

Model Curriculum

Pedicurist and Manicurist

SECTOR: BEAUTY AND WELLNESS
SUB-SECTOR: BEAUTY AND SALONS
OCCUPATION: NAIL CARE SERVICES
REF ID: BWS/Q0402, V 1.0
NSQF LEVEL: 3



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

BEAUTY AND WELLNESS SECTOR SKILLS COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/ Qualification Pack: **'Pedicurist and Manicurist' OP No. BWS/Qo402, Level 3**

Date of Issuance: 30th December 2015

Valid up to: 29th December 2016

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



Chairperson
(Beauty & Wellness Sector Skill Council)

TABLE OF CONTENTS

<u>Curriculum</u>	04
<u>Trainer Prerequisites</u>	08
<u>Annexure: Assessment Criteria</u>	09

PEDICURIST & MANICURIST

CURRICULUM / SYLLABUS

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

Program Name	Pedicurist & Manicurist		
Qualification Pack Name & Reference ID. ID	Pedicurist & Manicurist BWS/Q0402		
Version No.	1.0	Version Update Date	30-12-2015
Pre-requisites to Training	Minimum qualification – Preferably Class VIII / the ability to read/write and communicate effectively for the job role.		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Prepare and maintain work area -preparing the equipment, products and work area ahead of service delivery to ensure the efficiently and effectiveness of conducting treatments considering the standards of operation of the salon. • Perform manicure and pedicure services - Clean and remove dead skin and callous from hands and feet and improve the appearance of nails. • Provide specialized hand and foot spa treatments. • Maintain health and safety of work area - Maintain a safe and hygienic environment at the work area. • Create a positive impression at the workplace -Ability for individuals to meet the personal grooming and behaviour requirements, execute tasks as per the organization’s standards and communicate/record information in order to create a positive impression at the workplace. 		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of 'Pedicurist & Manicurist' Qualification Pack issued by "Beauty and Wellness Sector Skill Council"

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 00:00</p>	<p>Identify the career opportunities and working methods within the beauty sector</p> <p>Identify and list the beauty Services.</p>	
2	<p>Prepare and Maintain work area</p> <p>Theory Duration (hh:mm) 00:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS code BWS/N9001</p>	<ul style="list-style-type: none"> Prepare and maintain the work area. Know how to prepare client record cards Know how to prepare clients for treatments Know about sterilization and disinfection process Understand the personal presentation and Ideal behavior. Identify ways to dispose of waste correctly. 	

<p>3</p> <p>Perform Manicure & Pedicure Services</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 60:00</p> <p>Corresponding NOS Code BWS/N9001 BWS/N0401 BWS/N0403</p>	<ul style="list-style-type: none"> • Understand the structure, function, characteristics of nail and process of nail growth • Identify bones of Lower leg and Foot . Identify the bones of the wrist, hands fingers and forearm • Explain the structure and functions of the lymphatic vessels of the lower leg, foot, hand and arm • Explain the arteries and veins of lower leg, foot, hand and arm • Identify muscles of the lower leg, foot, hand and arms • Identify nail diseases and disorders • Explain nail and skin analysis by visual/manual examination to identify treatable conditions and contra indications restricting or preventing treatment • Be able to use safe and effective methods of working when providing manicure services • Be able to consult, plan and prepare for the service with clients • Be able to carry out manicure services • Understand organizational and legal requirements • Understand how to work safely and effectively when providing manicure services • Understand how to perform client consultation, treatment planning and preparation • Identify contra-indications and contraactions that affect or restrict manicure services • Understand and Know anatomy and physiology that relates to manicure services • Understand manicure techniques, products and service planning • Understand how to provide aftercare advice for clients 	<p>Anatomy and physiology charts</p> <p>Manicure Chair Manicure stool Sterilizer Bowls Manicure brush Nail Cutter Cuticle Pusher Cuticle Nipper Orange stick Nail Filer Pack brush Dust bin Pedicure – Pedicure Chair Pedicure Stool Sterilizer Bowls Foot Scrapper Emery Board Pumic Stone Nail Cutter Cuticle Pusher Cuticle Nipper Orange stick Nail filer Toe separator Pedicure Brush Pack brush Dust Bin</p>
---	---	--

<p>4</p>	<p>Provide specialized hand & foot spa treatments</p> <p>Theory Duration (hh:mm) 5:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code BWS/N0403</p>	<ul style="list-style-type: none"> • Have knowledge of the spa or salon requirements for hand spa and foot spa treatments • Understand the effects and indications for a hand spa and foot spa treatment • Understand the properties and benefits of different products and techniques used in a hand spa and foot spa. • Be able to prepare the client, self and work area for hand spa and foot spa treatments • Provide hand spa and foot spa treatments 	<p>Manicure Chair Manicure stool Sterilizer Bowls Manicure brush Nail Cutter Cuticle Pusher Cuticle Nipper Orange stick Nail Filer Pack brush Dust bin Pedicure – Pedicure Chair Pedicure Stool Sterilizer Bowls Foot Scrapper Emery Board Pumic Stone Nail Cutter Cuticle Pusher Cuticle Nipper Orange stick Nail filer Toe separator Pedicure Brush Pack brush Dust Bin</p>
<p>5</p>	<p>Maintain Health and Safety of Work Area</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 15:00</p> <p>Corresponding NOS Code BWS/N9002</p>	<ul style="list-style-type: none"> • Identify contra-indications related to beauty treatments • Understand the process and products to sterilize and disinfect equipment/ tools • Understand the manufacturer's instructions related to equipment and product use and cleaning • Understand and possess knowledge of applicable legislation relating to the workplace (for example health and safety, workplace regulations, use of work equipment, control of substances hazardous to health, handling/storage/ disposal/ cautions of use of products, fire precautions, occurrences, hygiene practice, disposal of waste, environmental protection • Know how to handle, use and store products, tools and equipment safely to meet with the manufacturer's instructions 	<p>First aid kit Fire extinguishers Sterilizers Hot cabinets Waste disposal bins</p>

6	<p>Create a Positive Impression at Work Place</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code BWS/N9003</p>	<ul style="list-style-type: none"> • Be able to communicate and behave in a professional manner when dealing with clients • Be able to manage client expectations • Be able to Behave in a professional manner within the workplace • Be able to Use effective communication techniques when dealing with clients • Be able to adapt and adopt methods of communication to suit different situations and client needs • Use effective consultation techniques to identify treatment objectives • Provide clear recommendations to the client • Maintain client confidentiality • Be able to Use retail sales techniques to meet client requirements and maintain client confidentiality • Plan and organize service feedback files/documents • Plan and manage work routine based on salon procedure • Understand the client scheduling and bookings and maintain the work area, equipment and product stocks to meet the schedule • Maintain accurate records of clients, treatments and product stock levels • Accept feedback in a positive manner and develop on the shortcomings. 	
---	--	--	--

<p>Total Duration</p> <p>Theory Duration 30.00</p> <p>Practical Duration 170.00</p> <p>OJT 50:00</p>	<p>Unique Equipment Required: Anatomy and physiology charts, Manicure Chair Manicure stool, Sterilizer Bowls, Manicure brush Nail Cutter, Cuticle Pusher Cuticle Nipper, Orange stick Nail Filer, Pack brush Dust bin, Pedicure – Pedicure Chair, Pedicure Stool Sterilizer, Bowls Foot Scraper, Emery Board Pumice Stone, Nail Cutter Cuticle Pusher, Cuticle Nipper Orange stick, Nail filer Toe separator, Pedicure Brush Pack brush, Dust Bin First aid kit, Fire extinguishers Sterilizers, Hot cabinets Waste disposal bins</p>
---	--

Grand Total Course Duration: **250 Hours 0 Minutes (Theory 30 hours, Practical 170 hours, OJT 50 hours)**

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

Trainer Prerequisites for Job role: “Pedicurist & Manicurist” mapped to Qualification Pack: “BWS/Q0402”

Sr. No.	Area	Details
1	Job Description	To deliver accredited training service , mapping to the curriculum detailed above in accordance with the Qualification Pack BWS/Q0402
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	Graduate with Diploma in Beauty Therapy or equivalent certificates
4a	Domain Certification	Certified for Job Role: “Pedicurist & Manicurist” mapped to QP:“BWS/Q0402_” Minimum accepted score is 70%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402”. Minimum accepted score is 70%
5	Experience	Minimum 2 years’ work experience as a Beauty Therapist.

Annexure: Assessment Criteria

Assessment Criteria for	
Job Role	Pedicurist & Manicurist
Qualification Pack	BWS/Q0402 Version 1.0
Sector Skill Council	Beauty and Wellness
Sr. No.	Guidelines for Assessment
1	For assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria
5	To pass the Qualification Pack, every trainee should score a minimum of 50% in every NOS and overall 50% pass percentage in QP
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Annexure: Assessment Criteria

ASSESSMENT OUTCOME (NOS CODE AND DESCRIPTION)	ASSESSMENT CRITERIA (PC)	TOTAL MARKS	OUT OF	MARKS ALLOCATION	
				THEORY	SKILLS PRACTICAL
1. BWS/N9001 (PREPARE AND MAINTAIN WORK AREA)	PC3. Ensure that environmental conditions are suitable for the client and the treatment to be carried out in a hygiene and safe environment	100	15	3	12
	PC2. Select suitable equipment and products required for the treatment		19	5	14
	PC3. Set up the equipment and prepare the products for treatments in adherence to the salon procedures and product/ equipment guidelines		20	4	16
	PC4. Place the products in the trolley for the treatment		12	2	10
	PC5. Sterilize, disinfect and place the tools on the tray.		14	4	10
	PC6. Dispose waste materials in adherence to the salon's and industry requirements		10	2	8
	PC7. Store records, materials and equipment securely in line with the salon's policies		10	2	8
		NOS Total		100	22
2. BWS/N0401 (PERFORM MANICURE AND PEDICURE SERVICES)	PC1. Adhere to the health and safety standards laid out by the manufacturer and salon		3	0.5	2.5
	PC2. Sanitize the hands prior to procedure commencement		2	0.5	1.5
	PC3. Prepare the client and provide suitable protective apparel		2	0.5	1.5
	PC4. clarify the client's understanding and expectation prior to commencement of procedure		2	0.5	1.5
	PC5. Position self and client throughout procedure to ensure privacy, comfort and wellbeing		2	0.5	1.5
	PC6. Adjust the client's position to meet the needs of the service without causing them discomfort.		2	0.5	1.5

	PC7. Perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client		3	0.5	2.5
	PC8. Remove any existing nail polish		2	0.5	1.5
	PC9. Check the desired length and shape with the client		3	0.5	2.5
	PC10. File the nails ensuring the nail's free edge is left smooth and shaped to required length according to the client's needs		5	0.5	4.5
	PC11. Remove dirt in the underside of the nails		2	0.5	1.5
	PC12. Use suitable cuticle tools and products safely and effectively to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged		5	0.5	4.5
	PC13. Use specialized hand and nail treatments to improve the appearance of the client's skin and nails		5	1	4
	PC14. Use smooth and even massage techniques and pressure to meet the client's needs using appropriate products (Ex. Massage creams, lotions)		4	0.5	3.5
	PC15. Leave the hands and lower arms free of any excess massage medium		2	0.5	1.5
	PC16. Check that the nail plate is clean, dry and oil free and the underside is clean and free of debris		2	0.5	1.5
	PC17. Apply one base coat, polish coats as desired and one top coat for the desired finish		3	0.5	2.5
	PC18. Check that the nail finish is left with smooth and even texture and colour, with the cuticle and nail wall free polish		3	0.5	2.5
	PC19. clean and dry the client's legs		2	0.5	1.5
	PC20. Remove any existing nail polish.		2	0.5	1.5
	PC21. check the desired length and shape with the client		3	0.5	2.5
	PC22. file the nails ensuring the nail's free edge is left smooth and shaped to required length according to the client's needs		4	1	3
	PC23. remove dirt in the underside of the nails		2	0.5	1.5

	PC24. Use suitable cuticle tools and products safely and effectively to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged.		4	0.5	3.5
	PC25. remove any excessive hard skin using a foot scrapper		2	0.5	1.5
	PC26. use specialized leg and nail treatments to improve the appearance of the client's skin and nails		3	0.5	2.5
	PC27. use smooth and even massage techniques and pressure to meet the client's needs		4	2	2
	PC28. leave the foot and lower leg free of any excess massage medium		2	0.5	1.5
	PC29. check that the nail plate in dehydrated and the underside is clean and free of debits		2	0.5	1.5
	PC30. apply sufficient base coat, polish coats and top coats for the desired finish		3	0.5	2.5
	PC31. check that the nail finish is left with smooth and even texture and colour, with the cuticle and nail wall free enamel		3	0.5	2.5
	PC32. Check the client's wellbeing throughout the service and giving the necessary reassurance		3	0.5	2.5
	PC33. clean the treated area and use a suitable soothing product		2	0.5	1.5
	PC34. Complete the therapy to the satisfaction of the client in a commercially acceptable time		2	0.5	1.5
	PC35. Record the therapy accurately and store information securely in line with the salon's policies		2	0.5	1.5
	PC36. Provide specific after - procedure, homecare advice and recommendations for product use and further treatments to the client.		3	1	2
		NOS TOTAL	100	21	79
3. BWS/N0403 (PROVIDE SPECIALIZED HAND AND FOOT SPA TREATMENT	PC1. Adhere to the health and safety standards laid out by the manufacturer and organization		12	3	9
	PC2. Consult with the client to identify factors that may influence the treatment objectives (contra indications)		10	2	8

	PC3.Explain treatment procedure and provide information about oils and creams used during treatment		8	2	6
	PC4.Assist clients in preparing for treatment by providing them with gowns and putting away their clothing		10	2	8
	PC5. Arrange tools, products and other materials that are safe and fit for the purpose based on the guidelines		6	1	5
	PC6. Prepare massage oil or cream and other Equipment		6	1	5
	PC7. Position self and client throughout treatment to ensure privacy,comfort and wellbeing		6	1	5
	PC8. Perform and adapt the treatment (exfoliation, wraps and soaks) using materials, equipment and techniques correctly and safely to meet the needs of the client		6	1	5
	PC9. Identify contra actions and adapt the treatment to suit the client needs		12	3	9
	PC10. Provide the massage using a range of mediums and techniques to achieve the desired results		6	1	5
	PC11.Complete the treatment to the satisfaction of the client in a commercially acceptable time.		6	1	5
	PC12. Provide specific after procedure, homecare. advice and recommendations for product use and Further treatments to the client.		6	1	5
	PC13. Record the treatment accurately and store information securely in line with the salon'sPolicies.		6	1	5
		NOS TOTAL	100	20	80
4. BWS/N9002 (MAINTAIN HEALTH AND SAFETY OF WORK AREA)	PC1. Set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements.		13	3	10
	PC2. Clean and sterilize all tools and equipment before use		13	3	10
	PC3. Maintain one's posture and position to minimize fatigue and the risk of injury		9	2	7
	PC4. Dispose waste materials in accordance to the industry accepted standards		12	2	10

	PC5. Maintain first aid kit and keep oneself updated on the first aid procedures		10	3	7
	PC6. Identify and document potential risks and hazards in the workplace		10	3	7
	PC7. Accurately maintain accident reports		10	3	7
	PC8. Report health and safety risks/ hazards to concerned personnel		10	3	7
	PC9. Use tools, equipment, chemicals and products in accordance with the salon's guidelines and manufacturers' instruction.		13	3	10
		NOS TOTAL	100	25	75
5. BWS/N9003 (CREATE A POSITIVE IMPRESSION AT WORK AREA)	PC1. Maintain good health and personal hygiene		8	2	6
	PC2. Comply with organisation's standards of grooming and personal behaviour		9	3	6
	PC3. Meet the organisation's standards of courtesy, behaviour and efficiency		9	3	6
	PC4. Stay free from intoxicants while on duty		2	1	1
	PC5. Wear and carry organisation's uniform and accessories correctly and smartly		6	1	5
	PC6. Take appropriate and approved actions in line with instructions and guidelines		6	2	4
	PC7. Record details related to tasks, as per procedure		5	2	3
	PC 8. Participate in workplace activities as a part of the larger team		5	1	4
	PC9. Report to supervisor immediately in case there are any work issues		3	1	2
	PC10. Use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender.		7	2	5
	PC11. Communicate procedure related information to clients based on the sector's code of practices and organisation's procedures/ guidelines		7	2	5
	PC12. Communicate role related information to stakeholders in a polite manner and resolve queries, if any.		7	2	5

PC13. Assist and guide clients to services or products based on their needs		4	1	3
PC14. Report and record instances of aggressive/ unruly behaviour and seek assistance		4	1	3
PC15. Use communication equipment (phone, email etc.) as mandated by your organization		4	1	3
PC16. Carry out routine documentation legibly and accurately in the desired format		6	2	4
PC17. File routine reports and feedback		4	1	3
PC18. Maintain confidentiality of information, as required, in the role.		4	1	3
	NOS TOTAL	100	29	71