



**NATIONAL COMPETENCY STANDARDS
FOR
HAIR & BEAUTY THERAPIST
(NC2)**

**Department of Occupational Standards
Ministry of Labour and Human Resources
Thimphu, Bhutan.
(November, 2019)**



**NATIONAL COMPETENCY STANDARDS
FOR
HAIR & BEAUTY THERAPIST
(NC2)**

**Department of Occupational Standards
Ministry of Labour and Human Resources
Thimphu, Bhutan.
(November, 2019)**

First Publication 2012

First Revision 2019

© Department of Occupational Standards (DOS), MoLHR

FOREWORD

The Department of Occupational Standards of the Ministry of Labour and Human Resources is pleased to present the revised National Competency Standards (NCSs) for Hair and Beauty Therapist. The standards represent the fruits of hard work and invaluable experiences gained by the department since its establishment in the latter half of 2003. The main aim of developing NCS is to set up a well-defined nationally recognized Vocational Qualification System that will help set a benchmark for the Technical Vocational Education and Training (TVET) System in our country aligned to international best practices.

NCS is one of the base pillars in the Bhutan Vocational Qualification Framework (BVQF) and is the first step in its implementation. The NCS are developed and revised to ensure that employees or vocational graduates possess and acquire the desired competencies required by industries and employers. In order to ensure this close match in supply and demand of competencies, NCS have been developed and revised in close consultation and partnership with industry experts and validated by the Technical Advisory Committees of the concerned economic sectors.

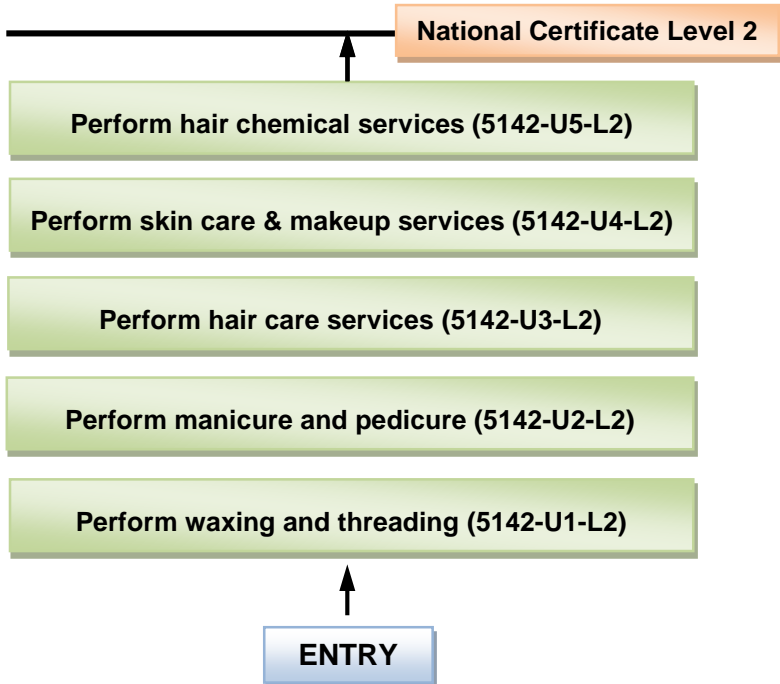
A vocational education and training system based on NCS shall ensure that delivered training is of a high quality and relevant to the needs of the labour market. As a result, future TVET graduates will be better equipped to meet the need and expectations of industries and employers. This positive impact on the employability of TVET graduates will enhance the reputation of vocational education and training and make it attractive to school leavers.

I gratefully acknowledge collaboration and the valuable contributions made by experts from industries during the consultation and validation processes of the standards. I look forward for continued engagement and participation of the industry and employers in the development of a quality assured demand driven TVET system and to build competent and productive national workforce that will contribute to the continued socio-economic progress of our country.

Director
Department of Occupational Standards
Ministry of Labour and Human Resources

PACKAGING OF QUALIFICATIONS

The National Competency standards for Hair and Beauty Therapist comprises of five unit of competencies. The packaging of qualification are as shown below:



NATIONAL COMPETENCY STANDARDS FOR AUTO ELECTRICIAN

Validation date : November 15, 2019

Endorsement date : November 18, 2019

Date of Review : November 18, 2022 (Max. 3 years).

Subject experts/validators involved in the validation of NCS for Hair and Beauty Therapist.

1. Dechen Pem (**TAC Chairman**), Norbu Healing Arts Center, Thimphu.
2. Karma Loday, CPO (**Member Secretary**) DOS, MoLHR. Thimphu
3. Tshering Zangmo, TPT wellness. Thimphu
4. Pinkey Thapa, Freelance. Thimphu
5. Nangsey Wangdi, Tenzin's Hair and Beauty Academy. Thimphu
6. Tshering Lham, M.M Therapist. Thimphu
7. Dil Bdr Rai, Express saloon. Thimphu.

Subject experts involved in the consultation workshop to develop NCS for Hair & Beauty Therapist.

1. Sangay, Norbu International Wellness Institute, Thimphu
2. Karma Wangmo, Beauty Culture. Thimphu
3. Sonam Lhamo, Glamor Saloon. Thimphu
4. Sangay Lhamo, Sorig Healing Center. Thimphu
5. Pema Chenzom. Pema Spa/Saloon. Thimphu
6. Dechen Tshomo, Dechen Hair & Beauty Saloon. Thimphu
7. Dechen Pem, Norbu International Wellness Institute, Thimphu
8. Sonam Lhaden, BITH. Thimphu

9. Dechen Dema, Mhen Tara Spa. Thimphu
10. Dil Bdr Rai, Express Saloon. Thimphu
11. Pritiman Rai, Express Saloon. Thimphu
12. Tandin Bidha, Hair Raizer Saloon. Thimphu

Facilitators:

1. Chogay Lhendup, Program Officer. Department of Occupational Standards (DOS), MoLHR, Thimphu
2. Wangchuk Zangmo, Program Officer. Department of Occupational Standards (DOS), MoLHR, Thimphu

OVERVIEW OF COMPETENCY STANDARDS FOR HAIR AND BEAUTY THERAPIST (NC2)

UNIT TITLE	ELEMENTS OF COMPETENCE
Perform waxing and threading	<ol style="list-style-type: none"> 1. Carry out waxing 2. Carryout threading
Perform manicure and pedicure	<ol style="list-style-type: none"> 1. Carryout manicure 2. Carryout pedicure
Perform hair care services	<ol style="list-style-type: none"> 1. Perform hair cut 2. Perform hair styling 3. Perform scalp and hair spa treatment
Perform skin care and makeup services	<ol style="list-style-type: none"> 1. Perform facial 2. Perform face bleaching 3. Perform body scrub and wrap 4. Perform makeup
Perform hair chemical services	<ol style="list-style-type: none"> 1. Perform hair colouring 2. Perform hair straightening 3. Perform hair perming

UNIT TITLE : Perform waxing and threading

DESCRIPTOR: This unit covers the competencies required to carry out waxing and threading.

CODE : 5142-U1-L2

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Carryout waxing	1.1 Select and use PPE as per the job requirement following standard procedure. 1.2 Select and use tools and equipment as per the job requirements following standard procedure. 1.3 Select and use materials as per the job requirements following standard procedure. 1.4 Sterilize tools, equipment and workstation following standard procedure. 1.5 Prepare body surfaces for waxing as per the job requirements. 1.6 Perform waxing services following standard procedure. 1.7 Provide post care advice to the clients following standard procedure.
2. Carry out threading	2.1 Select and use tools as per the job requirements. 2.2 Select and use materials as per the job requirement following standard procedure. 2.3 Prepare skin surfaces as per the job requirements following standard procedure. 2.4 Perform threading as per the job requirement following standard procedure. 2.5 Provide post care services following standard procedure.

RANGE STATEMENT

PPE may include but not limited to:

- Mask
- Apron
- Gloves

Tools and equipment may include but not limited to:

- Wax heater
- Towel
- Spatula
- Tweezers
- Thread
- Scissors

Waxing materials may include but not limited to:

- Wax
- Moisturizer
- Powder
- Stripes

Full body surfaces may include but not limited to:

- Full arms
- Full legs
- Half arms
- Half legs
- Arm pit
- Full body

Threading tools may include but not limited to:

- Tweezers
- Scissors
- Threads

Threading materials may include but not limited to:

- Power
- Hand sanitizers
- Cream
- Astringent
- Cotton

Post care services may include but not limited to:

- Moisturizer
- Massage
- Astringent

Critical Aspects:

- Demonstrate compliance with safety regulation applicable to work site operation.

- Perform waxing and threading according to the client's requirement.

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none"> • Ethics and integrity • Occupational Health & Safety • Basic First Aid • Basic anatomy and physiology of skin • Salon Operating Procedures • Salon health and hygiene • Basic skin allergy • Types of wax • Shapes of eye brows • Hair growth direction • Grooming 	<ul style="list-style-type: none"> • Team Work • Communication • Interpersonal Relation • Time management • Innovation and creativity • Problem solving

UNIT TITLE : Carryout manicure and pedicure

DESCRIPTOR: This unit covers the competencies required to perform manicure and pedicure.

CODE : 5142-U2-L2

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Perform manicure	1.1 Select and use tools and equipment as per the job requirement following standard procedure. 1.2 Select and use materials as per the job requirement following standard procedure 1.3 Sterilize tools, equipment and workstation following standard procedure. 1.4 Check client's hand condition as per the job requirement following standard procedure. 1.5 Perform manicure as per the client's requirement following standard procedure. 1.6 Provide post manicure advice as per the job requirement following standard procedure.
2. Perform pedicure	2.1 Select and use tools and equipment as per the job requirement following standard procedure. 2.2 Select and use materials as per the job requirement following standard procedure 2.3 Check client's feet condition as per the job requirement following standard procedure. 2.4 Perform pedicure as per the client's requirement following standard procedure. 2.5 Provide post pedicure advice as per the job requirement following standard procedure.

RANGE STATEMENT

Tools and equipment may include but not limited to:

- Manicure set
- Bowl
- Table/chair
- Towel
- Trolley
- Sterilization box

Manicure materials may include but not limited to:

- Nail polish
- Nail polish remover
- Cotton
- Manicure product kits

Manicure may include but not limited to:

- Cleaning
- Nail filing
- Nail trimming
- Nail buffing
- Hand massage

Pedicure tools and equipment may include but not limited to:

- Pedicure set
- Foot tub
- Chair
- Towel
- Trolley

Pedicure materials may include but not limited to:

- Nail polish
- Nail polish remover
- Pedicure product kits
- Cotton

Pedicure may include but not limited to:

- Cleaning
- Nail filing
- Nail trimming
- Nail buffing
- Removing cuticle
- Foot massage

Critical Aspects:

- Demonstrate compliance with safety rules and regulations.
- Perform Pedicure and Manicure as per the client's requirements following standard procedure.

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none"> • Ethics and integrity • Occupational Health and Safety (OHS) Regulations • Basic First Aid • Condition of hand and feet • Structure, Shape and Styles of Nails • Different Kinds of Antiseptic • Pressure points of hands and feet • Massage techniques and strokes • Indication, Contra-indication and contra-action of Pedicure & Manicure • Health and hygienic of workstation 	<ul style="list-style-type: none"> • Interpersonal relationship • Communication • Team work • Problem solving • Time management

UNIT TITLE : Perform hair care services

DESCRIPTOR: This unit covers the competencies required to wash/shampoo hair, perform hair treatment, haircut, provide hair chemical services and to perform styling.

CODE : 5142-U3-L2

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Perform hair cut	1.1 Select and use PPE as per the job requirement following standard procedure 1.2 Select and use tools and materials as per the job requirement following standard procedures. 1.3 Sterilize tools, equipment and workstation following standard procedure. 1.4 Consult client on specific haircut requirements following standard procedure. 1.5 Wash/shampoo hair as per the job requirement following standard procedure 1.6 Cut the hair as per the client's requirement following standard procedure. 1.7 Set the hair as per the hair cut following standard procedure. 1.8 Provide post care advice following standard procedure.
2. Perform hair styling	2.1 Select and use tools and materials as per the job requirement following standard procedures. 2.2 Style the hair as per client's requirement following standard procedure. 2.3 Perform blow drying of hair as per the client's requirement following standard procedure.

	2.4 Provide post care advice following standard procedure.
3. Perform scalp and hair spa treatment	<p>3.1 Select and use tools and equipment as per the job requirement following standard procedures.</p> <p>3.2 Select and use materials as per the job requirement following standard procedure.</p> <p>3.3 Analyse the scalp/hair condition of the client and recommend for treatment following standard procedure.</p> <p>3.4 Wash/shampoo hair as per the treatment types following standard procedure.</p> <p>3.5 Apply hair treatment cream following standard procedure.</p> <p>3.6 Provide hair steam as per the job requirement following standard procedure.</p> <p>3.7 Provide thermal hair care as per the job requirement following standard procedure.</p> <p>3.8 Provide head massage following standard procedure</p> <p>3.9 Conduct final touch up following standard procedure.</p> <p>3.10 Provide post care advice following standard procedure.</p>

RANGE STATEMENT	
PPE may include but not limited to:	
<ul style="list-style-type: none"> • Mask • Gloves 	<ul style="list-style-type: none"> • Apron
Tools may include but not limited to:	
<ul style="list-style-type: none"> • Scissors • Water spray • Comb • Trolley 	<ul style="list-style-type: none"> • Blow dryer • Section clip • Clipper

<ul style="list-style-type: none"> • Roller
<p>Materials may include but not limited to:</p> <ul style="list-style-type: none"> • Hair serum • Shampoo • Conditioner
<p>Haircut may include but not limited to:</p> <ul style="list-style-type: none"> • One length cut • Uniform cut • Short & long graduation • Trimming
<p>Hair styling tools may include but not limited to:</p> <ul style="list-style-type: none"> • Thermal tools • Pins • Hair accessories • Hair dryer
<p>Hair Styles may include but not limited to:</p> <ul style="list-style-type: none"> • Curl • Straightening • Wavy • Braid
<p>Blow drying may include but not limited to:</p> <ul style="list-style-type: none"> • Straight blow dry • Out-curl blow drying • In-curl blow drying
<p>Scalp & hair spa treatment tools and equipment may include but not limited to:</p> <ul style="list-style-type: none"> • Dryer • Bowl • Brush • Comb • Streamer • Section slip • Spray bottle • Towel • Shower cap
<p>Scalp & hair spa treatment materials may include but not limited to:</p> <ul style="list-style-type: none"> • Treatment products
<p>Final touch up may include but not limited to:</p> <ul style="list-style-type: none"> • Rinse • Dying • Serum

Critical Aspects:

- Demonstrate compliance with safety regulation applicable to work site operation
- Perform hair care services as per the client's requirement.

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none">• Ethics and integrity• Occupational Health and Safety (OHS) Regulations• First Aid• Indication, Contra-indication & Contra-action• Basic anatomy of hair and scalp• Types of hair styles• Types of products• Types of hair cut• Types of hair treatment• Basic skin types and allergy• Basic knowledge on hair extension	<ul style="list-style-type: none">• Interpersonal relation• Communication skills• Team Work• Time management• Creativity and innovation

UNIT TITLE : Perform skincare and makeup services

DESCRIPTOR : This unit covers the competencies required to perform facial, face bleaching, perform scrub and wrap and to apply makeup.

CODE : 5142-U4-L2

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Perform facial	1.1 Select and use PPE as per the job requirement following standard procedure 1.2 Select and use tools and equipment as per the job requirement following standard procedure. 1.3 Select and use materials as per the job requirement following standard procedure. 1.4 Sterilize tools, equipment and workstation following standard procedure. 1.5 Analyze the client's skin and recommend suitable facial treatment following standard procedure. 1.6 Consult with client for their requirement as per the job requirement following standard procedure. 1.7 Carryout facial treatment as per the client's requirement following standard procedure. 1.8 Provide face steam as per the job requirement following standard procedure. 1.9 Provide post care advice as per the skin type following standard procedure
2. Perform face bleaching	2.1 Select and use tools as per the job requirement following standard procedure. 2.2 Analyze the client's skin following standard procedure.

	<p>2.3 Perform face bleaching as per the client's skin type following standard procedure.</p> <p>2.4 Provide post care advice as per the skin type following standard procedure.</p>
3. Perform body scrub and wrap	<p>3.1 Select and use tools as per the job requirement following standard procedure.</p> <p>3.2 Select and use materials as per the job requirement following standard procedure.</p> <p>3.3 Analyze the client's skin and recommend scrub products following standard procedure.</p> <p>3.4 Scrub client's body as per the skin type following standard procedure.</p> <p>3.5 Wrap the body as per the job requirement following standard procedure.</p> <p>3.6 Provide post care advice following standard procedure.</p>
4. Perform make up	<p>4.1 Select and use tools and materials as per the job requirement following standard procedure.</p> <p>4.2 Apply make-up as per the client's requirement following standard procedure.</p> <p>4.3 Conduct final touch up as per the job requirement following standard procedure.</p> <p>4.4 Provide post care advice following standard procedure.</p>

RANGE STATEMENT	
PPE may include but not limited to:	
<ul style="list-style-type: none"> • Mask • Gloves 	<ul style="list-style-type: none"> • Apron
Tools and equipment may include but not limited to:	
<ul style="list-style-type: none"> • Hair band • Sponge 	<ul style="list-style-type: none"> • Black head remover • Trolley

<ul style="list-style-type: none"> • Spatula/scoop • Bowl • Steamer • Sterilization tool box 	<ul style="list-style-type: none"> • Towels • Galvanic • Ultrasonic
<p>Facial materials may include but not limited to:</p>	
<ul style="list-style-type: none"> • Facial products • Cotton 	<ul style="list-style-type: none"> • Ear bud
<p>Facial treatment may include but not limited to:</p>	
<ul style="list-style-type: none"> • Manual treatment 	<ul style="list-style-type: none"> • Mechanical treatment
<p>Face bleaching tools & materials may include but not limited to:</p>	
<ul style="list-style-type: none"> • Bowl • Spatula 	<ul style="list-style-type: none"> • Towel • Bleaching products
<p>Body scrub & wrap tools may include but not limited to:</p>	
<ul style="list-style-type: none"> • Bowl • Brush 	<ul style="list-style-type: none"> • Therapy bed • Trolley
<p>Body scrub & wrap materials may include but not limited to:</p>	
<ul style="list-style-type: none"> • Towel/blanket, • Wrap sheet • Shower cap 	<ul style="list-style-type: none"> • Scrub products • Disposable under garment • Wrap products
<p>Makeup tools and materials may include but not limited to:</p>	
<ul style="list-style-type: none"> • Makeup set • Toner • Primer • Concealer • Foundation • Blusher • Lip liner 	<ul style="list-style-type: none"> • Lipstick • Eyeliner • Fix spray • Mascara • Glitters • Eye lashes • Finishing powder
<p>Clients makeup requirement may include but not limited to:</p>	
<ul style="list-style-type: none"> • Light makeup 	<ul style="list-style-type: none"> • Heavy makeup

Critical Aspects:

- Demonstrate compliance with safety regulations applicable to work site operations.
- Perform facial as per the skin types following standard procedure
- Perform beaching as per the skin types following standard procedure
- Apply makeup as per the client's requirement following standard procedure.

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none">• Ethics and integrity• Occupational Health and safety regulations• Basic First Aid• Basic anatomy and physiology of skin• Types of treatment products• Protective clothing• Facial pressure points• Make-Up procedures• Make-Up Technique• Basic estimation and costing• Storing of makeup products• Types of face shape• Types of makeup products• Types of makeup tools• Sterilization of tools and equipment• Hygiene of workstation	<ul style="list-style-type: none">• Team work• Communication skills• Time management

UNIT TITLE : Perform hair chemical services

DESCRIPTOR: This unit covers the competencies required to perform hair colouring, hair straightening and hair perming.

CODE : 5142-U5-L2

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Perform hair colouring	1.1 Select and use PPE as per the job requirement following standard procedure 1.2 Select and use tools and materials and as per the job requirement following standard procedure. 1.3 Sterilize tools, equipment and workstation following standard procedure. 1.4 Analyze the client's hair and recommend suitable colour following standard procedure. 1.5 Apply hair colour as per the client's requirement following standard procedure. 1.6 Carryout final touch following standard procedure. 1.7 Provide post care advice following standard procedure
2. Perform hair straightening	2.1 Select and use tools and equipment as per the job requirement following standard procedure. 2.2 Select and use materials and as per the job requirement following standard procedure. 2.3 Analyze the client's hair following standard procedure. 2.4 Carry out hair straightening as per the client's requirement following standard procedure.

	<p>2.5 Carryout final touch following standard procedure.</p> <p>2.6 Provide post care advice following standard procedure</p>
3. Perform hair perming	<p>3.1 Select and use tools and equipment as per the job requirement following standard procedure.</p> <p>3.2 Select and use materials and as per the job requirement following standard procedure.</p> <p>3.3 Consult client on hair curls as per the job requirement following standard procedure.</p> <p>3.4 Analyze the client's hair and recommend hair curls following standard procedure.</p> <p>3.5 Carry out hair perming as per the client's requirement following standard procedure.</p> <p>3.6 Carryout final touch following standard procedure.</p> <p>3.7 Provide post care advice following standard procedure</p>

RANGE STATEMENT	
PPE may include but not limited to:	
<ul style="list-style-type: none"> • Mask • Gloves 	<ul style="list-style-type: none"> • Apron
Hair colouring tools & materials may include but not limited to:	
<ul style="list-style-type: none"> • Bowl • Brush • Comb 	<ul style="list-style-type: none"> • Coloring products • Cotton
Hair colour may include but not limited to:	
<ul style="list-style-type: none"> • Touch up • Global hair colour 	<ul style="list-style-type: none"> • highlights
Final touch may include but not limited to:	
<ul style="list-style-type: none"> • Wash 	<ul style="list-style-type: none"> • Set

<ul style="list-style-type: none"> • Dry
<p>Hair straightening tools & equipment may include but not limited to:</p> <ul style="list-style-type: none"> • Bowl • Dryer • Iron brush • Comb • Section clip
<p>Hair Straightening materials may include but not limited to:</p> <ul style="list-style-type: none"> • Straightening cream • Neutralizer
<p>Hair straightening final touch may include but not limited to:</p> <ul style="list-style-type: none"> • Wash • Dry • Set
<p>Hair perming tools & equipment may include but not limited to:</p> <ul style="list-style-type: none"> • Digital curler • Perm rods • Bowl • Dryer • Butter paper
<p>Hair perming materials may include but not limited to:</p> <ul style="list-style-type: none"> • Perm lotion • Neutralizer
<p>Hair perming final touch may include but not limited to:</p> <ul style="list-style-type: none"> • Wash • Dry • Crunch • Mousses
<p>Critical Aspects:</p> <ul style="list-style-type: none"> • Demonstrate compliance with safety regulations applicable to work site operations. • Carryout hair colouring as per the client's requirement following standard procedure • Carryout hair perming as per the client's requirement following standard procedure. • Carryout hair straightening as per the client's requirement following standard procedure.

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none"> • Ethics and integrity • Occupational Health and safety regulations • Basic First Aid • Knowledge on hair colours and oxidants • Types of hair colouring products • Types of Hair • Types of hair curls • Bleaching hair • Estimation and costing • Sterilization of tools and equipment • Hygiene of workstation 	<ul style="list-style-type: none"> • Team work • Communication skills • Time management • Problem Solving skills • Negotiation skills

Annexure

National Competency Standards (NCS)

National Competency Standards specify the skill, knowledge and attitudes applied to a particular occupation. Standards also specify the standards or criteria of performance of a competent worker and the various contexts in which work may take place. Standards provide explicit advice to assessors regarding the skill and knowledge to be demonstrated by candidates seeking formal recognition either following training or through work experience.

Purpose of National Competency Standards

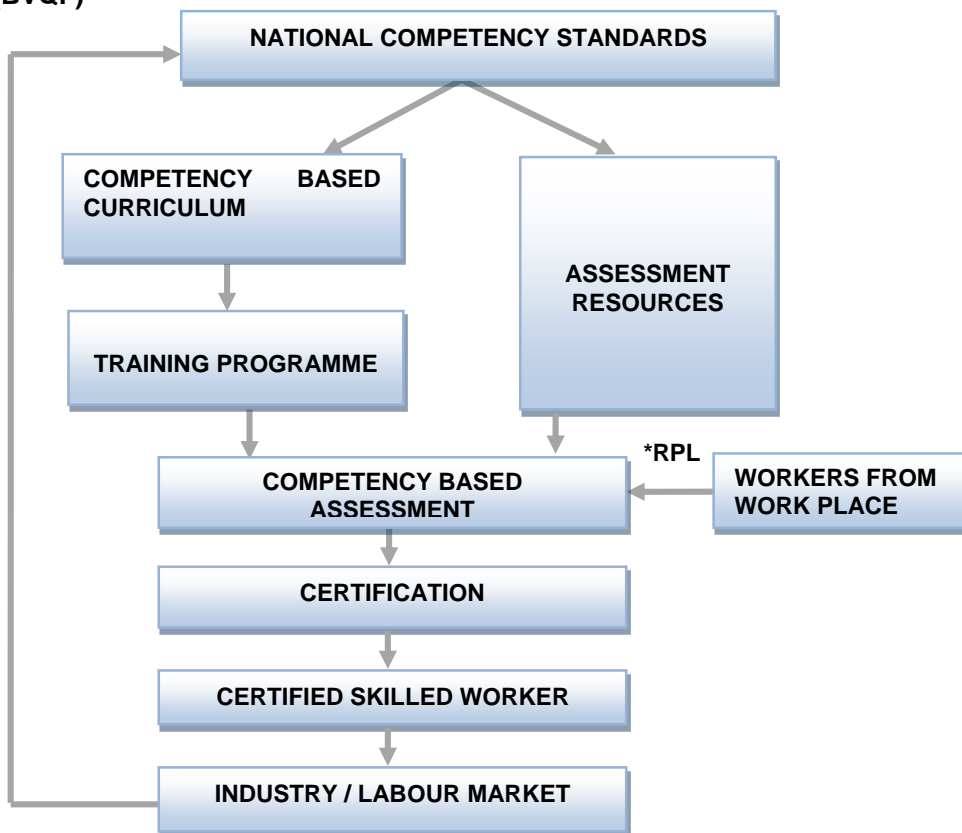
Competency Standards serve a number of purposes including:

- Providing advice to curriculum developers about the skill and knowledge to be included in curriculum.
- Providing specifications to assessment resource developers about the skill, knowledge and attitudes within an occupation to be demonstrated by candidates.
- Providing advice to industry/employers about job functions, which in turn can be used for the development of job descriptions, performance appraisal systems and work flow analysis.

Bhutan Vocational Qualifications Framework (BVQF)

Bhutan Vocational Qualifications Framework is an agreed system of Assessing, Certifying and Monitoring nationally recognized qualifications for all learning in the VET sector against national standards, in training institutions, in the workplace, in schools or anywhere where learning takes place.

Components of the Bhutan Vocational Qualification Framework (BVQF)



* RPL = Recognition of Prior Learning

BVQF Levels

The Bhutan Vocational Qualifications Framework has three levels classified based on the competency of the skilled workers. The three levels are:

- National Certificate Level 3 (NC 3) -Master Craftsman
- National Certificate Level 2 (NC 2) -Craftsman
- National Certificate Level 1 (NC 1) -Semi Skilled Worker

BVQF Level Descriptors

The qualification levels are decided based on level descriptors. The detail of the qualification level descriptor is as follows:

National Certificate Level 1 (Semi skilled)

Carry out processes that:	Learning demand:	Responsibilities :
<ul style="list-style-type: none">• Are narrow in range.• Are established and familiar.• Offer a clear choice of routine responses.• Involve some prioritizing of tasks from known solutions.	<ul style="list-style-type: none">• Basic operational knowledge and skill.• Utilization of basic available information.• Known solutions to familiar problems.• Little generation of new ideas.	<ul style="list-style-type: none">• In directed activity.• Under general supervision and quality control.• With some responsibility for quantity and quality.• With no responsibility for guiding others.

National Certificate Level 2 (Craftsman)

Carry out processes that:	Learning demand:	Responsibilities :
<ul style="list-style-type: none"> • Require a range of skills. • Offer a significant choice of procedures requiring prioritization. • Are employed within a range of familiar context. 	<ul style="list-style-type: none"> • Some relevant theoretical knowledge. • Interpretation of available information. • Discretion and judgment. • A range of known responses to familiar problems 	<ul style="list-style-type: none"> • In directed activity with some autonomy. • Under general supervision and quality checking. • With significant responsibility for the quantity and quality of output. • With some possible responsibility for the output of others.

National Certificate Level 3 (Master Craftsman)

Carry out processes that:	Learning demand:	Responsibilities :
<ul style="list-style-type: none"> • Requires a wide range of technical or scholastic skills. • Offer a considerable choice of procedures requiring prioritization to achieve optimum outcomes. • Are employed in a variety of familiar and unfamiliar contexts. 	<ul style="list-style-type: none"> • A broad knowledge base which incorporates some theoretical concepts. • Analytical interpretation of information. • Informed judgment. • A range of sometimes innovative responses to concrete but often unfamiliar problems. 	<ul style="list-style-type: none"> • In self-directed activity. • Under broad guidance and evaluation. • With complete responsibility for quantity and quality of output. • With possible responsibility for the output of others.

CODING USED FOR NATIONAL COMPETENCY STANDARDS

The coding and classification system developed in Bhutan is logical, easy to use, and also aligned with international best practises. The Bhutanese coding and classification system is based on the International Standard Classification of Occupations, 2008 (ISCO-08) developed by the International Labour Organisation (ILO).

The coding of the National Competency Standards forms the basis of the identification code for the Vocational Education and Training Management Information System (VET – MIS) both in terms of economic sector identification and that of the individual standard.

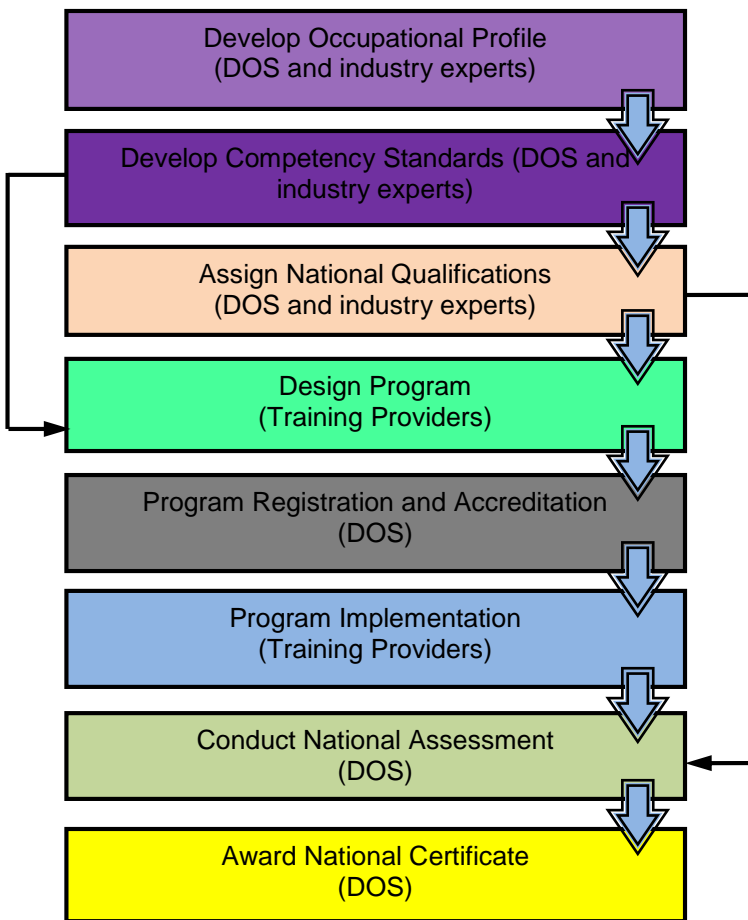
Coding the individual unit competency standard is to identify the level in qualification package to which it belongs.

While packaging, in order to follow a logical order, only competency standards related to each other and following a logical sequence in terms of training delivery, from the simple to the complex, are clustered into a qualification packages.

The ILO assigns the code 5142 to the occupation beautician/hair and beauty therapist and related trades. Therefore, in Bhutan the occupation beautician/hair and beauty therapist has been assigned the code 5142 in the National Coding System.

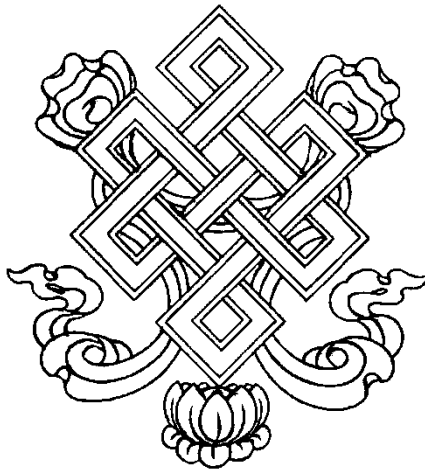
The first unit is assigned the code U1, Levels are assigned the code L and follow a logical progression from the National Certificate Level 1 (NC I) to the National Certificate Level 3 (NC III). Therefore the complete unit code will be 5142-U1-L2.

Implementation and operational procedures for National Competency Standard (NCS)



Key:

MoLHR – Ministry of Labour and Human Resources
DOS – Department of Occupational Standards



Department of Occupational Standards
Ministry of Labour & Human Resources
Thongsel Lam, Lower Motithang
P.O. Box 1036, Thimphu.
Tel: 02-331611, Fax: 02-326873
www.molhr.gov.bt