



Model Curriculum

QP Name: Assistant Beauty Therapist

QP Code: PWD/BWS/Q0101

QP Version: 3.0

NSQF Level: 3

Model Curriculum Version: 3.0

Expository – Locomotor Disability (E001)

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Training Parameters

Sector	Beauty & Wellness
Sub-Sector	Beauty and Salons
Occupation	Skincare Services
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/5142.0101
Minimum Educational Qualification and Experience	<p>Ability to Read and Write with 5 years of Experience or 5th Class Pass with 3 years of Experience Or 8th class pass with 1 year Experience or 8th class Pass +ITI or 8th Class Pass pursuing continuous regular schooling or 10th Class Pass with no experience or Previous relevant Qualification of NSQF Level 2 with 1 year experience.</p> <p>* For 5th class with No experience- OJT/internship of 12 months * For 8th class pass with no experience –OJT/internship of 4 months</p>
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 years
Last Reviewed On	08-04-2021
Next Review Date	08-04-2025
NSQC Approval Date	26-05-2022
QP Version	3.0
Model Curriculum Creation Date	08-04-2021
Model Curriculum Valid Up to Date	08-04-2025
Model Curriculum Version	3.0
Minimum Duration of the Course	390:00 Hrs.
Maximum Duration of the Course	390:00 Hrs. Training Hours includes Employability NOS (40 hrs.)

Program Overview

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

Training Outcomes

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

- Explain the objectives of the program
- List the career opportunities and projected growth in skincare services
- Explain the roles & responsibilities of an Assistant Beauty Therapist
- Carry out preparation and maintenance of work area
- Describe the application of health and safety practices at the workplace
- Describe the importance of personal hygiene and grooming while executing task
- Perform basic skin care services; such as facials, cleansing, toning, moisturizing, exfoliations, skin warming and blackhead extraction
- Carry out basic hair removal services, including waxing and threading
- Carry out manicure and pedicure services
- Carry out simple make-up services
- Perform variety of simple, common hair dressing techniques for clients
- Carry out application of simple mehndi designs

Compulsory Modules

The table lists the modules, their duration and mode of delivery.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Introduction to the program and the role of Assistant Beauty Therapist	3	0	-	-	3
BWS/N9001- Prepare & maintain the work area V3.0, NSQF Level 3	3	10	-	-	13
Prepare and maintain work area	3	10	-	-	13
BWS/N0101 Provide basic skin care services V3.0, NSQF Level 3	15	45	-	-	60
Provide basic skin care services	15	45	-	-	60

BWS/N0102 Carry out basic hair removal services V3.0, NSQF Level 3	10	49	–	–	59
Carry out basic hair removal services	10	49	–	–	59
BWS/N0125 Perform simple make-up services V3.0, NSQF Level 3	10	50	–	–	60
Perform simple make-up services	10	50	–	–	60
BWS/N0401 Provide manicure and pedicure services V3.0, NSQF Level 3	10	50	–	–	60
Provide manicure and pedicure services	10	50	–	–	60
BWS/N0126 Provide simple hair dressing services to produce common hair dos V3.0, NSQF Level 3	7	44	–	–	51
Provide simple hair dressing services to produce common hair dos	7	44	–	–	51
BWS/N0127- Carry out application of simple mehndi designs V3.0, NSQF Level 3	7	12	–	–	19
Carry out application of simple mehndi designs	7	12	–	–	19
BWS/N9002- Maintain health and safety at the workplace V3.0, NSQF Level 3	3	10	–	–	13
Maintain health and safety at the workplace	3	10	–	–	13
BWS/N9003-	22	30	–	–	52

Create a positive impression at the workplace V3.0, NSQF Level 3					
Appearance and Behavior	7	10	–	–	17
Task execution as per organization's standards	7	10	–	–	17
Communication and Information record	8	10	–	–	18
Total Duration	90:00	300:00			390:00 Hrs.

Module Details

Introduction to the program and the role of Assistant Beauty Therapist *Mapped to Assistant Beauty Therapist, Bridge Module*

Terminal Outcomes:

- Explain the objectives of the program
- Explain the roles & responsibilities of an Assistant Beauty Therapist
- List the career opportunities in skincare services

Duration: 03:00 Hrs.	Duration: <hh:mm>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the objectives of the program • State the roles & responsibilities of Assistant Beauty Therapist • List the career opportunities in skincare service • Discuss about the projected growth in skincare service 	
Classroom Aids	
Computer, projector, white board/ flip chart, marker and duster	
Tools, Equipment and Other Requirements	
Computer, Sticky Keys, Foot Pedals, Access Switches, Wheel Chair, Walker, One-Handed Keyboard, Pencil Gripper, Automatic Page Turner, Grab Bar, Speech to Text software etc.	

Prepare and maintain work area

Mapped to Assistant Beauty Therapist, BWS/Q0101

Terminal Outcomes:

- Carry out preparation and maintenance of work area

Duration: 03:00 Hrs.	Duration: 10:00 Hrs.
<p>Theory – Key Learning Outcomes</p> <ul style="list-style-type: none"> • Discuss the significance of maintaining hygienic, safe, disinfected and suitable ambient conditions at work place; such as by using air purifiers to reduce dust, dander, smoke, allergens & odour resulting in a healthier, fresher & cleaner environment and 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 co-workers/ clientele, etc. • Identify and prepare equipment & products required for the respective service • Discuss the instructions required in preparing a sterilization solution as per organizational standards using approved products and as per manufacturer's and checking leakages • Identify need of segregating recyclable, non-recyclable and hazardous waste generated in separate bin • Conduct employee awareness program; such as for COVID-19 by displaying posters/ signage's promoting regular hand-washing and respiratory hygiene in the premises 	<p>Practical – Key Learning Outcomes</p> <ul style="list-style-type: none"> • Demonstrate organizing the sterilized/ disinfected equipment for a service delivery; equipment such as bowls, cotton etc. • Demonstrate disposing of waste in the designated area at work place; waste materials such as disposable triple layered surgical face mask, disposable gloves, etc. • Demonstrate the use of electrical equipment while providing services and its proper maintenance when not in use • Prepare reports of materials and equipment securely in line with the organisational policies • Apply digital mode of payment to lessen any kind of cross infection; digital mode such as use of debit/credit cards, internet banking, mobile wallets, digital payment apps, etc.
<p>Classroom Aids</p> <p>Computer, Projector, White Board/ Flip chart, Marker and Duster</p>	
<p>Tools, Equipment and Other Requirements</p> <p>Therapy Bed, Trolley, First Aid Kit, Fire Extinguishers, Sterilizers, Hot Cabinets, Waste Disposal Bin, Record Book, Bowls, Bed, Basket, Recliner Chair, Bowl, Cotton, Hand Sanitizer, and Masks Computer, Sticky Keys. Foot Pedals, Access Switches, Wheel Chair, Walker, One-Handed Keyboard, Pencil Gripper, Automatic Page Turner, Grab Bar, Speech to Text software etc.</p>	

Provide basic skin care services

Mapped to Assistant Beauty Therapist, BWS/Q0101

Terminal Outcomes:

- Perform basic skin care services; such as facials, cleansing, toning, moisturizing, exfoliations, skin warming and blackhead extraction

Duration: 15:00 Hrs.	Duration: 45:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the anatomical structure of the skin; such as the layers of the epidermis, the dermis, the subcutaneous layer, the hair follicle, the hair shaft, the sebaceous gland, arrector pili muscle, sweat gland, and sensory nerve endings • Identify the functions of the skin; such as sensitivity, heat regulation, absorption, protection, excretion, secretion and vitamin D production • Identify the characteristics of the skin, its type and conditions • Identify the effect of the natural ageing process on the skin, facial muscles and muscle tone • Identify various environmental and lifestyle factors affecting the skin • Identify erythema and its causes • Identify contra-indications which may occur during the facial and bleach services 	<ul style="list-style-type: none"> • Prepare the client, self and work area for basic skin care services • Apply facial and bleach techniques for clients • Treat various skin conditions - psoriasis,eczema, acne, etc. • Perform suitable course of services and procedures for various skin types and conditions, and recommended frequency of service - daily, weekly, monthly, etc. • Use different products available for facial and bleach services • Differentiate between various types of specialist skin products and methods • Categories the benefits of various beauty services; such as used for cleansing, exfoliating and toning the skin • Massage by applying masks and skin care products & warm the skin using different types of skin warming devices • Perform safe manual black head extraction using come done extractor • Illustrate different types of masks and their effects on the skin like cream, warm oil, clay, peel off, thermal, etc. • Perform aftercare services by recommending basic home care routine for skin protection
Classroom Aids	
Computer, Projector, White Board/ Flip chart, Marker and Duster	
Tools, Equipment and Other Requirements	
Anatomy and Physiology Charts, Therapy Bed, Beauty Stool/Chair, Trolley, Bowls, Sterilized Come done Extractor, Face Steamer, Cotton, Facial Tissues, Towel, Pack Brush, Dustbin, Disposable Sheets and Aprons, Face Masks and Beauty consumables, Computer, Sticky Keys. Foot Pedals, Access Switches, Wheel Chair, Walker, One-Handed Keyboard, Pencil Gripper, Automatic Page Turner, Grab Bar, Speech to Text software etc.	

Carry out basic hair removal services

Mapped to Assistant Beauty Therapist, BWS/Q0101

Terminal Outcomes:

- Carry out basic hair removal services, including waxing and threading

Duration: 10:00 Hrs.	Duration: 49:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the importance of proper consulting, planning and preparing clients for waxing treatments • Identify contra-indications that affect or restrict waxing treatments • Identify various techniques associated with working temperatures for different waxing methods • Identify different types of hot wax and warm wax based on hair and skin types • Identify the advantages, disadvantages and limitations of facial waxing and suitable alternative facial hair removal procedures • Identify different types of tools and materials used for threading, e.g., scissors, disposable eyebrow brush, thread • Explain the advantages and disadvantages of threading as per the shape and proportion of the eyebrows in relation to facial features and existing eyebrow shape • List the methods to carry out the threading techniques • Explain the significance of maintaining customer service principles including privacy and protection to modesty of the customers 	<ul style="list-style-type: none"> • Carry out the safe and effective methods of working when waxing • Select & apply proper equipment, materials, products, techniques for effective waxing services • Select & apply methods of application and removal of waxing products in relation to the direction of hair growth • Apply various methods of hair removal and their effects like threading, sugaring, tweezing, shaving, depilatory creams, electrical depilatory, etc. • Select & apply proper threading tools, materials and equipment; such as to suit male client requirements, e.g., removing external hair on ears and nose • Perform aftercare advice for clients; such as activities to avoid after waxing services i.e., possible contra-actions that may occur after waxing services • Execute record services; such as maintaining product usage (inventory) record
Classroom Aids	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
Tools, Equipment and Other Requirements	
Therapy Bed, Beauty Trolley, Wax Heater, Wax Strips, Wax Knife, Spatula, Bowls, Dustbin, Bed/Recliner, Chair, Bowl, Cotton, Mirror, Facial Tissues, Towel, Disposable Aprons and Sheets Computer, Sticky Keys. Foot Pedals, Access Switches, Wheel Chair, Walker, One-Handed Keyboard, Pencil Gripper, Automatic Page Turner, Grab Bar, Speech to Text software etc.	

Perform manicure and pedicure services

Mapped to Assistant Beauty Therapist, BWS/Q0101

Terminal Outcomes:

- Carry out pedicure and manicure services

Duration: 10:00 Hrs.	Duration: 50:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Identify the structure, function, and characteristics of nail and the process of nail growth • Identify bones of lower leg, foot, wrist, hands fingers and forearm • Explain the structure and functions of the lymphatic vessels of the lower leg, foot, hand and arm • Explain the arteries and veins of lower leg, foot, hand and arm • Identify muscles of the lower leg, foot, hand and arms • Identify nail diseases and disorder • Explain nail and analyse skin by visual/manual examination to identify treatable conditions and contra-indications restricting or preventing treatment 	<ul style="list-style-type: none"> • Apply safe and effective methods of working when providing services • Perform client consultation, treatment planning and preparation • Demonstrate the process followed in pedicure and manicure services • Demonstrate and identify contra-indications and contra-actions that may affect or restrict the services • Perform aftercare advice for clients
Classroom Aids	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
Tools, Equipment and Other Requirements	
Anatomy and Physiology Chart, Manicure Chair/ Stool, Bowls, Manicure Brush, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange Stick, Nail Filer, Pack Brush, Dustbin, Pedicure Chair/ Stool, Foot Scraper, Emery Board, Pumic Stone, Toe Separator, Pedicure Brush, Cotton Wool, Nail Paint Remover, Hand and Foot Cream, Hand and Foot Scrub, Cleanser, Towels, Trolley, Nail Paints, and Disposable Aprons and Sheets. Computer, Sticky Keys. Foot Pedals, Access Switches, Wheel Chair, Walker, One-Handed Keyboard, Pencil Gripper, Automatic Page Turner, Grab Bar, Speech to Text software etc.	

Perform simple make-up services

Mapped to Assistant Beauty Therapist, BWS/Q0101

Terminal Outcomes:

- Carry out simple make-up services

Duration: 10:00 Hrs.	Duration: 50:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Identify & 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 • Describe the need of cleaning, toning and moisturizing the skin to suit the client’s skin type and needs in the correct sequence, applying correct techniques • Identify & 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. • Explain the role of disposing off waste materials as per organisational standards in a safe and hygienic manner • Explain the significance of maintaining customer service principles including privacy and protection to modesty of the customers 	<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 • Demonstrate various plans followed in simple makeup services • Demonstrate and identify contra-indications and contra-actions that may affect or restrict the services • Practice completing the procedure to the satisfaction of the client in a commercially acceptable time and as per organisational standards • Perform aftercare advice for clients • Practice handling the costume safely, avoiding any additional wrinkles or crumpling; such as saree, lehenga, mekhla, Christian gown, dupatta etc. • Perform costume on customer using correct techniques and without discomfort to the customer
Classroom Aids	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
Tools, Equipment and Other Requirements	
Make-up Chair, Trolley, Mirrors, Lighting Foundations, Concealer, Powder, Blusher, Eye-shadow, Mascara, Eye pencil, Liquid liner, Lip liner, Lipstick, Lip gloss, Corrective makeup/ Colored Concealer, Brushes, and Applicators, Computer, Sticky Keys. Foot Pedals, Access Switches, Wheel Chair, Walker, One-Handed Keyboard, Pencil Gripper, Automatic Page Turner, Grab Bar, Speech to Text software etc.	

Provide simple hair dressing services to produce common hair dos

Mapped to Assistant Beauty Therapist, BWS/Q0101

Terminal Outcomes:

- Perform variety of simple, common hair dressing techniques for clients

Duration: 07:00 Hrs.	Duration: 44:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Identify the condition of the hair and scalp and provide the suitable services; conditions such as hair structure and hair shaft • Identify & select suitable products, tools and equipment based on the client’s hair and scalp condition • Identify the contra-indications that may affect service plan and relevant actions • Explain the significance of maintaining customer service principles including privacy and protection to modesty of the customers 	<ul style="list-style-type: none"> • Prepare self, client and the work area for head massage • Perform various styles according to the occasion based on hair cut/style, texture, length, density, growth patterns, skin tone, face shape, lifestyle, existing curl; such as Plait, twists, braids, knots, chignon, pleat, rolls, ringlets, smooth blow dry, curly blow dry, etc. • Use various hair accessories: Pins, clips, false hair, parandas, nets, veils, fresh flowers (gajra), etc. • Perform hair straightening or blow-drying hair as per the required hair style • Carry out disposing of all the waste safety according to the salon’s standards of hygiene and safety • Perform aftercare advice for clients
Classroom Aids	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
Tools, Equipment and Other Requirements	
Hair Clips, Hair Band, Sheets to protect client clothing, Bin, Trolley, Stool/ Chair, Bowl, Magnifying Lamp, Cotton Wool, Tissues, Cotton Buds, Combs, Mirror, False Hair/Wig, Parandas, Nets, Veils, Fresh Flowers (Gajra), Disposable Aprons, and Blow Dryer, Computer, Sticky Keys, Foot Pedals, Access Switches, Wheel Chair, Walker, One-Handed Keyboard, Pencil Gripper, Automatic Page Turner, Grab Bar, Speech to Text software etc.	

Maintain health and safety at the workplace

Mapped to Assistant Beauty Therapist, BWS/Q0101

Terminal Outcomes:

- Describe the application of health and safety practices at the workplace

Duration: 03:00 Hrs.	Duration: 10:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> State the significance of personal protective equipment (PPE) & its efficient supply at work place; PPE such as tissues, antibacterial soaps, alcohol-based hand cleansers, triple layered surgical face masks, gloves, etc. Discuss the importance of maintaining basic hygiene at work place 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. Explain the importance of maintaining first aid kit at work place Identify and list potential risks and hazards in the workplace 	<ul style="list-style-type: none"> Demonstrate and state significance of maintaining posture and position to minimize fatigue and the risk of injury Demonstrate the method of sterilizing equipment & tools before and after use Prepare, maintain and report accident reports as per organisational policies
Classroom Aids	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
Tools, Equipment and Other Requirements	
First Aid Kit, Fire Extinguishers, Sterilizers, Hot Cabinets, Waste Disposal, Bins, Hand Sanitizer, Towels, and Masks, Computer, Sticky Keys, Foot Pedals, Access Switches, Wheel Chair, Walker, One-Handed Keyboard, Pencil Gripper, Automatic Page Turner, Grab Bar, Speech to Text software etc.	

Create a positive impression at the workplace

Mapped to Assistant Beauty Therapist, BWS/Q0101

Terminal Outcomes:

- Describe the importance of personal hygiene and grooming while executing task

Duration: 22:00 Hrs.	Duration: 30:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Explain the importance of maintaining personal hygiene and grooming; such as sanitized hands, neatly tied and covered hair, clean nails, sanitized uniform while engaging with clients with no gender stereotyping, to ensure privacy, comfort and wellbeing of all the genders throughout the services, etc. List the ways to manage client expectations; such as by identifying new techniques State the importance of maintaining confidentiality of information while performing documentation of records Conduct employee awareness program; such as internalization of gender, PwD sensitization on designing PwD friendly workplace 	<ul style="list-style-type: none"> Demonstrate confidence at the workplace by managing and identifying various business opportunities Demonstrate the different formats of maintaining documentation of records Demonstrate the process of client appointment scheduling; pre-bookings and maintaining the work area, equipment, product stocks to meet the schedule Carry out different & effective ways of communication for clients; clients could be from different culture, religion, age, background, disability, gender; and communication such as email, phone etc. Perform activities related to the financial literacy; such as saving money, opening bank accounts, linking Aadhaar card to bank account, using various e-commerce payment systems, etc.
Classroom Aids	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
Tools, Equipment and Other Requirements	
POS Machine, Computer, Sticky Keys. Foot Pedals, Access Switches, Wheel Chair, Walker, One-Handed Keyboard, Pencil Gripper, Automatic Page Turner, Grab Bar, Speech to Text software etc.	

Carry out application of simple mehndi designs

Mapped to Assistant Beauty Therapist, BWS/Q0101

Terminal Outcomes:

- Carry out application of simple mehndi designs

Duration: 07:00 Hrs.	Duration: 12:00 Hrs.
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Identify contra-indications and contra-actions for mehndi application • Describe the process of preparing and storing mehndi • Explain the skin sensitivity, its importance and procedure • Identify risks of using sub-standard products • List the significance of providing customer comfort and satisfaction while undergoing the process of mehndi application • Identify the factors impacting resultant colour of the applied mehndi 	<ul style="list-style-type: none"> • Apply right consistency of mehndi mixture • Apply simple design elements used for mehndi designing • Select various parts of the body commonly used for mehndi application • Follow customer service principles including privacy and protection to modesty of the customers • Perform aftercare advice for clients
Classroom Aids	
Computer, Projector, White Board/ Flip Chart, Marker and Duster	
Tools, Equipment and Other Requirements	
Computer, Sticky Keys, Foot Pedals, Access Switches, Wheel Chair, Walker, One-Handed Keyboard, Pencil Gripper, Automatic Page Turner, Grab Bar, Speech to Text software etc.	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Advance Diploma	Cosmetology/Beauty Course	3	Skincare Services	2	N. A	Advance Diploma should be minimum of 1 year

Trainer Certification		
Domain Certification	Platform Certification	Disability specific Top Uptraining
BWS/Q0101, V3.0 Trainer Minimum accepted score is 80%	MEP/Q2601, V1.0 Trainer Minimum accepted score is 80%	The Inclusive Trainer should be certified in Disability Specific Top Up Training PWD/Q0101, v1.0 Trainer-PwD conducted by SCPwD with minimum accepted score of 80% as per SCPwD guidelines.

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Cosmetology/ Beauty Courses	5	Skincare Services	2	N.A	N.A

Assessor Certification		
Domain Certification	Platform Certification	Disability specific Top Up training
BWS/Q0101, V3.0 Assessor Minimum accepted score is 80%	MEP/Q2701, V1.0 Assessor Minimum accepted score is 80%	The Inclusive Assessor should be certified in Disability Specific Top Up Training conducted by SCPwD with minimum accepted score of 80% as per SCPwD guidelines.

Assessment Strategy

Assessment system Overview

Assessment will be carried out by assessment partners with no link to training partners. Based on the results of assessment, B&WSSC will certify the learners. Assessor has to pass assessment of theoretical knowledge of the job role and approved by B&WSSC.

The assessment will have both theory and practical components in 20:80 ratios. While theory assessment is summative and a written exam; practical will involve demonstrations of applications and presentations of procedures and other components. Practical assessment will also be summative in nature.

Testing Environment

Training partner has to share the batch start date and end date, number of trainees and the job role.

Assessment will be fixed for a day after the end date of training. It could be next day or later. Assessment will be conducted at the training venue.

Room where assessment is conducted will be set with proper seating arrangements with enough space to prevent copying.

Question bank of theory and practical will be prepared by assessment agency and approved B&WSSC. From this set of questions, assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial question, etc. which will test the trainee on his theoretical knowledge of the subject.

The theory and practical assessments will be carried out on same day. The question paper is pre-loaded in the computer (incase of online assessment) and it will be in the language requested by the training partner.

Presentation will be one mode of assessment and so computers and LDC projector will be available for assessment. Viva will also be used to gauge trainee's confidence and correct knowledge in handling job situations.

Assessment Quality Assurance framework

Assessor has to go through orientation program organized by Assessment Agency. The training would give an overview to the assessors on the overall framework of QP evaluation. Assessor shall be given a NOS and PC level overview of each QP as applicable. Overall structure of assessment and objectivity of the marking scheme will be explained to them.

The giving of marks will be driven by an objective framework which will maintain standardization of marking scheme.

In case of many candidates to be accommodated in one venue for theory assessment, caution is taken not to let the candidates who competed test meet those who have not. Once the first batch has moved out of the knowledge-based assessment area, the second batch must be taken from the main waiting area and seated in the respective seats for their knowledge-based assessment.

For practical, the instructions for taking the test are clearly written on the board in the lab or shared with the candidates verbally.

The assessment will be video recorded and submitted to B&WSSC. The training partner will intimate the time of arrival of the assessor and time of leaving the venue.

Methods of Validation

Unless the trainee is registered, the person cannot undergo assessment. To further ensure that the person registered is the person appearing for assessment, id verification will be carried out. Aadhar card number is part of registering the candidate for training. This will form the basis of further verification during the assessment.

Assessor conducts the assessment in accordance with the assessment guidelines and question bank as per the job role.

The assessor carries tablet with the loaded questions. This tablet is geotagged and so it is monitored to check their arrival and completion of assessment.

Video of the practical session is prepared and submitted to B&WSSC.

Random spot checks/audit is conducted by B&WSSC assigned persons to check the quality of assessment.

Assessment agency will be responsible to put details in SIP.

B&WSSC will also validate the data and result received from the assessment agency.

Method of assessment documentation and access

The assessment agency will upload the result of assessment in the portal. The data will not be accessible for change by the assessment agency after the upload. The assessment data will be validated by B&WSSC assessment team. After upload, only B&WSSC can access this data. B&WSSC approves the results within a week and uploads on SIP.

Guidelines for Trainer

Accommodation Guideline recommended for Inclusive Trainers Persons with Locomotor Disability

Characteristics

Students with physical disabilities may experience limitations in one of the following ways:

- Writing
- Sitting at a standard desk or on the floor;
- Participating in activities where tables and instruments are difficult to access
- Movements within the class and within the school;
- Mobility in spaces that are not user friendly for wheelchair

Guidelines for Trainers

1. Provide a supportive and welcoming environment by sensitizing other students /staff for creating a sense of responsibility in them.
2. Make the classroom accessible.
3. Sitting plan should include accommodating a Person using Wheelchair in the front row
4. Provide accessible seating arrangement. The height of the table should be accessible for Persons using wheelchair.
5. Make writers available for written work and for tests and exams if the candidate has difficulty in writing owing to upper limb dysfunction.
6. Give additional time for completing assignments/exams
7. Consider alternative to activities involving writing, drawing and other fine motor activities, such as sorting, threading, solving puzzles, etc. for persons whose upper limbs are affected
8. Free movement of learners within the class must be ensured by keeping the classroom environment clutterfree. There should be accessible walking space for safe walking with no protruding objects or obstacles in the classroom/laboratory or corridors.
9. Students can use adapted brushes, modified pencils and thick markers that can be gripped easily, for drawing. Alternatively, the candidates can use stamping methods or paste cut outs. The books, papers, brushes etc. can be fixed on the table with the help of tape etc. so that they do not slip down.



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 a task 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 psychomotor 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