



QUALIFICATION FILE

Assistant Beauty and Wellness Consultant

☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☐ Apprenticeship
☐ Upskilling ☐ Dual/Flexi Qualification ☒ For ToT ☒ For ToA

☒ General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills ☐ OEM

NCrF/NSQF Level: 3

Submitted By:

Beauty & Wellness Sector Skill Council

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Section 1: Basic Details

1.	Qualification Name	Assistant Beauty and Wellness Consultant	
2.	Sector/s	Beauty & Wellness	
3.	Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: (change to previous, once approved) NQR Code: 2022/BW/BWSSC/06591 Version: 3.0	Qualification Name of existing/previous version: Assistant Beauty and Wellness Consultant, V3.0
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA	
5.	National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval)	NQR Code: QG-03-BW-065922025-V2-BWSSC Version: 4.0	6. NCrF/NSQF Level: 3
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate	
8.	Brief Description of the Qualification	An Assistant Beauty and Wellness Consultant is an operational job-role selling products in salons, spas, promotional locations, etc. She/he supports sales and marketing by displaying products, conducting visual hair and skin analysis, matching hair and skin conditions to product categories, selling, tracking and reporting sales information to the sales executive or manager.	

9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience:		
		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)
		1	Grade 10	
		2	8th grade pass	two years of (NTC/ NAC) after 8th in the domain of beauty and wellness industry
		3	8 th grade pass	3-year relevant experience in beauty and wellness services
		4	Previous relevant qualification of NSQF Level 2	3-year relevant experience in beauty and wellness services
		5	Previous relevant qualification of NSQF Level 2.5	1.5-year relevant experience in beauty and wellness services
		b. Age: 18 years		
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	13	11. Common Cost Norm Category (I/II/III) (wherever applicable): II	
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA		

13. Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	☒ Offline ☐ Online ☐ Blended <table border="1" data-bbox="877 232 1913 483"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>114</td> <td>216</td> <td>60</td> <td>-</td> <td>390</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <i>(Refer Blended Learning Annexure for details)</i>	Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	114	216	60	-	390	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)														
Classroom (offline)	114	216	60	-	390														
Online																			
14. Aligned to NCO/ISCO Code/s <i>(if no code is available mention the same)</i>	NCO-2015/5142.9900																		
15. Progression path after attaining the qualification <i>(Please show Professional and Academic progression)</i>	Beauty & Wellness Consultant (Level-4)																		
16. Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																		
17. Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:																		
18. Is the Job Role Amenable to Persons with Disability	☒ Yes ☐ No If “Yes”, specify applicable type of Disability: Deaf																		
19. How Participation of Women will be Encouraged	In the various job roles of beauty and wellness industry, women participation is 65%. This job role falls in to the same category and thus promote women’s participation.																		
20. Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it)</i>	☒ Yes ☐ No BWS/N9002																		
21. Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No																		
22. Name and Contact Details of Submitting / Awarding Body SPOC	Name: Ms. Monica Bahl Email: ceo@bwssc.in Contact No.: 011 – 40342940/42/44/45																		

	<i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Website: https://www.bwssc.in/	
23.	Final Approval Date by NSQC: 18-11-2025	24. Validity Duration: 3 years	25. Next Review Date: 18-11-2028

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory **Pr.-Practical** **OJT-On the Job** **Man.-Mandatory** **Training** **Rec.-Recommended** **Proj.-Project**

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/non-core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT - Man	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Arrange & Display products to promote sales	BWS/N4001 V4.0	Core	3	1	10	20	-	-	30	25	40	-	35	100	10
2.	Implement special promotions offers during seasonal events	BWS/N4022 V1.0	Core	3	1	10	20	-	-	30	20	45	-	35	100	10
3.	Provide personalized skin & hair analysis for the clients	BWS/N4023 V1.0	Core	3	1	10	20	-	-	30	20	45	-	35	100	10
4.	Assist clients in selecting appropriate products based on their skin and hair type	BWS/N4024 V1.0	Core	3	2	20	40	-	-	60	22	42	-	36	100	20

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ non-core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT - Man	OJT- Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
5.	Demonstrate usage of beauty and wellness products	BWS/N4025 V1.0	Core	3	1	10	20	-	-	30	25	40	-	35	100	10
6.	Execute administrative and billing tasks to facilitate product sales	BWS/N4003 V4.0	Core	3	1	10	20	-	-	30	23	43	-	34	100	10
7.	Maintain health and safety at the workplace	BWS/N9002 V5.0	Non-Core	3	1	10	20	-	-	30	33	45	-	22	100	10
8.	Create a positive impression at the workplace	BWS/N9003 V5.0	Non-Core	3	1	10	20	-	-	30	35	46	-	19	100	10
9.	Employability Skills	DGT/VSQ/N0102 V1.0	Non-Core	4	2	24	36	-	-	60	09	25	-	16	50	10
10.	On-the-Job Training (Mandatory)				2	0	0	60	-	60	-	-	-	-	-	-
Duration (in Hours) / Total Marks					13	114	216	60	-	390	212	371	-	267	850	100

Assessment - Minimum Qualifying PercentagePlease specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 70 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: 50 % (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	12th pass with Diploma in Beauty or Cosmetology and compulsory knowledge of spoken English with total 3 years of experience in sales and marketing
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate with 5 years' experience in the relevant field (min 2 years as a trainer)
3.	Tools and Equipment Required for Training	☒ Yes ☐ No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	12th pass with Diploma in Beauty or Cosmetology and compulsory knowledge of spoken English with total 5 years of experience in sales and marketing
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	NA
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	NA
4.	Assessment Mode (Specify the assessment mode)	Offline
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☐ Yes ☐ No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

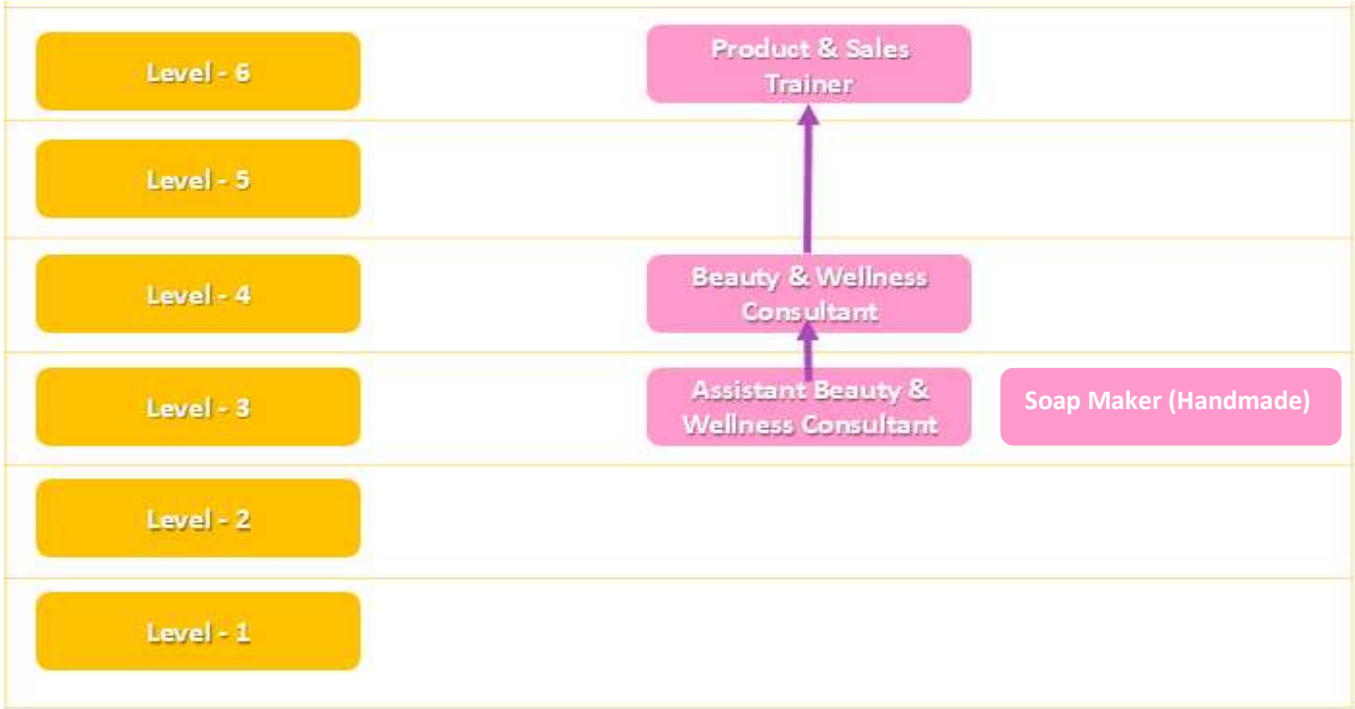
1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 21
5.	Estimated nos. of persons to be trained and employed: 500/year
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Yes

	If “No”, why: No, we do not have a Line Ministry
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Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors (<i>Mandatory</i>)	Annexure 1
2.	Annexure: List of tools and equipment relevant for qualification (<i>Mandatory, except in case of online course</i>)	Annexure 2
3.	Annexure: Detailed Assessment Criteria (<i>Mandatory</i>)	Annexure 6
4.	Annexure: Assessment Strategy (<i>Mandatory</i>)	Annexure 7
5.	Annexure: Blended Learning (<i>Mandatory, in case selected Mode of delivery is “Blended Learning”</i>)	Annexure 5
6.	Annexure: Multiple Entry-Exit Details (<i>Mandatory, in case qualification has multiple Entry-Exit</i>)	Yes
7.	Annexure: Acronym and Glossary (<i>Optional</i>)	Annexure 8
8.	Supporting Document: Model Curriculum (<i>Mandatory – Public view</i>)	Model Curriculum attached separately
9.	Supporting Document: Career Progression (<i>Mandatory - Public view</i>)	Attached below
10.	Supporting Document: Occupational Map (<i>Mandatory</i>)	Occupational Map attached separately
11.	Supporting Document: Assessment SOP (<i>Mandatory</i>)	Annexure 9
12.	Any other document you wish to submit:	-



Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	Limited Range of activities: • handle and store products in line with manufacturer's instructions and as safe for the product, also avoiding any damage to surroundings including others • promptly remove damaged and expired products from display and follow company procedures for dealing with those products • check that the display area is the right size for intended display and report any concerns promptly • identify and select suitable equipment and products required for the respective services • set up the equipment and prepare the products for services in adherence to the salon procedures and product/ equipment guidelines • sterilize, disinfect and place the tools on the tray as per organizational standards using recommended solutions and conditions • Conditions: Time, temperature, etc. • dispose waste materials safely and hygienically as per organizational standards • maintain first aid kit and keep oneself updated on the first aid procedures	As mentioned in the various performance criteria mentioned in the previous cell, an Assistant Beauty & Wellness Consultant works in a limited range of activities, follows routine and works in a predictable manner. The role holder is expected to carry out a limited range of activities routine and predictable in nature such as assisting the beauty wellness consultant to perform visual skin and hair analysis, discuss contra indications with the client and recommend products based on suitability and preference, provide customers product, promotion, and pricing information, answer basic client questions as per company policy, maintain a customer database, record of cash and bills, manage the product inventory and order products based on the inventory status, ensure proper display of products and dispose waste and expired products safely and correctly. Hence, NSQF Level is 3	3

	- accurately maintain accident reports - file routine reports and feedback		
Professional and Technical Skills/ Expertise/ Professional Knowledge	Basic facts, processes and principles: - various purpose of product displays - different brands having similar products - various products offered by the company, their prices, purpose and attributes - various hair and skin tests, their purpose and procedures and devices used \ - structure of skin, hair and nail - evaluation process for the potential places to put the display as per the design brief - process for setting up displays as per the safety and environmental standards - process of cleaning and storing materials and equipment used in displays and disposing of waste and expired products safely - methods of using labelling materials efficiently and effectively - attributes of combining light, colour, texture, shape and dimension to achieve the desired visual effect - different displaying styles and their importance - manufacturers' instructions related to products	As mentioned in the various knowledge and understanding criteria mentioned in the previous cell, an Assistant Beauty & Wellness Consultant needs to know Basic facts, processes and principles in trade of employment. The job holder is expected to exhibit an understanding of the basic facts, process and principles applied in the trade such as latest promotional schemes on various products, mapping of the client requirements with the products, knowledge of different brands having similar products, procedure for making reports, inventory and cash management knowledge, process of disposing of waste and expired products safely and process for setting up displays. Hence, NSQF Level is 3	3

	• hygiene, health and safety requirements in the organization • customer service principles including privacy and protection to modesty of the customers • salon's standards related to courtesy, behaviour and efficiency		
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Practical skill and routine work: • locate required products for clients in the store • narrow down options based on client priorities where client does not have a specific demand, present a small range of alternatives based on needs • perform visual analysis, discuss contra indications with the client and recommend products based on suitability, preference of client, company instructions, refer to supervisor when needed • pack products and process them as per organizational policy and practice, once products are purchased • organize and present promotional information, materials and product packs accurately, neatly and efficiently, as per requirements and instructions of the supervisor and organizational standards • update promotional database by inputting invoice and bill-back data as per organization standards and under supervisor instructions	As mentioned in the performance criteria & Professional Skills Criteria mentioned in the previous cell, an Assistant Beauty & Wellness Consultant is able to Recall and demonstrate practical skill, routine and repetitive in narrow range of application. The job holder is expected to be courteous, committed to service excellence, exhibit a pleasant personality, to recall and demonstrate practical skill, routine and repetitive in a narrow range of applications such as use customer centric approach to build customer relationships, deal with clients lacking the technical background, make decisions pertaining to the concerned area of work, plan and organize service feedback files/documents, maintain accurate records of clients, treatments and product stock levels. The job holder must also be able to periodically share knowledge acquired and practically	3

	• handle and store products in line with manufacturer's instructions and as safe for the product, also avoiding any damage to surroundings including others • check that the display area is the right size for intended display and report any concerns promptly • ensure the display elements are suited to the area • store and retrieve information in manual and electronics filing system as per requirement of the supervisor • operate office equipment related to own work safely and as per manufacturer's instructions	apply learning from feedback and other sources to improve one's output. Hence. NSQF Level is 3	
Broad Learning Outcomes/Core Skill	Communication, written and oral ability: • read policy and procedure documents, guidelines and memos in English and/or local language to interpret the gist correctly • read common organizational signage in English accurately • read simple emails, instructions, advertisements, brochures, manufacturer's labels, forms, formats and other common documents accurately • read and interpret correctly information about new products and services • check that the information on the labels are accurate	As mentioned in the various Performance Criteria & Core Skills Criteria in some of the points of the previous cell, an Assistant Beauty & Wellness Consultant requires skill to basic arithmetic and algebraic principles and personal banking. As mentioned in the various Knowledge criteria & Core Skills Criteria mentioned in the other points in the previous cell, An Assistant Beauty & Wellness Consultant is able to use language to communicate written and oral, with minimum required clarity, and requires a basic understanding of social and natural environment.	3

	• greet clients when they enter the retail outlet and direct them to the relevant counter based on their needs • provide product information on features, usage and benefits accurately • provide accurate and all relevant information on current and oncoming promotions that may benefit the customer • provide accurate pricing information as per clients' requirements, indicate any special promotional prices and/or discount schemes and loyalty benefits that may be applicable • answer basic client questions as per company policy • inform customer of return and exchange policies of the organization and as applicable to specific products • write an accident or incident report accurately in English • listen to and follow short, straight forward explanations and instructions in English • introduce oneself and one's role to customers and visitors, in English and the local language • speak or communicate with reasonable ease in structured situations and short conversations on familiar topics • use appropriate language, tone and gestures while interacting with clients	The job holder is expected to exhibit written and verbal communications skills, with minimum required clarity, skill of basic arithmetic principles and basic understanding of the social and natural environment such as use positive body language, abide by outlet regulations and code of conduct like presentation, grooming, client interaction, sensitivity to client's privacy and personal details, professional appearance, avoiding of inappropriate conversations, speak clearly and precisely in a courteous manner, develop a professional relationship with the client and maintain hygienic work environment. Hence, NSQF Level is 3	
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	from different cultural and religious backgrounds, age, disabilities and gender • communicate procedure related information to clients based on the sector's code of practices and organization's procedures/ guidelines • communicate role related information to stakeholders in a polite manner and resolve queries, if any • assist and guide clients to services or products based on their needs • report and record instances of aggressive/ unruly behaviour and seek assistance • use communication equipment (phone, email etc.) as mandated by your organization • carry out routine documentation legibly and accurately in the desired format		
Responsibility	Some responsibility for own work within defined limit: • handle and store products in line with manufacturer's instructions and as safe for the product, also avoiding any damage to surroundings including others • promptly remove damaged and expired products from display and follow company procedures for dealing with those products • direct customer for skin and hair testing and analysis using analyzer machines where required, as per	As mentioned in the various performance criteria mentioned in the previous cell, an Assistant Beauty & Wellness Consultant works under close supervision and demonstrates responsibility for own work within defined limit. The job holder is expected under close supervision of the beauty and wellness consultant to support sales and marketing by displaying cosmetic, hair care and rejuvenation products, selling, tracking, and reporting sales information to the beauty and wellness	3

	service provision and customer preference • adhere to the health and safety standards laid out by the manufacturer and organization • perform and adapt the services using materials, equipment and techniques correctly and safely to meet the needs of the client as per professional and organizational standards • complete the service to the satisfaction of the client in a commercially acceptable time, as per organization standards and client expectations Under close supervision • carry out labelling of products if that is not available or to be replaced based on supervisor instructions • organize and present promotional information, materials and product packs accurately, neatly and efficiently, as per requirements and instructions of the supervisor and organizational standards	consultant or manager. The job holder is expected to perform his/ her responsibility for own work within defined limits Hence, NSQF Level is 3	
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Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Product display stands with appropriate lights	NOS	2
2	Shelves and racks	Types	6
3	Mannequins (for wellness/beauty accessories)	NOS	4
4	Cleaning supplies	Set	8
5	Promotional and seasonal based infra & literature	Set	5
6	Skin Analyzer	NOS	2
7	Hair Analyzer	NOS	2
8	Product application tools (e.g., spatulas, brushes, applicators)	Set	30
9	Towels or tissues	NOS	15
10	Tissues box	set	8
11	Sanitizers/disinfectants	ML	500
12	Record Book	NOS	5
13	Computer	NOS	3
14	Printer	NOS	1
15	Scanner	NOS	1
16	Databases (CRM or sales record systems)	NOS	1
17	POS system (Point-of-Sale software/hardware)	NOS	2
18	Credit/debit card machine	NOS	2
19	UPI payment app/device	NOS	3

20	Disposable Masks	Bundle	4
21	Aprons	Each	1
22	Waste disposable bins	NOS	4

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Computer
2. Projector
3. Duster
4. Marker/Pen
5. Handbooks/Booklets
6. White Board

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Presta Academy of Beauty and Skills	Gurpreet Singh	Manager Director	SCO-1, Chhoti Baradari, Patiala	98881-66120	prestaskills@gmail.com	
2	Glizz Gurukulam Pvt. Ltd.	Bhargav Gokani	Honorary Director	"SHREE GIRIRAJ", Jyotinagar Main Road, Near Masoom School, Near Akashwani	+91 70964 50888	glizzgurukulam8@gmail.com	

				Chowk, University Road, Rajkot 360005			
3	Studio11 Pro-Academy	L.Shashidhar	Business Head		7337048847	shashidhar@studio11proacademy.com	
4	Personal Health care centre	Monika Sharma	Director	1/1, Sharma Garden, Behind Mohindra Service, Yamuna Nagar- 135001	9896233434	Monika.phcc@gmail.com	
5	Lee's International Beauty and Spa Institute	Leena Khandekar	Founder & Director	42/9, Kalpana Tarang, Flat No. 101, Next to Kalmadi House, Opp. Ranka Jewellers, Erandwane Karve Road, Pune-411004	9822333382	leesspa@gmail.com	
6	Anoo's	Nalini Thota	Principal	90, 3 rd and 4 th floors, sal plaza, red rose café lane, panjagutta main road somajiguda, Hyderabad-82	9959616119	school@anoos.com	
7	Glamifix	Lubna Sadaf	Centre Head	F/1 Chandaka Industrial Estate Next to trident academy	7377330033	info@glamific.com	
8	Skill medics institution	Dr. B. Nadeem	BAMS, Ayurvedic consultant	No 43, 1 st floor, M.M Road, Frazer Town, Bngalotre-560005	9900957878	Nadeem.cuppinh@gmail.com	
9	Ranjanas	Ashok Bhalero	Director	GB1, Karma, Near 24*7 Park (Home Town), LBS Road, Vikhroli (West), Mumbai	9833538053	Apurva.bhalero15@gmail.com	
10	Shri Naina International Makeup Academy	Manisha Suyal	Owner	1 st floor gayatri talkies Ratlam	7089128168	Manisha03suyal@gmail.com	

11	Mina Aesthetics	Dr. Mina Farheen Mohamad	Managing Director	201, JMS CNR Towers, Gokul Street, Srinagar	9381531681	drminaaesthetics@gmail.com	
12	Kj Selfie	Milan Joshi	Proprietor	11, Professor Colony, Bhawarkua, Main Road, Opp Veda Business Park, Indore	7024264363	kjschoolofbeauty@gmail.com	
13	Livart	Stephy Sebastian Vadakara	Academy head	Madukappilly Tower Pathadipalam, Edappally, P.O. Kalamassery, Kachi Kerala, Pin:682024	9633211161	livartbeautyacademy@gmail.com	
14	Indian Institute of Cosmetology, Trchology & Nutrition Pvt. Ltd.	Dr. Jhoumer Jaitly	CMD	Unit No. 201, 2 nd floor, shree Nityanand CHS Ltd, Shri Nityanand Nagar-1 Andheri East Mumbai- 400069	9820000030	info@iictn.org	
15	Sana Chouhan Makeup & Beauty	Sana Chouhan	Owner	2 nd floor, skoda showroom building, NH-1A, Jammu	7006430700	Sanachouhan13@gmail.com	
16	Triqos	Dipika Bhatti	Director	1418, excellent business hub opp. Venus Hospital lal Darwaja surat	9081666767	TRIQOSINTERNATIONAL@GMAIL.COM	
17	Somara Wellness	Saurabh Kumar	Director	1178, lotus pond, road no. 12, Banjara Hills, Hyderabad p	9704443214	somarawellness@gmail.com	
18	LIMCA	Nitin Gurbani	MD		9892119654	Gurbani.nitin@gmail.com	
19	Navodaya	Priti Singh	Coordinator	S 9/471 c, Naibasti, Pandeypur, Varanasi, Uttar Pradesh	8935053355	Pnp.navodaya@gmail.com	

20	Saffron	Mr. Atul B. Sharma	Director	Saffron square, 12/6, Mathura road, NH-2, Faridabad-121003	9205985140	director@saffroninstitute.in	
21	7 Star	Chanderkanta Chaudhary	C.E.O	Kamothe (Branch) Hangotri, Bldg, Shop No..1 Plot No. 9/10, sector 21, Opp. SBI Bank, Khandeshwar, Navi Mumbai-410209	9920685058	7starmakeover@gmail.com	

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2026-27	950	745	465	350	NA	NA
2027-28	1100	990	705	630	NA	NA
2028-29	2050	1500	1000	950	NA	NA

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
V3.0	2023-24	1517	1019	1009	NA	930	750	740	NA	NA	NA	NA	NA

	2024 -25	3004	1589	1582	NA	1300	1105	1035	NA	NA	NA	NA	NA
	2025 - 2026	254	26	20	NA	20	18	18	NA	NA	NA	NA	NA

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

1. PMKVY
2. DDUGKY
3. SANKALP

Content availability for previous versions of qualifications:

☒ Participant Handbook ☒ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available: English and Hindi

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline: Online Ratio
1	☐ Theory/ Lectures - Imparting theoretical and conceptual knowledge	NA	NA
2	☐ Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	NA	NA
3	☐ Showing Practical Demonstrations to the learners	NA	NA
4	☐ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	NA	NA
5	☐ Tutorials/ Assignments/ Drill/ Practice	NA	NA
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations	NA	NA
7	☐ On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	NA	NA

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
BWS/N4001 Arrange & Display products to promote sales	Arrange products for sale to clients				
	PC1. gather the product stock needed for the display and check that they are clean, safe and in good condition	2	3	0	2
	PC2. check that all the expected items and parts of the product are in the respective packages as per the given instruction	2	3	0	2
	PC3. remove all unwanted packaging to have a proper display of products	1	3	0	3
	PC4. check regularly that products on display are in a clean, safe and satisfactory condition	2	3	0	3
	PC5. handle and store products in line with manufacturer's instructions and as safe for the product, also avoiding any damage to surroundings including others	3	3	0	3
	PC6. promptly remove damaged and expired products from display and follow company procedures for dealing with those products	2	3	0	2
	PC7. check that the display area is the right size for intended display and report any concerns promptly	2	3	0	2
	PC8. ensure the display elements are suited to the area (Elements: Light, color, texture, composition, physical elements, services) ;(Suited: Safe, efficient, thematic, fit-for-purpose, feasible, right sized, shape)	1	2	0	2
	PC9. carry out labelling of products if that is not available or to be replaced based on supervisor instructions	2	3	0	2

	PC10. check that the information on the labels are accurate	1	2	0	2
	PC11. create a display that is fit for purpose based on foundational visual merchandising principles (Purpose: Awareness, purchase, sampling, registration, catch attention, etc.);(Principles: Safety, focal point, visually appealing, flow, eye catching, colour complementarity)	2	3	0	3
	PC12. report any information on labels that may be objectionable or not clear	1	2	0	2
	PC13. present promotional material in an orderly, attractive and effective manner along with product displays	2	3	0	3
	PC14. dispose waste and expired products safely and correctly	1	2	0	2
	PC15. use safe work methods to produce displays and use manufacturers instructions when positioning products together	1	2	0	2
	Total Marks	25	40	0	35
BWS/N4022 Implement special promotional offers during seasonal events	Perform special promotional offers during seasonal events				
	PC1. receive and understand instructions from the supervisor regarding seasonal promotions, offers, or sales campaigns	1	4	0	3
	PC2. prepare and arrange promotional materials such as posters, banners, shelf-talkers, and display stands as per instructions	2	4	0	3
	PC3. assist in preparing promotional displays, including organizing products, props, signage, and decorations based on the seasonal theme (e.g., festivals, New Year, wedding season)	2	4	0	4
	PC4. ensure promotional displays are attractive, safe, and accessible for customer interaction	2	4	0	4
	PC5. communicate clearly with customers about the promotional offer, including duration, discounts, festival kits, free samples, etc	2	5	0	3

	PC6. assist customers in selecting promotional products or services that suit their preferences and needs.	2	3	0	3
	PC7. ensure promotional price tags, product labels, and banners are correctly placed and free from error or ambiguity	2	4	0	3
	PC8. monitor the condition and stock of promotional products throughout the event and replenish or report shortages as necessary	2	5	0	3
	PC9. record customer interest and feedback related to the promotions and share observations with the supervisor	1	4	0	3
	PC10. maintain hygiene, safety, and tidiness in the promotional display area	1	2	0	2
	PC11. follow organizational protocols for handling promotional codes, billing offers, and loyalty schemes during transactions	1	2	0	2
	PC12. support cross-selling and up-selling where applicable during promotional events	1	2	0	1
	PC13. participate in post-event stock reconciliation and feedback reporting	1	2	0	1
	Total Marks	20	45	0	35
BWS/N4023 Provide personalized skin & hair analysis for the clients	Client Consultation & Preparation				
	PC1. greet the client professionally and ensure a comfortable environment for consultation	1	2	0	1
	PC2. collect relevant client information such as age, lifestyle, current products, medical history, and skin/hair concerns	1	2	0	1
	PC3. explain the purpose and process of the analysis, maintaining transparency and gaining consent	1	2	0	2
	PC4. use sanitized tools and follow hygiene protocols throughout the consultation process	1	2	0	1
	Skin Analysis				
	PC5. examine the client's skin type (normal, dry, oily, combination, sensitive) using visual and tactile methods	1	2	0	2

	PC6. identify and assess skin conditions such as acne, pigmentation, wrinkles, dehydration, or sensitivity	1	2	0	2
	PC7. use appropriate tools such as magnifying lamp, Wood's lamp, skin scanner, or analyzer device (if available)	1	2	0	1
	PC8. record observations systematically and match findings to standard skin classification systems	1	2	0	1
	Hair & Scalp Analysis				
	PC9. evaluate hair type (straight, wavy, curly, coily) and texture (fine, medium, coarse)	1	2	0	2
	PC10. assess scalp condition—normal, oily, dry, itchy, dandruff-prone, or inflamed	1	2	0	2
	PC11. identify hair concerns such as hair fall, breakage, split ends, dryness, or frizz	1	2	0	2
	PC12. use tools such as magnifying glass, or scalp analyzers as per availability	1	3	0	2
	PC13. document findings with clear notes or photographs (if organizational policy allows)	1	3	0	2
	Analysis Interpretation & Recommendations				
	PC14. interpret the results to determine skin and hair needs, concerns, and goals	1	2	0	1
	PC15. recommend suitable products and treatments based on analysis—e.g., hydration, repair, anti-aging, dandruff control	1	2	0	2
	PC16. advise on lifestyle factors (diet, water intake, sleep, sun exposure) that impact skin and hair health	1	3	0	2
	PC17. explain any precautions or pre/post-care required for suggested treatments or product use.	1	3	0	3
	Client Communication & Data Handling				
	PC18. communicate findings and suggestions in simple, client-friendly language	1	2	0	2
	PC19. handle client information confidentially and store records securely	1	3	0	2
	PC20. seek feedback and clarify any doubts the client may have about the analysis or recommendations	1	2	0	2

	Total Marks	20	45	0	35
BWS/N4024 Assist clients in selecting appropriate products based on their skin and hair type	Select appropriate products based on client's skin and hair type				
	PC1. greet the client politely and initiate a conversation to understand their basic needs, preferences, and concerns related to skin and hair	2	3	0	2
	PC2. ask relevant questions to identify the client's skin type (e.g., oily, dry, combination, sensitive) and hair type (e.g., curly, straight, chemically treated, dandruff-prone) to recommend right products	2	4	0	3
	PC3. observe and assess the client's skin condition visually and through touch (if permitted), focusing on identifying visible signs such as dryness, oiliness, breakouts, or sensitivity	2	5	0	3
	PC4. identify contraindications such as allergies, scalp infections, skin sensitivities, or recent cosmetic procedures	2	4	0	4
	PC5. refer to product labels, instructions, and organizational guidelines to determine the suitability of products for the client's profile	2	3	0	3
	PC6. recommend suitable product options aligned with the client's skin/hair needs, budget, and preferences	2	4	0	3
	PC7. explain the benefits, ingredients, usage instructions, and possible side effects of the recommended products in simple terms	1	4	0	3
	PC8. offer sample products, testers, or patch tests if applicable, and check client comfort before recommending full-size purchase	2	4	0	4
	PC9. advise on a basic skincare routine and frequency of use for the suggested products to support long-term results	2	3	0	3
	PC10. escalate or refer to the senior consultant or supervisor if the client presents complex conditions or requires specialized care	2	3	0	3
	PC11. maintain hygiene, politeness, and	2	3	0	3

	confidentiality throughout the consultation process				
	PC12. record the products recommended and any feedback provided by the client for future reference	1	2	0	2
	Total Marks	22	42	0	36
BWS/N4025 Demonstrate usage of beauty and wellness products	Usage of beauty and wellness products				
	PC1. explain the product's purpose, key ingredients, usage benefits, and any precautions as per manufacturer's instructions	2	3	0	3
	PC2. show the correct method of product application—step-by-step—such as how much to use, how to apply, duration of use, and removal technique if applicable	3	4	0	4
	PC3. use clean tools and maintain hygiene and safety protocols while demonstrating the product	2	3	0	3
	PC4. explain the do's and don'ts of product use, including what to avoid before and after use	3	5	0	4
	PC5. highlight any organic, natural, or chemical-free features of the products	3	5	0	4
	PC6. offer sample applications (e.g., on hand, strand of hair, or patch test) as per organizational policy and client comfort	3	5	0	4
	PC7. address client questions and clarify doubts related to the product's usage, expected results, and frequency of use	2	4	0	3
	PC8. advise the client on follow-up or complementary products for enhanced results (if applicable)	3	4	0	4
	PC9. ensure the client is informed about storage instructions and product shelf-life	2	3	0	3
	PC10. record client feedback on the product demonstration and escalate any complaints or adverse reactions to the supervisor	2	4	0	3
	Total Marks	25	40	0	35
	Administrative and Sales Support Tasks				

2BWS/N4003- Execute administrative and billing tasks to facilitate product sales	PC1. update client information and sales records accurately in physical or digital formats as per organizational protocols	1	2	0	1
	PC2. prepare and organize promotional materials, product packs, and information sheets as instructed	1	2	0	1
	PC3. input promotional, invoice, and billing data into databases as per supervisor's instructions	2	2	0	2
	PC4. store and retrieve client and sales information in a systematic and secure manner	1	2	0	2
	PC5. maintain accurate records of cash, bills, receipts, and promotional data	1	2	0	2
	PC6. assist in managing refunds or replacements following company policy and proper documentation	1	3	0	2
	PC7. monitor stock levels, update product inventory, and raise restock requests as instructed	1	2	0	1
	PC8. submit daily summaries or activity reports to supervisors in the required format and timelines	1	2	0	1
	PC9. clarify unclear tasks with the supervisor and ensure satisfactory task completion	1	2	0	1
	PC10. follow standard safety procedures and approved work protocols while carrying out administrative tasks	1	2	0	2
	PC11. operate office equipment (e.g., computer, printer, scanner) as per manufacturer guidelines	1	2	0	2
	PC12. adhere to data security and confidentiality protocols in handling client and sales data	1	2	0	2
	PC13. store and retrieve supplies and documents neatly to minimize damage or misplacement	1	2	0	2
	Point-of-Sale (POS) and Billing				
	PC14. generate and process bills using the POS system for purchased products/services	1	2	0	2
	PC15. handle payments through cash, credit/debit card, or UPI as per company guidelines	2	3	0	2
	PC16. provide receipts or confirmation messages to customers and return change where applicable	2	3	0	2

	PC17. record all transactions accurately and reconcile cash and digital payments daily	1	2	0	2
	PC18. assist with refund/exchange processing and update POS accordingly	1	2	0	2
	PC19. report transaction or billing errors promptly to the supervisor or relevant authority	1	2	0	2
	PC20. maintain hygiene and data security while handling the POS and financial instruments	1	2	0	1
	Total Marks	23	43	0	34
BWS/N9002 Maintain health and safety at the workplace	Maintain health and safety at the workplace				
	PC1. ensure proper supply of Personal Protective Equipment such as tissues, antibacterial soaps, alcohol-based hand cleansers, triple layered surgical face masks, gloves, etc. for the employees and clientele	3	5	0	2
	PC2. ensure maintaining basic hygiene and keep proper distance between the clientele to avoid any kind of cross infection, basic hygiene such as wearing disposable N-95/ triple layered surgical face mask, gloves, apron, washing/ sanitizing hands & taking bath at regular intervals, etc.	3	4	0	2
	PC3. set up and position oneself, equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements	3	4	0	2
	PC4. clean and sterilize all tools and equipment before and after use	3	4	0	2
	PC5. maintain one's posture and position to minimize fatigue, risk of injury and chances of cross infection	3	4	0	2
	PC6. dispose waste materials in accordance to the industry accepted standards	3	4	0	2
	PC7. maintain first aid kit and keep oneself updated on the first aid procedures	3	4	0	2
	PC8. identify and document potential risks and hazards in the workplace	3	4	0	2
	PC9. accurately maintain accident reports	3	4	0	2

	PC10. report health and safety risks/ hazards to concerned personnel	3	4	0	2
	PC11. use tools, equipment, chemicals and products in accordance with the guidelines and manufacturers' instructions	3	4	0	2
	Total Marks	33	45	0	22
BWS/N9003 Create a positive impression at the workplace	Appearance and Behavior				
	PC1. ensure maintaining good health and personal hygiene such as sanitized hands, neatly tied and covered hair, clean nails, etc.	2	3	0	1
	PC2. meet the organization's standards of grooming (courtesy, behavior and efficiency) such as engaging with clients with no gender stereotyping, positioning self and client in a manner, to ensure privacy, comfort and well-being of all the genders throughout the services, etc.	2	3	0	1
	PC3. stay free from intoxicants while on duty	1	2	0	1
	PC4. wear and carry organization's uniform and accessories correctly and smartly by sanitizing it in hot water with detergent and bleach	2	2	0	2
	Task execution as per organization's standards				
	PC5. take appropriate and approved actions in line with instructions and guidelines	2	2	0	1
	PC6. participate in workplace activities as a part of the larger team	2	3	0	1
	PC7. report to supervisor immediately in case there are any work issues	2	2	0	1
	PC8. use appropriate language, tone and gestures while interacting with guests from different cultural and religious backgrounds, age, disabilities and gender	2	3	0	1
	PC9. improve upon existing techniques of services by updating skills, such as, learning about digital technologies (by using digital platform for booking an appointment, making bills & payments, collecting feedback); financial literacy (opening savings bank	2	3	0	1

	accounts, linking Aadhaar card to bank account, using various e-commerce platforms); self-ownership, etc.				
	Communication and Information record				
	PC10. communicate procedure related information to guests based on the sectors code of practices and organizations procedures/ guidelines	2	3	0	1
	PC11. communicate role related information to stakeholders in a polite manner and resolve queries, if any	2	2	0	1
	PC12. assist and guide guests to services or products based on their needs	2	3	0	1
	PC13. report and record instances of aggressive/ unruly behavior and seek assistance	2	2	0	1
	PC14. use communication equipment (phone, email etc.) as mandated by the organization	2	2	0	1
	PC15. carry out routine documentation (such as recording details related to employee's tasks, services taken and feedback given by clients) legibly and accurately in the desired format	2	2	0	1
	PC16. maintain confidentiality of information, as required, in the role	2	3	0	1
	PC17. communicate the internalization of gender & its concepts at work place	2	3	0	1
	PC18. conduct various workshops for the employees at workplace; using range of technologies that aid PwDs at the workplace, etc.	2	3	0	1
	Total Marks	35	46	0	19
DGT/VSQ/N0102	Introduction to Employability Skills				
Employability Skills (60 hours)	PC1. identify employability skills required for jobs in various industries	0	0.5	0	0.5
	PC2. identify and explore learning and employability portals	0.5	0	0	0.5
	Constitutional values – Citizenship				
	PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship,	0	0.5	0	0.5

	responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.				
	PC4. follow environmentally sustainable practices	0	0.5	0	0.5
	Becoming a Professional in the 21st Century				
	PC5. recognize the significance of 21st Century Skills for employment	0.5	0	0	0.5
	PC6. practice the 21st Century Skills such as SelfAwareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	0	0.5	0	0.5
	Basic English Skills				
	PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	0.5	0.5	0	0.5
	PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	0.5	0	0	0.5
	PC9. write short messages, notes, letters, e-mails etc. in English	0	0.5	0	0.5
	Career Development & Goal Setting				
	PC10. understand the difference between job and career	0.5	0	0	0.5
	PC11. prepare a career development plan with short- and long-term goals, based on aptitude	0	0.5	0	0.5
	Communication Skills				
	PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	0	0.5	0	0.5
	PC13. work collaboratively with others in a team	0	0.5	0	0.5
	Diversity & Inclusion				
	PC14. communicate and behave appropriately with all genders and PwD	0	0.5	0	0.5
	PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	0	0.5	0	0.5
	Financial and Legal Literacy				

	PC16. select financial institutions, products and services as per requirement	0	0.5	0	0.5
	PC17. carry out offline and online financial transactions, safely and securely	0.5	0	0	0.5
	PC18. identify common components of salary and compute income, expenses, taxes, investments etc	0.5	0	0	0.5
	PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	0.5	0	0	0.5
	Essential Digital Skills				
	PC20. operate digital devices and carry out basic internet operations securely and safely	0	1.5	0	0.5
	PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	0	1	0	0.5
	PC22. use basic features of word processor, spreadsheets, and presentations	0.5	0	0	0.5
	Entrepreneurship				
	PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	0.5	0	0	0.5
	PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	0.5	2	0	0.5
	PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	0.5	0	0	0.5
	Customer Service				
	PC26. identify different types of customers	0.5	2	0	0.5
	PC27. identify and respond to customer requests and needs in a professional manner.	0.5	0	0	0.5
	PC28. follow appropriate hygiene and grooming standards	0.5	0	0	0.5
	Getting ready for apprenticeship & Jobs				
	PC29. create a professional Curriculum vitae (Résumé)	0.5	2	0	0.5

	PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	0	3	0	0.5
	PC31. apply to identified job openings using offline /online methods as per requirement	0	3	0	0.5
	PC32. answer questions politely, with clarity and confidence, during recruitment and selection	0.5	3	0	0.5
	PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	0.5	1.5	0	0
	Total Marks	9	25	0	16
Grand Total		212	371	0	267

Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

<1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module (which covers the job profile of Product and Sales Consultancy) will be assessed separately.
2. The candidate must score 60% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
 -
4. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment
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Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf