

Assessment Criteria

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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Assistant Beauty Therapist

Qualification Pack BWS/Q0101

Sector Skill Council Beauty & Wellness

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% in every NOS and overall 50% pass percentage in every QP
6. 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

		Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
1. BWS/N9001 (Prepare and maintain work area)	PC1. Ensure that environmental conditions are suitable for the client and the treatment to be carried out in a hygiene and safe environment	100	15	3	12
	PC2. Select suitable equipment and products required for the treatment		19	5	14
	PC3. Set up the equipment and prepare the products for treatments in adherence to the salon procedures and product/ equipment		20	4	16

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	guidelines				
	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
			100	22	78
2. BWS/N0101 (Provide basic skin care treatment)	PC1. Comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs	100	9	3	6
	PC2. Carry out basic facial care / face cleanup process using the tools and materials and as per process laid down by the organization		15	5	10
	PC3. Check the client's understanding and expectation prior to commencement and clarify doubts, if any		5	1	4
	PC4. Clean the skin free it of all traces of make-up by using suitable deep cleansing techniques		12	4	8
	PC5. Use an exfoliation technique suitable for the client's skin type and skin condition		11	3	8

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	PC6. Use a suitable skin warming technique relevant to the client's needs		8	2	6
	PC7. Carry out any necessary extraction, when required		6	1	5
	PC8. Apply mask treatments evenly and neatly, ensuring that the area to be treated is covered		10	2	8
	PC9. Remove masks after the recommended time frame has elapsed		6	1	5
	PC10. Carry out cleaning to ensure skin is left clean, toned and suitably moisturized		9	3	6
	PC11. Provide specific after-process advice to the client		9	3	6
			100	28	72
3. BWS/N0102 (Carry out basic depilation services)	PC1. Comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs	100	4	1	3
	PC2. Carry out the process using the tools and materials(hot wax, cold wax, strips etc)and as per process laid down by the organization		9	3	6
	PC3. Check the client's understanding and expectation prior to commencement and clarify doubts, if any		2	0.5	1.5
	PC4. Prepare the client and provide suitable personal protective equipment		2	0.5	1.5

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	PC5. Apply the correct pre-wax products prior to waxing based on manufacturers' instructions		5	1	4
	PC6. Conduct a test patch and skin sensitivity test ahead of the waxing treatment		5	1	4
	PC7. Apply the product and remove correctly based on manufacturer's instructions		5	1	4
	PC8. Maintain the client's modesty and privacy at all times		2	0.5	1.5
	PC9. Follow work techniques that minimize discomfort to the client		2	0.5	1.5
	PC10. Stop the waxing treatment and providing relevant advice if contraactions occur		5	2	3
	PC11. Clean the treated area and use a suitable soothing product		4	1	3
	PC12. Check with the client on satisfaction with the finished result		2	0.5	1.5
	PC13. Provide specific after-process advice to the client		5	2	3
	PC14. Comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs		3	1	2
	PC15. Carry out the process using the tools and materials (threads, scissors etc) and as per process laid down by		5	1	4

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	the organization				
	PC16. Check the client's understanding and expectation prior to commencement and clarify doubts, if any		2	0.5	1.5
	PC17. Adjust the client's position to meet the needs of the service without causing them discomfort		2	0.5	1.5
	PC18. Ensuring safe and quick hair removal methods are carried out to minimize discomfort to the client		6	2	4
	PC19. Ensuring the hair removal methods are carried out at a comfortable distance from the client whilst maintaining the correct tension of the thread		4	1	3
	PC20. Providing clear instructions to the client on how and when to support their skin throughout the threading service		2	0.5	1.5
	PC21. Creating a well balanced, proportioned and defined eyebrow shape to suit the client's requirements, when required		5	1	4
	PC22. Checking the client's wellbeing throughout the service and giving the necessary reassurance		2	0.5	1.5
	PC23. Discontinuing the service and providing advice and recommendations where contra-actions		6	2	4

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	occur				
	PC24. Clean the treated area and use a suitable soothing product		4	1	3
	PC25. Check with the client on satisfaction with the finished result		2	0.5	1.5
	PC26. Provide specific after-process advice to the client		5	2	3
			100	28	72
4. BWS/N0401 (Perform manicure and pedicure services)	PC1. Adhere to the health and safety standards laid out by the manufacturer and salon	100	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		5	0.5	4.5

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	according to the client's needs			
	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	4	0.5	3.5

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	effectively to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged			
	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
		100	21	79

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5. BWS/N0103 (Assist the Beauty Therapist performing beauty services)	PC1. Ensure the health and safety standards and processes laid out by manufacturer, organization and clients are followed to perform the operation	100	19	4	15
	PC2. Arrange tools and products that are safe and fit for the purpose based on the guidelines		25	5	20
	PC3. Assist the Beauty Therapists and makeup artists with the products and the services under guidance based on the procedure laid out by the employers		30	5	25
	PC4. Assist to resolve any problems occurring during the process using the relevant corrective action		14	4	10
	PC5. Assist cleaning up the post-treatment waste to main the health and safety standard		12	2	10
			100	20	80
6. BWS/N9002 (Maintain health and safety of work area)	PC1. Set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements	100	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

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	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' instructions		13	3	10
			100	25	75
7. BWS/N9003 (Create a positive impression at work area)	PC1. Maintain good health and personal hygiene		8	2	6
	PC2. Comply with organisation's standards of grooming and personal behavior		9	3	6
	PC3. Meet the organisation's standards of courtesy, behavior 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	100	6	2	4
	PC7. Record details related to tasks, as per procedure		5	2	3
	PC8. Participate in workplace activities as a part of the larger team		5	1	4
	PC9. Report to supervisor immediately in case there are any work issues		3	1	2
	PC10. Use appropriate language, tone and gestures while interacting with clients from different cultural		7	2	5

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	and religious backgrounds, age, disabilities and gender			
	PC11. Communicate procedure related information to clients based on the sector's code of practices and organisation's procedures/ guidelines	7	2	5
	PC12. Communicate role related information to stakeholders in a polite manner and resolve queries, if any	7	2	5
	PC13. Assist and guide clients to services or products based on their needs	4	1	3
	PC14. Report and record instances of aggressive/ unruly behavior and seek assistance	4	1	3
	PC15. Use communication equipment (phone, email etc) as mandated by your organization	4	1	3
	PC16. Carry out routine documentation legibly and accurately in the desired format	6	2	4
	PC17. File routine reports and feedback	4	1	3
	PC18. Maintain confidentiality of information, as required, in the role	4	1	3
		100	29	71