



## QUALIFICATION FILE

### Nail Technician

Short Term Training (STT)  Long Term Training (LTT)  Apprenticeship

Upskilling  Dual/Flexi Qualification  For ToT  For ToA

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

NCrF/NSQF Level: **NSQF Level 4**

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	Nail Technician																
2.	Sector/s	Beauty & Wellness Sector Skill Council																
3.	Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: <i>(change to previous, once approved)</i> 2022/BW/BWSSC/06582 V3.0	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>	2022/BW/BWSSC/06582 V3.0	6. NCrF/NSQF Level: <i>NSQF Level 4</i>															
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other <i>(Wherever applicable specify multiple entry/exits also &amp; provide details in annexure)</i> )	Certificate																
8.	Brief Description of the Qualification	A Nail Technician performs various services such as manicure, pedicure, advanced nail care services like nail art, nail enhancement, nail overlay, gel polish application, refilling, and nail electric filing by maintaining health, safety and hygiene at workplace. The Nail Technician needs to be knowledgeable on the nail structure and various nailcare products and services.																
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	<p style="text-align: center;"><b>a. Entry Qualification &amp; Relevant Experience:</b></p> <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 and pursuing continuous schooling</td> <td></td> </tr> <tr> <td>2</td> <td>10th grade pass plus 1-year NTC/ NAC</td> <td></td> </tr> <tr> <td>3</td> <td>10th grade pass</td> <td>2 Years</td> </tr> <tr> <td>4</td> <td>Previous relevant Qualification of NSQF Level 3.0 with minimum education as 5th Grade pass</td> <td>2 Years</td> </tr> </tbody> </table> <p><b>b. Age:</b> 16 years</p>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	10th grade pass and pursuing continuous schooling		2	10th grade pass plus 1-year NTC/ NAC		3	10th grade pass	2 Years	4	Previous relevant Qualification of NSQF Level 3.0 with minimum education as 5th Grade pass	2 Years
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																
1	10th grade pass and pursuing continuous schooling																	
2	10th grade pass plus 1-year NTC/ NAC																	
3	10th grade pass	2 Years																
4	Previous relevant Qualification of NSQF Level 3.0 with minimum education as 5th Grade pass	2 Years																



22.	<b>Name and Contact Details of Submitting / Awarding Body SPOC</b> <i>(In case of CS or MS, provide details of both Lead AB &amp; Supporting ABs)</i>	<b>Name: Ms. Monica Behl</b> <b>Position in the organization : CEO</b> <b>Address: Beauty and Wellness Sector Skill Council (BWSSC)</b> <b>Office no. - UG-5B, Upper Ground Floor, Himalaya House-23, Kasturba Gandhi Marg, Connaught Place, Delhi-110001E-mail address: info@dwsscindia.com</b>	
23.	<b>Final Approval Date by NSQC: 17/11/2022</b>	<b>24. Validity Duration: 3 years</b>	<b>25. Next Review Date : 17/11/2025</b>

## 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	5
2.	Perform manicure and pedicure services	BWS/N0401- V4.0	Core	3	1	10	20			30	20	80			100	10
3.	Perform nail enhancements and overlays using UV gel	BWS/N0405: V3.0	core	4	1	10	20			30	33	67			100	15
4.	Perform Refill	BWS/N0406 V4.0	core	4	1	10	20			30	23	77			100	10

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
5	Perform nail enhancements and overlays using liquid and powder (acrylic)	BWS/N0412: V3.0	core	4	1	10	20			30	27	73			100	15
6	Provide Nail Art Services	BWS/N0404-V3.0	ccore	4	1	10	20			30	15	85			100	10
7	Perform gel polish application	BWS/N0407: V3.0	core	4	1	10	20			30	15	85			100	10
8	Perform electric filing	BWS/N0408: V3.0	core	4	1	10	20			30	28	72			100	10
9	Maintain health and safety at the workplace	BWS/N9002-V4.0	Non-core	3	1	10	20			30	33	67			100	5
1	Create a positive impression at the workplace	BWS/N9003-V4.0	Non-core	3	1	10	20			30	36	64			100	5
1	Employability Skills (60 hours)	DGT/VSQ/N0102 (v1.0)	Non-core	4	2	24	36			60	20	30			50	5
1	OJT	na	core	4	2			60		60						

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					14	124	236	60		420	280	770			1050	100

## 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:** 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> <i>(as per NCVET guidelines)</i>	12th pass with Advance Diploma in Nailcare Services or certified in relevant CITS course and 3 years of sector specific experience and 1 years of training experience
2.	<b>Master Trainer's Qualification and experience in the relevant sector (in years)</b> <i>(as per NCVET guidelines)</i>	Graduate with 5 years' experience in Nail (min 2 years as a trainer)
3.	<b>Tools and Equipment Required for Training</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(If "Yes", details to be provided in Annexure)</i>
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> <i>(as per NCVET guidelines)</i>	Graduate with specialization and Advance Diploma in Yoga or certified in relevant CITS course with 4 years of experience.
2.	<b>Proctor's Qualification and experience in relevant sector (in years)</b> <i>(as per NCVET guidelines)</i>	
3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)</b> <i>(as per NCVET guidelines)</i>	NA
4.	<b>Assessment Mode</b> <i>(Specify the assessment mode)</i>	<b>Offline</b>
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>

### 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
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2.	<b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b> The Skill Gap Study Report for Nail Technicians in India reveals a growing demand for qualified professionals in the beauty sector. Currently valued at INR 5,000 crore, the industry is projected to double by 2026, with the workforce expected to expand from 15,000 to 50,000 by 2030. Factors driving this growth include rising beauty consciousness and the integration of nail services in wellness programs. To address the skill gap, standardized training programs focusing on advanced techniques and client care are essential. The Skill Sector Council (SSC) will oversee the development of a Qualification Pack aimed at enhancing training quality and ensuring a skilled workforce for the evolving industry.
3.	<b>Government /Industry initiatives/ requirement (Yes/No):</b> Yes
4.	<b>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 (Mandatory)	Annexure 1
2.	<b>Annexure:</b> List of tools and equipment relevant for qualification (Mandatory, except in case of online course)	Annexure 2
3.	<b>Annexure:</b> Detailed Assessment Criteria (Mandatory)	Annexure 6
4.	<b>Annexure:</b> Assessment Strategy (Mandatory)	Annexure 7
5.	<b>Annexure:</b> Blended Learning (Mandatory, in case selected Mode of delivery is "Blended Learning")	Annexure 5
6.	<b>Annexure:</b> Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)	Yes
7.	<b>Annexure:</b> Acronym and Glossary (Optional)	Annexure 8
8.	<b>Supporting Document:</b> Model Curriculum (Mandatory – Public view)	Model Curriculum
9.	<b>Supporting Document:</b> Career Progression (Mandatory - Public view)	Career Progression and Occupational Map
10.	<b>Supporting Document:</b> Occupational Map (Mandatory)	

11.	<b>Supporting Document:</b> Assessment SOP (Mandatory)	Annexure 9
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>Process</b>	<p><b>Work in familiar, predictable, routine, situation of clear choice</b></p> <ul style="list-style-type: none"> <li>• Select suitable equipment and products required for the treatment</li> <li>• Set up of equipment and prepare the products for treatments in adherence to the organization procedures and product/ equipment guidelines</li> <li>• Remove any existing nail polish</li> <li>• Check the desired length and shape with the client</li> <li>• File the nails ensuring the nail's free edge is left smooth and shaped to required length according to the client's needs</li> <li>• Remove dirt in the underside of the nails</li> <li>• Use suitable cuticle tools and products</li> </ul>	<p>The individual is expected to perform the preparation of the equipment, products and work area ahead of service delivery, perform manicure &amp; pedicure, perform nail enhancement using liquid and powder (acrylic), perform overlays using UV Gel/ electric filing, carry out correct filing technique to achieve desired length and shape, perform buffing techniques correctly and seal to create a high shine finish and etc.</p> <p>The Job holder is expected to independently perform work of familiar, predictable and routine nature within situations of clear choice, such as carrying out manicure and pedicure/ nail enhancement using liquid and powder acrylic or by UV gel. S/he should also perform refill/ nail overlay using electric filing/ application of gel</p>	4

	<p>safely and effectively to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged</p> <ul style="list-style-type: none"> <li>● Use specialized hand and nail treatments to improve the appearance of the client’s skin and nails</li> <li>● Use smooth and even massage techniques and pressure to meet the client’s needs</li> <li>● Apply sufficient base coat, polish coats and top coats for the desired finish</li> <li>● Check that the nail finish is left with smooth and even texture and colour, with the cuticle and nail wall free enamel</li> <li>● Plan and prepare for the liquid and powder nail enhancement acrylic nail extensions) Identify the condition of the nails and skin and any corrective work to suit the client’s natural nail shape and condition</li> <li>● Prepare the nail plate by removing skin debris, filing the free edge to remove shine and dehydrate the natural nail</li> <li>● Perform buffing techniques correctly and seal to create a high shine finish</li> <li>● Plan and prepare for the nail extensions</li> </ul>	<p>polish and create individual nail art designs to suit the client &amp; occasion etc. The job holder is also expected to perform suitable filing techniques to restore and finish the overlay leaving a smooth &amp; even surface on the overlay and maintain safe and hygienic environment at the work area to reduce any potential risks to self and others.</p> <p>Since the job holder is expected to independently perform work of familiar, predictable and routine nature within situations of clear choice as mentioned above s/he can be placed at Level 4.</p> <p>As the job holder is not required to exhibit well developed skill in Nailcare services such as maintaining &amp; enhancing using nail wraps, applying airbrush designing for nails, managing &amp; leading a team of Assistant Nail technicians or promoting sales of Nailcare products &amp; treatments offered by the organization, hence s/he does not qualify for Level 5.</p> <p>This role requires the job holder to work in a familiar, predictable, routine of clear choice and the activities that h/she is expected to perform are not limited in range. For example, nail art design, nail</p>	
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	<p>(UV gel)</p> <ul style="list-style-type: none"> <li>• Perform the correct Application of UV gel and filing technique to leave the nail balanced with the required shape and length</li> <li>• Cut, shape and position tips</li> <li>• Dehydrate the natural nail</li> <li>• Repair UV gel enhancements</li> </ul>	<p>enhancements, gel polishing, electric filing etc. Therefore the job holder can't be placed at Level 3</p>	
<p><b>Professional knowledge</b></p>	<p><b>Factual knowledge of field of knowledge or study</b></p> <ul style="list-style-type: none"> <li>• Types of products, materials and equipment required for the nail care services</li> <li>• Process and products to sterilize and disinfect equipment/ tools</li> <li>• Knowledge of the structure, function, characteristics of nail and process of nail growth</li> <li>• Knowledge of the structure and function of the skin</li> <li>• Knowledge of bones of lower leg and foot</li> <li>• Knowledge of bones of the wrist, hands fingers and forearm</li> <li>• Knowledge of structure and functions of the</li> </ul>	<p>The individual is expected to exhibit the knowledge of nail and skin analysis by visual/manual examination to identify treatable conditions and contra indications, knowledge of nails and analysis by examining Cuticle conditions/Nail shape/Nail length, knowledge of electric filing techniques The job holder is expected to exhibit factual knowledge of the field of knowledge of Nail Care such as knowledge of applicable legislation relating to the workplace/ structure/ function/ characteristics of nail/skin/ lymphatic vessels of the lower leg/ foot/ hand and arm. The job holder is also required to have the knowledge of the process of nail growth, basic anatomy/ physiology and pathology for nail treatments, process of electric filing and its features/benefits/ equipment required and various methods of</p>	<p>4</p>

	<p>lymphatic vessels of the lower leg, foot, hand and arm Knowledge of arteries and veins of lower leg, foot, hand and arm</p> <ul style="list-style-type: none"> <li>• Knowledge of muscles of the lower leg, foot, hand and arms</li> <li>• Knowledge of nail diseases and disorders</li> <li>• Knowledge of nail and skin analysis by visual/manual examination to identify treatable conditions and contra indications restricting or preventing treatment</li> <li>• Knowledge of products and tools suitable to carry the procedure (exfoliate, enamel remover, nail enamels, cuticle cream, pedicure clipper, foot scrapper, nailbrush, nail file, cuticle nippers, cuticle knife, emery boards, nail scissors, nail clippers)</li> <li>• Knowledge of pedicure and manicure techniques (filing, buffing, application of cuticle cream, removal of cuticle)</li> <li>• Knowledge of basic anatomy, physiology and pathology for nail treatments Knowledge of basic contraindications, contra actions, treatment plans</li> <li>• Knowledge of applicable legislation relating to</li> </ul>	<p>decorating nails while performing nail art application such as coloured polish/ gems/ glitter 3D embedding/ colour blending/ marbling/ painting and alternative tip shapes.</p> <p>Since all the above-mentioned areas are related to factual knowledge in the field of Nail care services, the role qualifies for Level 4.</p> <p>The job holder is expected to know more than basic facts and principles, such as he/she is expected to be familiar with the manufacturer's instructions to apply the nail care products and use the equipment. S/he is further expected to understand the applicable safety precautions while performing the nail enhancement/ nail refilling to achieve the desired length and shape/ gel polish application and hygiene standards. S/he is expected to exercise the same diligently while conducting a treatment. Since this role requires factual knowledge of field of Haircare services, it cannot be pegged at level 3.</p> <p>Further, since the job holder is not expected to be aware of principles/ general concepts in the field of nail care services like knowledge of enhancing nail wraps or applying airbrush technique for designing for nails and the effects of these</p>	
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	<p>the workplace (for example health and safety, workplace regulations, use of work equipment, handling/ storage/ disposal/ cautions of use of products, fire precautions, hygiene practice, disposal of waste, environmental protection.</p>	<p>treatments on the Nail structure. Hence, it can't be pegged at level 5</p>	
<p><b>Professional skill</b></p>	<p><b>Demonstrate practical skill, routine and repetitive</b></p> <ul style="list-style-type: none"> <li>• Set up of equipment and prepare the products for treatments in adherence to the organization procedures and product/ equipment guidelines</li> <li>• Store records, materials and equipment securely in line with the organization's policies</li> <li>• Record customers' discussions in the call logs</li> <li>• Record the therapy accurately and store information securely in line with the organization's policies</li> <li>• Maintain accurate records of client, treatments, operating and closing checklists, product stock status</li> <li>• Document and store client and treatment records in a secure environment</li> <li>• Use specialized hand and nail treatments to improve the appearance of the client's skin and nails</li> </ul>	<p>The job holder is expected to plan and organize the regular treatments/procedures/sessions to be conducted for the clients as well as keep a record of clients' bookings and schedule of services. Further, the job holder must be able to take the day to day decisions and solve problem/s at work. The job holder should also be able to critically analyse the information gathered about client/ product/ service/ others and arrive at a conclusion.</p> <p>The job holder is expected to recall and demonstrate practical skills, which are routine and repetitive in a narrow range of application such as Planning and basic decision-making using customer database/ data sheets including customer's basic information, treatment history in terms of any past nail enhancement/ nail filing/ nail art application sessions, types of nail care products used and contra indications/ allergy caused to the client from any of the chemicals present in them (if any). The job holder further uses internal MIS/ database</p>	<p>4</p>

	<ul style="list-style-type: none"> <li>● Select suitable equipment and products required for the treatment</li> <li>● Knowledge of basic contraindications, contra actions, treatment plans Ensure that environmental conditions are suitable for the client and the treatment to be carried out in a hygiene and safe environment</li> <li>● Prepare the client and provide suitable protective apparel</li> <li>● Clarify the client's understanding and expectation prior to commencement of procedure</li> <li>● Position self and client throughout procedure to ensure privacy, comfort and wellbeing</li> <li>● Perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client</li> <li>● Use specialized hand and nail treatments to improve the appearance of the client's skin and nails</li> <li>● Check the client's wellbeing throughout the service and giving the necessary reassurance</li> </ul>	<p>to ensure error free scheduling of various nail care treatment sessions and record maintenance of the customers as well as the types of services and past record of services i.e., frequency of visit etc. Further, the incumbent must use defined rules &amp; SOP manual while performing various nail care services/ treatments/ procedures/sessions and tools as per organization's guidelines along with handling customers concerns/ grievances effectively.</p> <p>Since all the above mentioned professional skill are related to demonstrating practical skills, which are routine and repetitive in a narrow range and using appropriate rule and tool, the role qualifies for Level 4.</p> <p>The Job holder is expected to possess professional skills more than just demonstrating practical skills, which are routine and repetitive in a narrow range but also using appropriate rule &amp; tools such as performing and adapting the nailcare treatments like nail enhancement/ nail filing/ nail art application by using appropriate materials, equipment and techniques correctly and safely to meet the needs &amp; satisfaction level of the client. S/he is also expected to use quality concepts such as clarifying the client's expectation prior to</p>	
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	<ul style="list-style-type: none"> <li>• Ensure the client and you have understood the treatment objective and plan.</li> </ul>	<p>the beginning of the treatment by doing proper probing &amp; para phrasing in regards to the type of look/ the color of nail paint shades the client can expect on the completion of the nail care treatment. Hence, the job holder can't be placed at Level 3.</p> <p>Further since the job holder doesn't require to use cognitive skills to accomplish tasks and solve problems at the workplace such as resolving issues related to any of the nail care products, allergies being witnessed by the clients, evolving nail art or nail enhancement trends, etc. and that's why s/he can't be placed at level 5</p>	
<p><b>Core skill</b></p>	<p><b>Communication- written or oral</b></p> <ul style="list-style-type: none"> <li>• Discuss task lists, schedules, and work-loads with co-workers</li> <li>• Question customers appropriately in order to understand the nature of the problem and make a diagnosis</li> <li>• Give clear instructions to customers</li> <li>• Keep customers informed about progress</li> <li>• Avoid using jargon, slang or acronyms when communicating with a customer,</li> </ul>	<p>The individual is expected to exhibit effective communication skills including effective client relationship establishment and maintenance, perform respective record maintaining work using basic arithmetic/ algebraic principles and possess basic understanding of environment to cater to the different requirements of varied types of clientele.</p> <p>The job holder is expected to exhibit effective oral communication skills (including awareness of vernacular</p>	<p>4</p>

	<p>unless it is required</p> <ul style="list-style-type: none"> <li>● Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</li> <li>● Use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender</li> <li>● Communicate procedure related information to clients based on the sector’s code of practices and organisation’s procedures/ guidelines</li> <li>● Communicate role related information to stakeholders in a polite manner and resolve queries, if any</li> <li>● Use communication equipment (phone, email, etc.) as mandated by your organization</li> <li>● Ability to speak, read and write in the local vernacular language and english</li> <li>● Appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender</li> <li>● Kinds of communication equipment (email, phone, etc.) available and their effective use</li> </ul>	<p>language) so as to have pleasant and engaging conversations with the clients while introducing them to the nailcare treatment or conducting the treatment on them. The job holder is also expected to display required clarity in oral as well as written communication as well as basic arithmetic/ algebraic awareness to calculate price of nailcare treatment services, differential pricing as per various types of products used, as per end desired end result of treatment and per the time required to conclude the treatment etc., document call logs/reports/task lists/schedules, knowledge of drafting memos and e-mail providing work updates and enquiring relevant information’s without language errors. The incumbent must understand the social, political and natural environment so as to keep oneself abreast about new nail art products, new nail enhancement trends and nailcare services and should know what to say, when to say &amp; how to say to the customers without using jargon, slang or acronyms.</p> <p>Since all the above-mentioned core skills are related to exhibiting effective oral &amp;</p>	
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	<ul style="list-style-type: none"> <li>• Write memos and e-mail to customers, co-workers, and vendors to provide them with work updates and to request appropriate information without english language errors regarding grammar or sentence construct</li> </ul> <p><b>Skill to basic arithmetic and algebraic principles</b></p> <ul style="list-style-type: none"> <li>• Store records, materials and equipment securely in line with the organization’s policies</li> <li>• Document call logs, reports, task lists, and schedules with co-workers</li> <li>• Prepare status and progress reports</li> <li>• Use the existing data points for improving the call resolution time</li> <li>• Use the existing data points to generate required reports for business</li> </ul> <p><b>Basic understanding of social political and natural environment</b></p> <ul style="list-style-type: none"> <li>• Maintain good health and personal hygiene</li> <li>• Comply with organisation's standards of grooming and personal behavior</li> </ul>	<p>written communication skills along with understanding of the social, political and natural environment such as clarifying the client's understanding and expectation prior to commencement of the respective haircare treatments, therefore the role qualifies for Level 4.</p> <p>The Job holder expected to possess core skills more than just demonstrating minimum clarity in oral &amp; written communication such as consulting the client by questioning to identify contra-indications to nail &amp; skin, consulting on suitable nail enhancement or nail art application and providing recommendations for any treatments that is suitable to the client. Hence, the job holder can’t be placed at Level 3.</p> <p>Further since the job holder doesn’t require to use mathematical skill or skill of collecting &amp; organizing information such as reaching out to clients to capture feedback of the nail care treatments experienced by the clients or analyzing the customer feedback score on nail art/ nail enhancement products/ services etc., that’s why s/he can’t be placed at level 5</p>	
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	<ul style="list-style-type: none"> <li>• Meet the organisation's standards of courtesy, behavior and efficiency</li> <li>• Stay free from intoxicants while on duty</li> <li>• Wear and carry organisation's uniform and accessories correctly and smartly</li> <li>• Participate in workplace activities as a part of the larger team</li> <li>• Use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender Assist and guide clients to services or products based on their needs</li> <li>• Maintain confidentiality of information, as required, in the role</li> <li>• Appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender</li> <li>• Read about new products and services with reference to the organization and also from external forums such as websites and blogs</li> <li>• Keep abreast with the latest knowledge by</li> </ul>		
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	<p>reading brochures, pamphlets, and product information sheets</p> <ul style="list-style-type: none"> <li>• Keep customers informed about progress</li> <li>• Avoid using jargon, slang or acronyms when communicating with a customer, unless it is required</li> </ul> <p>Question customers appropriately in order to understand the nature of the problem and make a diagnosis</p> <ul style="list-style-type: none"> <li>• Manage relationships with customers who may be stressed, frustrated, confused, or angry</li> <li>• Build customer relationships and use customer centric approach</li> </ul>		
<p><b>Responsibility</b></p>	<p><b>Responsibility for own work and learning</b></p> <ul style="list-style-type: none"> <li>• Read about new products and services with reference to the organization and also from external forums such as websites and blogs</li> <li>• Keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets</li> <li>• Read comments, suggestions, and responses</li> </ul>	<p>The individual is responsible to independently perform the various Nail care services and specialize in Nail Art &amp; Nail enhancement procedures.</p> <p>The Nail Technician is a professionally trained individual who specializes in Nail Art &amp; Nail enhancement procedures. S/he is responsible for own work &amp; learning as s/he independently performs various duties such as performs manicures &amp; pedicures, performs nail</p>	<p>4</p>

	<p>to frequently asked questions (FAQs) posted on the helpdesk portal oral communication (listening and speaking skills)</p> <ul style="list-style-type: none"> <li>● Make decisions pertaining to the concerned area of work</li> <li>● Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</li> <li>● Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</li> <li>● Deal with clients lacking the technical background to solve the problem on their own</li> <li>● Participate in self developmental training activities to enhance one’s knowledge of salon performance standards and applicable health and safety legislative requirements</li> <li>● Plan and organize service feedback files/documents</li> <li>● Plan and manage work routine based on salon procedure</li> <li>● Accept feedback in a positive manner and develop on the shortcomings</li> </ul>	<p>enhancements and overlay using liquid &amp; powder acrylic and by UV gel, perform suitable filing techniques to restore and finish the overlay, perform refilling the nail with acrylic/ gel system so as to achieve desired length and shape, perform application of gel polish and achieve the desired color/shine.</p> <p>Given that the incumbent doesn’t require any supervision while conducting the various nailcare treatments and can independently execute the treatments, s/he can be placed at level 4</p> <p>And since s/he is neither expected to be responsible of other work by managing &amp; leading a team of Assistant Nail Technicians and helpers, hence s/he can’t be placed at level 5</p> <p>As its evident from the above examples that the incumbent is fully responsible for the nail care treatments s/he is performing like performing nail enhancements and overlay using liquid &amp; powder acrylic and by UV gel or performing suitable filing techniques to restore and finish the overlay rather than being just responsible in defined limit therefore s/he can’t even be placed at Level 3</p>	
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## Annexure 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	Nail Prep/Primer	Nos.	6
8	Cuticle Oil	Nos.	10
9	Cotton Bolls	Nos.	6
10	Lint	Nos.	4

11	Nail Art Decals	Nos.	20
12	Nail Art Brush Set	Nos.	4
13	Gemstones	Nos.	4
14	Instant Nail Glue	Nos.	10
15	UV Base Coat	Nos.	5
16	UV Clear Thick Gel	Nos.	10
17	UV Gel Polish	Nos.	15
18	Acetone Free Remover	Nos.	2
19	Acetone	Nos.	8
20	Sculpting Forms	Nos.	2
21	UV Top Coat	Nos.	6
22	Monomer	Nos.	5
23	Acrylic Powder	Nos.	5
24	Acrygel Powder	Nos.	5
25	Massage Cream	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: NA**

- 1.
- 2.

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

Participant Handbook  Facilitator Guide  Digital Content  Qualification Handbook  Any Other:

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

## 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
<b>BWS/N9001: Prepare and maintain work area</b>	<b>Prepare and maintain work area</b>	<b>30</b>	<b>70</b>		
	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				
<b>NOS Total</b>	<b>30</b>	<b>70</b>		

<b>BWS/N0401- Perform manicure and pedicure services</b>	<i>Prepare self, client for treatment</i>	<b>3.5</b>	<b>12.5</b>		
	1. adhere to the health and safety standards laid out by the manufacturer and organization				
	2. sanitize the hands prior to procedure commencement				
	3. prepare the client and provide suitable protective apparel				
	4. clarify the client's understanding and expectation prior to commencement of procedure				
	5. Position self and client throughout procedure to ensure privacy, comfort and wellbeing				
	6. adjust the clients position to meet the needs of the service without causing them discomfort				
	7. perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client				
	<i>Perform manicure services</i>	<b>6</b>	<b>30</b>		
	8. remove any existing nail polish				
	9. check the desired length and shape with the client				
10. file the nails ensuring the nails free edge is left smooth and shaped to required length according to the client's needs					
11. remove dirt in the underside of the nails					

	12. use suitable cuticle tools and products safely and effectively to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged				
	13. use specialized hand and nail treatments to improve the appearance of the clients skin and nails				
	14. use smooth and even massage techniques and pressure to meet the client's needs				
	15. leave the hands and lower arm free of any excess massage medium				
	16. check that the nail plate is dehydrated and the underside is clean and free of debris				
	17. apply sufficient base coat, polish coats and top coats for the desired finish				
	18. check that the nail finish is left with smooth and even texture and colour, with the cuticle and nail wall free enamel				
	<i>Perform pedicure services</i>	<b>8.5</b>	<b>27.5</b>		
	19. clean and dry the clients legs				
	20. remove any existing nail polish				
	21. check the desired length and shape with the client				
	22. file the nails ensuring the nails free edge is left smooth and shaped to required length according to the client's needs				
	23. remove dirt in the underside of the nails				

	24. use suitable cuticle tools and products safely and effectively to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged				
	25. remove any excessive hard skin using a foot scrapper				
	26. use specialized leg and nail treatments to improve the appearance of the clients skin and nails				
	27. use smooth and even massage techniques and pressure to meet the client's needs				
	28. leave the foot and lower leg free of any excess massage medium				
	29. check that the nail plate is dehydrated and the underside is clean and free of debris				
	30. apply sufficient base coat, polish coats and top coats for the desired finish				
	31. check that the nail finish is left with smooth and even texture and colour, with the cuticle and nail wall free enamel				
	<i>Post treatment procedure</i>	<b>3</b>	<b>9</b>		
	32. check the clients wellbeing throughout the service and giving the necessary reassurance				
	33. clean the treated area and use a suitable soothing product				
	34. complete the therapy to the satisfaction of the guest in a commercially acceptable time				

	35. record the therapy accurately and store information securely in line with the organizations policies				
	36. provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client				
	<b>NOS Total</b>	<b>21</b>	<b>79</b>		
<b>BWS/N0404- Provide Nail Art Services</b>	<i>Nail art designing and applying</i>	<b>15</b>	<b>85</b>		
	1. adhere to the health and safety standards laid out by the manufacturer and organization				
	2. position self and client throughout treatment to ensure comfort and wellbeing				
	3. sanitize the hands prior to treatment commencement				
	4. prepare the client and provide suitable protective apparel				
	5. clean the nails to ensure they are free from bacteria				
	6. set-up products, tools, equipment and techniques to suit clients service needs, nail and skin conditions				
	7. carry out client consultation technique to identify the treatment plan and client needs				

	8. ensure the client and you have understood the treatment objective and plan				
	9. perform cleaning of nails to ensure they are free from bacteria				
	10. perform applying false nails or extensions if required				
	11. perform nail art application by decorating nails using various methods (colored polish, gems, glitter 3D embedding, colour blending, marbling, painting and alternative tip shapes. designs painted with an airbrush, either free- hand or using a stencil)				
	12. promptly refer problems that cannot be solved to the relevant person				
	13. cleaning up and dispose the waste in the work area post-service to maintain the health and safety standard; complete the therapy to the satisfaction of the guest in a commercially acceptable time				
	14. provide after care advise				
	<b>NOS Total</b>		<b>15</b>	<b>85</b>	
<b>BWS/N0405- Perform nail enhancements and overlays using UV gel</b>	<i>Perform nail enhancements and overlays using UV Gel</i>		<b>33</b>	<b>67</b>	
	1. adhere to the health and safety standards laid out by the manufacturer and organization				

	2. position self and client throughout treatment to ensure comfort and wellbeing				
	3. sanitize the hands prior to treatment commencement				
	4. prepare the client and provide suitable protective apparel				
	5. set-up products, tools, equipment and techniques to suit clients service needs, nail and skin conditions				
	6. carry out client consultation technique to identify the treatment plan and client needs				
	7. ensure the client and you have understood the treatment objective and plan				
	8. perform cleaning of nails to ensure they are free from bacteria				
	9. plan and prepare for the nail extensions (uv gel)				
	10. remove any existing nail polish or nail enhancement to restore the nails to a natural condition, if required				
	11. identify the condition of the nails and any corrective work to suit the clients natural nail shape and condition				
	12. nail plate preparation				

	<p>13. prepare the nail plate by removing debris, filing the free edge, remove shine and dehydrate the natural nail</p>				
	<p>14. Sculpting with form Customize and fit the sculpting form to ensure correct shape Apply product on form and natural nail to create enhancement to desired length and shape Remove form, file, shape and buff to desired length and shape Apply polish/ gel polish, if requested by client Finish the nail enhancements to the clients satisfaction and meet the agreed service plan</p>				
	<p>15. UV Gel Overlays Prepare the nail plate by removing debris, filing the free edge, remove shine and dehydrate the natural nail Apply UV gel layers in the correct sequence Perform the correct Application of UV gel and filing technique to leave the nail balanced with the required shape and length Perform buffing techniques correctly and seal to create a high shine finish UV curing timing to be monitored as per product manufacturers instructions. At the right stage remove surface residue Apply polish, if requested by client Finish the nail enhancements to the clients satisfaction and meet the agreed service plan</p>				
	<p>16. Apply tip Prepare the nail plate by removing debris, filing the free edge, remove shine and dehydrate the natural nail Select the correct tip</p>				

	size and to suit the clients natural nail Apply tip to the natural nail				
	17. cut, shape and position tips				
	18. dehydrate the natural nail				
	19. Apply UV gel layers in the correct sequence, Perform the correct Application of UV gel and filing technique to leave the nail balanced with the required shape and length Perform buffing techniques correctly and seal to create a high shine finish UV curing timing to be monitored as per product manufacturer's instructions. At the right stage remove surface residue Apply polish, if requested by client Finish the nail enhancements to the clients satisfaction and meet the agreed service plan				
	20. repair UV gel enhancements				
	21. identify and resolve any problems with the nail enhancements				
	22. remove debris and file the free edge				
	23. clean and dehydrate the exposed natural nail				
	24. perform nail repair technique to restore the nail enhancement				
	25. finish the nails evenly with clear defined line				

	26. remove UV gel enhancements perform UV gel removal techniques safely and effectively				
	27. check the natural nail plate and surrounding skin is undamaged and free from product				
	28. achieve a finished result				
	29. promptly refer problems that cannot be solved to the relevant person promptly refer problems that cannot be solved to the relevant person promptly refer problems that cannot be solved to the relevant person promptly refer problems that cannot be solved to the relevant person				
	30. clean up and dispose the waste in the work area post-service to				
	31. maintain the health and safety standard; complete the therapy the satisfaction of the guest in a commercially acceptable time				
	32. provide after care advise				
	<b>NOS Total</b>	<b>36</b>	<b>64</b>		
<i>Perform refill</i>	<b>17</b>	<b>83</b>			
<b>BWS/N0406- Perform Refill</b>	1. adhere to the health and safety standards laid out by the manufacturer and organization				

	2. position self and client throughout treatment to ensure comfort and wellbeing				
	3. sanitize the hands prior to treatment commencement				
	4. prepare the client and provide suitable protective apparel				
	5. set-up products, tools, equipment and techniques to suit clients service needs, nail and skin conditions				
	6. carry out client consultation technique to identify the treatment plan and client needs				
	7. ensure the client and you have understood the treatment objective and plan				
	8. perform cleaning of nails to ensure they are free from bacteria				
	9. buff and remove the existing product using electric files/ buffer/ traditional filing methods as per refill guidelines				
	10. perform correct filing technique to achieve desired length and shape				
	11. dehydrate the natural nail appropriately depending on acrylic/ gel service				

	12. perform the correct application to refinish the nail with acrylic/ gel system				
	13. perform buffing techniques correctly and seal to create a high shine finish				
	14. monitor UV/ LED curing time as per product manufacturers instructions				
	15. remove surface residue at the right stage, if required				
	16. apply polish, if requested by client				
	17. finish the nail enhancements to the clients satisfaction and meet the agreed service plan				
	<b>NOS Total</b>	<b>17</b>	<b>83</b>		
<b>BWS/N0407- Perform gel polish application</b>	<i>Perform application of gel polish</i>	<b>15</b>	<b>85</b>		
	1. adhere to the health and safety standards laid out by the manufacturer and organization				
	2. position self and client throughout treatment to ensure comfort and wellbeing				
	3. sanitize the hands prior to treatment commencement				
	4. prepare the client and provide suitable protective apparel				

	5. set-up products, tools, equipment and techniques to suit clients service needs, nail and skin conditions				
	6. carry out client consultation technique to identify the treatment plan and client needs				
	7. ensure the client and you have understood the treatment objective and plan				
	8. perform cleaning of nails to ensure they are free from bacteria				
	9. prepare the nail for gel polish application				
	10. apply appropriate coats of gel polish to achieve the desired color				
	11. monitor UV/ LED curing time as per product manufacturers instructions				
	12. seal to create a high shine finish				
	13. remove surface residue, if required at the right stage				
	14. finish the gel polish service to the clients satisfaction and meet the agreed service plan				
	<b>NOS Total</b>	<b>15</b>	<b>85</b>		
	<i>Perform electric filing</i>	<b>28</b>	<b>72</b>		

<b>BWS/N0408- Perform electric filing</b>	1. adhere to the health and safety standards laid out by the manufacturer and organization				
	2. position self and client throughout treatment to ensure comfort and wellbeing				
	3. sanitize the hands prior to treatment commencement				
	4. prepare the client and provide suitable protective apparel				
	5. set-up products, tools, equipment and techniques to suit clients service needs, nail and skin conditions				
	6. position the electric file and file attachments ensuring safety during use				
	7. select electric file techniques, products and equipment				
	8. carry out client consultation technique to identify the treatment plan and client needs				
	9. ensure the client and you have understood the treatment objective and plan				
	10. perform cleaning of nails to ensure they are free from bacteria				
	11. plan and prepare for the electric filing				

	12. disinfect the area to be treated and remove any existing nail polish				
	13. perform correct filing techniques				
	14. select the suitable speed for the filing techniques (follow manufacturer's instructions)				
	15. move the electric file in one direction across the nail when working				
	16. ensure the file attachment is revolving in the appropriate direction				
	17. ensure that there is continuous movement of the file				
	18. ensure to work on the nail plate and not the surrounding skin				
	19. move and position the clients finger so the rotating attachment is kept at the correct angle/ flat against the nail				
	20. perform suitable filing techniques				
	21. create a smooth, even surface				
	22. leave the free edges of the nail tapered, thin and with a clean edge				
	23. take prompt remedial action where contra actions occur during the course of the service				

	24. remove and store the file attachments and leave the electric file hand-piece safe and secure				
	25. identify the condition of the nails and any corrective work to suit the clients nail				
	26. maintain the health and safety standard				
	27. Complete the therapy to the satisfaction of the guest in a commercially acceptable time				
	28. provide after care advise				
	<b>NOS Total</b>		<b>28</b>	<b>72</b>	
<b>BWS/N0412- Perform nail enhancements and overlays using liquid and powder (acrylic)</b>	<i>Perform Nail Enhancement and overlay using liquid and powder (acrylic)</i>		<b>27</b>	<b>73</b>	
	1. adhere to the health and safety standards laid out by the manufacturer and organization				
	2. position self and client throughout treatment to ensure comfort and wellbeing				
	3. sanitize the hands prior to treatment commencement				
	4. prepare the client and provide suitable protective apparel				
	5. set-up products, tools, equipment and techniques to suit clients service needs, nail and skin conditions				

	6. carry out client consultation technique to identify the treatment plan and client needs				
	7. ensure the client and you have understood the treatment objective and plan				
	8. perform cleaning of nails to ensure they are free from bacteria				
	9. plan and prepare for the liquid and powder nail enhancement acrylic nail extensions)				
	10. remove any existing nail polish or nail enhancements to restore the nails to a natural condition, if required				
	11. identify the condition of the nails and skin and any corrective work to suit the clients natural nail shape and condition				
	12. nail plate preparation: Prepare the nail plate by removing skin debris, filing the free edge to remove shine and dehydrate the natural nail				
	13. fixing tips: Select the correct tip size and customize it to suit the clients natural nail Adhere tip to the natural nail and Cut, shape and position unblended tips				
	14. application: Follow in accordance with manufacturer's instructions to adapt and combine liquid and powder colours Perform the correct Application and filling				

	<p>technique. to leave the nail balanced to the required shape and length</p>				
	<p>15. buff and polish: Perform buffing techniques correctly to create a high shine finish Finish the nail enhancements to the clients satisfaction and meet the agreed service plan</p>				
	<p>16. sculpting with form: Customize and fit the sculpting form to ensure correct shape Apply product on form and natural nail to create enhancement to desired length and shape Remove form, file, shape and buff to desired length and shape Apply polish/ gel polish, if requested by client Finish the nail enhancements to the clients satisfaction and meet the agreed service plan</p>				
	<p>17. overlays: Prepare the nail plate by removing debris, filing the free edge, remove shine and dehydrate the natural nail Follow in accordance with manufacturer’s instructions to adapt and combine liquid and powder colours Perform the correct application and filing technique to leave the nail balanced with the required shape and length Perform buffing techniques correctly and seal to create a high shine finish Apply polish, if requested by client Finish the nail enhancements to the clients satisfaction and meet the agreed service plan</p>				
	<p>18. apply tip: Prepare the nail plate by removing debris, filing the free edge, remove shine and dehydrate the</p>				

	natural nail Select the correct tip size and to suit the clients natural nail Apply tip to the natural nail				
	19. removal liquid and powder (acrylic): Perform removal techniques safely and effectively, following manufacturer’s instructions				
	20. promptly refer problems that cannot be solved to the relevant person				
	21. cleaning up and dispose the waste in the work area post-service to maintain the health and safety standard				
	22. complete the therapy the satisfaction of the guest in a commercially acceptable time				
	23. provide after care advice				
	<b>NOS Total</b>	<b>27</b>	<b>73</b>		
<b>BWS/N9002- Maintain health and safety at the workplace</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				
	<b>NOS Total</b>	<b>33</b>	<b>67</b>		
<b>BWS/N9002- Create a Positive Impression at the workplace</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>		
	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, stress management, working in teams, 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>118</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>		
<b>DGT/VSQ/N0102 (v1.0)</b>	<b>Employability Skills</b>	<b>20</b>	<b>30</b>		
<b>Grand Total</b>		<b>280</b>	<b>770</b>		

## 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>