

Syllabus

for

SPA THERAPY

Under

CRAFTSMEN TRAINING SCHEME (CTS)

Designed in

- 2014 -

By

**Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training**

GENERAL INFORMATION

1. Name of the Trade : **SPA THERAPY**
2. NCO Code No. :
3. Duration : 1yr(Two Semesters of 6 months
Each)
4. Power Norms : 6 kW
5. Space Norms : 80 Sq.m.
6. Entry Qualification : Passed 10th class Examination
7. Unit Size(No. of Student) : 20
- 8. Instructor's/Trainer's qualification:**
- 1) Graduation**
 - 2) NTC/ NAC Certificate from a government recognized institute with five years of experience in the field.**
9. Exit Level : Successful candidates would be able to work as Spa therapist and electrologist.

SYLLABUS FOR SPA THERAPY UNDER (CTS) FOR SEMESTER-I

Week	Practical	Theory
2wks	<ul style="list-style-type: none"> • Body language • Personal Grooming • Public Speaking 	PERSONALITY DEVELOPMENT <ul style="list-style-type: none"> • Grooming • Personal Hygiene • Uniform – Background and Purpose • Personal & Social Etiquette • Corporate Etiquette • Self management • Confidence Building • Body Language • Relationship Management • Communication Skills • Anger Management
1wk	Marking different body Parts- <ul style="list-style-type: none"> • Marking and identifying important muscles, Joint and Bones 	INTRODUCTION TO ANATOMY & PHYSIOLOGY The course includes a general introduction to the human body as well as the ten major body systems:- <ul style="list-style-type: none"> • Skeletal • Muscular • Nervous • Endocrine • Cardiovascular • Lymphatic • Respiratory • Digestive • Urinary • Reproductive
1wk	<ul style="list-style-type: none"> • Bleeding (External) • First Aid Equipment handling • Fire Fighting Equipment 	FIRST AID <ul style="list-style-type: none"> • Bleeding (Internal/ External) • Fractures, Sprains and Dislocations • Head, Neck and back Injuries • Shock and Trauma • Burns • Electric Shock • Heart attack, Seizure • Cardiac & Respiratory Arrest • Choking • Loss of consciousness • Eye, Ear, nose & Throat emergencies • Heat & Cold emergencies (Exhaustion, Heat stroke, Hypothermia)
1wk	Basic English phrases <ul style="list-style-type: none"> • Listening & understanding • Presentation Skills • Reading & writing 	BASIC COMMUNICATION SKILLS <ul style="list-style-type: none"> • Basic English phrases • Basic Grammar
1wk	<ul style="list-style-type: none"> • Posture • Breathing Techniques • Balance your body • Pressure without muscle 	POSTURE AND YOGA <ul style="list-style-type: none"> • Posture • Diet
1wk	<ul style="list-style-type: none"> • Guest Orientation • Basic Computer Operations 	GUEST RELATIONS <ul style="list-style-type: none"> • Telephone Etiquette & handling

	<ul style="list-style-type: none"> • Guest Intake Forms • Guest Comments • Billing • Tax and VAT Calculation 	<ul style="list-style-type: none"> • Guest Appointments & Booking Procedures • Cancellation Policy • Criticism and Appreciation • Gratuity, Tips and Service Charges
2wk		HISTORY & INTRODUCTION TO 'SPA' and SPA AS A CAREER <ul style="list-style-type: none"> • Basic Requirements • Remuneration/ Earning • SPA Career Options • How to start your own spa business • Job Opportunities- India and abroad • Role and Responsibilities of spa therapist
2wk		INTRODUCTION TO COMPLEMENTARY SPA THERAPIES <ul style="list-style-type: none"> • Acupressure • Acupuncture • Colon Therapy • Chinese Medicine • Ear Candling • Electropathy • Gem Therapy • Herbalism • Homoeopathy • Naturopathy • Physiotherapy • Reiki • Tibetan Medicine • Introduction to Med Spa treatments like Botox, Fillers, Liposuction etc.
1wk	Preparation of diet charts	NUTRITION <ul style="list-style-type: none"> • Basic Food Groups • Balanced Diet • Food Allergies
1 wk	<ul style="list-style-type: none"> • Cleaning Equipment Handling • Cleaning Procedure • Self Protection • Linen Handling • Laundry Procedures • Storage • Inventory • Housekeeping Forms • Treatment Room Set-up • Treatment Room Cleaning • Infection Control 	HOUSEKEEPING/ INVENTORY/ SET UP <ul style="list-style-type: none"> • Cleaning equipment • Cleaning agents • Cleaning Procedure • Handling of Chemicals • Potential Infections • Self Protection • Linen handling and Maintenance • Laundry Procedures • Storage • Inventory • Fire Prevention • Housekeeping • Waste management and Pollutants • Environmental Protection
1wk	<ul style="list-style-type: none"> • Product Handling Dispensing • Self protection • Retail Display And Management • Preparation and Blending of 	SPA PRODUCT KNOWLEDGE <ul style="list-style-type: none"> • Herbs • Essential Oils • Aromatic Oils • Body Scrubs

	<p>Therapy products</p> <ul style="list-style-type: none"> • Basic guest consultation to choose the right product 	<ul style="list-style-type: none"> • Body Wraps • Facial Products • Preservatives • Active Ingredients • Carrier Oil & Base Creams • Pre blended oils • Pre Blended creams • Soaps, Shampoos, lotions • Licensing (Drug Control) • Product Testing • Efficacy • Shelf Life • Storage • Contamination • Allergies
1wk	<p>Market survey visits</p> <p>Visits to different spa saloons</p>	<p>SPA SALES & MARKETING</p> <ul style="list-style-type: none"> • Difference between Sales and Marketing • Guest Consultation and Analysis • Importance of product knowledge • Approaching guest & learning the needs • Guest Sales Interaction before, during & after treatment • Continued Sales & Product Training
1wk	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Product handling • Dispensing • Self- Protection • Customize the treatment according to consultation • Energetic release and cleansing 	<p>SWEDISH MASSAGE</p> <ul style="list-style-type: none"> • History of Swedish Massage • Essential massage steps • Treatment Preparation • Benefits • Contra Indications • Pre & Post treatment tips
1wk	<ul style="list-style-type: none"> • Pre treatment set up • Guest Handling and Draping • Product Handling • Dispensing • Self Protection • Customize the treatment according to Consultation • Energetic release and cleansing 	<p>ABHYANGAM MASSAGE</p> <p>History of Abhyangam Massage</p> <ul style="list-style-type: none"> • Knowledge of Various Oils • Essential massage steps • Treatment preparation • Benefits • Contra indications • Pre & Post treatment tips
3wk	<ul style="list-style-type: none"> • Pre Treatment Set up • Guest handling and draping • Product Handling (if used) • Dispensing (if used) • Self Protection • Customize the treatment according to consultation 	<p>BODY MASSAGE</p> <ul style="list-style-type: none"> • History of bodyMassage • Essential massage steps • Treatment Preparation • Benefits • Contra Indications • Pre & Post treatment tips
1wk	<ul style="list-style-type: none"> • Pre treatment set up • Guest handling and draping • Product Handling • Dispensing • Customize the treatment 	<p>BODY SCRUB AND BODY WRAP</p> <ul style="list-style-type: none"> • History of body scrub • Essential scrub steps • Treatment preparation

	<ul style="list-style-type: none"> according to consultation Procedure 	<ul style="list-style-type: none"> Benefits Contra Indications Pre & Post treatment tips
1wk	<ul style="list-style-type: none"> Pre Treatment set up Equipment Handling Product Handling Dispensing Self-Protection Guest Handling and Draping Customize the treatment according to Consultation 	INTRODUCTION TO HYDROTHERAPY <ul style="list-style-type: none"> History of hydrotherapy Different types of hydrotherapy treatments Essential Hydrotherapy Treatment steps Treatment Preparation Benefits Contra indications Pre and Post Treatment Tips
1wks	<ul style="list-style-type: none"> Pre Treatment set up Equipment Handling Product Handling Dispensing Self-Protection Guest Handling and Draping Customize the treatment according to Consultation 	INTRODUCTION TO BASIC FACIAL <ul style="list-style-type: none"> History of Facial Treatment Different Types of Facials Treatments Essential Basic Facial Treatments steps Treatment Preparation Benefits Contra indications Pre and Post Treatment Tips
2wk		COMMERCIAL ENVIRONMENT EXPERIENCE <ul style="list-style-type: none"> Working in Real time Scenarios Practical Application of all the Training on real time Guests Adapting all the Training undertaken to actual SOP's of that Particular set up and bringing the same in Practice
		INTRODUCTION AND HISTORY OF AYURVEDA <ul style="list-style-type: none"> Origin of Ayurveda Aim and benefits of Ayurveda Branches of Ayurveda Chikitsa chatushpada
		TREATMENTS ASPECTS OF AYURVEDA <ul style="list-style-type: none"> Basic treatment principle Phase of Treatment <ol style="list-style-type: none"> Poorva Karma Pradhana Karma Paschat Karma

Note :- Sterilisation of tools & hand sanitization should be practised in each practical.

SYLLABUS FOR SPA THERAPY UNDER (CTS) FOR SEMESTER-II

Week	Practical	Theory
1wk	<ul style="list-style-type: none"> • Pranayam • Asanas • Mudras • Chakras 	YOGA FOR WELLBEING <ul style="list-style-type: none"> • History & Evolution of Yoga • Schools of Yoga
2wk	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Product Handling • Dispensing • Self-Protection • Procedure 	DEEP TISSUE MASSAGE <ul style="list-style-type: none"> • History of Deep Tissue Massage • Essential massage steps • Treatment Preparation • Benefits • Contra indications • Pre and Post Treatment Tips
2wks	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Product Handling • Dispensing • Self-Protection • Customization of Essential Oils/ Blends according to Consultation • Procedure • Energetic Release and Cleansing 	AROMATHERAPY MASSAGE <ul style="list-style-type: none"> • History of Aromatherapy Massage • Study of some Important Essential Oils • Study of some important base oils • Concept of Mixing and Blending of essential Oils • Essential massage steps • Treatment Preparation • Benefits • Contra indications • Pre and Post Treatment Tips
1wk	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Self-Protection • Procedure • Energetic Release and Cleansing 	THAI MASSAGE <ul style="list-style-type: none"> • History of Thai Massage • Essential massage steps • Treatment Preparation • Benefits • Contra indications • Pre and Post Treatment Tips
1wk	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Product Handling • Equipment Handling • Self-Protection • Procedure • Energetic Release and Cleansing 	HOT STONE THERAPY <ul style="list-style-type: none"> • History of Hot Stone Therapy Massage • Essential massage steps • Treatment Preparation • Benefits • Contra indications • Pre and Post Treatment Tips
1wk	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Product Handling • Dispensing • Self-Protection • Procedure 	BALINESE MASSAGE <ul style="list-style-type: none"> • History of Balinese Massage • Essential massage steps • Treatment Preparation • Benefits • Contra indications • Pre and Post Treatment Tips

	<ul style="list-style-type: none"> • Energetic Release and Cleansing 	
2wks	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Product Handling • Dispensing • Equipment Handling and care • Self-Protection • Procedure 	SHIRODHARA <ul style="list-style-type: none"> • History of Shirodhara Massage • Treatment Preparation • Knowledge of various Products used For Shirodhara • Benefits • Contra indications • Pre and Post Treatment Tips
1wk	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Product Handling • Equipment Handling • Preparation of Pottali • Dispensing • Procedure • Energetic Release and Cleansing 	POTLI MASSAGE <ul style="list-style-type: none"> • History of Potli Massage • Various Herbs used for Pottali • Treatment Preparation • Benefits • Contra indications • Pre and Post Treatment Tips
2wks	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Product Handling • Dispensing • Procedure • Energetic Release and Cleansing 	REFLEXOLOGY <ul style="list-style-type: none"> • History of Reflexology • Concept and Principles of Reflexology • Treatment Preparation • Benefits • Contra indications • Pre and Post Treatment Tips
2wks	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Product Handling • Dispensing • Procedure • Energetic Release and Cleansing 	ADVANCED FACIAL <ul style="list-style-type: none"> • Current Trends in Advanced Facials • Different types of Advanced Facials • Advanced Facial steps • Knowledge of some Important Facial Products • Treatment Preparation • Benefits • Contra indications • Pre and Post Treatment Tips
2wks	<ul style="list-style-type: none"> • Treatment Room Step Up • Products Handling • Dispensing • Procedure of steam bath 	ABHYANGAM <ul style="list-style-type: none"> • History of Abhyangam Massage • Essential massage steps and position including the head and face • Treatment Preparation • Benefits • Contra indications • Precautions
2 wks	<ul style="list-style-type: none"> • Treatment Room Step Up • Products Handling and preparation • Dispensing 	UDWARTANAM <ul style="list-style-type: none"> • Theory of Udwartanam Massage • Treatment Preparation • Benefits • Contra indications • Precautions

2 wks	<ul style="list-style-type: none"> • Treatment Room Step Up • Products Handling • Dispensing 	<p>PIZHICHIL</p> <ul style="list-style-type: none"> • Theory of Pizhichil Massage • Treatment Preparation • Benefits • Contra indications • Precautions
2 wks	<ul style="list-style-type: none"> • Treatment Room Step Up • Products Handling and preparation • Dispensing 	<p>KIZHI</p> <ul style="list-style-type: none"> • Theory of various type of Kizhi massage • Treatment Preparation • Benefits • Contra indications • Precautions
1wk	<ul style="list-style-type: none"> • Presentation of themselves, neatness and body odour • Total recall of presentation of rooms and hand on practice 	<p>SOP AND INTERACTION FOR THERAPISTS</p> <ul style="list-style-type: none"> • Guest appointments • Etiquette • Product knowledge • Sales

Note :- Sterilization of tools & hand sanitization should be practised in each practical.

STANDARD LIST OF TOOLS & EQUIPMENTS

S.No	Name of Items	Quantity
1	First Aid Dummy	02 Nos.
2	First Aid Kit	02 Nos.
3	Fire Extinguishers (Water, CO2, Blanket)	02 Nos.
4	Housekeeping Equipments	As Required
5	Treatment room with shower, steam room, sauna, water features (Bathtub, Jacuzzi etc.)	01 No. Each
6	Trash bin	10 No.
7	Refrigerator	01 No.
8	Spa Linen	As required
9	Spa Massage bed	08 Nos.
10	Treatment Trolley	08 Nos.
11	Anatomy & Physiology charts of all major systems	01 No. (each)
12	Thai Massage Mat 220*250 cm	1 No.
13	UV Sterilizer	2 Nos.
14	Hot Cabinet	2 Nos.
15	Cold Cabinet	2 Nos.
16	Reference Books for Library	As required
17	Wax Heater	10 Nos.
18	Spa publications (selection)	As required
19	Manicure Bowl	10 Nos.
20	Manicure/ Pedicure Set (cutters, filers, cleaners, cuticle pushers, nail brush, pumic stone, wooden & steel scraper etc.)	10 Nos.
21	Manicure / Pedicure station	05 Nos.
22	Back Massage Chair	04 Nos.
23	Hair Dryer (Hand Held)	02 Nos.
24	Ayurvedic Wooden Bed	02 Nos.
25	Shirodhara Stand	02 Nos.
26	Foot Ladder	02 Nos.
27	Wooden Trolley	02 Nos.
28	Manicure Chair for Therapist	05 Nos.
29	Pedicure Stool	05 Nos.
30	Facial Steamer	02 Nos.
31	Magnifying Lamp	05 Nos.
32	Yoga Mats	21 Nos.
33	Aroma Burner	02 Nos.
34	Creamic Katori	10 Nos.
35	Wooden Trays	10 Nos.
36	Creamic Bowl	10 Nos.
37	Plain Kullad	10 Nos.
38	Soap/lotion Dispensers	06 Nos.
39	Oil Bottles with corks	As required
40	Amenity trays	06 Nos.
41	Bowls(100ml)	10 Nos.

42	Plastic Bowls Small (250 ml)	10 Nos.
43	Wooden Hangers	As required
44	Electric Water kettle	01 No.
45	Hot Plate	01 No.

Theory room Furniture		
S.No.	Description	Qty.
1	Student's Chair with flap	20 Nos.
2	Teacher's Table and chair set	01 No.
3	LCD Projector	01 No.
4	Computer set with UPS	01 No.
5	White Magnetic Board with felt board	01 No.
6	Air conditioner split 2 ton with stabilizer	02 No.
7	Display board	02 No.
8	Curtain/blinds for treatments rooms	As required

Note: Services of guest speakers (Doctor/Ayurveda Doctor/Yoga Instructor/Motivational Speaker will be taken for relevant subjects like Yoga, Ayurveda, First Aid, Anatomy, Physiology & Communication Skills etc).

LIST OF RAW MATERIALS FOR SPA THERAPY UNDER (CTS)

S.No	Raw Materials:-	
1	Eye make -up remover	
2	Cleansing milk	for All skin type
3	Toner	for All skin type
4	Cleansing Gel	
5	Facial scrub	for All skin type
6	Facial Massage cream / oil	for All skin type
7	Facial Mask	for All skin type
8	Facial Serum	for All skin type
9	Moisturizing cream	for All skin type
10	Sun protection cream	
11	Facial sponge	
		<u>Different types as:-</u> Vanilla Coco ,Apricot lemongrass, Rice and Oatmeal, Aloe and mint, coffee
12	Types of Scrubs	
13	Types of Wraps	Different types as:- Vanilla Coco , mint

14	Shower gel	
15	Shampoo	
16	Conditioner	
17	Lotions	Different types as- Spice, Vetiver
18	Powder	
19	Foot Cream	
20	Aromatherapy oil	
21	Lemongrass oils for diffuser	
22	Almond oil	
23	Olive oil	
24	Seasame Oil	
25	Dhanwantram	
26	Sudhabala oil/ Dhara Oil/ Karpashtyadi Thailam Oil	
27	Kairkare	
28	Kottanchukadi	
29	Sahacharadhi	
30	Prabhanjam	
31	Vaila Narayan Thailam	
32	Pinda Thailam	
33	Kairkare Plus	
34	Kairtis	
35	Kottanchukadi Thailam	
36	Udhwartanam Powder	
	Disposables :-	
1	loofah with box	
2	Loofah (naked)	
3	Cotton Roll	
4	Cotton Wool	
5	Cotton Bud with box	
6	Cotton buds (Naked)	
7	Shower cap (with Box)	
8	Shower cap(Naked)	
9	Comb (with Box)	
10	Comb (naked)	
11	Disposable bed sheets	
12	Disposable hair bands	
13	Disposable Briefs	S/M/L
14	Facial masks	For Spa Therapist
15	Body wrap plastic	
16	Cotton fabric for potli	
17	Baskets	To Store Face Towel
18	Thermal Blanket	
19	Rubber bands	
20	Tea candles	
21	Eye Pillows	
22	Timers	
23	Scissors	

24	Slippers	S/M/L
	Linen:-	
1	Bath Towel	
2	Bath Mat	
3	Hand Towel	
4	Face Towel	
5	Bath Robe	Free Size
6	Kurta- Pyjama	Free Size
7	White Bedsheet	
8	Hot stone warmer	
9	Hot stone kit	
10	Herbal Potli	
11	MUSIC CDs	
12	UNIFORMs	For Spa therapist
13	Apron	For Spa therapist
14	Anatomy & Physiology Charts of all major system	01 No. (each)
