



QUALIFICATION FILE

Pedicurist and Manicurist

☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☐ Apprenticeship
☐ Upskilling ☐ Dual/Flexi Qualification ☒ For ToT ☒ For ToA

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

NCrF/NSQF Level: 3

Submitted By:

Beauty & Wellness Sector Skill Council

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Section 1: Basic Details

1.	Qualification Name	Pedicurist and Manicurist	
2.	Sector/s	Beauty & Wellness	
3.	Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: (change to previous, once approved) NQR Code: 2022/BW/BWSSC/06583 Version: 4.0	Qualification Name of existing/previous version: Pedicurist and Manicurist, V4.0
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA	
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	NQR Code: QG-03-BW-06583-2025-V2-BWSSC Version: 5.0	6. NCrF/NSQF Level: 3
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate	
8.	Brief Description of the Qualification	A pedicurist and manicurist cleans, shapes, and polishes customer's finger nails and toe nails. A Pedicurist and Manicurist needs to be aware of the pedicure and manicure services, maintaining health, safety, and hygiene at workplace. They need to be knowledgeable about various nail products.	

9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience:																							
		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																					
		1	8 th grade pass	3-year relevant experience in nailcare industry																					
		2	Previous relevant qualification of NSQF Level 2	3-year relevant experience in nailcare industry																					
		3	Previous relevant qualification of NSQF Level 2.5	1.5 year relevant experience in nailcare industry																					
		b. Age: 16 years																							
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	13			11. Common Cost Norm Category (I/II/III) (wherever applicable): II																				
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA																							
13.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <table border="1" data-bbox="877 971 1915 1222"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>124</td> <td>236</td> <td>30</td> <td>-</td> <td>390</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> (Refer Blended Learning Annexure for details)						Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	124	236	30	-	390	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																				
Classroom (offline)	124	236	30	-	390																				
Online																									
14.	Aligned to NCO/ISCO Code/s (if no code is available mention the same)	NCO-2015/5142.0201																							

15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	Horizontal Progression- Junior Nail Technician Vertical Progression-Nail Technician
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:
18.	Is the Job Role Amenable to Persons with Disability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If “Yes”, specify applicable type of Disability: Deaf
19.	How Participation of Women will be Encouraged	In the various job roles of beauty and wellness industry, women participation is 65%. This job role falls in to the same category and thus promote women’s participation.
20.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No BWS/N9001, BWS/N9002
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
22.	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Ms. Monica Bahl Email: ceo@bwssc.in Contact No.: 011 – 40342940/42/44/45 Website: https://www.bwssc.in/
23.	Final Approval Date by NSQC: 18-11-2025	24. Validity Duration: 3 years 25. Next Review Date: 18-11-2028

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory **Pr.-Practical** **OJT-On the Job** **Man.-Mandatory** **Training** **Rec.-Recommended** **Proj.-Project**

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/non-core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT - Man	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Prepare and maintain work area	BWS/N9001 V5.0	Core	3	1	10	20	-	-	30	30	47	-	23	100	10
2.	Perform manicure and pedicure services	BWS/N0401 V7.0	Core	3	2	20	40	-	-	60	25	50	-	25	100	20
3.	Provide specialized hand and foot spa services	BWS/N0403 V5.0	Core	3	2	20	40	-	-	60	24	45	-	31	100	20
4.	Shampoo and condition hair and scalp	BWS/N0202 V6.0	Core	3	1	10	20	-	-	30	25	45	-	30	100	10
5.	Foundational rejuvenation for face and scalp	BWS/N0250 V1.0	Core	4	2	20	40	-	-	60	20	45	-	35	100	10
6.	Maintain health and safety at the workplace	BWS/N9002 V5.0	Non-Core	3	1	10	20	-	-	30	33	45	-	22	100	10

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ non-core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT - Man	OJT- Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
7.	Create a positive impression at the workplace	BWS/N9003 V5.0	Non-Core	3	1	10	20	-	-	30	35	46	-	19	100	10
8.	Employability Skills	DGT/VSQ/N0102 V1.0	Non-Core	4	2	24	36	-	-	60	09	25	-	16	50	10
9.	On-the-Job Training (Mandatory)				1	0	0	30	-	30	-	-	-	-	-	-
Duration (in Hours) / Total Marks					13	124	236	30	-	390	201	348	-	201	750	100

Optional Elective NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT - Man	OJT - Rec	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Basic mehndi designs and nail art	BWS/N0418 V3.0	Core	3	1	10	20	0	-	30	25	45	-	30	100	10
Duration (in Hours) / Total Marks					1	10	20	0	-	30	25	45	-	30	100	10

Assessment - Minimum Qualifying PercentagePlease specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 70 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: 50 % (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	10th pass with Diploma in Beauty or Cosmetology with 2 years of sector specific experience and 1 years of training experience
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate with 5 years' experience in Beauty Therapy (min 2 years as a trainer)
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	12th pass with Advance Diploma in Beauty or Cosmetology
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	NA
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	NA
4.	Assessment Mode (Specify the assessment mode)	Offline
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): This role serves as a stepping stone for those looking to build a career in the beauty industry. It allows individuals to gain hands-on experience and develop their skills in a supportive environment. This role is vital in the beauty industry, contributing to client satisfaction and the smooth operation of beauty establishments. The SSC would submit details of the employment generated (where applicable) .
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 21
5.	Estimated nos. of persons to be trained and employed: 500/year
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Yes If "No", why: No, we do not have a Line Ministry

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	Annexure 1
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Annexure 2
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Annexure 6
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Annexure 7
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is “Blended Learning”)</i>	Annexure 5
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	Yes
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	Annexure 8
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Model Curriculum attached separately
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	Attached below
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	Occupational Map attached separately
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	Annexure 9
12.	Any other document you wish to submit:	-

Annexure: Evidence of Level

NCrf/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrf/NSQF level descriptor	NCrf/NSQF Level
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Professional Theoretical Knowledge/Process	<p>Work in familiar, predictable, routine, situation of clear choice:</p> <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 • place and organize the products in a trolley or area convenient and efficient for service delivery • clean the skin, free it of all traces of make-up, by using suitable deep cleansing techniques • sterilize, disinfect and place the tools on the tray as per organisational standards using recommended solutions and conditions • 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 	<p>As mentioned in the various performance criteria, an assistant beauty therapist 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 The equipment set up and preparation of the products for services is in adherence to the salon procedures and product/ equipment guidelines 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>	<p>3</p>
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Professional and Technical Skills/ Expertise/ Professional Knowledge	Basic facts, processes and principles: <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/ tools • customer service principles including privacy and protection to modesty of the customers • manufacturer's instructions related to equipment and product use and cleaning • salon's standards related to courtesy, behavior and efficiency • kinds of work issues that may arise and reporting structure Principles, processes and general concepts, in a field of work or study • 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 • importance of using products economically and as per manufacturer's instructions 	<p>Knowledge of facts, principles, processes and general concepts, in a field of work or study.</p> <p>Pedicurist & Manicurist 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 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>	3
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Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Most of the work involves recall and demonstration of practical skill, is routine and repetitive and in a narrow range of application. The incumbent also uses appropriate rule and tool and quality concepts to complete their work	This is level 3 as it requires principles and general concepts. A range of cognitive and practical skills are required to accomplish tasks and solve problems by selecting and applying basic methods, tools, materials and information.	3
Broad Learning Outcomes/Core Skill	The educator needs language to communicate written or oral, with required clarity, to interact with clients, community, various departments, supervisors, personnel and teams, confirm requirements and communicate the same for shared understanding. Also prepare a range of routine documentation.	Able to use language to communicate written or oral, with required clarity; understanding of social and political and services with reference to the organization; keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets; communicate and maintain processes, techniques, records, policies and procedures; discuss task lists, schedules; question customers/ clients appropriately in order to understand the nature of the problem.	3
Responsibility	<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 	As mentioned in the various performance criteria mentioned in the previous cell, a pedicurist & manicurist 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	3

	<ul style="list-style-type: none"> 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 adhere to the health and safety standards laid out 	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 familiar topics	
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Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Projector	Nos.	2
2	Flip chart	Nos.	3
3	White board	No.	2
4	Safety gears	Pack	1
5	Sanitizer	Liter	1
6	First Aid Box	Nos.	1
7	Therapists stool	Nos.	3
8	Hydraulic Chair	Nos.	5
9	Round Brush Set	Sets	6
10	Shampoo Station	Nos.	2
11	facial Kit	Sets	5
12	Wooden loofa	Nos.	5

13	Pedicure Chair	Nos.	3
14	Pedicure Brush	Nos.	5
15	Nail cutter	Nos.	5
16	Nail filler	Nos.	5
17	Cuticle pusher	Nos.	5
18	Nail polish Remover	ml	500
19	Cuticle Cream	grams	500
20	Nail paint different colors	Nos.	10
21	Massage Cream	kg	1
22	Cotton	bundle	5
23	Pedicure Scrub	grams	500
24	Pedicure mask	grams	500
25	Hand Towels	Nos.	12
26	Paraffin wax	grams	500
27	Pedicure Shampoo	litres	1
28	Dettol / Savlon	litres	2
29	Hand sanitizer	litres	2
30	Disposable Face mask	pieces	100
31	Conditioner	litres	1
32	Hair Oil for massage	ml	500
33	Equipment Trolley	Nos.	3
34	Paraffin Wax Heater	Nos.	3
35	Pumic Stone	Nos.	5
36	Toe Separator	Pair	5
37	Emery Board	Packet	5
38	Orange stick	Nos.	24
39	Oils (organic sesame, coconut, almond, olive, mustard)	litres	5
40	Stones (hot stone set)	Sets	2
41	Pedicure tub or foot spa machine	Nos.	5

42	AHA exfoliating cream/lotion	ml	250
43	Spatula	Nos.	10
44	Measuring spoon/cup	sets	6
45	Algae powder or algae gel	grams	200

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Computer
2. Projector
3. Duster
4. Marker/Pen
5. Handbooks/Booklets
6. White Board

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Aroma Magic	Dr. Blossom Kochar	Chairperson	CL House, B 141, Shahpur Jat, New Delhi- 110049	9114609388	Blossom.koshar@aromamagic.com	
2	Livart	Stephy Sebastian Vadakara	Academy Head	Madukappilly Towerpathadipalam, Edappally, P.O, Kalamassery, Kochi Kerala, Pin:682024	9633211161	livartbeautyacademy@gmail.com	
3	TRIQOS INTERNATIONAL INSTITUTE OF BEAUTY AND HAIR	DIPIKA DHAVAL BHATTI	DIRECTOR	1418, EXCELEENT BUSINESS HUB OPP.VENUS HOSPITAL LAL DARWAJA SURAT	9081666767	TRIQOSINTERNATIONAL@GMAIL.COM	
4	Saffron Institute	Reema Gulani	Coordinator	12/6, Mathura Road, NH-2, Faridabad-121003	9205855757	coordinator@saffroninstitute.in	
5	Presta	Gurpreet Singh	Managing Director	SCO-1 Chhoti Baradari, Patiala	9982166120	prestaskills@gmail.com	
6	Lee's International Beauty and Spa Institute	Leena Khandekar	Founder and Director	Kalpna Tarang Building, opp Ranka Jewellers, Karve Road, Pune - 411004	9822333382	leesspa@gmail.com	
7	Adete Beauty and Fashion	Charan Naidu	Manager	UNIT-3D M25, Marigold Court, Wave City Centre Sector 32,	9494941429	charan.vogue@gmail.com	

	Private Limited			Noida, Uttar Pradesh - 201301			
8	Vogue Beauty Private Limited	Charan Naidu	Manager	2nd Floor, F-38, South Ext, South Extension I, Part -1, New Delhi, Delhi 110049	9494941429	charan.vogue@gmail.com	
9	Shri Naina International Makeup Academy	Manisha Suyal	Owner	1 st floor gayatri talkies, Ratlam, Madhya Pradesh	7089128168	Manisha03suyal@gmail.com	
10	Kamna Joshi	Milan Joshi	Proprietor	11, Professor Colony, Bhawar Kua, Mian Road, Opp Veda Business Park, Indore	7024264363	kjschoolofbeauty@gmail.com	
11	IICTN	Dr. Jhoumer Jaitly	CMD	Unit No. 201, 2 nd floor, shree Nityanand CHS Ltd, Shri Nityanand Nagar- 1 Andheri East, Mumbai- 400069	9820000030	info@iictn.org	
12	Raavis Makeup Studio & Beauty Saloon	B. Ravi Kiran	Managing Director	94537 Vidyanagar 1st line, Beside HDFC Bank, Guntur- 522007	9849735533	Raavis.makeupstudio@gmail.com	
13	Personal Health Care Centre	Monika Sharma	Director	1/1, Sharma Garden, Behind Mohindra Service Station, Yamuna Nagar-135001	9896233434	Monika.phcc@gmail.com	
14	Prime Fashion Academy	Mukeem	Senior Hair/ Nail Trainer	D-413, First floor, ramphal chowk Rd, Near RBL Bank, Block D, Dwarka Sector 7, New Delhi - 110075	7988750676	Mukeemk508@gmail.com	

15	Mina Aesthetic	Dr. Mina Farheen Mohamud	Managing Director	201, JM'S CNR Towers, Gokul Street, Srinagar, Kakinada-533003	9381531681	drminaaesthetics@gmail.com	
16	Liv Art	Stephy Sebastian Vadakara	Academy Head	Madukappilly Tower pathadipalam, Edappally, P.O, Kalamassery, Kochi Kerala, Pin:68202	+9196332111 61	livartbeautyacademy@gmail.com	
17	Glizz Gurukulam Pvt. Ltd.	Bhargav Gokani	Honorary Director	"SHREE GIRIRAJ", Jyotinagar Main Road, Near Masoom School, Near Akashwani Chowk, University Road, Rajkot 360005	7096350888	glizzgurukulam8@gmail.com	
18	Haryana Institute of Information Technology	Mr. Ankit Zandu	Director	Hartron Building Near Aggarsain Chowk, ADI, Ambala -Hisor Flyover, Ambala City, Haryang, 134003	9996669962	director@hiitambala.com	
19	Studio 11 Pro-Academy	Lingampally Shashidhar	Business Head	3rd Floor above vijetha super market 13, Laxmi Nagar Colony Gundlapochampalli, Kompally, Hyderabad, Telangana 500100.	7337048847	Shashidhar@studio1proacademy.com	
20	Ranjanas	Ashok Bhalerao	Director	G81, Karma Stambh Near 24*7 Park (Home Town), LBS Road, Vikhroli (West), Mumbai-400083	9833538053	Ashokbhalerao333@gmail.com	
21	VLCC	Anoop Tripathi	DY General Manager	Corp. office: Magnum City Centre, 2 nd Floor, Sector-63A, Golf Course Extension	9887799880	Anoop.tripathi@vlccgroup.com	

				Road, Gurgaon, Haryana-122011			
22	Fexcorp. Academy LLP	Fethin Mohammed V	Managing Director	Meeramax Academy.Reg Fexcorp Academy LLP Room No. 12, 2nd Floor Skyview Arcade Ch Bridge .In Near Asoka Hospital Kozhikode 673001	94466 87663	fexcorp11p@gmail.com	
23	Navodaya	Priti Singh	Coordinator	S 9/471 C, Naibasti, Pandeypur, Varanasi, Uttar Pradesh- 221002	8935053355	Pnp.navodaya@gmail.com	

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2025-26	250	175	188	132	NA	NA
2026-27	350	245	263	184	NA	NA
2027-28	900	630	675	473	NA	NA

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Year	Total Candidates	Women	People with Disability
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Qualification Version		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
V4.0	2022-23	613	551	538	NA	460	414	405	NA	NA	NA	NA	NA
	2023-24	833	750	716	NA	625	563	526	NA	NA	NA	NA	NA
	2024-25	3619	2994	2968	NA	2714	2246	2218	NA	NA	NA	NA	NA

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

1. PMKVY
2. DDUGKY
3. SANKALP

Content availability for previous versions of qualifications:

☒ Participant Handbook ☒ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available: English and Hindi

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline: Online Ratio
1	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	NA	NA
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	NA	NA
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners	NA	NA
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	NA	NA
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	NA	NA
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	NA	NA
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	NA	NA

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
BWS/N9001 Prepare & maintain work area	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 hygienic, safe and disinfected environment such as using air purifiers to reduce dust, dander, smoke, allergens & odour resulting in a healthier, fresher & cleaner environment, restructuring the workplace set-up, by keeping a minimum distance of 2 meters in between two clientele, practicing social distancing by avoiding handshakes/ hugs to coworkers/ clientele, etc.	2	4	0	2

PC2. identify and select suitable equipment and products required for the respective services/ session	2	3	0	2
PC3. set up the area for services/ session in adherence to the organizational/ beauty salon/ centre's guidelines	2	3	0	2
PC4. place disposable towels, glasses for water, tea/ coffee and other items/ tools/ equipment's (applicable if any) in area convenient for efficient service/ session delivery	2	3	0	2
PC5. prepare sterilisation solution as per organizational/ salon standards using approved products and as per manufacturers instructions	2	3	0	2
PC6. sterilize, disinfect the area as per organizational standards using recommended solutions and conditions	2	4	0	2
PC7. dispose waste materials in adherence to the industry requirements; waste materials such as disposable linen, disposable head bands, disposable gowns, disposable apron, disposable face mask, disposable gloves, etc.	2	3	0	2
PC8. identify ways to optimize usage of material including water in various tasks/activities/processes	2	3	0	2
PC9. check for spills/leakages occurred while providing services	2	3	0	1
PC10. identify and segregate recyclable, nonrecyclable and hazardous waste generated in separate bin	2	3	0	1
PC11. store the unused disposable material properly in a dedicated area; material such as disposable masks, gloves, etc.	2	3	0	1
PC12. ensure electrical equipment and appliances are switched off when not in use	2	3	0	1
PC13. store records, materials and equipment securely in line with the policies	2	3	0	1
PC14. conduct awareness program (such as for Covid19) for the employees and display posters/ signage's promoting regular hand-washing and respiratory hygiene in the premises	2	3	0	1

	PC15. set up and promote digital modes of payment to lessen any kind of cross infection	2	3	0	1
	Total Marks	30	47	0	23
BWS/N0401- Perform manicure and pedicure services	Prepare the client for service				
	PC1. adhere to the health and safety standards laid out by the manufacturer and organization	1	2	0	0.5
	PC2. sanitize the hands prior to procedure commencement as per organisational approved process	0	1	0	0.5
	PC3. prepare the client suitably for the respective service procedure and provide relevant required personal protective equipment	0	2	0	1
	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	0	1	0	1
	PC5. position self and client in a way to ensure privacy, comfort and wellbeing, throughout the procedure	1	2	0	0.5
	PC6. adjust the clients position to meet the needs of the service without causing them discomfort	2	2	0	0.5
	PC7. perform and adapt the manicure and pedicure procedures using materials, equipment and techniques correctly and safely to meet the needs of the client	2	2	0	1
	Carrying out manicure and pedicure services				
	PC8. remove any existing nail polish using approved products and procedures before proceeding further	1	2	0	1
	PC9. enquire to establish the desired length and shape of nails (hands or toes) with the client	1	2	0	1
	PC10. file the nails ensuring the nails free edge is left smooth and shaped to required length according to the clients preference	1	2	0	1
	PC11. remove dirt in the underside of the nails using nail pick, clippers, nail brush, soaking and washing to be dirt free	1	2	0	1

PC12. use suitable cuticle tools and products, safely and effectively, to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged	1	2	0	1
PC13. use specialized procedures (hand and leg, finger and toe nails) to improve the appearance of the clients skin and nails (Procedures: File, buff and shape, cuticle pushing, clipping, massage, polish, etc.)	1	2	0	1
PC14. use smooth and even massage techniques for hands and lower arms, lower legs and feet and apply appropriate pressure to meet the clients needs	1	2	0	1
PC15. remove any excessive hard skin using a foot scrapper during the manicure service without discomfort to the client	1	2	0	1
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	1	2	0	1
PC17. check that the nail plate is dehydrated and the underside is clean and free of debris	1	2	0	1
PC18. apply sufficient base coat, polish coats and top coats as required to achieve the desired nail finish	1	2	0	1
PC19. check that the final nail finish is smooth, even textured and uniformly coloured, with the cuticle and nail wall free of enamel	1	2	0	1
Post Service procedures				
PC20. check the clients comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required	1	2	0	1
PC21. clean the treated area and use a suitable soothing product	1	2	0	1
PC22. complete the therapy to the satisfaction of the guest in a commercially acceptable time	1	2	0	1

	PC23. record the therapy accurately and store information securely in line with the organizations policies	1	2	0	1
	PC24. provide specific after-procedure, homecare advice and recommendations for product use and further services to the client	1	2	0	2
	PC25. ask questions to check with the client their satisfaction with the finished result	1	2	0	1
	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	1	2	0	1
	Total Marks	25	50	0	25
BWS/N0403- Provide specialized hand and foot spa services	Provide specialized hand and foot spa services				
	PC1. adhere to the health and safety standards laid out by the manufacturer and organization	1	1	0	1
	PC2. consult with the client to identify factors that may influence the services objectives (contra indications)	1	2	0	2
	PC3. explain service procedure and provide information about products used during service Products: Oils, creams, etc. Information: Brand, suitability, application, etc	2	3	0	2
	PC4. explain the specialized and advanced hand and foot spa services available, including: Paraffin Spa, Aroma Spa, Oil Spa, Fish, Hot Stone, AHA, wine, Ice-Cream, Salt, Rose, Milk and Honey, Chocolate Pedicure/Manicure	2	3	0	2
	PC5. prepare clients for service by providing them with gowns and assist them by putting away their clothing	1	2	0	2
	PC6. arrange tools, products and other materials that are safe and fit for the purpose based on the guidelines, for ease of service	1	2	0	2
	PC7. prepare products and other equipment for service Products: Massage oil, cream, etc. Tools and Equipment: Pedicure clipper, foot scrapper, nail brush,	2	3	0	2

nail file, cuticle nippers, emery boards, nail scissors, nail clippers				
PC8. position self and client in a manner, to ensure privacy, comfort and wellbeing, throughout the service	1	2	0	2
PC9. 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 Services: Exfoliation, wraps and soaks	2	4	0	3
PC10. identify contra actions that may appear during service, take required necessary action to ensure customer safety and comfort, adapt the procedure to suit the client needs	2	3	0	2
PC11. provide hand and foot massage using a range of mediums and techniques to achieve the desired results Mediums: powder, cream, oil, gel Techniques: Effeurage, tapotement, petrissage and frictions.	2	4	0	3
PC12. complete the service to the satisfaction of the client in a commercially acceptable time, as per organisation standards and client expectations	1	2	0	1
PC13. ensure the work area is kept clean and tidy during the service	1	2	0	1
PC14. provide specific after-procedure, homecare advice and recommendations for product use and further services to the client	1	2	0	1
PC15. record details of the service accurately as per organisation policy and procedures	1	3	0	1
PC16. store information securely in line with the salons policies	1	2	0	1
PC17. ask questions to check with the client their satisfaction with the finished result	1	3	0	2
PC18. 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	1	2	0	1

	Total Marks	24	45	0	31
BWS/N0202- Shampoo and condition hair and scalp	Prepare self and client				
	PC1. adhere to the health and safety standards laid out by the manufacturer and salon	1	1	0	1
	PC2. position self and client throughout service to ensure privacy, comfort and safety	1	2	0	1
	PC3. <ul style="list-style-type: none"> prepare yourself, the client and work area for shampoo and conditioning services Yourself: Sanitize the hands prior to service commencement, personal protective equipment, remove jewellery, etc. Client: provide suitable protective apparel, remove jewellery, etc. Work area: no obstructions, equipment in clean and working condition, tools and equipment in correct position, etc.)	1	2	0	1
	PC4. ask relevant questions to consult with the client to identify the condition of the hair and scalp, provide suitable services and apply relevant procedures	1	2	0	1
	PC5. ask relevant and effective questions to clarify the client's understanding and expectation prior to commencement of service	1	2	0	1
	PC6. select and prepare products, tools and equipment that are suitable for the clients hair and scalp condition, that meet clients needs and service plan	1	2	0	1
	Shampoo, condition the hair				
	PC7. carry out the procedure using methods that minimise risk of cross infection	1	3	0	2
	PC8. apply shampoo using rotary massage technique	1	1	0	1
	PC9. carry out and adapt massage techniques to suit the client needs and to perform the service plan	1	2	0	2
	PC10. check the water temperature and flow to meet the needs of the service procedure and client comfort	1	2	0	1

PC11. leave the hair clean and free of products, dirt, and grease after the shampoo	1	1	0	1
PC12. perform and follow an accurate shampoo and conditioning service ensuring the client is comfortable throughout the process	1	2	0	2
PC13. complete the shampooing and conditioning process with suitable towel wrap procedure to remove excess remaining water and reposition the client comfortably for completion of service	1	2	0	1
PC14. detangle hair without causing damage to hair or scalp using a tooth comb	1	2	0	1
PC15. check the clients comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required	1	2	0	1
PC16. perform and adapt the service procedure using materials, equipment and techniques correctly and safely to meet the needs of the client	1	2	0	2
PC17. promptly refer problems that cannot be solved to the relevant superior for action	1	2	0	1
PC18. complete the service procedure to the satisfaction of the client in a commercially or professionally acceptable time as per organisational standards and client needs	1	2	0	1
PC19. ensure the work area is kept clean and tidy during the service	1	1	0	1
PC20. dispose waste materials as per organisational standards in a safe and hygienic manner	1	1	0	1
PC21. record the service details accurately as per salon policy and procedures	1	1	0	1
PC22. store information securely in line with the salons policies and procedures	1	1	0	1
PC23. provide correct, specific after-procedure, homecare advice, recommendations for product use and	1	2	0	1

	further services to the client, as per manufacturer instructions and salon standards				
	PC24. ask questions to check with the client their satisfaction with the finished result	1	2	0	1
	PC25. 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	0.5	2	0	1
	PC26. minimize the wastage of products by using products economically, by storing products and chemicals as per manufacturers instructions	0.5	1	0	1
	Total Marks	25	45	0	30
BWS/N0250 Foundational rejuvenation for face and scalp	Prepare the client for service				
	PC1. adhere to the health and safety standards laid out by the manufacturer and salon	1	1	0	1
	PC2. position self and client throughout treatment to ensure privacy, comfort and safety	1	1	0	1
	PC3. <ul style="list-style-type: none"> prepare yourself, the client and work area for face cleansing, scalp massage, hair spa services including shampoo and conditioning services where required Yourself: Sanitize the hands prior to service commencement Client: Provide suitable protective apparel, remove jewellery, etc. Work area: Organise and arrange products, tools and equipment, sanitise tools and equipment, no trailing wires, no obstructions, etc	1	2	0	1
	PC4. ensure a guardian/parent is present for minors under age 14	1	1	0	1
	PC5. ask relevant questions to consult with the client to identify the condition of the skin, hair, and scalp, and provide suitable services, including with guardians/parents for minors	1	2	0	2

	PC6. ask relevant and effective questions to clarify the client's understanding and expectation prior to commencement of service	1	2	0	2
	PC7. identify contra-indications if any that restrict the services or products sought by the customer	1	1	0	1
	PC8. explain politely to the customer why service is denied or modified in case done so for contraindications	1	2	0	2
	PC9. select and prepare products, tools, and equipment that are suitable for the client's skin, hair, and scalp condition to meet client needs and service plan	2	3	0	2
	PC10. perform pre-service cleansing or other preliminary procedures in accordance with the required service for face rejuvenation and scalp/hair spa	1	2	0	2
	Perform Indian Head Massage, Hair Spa, and Face Rejuvenation Service				
	PC11. • select a suitable medium and perform face cleansing and rejuvenation, hair spa, and scalp massage mediums: facial oils, creams, gels, herbal serums, spa masks	1	2	0	1
	PC12. • perform various massage and rejuvenation techniques to complete the service as required • techniques: effleurage, petrissage, tapotement, rotary, vibration, friction, lymphatic drainage, marma therapy for face and scalp	2	4	0	2
	PC13. apply suitable pressure on the marma or acupressure points of the face and scalp, taking care of client comfort	1	3	0	2
	PC14. • perform post-service procedures in accordance with the requirements of the product, skin and hair structure, and type	0.5	2	0	1

	post-care for skin (toning, SPF or calming gel), postconditioning for hair				
	PC15. check the clients comfort and wellbeing throughout the service and adapt procedures to ensure the same, reassure the client with necessary information and positive comments as required	0.5	1	0	1
	PC16. perform and adapt the service procedures using materials, equipment and techniques correctly and safely to meet the needs of the client	0.5	4	0	3
	PC17. promptly refer problems that cannot be solved to the relevant superior for action	0.5	2	0	2
	PC18. complete the service to the satisfaction of the client in a commercially acceptable time and as per organisational standards	1	2	0	1
	PC19. record details of the service accurately as per organisational policy and procedures	0.5	2	0	2
	PC20. store information securely in line with the salons policies	0.5	1	0	1
	PC21. <ul style="list-style-type: none"> provide specific after-procedure, homecare advice and recommendations for product use and further services to the client advice: facial hydration, use of prescribed creams or serums, sun protection, scalp oiling frequency, etc. 	1	2	0	1
	PC22. minimize the wastage of products and store chemicals and equipment securely post service	0	1	0	1
	PC23. dispose all waste safely according to the salons standards of hygiene and safety	0	1	0	1
	PC24. address skin and hair concerns by identifying appropriate remedial actions: cleansing, exfoliation, face mask, hydration treatment, anti-aging serum, head mask, scalp spa, etc	0	1	0	1
	Total Marks	20	45	0	35
BWS/N9002	Maintain health and safety at the workplace				

Maintain health and safety at the workplace	PC1. ensure proper supply of Personal Protective Equipment such as tissues, antibacterial soaps, alcohol-based hand cleansers, triple layered surgical face masks, gloves, etc. for the employees and clientele	3	5	0	2
	PC2. ensure maintaining basic hygiene and keep proper distance between the clientele to avoid any kind of cross infection, basic hygiene such as wearing disposable N-95/ triple layered surgical face mask, gloves, apron, washing/ sanitizing hands & taking bath at regular intervals, etc.	3	4	0	2
	PC3. set up and position oneself, equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements	3	4	0	2
	PC4. clean and sterilize all tools and equipment before and after use	3	4	0	2
	PC5. maintain one's posture and position to minimize fatigue, risk of injury and chances of cross infection	3	4	0	2
	PC6. dispose waste materials in accordance to the industry accepted standards	3	4	0	2
	PC7. maintain first aid kit and keep oneself updated on the first aid procedures	3	4	0	2
	PC8. identify and document potential risks and hazards in the workplace	3	4	0	2
	PC9. accurately maintain accident reports	3	4	0	2
	PC10. report health and safety risks/ hazards to concerned personnel	3	4	0	2
	PC11. use tools, equipment, chemicals and products in accordance with the guidelines and manufacturers' instructions	3	4	0	2
Total Marks		33	45	0	22
BWS/N9003 Create a positive impression at the workplace	Appearance and Behavior				
	PC1. ensure maintaining good health and personal hygiene such as sanitized hands, neatly tied and covered hair, clean nails, etc.	2	3	0	1

PC2. meet the organization's standards of grooming (courtesy, behavior and efficiency) such as engaging with clients with no gender stereotyping, positioning self and client in a manner, to ensure privacy, comfort and well-being of all the genders throughout the services, etc.	2	3	0	1
PC3. stay free from intoxicants while on duty	1	2	0	1
PC4. wear and carry organization's uniform and accessories correctly and smartly by sanitizing it in hot water with detergent and bleach	2	2	0	2
Task execution as per organization's standards				
PC5. take appropriate and approved actions in line with instructions and guidelines	2	2	0	1
PC6. participate in workplace activities as a part of the larger team	2	3	0	1
PC7. report to supervisor immediately in case there are any work issues	2	2	0	1
PC8. use appropriate language, tone and gestures while interacting with guests from different cultural and religious backgrounds, age, disabilities and gender	2	3	0	1
PC9. improve upon existing techniques of services by updating skills, such as, learning about digital technologies (by using digital platform for booking an appointment, making bills & payments, collecting feedback); financial literacy (opening savings bank accounts, linking Aadhaar card to bank account, using various e-commerce platforms); self-ownership, etc.	2	3	0	1
Communication and Information record				
PC10. communicate procedure related information to guests based on the sectors code of practices and organizations procedures/ guidelines	2	3	0	1
PC11. communicate role related information to stakeholders in a polite manner and resolve queries, if any	2	2	0	1

	PC12. assist and guide guests to services or products based on their needs	2	3	0	1
	PC13. report and record instances of aggressive/ unruly behavior and seek assistance	2	2	0	1
	PC14. use communication equipment (phone, email etc.) as mandated by the organization	2	2	0	1
	PC15. carry out routine documentation (such as recording details related to employee's tasks, services taken and feedback given by clients) legibly and accurately in the desired format	2	2	0	1
	PC16. maintain confidentiality of information, as required, in the role	2	3	0	1
	PC17. communicate the internalization of gender & its concepts at work place	2	3	0	1
	PC18. conduct various workshops for the employees at workplace; using range of technologies that aid PwDs at the workplace, etc.	2	3	0	1
	Total Marks	35	46	0	19
DGT/VSQ/N0102 Employability Skills (60 hours)	Introduction to Employability Skills				
	PC1. identify employability skills required for jobs in various industries	0	0.5	0	0.5
	PC2. identify and explore learning and employability portals	0.5	0	0	0.5
	Constitutional values – Citizenship				
	PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	0	0.5	0	0.5
	PC4. follow environmentally sustainable practices	0	0.5	0	0.5
	Becoming a Professional in the 21st Century				
	PC5. recognize the significance of 21st Century Skills for employment	0.5	0	0	0.5
	PC6. practice the 21st Century Skills such as SelfAwareness, Behaviour Skills, time management,	0	0.5	0	0.5

	critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life				
	Basic English Skills				
	PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	0.5	0.5	0	0.5
	PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	0.5	0	0	0.5
	PC9. write short messages, notes, letters, e-mails etc. in English	0	0.5	0	0.5
	Career Development & Goal Setting				
	PC10. understand the difference between job and career	0.5	0	0	0.5
	PC11. prepare a career development plan with short- and long-term goals, based on aptitude	0	0.5	0	0.5
	Communication Skills				
	PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	0	0.5	0	0.5
	PC13. work collaboratively with others in a team	0	0.5	0	0.5
	Diversity & Inclusion				
	PC14. communicate and behave appropriately with all genders and PwD	0	0.5	0	0.5
	PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	0	0.5	0	0.5
	Financial and Legal Literacy				
	PC16. select financial institutions, products and services as per requirement	0	0.5	0	0.5
	PC17. carry out offline and online financial transactions, safely and securely	0.5	0	0	0.5
	PC18. identify common components of salary and compute income, expenses, taxes, investments etc	0.5	0	0	0.5
	PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	0.5	0	0	0.5
	Essential Digital Skills				

	PC20. operate digital devices and carry out basic internet operations securely and safely	0	1.5	0	0.5
	PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	0	1	0	0.5
	PC22. use basic features of word processor, spreadsheets, and presentations	0.5	0	0	0.5
	Entrepreneurship				
	PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	0.5	0	0	0.5
	PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	0.5	2	0	0.5
	PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	0.5	0	0	0.5
	Customer Service				
	PC26. identify different types of customers	0.5	2	0	0.5
	PC27. identify and respond to customer requests and needs in a professional manner.	0.5	0	0	0.5
	PC28. follow appropriate hygiene and grooming standards	0.5	0	0	0.5
	Getting ready for apprenticeship & Jobs				
	PC29. create a professional Curriculum vitae (Résumé)	0.5	2	0	0.5
	PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	0	3	0	0.5
	PC31. apply to identified job openings using offline /online methods as per requirement	0	3	0	0.5
	PC32. answer questions politely, with clarity and confidence, during recruitment and selection	0.5	3	0	0.5
	PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	0.5	1.5	0	0
	Total Marks	9	25	0	16

BWS/N0418- Basic mehndi designs and nail art	Prepare the client for service				
	PC1. adhere to the health and safety standards laid out by the manufacturer and organization	0.5	1	0	1
	PC2. sanitize the hands prior to procedure commencement as per organizational approved process	1	1	0	1
	PC3. prepare the client suitably for the respective service procedure and provide relevant required personal protective equipment	0.5	1	0	1
	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	0.5	2	0	2
	PC5. position self and client throughout the procedure in a way to ensure privacy, comfort and wellbeing	0.5	1	0	1
	PC6. identify contra indications that restrict service and act accordingly as per organisational standards	1	2	0	1
	PC7. set-up products, tools, equipment for relevant techniques to suit clients service needs, nail and skin conditions .	1	2	0	1
	Apply simple mehndi designs				
	PC8. prepare the cone and ensure a suitable tip size	1	2	0	1
	PC9. prepare the mehendi to appropriate consistency and recipe for application technique	1	2	0	1
	PC10. apply mehndi design using simple elements like stencil or stickers and correct procedures on hands, wrists and feet	1	2	0	1
	PC11. complete the application to the satisfaction of the customer in a commercially acceptable time	1	1	0	1
	PC12. comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs	1	1	0	1
	PC13. check the clients comfort and wellbeing throughout the service and adapt	1	2	0	1
	PC14.	1	2	0	1

• discontinue service, and do not provide advice and recommendations where contra-actions • occur				
Perform nail art services				
PC15. clean the nails to ensure they are free from bacteria	1	1	0	1
PC16. • set-up products, tools, equipment and techniques to suit clients service needs, nail and skin • conditions	1	2	0	1
PC17. ensure the client and you have understood the treatment objective and plan	1	2	0	1
PC18. perform applying false nails or extensions if required	1	2	0	1
PC19. perform nail art application by decorating nails using various methods (colored polish, gems, glitter, stencil nail art and stick on artificial nails)	1	2	0	1
PC20. promptly refer problems that cannot be solved to the relevant person	1	2	0	1
PC21. provide after care advise	1	2	0	2
Post procedure care				
PC22. dispose waste materials as per organisational standards in a safe and hygienic manner	1	1	0	1
PC23. record details of the procedure accurately as per organisational policy and approved practice	1	2	0	1
PC24. store information securely in line with the salons policies	1	2	0	1
PC25. provide specific after-process advice to the client for colour fastening and contra actions	1	2	0	1
PC26. ask questions to check with the client their satisfaction with the finished result	1	2	0	2
PC27. • 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	1	1	0	1
Total Marks	25	45	0	30

Grand Total	226	393	0	231
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Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

<1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module (which covers the job profile of pedicurist and manicurist) will be assessed separately.
2. The candidate must score 60% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
 -
4. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment
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Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards

Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf