

Model Curriculum

Gym Assistant

SECTOR: BEAUTY AND WELLNESS

SUB-SECTOR: FITNESS & SLIMMING

OCCUPATION: FITNESS SERVICES

REFERENCE ID: BWS/Q3001 VERSION 1.0

NSQF LEVEL: 3



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

BEAUTY AND WELLNESS SECTOR SKILLS COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Gym Assistant' QP No. BWS/Q3001, Level 3

Date of issuance: 10th February 2017

Valid up to: 9th February 2018

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



Chairperson
(Beauty & Wellness Sector Skill Council)

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Gym Assistant

CURRICULUM / SYLLABUS

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

Program Name	Assistant Nail Technician		
Qualification Pack Name & Reference ID.	Gym Assistant BWS/Q3001		
Version No.	1.0	Version Update Date	30-12-2017
Pre-requisites to Training	<p>Class X pass, commensurate level of reading, writing and communication</p> <p>S/he must have the knowledge of major muscle groups, bones and joints, basic principles of health and safety, hygiene, order of equipment, principles of fitness training</p> <p>CPR, AED (optional)</p>		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <p>Prepare and maintain work area - Prepare the equipment, products and work area ahead of service delivery to ensure the efficiency and effectiveness of conducting treatments considering the standards of operation of the organization</p> <p>Assist/ Demonstrate exercises to the clients - Demonstrates exercises and provides the support to all the clients in the gym, motivates the clients in order to achieve their exercise goals, ensures the safety and correct use of equipment's, providing basic advice to improve the client performances.</p> <p>Maintain health and safety at the workplace - Maintain a safe and hygienic environment at the workplace to reduce potential risks to self and others</p> <p>Create a positive impression at work area - Personal grooming and behaviour to execute tasks as per the organization's standards and create a positive impression at the workplace</p>		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Gym Assistant” Qualification Pack issued by “Beauty and Wellness Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1.	<p>Introduction</p> <p>Prepare and maintain work area</p> <p>Theory Duration (hh:mm) 01:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code BWS/N9001</p>	<p>Introduction</p> <ul style="list-style-type: none"> Objectives of the Program Roles & responsibilities & Attributes of a gym assistant <p>Beauty & Wellness Industry</p> <p>Introduction to Fitness</p> <ul style="list-style-type: none"> About Fitness Career Opportunities Projected growth & requirement in fitness industry Preventive aspect of fitness <p>to know and understand</p> <ul style="list-style-type: none"> How a gym floor looks like Basic handling of gym equipment suitable equipment required for the fitness session set up the equipment and prepare the area for the fitness session store records, materials and equipment securely in line with the gym’s policies applicable legislation relating to the workplace (for example health and safety, workplace regulations, use of work equipment, control of substances hazardous to health, handling/storage/ disposal/ cautions in the use of products, fire precautions, occurrences, hygiene practice, disposal of waste, environmental protection) how a trainer/trainee needs to be dressed 	

2.	<p>Assist/ Demonstrate exercises to the clients</p> <p>Theory Duration (hh:mm) 95:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code BWS/N3001</p>	<p>to know and understand:</p> <ul style="list-style-type: none"> Basics of Anatomy Anatomical Terminology Movement Planes Joint Movement Skeletal System Muscular System Cardiovascular System Nervous System Biomechanics Exercise Physiology Concept of Physical Fitness Acute & chronic response to training Energy Systems exercise related kinesiology contra indications and circumstances where termination of work out is required exercise wear like appropriate footwear etc. basic health and safety related standards followed in the gym understanding of the guidelines for operation and maintenance of the gym equipment all the exercising benefits correct usage of the free weights, cardiovascular machines and other gym equipment flexibility <p>to be able to -</p> <ul style="list-style-type: none"> prepare the resistance equipment, free weights and cardiovascular equipment as well as ensure its safe use prepare the gym area for performance of various stretching exercises and weight training assist and demonstrate the right form and technique of exercises explain benefits of various parts of work outs like cardiovascular exercises, stretching, resistance exercises etc. to (if required) the clients and promote a healthy lifestyle 	
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3	<p>Maintain health and safety of work area</p> <p>Theory Duration (hh:mm) 01:00</p> <p>Practical Duration (hh:mm) 03:00</p> <p>Corresponding NOS Code BWS/N9002</p>	<p>be able to:</p> <ul style="list-style-type: none"> • maintain one's posture and position to minimize fatigue and the risk of injury • maintain first aid kit and keep oneself updated on the first aid procedures & CPR • identify and document potential risks and hazards in the workplace • accurately maintain accident reports • report health and safety risks/ hazards to concerned personnel • use equipment in accordance with the organization's guidelines and manufacturers' instructions 	
4	<p>Create a positive impression at work area</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code BWS/N9003</p>	<ul style="list-style-type: none"> • Maintain personal grooming • Maintain client and treatment records • Ability to use verbal and nonverbal 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 	

	Total Duration Theory Duration 105:00 Practical Duration 45:00 Mandatory OJT 50:00	
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Grand Total Course Duration:

150 Hours, 0 Minutes (This syllabus/ curriculum has been approved by Beauty & Wellness Sector Skill Council)

Trainer Prerequisites for Job role: “Gym Assistant” mapped to Qualification Pack: BWS/Q3001

Sr. No.	Area	Details
1	Job Description	The Gym Assistant provides the assistance and help to the clients in the gym. S/he maintains the discipline in the work area with regards to punctuality, personal neatness, cleanliness, hygiene, uniforms of the trainers. S/he provides the assistance to all the clients with respect to equipment, free weights and ensure that the free weights can be safely used by the clients
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 Qualifications	Graduate /Bachelors in physiotherapy/Bachelors in Physical education / International certification in Fitness
4a	Domain Certification	Certified for Job Role: “Gym Assistant” mapped to QP: BWS/Q3001. Minimum accepted score is 80%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102”. Minimum accepted score is 80%
5	Experience	1 year experience as a PT in a gym

Annexure : Assessment Criteria

Gym Assistant	
Job Role	Gym Assistant
Qualification Pack	BWS/Q3001 Version 1.0
Sector Skill Council	Beauty and Wellness Sector Skill Council
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	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this 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	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
1. BWS/N9001 (Prepare work area)	PC1. ensure that environmental conditions are suitable for the client and the treatment to be carried out in a hygiene and safe environment	100	15	3	12
	PC2. select suitable equipment and products required for the treatment		19	5	14

	PC3. set up the equipment and prepare the products for treatments in adherence to the organization procedures and product/ equipment guidelines		20	4	16
	PC4. familiarize members with the safe workings of machines		12	2	10
	PC5. explain contraindicated exercises/postures with the members		14	4	10
	PC6. evaluate trainers involvement with the members		10	2	8
	PC7. store records, materials and equipment securely in line with the organization's policies		10	2	8
			100	22	78
2. BWS/N3001 (Assist/ Demonstrate exercises to the clients)	PC1. prepare the resistance equipment, free weights and cardiovascular equipment as well as ensure its safe use	100	10	2	8
	PC2. prepare the gym area for performance of various stretching exercises and weight training		10	2	8
	PC3. demonstrate safe and technically correct usage of weights, cardiovascular machines like treadmill, cross trainers, cycles, step machine etc..		10	2	8
	PC4. assist and demonstrate the right form and technique of exercises		15	5	10

	PC5. explain benefits of various parts of work outs like cardiovascular exercises, stretching, resistance exercises etc. to (if required)the clients and promote a healthy lifestyle		15	5	10
	PC6. return the equipment after using to a safe condition		10	2	8
	PC7. invest time in ensuring improvement in performance of the client		10	2	8
	PC8. ensure the overall safety of the clients and gym equipment		10	2	8
	PC9. ensure the cleaning and maintenance of gym equipment		10	2	8
			100	24	76
3. 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	10	3	7
	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		10	3	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		15	3	12
	PC6. identify and document potential risks and hazards in the workplace		10	3	7
	PC7. accurately maintain accident reports		10	3	7
	PC8. report health and safety risks/ hazards to concerned personnel		10	3	7
	PC9. use tools, equipment, chemicals and products in accordance with the organization's guidelines and manufacturers' instructions		13	3	10
			100	26	74
4. BWS/N9003 (Create a positive impression at the workplace)	PC1. maintain good health and personal hygiene	100	8	2	6
	PC2. comply with organisation's standards of grooming and personal behaviour		9	3	6
	PC3. meet the organisation's standards of courtesy, behaviour and efficiency		5	1	4
	PC4. stay free from intoxicants while on duty		6	1	5
	PC5. wear and carry organisation's uniform and accessories correctly and smartly		6	1	5

PC6. take appropriate and approved actions in line with instructions and guidelines	6	2	4
PC7. record details related to tasks, as per procedure	5	2	3
PC8. participate in workplace activities as a part of the larger team	5	1	4
PC9. report to supervisor immediately in case there are any work issues	3	1	2
PC10. use appropriate language, tone and gestures while interacting with clients	7	2	5
from different cultural and religious backgrounds, age, disabilities and gender			
PC11. communicate procedure related information to clients based on the sector's code of practices and organisation's procedures/ guidelines	7	2	5
PC12. communicate role related information to stakeholders in a polite manner and resolve queries, if any	7	2	5
PC13. assist and guide clients to services or products based on their needs	4	1	3
PC14. report and record instances of aggressive/ unruly behaviour and seek assistance	4	1	3
PC15. use communication equipment (phone, email etc.) as mandated by your organization	4	1	3
PC16. carry out routine documentation legibly and accurately in the desired format	4	1	3

	PC17. file routine reports and feedback		4	1	3
	PC18. maintain confidentiality of information, as required, in the role		6	2	4
			100	27	73