



Model Curriculum

QP Name: Assistant Beautician

QP Code: STC-B&W/2024/0607

QP Version: 1.0

NSQF Level: 3

Model Curriculum Version: 1.0

West Bengal State Council of Technical & Vocational Education and Skill Development, Karigari Bhavan, (5th Floor), Plot-B/7, Action Area-III, New Town, Kolkata-700160

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Training Parameters

Sector	Beauty & Wellness
Sub-Sector	Beauty and Salons
Occupation	Assistant Beautician
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/5142.0101,5142.0201,5142.0400,5141.0100, 5141.0201,5142.0500
Minimum Educational Qualification and Experience	1. Grade 10 OR 2. Previous relevant Qualification of NSQF Level 2.5 with 1.5 year relevant experience
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 years
Last Reviewed On	27/08/2024
Next Review Date	26/08/2027
Version	1.0
NSQC Approval Date	27/08/2024
Model Curriculum Creation Date	27/08/2024
Model Curriculum Valid Up to Date	26/08/2027
Model Curriculum Version	1.0
Minimum Duration of the Course	390 hours(Compulsory + one Elective)
Maximum Duration of the Course	420 hours(Compulsory + two Elective)

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the participants will be able to:

- Prepare work area and assist in client consultation
- Perform basic manicure and pedicure services.
- Carry out temporary removal of Superfluous hair, Threading, Tweezing and Bleaching
- Carry out facial services using different facial packs.
- Demonstrate day, evening, party, basic makeup along with effects of light on makeup.
- Prepare mehndi paste, make cones, create simple Indian and Arabic designs with care and workplace cleanliness.
- Plan to set up a small business related to beauty related services
- Able to work in real job situation with special emphasis on basic safety and hazards in this domain

Elective 1: Haircutting Techniques

- Create basic haircuts using special cutting techniques.

Elective 2: Hair Treatment for common hair problem

- Carry out basic hair treatment for common hair problems.

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
B&W/0607/OC1 Prepare work area and assist in client consultation NOS Version No.: 1.0 NSQF Level: 3	10:00 Hours	20:00 Hours	00:00 Hours	00:00 Hours	30:00 Hours
Module1: Workplace Awareness	10:00 Hours	20:00 Hours	00:00 Hours	00:00 Hours	30:00 Hours

B&W/0607/OC2 Perform basic manicure and pedicure services. NOS Version No. : 1.0 NSQF Level:3	10:00 Hours	20:00 Hours	00:00 Hours	00:00 Hours	30:00 Hours
Module2: Manicure and pedicure services	10:00 Hours	20:00 Hours	00:00 Hours	00:00 Hours	30:00 Hours
B&W/0607/OC3 Carry out temporary removal of Superfluous hair, Threading, Tweezing and Bleaching NOS Version No.: 1.0 NSQF Level: 3	05:00 Hours	25:00 Hours	00:00 Hours	00:00 Hours	30:00 Hours
Module3: Superfluous hair removal Method	05:00 Hours	25:00 Hours	00:00 Hours	00:00 Hours	30:00 Hours
B&W/0607/OC4 Carry out facial services using different facial packs. NOS Version No.:1.0 NSQF Level: 3	10:00 Hours	50:00 Hours	00:00 Hours	00:00 Hours	60:00 Hours
Module 4: Facial services	10:00 Hours	50:00 Hours	00:00 Hours	00:00 Hours	60:00 Hours
B&W/0607/OC5 Demonstrate day, evening, party, basic makeup and explain effects of light on makeup. NOS Version No.: 1.0 NSQF Level: 3	10:00 Hours	20:00 Hours	00:00 Hours	00:00 Hours	30:00 Hours
Module 5: Makeup for day, evening, party	10:00 Hours	20:00 Hours	00:00 Hours	00:00 Hours	30:00 Hours
B&W/0607/OC6 Prepare mehndi paste, make cones, and create simple Indian and Arabic designs with care and workplace cleanliness. NOS Version No.: 1.0	05:00 Hours	25:00 Hours	00:00 Hours	00:00 Hours	30:00 Hours

NSQF Level: 3					
Module 6: Mehndi application	05:00 Hours	25:00 Hours	00:00 Hours	00:00 Hours	30:00 Hours
B&W/0607/OC7 Plan to set up a small business related to beauty related services NOS Version No.: 1.0 NSQF Level: 3	10:00 Hours	20:00 Hours	00:00 Hours	00:00 Hours	30:00 Hours
Module 7: Setting up a new business	10:00 Hours	20:00 Hours	00:00 Hours	00:00 Hours	30:00 Hours
B&W/0607/OC8 Able to work in real job situation with special emphasis on basic safety and hazards in this domain NOS Version No.: 1.0 NSQF Level: 3	00:00 Hours	00:00 Hours	60:00 Hours	00:00 Hours	60:00 Hours
Module 8: Industry Exposure	00:00 Hours	00:00 Hours	60:00 Hours	00:00 Hours	60:00 Hours
DGT/VSQ/N0102 Employability Skills NOS Version No.: 1.0 NSQF Level: 3	60:00 Hours	00:00 Hours	00:00 Hours	00:00 Hours	60:00 Hours
Module 9: Employability Skills	60:00 Hours	00:00 Hours	00:00 Hours	00:00 Hours	60:00 Hours
Total Duration	120:00 Hours	180:00 Hours	60:00 Hours	00:00 Hours	360:00 Hours

Elective 1: Haircutting techniques

B&W/0607/OC9 Create basic haircuts using special cutting techniques. NOS Version No.: 1.0 NSQF Level: 3	10:00 Hours	20:00 Hours	00:00Hours	00:00Hours	30:00 Hours
Module 6 Haircutting techniques	10:00 Hours	20:00 Hours	00:00 Hours	00:00 Hours	30:00 Hours
Total duration	10:00 Hours	20:00 Hours	00:00Hours	00:00Hours	30:00 Hours

Elective 2: Hair Treatment for common hair problem

B&W/0607/OC10 Carry out hair treatment for common hair problems. Illustrate and explain structure of hair. NOS Version No.: 1.0 NSQF Level:3	10:00 Hours	20:00 Hours	00:00 Hours	00:00 Hours	30:00 Hours
Module 5: Hair Treatment for common hair problem	10:00 Hours	20:00 Hours	00:00 Hours	00:00 Hours	30:00 Hours
Total duration	10:00 Hours	20:00 Hours	00:00Hours	00:00Hours	30:00 Hours

Module Details

Module 1: Workplace Awareness

Mapped to B&W/0607/OC1

Terminal Outcomes:

- Apply and maintain safe working practices
- Greeting clients and making them feel comfortable
- Prepare the client for a consultation
- Identify the use of a consultation card
- Use appropriate workplace language and related technical vocabulary.
- Preparing clients for treatments
- Importance of Teamwork
- Roles and responsibilities of Assistant Beautician

Duration: 10:00	Duration: 20:00
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
<ul style="list-style-type: none"> • Roles and responsibility of Assistant Beautician • Prepare yourself, the client and work area • Follow health and safety working practices • Describe how to select products, tools and equipments to suit client for specific job • Communicate to the client • Creating Positive First Impressions • Greet your salon client • Greeting techniques for clients 	<ul style="list-style-type: none"> • Describe the content and how to use the items in the first aid kit • Recognize any unsafe situations according to site policy, and assess his report accordingly. • Prepare the reception area • Make available fresh linens, gown, head-band, , equipment and tools • Sterilize and sanitize used tools/equipment. • Clear and reorganize the workstation for

<ul style="list-style-type: none"> • Identify the use of a consultation card • Focusing on direct communication vs. mirror interactions. • Client Information Gathering • The Art of Asking Permission • Enhancing professional communication with industry-specific language • Recognizing the significance of teamwork in the beauty industry • Beauty industry vocabulary 	<p>the next client.</p> <ul style="list-style-type: none"> • Clean workplace (floor, tables, desks, beds, chairs and other furniture and also curtains and other fixtures etc) using appropriate tools. • Follow workplace procedures related to disposal in accordance with salon standards. • Role-play scenarios for client interaction • Greeting techniques and role-play exercises • The art of the handshake and its importance • Client-Centered Consultations and Comfort: • Role-play consultations with classmates • Seating arrangements to establish comfort and rapport • Starting Your Client Consultation Form • Role-play exercises to practice client information gathering Identifying client preferences and needs through dialogue • Role-play exercises to practice client interviews regarding Personal Care Habits like skincare and haircare routines and their implications for beauty services • Record customers discussions in the call log • Group discussions on effective communication strategies in simulated salon scenarios to practice effective communication
Classroom Aids:	
Computer, Projection Equipment, Power Point Presentation and software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements:	
First Aid box, Different types of fire extinguishers, PPE kits, Safety charts. Paper, pencil, eraser, Pen, Notebook.	

Module 2: Manicure and Pedicure services

Mapped to B&W/0607/OC2

Terminal Outcomes:

- Prepare the client & trolley for service.
- Analyze the hand & feet, fill the record card.
- Identify basic hand tools (Nail file, cuticle cleaner and buffer, Nail cutter, nail cleaner) and their use.

- Adjust the positioning of the client to ensure easy process and minimal injury.
- Clean and dry the hand/ feet of client as a part of preparation.
- Apply cuticle softener product during the cuticle cutting process and ensure no damage to the cuticle and nail plate.
- Remove any excessive hard skin using foot scrape among without discomfort to the client.
- Use massage technique according to clients need. Apply suitable base coat /nail polish & topcoat relevant to the clients need.
- Clean the treated area and use suitable soothing product.

Duration: 10:00	Duration: 20:00
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
<ul style="list-style-type: none"> • The importance of hand and nail care • Identify the structure, function and characteristics of nail and the process of nail growth. • Basic symptoms of different nail diseases. • Explain nail and analyze skin by visual/manual examination to identify treatable conditions and contra-indications restricting or preventing treatment • Explain the use of manicuring tools • Various manicure techniques and styles. • Various pedicure techniques • Describe products and their use in manicure and pedicure • Procedures to application of nail polish evenly and create various nail art designs. • Carry out a basic manicure and pedicure with massage • Repair a damaged nail • Identify Contra-actions, contra-indications that affect or restrict manicure and pedicure services • Safety precautions and considerations during manicure and pedicure services 	<ul style="list-style-type: none"> • Prepare the client & trolley for service. • Analyze the hand & feet, fill the record card. • Identify basic hand tools (Nail file, cuticle cleaner and buffer, Nail cutter, nail cleaner) and their use. • Adjust the positioning of the client to ensure easy process and minimal injury. • Clean and dry the hand/ feet of client as a part of preparation. • Demonstrate the process followed in manicure and pedicure services . • Provide relaxing massages during manicure and pedicure services • Demonstrate Correct Procedure for Varnish Application (Base Coat, Varnish, Top Coat) • Perform aftercare advice for clients • Sterilization & Sanitation
Classroom Aids:	
Computer, Projection Equipment, Power Point Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	
Client chair - 1 No. • Manicure stool - 1 No. • Manicure table - 1 No. • Manicure tray - 1 No. • Manicure bowl - 1 No. • Hot plate - 1 No. • Medium size bowl - 1 No. • manicure kit - 1 No. • Orange wood stick - 1 No. • Emery board - 1 No. • Cuticle pusher - 1 No. • Cuticle clipper - 1 No. • Nail brush - 1 No. • Nail scissors - 1 No. • Nail buffer - 1 No. • Spatula - 1 No. • Hot towel cabinet - 1 No. UV sterilizer 1 No • Pedi spa - 1 No. • Foot file - 1 No. • Toenail clipper - 1 No. • Pedicure clipper - 1 No. Materials • Cotton - 1 No. • Nail varnish remover - 1 No. • Cuticle oil or cream - 1 No. • Whitening pencil - 1 No. • Nail varnish - 1 No. • Cuticle remover - 1 No. • Nail bleaches - 1 No. • Nail strengthener - 1 No. • Hand lotion and cream - 1 No. • Top coat - 1 No. • Base coat - 1 No. • Liquid hand wash - 1 No. • H2 O2 - as reqd. • Manicure shampoo - 1 No. • Nail varnish remover - 1 No. • Cuticle oil or cream - 1 No. • Vegetable oil - 1 No. • Foot cream - 1 No. • Foot powder - 1 No. • Paper and cotton towels - 1	

Module 3: Superfluous hair removal Method

Mapped to B&W/0607/OC3

Terminal Outcomes:

- Carry out epilation and depilation services. Illustrate and explain hair structure & hair.
- Identify the raw materials required with correct specification.
- Describe the elements of a client consultation for hair removal.
- Name the conditions that contraindicate hair removal.
- Demonstrate the process of wax (Hot wax, cold wax, strips etc.)
- Demonstrate the process Threading, Tweezing.
- Demonstrate the process of cream bleach.
- Carryout disposing of all the waste safety according to the salon' standards of hygiene and safety

Duration: 05:00	Duration: 25:00
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
<ul style="list-style-type: none"> • Describe hair growth cycle. • Describe the purpose of removing superfluous hair. • Describe the various methods of removing superfluous hair • Purpose of Threading, Tweezing and Bleaching • Procedure of Patch test • Describe product knowledge • Determine the Contra-actions • Contra-indications • Safety precautions 	<ul style="list-style-type: none"> • Demonstrate trolley setting. • Demonstrate client consultation and follow skin analysis procedure. • Demonstrate preparing the client. • Demonstrate practicing for waxing, threading and tweezing. • Demonstrate practicing epilation and depilation the eyebrows • Demonstrate prepare the bleaching paste for patch test • Demonstrate procedure for bleaching.
Classroom Aids:	
Computer, Projection Equipment, Power Point Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	
<ul style="list-style-type: none"> • Client chair - 1 No. • Trolley - 1 No. • Spatula (steel) - 1 No. • Plastic bowl - 1 No. • Tweezers - 1 No. • Scissors - 1 No. • Wax heater - 1 No. • Wet sanitizer • Plastic bowl - 1 No. • Bleach brush - 1 No. • Spatula - 1 No. Material, Hot towel cabinet with uv sterilizer • Bleaching cream and activator - as reqd. • Cotton - as reqd. • Cleanser - as reqd. • Towel - 2 Nos • Soothing lotion - as reqd. • Facial tissues - as reqd , Towel Medium size, Napkin, Thread 40 nos, Lab Coat 	

Module 4: Facial services

Mapped to B&W/0607/OC4

Terminal Outcomes:

- Identify the equipment, material and tools used in facial
- Explain the structure of the skin
- Identify the different types of skin
- Undertake skin analysis
- Different facial for different skin type and different skin problem
- Prepare and apply facial packs and masks based on skin type.
- Document client information with record cards and consent forms

Duration: 10:00	Duration: 50:00
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
<ul style="list-style-type: none"> • The structure & function of the skin • Types of skin • Common skin problems • Skin analysis • Explain consultation techniques • Tools, equipments & product knowledge • Reasons for & benefits of cleansing the skin, exfoliating the skin • Procedure different type of facial • Preparation of packs, Types of packs • Identify Contra-actions, contra-indications that affect or restrict facial skin care treatments • Meaning of massage, types and their benefit. • Brushing machine, vacuum and spray machine, magnifying lamp, facial vaporizer, ultra sonic. • Describe facials: Dehydrated skin, anti ageing and anti acne, anti pigmentation • Safety precaution and consideration during facial skin care treatments 	<ul style="list-style-type: none"> • Prepared the self and work area for basic skin care services • Setting up of Trolley prior to facial work • Demonstrate Skin Analysis :- • Naked eyes • Magnifying glass • Filling of Record Card and consent form • Demonstrate deep cleansing procedure • Demonstrate Removal of black and white head • Demonstrate Tools & Equipment used for facial. • Demonstrate different facial for different skin type and different skin problem • Practice of massage techniques. • Practice in facial with the help of different packs • Application of different types of packs & masks according to skin type • Carryout disposing of all the waste safety according to the salon standards of hygiene and safety.
Classroom Aids:	
Computer, Projection Equipment, Power Point Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	

• Head Band - 1 No. • Towel - 1 No. • Plastic /Glass bowl - 1 No. • Face Clean Sheet/Blanket - 1 No. • Pack Brush - 1 No. • Plastic Spatula - 1 No. • Vapozone - 1 No. • Facial Bed ,Trolley Hot towel cabinet with uv sterilizer , • Cotton - as reqd. • Cold Cream - as reqd. • Face scrub - as reqd. • Cleansing Milk - as reqd. • Face Pack - as reqd. • Disposable Towel/Tissue - as reqd. Antiseptic Lotion/Astringent - as reqd. • Sun protection products - as reqd

Module 5: Makeup for day, evening, party

Mapped to B&W/0607/OC5

Terminal Outcomes:

- Consult with the client during the makeup service to confirm the desired look.
- Carry out process using the tools and equipment.
- Identify facial shapes and choose to make up products according to clients' needs.
- Prepare the client including cleansing, skin analysis, toning and moisturizing.
- Perform makeup procedures with use of optical illusion.

Duration: 10:00	Duration: 20:00
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
<ul style="list-style-type: none"> • Select suitable skin care and make- up products to meet the client’s needs; such as by identifying basic skin types and skin tone correctly • Need of cleaning, toning and moisturizing the skin to suit the client’s skin type and needs in the correct sequence, applying correct techniques • Select the correct make-up products to enhance facial features, to suit the client’s needs and achieve the desired effect, using make-up products: foundation, powder, blusher, mascara, eye shadows, eye liner, eyebrow pencil, lip liner and lip stick/gloss, etc. • What is make up, the different types of make up like bridal party, festival etc. • Uses of eye liner, shadow, lipstick & different types of cosmetics. • Identify contra-indications that affect or restrict the makeup • Effect that lighting has on the colour of make-up • Colour theory in a comprehensible manner 	<ul style="list-style-type: none"> • Conduct client consultation, treatment planning and preparation to meet the client’s needs, based on skin types, constraints and client preferences • Perform the make-up procedures using materials, equipment and techniques correctly and safely to meet the needs of the client • Identify facial shapes and choose to make up products • Trolley setting. • Procedure of makeup such as party, festival etc. • Perform aftercare advice for clients • Perform costume on customer using correct techniques and without discomfort to the customer • Apply creative make-up / Theatre make-up, Fashion / Editorial make-up, Photographic, Studio Photo Shoot within a specific time frame
Classroom Aids:	

Computer, Projection Equipment, Power Point Presentation and software, Facilitator's Guide, Participant's Handbook

Tools, Equipment and Other Requirements

Manicure Set, Pedicure Set, Nail File, Nail Cutter, Wax applicator, Pack & Bleach Brush
Make-up Brush Set, Small Bowl, Tail comb, Style Comb, Open teeth tail comb
Spray bottle, Setting clips, Juda Pins, Bob Pins, Switch Stand, Switch, Braid, Towel Medium size,
Napkin, Thread 40No, Lab Coat, Scissors, Beauty Trolley, Facial bed
Shampoo station with chair, Hood dryer

Module 6: Mehndi application

Mapped to B&W/0607/OC6

Terminal Outcome:

- Accurately draw rows of humps with consistent size and spacing
- Create parallel rows of humps with even alignment
- Draw wind humps with smooth, flowing curves
- Skillfully draw patterns around a dot, ensuring even spacing and design
- Produce a wibbled leaf design with clarity and neatness
- Effectively create and position fling wibble leaves in the design
- Properly stain mehndi powder, prepare, fill and seal mehndi cones without leaks
- Accurately apply Indian and Arabic mehndi patterns, including full arm and stylish designs and demonstrate
- Effective mehndi removal and aftercare while maintaining a clean, sanitized work area.

Duration: 05:00	Duration: 25:00
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
<ul style="list-style-type: none"> • Draw different forms of lines and symbols used to create designs viz. the hump, the wibbled leaf, the zig zag lines, the mummy, the sprout, the curl etc • List the Tools required for preparing mehndi paste • List the Products required for preparing mehndi paste • Preparation of mehndi paste • Process of making Mehndi Paste • List the Tools required for preparing mehndi Cone • List the Products required for preparing mehndi Cone • Procedure to fill and seal the Cone 	<ul style="list-style-type: none"> • Draw Rows of Humps, • Make Parallel Rows of Humps, • Draw Wind Humps • Draw around a dot, • Wibbled Leaf, • Fling Wibble Leaves, • Practice for speed and accuracy– • Stain mehndi powder with sieve/strainer • Preparation o mehndi paste • Preparation mehndi cones • Fill mehndi cones • Seal the mehndi cones • How to draw Mesh and Mango Motifs • How to draw Indian Arabic Mehndi Pattern

<ul style="list-style-type: none"> • Conventional floral Arabic Trail • Cascading Flower power • Peacocks and Flowers • One of a kind mandala design • Incredible pattern • Arabic Love • Reagents used in removal of mehndi designing • Procedure of Mehndi removal • Measures / care taken after Mehndi removal • Cleaning of the workplace 	<ul style="list-style-type: none"> • How to draw Full Arm Mehndi Decoration • How to draw Stylish Indian Mehndi Design • Demonstration of Mehndi Removal • Demonstrate Aftercare • Clean, Sanitize and Sterilize Work area
Classroom Aids: Computer, Projection Equipment, Power Point Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements Scissors, Sterilizer, Mehndi cone, Mehndi powder, Cloth duster, clove oil, Mustard oil, sanitizer, Pencil, Eraser, cotton wool.	

Module 7: Setting up of new business

Mapped to B&W/0607/OC7

Terminal Outcomes:

- Demonstrate knowledge on various rules and regulations required for setting up a new beauty salon.
- Identify salon products, services, and prices.
- Explain the importance of customer satisfaction for success.
- Operate computerized booking systems accurately.
- Exhibit proper hygiene, grooming, posture, and ethics.

Duration: 10:00	Duration: 20:00
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the various rules and regulations required for setting up a new beauty salon. • Identify opportunities for potential business, source of funding and associated financial and legal risk. • Types of products and services offered by the salon and their prices. • Customer satisfaction for business and professional success • Effective communication in marketing. • Evaluation of customer feedback • Risk management • Explain the features and operational procedures of computerized booking 	<ul style="list-style-type: none"> • Write a business plan, highlighting key points. • Provide the operational plan on how the business will function. • Identify the amount of funding required and the purpose, whether through loans, investments or other means. • List and display the variety of beauty services and determine their pricing. • Manage bookings for various services through computer and mobile apps. • Promote product through social media and digital marketing. • Execute collecting feedbacks from the client

<p>systems and mobile apps.</p> <ul style="list-style-type: none"> • Understand the various scheme of Government loan to set up a business. • Statutory compliances and legal policies. • Safety measurement to be taken while handling bank accounts. 	<ul style="list-style-type: none"> • Apply various marketing techniques to generate business; such as spreading awareness on promotional coupon offers • Apply for relevant government loan schemes available for small business • Identify potential risks related to operations, finance and customer safety • Implement secure procedures for managing bank transactions
Classroom Aids:	
Computer, Projection Equipment, Power Point Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	

Module 8: Industry Exposure

Mapped to B&W/0607/OC8

Terminal Outcomes:

Assessor will check report prepared for this component of training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor for 60 Hours.)

Duration: 00:00	Duration: 60:00
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
	<ul style="list-style-type: none"> • Assessor will check report prepared for this component of training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor/ contractor for 60 Hours.)
Classroom Aids:	
Tools, Equipment and Other Requirements	

Module 9: Employability Skills

Mapped to DGT/VSQ/N0102,v 1.0

Detail of Employability Skills Syllabus: 60 hours

Key Learning Outcomes

Introduction to Employability Skills Duration: 1.5 Hours

After completing this programme, participants will be able to:

1. Discuss the Employability Skills required for jobs in various industries
2. List different learning and employability related GOI and private portals and their usage

Constitutional values - Citizenship Duration: 1.5 Hours

3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
4. Show how to practice different environmentally sustainable practices.

Becoming a Professional in the 21st Century Duration: 2.5 Hours

5. Discuss importance of relevant 21st century skills.
6. Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
7. Describe the benefits of continuous learning.

Basic English Skills Duration: 10 Hours

8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
9. Read and interpret text written in basic English
10. Write a short note/paragraph / letter/e -mail using basic English

Career Development & Goal Setting Duration: 2 Hours

11. Create a career development plan with well-defined short- and long-term goals

Communication Skills Duration: 5 Hours

12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
13. Explain the importance of active listening for effective communication
14. Discuss the significance of working collaboratively with others in a team

Diversity & Inclusion Duration: 2.5 Hours

15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
16. Discuss the significance of escalating sexual harassment issues as per POSH act.

Financial and Legal Literacy Duration: 5 Hours

17. Outline the importance of selecting the right financial institution, product, and service
18. Demonstrate how to carry out offline and online financial transactions, safely and securely
19. List the common components of salary and compute income, expenditure, taxes, investments etc.
20. Discuss the legal rights, laws, and aids

Essential Digital Skills Duration: 10 Hours

21. Describe the role of digital technology in today's life
22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
24. Create sample word documents, excel sheets and presentations using basic features
25. utilize virtual collaboration tools to work effectively

Entrepreneurship Duration: 7 Hours

26. Explain the types of entrepreneurship and enterprises
27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and

legal risks with its mitigation plan

28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement

29. Create a sample business plan, for the selected business opportunity

Customer Service **Duration: 5 Hours**

30. Describe the significance of analyzing different types and needs of customers

31. Explain the significance of identifying customer needs and responding to them in a professional manner.

32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs **Duration: 8 Hours**

33. Create a professional Curriculum Vitae (CV)

34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively

35. Discuss the significance of maintaining hygiene and confidence during an interview

36. Perform a mock interview

37. List the steps for searching and registering for apprenticeship opportunities

Classroom Aids:

Computer, Projection Equipment, Power Point Presentation and software, Facilitator's Guide, Participant's Handbook

Elective 1: Haircutting techniques

Module 10: Basic hair cutting services

Mapped to B&W/0607/OC9

Terminal Outcome:

- Identify different types of hair, Comply with health and safety standard and process laid out by manufacturer.
- Carryout client consultation procedure.
- Identify tools and equipment and their use.
- Prepare the client and trolley for hair cutting.
- Use tools & equipment effectively to achieve the required result
- Use of shampoo and conditioning product
- Use hair oil on scalp and give the massage
- Select suitable equipment and material such as (Hairbrushes, dryer etc.) required for the service
- Make out each section of hair, starting at the bottom, work upward, using the angles of cuts to achieve

Duration: 10:00	Duration: 20:00
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
<ul style="list-style-type: none"> • Types of hair • Types of shampoo and its use • Use conditioning products to needs of the client hair • Head Massage • General precautions taken for massage of 	<ul style="list-style-type: none"> • Prepare trolley for hair cutting. Prepare the client. • Client consultation and handling • Hair & Scalp analysis • Identify tools and equipment

<p>hair and scalp</p> <ul style="list-style-type: none"> • Identify the facial shape • Explain the sectioning & elevation • Identify the tools use for hair cutting • Hair cutting technique • Precaution of haircutting and matching of hair style with face. • Prepare check sheet for client satisfaction desired effect • Carryout disposing of all the waste safety according to the salon' standards of hygiene and safety. 	<ul style="list-style-type: none"> • Demonstrate different methods of shampooing and conditioning, like plain, forward and back with emphasis on the comfort of client • Demonstrate Indian hair oil massage • Practice of holding scissors and comb together • Perform the four basic haircut • Different techniques of hair cutting • Practice of different techniques for blow drying • All forms of hair cutting including children • Sterilization and sanitation
<p>Classroom Aids:</p> <p>Computer, Projection Equipment, Power Point Presentation and software, Facilitator's Guide, Participant's Handbook</p>	
<p>Tools, Equipment and Other Requirements</p> <p>• Barber Scissor - 1 No. • Trolley - 1 No. • Hand Dryer - 1 No. • Tail comb/ Style comb - 1 No. • Neck strip - 1 No. • Round brush - 1 No. • Sectioning clips - 1 No • Spray Bottle - 1 No. Hot towel cabinet with uv sterilizer Material • Towel - 2 Nos • Hair shampoo - as reqd. • water - as required ,conditioner, Hair oil- as required</p>	

Elective 2: Hair Treatment for common hair problem

Module 11: Hair Treatment for common hair problems

Mapped to B&W/0607/OC10

Terminal Outcomes:

- Identify different types of hair, Comply with health and safety standard and process laid out by manufacturer.
- Analyze the hair and scalp.
- Prepare the client and trolley for service
- Use hair oil on scalp and give the massage
- Use of shampoo according to the hair.
- Use conditioning products to needs of the client hair.
- Monitor time and development of the conditioning product.
- Remove conditioning product and excess water from the hair.
- Clean the treated area and use suitable soothing product.

Duration: 10:00	Duration: 20:00
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
<ul style="list-style-type: none"> • Procedure of massage and hair massage. General precautions taken for massage of hair and scalp. • Selection of right types of brushes and combs. • Types of shampoo and its use. Advantages and disadvantages of various types of shampoo. • Precaution of hair dry, Blow dry, Perming, Straitening. • Precaution of switch wash & setting, Roller making 	<ul style="list-style-type: none"> • Identify different types of hair. • Prepare the trolley • Demonstrate hair massage, hair rinsing, brushing out, combing out and backcombing • Demonstrate different methods of shampooing, like plain, hot oil, forward and back with emphasis on the comfort of client • Blow-dry, hair setting, use of different setting lotion, procedure of hair dye, henna, perming and straitening • Washing of switches, setting switches, procedure of making rolls and setting of rollers
Classroom Aids:	
Computer, Projection Equipment, Power Point Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	
Manicure Set, Pedicure Set, Nail File, Nail Cutter, Wax applicator, Pack & Bleach Brush Make-up Brush Set, Small Bowl, Tail comb, Style Comb, Open teeth tail comb Spray bottle, Setting clips, Juda Pins, Bob Pins, Switch Stand, Switch, Braid, Towel Medium size, Napkin, Thread 40No, Lab Coat, Scissors, Beauty Trolley, Facial bed Shampoo station with chair, Hood dryer	

Tools & Equipment

For a batch of 30 candidates

A: TRAINEE'S TOOL KIT (Per Candidate):

Sl. No.	Name	Specification	Quantity
1.	Manicure Set		01 Set
2.	Pedicure Set		01 Set
3.	Nail File		01 No.
4.	Nail Cutter		01 No
5.	Wax applicator		01 No.
6.	Pack & Bleach Brush		01 No. each
7.	Small Bowl		01 No.
8.	Tail comb		02 Nos
9.	Style Comb		01 No.
10.	Open teeth tail comb		01 No
11.	Spray bottle		01 No
12.	Setting clips		01 No
13.	Hair Dryer		As required
14.	Hot towel cabinet		As required
15.	Vapozone		As required
16.	Napkin		01 No.
17.	Thread 40No.		01 No.
18.	Lab Coat		01 No
19.	Scissors		02 Nos
20.	Beauty Trolley		As required
21.	Facial bed		01 No.
22.	Shampoo station with chair		01No.
23.	Hood dryer		01 No.

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
CTS/ATS	H.S. with one yr. Certificate in makeup application/NTC/NAC in the trade of Cosmetology	3	-	-	-	-
Diploma	Diploma in Beautician	2	-	-	-	-
Degree/ Graduate	Cosmetology	1	-	-	-	-

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Beautician" mapped to QP: "STC-B&W/NSQF-2018/801 OR for Job Role: "Assistant Beautician" mapped to QP: STC-B&W/2024/0607". Minimum accepted score is 80%.	Recommended that the Trainer is certified for the Job Role: "Trainer (VET & skills)", mapped to the Qualification Pack: "MEP/Q2601,v2.0". The Minimum accepted score is 80%.

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
CTS/ATS	H.S. with one yr. Certificate in makeup application/NTC /NAC in the trade of Cosmetology	5	-	-	-	-
Diploma	Diploma in Beautician	3	-	-	-	-
Graduate	Cosmetology	2	-	-	-	-

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Beautician" mapped to QP: "STC-B&W/NSQF-2018/ 801 OR for Job Role: "Assistant Beautician" mapped to QP: STC-B&W/2024/0607". Minimum accepted score is 80%.	Recommended that the Assessor is certified for the Job Role: "Assessor (VET & skills)", mapped to the Qualification Pack: "MEP/Q2701,v2.0". Minimum accepted score is 80%.

Assessment Strategy

Assessment will be based on the concept of Independent Assessors empaneled with West Bengal State Council of Technical & Vocational Education & Skill Development (WBSCT&VE&SD), identified, selected, trained and certified on Assessment techniques. These Assessors would be aligned to assess as per the laid down criteria.

WBSCT&VE&SD would conduct assessment only at the training centers or designated testing centers authorized by WBSCT&VE&SD.

Ideally, the assessment will be a continuous process comprising of two distinct steps:

- A. Continuous assessment by Trainers
- B. Term end /Final Assessment by WBSCT&VE&SD

Each National Occupational Standard (NOS) in the respective QPs will be assigned weightage. Each Performance Criteria in the NOS will be assigned marks for theory and/or practical based on relative importance and criticality of function.

This will facilitate preparation of question bank / paper sets for each of the QPs. Each of these papers sets/question banks created by subject matter experts through WBSCT&VE&SD, especially with regard to the practical test and the defined tolerances, finish, accuracy etc.

The following tools are proposed to be used for final assessment:

- i. Written Test: This will comprise of (i) True/False Statements and/or (ii) Multiple Choice Questions and/or (iii) Matching Type Questions. Online system for this will be preferred.
- ii. Practical Test: This will comprise a test job to be prepared as per project briefing following appropriate working steps, using necessary tools, equipment and instruments. Through observation it will be possible to ascertain candidate's aptitude, attention to details, quality consciousness etc.
- iii. Structured Viva-voce: This tool will be used to assess the conceptual understanding and the behavioral aspects as regards the job role and the specific task at hand.

Marks distribution as per outcome

Course Name	Sr No	Outcome No.	Outcome Name	Th Hrs	Pr Hrs	Total marks Th	Total marks Pr
Assistant Beautician	1	B&W/0607/OC1	Prepare work area and assist in client consultation	10	20	10	60
	2	B&W/0607/OC2	Perform basic manicure and pedicure services.	10	20	20	60
	3	B&W/0607/OC3	Carry out temporary removal of Superfluous hair, Threading, Tweezing and Bleaching	05	25	10	80
	4	B&W/0607/OC4	Carry out facial services using different facial packs.	10	50	20	130
	5	B&W/0607/OC5	Demonstrate day, evening, party, basic makeup and explain effects of light on makeup.	10	20	20	60
	6	B&W/0607/OC6	Prepare mehndi paste, make cones, and create simple Indian and Arabic designs with care and workplace cleanliness.	05	25	10	80
	7	B&W/0607/OC7	Plan to set up a small business related to beauty related services	10	20	20	60
	8	B&W/0607/OC8	Able to work in real job situation with special emphasis on basic safety and hazards in this domain	0	60	0	150
	9	DGT/VSQ/N0102	Employability Skills- 60 hrs.	60	00	50	0
	10	B&W/0607/OC9	Create basic haircuts using special cutting techniques.	10	20	20	60
	11	B&W/0607/OC10	Carry out hair treatment for common hair problems. Illustrate and explain structure of hair.	10	20	20	60
Min. Total Theory 70 Hrs, Practical 200 Hrs, Employability Skill 60 Hrs, OJT 60 Hrs Max.Total Theory 80 Hrs, Practical 220 Hrs, Employability Skill 60 Hrs, OJT 60 Hrs						200	800

References

Glossary

Term	Description
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish or to solve a problem.
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training Outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT(M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT(R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying Cognitive, affective or psycho motor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training .
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module . A set of terminal outcomes help to achieve the training outcome.

Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards