist for action		5	1.5	3.5
	PC10.apply colour using techniques that reduce the risk of colour being spread to the client's skin, clothes and surrounding areas		7	2	5
	PC11.monitor accurately the development of colour as required, follow the manufacturer's instructions to ensure desired development		7	2	5
	PC12.remove the colour products thoroughly from the hair and leave the hair free of any colouring products		6	2	4
	PC13.apply a suitable conditioner, post colour application or service to the hair following manufacturer's instructions		6	1	5
	PC14.work minimising wastage of products		5	1	4
	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		5	1	4
	PC16.complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisation standards		5	2	3
	PC17.record details of the procedure accurately as per organisation standards		5	2	3
	PC18.store information securely in line with the salon's policies		4	2	2
	PC19.provide specific after-procedure, homecare advice and recommendations for product use and further s to the client		4	1	3
	<b>Total</b>	<b>100</b>	<b>29</b>	<b>71</b>	
BWS/N0230 Perform Indian head massage	PC1.adhere to the health and safety standards laid out by the manufacturer and salon	100	3	1	2
	PC2.position self and client in a manner to ensure privacy, comfort and safety, throughout the service		4	1	3
	PC3.prepare yourself, the client and work area for head massage		4	1	3

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PC4.ask relevant questions to consult with the client to identify the condition of the hair and scalp and provide the suitable services	4	1.5	2.5
PC5.ask relevant and effective questions to clarify the client's understanding and expectation prior to commencement of service procedures	4	1.5	2.5
PC6.identify contra-indications if any that restrict the services or products sought by the customer	3	0.5	2.5
PC7.explain politely to the customer why service is denied or modified in case done so for contra-indications	5	1.5	3.5
PC8.work minimising risk of cross infections	4	1	3
PC9.select and prepare products, tools and equipment that are suitable for the client's head massage to meet to the client's needs and service plan	4	0.5	3.5
PC10.perform a pre-shampoo or other relevant procedure in accordance with the required service	5	1	4
PC11.select a suitable medium and perform hair spa and the head massage	5	1	4
PC12.perform various massage techniques to complete the service as required	5	1	4
PC13.apply suitable pressure on the marma pressure points as per requirement taking care of client comfort	4	1	3
PC14.perform post massage services or procedures in accordance with the requirements of products, skin, hair structure, and type	5	1	4
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	4	0.5	3.5
PC16.perform and adapt the service procedure using materials, equipment and techniques correctly and safely to meet the needs of the client	5	1	4
PC17.promptly refer problems that cannot be solved to the relevant superior for action	5	2.5	2.5
PC18.complete the service to the satisfaction of the client in a commercially acceptable time and as per organisational standards	5	1	4
PC19.ask questions to check with the client their satisfaction with the finished result	4	1	3
PC20.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
PC21.record details of the service accurately as per organisational policy and procedures	4	2	2
PC22.store information securely in line with the salon's policies	4	2	2
PC23.provide specific after-procedure, homecare advice and recommendations for product use and further services to the client Minimize the wastage of products and store chemicals and equipment securely post service	3	1	2
PC24.dispose all waste safety according to the salon's standards of hygiene and safety	3	0.5	2.5
<b>Total</b>	<b>100</b>	<b>27</b>	<b>73</b>

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BWS/N0204 Perform tasks to assist the hair stylist performing advanced hair services	PC1.ensure the health and safety standards and processes laid out by manufacturer, organization and clients are followed to perform the operation	100	10	3	7
	PC2.provide the styling tools and products that are safe and fit for the purpose to the hair stylist		15	4	11
	PC3.mix the ingredients to prepare products, mixes and solutions in the mentioned proportion and place for ease of use by the stylist		20	5	15
	PC4.organise and arrange the work area, products, etc. to assist the hair stylist performing advanced hair treatments, spa, colouring and styling		20	5	15
	PC5.carry out simple tasks to assist the hair stylist resolve any problems occurring during the process using the relevant corrective action		20	5	15
	PC6.cleaning up the post-service waste to main the health and safety standard		15	3	12
	<b>Total</b>		<b>100</b>	<b>25</b>	<b>75</b>
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
	<b>Total</b>		<b>100</b>	<b>27</b>	<b>73</b>
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

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

### 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: <b>Assistant Hair Stylist</b>		Level: <b>3</b>	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<p><b>Limited Range of activities:</b></p> <ul style="list-style-type: none"> <li>• identify and select suitable equipment and products required for the respective services</li> <li>• set up the equipment and prepare the products for services in adherence to the salon procedures and product/ equipment guidelines</li> <li>• sterilize, disinfect and place the tools on the tray as per organisational standards using recommended solutions and conditions</li> <li>• dispose waste materials safely and hygienically as per organisational standards</li> <li>• use suitable consultation techniques to identify the client's wishes for the desired look before carrying out blow drying procedure including with guardians/parents for minors</li> <li>• carry out the process using the tools and materials as laid down by the salon</li> <li>• use techniques and carry out checks to minimise the risk of damage to the hair and client discomfort</li> <li>• blow dry using sections of hair that are convenient and efficient and as per styling tool size</li> <li>• use back combing and back brushing techniques to achieve desired look</li> <li>• use finger drying to shape hair, achieve volume, balance, direction and desired look</li> <li>• use flat brush/paddle brush to straighten hair</li> <li>• use thermal/rollers for hair setting with curls</li> <li>• perform and follow an accurate shampoo and conditioning</li> </ul>	<p>As mentioned in the various performance criteria mentioned in the previous cell, An Assistant Hair Stylist works in a limited range of activities, follows routine and works in a predictable manner.</p> <p>Hence NSQF Level is 3</p>	3

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Title/Name of qualification/component: <b>Assistant Hair Stylist</b>		Level: <b>3</b>	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>service ensuring the client is comfortable throughout the process</p> <ul style="list-style-type: none"> <li>perform the basic one length hair cut to achieve the desired look</li> <li>cut hair using various techniques- Scissors over comb, clipper over comb, freehand, thinning</li> <li>maintain first aid kit and keep oneself updated on the first aid procedures</li> <li>accurately maintain accident reports</li> <li>use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender</li> <li>communicate role related information to stakeholders in a polite manner and resolve queries, if any</li> <li>file routine reports and feedback</li> </ul>		
Professional knowledge	<p><b><u>Basic facts, processes and principles:</u></b></p> <ul style="list-style-type: none"> <li>factors that affect scalp massage</li> <li>cross infection, cross infestation - their causes and precautions for prevention</li> <li>contact dermatitis, its causes and precautions for prevention</li> <li>difference between disinfecting and sterilising</li> <li>different factors that must be taken into consideration prior to and during cutting</li> <li>contra-indications and respective necessary actions</li> <li>contra-actions and respective necessary subsequent actions</li> <li>cross infection, cross infestation - their causes and precautions for prevention</li> <li>process and products to sterilize and disinfect equipment/ tools</li> </ul>	<p>As mentioned in the various knowledge and understanding criteria mentioned in the previous cell, An Assistant Hair Stylist needs to know Basic facts, processes and principles in trade of employment.</p> <p>Hence NSQF Level is 3</p>	3



## NSQF QUALIFICATION FILE GUIDANCE

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NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> <li>• methods to use all the cutting techniques in the range</li> <li>• methods to crosscheck and balance the cut</li> <li>• customer service principles including privacy and protection to modesty of the customers</li> <li>• rationale behind sectioning of hair prior to cutting</li> <li>• importance of applying the correct degree of tension to the hair when cutting</li> <li>• importance of keeping the hair damp throughout the wet cutting process, the recommended time interval between cuts</li> </ul>		
Professional skill	<p><b><u>Practical skill and routine work:</u></b></p> <ul style="list-style-type: none"> <li>• use suitable consultation techniques to identify the client's wishes for the desired look before carrying out blow drying procedure including with guardians/parents for minors</li> <li>• carry out the process using the tools and materials as laid down by the salon</li> <li>• use techniques and carry out checks to minimise the risk of damage to the hair and client discomfort</li> <li>• blow dry using sections of hair that are convenient and efficient and as per styling tool size</li> <li>• use back combing and back brushing techniques to achieve desired look</li> <li>• use finger drying to shape hair, achieve volume, balance, direction and desired look</li> <li>• use flat brush/paddle brush to straighten hair</li> <li>• use thermal/rollers for hair setting with curls</li> <li>• perform and follow an accurate shampoo and conditioning</li> <li>• identify and select suitable equipment and products required for the respective services</li> <li>• decide on course of action by recalling organisational policy,</li> </ul>	<p>As mentioned in the performance criteria &amp; Professional Skills Criteria mentioned in the previous cell, An Assistant Hair Stylist 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

## NSQF QUALIFICATION FILE GUIDANCE

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Title/Name of qualification/component: <b>Assistant Hair Stylist</b>		Level: <b>3</b>	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>procedures and service standards</p> <ul style="list-style-type: none"> <li>• identify, plan and schedule tasks related to own work, to achieve standards of personal presentations expected in a professional set-up</li> <li>• plan and manage work routine based on salon procedure</li> <li>• plan own development in line with feedback given from supervisor, co-workers and clients</li> <li>• explain the concept of assumptions and how they impact decisions, actions and consequences</li> </ul>		
Core skill	<p><b><u>Communication, written and oral ability:</u></b></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>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>As mentioned in the various Performance Criteria &amp; Core Skills Criteria in some of the points of the previous cell, An Assistant Hair Stylist requires skill to basic arithmetic and algebraic principles and personal banking.</p> <p>As mentioned in the various Knowledge criteria &amp; Core Skills Criteria mentioned in the other points in the previous cell, An Assistant Hair Stylist 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>	3

## NSQF QUALIFICATION FILE GUIDANCE

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Title/Name of qualification/component: <b>Assistant Hair Stylist</b>			Level: <b>3</b>
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	SA17. speak or communicate with reasonable ease in structured situations and short conversations on familiar topics		
Responsibility	All Performance criteria in the NOS.	As mentioned in the various performance criteria mentioned in the previous cell, An Assistant Hair Stylist works under close supervision and demonstrates responsibility for own work within defined limit.  Hence NSQF Level is 3	3

# NSQF QUALIFICATION FILE GUIDANCE

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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.

# NSQF QUALIFICATION FILE GUIDANCE

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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.

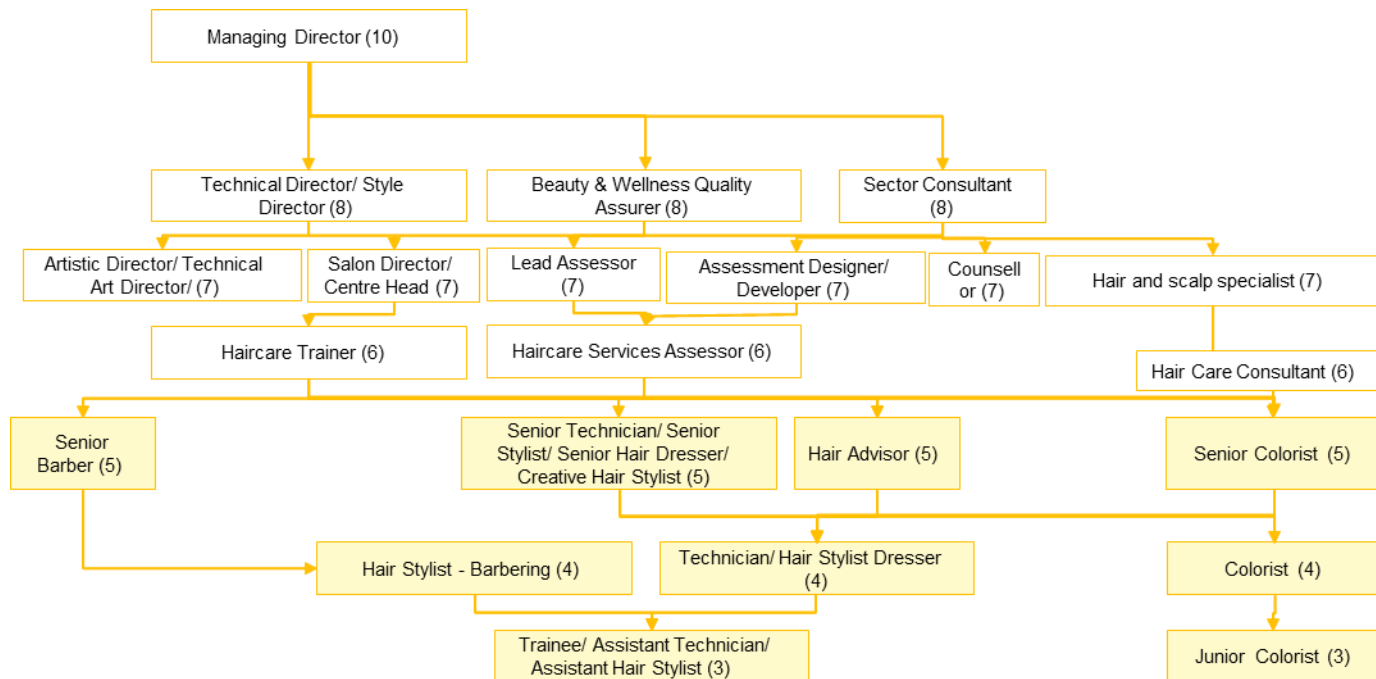
1. Career Map of Assistant Hair Stylist - Annexure 1
2. QP BWS/Q0201- Annexure 2

# NSQF QUALIFICATION FILE GUIDANCE

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## Annexure 1: Career Map

### Annexure 2: QP BWS/Q0201



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