**NSDA Reference**

*To be added by NSDA*

**CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE**

**Name and address of submitting body:**

West Bengal State Council of Technical & Vocational Education and Skill Development

KarigariBhavan(5th Floor), Plot-B/7, Action Area-III

New Town, Kolkata-700160

**Name and contact details of individual dealing with the submission**

**Name: SUPARNA KUMAR ROYCHOWDHURY**

**Position in the organisation:Chairman, Board of Studies and Skilling**

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**List of documents submitted in support of the Qualifications File**

1. Curriculum and Course Content
2. Assessment strategy

**SUMMARY**

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| **Qualification Title** | Beautician |
| **Qualification Code** |  |
| **Nature and purpose of the qualification** | Short term Certificate Course  To become self-employed i.e. entrepreneurs or wage employed under MSME |
| **Body/bodies which will award the qualification** | West Bengal State Council of Technical & Vocational Education and Skill Development |
| **Body which will accredit providers to offer courses leading to the qualification** | Committee on Recognition under the West Bengal State Council of Technical & Vocational Education and Skill Development |
| **Body/bodies which will carry out assessment of learners** | Board of Examination under the West Bengal State Council of Technical & Vocational Education and Skill Development |
| **Occupation(s) to which the qualification gives access** | Beauty Therapist |
| **Licensing requirements** | NA |
| **Level of the qualification in the NSQF** | Level 3 |
| **Anticipated volume of training/learning required to complete the qualification** | 650 hours |
| **Entry requirements and/or recommendations** | Class VIII pass |
| **Progression from the qualification** | Assistant Beauty therapist ------ Beauty Therapist ------- Beauty-expert& Consultant |
| **Planned arrangements for the Recognition of Prior learning (RPL)** | RPL will consist of four stages   1. Counselling- To inform, advise and guide the candidates regarding RPL 2. Pre-Assessment- To assess the current competencies of the candidates and identifying the gap between the full qualification and current competencies. 3. Orientation &Bridge Training- To train the candidates for bridging the gap. 4. Final assessment & Certification- To assess the candidate for full qualification and certify. |
| **International comparability where known** | N/A |
| **Date of planned review of the qualification.** | Every 3 years (Next: February 2021) |

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| **Formal structure of the qualification**  After completion of course the passed out trainee can work as an Assistant Beautician and after two years of field experience the passed out trainee can work as Beautician / make-up artist and after that with appropriate experience, the person can work as a Beauty-expert. | | | |
| Title of component and identification code. | Mandatory/ Optional | Estimated size (learning hours) | Level |
| Apply safe working Practices | Mandatory | 25 | 3 |
| Identify all beauty product and know from where there products would be purchased as cheaper prise. | Mandatory | 50 | 3 |
| Know the proper procedure and application of beauty products such as Bleach, Wax, Facial, Bridal etc. | Mandatory | 75 | 3 |
| Know the use of beautician related machine. | Mandatory | 100 | 3 |
| Evaluate the pros and cons of the product materials or machine and adopt proper safety measured. | Mandatory | 50 | 3 |
| Assess the quality of her work after completion. | Mandatory | 50 | 3 |
| Manipulate the customer with her own product or machine. | Mandatory | 175 | 3 |
| Know the rules for setting up her own business like beauty parlour. | Mandatory | 50 | 3 |
| Understand and practice soft skills | Mandatory | 25 | 3 |
| Demonstrate knowledge of concept and principles of basic arithmetic and financial calculation, and apply knowledge of specific area to perform practical operations. | Mandatory | 25 | 3 |
| Explain time management, entrepreneurship and manage/organize related task in day to day work for personal & social growth. | Mandatory | 25 | 3 |

| **Title of component and identification code.** | **Mandatory/Optional** | **Estimated size (learning hours)** | **Level** |
| --- | --- | --- | --- |
| **I. Theory**  **Theory component of the course is to develop relevant basic technical information & knowledge about various products and machines used by a beautician.**  **II. Practical**  **Institutional component of Practical training of the course is to impart relevant basic technical skills to use and apply beauty products and to deftly use various machines used in beauty related work**  **III. Employability Skills**  **Employability Skills component of the course is to impart Soft skills which include Communication Skills, Behaviour, IT literacy, Entrepreneurship Skills, Safety, Hygiene etc.** | **Mandatory**  **Mandatory**  **Mandatory** | **100**  **450**  **100** | **3**  **3**  **3** |
| **Total (I+II+III)** |  | **650** |  |

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

**SECTION 1**

**ASSESSMENT**

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| **Body/Bodies which will carry out assessment:**  Board of Examination under West Bengal State Council of Technical & Vocational Education & Skill Development, constituted under the ACT XXVI of 2013 under Department of Technical Education, Training & Skill Development, Govt. of West Bengal  **How will RPL assessment be managed and who will carry it out?**  RPL will consist of four stages   1. Counselling- To inform, advise and guide the candidates regarding RPL 2. Pre-Assessment- To assess the current competencies of the candidates and identifying the gap between the full qualification and current competencies. 3. Orientation &Bridge Training- To train the candidates for bridging the gap. 4. Final assessment & Certification- To assess the candidate for full qualification and certify.   RPL assessment will be managed by PBSSD (PaschimBanga Society for Skill Development) under Department of Technical Education, Training & Skill Development, Govt. of West Bengal.  **Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.**  Assessment will be carried out by Board of Examination under West Bengal State Council of Technical & Vocational Education & Skill Development, under Department of Technical Education, Training & Skill Development, Govt. of West Bengal.  The Council has all necessary infrastructure and pool of qualified Assessors/ Examiners to carry out such assessments. Presently the Council is conducting all examinations for all courses which includeDiploma Courses, Vocational Courses in VIII+ level and X+2 level &other Short term Courses. Council also conducts all State Level Entrance tests like JEXPO for admission to Diploma Courses in Polytechnics, VOCLET for lateral entry to Diploma Courses in Polytechnics and CET (Common Entrance Test ) for admission to NCVT courses in ITIs. |

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**ASSESSMENT EVIDENCE**

**Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.**

*NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.*

**Title of Component:**

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| **Outcomes to be assessed** | **Assessment criteria for the outcome** |
| 1. Apply safe working Practices | (1.1) Assessor will note whether the trainee is maintaining procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements according to site policy.  (1.2) Assessor will note whether the trainee can identify and demonstrate the application of safety devices used by a welder during welding.  (1.3) Assessor will assess the report/recordsubmitted by trainee to supervisor/ Competent of authority in the event of accident or sickness of any staff, including accident details according to site accident/injuryprocedures  (1.4) Trainee will be asked to demonstrate Personal Productive Equipment (PPE) and use the same as per related working environment.  (1.5) Trainee will be asked to demonstrate basic first aid and use them under different circumstances.  (1.6) Trainee will be asked to identify different fire extinguishers and to use the same as per requirement in a mock drill |
| 2. Identify all beauty products andableto know from where those products would be available at thecheapest rate. | (2.1)Assessor can judge the trainee about her recognition of materials and tools by taking him/her in a shop or in an unknown work shop and list the same materials. |
| 1. Know the proper procedure and application of beauty products such as Bleach, Wax, Skin &Hair care products, Makeup etc. | (3.1)Assessors will ask the trainee to demonstrate cream bleach, or wax, or facial or any job. |
| 1. Know the use of beauty related machines tools and equipment. | (4.1)Assessors will ask the trainee to use any beauty equipment or gadget |
| 1. Evaluate the application process and content of the products, materials or machine and adopt proper safety measures. | (5.1)Assessors will ask the trainee about necessary safety measured  (5.1)Assessors will ask the trainee to demonstrate the safety measure. |
| 1. Assess the quality of her The trainee will be able to identify all beauty products andableto know from where those products would be available at thecheapest rate work after completion. | (6.1)Assessor will ask the trainee to make over a client according to her requirement and if the client is satisfied then it will measure the efficiency of the job done |
| 1. Manipulate the client with her own product or machine. . | (7.1)Assessor will check the standard the quality of the product.  (7.2)Assessor will examine the previous works of the trainee performed previously with satisfactory remarks.. |
| 1. Know the rules for setting up her own business like beauty salon | (8.1)Assessor will ask to submit a further plan for expanding the business. |
| 1. Demonstrate knowledge of concept and principles of basic arithmetic and financial calculation, and apply knowledge of specific area to perform practical operations. | (9.1) Apply basic financial calculation to understand cost of materials & labour and basic concepts of profit/loss,  (9.2) Engage in basic banking transactions as customer |
| 1. Explain time management, entrepreneurship and manage/organize related task in day to day work for personal & social growth. | (10.1) Ascertain appropriate time for the assigned task.  (10.2) Execute the assigned task within time frame.  (10.3) Manage own work within specified time.  (10.4) Explain importance & factors affect the development ofentrepreneurship.  (10.5) Identify service providers for developingentrepreneur/business establishment. |
| **Means of assessment 1**  There will be two types of Assessments viz. Formative and Summative. The Formative Assessment will be carried out continuously during the conduct of course and Summative Assessment will be carried out at the end of the course. Details are mentioned under means of Assessment-2. Written test, Practical examination/ Skill test & Viva voce | |
| **Means of assessment 2**   1. **Means of Formative Assessment (Total marks allotted- 350)** 2. Assignments for each module of Theory component 3. Assignments for each module of Employability Skills component 4. Continuous evaluation of each module of Practical 5. **Means of Summative Assessment(Total marks allotted- 650)** 6. Written test for Theory component 7. Written test for Employability Skills component 8. Practical Test & Viva voce forPractical Component.   Component wise distribution of marks is given in the Annexure 2 | |
| **Pass/Fail**   |  | | --- | | **Pass/Fail**  Passing criteria is based on marks obtained in Formative and Summative Assessment taken together as mentioned in Annexure No-1   1. Minimum Marks to pass Theory component– 60% 2. Minimum Marks to pass Employability Skills component– 60% 3. Minimum Marks to pass practical component– 70% 4. Minimum attendance required to appear in the final examination- 75% | | |

**SECTION 2**

**EVIDENCE OF LEVEL**

**OPTION A**

| **Title/Name of qualification/component: Asst. House Wireman and Motor Winder Level:** 3 | | | |
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| **NSQF Domain** | **Outcomes of the Qualification/Component** | **How the outcomes relates to the NSQF level descriptors** | **NSQF Level** |
| Process | Job holder will be able to   * Undertake different types of make ups, massage and precautionary measurers for make ups and massage. * Have an idea regarding precautionary measures for bleaching, waxing and its hygiene. | Job holder will understand and comply with safety practices while undertaking works in various beauty process. The nature of work involved is repetitive and routine. | Level 3 |
| Professional knowledge | Job holder will be able to   * Understand fundamental theories of human body, its structure and functions. Principles of colours and different chemical. * Use different tools & equipment and gadgets. * Understand basic principles for setting and maintaining temporary lighting for different job needs. * Understand chemical processing of chemical used in beauty jobs | Job holder will understand the basic concepts, facts, principles and processes in relation with beauty / make up work. It is also expected that the job holder will be able to comprehend customer requirement and accordingly use proper product and means. | Level 4 |
| Professional skill | The user/individual will know how to:   * Perform different hair removal procedure * Perform skin treatment as recommended by seniors, * Perform manicure & pedicure with nail designing. * Apply basic make up * Perform scalp treatment as recommended by senior therapist.   apply henna, hair colour, shampooing and conditioning.  Help the hair dresser in his/her work of hair dressing.  Perform Basic hair cuts | The job holder will demonstrate use of various tools and materials, The range of application of practical skill is narrow and repetitive. | Level 3 |
| Core skill | The job holder will be able to   * read at least two languages, preferably in the local language of the siteand basic English * read and interpret safety sign boards, signage, tags etc. provided atworkplace * speak in at least one language, preferably in one of the local languages of thesite * listen and interpret instructions / communication by co-workers * listen and follow instructions given by supervisor * orally and effectively communicate with team members * engage in basic financial and banking transactions * Understand principles of time management and entrepreneurship | The job holder will be able to communicate clearly, both in writing and orally, with co-workers, supervisors and customers. He will be able to use basic arithmetic calculations for his work and use basic banking services both on professional and personal level. | Level 3 |
| Responsibility | The job holder will work under the close supervision of supervisor and he/she will be responsible for   * Understanding safety compliance while handling the electrical gadgets and chemical. * Preventing fire hazards and loss of human life by use of appropriate fire extinguishers / alarms * Distinguishing between series or process of workand taking action thereafter. * Distinguishing between circuits for lighting load and power load while using electrical gadgets. * Identifying different types of beauty products | Job holder is required to carry out functions such as hair wash, hair message, hair style, hair cutting, hair colour, hair setting, manicure, pedicure, waxing, bleaching, ear / nose piercing. | Level 3 |

**SECTION 3**

**EVIDENCE OF NEED**

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| **What evidence is there that the qualification is needed?**  Government of West Bengal offers 42 courses in VIII+ category and trains approximately 1.5 lakhs beneficiaries per year through its 2400 approved VTCs since last 10 years. Assessment and Certification is done by the West Bengal State Council of Technical & Vocational Education and Skill Development for these courses. Beautician is one of these 42 courses which are successfully conducted by Government of West Bengal. |
| **What is the estimated uptake of this qualification and what is the basis of this estimate?**  There has been significant opportunities for the particular course as the course is operational for more than 10 years |
| **What steps were taken to ensure that the qualification does not duplicate already existing or planned qualifications in the NSQF?**  This qualification is being conducted under the West Bengal State Council of Technical & Vocational Education & Skill Development under Department of Technical Education, Training and Skill Development since the academic year 2005 in Vocational Training Centres spread all over West Bengal for class- VIII+ pass dropout youths. In the state of West Bengal the Council is affiliating and awarding body for this qualification. Thus there is no other existing or planned qualification (Short term courses) in the state aligned with NSQF. |
| **What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?**  The council has three well defined sub-committees namely Board of Studies and Skilling, Board of Examination and Recognition Committee. These committees monitor and review the progress of all qualifications under its purview on a regular basis.  This qualification will be reviewed and revised at an interval of three years on the basis of the outcome of the trainees, placement and self-employment data and feedback from concerned industries/employers. |

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

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

**SECTION 4**

**EVIDENCE OF PROGRESSION**

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| **What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?**  In case of employment under an employer, he can progress to various level-wise designations, based on either experience or on obtaining subsequent qualifications. This is as shown below.  Assistant Beauty Therapist  Beauty Therapist  Beauty Expert or Consultant |

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