

Qualification File template

Application Documentation Guide: Version 1 Final /4 March, 2015

Guide to completing the Qualification File template

This document is to be used in by bodies completing the Qualification File template to seek inclusion of their qualifications in the NSQF. In this document these are referred to as “submitting bodies”.

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

National Council for Vocational Training (NCVT)
Under Government of India, Ministry of Skill Development & Entrepreneurship
Shram Shakti Bhavan, Rafi Marg
New Delhi – 110001

Name and contact details of individual dealing with the submission

Name: Shri. Deepankar Mallick
Position in the organisation Deputy Director General (T)

Tel number(s) 011-23710485
e-mail address deepankar.mallick60@nic.in

List of documents submitted in support of the Qualifications File

1. Curriculum attached
2. Levelling scorecard attached

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QUALIFICATION FILE SECTION 1 SUMMARY

| Qualification Title | Basic Cosmetology | | | | | | | | | | | | | | | | | | |
|--|--|--|--------------|-----------------|---------------------|---------------------|----------|------------------------|---------|----------------------|--------|-----------------------------|--------|--------------------------------|---------|-------------------------|---------|--------------|-----------------|
| Body/bodies which will assess candidates | National Council for Vocational Training (NCVT) | | | | | | | | | | | | | | | | | | |
| Body/bodies which will award the certificate for the qualification. | National Council for Vocational Training (NCVT) | | | | | | | | | | | | | | | | | | |
| Body which will accredit providers to offer the qualification. | National Council for Vocational Training (NCVT) | | | | | | | | | | | | | | | | | | |
| Occupation(s) to which the qualification gives access | Successful candidates will be able to work as Beautician, Hair Dresser, Make-up Artist, Manicurist, Pedicurist, Hair Stylist, Slimming Assistant, Hair Colorist and Yoga trainer | | | | | | | | | | | | | | | | | | |
| Proposed level of the qualification in the NSQF. | Level 4 | | | | | | | | | | | | | | | | | | |
| Anticipated volume of training/learning required to complete the qualification. | <p>Training is covered in 02 semesters, each with 26 weeks of duration. Time distribution amongst the components/ subjects is as under: -</p> <table border="1"> <thead> <tr> <th>Course Elements</th> <th>Hourly Distribution</th> </tr> </thead> <tbody> <tr> <td>Professional Skills</td> <td>1320 hrs</td> </tr> <tr> <td>Professional Knowledge</td> <td>264 hrs</td> </tr> <tr> <td>Employability Skills</td> <td>88 hrs</td> </tr> <tr> <td>Extra Curricular Activities</td> <td>88 hrs</td> </tr> <tr> <td>In-plant Training/Project Work</td> <td>160 hrs</td> </tr> <tr> <td>Admission & Examination</td> <td>160 hrs</td> </tr> <tr> <td>Total</td> <td>2080 hrs</td> </tr> </tbody> </table> | | | Course Elements | Hourly Distribution | Professional Skills | 1320 hrs | Professional Knowledge | 264 hrs | Employability Skills | 88 hrs | Extra Curricular Activities | 88 hrs | In-plant Training/Project Work | 160 hrs | Admission & Examination | 160 hrs | Total | 2080 hrs |
| Course Elements | Hourly Distribution | | | | | | | | | | | | | | | | | | |
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| Employability Skills | 88 hrs | | | | | | | | | | | | | | | | | | |
| Extra Curricular Activities | 88 hrs | | | | | | | | | | | | | | | | | | |
| In-plant Training/Project Work | 160 hrs | | | | | | | | | | | | | | | | | | |
| Admission & Examination | 160 hrs | | | | | | | | | | | | | | | | | | |
| Total | 2080 hrs | | | | | | | | | | | | | | | | | | |
| Entry requirements / recommendations. | Passed 10th class | | | | | | | | | | | | | | | | | | |
| Progression from the qualification. | <ol style="list-style-type: none"> 1. Qualifying trainee shall obtain an NCVT Certificate in 'Basic Cosmetology' trade which places the trainee in a position to investigate requirements for progression to a National Apprenticeship Certificate or National Craft Instructor Certificate 2. This qualification shall enable the trainee to find employment as a skilled worker. | | | | | | | | | | | | | | | | | | |
| Planned arrangements for RPL. | <ol style="list-style-type: none"> 1. At present the students who have passed 10th class with minimum 3 years experience can appear for NCVT theory and practical semester examination directly. 2. The students who have passed SCVT examination can also appear for the NCVT Examination in the relevant semester and Trade directly. | | | | | | | | | | | | | | | | | | |
| International recognitions. | <ol style="list-style-type: none"> 1. Existence of any official document suggesting the comparability of the qualification with the qualifications in other countries is not known. 2. However, ITI passed out trainees are getting employment in many Gulf countries, European countries, Australia, New Zealand, Singapore etc. | | | | | | | | | | | | | | | | | | |
| Title of unit or other component: | Mandatory/ Optional | Estimated size (learning hours) | Level | | | | | | | | | | | | | | | | |
| Cosmetology | | | | | | | | | | | | | | | | | | | |
| Professional Skills | Mandatory | 1320 hrs | 4 | | | | | | | | | | | | | | | | |
| Professional Knowledge | Mandatory | 264 hrs | 4 | | | | | | | | | | | | | | | | |
| Employability Skills | Mandatory | 88 hrs | 4 | | | | | | | | | | | | | | | | |
| Extra-Curricular Activities | Mandatory | 88 hrs | | | | | | | | | | | | | | | | | |
| In-plant Training/Project Work | Mandatory | 160 hrs | | | | | | | | | | | | | | | | | |
| Admission & Examination | Mandatory | 160 hrs | - | | | | | | | | | | | | | | | | |
| | Total | 2080 hrs | | | | | | | | | | | | | | | | | |

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Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack. This table should be filled in even if such a document is included with the application.

Give details of the document here:

(1) Curriculum attached

QUALIFICATION FILE SECTION 2 ASSESSMENT

Name of assessment body:

National Council for Vocational Training (NCVT) is assessment body for this qualification

Will the assessment body be responsible for RPL assessment?

Yes

1. At present the students who have passed 10th class with minimum 3 years experience can appear

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for NCVT theory and practical semester examination directly.

2. The students who have passed SCVT examination can also appear for the NCVT Examination in the relevant semester and Trade directly.

ASSESSMENT POLICY

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:

(1) Assessment process:

The assessment for the semester-based qualification is carried out by conducting formative assessments, and end-of-semester examinations for all trainees aspiring for this qualification, as per the guidelines given in Section 12 of the Curriculum. The internal assessments for theory subjects and practical are conducted by the concerned instructors for evaluating the knowledge and skill acquired by trainees and the behavioural transformation of the trainees as per the learning outcomes specified the qualification. This assessment is primarily carried out by collecting evidence of competence gained by the trainees by observing them at work, asking questions and initiating formative discussions to assess understanding and by evaluating records and reports, and sessional marks are awarded to them. Theory examinations are conducted in Trade theory, Workshop Calculation & Science, Engineering Drawing and Employability Skills. The question papers for the theory Examinations contain objective type questions. Trade practical examinations are conducted by the respective State Governments. However, the question papers for the Trade practical are prepared by NCVT. The details of testing and certification for this qualification are given in para (3). The marking pattern and distribution of marks for every semester for the qualification are as under:

| Marking Pattern | | | |
|-----------------|-------------------------------|--------------------------------|-----|
| Sl No. | Subject for the Qualification | Maximum marks for each subject | |
| a) | Practical | 100 | |
| b) | Trade Theory | 30 | 80 |
| c) | Employability Skills | 50 | |
| d) | Internal Assessment | 20 | |
| Total | | | 200 |

(2) Minimum pass mark:

40% for each Theory Examination and 25% for each part/section of the Examination separately, and 60% marks for each Trade practical Examination. Failed candidates are entitled to three chances to clear the paper.

(3) Testing and certifications for the course:

Arrangements are made by NCVT to ensure that the evidence on which assessment judgements made are comparable for all trainees and that the judgements made will not vary from assessor to assessor. Arrangements relating to the conduct and monitoring process of assessment are as follows:

- OMR sheet based question paper.
- Questions papers are prepared by National Instructional Media Institute (NIMI), Chennai.
- A panel of expert paper setters, who are graduates in the concerned field with 5-7 years experience, is prepared for setting question papers for the Trade. The panel is vetted by the Secretary, NCVT.
- Paper setters are appointed from the panel after the approval of the competent authority for setting the question paper.
- The question papers are then moderated by the Board of Moderation to see if the paper is set as per the requirement and syllabus.
- The manuscripts of the moderated question papers are sent to Government Printing Presses for printing.
- Printed question papers, packed in sealed covers, are despatched to Banks/Police Stations for keeping in safe custody.
- The question papers are handed over to the Chairman/Principal of the Testing Centre two hours before the commencement of the Examination.
- An Examination Board consisting of representatives of industry/Employer/State Government are set up to supervise and monitor the conduct of Examinations at every Centre.
- Theory and practical Examinations are carried out with invigilators/examiners with the overall supervision of the Examination Board.

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- Examiners called for evaluation of practical should have minimum technical qualification of a Diploma in the respective engineering field. However, when diploma holders not available, the qualification is suitably relaxed.
- Examiners for practical Examinations are appointed preferably from Polytechnics/Engineering colleges/Industry of repute. Government Departments or from amongst retired qualified personnel possessing requisite qualifications and sufficient experience in the trade/discipline.
- Each State Directorate prepares a panel of Examiners according to the norms as mentioned above and the Examiners are appointed from the panel.
- Flying squads from State Governments as well as the Central Government are constituted to check malpractices during the conduct of Examinations.
- OMR based answer sheets are evaluated by the third party evaluator National Institute of Electronics & Information Technology (NIELIT).
- Evaluation of every practical examination is carried out by the concerned examiner with the overall supervision of the Examination Board.
- Till 2014, the marks were compiled by the State Governments as per NCVT guidelines and the results were declared by the State Governments. At present, the marks are compiled by NCVT and the results are declared by the State Governments. Now onwards, results shall be compiled by NCVT on its portal ncvtmis.gov.in
- The successful trainees are awarded National Trade Certificates.

Detail any particular assessment policy or arrangements which have been put in place relating to the validation of prior learning:

1. At present the students who have passed 10th class with minimum 3 years experience can appear for NCVT theory and practical semester examination directly.
2. The students who have passed SCVT examination can also appear for the NCVT theory and practical Examination in the relevant semester and Trade directly, as Private candidates

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

Give details of the document(s) here:

ASSESSMENT EVIDENCE

Assessment for this qualification is evidence based and covers all the outcomes and criteria for the qualification and generates sufficient evidence for all the assessable outcomes of the qualification.

Assessment comprises the following components:

- (1) Job carried out in labs/workshop
- (2) Record book/ daily diary
- (3) Answer sheet of assessment
- (4) Viva-voce
- (5) Progress chart
- (6) Attendance and punctuality
- (7) Assignment

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(8) Project work

Complete a 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.

Title of NOS/Unit/Component 1: Enter the title of the NOS, assessment unit or other component as listed.

| Assessable outcomes | Assessment criteria for the outcome |
|---|---|
| Enter the elements/outcomes of the unit which will be assessed. | List all the criteria applying to this element/outcome. |
| | [PI. see the Attachment] |
| | |
| Means of assessment 1 | [PI. See the attachment] |
| Means of assessment 2 | |
| Pass/Fail | [PI. See the attachment] |

QUALIFICATION FILE SECTION 3 EVIDENCE OF NEED

What evidence is there that the qualification is needed?

DGET has 60 years of experience in the field of vocational education. With valuable feedbacks from industries, mid-term evaluation studies, and tracer studies as conducted by Central Staff Training and Research Institute (CSTARI) under DGE&T and other bodies, the need for the qualification has been realized.

Evaluation studies of 'Upgradation of 1396 ITIs in PPP mode' and upgradation of ITIs under World Bank schemes have mentioned about high employment potential of this trade.

The scope and job roles of this qualification are given in section 1 and 2 of the curriculum.

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

The qualification is originally designed and approved by NCVT for the Craftsmen Training Scheme. NCVT has been entrusted with the responsibilities of prescribing standards and curricula for craftsmen training, advising the Government of India on the overall policy and programmes, conducting All India Trade Tests and awarding National Trade Certificates.

In the research and/or development, what steps were taken to identify potential barriers to access (eg related to education, race, caste, religion, gender or disability) and eliminate or overcome these?

There is no barrier imposed in taking up this training programme on the basis of race, caste, religion, gender or disability, except for the visually-impaired.

Has the qualification been through a formal approval procedure(s)?

(If so, explain the process and the outcome.)

- (1) The qualification was prepared by a core group having experts from Industry, DGET institutes, and ITIs.
- (2) It was approved by Mentor Council having representatives from Industry, Academic institutions and skill experts.
- (3) The qualification has been approved by the sub-committee of NCVT dealing with norms and courses.

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?

- In a recent initiative, a Mentor Council (MC) for the Beauty and Wellness sector has been formed to review the curriculum of this qualification under the sector.
- CSTARI, the research wing of DGE&T, reviews and updates the qualification, in consultation with industries and other stakeholders, on a regular basis.
- NOS approved by NSDA have also been referred from time to time.

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

Give details of the document(s) here:

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QUALIFICATION FILE SECTION 4 Calculating the NSQF level of a qualification

Level of qualification:
NSQF Level 4

Summary of Direct Evidence (from learning outcomes):
RECORD OF ANALYSIS (BASIC COSMETOLOGY TRADE)

| Learning Outcome | Comment | Level-3 | Level-4 | Level-5 |
|--|--|---------|---------|---------|
| GENERIC OUTCOME | | | | |
| 1. Recognize & comply safe working practices, environment regulation and housekeeping. | Trainees will acquire knowledge of the safe working practices, environment regulation and housekeeping and will be responsible for implementation in his own work | | √ | |
| 2. Work in a team, understand and practice soft skills, technical English to communicate with required clarity. | Trainee will acquire the knowledge of languages and will be able to communicate written or oral with required clarity and practice in day to day work. | | √ | |
| 3. Identify and develop specific area to perform practical operations. | Trainee will acquire knowledge to develop specific area to perform practical operations. | | √ | |
| 4. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources. | <ol style="list-style-type: none"> 1. Trainees will have understanding of concept of energy conservation, global warming and pollution. 2. The trainees will have basic understanding of social, political & natural environment. 3. The trainees will have responsibility for own work and learning. | | √ | |
| 5. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth. | <ol style="list-style-type: none"> 1. Trainees will have understanding of factual knowledge of personal finance, entrepreneurship. 2. The trainees will have understanding to manage personal finance and further growth to be an entrepreneur. | | √ | |

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| | | | | |
|--|---|--|---|--|
| 6. Explain and apply basic computer working, basic operating system, simulate part programme using simulation software and uses internet services to get accustomed & take benefit of IT developments in the industry. | 1. Trainees will have understanding of concept of computer working & internet application and apply in day to day work. 2. The trainees will have responsibility for own work and learning. | | √ | |
| 7. Understand and explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality. | 1. Trainees will have understanding of factual knowledge of productivity, quality tools and labour welfare legislation and apply to enhance productivity. 2. The trainees will have basic understanding of social, political & natural environment. 3. The trainees will have responsibility for own work and learning. | | √ | |
| 8. Explain occupational safety and health, hygiene, accident prevention techniques and first aid. | Trainee will acquire the knowledge of occupational safety and health, hygiene, accident prevention techniques and first aid | | √ | |
| SPECIFIC OUTCOME (SEMESTER-I) | | | | |
| 9. Develop good appearance and behaviour, practice, tasks as per industry standard and express good communication skill. | The trainee will learn to possess good communication skills along with pleasing personality. | | √ | |
| 10. Prepare and maintain work area and maintain health and safety at the work place. | The trainee will be able to maintain health and safety at the workplace. | | √ | |
| 11. Carry out epilation and depilation services. Illustrate and explain hair structure & hair growth cycle. | The trainee will demonstrate waxing, threading, bleaching, plucking and explain the knowledge of hair growth cycle and products. | | √ | |
| 12. Carry out manicure and pedicure services. Explain anatomy of nail. Differentiate between and identify nail disease nail disorders. | The trainee will be able to demonstrate plain & different types of demonstrate and pedicure, and explain the anatomy of nail. The trainees will be | | √ | |

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| | | | | |
|--|---|--|---|--|
| | able to prepare and maintain the work area in a professional manner with knowledge of related products. | | | |
| 13. Carry out facial treatments for common skin problems. Illustrate and explain skin structure. | <ol style="list-style-type: none"> 1. The trainee will be able to explain anatomy of skin understand & draw skin structure. 2. The trainee will be able to identify common skin disorders and demonstrate skin analysis facial procedure using different equipment. 3. The trainee will be able to demonstrate application & removal of different types of packs & mask. | | √ | |
| 14. Carry out hair treatment for common hair problems. Illustrate and explain structure of hair. | <ol style="list-style-type: none"> 1. The trainee will be able to draw explain structure and composition of hair. 2. The trainee will demonstrate head massage, shampooing, conditioning, deep conditioning. 3. The trainee will be able to treat common hair problems. | | √ | |
| 15. Create basic haircuts using special cutting techniques. | <ol style="list-style-type: none"> 1. The trainee will be able to explain basic facial shapes. 2. The trainees will demonstrate basic hair cuts. | | √ | |
| 16. Demonstrate basic yogic exercises for stamina building and correcting body posture | <ol style="list-style-type: none"> 1. The trainee will possess good stamina and maintain correct posture. 2. The trainee will be able to explain yogic diet. 3. The trainee will demonstrate exercise of yogic sukshma vyayam, surya namaskar and yogic sthula vyayam. | | √ | |
| SPECIFIC OUTCOME (SEMESTER-II) | | | | |
| 17. Demonstrate day, evening, party & bridal makeup and | 1. The trainee will be able to explain color theory, | | √ | |

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| | | | | |
|---|--|--|---|--|
| explain effects of light on makeup. | effects of light on makeup. 2. The trainee will be able to demonstrate day time, Evening party and bridal makeup. | | | |
| 18. Demonstrate basic corrective makeup & explain basic facial shapes. | 1. The trainee will be able to explain facial shape & demonstrate basic corrective makeup. | | √ | |
| 19. Create traditional hair styles using artificial aids | 1. The trainee will be able to demonstrate and create traditional hair styles. 2. The trainee will be able to use, clean and maintain artificial aids. | | √ | |
| 20. Create hair designs using thermal gadgets and wet styling techniques. | 1. The trainee will be able to operate thermal gadgets for creating different hair style. | | √ | |
| 21. Demonstrate hair coloring, perming, straightening, rebonding & smoothing. Explain the knowledge of bonds. | 1. The trainee will be able to explain science of color and classification of color. 2. The trainee will be able to demonstrate different hair coloring techniques. | | √ | |
| 22. Create bindi, heena & tattoo designing, drape saree in different styles. | 1. The trainee will be able to demonstrate different designs of bindi, heena and tattoos. | | √ | |
| 23. Demonstrate asanas for spine stretching, stress management & common body ailments | 1. The trainee will be able to demonstrate asanas for spine stretching, stress management & common body ailments. | | √ | |

Summary of other evidence (if used):

Established using the levelling scorecard,

Levelling Scorecard

The methodology for using the levelling scorecard is set out in an Annex to this Guide.

[Pl. See Annexure x]

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QUALIFICATION FILE SECTION 5 EVIDENCE OF RECOGNITION AND 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. Qualifying trainee will obtain an NCVT Certificate in 'Basic Cosmetology' trade which places the trainee in a position to investigate requirements for progression to a National Apprenticeship Certificate or National Craft Instructor Certificate

Please attach any documents giving further information about any of the topics above.
Give details of the document(s) here:

QUALIFICATION FILE SECTION 6 EVIDENCE OF INTERNATIONAL COMPARABILITY

List any comparisons which have been established.

-Nil-

