

Model Curriculum

Assistant Spa Therapist

SECTOR: Beauty & Wellness
SUB-SECTOR: Rejuvenation
OCCUPATION: Spa Therapy
REF ID: BWS/Q1001, V2.0
NSQF LEVEL: 3

Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

BEAUTY AND WELLNESS SECTOR SKILL COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Assistant Spa Therapist' QP No. BWS/Q1001, V 2.0, NSQF Level 3

Date of issuance: 19th April 2017

Valid up to: 19th April 2020

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



Chairperson
(Beauty & Wellness Sector Skill Council)

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Assistant Spa Therapist

CURRICULUM / SYLLABUS

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

Program Name	Assistant Spa Therapist		
Qualification Pack Name & Reference ID	BWS/Q1001, V2.0		
Version No.	2.0	Version Update Date	19/04/2017
Pre-requisites to Training	Class VIII Pass		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Select and set up the suitable equipment for spa therapy adhering to health, safety and hygiene requirements. • Explain treatment procedure to the client while providing information about oils and creams used during treatment. • Prepare massage oil or cream and other equipment. • Assist the Spa Therapist to conduct the therapy to the satisfaction of the guest in a commercially acceptable time. • Assist the Spa Therapist to record the therapy accurately and store information securely in line with the organization’s policies. • Adhere to the health and safety standards laid out by the manufacturer and organization. • Maintain first aid kit and keep oneself updated on the first aid procedures. • Maintain good appearance and behaviour. • Execute tasks as per organization’s standards. • Communicate and record the information. 		

This course encompasses 04 out of 04 National Occupational Standards (NOS) of “**Assistant Spa Therapist**” 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) 02:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Identify the career opportunities and working methods within the beauty & wellness sector Identify and list the various spa services 	<ul style="list-style-type: none"> Handbook, Pen, Pencil, Marker, Whiteboard etc.
2.	<p>Prepare and Maintain Work Area</p> <p>Theory Duration (hh:mm) 01:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code BWS/N9001</p>	<ul style="list-style-type: none"> Ensure the environmental conditions required for carrying out services and importance of maintaining these Conditions: Air, light, space, temperature, sound, cleanliness, etc. Explain types of products, materials and equipment required to sterilize and disinfect equipment/tools Follow the manufacturer’s instructions related to equipment and product used for cleaning Identify risks to customer privacy and modesty and take actions (precautions) to maintain the same in the salon Maintain accurate records of services, clients and product usage (inventory) Identify ways to dispose of waste correctly. 	<ul style="list-style-type: none"> Treatment Couch, Trolley, Steam Room or Steam Cabinet, Sauna, Hydrotherapy Showers, Wrapping Materials (Fabric, Foils, Plastics), Professional Stone, Heater, Treatment Stones, Cooling Systems, Herbal Compresses Linen, Couch Roll, Tissues, Bin Gown, Slippers,

Sr. No.	Module	Key Learning Outcomes	Equipment Required
			<ul style="list-style-type: none"> • Disposable Briefs, • Headband, • Towels, • Spatulas, • Brushes • Thermal Blanket, • Bandages, • Thin Mattress (Thai or Shiatsu) Pillows, • Thai Massage Suit
3.	<p>Carry Out Simple Spa Services and Assistive Tasks for Advanced Spa Services</p> <p>Theory Duration (hh:mm) 41:00</p> <p>Practical Duration (hh:mm) 220:00</p> <p>Corresponding NOS Code BWS/N1001</p>	<ul style="list-style-type: none"> • Demonstrate standard parameters of the structure of skin for different client groups • Identify basic ailments, contraindications, contra-actions, service plans • Perform basic spa therapy techniques (range of body massages, wraps etc.) • Use various types of wraps like foil, plastic, fabric; as per the requirement of the client • Apply different massages like Indian head massage, Lomi Lomi/ Hawaiian massage, lymphatic drainage massage, neuromuscular technique (NMT), Thai massage, etc. • Use various massage techniques: Effleurage, petrissage, tapotement, friction, vibration • Explain different varieties of rejuvenation products • Identify the products for different types of skin • Apply the products based on the skin types • Use exfoliation techniques including applying and removing products and wraps • Carry out foot ritual • Identify the procedure for dry brushing • Store the products, tools and equipment properly 	<ul style="list-style-type: none"> • First Aid Kit, • Fire Extinguishers • Sterilizers, • Hot Cabinets, • Waste Disposal Bins, • Back Massage Chair, • Facial Steamer with Ozone, • Foot Ladder, • Hair Dryer (Hand Held), • Manicure Bowl, • Manicure Chair, • Manicure/ Pedicure Set (Cutters, Filers, Cleaners, • Cuticle Pushers, • Nail Brush, • Pumice Stone, Wooden & Steel Scraper etc.) Manicure

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Identify the contra-indication and contra-actions for various spa services Perform actions to be taken for various contra indications and actions 	/ Pedicure Station <ul style="list-style-type: none"> Pedicure Stool Thai Massage Mat, Wax Heater, Wooden Trolley, Yoga Mats
4.	Maintain health and safety of work area Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code BWS/N9002	<ul style="list-style-type: none"> Identify the contra-indications related to spa treatments Explain the process and products to sterilize and disinfect equipment/tools Maintain a hygienic and safe work area Develop appropriate procedures and policies to address the risk. Dispose the wastes properly 	<ul style="list-style-type: none"> First Aid Kit, Fire Extinguishers, Sterilizers, Hot Cabinets, Waste Disposal Bins
5.	Create a positive impression at work area Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code BWS/N9003	<ul style="list-style-type: none"> Maintain personal grooming Carry out procedures in accordance to organizations standards Maintain client and treatment records Demonstrate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender Maintain different formats on which information is to be recorded Analyze the importance to maintain security and confidentiality of information Carry out different kinds of communication equipment (email, phone etc.) available and their effective use Identify selling/ influencing techniques to provide additional services/products to clients 	<ul style="list-style-type: none"> Data Projector, Laptop, Computer, Speaker, Projection Screen, Whiteboard and Whiteboard Markers, Duster, Note Book, Pen, Pencil.
Total Duration 300:00 Theory Duration		Unique Equipment Required: Treatment Couch, Trolley, Steam Room or Steam Cabinet, Sauna, Hydrotherapy, Showers, Wrapping Materials (Fabric, Foils, Plastics), Professional Stone Heater, Treatment Stones, Cooling Systems, Herbal Compresses, Linen, Couch Roll, Tissues, Gown,	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
50:00 Practical Duration 250:00		Slippers, Disposable Briefs, Headband, Spatulas, Brushes, Thermal Blanket, Bandages, Thin Mattress, Pillows, Thai Massage Suit, First Aid Kit, Fire Extinguishers, Sterilizers, Hot Cabinets, Waste Disposal Bins, etc.	

Grand Total Course Duration: **300 Hours 0 Minutes**

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

Trainer Prerequisites for Job role: “Assistant Spa Therapist” mapped to Qualification Pack: “BWS/Q1001” Version 2.0

Sr. No.	Area	Details
1	Job Description	To deliver accredited training service , mapping to the curriculum detailed above in accordance with the Qualification Pack “ <u>BWS/Q1001, V 2.0</u> ”
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 Qualification	Class VIII pass
4a	Domain Certification	Certified for Job Role: “Assistant Spa Therapist” mapped to “QP: <u>BWS/Q1001, V 2.0</u> ” issued by Beauty & Wellness Sector Skill Council. Minimum accepted score is 70%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “ <u>MEP/Q0102</u> ” with scoring of minimum 80%.
5	Experience	NA

Annexure: Assessment Criteria

Assessment Criteria for Assistant Spa Therapist	
Job Role	Assistant Spa Therapist
Qualification Pack	BWS/Q1001, V2.0
Sector Skill Council	Beauty and Wellness
Sr. No.	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	Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
5	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
6	To pass the Qualification Pack , every trainee should score a minimum of 50% in aggregate
7	In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Assessment Outcomes	Assessment Criteria for Outcomes	Total Marks	Out of	Theory	Skills Practical
BWS/N9001 (Prepare and maintain work area)	PC1. ensure that ambient conditions are suitable for the client and the service procedures to be carried out in a hygiene and safe environment	100	12	2	10
	PC2. identify and select suitable equipment and products required for the respective services		16	3	13
	PC3. set up the equipment and prepare the products for services in adherence to the salon procedures and product/ equipment guidelines		19	4	15
	PC4. place and organize the products in a trolley or area convenient and efficient for service delivery		10	1	9
	PC5. prepare sterilisation solution as per organisational standards using approved products and as per manufacturer's instructions		16	4	12
	PC6. sterilize, disinfect and place the tools on the tray as per organisational standards using recommended solutions and conditions		13	4	9
	PC7. dispose waste materials in adherence to the salon's and industry requirements		6	1	5
	PC8. store records, materials and equipment securely in line with the salon's policies		8	2	6
		Total	100	21	79
BWS/N1001 (Carry out simple spa services and assistive tasks for advanced spa services)	PC1. check and prepare the service area is prepared as per Spa therapist's requirement for service and organisational standards	100	4	1	3
	PC2. ensure all equipment is safe for use, clean and prepared as per service requirement		3	0	3
	PC3. arrange tools, products and other materials that are safe and fit for the purpose based on the guidelines		3	0.5	2.5
	PC4. prepare massage oil or cream and other equipment for spa services as per manufacturer's guidelines		4	1	3
	PC5. prepare the post care product tray		4	1	3
	PC6. greet the client, and ensure the client is comfortable		3	0.5	2.5

Assessment Outcomes	Assessment Criteria for Outcomes	Total Marks	Out of	Theory	Skills Practical
	PC7.identify any contra indications on client, if any that may restrict services, act according to organisational standards to address these, verify with the supervisor where required		3	1	2
	PC8.provide the client appropriate materials in preparation for service procedures		3	1	2
	PC9.guide the client to the service area safely and politely		4	1	3
	PC10.perform foot ritual including foot cleaning, disinfecting and wiping		5	1	4
	PC11.position self and client in a manner, to ensure privacy, comfort and wellbeing, throughout the service		3	0.5	2.5
	PC12.explain accurately the service procedure and provide information about products used (oils and creams) to the customer, prior to service		5	1.5	3.5
	PC13.provide correct products, tools, materials and other items to the spa therapist as required during the service		3	1	2
	PC14.take precautions and work in a manner to maintain guest privacy and modesty during the service		3	1	2
	PC15.prepare the service area for exfoliations services		3	0.5	2.5
	PC16.carry out exfoliation services under supervision of the massager (masseur) using various wrap materials		4	1	3
	PC17.carry out dry brushing		3	0.5	2.5
	PC18.apply mask and body wrap, remove without making the area messy		3	0.5	2.5
	PC19.ensure client is not left unattended at any stage		3	0.5	2.5
	PC20.identify contra-actions and necessary subsequent actions		3	1	2
	PC21.robe the client and guide for bathing and other services		3	0.5	2.5
	PC22.accurately record the therapy details and store information securely in line with the organization's policies		3	0.5	2.5

Assessment Outcomes	Assessment Criteria for Outcomes	Total Marks	Out of	Theory	Skills Practical
	PC23.shut down equipment safely, and as per manufacturer's instructions		3	1	2
	PC24.ensure work area is left clean, post service		3	0	3
	PC25.dispose waste materials safely and hygienically as per organisational standards		3	0	3
	PC26.adhere to the health and safety standards laid out by the manufacturer and organization		3	1	2
	PC27.record details of the procedure accurately as per organisational policy and approved practice		4	2	2
	PC28.store information securely in line with the salon's policies		3	1	2
	PC29.ask questions to check with the client their satisfaction with the finished result		3	1	2
	PC30.thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor		3	1	2
		Total	100	24	76
BWS/N9002 (Maintain health and safety at the workplace)	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		10	3	7
	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		13	5	8
	PC8. report health and safety risks/ hazards to concerned personnel		12	3	9
	PC9. use tools, equipment, chemicals and products in accordance with the salon's		11	3	8

Assessment Outcomes	Assessment Criteria for Outcomes	Total Marks	Out of	Theory	Skills Practical
	guidelines and manufacturers' instructions				
		Total	100	27	73
BWS/N9003 (Create a positive impression at the workplace)	PC1.maintain good health and personal hygiene	100	5	1	4
	PC2.comply with organisation's standards of grooming and personal behavior		5	1	4
	PC3.meet the organisation's standards of courtesy, behavior and efficiency		5	1	4
	PC4.stay free from intoxicants while on duty		4	0.5	3.5
	PC5.wear and carry organisation's uniform and accessories correctly and smartly		5	0.5	4.5
	PC6.take appropriate and approved actions in line with instructions and guidelines		5	1.5	3.5
	PC7.record details related to tasks, as per procedure		5	3	2
	PC8.participate in workplace activities as a part of the larger team		7	2	5
	PC9.report to supervisor immediately in case there are any work issues		5	1	4
	PC10.use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender		6	1.5	4.5
	PC11.communicate procedure related information to clients based on the sector's code of practices and organisation's procedures/ guidelines		6	1	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		6	2	4
	PC14.report and record instances of aggressive/ unruly behavior and seek assistance		5	2	3
	PC15.use communication equipment (phone, email etc.) as mandated by your organization		6	3	3
	PC16.carry out routine documentation legibly and accurately in the desired format		7	3	4
	PC17.file routine reports and feedback		5	2	3

Assessment Outcomes	Assessment Criteria for Outcomes	Total Marks	Out of	Theory	Skills Practical
	PC18.maintain confidentiality of information, as required in the role		6	2	4
		Total	100	30	70