





## 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: 'Bridal Fashion & Photographic Makeup Artist' QP No. BWS/Q0301, Level 5

Date of issuance: 3rd August 2018

Valid up to: 3rd August 2021

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



Chairperson  
(Beauty & Wellness Sector Skill Council)

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# Bridal Fashion and Photographic Make-up Artist

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “**Bridal Fashion and Photographic Make-up Artist**” in the “**Beauty and Wellness**” Sector/Industry and aims at building the following key competencies amongst the learner

|   |   |                            |          |
|---|---|----------------------------|----------|
| <b>Program Name</b>                               | <b>Bridal Fashion and Photographic Make-up Artist</b>   |                            |          |
| <b>Qualification Pack Name &amp; Reference ID</b> | BWS/Q0301, v1.0   |                            |          |
| <b>Version No.</b>                                | 1.0   | <b>Version Update Date</b> | 03-08-18 |
| <b>Pre-requisites to Training</b>                 | Class X Standard + Certificate/Diploma Course in skincare services or make-up services/Integrated Course in skin, hair and make-up under MES/Beauty Therapy & Hair Styling Level – 2/Bridal Make-up Artist under MES/Level 4- Beauty Therapist<br>Experience:<br>24 months as a Make-up Artist in a professional salon  |                            |          |
| <b>Training Outcomes</b>                          | <p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• Prepare 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.</li> <li>• Provide facial skin care treatment to enhance facial skin condition.</li> <li>• Apply a range of make-up techniques and products to suit skin tones and age groups, on brides and the bridal troupe.</li> <li>• Perform the current professional techniques for colour and black and white photography, catwalk, editorial, commercial, bridal, period, day and evening make-up artistry.</li> <li>• Create a variety of air-brush make-up designs, using different techniques and airbrush products.</li> <li>• Promote products and services to address client needs through consultation and advise on the range of beauty treatments and products.</li> <li>• Manage the team on day-to-day basis, motivating them by involving them in various engagement initiatives at the work area, helping them improve the skill levels and managing their grievances in the best possible manner in order to maximise the people productivity.</li> </ul> |                            |          |

This course encompasses 10 out of 10 National Occupational Standards (NOS) of “**Bridal Fashion and Photographic Make-up Artist**” Qualification Pack issued by “**Beauty and Wellness Sector Skill Council**”.

| Sr. No. | Module   | Key Learning Outcomes   | Equipment Required  |
|---------|--|---|---|
| 1.      | <p><b>Introduction</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>02:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>00:00</p> <p><b>Corresponding NOS Code</b><br/>Bridge Module</p>               | <ul style="list-style-type: none"> <li>Identify the career opportunities within the hair and beauty sector.</li> <li>Explain the working methods in the sector.</li> </ul>  | <ul style="list-style-type: none"> <li>Laptop</li> <li>Projector</li> </ul>   |
| 2.      | <p><b>Prepare and maintain work area</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>00:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Corresponding NOS Code</b><br/>BWS/N9001</p> | <ul style="list-style-type: none"> <li>Ensure that environmental conditions are suitable for the client and the treatment to be carried out in a hygienic and safe environment.</li> <li>Select suitable equipment and products required for the treatment.</li> <li>Set up the equipment and prepare the products for treatments in adherence to the salon procedures and product/ equipment guideline.</li> <li>Perform the sterilization and disinfection process.</li> <li>Identify ways to dispose of waste correctly.</li> </ul>  | <ul style="list-style-type: none"> <li>Make-up Chair</li> <li>Beauty Trolley</li> <li>Make-up Kit</li> <li>Sterilizers</li> <li>Hot Cabinets</li> </ul>   |
| 3.      | <p><b>Perform skincare services</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>04:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Corresponding NOS Code</b><br/>BWS/N0104</p>      | <ul style="list-style-type: none"> <li>Describe the structure of skin</li> <li>Identify the different skin types correctly</li> <li>Explain the pathology of skin treatments</li> <li>Explain the principles and practice of skin therapies</li> <li>Explain the functions of the facial, neck and shoulder muscles in sufficient detail</li> <li>Explain the functions of the circulatory and the lymphatic systems of the body clearly</li> <li>Identify basic ailments, contraindications, contra-actions correctly</li> <li>Clarify the client's understanding and expectation prior to commencement of treatment</li> <li>Perform the therapy using materials, equipment and techniques correctly and safely to meet the needs of the client</li> <li>Carry out facial care/ clean-up process using the products and equipment as per standards laid down by the salon</li> <li>Clean the skin and remove all traces of</li> </ul> | <ul style="list-style-type: none"> <li>Anatomy and Physiology Charts</li> <li>Cleanser</li> <li>Scrub</li> <li>Moisturizer</li> <li>Chemical Exfoliant</li> <li>Hand Sanitizer</li> <li>Astringent</li> <li>Exfoliator</li> <li>Toner</li> <li>Round Loop Extractor</li> <li>Comedone Remover</li> <li>Face Masks</li> <li>Cotton Pads</li> </ul> |

| Sr. No. | Module  | Key Learning Outcomes  | Equipment Required   |
|---------|---|--|--|
|         |   | <p>make-up by using superficial and deep cleansing techniques</p> <ul style="list-style-type: none"> <li>• Use an exfoliation technique suitable for the client's skin type and skin condition</li> <li>• Use a suitable skin warming technique effectively</li> <li>• Carry out any necessary extraction suitable for the client's skin type and skin condition</li> <li>• Provide facial massage using techniques suitable for the client's skin type and condition</li> <li>• Apply mask treatments evenly and neatly, covering the area to be treated</li> <li>• Provide specific after-procedure, homecare advice to the client</li> </ul>  |  |
| 4.      | <p><b>Perform bridal make-up services</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>08:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>30:00</p> <p><b>Corresponding NOS Code</b><br/>BWS/N0301</p> | <ul style="list-style-type: none"> <li>• List the characteristics of skin</li> <li>• Identify the different skin types correctly</li> <li>• Describe the effect of lighting on the colour of make-up</li> <li>• Identify different kinds of foundation, concealers, blushers, eye shadow, eye liners, mascara, lip cosmetics</li> <li>• Clarify the client's understanding and expectation prior to commencement of procedure</li> <li>• Prepare a suitable treatment plan to meet the client's needs</li> <li>• Identify the contraindications correctly</li> <li>• Select suitable skin care and make-up products to meet the client's needs</li> <li>• Conceal skin imperfections and blemishes using the suitable colour corrective products, wherever required</li> <li>• Apply foundation, using brush/ sponge and evenly blend out to sides of the face to achieve coverage</li> <li>• Apply make-up to enhance the facial features for bridal photographic shoots</li> <li>• Use corrective make-up technique to suit the face shape</li> <li>• Give bridal make-up variation according to cultural specifications (different Indian brides such as Punjabi, Muslim, Christian, etc.)</li> </ul> | <ul style="list-style-type: none"> <li>• Make-up Chair</li> <li>• Trolley</li> <li>• Mirrors</li> <li>• Lighting</li> <li>• Foundations</li> <li>• Powder</li> <li>• Blusher</li> <li>• Eye Shadow</li> <li>• Mascara</li> <li>• Eye Pencil</li> <li>• Liquid Liner</li> <li>• Lipstick</li> <li>• Lip Gloss</li> <li>• Corrective Make-up/</li> <li>• Coloured Concealer</li> <li>• Brushes</li> <li>• Applicators</li> </ul> |

| Sr. No. | Module   | Key Learning Outcomes  | Equipment Required   |
|---------|--|--|--|
|         |  | <ul style="list-style-type: none"> <li>Position self and client throughout procedure to ensure privacy, comfort and well-being</li> <li>Complete the procedure to the satisfaction of the client in a commercially acceptable time</li> <li>Remove eye and skin make-up carefully</li> <li>Provide specific after-procedure, homecare advice and recommendations for product use and further treatment to the client</li> </ul>  |  |
| 5.      | <p><b>Perform fashion and photographic make-up</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>60:00</p> <p><b>Corresponding NOS Code</b><br/>BWS/N0302</p> | <ul style="list-style-type: none"> <li>Explain the effect that lighting has on the colour of make-up</li> <li>Explain the Colour Theory in a comprehensible manner</li> <li>Differentiate between the warm and cool colours (the colour wheel) correctly</li> <li>Explain the product mixing technique using brush/sponge/airbrush</li> <li>Clarify the client's expectation prior to commencement of procedure</li> <li>Perform skin analysis of the client to identify skin tone and skin type</li> <li>Identify contra-indications to skin and make-up products</li> <li>Prepare a suitable treatment plan to meet the client's needs</li> <li>Position self and client throughout procedure to ensure privacy, comfort and well-being</li> </ul> | <ul style="list-style-type: none"> <li>Make-up Chair</li> <li>Trolley</li> <li>Mirrors</li> <li>Lighting</li> <li>Foundations</li> <li>Powder</li> <li>Blusher</li> <li>Eye Shadow</li> <li>Mascara</li> <li>Eye Pencil</li> </ul> |

| Sr. No. | Module | Key Learning Outcomes  | Equipment Required   |
|---------|--------|--|--|
|         |        | <ul style="list-style-type: none"> <li>• Select suitable skin care and make-up products to meet the client's needs and work plan</li> <li>• Clean, tone and moisturise the skin to suit the client's skin type and needs</li> <li>• Check the lighting for make-up efficiently</li> <li>• Apply make-up by selecting the correct products, tools and technique for required look. (hi-definition make-up , airbrush make-up)</li> <li>• Conceal skin imperfections and blemishes using the suitable colour corrective products</li> <li>• Select a corrective technique and contour by highlights and shading</li> <li>• Apply make-up to meet the requirements of the fashion shows/ photo shoots</li> <li>• Apply high-definition make-up</li> <li>• Use corrective make-up technique to suit the facial features</li> <li>• Apply creative make-up (Catwalk / Theatre make-up, Fashion / Editorial make-up, Photographic, Studio Photo Shoot, Sixties) within a specific time frame</li> <li>• Apply black and white photography, period make-up to create the required impact</li> <li>• Apply smokey eye make-up with different variations (winged, double winged, etc.)</li> <li>• Remove eye make-up and skin make-up carefully and as per manufacturer's instructions</li> </ul> | <ul style="list-style-type: none"> <li>• Liquid Liner</li> <li>• Lipstick</li> <li>• Lip Gloss</li> <li>• Corrective Make-up/</li> <li>• Coloured Concealer</li> <li>• Brushes</li> <li>• Applicators</li> </ul> |



| Sr. No. | Module  | Key Learning Outcomes   | Equipment Required   |
|---------|---|---|--|
| 6.      | <p><b>Apply air-brush make-up</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>40:00</p> <p><b>Corresponding NOS Code</b><br/>BWS/N0303</p> | <ul style="list-style-type: none"> <li>• Carry out skin analysis to determine skin type and condition and check for contraindications</li> <li>• Identify the purpose for the make-up and provide clear recommendations to the client</li> <li>• Select airbrush make-up products, tools and equipment to suit client treatment needs, skin type and conditions</li> <li>• Use products, tools, equipment and techniques to meet the design plan and to suit client treatment needs, skin types and conditions</li> <li>• Complete the airbrush make-up to the satisfaction of the client</li> <li>• Record and evaluate the results of the treatment</li> <li>• Provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client to have knowledge of - the structure and function of the skin.</li> <li>• List the uses and limitations of airbrush make-up products (silicone based, water based, alcohol based, colour range, selection and suitability) to the make-up needs</li> <li>• Describe the different airbrush make-up designs: contouring, 3D, tattooing, full face day make-up; make-up for bridal, fashion and photographic shoots</li> <li>• Apply different airbrush make-up techniques according to client's skin type, skin condition and facial structure (colour fading; blending; highlighting; shading; stencilling; masking, freehand; pulsing; back bubbling; even colour washing)</li> <li>• Advise the clients on the longevity of the make-up, suitable make-up removal techniques</li> </ul> | <ul style="list-style-type: none"> <li>• Make-up Chair</li> <li>• Beauty Trolley</li> <li>• Bowls</li> <li>• Cotton</li> <li>• Make-up Brush Set</li> <li>• Make-up Kit</li> <li>• Air-brush Machine</li> <li>• Air-brush Kit</li> </ul> |

| Sr. No. | Module   | Key Learning Outcomes   | Equipment Required  |
|---------|--|---|---|
| 7.      | <p><b>Consult and advise clients</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>02:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>08:00</p> <p><b>Corresponding NOS Code</b><br/>BWS/N9005</p> | <ul style="list-style-type: none"> <li>• Explain the anatomy of the skin</li> <li>• Identify basic ailments, contraindications, contra actions, treatment plans</li> <li>• Analyse the treatment area, visually and carry out necessary tests</li> <li>• Consult the client by questioning to identify contra-indications to products</li> <li>• Provide recommendations for treatments that are suitable to the client</li> <li>• Define a suitable treatment plan to meet the client's needs</li> <li>• Confirm to the client the pricing and duration of service and products and address client queries</li> <li>• Communicate effectively with the client to maintain client's goodwill trust</li> <li>• Clarify the client's understanding and expectation prior to commencement of treatment</li> <li>• Provide after care advice and recommendations to the client</li> <li>• Record the client and treatment details accurately</li> <li>• Store information securely in line with the organization 's policies</li> <li>• Explain the organization's standards of performance and sequence of services</li> <li>• Abide by 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)</li> </ul> | <ul style="list-style-type: none"> <li>• Anatomy and Physiology Charts</li> <li>• Record Book</li> <li>• Laptop</li> <li>• Projector</li> </ul> |

| Sr. No. | Module   | Key Learning Outcomes  | Equipment Required  |
|---------|--|--|---|
| 8.      | <p><b>Promote and sell services and products</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>05:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>11:00</p> <p><b>Corresponding NOS Code</b><br/>BWS/N9006</p> | <ul style="list-style-type: none"> <li>• Identify the client needs for services and products taking into account factors that may limit or affect the choice</li> <li>• Consult the client by questioning to identify contra-indications to products and provide recommendations for treatments that are suitable to the client</li> <li>• Provide product, promotion, and pricing information as per clients' requirements and address client queries</li> <li>• List latest promotional schemes on various products</li> <li>• Explain manufacturer's instructions related to products</li> <li>• Maintain a client database by inputting client profiles and updates</li> <li>• Assist in managing the product inventory and ordering products based on inventory status</li> <li>• Assist in maintaining promotional database by inputting invoices and bill-back data as per organization standards</li> <li>• Set up and manage the display area of the range of products available in the organization</li> <li>• Label the displayed products clearly, accurately in alignment to the required standards</li> <li>• Make arrangements for the clients needing a refund or replacement of their products based on company policy</li> <li>•</li> <li>•</li> </ul> | <ul style="list-style-type: none"> <li>• Inventory List</li> <li>• Bill Book</li> </ul> |

| Sr. No. | Module  | Key Learning Outcomes  | Equipment Required   |
|---------|---|--|--|
| 9.      | <p><b>Manage and lead a team</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>08:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>08:00</p> <p><b>Corresponding NOS Code</b><br/>BWS/N9004</p>                      | <ul style="list-style-type: none"> <li>• Ensure team is aware of the schedule and job expectations on a daily basis</li> <li>• Involve team in regular meetings to communicate information intended for them</li> <li>• Ensure communication to team on any changes in policies/ processes by the organization through required verbal/ written mechanisms</li> <li>• Ensure participation of team in various engagement initiatives organized by the organization</li> <li>• Counsel and address issues among team for any work related issues</li> <li>• Facilitate the deployment of team as per guest schedule and the organizational norms and guidelines</li> <li>• Ensure periodic training of team support the team by delivering trainings</li> <li>• Share knowledge of processes, techniques, therapies and products with the team to enhance their skill levels</li> <li>• Provide feedback to the centre manager pertaining to performance appraisals of team</li> <li>• Specify the roster norms and guidelines</li> <li>• Provide feedback with team members effectively</li> </ul> |  |
| 10.     | <p><b>Maintain health and safety at the workplace</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>02:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Corresponding NOS Code</b><br/>BWS/N9002</p> | <ul style="list-style-type: none"> <li>• Identify the contra-indications of products</li> <li>• Follow manufacturer's instructions related to equipment and product use and cleaning</li> <li>• Handle usage and storage of products, tools and equipment safely</li> <li>• Abide by applicable legislation relating to the workplace</li> </ul>   | <ul style="list-style-type: none"> <li>• First Aid Kit</li> <li>• Fire Extinguishers</li> <li>• Sterilizers</li> </ul> |

| Sr. No.   | Module  | Key Learning Outcomes  | Equipment Required  |
|---|---|--|---|
| 11.   | <p><b>Create a positive impression at the workplace</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>02:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Corresponding NOS Code</b><br/>BWS/N9003</p> | <ul style="list-style-type: none"> <li>• Apply effective communication strategies when dealing with clients</li> <li>• Adapt and adopt different methods of communication to suit different situations and client needs</li> <li>• Use effective consultation techniques to identify treatment objectives</li> <li>• Manage client expectations</li> <li>• Explain and communicate clearly recommendations to the client</li> <li>• Maintain client confidentiality</li> <li>• Identify retail sales techniques to meet client requirements</li> <li>• Practise personal grooming standards</li> <li>• Communicate and behave in a professional environment</li> <li>• Plan and organize service feedback files/documents</li> <li>• Manage work routine based on salon procedure</li> <li>• Maintain the work area, equipment and product stocks to meet the schedule</li> <li>• Keep accurate records of clients, treatments and stocks of products</li> </ul> | <ul style="list-style-type: none"> <li>• Laptop</li> <li>• Projector</li> </ul> |
| <p><b>Total Duration</b><br/><b>500:00</b></p> <p><b>Theory Duration</b><br/><b>56:00</b></p> <p><b>Practical Duration</b><br/><b>194:00</b></p> <p><b>OJT Duration: 250:00</b></p> |   | <p><b>Unique Equipment Required:</b> Anatomy and physiology charts, First aid Kit, Fire Extinguishers, Sterilizers, Hot cabinets, Therapy bed, Beauty Trolley, Bowls, 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, Cotton Wool, Mirror, Make-up Kit, Make-up Brush Set, Air-brush Machine, Air-brush Products Kit</p>  |   |

Grand Total Course Duration: **500 Hours, 0 Minutes (including 250 Hours of OJT)**  
 (This syllabus/ curriculum has been approved by Beauty & Wellness Sector Skill Council)

## Trainer Prerequisites for Job role: “Bridal Fashion & Photographic Make-up Artist” mapped to Qualification Pack: “BWS/Q0301”

| Sr. No. | Area                                      | Details  |
|---------|---|--|
| 1.      | <b>Job Description</b>                    | To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “BWS/Q0301” Version 1.0.   |
| 2.      | <b>Personal Attributes</b>                | 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.      | <b>Minimum Educational Qualifications</b> | 12th pass with a certificate course in cosmetology or Graduate with cosmetology/Beauty courses or any International full-time Diploma.   |
| 4a.     | <b>Domain Certification</b>               | Certified for Job Role: “Bridal Fashion & Photographic Make-up Artist” mapped to QP: “BWS/Q0301 Version 1.0”. Minimum accepted score is 80%.   |
| 4b.     | <b>Platform Certification</b>             | Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q2601” with scoring of minimum 80%.  |
| 5.      | <b>Experience</b>                         | <ul style="list-style-type: none"> <li>Graduate--3 years’ experience (1 year as a beautician and 2 years as a trainer)</li> <li>12th pass--- 5 years’ experience (2 years as a beautician and 3 years as a trainer)</li> </ul>   |

## Annexure : Assessment Criteria

### Assessment Criteria for Bridal Fashion and Photographic Make-up Artist

|                             |   |
|-----------------------------|---|
| <b>Job Role</b>             | <b>Bridal Fashion and Photographic Make-up Artist</b> |
| <b>Qualification Pack</b>   | <b>BWS/ Q0301, v1.0</b>                               |
| <b>Sector Skill Council</b> | <b>Beauty and Wellness</b>                            |

| 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 center (as per assessment criteria below)   |
| 4       | Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center 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       | To pass the Qualification Pack , every trainee should score a minimum of 60% in Theory and 70% in Practical   |
| 7       | 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   |

| Assessable Outcomes                                      | Assessment Criteria   | Total Marks | Out of    | Marks Allocation |                  |
|--|---|-------------|-----------|------------------|------------------|
|  |   |             |           | Theory           | Skills Practical |
| <b>1. BWS/N9001<br/>(Prepare and maintain work area)</b> | PC1. ensure that environmental conditions are suitable for the client and the treatment to be carried out in a hygiene and safe environment | <b>100</b>  | 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                |
|  |   | <b>100</b>  | <b>22</b> | <b>78</b>        |                  |
| <b>2. BWS/N0301<br/>(Perform skin care services)</b>     | PC1. adhere to the health and safety standards laid out by the manufacturer and salon   | <b>100</b>  | 9         | 2                | 7                |
|  | PC2. position self and client throughout treatment to ensure privacy, comfort and wellbeing   |             | 3         | 1                | 2                |
|  | 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                |



| Assessable Outcomes                                   | Assessment Criteria   | Total Marks | Out of     | Marks Allocation |                  |
|---|---|-------------|------------|------------------|------------------|
|   |   |             |            | Theory           | Skills Practical |
|   | 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                |
|   | 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                |
|   |   |             | <b>100</b> | <b>27</b>        | <b>73</b>        |
| <b>3. BWS/N0302 (Perform bridal make-up services)</b> | PC1. adhere to the health and safety standards laid out by the manufacturer and organization  | <b>100</b>  | 4          | 1                | 3                |
|   | PC2. consult the client by questioning to identify contra-indications to skin and make-up products                                      |             | 4          | 1                | 3                |
|   | PC3. prepare the work area, materials, and equipment to meet the Salon operating procedures, industry and legal requirements            |             | 3          | 1                | 2                |
|   | PC4. sanitize the hands prior to treatment commencement   |             | 3          | 1                | 2                |
|   | PC5. prepare the client and provide suitable protective apparel   |             | 3          | 1                | 2                |

| Assessable Outcomes | Assessment Criteria  | Total Marks | Out of | Marks Allocation |                  |
|---------------------|--|-------------|--------|------------------|------------------|
|                     |  |             |        | Theory           | Skills Practical |
|                     | PC6. position self and client throughout procedure to ensure privacy, comfort and wellbeing  |             | 3      | 1                | 2                |
|                     | PC7. define a suitable treatment plan to meet the client's needs   |             | 4      | 1                | 3                |
|                     | PC8. select and prepare suitable skin care and make up products to meet the client's needs and work plan                                     |             | 7      | 2                | 5                |
|                     | PC9. clarify the client's understanding and expectation prior to commencement of procedure   |             | 4      | 1                | 3                |
|                     | PC10. clean, tone and moisturize the skin to suit the client's skin type and needs   |             | 4      | 1                | 3                |
|                     | PC11. conceal skin imperfections and blemishes using the suitable colour corrective products where required                                  |             | 7      | 2                | 5                |
|                     | PC12. select and apply foundation using brush/ sponge, to the centre of face and evenly blended out to sides of the face to achieve coverage |             | 7      | 2                | 5                |
|                     | PC13. select and choose a corrective technique and contour by highlights and shading   |             | 8      | 2                | 6                |
|                     | PC14. select and apply suitable powder to set the foundation   |             | 5      | 1                | 4                |
|                     | PC15. apply makeup to enhance the facial features for bridal photographic shoots   |             | 6      | 1                | 5                |
|                     | PC16. adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client                     |             | 6      | 1                | 5                |
|                     | PC17. adjust the client's position to meet the needs of the service without causing them discomfort  |             | 3      | 1                | 2                |
|                     | PC18. check the client's wellbeing throughout the service and giving the necessary reassurance   |             | 3      | 1                | 2                |
|                     | PC19. complete the procedure to the satisfaction of the client in a commercially acceptable time   |             | 4      | 1                | 3                |

| Assessable Outcomes   | Assessment Criteria   | Total Marks | Out of     | Marks Allocation |                  |
|---|---|-------------|------------|------------------|------------------|
|   |   |             |            | Theory           | Skills Practical |
|   | PC20. record the clients skin type skin condition and age group, procedure accurately and store information securely in line with the organization's policies |             | 4          | 1                | 3                |
|   | PC21. provide specific after procedure advice to the client   |             | 4          | 1                | 3                |
|   | PC22. dispose waste materials and leave the work area in a suitable condition for further treatments  |             | 4          | 1                | 3                |
|   |   |             | <b>100</b> | <b>26</b>        | <b>44</b>        |
| <b>4. BWS/N0303<br/>Perform<br/>fashion and<br/>photographic<br/>makeup</b> | PC1. adhere to the health and safety standards laid out by the manufacturer and organization  | <b>100</b>  | 5          | 1                | 4                |
|   | PC2. consult the client by questioning to identify contra-indications to skin and make up products  |             | 5          | 1                | 4                |
|   | PC3. prepare the work area, materials, and equipment to meet the Salon operating procedures, industry and legal requirements                                  |             | 4          | 1                | 3                |
|   | PC4. sanitize the hands prior to treatment commencement   |             | 4          | 1                | 3                |
|   | PC5. prepare the client and provide suitable protective apparel   |             | 4          | 1                | 3                |
|   | PC6. position self and client throughout procedure to ensure privacy, comfort and wellbeing   |             | 4          | 1                | 3                |
|   | PC7. define a suitable treatment plan to meet the client's needs  |             | 5          | 1                | 4                |
|   | PC8. select and prepare suitable skin care and make up products to meet the client's needs and work plan  |             | 4          | 1                | 3                |
|   | PC9. clarify the client's understanding and expectation prior to commencement of procedure  |             | 5          | 1                | 4                |
|   | PC10. perform Skin analysis and understand the different face shapes and skin tones and textures of the model/client/artist                                   |             | 5          | 1                | 4                |
|   | PC11. clean, tone and moisturize the skin to suit the client's skin type and needs  |             | 4          | 1                | 3                |

| Assessable Outcomes | Assessment Criteria  | Total Marks | Out of | Marks Allocation |                  |
|---------------------|--|-------------|--------|------------------|------------------|
|                     |  |             |        | Theory           | Skills Practical |
|                     | PC12. check the lighting for make up understanding the theory of true lighting and its effect  |             | 4      | 1                | 3                |
|                     | PC13. perform make up application by selecting the correct products, tools and technique for required look. (hi definition make up, airbrush makeup )  |             | 5      | 1                | 4                |
|                     | PC14. conceal skin imperfections and blemishes using the suitable colour corrective products understanding the warming and cooling colours (the colour wheel)  |             | 5      | 1                | 4                |
|                     | PC15. select by understanding the product mixing technique and application technique of foundation using brush/ sponge/airbrush, to the centre of face and evenly blended out to sides of the face to achieve coverage |             | 4      | 1                | 3                |
|                     | PC16. select and choose a corrective technique and contour by highlights and shading   |             | 3      | 1                | 2                |
|                     | PC17. apply make-up to meet the requirements of the fashion shows/ photo shoots  |             | 4      | 1                | 3                |
|                     | PC18. adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client   |             | 3      | 1                | 2                |
|                     | PC19. adjust the client's position to meet the needs of the service without causing them discomfort  |             | 3      | 1                | 2                |
|                     | PC20. check the client's wellbeing throughout the service and giving the necessary reassurance   |             | 4      | 1                | 3                |
|                     | PC21. complete the procedure to the satisfaction of the client in a commercially acceptable time   |             | 4      | 1                | 3                |
|                     | PC22. record the clients skin type skin condition and age group, procedure accurately and store information securely in line with the organization's policies  |             | 4      | 1                | 3                |
|                     | PC23. provide specific after procedure advice to the client  |             | 4      | 1                | 3                |

| Assessable Outcomes                                | Assessment Criteria   | Total Marks | Out of     | Marks Allocation |                  |
|--|---|-------------|------------|------------------|------------------|
|  |   |             |            | Theory           | Skills Practical |
|  | PC24. dispose waste materials and leave the work area in a suitable condition for further treatments  |             | 4          | 1                | 3                |
|  |   |             | <b>100</b> | <b>24</b>        | <b>76</b>        |
| <b>5. BWS/N0304<br/>Apply air-brush make-up</b>    | PC1. prepare client and work area for airbrush makeup   | <b>100</b>  | 16         | 6                | 10               |
|  | PC2. use suitable consultation techniques to identify treatment objectives  |             | 12         | 3                | 9                |
|  | PC3. carry out skin analysis to determine skin type and condition and check for contraindications   |             | 12         | 3                | 9                |
|  | PC4. identify the purpose for the make-up and provide clear recommendations to the client   |             | 4          | 1                | 3                |
|  | PC5. select airbrush make-up products, tools and equipment to suit client treatment needs, skin type and conditions   |             | 4          | 1                | 3                |
|  | PC6. use products, tools, equipment and techniques to meet the design plan and to suit client treatment needs, skin types and conditions                              |             | 8          | 2                | 6                |
|  | PC7. complete the airbrush make-up to the satisfaction of the client  |             | 12         | 3                | 9                |
|  | PC8. record and evaluate the results of the treatment   |             | 16         | 3                | 13               |
|  | PC9. provide specific after procedure, homecare advice and recommendations for product use and further treatments to the client                                       |             | 16         | 3                | 13               |
|  |   |             | <b>100</b> | <b>25</b>        | <b>75</b>        |
| <b>6. BWS/N9005<br/>Consult and advise clients</b> | PC1. adhere to the health and safety standards laid out by the organization   | <b>100</b>  | 8          | 3                | 5                |
|  | PC2. identify the client needs for services and products taking into account factors that may limit or affect the choice  |             | 12         | 4                | 8                |
|  | PC3. analyse the treatment area, visually and carry out necessary tests   |             | 10         | 2                | 8                |
|  | PC4. consult the client by questioning to identify contraindications to hair care products and provide recommendations for treatments that are suitable to the client |             | 13         | 3                | 10               |

| Assessable Outcomes  | Assessment Criteria  | Total Marks | Out of     | Marks Allocation |                  |
|--|--|-------------|------------|------------------|------------------|
|  |  |             |            | Theory           | Skills Practical |
|  | PC5. define a suitable treatment plan to meet the client's needs   |             | 10         | 2                | 8                |
|  | PC6. confirm to the client the pricing and duration of service and products and address client queries                           |             | 10         | 2                | 8                |
|  | PC7. communicate effectively with the client to maintains clients goodwill trust   |             | 10         | 3                | 7                |
|  | PC 8. clarify the client's understanding and expectation prior to commencement of treatment                                      |             | 9          | 2                | 7                |
|  | PC9. provide after care advice and recommendation s to the client  |             | 10         | 2                | 8                |
|  | PC10. record the client and treatment details accurately and store information securely in line with the organization's policies |             | 8          | 2                | 6                |
|  |  |             | <b>100</b> | <b>25</b>        | <b>75</b>        |
| <b>7. BWS/N9006 Promote and sell services and products</b> | PC1. greet clients when they enter the retail outlet and direct them to the counter based on their needs                         | <b>100</b>  | 4          | 1                | 3                |
|  | PC2. identify the client needs for services and products taking into account factors that may limit or affect the choice         |             | 8          | 3                | 5                |
|  | PC 3. analyse the treatment area, visually and carry out necessary tests   |             | 7          | 2                | 5                |
|  | PC4. consult quest identi contra produre comtreatm suitable  |             | 8          | 3                | 5                |
|  | PC5. provide product, promotion, and pricing information as per clients' requirements and address client queries                 |             | 7          | 1                | 6                |
|  | PC6. define a suitable treatment plan to meet the client's needs   |             | 6          | 2                | 4                |
|  | PC7. communicate effectively with the client to maintains clients goodwill trust   |             | 7          | 2                | 5                |
|  | PC8. clarify the client's understanding and expectation prior to commencement of treatment or sale of product                    |             | 6          | 1                | 5                |

| Assessable Outcomes                              | Assessment Criteria   | Total Marks | Out of     | Marks Allocation |                  |
|--|---|-------------|------------|------------------|------------------|
|  |   |             |            | Theory           | Skills Practical |
|  | PC9. maintain a client database by inputting client profiles and updates  |             | 6          | 2                | 4                |
|  | PC10. make arrangements for the clients needing a refund or replacement of their products based on company policy                           |             | 5          | 1                | 4                |
|  | PC11. assist in managing the product inventory and ordering products based on inventory status  |             | 6          | 2                | 4                |
|  | PC12. assist in maintaining promotional database by inputting invoices and bill-back data as per organization standards                     |             | 6          | 2                | 4                |
|  | PC13. set up and manage the display area of the range of products available in the organization   |             | 6          | 2                | 4                |
|  | PC14. Label the displayed products clearly, accurately in alignment to the required standards   |             | 5          | 1                | 4                |
|  | PC15. provide after care advice and recommendations to the client   |             | 6          | 2                | 4                |
|  | PC16. record the client and treatment details accurately and store information securely in line with the organization's policies            |             | 7          | 2                | 5                |
|  | PC17. record the client and treatment details accurately and store information securely in line with the organization's policies            |             | 7          | 2                | 5                |
|  |   |             | <b>100</b> | <b>29</b>        | <b>71</b>        |
| <b>8. BWS/N9004<br/>Manage &amp; lead a team</b> | PC1. ensure the team is aware of the schedule and job expectations on a daily basis   | <b>100</b>  | 10         | 2                | 8                |
|  | PC2. involve the team in regular meetings to communicate information intended for them  |             | 10         | 2                | 8                |
|  | PC3. ensure communication to the team on any changes in policies/ processes by the organization through required verbal/ written mechanisms |             | 20         | 10               | 10               |
|  | PC4. ensure participation of the team in various engagement initiatives organized by the organization                                       |             | 10         | 8                | 2                |

| Assessable Outcomes  | Assessment Criteria   | Total Marks | Out of     | Marks Allocation |                  |
|--|---|-------------|------------|------------------|------------------|
|  |   |             |            | Theory           | Skills Practical |
|  | PC5. counsel and address issues among the team for any work related issues  |             | 10         | 2                | 8                |
|  | PC6. support the centre manager the deployment of the team as per client schedule and the organizational norms and guidelines         |             | 10         | 2                | 8                |
|  | PC7. ensure periodic training of the team and support the team by delivering trainings  |             | 10         | 2                | 8                |
|  | PC8. share knowledge of processes, techniques, therapies and products with the team to enhance their skill levels                     |             | 10         | 1                | 9                |
|  | PC9. provide feedback to the centre manager pertaining to performance appraisals of the team  |             | 10         | 2                | 8                |
|  |   |             | <b>100</b> | <b>31</b>        | <b>69</b>        |
| <b>9. BWS/N9002<br/>Maintain health and safety of work area</b>    | PC1. set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements | <b>100</b>  | 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                |
|  | 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 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           |             | 13         | 3                | 10               |
|  |   |             | <b>100</b> | <b>25</b>        | <b>75</b>        |
| <b>10. BWS/N9003<br/>Create a positive impression at work area</b> | PC1. maintain good health and personal hygiene  | <b>100</b>  | 8          | 2                | 6                |
|  | PC2. comply with organisation's standards of grooming and personal behavior   |             | 9          | 3                | 6                |
|  | PC3. meet the organisation's standards of courtesy, behavior and efficiency   |             | 9          | 3                | 6                |



| Assessable Outcomes | Assessment Criteria  | Total Marks | Out of     | Marks Allocation |                  |
|---------------------|--|-------------|------------|------------------|------------------|
|                     |  |             |            | Theory           | Skills Practical |
|                     | 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 behavior 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                |
|                     |  |             | <b>100</b> | <b>29</b>        | <b>71</b>        |

