COMPETENCY STANDARD

FOR

BEAUTIFICATION

Level: 02

(Informal Sector)

Competency Standard Code: CS-INF-Beu-L2-EN-V1

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

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National Skills Development Authority
Prime Minister's Office
Level: 10-11, Biniyog Bhaban,
E-6 / B, Agargaon, Sher-E-Bangla Nagar Dhaka-1207, Bangladesh.
Email: ec@nsda.gov.bd
Website: www.nsda.gov.bd.
National Skills Portal: http:\\skillsportal.gov.bd

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-02 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

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

Table of Contents

Competency Standards for National Skill Certificate, Level-02 in Beautification in Informal Sector

Course Structure

SL No	Unit code and Title		UOC Level	Nominal (hours)
Generic Units of Competencies				
1.	GU002L2V1	Apply Occupational Safety and Health (OSH) Procedure in the Workplace	2	15
2.	GU012L2V1	Communicate in the Workplace	2	20
3.	GU020L2V1	Receive and Respond to Workplace Instructions	2	15
Sub Total				**50**
Sector Specific Units of Competencies				
4.	SUIN012L2V1	Work in the Beauty Care Areas	2	20
5.	SUIN013L2V1	Follow Personal Health and Hygiene Practices	2	10
Sub Total				**30**
Occupation Specific Units of Competencies				
6.	OUINBEU01L2V1	Perform Hair Removing	2	20
7.	OUINBEU02L2V1	Perform Haircut	2	70
8.	OUINBEU03L2V1	Perform Hair Styles	2	50
9.	OUINBEU04L2V1	Perform Manicure and Pedicure	2	30
10.	OUINBEU05L2V1	Perform Makeup	2	70
11.	OUINBEU06L2V1	Apply Henna/Mehedi	2	40
		Sub Total		**280**
		Total Duration		**360**

Units & Elements at Glance

Generic Competencies

Code	Unit of competency	Elements of competency	Duration (hours)
GU002L2V1	Apply Occupational Safety and Health (OSH) Procedure In the Workplace	1. Identify OSH policies and procedures 2. Follow OSH procedure 3. Report hazards and risks 4. Respond to emergencies 5. Maintain personal well-being	15
GU012L2V1	Communicate in the workplace	1. Receive verbal instructions 2. Interpret verbal and written information/instruction 3. Convey instructions using verbal and written forms of communication 4. Complete written documentation 5. Participate in workplace meetings and discussions	20
GU020L2V1	Receive and Respond to Workplace Instructions	1. Interpret and follow verbal instructions 2. Read and interpret workplace documents 3. Receive and follow written instructions 4. Attend meetings and provide inputs	15
		Total hours	**45**

Sector specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
SUIN012L2V1	Work in the Beauty Care Areas	1. Describe the organization structure within the sector 2. Identify processes and procedures 3. Identify tools, equipment and materials 4. Identify workplace requirements 5. Organize own workload	20
SUIN013L2V1	Follow Personal Health and Hygiene Practices	1. Observe occupational safety and health (OSH) practices 2. Follow safety and hygiene procedures 3. Report personal health issues 4. Clean workplace and dispose waste materials	10
		Total hours	**30**

Occupation specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
OUINBEU01L2V1	Perform Hair Removing	1. Prepare for work 2. Prepare client for hair removal 3. Perform threading 4. Perform waxing 5. Clean client and workplace	20
OUINBEU02L2V1	Perform Haircut	1. Prepare for work 2. Prepare client 3. Cut hair 4. Check hair and apply appropriate finishing touches 5. Clean client and workplace	70
OUINBEU03L2V1	Perform Hair Style	1. Prepare for work 2. Prepare client 3. Perform hairstyling 4. Perform finishing touches 5. Clean client and workplace	50
OUINBEU04L2V1	Perform Manicure and Pedicure	1. Prepare for work 2. Prepare client 3. Perform manicure 4. Perform pedicure 5. Clean client and workplace	30
OUINBEU05L2V1	Perform Makeup	1. Prepare for work 2. Prepare client 3. Perform makeup 4. Clean client and workplace	70
OUINBEU06L2V1	Apply Henna/Mehedi	1. Prepare for work 2. Prepare client 3. Apply henna 4. Clean client and workplace	40

Generic Units of Competencies

Unit Code and Title	GU002L2V1: Apply Occupational Safety and Health (OSH) Procedure in the Workplace
Unit Descriptor	This unit covers the knowledge, skills and attitudes (KSA) required in applying occupational safety and health (OSH) procedure in the workplace. It specifically includes identify OSH policies and procedures, follow OSH procedure, report hazards and risks, respond to emergencies and maintain personal well-being.
Nominal Hours	15 Hours
Elements of Competency	Performance Criteria **Bold & Underlined** terms are elaborated in the Range of Variables
1. Identify OSH policies and procedures	1.1. **OSH policies** and **safe operating procedures** are accessed and stated 1.2. **Safety signs and symbols** are identified and followed 1.3. Emergency response, evacuation procedures and other contingency measures are determined according to workplace requirements
2. Follow OSH procedure	2.1 **Personal protective equipment (PPE)** is selected and collected as required 2.2 Personal protective equipment (PPE) is correctly used in accordance with organization OSH procedures and practices 2.3 A clear and tidy workplace is maintained as per workplace standard 2.4 PPE is maintained to keep them operational and compliant with OSH regulations
3. Report hazards and risks	3.1 **Hazards** and risks are identified, assessed and controlled 3.2 Incidents arising from hazards and risks are reported to designated authority
4. Respond to emergencies	4.1 Alarms and warning devices are responded 4.2 Workplace **emergency procedures** are followed 4.3 **Contingency measures** during workplace accidents, fire and other emergencies are recognized and followed in accordance with organization procedures 4.4 First aid procedures are applied during emergency situations
5. Maintain personal well-being	5.1 OSH policies and procedures are adhered to OSH awareness programs are participated in as per workplace guidelines and procedures. 5.2 Corrective actions are implemented to correct unsafe condition in the workplace

	5.3 **"Fit to work" records** are updated and maintained according to workplace requirements

Range of Variables

Variables	**Range** (may include but not limited to):
1. OSH policies	1.1. Bangladesh standards for OSH 1.2. Fire Safety Rules and Regulations 1.3. Code of Practice 1.4. Industry Guidelines
2. Safe operating procedures	2.1 Orientation on emergency exits, fire extinguishers, fire escape, etc. 2.2 Emergency procedures 2.3 First Aid procedures 2.4 Tagging procedures 2.5 Use of PPE 2.6 Safety procedures for hazardous substances
3. Safety signs and symbols	3.1 Direction signs (exit, emergency exit, etc.) 3.2 First aid signs 3.3 Danger Tags 3.4 Hazard signs 3.5 Safety tags 3.6 Warning signs
4. Personal Protective Equipment (PPE)	4.1 Gas Mask 4.2 Gloves 4.3 Safety boots 4.4 Face mask 4.5 Overalls 4.6 Goggles and safety glasses 4.7 Sun block 4.8 Chemical/Gas detectors
5. Hazards	5.1 Chemical hazards 5.2 Biological hazards 5.3 Physical Hazards 5.4 Mechanical and Electrical Hazard 5.5 Mental hazard 5.6 Ergonomic hazard
6. Emergency procedures	6.1 Fire fighting 6.2 Earthquake 6.3 Medical and first aid 6.4 Evacuation

7. Contingency measures	7.1	Evacuation
	7.2	Isolation
	7.1	Decontamination
8. "Fit to Work" records	8.1	Medical Certificate every year
	8.2	Accident reports, if any
	8.3	Eye vision certificate

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 stated OSH policies and safe operating procedures
	1.2 followed safety signs and symbols
	1.3 used personal protective equipment (PPE)
	1.4 maintained workplace clear and tidy
	1.5 assessed and Controlled hazards
	1.6 followed emergency procedures
	1.7 followed contingency measures
	1.8 implemented corrective actions
2. Underpinning knowledge	2.1 Define OSH
	2.2 OSH Workplace Policies and Procedures
	2.3 Work Safety Procedures
	2.4 Emergency Procedures
	2.5 Hazard control procedure
	2.6 Different types of Hazards
	2.7 PPE and there uses
	2.8 Personal Hygiene Practices
	2.9 OSH Awareness
3. Underpinning skills	3.1 Accessing OSH policies
	3.2 Handling of PPE
	3.3 Handling cleaning tools and equipment
	3.4 Writing report
	3.5 Responding to emergency procedures
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 Equipment and outfits appropriate in applying safety measures
	5.3 Tools, equipment, materials and documentation required
	5.4 OSH Policies and Procedures
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.

Unit Code and Title	**GU012L2V1: Communicate in the Workplace**
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to Communicate in the Workplace. It specifically includes plan negotiations and participate in negotiations.
Nominal Hours	**20 Hours**
Elements of Competency	**Performance Criteria** **Bold & Underlined** terms are elaborated in the Range of Variables
1. Receive verbal instructions	1.1 Instructions are accessed and interpreted 1.2 Questions are asked to clarify understanding or gain more information. 1.3 Information/instruction is recorded.
2. Interpret verbal and written information/ instruction	2.1 **Written instructions** are interpreted. 2.2 Work **signage's** are properly responded. 2.3 Routine written instructions are followed in sequence. 2.4 Feedback is given to workplace supervisor.
3. Convey instructions using verbal and written forms of communication	3.1 Relevant **communication** methods are used to transmit instructions. 3.2 Appropriate non-verbal communication is used. 3.3 Channels of communication are identified and followed 3.4 Communication **tools and equipment** are operated and faults are identified and reported. 3.5 Information is conveyed using appropriate **forms**.
4. Complete written documentation	4.1 All required **documentation** is completed 4.2 Workplace data are recorded 4.3 Written information/instruction is passed to personnel.
5. Participate in work place meetings and discussions	5.1 Meetings are attended regularly and on time. 5.2 Meeting inputs are consistent with the meeting purpose and established protocols. 5.3 Opinions are expressed without interruption. 5.4 Meeting outputs are processed and implemented.
Range of Variables	
Variables	**Range** (may include but not limited to):
1. Written instructions	1.1 Supervisor's/Manager's Instructions 1.2 Memoranda 1.3 Rules and Regulations 1.4 Signage 1.5 Approved Work Plan 1.6 External communications

2. Signage	2.1 On-site direction signs
	2.2 Common site warnings
	2.3 Location signs
	2.4 Traffic signs
3. Communication	3.1 Verbal instructions
	3.2 Written instructions
	3.3 Online communication
4. Tools and machinery	4.1 Telephone
	4.2 Mobile Phone
	4.3 Fax machines
	4.4 Two-way radio
	4.5 Computers
	4.6 Forms
	4.7 Memo
5. Forms	5.1 Memorandum
	5.2 Requisitioning Form
	5.3 Personnel Form
	5.4 Safety Report Form
6. Documentation	6.1 Reports (Monthly, Quarterly, Half-Yearly, Annual)
	6.2 Plans (Strategic Plan, Operational Plan, Monthly Schedule)
	6.3 Monitoring and Evaluation Report
	6.4 Minutes of Meetings

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 demonstrated knowledge of workplace procedures in receiving, interpreting and conveying verbal & written communication.
	1.2 satisfied the requirements mentioned in the Performance Criteria and Range of Variables.
2. Underpinning knowledge	2.1 Workplace Communication Policies, Standards and Procedures
	2.2 Verbal and Non-verbal communication
	2.3 Modes of Communication
	2.4 Communication Equipment: Types, Uses and Faults
	2.5 Channels of Communication
3. Underpinning skills	3.1 Receiving verbal instructions.
	3.2 Interpreting verbal and written information/ instruction
	3.3 Conveying instructions using verbal and written forms of communication
	3.4 Completing written documentation

	3.5	Participating in workplace meetings and discussions
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.	Computer/Laptop
	5.2.	Computer
	5.3.	Required learning materials
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	**GU020L2V1: Receive and Respond to Workplace Instructions**
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to receive and respond to workplace instructions. It includes define team role and scope, identify individual role and responsibility, participate in team discussions and work as a team member.
Nominal Hours	**15 Hours**
Elements of Competency	**Performance Criteria** **Bold & Underlined** terms are elaborated in the Range of Variables
1. Interpret and follow verbal instructions	1.1 Verbal Instructions are interpreted. 1.2 Questions are asked to clarify understanding or obtaining more information. 1.3 Instructions are followed as per understanding. 1.4 Information/ instruction is recorded.
2. Read and interpret workplace documents	2.1 **Written instructions** are read and interpreted in accordance with **workplace guidelines.** 2.2 Work **signage** are interpreted.
3. Receive and follow written instructions	3.1 Written instructions are interpreted. 3.2 Routine written instructions are followed in sequence. 3.3 Feedback is given to workplace supervisor based on workplace guidelines.
4. Attend meetings and provide inputs	4.1 Meetings are attended regularly and on time following well-disseminated agenda. 4.2 Proper **Communication** methods are used to transmit instructions 4.3 Appropriate non-verbal communication is used. 4.4 Inputs are provided consistent with the meeting purpose. 4.5 Opinions are expressed without interruption. 4.6 Meeting outputs are implemented.
Range of Variables	
Variables	**Range** (may include but not limited to):
1. Written instructions	1.1 Supervisor's / Manager's Instructions 1.2 Memoranda 1.3 Rules and Regulations 1.4 Signage 1.5 Approved Work Plan 1.6 External communications

2. Workplace guidelines	2.1	Labor Policies and Guidelines
	2.2	Written Instructions
	2.3	Operations Manual
	2.4	Organizational Manuals
	2.5	Quality Assurance Handbook
3. Signage	3.1	On-site direction signs
	3.2	Common site warnings
	3.3	Location signs
	3.4	Traffic signs
4. Communication	4.1	Verbal instructions
	4.2	Written instructions
	4.3	Online communication

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	Demonstrated knowledge of workplace procedures in receiving, interpreting read verbal & written instruction and conduct communication.
	1.2	Satisfying the requirements mentioned in the performance criteria and range of variables
2. Underpinning knowledge	2.1	Workplace Communication Policies, Standards and Procedures.
	2.2	Verbal and Non-verbal communication.
	2.3	Modes of Communication.
3. Underpinning skills	3.1	Receiving verbal instructions
	3.2	Interpreting verbal and written information/ instruction
	3.3	Conveying instructions using verbal and
	3.4	Written forms of communication
	3.5	Participating in work place meetings and Discussions
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	Pens
	5.2	Telephone
	5.3	Computer
	5.4	Writing materials

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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Sector Specific Units of Competencies

Unit Code and Title	**SUIN012L2V1: Work in the Beauty Care Areas**
Unit Descriptor	This unit covers the knowledge, skill and attitude required in work in the beauty care areas. It specifically includes describe the organization structure within the sector, identify processes and procedures, tools, equipment and materials, workplace requirements and organize own workload.
Nominal Hours	**20 Hours**
Elements of Competency	**Performance Criteria** **Bold & Underlined** terms are elaborated in the Range of Variables
1. Describe the organization structure within the sector	1.1 Scope, nature and **major fields** of the beauty care is determined 1.2 Profile of the beauty industry in relation to Bangladesh **employment conditions** is determined 1.3 Trends and technologies relevant to the sector are explained 1.4 Relevant policies and guidelines are identified and Interpreted 1.5 **Instructions** as to procedures in achieving quality are obtained, understood, and clarified
2. Identify processes and procedures	2.1 Processes in the beauty industry are identified, described and explained based on specifications 2.2 Work steps are correctly identified based on Manuals of Instruction. 2.3 Adjustments are interpreted
3. Identify tools, equipment and materials	3.1 **Manuals** are accessed to ensure up-to-date specifications of tools, materials and equipment 3.2 **Tools, equipment and materials** are identified 3.3 Substitutes are selected based on workplace requirements in case of non-availability 3.4 Adjustments are interpreted.
4. Identify workplace requirements	4.1 **Workplace requirements** are identified and clarified 4.2 Roles and responsibilities of all personnel are described 4.3 Workplace's practices are identified 4.4 **Problem-solving strategies** are used to address bottlenecks, inconsistencies and other concerns
5. Organize own workload	5.1 Own work activities are planned and progress of work is communicated to relevant staff 5.2 Work activities are completed 5.3 Difficulties and bottlenecks are identified, and solutions are put forwarded

Variables	Range (may include but not limited to):
	5.4 Own work is monitored against workplace standards and areas for improvement identified and acted upon

Range of Variables

Variables	Range (may include but not limited to):
1. Major Fields	1.1 Skin Care 1.2 Nail Care 1.3 Hair Services 1.4 Hair Removing
2. Employment conditions	2.1 Code of Practice 2.2 Salary/Wage System 2.3 Labor Practices 2.4 Anti-Discrimination Policy 2.5 Gender Issues 2.6 Collective Bargaining and Other Practices 2.7 Awards 2.8 Procedures for Handling Disputes 2.9 Innovations in the Informal Sector
3. Instructions	3.1 Office programs 3.2 Specifications and requirements 3.3 Standard operating procedures 3.4 Manuals of Instruction 3.5 Operations Manual 3.6 Environmental Guidelines 3.7 GAD Guidelines
4. Manuals	4.1 Manual of Instruction 4.2 Manual of Specification 4.3 Operations Manual 4.4 Repair Manual 4.5 Quality Manual
2. Workplace 5. requirements	5.1 Goals and objectives 5.2 Strategic and Operational Plans 5.3 Systems and Processes 5.4 Monitoring and Evaluation 5.5 Reports and Documentation

6. Tools, Materials and Equipment	**6.1 Equipment**
	  6.1.1 Cold wave equipment
	  6.1.2 Mannequins
	  6.1.3 Utility Chair
	  6.1.4 Cabinet for Accessories
	  6.1.5 Cabinet for Clean Linens
	  6.1.6 Container for soiled linens
	  6.1.7 Tools and Implements

	6.1.8 Shampoo Bowl and shampoo boards
	6.1.9 Hair Dryer
	6.1.10 Hair Cutting Tools (Scissor, Razor Blade)
	6.1.11 Perming Tools
	6.1.12 Sterilizer and sanitizers
	6.1.13 Hair Clips
	6.1.14 Tinting Brush
	6.1.15 Mixing Bowl
	6.1.16 Measuring Cup
	6.1.17 Clamps
	6.1.18 Frosting Cap with Hook
	6.1.19 Tail Comb
	6.1.20 Blower
	6.2 Materials
	6.2.1 Combs and hair brushes
	6.2.2 Shampoo
	6.2.3 Water
	6.2.4 Towels
	6.2.5 Hair Wax
	6.2.6 Hair Serum
	6.2.7 Hair Spray
	6.2.8 Hair Gel
	6.2.9 Conditioners
7 Problem-solving strategies	7.1 Asking questions
	7.2 Feedback and Feed forward system
	7.3 Reference to Standard Operating Procedures
	7.4 Accessing Information
	7.5 Review
	7.6 Brainstorming

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency

	Assessment required evidence that the candidate:
1. Critical aspects of competency	1.1 identified processes and procedures in the beauty industry
	1.2 identified tools, equipment and materials
	1.3 identified workplace requirements
	1.4 practiced OSH in performing works
2. Underpinning knowledge	2.1 Basic software operation
	2.2 Scope and Major Divisions of the Beauty Industry
	2.3 Policies and Guidelines
	2.4 Manuals Used in the Beauty Industry
	2.5 Relevant Terminologies and Acronyms

	2.6 Types and Uses of Beauty industries tools and
	2.7 materials
	2.8 Workplace Practices
	2.9 Occupational Health and Safety Practices
	2.10 Recording and reporting practices
3. Underpinning skills	3.1. Checking input electrical parameters of the device in accordance with peripheral device specification.
	3.2. Describing organization structure within the Beauty
	3.3. industry
	3.4. Identifying processes and procedures
	3.5. Identifying tools, equipment and materials
	3.6. Identifying workplace practices
	3.7. Organizing own workload
	3.8. Practicing OSH
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 Availability of quality tools and materials required
	5.3 Relevant specifications and work instructions
	5.4 Uninterrupted power supply Specifications
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	SUIN013L2V1: Follow Personal Health and Hygiene Practices
Unit Descriptor	This unit covers the knowledge, skills and attitudes required for follow personal health and hygiene practices. It specially includes observe occupational safety and health (OSH) practices, follow safety and hygiene procedures, report personal health issues and clean workplace and dispose waste materials.
Nominal Hours	10 Hours
Elements of Competency	Performance Criteria **Bold & Underlined** terms are elaborated in the Range of Variables
1. Observe Occupational Safety and Health (OSH) practices	1.1 Occupational Safety and Health (OSH) are followed as per workplace standard 1.2 **Personal Protective Equipment (PPE)** is collected as required 1.3 Safe work practices are observed and PPE is worn as required for the work performance.
2. Follow safety and hygiene procedures	2.1 Domestic hygiene procedures are followed as per operating standard 2.2 Unsafe practices of hygiene procedures are reported as per workplace standard 2.3 Safety procedures are followed 2.4 Hygiene hazards are removed or minimized
3. Report personal health issues	3.1 **Personal health** issues are reported likely to cause a hygiene risk. 3.2 Incidents are reported resulting from personal health issues.
4. Clean workplace and dispose waste materials	4.1 Used Personal Protective Equipment (PPE) is cleaned and changed as required 4.2 Apron is washed as per enterprise procedure. 4.3 Work area is cleaned and waste materials are disposed as per enterprise procedure
Range of Variables	
Variables	**Range** (may include but not limited to):
1. Personal Protective Equipment (PPE)	1.1 Hand gloves 1.2 Apron 1.3 Hair net 1.4 Foot wear 1.5 Bear net 1.6 Mask 1.7 Shoe cover

	2.1 Skin diseases
2. Personal health	2.2 Communicable diseases
	2.3 Cut and wound

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency

	Assessment required evidence that the candidate:
1. Critical aspects of competency	1.1 Observed Occupational Safety and Health (OSH).
	1.2 Followed safety & hygiene procedures.
	1.3 Reported personal health issues.
	1.4 Cleaned workplace and disposal waste materials
2. Underpinning knowledge	2.1 Safe work practices.
	2.2 Domestic hygiene procedures.
	2.3 Hand washing procedure.
	2.4 Hygienic cleaning procedure.
	2.5 Workplace cleaning procedures.
3. Underpinning skills	3.1 Observing safe work practices.
	3.2 Reporting unsafe practices of hygiene procedures.
	3.3 Maintaining Personal health issues.
	3.4 Performing hand wash.
	3.5 Performing clean and sanitize.
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 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Work instructions
	5.2 Relevant Documents
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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Occupation Specific Units of Competencies

Unit Code and Title	**OUINBEU01L2V1: Perform Hair Removing**
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to perform hair removing. It specifically includes prepare for work, client for hair removal, perform threading, waxing and clean client and workplace.
Nominal Hours	**20 Hours**
Elements of Competency	**Performance Criteria** **Bold & Underlined** terms are elaborated in the Range of Variables
1. Prepare for work	1.1 **Personal Protective Equipment (PPE)** is collected and used 1.2 **Tools and equipment** are selected and collected 1.3 **Raw materials** are collected
2. Prepare client for hair removal	2.1. Chair is set up 2.2. Client is consulted on the **threading points** to be treated and desired **hair removal methods** 2.3. **Personal accessories** are removed 2.4. Client is provided with **protective clothing** and positioned in a comfortable manner 2.5. Threading powder is applied around the specific area
3. Perform threading	3.1 Thread is hold 3.2 Specific points are threaded 3.3 Plucking is performed 3.4 Eyebrow is cut evenly with scissors for finishing 3.5 Soothing gel/moisturizer/Ice cube is applied around the threading area
4. Perform waxing	4.1 Wax gel (hot/cold) is prepared 4.2 Waxing area/part is dried with towel or tissue and powder is used 4.3 Wax gel and wax paper is applied 4.4 Wax paper is removed opposite to the hair direction 4.5 Threading is performed in specific area, if required 4.6 Cold compressor and moisturizer are applied
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. Personal Protective Equipment (PPE)	1.1 Apron 1.2 Head band 1.3 Disposable mask 1.4 Hand gloves 1.5 Footwear 1.6 Hand sanitizer
2. Tools & equipment	2.1 Parlor Chair 2.2 Combs 2.3 Mirror 2.4 Scissors 2.5 Brush 2.6 Head band 2.7 Tweezers 2.8 Palette 2.9 Plastic bowl 2.10 Spatula 2.11 Mixing stick 2.12 Wax heater
3. Raw Materials	3.1 Antibacterial Thread 3.2 Pearl powder 3.3 Soothing gel 3.4 Moisturizer / moisturizing cream 3.5 Wax Paper 3.6 Normal Cotton 3.7 Ice 3.8 Lotion 3.9 Wax Gel 3.10 Antiseptic solution 3.11 Tissue 3.12 Powder 3.13 Towel
4. Threading points	4.1 Eyebrow 4.2 Forehead 4.3 Nose 4.4 Lip lines 4.5 Cheeks 4.6 Chin 4.7 Under arm / Armpit 4.8 Nape area 4.9 Hand 4.10 Naval 4.11 Chest

		4.12	Back part
		4.13	Legs
		4.14	Bikini part
5.	Hair removal methods	5.1	Threading
		5.2	Waxing
6.	Personal Accessories	6.1	Ear ring
		6.2	Nose pin
		6.3	Hand ring
		6.4	Hand watch
		6.5	Hair band
		6.6	Bangles
7.	Protective clothing	7.1	Bath towel
		7.2	Face towel
		7.3	Head band
		7.4	Apron

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 for hair removal
	1.3 Performed threading
	1.4 Performed waxing
	1.5 Cleaned client and workplace
2. Underpinning knowledge	2.1 OSH procedures
	2.2 Communicate with clients
	2.3 Personal hygiene and well grooming
	2.4 Personal Accessories
	2.5 Types of materials
	2.6 Application of materials
	2.7 Safety of service process
3. Underpinning skills	3.1 Selecting and collecting tools, equipment and raw materials
	3.2 Preparing clients
	3.3 Performing threading and waxing
	3.4 Applying cold compressor and moisturizing
	3.5 Cleaning client and workplace
	3.6 Disposing waste materials as per workplace standards
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 (simulated or actual)
	5.2. Relevant materials
	5.3. Work instruction
	5.4. Pens
	5.5. Paper
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	**OUINBEU02L2V1: Perform Haircut**
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to perform haircut. It specifically includes prepare for work, prepare client, cut hair, check hair and apply appropriate finishing touches and clean client and workplace.
Nominal Hours	**70 Hours**

Elements of Competency	Performance Criteria **Bold & Underlined** 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 **Tools and equipment** are collected and sanitized 1.3 **Raw Materials** for haircut are identified and arranged
2. Prepare client	2.1 Haircut style is selected and agreed upon as per **hair catalog** 2.2 **Personal accessories** are removed 2.3 **Shape of the client's face**, head, length and width are assessed according to his/her body and height 2.4 **Texture of hair** is analyzed according to style requirements and kind of cutting to be administered 2.5 **Protective clothing** is provided and used
3. Cut hair	3.1 Hair is shampooed and conditioned following salon procedures 3.2 Hair is light dried as per standard procedure 3.3 Hair is sectioned 3.4 Haircut is performed according to selected **hair cut style** and acceptable procedures 3.5 Hair setting is performed with blow dry
4. Check hair and apply appropriate finishing touches	4.1 Finishing cutting tools are used according to hair style 4.2 **Hair finishing product** is applied as per client's requirements and style 4.3 Client's acceptance is confirmed and adjustments are made, 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	1.1 Setting Clips 1.2 Razor 1.3 Blow dryer 1.4 Spray Gun 1.5 Hair brush 1.6 Barber brush 1.7 Thinning Scissor 1.8 Cutting Scissor 1.9 Combs 1.10 Trimmer 1.11 Haircut dummy 1.12 Haircut chair
2. Raw Materials	2.1 Powder 2.2 Shampoo 2.3 Conditioner 2.4 Cotton
3. Hair Catalog	3.1 Ladies Cut Catalog 3.2 Kid's Cut Catalog
4. Personal Accessories	4.1 Hair band. 4.2 Ear ring.
5. Shape of the client's face	5.1 Rectangle or Elongated 5.2 Inverted/Pear 5.3 Heart 5.4 Oval 5.5 Triangular 5.6 Square 5.7 Diamond 5.8 Round
6. Texture of hair	6.1 Fine 6.2 Medium 6.3 Coarse 6.4 Wiry
7. Protective clothing	7.1 Bath towel 7.2 Face towel 7.3 Head band 7.4 Apron

8. Hair cut styles	8.1 Straight Cut
	   8.1.1 Long straight cut
	   8.1.2 Short straight cut
	8.2 U-cut
	8.3 V-cut
	8.4 Layered Cut

	8.4.1 Long layered cut
	8.4.2 Short layered cut
	8.5 Step-cut
	8.6 Blunt cut
	8.7 Boy cut
	8.8 Front hair cut
	8.9 Graduate hair cut
	8.10 Diana cut
9. Hair Finishing Products	9.1 Gel/Styling gel
	9.2 Mousse
	9.3 Hair spray
	9.4 Hair Polish/ hair serum

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency

	Assessment required evidence that the candidate:
1. Critical aspects of competency	1.1 Prepared for work
	1.2 Prepared client
	1.3 Cut hair
	1.4 Checked hair and applied appropriate finishing touches
	1.5 Cleaned client and workplace
2. Underpinning knowledge	2.1 Types of tools, equipment and raw materials
	2.2 Basic hair cutting style and techniques
	2.3 Principles of hair style
	2.4 Trichology (anatomy of hair/hair theory)
	2.5 Functions and specifications of different types of equipment and cutting tools
	2.6 Principles of sanitation procedures
3. Underpinning skills	3.1 Using appropriate cutting tools, equipment implements
	3.2 Analyzing client facial shape and hair analysis
	3.3 Performing different haircut and styling procedure and techniques
	3.4 Applying hair finishing products
	3.5 Demonstrating sanitation
	3.6 Cleaning client and work area
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. Hair catalog

	5.2. Raw materials
	5.3. Tools and equipment
	5.4. Scissors
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	**OUINBEU03L2V1: Perform Hair Style**
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to perform hair style. It specifically includes prepare for work, prepare client, perform hairstyling, finishing touches and clean client and workplace.
Nominal Hours	**50 Hours**

Elements of Competency	Performance Criteria **Bold & Underlined** 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 **Tools and equipment** are collected and sanitized 1.3 **Raw Materials** for haircut are identified and arranged
2. Prepare client	2.1 Shape of the client's face is assessed 2.2 Texture and volume of client's hair is checked through touch and visual analysis 2.3 **Hairstyle** options are presented to the client 2.4 Desired hairstyle is determined 2.5 Client is advised to comfort to remove all personal accessories for safety and comfort
3. Perform hairstyling	3.1 Client is draped and shampooed 3.2 Hair is toweled, dried and exposed to heat then blow-dry for best results 3.3 Appropriate tools are used to perform various hairstyles 3.4 Hairstyle is prepared and **established or acceptable procedures** 3.5 Clients' safety and comfort are ensured during the entire process
4. Perform finishing touches	4.1 Outcome is checked according to agreed hairstyle 4.2 All hair implements and hairstyle accessories are placed to enhance hairstyle 4.3 Hairstyle is polished through application of hairstyling product 4.4 Client is advised on hair care and maintenance
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	1.1 Setting Clips 1.2 Razor 1.3 Blow dryer 1.4 Spray Gun 1.5 Hair brush 1.6 Barber brush 1.7 Thinning Scissor 1.8 Cutting Scissor 1.9 Combs 1.10 Trimmer 1.11 Haircut dummy 1.12 Haircut chair
2. Raw Materials	2.1 Powder 2.2 Shampoo 2.3 Conditioner 2.4 Cotton
3. Hairstyle	3.1 Curly and crimpy 3.2 Straight 3.3 Bun 3.4 Trendy hair do 3.5 Bridal 3.6 Weaving 3.7 Blow dry
4. Established or acceptable procedures	4.1 Section hair depending on client's hairstyle requirements 4.2 Fix and secure hair 4.3 Use hairstyle product and implements to achieve best results

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 performed hairstyling 1.4 performed finishing touches 1.5 cleaned client and workplace
2. Underpinning knowledge	2.1 Occupational safety and health 2.2 Shape of the client 2.3 Texture and volume of client's hair 2.4 Hairstyle 2.5 Hair shampooing procedure 2.6 Established procedures

	2.7	Hair implements
	2.8	Hair accessories
	2.9	Hairstyling polishing procedure
3. Underpinning skills	3.1	Following OSH
	3.2	Assessing shape of the client's face
	3.3	Checking hair texture and volume
	3.4	Preparing client
	3.5	Performing hairstyling
	3.6	Performing finishing touches
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.	Model
	5.2.	Hair catalog
	5.3.	Tools and equipment
	5.4.	Materials
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

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Unit Code and Title	**OUINBEU04L2V1: Perform Manicure and Pedicure**
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to perform manicure and pedicure. It specifically prepares for work, client, perform manicure, pedicure and clean client and workplace.
Nominal Hours	**30 Hours**
Elements of Competency	**Performance Criteria** **Bold & Underlined** 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 **Tools and equipment** are collected and sanitized 1.3 **Raw materials** are identified and arranged
2. Prepare client	2.1 **Personal accessories** are removed 2.2 Client is provided with **protective clothing** for hygiene purpose 2.3 Client's nail's structure **nail condition** and nail disorder are checked and analyzed 2.4 Client is consulted on desired **nail service activity** and specific requirements 2.5 Client's skin and cuticles are checked and recorded whether they are dried, cracked or soft
3. Perform manicure	3.1 Warm water is prepared with shampoo, bath salt, lemon and antiseptic liquid 3.2 Hands are dipped with warm water according to skin requirements 3.3 Hands are massaged with massage cream for minimum 5 to 10 minutes each hand 3.4 **Pack** is applied as per requirements 3.5 Nails are rubbed, cleaned, cut and dead skins are removed and filed for proper **nail shape** 3.6 Pack is removed and hands are cleaned 3.7 Nails are buffered for glazing 3.8 Nail shining gel is applied on nail bed 3.9 Cream/ moisturizer is applied at each hand
4. Perform pedicure	4.1 Warm water is prepared with shampoo, bath salt, lemon and antiseptic liquid 4.2 Legs are dipped with warm water around 10 to 15 minutes 4.3 Legs are scrubbed around 03 to 05 minutes and massaged with massage cream for minimum 05 minutes for each leg

		4.4	Cracks are removed
		4.5	Pack is applied and removed after drying
		4.6	Nails are rubbed, cleaned, cut and dead skins are removed
		4.7	Nails are filed for proper nail shape
		4.8	Legs are cleaned and nails are buffered for glazing
		4.9	Nail shining gel is applied on nail bed
		4.10	Cream/ moisturizer is applied at each leg
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	1.1	Manicuring Table
		1.2	Clients Chair
		1.3	Manicure Chair or Stools
		1.4	Supply Tray
		1.5	Finger Bowl
		1.6	Cotton container
		1.7	Wet Sanitizer
		1.8	Sterilizer
		1.9	Cuticle pusher
		1.10	Emery board
		1.11	Orange wood stick
		1.12	Cuticle nipper
		1.13	Nail Clipper
		1.14	Nail brush
		1.15	Nail buffer
		1.16	Toe nail separator
		1.17	Nail file
		1.18	Cuticle scissors
		1.19	Cuticle Remover
		1.20	Pedicure Bowl
2.	Raw materials	2.1	Fresh water
		2.2	Antiseptic Solution
		2.3	Nail Polish Remover
		2.4	Cuticle Oil
		2.5	Base Coat
		2.6	Colored Nail Polish

	2.7	Top Coat	
	2.8	Hand and Foot Lotion	
	2.9	Sanitized Towel	
	2.10	Toner	
	2.11	Cotton balls	
	2.12	Liquid soap	
	2.13	Moisturizer	
	2.14	Nail shining gel	
	2.15	Paper towels	
	2.16	Pumice stone	
	2.17	Nail file	
	2.18	Nail clipper / cutter	
3.	Personal accessories	3.1	Toe ring
		3.2	Watch
		3.3	Bangles
		3.4	Ring
		3.5	Anklet (Payel)
4.	Protective clothing	4.1	Bath towel
		4.2	Small towel
		4.3	Apron
5.	Nail condition	5.1	Normal nail
		5.2	Nail with disorder
		5.3	Diseased nail
6.	Nail service activity	6.1	Manicure
		6.2	Pedicure
7.	Pack	7.1	Sandal pack
		7.2	Rose pack
		7.3	Neem pack
		7.4	Mud pack
8.	Nail Shape	8.1	Oval
		8.2	Square
		8.3	Round
		8.4	Pointed

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 clients
	1.3	performed manicure
	1.4	performed pedicure
	1.5	cleaned client and workplace
2. Underpinning knowledge	2.1	Types of nails
	2.2	Condition of nail

	2.3	Skin complications around the nail
	2.4	Structures, shape and styles of nails
	2.5	Hand and foot massage movements
	2.6	Massaging techniques
	2.7	Salon policies and procedures
	2.8	Different kinds antiseptic
	2.9	Environment and safety regulations
3. Underpinning skills	3.1	Applying massaging techniques
	3.2	Using products and packs
	3.3	Cleaning, cutting and filling nails for proper shaping
	3.4	Buffering nails for glazing and nourishing
	3.5	Returning personal accessories
	3.6	Cleaning client and working area
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
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	**OUINBEU05L2V1: Perform Makeup**
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to perform makeup. It specifically includes prepare for work, client, perform facial treatment, fair polish and clean client and workplace.
Nominal Hours	**70 Hours**

Elements of Competency	Performance Criteria **Bold & Underlined** 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 **Tools and equipment** are collected and sanitized 1.3 **Raw materials** are identified and arranged
2. Prepare client	2.1 Personal accessories are removed 2.2 Client is consulted on specific **makeover requirement** 2.3 Client is seated in a comfortable position 2.4 **Protective clothing** is provided and used
3. Perform makeup	3.1 Shape of face and **skin type** and **skin tones** of client are analyzed and type of makeup is selected 3.2 Makeup is applied in accordance with **acceptable procedures** 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. 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 equipment	1.1 Sharpener 1.2 Eyelash curler 1.3 Brush set 1.4 Beauty blender/puff 1.5 Air brush
2. Raw 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 Day makeup 3.2 Evening makeup 3.3 Bridal	
4.	Protective clothing	4.1 Eye pads 4.2 Towel 4.3 Headband 4.4 Facial Gown 4.5 Gauze Mask 4.6 Facial Mask	
5.	Skin type	5.1 Fair 5.2 Combination 5.3 Normal 5.4 Oily 5.5 Sensitive	
6.	Skin tones	6.1 Fair 6.2 Light 6.3 Medium 6.4 Dark	
7.	Acceptable procedures	7.1 Preparing skin 7.2 Applying Primer 7.3 Applying colour corrector 7.4 Applying foundation Palate / pen stick 7.5 Applying Concealers (for foundation) 7.6 Applying Face powder (loose or press) 7.7 Contouring 7.8 Eye brow art 7.9 Eye concealing 7.10 Applying eye shadow as per requirements 7.11 Using eyeliner	

	7.12 Using fake eye lash (if required)
	7.13 Using Kajol
	7.14 Applying Mascara
	7.15 Applying Face blush
	7.16 Applying Highlighter
	7.17 Using lipstick

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 performed makeup
	1.4 cleaned client and workplace
2. Underpinning knowledge	2.1 Preparing procedure of client
	2.2 Makeover requirement
	2.3 Skin type
	2.4 Skin tones
	2.5 Acceptable procedures
	2.6 Cleaning procedures
3. Underpinning skills	3.1 Collecting tools and equipment
	3.2 Consulting with client on specific makeover requirement
	3.3 Analyzing skin type and skin tones
	3.4 Selecting type of makeup
	3.5 Checking makeup results
	3.6 Cleaning procedures
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. 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

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	**OUINBEU06L2V1: Apply Henna/Mehedi**
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to apply henna/mehedi. It specifically includes prepare for work, prepare client, apply henna and clean client and workplace.
Nominal Hours	**40 Hours**
Elements of Competency	**Performance Criteria** **Bold & Underlined** 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 **Henna application area** is prepared for ease of work
2. Prepare client	2.1 **Personal accessories** are removed 2.2 Client is consulted for selecting Henna design 2.3 Design is selected considering occasions or events
3. Apply Henna	3.1 Skin is tested for allergic reaction 3.2 Henna is applied as per requirement 3.3 Henna is washed
4. Clean client and workplace	4.1 Personal accessories are returned 4.2 Work area is cleaned 4.3 Waste materials are disposed as per workplace standards
Range of Variables	
Variables	**Range** (may include but not limited to):
1. Henna application area	1.1 Hand 1.2 Palm 1.3 Leg 1.4 Feet
2. Personal accessories	2.1 Bengals 2.2 Ring 2.3 Payels 2.4 Anklet 2.5 Leg finger ring
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 mehedi 1.4 cleaned client and workplace

2. Underpinning knowledge	2.1 OSH procedures
	2.2 Types of mehendi
	2.3 Style with occasion
	2.4 Allergic rection
	2.5 Cleaning and disposing procedures
3. Underpinning skills	3.1 Consulting client to select design
	3.2 Selecting mehendi style
	3.3 Applying mehendi as per requirement
	3.4 Cleaning client and workplace
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

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-02 is developed by CISC and SEIP.

List of Members

Sl 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-02 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	
4.	Suraiya Begum, Owner and Trainer, Happy's Home Beauty Parlor, Mobile: +88 01720 696561 E-mail: suraiyabegum70@gmail.com	Member	
5.	Mrs. Tanjila Akhter Nira, Nira's Home Beauty Parlor, Mobile: +88 01717 061651 E-mail: tayemsarkar@gmail.com	Member	
6.	Israt Jahan siddiqa, Trainer and Beautician, Women's point beauty parlor. Mobile: 01711379527, Email: jesmin1971@gmail.com	Member	
7.	Tahmina Jung Chowdhury, Trainer and owner, Suparna Beauty Parlor, Mobile: 01714499839, Email: tahmina750w@gmail.com	Member	
8.	Mina Parvin, Trainer and owner, Beauty touch Makeover saloon, Mobile: 01680275366, Email: Sumimina95@gmail.com	Member	
9.	Mahbub ul huda, Specialist-03, NSDA, Cell: +88 01735490491, Email: huda73@gmail.com	Member	
10.	Md. Amir Hossain, Process Expert, NSDA, Mobile: +88 01631670445, Email: razib.consultant@yahoo.com	Member	