



QUALIFICATION FILE – PM Vishwakarma

Assistant Hair Dresser – Salon Services

(Advance)

NCrF/NSQF Level: NSQF Level 3

Submitted By:

Beauty & Wellness Sector Skill Council-BWSSC
E-mail address: ceo@bwssc.in

Table of Contents

Section 1: Basic Details.....	3
Section 2: Tools and Equipment Details	6
Section 3: Performance Criteria & Assessment Criteria	10
Section 4: Trainers & Assessors.....	21
Annexure: Assessment Strategy	22
Annexure: Acronym and Glossary.....	23

Section 1: Basic Details

1. PM Vishwakarma -Qualification Name	Assistant Hair Dresser – Salon Services	
2. Sector	Beauty & Wellness Sector Skill Council	
3. Related Qualification Available on NQR (wherever applicable)	Name: Assistant Barber – Salon Services	NQR Code & version: Version: 1.0
4. National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval.)	NG-03-BW-02325-2024-V1-BWSSC	5. NCrF/NSQF Level: 3
6. Brief Description of the Job Role	An Assistant Hair Dresser for advance salon services plays an important role in performing advanced haircut, hair colouring, and hair treatment services.	
7. Eligibility Criteria for Entry for a Student/Trainee/Learner/Employee	Existing Vishwakarma's duly verified as per the Scheme	
8. Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	4	9. Common Cost Norm Category (I/II/III): II
10. Any Licensing Requirements for Undertaking Training on This Qualification (wherever applicable)	NA	

11. Training Duration by Modes of Training Delivery (as per requirement of the qualification)	Modules	Type of Skills	Notional Hours (hh:mm)
	Usage of new machinery/tools/equipment	Core	45:00 hours
	Entrepreneurship skills, design workshops and Bureau of Indian Standards (BIS)	Core	30:00 hours
	Advance Digital Skills	Generic	15:00 hours
	Advance Financial Literacy	Generic	15:00 hours
	Advance Marketing and Outreach Skills	Generic	15:00 Hours
	Total		120:00 Hour
12. Is the Qualification Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If “Yes”, specify applicable type of Disability:		
13. Name and Contact Details Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Ms. Monica Behl Email: ceo@bwssc.in Contact No.: 011 – 40342940 Website: www.bwssc.in		

14. Final Approval Date by NSQC: 15/03/2024	15. Validity Duration: 3 years (Co-terminus with the PM Vishwakarma Scheme subject to midway changes in the qualification)	16. Next Review Date: 15/03/2027
--	--	---

NSQC Approved

Section 2: Tools and Equipment Details

List of Tools and Equipment

Batch Size: 20-30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size	Tool Image/ Image URL
1	Electronic clipper	<p>Super slim and light weight for mobility 0.4 mm cutting length. 4 Guide combs (2.5 mm to 11 mm) Lithium-ion battery 75 min run time / 60 min charge.</p> <p>Power source type: battery powered, material type: stainless steel, 1-year warranty. Reputed standard make and design</p>	1	
2	Hi-Frequency machine	<p>High frequency electric machine with standard accessories, etc. which helps wound to heal fast and to restrain pores and be very multi-functional like helps hair growth and cure alopecia, etc.</p> <p>Reputed standard make and design</p>	1	
3	Hair Straightener cum Iron	<p>Dual Ceramic Heaters for immediate heat up and rapid heat recovery.</p> <p>One hour Auto Shut Off function.</p>	1	

		<p>Tourmaline ceramic plates emit gentle, far-infrared heat to eliminate frizz.</p> <p>LED display with adjustable temperature range from 150 °C to 230 °C.</p> <p>Auto adjustable floating plates to provide for easy glide styling with no gaps.</p> <p>1 year warranty</p>		
4	Heavy duty Hair Dryer	<p>4 heat and 2 speed combination plus cool shot for choice superior mute.</p> <p>Includes 2 air flow nozzles aesthetic ergonomic design equipped with overheating protection device.</p> <p>The minimum length of cord should be 2.8M.</p> <p>2200 watts</p> <p>1 year warranty</p>	1	
5	<p>Long edge cutting scissors</p> <p>Thinning scissors</p>	<p>2 pcs of hair cutting Scissors one with straight blades and one with textured blades.</p> <p>Lightweight, High quality stainless steel, durable plastic.</p> <p>Smooth, sharp, and durable.</p> <p>Balanced weight and ergonomic design.</p> <p>Refined and lightweight, reducing wrist, elbow, and hand tension.</p>	1	

6	Comb set	Plastic with carbon fibre finish with standard number of combs. Reputed standard make Material: Plastic with carbon fibre finish	1	
7	Vent Brush, Round Brush Dusting Brush	Sleek and lightweight body with super flexible bristles help in a pain-free detangle. Ball Tipped bristles should be gentle on scalp & massage it for improved blood circulation and improved hair health.	1	
8	Apron	Apron made of Waterproof fabric-PU	1	
9	Disposable Bags	Garbage Bags made of Compostable plastic, Minimum 35 Micron. Disposable black plastic bags with standard size Storage capacity: Min 2 Kgs. Packing Weight: 1 Kg	1	
10	Cutting & Coloring Sheet	Apron made of Waterproof fabric-PU.	1	

11	Section clips (Set of 6)	Plastic and metal section clips (set of 6 nos.)	1	
12	Disposable gloves	Latex & Nitrile disposable hand gloves (6 pairs)	1	
13	Mobile Phone	SMART PHONE	30	
14	Wifi/ Mobile internet	5G/4G/3G, 10 Mpbs		

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. PC/Laptop
2. Screen Projector
3. Screen
4. Marker
5. White Board
6. Duster
7. Smart Phone

Section 3: Performance Criteria & Assessment Criteria

Description

An Assistant Hair Dresser for advance salon services plays an important role in performing advanced haircut, hair colouring, and hair treatment services.

Scope

The scope covers the following :

- carry out advance haircut
- carry out hair coloring services
- perform hair treatment services

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
Perform Advance Hair Dressing Services					
	<i>carry out advance haircut</i>	5	20		25
PC 1.	ensure the health and safety standards and processes laid out by manufacturer and the salon are followed to perform the operation and secure self, workplace, co-workers and clients				
PC 2.	use suitable consultation techniques to identify the clients wishes for the desired look before cutting the hair including with guardians/parents for minors. Consultation techniques: eg. Ask questions, catalogue of styles, chart or image referencing, etc.				
PC 3.	ensure a guardian/parent is present for minors under age 14				
PC 4.	identify contra-indications that may restrict or limit provision of services				
PC5.	use tools and products that are safe and fit for purpose				
PC6.	explore the variety of looks with the client using relevant visual aids to identify client preference and selection				
PC7.	identify and advise the customer on any factors which may limit, prevent or affect their choice of look				
PC8.	confirm with the client the look agreed before commencing				
PC9.	establish and follow suitable hair cutting guidelines provided in organizational standards, training or manual				
PC10.	consult with the client during the cutting service to confirm accurate progress towards the desired look				

PC11.	perform the basic one length hair cut to achieve the desired look				
-------	---	--	--	--	--

PC12	perform various advance male hair cut like long layer and fringe			
PC 13	perform various advance female hair cut: layers, feathers, pixie			
PC14.	ensure the work area is kept clean and tidy during the service			
PC15.	get confirmation from the client on the accuracy of the finished look in relation to clients expectation			
PC16.	provide advice and recommendations accurately and constructively for hair care post cutting			
PC17.	provide the client suitable advice on the maintenance of their look			
PC18.	use of suitable styling products (wax, pomade, or a light mousse for desired look			
PC19.	provide specific homecare advice and recommendations for product use			
<i>carry out hair coloring services</i>		10	15	25
PC20.	consult the client by questioning to identify contra-indications to hair color products			
PC21.	prepare yourself, the client and work area for hair colouring and lightening 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			
PC22.	position self and client to ensure privacy, comfort and safety, throughout the service			

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23	select products, tools and equipment based on the results of client consultation, hair analysis and any tests conducted, which will best achieve desired results safely				
PC24	mix the colours accurately as per manufacturer instructions				
PC25	apply colours in sections neatly, taking into account various influencing factors Influencing factors: Skin tone, existing colour, hair condition, test results if any, etc.				
PC26	apply colour using techniques global and highlight				
PC27	monitor accurately the development of colour as required, follow the manufacturers instructions to ensure desired development				
PC28	remove the colour products thoroughly from the hair and leave the hair free of any colouring products				
PC29	apply a suitable conditioner or post colour procedure to the hair following manufacturers instructions				
PC30	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				
PC31	provide specific after-procedure, homecare advice and recommendations for product use and further s to the client				
<i>perform hair treatment services</i>		10	20		30
PC32	select a suitable medium and perform hair spa and hi frequency treatment. Medium: cream, gel				
PC33	perform various massage techniques to complete the service as required Techniques: Effleurage, petrissage, tapotement, rotary, vibration, friction.				
PC34	apply suitable pressure on the marma pressure points as per requirement taking care of client comfort				
PC35	perform post rinsing or conditioning services				

PC36	follow the manufacturer's instructions for setup and safety precautions.			
PC37	choose the appropriate intensity and electrode (comb or mushroom) attachment for the treatment			
PC38	perform the procedure in a slow circular motion in the correct direction for appropriate time			
PC39	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			
PC 40	record and store client's information securely			
PC 41	provide specific after-procedure, homecare advice and recommendations for product use and further service to the client			
Entrepreneurial Skills And Design Workshops				
<i>starting journey as an entrepreneur</i>		10	10	20
PC42	identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research			
PC43	develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion			
PC44	identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity			
PC45	identify different types of customers and ways to communicate with them			
PC46	identify and respond to customer requests and needs in a professional manner			
PC47	use appropriate tools to collect customer feedback			
PC48	follow appropriate hygiene and grooming standards			
PC49	ensure cleanliness and focus on client experience and feedback which will form the base for expansion and growth			

Advance Digital Literacy					
Advanced features of using mobile phones (Smart Phones)		10	10		
PC 1	Use the mobile phone in a secure way by locking/unlocking phone/apps using various options like face recognition, fingerprint etc.				
PC 2	Use advanced camera features for business tasks, like scanning QR codes.				
PC 3	Crop photos, take screenshots, and share them as attachments.				
PC 4	Understand how to use features like conference calls, call recording, and call forwarding.				
PC 5	Access and manage documents stored in different folders in phone. Eg. File folder, download folder, etc.				
PC 6	Manage phone memory and data storage.				
PC 7	Use other features of smartphone such as Airplane mode, Do Not Disturb, Bluetooth, other sharing services etc.				
PC 8	Using voice assistant on Smartphones for tasks like setting reminders, asking questions, etc.				
Using advanced Internet and mobile applications (Apps)		20	30		
PC 1	Connect to internet using Wi-Fi, Mobile Data.				
PC 2	How to secure various apps installed on phone.				
PC 3	Using mobile applications to compress pictures and documents.				
PC 4	Access, store, and share documents using Google Drive from your phone.				
PC 5	Use apps for managing schedules and appointments.				

PC 6	Utilize Advanced Features of WhatsApp, Gmail, Google Maps, PayTM, and other social media applications such as Facebook and YouTube.				
PC 7	Using Video conferencing features in different apps (Zoom etc.)				
PC 8	Create and improve business profiles on relevant social media platforms to reach more customers using features of geo-tagging.				
PC 9	Interact with customers by responding to messages and comments promptly, and share business-related content effectively.				
PC 10	Using applications for customer service interaction (chat and voice calls)				
PC 11	Usage of common applications like currency conversion, interest calculation etc.				
PC 12	Usage of apps to help in various trades like carpenter, tailor etc. (Measurement and calculation apps, find and obtain construction material, manage inventory, learn new techniques and best practices in their specific trade)				
Privacy and security related to Internet and mobile phones		15	15		
PC 1	Identification of authentic calls and blocking SPAM calls				
PC 2	Apply safe and ethical browsing practices (protecting identity) online privacy and the potential risks associated with social media use.				
PC 3	Understand how to safely store passwords and apply the same.				
PC 4	Identify common online harassment scenarios (e.g., hate speech etc, cyberbullying), prevention, consequences and ways to deal with them.				
PC 5	Understanding fake and real information, importance of verifying the content available on the net and also understanding the responsibility while sharing any content.				
PC 6	Learn to identify deep fake AI generated frauds and reporting to the concerned authorities.				
Advance Financial Literacy					

Importance of Being Financial Literate		0	0	0	10
PC 1	Explain advanced financial terms such as long and short-term assets, liabilities, investments, debit, credit, etc				
PC 2	Understand various types of business-related financial transactions and their uses in business scenarios				
PC 3	Describe various types of payment methods such as cheques, UPI, RTGS etc				
PC 4	Use mobile applications and online platforms to track expenses and manage financial goals (mention some names).				
PC 5	Know about various Government schemes such as Pradhan Mantri Jan Dhan Yojana, Jeevan Jyoti Bima Yojana, Suraksha Bima Yojana, Sukanya Samriddhi Yojana, National Pension Scheme (NPS), Atal Pension Yojna (APY)				
Managing bank account		0	0	0	10
PC 1	Know various banking services offered by bank such as transfer-receipt of money, deposit-withdrawal etc.				
PC 2	Operate ATM, Deposit Cash/ Cheque through machines or manually				
PC 3	Visit branch to operate and manage bank accounts				
PC 4	Use mobile and net banking to operate and manage bank accounts				
PC 5	Follow safety measures while managing bank accounts				
Managing Loans		0	0	0	10
PC 1	Know various types and features of secured and unsecured loans				
PC 2	Identify appropriate type of loan as per need, purpose, and loan terms and conditions				
PC 3	Select the loan repayment structure based on the interest rate and duration.				

PC 4	Legal process for resolution of delay/ default in payment of loan instalment				
Basic Understanding of taxes		0	0	0	10
PC 1	Know various types of Taxes such as Income tax, Goods and Services Tax (GST), etc.				
PC 2	Explain simple terms related to taxation such as taxable income, tax rates, Tax Deductible at Source (TDS), Value of Goods etc.				
PC 3	Understand important concepts and applicability of income tax and GST				
PC 4	Understand Basic guidelines for filing income tax and GST returns, including deadlines				
Using advanced features of Digital Payment Applications		0	0	0	10
PC 1	Install and configure Digital Payment Applications				
PC 2	Learn and practice advanced features of Digital Payment Applications such as wallets, bill payments, recharge etc.				
PC 3	Perform transactions using Digital Payment Applications such as UPI, RTGS, NEFT, IMPS etc.				
Awareness and Prevention of Financial Frauds		0	0	0	10
PC 1	Identify common online financial frauds and spams and associated potential risks				
PC 2	Apply safe and ethical practices for securing online transactions				
Advance Marketing and Outreach Skills					
Marketing and Customer Insights		10	10		
PC 1	Conduct marketing activities for artisan products.				

PC 2	Evaluate customer feedback to improve product offerings and marketing strategies.				
Quality Assurance and Certification in Craftsmanship		10	10		
PC 1	Obtain relevant quality certifications such as e ISI mark, Agmark and Hallmark.				
PC 2	Manage product quality as per quality standards.				
Brand Development and Promotion Strategies		10	10		
PC 1	Understand brand identity to enhance sales and promotion.				
PC 2	Promote products through Social media and digital marketing.				
PC 3	Leverage National Marketing Committee support in operations and logistics.				
E-Commerce Management for Artisans		10	10		
PC 1	Onboarding e-commerce platform.				
PC 2	Understand process of cataloguing the products and services of Vishwakarmas				
PC 3	Apply strategies for e-commerce linkage with GeM, Khadi India, MSME Mart				
Building Trade Network for Craft Business		5	5		
PC 1	Use digital marketing for wider reach and publicity of the Vishwakarma Scheme.				
PC 2	Identify and collaborate with relevant Industry Bodies				
PC 3	Create links with suitable exporters and traders operating under the sector.				
Trade Fairs and Exhibitions		5	5		

PC 1	Participate in trade fairs, exhibitions related to the products.				
PC 2	Set up collective display of PM Vishwakarma Products to associations of the artisan groups.				
TOTAL MARKS		140	170		160

(Assessment Criteria may be specified at Element/PC level as per the requirement.)

Section 4: Trainers & Assessors

1.	Trainer's Qualification and experience in the relevant sector (in years) Domain Trainer: (Preference – Trainers from Industry/cluster/ working professionals who know operations of the required tools/ Certified trainers in relevant trades) 12 th grade pass with 2 years' experience in the relevant sector and 1 year of teaching experience Life Skills Trainer: (Preference – Domain trainers may be onboarded on Life Skills to be certified Vishwakarma Trainer / Certified Life Skills trainer for Vishwakarma qualification) 12 th grade pass with 2 years' experience in the relevant sector and 1 year of teaching experience
2.	Assessor's Qualification and experience in relevant sector (in years) (Preference – Vishwakarma Trainer in relevant trades will be onboarded on assessments for becoming Certified Assessors / Certified Assessors in relevant trade. Certified assessor will also take the Life Skills Module assessment.) Graduate with 3 years of experience in the relevant sector

Annexure: Assessment Strategy

<Specify the assessment strategy to assess the trainee's proficiency in operating the tools.>

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

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

Annexure: Acronym and Glossary

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework

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.

NSQC Approved

NSQC Approved