



## QUALIFICATION FILE

### Nail Technician

☒ 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: 4

Submitted By:

Beauty & Wellness Sector Skill Council

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## Section 1: Basic Details

1.	<b>Qualification Name</b>	Nail Technician	
2.	<b>Sector/s</b>	Beauty & Wellness	
3.	<b>Type of Qualification:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> <b>Has Electives/Options</b> <input type="checkbox"/> OEM	<b>NQR Code &amp; version of existing/previous qualification:</b> (change to previous, once approved) <b>NQR Code:</b> 2022/BW/BWSSC/06582 <b>Version:</b> 3.0	<b>Qualification Name of existing/previous version:</b> Nail Technician, V3.0
4.	<b>a. OEM Name</b> <b>b. Qualification Name</b> (Wherever applicable)	NA	
5.	<b>National Qualification Register (NQR) Code &amp;Version</b> (Will be issued after NSQC approval)	<b>NQR Code:</b> QG-04-BW-065822025-V2-BWSSC <b>Version:</b> 4.0	<b>6. NCrF/NSQF Level:</b> 4
7.	<b>Award (Certificate/Diploma/Advance Diploma/ Any Other</b> (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate	
8.	<b>Brief Description of the Qualification</b>	A Nail Technician performs various services such as manicure, pedicure, advanced nail care services like nail art, nail enhancement, nail overlay, gel polish application, refilling, and nail electric nail drilling by maintaining health, safety and hygiene at workplace. The Nail Technician needs to be knowledgeable on the nail structure and various nailcare products and services.	

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	10th grade pass	two years of any combination of NTC/NAC/CITS or equivalent in the domain of nailcare services
		2	10th grade pass	3-year relevant experience in the field of nailcare industry
		3	11th grade pass	1.5-year relevant experience in the field of nailcare industry
		3	Previous relevant Qualification of NSQF Level 3	3-year relevant experience in the field of nailcare industry
		4	Previous relevant Qualification of NSQF Level 3.5	1.5-year relevant experience in the field of nailcare industry
		b. Age: 18 years		
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	15	11. Common Cost Norm Category (I/II/III) (wherever applicable): II	

12.	<b>Any Licensing requirements for Undertaking Training on This Qualification</b> ( <i>wherever applicable</i> )	NA																							
13.	<b>Training Duration by Modes of Training Delivery</b> ( <i>Specify <b>Total Duration</b> as per selected training delivery modes and as per requirement of the qualification</i> )	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <table border="1"> <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>134</td> <td>256</td> <td>60</td> <td>-</td> <td>450</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)	134	256	60	-	450	Online					
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Online																									
14.	<b>Aligned to NCO/ISCO Code/s</b> ( <i>if no code is available mention the same</i> )	NCO-2015/5142.9900																							
15.	<b>Progression path after attaining the qualification</b> ( <i>Please show Professional and Academic progression</i> )	Nail Technician, Nail Art Specialist, Salon Manager, Nail Educator/Trainer, Product Educator, Nail Product Sales Representative																							
16.	<b>Other Indian languages in which the Qualification &amp; Model Curriculum are being submitted</b>	Hindi																							
17.	<b>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>URLs of similar Qualifications:</b>																							
18.	<b>Is the Job Role Amenable to Persons with Disability</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If "Yes", specify applicable type of Disability:</b> Deaf																							
19.	<b>How Participation of Women will be Encouraged</b>	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.	<b>Are Greening/ Environment Sustainability Aspects Covered</b> ( <i>Specify the NOS/Module which covers it</i> )	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No BWS/N9001, BWS/N9002																							
21.	<b>Is Qualification Suitable to be Offered in Schools/Colleges</b>	<b>Schools</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Colleges</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																							

22.	<b>Name and Contact Details of Submitting / Awarding Body SPOC</b> <i>(In case of CS or MS, provide details of both Lead AB &amp; Supporting ABs)</i>	<b>Name:</b> Ms. Monica Bahl <b>Email:</b> <a href="mailto:ceo@bwssc.in">ceo@bwssc.in</a> <b>Contact No.:</b> 011 – 40342940/42/44/45 <b>Website:</b> <a href="https://www.bwssc.in/">https://www.bwssc.in/</a>	
23.	<b>Final Approval Date by NSQC:</b> 18-11-2025	<b>24. Validity Duration:</b> 3 years	<b>25. Next Review Date:</b> 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.	Prepare and maintain work area	BWS/N9001 V5.0	Core	3	1	10	20	-	-	30	30	47	-	23	100	10
2.	Perform manicure and pedicure services	BWS/N0401 V10.0	Core	3	1	10	20	-	-	30	25	50	-	25	100	10
3.	Perform gel polish application	BWS/N0407 V4.0	Core	4	1	10	20	-	-	30	15	43	-	42	100	10
4.	Provide nail enhancement services using UV gel nails and (liquid and powder) acrylic nails	BWS/N0415 V5.0	Core	3	2	20	40	-	-	60	25	45	-	30	100	10
5.	Perform Refill	BWS/N0406 V5.0	Core	3	1	10	20	-	-	30	24	42	-	34	100	10
6.	Provide Nail Art Services	BWS/N0404 V5.0	Core	4	2	20	40	-	-	60	15	43	-	42	100	10

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)
7.	Perform electric nail drilling	BWS/N0408 V4.0	Core	4	1	10	20	-	-	30	26	42	-	32	100	10
8.	Maintain health and safety at the workplace	BWS/N9002 V5.0	Non-Core	3	1	10	20	-	-	30	33	45	-	22	100	10
9.	Create a positive impression at the workplace	BWS/N9003 V5.0	Non-Core	3	1	10	20	-	-	30	35	46	-	19	100	10
10.	Employability Skills	DGT/VSQ/N0102 V1.0	Non-Core	4	2	24	36	-	-	60	09	25	-	16	50	10
11.	On-the-Job Training (Mandatory)				2	0	0	60	-	60	-	-	-	-	-	-
<b>Duration (in Hours) / Total Marks</b>					<b>15</b>	<b>134</b>	<b>256</b>	<b>60</b>	<b>-</b>	<b>450</b>	<b>237</b>	<b>428</b>	<b>-</b>	<b>285</b>	<b>950</b>	<b>100</b>



**Assessment - Minimum Qualifying Percentage**Please 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.	<b>Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	12th pass with Advance Diploma in Nailcare Services or certified in relevant CITS course 3 years of sector specific experience and 1 years of training experience
2.	<b>Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	Graduate with 5 years' experience in Nail (min 2 years as a trainer)
3.	<b>Tools and Equipment Required for Training</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	<b>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</b>	

**Section 4: Assessment Related**

1.	<b>Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	Graduate with specialization and Advance Diploma in Yoga or certified in relevant CITS course with 4 years of experience.
2.	<b>Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	NA

3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	NA
4.	<b>Assessment Mode (Specify the assessment mode)</b>	Offline
5.	<b>Tools and Equipment Required for Assessment</b>	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> 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.	<b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b> Yes
2.	<b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b> The Skill Gap Study Report for Nail Technicians in India reveals a growing demand for qualified professionals in the beauty sector. Currently valued at INR 5,000 crore, the industry is projected to double by 2026, with the workforce expected to expand from 15,000 to 50,000 by 2030. Factors driving this growth include rising beauty consciousness and the integration of nail services in wellness programs. To address the skill gap, standardized training programs focusing on advanced techniques and client care are essential. The Skill Sector Council (SSC) will oversee the development of a Qualification Pack aimed at enhancing training quality and ensuring a skilled workforce for the evolving industry.
3.	<b>Government /Industry initiatives/ requirement (Yes/No):</b> Yes
4.	<b>Number of Industry validation provided:</b> 21
5.	<b>Estimated nos. of persons to be trained and employed:</b> 500/year
6.	<b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> Yes If "No", why: No, we do not have a Line Ministry

## Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

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

## 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
<b>Professional Theoretical Knowledge/Process</b>	<p><b>Work in familiar, predictable, routine, situation of clear choice</b></p> <ul style="list-style-type: none"> <li>• Select suitable equipment and products required for the treatment</li> <li>• Set up of equipment and prepare the products for treatments in adherence to the organization procedures and product/ equipment guidelines</li> <li>• Remove any existing nail polish</li> <li>• Check the desired length and shape with the client</li> <li>• File the nails ensuring the nail's free edge is left smooth and shaped to required length according to the client's needs</li> <li>• Remove dirt in the underside of the nails</li> <li>• Use suitable cuticle tools and products safely and effectively to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged</li> <li>• Use specialized hand and nail treatments to improve the appearance of the client's skin and nails</li> <li>• Use smooth and even massage techniques and pressure to meet the client's needs</li> </ul>	<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 nail drilling, 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 work of familiar, predictable and routine nature within situations of clear choice, 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 nail drilling/ 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</p>	4

	<ul style="list-style-type: none"> <li>• Apply sufficient base coat, polish coats and top coats for the desired finish</li> <li>• Check that the nail finish is left with smooth and even texture and colour, with the cuticle and nail wall free enamel</li> <li>• Plan and prepare for the liquid and powder nail enhancement acrylic nail extensions) Identify the condition of the nails and skin and any corrective work to suit the client's natural nail shape and condition</li> <li>• Prepare the nail plate by removing skin debris, filing the free edge to remove shine and dehydrate the natural nail</li> <li>• Perform buffing techniques correctly and seal to create a high shine finish</li> <li>• Plan and prepare for the nail extensions (UV gel)</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>• Cut, shape and position tips</li> <li>• Dehydrate the natural nail</li> <li>• Repair UV gel enhancements</li> </ul>	<p>restore and finish the overlay leaving a smooth &amp; even surface on the overlayand 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 nail drilling etc. Therefore the job holder can't be placed at Level 3</p>	
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<b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>	<b>Factual knowledge of field of knowledge or study</b> <ul style="list-style-type: none"> <li>• Types of products, materials and equipment required for the nail care services</li> <li>• Process and products to sterilize and disinfect equipment/ tools</li> <li>• Knowledge of the structure, function, characteristics of nail and process of nail growth</li> <li>• Knowledge of the structure and function of the skin</li> </ul>	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 nail drilling techniques The job holder is expected to exhibit factual knowledge of the field of knowledge of Nail Care such as knowledge of applicable legislation relating to the workplace/ structure/	4

	<ul style="list-style-type: none"> <li>• Knowledge of bones of lower leg and foot</li> <li>• Knowledge of bones of the wrist, hands fingers and forearm</li> <li>• Knowledge of structure and functions of the lymphatic vessels of the lower leg, foot, hand and arm Knowledge of arteries and veins of lower leg, foot, hand and arm</li> <li>Knowledge of muscles of the lower leg, foot, hand and arms</li> <li>• Knowledge of nail diseases and disorders</li> <li>• Knowledge of nail and skin analysis by visual/manual examination to identify treatable conditions and contra indications restricting or preventing treatment</li> <li>• Knowledge of products and tools suitable to carry the procedure (exfoliate, enamel remover, nail enamels, cuticle cream, pedicure clipper, foot scrapper, nailbrush, nail file, cuticle nippers, cuticle knife, emery boards, nail scissors, nail clippers)</li> <li>• Knowledge of pedicure and manicure techniques (filing, buffing, application of cuticle cream, removal of cuticle)</li> <li>• Knowledge of basic anatomy, physiology and pathology for nail treatments Knowledge of basic contraindications, contra actions, treatment plans</li> <li>• Knowledge of applicable legislation relating to the workplace (for example</li> </ul>	<p>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 nail drilling 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 Nail care 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</p>	
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	health and safety, workplace regulations, use of work equipment, handling/ storage/ disposal/ cautions of use of products, fire precautions, hygiene practice, disposal of waste, environmental protection.	Haircare services, it cannot be pegged at level 3.  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 technique for designing for nails and the effects of these treatments on the Nail structure. Hence, it can't be pegged at level 5	
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<b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b>	<b>Demonstrate practical skill, routine and repetitive</b> <ul style="list-style-type: none"> <li>• Set up of equipment and prepare the products for treatments in adherence to the organization procedures and product/ equipment guidelines</li> <li>• Store records, materials and equipment securely in line with the organization's policies</li> <li>• Record customers' discussions in the call logs</li> <li>• Record the therapy accurately and store information securely in line with the organization's policies</li> <li>• Maintain accurate records of client, treatments, operating and closing checklists, product stock status</li> <li>• Document and store client and treatment records in a secure environment</li> <li>• Use specialized hand and nail treatments to improve the appearance of the client's skin and nails</li> <li>• Select suitable equipment and products required for the treatment</li> <li>• Knowledge of basic contraindications, contra actions, treatment plans Ensure that environmental conditions are suitable for the client and the treatment to be carried out in a hygiene and safe environment</li> <li>• Prepare the client and provide suitable protective apparel</li> <li>• Clarify the client's understanding and expectation prior to commencement of procedure</li> </ul>	<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 recall and demonstrate practical skills, which are routine and repetitive in a narrow range of application 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</p>	4
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	<ul style="list-style-type: none"> <li>• Position self and client throughout procedure to ensure privacy, comfort and wellbeing</li> <li>• Perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client</li> <li>• Use specialized hand and nail treatments to improve the appearance of the client's skin and nails</li> <li>• Check the client's wellbeing throughout the service and giving the necessary reassurance</li> <li>• Ensure the client and you have understood the treatment objective and plan.</li> </ul>	<p>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 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>	
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		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	
<b>Broad Learning Outcomes/Core Skill</b>	<b>Communication- written or oral</b> <ul style="list-style-type: none"> <li>• Discuss task lists, schedules, and work-loads with co-workers</li> <li>• Question customers appropriately in order to understand the nature of the problem and make a diagnosis</li> <li>• Give clear instructions to customers</li> <li>• Keep customers informed about progress</li> <li>• Avoid using jargon, slang or acronyms when communicating with a customer, unless it is required</li> <li>• Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</li> <li>• Use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender</li> <li>• Communicate procedure related information to clients based on the sector's code of practices and organisation's procedures/ guidelines</li> </ul>	<p>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.</p> <p>The job holder is expected to exhibit effective oral communication skills (including awareness of vernacular language) so as to have pleasant and engaging conversations with the clients while introducing them to the nailcare treatment or conducting the treatment on them. The job holder is also expected to display required clarity in oral as well as written communication as well as basic arithmetic/ algebraic awareness to calculate price of nailcare treatment services, differential pricing as per various types of products</p>	3

	<ul style="list-style-type: none"> <li>• Communicate role related information to stakeholders in a polite manner and resolve queries, if any</li> <li>• Use communication equipment (phone, email, etc.) as mandated by your organization</li> <li>• Ability to speak, read and write in the local vernacular language and english</li> <li>• Appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender</li> <li>• Kinds of communication equipment (email, phone, etc.) available and their effective use</li> <li>• Write memos and e-mail to customers, co-workers, and vendors to provide them with work updates and to request appropriate information without english language errors regarding grammar or sentence construct</li> </ul> <p><b>Skill to basic arithmetic and algebraic principles</b></p> <ul style="list-style-type: none"> <li>• Store records, materials and equipment securely in line with the organization's policies</li> <li>• Document call logs, reports, task lists, and schedules with co-workers</li> <li>• Prepare status and progress reports</li> <li>• Use the existing data points for improving the call resolution time</li> <li>• Use the existing data points to generate required reports for business</li> </ul>	<p>used, as per end desired end result of treatment and per the time required to conclude the treatment etc., document call logs/reports/task lists/schedules, knowledge of drafting memos and e-mail providing work updates and enquiring relevant information's without language errors. The incumbent must understand the social, political and natural environment 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</p>	
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	<p><b>Basic understanding of social political and natural environment</b></p> <ul style="list-style-type: none"> <li>• Maintain good health and personal hygiene</li> <li>• Comply with organisation's standards of grooming and personal behavior</li> <li>• Meet the organisation's standards of courtesy, behavior and efficiency</li> <li>• Stay free from intoxicants while on duty</li> <li>• Wear and carry organisation's uniform and accessories correctly and smartly</li> <li>• Participate in workplace activities as a part of the larger team</li> <li>• Use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender Assist and guide clients to services or products based on their needs</li> <li>• Maintain confidentiality of information, as required, in the role</li> <li>• Appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender</li> <li>• Read about new products and services with reference to the organization and also from external forums such as websites and blogs</li> <li>• Keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets</li> <li>• Keep customers informed about progress</li> <li>• Avoid using jargon, slang or acronyms</li> </ul>	<p>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 products/ services etc., that's why s/he can't be placed at level 5.</p>	
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	<p>when communicating with a customer, unless it is required Question customers appropriately in order to understand the nature of the problem and make a diagnosis</p> <ul style="list-style-type: none"> <li>• Manage relationships with customers who may be stressed, frustrated, confused, or angry</li> <li>• Build customer relationships and use customer centric approach</li> </ul>		
<b>Responsibility</b>	<p><b>Responsibility for own work and learning</b></p> <ul style="list-style-type: none"> <li>• Read about new products and services with reference to the organization and also from external forums such as websites and blogs</li> <li>• Keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets</li> <li>• Read comments, suggestions, and responses to frequently asked questions (FAQs) posted on the helpdesk portal oral communication (listening and speaking skills)</li> <li>• Make decisions pertaining to the concerned area of work</li> <li>• Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</li> <li>• Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</li> </ul>	<p>The individual is responsible to independently perform the various Nail care services and specialize in Nail Art &amp; Nail enhancement procedures. The Nail Technician is a professionally trained individual who specializes in Nail Art &amp; Nail enhancement procedures. S/he is responsible for own work &amp; learning as 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</p>	4

	<ul style="list-style-type: none"> <li>• Deal with clients lacking the technical background to solve the problem on their own</li> <li>• Participate in self developmental training activities to enhance one's knowledge of salon performance standards and applicable health and safety legislative requirements</li> <li>• Plan and organize service feedback files/documents</li> <li>• Plan and manage work routine based on salon procedure</li> <li>• Accept feedback in a positive manner and develop on the shortcomings</li> </ul>	<p>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>	
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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	Nail Art Brush Set	Nos	4
2	Tip Clipper	Nos	4
3	Tools Sterilizer	Nos	1
4	Equipment Trolleys	Nos	4
5	Model/Client Chairs	Nos	4
6	Cuticle Nipper	Nos	4



7	Gel Nail Brush Set Of 2	Nos	4
8	Nail Art Display Stand	Nos	2
9	Hand Rest	Nos	4
10	Table Lamps	Nos	4
11	Manicure Trolley	Nos	4
12	Pedicure Tub	Nos	4
13	Nail Drill Machines 30000 Rpm	Nos	4
14	Technician Stools	Yes	4
15	Uv Lamps 36 W	Nos	4
16	Nail Tables	Nos	4
17	Loose Tips (1-10) Pk of 50	Pair	30
18	Tips Xlarge (Toes)-80 Tips	Nos	6
19	Tips Large Pack - 200 Tips	Nos	8
20	Instant Nail Glue 3 Gm	Pieces	10
21	Nail Juice Top Coat	Pieces	10
22	UV Base Coat 15ml	Pieces	5
23	UV Clear Thick Gel1oz	Pieces	10
24	UV Gel Polish 15ml	Pieces	15
25	Cuticle Oil	Pieces	10
26	Acetone Free Remover (5 Lit)	Litres	2
28	Sculpting Nail Forms (Roll Of 500)	Pieces	2
29	Nail Prep/Primer	Pieces	6
30	Uv Top Coat 15ml	Pieces	6
31	Monomer 8oz	Pieces	5
32	Acrylic Powder 1oz (White/Pink)	Pieces	5
33	Cotton Bolls	Bundle	6
34	Acrygel Powder 1 Oz (Clear/Pink)	Pieces	5



35	Towels	Nos	4
36	Hand Sanitizer	Pieces	6
37	Brush Stand	Nos	4
38	Marble Pen	Nos	4
39	Disinfection Liquids (5l)	Litres	1
40	Paraffin Wax/Skin Wrap (20oz)	Bundle	1
41	Massage Cream (20oz)	Grams	2
42	Sanding Bands (Pk Of 50)	Bundle	2
43	Nail Art Decals	Each	20
44	Salt Scrub (20oz)	Nos	1
45	Nail Art Diamonties (Silver/Colour) (Pk Of 10)	Each	4
46	Acrylic Colors	Pieces	10
47	Lint	Pieces	4
48	Toothpicks	Nos	10
49	3d Flowers With Swarovski (Pk Of 12 Colours)	Each	4
50	Mylar Kit (Pack Of 12) (Small/ Large/ Foil/ Diamond)	Each	12
51	Swarovski Crystals Wheel	Pieces	4
52	Glitter Powder (Pack Of 12)	Each	4
53	Gemstones (Shade Of 12)	Each	4
54	Fimo Art Wheel (Set Of 12)	Each	4
55	Dry Flower (Set Of 12)	Each	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	Aroma Magic	Dr. Blossom Kochar	Chairperson	CL House, B 141, Shahpur Jat, New Delhi- 110049	9114609388	<a href="mailto:Blossom.koshar@aromamagic.com">Blossom.koshar@aromamagic.com</a>	
2	Livart	Stephy Sebastian Vadakara	Academy Head	Madukappilly Towerpathadipalam, Edappally, P.O, Kalamassery, Kochi Kerala, Pin:682024	9633211161	<a href="mailto:livartbeautyacademy@gmail.com">livartbeautyacademy@gmail.com</a>	
3	TRIQOS INTERNATIONAL INSTITUTE	DIPIKA DHAVAL BHATTI	DIRECTOR	1418, EXCELEENT BUSINESS HUB OPP.VENUS	9081666767	TRIQOSINTERNATIONAL@GMAIL.COM	

	OF BEAUTY AND HAIR			HOSPITAL LAL DARWAJA SURAT			
4	Saffron Institute	Reema Gulani	Coordinator	12/6, Mathura Road, NH-2, Faridabad-121003	9205855757	<a href="mailto:coordinator@saffroninstitute.in">coordinator@saffroninstitute.in</a>	
5	Presta	Gurpreet Singh	Managing Director	SCO-1 Chhoti Baradari, Patiala	9982166120	<a href="mailto:prestaskills@gmail.com">prestaskills@gmail.com</a>	
6	Lee's International Beauty and Spa Institute	Leena Khandekar	Founder and Director	Kalpna Tarang Building, opp Ranka Jewellers, Karve Road, Pune - 411004	9822333382	<a href="mailto:leesspa@gmail.com">leesspa@gmail.com</a>	
7	Adete Beauty and Fashion Private Limited	Charan Naidu	Manager	UNIT-3D M25, Marigold Court, Wave City Centre Sector 32, Noida, Uttar Pradesh - 201301	9494941429	<a href="mailto:charan.vogue@gmail.com">charan.vogue@gmail.com</a>	
8	Vogue Beauty Private Limited	Charan Naidu	Manager	2nd Floor, F-38, South Ext, South Extension I, Part -1, New Delhi, Delhi 110049	9494941429	<a href="mailto:charan.vogue@gmail.com">charan.vogue@gmail.com</a>	
9	Shri Naina International Makeup Academy	Manisha Suyal	Owner	1 <sup>st</sup> floor gayatri talkies, Ratlam, Madhya Pradesh	7089128168	<a href="mailto:Manisha03suyal@gmail.com">Manisha03suyal@gmail.com</a>	
10	Kamna Joshi	Milan Joshi	Proprietor	11, Professor Colony, Bhawar Kua, Mian Road, Opp Veda Business Park, Indore	7024264363	<a href="mailto:kjschoolofbeauty@gmail.com">kjschoolofbeauty@gmail.com</a>	
11	IICTN	Dr. Jhoumer Jaitly	CMD	Unit No. 201, 2 <sup>nd</sup> floor, shree Nityanand CHS Ltd, Shri Nityanand Nagar- 1 Andheri East, Mumbai- 400069	9820000030	<a href="mailto:info@iictn.org">info@iictn.org</a>	

12	Raavis Makeup Studio & Beauty Saloon	B. Ravi Kiran	Managing Director	94537 Vidyanagar 1st line, Beside HDFC Bank, Guntur- 522007	9849735533	<a href="mailto:Raavis.makeupstudio@gmail.com">Raavis.makeupstudio@gmail.com</a>	
13	Personal Health Care Centre	Monika Sharma	Director	1/1, Sharma Garden, Behind Mohindra Service Station, Yamuna Nagar-135001	9896233434	<a href="mailto:Monika.phcc@gmail.com">Monika.phcc@gmail.com</a>	
14	Prime Fashion Academy	Mukeem	Senior Hair/ Nail Trainer	D-413, First floor, ramphal chowk Rd, Near RBL Bank, Block D, Dwarka Sector 7, New Delhi - 110075	7988750676	<a href="mailto:Mukeemk508@gmail.com">Mukeemk508@gmail.com</a>	
15	Mina Aesthetic	Dr. Mina Farheen Mohamud	Managing Director	201, JM'S CNR Towers, Gokul Street, Srinagar, Kakinada-533003	9381531681	<a href="mailto:drminaaesthetics@gmail.com">drminaaesthetics@gmail.com</a>	
16	Liv Art	Stephy Sebastian Vadakara	Academy Head	Madukappilly Tower pathadipalam, Edappally, P.O, Kalamassery, Kochi Kerala, Pin:68202	+9196332111 61	<a href="mailto:livartbeautyacademy@gmail.com">livartbeautyacademy@gmail.com</a>	
17	Glizz Gurukulam Pvt. Ltd.	Bhargav Gokani	Honorary Director	"SHREE GIRIRAJ", Jyotinagar Main Road, Near Masoom School, Near Akashwani Chowk, University Road, Rajkot 360005	7096350888	<a href="mailto:glizzgurukulam8@gmail.com">glizzgurukulam8@gmail.com</a>	
18	Haryana Institute of Information Technology	Mr. Ankit Zandu	Director	Hartron Building Near Aggarsain Chowk, ADI, Ambala -Hisor Flyover,Ambala City, Haryang, 134003	9996669962	<a href="mailto:director@hiitambala.com">director@hiitambala.com</a>	

19	Studio 11 Pro-Academy	Lingampally Shashidhar	Business Head	3rd Floor above vijetha super market 13, Laxmi Nagar Colony Gundlapochampalli, Kompally, Hyderabad, Telangana 500100.	7337048847	<a href="mailto:Shashidhar@studio1proacademy.com">Shashidhar@studio1proacademy.com</a>	
20	Ranjanas	Ashok Bhalerao	Director	G81, Karma Stambh Near 24*7 Park (Home Town), LBS Road, Vikhroli (West), Mumbai-400083	9833538053	<a href="mailto:Ashokbhalerao333@gmail.com">Ashokbhalerao333@gmail.com</a>	
21	VLCC	Anoop Tripathi	DY General Manager	Corp. office: Magnum City Centre, 2 <sup>nd</sup> Floor, Sector-63A, Golf Course Extension Road, Gurgaon, Haryana-122011	9887799880	<a href="mailto:Anoop.tripathi@vlccgroup.com">Anoop.tripathi@vlccgroup.com</a>	
22	Fexcorp. Academy LLP	Fethin Mohammed V	Managing Director	Meeramax Academy.Reg Fexcorp Academy LLP Room No. 12, 2nd Floor Skyview Arcade Ch Bridge .In Near Asoka Hospital Kozhikode 673001	94466 87663	<a href="mailto:fexcorpllp@gmail.com">fexcorpllp@gmail.com</a>	
23	Navodaya	Priti Singh	Coordinator	S 9/471 C, Naibasti, Pandeypur, Varanasi, Uttar Pradesh- 221002	8935053355	<a href="mailto:Pnp.navodaya@gmail.com">Pnp.navodaya@gmail.com</a>	

## 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
2025-26	150	105	113	79	NA	NA
2026-27	350	245	263	184	NA	NA
2027-28	500	350	375	263	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
V4.0	2022-23	130	127	119	NA	98	96	80	NA	NA	NA	NA	NA
	2023-24	248	194	187	NA	186	146	130	NA	NA	NA	NA	NA
	2024-25	994	646	619	NA	746	485	409	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	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	NA	NA
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	NA	NA
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners	NA	NA
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	NA	NA
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	NA	NA
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	NA	NA
7	<input type="checkbox"/> 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
<b>BWS/N9001 Prepare &amp; maintain work area</b>	<b>Prepare and maintain work area</b>				
	<b>PC1.</b> ensure that ambient conditions are suitable for the client and the service procedures to be carried out in a hygienic, safe and disinfected environment such as using air purifiers to reduce dust, dander, smoke, allergens & odour resulting in a healthier, fresher & cleaner environment, restructuring the workplace set-up, by keeping a minimum distance of 2 meters in between two clientele, practicing social distancing by avoiding handshakes/ hugs to coworkers/ clientele, etc.	2	4	0	2
	<b>PC2.</b> identify and select suitable equipment and products required for the respective services/ session	2	3	0	2
	<b>PC3.</b> set up the area for services/ session in adherence to the organizational/ beauty salon/ centre's guidelines	2	3	0	2
	<b>PC4.</b> place disposable towels, glasses for water, tea/ coffee and other items/ tools/ equipment's (applicable if any) in area convenient for efficient service/ session delivery	2	3	0	2
	<b>PC5.</b> prepare sterilisation solution as per organizational/ salon standards using approved products and as per manufacturers instructions	2	3	0	2
	<b>PC6.</b> sterilize, disinfect the area as per organizational standards using recommended solutions and conditions	2	4	0	2
	<b>PC7.</b> dispose waste materials in adherence to the industry requirements; waste materials such as disposable linen, disposable head bands, disposable gowns, disposable apron, disposable face mask, disposable gloves, etc.	2	3	0	2



	<b>PC8.</b> identify ways to optimize usage of material including water in various tasks/activities/processes	2	3	0	2
	<b>PC9.</b> check for spills/leakages occurred while providing services	2	3	0	1
	<b>PC10.</b> identify and segregate recyclable, nonrecyclable and hazardous waste generated in separate bin	2	3	0	1
	<b>PC11.</b> store the unused disposable material properly in a dedicated area; material such as disposable masks, gloves, etc.	2	3	0	1
	<b>PC12.</b> ensure electrical equipment and appliances are switched off when not in use	2	3	0	1
	<b>PC13.</b> store records, materials and equipment securely in line with the policies	2	3	0	1
	<b>PC14.</b> conduct awareness program (such as for Covid19) for the employees and display posters/signage's promoting regular hand-washing and respiratory hygiene in the premises	2	3	0	1
	<b>PC15.</b> set up and promote digital modes of payment to lessen any kind of cross infection	2	3	0	1
	<b>Total Marks</b>	<b>30</b>	<b>47</b>	<b>0</b>	<b>23</b>
<b>BWS/N0401- Perform manicure and pedicure services</b>	<b>Prepare the client for service</b>				
	<b>PC1.</b> adhere to the health and safety standards laid out by the manufacturer and organization	1	2	0	0.5
	<b>PC2.</b> sanitize the hands prior to procedure commencement as per organisational approved process	0	1	0	0.5
	<b>PC3.</b> prepare the client suitably for the respective service procedure and provide relevant required personal protective equipment	0	2	0	1
	<b>PC4.</b> ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any	0	1	0	1
	<b>PC5.</b> position self and client in a way to ensure privacy, comfort and wellbeing, throughout the procedure	1	2	0	0.5

	<b>PC6.</b> adjust the clients position to meet the needs of the service without causing them discomfort	2	2	0	0.5
	<b>PC7.</b> perform and adapt the manicure and pedicure procedures using materials, equipment and techniques correctly and safely to meet the needs of the client	2	2	0	1
	<b>Carrying out manicure and pedicure services</b>				
	<b>PC8.</b> remove any existing nail polish using approved products and procedures before proceeding further	1	2	0	1
	<b>PC9.</b> enquire to establish the desired length and shape of nails (hands or toes) with the client	1	2	0	1
	<b>PC10.</b> file the nails ensuring the nails free edge is left smooth and shaped to required length according to the clients preference	1	2	0	1
	<b>PC11.</b> remove dirt in the underside of the nails using nail pick, clippers, nail brush, soaking and washing to be dirt free	1	2	0	1
	<b>PC12.</b> use suitable cuticle tools and products, safely and effectively, to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged	1	2	0	1
	<b>PC13.</b> use specialized procedures (hand and leg, finger and toe nails) to improve the appearance of the clients skin and nails (Procedures: File, buff and shape, cuticle pushing, clipping, massage, polish, etc.)	1	2	0	1
	<b>PC14.</b> use smooth and even massage techniques for hands and lower arms, lower legs and feet and apply appropriate pressure to meet the clients needs	1	2	0	1
	<b>PC15.</b> remove any excessive hard skin using a foot scrapper during the manicure service without discomfort to the client	1	2	0	1
	<b>PC16.</b> 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	1	2	0	1
	<b>PC17.</b> check that the nail plate is dehydrated and the underside is clean and free of debris	1	2	0	1

	<b>PC18.</b> apply sufficient base coat, polish coats and top coats as required to achieve the desired nail finish	1	2	0	1
	<b>PC19.</b> check that the final nail finish is smooth, even textured and uniformly coloured, with the cuticle and nail wall free of enamel	1	2	0	1
	<b>Post Service procedures</b>				
	<b>PC20.</b> check the clients comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required	1	2	0	1
	<b>PC21.</b> clean the treated area and use a suitable soothing product	1	2	0	1
	<b>PC22.</b> complete the therapy to the satisfaction of the guest in a commercially acceptable time	1	2	0	1
	<b>PC23.</b> record the therapy accurately and store information securely in line with the organizations policies	1	2	0	1
	<b>PC24.</b> provide specific after-procedure, homecare advice and recommendations for product use and further services to the client	1	2	0	2
	<b>PC25.</b> ask questions to check with the client their satisfaction with the finished result	1	2	0	1
	<b>PC26.</b> 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	1	2	0	1
<b>Total Marks</b>		<b>25</b>	<b>50</b>	<b>0</b>	<b>25</b>
<b>BWS/N0407</b> <b>Perform gel polish application</b>	<b>Perform application of gel polish</b>				
	<b>PC1.</b> adhere to the health and safety standards laid out by the manufacturer and organization	<b>1</b>	<b>3</b>	<b>0</b>	<b>3</b>
	<b>PC2.</b> position self and client throughout treatment to ensure comfort and wellbeing	<b>1</b>	<b>3</b>	<b>0</b>	<b>3</b>
	<b>PC3.</b> sanitize the hands prior to treatment commencement	<b>1</b>	<b>3</b>	<b>0</b>	<b>3</b>

	PC4. prepare the client and provide suitable protective apparel	1	3	0	3
	PC5. set-up products, tools, equipment and techniques to suit clients service needs, nail and skin conditions	1	3	0	3
	PC6. carry out client consultation technique to identify the treatment plan and client needs	1	3	0	3
	PC7. ensure the client and you have understood the treatment objective and plan	1	3	0	3
	PC8. perform cleaning of nails to ensure they are free from bacteria	1	3	0	3
	PC9. prepare the nail for gel polish application	2	4	0	3
	PC10. apply appropriate coats of gel polish to achieve the desired color	1	3	0	3
	PC11. monitor UV/ LED curing time as per product manufacturers instructions	1	3	0	3
	PC12. seal to create a high shine finish	1	3	0	3
	PC13. remove surface residue, if required at the right stage	1	3	0	3
	PC14. finish the gel polish service to the clients satisfaction and meet the agreed service plan	1	3	0	3
	<b>Total Marks</b>	<b>15</b>	<b>43</b>	<b>0</b>	<b>42</b>
<b>BWS/N0415- Provide Nail Enhancement Services</b>	<b>Prepare client for services</b>				
	PC1. adhere to the health and safety standards laid out by the manufacturer and organization	0.5	1	0	0.5
	PC2. position self and client throughout the procedure in a way to ensure privacy, comfort and wellbeing	0.5	1	0	0.5
	PC3. sanitize the hands prior to treatment commencement using a hand sanitiser	0	0.5	0	0.5
	PC4. prepare the client for the treatment and provide suitable protective apparel	0.5	1	0	0.5
	PC5. ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any	0.5	1	0	0.5

	<b>PC6.</b> clean the nails to ensure they are free from bacteria	<b>0.5</b>	<b>0.5</b>	<b>0</b>	<b>0.5</b>
	<b>PC7.</b> use a soak, hand wash, sanitizer, disinfection wipes, anti-septic solutions	<b>0.5</b>	<b>0.5</b>	<b>0</b>	<b>0.5</b>
	<b>PC8.</b> set-up products, tools, equipment and techniques to efficiently and safely deliver services suiting clients needs	<b>0.5</b>	<b>1</b>	<b>0</b>	<b>0.5</b>
	<b>PC9.</b> prepare products for application, by mixing the ingredients in the correct proportions as per manufacturer instructions and organisation standards and place for ease of use by the nail technician	<b>1</b>	<b>1.5</b>	<b>0</b>	<b>0.5</b>
	<b>PC10.</b> promptly refer problems that cannot be solved to the relevant person/ nail technician for action	<b>0.5</b>	<b>1</b>	<b>0</b>	<b>1</b>
	<b>PC11.</b> remove any existing nail polish or nail enhancement to restore the nails to a natural condition, if required	<b>0.5</b>	<b>1</b>	<b>0</b>	<b>0.5</b>
	<b>PC12.</b> identify the condition of the nails and any corrective work to suit the clients natural nail shape and condition	<b>0.5</b>	<b>0.5</b>	<b>0</b>	<b>0.5</b>
	<b>PC13.</b> prepare the nail plate by removing debris, filing the free edge remove shine and dehydrate the natural nail	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>
	<b>Apply UV nail enhancements</b>				
	<b>PC14.</b> identify and select the correct products and tools for the UV nail enhancement job Products: clear gel, gel polish, base and builder gels, dehydrator, primer, nail tips, nail glue, nail art etc. Tools: tip clippers, pushers, 180-240 grit filer, brush	<b>0.5</b>	<b>0.5</b>	<b>0</b>	<b>0.5</b>
	<b>PC15.</b> use primers to remove oils safely, protecting the skin	<b>0.5</b>	<b>0.5</b>	<b>0</b>	<b>0.5</b>
	<b>PC16.</b> use glue correctly to attach the acrylic nail tips to the natural nail accurately protecting the skin from the glue	<b>0.5</b>	<b>0.5</b>	<b>0</b>	<b>0.5</b>
	<b>PC17.</b> shorten the nail tips to the desired length and blend the tips	<b>0.5</b>	<b>1</b>	<b>0</b>	<b>1</b>

	<b>PC18.</b> apply UV gel layers in the correct sequence	<b>0.5</b>	<b>1</b>	<b>0</b>	<b>1</b>
	<b>PC19.</b> perform the correct application of UV gel and filing technique to leave the nail balanced with the required shape and length with guidance from the supervisor, applying the tip to the natural nail accurately and in line with natural nail	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>
	<b>PC20.</b> apply the base and builder gel evenly to the nail without touching the cuticle, curing under UV/LED lamp after each application	<b>0.5</b>	<b>1</b>	<b>0</b>	<b>1</b>
	<b>PC21.</b> repeat the builder gel application if necessary to achieve desired thickness of the gel	<b>0.5</b>	<b>2</b>	<b>0</b>	<b>0.5</b>
	<b>PC22.</b> perform buffing techniques correctly on UV gel enhanced nail and seal to create a high shine finish, achieving the desired shape and thickness	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>
	<b>PC23.</b> monitor UV curing timing to ensure adherence to product manufacturers instructions	<b>0.5</b>	<b>1</b>	<b>0</b>	<b>0.5</b>
	<b>PC24.</b> use a coat of clear polish or paint them with coloured nail polish as required	<b>0.5</b>	<b>0.5</b>	<b>0</b>	<b>0.5</b>
	<b>PC25.</b> apply the polish to the entire nail to create a smooth, even surface	<b>0.5</b>	<b>1</b>	<b>0</b>	<b>0.5</b>
	<b>PC26.</b> repair UV gel enhancements to restore desired look with guidance from the supervisor	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>
	<b>Apply acrylic (powder and liquid) nail enhancements</b>				
	<b>PC27.</b> identify and select the correct products and tools for the acrylic nail enhancement job Products: monomer (ethyl methacrylate), acrylic powder, dehydrator, primer, nail tips, nail glue, nail art etc. Tools: tip clippers, pushers , 180-240 grit filer, Dappen dish and brush	<b>0.5</b>	<b>0.5</b>	<b>0</b>	<b>0.5</b>
	<b>PC28.</b> follow in accordance with manufacturers instructions to adapt and combine liquid and powder colours for application of acrylic nail enhancements	<b>0.5</b>	<b>1</b>	<b>0</b>	<b>0.5</b>
	<b>PC29.</b> use primers to remove oils safely, protecting the skin	<b>0</b>	<b>0.5</b>	<b>0</b>	<b>0.5</b>

	<b>PC30.</b> use glue correctly to attach the acrylic nail tips to the natural nail accurately protecting the skin from the glue	0.5	0.5	0	0.5
	<b>PC31.</b> pour the liquid and powder in different bowls in a well ventilated area	0.5	0.5	0	0.5
	<b>PC32.</b> apply the liquid and powder to the brush in the correct order, ratio and consistency	0.5	0.5	0	0.5
	<b>PC33.</b> apply the acrylic evenly to the nail without touching the cuticle	0.5	0.5	0	0.5
	<b>PC34.</b> ensure the acrylic is dried before moving on to the next step	0	0.5	0	0.5
	<b>PC35.</b> use a buffer to buff the surface of the nails, with an increasing grit file to achieve the desired shine	0.5	1	0	0.5
	<b>PC36.</b> use a coat of clear polish or paint them with coloured nail polish as required	0.5	1	0	0.5
	<b>Post treatment procedures</b>				
	<b>PC37.</b> identify and resolve any problems with the nail enhancements seeking help from supervisor as required	0.5	2	0	0.5
	<b>PC38.</b> perform nail repair technique to restore the nail enhancement following guidance of the supervisor	1	1	0	1
	<b>PC39.</b> finish the nails evenly with a clear defined line ensure the work area is kept clean and tidy during the service	0.5	1	0	0.5
	<b>PC40.</b> use work methods to minimise wastage	0.5	1	0	0.5
	<b>PC41.</b> complete the service to the satisfaction of the client in a commercially acceptable time	0.5	1	0	1
	<b>PC42.</b> check the natural nail plate and surrounding skin is undamaged and free from product	0.5	0.5	0	0.5
	<b>PC43.</b> refer problems that cannot be solved to the relevant person or supervisor promptly	0.5	1	0	0.5
	<b>PC44.</b> clean up the work area post-service to maintain the health and safety standard	0	0.5	0	0.5
	<b>PC45.</b> provide after care advise for specific after procedure, homecare advice and	0.5	1	0	0.5

	recommendations for protecting and maintaining the nail enhancement to the client				
	<b>PC46.</b> dispose waste materials as per organisational standards in a safe and hygienic manner	0	0.5	0	0.5
	<b>PC47.</b> record details of the procedure accurately as per organisational policy and approved practice	0.5	1	0	0.5
	<b>PC48.</b> store information securely in line with the salons policies	0	0.5	0	0.5
	<b>PC49.</b> ask questions to check with the client their satisfaction with the finished result	0.5	1	0	0.5
	<b>PC50.</b> 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	0.5	1	0	0.5
	<b>Total Marks</b>	<b>25</b>	<b>45</b>	<b>0</b>	<b>30</b>
<b>BWS/N0406- Perform Refill</b>	<b>Perform refill</b>				
	<b>PC1.</b> adhere to the health and safety standards laid out by the manufacturer and organization	1	2	0	2
	<b>PC2.</b> position self and client throughout treatment to ensure comfort and wellbeing	1	2	0	1
	<b>PC3.</b> sanitize the hands prior to treatment commencement	1	2	0	1
	<b>PC4.</b> prepare the client and provide suitable protective apparel	1	2	0	1
	<b>PC5.</b> set-up products, tools, equipment and techniques to suit clients service needs, nail and skin conditions	1	3	0	2
	<b>PC6.</b> carry out client consultation technique to identify the treatment plan and client needs	2	3	0	2
	<b>PC7.</b> ensure the client and you have understood the treatment objective and plan	1	1	0	1
	<b>PC8.</b> perform cleaning of nails to ensure they are free from bacteria	1	3	0	3
	<b>PC9.</b> buff and remove the existing product using electric drills/ buffer/ traditional filing methods as per refill guidelines	1	3	0	2



	PC10. perform correct filing technique to achieve desired length and shape	2	3	0	2
	PC11. dehydrate the natural nail appropriately depending on acrylic/ gel service	2	3	0	3
	PC12. perform the correct application to refinish the nail with acrylic/ gel system	2	4	0	3
	PC13. perform buffing techniques correctly and seal to create a high shine finish	2	3	0	3
	PC14. monitor UV/ LED curing time as per product manufacturers instructions	2	2	0	2
	PC15. remove surface residue at the right stage, if required	1	2	0	2
	PC16. apply polish, if requested by client	1	2	0	2
	PC17. finish the nail enhancements to the clients satisfaction and meet the agreed service plan	2	2	0	2
	<b>Total Marks</b>	<b>24</b>	<b>42</b>	<b>0</b>	<b>34</b>
<b>BWS/N0404- Provide Nail Art Services</b>	<b>Nail art designing and applying</b>				
	PC1. adhere to the health and safety standards laid out by the manufacturer and organization	1	3	0	3
	PC2. position self and client throughout treatment to ensure comfort and wellbeing	1	3	0	3
	PC3. sanitize the hands prior to treatment commencement	1	3	0	3
	PC4. prepare the client and provide suitable protective apparel	1	3	0	3
	PC5. clean the nails to ensure they are free from bacteria	1	3	0	3
	PC6. set-up products, tools, equipment and techniques to suit clients service needs, nail and skin conditions	1	3	0	3
	PC7. carry out client consultation technique to identify the treatment plan and client needs	1	3	0	3
	PC8. ensure the client and you have understood the treatment objective and plan	1	3	0	3
	PC9. perform cleaning of nails to ensure they are free from bacteria	1	3	0	3

	<b>PC10.</b> perform applying false nails or extensions if required	1	3	0	3
	<b>PC11.</b> perform nail art application by decorating nails using various methods (colored polish, gems, glitter 3D embedding, colour blending, marbling, painting and alternative tip shapes. designs painted with an airbrush, either freehand or using a stencil)	2	4	0	3
	<b>PC12.</b> promptly refer problems that cannot be solved to the relevant person	1	3	0	3
	<b>PC13.</b> 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	1	3	0	3
	<b>PC14.</b> provide after care advise	1	3	0	3
	<b>Total Marks</b>	<b>15</b>	<b>43</b>	<b>0</b>	<b>42</b>
<b>BWS/N0408: Perform electric nail drilling</b>	<b>Perform electric nail drilling</b>				
	PC1. adhere to the health and safety standards laid out by the manufacturer and organization	1	1	0	1
	PC2. position self and client throughout treatment to ensure comfort and wellbeing	1	1	0	1
	PC3. sanitize the hands prior to treatment commencement	1	1	0	1
	PC4. prepare the client and provide suitable protective apparel	1	1	0	1
	PC5. set-up products, tools, equipment and techniques to suit clients service needs, nail and skin conditions	1	1	0	1
	PC6. position the electric nail drill and drill attachments ensuring safety during use	1	1	0	1
	PC7. select electric nail drill techniques, products and equipment	1	1	0	1
	PC8. carry out client consultation technique to identify the treatment plan and client needs	1	1	0	1
	PC9. ensure the client and you have understood the treatment objective and plan	1	1	0	1

	PC10. perform cleaning of nails to ensure they are free from bacteria	1	3	0	1
	PC11. plan and prepare for the electric nail drilling	1	2	0	2
	PC12. disinfect the area to be treated and remove any existing nail polish	1	3	0	1
	PC13. perform correct drilling techniques	1	3	0	1
	PC14. select the suitable speed for the drilling techniques ( follow manufacturers instructions)	1	2	0	2
	PC15. move the electric drill in one direction across the nail when working	1	2	0	1
	PC16. ensure the drill attachment is revolving in the appropriate direction	1	2	0	2
	PC17. ensure that there is continuous movement of the nail drill	1	2	0	2
	PC18. ensure to work on the nail plate and not the surrounding skin	1	1	0	1
	PC19. move and position the clients finger so the rotating attachment is kept at the correct angle/ flat against the nail	1	1	0	1
	PC20. perform suitable drilling techniques	1	1	0	1
	PC21. create a smooth, even surface	1	1	0	1
	PC22. leave the free edges of the nail tapered, thin and with a clean edge	1	1	0	1
	PC23. take prompt remedial action where contra actions occur during the course of the service	0	2	0	1
	PC24. remove and store the drill attachments and leave the electric drill hand-piece safe and secure	0	2	0	1
	PC25. identify the condition of the nails and any corrective work to suit the clients nail	1	1	0	1
	PC26. maintain the health and safety standard	1	1	0	1
	PC27. Complete the therapy to the satisfaction of the guest in a commercially acceptable time	1	1	0	1
	PC28. provide after care advise	1	2	0	1
	<b>Total Marks</b>	<b>26</b>	<b>42</b>	<b>0</b>	<b>32</b>
<b>BWS/N9002</b>	<b>Maintain health and safety at the workplace</b>				

<b>Maintain health and safety at the workplace</b>	<b>PC1.</b> 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
	<b>PC2.</b> 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
	<b>PC3.</b> 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
	<b>PC4.</b> clean and sterilize all tools and equipment before and after use	3	4	0	2
	<b>PC5.</b> maintain one's posture and position to minimize fatigue, risk of injury and chances of cross infection	3	4	0	2
	<b>PC6.</b> dispose waste materials in accordance to the industry accepted standards	3	4	0	2
	<b>PC7.</b> maintain first aid kit and keep oneself updated on the first aid procedures	3	4	0	2
	<b>PC8.</b> identify and document potential risks and hazards in the workplace	3	4	0	2
	<b>PC9.</b> accurately maintain accident reports	3	4	0	2
	<b>PC10.</b> report health and safety risks/ hazards to concerned personnel	3	4	0	2
	<b>PC11.</b> use tools, equipment, chemicals and products in accordance with the guidelines and manufacturers' instructions	3	4	0	2
	<b>Total Marks</b>	<b>33</b>	<b>45</b>	<b>0</b>	<b>22</b>
<b>BWS/N9003 Create a positive impression at the workplace</b>	<b>Appearance and Behavior</b>				
	<b>PC1.</b> 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
<b>Task execution as per organization's standards</b>				
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 accounts, linking Aadhaar card to bank account, using various e-commerce platforms); self-ownership, etc.	2	3	0	1
<b>Communication and Information record</b>				
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

	<b>PC12.</b> assist and guide guests to services or products based on their needs	2	3	0	1
	<b>PC13.</b> report and record instances of aggressive/ unruly behavior and seek assistance	2	2	0	1
	<b>PC14.</b> use communication equipment (phone, email etc.) as mandated by the organization	2	2	0	1
	<b>PC15.</b> 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
	<b>PC16.</b> maintain confidentiality of information, as required, in the role	2	3	0	1
	<b>PC17.</b> communicate the internalization of gender & its concepts at work place	2	3	0	1
	<b>PC18.</b> conduct various workshops for the employees at workplace; using range of technologies that aid PwDs at the workplace, etc.	2	3	0	1
	<b>Total Marks</b>	<b>35</b>	<b>46</b>	<b>0</b>	<b>19</b>
<b>DGT/VSQ/N0102 Employability Skills (60 hours)</b>	<b>Introduction to Employability Skills</b>				
	<b>PC1.</b> identify employability skills required for jobs in various industries	0	0.5	0	0.5
	<b>PC2.</b> identify and explore learning and employability portals	0.5	0	0	0.5
	<b>Constitutional values – Citizenship</b>				
	<b>PC3.</b> recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	0	0.5	0	0.5
	<b>PC4.</b> follow environmentally sustainable practices	0	0.5	0	0.5
	<b>Becoming a Professional in the 21st Century</b>				
	<b>PC5.</b> recognize the significance of 21st Century Skills for employment	0.5	0	0	0.5
	<b>PC6.</b> practice the 21st Century Skills such as SelfAwareness, Behaviour Skills, time management,	0	0.5	0	0.5

	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				
	<b>Basic English Skills</b>				
	<b>PC7.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	0.5	0.5	0	0.5
	<b>PC8.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	0.5	0	0	0.5
	<b>PC9.</b> write short messages, notes, letters, e-mails etc. in English	0	0.5	0	0.5
	<b>Career Development &amp; Goal Setting</b>				
	<b>PC10.</b> understand the difference between job and career	0.5	0	0	0.5
	<b>PC11.</b> prepare a career development plan with short- and long-term goals, based on aptitude	0	0.5	0	0.5
	<b>Communication Skills</b>				
	<b>PC12.</b> follow verbal and non-verbal communication etiquette and active listening techniques in various settings	0	0.5	0	0.5
	<b>PC13.</b> work collaboratively with others in a team	0	0.5	0	0.5
	<b>Diversity &amp; Inclusion</b>				
	<b>PC14.</b> communicate and behave appropriately with all genders and PwD	0	0.5	0	0.5
	<b>PC15.</b> escalate any issues related to sexual harassment at workplace according to POSH Act	0	0.5	0	0.5
	<b>Financial and Legal Literacy</b>				
	<b>PC16.</b> select financial institutions, products and services as per requirement	0	0.5	0	0.5
	<b>PC17.</b> carry out offline and online financial transactions, safely and securely	0.5	0	0	0.5
	<b>PC18.</b> identify common components of salary and compute income, expenses, taxes, investments etc	0.5	0	0	0.5
	<b>PC19.</b> identify relevant rights and laws and use legal aids to fight against legal exploitation	0.5	0	0	0.5
	<b>Essential Digital Skills</b>				

	<b>PC20.</b> operate digital devices and carry out basic internet operations securely and safely	0	1.5	0	0.5
	<b>PC21.</b> use e- mail and social media platforms and virtual collaboration tools to work effectively	0	1	0	0.5
	<b>PC22.</b> use basic features of word processor, spreadsheets, and presentations	0.5	0	0	0.5
	<b>Entrepreneurship</b>				
	<b>PC23.</b> identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	0.5	0	0	0.5
	<b>PC24.</b> develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	0.5	2	0	0.5
	<b>PC25.</b> identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	0.5	0	0	0.5
	<b>Customer Service</b>				
	<b>PC26.</b> identify different types of customers	0.5	2	0	0.5
	<b>PC27.</b> identify and respond to customer requests and needs in a professional manner.	0.5	0	0	0.5
	<b>PC28.</b> follow appropriate hygiene and grooming standards	0.5	0	0	0.5
	<b>Getting ready for apprenticeship &amp; Jobs</b>				
	<b>PC29.</b> create a professional Curriculum vitae (Résumé)	0.5	2	0	0.5
	<b>PC30.</b> 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
	<b>PC31.</b> apply to identified job openings using offline /online methods as per requirement	0	3	0	0.5
	<b>PC32.</b> answer questions politely, with clarity and confidence, during recruitment and selection	0.5	3	0	0.5
	<b>PC33.</b> identify apprenticeship opportunities and register for it as per guidelines and requirements	0.5	1.5	0	0
	<b>Total Marks</b>	<b>9</b>	<b>25</b>	<b>0</b>	<b>16</b>



<b>Grand Total</b>	<b>237</b>	<b>428</b>		<b>285</b>
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### 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 Nail Technician) 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
  - .....>

### Annexure: Acronym and Glossary

#### Acronym

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

#### Glossary

Term	Description
<b>National Occupational Standards (NOS)</b>	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.
<b>Qualification</b>	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

<b>Qualification File</b>	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.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service or technology.
<b>Long Term Training</b>	Long-term skilling means any vocational training program undertaken for a year and above. <a href="https://ncvet.gov.in/sites/default/files/NCVET.pdf">https://ncvet.gov.in/sites/default/files/NCVET.pdf</a>