

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Beauty & Wellness Sector Skill Council
Office no. - UG-5B, Upper Ground Floor, Himalaya House-23, Kasturba Gandhi
Marg, Connaught Place, Delhi-110001

Name and contact details of individual dealing with the submission

Name: Ms. Monica Bahl

Position in the organization: CEO

Address if different from above: Same as above

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List of documents submitted in support of the Qualifications File

1. Qualifications Pack
2. Industry Validations letters
3. Industry Endorsement tracker
4. Integrated Occupational Map
5. Summary Sheet
6. Model Curriculum

Model Curriculum to be added which will include the following:

- **Indicative list of tools/equipment to conduct the training**
- **Trainers' qualification**
- **Lesson Plan**
- **Distribution of training duration into theory/practical/OJT component**

SUMMARY

1	Qualification Title: Gym Assistant (B&W)
2	Qualification Code, if any: BWS/Q3001
3	NCO code and occupation: NCO-2015/3423.9900
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term): Nature of the qualification - a Qualification Pack (QP) The main purpose of the qualification is to allow individuals to enter into Fitness domain even without any prior experience
5	Body/bodies which will award the qualification: Beauty & Wellness Sector Skill Council (B&WSSC)
6	Body which will accredit providers to offer courses leading to the qualification: Beauty & Wellness Sector Skill Council (B&WSSC)
7	Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy) : Yes
8	Occupation(s) to which the qualification gives access: Fitness Services under Personal Services Sub-sector
9	Job description of the occupation: The Gym Assistant (B&W) provides assistance and support to the clients in the gym. S/he maintains the discipline in the work area with regards to punctuality, personal neatness, cleanliness, and hygiene. S/he ensures that the equipment and free weights should be safely used by the clients.
10	Licensing requirements: N/A
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided) : N/A
12	Level of the qualification in the NSQF: Level 3
13	Anticipated volume of training/learning required to complete the qualification: 330 hours
14	Indicative list of training tools required to deliver this qualification: Pec Fly / Rear Delt, Lat Pull Down, Prone Leg Curl, Leg Extension, 45 Degree Leg Press, Seated Calf Raises, Standing Calf Raises, Multi-Functional Trainer, Power Cage, Olympic Decline Bench, Olympic Flat Bench, Super Bench, Back Extension Machine, Dumbbells, Weight Plates-Rubberized, Olympic Barbell 7 Feet, Olympic Barbell 5 Feet, Ez Bar 4 Feet, Barbell Rack, Tibia Trainer, Dumbbells Rack, Olympic Lifting Set, Treadmill, Cross Trainer, Upright Bike, Medicine Ball, Swiss Ball, Floor Mats, Step Up Stools, Hand Sanitizer and Towel
15	Entry requirements and/or recommendations and minimum age: <ul style="list-style-type: none"> • Class X with 6 months of relevant experience of working in a gym • Minimum Age - 18 years
16	Progression from the qualification (Please show Professional and academic progression): Personal Trainer (B&W) (Level 4)

17	<p>Arrangements for the Recognition of Prior learning (RPL): Currently Beauty & Wellness Sector Skill Council (B&WSSC) is doing the RPL assessments after covering learning hours of 20 hours and then followed by the assessments. The assessments are happening in online basis. There are three phases of assessments which is followed in all assessment process of different job roles-</p> <ol style="list-style-type: none"> 1. Theory- weightage 70% 2. Practical- Weightage 30% (Hands on assessment + Viva) <p>The theory questions are objective type with multiple choice option, out of which we have some pictorial questions also. VIVA questions are also based on the job role and the practical questions are assessed on the hands-on performance. (Detailed Assessment Plan is attached in the folder)</p>		
18	<p>International comparability where known (research evidence to be provided) : This Level 3 qualification compares with UK QP: Level 1</p>		
19	<p>Date of planned review of the qualification: 08-04-2024</p>		
20	<p>Formal structure of the qualification</p> <p>Mandatory components</p>		
(i)	<p>Title of component and identification code/NOSs/Learning outcomes</p>	<p>Estimated size (learning hours)</p>	<p>Level</p>
	BWS/N9001 Prepare and maintain work area	12	3
	BWS/N9002 Maintain health and safety of workplace	12	3
	BWS/N9003 Create a positive impression at the workplace	52	3
	BWS/N3001 Assist/ Demonstrate exercises to clients	194	3
	Sub Total (A)	270	
	Optional components (N/A)		
	OJT – 60 Hours		
	Total (A+B) 330 Hours		
	Instructor-Led Online Module – 40 Hours		

SECTION 1
ASSESSMENT

21	Body/Bodies which will carry out assessment: <ol style="list-style-type: none">1. Amrit Skills Development Private Limited2. Aspiring Minds Assessment (P) Ltd.3. Inspire Youth Development Pvt. Ltd4. Iris Corporate Solutions Pvt. Ltd5. Mettl6. Prima Competencies Private Limited7. Skills Mantra Edutech Consulting India Pvt Ltd8. SP Institute of Workforce Development Pvt Ltd (SPIWD9. Trendsetters10. Vedokt Skills11. Demorgia Consulting Services Pvt Ltd12. Diversified Business Solutions Private Limited13. Eduvantage14. Eins &Erste Skill development and Technologies15. Glocal Thinkers16. Khwaspuria Advisory P Limited17. Navriti Technologies Pvt. Ltd.18. Radiant Infonet Pvt Ltd19. Sai Graphics Assessment Body Pvt Ltd20. IQAG21. STAR PROJECTS SERVICES PVT LTD.22. Palmary Project & Services Pvt. Ltd.23. Wheebox24. CII
22	How will RPL assessment be managed and who will carry it out? Give details of how RPL assessment for the qualification will be carried out and quality assured. The RPL assessment will be carried out through pre assessment, identifying the skills gaps, provide bridge training to cover the competency gap and then conduct final assessment of the candidates

23	<p>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</p> <p>Assessment is done through third parties who are affiliated to B&WSSC as Assessment Body. Assessors are trained & certified by B&WSSC through Training of Assessors program. The assessment involves two processes. The first process is gathering the evidence of the competency of individuals. The second part of the assessment process is the judgement as to whether a person is competent or not. The assessment plan contains the following information:</p> <p>The assessments are happening in online/ offline basis. There are three phases of assessments which is followed in all assessment process of different job roles-</p> <ul style="list-style-type: none">➤ Theory- weightage 30%➤ Practical+ VIVA- Weightage 70% (Hands on assessment + Oral questioner) <p>The theory questions are objective type with multiple choice option, out of which we have some pictorial questions also. VIVA questions are also based on the job role and the practical questions are assessed on the hands-on performance.</p> <p>Criteria on decision making & process manual is attached in the folder (Attachment name – Assessment Process)</p>
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Please attach most relevant and recent documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – i.e. Learning Outcomes to be assessed, assessment criteria and the means of assessment.

24. Assessment evidences

Title of Component: Gym Assistant (B&W)

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Gym Assistant (B&W)

Qualification Pack BWS/Q3001

Sector Skill Council Beauty & Wellness

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 50% in aggregate.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare and maintain work area</i>	30	70	-	-

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PC1. ensure that ambient conditions are suitable for the client and the service procedures to be carried out in a hygienic, safe and disinfected environment such as using air purifiers to reduce dust, dander, smoke, allergens & odour resulting in a healthier, fresher & cleaner environment, restructuring the workplace set-up, by keeping a minimum distance of 2 meters in between two clienteles, practicing social distancing by avoiding handshakes/ hugs to coworkers/ clientele, etc.	2	6	-	-
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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC2. identify and select suitable equipment and products required for the respective session/ service	2	5	-	-
PC3. set up the area for session/ service in adherence to the organizational guidelines	2	5	-	-
PC4. place disposable towels, glasses for water, tea/ coffee in area convenient	2	5	-	-
PC5. prepare sterilization solution as per organizational standards using approved products	2	5	-	-
PC6. sterilize, disinfect and place the tools on the tray as per organizational standards using recommended solutions and conditions	2	6	-	-
PC7. dispose waste materials in adherence to the industry requirements; waste materials such as disposable headbands, disposable towels, disposable glasses, etc.	2	5	-	-
PC8. identify ways to optimize usage of material including water in various tasks/activities/processes	2	5		
PC9. check for spills/leakages occurred while providing services	2	4		
PC10. identify and segregate recyclable, non-recyclable and hazardous waste generated in separate bin	2	4		
PC11. store the unused disposable material properly in a dedicated area; material such as disposable glasses	2	4		
PC12. ensure electrical equipment and appliances are switched off when not in use	2	4		

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PC13. store records, materials and equipment securely in line with the policies	2	4		
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Assessment Criteria for Outcomes	Theor y Marks	Practica l Marks	Projec t Marks	Viva Marks
PC14. conduct awareness program (such as for Covid19) for the employees and display posters/ signage's promoting regular hand-washing and respiratory hygiene in the premises	2	4		
PC15. set up and promote digital modes of payment to lessen any kind of cross infection	2	4		
NOS Total	30	70	-	-

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Assessment Criteria for Outcomes	Theor y Marks	Practica l Marks	Projec t Marks	Viva Mark s
<i>Assist/ Demonstrate exercises to the clients</i>	24	76	-	-
1. prepare the resistance equipment, free weights and cardiovascular equipment as well as ensure its safe use	2	8	-	-
2. prepare the gym area for performance of various stretching exercises and weight training	2	8	-	-
3. demonstrate safe and technically correct usage of weights, cardiovascular machines like treadmill, cross trainers, cycles, step machine etc.	2	8	-	-
4. assist and demonstrate the right form and technique of exercises	5	10	-	-
5. explain benefits of various parts of workouts like cardiovascular exercises, stretching, resistance exercises etc. to (if required) the clients and promote a healthy lifestyle	5	10	-	-
6. return the equipment after using to a safe condition	2	8	-	-
7. invest time in ensuring improvement in performance of the client	2	8	-	-
8. ensure the overall safety of the clients and gym equipment	2	8	-	-
9. ensure the cleaning and maintenance of gym equipment	2	8	-	-
NOS Total	24	76	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain health and safety of the work area</i>	33	67	-	-
PC1. ensure proper supply of Personal Protective Equipment such as tissues, antibacterial soaps, alcohol-based hand cleansers, triple layered surgical face masks, gloves, etc. for the employees and clientele	3	7	-	-
PC2. ensure maintaining basic hygiene and keep proper distance between the clientele to avoid any kind of cross infection, basic hygiene such as wearing disposable N-95/ triple layered surgical face mask, gloves, apron, washing/ sanitizing hands & taking bath at regular intervals, etc.	3	6	-	-
PC3. set up and position oneself, equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements	3	6	-	-
PC4. clean and sterilize all tools and equipment before and after use	3	6	-	-
PC5. maintain one's posture and position to minimize fatigue, risk of injury and chances of cross infection	3	6	-	-
PC6. dispose waste materials in accordance to the industry accepted standards	3	6	-	-
PC7. maintain first aid kit and keep oneself updated on the first aid procedures	3	6	-	-
PC8. identify and document potential risks and hazards in the workplace	3	6	-	-
PC9. accurately maintain accident reports	3	6	-	-
PC10. report health and safety risks/ hazards to concerned personnel	3	6	-	-

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PC11. use tools, equipment, chemicals and products in accordance with the guidelines and manufacturers' instructions	3	6		
NOS Total	33	67	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Create Positive Impression at the workplace</i>	36	64		
<i>Appearance and Behavior</i>	8	14	-	-
PC1. ensure maintaining good health and personal hygiene such as sanitized hands, neatly tied and covered hair, clean nails, etc.	2	4	-	-
PC2. meet the organization's standards of grooming (courtesy, behavior and efficiency) such as engaging with clients with no gender stereotyping, positioning self and client in a manner, to ensure privacy, comfort and well-being of all the genders throughout the services, etc.	2	4	-	-
PC3. stay free from intoxicants while on duty	2	2	-	-
PC4. wear and carry organization's uniform and accessories correctly and smartly by sanitizing it in hot water with detergent and bleach	2	4	-	-
<i>Task execution as per organization's standards</i>	10	18	-	-
PC5. take appropriate and approved actions in line with instructions and guidelines	2	3	-	-
PC6. participate in workplace activities as apart of the larger team	2	4	-	-
PC7. report to supervisor immediately in case there are any work issues	2	3	-	-
PC8. use appropriate language, tone and gestures while interacting with guests from different cultural and religious backgrounds, age, disabilities and gender	2	4	-	-

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PC9. improve upon existing techniques of services by updating skills, such as, learning about digital technologies (by using digital platform for booking an appointment, making bills & payments, collecting feedback); financial literacy (opening savings bank accounts, linking Aadhaar card to bank account, using various e-commerce platforms); self- ownership, etc.	2	4	-	-
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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Projects Marks	Viva Marks
<i>Communication and Information record</i>	18	32	-	-
PC10. communicate procedure related information to guests based on the sectors code of practices and organizations procedures/ guidelines	2	5	-	-
PC11. communicate role related information to stakeholders in a polite manner and resolve queries, if any	2	3	-	-
PC12. assist and guide guests to services or products based on their needs	2	4	-	-
PC13. report and record instances of aggressive/ unruly behavior and seek assistance	2	3	-	-
PC14. use communication equipment (phone, email etc.) as mandated by the organization	2	3	-	-
PC15. carry out routine documentation (such as recording details related to employee's tasks, services taken and feedback given by clients) legibly and accurately in the desired format	2	3	-	-
PC16. maintain confidentiality of information, as required, in the role	2	4	-	-
PC17. communicate the internalization of gender & its concepts at work place	2	4	-	-

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PC18. conduct various workshops for the employees at workplace; using range of technologies that aid PwDs at the workplace, etc.	2	4	-	-
NOS Total	36	64	-	-

Means of 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.

The assessment for the theory part will be based on knowledge bank of questions created by the SSC.

Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below.)

Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria.

Means of assessment 2

Add boxes as required.

Pass/Fail

To pass the Qualification Pack, every trainee should score a minimum of 50% in aggregate. 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.

SECTION 2
25. EVIDENCE OF LEVEL

Title/Name of qualification/component: Gym Assistant (B&W)		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<p>Limited range of activities routine and predictable</p> <ul style="list-style-type: none"> • Select suitable equipment and products required for the treatment • Set up of equipment and prepare the products for treatments in adherence to the organization procedures and product/ equipment guidelines • Place the products in the trolley for the treatment • 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 	<p>The job holder is expected to perform & demonstrate exercise to clients under close supervision along with maintaining work area, health & safety at workplace and positive impression at the workplace.</p> <p>The job holder is expected to understand the equipment; products used in different services and the process for providing the services. The role holder is further expected to carry out a limited range of activities, routine and predictable in nature, such as provides assistance to the clients, covers the safety and maintenance of all gym equipment's and promotes the physical activity, maintains a safe and hygienic environment at the work place.</p> <p>Considering the outcomes, the job roles is pegged at level 03.</p> <p>Since the individual doesn't need to perform within situation of clear choice like independently carrying out health screening and fitness assessment of the client to plan and conduct personal/ group training, therefore the role does</p>	3

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Title/Name of qualification/component: Gym Assistant (B&W)		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> • Demonstrate safe and technically correct usage of weights, cardiovascular machines like treadmill, cross trainers, cycles, step machine etc. • Ensure the cleaning and maintenance of gym equipment • Understanding of the guidelines for operation and maintenance of the gym equipment • Give clear instructions to customers • Set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements • Clean and sterilize all tools and equipment before use • Dispose waste materials in accordance to the industry accepted standards • Maintain first aid kit and keep oneself 	<p>not qualify for Level 4.</p> <p>And as the Job requires more than just application of little understanding of Fitness services like assisting and demonstrating 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, so s/he can't be placed at level 2</p>	

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Title/Name of qualification/component: Gym Assistant (B&W)		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>updated on the first aid procedures</p> <ul style="list-style-type: none"> Identify and document potential risks and hazards in the workplace Accurately maintain accident reports Report health and safety risks/ hazards to concerned personnel Use tools, equipment, chemicals and products in accordance with the organization's guidelines and manufacturers' instructions Maintain good health and personal hygiene Comply with organization's standards of grooming and personal behaviour 		
Professional knowledge	<p>Basic facts</p> <ul style="list-style-type: none"> Set up of equipment and prepare the products for treatments in adherence to the organization procedures and product/ equipment guidelines Prepare the resistance equipment, free 	<p>The job holder is expected to have the basic knowledge of the various types of products/equipment and services at offering. S/he is also expected to know the process of demonstrate exercises to the clients. The job holder is expected to exhibit an understanding of the basic facts like knowledge of applicable legislations, processes such as</p>	3

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Title/Name of qualification/component: Gym Assistant (B&W)		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>weights and cardiovascular equipment as well as ensure its safe use</p> <ul style="list-style-type: none"> • Prepare the gym area for performance of various stretching exercises and weight training • Use tools, equipment, chemicals and products in accordance with the organization's guidelines and manufacturers' instructions • Maintain good health and personal hygiene • Comply with organization's standards of grooming and personal behaviour • Organization's standards of performance and sequence of services • Range of services and products offered by the organization • Health and safety requirements in the organization • Applicable legislation relating to the 	<p>understanding of the guidelines for operation and maintenance of the gym equipment and principles applied in Fitness services such as movement patterns & body weight exercises/ cueing/ major muscle groups, bones and joints/ contra indications and circumstances where termination of work out is required/appropriate exercise wear/ the exercising benefits and ability to speak, read and write in the local vernacular language and English.</p> <p>Since all the above-mentioned areas are related to basic facts, process & principles of Fitness services, the role qualifies for Level 3.</p> <p>The job holder is expected to know more than just materials, tools and applications in limited context like correct usage of the free weights/cardiovascular machines and other gym equipment along with basic knowledge of cardiovascular regulations, therefore it can't be pegged at level 2</p> <p>And as the job holder is not expected to be aware of factual knowledge of Fitness services like develop and implement personalized nutrition and lifestyle programme for physically active clients, therefore s/he can't be pegged at</p>	

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NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>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</p> <ul style="list-style-type: none"> • Movement patterns and body weight exercises • Cueing • Major muscle groups, bones and joints • Exercise related kinesiology • Contra indications and circumstances where termination of work out is required • Basic health and safety related standards followed in the gym • Understanding of the guidelines for operation and maintenance of the gym 	4	

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Title/Name of qualification/component: Gym Assistant (B&W)		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>equipment</p> <ul style="list-style-type: none"> • All the exercising benefits • Correct usage of the free weights, cardiovascular machines and other gym equipment • Basic knowledge of cardiovascular regulations • Importance of personal health and hygiene <p>Process</p> <ul style="list-style-type: none"> • Record details related to tasks, as per procedure • Organization’s policies and procedures to address risks and hazards • Keep oneself updated on the knowledge of the first aid procedures • Set up of equipment and prepare the products for treatments in adherence to the organization procedures and product/ 		

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Title/Name of qualification/component: Gym Assistant (B&W)		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>equipment guidelines</p> <ul style="list-style-type: none"> • Process and products to sterilize and disinfect equipment/ tools • Demonstrate safe and technically correct usage of weights, cardiovascular machines like treadmill, cross trainers, cycles, step machine etc. • Correct usage of the free weights, cardiovascular machines and other gym equipment • Set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements <p>Principle</p> <ul style="list-style-type: none"> • Organization's standards of grooming and personal behaviour • Organization's standards related to courtesy, behaviour and efficiency 		

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NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> • Ill-effects of intoxicants and potential actions at workplace • Items of uniform & accessories and correct method of wearing/ • Reporting/ recording formats and protocol for documentation • Kinds of work issues that may arise and reporting structure • Code of practices and guidelines relating to communication with people • Organization's requirements for recording and retaining information 		
Professional skill	<p>Practical skill Routine and repetitive</p> <ul style="list-style-type: none"> • Set up the equipment and prepare the products for treatments in adherence to the salon procedures and product/ equipment guidelines • Place the products in the trolley for the 	<p>The Job holder is expected to organize his/her routine daily work on the basis of calendar provided to him/her on client's scheduled bookings. Further he/she is expected to be able to gather information about client/ product/services and then present it to senior authority in a structured way. The job holder is expected to recall and</p>	3

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Title/Name of qualification/component: Gym Assistant (B&W)		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>treatment</p> <ul style="list-style-type: none"> • Document call logs, reports, task lists, and schedules with co-workers • Prepare status and progress reports • Record customers’ discussions in the call logs • Write memos and e-mail to customers, co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct • Use the existing data to arrive at specific data points • Use the existing data points for improving the call resolution time • Use the existing data points to generate required reports for business • Prepare the resistance equipment, free weights and cardiovascular equipment as 	<p>demonstrate practical skills, routine and repetitive in narrow range of applications such as maintaining a tracker, and continuously checking with client at every step regarding their comfort and satisfaction. The job holder must also be able to periodically share knowledge acquired and practically apply learning from feedback and other sources to improve their output.</p> <p>Since all the above-mentioned professional skill are related to demonstrating practical skills, which are routine and repetitive in a narrow range, the role qualifies for Level 3.</p> <p>The Job holder is supposed to perform more than just assisting but rather preparing the gym area for performance of various stretching exercises and weight training, demonstrating safe and technically correct usage of weights/cardiovascular machines like treadmill/cross trainers/ cycles/ step machine etc.to the satisfaction of the client in a commercially acceptable time. Hence, s/he can't be placed at level 2</p> <p>And as job holders professional skill is not elaborate to include using quality concepts for promoting and selling Fitness services by</p>	

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Title/Name of qualification/component: Gym Assistant (B&W)		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>well as ensure its safe use</p> <ul style="list-style-type: none"> • Prepare the gym area for performance of various stretching exercises and weight training • Demonstrate safe and technically correct usage of weights, cardiovascular machines like treadmill, cross trainers, cycles, step machine etc. • Assist and demonstrate the right form and technique of exercises • Plan and organize service feedback files/documents • Accurately maintain accident reports • Keep customers informed about progress • Maintain one's posture and position to minimize fatigue and the risk of injury 	<p>consulting & advising clients on best Fitness practices as per body type therefore s/he is can't be pegged at Level 4</p>	
Core skill	<p>Communication written and oral</p> <ul style="list-style-type: none"> • Discuss task lists, schedules, and work-loads with co-workers 	<p>The individual is expected to exhibit basic communication skills & presentable body language. S/he is expected to perform</p>	3

NSQF QUALIFICATION FILE

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Title/Name of qualification/component: Gym Assistant (B&W)		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> • Give clear instructions to customers • Keep customers informed about progress • Avoid using jargon, slang or acronyms when communicating with a customer, unless it is required • Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action • Use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender • Communicate procedure related information to clients based on the sector's code of practices and organization's procedures/ guidelines • Communicate role related information to stakeholders in a polite manner and resolve queries, if any 	<p>respective record maintaining work using basic arithmetic/ algebraic principles and possess basic understanding of environment to cater to the different requirements of varied types of clientele.</p> <p>The job holder is expected to exhibit written and oral communication skills, with the minimum level of clarity expected, the skill of basic arithmetic and algebraic principles, personal banking and basic understanding of the social and natural environment such as use positive body language. They are expected to abide by workplace regulations and code of conduct like presentation, grooming, client interaction, and sensitivity to client's privacy and personal details, professional appearance, avoiding of inappropriate conversations etc. They are required to maintain appropriate distance from client, speak clearly and precisely in a courteous manner, develop a professional relationship with the client, and maintain a hygienic work environment.</p> <p>Since all the above-mentioned core skills are related to exhibiting basic written and oral communication skills, with the minimum level of clarity expected, the skill of basic arithmetic and algebraic principles, personal banking and basic</p>	

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NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> Use communication equipment (phone, email, etc.) as mandated by your organization Ability to speak, read and write in the local vernacular language and English Appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender Kinds of communication equipment (email, phone etc) available and their effective use Write memos and e-mail to customers, co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct <p>Skill of basic arithmetic and algebraic principles</p> <ul style="list-style-type: none"> Store records, materials and equipment 	<p>understanding of the social and natural environment the role qualifies for Level 3.</p> <p>The Job holder expected to possess core skills more than just receiving & transmitting written & oral messages such as types of equipment used, hygiene & safety precautions etc. and procedure related information to clients based on the Fitness sector's code of practices and organization's procedures/ guidelines, hence the Job holder can't be placed at Level 2.</p> <p>And since the incumbent not expected to exhibit the understanding of social, political and natural environment such as new Fitness methodologies, communicating people's preferences to other clients. Also, s/he isn't expected to keep oneself abreast about new Fitness regimes for promoting sales and to know what to say, when to say & how to say to the clients without using jargon, slang or acronyms therefor s/he can't be placed at Level 4</p>	

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NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>securely in line with the organization’s policies</p> <ul style="list-style-type: none"> • Document call logs, reports, task lists, and schedules with co-workers • Prepare status and progress reports • Use the existing data points for improving the call resolution time • Use the existing data points to generate required reports for business <p>Basic understanding of social and natural environment</p> <ul style="list-style-type: none"> • Maintain good health and personal hygiene • Comply with organization’s standards of grooming and personal behaviour • Meet the organization’s standards of courtesy, behaviour and efficiency • Stay free from intoxicants while on duty • Wear and carry organization’s uniform and 		

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NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>accessories correctly and smartly</p> <ul style="list-style-type: none"> • Participate in workplace activities as a part of the larger team • Use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender • Assist and guide clients to services or products based on their needs • Maintain confidentiality of information, as required, in the role • Appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender • Read about new products and services with reference to the organization and also from external forums such as websites and blogs • Keep abreast with the latest knowledge by 		

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NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>reading brochures, pamphlets, and product information sheets</p> <ul style="list-style-type: none"> • Keep customers informed about progress • Avoid using jargon, slang or acronyms when communicating with a customer, unless it is required • Question customers appropriately in order to understand the nature of the problem and make a diagnosis • Manage relationships with customers who may be stressed, frustrated, confused, or angry • Build customer relationships and use customer centric approach 		
Responsibility	<p>Some Responsibility for own work, under supervision</p> <ul style="list-style-type: none"> • Manufacturer’s instructions related to equipment and product use and cleaning • Take appropriate and approved actions in 	<p>The Job holder is expected to assist the clients in the gym with various services and demonstrate exercise or assist the Senior Trainers in correcting client’s postures so as to achieve the desired result. The job holder is expected to perform under close supervision. S/he provides the assistance and help to the clients in the gym & maintains</p>	3

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NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>line with instructions and guidelines</p> <ul style="list-style-type: none"> • Report to supervisor immediately in case there are any work issues • Assist and guide clients to services or products based on their needs • Report and record instances of aggressive/ unruly behaviour and seek assistance • Report health and safety risks/ hazards to concerned personnel • Use tools, equipment, chemicals and products in accordance with the organization's guidelines and manufacturers' instructions • Take appropriate and approved actions in line with instructions and guidelines • Report to supervisor immediately in case there are any work issues 	<p>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 ensures that the free weights can be safely used by the clients. The job holder is expected to take some responsibility for own work within defined limits such as providing the basic advice to improve the client using and handling techniques in respect of using equipment's, free weights, stretching exercises. S/he ensures resolution of issues in the work place.</p> <p>Given that the incumbent works under close supervision while conducting the Fitness services & has limited responsibility for his/her own work, thus s/he can be placed at level 3</p> <p>And since s/he is responsible for critical technical activities like assisting the Personal/Group trainer in demonstrating the right form and technique of exercises, maintaining health and safety at the workplace therefore can't be pegged at Level 2</p> <p>The Job holder's responsibility is since limited to just assisting the Personal/Group trainer and not</p>	

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NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		to require plan and conduct personal/ group training, that's why s/he can't be placed at Level 4	

SECTION 3

EVIDENCE OF NEED

26	What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?		
	Basis	In case of SSC	In case of other Awarding Bodies (Institutes under Central Ministries and states departments)
	<p>Need of the qualification Please refer to the attached list of job roles and occupations as per the attachment and their career paths as per Annexure 1, which have been derived through extensive industry interactions facilitated from four workshops, and site visits conducted and interaction with representatives from different organizations all over the country. Research was conducted in the Beauty & Wellness sector to capture revenue and manpower requirement estimates till 2022. The research provides the data that the discussed</p>	<p>B&WSSC undertook market study and will enclose demand forecast for the proposed job role both on short-term and long-term basis to substantiate the requirement of the Qualification proposed. B&WSSC can produce the data from primary or authorized secondary sources as well.</p>	<p>The Submitting Body would produce any reputable and reliable research reports, such as labour market information reports; occupational mapping or similar research carried out by Ministry/State/Any other authentic source forecasting the demand for the proposed qualification</p>

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	<p>qualification is one of the critical roles in the sector. The details of statistics and research analysis are provided separately as a research analysis report.</p>		
	<p>Industry Relevance</p>	<p>B&WSSC undertook validation of the job roles with actual end-user industry where such employment is going to be generated and absorbed instead of generic validation of Industry. B&WSSC will submit the endorsements from users/intended users of the qualification clearly supporting or otherwise the need for trained people against specific job role. (The industry validation format had been used)</p>	<p>The Submitting Body would submit the list of industry participation while preparation of the curriculum/ course content of the qualifications. These could include minutes of the meeting/ reports of these consultations</p>
	<p>Usage of the qualification</p>	<p>The SSC would submit details of the employment generated (wherever applicable) and realised by virtue of training in the Qualifications of the sector earlier submitted for NSQF alignment.</p> <p>B&WSSC is an unorganized sector, hence case studies/ evidences will be given.</p>	<p>The submitting body would submit the details of trained and placed data in the proposed qualification (if an existing qualification is being proposed for NSQF alignment)</p> <p>Information about the success of the qualification should be given (e.g. uptake figures, examples of use in recruitment and placement rates (if known) should be given. However, many of the bodies that do</p>

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			not have placement tracking mechanism established in place would provide necessary endorsements by the state/ ministry stating that a tracking mechanism would be institutionalized and placement records shall be provided annually or later, depending on length of qualification.
	Estimated uptake The market size of fitness and slimming sector is INR 10419 crores in 2017 and is growing at a rate of 18-22 %	According to the Labour Market report, the fitness segment is expecting a CAGR of 19% with 22 % in organized and 15 % in unorganized sector in the next couple of years.	The Submitting Body should submit the estimated uptake by reflecting the number of the takers for this qualification for at least two years from submission of the qualification
27	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</p> <p>N/A</p>		
28	<p>What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</p> <p>Under NCVET, there is no other similar STT course.</p>		
29	<p>What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here</p> <p>The comments, feedback and suggestions were collected through interaction with industry experts. The same will be compiled and justifiable changes will be incorporated in the next/updated version of the QP. This QP is set to be revised before 08/04/2024</p>		

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

SECTION 4

EVIDENCE OF PROGRESSION

30	<p>What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?</p> <p><i>Show the career map here to reflect the clear progression</i></p> <ol style="list-style-type: none">1. Discussing the growth trajectory within each occupation after studying organisational charts of various industry players across small, medium and large-scale organizations.2. Exploring various lateral career opportunities for the discussed qualification3. Ensuring that there is a clear role up in terms of performance criteria qualification experience and skill requirement from lower NSQF Level to higher levels in the hierarchy. <p>Please refer to attached career path as per annexure 1 which clearly defines the career path.</p>
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Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

1. Career Map of Gym Assistant (B&W)- Annexure 1
2. QP BWS/Q3001 - Annexure 2

Annexure 1: Career Map



Annexure 2: QP BWS/Q3001

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