



COMPETENCY STANDARD FOR BEAUTIFICATION

Level: 03

(Informal Sector)

Competency Standard Code: CS-INF-Beu-L3-EN-V1



**National Skills Development Authority
Prime Minister's Office
Government of the People's Republic of Bangladesh**

Copyright

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This Competency Standard for Occupation is a document for the development of curricula, teaching and learning materials, and assessment tools. It also serves as the document for providing training consistent with the requirements of industry in order to meet the qualification of individuals who graduated through the established standard via competency-based assessment for a relevant job.

This document has been developed by NSDA in association with Informal Sector, industry representatives, academia, related specialist, trainer and related employee.

Public and private institutions may use the information contained in this standard for activities benefitting Bangladesh.

Introduction

The NSDA aims to enhance an individual's employability by certifying completeness with skills. NSDA works to expand the skilling capacity of identified public and private training providers qualitatively and quantitatively. It also aims to establish and operationalize a responsive skills ecosystem and delivery mechanism through a combination of well-defined set of mechanisms and necessary technical supports.

Key priority economic growth sectors identified by the government have been targeted by NSDA to improve current job skills along with existing workforce to ensure required skills to industry standards. Training providers are encouraged and supported to work with industry to address identified skills and knowledge to enable industry growth and increased employment through the provision of market responsive inclusive skills training program. "**Beautification**" is selected as one of the priority occupations of Informal Sector. This standard is developed to adopt a demand driven approach to training with effective inputs from Industry Skills Councils (ISC's), employer associations and employers.

Generally, a competency standard informs curriculum, learning materials, assessment and certification of trainees enrolled in Skills Training. Trainees who successfully pass the assessment will receive a qualification in the National Skills Qualification Framework (NSQF) under Bangladesh National Qualification Framework and will be listed on the NSDA's online portal.

This competency standard is developed to improve skills and knowledge in accordance with the job roles, duties and tasks of the occupation and ensure that the required skills and knowledge are aligned to industry requirements. A series of stakeholder consultations, workshops were held to develop this document.

The document also details the format, sequencing, wording and layout of the Competency Standard for an occupation which is comprised of Units of Competence and its corresponding Elements.

Overview

A competency standard is a written specification of the knowledge, skills and attitudes required for the performance of an occupation, trade or job corresponding to the industry standard of performance required in the workplace.

The purpose of a competency standards is to:

- provide a consistent and reliable set of components for training, recognising and assessing people's skills, and may also have optional support materials
- enable industry recognised qualifications to be awarded through direct assessment of workplace competencies
- encourage the development and delivery of flexible training which suits individual and industry requirements
- encourage learning and assessment in a work-related environment which leads to verifiable workplace outcomes

Competency standards are developed by a working group comprised of representative from NSDA, Key Institutions, ISC, and industry experts to identify the competencies required of an occupation in Informal Sector.

Competency standards describe the skills, knowledge and attitude needed to perform effectively in the workplace. CS acknowledge that people can achieve technical and vocational competency in many ways by emphasizing what the learner can do, not how or where they learned to do it.

With competency standards, training and assessment may be conducted at the workplace or at training institute or any combination of these.

Competency standards consist of a number of units of competency. A unit of competency describes a distinct work activity that would normally be undertaken by one person in accordance with industry standards.

Units of competency are documented in a standard format that comprises of:

- unit title
- nominal duration
- unit code
- unit descriptor
- elements and performance criteria
- variables and range statement
- curricular content guide
- assessment evidence guide

Together, all the parts of a unit of competency:

- describe a work activity
- guide the assessor to determine whether the candidate is competent or not yet competent

The ensuing sections of this document comprise of a description of the relevant occupation, trade or job with all the key components of a unit of competency, including:

- a chart with an overview of all Units of Competency for the relevant occupation, trade or job including the Unit Codes and the Unit of Competency titles and corresponding Elements
- the Competency Standard that includes the Unit of Competency, Unit Descriptor, Elements and Performance Criteria, Range of Variables, Curricular Content Guide and Assessment Evidence Guide.

Competency Standards for National Skill Certificate, Level-03 in Beautification in Informal Sector

Level Descriptors of NSQF (BNQF 1-6)

Level & Job classification	Knowledge Domain	Skills Domain	Responsibility Domain
6-Mid-Level Manager/ Sub Assistant Engineer	Comprehensive actual and theoretical knowledge within a specific work or study area with an awareness of the validity and limits of that knowledge, able to analyse, compare, relate and evaluate.	Specialised and wider range of cognitive and practical skills required to provide leadership in the development of creative solutions to defined problems. Communicate professional issues and solutions to the team and to external partners/users.	Work under broad guidance and self-motivation to execute strategic and operational plan/s. Lead lower-level management. Diagnose and resolve problems within and among work groups.
5-Supervisor	Broad knowledge of the underlying, concepts, principles, and processes in a specific work or study area, able to scrutinize and break information into parts by identifying motives or causes.	Broad range of cognitive and practical skills required to generate solutions to specific problems in one or more work or study areas. Communicate practice-related problems and possible solutions to external partners.	Work under guidance of management and self-direction to resolve specific issues. Lead and take responsibility for the work and actions of group/team members. Bridge between management.
4-Highly Skilled Worker	Broader knowledge of the underlying, concepts, principles, and processes in a specific work or study area, able to solve problems to new situations by comparing and applying acquired knowledge.	A range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying the full range of methods, tools, materials and information. Communicate using technical terminology and IT technology with partners and users as per workplace requirements.	Work under minimal supervision in specific contexts in response to workplace requirements. Resolve technical issues in response to workplace requirements and lead/guide a team/ group.
3-Skilled Worker	Moderately broad knowledge in a specific work or study area, able to perceive ideas and abstract from drawing and design according to workplace requirements.	Basic cognitive and practical skills required to use relevant information in order to carry out tasks and to solve routine problems using simple rules and tools. Communicate with his team and limited external partners upholding the values, nature and culture of the workplace	Work or study under supervision with considerable autonomy. Participate in teams and responsible for group coordination.
2-Semi Skilled Worker	Basic understanding of underpinning knowledge in a specific work or study area, able to interpret and apply common occupational terms and instructions.	Skills required to carry out simple tasks, communicate with his team in the workplace presenting and discussing results of his work with required clarity.	Work or study under supervision in a structured context with limited scope of manipulation
1 –Basic Skilled Worker	Elementary understanding of ability to interpret the underpinning knowledge in a specific study area, able to interpret common occupational terms and instructions.	Specific Basic skills required to carry out simple tasks. Interpret occupational terms and present the results of own work within guided work environment/ under supervision.	Work under direct supervision in a structured context with limited range of responsibilities.

List of Abbreviations

CS	- Competency Standard
ISC	- Industry Skills Council
NSDA	- National Skills Development Authority
NSQF	- National Skills Qualifications Framework
OSH	- Occupational Safety and Health
PPE	- Personal Protective Equipment
SCVC	- Standards and Curriculum Validation Committee
STP	- Skills Training Provider
SOP	- Standard Operating Procedure
UoC	- Unit of Competency
VAT	- Value-Added Tax

Approved by

---th Executive Committee (EC) Meeting of NSDA

Held on -----

Deputy Director (Admin)

and

Officer of Secretarial Duties for EC meeting
National Skills Development Authority

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**Competency Standards for National Skill Certificate, Level-03 in
Beautification in Informal Sector
Course Structure**

SL No	Unit code and Title	UOC Level	Nominal (hours)	
Generic Units of Competencies				
1.	GU008L2V1	Work in a Team Environment	2	20
2.	GU021L3V1	Manage Personal and Professional Development	3	10
Sub Total			30	
Sector Specific Units of Competencies				
Occupation Specific Units of Competencies				
3.	OUIINBEU07L3V1	Perform Hair Treatment	3	40
4.	OUIINBEU08L3V1	Apply Hair Color	3	30
5.	OUIINBEU09L3V1	Perform Rebouncing and Perming	3	30
6.	OUIINBEU10L3V1	Perform Skin Care	3	40
7.	OUIINBEU11L3V1	Perform Piercing	3	20
8.	OUIINBEU12L3V1	Perform Makeover	3	50
9.	OUIINBEU13L3V1	Develop Entrepreneurship in Beautification Industry	3	40
Sub Total			240	
Total Duration			280	

Units & Elements at Glance

Generic Competencies

Code	Unit of competency	Elements of competency	Duration (hours)
GU008L2V1	Work in a Team Environment	<ol style="list-style-type: none">1. Define team role and scope2. Identify individual role and responsibility3. Participate in team discussions4. Work as a team member	20
GU021L3V1	Manage Personal and Professional Development	<ol style="list-style-type: none">1. Interpret personal development skills2. Set and meet self-development priorities3. Maintain professional growth and development	10
Total hours			30

Occupation specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
OUIINBEU07L3V1	Perform Hair Treatment	<ol style="list-style-type: none"> 1. Prepare for work 2. Prepare client 3. Perform oil treatment 4. Perform protein treatment 5. Perform henna treatment 6. Perform spa treatment 7. Clean client and workplace 	40
OUIINBEU08L3V1	Apply Hair Color	<ol style="list-style-type: none"> 1. Prepare for work 2. Prepare client 3. Apply hair color 4. Clean client and workplace 	30
OUIINBEU09L3V1	Perform Rebounding and Perming	<ol style="list-style-type: none"> 1. Prepare for work 2. Prepare client 3. Perform rebounding 4. Perform perming 5. Clean client and workplace 	30
OUIINBEU10L3V1	Perform Skin Treatment	<ol style="list-style-type: none"> 1. Prepare for work 2. Prepare client 3. Perform facial 4. Perform fair polish 5. Clean client and workplace 	40
OUIINBEU11L3V1	Perform Piercing	<ol style="list-style-type: none"> 1. Prepare for work 2. Prepare client 3. Perform piercing of nose and ear 4. Clean client and workplace 	20
OUIINBEU12L3V1	Perform Makeover	<ol style="list-style-type: none"> 1. Prepare for work 2. Prepare client 3. Perform makeup 4. Perform hairstyle 5. Perform saree draping 	50

		6. Clean client and workplace	
OUIINBEU13L3V1	Develop Entrepreneurship in Beautification Industry	1. Prepare for work 2. Prepare documents 3. Perform financial management 4. Setup establishment 5. Manage product sourcing and sales	40
Total Hours			240

Generic Units of Competencies

Unit Code and Title	GU008L2V1: Work in a Team Environment
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to working in a team environment. It specifically includes defining team role and scope, identifying individual role and responsibility. participating in team discussions and working as a team member.
Nominal Hours	20 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Define team role and scope	1.1. Role and objectives of the team are defined 1.2. Team structure, responsibilities and reporting relations are identified from team discussions and other external sources
2. Identify individual role and responsibility	2.1 Individual roles and responsibilities of <u>team members</u> are identified 2.2 Reporting relationships among team members are defined and clarified 2.3 Reporting relationships external to the team are defined and clarified.
3. Participate in team discussions	3.1 Ideas related to team plans are contributed 3.2 Recommendations for improving team work are put forward
4. Work as a team member	4.1 Effective forms of communication are used to interact with team members 4.2 Communication channels are followed 4.3 OHS practices are followed
Range of Variables	
Variables	Range (may include but not limited to):
1. Team Members	1.1 Coach/mentor 1.2 Supervisor/Manager 1.3 Peers/Colleagues 1.4 Employee representative
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 defined team role and scope 1.2 identified individual role and responsibility

	<ul style="list-style-type: none"> 1.3 participated in team discussions 1.4 worked as a team member
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1. Team Structure, Role and Responsibility 2.2. Individual Members' Roles and Responsibilities 2.3. Communication Flow and Reporting Structures 2.4. Team Planning 2.5. Interpersonal Communication Skills 2.6. Team Meeting Procedures 2.7. OHS Practices
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Identifying the role and responsibility of the team 3.2 Identifying roles and responsibilities of individual members 3.3 Participating in team discussions 3.4 Working as a team member
4. Required attitude	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	<ul style="list-style-type: none"> 5.1 Workplace 5.2 Tools and Equipment 5.3 Materials and documentation required
6. Methods of assessment	<p>Competency should be assessed by:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Unit Code and Title	GU021L3V1: Manage Personal and Professional Development
Unit Descriptor	This unit covers the knowledge, skills and attitude required to manage personal and professional development. It specifically includes interpreting personal development skills, setting and meeting work priorities, maintaining professional growth and development.
Nominal Hours	10 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Interpret personal development skills	1.1 Objectives of personal development skills are described. 1.2 <u>Personal development skills</u> are identified. 1.3 Intra and Interpersonal relationships are maintained in the course of managing oneself. 1.4 Self-analysis is performed and personal development needs are identified.
2. Set and meet self-development priorities	2.1 Tasks are prioritized to achieve personal, team and organizational goals and objectives. 2.2 <u>Resources</u> are utilized efficiently and effectively to manage work priorities and commitments. 2.3 Economic usage and maintenance of facilities are followed as per established procedures.
3. Maintain professional growth and development	3.1 Proactiveness/zeal is demonstrated in fulfilling personal and professional growth requirements. 3.2 <u>Trainings and career opportunities</u> are identified and accessed based on job requirements. 3.3 <u>Recognitions</u> are sought/ received and demonstrated as proof of career advancement. 3.4 <u>Licenses and/or certifications</u> relevant to the job and career are obtained and renewed
Range of Variables	
Variables	Range (may include but not limited to):
1. Personal Development skills	1.1. Problem-solving 1.2. Self-confidence 1.3. Adaptability 1.4. Integrity

	1.5. Work ethic 1.6. Proactiveness
2. Resources	2.1 Human 2.2 Financial 2.3 Technology
3. Trainings and career opportunities	3.1 Participation in training programs 3.1.1 Technical 3.1.2 Supervisory 3.1.3 Managerial 3.1.4 Continuing Education 3.2 Serving as Resource Persons in conferences and workshops
4. Recognitions	4.1 Recommendations 4.2 Citations 4.3 Certificate of Appreciations 4.4 Commendations 4.5 Awards 4.6 Tangible and Intangible Rewards
5. Licenses and/or certifications	5.1 National Certificates 5.2 Certificate of Competency 5.3 Support Level Licenses 5.4 Professional Licenses
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 Attained personal development skills 1.2 Maintained intra and interpersonal relationship in the course of managing oneself. 1.3 Prioritized tasks according to work commitments 1.4 Identified training and career opportunities. 1.5 Completed trainings based on the requirements of the industries 1.6 Acquired and maintained licenses and/or certifications according to the requirement of the qualification
2. Underpinning knowledge	2.1 Importance of personal development skills 2.2 Organizational policies relevant to training and professional growth 2.3 Company operations, procedures and standards 2.4 Resources in work environment
3. Underpinning skills	3.1 Utilizing and improving personal development skills 3.2 Maintaining Intra and Interpersonal relationship

	<ul style="list-style-type: none"> 3.3 Utilizing communication skills 3.4 Prioritizing tasks in accordance with work commitment 3.5 Utilizing resources efficiently and effectively
4. Required attitude	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	<ul style="list-style-type: none"> 5.1. Workplace or assessment location 5.2. Case studies
6. Methods of assessment	<p>Competency should be assessed by:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Occupation Specific Units of Competencies

Unit Code and Title	OUIBUE07L3V1: Perform Hair Treatment
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to perform hair treatment. It specifically includes prepare for work, client, perform oil treatment, protein treatment, henna treatment, spa treatment and clean client and workplace.
Nominal Hours	40 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for work	1.1 OSH is followed and Personal Protective Equipment (PPE) is collected and used 1.2 <u>Tools and equipment</u> are selected and collected 1.3 <u>Raw materials</u> are identified and arranged
2. Prepare client	2.1 Personal accessories are removed 2.2 Client is consulted and advised on <u>color options, Straightening options</u> are checked for possible skin allergies 2.3 <u>Condition of the hair</u> and <u>hair scalp condition</u> are checked and analyzed 2.4 <u>Types of hair treatment</u> is selected 2.5 <u>Protective clothing</u> is provided and client is draped following procedures to avoid stains from hair coloring 2.6 Client's hair is shampooed to remove remaining conditioners and styling products ensuring the scalp is not scratched
3. Perform oil treatment	3.1 Hair oil is mixed with herbs as required 3.2 Vitamin / E-Cap is applied as per requirement 3.3 Head is massaged as per standard procedure 3.4 Steam machine is used for 03 to 05 minutes, if required 3.5 Hair is rinsed with Shampoo and conditioner 3.6 Hair is dried
4. Perform protein treatment	4.1 Hair oil is mixed with herbs as required 4.2 Vitamin / E-Cap is applied as per requirement 4.3 Head is massaged for 20 to 25 minutes and steam machine is used for 03 to 05 minutes, if required 4.4 White portion/yolk of an egg is taken, mixed with curd, lemon juice and onion juice 4.5 Protein pack is applied starting from back hair to the front gradually and keep it for 20 to 30 minutes 4.6 Hair is rinsed with Shampoo and conditioner and hair is

	dried
5. Perform Henna treatment	5.1 Hair is shampooed 5.2 Henna powder is mixed with tea licker 5.3 Mixed Henna powder is applied starting from crown section 5.4 Hair is rinsed with plain water and conditioner 5.5 Hair is dried
6. Perform Spa treatment	6.1 Hair oil is mixed with herbs as required 6.2 Vitamin / E-Cap is applied as per requirement 6.3 Head is massaged for 20 to 25 minutes and steam is used for 03 to 05 minutes 6.4 Hair is rinsed with Shampoo and spa mask is applied and kept for 30 to 35 minutes 6.5 Hair is washed with plain water 6.6 Hair is dried
7. Clean client and workplace	7.1 Apron is removed and brush/tissue is used to remove unwanted parts 7.2 Personal accessories are returned 7.3 Tools and Equipment are cleaned and sanitized 7.4 Work area is cleaned 7.5 Waste materials are disposed as per workplace standards
Range of Variables	
Variables	Range (may include but not limited to):
1. Tools and equipment	1.1 Chair 1.2 Cape 1.3 Comb 1.4 Mirror 1.5 Push shower 1.6 Steamer 1.7 Blower Machine 1.8 Hair brush 1.9 Pack apply brush / Tinting brush 1.10 Small bowl 1.11 Measuring cup 1.12 Measuring spoon 1.13 Squeezer 1.14 Roller brush 1.15 Application brush 1.16 Flat ironing machine
2. Raw Materials	2.1 Fresh Water 2.2 Clips 2.3 Massaging agent

	<ul style="list-style-type: none"> 2.4 Cream / Fruits / Henna / Lemon / Onion 2.5 Tissue 2.6 Vitamin E-CAP. 2.7 Curd 2.8 Olive Oil 2.9 Conditioner 2.10 Egg 2.11 Banana
3. Color options	<ul style="list-style-type: none"> 3.1 Penetrating Tint <ul style="list-style-type: none"> 3.1.1 Semi-permanent 3.1.2 Permanent 3.2 Coating Dyes <ul style="list-style-type: none"> 3.2.1 Liquid 3.2.2 Powder 3.2.3 Temporary
4. Straightening options	<ul style="list-style-type: none"> 4.1 Semi-permanent 4.2 Permanent
5. Condition of the Hair	<ul style="list-style-type: none"> 5.1 Damaged 5.2 Treated 5.3 Lightened 5.4 Dry 5.5 Greasy or Oily 5.6 Normal
6. Hair scalp condition	<ul style="list-style-type: none"> 6.1 Dandruff 6.2 Dry 6.3 Fungal 6.4 Oily 6.5 Alopecia
7. Types of hair treatment	<ul style="list-style-type: none"> 7.1 Oil 7.2 Protein 7.3 Henna 7.4 Spa
8. Protective clothing	<ul style="list-style-type: none"> 8.1 Ear pads 8.2 Coloring pads 8.3 Towels 8.4 Apron 8.5 Cape 8.6 Gloves
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	<ul style="list-style-type: none"> Assessment required evidence that the candidate: <ul style="list-style-type: none"> 1.1 prepared for work 1.2 prepared client

	<ul style="list-style-type: none"> 1.3 performed oil treatment 1.4 performed protein treatment 1.5 performed henna treatment 1.6 perform spa treatment 1.7 cleaned client and workplace
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Types of tools, equipment and materials 2.2 Hair types and required treatment 2.3 Types of pack 2.4 Hair condition 2.5 Hair treatment procedures 2.6 Herbal pack using procedures 2.7 Product specification
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Selecting and collecting tools, equipment and materials 3.2 Consulting client and advising on color, straightening options 3.3 Performing hair treatment 3.4 Applying shampoo 3.5 Washing and drying hair
4. Required attitude	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	<ul style="list-style-type: none"> 5.1. Workplace (actual or simulated) 5.2. Tools, equipment and facilities 5.3. Materials
6. Methods of assessment	<p>Competency should be assessed by:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit Code and Title	OUIINBEU08L3V1: Apply Hair Color
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to apply hair color. It specifically includes prepare for work, prepare client, apply hair color and clean client and workplace.
Nominal Hours	30 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for work	1.1 OSH is followed and Personal Protective Equipment (PPE) is used 1.2 <u>Tools and Accessories</u> are selected and collected 1.3 <u>Color</u> is selected and prepared
2. Prepare client	2.1 Personal accessories are removed 2.2 <u>Hair Condition</u> and <u>texture of hair</u> are checked and analyzed 2.3 Protective clothing is provided and used 2.4 Previous chemicals applied on hair is determined 2.5 Scalp condition is checked if free from scratches and open wounds
3. Apply hair color	3.1 Shampoo is used 3.2 Pre-lightening is applied if required 3.3 Color application is performed 3.4 Hair is rinsed 3.5 Color care shampoo and conditioner is used 3.6 Hair is rinsed and blow dried
4. Clean client and workplace	4.1 Apron is removed and brush/tissue is used to remove unwanted parts 4.2 Personal accessories are returned 4.3 Tools and Equipment are cleaned and sanitized 4.4 Work area is cleaned 4.5 Waste materials are disposed as per workplace standards
Range of Variables	
Variables	Range (may include but not limited to):
1. Tools and Accessories	1.1 Tail comb 1.2 Setting clips 1.3 Bowl 1.4 Brush 1.5 Hair dryer 1.6 Foil Paper

	1.7 Cap stick
2. Color	2.1 Global / full hair color 2.2 Balayage / highlight 2.3 Ombre 2.4 Sombre/ Fashion color
3. Hair condition	3.1 Damaged 3.2 Treated 3.3 Lightened 3.4 Porous 3.5 Dry 3.6 Greasy or Oily 3.7 Normal
4. Texture of hair	4.1 Fine 4.2 Medium 4.3 Coarse 4.4 Wiry
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 prepared for work 1.2 prepared client 1.3 applied hair color 1.4 cleaned client and workplace
2. Underpinning knowledge	2.1 Types of tools, equipment and materials 2.2 Hair types and required treatment 2.3 Condition and texture of hair 2.4 Types of hair and color 2.5 Use of raw materials 2.6 Product specification
3. Underpinning skills	3.1 Selecting and collecting tools, equipment and materials 3.2 Checking and analyzing condition and texture of hair 3.3 Performing color application 3.4 Applying shampoo 3.5 Washing hair 3.6 Disposing waste materials
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace

5. Resource implications	5.1 Workplace (actual or simulated) 5.2 Tools, equipment and facilities appropriate to the process or activity 5.3 Materials relevant to the proposed activity.
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Unit Code and Title	OUIINBEU09L3V1: Perform Rebounding and Perming
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to perform rebounding and perming. It specifically includes prepare for work, client, perform rebounding, perming and clean client and workplace.
Nominal Hours	30 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for work	1.1 OSH is followed and Personal Protective Equipment (PPE) is collected and used 1.2 <u>Tools and equipment</u> are selected and collected 1.3 <u>Raw materials</u> are identified and arranged
2. Prepare client	2.1 Personal accessories are removed 2.2 Client is consulted and advised on straightening options and checked for possible skin allergies 2.3 Condition of the hair and scalp are checked and analyzed and protective clothing is provided and used 2.4 Client's hair is shampooed to remove remaining conditioners and styling products, make sure the scalp is not scratched 2.5 Client's hair and skin is protected prior to perming
3. Perform rebounding	3.1 Hair is shampooed twice 3.2 Hair is towel dried 3.3 Rebounding is performed in accordance with <u>acceptable procedures</u> 3.4 Hair is ironed if required
4. Perform perming	4.1 Shampoo is used and Hair is full dried 4.2 Small hair braid is made 4.3 Product is applied and waited for 15 to 45 minutes 4.4 Elasticity is checked in every 05 minutes 4.5 Hair braids is loosened and hair is rinsed if applicable 4.6 Straightener is used if required
5. Clean client and workplace	5.1 Apron is removed and brush/tissue is used to remove unwanted parts 5.2 Personal accessories are returned 5.3 Tools and Equipment are cleaned and sanitized 5.4 Work area is cleaned 5.5 Waste materials are disposed as per workplace standards
Range of Variables	

Variables	Range (may include but not limited to):
1. Tools and equipment	<ul style="list-style-type: none"> 1.1 Rebounding <ul style="list-style-type: none"> 1.1.1 Parlor Chair 1.1.2 Mirror 1.1.3 Combs 1.1.4 Blow Dry Machine 1.1.5 Straightener 1.1.6 Setting Clips 1.1.7 Bowl 1.1.8 Brush 1.2 Perming <ul style="list-style-type: none"> 1.2.1 Dryer (handheld, hood, infrared) 1.2.2 Curler <ul style="list-style-type: none"> 1.2.2.1 Small 1.2.2.2 Medium 1.2.2.3 Large 1.2.2.4 Extra large 1.2.3 Wooden Spindle 1.2.4 Spiral 1.2.5 Zigzag 1.2.6 Telephone wire 1.2.7 Applicator 1.2.8 Shower Cap 1.2.9 Cap 1.2.10 Towel 1.2.11 Hairclips 1.2.12 Ear pads 1.2.13 Tail comb 1.2.14 Rubber band 1.2.15 Rubber gloves
2. Raw Materials	<ul style="list-style-type: none"> 2.1 Rebounding <ul style="list-style-type: none"> 2.1.1 Rebounding cream 2.1.2 Serum 2.1.3 Hair Mask 2.1.4 shampoo 2.2 Perming <ul style="list-style-type: none"> 2.2.1 Perm lotion 2.2.2 Shampoo 2.2.3 Neutralizer 2.2.4 Conditioner 2.2.5 Cotton 2.2.6 Rubber Band 2.2.7 Disposable Gloves

3. Acceptable procedures	3.1 Hair is shampooed twice 3.2 Hair is towel dried 3.3 Cream (Ammonia thioglycolic) is applied on small area to test reaction 3.4 Product is applied for 10-40 minutes depends on hair texture 3.5 Elasticity is checked in every 05 minutes 3.6 Hair is rinsed 3.7 Hair mask is used for soft hair and rinsed if required 3.8 Hair serum is used after 40% dry for heat protection and shining 3.9 Hair is dried 80% and separated into 04 sections 3.10 Hair straightener is used to make straight hair properly 3.11 Neutralizer is used for 15 to 20 minutes as second cream of rebounding as required 3.12 Hair is rinsed and hair mask is used for 5 to 10 minutes 3.13 Hair serum is used after 40% dry for heat protection and shining 3.14 Hair is blow dried (cold)
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: <ol style="list-style-type: none"> 1.1 prepared for work 1.2 prepared client 1.3 performed rebounding 1.4 performed perming 1.5 cleaned client and workplace
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1 Hair types and required treatment 2.2 Types of pack / perming solutions 2.3 Use of raw materials 2.4 Product specification 2.5 Product specification 2.6 Hair rebounding procedures 2.7 Hair perming procedures 2.8 Use of raw materials
3. Underpinning skills	<ol style="list-style-type: none"> 3.1 Selecting and collecting tools, equipment and raw materials 3.2 Checking and analyzing conditions of hair and scalp 3.3 Performing rebounding and perming 3.4 Using straightener if required

4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace (actual or simulated) 5.2 Tools, equipment and facilities appropriate to the process or activity 5.3 Materials relevant to the proposed activity
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Unit Code and Title	OUIBEBD10L3V1: Perform Skin Care
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to perform skin care. It specifically includes prepare for work, client, perform facial, fair polish and clean client and workplace.
Nominal Hours	40 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for work	1.1 OSH is followed and Personal Protective Equipment (PPE) is used 1.2 <u>Tools, equipment and accessories</u> are collected and sanitized 1.3 <u>Raw Materials</u> are identified and arranged
2. Prepare client	2.1 Clients' facial <u>skin condition</u> is checked and analyzed 2.2 Client is advised on appropriate <u>skin care</u> options 2.3 <u>Protective clothing</u> is worn by the client and attendant 2.4 Client is consulted to confirm health condition as per instruction 2.5 <u>Stroke techniques</u> are interpreted 2.6 Client is warmed up using <u>strokes</u> and prepare for skin care treatment
3. Perform facial	3.1 Cleansing is performed from face to neck around 03 to 05 minutes 3.2 Scrubbing is performed around 02 to 03 minutes except for pimpled skin 3.3 Blackheads and whiteheads are removed and cold compressor (ice) is applied 3.4 Massage gel is used and kept for 05 minutes 3.5 Massaging is performed with massage cream for 05 minutes 3.6 Pack/ <u>Mask</u> is used for around 10 to 15 minutes and removed after drying 3.7 Moisturizer is applied
4. Perform fair polish	4.1 Cleansing is performed from face to neck for 03 to 05 minutes 4.2 Bleach/fair polish is applied and kept it as required with close observation 4.3 Bleach/fair polish is removed 4.4 Massaging is performed with massage cream for 03 to 05 minutes

	<p>4.5 Blackheads and whiteheads are removed and cold compressor (ice) is applied, if required</p> <p>4.6 Moisturizer is applied</p>
5. Clean client and workplace	<p>5.1 Apron is removed and brush/tissue is used to remove unwanted parts</p> <p>5.2 Personal accessories are returned</p> <p>5.3 Tools and Equipment are cleaned and sanitized</p> <p>5.4 Work area is cleaned</p> <p>5.5 Waste materials are disposed as per workplace standards</p>
Range of Variables	
Variables	Range (may include but not limited to):
1. Tools, equipment and accessories	<p>1.1 Facial machine with following accessories:</p> <p>1.1.1 Spray bottles</p> <p>1.1.2 Facial steamer</p> <p>1.1.3 Facial bed</p> <p>1.1.4 Facial pack application brush</p> <p>1.1.5 Facial bowl</p> <p>1.2 Facial basin</p> <p>1.3 Stools</p> <p>1.4 Extraction Stick (Acne/ Bron stick)</p> <p>1.5 Facial apron</p> <p>1.6 Facial belt</p>
2. Raw materials	<p>2.1 Towels</p> <p>2.2 Facial tissues</p> <p>2.3 Facial mask</p> <p>2.4 Cotton</p> <p>2.5 Cucumber/ Potato</p>
3. Skin condition	<p>3.1 Normal skin</p> <p>3.2 Dry skin</p> <p>3.3 Skin with acne</p> <p>3.4 Skin with pigmentation</p> <p>3.5 Oily skin</p> <p>3.6 Combination skin</p> <p>3.7 Sensitive skin</p>
4. Skin care	<p>4.1 Facial</p> <p>4.2 Fair polish</p>
5. Protective clothing	<p>5.1 Eye pads</p> <p>5.2 Towel</p> <p>5.3 Headband</p> <p>5.4 Facial Gown</p> <p>5.5 Gauze Mask</p> <p>5.6 Facial Mask</p>

6. Stroke techniques	6.1 Effleurage 6.2 Patrissage 6.3 Tapotement 6.4 Vibration 6.5 Friction
7. Strokes	7.1 Spreading 7.2 Chin movements 7.3 Lower cheeks 7.4 Mouth nose cheek movement 7.5 Linear movement forehead 7.6 Circular movement forehead 7.7 Criss-Cross 7.8 Brow and eye movements 7.9 Nose and upper cheek movements 7.10 Lips and chin movements 7.11 Lifting movement of cheeks 7.12 Rotary movement of cheeks 7.13 Light tapping movements 7.14 Stroking movement of neck 7.15 Circular movement over neck and chest 7.16 Shoulder and back movement 7.17 Chest and back movement 7.18 Back massage
8. Mask	8.1 Orange mask 8.2 Honey mask 8.3 Sandal mask 8.4 Rose mask 8.5 Aloe Vera mask 8.6 Neem mask 8.7 Pearl mask
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: <ol style="list-style-type: none"> 1.1 Prepared for work 1.2 Prepared client 1.3 Perform facial 1.4 Perform fair polish 1.5 Clean client and workplace

2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Personal accessories 2.2 Facial skin conditions 2.3 Code of Ethics 2.4 Types of treatment products 2.5 Correct massage techniques 2.6 Machine equipment procedures 2.7 Protective clothing and gadget 2.8 Salon policies and procedures 2.9 Time management
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Collecting and sanitizing tools and equipment 3.2 Warning up client with different strokes 3.3 Applying massaging techniques 3.4 Applying treatment products 3.5 Using pack or mask 3.6 Applying moisturizer 3.7 Proper disposing of waste
4. Required attitude	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	<ul style="list-style-type: none"> 5.1. workplace (actual or simulated) 5.2. tools, equipment and facilities 5.3. Paper 5.4. Pen
6. Methods of assessment	<p>Competency should be assessed by:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

Accreditation Requirements

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Unit Code and Title	OUIBUE11L3V1: Perform Piercing
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to perform piercing. It specifically includes prepare for work, prepare client, perform piercing of nose and ear and clean client and workplace.
Nominal Hours	20 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for work	1.1 OSH is followed and <u>Personal Protective Equipment (PPE)</u> is used 1.2 <u>Tools and materials</u> are selected and prepared
2. Prepare client	2.1 <u>Personal accessories</u> are removed 2.2 Client is consulted on specific requirements 2.3 Client is seated in a comfortable position 2.4 Protective clothing is provided and used
3. Perform piercing of nose and ear	3.1 Selected area shooting gun and piercing pin are sanitized 3.2 Anesthesia/ Jesicon Gel is applied (up to 02%) 3.3 <u>Piercing point</u> is marked 3.4 Piercing gun is pointed and shot 3.5 Antibiotic cream is used at the pierced area 3.6 <u>Advices</u> are given to clients
4. Clean client and workplace	4.1 Apron is removed and brush/tissue is used to remove wastage 4.2 Personal accessories are returned 4.3 Tools and Equipment are cleaned and sanitized 4.4 Work area is cleaned 4.5 Waste materials are disposed as per workplace standards
Range of Variables	
Variables	Range (may include but not limited to):
1. Personal Protective Equipment (PPE)	1.1 Apron 1.2 Styptic tap 1.3 Head band 1.4 Disposable mask 1.5 Hand gloves 1.6 Footwear
2. Tools and materials	2.1 Piercing gun 2.2 Piercing pin 2.3 Pointing pen 2.4 Antiseptic Cream

	2.5 Anesthetics 2.6 Move spray/Jesicon gel
3. Personal Accessories	3.1 Earrings 3.2 Nose pin
4. Piercing point	4.1 Earlobe 4.2 Ear snug 4.3 Nose
5. Advices	5.1 Waiting 03 days before using gold 5.2 Avoiding allergic food 5.3 Taking vitamin C 5.4 Take doctors opinion for any complexion
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 prepared for work 1.2 prepared client 1.3 perform piercing of nose and ear 1.4 cleaned client and workplace
2. Underpinning knowledge	2.1 Compressor 2.2 Piercing gun 2.3 Spray 2.4 Advantages of gold use 2.5 Duration of piercing 2.6 Additional advice
3. Underpinning skills	3.1 Pointing piercing gun 3.2 Shooting piercing gun 3.3 Spraying move 3.4 Advising client's
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace (actual or simulated) 5.2 Tools, equipment and facilities appropriate to the process or activity 5.3 Materials relevant to the proposed activity.
6. Methods of assessment	Competency should be assessed by: 6.1 Written test

	6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Unit Code and Title	OUIINBEU12L3V1: Perform Makeover
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to perform makeover. It specifically includes prepare for work, client, perform makeup, hairstyle, saree draping and clean client and workplace.
Nominal Hours	50 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for work	1.1 OSH is followed and Personal Protective Equipment (PPE) is used 1.2 <u>Tools and equipment</u> and <u>materials</u> are selected and arranged
2. Prepare client	2.1 Personal accessories are removed 2.2 Client is consulted on specific <u>makeover requirement</u> 2.3 Client is seated in a comfortable position 2.4 <u>Protective clothing</u> is provided and used
3. Perform makeup	3.1 Shape of face and <u>skin type</u> and <u>skin tones</u> of client are analyzed and type of makeup is selected 3.2 Makeup application is performed in accordance with <u>acceptable procedures</u> 3.3 Makeup results are checked before application of finishing touches 3.4 Face is fixed up with fixing spray/makeup setting spray 3.5 Client is advised on appropriate product and procedure in applying retouch and removing makeup
4. Perform hairstyle	4.1 Hair is towel dried and blow dried 4.2 Hairstyle is prepared according to desired hairstyle 4.3 All hair implements and hairstyle accessories are placed to enhance hairstyle 4.4 Hairstyle is polished through application of hairstyling products 4.5 Hairstyle is checked
5. Perform saree draping	5.1 Client is consulted for selecting saree style with different occasions 5.2 Petticoat and blouse are put on/worn 5.3 Saree is draped according to selected style 5.4 Safety pins are used at certain areas for setting saree by ensuring the needle is pointing outward from the skin

6. Clean client and workplace	6.1 Apron is removed and brush/tissue is used to remove unwanted parts 6.2 Personal accessories are returned 6.3 Tools and Equipment are cleaned and sanitized 6.4 Work area is cleaned 6.5 Waste materials are disposed as per workplace standards
Range of Variables	
Variables	Range (may include but not limited to):
1. Tools and equipment	1.1 Makeup 1.1.1 Sharpener 1.1.2 Eyelash Curler 1.1.3 Brush set 1.1.4 Beauty Blender/Puff 1.1.5 Air Brush 1.2 Hair style 1.2.1 Straightener 1.2.2 Curl machine 1.2.3 Crimper machine 1.2.4 Hair drier 1.2.5 Curl brush 1.2.6 Combs
2. Materials	2.1 Makeup 2.2 Foundation 2.3 Concealer 2.4 Eye shadow 2.5 Blushers 2.6 Eyeliner 2.7 Eye Brow 2.8 Powder 2.9 Gel 2.10 Pencil 2.11 Mascara 2.12 Powder 2.13 Lip Pencil 2.14 Lip Gloss 2.15 Sprays
3. Makeover requirement	3.1 Makeup 3.1.1 Day makeup 3.1.2 Evening makeup 3.1.3 Bridal 3.2 Saree Draping 3.2.1 Nivi style 3.2.2 Bangla style 3.2.3 Devdas style 3.2.4 Gujrati style

	<ul style="list-style-type: none"> 3.2.5 Lehenga Style 3.2.6 Dhuti style 3.3 Hair style <ul style="list-style-type: none"> 3.3.1 Curly and crimpy 3.3.2 Straight 3.3.3 Bun 3.3.4 Trendy hair do 3.3.5 Bridal 3.3.6 Weaving 3.3.7 Blow dry
4. Skin Type	<ul style="list-style-type: none"> 4.1 Dry 4.2 Combination 4.3 Normal 4.4 Oily 4.5 Sensitive
5. Skin tones	<ul style="list-style-type: none"> 5.1 Fair 5.2 Light 5.3 Medium 5.4 Dark
6. Acceptable procedures	<ul style="list-style-type: none"> 6.1 Preparing skin 6.2 Applying Primer 6.3 Applying colour corrector 6.4 Applying foundation Palate / pen stick 6.5 Applying Concealers (for foundation) 6.6 Applying Face powder (loose or press) 6.7 Contouring 6.8 Eye brow art 6.9 Eye concealing 6.10 Applying eye shadow as per requirements 6.11 Using eyeliner 6.12 Using fake eye lash (if required) 6.13 Using Kajol 6.14 Applying Mascara 6.15 Applying Face blush 6.16 Applying Highlighter 6.17 Using lipstick
<p>Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency</p>	
1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Prepared for work 1.2 Prepared client 1.3 Performed makeup 1.4 Performed hairstyle 1.5 Performed saree draping

	1.6 Cleaned client and workplace
2. Underpinning knowledge	2.1 Types of products for makeup, hairs style and saree draping 2.2 Different facial shapes, skin tones and type analysis 2.3 Makeup procedures or sequences 2.4 Checking procedures of hairstyle outcomes 2.5 Different occasions and saree style 2.6 Operating policies and procedures
3. Underpinning skills	3.1 Selecting and collecting tools, equipment and materials 3.2 Consulting client on specific makeover requirements 3.3 Performing makeup 3.4 Preparing hair style 3.5 Proceeding methodical saree drapping 3.6 Finishing touches / recommendation for touchup 3.7 Cleaning and sanitizing tools and equipment
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	5.1. Workplace 5.2. Tools and equipment 5.3. Paper 5.4. Pen
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

Accreditation Requirements

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Unit Code and Title	OUIINBEU13L3V1: Develop Entrepreneurship in Beautification Industry
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to develop entrepreneurship in beautification industries. It specifically includes prepare for work, prepare documents, perform financial management, setup establishment and manage product sourcing and sales.
Nominal Hours	40 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for work	1.1 <u>Basic knowledge of entrepreneurship</u> is described 1.2 Feasibility study (SWOT analysis) is carried out 1.3 Detailed Business plan is prepared
2. Prepare documents	2.1 All <u>legal documents</u> are collected 2.2 List of tools, equipment and suppliers are collected 2.3 <u>Marketing plan</u> is identified and described
3. Perform financial management	3.1 Sources of fund is identified 3.2 Credit (bank loan) is accessed 3.3 Re-financing scheme is described
4. Setup establishment	4.1 Infrastructure is developed, rented or leased 4.2 Furniture, tools and equipment are procured and setup 4.3 Staffs are recruited 4.4 Staff management is performed
5. Manage product sourcing and sales	5.1 <u>Types of sourcing</u> are identified and described 5.2 Types of suppliers are identified and described 5.3 Beautification business management system is identified and implemented using appropriate software 5.4 Cost management and <u>sales management system</u> are identified and implemented by using software
Range of Variables	
Variables	Range (may include but not limited to):
1. Basic knowledge of Entrepreneurship	1.1 Definition of entrepreneurship 1.2 Characteristics of entrepreneur 1.3 Types of business
2. Legal documents	2.1 Trade license 2.2 Ownership 2.3 VAT 2.4 Tax 2.5 Other license requirement as per business nature.

3. Marketing plan	3.1 Shop decoration 3.2 Advertising 3.3 Branding
4. Types of sourcing	4.1 Low cost sourcing. 4.2 Local sourcing. 4.3 Global sourcing. 4.4 In country sourcing.
5. Sales management system	5.1 E-commerce 5.2 F-commerce 5.3 Direct sales
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 Prepared for work 1.2 Prepared documents 1.3 Performed financial management 1.4 Setup establishment 1.5 Managed product sourcing and sales
2. Underpinning knowledge	2.1 Basic knowledge of entrepreneurship 2.2 SWOT Analysis 2.3 Business planning 2.4 Types of equipment and materials 2.5 Marketing plan 2.6 Funding requirements 2.7 Staff management 2.8 Sales management system
3. Underpinning skills	3.1 Describing basic knowledge of entrepreneurship 3.2 Preparing detailed work plan 3.3 Collecting all legal documents 3.4 Preparing marketing plan 3.5 Maintaining OSH 3.6 Performing staff management 3.7 Identifying and implementing food business management system
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	5.1. Workplace (actual or simulated)

	5.2. Tools, equipment and facilities 5.3. Materials relevant to the proposed activity
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Development of Competency Standard

The Competency Standards for National Skills Certificate in Beautification, Level-03 is developed by CISC and SEIP.

List of Members

SI No	Name and Address	Position in the committee
1.	Mr. SK Abdul Mannan, Chief Executive Officer (CEO), Construction Industry Skills Council (CISC)	Member
2.	Ms. Sadia Jahan Dola, Chief Trainer and Owner, Academy of Ellen	Member
3.	Ms. Rabeya Busry, Beauty Consultant & Trainer, Sumon's Aroma	Member
4.	Mrs. Tanjila Akhter Nira, Owner, Nira's home beauty parlor	Member
5.	Ms. Suma Mondal, Owner, SRAY Beauty Parlor & RED rose beauty parlor	Member
6.	Mr. Md. Hasibus Sahid, Process Expert, Construction Industry Skills Council (CISC)	Member
7.	Mr. Bikash Chandra Ghatak, Assistant Coordinator (Training, Monitoring and Assessment)	Member
8.	Mr. Saifuzzaman Mia, Quality Assurance Officer, SEIP	Member
9.	Mr. B. M. Mofizur Rahman, Curriculum Development & Training Executive, Construction Industry Skills Council (CISC)	Member
10.	Mr. Engr. Md. Asaduzzaman, Assessment & Certification Executive, Construction Industry Skills Council (CISC)	Member
11.	Mr. Md. Mohsin, LMI & Research Executive, Construction Industry Skills Council (CISC)	Member

Validation of Competency Standard

The Competency Standards for National Skills Certificate in Beautification, Level-03 is validated by NSDA on 21st July 2022.

List of Members

Sl No	Name and Address	Position in the committee	Signature
1.	Mirza Nurul Ghani Shovon, Chairman (Informal Sector ISC), Cell:01711263861	Chairperson	
2.	Saifuzzaman Mia, QAO (Electrical), SEIP, Mobile: 01700706489, Email: saifuzzaman.seip@gmail.com	Member	
3.	Julakha Shahin, Owner & Lead Trainer, Parthib Gallery Beauty Parlor & Training Centre. Mobile: +88 01716-490343 E-mail: parthibgallery@gmail.com	Member	
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