

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

NSDA Reference

To be added by NSDA

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Beauty and Wellness Sector Skill Council (BWSSC)

Address: Office No. 405-406, 4th Floor, DLF City Court,

M.G. Road, Sikanderpur, Gurgaon-122002

Tel: 0124 – 4269030-33

Name and contact details of individual dealing with the submission

Name: Ms. Annu Wadhwa

Position in the organisation: CEO

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List of documents submitted in support of the Qualifications File

1. Career Map of Assistant Nail Technician - Annexure 1
2. QP BWS/Q0401- Annexure 2

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

SUMMARY

Qualification Title	Assistant Nail Technician
NCO Code	NCO-2015/Nil
Qualification Code	BWS/Q0401
Nature and purpose of the qualification	This Qualification Pack (QP) contains National Occupational Standards for Assistant Nail Technician job role. The purpose of this qualification is to skill and upskill people with the intent to employ them as Assistant Nail Technician.
Body/bodies which will award the qualification	Beauty and Wellness Sector Skill Council (BWSSC)
Body which will accredit providers to offer courses leading to the qualification	Beauty and Wellness Sector Skill Council (BWSSC)
Body/bodies which will carry out assessment of learners	Confederation of Indian Industry (CII) Mettl Aspiring Minds Iris Corp Eduworld Consultants Pvt Ltd CoCubes Technologies
Occupation(s) to which the qualification gives access	Nailcare Services- Assistant Nail Technician
Licensing requirements	N/A
Level of the qualification in the NSQF	3
Anticipated volume of training/learning required to complete the qualification	200 hours
Entry requirements and/or recommendations	Minimum Educational Qualifications - Preferably Class VIII and commensurate ability to read, write and communicate effectively Experience - No minimum experience required, through some experience (up to 12 months) in manicure and pedicure is desirable Minimum Job Entry Age - 18 years
Progression from the qualification	This entry should refer to one or more of the following: - access to other qualifications at the same NSQF level - Assistant Beauty Therapist (Level-3) - access to related qualification(s) at the next NSQF level - Nail Technician (Level-4)
Planned arrangements for the Recognition of Prior learning (RPL)	Yes
International comparability where known	There are no UK national occupational standards as job roles in this industry start at a UK Level 2 (NSQF L4). Qualifications in these areas are available as VRQs (vocationally related qualifications) available by independent awarding

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

bodies/organizations.			
Date of planned review of the qualification.		19/04/2018	
Formal structure of the qualification			
Title of component and identification code.	Mandatory/ Optional	Estimated size (learning hours)	Level
BWS/N9001 Prepare and maintain work area	Mandatory	13	3
BWS/N0401 Perform manicure and pedicure service	Mandatory	36	3
BWS/N0415 Provide nail enhancement services using UV gel nails and (liquid and powder) acrylic nails	Mandatory	73	3
BWS/N0406 Perform refill	Mandatory	26	3
BWS/N0416 Provide simple and basic nail art services	Mandatory	26	3
BWS/N9002 Maintain health and safety at the workplace	Mandatory	13	3
BWS/N9003 Create a positive impression at the workplace	Mandatory	13	3

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum Document or a Qualification Pack.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

1. QP BWS/Q0401- Annexure 2

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

SECTION 1

ASSESSMENT

Body/Bodies which will carry out assessment:

If there will be more than one assessment body for this qualification, give details.

Confederation of Indian Industry (CII)

Mettl

Aspiring Minds

Iris Corp

Eduworld Consultants Pvt Ltd

CoCubes Technologies

How will RPL assessment be managed and who will carry it out?

Give details of how RPL assessment for the qualification will be carried out and quality assured.

The RPL assessment will be carried out through pre-assessment, identifying the skills gaps, provide bridge training to cover the competency gap and then conduct final assessment of the candidates.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.

Assessment is done through third parties who are affiliated to B&WSSC as Assessment Body. Assessors are trained & certified by B&WSSC through Training of Assessors program. The assessment involves two processes. The first process is gathering the evidence of the competency of individuals. The second part of the assessment process is the judgement as to whether a person is competent or not. The assessment plan contains the following information:

- What will be assessed, i.e. the competency based on each NOS
- How assessment will occur i.e. methods of assessment
- When the assessment will occur
- Where the assessment will take place i.e. context of the assessment (workplace/simulation)
- The criteria for decision making i.e. those aspects that will guide judgements and

Where appropriate, any supplementary criteria used to make a judgement on the level of performance.

The assessment is conducted through theory, viva voce and practical.

Please attach any documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – i.e Learning Outcomes to be assessed, assessment criteria and the means of assessment.

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Assistant Nail Technician Qualification Pack: BWS/Q0401 Sector Skill Council: Beauty and Wellness
<u>Guidelines for Assessment:</u> 1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC. 2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC. 3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below). 4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria. 5. To pass the Qualification Pack, every trainee should score a minimum of 50% in every NOS and overall 50% pass percentage in every QP. 6. To pass the Qualification Pack, every trainee should score a minimum of 33% in Theory and 50% in Practical. 7. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Title of Component:

Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
BWS/N9001 Prepare and maintain work area	PC1. ensure that ambient conditions are suitable for the client and the service procedures to be carried out in a hygiene and safe environment	100	12	2	10
	PC2. identify and select suitable equipment and products required for the respective services		16	3	13
	PC3. set up the equipment and prepare the products for services in adherence to the salon procedures and product/ equipment guidelines		19	4	15
	PC4. place and organize the products in a trolley or area convenient and efficient for service delivery		10	1	9
	PC5. prepare sterilisation solution as per organisational standards using approved products and as per manufacturer's instructions		16	4	12
	PC6. sterilize, disinfect and place the tools on the tray as per organisational standards using recommended solutions and conditions		13	4	9
	PC7. dispose waste materials in adherence to the salon's and industry requirements		6	1	5

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

	PC8. store records, materials and equipment securely in line with the salon's policies		8	2	6
		Total	100	21	79
BWS/N0401 Provide manicure and pedicure services	PC1.adhere to the health and safety standards laid out by the manufacturer and organization	100	3	0.5	2.5
	PC2.sanitize the hands prior to procedure commencement as per organisational approved process		3	0.5	2.5
	PC3.prepare the client suitably for the respective service procedure and provide relevant required personal protective equipment		5	1	4
	PC4.ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any		3	0.5	2.5
	PC5.position self and client in a way to ensure privacy, comfort and wellbeing, throughout the procedure		4	0.5	3.5
	PC6.adjust the client's position to meet the needs of the service without causing them discomfort		4	0.5	3.5
	PC7.perform and adapt the manicure and pedicure procedures using materials, equipment and techniques correctly and safely to meet the needs of the client		5	1	4
	PC8.remove any existing nail polish using approved products and procedures before proceeding further		4	1	3
	PC9.enquire to establish the desired length and shape of nails (hands or toes) with the client		4	1	3
	PC10.file the nails ensuring the nail's free edge is left smooth and shaped to required length according to the client's preference		5	1	4
	PC11.remove dirt in the underside of the nails using nail pick, clippers, nail brush, soaking and washing to be dirt free		3	0.5	2.5
	PC12.use suitable cuticle tools and products, safely and effectively, to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged		5	0.5	4.5
	PC13.use specialized procedures (hand and leg, finger and toe nails) to improve the appearance of the client's skin and nails		5	1	4
	PC14.use smooth and even massage techniques for hands and lower arms, lower legs and feet and apply appropriate pressure to meet the client's needs		4	0.5	3.5
	PC15.remove any excessive hard skin using a foot scrapper during the manicure service without discomfort to the client		3	0.5	2.5
	PC16.leave the hands and lower arm, foot and lower leg free of any excess massage medium at the end of the pedicure or manicure process respectively, by clearing these using a towel or other suitable materials		3	0.5	2.5
	PC17.check that the nail plate is dehydrated and the underside is clean and free of debris		3	0.5	2.5
	PC18.apply sufficient base coat, polish coats and top coats as required to achieve the desired nail finish		4	0.5	3.5
	PC19.check that the final nail finish is smooth, even textured and uniformly coloured, with the cuticle and nail wall free of enamel		3	0.5	2.5

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

	PC20.check the client's comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required		4	1	3
	PC21.clean the treated area and use a suitable soothing product		3	0.5	2.5
	PC22.complete the therapy to the satisfaction of the guest in a commercially acceptable time		5	1	4
	PC23.record the therapy accurately and store information securely in line with the organization's policies		4	2	2
	PC24.provide specific after-procedure, homecare advice and recommendations for product use and further services to the client		4	1	3
	PC25.ask questions to check with the client their satisfaction with the finished result		3	1	2
	PC26.thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor		4	1	3
		Total	100	20	80
BWS/N0415 Provide nail enhancement services using UV gel nails and (liquid and powder) acrylic nails	PC1.adhere to the health and safety standards laid out by the manufacturer and organization	100	2	0.5	1.5
	PC2.position self and client throughout the procedure in a way to ensure privacy, comfort and wellbeing		2	0.5	1.5
	PC3.sanitize the hands prior to treatment commencement using a hand sanitiser		1	0	1
	PC4.prepare the client for the treatment and provide suitable protective apparel		2	0.5	1.5
	PC5.ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any		2	0.5	1.5
	PC6.clean the nails to ensure they are free from bacteria		1.5	0.5	1
	PC7.use a soak, hand wash, sanitizer, dis-incrustation wipes, anti-septic solutions		1.5	0.5	1
	PC8.set-up products, tools, equipment and techniques to efficiently and safely deliver services suiting client's needs		2	0.5	1.5
	PC9.prepare products for application, by mixing the ingredients in the correct proportions as per manufacturer instructions and organisation standards and place for ease of use by the nail technician		3	1	2
	PC10.promptly refer problems that cannot be solved to the relevant person/ nail technician for action		2.5	0.5	2
	PC11.remove any existing nail polish or nail enhancement to restore the nails to a natural condition, if required		2	0.5	1.5
	PC12.identify the condition of the nails and any corrective work to suit the client's natural nail shape and condition		1.5	0.5	1
	PC13.prepare the nail plate by removing debris, filing the free edge remove shine and dehydrate the natural nail		3	1	2
	PC14. identify and select the correct products and tools for the UV nail enhancement job		1.5	0.5	1
	PC15.use primers to remove oils safely, protecting the skin		1.5	0.5	1

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

PC16.use glue correctly to attach the acrylic nail tips to the natural nail accurately protecting the skin from the glue	1.5	0.5	1
PC17.shorten the nail tips to the desired length and blend the tips	2.5	0.5	2
PC18.apply UV gel layers in the correct sequence	2.5	0.5	2
PC19.perform the correct application of UV gel and filing technique to leave the nail balanced with the required shape and length with guidance from the supervisor, applying the tip to the natural nail accurately and in line with natural nail	4	1	3
PC20.apply the base and builder gel evenly to the nail without touching the cuticle, curing under UV/LED lamp after each application	2.5	0.5	2
PC21.repeat the builder gel application if necessary to achieve desired thickness of the gel	3	0.5	2.5
PC22.perform buffing techniques correctly on UV gel enhanced nail and seal to create a high shine finish, achieving the desired shape and thickness	4	1	3
PC23.monitor UV curing timing to ensure adherence to product manufacturer's instructions	2	0.5	1.5
PC24.use a coat of clear polish or paint them with coloured nail polish as required	1.5	0.5	1
PC25.apply the polish to the entire nail to create a smooth, even surface	2	0.5	1.5
PC26.repair UV gel enhancements to restore desired look with guidance from the supervisor	3	1	2
PC27. identify and select the correct products and tools for the acrylic nail enhancement job	1.5	0.5	1
PC28.follow in accordance with manufacturer's instructions to adapt and combine liquid and powder colours for application of acrylic nail enhancements	2	0.5	1.5
PC29.use primers to remove oils safely, protecting the skin	1	0.5	0.5
PC30.use glue correctly to attach the acrylic nail tips to the natural nail accurately protecting the skin from the glue	1.5	0.5	1
PC31.pour the liquid and powder in different bowls in a well ventilated area	1.5	0.5	1
PC32.apply the liquid and powder to the brush in the correct order, ratio and consistency	1.5	0.5	1
PC33.apply the acrylic evenly to the nail without touching the cuticle	1.5	0.5	1
PC34.ensure the acrylic is dried before moving on to the next step	1	0	1
PC35.use a buffer to buff the surface of the nails, with an increasing grit file to achieve the desired shine	2	0.5	1.5
PC36.use a coat of clear polish or paint them with coloured nail polish as required	2	0.5	1.5
PC37.identify and resolve any problems with the nail enhancements seeking help from supervisor as required	3	0.5	2.5
PC38.perform nail repair technique to restore the nail enhancement following guidance of the supervisor	3	1	2
PC39.finish the nails evenly with a clear defined line ensure the work area is kept clean and tidy during the service	2	0.5	1.5
PC40.use work methods to minimise wastage	2	0.5	1.5

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

	PC41.complete the service to the satisfaction of the client in a commercially acceptable time		2.5	0.5	2
	PC42.check the natural nail plate and surrounding skin is undamaged and free from product		1.5	0.5	1
	PC43.refer problems that cannot be solved to the relevant person or supervisor promptly		2	1	1
	PC44.clean up the work area post-service to maintain the health and safety standard		1	0	1
	PC45.provide after care advise for specific after-procedure, homecare advice and recommendations for protecting and maintaining the nail enhancement to the client		2	0.5	1.5
	PC46.dispose waste materials as per organisational standards in a safe and hygienic manner		1	0	1
	PC47.record details of the procedure accurately as per organisational policy and approved practice		2	1	1
	PC48.store information securely in line with the salon's policies		1	0.5	0.5
	PC49.ask questions to check with the client their satisfaction with the finished result		2	0.5	1.5
	PC50.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		2	0.5	1.5
		Total	100	27	73
BWS/N0406 Perform refill	PC1.adhere to the health and safety standards laid out by the manufacturer and organization		5	1	4
	PC2.position self and client throughout treatment to ensure comfort and wellbeing		4	1	3
	PC3.sanitize the hands prior to treatment commencement		4	1	3
	PC4.prepare the client and provide suitable protective apparel		5	1	4
	PC5.set-up products, tools, equipment and techniques to suit client's service needs, nail and skin conditions		6	1	5
	PC6.carry out client consultation technique to identify the treatment plan and client needs.		7	2	5
	PC7.ensure the client and you have understood the treatment objective and plan.		3	0	3
	PC8.perform cleaning of nails to ensure they are free from bacteria.	100	7	1	6
	PC9.buff and remove the existing product using electric files/ buffer/ traditional filing methods as per refill guidelines		6	1	5
	PC10.perform correct filing technique to achieve desired length and shape		7	2	5
	PC11.dehydrate the natural nail appropriately depending on acrylic/ gel service		8	2	6
	PC12.perform the correct application to refinish the nail with acrylic/ gel system		9	2	7
	PC13.perform buffing techniques correctly and seal to create a high shine finish		8	2	6
	PC14.monitor UV/ LED curing time as per product manufacturer's instructions		6	2	4
	PC15. remove surface residue at the right stage, if required		4	1	3

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

	PC16.apply polish, if requested by client		5	1	4
	PC17.finish the nail enhancements to the client's satisfaction and meet the agreed service plan		6	2	4
		Total	100	23	77
BWS/N0416 Provide simple and basic nail art services	PC1.adhere to the health and safety standards laid out by the manufacturer and organization	100	5	1	4
	PC2.sanitize the hands prior to procedure commencement as per organisational approved process		4	0.5	3.5
	PC3.prepare the client suitably for the respective service procedure and provide relevant required personal protective equipment		6	1	5
	PC4.ask relevant and effective questions to check and establish the client's understanding, requirements and expectation prior to commencement and clarify doubts, if any		5	2	3
	PC5.position self and client throughout the procedure in a way to ensure privacy, comfort and wellbeing		4	1	3
	PC6.identify contra indications that restrict service and act accordingly as per organisational standards		4	1	3
	PC7.set-up products, tools, equipment for relevant techniques to suit client's service needs, nail and skin conditions		6	2	4
	PC8.remove any existing nail polish or nail enhancement to restore the nails to a natural condition, if required, using removers, soaking and/or filing methods		5	1	4
	PC9.prepare the nail plate by removing debris, filing the free edge remove shine and dehydrate the natural nail as required by the service under instructions from the nail technician		8	3	5
	PC10.apply various techniques of nail art		6	2	4
	PC11.identify contra actions if any during the service and stop service and refer to the supervisor		5	1	4
	PC12.complete the service to the satisfaction of the client in a commercially acceptable time		6	2	4
	PC13.check the natural nail plate and surrounding skin is undamaged and free from product		5	1	4
	PC14.identify and resolve any problems with the nail art with guidance from the supervisor		5	1	4
	PC15.refer problems that cannot be solved to the relevant person or supervisor promptly		6	2	4
	PC16.clean up and dispose the waste in the work area post-service to maintain the health and safety standard		4	0.5	3.5
	PC17.update relevant client and inventory records accurately, neatly and timely as per organisational policy and procedures		5	2	3
	PC18.dispose waste as per organisational standards, ensuring hygiene, safety and environmental considerations are addressed positively		5	1	4
	PC19.provide after care advise. provide specific after-procedure, homecare advice and recommendations for protecting and maintaining the nail enhancement to the client		6	2	4

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

		Total	100	27	73
BWS/N9002 Maintain health and safety at the workplace	PC1. set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements	100	13	3	10
	PC2. clean and sterilize all tools and equipment before use		10	3	7
	PC3. maintain one's posture and position to minimize fatigue and the risk of injury		9	2	7
	PC4. dispose waste materials in accordance to the industry accepted standards		12	2	10
	PC5. maintain first aid kit and keep oneself updated on the first aid procedures		10	3	7
	PC6. identify and document potential risks and hazards in the workplace		10	3	7
	PC7. accurately maintain accident reports		13	5	8
	PC8. report health and safety risks/ hazards to concerned personnel		12	3	9
	PC9. use tools, equipment, chemicals and products in accordance with the salon's guidelines and manufacturers' instructions		11	3	8
	Total	100	27	73	
BWS/N9003 Create a positive impression at the workplace	PC1.maintain good health and personal hygiene	100	5	1	4
	PC2.comply with organisation's standards of grooming and personal behavior		5	1	4
	PC3.meet the organisation's standards of courtesy, behavior and efficiency		5	1	4
	PC4.stay free from intoxicants while on duty		4	0.5	3.5
	PC5.wear and carry organisation's uniform and accessories correctly and smartly		5	0.5	4.5
	PC6.take appropriate and approved actions in line with instructions and guidelines		5	1.5	3.5
	PC7.record details related to tasks, as per procedure		5	3	2
	PC8.participate in workplace activities as a part of the larger team		7	2	5
	PC9.report to supervisor immediately in case there are any work issues		5	1	4
	PC10.use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender		6	1.5	4.5
	PC11.communicate procedure related information to clients based on the sector's code of practices and organisation's procedures/ guidelines		6	1	5
	PC12.communicate role related information to stakeholders in a polite manner and resolve queries, if any		7	2	5
	PC13.assist and guide clients to services or products based on their needs		6	2	4
	PC14.report and record instances of aggressive/ unruly behavior and seek assistance		5	2	3
	PC15.use communication equipment (phone, email etc.) as mandated by your organization		6	3	3
	PC16.carry out routine documentation legibly and accurately in the desired format		7	3	4
	PC17.file routine reports and feedback		5	2	3

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

	PC18.maintain confidentiality of information, as required in the role		6	2	4
		Total	100	30	70

Means of assessment 1

Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.

The assessment for the theory part will be based on knowledge bank of questions created by the SSC.

Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).

Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.

Means of assessment 2

[Add boxes as required.](#)

Pass/Fail

To pass the Qualification Pack, every trainee should score a minimum of 50% in every NOS and overall 50% pass percentage in every QP.

To pass the Qualification Pack, every trainee should score a minimum of 33% in Theory and 50% in Practical.

In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

SECTION 2

EVIDENCE OF LEVEL

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

OPTION A

Title/Name of qualification/component:		Level:	
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
Process			
Professional knowledge			
Professional skill			
Core skill			
Responsibility			

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

OPTION B

Title/Name of qualification/component: Assistant Nail Technician		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<p>Limited Range of activities:</p> <ul style="list-style-type: none"> identify and select suitable equipment and products required for the respective services set up the equipment and prepare the products for services in adherence to the salon procedures and product/ equipment guidelines sterilize, disinfect and place the tools on the tray as per organisational standards using recommended solutions and conditions conditions: Time, temperature, etc. dispose waste materials safely and hygienically as per organisational standards maintain first aid kit and keep oneself updated on the first aid procedures accurately maintain accident reports use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender communicate role related information to stakeholders in a polite manner and resolve queries, if any file routine reports and feedback 	<p>An assistant nail technician works in a limited range of activities and follows routine and works in a predictable manner by identifying and selecting suitable equipment and products required for the respective services</p> <p>The equipment set up and preparation of the products for services is in adherence to the salon procedures and product/ equipment guidelines</p> <p>The person sterilizes, disinfect and place the tools on the tray as per organisational standards using recommended solutions and conditions, and also files routine reports and feedback.</p> <p>Hence NSQF Level is 3</p>	3
Professional knowledge	<p>Basic facts, processes and principles:</p> <ul style="list-style-type: none"> types of products, materials and equipment required for the respective services hygiene, health and safety requirements in the organization process and products to sterilize and disinfect equipment/ 	<p>An assistant nail technician needs to know basic facts, processes and principles in trade of employment like the types of products, materials and equipment required for hygiene, health and safety requirements in the organization, process and products to sterilize and disinfect equipment/ tools, customer service principles including privacy and</p>	3

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

Title/Name of qualification/component: Assistant Nail Technician		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>tools</p> <ul style="list-style-type: none"> customer service principles including privacy and protection to modesty of the customers manufacturer's instructions related to equipment and product use and cleaning standards related to courtesy, behavior and efficiency kinds of work issues that may arise and reporting structure 	<p>protection to modesty of the customers, manufacturer's instructions related to equipment and product use and cleaning, salon's standards related to courtesy, behaviour and efficiency, and kinds of work issues that may arise and reporting structure.</p> <p>Hence NSQF Level is 3</p>	
Professional skill	<p><u>Practical skill and routine work:</u></p> <ul style="list-style-type: none"> identify and select suitable equipment and products required for the respective services decide on course of action by recalling organisational policy, procedures and service standards identify, plan and schedule tasks related to own work, to achieve standards of personal presentations expected in a professional set-up plan and manage work routine based on salon procedure plan own development in line with feedback given from supervisor, co-workers and clients explain the concept of assumptions and how they impact decisions, actions and consequences 	<p>An assistant nail technician is able to recall and demonstrate practical skill, routine and repetitive in narrow range of application like identifying and selecting suitable equipment and products required for the respective services; deciding on course of action by recalling organisational policy, procedures and service standards; identifying, planning and scheduling tasks related to own work, to achieve standards of personal presentations expected in a professional set-up; planning and managing work routine based on salon procedure; planning own development in line with feedback given from supervisor, co-workers and clients; and explaining the concept of assumptions and how they impact decisions, actions and consequences.</p> <p>Hence NSQF Level is 3</p>	3
Core skill	<p><u>Communication, written and oral ability:</u></p> <ul style="list-style-type: none"> ability to speak, read and write in the local vernacular language and English file routine reports and feedback appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender environmental conditions required and expected for carrying 	<p>An assistant beauty therapist is able to use language to communicate written and oral, with minimum required clarity, and requires a basic understanding of social and natural environment like the ability to speak, read and write in the local vernacular language and English; file routine reports and feedback; using appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender; reading policy and</p>	3

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

Title/Name of qualification/component: Assistant Nail Technician		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>out services and importance of maintaining these</p> <ul style="list-style-type: none"> • read policy and procedure documents, guidelines and memos in English to interpret the gist correctly • read simple emails, instructions, advertisements, brochures, manufacturer's labels, forms, formats and other common documents accurately • write appointments, names, addresses, simple emails, messages, and applications in English accurately • write an accident or incident report accurately in English • listen to and follow short, straightforward explanations and instructions in English • introduce oneself and one's role to customers and visitors, in English and the local language • speak or communicate with reasonable ease in structured situations and short conversations on familiar topics 	<p>procedure documents, guidelines and memos in English to interpret the gist correctly; reading simple emails, instructions, advertisements, brochures, manufacturer's labels, forms, formats and other common documents accurately; writing appointments, names, addresses, simple emails, messages, and applications in English accurately; writing an accident or incident report accurately in English; listening to and follow short, straightforward explanations and instructions in English; introducing oneself and one's role to customers and visitors, in English and the local languages; and speaking or communicating with reasonable ease in structured situations and short conversations on familiar topics as basic arithmetic and algebraic principles and personal banking.</p> <p>Hence NSQF Level is 3.</p>	
Responsibility	<p><u>Some responsibility for own work within defined limit:</u></p> <ul style="list-style-type: none"> • ensure that ambient conditions are suitable for the client and the service procedures to be carried out in a hygiene and safe environment • set up the equipment and prepare the products for services in adherence to the salon procedures and product/ equipment guidelines • prepare sterilisation solution as per organisational standards using approved products and as per manufacturer's instructions • prepare products for application, by mixing the ingredients in the correct proportions as per manufacturer instructions and organisation standards and place for ease of use by the nail 	<p>An assistant nail technician works under close supervision and demonstrates responsibility for own work within defined limit by ability to speak, read and write in the local vernacular language and English; files routine reports and feedback; uses appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities, gender and environmental conditions required and expected for carrying out services; reads policy and procedure documents, guidelines and memos in English to interpret the gist correctly; writes appointments, names, addresses, simple emails, messages, and applications in English accurately; introduces oneself and one's role to customers and visitors, in English and the local language; speaks or communicates with reasonable ease in structured situations and short conversations on</p>	3

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

Title/Name of qualification/component: Assistant Nail Technician		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>technician</p> <ul style="list-style-type: none"> • adhere to the health and safety standards laid out by the manufacturer and organization • perform and adapt the services using materials, equipment and techniques correctly and safely to meet the needs of the client as per professional and organisational standards • complete the service to the satisfaction of the client in a commercially acceptable time, as per organisation standards and client expectations <p><u>Under close supervision</u></p> <ul style="list-style-type: none"> • where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor • repair UV gel enhancements to restore desired look with guidance from the supervisor • promptly refer problems that cannot be solved to the relevant superior for action • take appropriate and approved actions in line with instructions and guidelines • report to supervisor immediately in case there are any work issues • organize tasks based on instructions from supervisor or manager in order to complete them on time in order of stated priority 	<p>familiar topics like basic arithmetic and algebraic principles and personal banking; resolves matter to customer satisfaction or apologises for the same and refers to supervisor; reports to supervisor immediately in case there are any work issues; organizes tasks based on instructions from supervisor or manager in order to complete them on time in order of stated priority; and acts in line with organizational policies, procedures, supervisor/manager instructions, rules and guidelines to contribute towards resolution of the problem in a timely and safe manner, within limits of authority.</p> <p>Hence it follows NSQF Level 3 descriptors.</p>	

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

SECTION 3

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

Please refer to the attached list of job roles and occupations as per the attachment and their career paths as per Annexure 1, which have been derived through extensive industry interactions facilitated from four workshops, and site visits conducted and interaction with representatives from different organizations all over the country. Research was conducted in the Beauty & Wellness sector to capture revenue and manpower requirement estimates till 2022. The research provides the data that the discussed qualification is one of the critical roles in the sector. The details of statistics and research analysis are provided separately as a research analysis report. Some of the contacted organizations are VLCC, Toni & Guy, Ishi Khosla, Aroma Magic, Affinity, Schwarzkopf, Four Fountains, K11, Naturals, Enrich, NailPro, Cleopatra, Impressions Hair & Beauty Clinic, Orane, Lee's Beauty Centre & Spa, Geetanjali, Talwalkars, Association of Beauty Therapy & Cosmetology, etc.

What is the estimated uptake of this qualification and what is the basis of this estimate?

The increase in manpower requirements (as per projections) from 2013 to 2022 is approx. 1.42 crore from 40 lakhs, which is almost 3.5 times in Beauty & Wellness sector. All the numbers are provided in research analysis study.

[\(reference KPMG report\)](#)

What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF?

The qualification discussed above is checked for any duplication across sectors by mapping it with the existing DGT MES courses and there is no duplication. The mapping has been shared with NSDA.

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

The comments, feedback and suggestions were collected through interaction with industry. The same will be compiled and justifiable changes will be incorporated in the next/updated version of the QP. This QP is set to be revised post 19 April 2019.

Please attach any documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

SECTION 4

EVIDENCE OF PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

1. Discussing the growth trajectory within each occupation after studying organisational charts of various industry players across small, medium and large scale organizations.
2. Exploring various lateral career opportunities for the discussed qualification
3. Ensuring that there is a clear role up in terms of performance criteria qualification experience and skill requirement from lower NSQF Level to higher levels in the hierarchy.

Please refer to attached career path as per annexure 1 which clearly defines the career path.

Please attach any documents giving further information about any of the topics above.

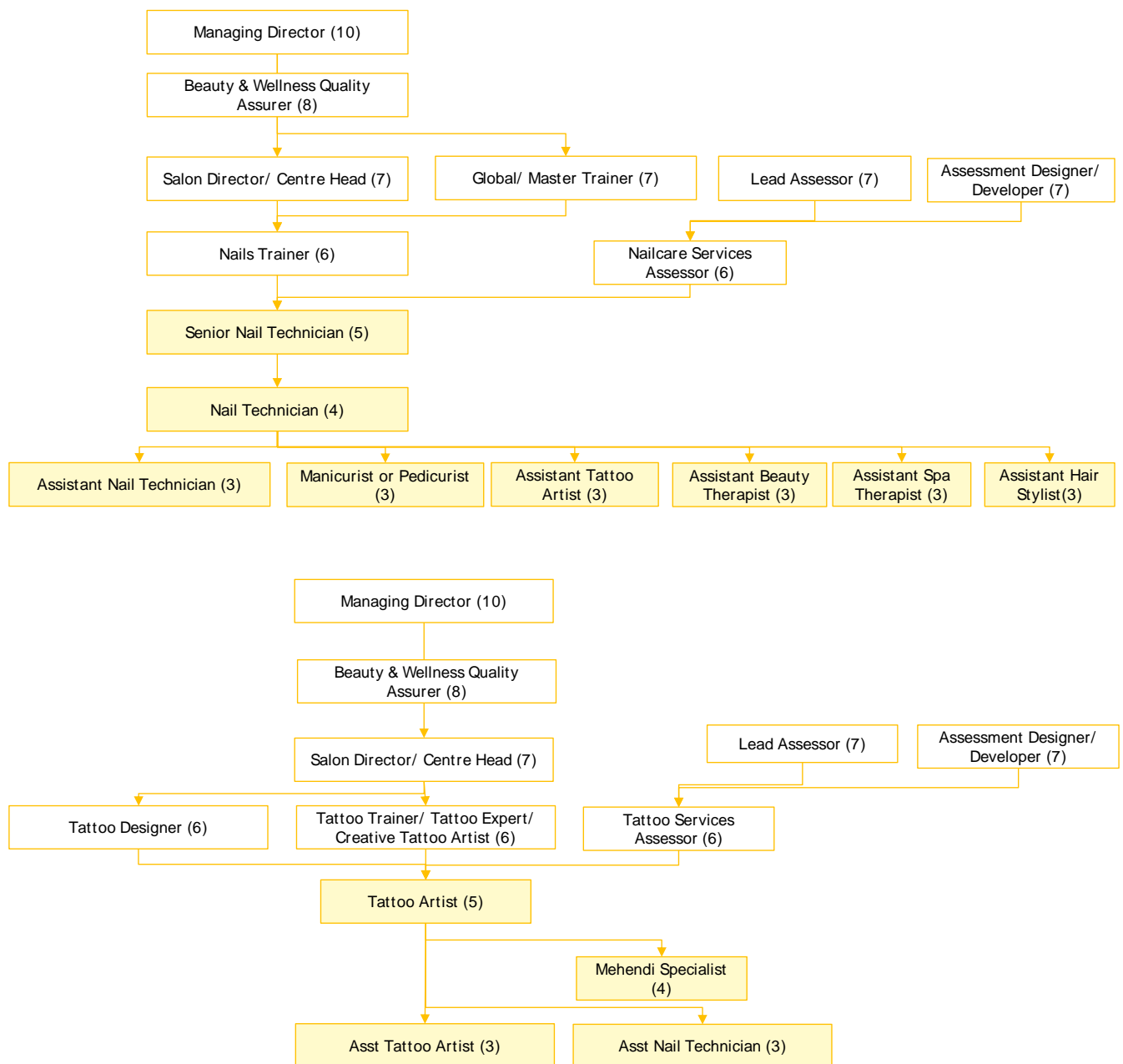
Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

1. Career Map of Assistant Nail Technician - Annexure 1
2. QP BWS/Q0401- Annexure 2

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

Annexure 1: Career Map



Annexure 2: QP BWS/Q0401



Assistant Nail Technician Final QP

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