

Model Curriculum

Beauty Therapist

SECTOR: BEAUTY AND WELLNESS
SUB-SECTOR: BEAUTY & SALONS
OCCUPATION: SKIN CARE SERVICES
REFERENCE ID: BWS/Q0102 VERSION 1.0
NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

BEAUTY AND WELLNESS SECTOR SKILLS COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: '**Beauty Therapist**' QP No. **BWS/Q00102, Level 4**

Date of Issuance: 30th December 2015

Valid up to: 29th December 2016

* Valid up to the next review date of the Qualification Pack



Chairperson
(Beauty & Wellness Sector Skill Council)

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Beauty Therapist

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Beauty Therapist”, in the “Beauty and wellness” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Beauty Therapist		
Qualification Pack Name & Reference ID.	Beauty Therapist BWS/Q0102		
Version No.	1.0	Version Update Date	30-12-2015
Pre-requisites to Training	Minimum qualification – Class X pass/the ability to read/write and communicate effectively on the job role		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Prepare and maintain work area-preparing the equipment, products and work area ahead of service delivery to ensure the efficiency and effectiveness of conducting treatments considering the standards of operation of the salon. • Perform skin care services- Improving facial skin condition using exfoliation, skin warming, comedone extraction, facial massage, mask treatments and moisturizing. • Perform depilation services consulting, preparing, planning and performing the treatment of various waxing techniques to remove hair in the areas of face, legs, underarm, and bikini line and provide after care advice. • Perform manicure and pedicure services carry out manicure and pedicure services to improve the appearance of the nails and skin, • Perform makeup services provide make-up for a variety of occasions, including day, evening and special occasions. • Maintain health and safety of work area maintains a safe and hygienic environment at the work area to reduce potential risks to self and others. • Create a positive impression at work area personal grooming and behavior to execute tasks as per the salon’s standards and create a positive impression at the workplace. 		

This course encompasses 7 out of 7 National Occupational Standards (NOS) of “Beauty Therapist” Qualification Pack issued by “Beauty and Wellness Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code BWS/N 9001 BWS/N 9003	<ul style="list-style-type: none"> Identify the career opportunities and working methods within the hair and beauty sector Identify and list the hairdressing services and beauty 	
2	Anatomy and Physiology Theory Duration (hh:mm) 30:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code BWS/N 0104 BWS/N 0401 BWS/N 0108: BWS/N 0112 BWS/N 0106	<ul style="list-style-type: none"> Understand the structure of the skin Describe the function of the skin Identify the characteristics of the skin and skin types of different ethnic client groups Explain the position and action of the facial, neck and shoulder muscles Identify the bones of the head, Face, neck and shoulder girdle and their position Explain the effect of the natural ageing process on the skin and muscle tone Explain the Circulatory System, functions of blood, arteries, veins, blood composition and circulation and lymphatic system. Identify the allergies, contraindications, contra actions,(Erythema) Explain the structure, function, , hair growth cycle and types of hair Explain the structure, function, characteristics of nail and process of nail growth Identify bones of Lower leg and Foot Identify bones of the wrist, hands fingers and forearm Explain structure and functions of the lymphatic vessels of the lower leg, foot, hand and arm Explain arteries and veins of lower leg, foot, hand and arm Identify muscles of the lower leg, foot, hand and arms Identify nail diseases and disorders Identify nail and skin analysis by visual/manual examination to identify treatable conditions and contra indications restricting or preventing treatment 	Anatomy and physiology charts
3	Health and Safety Theory Duration (hh:mm) 08:00	<ul style="list-style-type: none"> Identify contra-indications related to beauty treatments Understand process and products to sterilize and disinfect equipment/ tools Follow manufacturer's instructions related to equipment and product use and cleaning Understand handling, usage and storage of products, tools and equipment safely 	First aid kit Fire extinguishers Sterilizers Hot cabinets Waste disposal bins

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Practical Duration (hh:mm) 10:00 Corresponding NOS Code BWS/N9002	<ul style="list-style-type: none"> Understand knowledge of applicable legislation relating to the workplace (for example health and safety, workplace regulations, use of work equipment, control of substances hazardous to health, handling/storage/disposal/ cautions of use of products, fire precautions, hygiene practice, disposal of waste, environmental protection) 	
4	Waxing services Theory Duration (hh:mm) 06:00 Practical Duration (hh:mm) 18:00 Corresponding NOS Code B WS/N 0106	<ul style="list-style-type: none"> Understand knowledge of anatomy and physiology that relates to waxing treatment Understand the equipment, materials, products, techniques and treatment for waxing Understand how to consult, Plan and prepare for waxing Understand the technique of removing unwanted hair Understand safe and effective methods of working when providing waxing treatments Understand contra-indications that affect or restrict waxing treatments Be able to provide aftercare advice for clients Understand the Effects, benefits and precautions for female intimate waxing Be able to prepare the client, self and work area for female intimate waxing treatments Understand the technique of providing female intimate waxing treatments 	Therapy bed Beauty Trolley Wax heater Wax strips Wax knife Spatula Bowls Dust bin
5	Threading services Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 6:00 Corresponding NOS Code BWS/N 0106	<ul style="list-style-type: none"> Understand and have Knowledge of anatomy and physiology Select threading tools, materials and equipment Understand the contra-indications and contra-actions for threading Be able to consult, plan and prepare the clients for threading services Understand the technique to remove unwanted hair Be able to provide safe and effective methods of working when providing threading services Be able to provide aftercare advice for clients 	Basket, bed/recliner chair, bowl, cotton, mirror, tissues, towel, Trolley.
6	Working together Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 08:00 Corresponding NOS Code BWS/N 9003 BWS/N 9005	<ul style="list-style-type: none"> Practice Personal grooming standards Be able to communicate and behave in a professional environment Be able to Plan and organize service feedback files/documents Be able to plan and manage work routine based on salon procedure 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
7	Client care and communication in beauty industry Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 16:00 Corresponding NOS Code B WS/N 9005 BWS/N 9003	<ul style="list-style-type: none"> • Apply effective Communication strategies when dealing with clients • Be able to adapt and adopt different methods of communication to suit different situations and client needs • Use effective consultation techniques to identify treatment objectives • Be able to manage client expectations • Explain and communicate clearly recommendations to the client • Maintain client confidentiality • Understand retail sales techniques to meet client requirements • Be able to do client scheduling and bookings and maintain the work area, equipment and product stocks to meet the schedule • Maintain accurate records of clients, treatments and stocks of products • Receive feedback in a positive manner and develop on the shortcomings. 	
8	Facial skin care Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 16:00 Corresponding NOS Code BWS/N 0104 BWS/N 9001	<ul style="list-style-type: none"> • Understand the anatomy and physiology related to facial skin care treatments • Understand the techniques to improve and maintain skin condition • Understand facial skin care techniques, products and treatment planning • Identify contra-indications that affect or restrict facial skin care treatments • Understand safe and effective methods of working when improving and maintaining facial skin condition • Be able to consult, plan and prepare clients for facials treatment • Understand the organizational and legal requirements • Provide aftercare advice for clients 	Therapy bed Beauty Stool/chair Trolley Bowls Sterilizer Como done remover Face steamer Pack Brush Dust Bin
9	Manicure and pedicure services Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 24:00 Corresponding NOS Code BWS/N 0401 BWS/N 9001	<ul style="list-style-type: none"> • Understand the anatomy and physiology related to manicure and pedicure services • Understand the Manicure and Pedicure tools, equipment, products and techniques. • Be able to use safe and effective methods of working while providing manicure services • Be able to consult, conduct treatment planning and prepare client for the service • Understand organizational and legal requirements • Identify contra-indications and contra-actions that affect or restrict manicure and pedicure services • Provide aftercare advice for clients. 	Manicure Chair Manicure stool Sterilizer Bowls Manicure brush Nail Cutter Cuticle Pusher Cuticle Nipper Orange stick Nail Filer Pack brush Dust bin Pedicure – Pedicure Chair Pedicure Stool Sterilizer Bowls Foot Scrapper Emery Board

Sr. No.	Module	Key Learning Outcomes	Equipment Required
			Pumice Stone Nail Cutter Cuticle Pusher Cuticle Nipper Orange stick Nail filer Toe separator Pedicure Brush Pack brush Dust Bin
10	Make up services Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 32:00 Corresponding NOS Code WS/N 0108: BWS/N 9001	<ul style="list-style-type: none"> Understand Skin analysis and interpretation Demonstrate Make up for different occasions- day, evening and special occasions. Identify requirements for make-up treatments Be able to select products, tools and equipment to suit client treatment needs, skin types and conditions Explain effects and benefits of different products and techniques used in bridal make-up Use consultation techniques to identify treatment objectives Prepare client, self and work area for make-up application Demonstrate application of make-up for a range of occasions Provide aftercare advise to the client Record the results of the treatment 	Make up Chair Trolley Mirrors Lighting Foundations, concealer, powder, blusher eyeshadow mascara, eye pencil, liquid liner, lip liner, lipstick, lip gloss, corrective make-up/colored concealer, brushes, applicators
	Total Duration Theory Duration 92:00 Practical Duration 140:00	Unique Equipment Required: Anatomy and physiology charts, First aid kit, Fire extinguishers, Sterilizers, Hot cabinets, Waste disposal bins, Therapy bed, Beauty Stool/chair, Trolley, Bowls, Como done remover, Face steamer Pack Brush, Dust Bin, Manicure Chair, Manicure stool, Manicure brush, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange stick, Nail Filer, Pack brush, Pedicure Chair, Pedicure Stool, Foot Scraper, Emery Board, Pumice Stone, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange stick, Nail filer, Toe separator, Pedicure Brush, Pack brush, Make up Chair, Mirrors, Lighting, Foundations, concealer, powder, blusher eye shadow mascara, eye pencil, liquid liner, lip liner, lipstick, lip-gloss, corrective make-up/colored concealer, brushes, applicators, Headband, large towel/Client couch, bin with liner, cotton wool, mirror, magnifying lamp, tissues, machines (EMS, lymphatic drainage unit, high-frequency, galvanic, micro current) and all relevant leads, electrodes, pads and ventouse.	

Grand Total Course Duration: **232Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by Beauty & Wellness Sector Skill Council)

Trainer Prerequisites for Job role: “Beauty Therapist” mapped to Qualification Pack: “BWS/Q0102”

Sr. No.	Area	Details
1	Job Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	Graduate with cosmetology/Beauty & Wellness certificate or Diploma in beauty & wellness with 2 years+ experience as a beautician. Work experience in beauty & wellness segment (at least 2 years). Good knowledge of sector related services/processes with prior experience in training/teaching
4a	Domain Certification	Cosmetology / Beauty & Wellness certificate or Diploma in beauty & wellness
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402”. Minimum accepted score is 70%
5	Experience	Minimum 2 years.

Annexure : Assessment Criteria

Assessment Criteria for Beauty Therapist	
Job Role	Beauty Therapist
Qualification Pack	BWS/Q0102Version 1.0
Sector Skill Council	Beauty and Wellness

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria
5	To pass the Qualification Pack , every trainee should score a aggregate of 70% in the QP

Assessment Outcome (Nos Code And Description)	Assessment criteria (PC)	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
1. BWS/N9001 (Prepare and maintain work area)	PC1. Ensure that environmental conditions are suitable for the client and the treatment to be carried out in a hygiene and safe environment		15	3	12
	PC2 Select suitable equipment and products required for the treatment		19	5	14
	PC3 Set up the equipment and prepare the products for treatments in adherence to the salon procedures and product/ equipment guidelines		20	4	16
	PC4 Place the products in the trolley for the treatment.		12	2	10
	PC5 Sterilize, disinfect and place the tools on the tray.		14	4	10
	PC6 Dispose waste materials in adherence to the salon's and industry requirements		10	2	8
	PC7 Store records, materials and equipment securely in line with the salon's policies		10	2	8
	Total		100	22	78
2. BWS/N0104 (Perform skin care services)	PC1. Adhere to the health and safety standards laid out by the manufacturer and salon	100	9	2	7
	PC2. Position self and client throughout treatment to ensure privacy, comfort and wellbeing		3	0	3
	PC3. Perform and adapt the therapy using materials, equipment and techniques correctly and safely to meet the needs of the client		11	3	8
	PC4. Carry out facial care/ clean-up process using the products and equipment as per service levels laid down by the salon		9	2	7
	PC5. Clarify the client's understanding and expectation prior to commencement of treatment		6	2	4
	PC6. Clean the skin and remove all traces of make-up by using suitable deep cleansing techniques.		7	2	5
	PC7. Use an exfoliation technique suitable for the client's skin type and skin condition		7	2	5
	PC8. Use a suitable skin warming technique and carry out any necessary extraction relevant to the client's skin type and skin condition		7	2	5
	PC9. Provide facial massage using a medium and techniques suitable for the client's skin type and condition		9	2	7
	PC10. Apply mask treatments evenly and neatly, covering the area to be treated		8	2	6
	PC11. Remove masks as per the recommended time frame		6	2	4

Assessment Outcome (Nos Code And Description)	Assessment criteria (PC)	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
	PC12. Ensure the skin is left clean, toned and suitably moisturized		6	2	4
	PC13. Complete the therapy to the satisfaction of the client in a commercially acceptable time		4	1	3
	PC14. Record the therapy accurately and store information securely in line with the salon's policies		4	1	3
	PC15. Provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client		4	1	3
	Total		100	26	74
3. BWS/N0105 (Perform depilation services)	PC1. Adhere to the health and safety standards laid out by the manufacturer and salon		6	2	4
	PC2. Sanitize the hands prior to treatment commencement		1	0.5	0.5
	PC3. Prepare the client and provide suitable protective apparel		1	0.5	0.5
	PC4. Clarify the client's understanding and expectation prior to commencement of treatment		1	0.5	0.5
	PC5. Select and prepare products, tools and equipment that are suitable to meet to the client's needs and treatment plan		4	1	3
	PC6. Position self and client throughout treatment to ensure privacy, comfort and wellbeing		1	0.5	0.5
	PC7. Perform and adapt the therapy using materials, equipment and techniques correctly and safely to meet the needs of the client		4	1	3
	PC8. Conduct a test patch and skin sensitivity test ahead of the waxing treatment		4	1	3
	PC9. Carry out the process using the equipment and products (hot wax, warm/ cool wax, strips etc.) as per standards of services laid down by the salon		4	1	3
	PC10. Apply the appropriate pre-wax products prior to waxing based on manufacturers' instructions		3	1	2
	PC11. Apply the wax and remove the wax appropriately based on according to the direction of hair growth and manufacturer's instructions		4	1	3
	PC12. Maintain the client's modesty and privacy at all times, following work techniques that minimize discomfort to the client		1	0.5	0.5
	PC13. Check the client's wellbeing throughout the service and giving the necessary reassurance		1	0.5	0.5
	PC14. Clean the treated area and use a suitable soothing product		4	1	3

Assessment Outcome (Nos Code And Description)	Assessment criteria (PC)	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
	PC15. Complete the therapy to the satisfaction of the client in a commercially acceptable time		2	0.5	1.5
	PC16. Record the therapy accurately and store information securely in line with the salon's policies		2	1	1
	PC17. Provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client		4	1	3
	PC18. Minimize the wastage of products and store chemicals and equipment securely post treatment		1	0.5	0.5
	PC19. Dispose all waste safely according to the salon's standards of hygiene and safety		2	1	1
	PC20. Consult, plan and prepare for sensitive area and female intimate waxing services		2	0.5	1.5
	PC21. Select the tools and products used for sensitive and intimate area waxing		2	0.5	1.5
	PC22. Prepare the sensitive and intimate area to be treated and to trim of overlong hair for the treatment		2	0.5	1.5
	PC23. Understand the hair growth pattern of sensitive and intimate area waxing and perform application and removal of waxing		2	0.5	1.5
	PC24. Prior to the waxing service check the correct temperature of wax for the client and the area to be treated		2	0.5	1.5
	PC25. Understand the correct positioning of the client and treatment techniques (application of wax to pubic area)		2	0.5	1.5
	PC26. Instruct the client clearly on how and when to support their skin during the sensitive and intimate area waxing service		2	0.5	1.5
	PC27. Understand sensitive area and intimate waxing services and give aftercare advice		2	0.5	1.5
	PC28. Position self and client throughout treatment to ensure privacy, comfort and wellbeing		1	0.5	0.5
	PC29. Perform and adapt the therapy using materials, equipment and techniques correctly and safely to meet the needs of the client		6	2	4
	PC30. Carry out the process using the tools and materials (threads, scissors etc.) and as per process laid down by the salon		6	1	5
	PC31. Ensure the hair removal methods are carried out at a comfortable distance from the client whilst maintaining the correct tension of the thread		4	1	3

Assessment Outcome (Nos Code And Description)	Assessment criteria (PC)	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
	PC32. Provide clear instructions to the client on how and when to support their skin through the threading process		2	0.5	1.5
	PC33. Maintain the client's modesty and privacy at all times, following work techniques that minimize discomfort to the client		1	0.5	0.5
	PC34. Check the client's wellbeing throughout the service and giving the necessary reassurance		1	0.5	0.5
	PC35. Clean the treated area and use a suitable soothing product		3	1	2
	PC36. Complete the therapy to the satisfaction of the client in a commercially acceptable time		2	0.5	1.5
	PC37. Record the therapy accurately and store information securely in line with the salon's policies		2	1	1
	PC38. Provide specific after-process advice to the client		3	1	2
	PC39. Minimize the wastage of products and store chemicals and equipment securely post treatment		1	0.5	0.5
	PC40. Dispose all waste safely according to the salon's standards of hygiene and safety		2	1	1
	Total		100	31	69
4. BWS/N0401 (Perform manicure and pedicure services)	Adhere to the health and safety standards laid out by the manufacturer and salon		3	0.5	2.5
	PC1. Sanitize the hands prior to procedure commencement		2	0.5	1.5
	PC2. Prepare the client and provide suitable protective apparel		2	0.5	1.5
	PC3. Clarify the client's understanding and expectation prior to commencement of procedure		2	0.5	1.5
	PC4. Position self and client throughout procedure to ensure privacy, comfort and wellbeing		2	0.5	1.5
	PC5. Adjust the client's position to meet the needs of the service without causing them discomfort		2	0.5	1.5
	PC6. Perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client		3	0.5	2.5
	PC7. Remove any existing nail polish		2	0.5	1.5
	PC8. Check the desired length and shape with the client		3	0.5	2.5
	PC9. File the nails ensuring the nail's free edge is left smooth and shaped to required length according to the client's needs		5	0.5	4.5
	PC10. Remove dirt in the underside of the nails		2	0.5	1.5
	PC11. Use suitable cuticle tools and products safely and effectively to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged		5	0.5	4.5

Assessment Outcome (Nos Code And Description)	Assessment criteria (PC)	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
	PC12. Use specialized hand and nail treatments to improve the appearance of the client's skin and nails		5	1	4
	PC13. Use smooth and even massage techniques and pressure to meet the client's needs using appropriate products (Ex. Massage creams, lotions)		4	0.5	3.5
	PC14. Leave the hands and lower arms free of any excess massage medium		2	0.5	1.5
	PC15. Check that the nail plate is clean, dry and oil free and the underside is clean and free of debris		2	0.5	1.5
	PC16. Apply one base coat, polish coats as desired and one top coat for the desired finish		3	0.5	2.5
	PC17. Check that the nail finish is left with smooth and even texture and colour, with the cuticle and nail wall free polish		3	0.5	2.5
	PC18. clean and dry the client's legs		2	0.5	1.5
	PC19. remove any existing nail polish		2	0.5	1.5
	PC20. check the desired length and shape with the client		3	0.5	2.5
	PC21. file the nails ensuring the nail's free edge is left smooth and shaped to required length according to the client's needs		4	1	3
	PC22. remove dirt in the underside of the nails		2	0.5	1.5
	PC23. use suitable cuticle tools and products safely and effectively to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged		4	0.5	3.5
	PC24. remove any excessive hard skin using a foot scrapper		2	0.5	1.5
	PC25. use specialized leg and nail treatments to improve the appearance of the client's skin and nails		3	0.5	2.5
	PC26. use smooth and even massage techniques and pressure to meet the client's needs		4	2	2
	PC27. leave the foot and lower leg free of any excess massage medium		2	0.5	1.5
	PC28. check that the nail plate is dehydrated and the underside is clean and free of debris		2	0.5	1.5
	PC29. apply sufficient base coat, polish coats and top coats for the desired finish		3	0.5	2.5
	PC30. check that the nail finish is left with smooth and even texture and colour, with the cuticle and nail wall free enamel		3	0.5	2.5
	PC31. Check the client's wellbeing throughout the service and giving the necessary reassurance		3	0.5	2.5
	PC32. clean the treated area and use a suitable soothing product		2	0.5	1.5
	PC33. Complete the therapy to the satisfaction of the client in a commercially acceptable time		2	0.5	1.5
	PC34. Record the therapy accurately and store information securely in line with the salon's policies		2	0.5	1.5

Assessment Outcome (Nos Code And Description)	Assessment criteria (PC)	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
	PC35. Provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client		3	1	2
	Total		100	21	79
5. BWS/N0106 (Perform makeup services)	PC1. Adhere to the health and safety standards laid out by the manufacturer and salon		7	1	6
	PC2. Consult the client by questioning to identify contra-indications to skin and make-up products		7	1	6
	PC3. Sanitize the hands prior to treatment commencement		4	1	3
	PC4. Prepare the client and provide suitable protective apparel		4	1	3
	PC5. Position self and client throughout procedure to ensure privacy, comfort and wellbeing		4	1	3
	PC6. Define a suitable treatment plan to meet the client's needs		7	1	6
	PC7. Select and prepare suitable skin care and make up products to meet the client's needs and work plan		4	2	2
	PC8. Clarify the client's understanding and expectation prior to commencement of procedure		6	1	5
	PC9. Clean, tone and moisturize the skin to suit the client's skin type and needs		5	1	4
	PC10. Conceal skin imperfections and blemishes using the suitable colour corrective products where required		9	2	7
	PC11. Select and apply make-up products to enhance facial features, to suit the client's needs and achieve the desired effect for the occasion		9	2	7
	PC12. Adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client		8	1	7
	PC13. Adjust the client's position to meet the needs of the service without causing them discomfort		4	1	3
	PC14. Check the client's wellbeing throughout the service and giving the necessary reassurance		4	1	3
	PC15. Complete the procedure to the satisfaction of the client in a commercially acceptable time		6	1	5
	PC16. Record the procedure accurately and store information securely in line with the salon's policies		6	1	5
	PC17. Provide specific after-procedure advice to the client		6	1	5
	Total		100	20	80
6. BWS/N9002 (Maintain health and safety at the work place)	PC1. Set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements		15	3	12
	PC2. Clean and sterilize all tools and equipment before use		13	3	10
	PC3. Maintain one's posture and position to minimize fatigue and the risk of injury		9	2	7

Assessment Outcome (Nos Code And Description)	Assessment criteria (PC)	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
	PC4. Dispose waste materials in accordance to the industry accepted standards		12	2	10
	PC5. Maintain first aid kit and keep oneself updated on the first aid procedures		10	3	7
	PC6. Identify and document potential risks and hazards in the workplace		10	3	7
	PC7. Accurately maintain accident reports		10	3	7
	PC8. Report health and safety risks/ hazards to concerned personnel		10	3	7
	PC9. Use tools, equipment, chemicals and products in accordance with the salon's guidelines and manufacturers' instructions		11	3	8
	Total		100	25	75
7. BWS/N9003 (Create a positive impression at the work place)	PC1. Maintain good health and personal hygiene		8	2	6
	PC2. Comply with organisation's standards of grooming and personal behaviour		9	3	6
	PC3. Meet the organisation's standards of courtesy, behaviour and efficiency		9	3	6
	PC4. Stay free from intoxicants while on duty		2	1	1
	PC5. Wear and carry organisation's uniform and accessories correctly and smartly		6	1	5
	PC6. Take appropriate and approved actions in line with instructions and guidelines		6	2	4
	PC7. Record details related to tasks, as per procedure		5	2	3
	PC8. Participate in workplace activities as a part of the larger team		5	1	4
	PC9. Report to supervisor immediately in case there are any work issues		3	1	2
	PC10. Use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender		7	2	5
	PC11. Communicate procedure related information to clients based on the sector's code of practices and organisation's procedures/ guidelines		7	2	5
	PC12. Communicate role related information to stakeholders in a polite manner and resolve queries, if any		7	2	5
	PC13. Assist and guide clients to services or products based on their needs		4	1	3
	PC14. Report and record instances of aggressive/ unruly behaviour and seek assistance		4	1	3
	PC15. Use communication equipment (phone, email etc.) as mandated by your organization		4	1	3

Assessment Outcome (Nos Code And Description)	Assessment criteria (PC)	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
	PC16. Carry out routine documentation legibly and accurately in the desired format		6	2	4
	PC17. File routine reports and feedback		4	1	3
	PC18. Maintain confidentiality of information, as required, in the role		4	1	3
	Total		100	29	71



Beauty and Wellness Sector Skill Council

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