

2-Comp-12



Rashtriya Uchchar Shiksha Abhiyan (RUSA)
Gujarat State

Component No: 12
Component Name: Vocationalisation of higher education
Year: 2018-2019

College Name: Gujarat Commerce College
Address: Ellisbridge Ahmedabad-06
Email id: gujarat.college@yahoo.com
Website: www.gccabd.co.in
Contact No: 079-26430546; (M) 9737178086



Prepared by :

For RUSA 25/04/2019
Name of the RUSA Coordinator
Prof Yogesh S Doshi

U.S.
Name of the Principal
Prof. Usha Shankarraman

Course No. : 1

Sr. No	Particulars	Details
1.	Name of the College	Gujarat Commerce College
2.	Name of the NSDC Training Partners	Adani Skills Development Centre
3.	Name of the Sector Skill Council	BFSI
4.	Name of the Course	Pay Roll (Accounts Executive)
5.	Objectives of the Course	Mentioned below
6.	Course Content	Attached
7.	Course Hours	120 hours
8.	Total No of the Students in the Program	31
9.	Training commencement Date	07/09/2018
10.	Training Completion Date	30/10/2018
11.	Students Attendance Report consolidated and day wise	Attached
12.	Faculty participated in the Program	No
13.	Assessment Date	Yet to be done
14.	Result of the Assessment	NA
15.	Placement Details	Attached
16.	Written Testimonial	Attached
17.	Video Testimonial	Attached
18.	Cost of the Program	1,02,300 + 684 = 102984=00
19.	Payment done by the College for this Program	30,690 + 51,150 + 684 =82,524=00
20.	Benefits from the course	Students learnt accounts and will secure good jobs in respective field

Objectives of the course:

To equip the students with the latest skills of accounts and make them learn thorough with the pay rolls. Make them learn the professional ways to cater services in the respective sector.

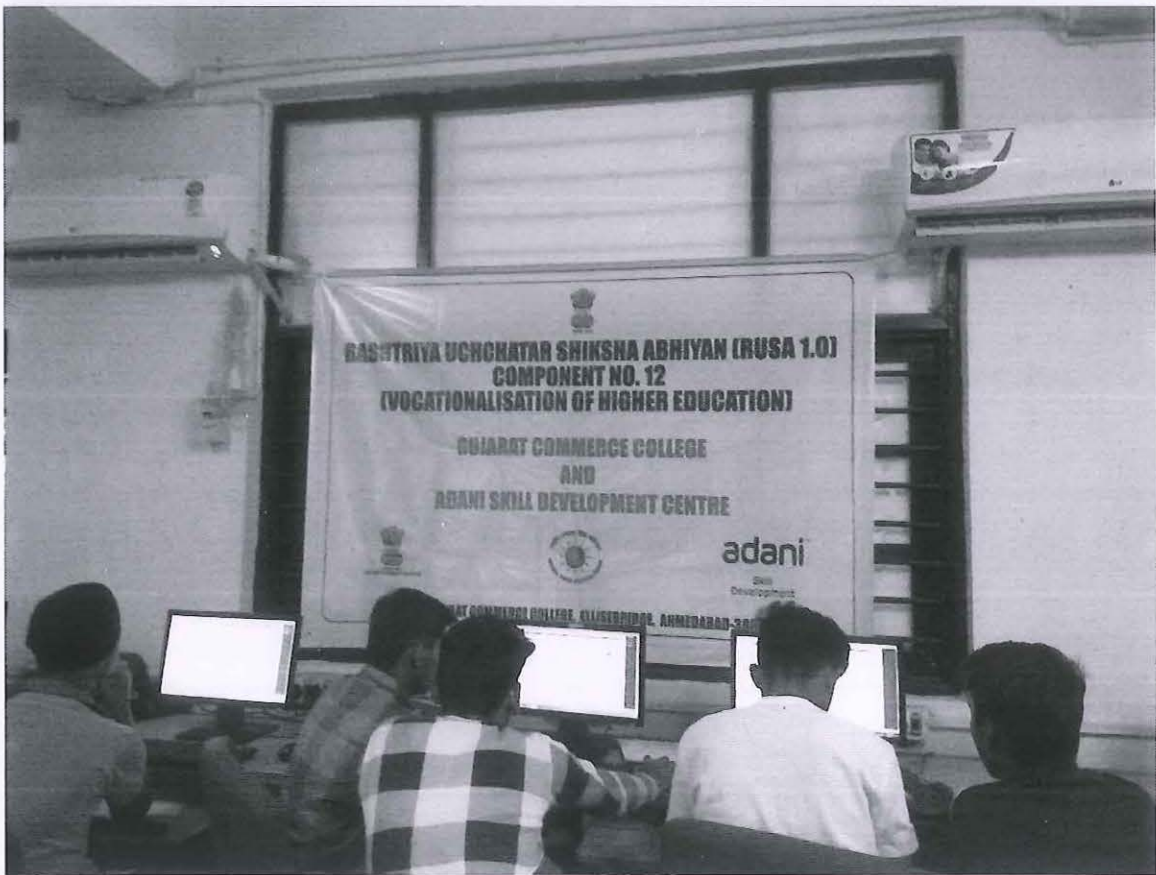
For *USA*
Sign of RUSA Coordinator



College Stamp

USA
Principal Sign and Stamp
PRINCIPAL
GUJARAT COMMERCE COLLEGE
AHMEDABAD

Glimpse of the Course :



[Handwritten Signature]
Sign of RUSA Coordinator



[Handwritten Signature]
Principal Sign and Stamp
GUJARAT COMMERCE COLLEGE
AHMEDABAD

Course No. : 2

Sr. No	Particulars	Details
1.	Name of the College	Gujarat Commerce College
2.	Name of the NSDC Training Partners	Adani Skills Development Centre
3.	Name of the Sector Skill Council	Beauty & wellness
4.	Name of the Course	Assistant Beauty Therapist
5.	Objectives of the Course	Mentioned below
6.	Course Content	Attached
7.	Course Hours	250 hours
8.	Total No of the Students in the Program	22
9.	Training commencement Date	02/01/2019
10.	Training Completion Date	On going
11.	Students Attendance Report consolidated and day wise	Attached
12.	Faculty participated in the Program	No
13.	Assessment Date	Yet to be done
14.	Result of the Assessment	NA
15.	Placement Details	Yet to be done
16.	Written Testimonial	Attached
17.	Video Testimonial	Not Available as the course is ongoing and will resume in upcoming semester
18.	Cost of the Program	1,81,500=00
19.	Payment done by the College for this Program	54,450=00
20.	Benefits from the course	Girl students learnt beauty skills and can become entrepreneurs in the respective field.

Objectives of the Course:

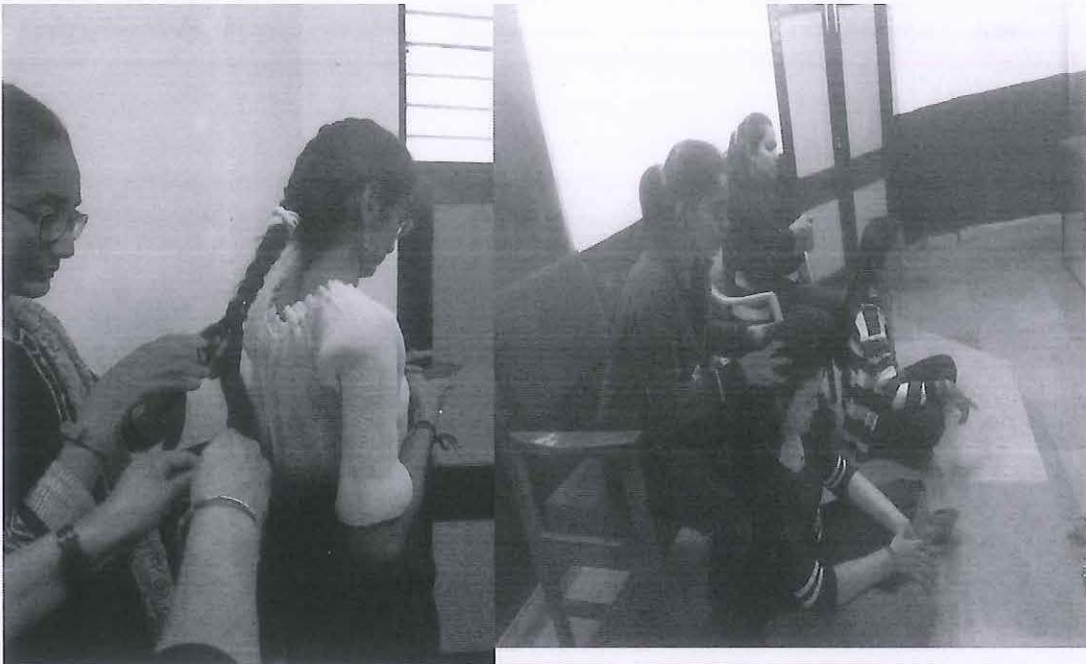
To equip the students with the latest techniques in the sector of beauty. Make them learn the professional ways to cater services in the beauty sector.

For UHA
Sign of RUSA Coordinator



UHA
Principal and Stamp
GUJARAT COMMERCE COLLEGE
AHMEDABAD

Glimpse of the Course :



for UCA

Sign of RUSA Coordinator



College Stamp

UCA

Principal Sign and Stamp



3 dep -
com-12

Gujarat Commerce College, Ahmedabad – 6
RUSA, Component-12- Vocationalization of Higher Education

Report
Account Executive Classes

31st March, 2019

To improve the quality of higher education, central government started Rashtriya uchchar Shiksha Abhiyaan (RUSA) under which there are 18 components. Out of these components, component 12 Vocationalization of Higher Education aims to develop the quality of higher education through various courses. A total grant of rupees 15 crores was sanctioned under RUSA component 12 by MHRD, New Delhi for the year 2016-17. Out of which the first instalment of rupees 7 crores 50 lakhs was distributed between 69 colleges. Gujarat commerce college is one among those 69 colleges.

Under “**RUSA – Component-12, Vocationalization of Higher Education**”, Gujarat Commerce College (M) has received grant of Rs. 10,86,956=52 ten lakhs eighty-six thousand nine hundred and fifty-six rupees fifty-two paise on 18/10/2017 which was informed to us by KCG by their letter no: KCG/RUSA/12/2017/2677-2746 dated 17/10/2017.

After some procedural delays in finalizing the courses and trainers, it was finally decided by KCG that courses will be conducted by NSDC trainers, for which colleges have to sign MoU with selected NSDC training partner. Therefore, Gujarat Commerce college signed MoU with Adani Skill Development Centre on 18/09/2018 for three courses viz: pay roll account executive, retail marketing and Assistant beauty therapist.

As per the oral commitment with Adani Skill Development Centre, Pay Roll (Accounts Executive) course was started pre-MoU on 07/09/2018 and continued till 30/10/2018. The total duration of the course was of 120 hours, which includes theory and practical session.

Total 33 students of TY B. Com semester 5 participated in this course. Two trainers from Adani Skill Development Centre trained the students as follows:

1. Ms. Payal for theory
2. Ms Tejal Jani for practical's

Total amount to be paid will be as follows:

27.50 Rs. * 31 students * 120 hours = **1,02,300=00**

(one lakh two thousand three hundred rupees only)

Out of the total amount, payment was made to Adani Skill Development Centre in two instalments of 30% and 50% as per MoU, viz. Rs. 30,690=00 (thirty thousand six hundred and



25/04/2019

ninety rupees only) & 51,150=00 (fifty-one thousand one hundred and fifty rupees only) respectively.

Payment was made to Printvalley for banner for this program of Rs. 684=40 (six hundred and eighty-four rupees and forty paise only).

Thus, a total of amount of Rs. 82,524=40 (eighty-two thousand five hundred twenty-four rupees and forty paise only) was spent for Account executive course till 31st March 2019.

The remaining instalment of 20% will be paid to Adani skill development Centre after placements of the students as stated in MoU.

The assessment of the students will be conducted in upcoming semester. On 24/10/2018 at 2:30 PM Adani skill development center also conducted a placement camp. Three companies viz. Relay express, Pantaloons and Future Group were invited.

Total students turned up for interview: 25 out of 33

	No. of students appeared for interview	No of students shortlisted
Relay express	25	14
Future group	16	3
Pantaloons	12	9

No. of Students who took appointment: 01 Gurdeep Sardar in Relay express

Other selected students were of the opinion to join after their last semester exams. Further, placements will be conducted in upcoming semester and new academic year.

Principal Prof. Usha Shankarraman and College RUSA Coordinator Prof. Yogesh Doshi extended their sincere advices as and when needed. Asst. Professor S. S. Motwani, RUSA committee member took good efforts in conduction of the entire course. Dr. Hemali M. Shah member, RUSA committee extended her helping hand as and when needed.



Prof. Yogesh S Doshi

RUSA Coordinator

Gujarat Commerce College

Ahmedabad

Gujarat Commerce College, Ahmedabad – 6
RUSA, Component-12- Vocationalization of Higher Education

Report
Assistant Beauty Therapist Classes

31st March, 2019

To improve the quality of higher education, central government started Rashtriya uchchatar Shiksha Abhiyaan (RUSA) under which there are 18 components. Out of these components, component 12 Vocationalization of Higher Education aims to develop the quality of higher education through various courses. A total grant of rupees 15 crores was sanctioned under RUSA component 12 by MHRD, New Delhi for the year 2016-17. Out of which the first instalment of rupees 7 crores 50 lakhs was distributed between 69 colleges. Gujarat commerce college is one among those 69 colleges.

Under “RUSA – Component-12, Vocationalization of Higher Education”, Gujarat Commerce College (M) has received grant of Rs. 10,86,956=52 ten lakhs eighty-six thousand nine hundred and fifty-six rupees fifty-two paise on 18/10/2017 which was informed to us by KCG by their letter no: KCG/RUSA/12/2017/2677-2746 dated 17/10/2017.

After some procedural delays in finalizing the courses and trainers, it was finally decided by KCG that courses will be conducted by NSDC trainers, for which colleges have to sign MoU with selected NSDC training partner. Therefore, Gujarat Commerce college signed MoU with Adani Skill Development Centre on 18/09/2018 for three courses viz: pay roll account executive, retail marketing and Assistant beauty therapist.

As per the work order no: GCC/RUSA/2018-19/2097 dated 01/01/2019, Adani Skill Development Centre started Assistant Beauty Therapist course from 02/01/2019. The course is ongoing and is at break due to university exams. It will be completed in the upcoming semester and new academic year. The total duration of the course was of 250 hours, which includes theory and practical session.

Total 22 girl students of TY B. Com and Ex Students participated in this course. Trainers from Adani Skill Development Centre who trained the students are as follows:

1. Purna Sharma
2. Darshana mam
3. Sapna mam

Total amount to be paid will be as follows:

33 Rs. * 22 students * 250 hours =1,81,500=00

(One lakh eighty-one thousand five hundred rupees only)

Out of the total amount, payment of first instalment of 30% was made to Adani Skill Development as per MoU, viz. Rs. 1,81,500=00 *30% = 54,450=00 (Fifty-four thousand four hundred and fifty rupees only)

The second instalment of 50% will be paid on completion of the course. The remaining instalment of 20% will be paid to Adani skill development Centre after placements of the students as stated in MoU.

The assessment of the students will be conducted in upcoming semester.

Further, placements will be conducted in upcoming semester and new academic year.

Principal Prof. Usha Shankarraman and College RUSA Coordinator Prof. Yogesh Doshi extended their sincere advices as and when needed. Asst. Professor S. S. Motwani, RUSA committee member took good efforts in conduction of the entire course. Dr. Hemali M. Shah member, RUSA committee extended her helping hand as and when needed.

Prof. Yogesh S Doshi

RUSA Coordinator

Gujarat Commerce College

Ahmedabad



RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA)
Component 12 Vocationalization of Higher Education
RUSA 1.0



Name Of College: Gujarat Commerce College

Course Name: Pay Roll (Accounts Executive)

Sr. No.	Name Of Student	7/9/2018	8/9/2018	10/9/2018	14/9/18	15/9/18
1	PAWAN DEVANAND SHARMA	P	P	P	P	P
2	JAY JIGNESHBHAI VALAND	P	P			P
3	SHUBHAM MUKESHBHAI SHAH		P	P	P	P
4	KARAN PRAKASH PRAJAPATI	P	P	P	P	P
5	SANDEEP LACHHARAM SOLANKI	P	P			P
6	GURUPRITSING ANGREJSING SARDAR	P	P		P	P
7	SONU CHATTRAM PRAJAPATI	P	P	P	P	P
8	SHERIEN ABRAHAM		P		P	P
9	JYOTI RAJKUMARSINGH PARIHAR				P	P
10	SHUBHAM D. PANDEY		P	P	P	P
11	KHALAS AMI RAJESHBHAI	P	P	P	P	P
12	HIMANEE KIRANBHAI JADAV	P	P	P	P	P
13	CHIRAG MOHANBHAI SOLANKI	P	P	P		P
14	MITUL JAGATBHAI SOLANKI			P	P	
15	POOJA ASHOKBHAI REVAR	P	P	P	P	
16	MISBAH M. RAFIK MEMON	P	P		P	P
17	HEENA MO. YUNUS SHAIKH	P	P		P	P
18	PIYUSH BHARATBHAI RACHHADIYA		P		P	P
19	SAID ANVAR HIDAYAT HUSAIN SUNASARA	P	P	P	P	P
20	ANILKUMAR MUKESHBHAI VASONIYA			P	P	P
21	DIPEN JAYESHBHAI SURTI	P	P	P	P	P
22	JADAV NIKHIL YASHWANTBHAI	P	P	P		P
23	MODI JAY H	P	P	P	P	P
24	SUNIL RAWAL		P	P		P
25	AMARDEEP RATIRAM RAJBHAR	P	P		P	P
26	AJAY ASHOKKUMAR RANA	P	P	P	P	P
27	NIRMAL SUNAMRATA DINESHBHAI				P	P
28	PRAJAPATI NIKUNJ SHAILESHBHAI				P	P
29	VEDANT B. MAURYA					
30	Akash Bhaljibhai Gohel		P			
31	Akshay Prakashbhai Bhansari					
	TOTAL	18	24	17	23	26

Principal Sign & Stamp 25/04/2019
PRINCIPAL
GUJARAT COMMERCE COLLEGE
AHMEDABAD

Sign Of RUSA Coor

15/10/18	16/10/18	17/10/18	18/10/18	19/10/18	20/10/18	22/10/18	23/10/18	24/10/18	26/10/18
P	P	P	P	P	P	P	P		
P	P		P	P	P	P	P	P	P
P	P			P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P
P			P			P	P	P	P
P	P	P	P				P	P	P
P	P	P	P	P	P	P	P		P
P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P		P	P	P
P	P	P	P	P	P	P	P	P	
P	P		P	P	P	P	P	P	
			P	P		P		P	
P			P	P	P	P	P	P	
P	P		P			P	P	P	P
			P						
P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P
			P	P	P	P	P	P	P
			P	P	P		P	P	P
	P		P		P			P	P
	P		P		P	P			P
			P			P		P	
	P		P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P
P	P		P	P	P			P	
P	P		P						P
P			P	P	P			P	P
P			P			P	P	P	P
			P						
		P	P		P	P	P		
P	P	P	P	P	P	P	P	P	P
21	20	12	30	20	22	22	22	24	21

For

PRINCIPAL
GUJARAT COMMERCE COLLEGE
AHMEDABAD

PRINCIPAL
GUJARAT COMMERCE COLLEGE
AHMEDABAD

27/10/18	29/10/18	30/10/18
P		
		P
	P	P
P	P	P
P	P	P
P	P	P
P	P	P
P	P	P
	P	P
P		P
P	P	
	P	
P	P	P
P	P	
	P	P
	P	P
P	P	P
	P	P
	P	
	P	P
P	P	
P	P	P
P	P	P
	P	P
	P	P
P		
P	P	
P	P	
P	P	P
	P	P
18	26	21

for *MS*

MS

PRINCIPAL
 GUJARAT COMMERCE COLLEGE
 AHMEDABAD



RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA)
Component 12 Vocationalization of Higher Education
RUSA 1.0



Name Of College: GUJARAT COMMERCE COLLEGE

Course Name: PAY ROLL (ACCOUNTS EXECUTIVE)

Sr. No.	Date	Total Enrolled Student	Total Present Student
1	7/9/2018	31	18
2	8/9/2018	31	24
3	10/9/2018	31	17
4	14/9/18	31	23
5	15/9/18	31	26
6	18/9/18	31	25
7	19/9/18	31	25
8	20/9/18	31	23
9	22/9/18	31	24
10	24/9/18	31	27
11	25/9/18	31	26
12	26/9/18	31	28
13	10/10/2018	31	28
14	11/10/2018	31	24
15	12/10/2018	31	26
16	15/10/18	31	21
17	16/10/18	31	20
18	17/10/18	31	12
19	18/10/18	31	30
20	19/10/18	31	20
21	20/10/18	31	22
22	22/10/18	31	22
23	23/10/18	31	22
24	24/10/18	31	24
25	26/10/18	31	21
26	27/10/18	31	18
27	29/10/18	31	26
28	30/10/18	31	21

MSA
Principal Sign & Stamp

PRINCIPAL

GUJARAT COMMERCE COLLEGE
AHMEDABAD

For MSA
Sign Of RUSA Coordinator

6/1/2019
Pusa
28/04/2019

Commerce College

Sr No.	Name	Number	Present/Absent
1	Pawan Sharma		Present
2	Jaykumar valand	7600992536	Present
3	Shubham Shah	8128031166	Present
4	Karan Prajapati	7045521499	Present
5	Sandeep Solanki	7069400286	Present
6	Guruprithsingh sardar	8238151157	Present
7	Sonu Prajapati	8347162081	Present
8	Sherien	9978547274	Present
9	Jyoti Parihar	9687964605	Present
10	Shubham Pandey	7046216084	Present
11	Ami Khalas	8347997423	Present
12	Himanee Jadav	8347563147	Present
13	Chirag Solanki	9724896408	AB
14	Mitul Solanki	7043395231	Present
15	Pooja Revar		AB
16	Misbah Memon	9662908311	Present
17	Heena Shaikh	7490895203	Present
18	Piyush Rachhadiya	8140367606	Present
19	Said Anvar Sunasara	9574143411	Present
20	Anil Kumar vasoniya	9469325050	Present
21	Dipen Shurti	9586302619	AB
22	Nikhil Jadav	9375711101	Present
23	jay Modi	7383849862	Present
24	Sunil Raval	8511056140	Present
25	Amardeep Rajbhar	7698635630	Present
26	Ajay Rana		AB
27	Sunamrata Nirmal	9054599044	Present
28	Nikunj Prajapati	8460755692	Present
29	Vedant Mourya		AB
30	Akash Gohel	9104605684	AB
31	Akshay Bhansari	7567917125	Present

Name of the Course	Pay Roll (Accounts Executive)
Total Students	31
Students Appered in Interview	25
No.of Selected students in Relay Express	25 (1 joined)
No.of Selected students in Pantaloons	12
No.of Selected students in Future group	4

Future Retails		Accept the job / Yes or not	If Selected and offer not accepted. Give Reason
Appeared In Interview	Selected/Rejected		
		Not Yet	Will join after TY Exams
Yes	Selected	Not Yet	Will join after TY Exams
		Not Yet	Will join after TY Exams
		Not Yet	Will join after TY Exams
		Not Yet	Will join after TY Exams
		Yes in Relay Express	**
		Not Yet	Will join after TY Exams
		Not Yet	Will join after TY Exams
		Not Yet	Will join after TY Exams
		Not Yet	Will join after TY Exams
		Not Yet	Will join after TY Exams
		Not Yet	Will join after TY Exams
Yes	Rejected	Not Yet	Will join after TY Exams
		Not Yet	Will join after TY Exams
		Not Yet	Will join after TY Exams
		Not Yet	Will join after TY Exams
		Not Yet	Will join after TY Exams
		Not Yet	Will join after TY Exams
		Not Yet	Will join after TY Exams
		Not Yet	Will join after TY Exams
yes	Selected	Not Yet	Will join after TY Exams
		Not Yet	Will join after TY Exams
Yes	Selected		
		Not Yet	Will join after TY Exams

7/mc



Model Curriculum

Accounts Payroll Executive

SECTOR: BFSI
SUB-SECTOR: FINANCIAL SERVICES
OCCUPATION: INVESTMENT SERVICES
REF ID: BSC/Q1201, Version No. 1.0
NSQF LEVEL: 4

25/04/2019



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

BFSI SECTOR SKILLS COUNCIL OF INDIA

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/Qualification Pack: **'Accounts Executive (Payroll)'**
QP No. **'BSC/Qs202 NSQF Level 4'**

Date of issuance: January 11th, 2016

Valid up to: January 11th, 2017

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

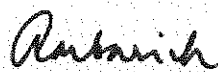

Authorized Signatory
(BFSI Sector Skills Council of India)

TABLE OF CONTENTS

1. Curriculum	01
2. Trainer Prerequisites	04
3. Annexure: Assessment Criteria	05

Accounts Payroll Executive

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "Accounts Payroll Executive", in the "BFSI" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Accounts Payroll Executive		
Qualification Pack Name & Reference ID. ID	BSC/Q1201		
Version No.	1.0	Version Update Date	15-01-2016
Pre-requisites to Training	Graduation in commerce or allied subjects/Diploma in commercial Practice		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Maintain and update records relating to the amount of salaries payable to employees. • Explanation of accounting processes that relate to calculation of salaries payable to employees. • Co-ordinate with Human Resource department in an efficient and effective manner. • Have problem solving skills. • Act with integrity when performing multiple tasks for the organization. • Explanation of statutory deductions from salaries and other allowances, Income tax TDS and other adjustments to salaries. • Verify documents related to employee salary details and apply knowledge about the deductions relating to PF, ESI etc. • Prepare worksheet to derive the net salary payable to employees. • Prepare advice statements relating to Income Tax, Professional Tax (PT) deduction, Provident Fund (PF) deduction and Employee State Insurance (ESI) deduction. • Calculate the gross total of all deductions and arrive at a single amount as is payable by the organization to the employees as monthly compensation. 		

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Practical Duration (hh:mm) 10:00 Corresponding NOS Code N1203	documents	
5	Preparation of Statutory Advice (Income Tax, PF, ESI) Theory Duration (hh:mm) 5:00 Practical Duration (hh:mm) 15:00 Corresponding NOS Code N1204	<ul style="list-style-type: none"> Explanation of the statutory deductions as carried out in the organization. Updated information on all the changes in applicable laws. Updated knowledge on the statutory due dates for submitting various payments into the government account. Preparation of statutory advice statements detailing the type and amount of statutory deductions to be made during the month for each employee. Report to management on salary. 	White board, Marker, Overhead projector, Laptop, Internet access, Game card (snake & ladder)
6	Salary Journal Theory Duration (hh:mm) 2:00 Practical Duration (hh:mm) 15:00 Corresponding NOS Code N1205	<ul style="list-style-type: none"> Access to salary journal of the current accounting period. Receive login ID to access and update data when stored in electronic mode. Explanation of contents of the salary journal. Compilation of data required to update the salary journal. Calculate and highlight the total amount of gross salaries of employees for the month/period. 	White board, Marker, Overhead projector, Laptop, Internet access, Game card (snake & ladder)
7	Voucher Preparation Theory Duration (hh:mm) 3:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code N1206	<ul style="list-style-type: none"> Ascertain voucher type required to record the salary entry in the books of accounts. Select the payment voucher type for respective transactions. Update the approved payment details on to the voucher and then to update the books of accounts. Get signed net salary payable voucher. Get signed net salary payable statement. 	White board, Marker, Overhead projector, Laptop, Internet access, Game card (snake & ladder)
8	Documentation Theory Duration (hh:mm) 5:00	<ul style="list-style-type: none"> Realizing importance of documents and maintain the same order. Filing and maintaining the employees' details. Filing the transactional documents along with the salary details. 	White board, Marker, Overhead projector, Laptop, Internet access, Game card (snake & ladder)

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Practical Duration (hh:mm) 10:00 Corresponding NOS Code N1207	<ul style="list-style-type: none"> Assisting superior/ Manager with the documentation for furnishing proof documents in case of any dispute. Preparation and presentation of quarterly, half-yearly reports as per requirements. 	
	Total Duration Theory Duration 30:00 Practical Duration 120:00	Unique Equipment Required: NA	

Grand Total Course Duration: **150Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by BFSI Sector Skill Council of India)

Trainer Prerequisites for Job role: “Accounts Payroll Executive” mapped to Qualification Pack: “BSCQ/1201”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “BSC / Q 1201”.
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-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	B.Com
4a	Domain Certification	Certified for Job Role: “Accounts Payroll Executive” mapped to QP: “BSC Q/1201”. Minimum accepted score as per SSC guideline is 70%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/1402”. Minimum accepted score as per SSC guideline is 70%.
5	Experience	<ul style="list-style-type: none"> • Minimum 3 years’ experience as a trainer in the BFSI domain • Minimum 2 years’ experience as a trainer of Accounting subjects Experience in accounting services a plus

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Accounts Payroll Executive
Qualification Pack	BSCQ/1201
Sector Skill Council	BFSI

Sr. No.	Guidelines for Assessment
1	The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
2	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre.
3	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria.
4	To pass the Qualification Pack, every trainee should score the minimum percentage assign to that job role, aggregate of theory and practical.
5	In each paper there will be 60 questions each though it's online or offline.
6	The assessor will be required to translate the questions from English to local language. And the VIVA also be conducted in English or local language as per their comfort.
7	VIVA will be conducted with Online as well as Offline exams.
8	Pass percentage for Accounts Payroll Executive is 60

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
1. BSC /Q1201 (UNDERSTANDING PAYROLL AND SALARY)	<ul style="list-style-type: none"> Explain the components of salary, maintain employee related details pertaining to advances paid and recovered, seek and receive Income Tax declarations from employees, understand details about deductions relating to statutory deductions such as Provident Fund, ESI, Professional Tax etc. 	20	20	10	10
	Total		20	10	10
2. BSC/N1206 (PAYROLL ACCOUNTING AND ACCOUNTING SOFTWARE)	<ul style="list-style-type: none"> Passing accounting entry either electronically or in the physical records as is the case with the organization. Explain double entry system of accounting. Give effect to various components of salary account such as Basic salary account (a/c), HRA a/c, Allowances a/c, deductions, tax account etc. 	30	30	15	15
	Total		30	15	15
3. BSC/N1202 (EMPLOYEE RECORDS AND SALARY REGISTER)	<ul style="list-style-type: none"> Have access to and verify documents related to employee salary details, apply knowledge about the deductions relating to PF, ESI etc. and maintain records of the same for future audit and reference. 	30	30	15	15
	Total		30	15	15
4. BSC/N1203 (PREPARATION OF SALARY ADVICE)	<ul style="list-style-type: none"> Record and maintain details of employees such as their salary, leave, deductions and adjustments, and with the help of these accumulated data, prepare worksheet to derive the net salary payable to employees. 	30	30	15	15
	Total		30	15	15
5. BSC/N1204 (PREPARATION OF STATUTORY ADVICE (INCOME TAX, PF, ESI))	<ul style="list-style-type: none"> Explain statutory deductions as applicable to the organization and prepare advice statements relating to Income Tax, Professional Tax (PT) deduction, Provident Fund (PF) deduction and Employee State Insurance (ESI) deduction. Calculate the gross total of all these deductions and arrive at a single amount as is payable by the organization to the employees as monthly compensation. 	30	30	15	15
	Total		30	15	15
6. BSC/N1205 (SALARY JOURNAL)	<ul style="list-style-type: none"> Prepare the net salary payable statement in the prescribed format of the company which would detail the earnings of employees, deductions to be made from employee's salaries as this is the transactional document for recording the salary details into the books of accounts of the organization. 	30	30	15	15

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	Total		30	15	15
7. BSC/N1206 (VOUCHER PREPARATION)	<ul style="list-style-type: none"> Understand and select the voucher, update the approved payment details on to the voucher and then to update the books of accounts 	30	30	15	15
	Total		30	15	15
8. BSC/N1207 (DOCUMENTATION)	<ul style="list-style-type: none"> Understand the importance of filing and record keeping. File the transactional documents, employee details and other related documents for seamless retrieval according to the accounting period 	30	30	15	15
	Total		30	15	15
	Grand Total	200	200	100	100
	Percentage Weightage:			50%	50%
	Minimum Pass% to qualify (aggregate):			60%	

Form

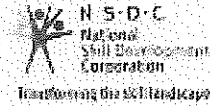


Model Curriculum

Assistant Beauty Therapist

SECTOR: BEAUTY AND WELLNESS
SUB-SECTOR: BEAUTY AND SALONS
OCCUPATION: SKIN CARE SERVICE
REFERENCE ID: BWS/Q0101 VERSION 1.0
NSQF LEVEL: 3

28/04/2019



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: **Assistant Beauty Therapist** QP No. **BWS/Q0103, Level 3**

Date of issuance: 30th December 2016

Valid up to: 29th December 2018

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



Chairpersons
(Beauty & Wellness Sector Skills Council)

TABLE OF CONTENTS

1. Curriculum	01
2. Trainer Prerequisites	06
3. Annexure: Assessment Criteria	07

Assistant Beauty Therapist

CURRICULUM / SYLLABUS

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

Program Name	Assistant Beauty Therapist		
Qualification Pack Name & Reference ID. ID	Assistant Beauty Therapist BWS/Q0101		
Version No.	1.0	Version Update Date	09-12-2015
Pre-requisites to Training	Minimum qualification – Preferably Class VIII / the ability to read/write and communicate effectively for 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. • Provide basic skin care treatment -provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to provide facial skin care / face clean up treatment. • Carry out basic depilation services -to carry out waxing and threading services. • Perform manicure and pedicure services - Clean and remove dead skin and callous from hands and feet and improve the appearance of nails. • Assist the Beauty Therapist performing beauty services - Abilities required for assisting the Beauty Therapist in providing various services. • Maintain health and safety of work area - Maintain a safe and hygienic environment at the work area. • Create a positive impression at the workplace -Ability for individuals to meet the personal grooming and behaviour requirements, execute tasks as per the organization's standards and communicate/record information in order to create a positive impression at the workplace. 		

This course encompasses 14 out of 14 National Occupational Standards (NOS) of “Beauty Advisor” Qualification Pack issued by “Beauty and Wellness Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code BWS/N9001	<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 treatments 	
2	Introduction Anatomy and physiology Theory Duration (hh:mm) 23:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code BWS/N0101 BWS/N0102 BWS/N0401 BWS/N0103	<ul style="list-style-type: none"> Understand the structure of the skin Describe the function of the skin Identify characteristics of the skin and skin types of different ethnic client groups Explain the actions of the facial, neck and shoulder muscles Identify the bones of the head, neck and shoulder girdle Identify the position of the head, face, neck, chest and shoulder girdle bones Identify the position of the face, neck and shoulder muscles Explain the effect of the natural ageing process on the facial and bleach skin and muscle tone 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 Explain nail and skin analysis by visual/manual examination to identify treatable conditions and contra indications restricting or preventing treatment 	Anatomy and physiology charts
3	Basic Waxing services	<ul style="list-style-type: none"> Be able to use safe and effective methods of working when waxing Be able to consult, plan and prepare for waxing treatments with clients 3. Be able to 	Therapy bed Beauty Trolley Wax heater Wax strips Wax knife

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code BWS/N0102</p>	<ul style="list-style-type: none"> Understand how to work safely and effectively when providing waxing treatments Understand how to consult, plan and prepare for the treatment Understand Knowledge of anatomy and physiology that relates to waxing treatment Understand contra-indications that affect or restrict waxing treatments Understand equipment, materials, products, techniques and treatment planning for waxing Be able to provide aftercare advice for clients 	<p>Spatula Bowls Dust bin</p>
4	<p>Threading Services</p> <p>Theory Duration (hh:mm) 01:00</p> <p>Practical Duration (hh:mm) 06:00</p> <p>Corresponding NOS Code BWS/N0102</p>	<ul style="list-style-type: none"> Be able to maintain safe and effective methods of working when providing threading services Be able to consult, plan and prepare for threading services with clients Be able to remove unwanted hair Be able to provide aftercare advice consult, plan and prepare for the threading service Be able to provide aftercare advice for clients To work safely and effectively when providing threading services Explain anatomy and physiology Identify contra-indications and contra-actions Select threading tools, materials and equipment 	<p>Basket, bed/recliner chair, bowl, cotton, mirror, tissues, towel, Trolley.</p>
5	<p>Manicure and Pedicure Services</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 22:00</p> <p>Corresponding NOS Code BWS/N 0401 BWS/N 9001</p>	<ul style="list-style-type: none"> Be able to use safe and effective methods of working when providing manicure services Be able to consult, plan and prepare for the service with clients Be able to carry out manicure services Understand organizational and legal requirements Understand how to work safely and effectively when providing manicure services Understand how to perform client consultation, treatment planning and preparation List contra-indications and contra-actions that affect or restrict manicure services Explain anatomy and physiology that relates to manicure services Understand manicure techniques, products and service planning Understand how to provide aftercare advice for clients. 	<p>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 Pumice Stone Nail Cutter Cuticle Pusher Cuticle Nipper Orange stick Nail filer Toe separator Pedicure Brush</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
6	Basic Skin Care Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 12:00 Corresponding NOS Code BWS/ N0102	<ul style="list-style-type: none"> Maintain safe and effective methods of working Consult, plan and prepare for facials with clients Select products and materials for a basic skin care treatment Carry out a basic skin care treatment Improve and maintain skin condition Provide aftercare advice 	Pack brush Dust Bin Therapy bed Beauty Stool/chair Trolley Bowls Sterilizer Como done remover Face steamer Pack Brush Dust Bin
7	Knowledge of Skincare Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code BWS/NO102	<ul style="list-style-type: none"> Maintain safe and effective methods of working when assisting with facial treatments Assist to consult, plan and prepare for facials with clients Assist in Selecting products and materials for a skin care treatment Carry out a basic skin care treatment Assist with facial treatments to improve and maintain skin condition Provide aftercare advice 	Therapy bed Beauty Stool/chair Trolley Bowls Sterilizer Como done remover Face steamer Pack Brush Dust Bin
8	Healthy and Safety Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code BWS/N9002	<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 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, occurrences, hygiene practice, disposal of waste, environmental protection Handle, use and store products, tools and equipment safely to meet with the manufacturer's instructions 	First aid kit Fire extinguishers Sterilizers Hot cabinets Waste disposal bins
9	Client Care and Communication in Beauty Industry Theory Duration (hh:mm) 03:00	<ul style="list-style-type: none"> Be able to communicate and behave in a professional manner when dealing with clients Be able to manage client expectations Behave in a professional manner within the workplace Use effective communication techniques when dealing with clients Be able to Adapt methods of communication to suit different situations and client needs 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code BWS/N9003</p>	<ul style="list-style-type: none"> • Be able to Use effective consultation techniques to identify treatment objectives • Provide clear recommendations to the client • Maintain client confidentiality • Be able to use retail sales techniques to meet client requirements and maintain client confidentiality • Plan and organize service feedback files/documents • Plan and manage work routine based on salon procedure • Understand the client scheduling and bookings and maintain the work area, equipment and product stocks to meet the schedule • Maintain accurate records of clients, treatments and product stock levels • Accept feedback in a positive manner and develop on the shortcomings. 	
	<p>Total Duration</p> <p>Theory Duration 50:00</p> <p>Practical Duration 100:00</p>	<p>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 Scrapper, Emery Board, Pumice Stone, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange stick, Nail filer, Toe separator, Pedicure Brush, Pack brush, Headband, large towel/ Client couch, bin with liner,</p>	

Grand Total Course Duration: **150Hours, 0 Minutes**

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

Trainer Prerequisites for Job role: "Assistant Beauty Therapist" mapped to Qualification Pack: "BWS/Q0101" Version 1.0

Assessment Criteria for Assistant Beauty Therapist	
Job Role	Assistant Beauty Therapist
Qualification Pack	BWS/Q0101
Sector Skill Council	Beauty and Wellness

Sr. No.	Area	Details
1	Job Description	To deliver accredited training service, mapping to the curriculum detailed above in accordance with the Qualification Pack BWS/Q0101 Version 1.0
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	Preferably graduate or 12 th pass with Advanced Diploma in Beauty Therapy or equivalent certificate
4a	Domain Certification	Certified for Job Role: "Assistant Beauty Therapist" mapped to QP: "BWS/Q0101". Minimum accepted score is 70%
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	Graduate or 12 th pass with Advanced diploma in beauty therapy or equivalent certificates in Beauty Therapy 3 years' work experience as beauty therapist/senior beauty therapist

Annexure: Assessment Criteria

Assessment Criteria for Assistant Beauty Therapist	
Job Role	Assistant Beauty Therapist
Qualification Pack	BWS/Q0101
Sector Skill Council	Beauty and Wellness

Sr. No.	Guidelines for Assessment
1	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 minimum of 50% in every NOS and overall 50% pass percentage in every QP
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

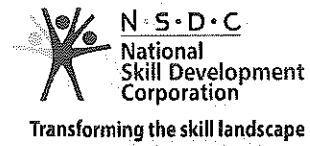
Assessment outcome (NOS Code and Description)	Assessment Criteria (PC)	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
1. BWS/N9001 (Prepare and maintain work area)	PC1. Ensure that environmental conditions are suitable for the client and the treatment to be carried out in a hygiene and safe environment	100	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/N0101 (Provide basic skin care treatment)	PC1. Comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs		9	3	6
	PC2. Carry out basic facial care / face clean-up process using the tools and materials and as per process laid down by the organization		15	5	10
	PC3. Check the client's understanding and expectation prior to commencement and clarify doubts, if any		5	1	4
	PC4. Clean the skin free it of all traces of make-up by using suitable deep cleansing techniques		12	4	8
	PC5. Use an exfoliation technique suitable for the client's skin type and skin condition		11	3	8
	PC6. Use a suitable skin warming technique relevant to the client's needs		8	2	6
	PC7. Carry out any necessary extraction, when required.		6	1	5
	PC8. Apply mask treatments evenly and neatly, ensuring that the area to be treated is covered		10	2	8
	PC9. Remove masks after the recommended time frame has elapsed		6	1	5
	PC10. Carry out cleaning to ensure skin is left clean, toned and suitably moisturized.		9	3	6
	PC11. Provide specific after process advice to the client		9	3	6
Total	100	28	72		
3. BWS/N0102 (Carry out basic depilation services)	PC1. Comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs.		4	1	3
	PC2. Carry out the process using the tools and materials(hot wax, cold wax, strips etc)and as per process laid down by the organization		9	3	6
	PC3. Check the client's understanding and expectation prior to commencement and clarify doubts, if any		2	0.5	1.5
	PC4. Prepare the client and provide suitable personal protective equipment		2	0.5	1.5

Assessment outcome (NOS Code and Description)	Assessment Criteria (PC)	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC5. Apply the correct pre wax products prior to waxing based on manufacturers' instructions		5	1	4
	PC6. Conduct a test patch and skin sensitivity test ahead of the waxing treatment		5	1	4
	PC7. Apply the product and remove correctly based on manufacturer's instructions		5	1	4
	PC8. Maintain the client's modesty and privacy at all times		2	0.5	1.5
	PC9. Follow work techniques that minimize discomfort to the client		2	0.5	1.5
	PC10. Stop the waxing treatment and providing relevant advice if contra actions occur		5	2	3
	PC11. Clean the treated area and use a suitable soothing product		4	1	3
	PC12. Check with the client on satisfaction with the finished result		2	0.5	1.5
	PC13. Provide specific after process advice to the client.		5	2	3
	PC14. Comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs		3	1	2
	PC15. Carry out the process using the tools and materials (threads, scissors etc) and as per process laid down by the organization		5	1	4
	PC16. Check the client's understanding and expectation prior to commencement and clarify doubts, if any		2	0.5	1.5
	PC17. Adjust the client's position to meet the needs of the service without causing them discomfort		2	0.5	1.5
	PC18. Ensuring safe and quick hair removal methods are carried out to minimize discomfort to the client		6	2	4
	PC19. Ensuring 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
	PC20. Providing clear instructions to the client on how and when to support their skin throughout the threading service		2	0.5	1.5
	PC21. Creating a well-balanced, proportioned and defined eyebrow shape to suit the client's requirements, when required		5	1	4
	PC22. Checking the client's wellbeing throughout the service and giving the necessary reassurance		2	0.5	1.5
	PC23. Discontinuing the service and providing advice and recommendations where contra-actions occur.		6	2	4
	PC24. Clean the treated area and use a suitable soothing product.		4	1	3
	PC25. Check with the client on satisfaction with the finished result.		2	0.5	1.5
	PC26. Provide specific after - process advice to the client.		5	2	3
	Total		100	28	72

Assessment outcome (NOS Code and Description)	Assessment Criteria (PC)	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
4. BWS/N0401 (Perform manicure and pedicure services)	PC1. Adhere to the health and safety standards laid out by the manufacturer and salon		3	0.5	2.5
	PC2. Sanitize the hands prior to procedure commencement		2	0.5	1.5
	PC3. Prepare the client and provide suitable protective apparel		2	0.5	1.5
	PC4. clarify the client's understanding and expectation prior to commencement of procedure		2	0.5	1.5
	PC5. Position self and client throughout procedure to ensure privacy, comfort and wellbeing		2	0.5	1.5
	PC6. Adjust the client's position to meet the needs of the service without causing them discomfort.		2	0.5	1.5
	PC7. 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
	PC8. Remove any existing nail polish		2	0.5	1.5
	PC9. Check the desired length and shape with the client		3	0.5	2.5
	PC10. 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
	PC11. Remove dirt in the underside of the nails		2	0.5	1.5
	PC12. 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
	PC13. Use specialized hand and nail treatments to improve the appearance of the client's skin and nails		5	1	4
	PC14. 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
	PC15. Leave the hands and lower arms free of any excess massage medium		2	0.5	1.5
	PC16. 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
	PC17. Apply one base coat, polish coats as desired and one top coat for the desired finish		3	0.5	2.5
	PC18. 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
	PC19. clean and dry the client's legs		2	0.5	1.5
	PC20. Remove any existing nail polish.		2	0.5	1.5
	PC21. check the desired length and shape with the client		3	0.5	2.5
	PC22. 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
	PC23. remove dirt in the underside of the nails		2	0.5	1.5
	PC24. 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
	PC25. remove any excessive hard skin using a foot scrapper		2	0.5	1.5
	PC26. use specialized leg and nail treatments to improve the appearance of the client's skin and nails		3	0.5	2.5
	PC27. use smooth and even massage techniques and pressure to meet the client's needs		4	2	2

Assessment outcome (NOS Code and Description)	Assessment Criteria (PC)	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC28. leave the foot and lower leg free of any excess massage medium		2	0.5	1.5
	PC29. check that the nail plate is dehydrated and the underside is clean and free of debits		2	0.5	1.5
	PC30. apply sufficient base coat, polish coats and top coats for the desired finish		3	0.5	2.5
	PC31. 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
	PC32. Check the client's wellbeing throughout the service and giving the necessary reassurance		3	0.5	2.5
	PC33. clean the treated area and use a suitable soothing product		2	0.5	1.5
	PC34. Complete the therapy to the satisfaction of the client in a commercially acceptable time		2	0.5	1.5
	PC35. Record the therapy accurately and store information securely in line with the salon's policies		2	0.5	1.5
	PC36. 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/N0103 (Assist the Beauty Therapist performing beauty services)	Ensure the health and safety standards and processes laid out by manufacturer, organization and clients are followed to perform the operation		19	4	15
	Arrange tools and products that are safe and fit for the purpose based on the guidelines		25	5	20
	PC3. Assist the Beauty Therapists and makeup artists with the products and the services under guidance based on the procedure laid out by the employers		30	5	25
	PC4. Assist to resolve any problems occurring during the process using the relevant corrective action		14	4	10
	PC5. Assist cleaning up the post-treatment waste to main the health and safety standard.		12	2	10
	Total		100	20	80
6. BWS/N9002 (Maintain health and safety of work area)	PC1. Set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements.		13	3	10
	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
	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

Assessment outcome (NOS Code and Description)	Assessment Criteria (PC)	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC9. Use tools, equipment, chemicals and products in accordance with the salon's guidelines and manufacturers' instruction.		13	3	10
	Total		100	25	75
7. BWS/N9003 (Create a positive impression at work area)	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
	PC 8. 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
	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
405-406, 4th Floor, DLF City Court, M G Road, Sikanderpur, Gurgaon - 122002