

Model Curriculum

Assistant Spa Therapist

SECTOR: BEAUTY AND WELLNESS
SUB-SECTOR: REJUVENATION
OCCUPATION: SPA THERAPY
REFERENCE ID: PWD/BWS/Q1001 VERSION 1.0
NSQF LEVEL: 3

Curriculum Aligned
for
Persons with Blindness
Persons with Low Vision
Persons with Hearing Impairment
And
Persons with Locomotor Disability



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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		
Reference ID.	PWD/BWS/Q1001		
Version No.	1.0	Version Update Date	30-12-2015
Pre-requisites to Training	Class X		
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 4 out of 4 National Occupational Standards (NOS) of “Assistant Spa Therapist” Qualification Pack issued by “Beauty and Wellness Sector Skill Council”. The Curriculum is Aligned by **Skill Council for Persons with Disability for Persons with Disabilities**.

Curriculum Aligned for Persons with Blindness

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for Each NOS
1.	Introduction Prepare and maintain work area Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code BWS/N9001	<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 Able to understand the environmental conditions required and expected for carrying out services and importance of maintaining these Conditions: Air, light, space, temperature, sound, cleanliness, etc. Know types of products, materials and equipment required for the respective services Know the process and products to sterilize and disinfect equipment/ tools Able to read & follow the manufacturer's instructions related to equipment and product use and cleaning Able to identify risks to customer privacy and modesty and take actions (precautions) to maintain the same in the salon Able to maintain accurate records of services, clients and product usage (inventory) Identify ways to dispose of waste correctly. 	treatment Couch and 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, disposable briefs, headband, towels), spatulas, brushes thermal blanket, bandages, thin mattress (Thai or Shiatsu) pillows, Thai massage suit	These tools may be used during the different jobs: <ul style="list-style-type: none"> Clear View+ Speech Zoom Ex Kurzweil ABBY Fine Reader Tesseract Non-Visual Desktop Access (NVDA) Job Access with Speech (JAWS) System Access to Go (SATAGO) Voiceover Talkback Nuance Talks and Mobile Speak ORCA Dolphin Supernova DAISY Tactile diagrams Tactile stickers Tactile flooring Tactile marks to identify various things/devices/Spot
2.	Carry out simple spa services and assistive tasks for advanced spa services Theory Duration (hh:mm) 41:00	<ul style="list-style-type: none"> Understand structure of the skin and differences in the structure of the skin for different client groups the structure of skin: The layers of the epidermis: the dermis, the subcutaneous layer; the hair follicle, the hair shaft, the sebaceous gland, arrector pili muscle, sweat 	First aid kit Fire extinguishers Sterilizers Hot cabinets Waste disposal bins Back Massage Chair Facial	These tools may be used during the different jobs: <ul style="list-style-type: none"> Clear View+ Speech Zoom Ex Kurzweil ABBY Fine Reader Tesseract Non-Visual Desktop Access (NVDA)

	<p>Practical Duration (hh:mm) 170:00</p> <p>Corresponding NOS Code BWS/N1001</p>	<p>gland, and sensory nerve endings functions of the skin Functions:</p> <ul style="list-style-type: none"> • Sensitivity, heat regulation, absorption, protection, excretion, secretion and vitamin D production purpose, components and layout of the • cardio-vascular-circulatory, lymphatic and nervous system of the human body • understand the basic ailments, contraindications, contra actions, service plans. • perform & understand basic spa therapy techniques (range of body massages, wraps etc.) Wraps: foil, plastic, fabric Massages: Indian head massage, Lomi Lomi/ Hawaiian massage, lymphatic drainage massage, neuromuscular technique (NMT), Thai massage, etc. Massage techniques: Effleurage, petrissage, tapotement, friction, vibration know range of rejuvenation products, • procedure for product selection, different skin types and application of products based on skin types procedure to apply exfoliation • techniques including applying and removing products and wraps how to carry out a foot ritual know the • procedure for dry brushing know the importance of proper storage of products, tools and equipment know the contra indication and contra products, tools and equipment know the contra indication and contra • actions for various spa services perform actions to be taken for various • contra indications and actions 	<p>Steamer with Ozone Foot Ladder Hair Dryer (Hand Held) Manicure Bowl Manicure Chair for Therapist Manicure / Pedicure Set (cutters, filers, cleaners, cuticle pushers, nail brush, pumice stone, wooden & steel scraper etc.) Manicure / Pedicure station Pedicure Stool Thai massage Mat 220*250 cm Wax Heater Wooden Trolley Yoga Mats</p>	<ul style="list-style-type: none"> • Job Access with Speech (JAWS) • System Access to Go (SATAGO) • Voiceover • Talkback • Nuance Talks and Mobile Speak • ORCA • Dolphin Supernova • DAISY • Tactile diagrams • Tactile stickers • Tactile flooring • Tactile marks to identify various things/devices/Spot
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3.	<p>Maintain health and safety of work area</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code BWS/N9002</p>	<ul style="list-style-type: none">• identify the contra-indications related to spa treatments• Understand the process and products to sterilize and disinfect equipment/ tools• Maintaining a hygienic and safe work area• Developing appropriate procedures and policies to address the risk.• know the disposal techniques of waste	<p>First aid kit</p> <p>Fire extinguishers</p> <p>Sterilizers</p> <p>Hot cabinets</p> <p>Waste disposal bins</p>	<p>These tools may be used during the different jobs:</p> <ul style="list-style-type: none">• Clear View+ Speech Zoom Ex• Kurzweil• ABBY Fine Reader• Tesseract• Non-Visual Desktop Access (NVDA)• Job Access with Speech (JAWS)• System Access to Go (SATAGO)• Voiceover• Talkback
4.	<p>Create a positive impression at work area</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code BWS/N9003</p>	<ul style="list-style-type: none">• Maintain personal grooming• Carrying out procedures in accordance to organizations standards• Maintain client and treatment records• Ability to use 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 KB4. importance to maintain security and confidentiality of information• carry out different kinds of communication equipment (email, phone etc) available and their effective use• understand selling/ influencing techniques to provide additional services/products to clients		<ul style="list-style-type: none">• Nuance Talks and Mobile Speak• ORCA• Dolphin Supernova• DAISY• Tactile diagrams• Tactile stickers• Tactile flooring• Tactile marks to identify various things/devices/Spot
	<p>Total Duration</p> <p>Theory Duration 50:00</p> <p>Practical Duration 250:00</p>	<p>Unique Equipment Required: Treatment Couch and 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, disposable briefs, headband, towels), spatulas, brushes, thermal blanket, bandages, thin mattress(Thai or Shiatsu) pillows, Thai massage suit, First aid kit, Fire extinguishers, Sterilizers, Hot cabinets, Waste disposal bins</p>		
<p>Grand Total Course Duration: 300 Hours, 0 Minutes</p> <p><i>(This syllabus/ curriculum has been approved by Beauty & Wellness Sector Skill Council)</i></p>				

Curriculum Aligned for Persons with Low Vision

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for Each NOS
1.	Introduction Prepare and maintain work area Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code BWS/N9001	<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 Able to understand the environmental conditions required and expected for carrying out services and importance of maintaining these Conditions: Air, light, space, temperature, sound, cleanliness, etc. Know types of products, materials and equipment required for the respective services Know the process and products to sterilize and disinfect equipment/ tools Able to read & follow the manufacturer's instructions related to equipment and product use and cleaning Able to identify risks to customer privacy and modesty and take actions (precautions) to maintain the same in the salon Able to maintain accurate records of services, clients and product usage (inventory) Identify ways to dispose of waste correctly. 	treatment Couch and 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, disposable briefs, headband, towels), spatulas, brushes thermal blanket, bandages, thin mattress (Thai or Shiatsu) pillows, Thai massage suit	These tools are may be used during the different jobs: <ul style="list-style-type: none"> Clear View+ Speech ZoomEx Kurzweil ABBY Fine Reader, Tesseract Non-Visual Desktop Access (NVDA) Job Access with Speech (JAWS) System Access to Go(SATAGO) Voiceover Talkback Nuance Talks and Mobile Speak, ORCA Windows Magnifier Magic Screen Magnification Zoom Text Supernova Screen Reader and Magnifier DAISY Onyx, Topaz Prism Optelec Kindle Paper White/I Pad Android/IOS Technology is best known for accessibility for persons with Low Vision (Visually Impaired). Angel Player/I-Pods. Talking calculator Signature Guide Wrist Watch-Tata General table lamp Tactile diagrams, Tactile stickers, Tactile flooring
2.	Carry out simple spa services and assistive tasks for	<ul style="list-style-type: none"> Understand structure of the skin and differences in the structure of the skin for different client groups the structure of skin: The layers of the 	First aid kit Fire extinguishers Sterilizers	These tools are may be used during the different jobs: <ul style="list-style-type: none"> Clear View+ Speech ZoomEx

<p>advanced spa services</p> <p>Theory Duration (hh:mm) 41:00</p> <p>Practical Duration (hh:mm) 170:00</p> <p>Corresponding NOS Code BWS/N1001</p>	<p>epidermis: the dermis, the subcutaneous layer; the hair follicle, the hair shaft, the sebaceous gland, arrector pili muscle, sweat gland, and sensory nerve endings functions of the skin Functions:</p> <ul style="list-style-type: none"> • Sensitivity, heat regulation, absorption, protection, excretion, secretion and vitamin D production purpose, components and layout of the • cardio-vascular-circulatory, lymphatic and nervous system of the human body • understand the basic ailments, contraindications, contra actions, service plans. • perform & understand basic spa therapy techniques (range of body massages, wraps etc.) Wraps: foil, plastic, fabric Massages: Indian head massage, Lomi Lomi/ Hawaiian massage, lymphatic drainage massage, neuromuscular technique (NMT), Thai massage, etc. Massage techniques: Effleurage, petrissage, tapotement, friction, vibration know range of rejuvenation products, • procedure for product selection, different skin types and application of products based on skin types procedure to apply exfoliation • techniques including applying and removing products and wraps how to carry out a foot ritual know the • procedure for dry brushing know the importance of proper storage of products, tools and equipment know the contra indication and contra products, tools and equipment know the contra indication and contra • actions for various spa services perform actions to be taken for various • contra indications and actions 	<p>Hot cabinets Waste disposal bins Back Massage Chair Facial Steamer with Ozone Foot Ladder Hair Dryer (Hand Held) Manicure Bowl Manicure Chair for Therapist Manicure / Pedicure Set (cutters, filers, cleaners, cuticle pushers, nail brush, pumice stone, wooden & steel scraper etc.) Manicure / Pedicure station Pedicure Stool Thai massage Mat 220*250 cm Wax Heater Wooden Trolley Yoga Mats</p>	<ul style="list-style-type: none"> • Kurzweil • ABBY Fine Reader • Tesseract • Non-Visual Desktop Access (NVDA) • Job Access with Speech (JAWS) • System Access to Go(SATAGO) • Voiceover • Talkback • Nuance Talks and Mobile Speak • ORCA • Windows Magnifier • Magic Screen Magnification Zoom Text • Supernova Screen Reader and Magnifier • DAISY • Onyx • Topaz • Prism • Optelec • Kindle Paper White/I Pad • Android/IOS Technology is best known for accessibility for persons with Low Vision (Visually Impaired). • Angel Player/I-Pods • Talking calculator • Signature Guide • Wrist Watch-Tata • General table lamp • Tactile diagrams • Tactile stickers • Tactile flooring
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3.	<p>Maintain health and safety of work area</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code BWS/N9002</p>	<ul style="list-style-type: none">• identify the contra-indications related to spa treatments• Understand the process and products to sterilize and disinfect equipment/ tools• Maintaining a hygienic and safe work area• Developing appropriate procedures and policies to address the risk.• know the disposal techniques of waste	First aid kit Fire extinguishers Sterilizers Hot cabinets Waste disposal bins	These tools are may be used during the different jobs: <ul style="list-style-type: none">• Clear View+ Speech• ZoomEx, Kurzweil• ABBY Fine Reader• Tesseract• Non-Visual Desktop Access (NVDA)• Job Access with Speech (JAWS)• System Access to Go(SATAGO)• Voiceover, Talkback• Nuance Talks and Mobile Speak
4.	<p>Create a positive impression at work area</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code BWS/N9003</p>	<ul style="list-style-type: none">• Maintain personal grooming• Carrying out procedures in accordance to organizations standards• Maintain client and treatment records• Ability to use 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 KB4 importance to maintain security and confidentiality of information• carry out different kinds of communication equipment (email, phone etc) available and their effective use• understand selling/ influencing techniques to provide additional services/products to clients		<ul style="list-style-type: none">• ORCA• Windows Magnifier• Magic Screen Magnification• Zoom Text• Supernova Screen Reader and Magnifier• DAISY• Onyx, Topaz• Prism, Optelec• Kindle Paper White/I Pad• Android/IOS Technology is best known for accessibility for persons with Low Vision (Visually Impaired)• Angel Player/I-Pods.• Talking calculator• Signature Guide• Wrist Watch-Tata• General table lamp• Tactile diagrams• Tactile stickers• Tactile flooring
	<p>Total Duration</p> <p>Theory Duration 50:00</p> <p>Practical Duration 250:00</p>	<p>Unique Equipment Required: Treatment Couch and 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, disposable briefs, headband, towels), spatulas, brushes, thermal blanket, bandages, thin mattress(Thai or Shiatsu) pillows, Thai massage suit, First aid kit, Fire extinguishers, Sterilizers, Hot cabinets, Waste disposal bins</p>		
	<p>Grand Total Course Duration:300Hours, 0 Minutes <i>(This syllabus/ curriculum has been approved by Beauty & Wellness Sector Skill Council)</i></p>			

Curriculum Aligned for Persons with Hearing Impairment

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for Each NOS
1.	Introduction Prepare and maintain work area Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code BWS/N9001	<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 Able to understand the environmental conditions required and expected for carrying out services and importance of maintaining these Conditions: Air, light, space, temperature, sound, cleanliness, etc. Know types of products, materials and equipment required for the respective services Know the process and products to sterilize and disinfect equipment/ tools Able to read & follow the manufacturer's instructions related to equipment and product use and cleaning Able to identify risks to customer privacy and modesty and take actions (precautions) to maintain the same in the salon Able to maintain accurate records of services, clients and product usage (inventory) Identify ways to dispose of waste correctly. 	treatment Couch and 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, disposable briefs, headband, towels), spatulas, brushes thermal blanket, bandages, thin mattress (Thai or Shiatsu) pillows, Thai massage suit	Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: <ul style="list-style-type: none"> Assistive Aid/Service Ai-Live Captions First Captions 2020 Closed Capp Let's Talk Google Now for Android
2.	Carry out simple spa services and assistive tasks for advanced spa services Theory Duration (hh:mm) 41:00 Practical Duration (hh:mm)	<ul style="list-style-type: none"> Understand structure of the skin and differences in the structure of the skin for different client groups the structure of skin: The layers of the epidermis: the dermis, the subcutaneous layer; the hair follicle, the hair shaft, the sebaceous gland, arrector pili muscle, sweat gland, and sensory nerve endings functions of the skin Functions: Sensitivity, heat regulation, absorption, protection, 	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	Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: <ul style="list-style-type: none"> Assistive Aid/Service Ai-Live Captions First Captions 2020 Closed Capp Let's Talk

	<p>170:00</p> <p>Corresponding NOS Code</p> <p>BWS/N1001</p>	<p>excretion, secretion and vitamin D production purpose, components and layout of the</p> <ul style="list-style-type: none"> • cardio-vascular-circulatory, lymphatic and nervous system of the human body • understand the basic ailments, contraindications, contra actions, service plans. • perform & understand basic spa therapy techniques (range of body massages, wraps etc.) Wraps: foil, plastic, fabric Massages: Indian head massage, Lomi Lomi/ Hawaiian massage, lymphatic drainage massage, neuromuscular technique (NMT), Thai massage, etc. Massage techniques: Effleurage, petrissage, tapotement, friction, vibration know range of rejuvenation products, • procedure for product selection, different skin types and application of products based on skin types procedure to apply exfoliation • techniques including applying and removing products and wraps how to carry out a foot ritual know the • procedure for dry brushing know the importance of proper storage of products, tools and equipment know the contra indication and contra products, tools and equipment know the contra indication and contra • actions for various spa services perform actions to be taken for various • contra indications and actions 	<p>Manicure Chair for Therapist Manicure / Pedicure Set *(cutters, filers, cleaners, cuticle pushers, nail brush, pumice stone, wooden & steel scraper etc.) Manicure / Pedicure station Pedicure Stool Thai massage Mat 220*250 cm Wax Heater Wooden Trolley Yoga Mats</p>	<ul style="list-style-type: none"> • Google Now for Android,
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3.	<p>Maintain health and safety of work area</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code BWS/N9002</p>	<ul style="list-style-type: none">Identify contra-indications related to spa treatmentsUnderstand the process and products to sterilize and disinfect equipment/ toolsMaintaining a hygienic and safe work areaDeveloping appropriate procedures and policies to address the risk.know the disposal techniques of waste	<p>First aid kit</p> <p>Fire extinguishers</p> <p>Sterilizers</p> <p>Hot cabinets</p> <p>Waste disposal bins</p>	<p>Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training:</p> <ul style="list-style-type: none">Assistive Aid/ServiceAi-LiveCaptions FirstCaptions 2020Closed CappLet's TalkGoogle Now for Android
4.	<p>Create a positive impression at work area</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code BWS/N9003</p>	<ul style="list-style-type: none">Maintain personal groomingCarrying out procedures in accordance to organizations standardsMaintain client and treatment recordsAbility to use verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and genderMaintain different formats on which information is to be recorded KB4 importance to maintain security and confidentiality of informationcarry out different kinds of communication equipment (email, phone etc) available and their effective useunderstand selling/ influencing techniques		<p>Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training:</p> <ul style="list-style-type: none">Assistive Aid/ServiceAi-LiveCaptions FirstCaptions 2020Closed CappLet's TalkGoogle Now for Android
	<p>Total Duration</p> <p>Theory Duration 50:00</p> <p>Practical Duration 250:00</p>	<p>Unique Equipment Required: Treatment Couch and 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, disposable briefs, headband, towels), spatulas, brushes, thermal blanket, bandages, thin mattress(thai or shiatsu) pillows, Thai massage suit, First aid kit, Fire extinguishers, Sterilizers, Hot cabinets, Waste disposal bins</p>		
	<p>Grand Total Course Duration: 300 Hours, 0 Minutes</p> <p>(This syllabus/ curriculum has been approved by Beauty & Wellness Sector Skill Council)</p>			

Curriculum Aligned for Persons with Locomotor Disability

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for Each NOS
1.	<p>Introduction Prepare and maintain work area</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code BWS/N9001</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 Able to understand the environmental conditions required and expected for carrying out services and importance of maintaining these Conditions: Air, light, space, temperature, sound, cleanliness, etc. Know types of products, materials and equipment required for the respective services Know the process and products to sterilize and disinfect equipment/ tools Able to read & follow the manufacturer's instructions related to equipment and product use and cleaning Able to identify risks to customer privacy and modesty and take actions (precautions) to maintain the same in the salon Able to maintain accurate records of services, clients and product usage (inventory) Identify ways to dispose of waste correctly. 	<p>treatment Couch and 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, disposable briefs, headband, towels), spatulas, brushes thermal blanket, bandages, thin mattress (Thai or Shiatsu) pillows, Thai massage suit</p>	<p>These tools may be used during the different jobs:</p> <ul style="list-style-type: none"> Computer Laptop iPad Modify Chair/seating arrangement Need based modification in working environment Need based modified equipment Ease of Access Centre Sticky Keys On the screen Keyboard One-Handed Keyboard Foot Pedals Access Switches Wheel Chair Walker

<p>2.</p>	<p>Assist the Spa Therapist conduct the Spa treatment</p> <p>Theory Duration (hh:mm) 41:00</p> <p>Practical Duration (hh:mm) 170:00</p> <p>Corresponding NOS Code BWS/N1001</p>	<ul style="list-style-type: none"> • Prepare the guest • Assist the Spa Therapist in conducting the Spa treatment • Assist the Spa Therapist in maintaining the guest and treatment records • Maintaining Hygiene as per organizational standards • Understand structure of the skin and differences in the structure of the skin for different client groups the structure of skin: The layers of the epidermis: the dermis, the subcutaneous layer; the hair follicle, the hair shaft, the sebaceous gland, arrector pili muscle, sweat gland, and sensory nerve endings functions of the skin Functions: • Sensitivity, heat regulation, absorption, protection, excretion, secretion and vitamin D production purpose, components and layout of the • cardio-vascular-circulatory, lymphatic and nervous system of the human body • understand the basic ailments, contraindications, contra actions, service plans. • perform & understand basic spa therapy techniques (range of body massages, wraps etc.) Wraps: foil, plastic, fabric Massages: Indian head massage, Lomi Lomi/ Hawaiian massage, lymphatic drainage massage, neuromuscular technique (NMT), Thai massage, etc. Massage techniques: Effleurage, petrissage, tapotement, friction, vibration know range of rejuvenation products, • procedure for product selection, different skin types and application of products based on skin types procedure to apply exfoliation • techniques including applying and removing 	<p>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 for Therapist Manicure / Pedicure Set (cutters, filers, cleaners, cuticle pushers, nail brush, pumice stone, wooden & steel scraper etc.) Manicure / Pedicure station Pedicure Stool Thai massage Mat 220*250 cm Wax Heater Wooden Trolley Yoga Mats</p>	<p>These tools may be used during the different jobs:</p> <ul style="list-style-type: none"> • Computer • Laptop • iPad • Modify Chair/seating arrangement • Need based modification in working environment • Need based modified equipment • Ease of Access Centre • Sticky Keys • On the screen Keyboard • One-Handed Keyboard • Foot Pedals • Access Switches • Wheel Chair • Walker
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		<p>products and wraps how to carry out a foot ritual know the</p> <ul style="list-style-type: none"> • procedure for dry brushing know the importance of proper storage of products, tools and equipment know the contra indication and contra products, tools and equipment know the contra indication and contra • actions for various spa services perform actions to be taken for various • contra indications and actions 		
3.	<p>Maintain health and safety of work area</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code BWS/N9002</p>	<ul style="list-style-type: none"> • Identify contra-indications related to spa treatments • Understand the process and products to sterilize and disinfect equipment/ tools • Maintaining a hygienic and safe work area • Developing appropriate procedures and policies to address the risk. • know the disposal techniques of waste 	<p>First aid kit Fire extinguishers Sterilizers Hot cabinets Waste disposal bins</p>	<p>These tools may be used during the different jobs:</p> <ul style="list-style-type: none"> • Computer • Laptop • iPad • Modify Chair/seating arrangement • Need based modification in working environment • Need based modified equipment • Ease of Access Centre • Sticky Keys • On the screen Keyboard • One-Handed Keyboard • Foot Pedals • Access Switches • Wheel Chair • Walker

4.	<p>Create a positive impression at work area</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code BWS/N9003</p>	<ul style="list-style-type: none">• Maintain personal grooming• Carrying out procedures in accordance to organizations standards• Maintain client and treatment records• Ability to use 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 KB4 importance to maintain security and confidentiality of information• carry out different kinds of communication equipment (email, phone etc) available and their effective use• understand selling/ influencing techniques		<p>These tools may be used during the different jobs:</p> <ul style="list-style-type: none">• Computer• Laptop• iPad• Modify Chair/seating arrangement• Need based modification in working environment• Need based modified equipment• Ease of Access Centre• Sticky Keys• On the screen Keyboard• One-Handed Keyboard• Foot Pedals• Access Switches• Wheel Chair• Walker
	<p>Total Duration</p> <p>Theory Duration 50:00</p> <p>Practical Duration 250:00</p>	<p>Unique Equipment Required: Treatment Couch and 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, disposable briefs, headband, towels), spatulas, brushes, thermal blanket, bandages, thin mattress(thai or shiatsu) pillows, Thai massage suit, First aid kit, Fire extinguishers, Sterilizers, Hot cabinets, Waste disposal bins</p>		
<p>Grand Total Course Duration: 300 Hours, 0 Minutes</p> <p>(This syllabus/ curriculum has been approved by <u>Beauty & Wellness Sector Skill Council</u>)</p>				

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

Trainer Prerequisites for Blindness

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/Q1001 Version 1.0
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-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	CIDESCO/CIBTAC/BABTEC/CITY & GUILDS certification in Body Therapy/Massage therapy
4a	Domain Certification	Certified for Job Role: “Assistant Spa Therapist” mapped to QP: BWS/Q1001. Minimum accepted score is 70%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102”. Minimum accepted % as per respective SSC guidelines is 80%.
4c	Disability Specific Top Up Module	The Inclusive Trainer should be certified in Disability Specific Top Up Training conducted by SCPwD with minimum qualifying score of 80% as per SCPwD guidelines.
5	Experience	2 years of experience as a Spa Therapist in Five-star hotel spa/ High-end Day spa. Good knowledge of sector related services/processes with prior experience in training/teaching

Trainer Prerequisites for Low Vision

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/Q1001 Version 1.0
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-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	CIDESCO/CIBTAC/BABTEC/CITY & GUILDS certification in Body Therapy/Massage therapy
4a	Domain Certification	Certified for Job Role: "Assistant Spa Therapist" mapped to QP: BWS/Q1001. Minimum accepted score is 70%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102". Minimum accepted % as per respective SSC guidelines is 80%.
4c	Disability Specific Top Up Module	The Inclusive Trainer should be certified in Disability Specific Top Up Training conducted by SCPwD with minimum qualifying score of 80% as per SCPwD guidelines.
5	Experience	2 years of experience as a Spa Therapist in Five-star hotel spa/ High-end Day spa. Good knowledge of sector related services/processes with prior experience in training/teaching

Trainer Prerequisites for Hearing Impairment

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/Q1001 Version 1.0
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-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	CIDESCO/CIBTAC/BABTEC/CITY & GUILDS certification in Body Therapy/Massage therapy
4a	Domain Certification	Certified for Job Role: "Assistant Spa Therapist" mapped to QP: BWS/Q1001. Minimum accepted score is 70%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102". Minimum accepted % as per respective SSC guidelines is 80%.
4c	Disability Specific Top Up Module	The Inclusive Trainer should be certified in Disability Specific Top Up Training conducted by SCPwD with minimum qualifying score of 80% as per SCPwD guidelines.
4d	Specific Requirement for persons with Hearing Impairment	The Indian sign language interpreter should be mandatory during the training, counselling and placement cell for persons with hearing impairment
5	Experience	2 years of experience as a Spa Therapist in Five-star hotel spa/ High-end Dayspa. Good knowledge of sector related services/processes with prior experience in training/teaching

Trainer Prerequisites for Locomotor Disability

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/Q1001 Version 1.0
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-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	CIDESCO/CIBTAC/BABTEC/CITY & GUILDS certification in Body Therapy/Massage therapy
4a	Domain Certification	Certified for Job Role: "Assistant Spa Therapist" mapped to QP: BWS/Q1001. Minimum accepted score is 70%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102". Minimum accepted % as per respective SSC guidelines is 80%.
4c	Disability Specific Top Up Module	The Inclusive Trainer should be certified in Disability Specific Top Up Training conducted by SCPwD with minimum qualifying score of 80% as per SCPwD guidelines.
5	Experience	2 years of experience as a Spa Therapist in Five-star hotel spa/ High-end Day spa. Good knowledge of sector related services/processes with prior experience in training/teaching

Annexure: Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role	Assistant Spa Therapist
Qualification Pack	PWD/BWS/Q1001, Version 1.0
Skill Councils	Skill Council for Persons with Disability and Beauty and Wellness Sector Skill Council

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 these criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% in every NOS and 50% in overall 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 & maintain work area for treatment)	PC1 Ensure that ambient conditions are suitable for the client and the treatment to be carried out in a hygiene and safe environment	100	15	5	10
	PC2. identify and Select suitable equipment and products required for the respective services		15	5	10
	PC3. Set up the equipment and prepare the products for treatments in adherence to the organization procedures and product/equipment guidelines		15	5	10
	PC4. Place and organize the products in the trolley or area convenient and efficient for service delivery		10	5	5
	PC5. Sterilise, disinfect and place the tools on the tray as per organizational standards using recommended solutions and conditions		15	5	10
	PC6. Dispose waste materials in adherence to the organization's and industry requirements		15	5	10
	PC7. Store records, materials and equipment securely in line with the salon's policies		15	5	10
	Total		100	35	65
2. BWS/N1001 (Assist spa therapist conduct the spa treatment)	PC1. Greet the guest, and ensure the guest is comfortable	100	5	1	4
	PC2. Explain treatment procedure and provide information about oils and creams to be used during treatment		10	5	5
	PC3. Arrange tools, products and other materials that are safe and fit for the purpose based on the guidelines		10	5	5
	PC4. Prepare massage oil or cream and other equipment		10	5	5
	PC5. Assist the client to the treatment area		10	5	5
	PC6. Position self and guest throughout treatment to ensure privacy, comfort and wellbeing		15	5	10

	PC7. Assist the Spa Therapist complete the therapy to the satisfaction of the guest in a commercially acceptable time		15	5	10
	PC8. Assist the Spa Therapist to record the therapy accurately and store information securely in line with the organization's policies		10	5	5
	PC9. Adhere to the health and safety standards laid out by the manufacturer and organization		15	5	10
	Total		100	41	59
3. BWS/N9002 (Maintain health & safety at workplace)	PC1. Set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements	100	15	5	10
	PC2. Clean and sterilize all tools and equipment before use		15	5	10
	PC3. Maintain one's posture and position to minimize fatigue and the risk of injury		10	2	8
	PC4. Dispose waste materials in accordance to the industry accepted standards		10	5	5
	PC5. Maintain first aid kit and keep oneself updated on the first aid procedures		10	5	5
	PC6. Identify and document potential risks and hazards in the workplace		10	5	5
	PC7. Accurately maintain accident reports		10	5	5
	PC8. Report health and safety risks/hazards to concerned personnel		10	5	5
	PC9. Use tools, equipment, chemicals and products in accordance with the organization's guidelines and manufacturers' instructions		10	2	8
	Total		100	39	61
4. BWS/N9003 (Create positive impression at work area)	PC1. Maintain good health and personal hygiene	100	10	2	8
	PC2. Comply with organizations' standards of grooming and personal behaviour		10	2	8
	PC3. Meet the organization's standards of courtesy, behaviour and efficiency		5	1	4
	PC4. Stay free from intoxicants while on duty		5	1	4

	PC5. Wear and carry organization's uniform and accessories correctly and smartly		5	1	4
	PC6. Take appropriate and approved actions in line with instructions and guidelines		5	1	4
	PC7. Record details related to tasks, as per procedure		5	4	1
	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		5	1	4
	PC10. Use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender		5	1	4
	PC11. Communicate procedure related information to clients based on the sector's code of practices and organization's procedures/ guidelines		5	1	4
	PC12. Communicate role related information to stakeholders in a polite manner and resolve queries, if any		5	1	4
	PC13. Assist and guide clients to services or products based on their needs		5	1	4
	PC14. Report and record instances of aggressive/unruly behaviour and seek assistance		5	1	4
	PC15. Use communication equipment (phone, email etc.) as mandated by your organization		5	1	4
	PC16. Carry out routine documentation legibly and accurately in the desired format		5	1	4
	PC17. File routine reports and feedback		5	4	1
	PC18. Maintain confidentiality of information, as required, in the role		5	1	4
	Total		100	26	74

Accommodation Guidelines recommended for Inclusive Trainers

Persons with Blindness and Low Vision

Characteristics

- The Learning happens through non-visual modes mostly by Touch, hence it is recommended to use real, concrete materials.
- Listening will Include greater use of detailed and descriptive instructions.
- Training which relates to understanding of Smell and Taste real & concrete material should be used e.g. Job Role of Pickle making Technician may include training on smell and taste.

Guidelines for Trainers

- Facilitate the use of existing visual skills wherever/whenever you can by making the candidate sit closer to the board. (with special reference for Persons with Low Vision)
- Appropriate lighting. Use of contrast colors.
- Use specialized material available (Braille, Taylor frame, Math's Kit)
- Use orientation and Mobility training
- Reserve a seat in the front row of the classroom (or, closer to the teacher).
- Keep the passages and available open spaces in the classroom clear.
- When speaking with the VI child specifically, address her/him by name.
- Modify/adapt assignments
- Provide students with tactile graphs and diagrams.
- Keep in mind, there may be instances when the VI student may not have had exposure to the material discussed in class and for which the persons may not have a prior experiences or references (for example, food in altered form: popcorn v/s whole corn, sliced mango v/s the whole fruit/shape; materials and sources: water-ice, vapor; curd-buttermilk; milk-cows), occupations (tailor, doctor, engineer).
- Use educational aids like talking books, tape-recorders, Use of Colour, contrast and texture
- Minimize noise so that students with VI can hear you speak
- When speaking, face the class.
- If you feel the VI student is not attentive, touch her/ him on the shoulder or arm to draw attention; this also helps in indicating to the student that you are including her/him in your instructions and discussions.
- Provide large print, Braille versions when needed so that the VI child can follow the classroom's text-based teaching and lessons along with the sighted peers.
- Use real objects to allow the student to learn and experience
- Provide students with tactile graphs and diagrams where available.
- Consider alternative assignments (as explained in the previous box)

Persons with Hearing Impairment (HI)

Characteristics

- Use other senses as mediums of learning. (Use gestures, body language, expressions, lip reading etc.)
- Use adapted material such as visual or sight vocabulary to provide first-hand experience.
- Use assistive devices such as hearing aid, loop system etc.
- Teach how to access sound-based information.

Guidelines for Trainers

- Make sure you are aware of the learners' language abilities and preferred learning style to ensure inclusion into the group.
- When you have a student with HI in the group, reduce background noise or, request for a classroom that is away from noise. Make sure you have the whole group's attention before starting the session.
- Allow HI students to sit where they wish. HI students who can read the lip should sit near the front. (Optimum distance for lip-reading is considered to be about 6 feet.)
- Face the HI student when speaking.
- Use clear speech.
- Make sure the room is well lit to allow the student with HI to see your facial expression, signing and/or lip read.
- Use assistive device where available, to facilitate teaching-learning in the classroom.
- Arrange the classroom so that students can see each other, e.g., organizing the class in a circle or semicircle allows all students to see each other.
- Use shorter sentences, clearer speech.
- Associate words with real objects, pictures; for example, the colour concept
- Use pictures (flash cards), real objects, real experiences, dramatization, and activities.
- You can write key points on the board or chart.
- Encourage other people or staff to develop communication strategies so that they can get into the style of students with HI

Persons with Locomotor Disability

Characteristics

Need specific requirement for a student with impairment to the lower limbs:

- Appropriate/suitable seating if not in a wheelchair;
- Adequate space and height of desk if the student is in a wheelchair;
- Consider alternative to activities involving writing, drawing and other fine motor activities, such as sorting, threading, solving puzzles, etc. for persons with upper limb affected.

Some considerations as the students with physical disabilities may experience limitations in one of the following ways:

- Difficulty in writing
- Sitting at a standard desk or on the floor;
- Participating in activities where tables and instruments are difficult to access
- Movements within the class and within the school;
- Mobility in spaces that are not user friendly for wheelchair.

Guidelines for Trainers

1. Make the classroom accessible.
2. Alternative modes of communicating such as audio recorder, or support for note taking, gestures, pictures, computers may be used.
3. Provide accessible seating and a table in the classroom.
4. Make writers available for written work and for tests and exams.
5. Give additional time for completing assignments/exams
6. Provide a supportive and welcoming environment by sensitizing other students /staff and creating a sense of responsibility in them.
7. Should be comfortably seated and with proper posture.
8. Free movement of learners within the class must be ensured.

9. Learners can be shown pictures or other visual cues, concrete objects, a few at a time, for better understanding.
10. Audio books, daisy books or books on computer, as found suitable, can be used for reading. Alternatively, a classmate can read aloud to the child.
11. Make use of computers for teaching learning, if possible.
12. Extra time for writing should be given if the child is able to write on his / her own and there should not be undue emphasis on the quality of writing as long as it is legible.
13. Students can use adapted brushes, modified pencils and thick markers that can be gripped easily, for drawing. Alternatively, the children can use stamping methods or paste cut outs. The books, papers, brushes etc. can be fixed on the table with the help of tape etc. so that they do not slip down.
14. For assessment, have students present the material orally or if required, with the help of a scribe. Use objective type, multiple type questions using yes/no or true/false answers