

Revised Application Documentation: Version 4/28May, 2015

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

Beauty and Wellness Sector Skill Council
Office No. 405-406, 4th Floor, DLF City Court,
M.G. Road, Sikanderpur, Gurgaon-122002

Name and contact details of individual dealing with the submission

Name:Ms. Annu Wadhwa

Position in the organisation: COO

Address if different from above: Same as above

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List of documents submitted in support of the Qualifications File

1. Career Map of Assistant Beauty Therapist- Annexure 1
2. QP BWS/Q0101- Annexure 2

QUALIFICATION FILE SUMMARY

Qualification Title	Assistant Beauty Therapist		
Body/bodies which will assess candidates	CII		
Body/bodies which will award the certificate for the qualification.	B&WSSC		
Body which will accredit providers to offer the qualification.	B&WSSC		
Occupation(s) to which the qualification gives access	Beauty Therapist (Skincare Services)		
Proposed level of the qualification in the NSQF.	Level 3		
Anticipated volume of training/learning required to complete the qualification.	140 hours		
Entry requirements / recommendations.	Preferably Class VIII/ the ability to read/write and communicate effectively for the job role with 0-12 months experience in manicure and pedicure and basic beauty services		
Progression from the qualification.	Beauty Therapist		
Planned arrangements for RPL.	Work is under progress		
International Comparability	This Level 3 qualification compares with UK NOS: Level 1 NVQ Certificate in Beauty Therapy. The NOS 'Carry out depilation services' (NSQF L4) aligns with UK NOS at Level 2 NVQ		
Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/Optional	Estimated size (learning hours)	Level
BWS/N 9001: Prepare and maintain work area	Mandatory	15	3
BWS/N 0101: Provide basic skin care treatment	Mandatory	15	3
BWS/N 0102: Carry out depilation services	Mandatory	30	4
BWS/N 0401: Provide manicure and pedicure services	Mandatory	30	3
BWS/N 0103: Assist the Beauty Therapist performing beauty services	Mandatory	20	3
BWS/N 9002: Maintain health and safety at the workplace	Mandatory	15	3
BWS/N 9003: Create a positive impression at the workplace	Mandatory	15	3

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

Give details of the document here:

1. QP BWS/Q0101- Annexure 2

SECTION 1

ASSESSMENT

Name of assessment body:

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

CII

Will the assessment body be responsible for RPL assessment?

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, consistent 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 details of the document(s) here:

ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as listed in the entry on the structure of the qualification on page 1.

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Assistant Beauty Therapist

Qualification Pack BWS/Q0101

Sector Skill Council Beauty & Wellness

Guidelines for 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
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 centre (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% in every NOS
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

				Marks Allocation	
		Total Marks	Out Of	Theory	Skills Practical
1. BWS/N9001 (Prepare and maintain work area)	PC1. Ensure that environmental conditions are suitable for the client and that the treatment is carried out in a hygiene and safe environment	100	15	3	12
	PC2. Select suitable equipment and products required for the treatment		19	5	14
	PC3. Set up the equipment and prepare the products for treatments in adherence with the salon procedures and product/ equipment guidelines		20	4	16

	PC4. Place the products in the trolley for the treatment		12	2	10
	PC5. Sterilize, disinfect and place the tools on the tray		14	4	10
	PC6. Dispose waste materials in adherence to the salon's and industry requirements		10	2	8
	PC7. Store records, materials and equipment securely in line with the salon's policies		10	2	8
			100	22	78
2. BWS/N0101 (Provide basic skin care treatment)	PC1. Comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs		9	3	6
	PC2. Carry out basic facial care / face cleansing process using the tools and materials and as per process laid down by the organization		15	5	10
	PC3. Check the client's understanding and expectation prior to commencement and clarify doubts, if any		5	1	4
	PC4. Clean the skin, freeing it of all traces of make-up by using suitable deep cleansing techniques	100	12	4	8
	PC5. Use an exfoliation technique suitable for the client's skin type and skin condition		11	3	8
	PC6. Use a suitable skin warming technique relevant to the client's needs		8	2	6
	PC7. Carry out any necessary extraction, when required		6	1	5
	PC8. Apply mask treatments evenly and neatly, ensuring that the area to be treated		10	2	8

	is covered				
	PC9. Remove masks after the recommended time frame has elapsed		6	1	5
	PC10. Complete the treatment to ensure skin is left clean, toned and suitably moisturized		9	3	6
	PC11. Provide specific after-process advice to the client		9	3	6
			100	28	72
3. BWS/N0102 (Carry out depilation services) – Waxing Services	PC1. Comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs	100	4	1	3
	PC2. Carry out the process using the tools and materials(hot wax, cold wax, strips etc.) and as per process laid down by the organization		9	3	6
	PC3. Check the client's understanding and expectation prior to commencement and clarify doubts, if any		2	0.5	1.5
	PC4. Prepare the client and provide suitable personal protective equipment		2	0.5	1.5
	PC5. Apply the correct pre-wax products prior to waxing based on manufacturers' instructions		5	1	4
	PC6. Conduct a test patch and skin sensitivity test ahead of the waxing treatment		5	1	4
	PC7. Apply the product and remove correctly based on manufacturer's instructions		5	1	4
	PC8. Maintain the client's modesty and privacy at all times		2	0.5	1.5

	PC9. Follow work techniques that minimize discomfort to the client		2	0.5	1.5
	PC10. Stop the waxing treatment and providing relevant advice if contra-actions occur		5	2	3
	PC11. Clean the treated area and use a suitable soothing product		4	1	3
	PC12. Check with the client on satisfaction with the finished result		2	0.5	1.5
	PC13. Provide specific after-process advice to the client		5	2	3
3. BWS/N0102 (Carry out depilation services) – Threading Services	PC14. Comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs		3	1	2
	PC15. Carry out the process using the tools and materials (threads, scissors etc) and as per process laid down by the organization		5	1	4
	PC16. Check the client's understanding and expectation prior to commencement and clarify doubts, if any		2	0.5	1.5
	PC17. Adjust the client's position to meet the needs of the service without causing them discomfort		2	0.5	1.5
	PC18. Ensure safe and quick hair removal methods are carried out to minimize discomfort to the client		6	2	4
	PC19. Ensure the hair removal methods are carried out at a comfortable distance from the client whilst maintaining the correct tension of the thread		4	1	3

	PC20. Provide clear instructions to the client on how and when to support their skin throughout the threading service		2	0.5	1.5
	PC21. Create a well-balanced, proportioned and defined eyebrow shape to suit the client's requirements, when required		5	1	4
	PC22. Check the client's wellbeing throughout the service and give the necessary reassurance		2	0.5	1.5
	PC23. Discontinue the service and provide advice and recommendations where contra-actions occur		6	2	4
	PC24. Clean the treated area and use a suitable soothing product		4	1	3
	PC25. Check with the client on satisfaction with the finished result		2	0.5	1.5
	PC26. Provide specific after-process advice to the client		5	2	3
			100	28	72
4.BWS/N0401 (Perform manicure and pedicure services) – Preparing self and client	PC1. Adhere to the health and safety standards laid out by the manufacturer and salon	100	3	0.5	2.5
	PC2. Sanitize the hands prior to procedure commencement		2	0.5	1.5
	PC3. Prepare the client and provide suitable protective apparel		2	0.5	1.5
	PC4. Clarify the client's understanding and expectation prior to commencement of procedure		2	0.5	1.5
	PC5. Position self and client throughout procedure to ensure privacy, comfort and wellbeing		2	0.5	1.5
	PC6. Adjust the client's position to meet the needs of the service without causing them discomfort		2	0.5	1.5

	PC7. Perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client	3	0.5	2.5
4.BWS/N0401 (Perform manicure and pedicure services) – Perform manicure services	PC8. Remove any existing nail polish	2	0.5	1.5
	PC9. Check the desired length and shape with the client	3	0.5	2.5
	PC10. File the nails, ensuring the nail's free edge is left smooth and shaped to required length according to the client's needs	5	0.5	4.5
	PC11. Remove dirt in the underside of the nails	2	0.5	1.5
	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 hand and nail treatments to improve the appearance of the client's skin and nails	5	1	4
	PC14. Use smooth and even massage techniques and pressure to meet the client's needs, using appropriate products (e.g. massage creams, lotions)	4	0.5	3.5
	PC15. Leave the hands and lower arms free of any excess massage medium	2	0.5	1.5
	PC16. Check that the nail plate is clean, dry and oil free and the underside is clean and free of debris	2	0.5	1.5
	PC17. Apply one base coat, polish coats as desired and one top coat for the desired finish	3	0.5	2.5
PC18. Check that the nail finish is left with smooth and even texture and colour, with the cuticle and nail wall free polish	3	0.5	2.5	
4.BWS/N0401 (Perform manicure and pedicure services) – Perform pedicure services	PC19. Clean and dry the client's feet and lower legs	2	0.5	1.5
	PC20. Remove any existing nail polish	2	0.5	1.5
	PC21. Check the desired length and shape with the client	3	0.5	2.5
	PC22. File the nails ensuring the nail's free edge is left smooth and shaped to	4	1	3

	required length according to the client's needs			
	PC23. Remove dirt in the underside of the nails	2	0.5	1.5
	PC24. Use suitable cuticle tools and products safely and effectively to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged	4	0.5	3.5
	PC25. Remove any excessive hard skin using a foot scrapper	2	0.5	1.5
	PC26. Use specialised leg and nail treatments to improve the appearance of the client's skin and nails	3	0.5	2.5
	PC27. Use smooth and even massage techniques and pressure to meet the client's needs	4	2	2
	PC28. Leave the foot and lower leg free of any excess massage medium	2	0.5	1.5
	PC29. Check that the nail plate is clean, dry and oil free and the underside is clean and free of debris	2	0.5	1.5
	PC30. Apply sufficient base coat, polish coats and top coats for the desired finish	3	0.5	2.5
	PC31. Check that the nail finish is left with smooth and even texture and colour, with the cuticle and nail wall free enamel	3	0.5	2.5
4.BWS/N0401 (Perform manicure and pedicure services) – Post treatment procedure	PC32. Check the client's wellbeing throughout the service and give the necessary reassurance	3	0.5	2.5
	PC33. Complete the therapy to the satisfaction of the client in a commercially acceptable time	2	0.5	1.5
	PC34. Record the therapy accurately and store information securely in line with the salon's policies	4	1	3
	PC35. Provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client	3	1	2
		100	21	79

5. BWS/N0103 (Assist the Beauty Therapist performing beauty services)	PC1. Ensure the health and safety standards and processes laid out by manufacturer, organization and clients are followed to perform the operation	100	19	4	15
	PC2. Arrange tools and products that are safe and fit for the purpose based on the guidelines		25	5	20
	PC3. Assist the Beauty Therapists/ makeup artists with the products and the services under guidance based on the procedure laid out by the employers		30	5	25
	PC4. Assist to resolve any problems occurring during the process using the relevant corrective action		14	4	10
	PC5. Assist cleaning up the post-treatment waste to maintain the health and safety standard		12	2	10
			100	20	80
6. BWS/N9002 (Maintain health and safety of work area)	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		13	3	10
	PC3. Maintain one's posture and position to minimize fatigue and the risk of injury		9	2	7
	PC4. Dispose of waste materials in accordance to the industry accepted standards		12	2	10
	PC5. Maintain the 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		10	3	7

	PC8. Report health and safety risks/ hazards to concerned personnel		10	3	7
	PC9. Use tools, equipment, chemicals and products in accordance with the salon's guidelines and manufacturers' instructions		13	3	10
			100	25	75
7.BWS/N9003 (Create a positive impression at work area)	PC1. Maintain good health and personal hygiene	100	8	2	6
	PC2. Comply with organisation's standards of grooming and personal behaviour		9	3	6
	PC3. Meet the organisation's standards of courtesy, behaviour and efficiency		9	3	6
	PC4. Stay free from intoxicants while on duty		2	1	1
	PC5. Wear organisation's uniform and carry accessories correctly and smartly		6	1	5
	PC6. Take appropriate and approved actions in line with instructions and guidelines		6	2	4
	PC7. Record details related to tasks, as per procedure		5	2	3
	PC8. Participate in workplace activities as a part of the larger team		5	1	4
	PC9. Report to supervisor immediately in case there are any work issues		3	1	2
	PC10. Use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender		7	2	5
	PC11. Communicate procedure related information to clients based on the sector's code of practices and organisation's procedures/ guidelines		7	2	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		4	1	3
	PC14. Report and record instances of aggressive/ unruly behaviour and seek assistance		4	1	3
	PC15. Use communication equipment (phone, email etc) as mandated by your organization		4	1	3
	PC16. Complete routine documentation legibly and accurately in the desired format		6	2	4
	PC17. File routine reports and feedback		4	1	3
	PC18. Maintain confidentiality of information, as required, in the role		4	1	3
			100	29	71

SECTION 2

EVIDENCE OF NEED

<p>What evidence is there that the qualification is needed?</p> <p>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.</p>
<p>What is the estimated uptake of this qualification and what is the basis of this estimate?</p> <p>The increase in manpower requirements (as per projections) from 2013 to 2022 is approx. seven times for Spa and four times for Beauty & salons. For rest of the subsectors it is approx. twice the current size. All the numbers are provided in research analysis study</p>
<p>What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?</p> <p>The qualification discussed above is checked for any duplication across sectors Given the qualification is niche to B&W sector, there is no duplication or pre- existing similar qualifications</p>
<p>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?</p> <p>The comments, feedback and suggestions were collected through interaction with industry during Jan'15 to May'15. 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 20th May 2016.</p>

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

Give details of the document(s) here:

SECTION 3

SUMMARY EVIDENCE OF LEVEL

Level of qualification: Level 3

Summary of Direct Evidence (from learning outcomes):

The job activities are exhaustively studied and their outcomes are evaluated to understand their mapping with the NSQF framework. The same had been reviewed and validated by the sector skills council and participants from the industry.

Summary of other evidence (if used):

Assistant Beauty Therapist- QP BWS/Q 0101					
Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level
<p>The job holder is expected to understand the equipment; products used in different services and the process for providing the services. The role holder is further expected to carry out a limited range of activities, routine and predictable in nature, such as assisting the beauty therapist in cleaning, exfoliation, application of mask, performing waxing and threading, etc. The role holder also ensures the comfort of the client, assisting clients to dress/undress and cleaning up the work area post the services which are to be conducted for every service on a daily basis. Considering the outcomes, the job roles is pegged at level 03.</p>	<p>The job holder is expected to exhibit an understanding of the basic facts, processes and principles applied in the trade such as being aware of types of skin, characteristics of skin, impact of products on skin, contra actions, and ingredients of various products, methods of hair removal, eye brow shapes, and safety standards. Hence, considering the type of knowledge, the job holder can be placed at level 03</p>	<p>The job holder is expected to recall and demonstrate practical skills, routine and repetitive in a limited range of applications such as maintaining a tracker, and continuously checking with client at every step regarding their comfort and satisfaction. The job holder must also be able to periodically share knowledge acquired and practically apply learning from feedback and other sources to improve their output. Hence, the job holder can be placed at level 03</p>	<p>The job holder is expected to exhibit written and verbal communication skills, with the minimum level of clarity expected), the skill of basic arithmetic, principles and basic understanding of the social and natural environment such as use positive body language. They are expected to abide by salon regulations and code of conduct like presentation, grooming, client interaction, sensitivity to client's privacy and personal details, professional appearance, avoiding of inappropriate conversation etc, They are required to position and prepare the client correctly, maintain appropriate distance between client and therapist, speak clearly and precisely in a courteous manner, develop a professional relationship with the client, and maintain a hygienic work environment. Considering these outcomes the job holder can be placed at level 03</p>	<p>The job holder is expected, under close supervision, to apply the basics of beauty therapy, health, hygiene, and safety, providing assistance to the therapist for conducting basic services for the client like basic depilation, manicure, pedicure and basic face care. The job holder is also expected to take some responsibility for own work within defined limits such as minimizing wastage, taking care with hazardous chemicals and assisting in salon ambience maintenance. The job holder can be placed at level 3</p>	3

Level 3/4	Level 3	Level 3	Level 3	Level 3	
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SECTION 4

EVIDENCE OF RECOGNITION OR 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.

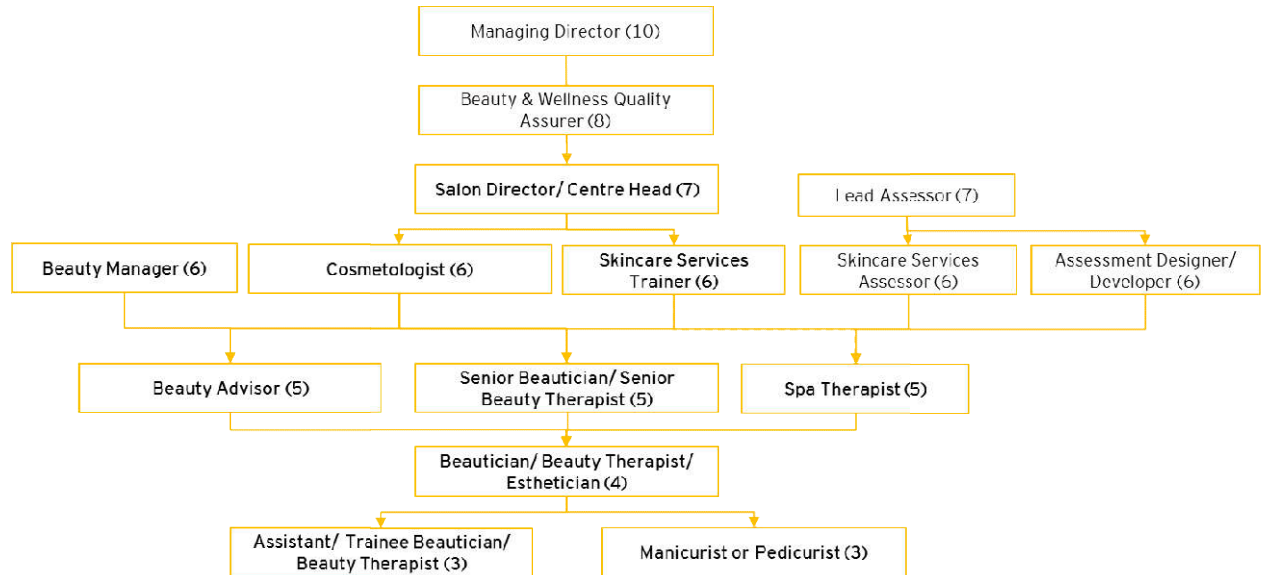
Please refer to attached career path as per annexure 1 which clearly defines the career path.

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

Give details of the document(s) here:

1. Career Map of Assistant Beauty Therapist- Annexure 1
2. QP BWS/Q0101- Annexure 2

Annexure 1: Career Map



Annexure 2: QP BWS/Q0101