

# **NATIONAL SKILL QUALIFICATION FRAMEWORK QUALIFICATION FILE**

Version 6: Draft of 08 March 2016

## **CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE**

### **Name and address of submitting body:**

Beauty and Wellness Sector Skill Council  
Office No. 405-406, 4th Floor, DLF City Court,  
M.G. Road, Sikanderpur, Gurgaon-122002

### **Name and contact details of individual dealing with the submission**

**Name:** Ms. Annu Wadhwa

**Position in the organisation:** COO

**Address if different from above:** Same as above

**Tel number(s):** 9810113991

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

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

1. Qualifications Pack
2. Industry Validations letters
3. Industry Endorsement tracker
4. Integrated Occupational Map
5. Summary Sheet

# NSQF QUALIFICATION FILE

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## SUMMARY

<b>Qualification Title</b>	Assistant Tattoo Artist
<b>Qualification Code</b>	QP BWS/Q0701
<b>Nature and purpose of the qualification</b>	Nature of the qualification - Working under supervision The main purpose of the qualification - This Qualification will enable the individual to learn the basics of Tattoo Services
<b>Body/bodies which will award the qualification</b>	Beauty & Wellness Sector Skill Council
<b>Body which will accredit providers to offer courses leading to the qualification</b>	Beauty & Wellness Sector Skill Council
<b>Body/bodies which will carry out assessment of learners</b>	Confederation of Indian Industry
<b>Occupation(s) to which the qualification gives access</b>	Assistant Tattoo Artist (Tattoo Services) Assistant Tattoo Artist (Nail care )
<b>Licensing requirements</b>	N/A
<b>Level of the qualification in the NSQF</b>	Level 3
<b>Anticipated volume of training/learning required to complete the qualification</b>	126 hours
<b>Entry requirements and/or recommendations</b>	Class VIII preferred / fine arts student/ community heritage and / the ability to read/write and communicate effectively on the job role
<b>Progression from the qualification</b>	Tattoo Artist (Level 5) , Nail Technician (Level 5)
<b>Planned arrangements for the Recognition of Prior learning (RPL)</b>	Work is under progress
<b>International comparability where known</b>	This Level 3 qualification compares with UK NOS: Level 1 NOS Mapping is NA
<b>Date of planned review of the qualification.</b>	Post 15th Oct 2016

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<b>Formal structure of the qualification</b>			
<b>Title and identification code of component.</b>	<b>Mandatory/ Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
BWS/N9001 Prepare and maintain work area	<b>Mandatory</b>	<b>12</b>	<b>3</b>
BWS/N0701 Assist the Tattoo Artist apply permanent markings and images	<b>Mandatory</b>	<b>84</b>	<b>3</b>
BWS/N9002 Maintain health and safety at the workplace	<b>Mandatory</b>	<b>18</b>	<b>3</b>
BWS/N9003 Create a positive impression at the work place	<b>Mandatory</b>	<b>12</b>	<b>3</b>

Please attach any document giving further detail about the structure of the qualification – e.g. 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.

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## **SECTION 1** **ASSESSMENT**

### **Body/Bodies which will carry out assessment:**

Confederation of Indian Industry

### **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:

The assessments are happening in online basis. There are three phases of assessments which is followed in all assessment process of different job roles-

- Theory- weightage 70%
- Practical+ VIVA- Weightage 30% (Hands on assessment + Oral questioner)

The theory questions are objective type with multiple choice option, out of which we have some pictorial questions also. VIVA questions are also based on the job role and the practical questions are assessed on the hands on performance.

- Criteria on decision making & process manual is attached in the folder (Attachment name – Assessment Process)

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.

Title of Component: Assistant Tattoo Artist

### CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role** Assistant Tattoo Artist

**Qualification Pack** BWS/Q0701

**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 centre (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% in aggregate 6. 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

Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Marks Allocation	
				Theory	Skills Practical
1. BWS/N9001 (Prepare and maintain work area)	PC1. ensure that environmental conditions are suitable for the client and the treatment to be carried out in a hygiene and safe environment	100	15	3	12

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	PC2. select suitable equipment and products required for the treatment		19	5	14
	PC3. set up the equipment and prepare the products for treatments in adherence to the salon procedures and product/ equipment guidelines		20	4	16
	PC4. place the products in the trolley for the treatment		12	2	10
	PC5. sterilize, disinfect and place the tools on the tray		14	4	10
	PC6. dispose waste materials in adherence to the salon's and industry requirements		10	2	8
	PC7. store records, materials and equipment securely in line with the salon's policies		10	2	8
			<b>100</b>	<b>22</b>	<b>78</b>
<b>2. BWS/N0701 (Assist the Tattoo Artist apply permanent markings and images)</b>	PC1. adhere to the health and safety standards laid out by the manufacturer and salon		6	1	5
	PC2. check the client's understanding and expectation prior to procedure commencement and clarify doubts, if any	<b>100</b>	6	1	5
	PC3. arrange the tools and products that are safe and fit for the purpose based on the guidelines		6	1	5
	PC4. sanitize the hands and sterilize/ sanitize all equipment		6	1	5
	PC5. provide assistance in setting up of the tattoo		12	2	10

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	machine and apparatus				
	PC6. clean the client's skin and carry out a skin sensitivity test, if required		12	2	10
	PC7. assist the tattoo artist to skilfully use electric needle and indelible ink to draw tattoo on specified part of client's body		12	2	10
	PC8. position self and client throughout procedure to ensure privacy, comfort and wellbeing		6	1	5
	PC9. assist the tattoo artist complete the procedure to the satisfaction of the –client in a commercially acceptable time		10	2	8
	PC10. bandage tattoo upon completion and provide client with tattoo after-care knowledge		12	2	10
	PC11. clean up the post-procedure waste to maintain the health and safety standards		6	1	5
	PC12. record the procedure accurately and store information securely in line with the salon's policies		6	1	5
			<b>100</b>	<b>17</b>	<b>83</b>
<b>3. BWS/N9002 (Maintain health and safety at the work place)</b>	PC1. set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements	<b>100</b>	10	<b>3</b>	<b>7</b>
	PC2. clean and sterilize all tools and equipment before use		10	<b>3</b>	<b>7</b>
	PC3. maintain one's posture and position to minimize fatigue and the risk of injury		10	<b>3</b>	<b>7</b>
	PC4. dispose waste materials in accordance to the		12	<b>2</b>	<b>10</b>

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	industry accepted standards				
	PC5. maintain first aid kit and keep oneself updated on the first aid procedures		15	3	12
	PC6. identify and document potential risks and hazards in the workplace		10	3	7
	PC7. accurately maintain accident reports		10	3	7
	PC8. report health and safety risks/ hazards to concerned personnel		10	3	7
	PC9. use tools, equipment, chemicals and products in accordance with the salon's guidelines and manufacturers' instructions		13	3	10
			<b>100</b>	<b>26</b>	<b>74</b>
<b>4. BWS/N9003 (Create a positive impression at the workplace)</b>	PC1. maintain good health and personal hygiene		8	2	6
	PC2. comply with organisation's standards of grooming and personal behavior		9	3	6
	PC3. meet the organisation's standards of courtesy, behavior and efficiency		5	1	4
	PC4. stay free from intoxicants while on duty		6	1	5
	PC5. wear and carry organisation's uniform and accessories correctly and smartly	<b>100</b>	6	1	5
	PC6. take appropriate and approved actions in line with instructions and guidelines		6	2	4
	PC7. record details related to tasks, as per procedure		5	2	3
	PC8. participate in workplace activities as a part of the larger team		5	1	4
	PC9. report to supervisor immediately in case there are any work issues		3	1	2



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	PC10. use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender		7	2	5
	PC11. communicate procedure related information to clients based on the sector's code of practices and organisation's procedures/ guidelines		7	2	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		4	1	3
	PC14. report and record instances of aggressive/ unruly behavior and seek assistance		4	1	3
	PC15. use communication equipment (phone, email etc) as mandated by your organization		4	1	3
	PC16. carry out routine documentation legibly and accurately in the desired format		4	1	3
	PC17. file routine reports and feedback		4	1	3
	PC18. maintain confidentiality of information, as required, in the role		6	2	4
			<b>100</b>	<b>27</b>	<b>73</b>

**Means of assessment 1**

**Means of assessment 2**

**Pass/Fail**

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## **SECTION 2**

### **EVIDENCE OF LEVEL**

**Awarding bodies will enter a proposed NSQF level for the qualification in the Qualification File Summary. This section asks for the evidence on which that proposal is based. The evidence must refer to the level descriptors of the NSQF.**

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## OPTION A

Title/Name of qualification/component: Assistant Tattoo Artist		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	The individual is expected to prepare the equipment/products and work area ahead of service delivery to ensure the efficiently and effectiveness, assist the Tattoo Artist to skill fully use electric needle and indelible ink to draw tattoo on specified part of client's body etc.	<p>The Job holder is expected to <b>carry out a limited range of activities, routine and predictable in nature</b>, such as arranging and sanitizing the tools and products, carrying out routine &amp; anticipated procedure of cleaning the client's skin to carry out a skin sensitivity test, bandaging tattoo upon completion, maintaining health and safety at the workplace and exhibit impeccable personal grooming and behaviour to create a positive impression in front of clients &amp; at the workplace.</p> <p>Hence, it qualifies as a Level 3 role. Since the individual doesn't need to perform within situation of clear choice like independently applying permanent markings and images on client's skin, the role does not qualify for Level 4.</p> <p>And as the Job requires more than just application of little understanding of Tattoo services so s/he can't be placed at level 2</p>	3
Professional knowledge	The individual is expected to know the types of products/ materials and equipment required for the procedure, knowledge of skin sensitivity tests, knowledge of tattoo designs/ applications techniques/various forms of tattoo artwork like oriental, celtic, portrait, tribal, traditional etc.	<p>The job holder is expected to exhibit an understanding of the <b>basic facts, processes and principles applied in the trade</b> such as Knowledge of structure/function/ characteristics of skin, basic anatomy and physiology for tattoo application, applicable legislation relating to the workplace. S/he should know about the product, tools used for tattoo application like germicidal solutions, disposable ink, needles &amp; tubes, razors, stencils, tattoo, machine and tattoo designs &amp; its applications techniques. Ability to speak read and write in the local vernacular language and English is always preferred.</p> <p>Since all the above mentioned areas are related to basic facts,</p>	3

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Title/Name of qualification/component: Assistant Tattoo Artist		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		<p>process &amp; principles of Tattoo services, the role qualifies for Level 3.</p> <p>The job holder is expected to know more than just materials, tools and application in limited context like Knowledge of the structure/function/characteristics of skin types/skin sensitivity tests and allergies related to Tattoo Ink therefore it can't be pegged at level 2</p> <p>And as the job holder is not expected to be aware of factual knowledge of Tattoo services like application of various Tattoo designs therefore s/he can't be pegged at 4</p>	
Professional skill	<p>The job holder is expected to have the basic knowledge of the various types of products/equipment and services at offering. S/he is also expected to know the process of workflow.</p>	<p>The job holder is expected to <b>recall and demonstrate practical skills, routine and repetitive in a narrow range of applications</b> such as maintaining a tracker, and continuously checking with client at every step regarding their comfort and satisfaction. The job holder must also be able to periodically share knowledge acquired and practically apply learning from feedback and other sources to improve their output.</p> <p>Since all the above mentioned professional skill are related to demonstrating practical skills, which are routine and repetitive in a narrow range, the role qualifies for Level 3.</p> <p>The Job holder is supposed to perform more than just assisting without a differentiation of good &amp; bad quality of Tattoo design rather is expected to assist the Tattoo Artist complete the procedure to the satisfaction of the client in a commercially acceptable time. Hence, s/he can't be placed at level 2</p>	3

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Title/Name of qualification/component: Assistant Tattoo Artist		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		And as job holders professional skill is not elaborate to include using quality concepts for promoting and selling Tattoo services by consulting & advising clients on best tattoo design as per skin type therefore s/he is can't be pegged at Level 4	
Core skill	The individual is expected to exhibit basic communication skills & presentable body language. S/he is expected to perform respective record maintaining work using basic arithmetic/ algebraic principles and possess basic understanding of environment to cater to the different requirements of varied types of clientele.	<p>The job holder is expected to exhibit <b>basic written and oral communication skills, with the minimum level of clarity expected, the skill of basic arithmetic and algebraic principles, personal banking and basic understanding of the social and natural environment</b> such as use positive body language. They are expected to abide by organization's regulations and code of conduct like presentation, grooming, client interaction, and sensitivity to client's privacy and personal details, professional appearance, avoiding of inappropriate conversations etc. They are required to position and prepare the client correctly, maintain appropriate distance between client and therapist, speak clearly and precisely in a courteous manner, develop a professional relationship with the client, and maintain a hygienic work environment.</p> <p>Since all the above mentioned core skills are related to exhibiting basic written and oral communication skills, with the minimum level of clarity expected, the skill of basic arithmetic and algebraic principles, personal banking and basic understanding of the social and natural environment the role qualifies for Level 3.</p> <p>The Job holder expected to possess core skills more than just receiving &amp; transmitting written &amp; oral messages such as communicating methodology of tattoo design, types of ink/design used, hygiene &amp; safety precautions etc. and</p>	3

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Title/Name of qualification/component: Assistant Tattoo Artist		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		<p>procedure related information to clients based on the sector's code of practices and organisation's procedures/ guidelines, hence the Job holder can't be placed at Level 2.</p> <p>And since the incumbent not expected to exhibit the understanding of social, political and natural environment such as new Tattoo methodologies, communicating people's preferences to other clients. Also s/he isn't expected to keep oneself abreast about new Tattoo designs and application technologies for promoting sales and to know what to say ,when to say &amp; how to say to the clients without using jargon, slang or acronyms therefor s/he can't be placed at Level 4</p>	
Responsibility	The individual is primarily responsible for assisting the Tattoo artist for applying the Tattoo. maintaining health and safety at the workplace and exhibit impeccable personal grooming and behaviour to create a positive impression in front of clients & at the workplace	<p>The job holder is expected to perform while being aware of his/her trade including designing tattoos, how to operate the tattoo machine and proper sterilization techniques. The individual also assists the Tattoo Artist apply the permanent designs and in maintaining the salon ambience.</p> <p>Given that the incumbent works under close supervision while conducting the services &amp; has limited responsibility for his/her own work, thus s/he can be placed at level 3</p> <p>And since s/he is responsible for critical technical activities like assisting the Tattoo artist for applying the Tattoo. maintaining health and safety at the workplace therefore can't be pegged at Level 2</p> <p>The Job holder's responsibility is since limited to just assisting the Tattoo artist and not to perform the application of Tattoo independently that's why s/he can't be placed at Level 4</p>	3

## India-EU Skills Development project: Qualification File

### **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 Given the qualification is niche to B&W sector, there is no duplication or pre-existing similar qualifications. The nomenclature does not exist under NCVT

**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 during Jan'15 to Sep'15. 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 15th Oct 2016.

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.

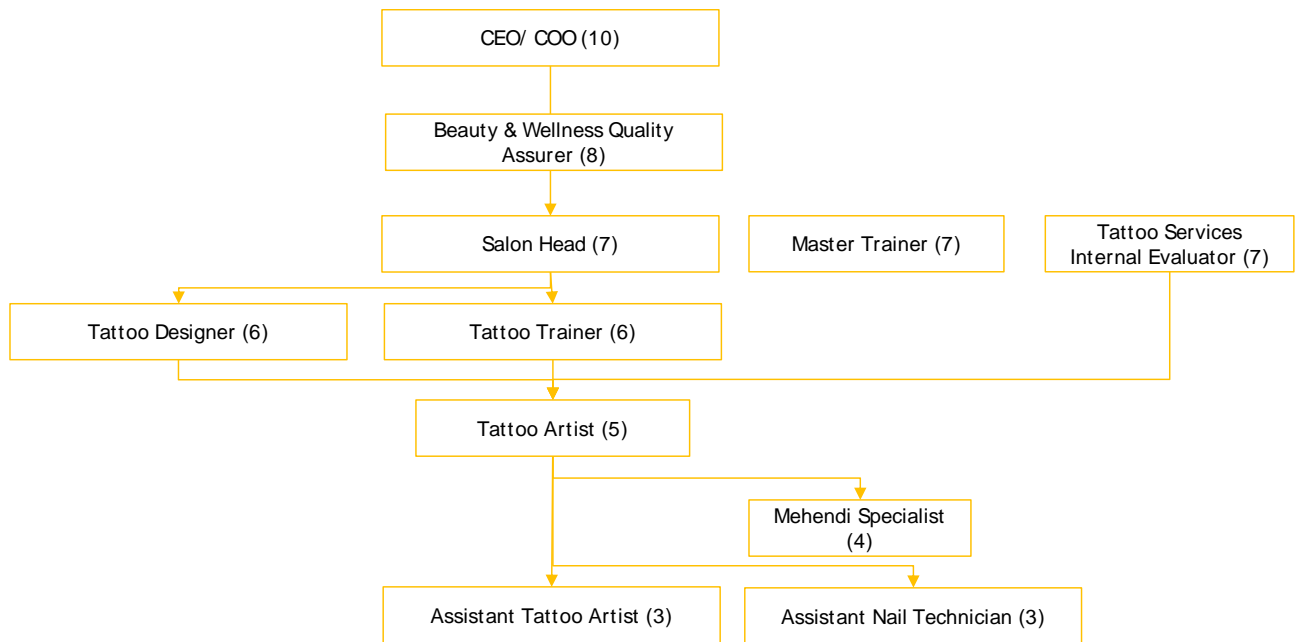
1. Career Map of Assistant Tattoo Artist - Annexure 1
2. QP BWS/Q0701- Annexure 2



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## Annexure 1: Career Map



## Annexure 2: QP BWS/Q0701