

# **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:** CEO

**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

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## SUMMARY

<b>Qualification Title</b>	Nail Technician
<b>Qualification Code</b>	QP BWS/Q0406
<b>Nature and purpose of the qualification</b>	<p>Nature of the qualification</p> <ul style="list-style-type: none"><li>- Working independently without any supervision</li></ul> <p>The main purpose of the qualification</p> <ul style="list-style-type: none"><li>- This Qualification will enable the individual to specialize in Nail enhancement treatments and other related Nailcare services</li></ul>
<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 (CII) Mettl Aspiring Minds Iris Corp Eduworld Consultants Pvt Ltd CoCubes Technologies
<b>Occupation(s) to which the qualification gives access</b>	Nail Technician (Nail care)
<b>Licensing requirements</b>	N/A
<b>Level of the qualification in the NSQF</b>	Level 4
<b>Anticipated volume of training/learning required to complete the qualification</b>	270 hours
<b>Entry requirements and/or recommendations</b>	Preferably Class VIII along with training of level 3- Assistant Nail Technician and 12- 24 months experience
<b>Progression from the qualification</b>	Senior Nail Technician (Level 5)
<b>Planned arrangements for the Recognition of Prior learning (RPL)</b>	<p>Currently Beauty &amp; Wellness Sector Skill Council (BWSSC) is doing the RPL assessments after covering learning Hours of 20 Hours and then followed by the assessments. The assessments are happening in online basis. There are three phases of assessments which is followed in all assessment process of different job roles-</p> <ol style="list-style-type: none"><li>1. Theory- weightage 70%</li></ol>

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	<p>2. Practical- Weightage 30% (Hands on assessment + Viva)</p> <p>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.(Please see attachment)</p>
<b>International comparability where known</b>	<p>This Level 4 qualification compares with UK NOS: Level 2 NOS mapping is attached</p>
<b>Date of planned review of the qualification.</b>	<p>Post 15th Oct 2016</p>

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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/N0401 Perform manicure and pedicure	<b>Mandatory</b>	<b>40</b>	<b>3</b>
BWS/N0412 Perform nail enhancement and overlay using liquid and powder (acrylic)	<b>Mandatory</b>	<b>24</b>	<b>4</b>
BWS/N0405 Perform nail enhancements and overlays using UV gel	<b>Mandatory</b>	<b>68</b>	<b>4</b>
BWS/N0408 Perform nail electric filing	<b>Mandatory</b>	<b>26</b>	<b>4</b>
BWS/N0406 Perform Refill	<b>Mandatory</b>	<b>26</b>	<b>4</b>
BWS/N0407 Perform gel polish application	<b>Mandatory</b>	<b>18</b>	<b>4</b>
BWS/N0404 Perform nail art application	<b>Mandatory</b>	<b>26</b>	<b>4</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 workplace	<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 (CII)

Mettl

Aspiring Minds

Iris Corp

Eduworld Consultants Pvt Ltd

CoCubes Technologies

### **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: Nail Technician

### CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Nail technician

Qualification Pack BWS/Q0406

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 70% 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	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
1. BWS/N9001 (Prepare and maintain work area)	PC1. ensure that environmental conditions are suitable for the client and the nail care services 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 the nail care services in adherence to the salon procedures and product/ equipment guidelines		20	4	16
	PC4. place the products in the trolley for the nail care services		12	2	10
	PC5. sterilize, disinfect and place the tools on the tray		14	4	10
	PC6. dispose waste materials in adherence to the organization's and industry requirements		10	2	8
	PC7. store records, materials and equipment securely in line with the organization's policies		10	2	8
			<b>100</b>	<b>22</b>	<b>78</b>
<b>2. BWS/N0401 (Perform Manicure and pedicure services)</b>	PC1. adhere to the health and safety standards laid out by the manufacturer and salon		<b>3</b>	<b>0.5</b>	<b>2.5</b>
	PC2. sanitize the hands prior to procedure commencement		2	0.5	1.5
	PC3. prepare the client and provide suitable protective apparel		2	0.5	1.5
	PC4. clarify the client's expectation prior to commencement of procedure		2	0.5	1.5
	PC5. position self and client throughout procedure to ensure privacy, comfort and wellbeing		2	0.5	1.5
	PC6. adjust the client's position to meet the needs of the service without causing them discomfort	<b>100</b>	2	0.5	1.5
	PC7. perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client		3	0.5	2.5
	PC8. remove any existing nail polish		2	0.5	1.5
	PC9. check the desired length and shape with the client		3	0.5	2.5
	PC10. file the nails ensuring the nail's free edge is left smooth and shaped to required length according to the client's needs		5	0.5	4.5

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	PC11. remove dirt in the underside of the nails
	PC12. use suitable cuticle tools and products safely and effectively to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged
	PC13. use specialized hand and nail treatments to improve the appearance of the client's skin and nails
	PC14. use smooth and even massage techniques and pressure to meet the client's needs using appropriate products (ex. massage creams, lotions)
	PC15. leave the hands and lower arms free of any excess massage medium
	PC16. check that the nail plate is clean, dry and oil free and the underside is clean and free of debris
	PC17. apply one base coat, polish coats as desired and one top coat for the desired finish
	PC18. check that the nail finish is left with smooth and even texture and colour, with the cuticle and nail wall free polish
	PC19. clean and dry the client's legs
	PC20. remove any existing nail polish
	PC21. check the desired length and shape with the client
	PC22. file the nails ensuring the nail's free edge is left smooth and shaped to required length according to the client's needs
	PC23. remove dirt in the underside of the nails
	PC24. use suitable cuticle tools and products safely and effectively to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged
	PC25. remove any excessive hard skin using a foot scrapper
	PC26. use specialized leg and nail treatments to improve the appearance of the client's skin and nails
	PC27. use smooth and even massage techniques and pressure to meet the client's needs

2	0.5	1.5
5	0.5	4.5
5	1	4
4	0.5	3.5
2	0.5	1.5
2	0.5	1.5
3	0.5	2.5
3	0.5	2.5
2	0.5	1.5
2	0.5	1.5
3	0.5	2.5
4	1	3
2	0.5	1.5
4	0.5	3.5
2	0.5	1.5
3	0.5	2.5
4	2	2



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	PC28. leave the foot and lower leg free of any excess massage medium		2	0.5	1.5
	PC29. check that the nail plate in dehydrated and the underside is clean and free of debits		2	0.5	1.5
	PC30. apply sufficient base coat, polish coats and top coats for the desired finish		3	0.5	2.5
	PC31. check that the nail finish is left with smooth and even texture and colour, with the cuticle and nail wall free enamel		3	0.5	2.5
	PC32. check the client's wellbeing throughout the service and giving the necessary reassurance		3	0.5	2.5
	PC33. clean the treated area and use a suitable soothing product		2	0.5	1.5
	PC34. complete the therapy to the satisfaction of the client in a commercially acceptable time		2	0.5	1.5
	PC35. record the therapy accurately and store information securely in line with the salon's policies		2	0.5	1.5
	PC36. provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client		3	1	2
			<b>100</b>	<b>21</b>	<b>79</b>
<b>3.BWS/N0412 (Perform Nail Enhancement using Nail and Powder (acrylic))</b>	PC1. adhere to the health and safety standards laid out by the manufacturer and organization	<b>100</b>	6	1	5
	PC2. position self and client throughout treatment to ensure comfort and wellbeing		6	1	5
	PC3. sanitize the hands prior to treatment commencement		6	1	5
	PC4. prepare the client and provide suitable protective apparel		6	1	5
	PC5. set-up products, tools, equipment and techniques to suit client's service needs, nail and skin conditions		4	1	3
	PC6. carry out client consultation technique to identify the treatment plan		4	1	3
	PC7. ensure the client and you are in sync with the treatment objective and plan.		4	1	3
	PC8. perform cleaning of nails to ensure they are free from bacteria		4	1	3

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	PC9. plan and prepare for the liquid and powder nail enhancement acrylic nail extensions		4	1	3
	PC10. remove any existing nail polish or nail enhancements to restore the nails to a natural condition, if required		4	1	3
	PC11. identify the condition of the nails and skin and any corrective work to suit the client's natural nail shape and condition		4	1	3
	PC12. nail plate preparation prepare the nail plate by removing skin debris, filing the free edge to remove shine and dehydrate the natural nail		4	1	3
	PC13. fixing tips; <ul style="list-style-type: none"> <li>select the correct tip size and customise it to suit the client's natural nail</li> <li>adhere tip to the natural nail and cut, shape and position unblended tips</li> </ul>		4	1	3
	PC14. application <ul style="list-style-type: none"> <li>follow in accordance with manufacturer's instructions to adapt and combine liquid and powder colours</li> <li>perform the correct application and filling technique to leave the nail balanced to the required shape and length</li> </ul>		4	1	3
	PC15. buff and polish; <ul style="list-style-type: none"> <li>perform buffing techniques correctly to create a high shine finish</li> <li>apply polish if requested by the client</li> <li>finish the nail enhancements to the client's satisfaction and meet the agreed service plan</li> </ul>		4	1	3
	PC16. sculpting with form <ul style="list-style-type: none"> <li>customize and fit the sculpting form to ensure correct shape</li> <li>apply product on form and natural nail to create enhancement to desired length and shape</li> <li>remove form, file, shape and buff to desired length and shape</li> <li>apply polish/ gel polish, if requested by client</li> <li>finish the nail enhancements to the client's satisfaction and meet the agreed service plan</li> </ul>		4	1	3

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	<p>PC17. overlays</p> <ul style="list-style-type: none"> <li>• prepare the nail plate by removing debris, filing the free edge, remove shine and dehydrate the natural nail</li> <li>• follow in accordance with manufacturer's instructions to adapt and combine liquid and powder colours</li> <li>• perform the correct application and filing technique to leave the nail balanced with the required shape and length</li> <li>• perform buffing techniques correctly and seal to create a high shine finish</li> <li>• apply polish, if requested by client</li> <li>• finish the nail enhancements to the client's satisfaction and meet the agreed service plan</li> </ul>		4	1	3
	<p>PC18. apply tip</p> <ul style="list-style-type: none"> <li>• prepare the nail plate by removing debris, filing the free edge, remove shine and dehydrate the natural nail</li> <li>• select the correct tip size and to suit the client's natural nail</li> <li>• apply tip to the natural nail</li> </ul>		4	1	3
	<p>PC19. removal liquid and powder (acrylic)</p> <ul style="list-style-type: none"> <li>• perform removal techniques safely and effectively, following manufacturer's instructions</li> </ul>		4	1	3
	<p>PC20. promptly refer problems that cannot be solved to the relevant person</p>		4	1	3
	<p>PC21. cleaning up and dispose the waste in the work area post-service</p>		4	1	3
	<p>PC22. complete the therapy the satisfaction of the guest in a commercially acceptable time</p>		4	1	3
	<p>pc23. provide after care advice</p>		4	1	3
			<b>100</b>	<b>23</b>	<b>77</b>
<p><b>4. BWS/N0405 (Perform Nail enhancements and overlays using UV Gel)</b></p>	<p>PC1.adhere to the health and safety standards laid out by the manufacturer and organization</p>	<b>100</b>	3	1	2

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	PC2.position self and client throughout treatment to ensure comfort and wellbeing	3	1	2
	PC3.sanitize the hands prior to treatment commencement	3	1	2
	PC4.prepare the client and provide suitable protective apparel	3	1	2
	PC5.set-up products, tools, equipment and techniques to suit client's service needs, nail and skin conditions	3	1	2
	PC6.carry out client consultation technique to identify the treatment plan and client needs.	3	1	2
	PC7.ensure the client and you have understood the treatment objective and plan.	3	1	2
	PC8.perform cleaning of nails to ensure they are free from bacteria.	3	1	2
	PC9.plan and prepare for the nail extensions (uv gel)	3	1	2
	PC10.remove any existing nail polish or nail enhancement to restore the nails to a natural condition, if required	5	1	4
	PC11.identify the condition of the nails and any corrective work to suit the client's natural nail shape and condition	3	1	2
	PC12.nail plate preparation; <ul style="list-style-type: none"> <li>•prepare the nail plate by removing debris, filing the free edge, remove shine and dehydrate the natural nail</li> </ul>	5	1	4
	PC13.sculpting with form <ul style="list-style-type: none"> <li>•customize and fit the sculpting form to ensure correct shape</li> <li>•apply product on form and natural nail to create enhancement to desired length and shape</li> <li>•remove form, file, shape and buff to desired length and shape</li> </ul>	3	1	2

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	<ul style="list-style-type: none"> <li>•apply polish/ gel polish, if requested by client</li> <li>•finish the nail enhancements to the client's satisfaction and meet the agreed service plan</li> </ul>				
	<p>PC14.uv gel overlays</p> <ul style="list-style-type: none"> <li>•prepare the nail plate by removing debris, filing the free edge, remove shine and dehydrate the natural nail</li> <li>•apply uv gel layers in the correct sequence</li> <li>•perform the correct application of uv gel and filing technique to leave the nail balanced with the required shape and length</li> <li>•perform buffing techniques correctly and seal to create a high shine finish</li> <li>•uv curing timing to be monitored as per product manufacturer's instructions.</li> <li>•at the right stage remove surface residue</li> <li>•apply polish, if requested by client</li> <li>•finish the nail enhancements to the client's satisfaction and meet the agreed service plan</li> </ul>		4	1	3
	<p>PC15.apply tip</p> <ul style="list-style-type: none"> <li>•prepare the nail plate by removing debris, filing the free edge, remove shine and dehydrate the natural nail</li> <li>•select the correct tip size and to suit the client's natural nail</li> <li>•apply tip to the natural nail</li> </ul>		5	1	4
	PC16.cut, shape and position tips		3	1	2
	PC17.dehydrate the natural nail		3	1	2
	<p>PC18.apply uv gel layers in the correct sequence,</p> <ul style="list-style-type: none"> <li>•perform the correct application of uv gel and filing technique to leave the nail balanced with the required shape and length</li> </ul>		3	1	2

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	<ul style="list-style-type: none"> <li>•perform buffing techniques correctly and seal to create a high shine finish</li> <li>•uv curing timing to be monitored as per product manufacturer's instructions.</li> <li>•at the right stage remove surface residue</li> <li>•apply polish, if requested by client</li> <li>•finish the nail enhancements to the client's satisfaction and meet the agreed service plan</li> </ul>				
	PC19.repair uv gel enhancements		3	1	2
	PC20.identify and resolve any problems with the nail enhancements		3	1	2
	PC21.remove debris and file the free edge		3	1	2
	PC22.clean and dehydrate the exposed natural nail		3	1	2
	PC23.perform nail repair technique to restore the nail enhancement		3	1	2
	PC24.finish the nails evenly with clear defined line		3	1	2
	PC25.remove uv gel enhancements <ul style="list-style-type: none"> <li>•perform uv gel removal techniques safely and effectively</li> </ul>		3	1	2
	PC26.check the natural nail plate and surrounding skin is undamaged and free from product		3	1	2
	PC27.achieve a finished result		3	1	2
	PC28.promptly refer problems that cannot be solved to the relevant person		3	1	2
	PC29.cleaning up and dispose the waste in the work area post-service to		3	1	2
	PC30.maintain the health and safety standard complete the therapy the satisfaction of the guest in a commercially acceptable time		3	1	2

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	pc31.provide after care advise	3	1	2
		<b>100</b>	<b>31</b>	<b>69</b>
<b>5. BWS/N0406 (Perform Refill)</b>	PC1. adhere to the health and safety standards laid out by the manufacturer and organization	5	1	4
	PC2. position self and client throughout treatment to ensure comfort and wellbeing	5	1	4
	PC3. sanitize the hands prior to treatment commencement	5	1	4
	PC4. prepare the client and provide suitable protective apparel	5	1	4
	PC5. set-up products, tools, equipment and techniques to suit client's service needs, nail and skin conditions	7	1	6
	PC6. carry out client consultation technique to identify the treatment plan and client needs	7	1	6
	PC7. ensure the client and you are in sync with the treatment objective and plan	7	1	6
	PC8. perform cleaning of nails to ensure they are free from bacteria	7	1	6
	PC9. buff and remove the existing product using electric files/ buffer/ traditional filing methods as per refill guidelines	7	1	6
	PC10. perform correct filing technique to achieve desired length and shape	7	1	6
	PC11. dehydrate the natural nail appropriately depending on acrylic/ gel service	7	1	6
	PC12. perform the correct application to refinish the nail with acrylic/ gel system	6	1	5
	PC13. perform buffing techniques correctly and seal to create a high shine finish	5	1	4

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	PC14. monitor uv/ led curing time as per product manufacturer's instructions		5	1	4
	PC15. at the right stage remove surface residue, if required		5	1	4
	PC16. apply polish, if requested by client		5	1	4
	PC17. finish the nail enhancements to the client's satisfaction and meet the agreed service plan		5	1	4
			<b>100</b>	<b>17</b>	<b>83</b>
<b>6. BWS/N0407 (Perform Gel polish application )</b>	PC1.adhere to the health and safety standards laid out by the manufacturer and organization	<b>100</b>	7	1	6
	PC 2.position self and client throughout treatment to ensure comfort and wellbeing		6	1	5
	PC 3.sanitize the hands prior to treatment commencement		7	1	6
	PC 4.prepare the client and provide suitable protective apparel		6	1	5
	PC 5.set-up products, tools, equipment and techniques to suit client's service needs, nail and skin conditions		7	1	6
	PC 6.carry out client consultation technique to identify the treatment plan and client needs.		7	1	6
	PC 7.ensure the client are in sync with the treatment objective and plan.		6	1	5
	PC8.perform cleaning of nails to ensure they are free from bacteria.		7	1	6
	PC9.prepare the nail for gel polish application		7	1	6



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	PC10.apply appropriate coats of gel polish to achieve the desired color	6	1	5
	PC11.monitor uv/ led curing time as per product manufacturer's instructions	7	1	6
	PC12.seal to create a high shine finish	7	1	6
	PC13.at the right stage remove surface residue, if required	7	1	6
	PC14.finish the gel polish service to the client's satisfaction and meet the agreed service plan	6	1	5
	PC15.application of gel polish on a natural nail	7	1	6
		<b>100</b>	<b>15</b>	<b>85</b>
<b>7. BWS/N0404 (Perform Nail Art Application)</b>	PC1. adhere to the health and safety standards laid out by the manufacturer and organization	7	1	6
	PC2. position self and client throughout treatment to ensure comfort and wellbeing	7	1	6
	PC3. sanitize the hands prior to treatment commencement	7	1	6
	PC4. prepare the client and provide suitable protective apparel	7	1	6
	PC5. clean the nails to ensure they are free from bacteria	7	1	6
	PC6. set-up products, tools, equipment and techniques to suit client's service needs, nail and skin conditions	7	1	6
	PC7. carry out client consultation technique to identify the treatment plan and client needs	7	1	6
	PC8. ensure the client and you have understood the treatment objective and plan	7	1	6
	PC9. perform cleaning of nails to ensure they are free from bacteria	7	1	6
	PC10. perform applying false nails or extensions if required	7	1	6
	PC11. perform nail art application by decorating nails using various methods (coloured polish, gems, glitter 3d embedding,	9	2	7

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	colour blending, marbling, painting and alternative tip shapes. designs painted with an airbrush, either free-hand or using a stencil)				
	PC12. promptly refer problems that cannot be solved to the relevant person		7	1	6
	PC13. cleaning up and dispose the waste in the work area post-service to maintain the health and safety standard complete the therapy to the satisfaction of the guest in a commercially acceptable time		7	1	6
	PC14. provide after care advise		7	1	6
			<b>100</b>	<b>15</b>	<b>85</b>
<b>8. BWS/N0408 (Perform electric filing)</b>	PC1. adhere to the health and safety standards laid out by the manufacturer and organization	<b>100</b>	<b>3</b>	<b>1</b>	<b>2</b>
	PC2. position self and client throughout treatment to ensure comfort and wellbeing		<b>3</b>	<b>1</b>	<b>2</b>
	PC3. sanitize the hands prior to treatment commencement		<b>3</b>	<b>1</b>	<b>2</b>
	PC4. prepare the client and provide suitable protective apparel		<b>3</b>	<b>1</b>	<b>2</b>
	PC5. set-up products, tools, equipment and techniques to suit client's service needs, nail and skin conditions		<b>3</b>	<b>1</b>	<b>2</b>
	PC6. position the electric file and file attachments ensuring safety during use		<b>3</b>	<b>1</b>	<b>2</b>
	PC7. select electric file techniques, products and equipment		<b>3</b>	<b>1</b>	<b>2</b>
	PC8. carry out client consultation technique to identify the treatment plan and client needs		<b>3</b>	<b>1</b>	<b>2</b>
	PC9. ensure the client and you are in sync with the treatment objective and plan		<b>3</b>	<b>1</b>	<b>2</b>
	PC10. perform cleaning of nails to ensure they are free from bacteria		<b>5</b>	<b>1</b>	<b>4</b>
	PC11. plan and prepare for the electric filing on overlay		<b>5</b>	<b>1</b>	<b>4</b>
	PC12. disinfect the area to be treated and remove any existing nail polish		<b>5</b>	<b>1</b>	<b>4</b>
	PC13. perform correct filing techniques to prepare the overlay		<b>5</b>	<b>1</b>	<b>4</b>

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	PC14. select the suitable speed for the filing techniques ( follow manufacturer’s instructions)	5	1	4
	PC15. move the electric file in one direction across the nail when working	5	1	4
	PC16. ensure the file attachment is revolving in the opposite direction to which you are working	5	1	4
	PC17. ensure that there is continuous movement of the file	5	1	4
	PC18. ensure to work on the overlay and not the natural nail plate or surrounding skin	3	1	2
	PC19. move and position the client’s finger so the rotating attachment is kept flat against the nail	3	1	2
	PC20. perform suitable filing techniques to restore and finish the overlay	3	1	2
	PC21. create a smooth, even surface on the overlay when finishing	3	1	2
	PC22. leave the free edges of the nail tapered, thin and with a clean edge	3	1	2
	PC23. create an even, high-shine finish	3	1	2
	PC24. take prompt remedial action where contra-actions occur during the course of the service	3	1	2
	PC25. remove and store the file attachments and leave the electric file hand-piece safe and secure	3	1	2
	PC26. identify the condition of the nails and skin and any corrective work to suit the client’s natural nail shape and condition	3	1	2
	PC27. maintain the health and safety standard complete the therapy the satisfaction of the guest in a commercially acceptable time	3	1	2
	PC28. provide after care advice	3	1	2
		<b>100</b>	<b>28</b>	<b>72</b>
<b>9. BWS/N9002 (Maintain health and</b>	PC1. set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements	10	3	7

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<b>safety at the workplace )</b>						
	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		10	3	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	<b>100</b>	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>10. BWS/N9003 (Create a positive impression at the work place)</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		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	

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	PC9. report to supervisor immediately in case there are any work issues		3	1	2
	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**

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**Pass/Fail**

# **NSQF QUALIFICATION FILE**

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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.**

# NSQF QUALIFICATION FILE

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## OPTION A

Title/Name of qualification/component: Nail Technician		Level: 4	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<p>The individual is expected to perform the preparation of the equipment, products and work area ahead of service delivery, perform manicure &amp; pedicure, perform nail enhancement using liquid and powder (acrylic), perform overlays using UV Gel/ electric filing, carry out correct filing technique to achieve desired length and shape, perform buffing techniques correctly and seal to create a high shine finish and etc.</p>	<p>The Job holder is expected to independently perform <b>work of familiar, predictable and routine nature within situations of clear choice</b>, such as carrying out manicure and pedicure/ nail enhancement using liquid and powder acrylic or by UV gel. S/he should also perform refill/ nail overlay using electric filing/ application of gel polish and create individual nail art designs to suit the client &amp; occasion etc. The job holder is also expected to perform suitable filing techniques to restore and finish the overlay leaving a smooth &amp; even surface on the overlay and maintain safe and hygienic environment at the work area to reduce any potential risks to self and others.</p> <p>Since the job holder is expected to independently perform work of familiar, predictable and routine nature within situations of clear choice as mentioned above s/he can be placed at Level 4.</p> <p>As the job holder is not required to exhibit well developed skill in Nailcare services such as maintaining &amp; enhancing using nail wraps, applying airbrush designing for nails, managing &amp; leading a team of Assistant Nail technicians or promoting sales of Nailcare products &amp; treatments offered by the organization, hence s/he does not qualify for Level 5.</p> <p>This role requires the job holder to work in a familiar, predictable, routine of clear choice and the activities that h/she is expected to perform are not limited in range. For example, nail art design, nail enhancements, gel polishing, electric filing etc. Therefore the job holder can't be placed at Level 3</p>	4



# NSQF QUALIFICATION FILE

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Title/Name of qualification/component: Nail Technician		Level: 4	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Professional knowledge	<p>The individual is expected to exhibit the knowledge of nail and skin analysis by visual/manual examination to identify treatable conditions and contra indications, knowledge of nails and analysis by examining Cuticle conditions/Nail shape/Nail length, knowledge of electric filing techniques</p>	<p>The job holder is expected to exhibit <b>factual knowledge of the field of knowledge of Nail Care</b> such as knowledge of applicable legislation relating to the workplace/ structure/ function/ characteristics of nail/skin/ lymphatic vessels of the lower leg/ foot/ hand and arm. The job holder is also required to have the knowledge of the process of nail growth, basic anatomy/ physiology and pathology for nail treatments, process of electric filing and its features/benefits/ equipment required and various methods of decorating nails while performing nail art application such as coloured polish/ gems/ glitter 3D embedding/ colour blending/ marbling/ painting and alternative tip shapes.</p> <p>Since all the above mentioned areas are related to factual knowledge in the field of Nailcare services, the role qualifies for Level 4.</p> <p>The job holder is expected to know more than basic facts and principles, such as he/she is expected to be familiar with the manufacturer's instructions to apply the nail care products and use the equipment. S/he is further expected to understand the applicable safety precautions while performing the nail enhancement/ nail refilling to achieve the desired length and shape/ gel polish application and hygiene standards. S/he is expected to exercise the same diligently while conducting a treatment. Since this role requires factual knowledge of field of Haircare services, it cannot be pegged at level 3.</p> <p>Further, since the job holder is not expected to be aware of principles/ general concepts in the field of nail care services like knowledge of enhancing nail wraps or applying airbrush</p>	4

# NSQF QUALIFICATION FILE

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Title/Name of qualification/component: Nail Technician		Level: 4	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		technique for designing for nails and the effects of these treatments on the Nail structure. Hence, it can't be pegged at level 5	
Professional skill	<p>The job holder is expected to plan and organize the regular treatments/procedures/sessions to be conducted for the clients as well as keep a record of clients' bookings and schedule of services. Further, the job holder must be able to take the day to day decisions and solve problem/s at work. The job holder should also be able to critically analyse the information gathered about client/ product/ service/ others and arrive at a conclusion.</p>	<p>The job holder is expected to <b>recall and demonstrate practical skills, which are routine and repetitive in a narrow range of application</b> such as Planning and basic decision making using customer database/ data sheets including customer's basic information, treatment history in terms of any past nail enhancement/ nail filing/ nail art application sessions, types of nail care products used and contra indications/ allergy caused to the client from any of the chemicals present in them (if any). The job holder further uses internal MIS/ database to ensure error free scheduling of various nail care treatment sessions and record maintenance of the customers as well as the types of services and past record of services i.e., frequency of visit etc. Further, the incumbent must use defined rules &amp; SOP manual while performing various nail care services/ treatments/ procedures/sessions and tools as per organization's guidelines along with handling customers concerns/ grievances effectively.</p> <p>Since all the above mentioned professional skill are related to demonstrating practical skills, which are routine and repetitive in a narrow range and using appropriate rule and tool, the role qualifies for Level 4.</p> <p>The Job holder is expected to possess professional skills more than just demonstrating practical skills, which are routine and</p>	4

# NSQF QUALIFICATION FILE

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Title/Name of qualification/component: Nail Technician		Level: 4	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		<p>repetitive in a narrow range but also using appropriate rule &amp; tools such as performing and adapting the nailcare treatments like nail enhancement/ nail filing/ nail art application by using appropriate materials, equipment and techniques correctly and safely to meet the needs &amp; satisfaction level of the client. S/he is also expected to use quality concepts such as clarifying the client's expectation prior to the beginning of the treatment by doing proper probing &amp; para phrasing in regards to the type of look/ the color of nail paint shades the client can expect on the completion of the nail care treatment. Hence, the job holder can't be placed at Level 3.</p> <p>Further since the job holder doesn't require to use cognitive skills to accomplish tasks and solve problems at the workplace such as resolving issues related to any of the nail care products, allergies being witnessed by the clients, evolving nail art or nail enhancement trends, etc. and that's why s/he can't be placed at level 5</p>	
Core skill	The individual is expected to exhibit effective communication skills including effective client relationship establishment and maintenance, 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.	The job holder is expected to exhibit <b>effective oral communication skills (including awareness of vernacular language)</b> so as to have pleasant and engaging conversations with the clients while introducing them to the nailcare treatment or conducting the treatment on them. <b>The job holder is also expected to display required clarity in oral as well as written communication as well as basic arithmetic/ algebraic awareness</b> to calculate price of nailcare treatment services, differential pricing as per various types of products used, as per end desired end result of treatment and per the time required to conclude the treatment etc., document call	4

# NSQF QUALIFICATION FILE

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Title/Name of qualification/component: Nail Technician		Level: 4	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		<p>logs/reports/task lists/schedules, knowledge of drafting memos and e-mail providing work updates and enquiring relevant information's without language errors. <b>The incumbent must understand the social, political and natural environment</b> so as to keep oneself abreast about new nail art products, new nail enhancement trends and nailcare services and should know what to say ,when to say &amp; how to say to the customers without using jargon, slang or acronyms.</p> <p>Since all the above mentioned core skills are related to exhibiting effective oral &amp; written communication skills along with understanding of the social, political and natural environment such as clarifying the client's understanding and expectation prior to commencement of the respective haircare treatments , therefore the role qualifies for Level 4.</p> <p>The Job holder expected to possess core skills more than just demonstrating minimum clarity in oral &amp; written communication such as consulting the client by questioning to identify contra-indications to nail &amp; skin, consulting on suitable nail enhancement or nail art application and providing recommendations for any treatments that is suitable to the client. Hence, the job holder can't be placed at Level 3.</p> <p>Further since the job holder doesn't require to use mathematical skill or skill of collecting &amp; organizing information such as reaching out to clients to capture feedback of the nail care treatments experienced by the clients or analyzing the customer feedback score on nail art/ nail enhancement</p>	

# NSQF QUALIFICATION FILE

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Title/Name of qualification/component: Nail Technician		Level: 4	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Responsibility	The individual is responsible to independently perform the various Nail care services and specialize in Nail Art & Nail enhancement procedures.	<p>products/ services etc., that's why s/he can't be placed at level 5</p> <p>The Nail Technician is a professionally trained individual who specializes in Nail Art &amp; Nail enhancement procedures. S/he is <b>responsible for own work &amp; learning as</b> s/he independently performs various duties such as performs manicures &amp; pedicures, performs nail enhancements and overlay using liquid &amp; powder acrylic and by UV gel, perform suitable filing techniques to restore and finish the overlay, perform refilling the nail with acrylic/ gel system so as to achieve desired length and shape, perform application of gel polish and achieve the desired color/shine.</p> <p>Given that the incumbent doesn't require any supervision while conducting the various nailcare treatments and can independently execute the treatments, s/he can be placed at level 4</p> <p>And since s/he is neither expected to be responsible of other work by managing &amp; leading a team of Assistant Nail Technicians and helpers, hence s/he can't be placed at level 5</p> <p>As its evident from the above examples that the incumbent is fully responsible for the nail care treatments s/he is performing like performing nail enhancements and overlay using liquid &amp; powder acrylic and by UV gel or performing suitable filing techniques to restore and finish the overlay rather than being just responsible in defined limit therefore s/he can't even be placed at Level 3</p>	4

## 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?**

Under the DGT course curricula, in the Hair & Skin sub-sector, the course listed are

1. CRAFTSMEN INSTRUCTOR TRAINING COURSE
2. Nail Technology NCO code 560

**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.

# NSQF QUALIFICATION FILE

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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.

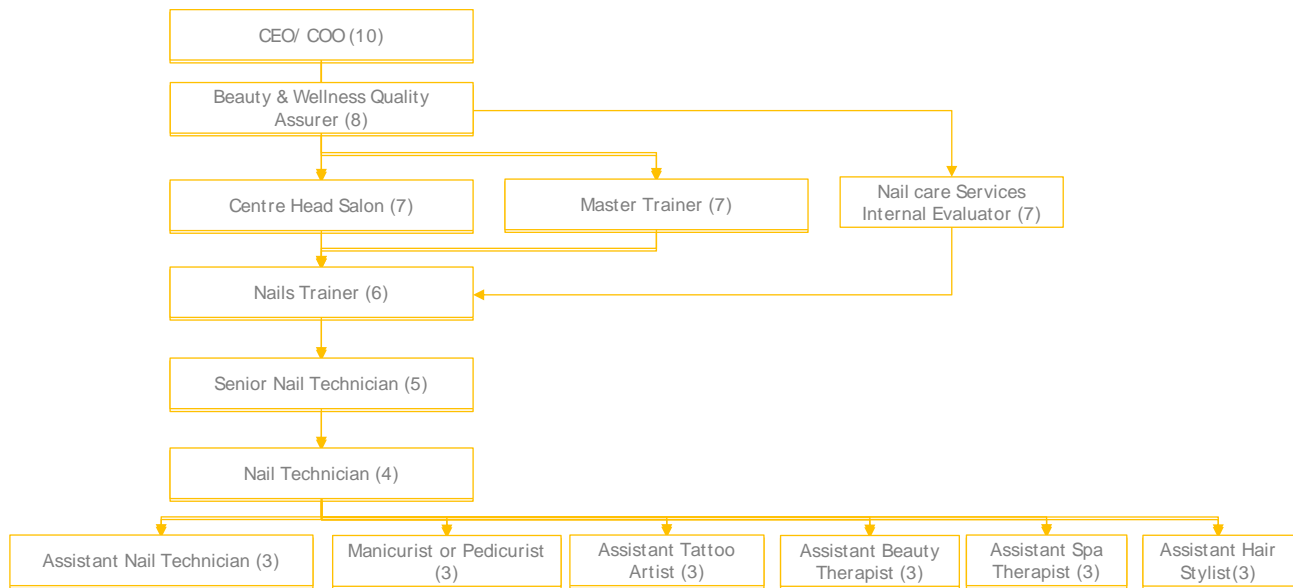
Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

1. Career Map of Nail Technician - Annexure 1
2. QP BWS/Q0406- Annexure 2

# NSQF QUALIFICATION FILE

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## Annexure 1: Career Map



## Annexure 2: QP BWS/Q0406