



QUALIFICATION FILE

Beautician

☒ 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:

NSQF Level 3

Submitted By:

Beauty & Wellness Sector Skill Council

Office no. - UG-5B, Upper Ground Floor, Himalaya House-23, Kasturba Gandhi Marg, Connaught Place, Delhi-110001

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Section 1: Basic Details

1.	Qualification Name	Beautician																
2.	Sector/s	Beauty & Wellness Sector Skill Council																
3.	Type of Qualification: ☒ New ☐ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: <i>(change to previous, once approved)</i> NA	Qualification Name of existing/previous version: NA															
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>	NA																
5.	National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i>	QG-03-BW-04315-2025-V1-BWSSC	6. NCrf/NSQF Level: <i>NSQF Level 3</i>															
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>)	Certificate																
8.	Brief Description of the Qualification	A beautician needs to be aware of the basics of beauty therapy, health, hygiene & safety, and should have knowledge of organic beauty products. The beautician is expected to perform basic hair removal, manicures, pedicures, basic facial treatments, hair care services, and mehndi application.																
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10th Grade pass</td> <td></td> </tr> <tr> <td>2</td> <td>Grade 8 with two years of (NTC/NAC) after 8th</td> <td></td> </tr> <tr> <td>3</td> <td>8th grade pass</td> <td>3 years relevant experience</td> </tr> <tr> <td>4</td> <td>Previous relevant Qualification of NSQF Level 2.5</td> <td>6 months relevant experience</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	10th Grade pass		2	Grade 8 with two years of (NTC/NAC) after 8th		3	8th grade pass	3 years relevant experience	4	Previous relevant Qualification of NSQF Level 2.5	6 months relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																
1	10th Grade pass																	
2	Grade 8 with two years of (NTC/NAC) after 8th																	
3	8th grade pass	3 years relevant experience																
4	Previous relevant Qualification of NSQF Level 2.5	6 months relevant experience																
10.	Credits Assigned to this Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>	14	11. Common Cost Norm Category (I/II/III) <i>(wherever applicable)</i> : II															
12.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	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					
		Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)
		Classroom (offline)	130	260		30	420
		Online					
		(Refer Blended Learning Annexure for details)					
14.	Aligned to NCO/ISCO Code/s (<i>if no code is available mention the same</i>)	NCO-2015/5142.0100					
15.	Progression path after attaining the qualification (<i>Please show Professional and Academic progression</i>)	Beauty Therapist (NSQF Level 4), Cosmetologist (NSQF Level 4), Aesthetic Skin Technician (NSQF Level 4) , Senior Beauty Therapist (NSQF Level 5), Gig Entrepreneur (Salon/Spa Owner)					
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Will be translated in 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					
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 (<i>In case of CS or MS, provide details of both Lead AB & Supporting ABs</i>)	Name: Ms. Monica Behl Position in the organization : CEO Address: Beauty and Wellness Sector Skill Council (BWSSC) Office no. - UG-5B, Upper Ground Floor, Himalaya House-23, Kasturba Gandhi Marg, Connaught Place, Delhi-110001E-mail address: info@dwsscindia.com					
23.	Final Approval Date by NSQC: 4/6/2025 (on file approval)	24. Validity Duration: 3 years				25. Next Review Date: 4/6/2028	

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/NS QF 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 V4.0	Non-core	3	1	10	20			30	30	70			100	10
2.	Provide basic skin care services	BWS/N0101 V5.0	Core	3	2	20	40			60	28	72			100	10
3.	Carry out basic hair removal services	BWS/N0102 V4.0	Core	3	1	10	20			30	26	74			100	10
4.	Perform simple make-up services	BWS/N0125 V4.0	Core	3	1	10	20			30	22	78			100	10
5.	Provide simple hair dressing and root touch-up services,	BWS/N0126 V5.0	Core	3	1	10	20			30	31	69			100	10
6.	Provide manicure and pedicure services	BWS/N0401 V5.0	Core	3	1	10	20			30	40	60			100	10

7.	Basic mehndi designs and nail art	BWS/N0418 V1.0	Core	3	1	10	20			30	40	60			100	10
8.	Knowledge of organic homemade beauty products	BWS/N0136 V1.0	Core	3	2	20	40			60	30	70			100	10
9.	Maintain health and safety at the workplace	BWS/N9002 V4.0	Non-core	3	1	10	20			30	33	67			100	10
10.	Create a positive impression at the workplace	BWS/N9003 V4.0	Non-core	3	1	10	20			30	36	64			100	5
11.	Employability Skills (30 hours)	DGT/VSQ/N0 101 (v1.0)	Non-core	2	1	10	20			30	20	30			50	5
12.	OJT	na	core	3	1	-	-	30		30						
Duration (in Hours) / Total Marks					14	130	260	30		420	336	714			1050	100

On File Approval

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF 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)

Optional NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF 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)
Duration (in Hours) / Total Marks																

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 50 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: (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)	10th pass (specialization in Cosmetology/Beauty course) with 2year of relevant experience and 1 year of training experience
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate with 4 years' experience in Cosmetologist (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	NA

Section 4: Assessment Related

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

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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): The beauty and wellness sector in India is poised for significant growth, currently valued at approximately INR 80,000 crore and projected to reach around INR 1,20,000 crore by 2026. With around 2,50,000 trained Beautician as of 2022 and expectations to increase this number to about 5,00,000 by 2030, there is a critical need for targeted training and skill development. Key factors driving this demand include growing public awareness of beauty and personal care, integration with the fashion and media industries, a booming beauty tourism sector, and the influence of social media. However, several skill gaps exist, such as insufficient coverage of advanced techniques, a lack of emphasis on customer service and communication skills, inadequate training in hygiene and safety protocols, and limited proficiency with specialized equipment. To address these gaps, proposed initiatives include establishing standardized training frameworks, developing a dedicated Qualification Pack outlining essential competencies, forming a Skill Sector Council to oversee training implementation, and fostering industry collaborations to facilitate workshops and hands-on training. By adopting this strategic approach, India can enhance the quality of services, create a robust pipeline of skilled professionals, and position itself as a premier destination for beauty and wellness experiences, ultimately contributing to the sector's growth and sustainability.
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Estimated nos. of persons to be trained and employed: 500/year
5.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: If "No", why: Yes No, we do not have a Line Ministry

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
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	Career Progression and Occupational Map
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	Annexure 9
12.	Any other document you wish to submit:	NO

Annexure 1: 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
Process	Work in familiar, predictable, routine, situation of clear choice: • 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 • place and organize the products in a trolley or area convenient and efficient for service delivery • clean the skin, free it of all traces of make-up, by using suitable deep cleansing techniques • homemade remedies, their benefits and role in treating skin, hair and nail condition • sterilize, disinfect and place the tools on the tray as per organisational standards using recommended solutions and conditions • dispose waste materials safely and hygienically as per organisational standards stakeholders in a polite manner and resolve queries, if any • file routine reports and feedback • maintain first aid kit and keep oneself	A Beautician works in familiar, predictable, routine, situation of clear choice like identifying and selecting suitable equipment and products required for the respective services; perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client; perform various techniques to achieve the desired look; ask relevant questions to consult with the client to identify the problem; provide suitable services and apply relevant procedures; select and prepare products, tools and equipment that are suitable for the client's condition; carry out the procedure using methods that minimize risk of cross infection; identify contra-indications if any that restrict the services or products sought by the customer; apply suitable pressure on the pressure points as per requirement taking care of client comfort; select styling products, tools and equipment based on the results of client consultation and hair analysis; select the correct cutting tool to achieve the desired look; perform various sectioning techniques to carry out the desired haircut; and achieve	3

	• updated on the first aid procedures • accurately maintain accident reports • use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender • communicate role related information to stakeholders in a polite manner and resolve queries, if any • file routine reports and feedback • achieve even balance and weight distribution by checking • time to time and adjusting the cutting technique accordingly	even balance and weight distribution by checking time to time and adjusting the cutting technique accordingly Hence NSQF Level is 3	
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Professional knowledge	Factual knowledge of field of knowledge or study: • applicable legislation relating to the workplace • environmental conditions required and expected for carrying out services • factor impacting clients' comfort throughout the drying process • basic anatomical structure of the hair and principles of hair growth • structure of the skin • types of skin • blow-drying tools and equipment • natural alternatives and homemade recipe • contra-indications and respective necessary action • safety considerations for shampooing and conditioning of hair	As mentioned in the various knowledge and understanding criteria mentioned in the previous cell, the assistant requires factual knowledge of field of knowledge or study like applicable legislation relating to the workplace; environmental conditions required and expected for carrying out services; factor impacting clients' comfort throughout the drying process; basic anatomical structure of the skin and principles of hair growth; classification of skin; blow-drying tools, equipment, technique and products, contra-indications and respective necessary action; safety considerations for shampooing and conditioning of hair; tools and equipment and their operations in manicure & pedicure, safety precautions, cleaning and maintenance procedures; hair spa and facial massage techniques and equipment; and make-up procedures. Hence it qualifies for NSQF Level 3	3
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	Principles, processes and general concepts, in a field of work or study • foundational principles and recommendations for blow drying to minimize damage, achieve • objective and safe operation • difference between disinfecting and sterilizing • importance if using products economically and storing products correctly to minimize wastage • customer service principles including privacy and protection to modesty of the customers • importance of using products economically and as per manufacturer’s instructions		
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Professional skill	• Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts: • products required for the respective services • perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client • perform various techniques to achieve the desired look • ask relevant questions to consult with the client to identify the condition, provide suitable services and apply relevant procedures • select and prepare products, tools and equipment that are suitable for the client's condition • carry out the procedure using methods that minimize risk of cross infection • identify contra-indications if any that restrict the service or product sought by the customer. • select styling products, tools and equipment based on the results of client consultation and analysis • select the correct cutting tool to achieve the desired look	As mentioned in the various performance criteria mentioned in the previous cell, the assistant is able to recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts like identify and select suitable equipment and products required for the respective services; perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client; perform various techniques to achieve the desired look; ask relevant questions to consult with the client to identify the condition; provide suitable services and apply relevant procedures; select and prepare products, tools and equipment that are suitable for the client's condition; carry out the procedure using methods that minimize risk of cross infection; and identify contra-indications if any that restrict the services or products sought by the customer Hence NSQF Level is 3	3
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Core skill	• Language to communicate written or oral, with required clarity, skill to basic arithmetic and algebraic principles, basic understanding of social political and natural environment: • read about new products and services with reference to the organization and also from external forums such as websites and blogs • keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets • reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures • discuss task lists, schedules, and work-loads with co- workers • question customers/ clients appropriately in order to understand the nature of the problem and make a diagnosis • give clear instructions to customers/ clients • keep customers/ clients informed about progress • avoid using jargon, slang or acronyms when communicating with a customer/ client, unless it is required • manner and tone, professional, supportive, respectful, sensitive to client speak clearly and precisely in a courteous manner and develop a professional relationship with the client	A Beautician is able to use language to communicate written and oral, with minimum required clarity, and requires a basic understanding of social and natural environment like the ability to speak, read and write in the local vernacular language and English; file routine reports and feedback; using appropriate verbal and non- verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender; reading policy and procedure documents, guidelines and memos in English to interpret the gist correctly; reading simple emails, instructions, advertisements, brochures, manufacturer's labels, forms, formats and other common documents accurately; writing appointments, names, addresses, simple emails, messages, and applications in English accurately; writing an accident or incident report accurately in English; listening to and follow short, straightforward explanations and instructions in English; introducing oneself and one's role to customers and visitors, in English and the local languages; and speaking or communicating with reasonable ease in structured situations and short conversations on familiar topics as basic arithmetic and algebraic principles and personal banking.	3
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- understand the directives passed down by supervisors
- ability to listen and understand the local language in dealing with clients and maintain client confidentiality
- ask relevant questions to consult with the client to identify the condition of the hair and scalp, provide suitable services and apply relevant procedures
- ask relevant and effective questions to check and establish the client's understanding and expectation prior to commencement of the procedure and clarify doubts, if any including with guardians/parents for minors
- ask questions to check with the client their satisfaction with the finished result
- thank customer for feedback post- service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologize for the same and refer to supervisor
- communicate procedure related information to clients based on the sector's code of practices and organisation's procedures/ guidelines communicate role related information to stakeholders in a polite manner.
- assist and guide clients to services or products based on their needs
- report and record instances of aggressive/

	unruly behavior 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 • file routine reports and feedback maintain confidentiality of information, as required, in the role		
Responsibility	Responsibility for own work and learning: • follow principles, while carrying out the procedure for safety, minimising damage and achieving the desired look • check the client's comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required • complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards • provide specific after-procedure, homecare advice and recommendations for product use and further services to the client • perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client • apply products for moisturising and styling, if required and maintain a regular check to minimise the risk of damage • complete the procedure to the satisfaction	As mentioned in the various performance criteria mentioned in the previous cell, the assistant demonstrates responsibility for own work and learning like check the client's comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required; complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards; provide specific after- procedure, homecare advice and recommendations for product use and further services to the client; perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client; apply products for moisturizing and styling, if required and maintain a regular check to minimise the risk of damage; complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards; select and prepare products, tools and equipment that are suitable for the client's condition;	3

		promptly refer problems that cannot be solved to the relevant person/ senior assistant for action; and ask questions to check with the client satisfaction with the finished result. Hence it follows NSQF Level 3 descriptors	
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Annexure 2: 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	Projector	Nos.	2
2	Flip chart	Nos.	3
3	White board	No.	2
4	Safety gears	Pack	1
5	Sanitizer	Liter	1
6	First Aid Box	Nos.	1
7	Pedicure mask	Nos.	250
8	Pedicure scrub	Nos.	1
9	Medium Size Towels	Nos.	12
10	Hand Towels	Nos.	5
11	Disposable Bed Sheets	Nos.	30
12	Disposable Spatula (1 Box)	Nos.	100

13	Gloves (disposable)	Nos.	50
14	Moisturizer	Nos.	1
15	Astringent	Nos.	500
16	Small Bowls for Products	Nos.	12
17	Hydraulic chair	Nos.	3
18	Pedicure Tub	Nos.	2
19	Kajal Pencil	Nos.	3
20	Pan cake kit	Nos.	1
21	Pumice stone	Nos.	5
22	Paraffin Wax Heater	Nos.	1
23	Equipment Trolley	Nos.	3
24	Manicure Trolley With Bowls	Nos.	3
25	Hot Cabinet	Nos.	2
26	Pedicure Tool Sterilizer	Nos.	1
27	Therapist Stool	Nos.	3

28	Face Steamer	Nos.	2
29	Wax Heater	Nos.	2
33	Studio Centre	Nos.	1
34	Skin Analyzer	Nos.	1

Annexure 3: 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 Phone No	E-mail ID
1.	Signature Training Centre & Ayurveda Institute	Dr. Madhumita Saikia	Principal	8486983071	signatureawards2010@gmail.com
2.	Glizz Gurukulam Pvt. Ltd.	Bhargav Gokani	Honorary Director	7096350888	glizzgurukulam8@gmail.com
3.	3 Layers Foundation	Mr. Hardev Singh Arora	Founder	9821065676	3layersfoundation@gmail.com
4.	Lee's Beauty Centre and Spa	Ms. Leena Khandekar	Owner & Founder	9822333382	leesspa@gmail.com
5.	Leaders School of fashion and Beauty	Drishya	Marketing Manager	7994607173	drishya.leaders@gmail.com
6.	Studio 11 PRO- ACADEMY	Shashidhar	Business Head	73370488	Shashidhar@studio11proacademy.com
7.	Orane International	Mr. Jaspal singh	COO	7341117355	coo@orane.com

		Kahlon			
8.	Cleopatra	Richa Agarwal	Proprietor	9876082999	richacleopatra@gmail.com
9.	Radiance Aesthetic Academy	Dr. Brijesha Chauhan	Owner	9033162172	radianceaestheticacademy@gmail.com
10.	New Look Salon and Academy	Meenu Mishra	Trainer	8750802733	Mishramanju.skills@gmail.com
11.	7 Star Makeover Salon and Academy	Chandrakanta Choudhary	CEO	9920685058	shaluckchoudhary@gmail.com
12.	Sai beauty Parlour, Ambedkar Nagar	Ms. Asha rani	Trainer	8527443819	Asharani22881@gmail.com
13.	Sai beauty Parlour, Solan	Ms. Beena	Trainer	7876172380	Saibeen.skills@gmail.com
14.	Morchid Group	Taba Mary	Director cum CEO	8787557207	morchidofficial@gmail.com
15.	Looks Beauty Parlour and Academy	Ms. Heena Rani	Trainer	9873420484	hrani3440@gmail.com
16.	Haryana Institute of Information Technology	Mr. Ankit Zandu	Director	9996669962	director@hiitambala.com
17.	Shahnaz Beauty Studio	Ms. Jayashri	Trainer	9804335636	Jarasreesarkar1983@gmail.com
18.	Sarada Makeup and Beauty Academy	Ms. Jharna Sur	Trainer	7908923601	Surjharna202gmail.com
19.	Rana Shiksha Samiti	Mr. Jangbir Singh	President	9813078780	jangbirrana@gmail.com
20.	Priya Beauty Parlour and Academy	Ms. Priya Jaiswal	Trainer	9304411583	Pj0485523@gmail.com
21.	Yours herbal Parlour and Training Center	Ms. Shalini Arora	Training partner	9990798983	shaliniarora1973@gmail.com

On File

Annexure 3: 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	500	350	325	210		
2026	1000	700	650	420		
2027	1500	1050	975	630		

Data to be provided year-wise for next 3 years

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

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
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. Pramod Mahajan Kaushalya and Udyojakta Vikas Abhiyaan
2. SSC Affiliated: Fee Based

Content availability for previous versions of qualifications:

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

Languages in which Content is available: Hindi and English

Annexure 4: 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
	NA	NA	NA

Annexure 5: 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/N9001: Prepare and maintain work area	Prepare and maintain work area	30	70		
	PC1. 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.				
	PC2. identify and select suitable equipment and products required for the respective services/ session				
	PC3. set up the area for services/ session in adherence to the organizational/ beauty salon/ centre's guidelines				
	PC4. 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				
	PC5. prepare sterilisation solution as per organizational/ salon standards using approved products and as per manufacturers instructions				
	PC6. sterilize, disinfect the area as per organizational standards using recommended solutions and conditions				
	PC7. 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.				
	PC8. identify ways to optimize usage of material including water in various tasks/activities/processes				
	PC9. check for spills/leakages occurred while providing services				
	PC10. identify and segregate recyclable, non recyclable and hazardous waste generated in separate bin				
	PC11. store the unused disposable material properly in a dedicated area; material such as disposable masks, gloves, etc.				
	PC12. ensure electrical equipment and appliances are switched off when not in use				
	PC13. store records, materials and equipment securely in line with the policies				
	PC14. 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				
	PC15. set up and promote digital modes of payment to lessen any kind of cross infection				
	NOS Total	30	70		

On File

BWS/N0101 Provide basic skin care services	<i>Provide basic skin care services</i>	28	72		
	1. comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs				
	2. • carry out basic facial care / face clean-up process using the tools and materials and as per process laid down by the organization; such as cleansing, exfoliating, toning, moisturising, sunscreen, etc. • Facial categories: skin lightening, radiance, anti-tan, hydration, oil control, harmonizing for sensitive skin, etc.				
	3. ask relevant and effective questions to check and establish the client's understanding and expectation prior to commencement and clarify doubts, if any				
	4. clean the skin, free it of all traces of make-up, by using suitable deep cleansing techniques; such as gel, oil, cream, pore strips, masks, steam, vacuum suction, etc.				
	5. use an exfoliation technique suitable for the client's skin type and skin condition; skin type: Normal, oily, dry, combination, sensitive and exfoliation techniques: Mechanical exfoliation, chemical peels, retinols, enzymes and peptides				
	6. use a suitable skin warming technique relevant to the client's needs safely; skin warming techniques such as: Hot towel, steam, masks				
	7. use a steamer following manufacturers instructions in a safe manner				
	8. position the steam at a safe and effective distance away from the face of the clients				
	9. carry out any necessary extraction, when required as per standard procedure				
	10. apply applicable mask procedures evenly and neatly, ensuring that the area to be treated is covered evenly and sufficiently				
	11. remove masks after the recommended time frame has elapsed using approved methods, without discomforting the customer				
	12. carry out cleaning of the application area to ensure skin is left clean, toned and suitably moisturized, using suitable products				

	and as per standard procedures				
	13. provide specific after-process advice to the client pertaining to actions that may help maintain and protect the skin from damage, as part of the service experience				
	14. ensure the work area is kept clean and tidy during the service				
	15. dispose waste materials as per organisational standards in a safe and hygienic manner				
	16. record details of the procedure accurately as per organisational policy and approved practice				
	17. store information securely in line with the salons policies				
	18. ask questions to check with the client their satisfaction with the finished result				
	19. 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				
	NOS Total	28	72		
BWS/N0102 Carry out basic hair removal services	<i>Perform waxing services</i>	13	32		
	PC1. comply with health and safety standards and processes laid out by manufacturer and organization ensuring safety of client, co-workers, self and organisation				
	PC2. identify any contra indications and take respective necessary action				
	PC3. identify various techniques associated with working temperatures for sugar and liposoluble waxing methods				
	PC4. identify different types of hot wax and warm wax based on hair and skin types				
	PC5. gather different types of tools such as wax warmer, wax (soft wax and hard wax), wooden spatulas/ applicators, waxing strips (for soft wax), talcum powder, cleansing wipes or antiseptic, postwax soothing lotion or aloe vera gel, wax remover or baby oil, clean towel and gloves				

PC6. clean the area to be waxed using a mild cleanser or antiseptic and dry the skin thoroughly with a clean towel				
PC7. heat the wax to the recommended temperature (not too hot to avoid burns)				
PC8. test a small amount on your wrist to ensure it's warm but not scalding				
PC9. maintain the client's modesty and privacy at all times by taking suitable precautions and actions Precautions and actions: use privacy curtains, close doors of separate enclosures, ensure covering material is in suitable place, ensure dress is not displaced awkwardly, etc.				
PC10. using a spatula, apply a thin layer of warm wax to the skin in the direction of hair growth				
PC11. press a waxing strip over the wax and smooth it down				
PC12. hold the skin taut and quickly pull the strip in the opposite direction of hair growth to remove the wax and hair				
PC13. apply a post-wax soothing lotion or oil to calm the skin and reduce redness				
<i>Perform threading services</i>	10.5	30.5		
PC14. comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs				
PC15. carry out the threading process using correct tools and materials and as per standards laid down by the organization Tools: scissors, disposable eye brush, etc. Materials: thread				
PC16. adjust the clients position to meet the needs of the service without causing them discomfort				
PC17. • ensure safe and quick hair removal methods are carried out to minimize discomfort to the client Methods: Hand, mouth, neck				
PC18. ensure the hair removal methods are carried out by positioning oneself at a comfortable distance from the client whilst maintaining the correct tension of the thread				

	PC19. provide clear instructions to the client on how and when to support the service procedure by stretching or holding their own skin at various stages of the threading service				
	PC20. create a well-balanced, proportioned and defined eyebrow shape as per clients requirements, where required				
	PC21. 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				
	PC22. discontinue service, and do not provide advice and recommendations where contra-actions occur				
	PC23. ensure the work area is kept clean and tidy during the service				
	PC24. dispose waste materials as per organisational standards in a safe and hygienic manner				
	PC25. record details of the services accurately as per organisational policy and approved practice				
	PC26. store information securely in line with the salons policies				
	<i>Carry out postprocedure actions</i>	4.5	9.5		
	PC27. clean the treated area and apply a suitable soothing product correctly, post the threading procedure				
	PC28. ask questions to check with the client their satisfaction with the finished result				
	PC29. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or refer to supervisor if actions beyond scope of authority or no action is possible to mitigate damage				
	PC30. provide specific after-care advice to the client to minimize irritation, redness and discomfort				
	NOS Total	28	72		
	<i>Prepare for make-up services</i>	10	32		

**BWS/N0125 Perform
simple make-up services**

PC1. adhere to the health and safety standards laid out by the manufacturer and organization				
PC2. sanitize the hands prior to procedure commencement as per organisational approved process				
PC3.prepare the client suitably for the respective service procedure and provide relevant required personal protective equipment Prepare: Remove and store jewellery safely, secure hair, position correctly, cover clothing, etc				
PC4. ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any				
PC5. position self and client throughout the procedure in a way to ensure privacy, comfort and wellbeing				
PC6. adjust the clients position to meet the needs of the service without causing them discomfort				
PC7. perform and adapt the make-up procedures using materials, equipment and techniques correctly and safely to meet the needs of the client				
PC8. • identify basic skin types and skin tone correctly • Skin types: Oily, dry, normal and combination Skin tone: Fair, dark, pink, yellow, pale				
PC9. define a suitable beauty services plan to meet the clients needs based on skin types, constraints and client preferences				
PC10. select and prepare suitable skin care and make up products to meet the clients needs and work plan				
PC11. use make-up removers, cleansers and toners to remove make-up Apply simple make-up procedures for routine purposes				
<i>Apply simple make-up procedures for routine purposes</i>	9	27		
PC12. clean, tone and moisturize the skin to suit the clients skin type and needs in the correct sequence, applying correct techniques, using organisation approved tools and processes				
PC13.select and apply the correct make-up products to enhance facial features, to suit the clients needs and achieve the desired effect, applying correct techniques as per organisation standards				

	Make-up products: Foundation, powder, blusher, mascara, eye shadows, eye liner, eyebrow pencil, lip liner and lip stick/gloss, etc.				
	PC14. adapt the make-up procedure using materials, equipment and techniques correctly and safely to meet the needs of the client, where required				
	PC15. 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				
	PC16. complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards				
	PC17. dispose waste materials as per organisational standards in a safe and hygienic manner				
	PC18. record details of the procedure accurately as per organisational policy and approved practice				
	PC19. store information securely in line with the salons policies				
	PC20. provide specific after-procedure, homecare advice and recommendations for product use and further beauty services to the client				
	PC21. ask questions to check with the client their satisfaction with the finished result				
	PC22. 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				
	Drape costumes on customers				
	<i>Drape costumes on customers</i>	3	19		
	PC23.handle the costume safely, avoiding any additional wrinkles or crumpling				
	Costume: Saree, lehenga, mekhla, christian gown, dupatta, etc.				
	PC24. identify and highlight any damage to the costume to the customer on receiving the costume				
	PC25. ensure the costume is ironed, steamed and/or prepared as per customer and beauty therapist instructions, in line with				

	company policy and procedures				
	PC26. drape costumes on customer using correct techniques and without discomfort to the customer and maintaining their privacy and modesty				
	PC27. adjust costumes as per body type, customer preferences and following beauty therapists instructions				
	PC28. provide the customer guidance on handling, maintenance of the look of the costume, movements, safety, etc. relevant to the costume				
	PC29. ensure the draped costume achieves best fit, is safe and ensures garment cleanliness				
	NOS Total	22	78		
BWS/N0126 Provide simple hair dressing and root touch-up services	<i>simple hair dressing services</i>	18	43		
	PC1. • use suitable consultation techniques to identify the clients wishes for the desired look before dressing the hair including with guardians/parents for minors • Consultation techniques: eg. ask questions, catalogue of styles, chart or image referencing, etc.				
	PC2. ensure a guardian/parent is present for minors under age 14				
	PC3. position self and client to ensure privacy, comfort and safety, throughout the service				
	PC4. perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client				
	PC5. perform back combing /back brushing technique as required				
	PC6. control and secure hair effectively into place, during dressing				
	PC7.dress the hair to the satisfaction of the client producing simple hair dos Simple hair dos: Up-do's with rolls/twist/knots/braids, bun, braid, french roll, etc.				
	PC8.apply common hair accessories correctly Accessories: eg. pins, false hair, parandas, clips, flowers, etc.				

	PC9. apply finishing product following manufacturers instructions to maintain the style				
	PC10. ensure the work area is kept clean and tidy during the service				
	PC11. promptly refer problems that cannot be solved to the relevant superior for action				
	PC12. complete the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards				
	PC13. record details of the procedure accurately as per organisational policy and procedures				
	PC14. store information securely in line with the salons policies				
	PC15. provide specific after-procedure, homecare advice and recommendations for product use and further services to the client				
	PC16. dispose waste materials as per organisational standards in a safe and hygienic manner				
	PC17. ask questions to check with the client their satisfaction with the finished result				
	PC18. 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				
	<i>root touch-up</i>	13	26		
	PC19. gather necessary supplies: hair color, developer, mixing bowl, applicator brush, comb, sectioning clips, towel, gloves, and a protective cape				
	PC20. perform a patch test 24-48 hours in advance to check for allergic reactions				
	PC21. read and follow the instructions on the color kit				
	PC22. combine the hair color and developer in the recommended ratio in a mixing bowl				
	PC23. divide the hair into four sections for easy application. Use clips to secure each section				

	PC24. starting at the part line, use the applicator brush to apply the color to the visible roots				
	PC25. apply color to small, thin sections for even coverage				
	PC26. allow the dye to process as per the recommended time (typically 20–45 minutes)				
	PC27. check occasionally to ensure even processing				
	PC28. wash out the color with lukewarm water until the water runs clear				
	PC29. use color-safe shampoo and a conditioner to maintain the vibrancy				
	PC30. dry the hair and style as desired to showcase the refreshed look				
	PC31. tidy the workspace and dispose of any waste properly				
	NOS Total	13	69		
BWS/N0401 Provide manicure and pedicure services	<i>Preparing self and client</i>	10	20		
	PC1. adhere to the health and safety standards laid out by the manufacturer and organization				
	PC2. sanitize the hands prior to procedure commencement as per organisational approved process				
	PC3. prepare the client suitably for the respective service procedure and provide relevant required personal protective equipment				
	PC4. ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any				
	PC5. position self and client in a way to ensure privacy, comfort and wellbeing, throughout the procedure				
	PC6. adjust the clients position to meet the needs of the service without causing them discomfort				
	PC7. perform and adapt the manicure and pedicure procedures using materials, equipment and techniques correctly and safely to				

	meet the needs of the client				
	<i>Carrying out manicure and pedicure services</i>	20	25		
	PC8. remove any existing nail polish using approved products and procedures before proceeding further				
	PC9. enquire to establish the desired length and shape of nails (hands or toes) with the client				
	PC10. file the nails ensuring the nails free edge is left smooth and shaped to required length according to the clients preference				
	PC11. remove dirt in the underside of the nails using nail pick, clippers, nail brush, soaking and washing to be dirt free				
	PC12. use suitable cuticle tools and products, safely and effectively, to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged				
	PC13. use specialized 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.)				
	PC14. use smooth and even massage techniques for hands and lower arms, lower legs and feet and apply appropriate pressure to meet the clients needs				
	PC15. remove any excessive hard skin using a foot scrapper during the manicure service without discomfort to the client				
	PC16. leave the hands and lower arm, foot and lower leg free of any excess massage medium at the end of the pedicure or manicure process respectively, by clearing these using a towel or other suitable materials				
	PC17. check that the nail plate is dehydrated and the underside is clean and free of debris				
	PC18. apply sufficient base coat, polish coats and top coats as required to achieve the desired nail finish				
	PC19. check that the final nail finish is smooth, even textured and uniformly coloured, with the cuticle and nail wall free of enamel				
	<i>Post Service procedures</i>	10	15		

	PC20. 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				
	PC21. clean the treated area and use a suitable soothing product				
	PC22. complete the therapy to the satisfaction of the guest in a commercially acceptable time				
	PC23. record the therapy accurately and store information securely in line with the organizations policies				
	PC24. provide specific after-procedure, homecare advice and recommendations for product use and further services to the client				
	PC25. ask questions to check with the client their satisfaction with the finished result				
	PC26. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor				
	NOS Total	40	60		
BWS/N0418 Basic mehndi designs and nail art	<i>prepare self and client</i>	10	10		
	PC1. adhere to the health and safety standards laid out by the manufacturer and organization				
	PC2. sanitize the hands prior to procedure commencement as per organizational approved process				
	PC3. prepare the client suitably for the respective service procedure and provide relevant required personal protective equipment				
	PC4. ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any				
	PC5. position self and client throughout the procedure in a way to ensure privacy, comfort and wellbeing				

	PC6. identify contra indications that restrict service and act accordingly as per organisational standards				
	PC7. set-up products, tools, equipment for relevant techniques to suit clients service needs, nail and skin conditions .				
	<i>apply simple mehndi designs</i>	10	20		
	PC8. prepare the cone and ensure a suitable tip size				
	PC9. prepare the mehendi to appropriate consistency and recipe for application technique				
	PC10. apply mehndi design using simple elements like stencil or stickers and correct procedures on hands, wrists and feet				
	PC11. complete the application to the satisfaction of the customer in a commercially acceptable time				
	PC12. comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs				
	PC13. check the clients comfort and wellbeing throughout the service and adapt				
	PC14. • discontinue service, and do not provide advice and recommendations where contra-actions • occur				
	<i>perform nail art services</i>	10	20		
	PC15. clean the nails to ensure they are free from bacteria				
	PC16. • set-up products, tools, equipment and techniques to suit clients service needs, nail and skin • conditions				
	PC17. ensure the client and you have understood the treatment objective and plan				
	PC18. perform applying false nails or extensions if required				
	PC19. perform nail art application by decorating nails using various methods (colored polish, gems, glitter, stencil nail art and stick on artificial nails)				

	PC20. promptly refer problems that cannot be solved to the relevant person				
	PC21. provide after care advise				
	<i>post procedure care</i>	10	10		
	PC22. dispose waste materials as per organisational standards in a safe and hygienic manner				
	PC23. record details of the procedure accurately as per organisational policy and approved practice				
	PC24. store information securely in line with the salons policies				
	PC25. provide specific after-process advice to the client for colour fastening and contra actions				
	PC26. ask questions to check with the client their satisfaction with the finished result				
	PC27. 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				
	NOS Total	40	60		
BWS/N0136 Knowledge of organic homemade beauty products	<i>preparing homemade beauty products</i>	30	70		
	PC1. develop an understanding of natural, organic and non-toxic alternatives to commercial products.				
	PC2. list the benefits of using homemade beauty products				
	PC3. identify the ingredients to be used in the formulation of homemade beauty products (cleansers, scrubs, toners, creams, masks, wax, and makeup removers) as per skin type and condition based on their on their properties.				
	PC4. ensure the combination of the ingredients is as per the purpose and usage of the product being prepared based on skin type and personal sensitivities.				

	PC5. provide knowledge about making beauty products and their consistency such as cleansers, scrubs, toners, creams, masks, wax, and makeup removers.				
	PC6. clean and sanitize the work area, tools, equipment and containers				
	PC7. collect raw materials like aloe vera, turmeric, sandalwood powder, multani mitti powder, saffron, base cream, lentil powder, etc.				
	PC8. collect and place all the tools & equipment				
	PC9. ensure to put on the gloves to avoid contamination				
	PC10. carryout the measurements of the ingredients carefully, following the safety guidelines.				
	PC11. ensure all ingredients are at optimum temperature before mixing				
	PC12. store the products as per guidelines				
	PC13. describe the effective usage and application of products				
	NOS Total	30	70		
BWS/N9002- Maintain health and safety at the workplace	<i>Maintain health and safety of the work area</i>	33	67		
	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				
	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.				
	PC3. set up and position oneself, equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety				

	requirements				
	PC4. clean and sterilize all tools and equipment before and after use				
	PC5. maintain one's posture and position to minimize fatigue, risk of injury and chances of cross infection				
	PC6. dispose waste materials in accordance to the industry accepted standards				
	PC7. maintain first aid kit and keep oneself updated on the first aid procedures				
	PC8. identify and document potential risks and hazards in the workplace				
	PC9. accurately maintain accident reports				
	PC10. report health and safety risks/ hazards to concerned personnel				
	PC11. use tools, equipment, chemicals and products in accordance with the guidelines and manufacturers' instructions				
	NOS Total	33	67		
BWS/N9003- Create a positive impression at the workplace	<i>Maintain health and safety at the workplace</i>	33	67		
	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				
	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.				
	PC3. set up and position oneself, equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements				
	PC4. clean and sterilize all tools and equipment before and after use				

	PC5. maintain one's posture and position to minimize fatigue, risk of injury and chances of cross infection				
	PC6. dispose waste materials in accordance to the industry accepted standards				
	PC7. maintain first aid kit and keep oneself updated on the first aid procedures				
	PC8. identify and document potential risks and hazards in the workplace				
	PC9. accurately maintain accident reports				
	PC10. report health and safety risks/ hazards to concerned personnel				
	PC11. use tools, equipment, chemicals and products in accordance with the guidelines and manufacturers' instructions				
	NOS Total	33	67		
DGT/VSQ/N0101 Employability Skills (30 hours)	Employability Skills	20	30		
Grand Total		336	714		

On File

Annexure 6: 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 Automotive Service Assistant 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 7: 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