

Model Curriculum

Assistant Spa Therapist

SECTOR: BEAUTY AND WELLNESS
SUB-SECTOR: REJUVENATION
OCCUPATION: SPA THERAPY
REFERENCE ID: BWS/Q1001 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: **'Assistant Spa Therapist'** OP No. **BWS/Q1003, Level 3**

Date of Issuance: 30th December 2015

Valid up to: 29th December 2016

* 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 Nail Technician		
Qualification Pack Name & Reference ID.	Assistant Spa Therapist 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”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Prepare and maintain work area</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code BWS/N9001</p>	<ul style="list-style-type: none"> Set up equipment and products required for the treatments Maintain a hygienic and safe work area Disposing of waste in accordance to the organization and industry standards 	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
2	<p>Assist the Spa Therapist conduct the Spa treatment</p> <p>Theory Duration (hh:mm) 120:00</p> <p>Practical Duration (hh:mm) 180:00</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 	First aid kit Fire extinguishers Sterilizers Hot cabinets Waste disposal bins
3	<p>Maintain health and safety of work area</p> <p>Theory Duration (hh:mm) 05:00</p>	<ul style="list-style-type: none"> Identifying the risks Maintaining a hygienic and safe work area Developing appropriate procedures and policies to address the risks 	First aid kit Fire extinguishers Sterilizers Hot cabinets Waste disposal bins

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Practical Duration (hh:mm) 10:00 Corresponding NOS Code BWS/N9002		
4	Create a positive impression at work area Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code BWS/N9003	<ul style="list-style-type: none"> • Maintain personal grooming • Carrying out procedures in accordance to organizations standards • Maintain client and treatment records 	
	Total Duration Theory Duration 135:00 Practical Duration 210:00	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	

Grand Total Course Duration: **345Hours, 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

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-organised 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: “SSC/Q1402”. Minimum accepted score is 70%
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

Assistant Spa Therapist	
Job Role	Assistant Spa Therapist
Qualification Pack	BWS/Q1001Version 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

Assessment Outcome (Nos Code And Description)	Assessment criteria (PC)	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
1. BWS/N9001 (Prepare & maintain work area for treatment)	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	5	10
	PC2. Select suitable equipment and products required for the treatment		15	5	10
	PC3. Set up the equipment and prepare the products for treatments in adherence to the organisation procedures and product/equipment guidelines		15	5	10
	PC4. Place the products in the trolley for the treatment		10	2	8
	PC5. Sterilise, disinfect and place the tools on the tray		15	5	10
	PC6. Dispose waste materials in adherence to the organisation's and industry requirements		15	5	10
	PC7. Store records, materials and equipment securely in line with the organisation's policies		15	5	10
	Total			100	32
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 organisation's policies		10	5	5
	PC9. Adhere to the health and safety standards laid out by the manufacturer and organisation		15	5	10
	Total			100	41
3. BWS/N9002 (Maintain health & safety of work area)	PC1. Set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements		15	5	10
	PC2. Clean and sterilise 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	5	5
	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	10

Assessment Outcome (Nos Code And Description)	Assessment criteria (PC)	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
	PC6. Identify and document potential risks and hazards in the workplace		10	5	5
	PC7. Accurately maintain accident reports		10	2	8
	PC8. Report health and safety risks/ hazards to concerned personnel		10	2	8
	PC9. Use tools, equipment, chemicals and products in accordance with the organisation's guidelines and manufacturers' instructions		10	5	5
	Total		100	35	65
4. BWS/N9003 (Create positive impression at work area)	PC1. Maintain good health and personal hygiene		10	2	8
	PC2. Comply with organisation's standards of grooming and personal behaviour		10	2	8
	PC3. Meet the organisation'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 organisation'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 organisation'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 organisation		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	



Beauty and Wellness Sector Skill Council

405-406, 4th Floor, DLF City Court, M G Road, Sikanderpur, Gurgaon - 122002