



## QUALIFICATION FILE

Bridal Fashion & Portfolio Make-up Artist

☒ 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 5**

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

<b>1.</b>	<b>Qualification Name</b>	<b>Bridal Fashion &amp; Portfolio Make-up Artist</b>													
<b>2.</b>	<b>Sector/s</b>	<b>Beauty &amp; Wellness Sector Skill Council</b>													
<b>3.</b>	<b>Type of Qualification:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input checked="" type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	<b>NQR Code &amp; version of existing/previous qualification:</b> 2022/BW/BWSSC/06584 V3.0	<b>Qualification Name of existing/previous version:</b> Bridal Fashion & Portfolio Make-up Artist V3.0												
<b>4.</b>	<b>a. OEM Name</b> <b>b. Qualification Name</b> <i>(Wherever applicable)</i>	NA													
<b>5.</b>	<b>National Qualification Register (NQR) Code &amp;Version</b> <i>(Will be issued after NSQC approval)</i>	2022/BW/BWSSC/06584 V3.0	<b>6. NCrf/NSQF Level:</b> <i>NSQF Level 5</i>												
<b>7.</b>	<b>Award (Certificate/Diploma/Advance Diploma/ Any Other)</b> <i>(Wherever applicable specify multiple entry/exits also &amp; provide details in annexure)</i>	Certificate													
<b>8.</b>	<b>Brief Description of the Qualification</b>	A Bridal Fashion and Portfolio Make-up Artist is a professionally trained individual in make-up techniques using corrective, highlighting, shading, and air brush make-ups to deliver high quality professional make up. He/ She provides client consultation on various beauty & make-up products; and performs various services such as skincare and make-up by maintaining health, safety and hygiene at workplace. He/ She needs to be knowledgeable on the skin structure, basic beauty therapies, various make-up techniques and range of beauty and make-up products.													
<b>9.</b>	<b>Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</b>	<b>a. Entry Qualification &amp; Relevant Experience:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">S. No.</th> <th style="width: 50%;">Academic/Skill Qualification (with Specialization - if applicable)</th> <th style="width: 40%;">Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Completed 1st year of UG (UG Certificate) experience</td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td>Completed 1st year of diploma (after 12<sup>th</sup>)</td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td>8th grade pass with 1 year relevant experience</td> <td style="text-align: center;">1 year</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	Completed 1st year of UG (UG Certificate) experience		2	Completed 1st year of diploma (after 12 <sup>th</sup> )		3	8th grade pass with 1 year relevant experience	1 year
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)													
1	Completed 1st year of UG (UG Certificate) experience														
2	Completed 1st year of diploma (after 12 <sup>th</sup> )														
3	8th grade pass with 1 year relevant experience	1 year													

		<table border="1"> <tr> <td>4</td><td>12th pass with 1 year Vocational Education &amp; training (NTC or NAC or CITS)</td><td>1 year</td></tr> <tr> <td>5</td><td>12th Grade pass with 2 years relevant experience</td><td>2 years</td></tr> <tr> <td>6</td><td>10th Grade pass with 4 years relevant experience</td><td>4 years</td></tr> <tr> <td>7</td><td>Previous relevant Qualification of NSQF Level 4 and with minimum education as 8th Grade pass with 3 years relevant</td><td>3 years</td></tr> </table> <p><b>b. Age:</b> 16 years</p>	4	12th pass with 1 year Vocational Education & training (NTC or NAC or CITS)	1 year	5	12th Grade pass with 2 years relevant experience	2 years	6	10th Grade pass with 4 years relevant experience	4 years	7	Previous relevant Qualification of NSQF Level 4 and with minimum education as 8th Grade pass with 3 years relevant	3 years									
4	12th pass with 1 year Vocational Education & training (NTC or NAC or CITS)	1 year																					
5	12th Grade pass with 2 years relevant experience	2 years																					
6	10th Grade pass with 4 years relevant experience	4 years																					
7	Previous relevant Qualification of NSQF Level 4 and with minimum education as 8th Grade pass with 3 years relevant	3 years																					
10.	<b>Credits Assigned to this Qualification, Subject to Assessment</b> (as per National Credit Framework (NCrF))	20	<b>11. Common Cost Norm Category (I/II/III)</b> (wherever applicable): <b>II</b>																				
12.	<b>Any Licensing requirements for Undertaking Training on This Qualification</b> (wherever applicable)	NA																					
13.	<b>Training Duration by Modes of Training Delivery</b> (Specify <b>Total Duration</b> as per selected training delivery modes and as per requirement of the qualification)	<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>176</td><td>334</td><td>90</td><td></td><td>600</td></tr> <tr> <td>Online</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	176	334	90		600	Online								
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Classroom (offline)	176	334	90		600																		
Online																							
		(Refer Blended Learning Annexure for details)																					
14.	<b>Aligned to NCO/ISCO Code/s</b> (if no code is available mention the same)																						
15.	<b>Progression path after attaining the qualification</b> (Please show Professional and Academic progression)	Senior Cosmetologist, Level- 5; Makeup Trainer; Beauty Manager/Floor Manager – Salon; Beauty Services Specialist at Level- 6																					

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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:	
18.	Is the Job Role Amenable to Persons with Disability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", specify applicable type of Disability: <i>Deaf</i>	
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>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
22.	Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB &amp; 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: 17/11/2022	24. Validity Duration: 3 years	25. Next Review Date : 17.11.2025

## 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 & maintain work area	BWS/N9001-V4.0, NSQF Level 3	Non-Core	3	1	10	20			30	30	70			100	5
2.	Perform skin care services	BWS/N0104-V4.0, NSQF Level 4	Core	4	2	20	40			60	26	74			100	5
3.	Perform bridal makeup services	BWS/N0301, V3.0	Core	5	2	20	40			60	26	74			100	20
4.	Perform fashion and photographic make-up	BWS/N0302 V3.0	Core	5	2	20	40			60	24	76			100	20
5.	Apply air-brush makeup	BWS/N0302 V3.0	Core	5	2	20	40			60	25	75			100	20
6.	Maintain health and safety at the workplace	BWS/N9002-V4.0	Non-Core	3	1	10	20			30	33	67			100	5
7.	Create a positive impression at the	BWS/N9003-V4.0	Non-core	3	1	10	20			30	36	64			100	5

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)
	workplace															
8.	Manage and lead a team	BWS/N9004- V3.0	Non-core	5	1	10	20			30	31	69			100	5
9.	Consult and advise clients	BWS/N9005-V3.0	Non-core	5	1	10	20			30	19	81			100	5
10.	Promote and sell services and products	BWS/N9006, V3.0	Non-Core	5	1	10	20			30	16	84			100	5
11.	Employability Skills (90 hours)	BWS/N103,V1.0	Non-Core	6	3	36	54			90	20	30			50	5
12.	OJT	NA	Core	5	3	-	-	90		90						
<b>Duration (in Hours) / Total Marks</b>					20	176	334	90		600	286	764			1050	100

## 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:** (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)</b> (as per NCVET guidelines)	12th pass with Advance Diploma in Makeup Services with 4 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)</b> (as per NCVET guidelines)	Graduate with 5 years experience in Advance Makeup (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)</b> (as per NCVET guidelines)	12th pass with Advance Diploma in Beauty or Cosmetology
2.	<b>Proctor's Qualification and experience in relevant sector (in years)</b> (as per NCVET guidelines)	
3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)</b> (as per NCVET guidelines)	NA
4.	<b>Assessment Mode</b> (Specify the assessment mode)	Offline



5.	<b>Tools and Equipment Required for Assessment</b>	<input checked="" type="checkbox"/> Same as for training <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<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> This role serves as a stepping stone for those looking to build a career in the makeup industry. It allows individuals to gain hands-on experience and develop their skills in a supportive environment. This role is vital in the makeup industry, contributing to client satisfaction and the smooth operation of establishments. The SSC would submit details of the employment generated (where applicable) .
3.	<b>Government /Industry initiatives/ requirement (Yes/No):</b> Yes
4.	<b>Estimated nos. of persons to be trained and employed:</b> 500/year
5.	<b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> 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.	<b>Annexure:</b> NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	<i>Annexure 1</i>
2.	<b>Annexure:</b> List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	<i>Annexure 2</i>
3.	<b>Annexure:</b> Detailed Assessment Criteria <i>(Mandatory)</i>	<i>Annexure 6</i>
4.	<b>Annexure:</b> Assessment Strategy <i>(Mandatory)</i>	<i>Annexure 7</i>

5.	<b>Annexure:</b> Blended Learning ( <i>Mandatory, in case selected Mode of delivery is “Blended Learning”</i> )	<i>Annexure 5</i>
6.	<b>Annexure:</b> Multiple Entry-Exit Details ( <i>Mandatory, in case qualification has multiple Entry-Exit</i> )	<i>Yes</i>
7.	<b>Annexure:</b> Acronym and Glossary ( <i>Optional</i> )	<i>Annexure 8</i>
8.	<b>Supporting Document:</b> Model Curriculum ( <i>Mandatory – Public view</i> )	<i>Model Curriculum</i>
9.	<b>Supporting Document:</b> Career Progression ( <i>Mandatory - Public view</i> )	<i>Career Progression and Occupational Map</i>
10.	<b>Supporting Document:</b> Occupational Map ( <i>Mandatory</i> )	
11.	<b>Supporting Document:</b> Assessment SOP ( <i>Mandatory</i> )	<i>Annexure 9</i>
12.	<b>Any other document you wish to submit:</b>	

## 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
<b>Professional Theoretical Knowledge/Process</b>	<p>Perform and adapt the therapy using materials, equipment and techniques correctly and safely to meet the needs of the client. Carry out facial care/ clean-up process using the products and equipment as per service levels laid down by the salon</p> <p>Clarify the client's understanding and expectation prior to commencement of treatment</p> <p>Use an exfoliation technique suitable for the client's skin type and skin condition</p> <p>Use a suitable skin warming technique and carry out any necessary extraction relevant to the client's skin type and skin condition. Provide facial massage using a medium and techniques suitable for the client's skin type and condition</p> <p>Conceal skin imperfections and blemishes using the suitable colour corrective products where required</p> <p>Select and apply foundation using brush/ sponge, to the centre of face and evenly blended out to sides of the face to achieve coverage</p> <p>Select and choose a corrective technique and contour by highlights and shading</p> <p>Select and apply suitable powder to set the foundation</p> <p>Apply makeup to enhance the facial features for bridal photographic shoots</p>	<p>The individual is expected to consult with the client to identify the needs for services and products taking into account factors that may limit or affect the choice, perform skin analysis and consult the client by questioning to identify contra-indications to skin and make-up products, define a suitable treatment plan to meet the client's needs, provide product, promotion, and pricing information as per clients' requirements and address client queries, perform and adapt make up (bridal, fashion, photographic and airbrush) application by selecting the correct products, tools and techniques in accordance to standards, provide after care advice and recommendations and record the client and treatment details accurately Hence, NSQF Level is 5</p>	3
<b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>	<p>Adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the</p>	<p>The individual is expected to have the knowledge of facts , skin care treatments ,</p>	3

	<p>client</p> <p><b>Clear choice of procedures in familiar context</b></p> <p>Ensure that environmental conditions are suitable for the client and the treatment to be carried out in a hygiene and safe environment</p> <p>Select suitable equipment and products required for the treatment</p> <p>Consult the client by questioning to identify contra-indications to products and provide recommendations for treatments that are suitable to the client</p> <p>Define a suitable treatment plan to meet the client's needs</p>	<p>anatomy, physiology and pathology for skin treatments, basic ailments, contraindications, contra actions, principles and practice of skin treatments, characteristics of skin types, , range of skin care and make up products, procedure for product selection, different skin types and application of products based on skin types, application and removal of skin products / make-up.</p>	
<p><b>Employment Readiness &amp; Entrepreneurship</b></p> <p><b>Skills &amp; Mind-set/Professional Skill</b></p>	<p>Most of the work involves recall and demonstration of practical skill, is routine and repetitive and in a narrow range of application. The incumbent also uses appropriate rule and tool and quality concepts to complete their work</p>	<p>This is level 3 as it requires principles and general concepts. A range of cognitive and practical skills are required to accomplish tasks and solve problems by selecting and applying basic methods, tools, materials and information.</p>	3
<p><b>Broad Learning Outcomes/Core Skill</b></p>	<p>The educator Airbrush make-up product uses and limitations, silicone based, water based, alcohol based, colour range, selection and suitability to the make-up needs</p> <p>Latest promotional schemes on various products</p> <p>Basic mapping of the requirements with the products</p> <p>Desired effects of products in relation to their chemical composition</p> <p>Active ingredients found in different hair and beauty products</p> <p>Various products offered by the company</p>	<p>The job holder is expected to independently exhibit knowledge of the facts, principles, processes and general concepts , in a field of knowledge or study such as knowledge of skin care treatments , make up techniques , basic ailments, contraindications, contra actions, skin treatment and make up plans, procedure for product selection, different skin types and application of products based on skin types, application and removal of skin products / make up , the importance of using products economically and applicable legislations relating to the workplace.</p> <p>Since all the above mentioned areas are related to</p>	3

		knowledge of field of beauty and wellness, the role qualifies for Level 5.	
<b>Responsibility</b>	<p>Make decisions pertaining to the concerned area of work</p> <p>Think through the problem, evaluate the possible solution(s) and suggest an optimum/best possible solution(s)</p> <p>Deal with clients lacking the technical background to solve the problem on their own</p> <p>Conceal skin imperfections and blemishes using the suitable colour corrective products where required</p> <p>Select and choose a corrective technique and contour by highlights and shading</p> <p>Define a suitable treatment plan to meet the client's needs</p> <p>Consult the client by questioning to identify contra-indications to products and provide recommendations for treatments that are suitable to the client</p>	The job holder is expected to possess desired writing, reading and communication skills, mathematical skills and understanding of social, political and some skill of collecting and organizing information, communication, such as effective communication skills (including awareness of vernacular language) so as to have pleasant and engaging conversations with the clients while introducing them to the requisite skin care or make up session.	3

## 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	Litre	1
6.	First Aid Box	Nos.	1
7.	Translucent powder (3-4 shades)	Nos	3
8.	Lip Liner Pencil (5 shades)	Nos	5
9.	Pan cake kit (3 shades)	Nos	3
10.	Eyebrow Pencil	Nos	1
11.	Mascara 3D Waterproof Extra Black( 2 shades)	Nos	2
12.	Eyeline Black	Nos	3
13.	Lip shade pallet	Nos	2
14.	Concealer/Contouring Pallet	Nos	1
15.	Blusher Palette	Nos	1
16.	Eyeshadow Pallet	Nos	1
17.	Liquid Foundation (3 shades)	Nos	2
18.	Derma color Pallet	Nos	1

19	Prebase	Nos	1
20	Make-up Fixer	Nos	2
21	Face Primer	Nos	1
22	Eyelashes	Nos	3
23	Shimmer Eye Shadow	Nos	3
24	Toner	Nos	2
25	Make up sponges	Nos	10
26	Airbrush professional makeup Kit (equipment, 6 Bottles of Fair and Medium Foundation + Blush, Bronzer and Shimmer)	Nos	2
27	Mixing Plate	Nos	1
28	Hydraulic Chair	Nos	1
29	Work Station with Mirror	Nos	2

### 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

2022	500	350	325	210	NA	NA
2023	1000	700	650	420		
2024	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. PMKVY
2. NULM

**Content availability for previous versions of qualifications: NA**

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

**Languages in which Content is available: 2**



## 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: <i>Prepare and maintain work area</i>	<i>Prepare and maintain work area</i>	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 & odor 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 (if applicable) and products required for the respective sessions/services				
	PC3. set up the area for session/services in adherence to the organizational guidelines				
	PC4. place disposable sheet on a sanitized trolley and organize the products in it or in area convenient and efficient for service delivery and place disposable towels, glasses for water, tea/coffee in area convenient				
	PC5. prepare sterilization solution as per organizational standards using approved products and as per manufacturer's instructions				
	PC6. sterilize, disinfect and place the tools on the tray as per organizational standards using recommended solutions and conditions				
	PC7. dispose waste materials in adherence to the industry requirements; waste materials such as cotton, 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. discard the unused open single use packed products properly in a closed bin				
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				
<b>Total</b>	<b>30</b>	<b>70</b>		
<i>Provide basic skin care services</i>	26	74		
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				
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				
5. use an exfoliation technique suitable for the client's skin type and skin condition				
6. use a suitable skin warming technique relevant to the client's needs safely				
7. use a steamer following manufacturer's instructions in a safe manner				
8. position the steam at a safe and effective distance away from the				

<i>BWS/N0104 Provide basic skin care services</i>	face of the client				
	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 salon's 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				
	<b>Total Marks</b>	<b>26</b>	<b>74</b>		
	<i>Perform bridal makeup services</i>	<b>26</b>	<b>74</b>		
	1. adhere to the health and safety standards laid out by the manufacturer and salon				
	2. consult the client by questioning to identify contra-indications to skin and make-up products				
	3. prepare the work area, materials, and equipment to meet the salon operating procedures, industry and legal requirements				
	4. sanitize the hands prior to treatment commencement				
	5. prepare the client and provide suitable protective apparel				
	6. position self and client throughout procedure to ensure privacy, comfort and wellbeing				
	7. define a suitable treatment plan to meet the client's needs				
	8. select and prepare suitable skin care and makeup products to meet the				

<i>BWS/N0301 Perform bridal makeup services</i>	client's needs and work plan				
	9. clarify the client's understanding and expectation prior to commencement of procedure				
	10. clean, tone and moisturize the skin to suit the client's skin type and needs				
	11. conceal skin imperfections and blemishes using the suitable colour corrective products where required				
	12. select and apply foundation using brush/sponge, to the centre of face and evenly blended out to sides of the face to achieve coverage				
	13. select and choose a corrective technique and contour by highlights and shading				
	14. select and apply suitable powder to set the foundation				
	15. apply makeup to enhance the facial features for bridal photographic shoots				
	16. adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client				
	17. adjust the client's position to meet the needs of the service without causing them discomfort				
	18. check the client's wellbeing throughout the service and giving the necessary reassurance				
	19. complete the procedure to the satisfaction of the client in a commercially acceptable time				
	20. record the client's skin type skin condition and age group, procedure accurately and store information securely in line with the salons policies				
	21. provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client				
	22. dispose waste materials and leave the work area in a suitable condition for further treatments				
	<b>TOTAL MARKS</b>	<b>26</b>	<b>74</b>		

	<i>Perform fashion and photographic makeup</i>	<b>24</b>	<b>76</b>		
<b>BWS/N0302</b> <i>Perform fashion and photographic makeup</i>	1. adhere to the health and safety standards laid out by the manufacturer and salon				
	2. consult the client by questioning to identify contra-indications to skin and make-up products				
	3. prepare the work area, materials, and equipment to meet the salon operating procedures, industry and legal requirements				
	4. sanitize the hands prior to treatment commencement				
	5. prepare the client and provide suitable protective apparel				
	6. position self and client throughout procedure to ensure privacy, comfort and wellbeing				
	7. define a suitable treatment plan to meet the client's needs				
	8. select and prepare suitable skin care and makeup products to meet the client's needs and work plan				
	9. clarify the client's understanding and expectation prior to commencement of procedure				
	10. perform skin analysis and understand the different face shapes and skin tones and textures of the model/client/artist				
	11. clean, tone and moisturize the skin to suit the client's skin type and needs				
	12. check the lighting for make-up understanding the theory of true lighting and its effect				
	13. perform make up application by selecting the correct products, tools and technique for required look. (hi definition make up , airbrush makeup )				
	14. conceal skin imperfections and blemishes using the suitable colour corrective products understanding the warming and cooling colours (the colour wheel)				
	15. select by understanding the product mixing technique and application technique of foundation using brush/ sponge/airbrush, to the centre of face and evenly blended out to sides of the face to achieve coverage				
	16. select and choose a corrective technique and contour by highlights and shading				
	17. apply make-up to meet the requirements of the fashion shows/ photo shoots				
	18. adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client				

	19. adjust the client's position to meet the needs of the service without causing them discomfort				
	20. check the client's wellbeing throughout the service and giving the necessary reassurance				
	21. complete the procedure to the satisfaction of the client in a commercially acceptable time				
	22. record the client's skin type skin condition and age group, procedure accurately and store information securely in line with the organizations policies				
	23. provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client				
	24. dispose waste materials and leave the work area in a suitable condition for further treatments				
	<b>NOS Total</b>	<b>24</b>	<b>76</b>		
BWS/N0303: Apply air-brush makeup	<i>Apply air-brush make-up</i>	<b>25</b>	<b>75</b>		
	1. prepare yourself, client and work area for airbrush make-up				
	2. use suitable consultation techniques to identify treatment objectives				
	3. carry out skin analysis to determine skin type and condition and check for contra- indications				
	4. identify the purpose for the make- up and provide clear recommendations to the client				
	5. select airbrush make-up products, tools and equipment to suit client treatment needs, skin type and conditions				
	6. use products, tools, equipment and techniques to meet the design plan and to suit client treatment needs, skin types and conditions				
	7. complete the airbrush make-up to the satisfaction of the client				
	8. record and evaluate the results of the treatment				
	9. provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client				
	<b>NOS Total</b>	<b>25</b>	<b>75</b>		

BWS/N9002- Maintain health and safety at the workplace	<i>Maintain health and safety of the work area</i>	<b>33</b>	<b>67</b>		
	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				
	<b>TOTAL</b>	<b>33</b>	<b>67</b>		
	<i>Create Positive Impression at the workplace</i>	<b>36</b>	<b>64</b>		
	<i>Appearance and Behavior</i>	<b>8</b>	<b>14</b>		



<b>BWS/N9003- Create a positive impression at theworkplace</b>	PC1. ensure maintaining good health and personal hygiene such as sanitized hands, neatly tied and covered hair, clean nails, etc.				
	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.				
	PC3. stay free from intoxicants while on duty				
	PC4. wear and carry organization's uniform and accessories correctly and smartly by sanitizing it in hot water with detergent and bleach				
	<i>Task execution as per organization's standards</i>	<b>10</b>	<b>18</b>		
	PC5. take appropriate and approved actions in line with instructions and guidelines				
	PC6. participate in workplace activities as a part of the larger team				
	PC7. report to supervisor immediately in case there are any work issues				
	PC8. use appropriate language, tone and gestures while interacting with guests from different cultural and religious backgrounds, age, disabilities and gender				
	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.				
	<i>Communication and Information record</i>	<b>18</b>	<b>32</b>		
	PC10. communicate procedure related information to guests				

	based on the sectors code of practices and organizations procedures/ guidelines				
	PC11. communicate role related information to stakeholders in a polite manner and resolve queries, if any				
	PC12. assist and guide guests to services or products based on their needs				
	PC13. report and record instances of aggressive/ unruly behavior and seek assistance				
	PC14. use communication equipment (phone, email etc.) as mandated by the organization				
	PC15. carry out routine documentation (such as recording details related to employee's tasks, services taken and feedback given by clients) legibly and accurately in the desired format				
	PC16. maintain confidentiality of information, as required, in the role				
	PC17. communicate the internalization of gender & its concepts at work place				
	PC18. conduct various workshops for the employees at workplace; using range of technologies that aid PwDs at the workplace, etc.				
	<b>NOS Total</b>	<b>36</b>	<b>64</b>		
	<i>Maintain health and safety of the work area</i>	<b>33</b>	<b>67</b>		
	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				
	19. provide specific after-procedure, home care advice and recommendations for product use and further services to the client				
	<b>NOS Total</b>	<b>33</b>	<b>67</b>		
BWS/N9003- Create a positive impression at the workplace	<i>Create Positive Impression at the workplace</i>	<b>36</b>	<b>64</b>		
	<i>Appearance and Behavior</i>	<b>8</b>	<b>14</b>		
	PC1. ensure maintaining good health and personal hygiene such as sanitized hands, neatly tied and covered hair, clean nails, etc.				
	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.				
	PC3. stay free from intoxicants while on duty				
	PC4. wear and carry organization's uniform and accessories correctly and smartly by sanitizing it in hot water with detergent and bleach				
	<i>Task execution as per organization's standards</i>	10	18		
	PC5. take appropriate and approved actions inline with instructions and guidelines				
	PC6. participate in workplace activities as a part of the larger team				
	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.				
	<i>Communication and Information record</i>	18	32		
	PC10. communicate procedure related information to guests based on the sectors code of practices and organizations procedures/ guidelines				
	PC11. communicate role related information to stakeholders in a polite manner and resolve queries, if any				
	PC12. assist and guide guests to services or products based on their needs				
	PC13. report and record instances of aggressive/ unruly behavior and seek assistance				
	PC14. use communication equipment (phone, email etc.) as mandated by the organization				

	PC15. carry out routine documentation (such as recording details related to employee's tasks, services taken and feedback given by clients) legibly and accurately in the desired format				
	PC16. maintain confidentiality of information, as required, in the role				
	PC17. communicate the internalization of gender & its concepts at work place				
	PC18. conduct various workshops for the employees at workplace; using range of technologies that aid PwDs at the workplace, etc.				
	<b>Total</b>	<b>36</b>	<b>64</b>		
<b>BWS/N9004: Manage and lead a team</b>	<i>Manage and lead a team</i>	<b>31</b>	<b>69</b>		
	1. ensure team is aware of the schedule and job expectations on a daily basis				
	2. involve team in regular meetings to communicate information intended for them				
	3. ensure communication to team on any changes in policies/ processes by the organization through required verbal/ written mechanisms				
	4. ensure participation of team in various engagement initiatives organized by the organization				
	5. counsel and address issues among team for any work-related issues				
	6. support the centre manager the deployment of team as per client schedule and the organizational norms and guidelines				
	7. ensure periodic training of the team and support the team by delivering trainings				
	8. share knowledge of processes, techniques, therapies and products with the team to enhance their skill levels	<b>8</b>	<b>38</b>		
	9. provide feedback to the centre manager pertaining to performance appraisals of team				
	<b>NOS Total</b>	<b>31</b>	<b>69</b>		
<b>BWS/N9005- Consult and advise clients</b>	<i>Consult and advise client's</i>	<b>19</b>	<b>81</b>		
	1. adhere to the health and safety standards laid out by the organization				
	2. identify the client needs for services and products taking into account factors that may limit or affect the choice; such as for client's with				

	special needs				
	3. analyse the treatment/ activity area, visually and carry out necessary tests				
	4. consult the client by questioning to identify contra-indications to products/ services and provide recommendations for treatments/ services that are suitable to the client				
	5. define a suitable treatment/ plan to meet the client's needs				
	6. confirm to the client the pricing and duration of service and products and address client queries				
	7. communicate effectively with the client to maintain client's goodwill trust				
	8. clarify the client's understanding and expectation prior to commencement of treatment				
	9. provide after care advice and recommendations to the Client				
	10. record the client and treatment details accurately and store information securely in line with the organizations policies				
	<b>NOS TOTAL</b>	<b>19</b>	<b>81</b>		
<b>BWS/N9006: Promote and sell services and products</b>	<i>Promote and sell services and products</i>	<b>16</b>	<b>84</b>		
	1. greet client's when they enter the retail outlet and direct them to the counter based on their needs				
	2. identify the client needs for services and products taking into account factors that may limit or affect the choice				
	3. analyse the treatment/ activity area, visually and carry out necessary tests				
	4. consult the client by questioning to identify contra-indications to products/ services and provide recommendations for treatments/ services that are suitable to the client				
	5. provide product, promotion, and pricing information as per client's requirements and address client queries				
	6. define a suitable treatment/ service plan to meet the client's needs				

	7. communicate effectively with the client to maintain client's goodwill trust				
	8. clarify the client's understanding and expectation prior to commencement of treatment/service or sale of product				
	9. maintain a client database by inputting client profiles and updates				
	10. make arrangements for the client's needing are refund or replacement of their products/ equipment based on company policy				
	11. assist in managing the product/ equipment inventory and ordering products/ equipment based on inventory status				
	12. assist in maintaining promotional database by inputting invoices and bill-back data as per organization standards				
	13. set up and manage the display area of the range of products/ equipment available in the organization				
	14. label the displayed products/ equipment clearly, accurately in alignment to the required standards				
	15. provide after care advice and recommendations to the client				
	16. record the client and treatment/ service details accurately and store information securely in line with the centers policies				
	<b>NOS Total</b>	<b>16</b>	<b>84</b>		
DGT/VSQ/N0103 (v1.0) Employability Skills	DGT/VSQ/N0103 (v1.0) Employability Skills	<b>20</b>	<b>30</b>		
	<i>NOS TOTAL</i>	20	30		

## 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
<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>