

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

NSDA Reference

To be added by NSDA

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Beauty and Wellness Sector Skill Council (BWSSC)

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

M.G. Road, Sikanderpur, Gurgaon-122002

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Name and contact details of individual dealing with the submission

Name: Ms. Annu Wadhwa

Position in the organisation: CEO

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List of documents submitted in support of the Qualifications File

1. Career Map of Pedicurist and Manicurist - Annexure 1
2. QP BWS/Q0402- Annexure 2

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SUMMARY

Qualification Title	Pedicurist and Manicurist
Qualification Code	BWS/Q0402
Nature and purpose of the qualification	This is a Qualification Pack (QP) containing National Occupational Standards for the job role - Pedicurist and Manicurist The main purpose of the qualification and the target learners is to get unemployed people into work and to upgrade the skills of people already in work.
Body/bodies which will award the qualification	Beauty and Wellness Sector Skill Council (BWSSC)
Body which will accredit providers to offer courses leading to the qualification	Beauty and Wellness Sector Skill Council (BWSSC)
Body/bodies which will carry out assessment of learners	Confederation of Indian Industry (CII)
Occupation(s) to which the qualification gives access	Nailcare Services
Licensing requirements	N/A
Level of the qualification in the NSQF	3
Anticipated volume of training/learning required to complete the qualification	230 hours
Entry requirements and/or recommendations	Minimum Educational Qualifications - 5th Standard pass, preferably Experience - No minimum experience is mandatory Minimum Job Entry Age - 18 years
Progression from the qualification	This entry should refer to one or more of the following: - access to other qualifications at the same NSQF level - Assistant Beauty Therapist - access to related qualification(s) at the next NSQF level - Nail Technician
Planned arrangements for the Recognition of Prior learning (RPL)	Work is under progress
International comparability where known	This would most closely align to UK NVQ Level 2 Diploma in Nail Services. There are no UK NOS at Level1 for Manicure and Pedicure. The industry standard for this occupational role starts at Level 2, which would equate with NSQF Level 4. The unit The NOS 'Provide specialised hand and foot spa treatments' (NSQF L4) aligns with UK standards at Level 2
Date of planned review of the qualification.	01/09/2018

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Formal structure of the qualification			
Title of component and identification code.	Mandatory/ Optional	Estimated size (learning hours)	Level
BWS/N9001 Prepare and maintain work area	Mandatory	15	3
BWS/N0401 Perform manicure and pedicure services	Mandatory	40	3
BWS/N0403 Provide specialized hand and foot spa services	Mandatory	30	3
BWS/N0202 Shampoo and condition hair and scalp	Mandatory	30	3
BWS/N0417 Provide Indian head massage	Mandatory	35	3
BWS/N9002 Maintain health and safety at the workplace	Mandatory	15	3
BWS/N9003 Create a positive impression at the workplace	Mandatory	30	3
BWS/N0127 Carry out application of simple mehendi designs	Mandatory	35	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/Q0402- Annexure 2

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SECTION 1

ASSESSMENT

Body/Bodies which will carry out assessment:

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

Confederation of Indian Industry (CII)

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

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

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

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

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

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

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

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

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

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

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ASSESSMENT EVIDENCE

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

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

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Pedicurist and Manicurist Qualification Pack: BWS/Q0402 Sector Skill Council: Beauty and Wellness
<u>Guidelines for Assessment:</u> 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
		Total	100	21	79
BWS/N0401 Provide manicure and pedicure services	PC1.adhere to the health and safety standards laid out by the manufacturer and organization	100	3	0.5	2.5
	PC2.sanitize the hands prior to procedure commencement as per organisational approved process		3	0.5	2.5
	PC3.prepare the client suitably for the respective service procedure and provide relevant required personal protective equipment		5	1	4
	PC4.ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any		3	0.5	2.5
	PC5.position self and client in a way to ensure privacy, comfort and wellbeing, throughout the procedure		4	0.5	3.5
	PC6.adjust the client's position to meet the needs of the service without causing them discomfort		4	0.5	3.5
	PC7.perform and adapt the manicure and pedicure procedures using materials, equipment and techniques correctly and safely to meet the needs of the client		5	1	4
	PC8.remove any existing nail polish using approved products and procedures before proceeding further		4	1	3
	PC9.enquire to establish the desired length and shape of nails (hands or toes) with the client		4	1	3
	PC10.file the nails ensuring the nail's free edge is left smooth and shaped to required length according to the client's preference		5	1	4
	PC11.remove dirt in the underside of the nails using nail pick, clippers, nail brush, soaking and washing to be dirt free		3	0.5	2.5
	PC12.use suitable cuticle tools and products, safely and effectively, to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged		5	0.5	4.5
	PC13.use specialized procedures (hand and leg, finger and toe nails) to improve the appearance of the client's skin and nails		5	1	4
	PC14.use smooth and even massage techniques for hands and lower arms, lower legs and feet and apply appropriate pressure to meet the client's needs		4	0.5	3.5
	PC15.remove any excessive hard skin using a foot scrapper during the manicure service without discomfort to the client		3	0.5	2.5
	PC16.leave the hands and lower arm, foot and lower leg free of any excess massage medium at the end of the pedicure or manicure process respectively, by clearing these using a towel or other suitable materials		3	0.5	2.5
	PC17.check that the nail plate is dehydrated and the underside is clean and free of debris		3	0.5	2.5
	PC18.apply sufficient base coat, polish coats and top coats as required to achieve the desired nail finish		4	0.5	3.5
	PC19.check that the final nail finish is smooth, even textured and uniformly coloured, with the cuticle and nail wall free of enamel		3	0.5	2.5
	PC20.check the client's comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required		4	1	3

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	PC21.clean the treated area and use a suitable soothing product		3	0.5	2.5
	PC22.complete the therapy to the satisfaction of the guest in a commercially acceptable time		5	1	4
	PC23.record the therapy accurately and store information securely in line with the organization's policies		4	2	2
	PC24.provide specific after-procedure, homecare advice and recommendations for product use and further services to the client		4	1	3
	PC25.ask questions to check with the client their satisfaction with the finished result		3	1	2
	PC26.thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor		4	1	3
		Total	100	20	80
BWS/N0403 Provide specialized hand and foot spa services	PC1.adhere to the health and safety standards laid out by the manufacturer and organization	100	7	2	5
	PC2.consult with the client to identify factors that may influence the services objectives (contra indications)		8	2	6
	PC3.explain service procedure and provide information about products used during service		8	2	6
	PC4.prepare clients for service by providing them with gowns and assist them by putting away their clothing		7	2	5
	PC5.arrange tools, products and other materials that are safe and fit for the purpose based on the guidelines, for ease of service		6	1	5
	PC6.prepare products and other equipment for service		6	1	5
	PC7.position self and client in a manner, to ensure privacy, comfort and wellbeing, throughout the service		6	1	5
	PC8.perform and adapt the services using materials, equipment and techniques correctly and safely to meet the needs of the client as per professional and organisational standards		6	1	5
	PC9.identify contra actions that may appear during service, take required necessary action to ensure customer safety and comfort, adapt the procedure to suit the client needs		7	2	5
	PC10.provide hand and foot massage using a range of mediums and techniques to achieve the desired results		6	1	5
	PC11.complete the service to the satisfaction of the client in a commercially acceptable time, as per organisation standards and client expectations		6	1	5
	PC12.ensure the work area is kept clean and tidy during the service		4	0.5	3.5
	PC13.provide specific after-procedure, homecare advice and recommendations for product use and further services to the client		6	1	5
	PC14.record details of the service accurately as per organisation policy and procedures		5	2.5	2.5
	PC15.store information securely in line with the salon's policies		4	2	2
	PC16.ask questions to check with the client their satisfaction with the finished result		4	1	3

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	PC17.thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor		4	1	3
		Total	100	24	76
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
	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

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	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
	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
		Total	100	27	73
BWS/N0417 Provide 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
	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

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	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
		Total	100	27	73
BWS/N9002 Maintain health and safety at the workplace	PC1. set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements	100	13	3	10
	PC2. clean and sterilize all tools and equipment before use		10	3	7
	PC3. maintain one's posture and position to minimize fatigue and the risk of injury		9	2	7
	PC4. dispose waste materials in accordance to the industry accepted standards		12	2	10
	PC5. maintain first aid kit and keep oneself updated on the first aid procedures		10	3	7
	PC6. identify and document potential risks and hazards in the workplace		10	3	7
	PC7. accurately maintain accident reports		13	5	8
	PC8. report health and safety risks/ hazards to concerned personnel		12	3	9
	PC9. use tools, equipment, chemicals and products in accordance with the salon's guidelines and manufacturers' instructions		11	3	8
		Total	100	27	73
BWS/N9003 Create a positive impression at the workplace	PC1.maintain good health and personal hygiene	100	5	1	4
	PC2.comply with organisation's standards of grooming and personal behavior		5	1	4
	PC3.meet the organisation's standards of courtesy, behavior and efficiency		5	1	4
	PC4.stay free from intoxicants while on duty		4	0.5	3.5
	PC5.wear and carry organisation's uniform and accessories correctly and smartly		5	0.5	4.5
	PC6.take appropriate and approved actions in line with instructions and guidelines		5	1.5	3.5

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	PC7.record details related to tasks, as per procedure		5	3	2
	PC8.participate in workplace activities as a part of the larger team		7	2	5
	PC9.report to supervisor immediately in case there are any work issues		5	1	4
	PC10.use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender		6	1.5	4.5
	PC11.communicate procedure related information to clients based on the sector's code of practices and organisation's procedures/ guidelines		6	1	5
	PC12.communicate role related information to stakeholders in a polite manner and resolve queries, if any		7	2	5
	PC13.assist and guide clients to services or products based on their needs		6	2	4
	PC14.report and record instances of aggressive/ unruly behavior and seek assistance		5	2	3
	PC15.use communication equipment (phone, email etc.) as mandated by your organization		6	3	3
	PC16.carry out routine documentation legibly and accurately in the desired format		7	3	4
	PC17.file routine reports and feedback		5	2	3
	PC18.maintain confidentiality of information, as required in the role		6	2	4
		Total	100	30	70
BWS/N0127 Carry out application of simple mehendi/henna designs	PC1.adhere to the health and safety standards laid out by the manufacturer and organization	100	3	0.5	2.5
	PC2.use mehendi procured from authorised sources only		4	1	3
	PC3.ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any		4	1.5	2.5
	PC4.adjust the client's position to meet the needs of the service without causing them discomfort		4	1	3
	PC5.sanitize the hands prior to service commencement using a hand sanitiser		3	0.5	2.5
	PC6.prepare the client and provide suitable protective apparel		6	1.5	4.5
	PC7.use suitable consultation techniques to identify design objectives		5	2	3
	PC8.select and use products, tools and equipment to suit design objectives		4	0.5	3.5
	PC9.perform pre- preparation of mehndi/henna for the cone		6	1	5
	PC10.perform preparation of the cone and ensure a suitable tip size		6	2	4
	PC11.prepare the mehendi to appropriate consistency and recipe for application technique		6	2	4
	PC12.carry out a skin sensitivity test suitably to test for contra actions		6	2	4
	PC13.apply mehendi design using simple elements and correct procedures on hands, wrists and feet		5	1.5	3.5
	PC14.complete the application to the satisfaction of the customer in a commercially acceptable time		5	1	4

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	PC15.comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs		3	1	2
	PC16.check the client's comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required		3	0.5	2.5
	PC17.discontinue service, and do not provide advice and recommendations where contra-actions occur		3	1	2
	PC18.ensure the work area is kept clean and tidy during the service		2	0	2
	PC19.dispose waste materials as per organisational standards in a safe and hygienic manner		3	0.5	2.5
	PC20.record details of the procedure accurately as per organisational policy and approved practice		4	2	2
	PC21.store information securely in line with the salon's policies		3	1	2
	PC22.provide specific after-process advice to the client for colour fastening and contra actions		4	1	3
	PC23.ask questions to check with the client their satisfaction with the finished result		4	2	2
	PC24.thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor		4	1	3
		Total	100	28	72

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: Pedicurist and Manicurist		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<p>Limited Range of activities:</p> <p>PC1. identify and select suitable equipment and products required for the respective services</p> <p>PC2. set up the equipment and prepare the products for services in adherence to the salon procedures and product/ equipment guidelines</p> <p>PC3. sterilize, disinfect and place the tools on the tray as per organisational standards using recommended solutions and conditions conditions: Time, temperature, etc.</p> <p>PC4. dispose waste materials safely and hygienically as per organisational standards</p> <p>PC5. maintain first aid kit and keep oneself updated on the first aid procedures</p> <p>PC6. accurately maintain accident reports</p> <p>PC7. use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender</p> <p>PC8. communicate role related information to stakeholders in a polite manner and resolve queries, if any</p> <p>PC9. file routine reports and feedback</p>	<p>As mentioned in the various performance criteria mentioned in the previous cell, A Pedicurist and Manicurist works in a limited range of activities, follows routine and works in a predictable manner.</p> <p>Hence NSQF Level is 3</p>	3
Professional knowledge	<p>Basic facts, processes and principles:</p> <p>KB1. types of products, materials and equipment required for the respective services</p> <p>KA2. hygiene, health and safety requirements in the organization</p> <p>KB3. process and products to sterilize and disinfect equipment/ tools</p>	<p>As mentioned in the various knowledge and understanding criteria mentioned in the previous cell, A Pedicurist and Manicurist needs to know Basic facts, processes and principles in trade of employment.</p>	3

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Title/Name of qualification/component: Pedicurist and Manicurist			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	KB4. customer service principles including privacy and protection to modesty of the customers KB10. manufacturer's instructions related to equipment and product use and cleaning KA11. salon's standards related to courtesy, behavior and efficiency KA12. kinds of work issues that may arise and reporting structure	Hence NSQF Level is 3	
Professional skill	<u>Practical skill and routine work:</u> PC1. identify and select suitable equipment and products required for the respective services SB1. decide on course of action by recalling organisational policy, procedures and service standards SB5. identify, plan and schedule tasks related to own work, to achieve standards of personal presentations expected in a professional set-up SB9. plan and manage work routine based on salon procedure SB12. plan own development in line with feedback given from supervisor, co-workers and clients SB32. explain the concept of assumptions and how they impact decisions, actions and consequences	As mentioned in the performance criteria & Professional Skills Criteria mentioned in the previous cell, A Pedicurist and Manicurist is able to Recall and demonstrate practical skill, routine and repetitive in narrow range of application. Hence NSQF Level is 3	3

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Title/Name of qualification/component: Pedicurist and Manicurist		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Core skill	<p><u>Communication, written and oral ability:</u></p> <p>KB1. ability to speak, read and write in the local vernacular language and English</p> <p>PC9. file routine reports and feedback</p> <p>KB2. appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender</p> <p>KB1. environmental conditions required and expected for carrying out services and importance of maintaining these</p> <p>Conditions: Air, light, space, temperature, sound, cleanliness, etc.</p> <p>SA1. read policy and procedure documents, guidelines and memos in English to interpret the gist correctly</p> <p>SA3. read simple emails, instructions, advertisements, brochures, manufacturer’s labels, forms, formats and other common documents accurately</p> <p>SA5. write appointments, names, addresses, simple emails, messages, and applications in English accurately</p> <p>SA7. write an accident or incident report accurately in English</p> <p>SA12. listen to and follow short, straightforward explanations and instructions in English</p> <p>SA13. introduce oneself and one’s role to customers and visitors, in English and the local language</p> <p>SA17. speak or communicate with reasonable ease in structured situations and short conversations on familiar topics</p>	<p>As mentioned in the various Performance Criteria & Core Skills Criteria in some of the points of the previous cell, A Pedicurist and Manicurist requires skill to basic arithmetic and algebraic principles and personal banking.</p> <p>As mentioned in the various Knowledge criteria & Core Skills Criteria mentioned in the other points in the previous cell, A Pedicurist and Manicurist 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
Responsibility	All Performance criteria in the NOS.	As mentioned in the various performance criteria mentioned in the previous cell, A Pedicurist and Manicurist works under close supervision and demonstrates responsibility for own work within defined limit.	3

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Title/Name of qualification/component: Pedicurist and Manicurist		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		Hence NSQF Level is 3	

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SECTION 3

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

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

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

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

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

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

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

The comments, feedback and suggestions were collected through interaction with industry. The same will be compiled and justifiable changes will be incorporated in the next/updated version of the QP. This QP is set to be revised post 1st September 2018.

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

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

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SECTION 4

EVIDENCE OF PROGRESSION

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

1. Discussing the growth trajectory within each occupation after studying organisational charts of various industry players across small, medium and large scale organisations.
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.

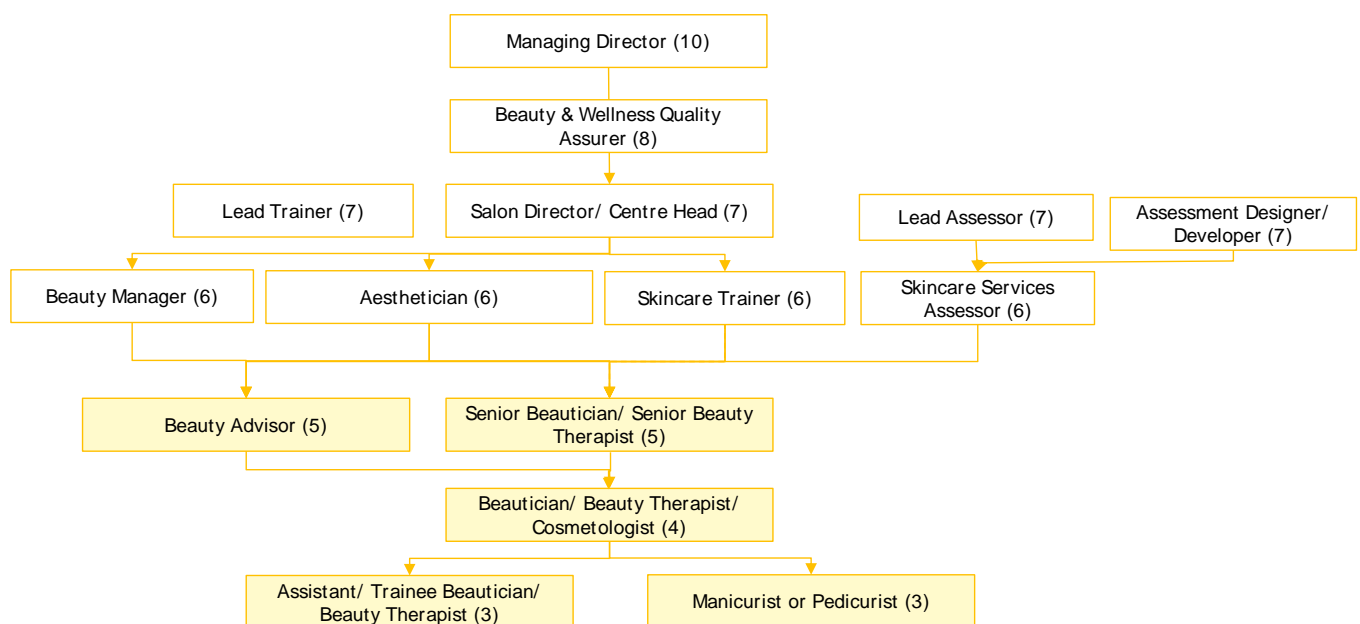
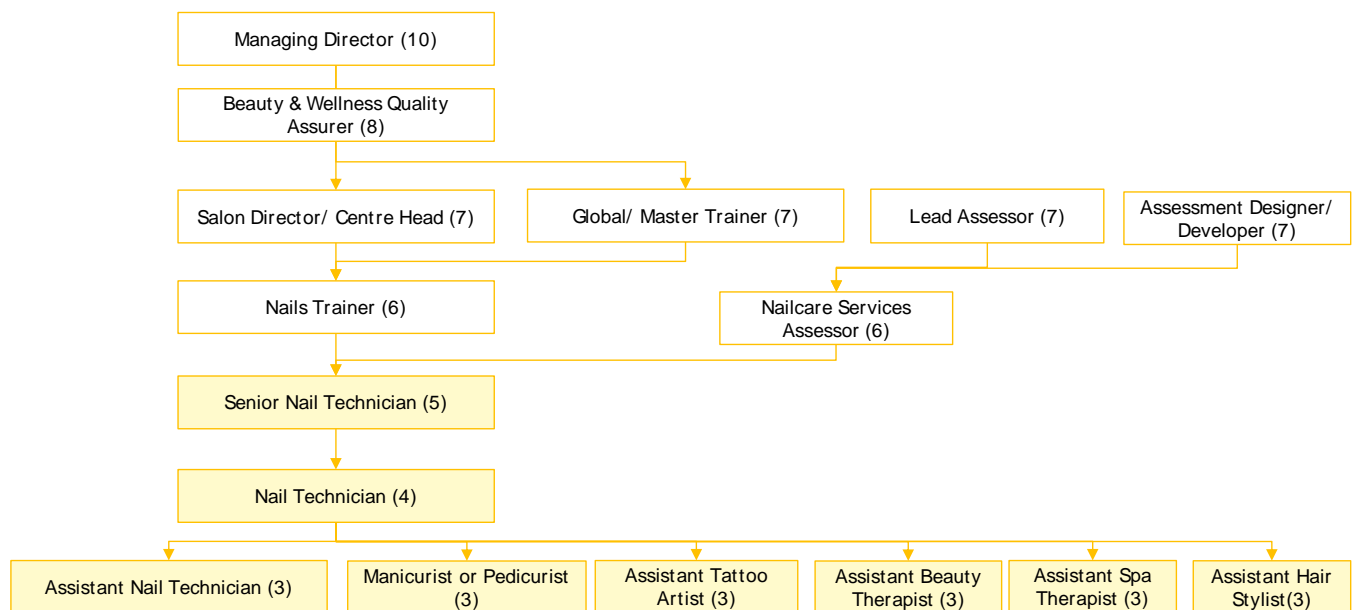
Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

1. Career Map of Pedicurist and Manicurist - Annexure 1
2. QP BWS/Q0402- Annexure 2

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Annexure 1: Career Map



Annexure 2: QP BWS/Q0402

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