

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

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List of documents submitted in support of the Qualifications File

1. Curriculum and Course Content
2. Assessment strategy

SUMMARY

Qualification Title	Beautician
Qualification Code	
Nature and purpose of the qualification	Short term Certificate Course To become self-employed i.e. entrepreneurs or wage employed under MSME
Body/bodies which will award the qualification	West Bengal State Council of Technical & Vocational Education and Skill Development
Body which will accredit providers to offer courses leading to the qualification	West Bengal State Council of Technical & Vocational Education and Skill Development
Body/bodies which will carry out assessment of learners	Board of Examination under the West Bengal State Council of Technical & Vocational Education and Skill Development
Occupation(s) to which the qualification gives access	Beauty Therapist
Licensing requirements	NA
Level of the qualification in the NSQF	Level 3
Anticipated volume of training/learning required to complete the qualification	650 hours
Entry requirements and/or recommendations	Class VIII pass (No Prior Experience required)
Progression from the qualification	Assistant Beauty therapist ----- Beauty Therapist ----- Beauty-expert& Consultant
Planned arrangements for the Recognition of Prior learning (RPL)	RPL will consist of four stages <ol style="list-style-type: none"> 1. Counselling- To inform, advise and guide the candidates regarding RPL 2. Pre-Assessment- To assess the current competencies of the candidates and identifying the gap between the full qualification and current competencies. 3. Orientation & Bridge Training- To train the candidates for bridging

	the gap. 4. Final assessment & Certification- To assess the candidate for full qualification and certify.
International comparability where known	N/A
Date of planned review of the qualification.	Every 3 years (Next: February 2021)

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Formal structure of the qualification

After completion of course the passed out trainee can work as an Assistant Beautician and after two years of field experience the passed out trainee can work as Beautician / make-up artist and after that with appropriate experience, the person can work as a Beauty-expert.

Title of component and identification code.	Mandatory/Optional	Estimated size (learning hours)	Level
Apply safe working Practices	Mandatory	25	3
Identify all beauty products and Procure the products	Mandatory	50	3
Know the proper procedure and application of beauty products such as Bleach, Wax, Facial, Bridal etc.	Mandatory	75	3
Know the use of beautician related machine.	Mandatory	100	3
Evaluate the pros and cons of the product materials or machine and adopt proper safety measured.	Mandatory	50	3
Assess the quality of the work after completion	Mandatory	50	3
Demonstrate customers the benefits of various products or	Mandatory	175	3
Know the rules for setting up her own business like beauty	Mandatory	50	3
Demonstrate knowledge on soft skills to communicate with customer and colleagues	Mandatory	25	3
Demonstrate knowledge of concept and principles of basic arithmetic and financial calculation, and apply knowledge of specific area to perform practical operations.	Mandatory	25	3
Explain time management, entrepreneurship and manage/organize related task in day to day work for personal & social growth.	Mandatory	25	3

Title of component and identification code.	Mandatory/Optional	Estimated size (learning hours)	Level
<u>I. Theory</u> Theory component of the course is to develop relevant basic technical information & knowledge about various products and machines used by a beautician.	Mandatory	100	3
<u>II. Practical</u> Institutional component of Practical training of the course is to impart relevant basic technical skills to use and apply beauty products and to deftly use various machines used in beauty	Mandatory	450	3

Title of component and identification code.	Mandatory/Optional	Estimated size (learning hours)	Level
related work <u>III. Employability Skills</u> Employability Skills component of the course is to impart Soft skills which include Communication Skills, Behaviour, IT literacy, Entrepreneurship Skills, Safety, Hygiene etc.	Mandatory	100	3
Total (I+II+III)		650	

1. Curriculum Document is attached in Annexure-1.
2. Assessment Strategy Component wise distribution of marks is given in the Annexure No. 2
3. Industry Validation

SECTION 1 **ASSESSMENT**

Body/Bodies which will carry out assessment:

Board of Examination under West Bengal State Council of Technical & Vocational Education & Skill Development, constituted under the ACT XXVI of 2013 under Department of Technical Education, Training & Skill Development, Govt. of West Bengal

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

RPL will consist of four stages

1. Counselling- To inform, advise and guide the candidates regarding RPL
2. Pre-Assessment- To assess the current competencies of the candidates and identifying the gap between the full qualification and current competencies.
3. Orientation & Bridge Training- To train the candidates for bridging the gap.
4. Final assessment & Certification- To assess the candidate for full qualification and certify.

RPL assessment will be managed by PBSSD (PaschimBanga Society for Skill Development) under Department of Technical Education, Training & Skill Development, Govt. of West Bengal.

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 will be carried out by Board of Examination under West Bengal State Council of Technical & Vocational Education & Skill Development, under Department of Technical Education, Training & Skill Development, Govt. of West Bengal.

The Council has all necessary infrastructure and pool of qualified Assessors/ Examiners to carry out such assessments. Presently the Council is conducting all examinations for all courses which include Diploma Courses, Vocational Courses in VIII+ level and X+2 level & other Short term Courses. Council also conducts all State Level Entrance tests like JEXPO for admission to Diploma Courses in Polytechnics, VOCLET for lateral entry to Diploma Courses in Polytechnics and CET (Common Entrance Test) for admission to NCVT courses in ITIs.

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 – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

Title of Component:

Outcomes to be assessed	Assessment criteria for the outcome
1. Apply safe working Practices	<ol style="list-style-type: none"> Maintain procedures to achieve a safe working environment in line with occupational health and safety Recognize and report all unsafe situations. Identify and take necessary precautions on fire and safety hazards Identify and operate safety alarms accurately. Identify basic first aid and use them under different circumstances. Identify different fire extinguisher and use the same as per requirement.
2. Identify all beauty products and Procure the products	<ol style="list-style-type: none"> Recognize materials and tools required to perform various activities mentioned below. Demonstrate knowledge on basic procurement (Quotation collection, negotiation etc.)
3. Know the proper procedure and application of beauty products such as Bleach, Wax, Skin & Hair care products, Makeup etc.	<ol style="list-style-type: none"> Demonstrate the process of cream bleach, Demonstrate the process of wax Demonstrate the process of facial Demonstrate the process of any other relevant job related to make up.
4. Know the use of beauty related machines tools and equipment.	<ol style="list-style-type: none"> Identify any beauty equipment or gadget like Wax Heater, Face Steamer, Hot Cabinet etc. Demonstrate the use of any beauty equipment or gadget like Wax Heater, Face Steamer, Hot Cabinet etc.
5. Evaluate the application process and content of the products, materials or machine and adopt proper safety measures.	<ol style="list-style-type: none"> Demonstrate knowledge on necessary safety measure for using any beauty equipment or gadget like Wax Heater, Face Steamer, Hot Cabinet etc. Demonstrate the safety measure for any selected beauty equipment or gadget like Wax Heater, Face Steamer, Hot Cabinet etc.

6. Assess the quality of the work after completion	1. Demonstrate practical skills of various processes according to client's requirement and measure the efficiency of the job done
7. Demonstrate customers the benefits of various products or machines.	1. Demonstrate knowledge on standards of the quality of the product 2. Demonstrate knowledge to compare various products used for the same purpose
8. Know the rules for setting up her own business like beauty salon	1. Demonstrate knowledge on various rules and regulations required for setting up a new beauty salon.
9. Demonstrate knowledge on soft skills to communicate with customer and colleagues	1. Communicate clearly and concisely in day to day work with team and with client.
10. Demonstrate knowledge of concept and principles of basic arithmetic and financial calculation, and apply knowledge of specific area to perform practical operations.	1. Apply basic financial calculation to understand cost of materials & labour and basic concepts of profit/loss, 2. Engage in basic banking transactions as customer
11. Explain time management, entrepreneurship and manage/organize related task in day to day work for personal & social growth.	1. Ascertain appropriate time for the assigned task. 2. Execute the assigned task within time frame. 3. Manage own work within specified time. 4. Explain importance & factors affect the development of entrepreneurship. 5. Identify service providers for developing entrepreneur/business establishment.

Means of assessment 1

There will be two types of Assessments viz. Formative and Summative. The Formative Assessment will be carried out continuously during the conduct of course and Summative Assessment will be carried out at the end of the course. Details are mentioned under means of Assessment-2. Written test, Practical examination/ Skill test & Viva voce

Means of assessment 2

I. Means of Formative Assessment (Total marks allotted- 350)

- i) Assignments for each module of Theory component
- ii) Assignments for each module of Employability Skills component
- iii) Continuous evaluation of each module of Practical

II. Means of Summative Assessment (Total marks allotted- 650)

- i) Written test for Theory component
- ii) Written test for Employability Skills component
- iii) Practical Test & Viva voce for Practical Component.

Component wise distribution of marks is given in the Annexure 2

Pass/Fail

Pass/Fail

Passing criteria is based on marks obtained in Formative and Summative Assessment taken together as mentioned in Annexure No-1

- i) Minimum Marks to pass Theory component– 60%
- ii) Minimum Marks to pass Employability Skills component– 60%
- iii) Minimum Marks to pass practical component– 70%
- iv) Minimum attendance required to appear in the final examination- 75%

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SECTION 2
EVIDENCE OF LEVEL
OPTION A

Title/Name of qualification/component: Beautician		Level: 3	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	<p>Job holder will be able to</p> <ul style="list-style-type: none"> • Undertake different types of make ups, massage and precautionary measures for make ups and massage. • Have an idea regarding precautionary measures for bleaching, waxing and its hygiene. 	<p>Job holder will understand and comply with safety practices while undertaking works in various beauty process like Bleach, Wax, Skin & Hair care products, Makeup etc. The nature of work involved is repetitive and routine. For example, perform basic haircuts is one of the expected outcome from candidate which is repetitive in nature. Hence the qualification should be placed at level 3.</p>	Level 3
Professional knowledge	<p>Job holder will be able to</p> <ul style="list-style-type: none"> • Understand fundamental theories of human body, its structure and functions. Principles of colours and different chemical. • Use different tools & equipment and gadgets. • Understand basic principles for setting and maintaining temporary lighting for different job needs. • Understand chemical processing of chemical used in beauty jobs 	<p>Job holder will understand the basic concepts, facts, principles and processes in relation with beauty / make up work like Bleach, Wax, Skin & Hair care products etc. It is also expected that the job holder will be able to comprehend customer requirement and accordingly use proper product and means. Hence, the Job Holder needs to know basic facts, process and principle applied in trade of employment like the process and principle of 'Waxing'. So the qualification should be placed at level 3.</p>	Level 3

Title/Name of qualification/component: Beautician		Level: 3	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Professional skill	<p>The user/individual will know how to:</p> <ul style="list-style-type: none"> • Perform different hair removal procedure • Perform skin treatment as recommended by seniors, • Perform manicure & pedicure with nail designing. • Apply basic make up • Perform scalp treatment as recommended by senior therapist. • Apply henna, hair colour, shampooing and conditioning. • Help the hair dresser in his/her work of hair dressing. • Perform Basic hair cuts 	<p>The job holder will demonstrate use of various tools and materials for the purpose of Bleaching, Waxing, Skin treatment, Hair dressing etc. The range of application of practical skill is exhaustive and repetitive. The job holder needs to recall and demonstrate practical skill, routine and repetitive in narrow range of application. Hence the qualification should be placed at level 3.</p>	Level 3
Core skill	<p>The job holder will be able to</p> <ul style="list-style-type: none"> • read at least two languages, preferably in the local language of the site and basic English • read and interpret safety sign boards, signage, tags etc. provided at workplace • speak in at least one language, preferably in one of the local languages of the site • listen and interpret instructions / communication by co-workers • listen and follow instructions given by supervisor • orally and effectively communicate with team 	<p>The job holder will be able to communicate clearly, both in writing and orally, with co-workers, supervisors and customers. He will be able to use basic arithmetic calculations for his work and use basic banking services both on professional and personal level. Hence the qualification should be placed at level 3.</p>	Level 3

Title/Name of qualification/component: Beautician		Level: 3	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	<p>members</p> <ul style="list-style-type: none"> • engage in basic financial and banking transactions • Understand principles of time management and entrepreneurship 		
Responsibility	<p>The job holder will work under the close supervision of supervisor and he/she will be responsible for</p> <ul style="list-style-type: none"> • Understanding safety compliance while handling the electrical gadgets and chemical. • Preventing fire hazards and loss of human life by use of appropriate fire extinguishers / alarms • Distinguishing between series or process of work and taking action thereafter. • Distinguishing between circuits for lighting load and power load while using electrical gadgets. • Identifying different types of beauty products 	<p>Job holder is required to carry out functions such as hair wash, hair message, hair style, hair cutting, hair colour, hair setting, manicure, pedicure, waxing, bleaching, ear / nose piercing. He/ she also needs to take responsibility of maintaining safety (Fire safety, Equipment safety etc.) at workplace. He/ she has to take some responsibility for own work within defined limit.</p> <p>Hence the qualification should be placed at level 3.</p>	Level 3

SECTION 3

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

Government of West Bengal offers 42 courses in VIII+ category and trains approximately 1.5 lakhs beneficiaries per year through its 2400 approved VTCs since last 10 years. Assessment and Certification is done by the West Bengal State Council of Technical & Vocational Education and Skill Development for these courses. Beautician is one of these 42 courses which are successfully conducted by Government of West Bengal.

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

There has been significant opportunities for the particular course as the course is operational for more than 10 years. The trained candidate data and placed candidate data during last three years have been provided as supporting document.

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

This qualification is being conducted under the West Bengal State Council of Technical & Vocational Education & Skill Development under Department of Technical Education, Training and Skill Development since the academic year 2005 in Vocational Training Centres spread all over West Bengal for class- VIII+ pass dropout youths. In the state of West Bengal the Council is affiliating and awarding body for this qualification. Thus there is no other existing or planned qualification (Short term courses) in the state aligned with NSQF.

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 council has three well defined sub-committees namely Board of Studies and Skilling, Board of Examination and Recognition Committee. These committees monitor and review the progress of all qualifications under its purview on a regular basis.

This qualification will be reviewed and revised at an interval of three years on the basis of the outcome of the trainees, placement and self-employment data and feedback from concerned industries/employers.

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.

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?

In case of employment under an employer, he can progress to various level-wise designations, based on either experience or on obtaining subsequent qualifications. This is as shown below.

