

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 organisation: CEO

Address if different from above: Same as above

Tel number(s): 011 – 40342940/42/44/45

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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: Assistant Spa Therapist
2	Qualification Code, if any: BWS/Q1001
3	NCO code and occupation: NCO-2015/NIL
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term): This Qualification Pack (QP) contains National Occupational Standards for Assistant Spa Therapist job role. The purpose of this qualification is to skill and upskill people with the intent to employ them as Assistant Spa Therapist.
5	Body/bodies which will award the qualification: Beauty & Wellness Sector Skill Council
6	Body which will accredit providers to offer courses leading to the qualification: Beauty & Wellness Sector Skill Council
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: Spa Services under Alternate Therapy & Rejuvenation Sub-sector
9	Job description of the occupation: An Assistant Spa Therapist needs to know basic spa therapy, by maintaining health, hygiene, and safety at workplace. They need to be knowledgeable about various spa products and massage techniques. Assistant Spa Therapist is expected to assist the Spa Therapist in providing the spa services.
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: 390 hours
14	Indicative list of training tools required to deliver this qualification: Treatment Couch, 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, Disposable 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, Facial Tissues, Hand Sanitiser, and Waste Disposal Bins
15	Entry requirements and/or recommendations and minimum age: <ul style="list-style-type: none"> • Grade 8 pass and pursuing continuous schooling in regular school with vocational subject OR • Grade 8 with one year of (NTC/ NAC) after 8th OR • 8th grade pass with 1-year relevant experience

16	Progression from the qualification (Please show Professional and academic progression): This entry should refer to one or more of the following: -access to other qualifications at the same NSQF level – Pedicurist & Manicurist (Level-3) -access to related qualification(s) at the next NSQF level - Spa Therapist (Level-4)		
17	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- 1. Theory- Weightage 30% 2. Practical- Weightage 70% (Hands on assessment + Viva) 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)		
18	International comparability where known (research evidence to be provided): Qualifications in these areas are available as VRQs (vocationally related qualifications) available by independent awarding bodies/organizations. UK national occupational standards commence at NVQ Level 3 (NSQF L5)		
19	Date of planned review of the qualification: 31-08-2024		
20	Formal structure of the qualification Mandatory components		
(i)	Title of component and identification code/NOSs/Learning outcomes	Estimated size (Learning hours)	Level
	BWS/N9001 Prepare and maintain work area	30	3
	BWS/N1001: Carry out simple spa services and assistive tasks for advanced spa services	180	3
	BWS/N9002 Maintain health and safety of workplace	30	3

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	BWS/N9003 Create a positive impression at the workplace	30	3
	DGT/VSQ/N0102 (v1.0) Employability Skills	60	4
	OJT	30	
	Sub Total (A)	390	
	(B) Optional NOS: NA		
	Total (A+B) : 390 Hours		
	Instructor-Led Online Module – 90 Hours		

SECTION 1
ASSESSMENT

21	<p>Body/Bodies which will carry out assessment:</p> <ol style="list-style-type: none"> 1. Amrit Skills Development Private Limited 2. Aspiring Minds Assessment (P) Ltd. 3. Inspire Youth Development Pvt. Ltd 4. Iris Corporate Solutions Pvt. Ltd 5. Mettl 6. Prima Competencies Private Limited 7. Skills Mantra Edutech Consulting India Pvt Ltd 8. SP Institute of Workforce Development Pvt Ltd (SPIWD) 9. Trendsetters 10. Vedokt Skills 11. Demorgia Consulting Services Pvt Ltd 12. Diversified Business Solutions Private Limited 13. Eduvantage 14. Eins & Erste Skill development and Technologies 15. Glocal Thinkers 16. Khwaspuria Advisory P Limited 17. Navriti Technologies Pvt. Ltd. 18. Radiant Infonet Pvt Ltd 19. Sai Graphics Assessment Body Pvt Ltd 20. IQAG 21. Star Projects Services Pvt Ltd. 22. Palmary Project & Services Pvt. Ltd. 23. Wheebox 24. CII
22	<p>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.</p> <p>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</p>
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</p>

	<p>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: Assistant Spa Therapist

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Assistant Spa Therapist

Qualification Pack BWS/Q1001

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	Theor y Mark s	Practica l Marks	Projec t Marks	Viva Mark s
<i>Prepare and maintain work area</i>	30	70	-	-
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 clientele, practicing social distancing by avoiding handshakes/ hugs to coworkers/ clientele, etc.	2	6	-	-
PC2. identify and select suitable equipment and products required for the respective service/ session	2	5	-	-
PC3. set up the equipment and prepare the products for service/ session in adherence to the salon procedures and product/ equipment guidelines	2	5	-	-
PC4. place disposable sheet on a sanitized trolley and organize the products in it or in area convenient and efficient for service delivery	2	5	-	-
PC5. prepare sterilisation solution as per organisational standards using approved products and as per manufacturer's instructions	2	5	-	-
PC6. sterilize, disinfect and place the tools on the tray as per organisational standards using recommended solutions and conditions; tools such as tools such as water bowl, etc. in conditions such as time, temperature, etc.	2	6	-	-
PC7. dispose waste materials in adherence to the industry requirements; waste materials such as cotton, disposable linen, disposable head bands, disposable gowns, disposable apron, disposable hair gear, disposable face mask, disposable gloves, disposable spatula, open single use packed products, etc.	2	5	-	-

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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, nonrecyclable and hazardous waste generated in separate bin	2	4		

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Assessment Criteria for Outcomes	Theor y Marks	Practica l Marks	Projec t Marks	Viva Mark s
PC11. discard the unused open single use packed products properly in a closed bin	2	4		
PC12. ensure electrical equipment and appliances are switched off when not in use	2	4		
PC13. store records, materials and equipment securely in line with the policies	2	4		
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	-	-

Assessment Criteria for Outcomes	Theor y Mark s	Practica l Marks	Projec t Mark s	Viva Mark s
<i>Carry out preparatory and simple spa services and assistive tasks for advanced spa services</i>	24	76	-	-
1. check and prepare the service area is prepared as per spa therapists requirement for service and organisational standards	1	3	-	-
2. ensure all equipment is safe for use, clean and prepared as per service requirements Equipment: Steamer, heaters, etc	-	3	-	-
3. arrange tools, products and other materials that are safe and fit for the purpose based on the guidelines Products: Exfoliating products, salts, creams and oils, essences, mud, clay, sand, herbs, petroleum jelly, face moisturizers, etc. Tools: Bowls, spatulas, brushes, etc. Materials: Robe, slippers, disposable gowns and aprons, headband, towels, earplugs, ear buds, etc.	0.5	2.5	-	-
4. prepare massage oil or cream and other equipment for spa services as per manufacturers guidelines	1	3	-	-
5. prepare the post care product tray	1	3	-	-
6. greet the client, and ensure the client is comfortable	0.5	2.5	-	-
7. identify any contra indications on client, if any that may restrict services, act according to organisational standards to address these, verify with the supervisor where required	1	2	-	-
8. provide the client appropriate materials in preparation for service procedures (Materials: Robe, slippers, disposable gowns, headband, towels, ear plugs, etc.)	1	2	-	-
9. guide the client to the service area safely and politely	1	3	-	-
10. perform foot ritual including foot cleaning, disinfection and wiping	1	4	-	-

Assessment Criteria for Outcomes	Theor y Mark s	Practica l Marks	Projec t Mark s	Viva Mark s
11. position self and client in a manner, to ensure privacy, comfort and wellbeing, throughout the service	0.5	2.5	-	-
12. explain accurately the service procedure and provide information about products used (oils and creams) to the customer, prior to service	1.5	3.5	-	-
13. provide correct products, tools, materials and other items to the spa therapist as required during the service	1	2	-	-
14. take precautions and work in a manner to maintain guest privacy and modesty during the service	1	2	-	-
15. prepare the service area for exfoliation services	0.5	2.5	-	-
16. carry out exfoliation services under supervision of the massager (masseur) using various wrap materials Exfoliation services: Apply exfoliation product using hands or brushes; wrap for constant heat; keep it on for specified timing as per manufacturers and supervisor instructions; remove with body sponges, steamed towels, etc. Wrap materials: Foil, plastic and fabric	1	3	-	-
17. carry out dry brushing	0.5	2.5	-	-
18. apply mask and body wrap, and remove without making the area messy	0.5	2.5	-	-
19. ensure client is not left unattended at any stage	0.5	2.5	-	-
20. identify contra-actions and necessary subsequent actions	1	2	-	-
21. robe the client and guide for bathing and other services	0.5	2.5	-	-

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22. accurately record the therapy details and store information securely in line with the organizations policies	0.5	2.5	-	-
23. shut down equipment safely, and as per manufacturers instructions	1	2	-	-

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Assessment Criteria for Outcomes	Theor y Marks	Practica l Marks	Projec t Marks	Viva Mark s
24. ensure work area is left clean, post service	-	3	-	-
25. dispose waste materials safely and hygienically as per organisational standards	-	3	-	-
26. adhere to the health and safety standards laid out by the manufacturer and organization	1	2	-	-
27. record details of the procedure accurately as per organisational policy and approved practice	2	2	-	-
28. store information securely in line with the salon policies	1	2	-	-
29. ask questions to check with the client their satisfaction with the finished result	1	2	-	-
30. thank customer for feedback post-service, where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor	1	2	-	-
NOS Total	24	76	-	-

Assessment Criteria for Outcomes	Theor y Mark s	Practica l Marks	Projec t Marks	Viva Mark s
<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	-	-

Assessment Criteria for Outcomes	Theor y Mark s	Practica l Marks	Projec t Marks	Viva Mark s
<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, managing stress, working in teams, 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 inline with instructions and guidelines	2	3	-	-
PC6. participate in workplace activities as a part of the larger team	2	4	-	-
PC7. report to supervisor immediately in case there are any work issues	2	3	-	-

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PC8. use appropriate language, tone and gestures while interacting with guests from different cultural and religious backgrounds, age, disabilities and gender	2	4	-	-
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	Theor y Marks	Practica l Marks	Projec t Marks	Viva Mar k s
<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	-	-
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	-	-

Employability Skills DGT/VSQ/N0101 (v1.0) Assessment Criteria at the end of the Q File

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-
<i>Entrepreneurship</i>	2	3	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

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 criterion.

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

OPTION A

Title/Name of qualification/component: Assistant Spa Therapist			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<p><u>Limited Range of activities, routine and predictable:</u></p> <ul style="list-style-type: none"> • identify and select suitable equipment and products required for the respective services • set up the equipment and prepare the products for services in adherence to the salon procedures and product/ equipment guidelines • sterilize, disinfect and place the tools on the trays per organisational standards using recommended solutions and conditions • prepare massage oil or cream and other equipment for spa services as per manufacturer's guidelines • perform foot ritual including foot cleaning, disinfecting and wiping • position self and client in a manner, to 	<p>An assistant spa therapist works in a limited range of activities and follows routine and works in a predictable manner by identifying and selecting suitable equipment and products required for the respective services</p> <p>The equipment set up and preparation of the products for services is in adherence to the salon procedures and product/ equipment guidelines</p> <p>The person sterilizes, disinfects and places the tools on the tray as per organisational standards using recommended solutions and conditions, and also files routine reports and feedback. The techniques used for spa therapy is limited and specified.</p> <p>Hence, NSQF Level is 3</p>	3

NSQF QUALIFICATION FILE

Approved in 24th NSQC Meeting – NCVET – 17th November, 2022

	<p>ensure privacy, comfort and wellbeing, throughout the service</p> <ul style="list-style-type: none">• carry out exfoliation services under supervision of the massager (masseuse) using various wrap materials• dispose waste materials safely and hygienically as per organisational standards		
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NSQF QUALIFICATION FILE**Approved in 24th NSQC Meeting – NCVET – 17th November, 2022**

Title/Name of qualification/component: Assistant Spa Therapist			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">• maintain first aid kit and keep oneself updated on the first aid procedures• accurately maintain accident reports• use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender• communicate role related information to stakeholders in a polite manner and resolve queries, if any• file routine reports and feedback		

NSQF QUALIFICATION FILE

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Professional knowledge	<ul style="list-style-type: none">• basic facts, processes and principles:• types of products, materials and equipment required for the respective services• hygiene, health and safety requirements in the organization• process and products to sterilize and disinfect equipment/ tools• customer service principles including privacy and protection to modesty of the customers• structure of the skin and differences in the structure of the skin for different client groups• functions of the skin• purpose, components and layout of the cardio-vascular-circulatory, lymphatic and nervous system of the human body• basic spa therapy techniques (range of body massages, wraps etc.)• contra indication and contra actions for various	An assistant spa therapist needs to know basic facts, processes and principles for conducting spa therapy like the types of products, materials and equipment required for hygiene, health and safety requirements in the organization, process and products to sterilize and disinfect equipment/ tools, customer service principles including privacy and protection to modesty of the customers, manufacturer's instructions related to equipment and product use and cleaning, salon's standards related to courtesy, behaviour and efficiency, and kinds of work issues that may arise and reporting structure.	3
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NSQF QUALIFICATION FILE**Approved in 24th NSQC Meeting – NCVET – 17th November, 2022**

Title/Name of qualification/component: Assistant Spa Therapist			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>spa services</p> <ul style="list-style-type: none">• manufacturer's instructions related to equipment and product use and cleaning• salon's standards related to courtesy, behaviour and efficiency• kinds of work issues that may arise and reporting structure	<p>Hence, it follows NSQF Level 3 descriptors.</p>	

Professional skill	<p><u>Practical skill and routine work:</u></p> <ul style="list-style-type: none"> • identify and select suitable equipment and products required for the respective services • decide on course of action by recalling organisational policy, procedures and service standards • identify, plan and schedule tasks related to own work, to achieve standards of personal presentations expected in a professional set-up • plan and manage work routine based on salon procedure • plan own development in line with feedback given from supervisor, co-workers and clients • explain the concept of assumptions and how they impact decisions, actions and consequences • maintain the work area, equipment and product stocks to meet client schedules • identify problems that hinder achievement or increase risks • recall organizational policies, procedures, rules and guidelines applicable to the situation that 	<p>An assistant spa therapist is able to recall and demonstrate practical skill, routine and repetitive in narrow range of application like identifying and selecting suitable equipment and products required for the respective services; deciding on course of action by recalling organisational policy, procedures and service standards; identifying, planning and scheduling tasks related to own work, to achieve standards of personal presentations expected in a professional set-up; planning and managing work routine based on salon procedure; planning own development in line with feedback given from supervisor, co-workers and clients; and explaining the concept of assumptions and how they impact decisions, actions and consequences.</p> <p>Hence NSQF Level is 3</p>	3
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NSQF QUALIFICATION FILE
Approved in 24th NSQC Meeting – NCVET – 17th November, 2022

Title/Name of qualification/component: Assistant Spa Therapist			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>may be used to decide course of action when faced with problems</p> <ul style="list-style-type: none"> • apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action • manage the storage/ disposal/ cautions of use of products, fire precautions, occurrences, hygiene practice, disposal of waste and environmental protection 		

Core skill	<ul style="list-style-type: none"> • communication, written and oral ability: • clearly statements of fact and give short explanations, accounts and descriptions to customers, seniors and co-workers in English • file routine reports and feedback • 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 • environmental conditions required and expected for carrying out services and importance of maintaining these • read policy and procedure documents, guidelines and memos in English to interpret the gist correctly • read simple emails, instructions, advertisements, brochures, manufacturer's 	<p>An assistant spa therapist is able to use language to communicate written and oral, with minimum required clarity, and requires a basic understanding of social and natural environment like the ability to speak, read and write in the local vernacular language and English; file routine reports and feedback; using appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender; reading policy and procedure documents, guidelines and memos in English to interpret the gist correctly; reading simple emails, instructions, advertisements, brochures, manufacturer's labels, forms, formats and other common documents accurately; writing appointments, names, addresses, simple emails, messages, and applications in English accurately; writing an accident or incident report accurately in English; listening to and follow short, straightforward explanations</p>	3
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NSQF QUALIFICATION FILEApproved in 24th NSQC Meeting – NCVET – 17th November, 2022

Title/Name of qualification/component: Assistant Spa Therapist			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>labels, forms, formats and other common documents accurately</p> <ul style="list-style-type: none">• write appointments, names, addresses, simple emails, messages, and applications in English accurately• write an accident or incident report accurately in English• listen to and follow short, straightforward explanations and instructions in English• introduce oneself and one's role to customers and visitors, in English and the local language• speak or communicate with reasonable ease in structured situations and short conversations on familiar topics• pronounce the sounds of English or use sign language sufficiently clearly to be generally understood• listen and understand the local language in dealing with clients	<p>and instructions in English; introducing oneself and one's role to customers and visitors, in English and the local languages; and speaking or communicating with reasonable ease in structured situations and short conversations on familiar topics as basic arithmetic and algebraic principles and personal banking.</p> <p>Hence it follows NSQF Level 3.</p>	

NSQF QUALIFICATION FILE

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Responsibility	<p><u>Some responsibility for own work within defined limit:</u></p> <ul style="list-style-type: none">• ensure that ambient conditions are suitable for the client and the service procedures to be carried out in a hygiene and safe environment• set up the equipment and prepare the products for services in adherence to the salon procedures and product/ equipment guidelines• prepare sterilisation solution as per organisational standards using approved products and as per	<p>An assistant spa therapist works under close supervision and demonstrates responsibility for own work within defined limit by ability to speak, read and write in the local vernacular language and English; files routine reports and feedback; uses appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities, gender and environmental conditions required and expected for carrying out services; reads policy and procedure documents, guidelines and memos in English to interpret</p>	3
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Title/Name of qualification/component: Assistant Spa Therapist		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>manufacturer's instructions</p> <ul style="list-style-type: none"> • adhere to the health and safety standards laid out by the manufacturer and organization • perform and adapt the services using materials, equipment and techniques correctly and safely to meet the needs of the client as per professional and organisational standards • complete the service to the satisfaction of the client in a commercially acceptable time, as per organisation standards and client expectations <p><u>Under close supervision</u></p> <ul style="list-style-type: none"> • where customer is not satisfied with service take actions to resolve matter to customer satisfaction or apologise for the same and refer to supervisor • promptly refer problems that cannot be solved to the relevant superior for action • take appropriate and approved actions in line with instructions and guidelines • report to supervisor immediately in case there are any work issues • organize tasks based on instructions from 	<p>the gist correctly; writes appointments, names, addresses, simple emails, messages, and applications in English accurately; introduces oneself and one's role to customers and visitors, in English and the local language; speaks or communicates with reasonable ease in structured situations and short conversations on familiar topics like basic arithmetic and algebraic principles and personal banking; resolves matter to customer satisfaction or apologises for the same and refers to supervisor; reports to supervisor immediately in case there are any work issues; organizes tasks based on instructions from supervisor or manager in order to complete them on time in order of stated priority; and acts in line with organizational policies, procedures, supervisor/manager instructions, rules and guidelines to contribute towards resolution of the problem in a timely and safe manner, within limits of authority.</p> <p>Hence NSQF Level is 3</p>	

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	supervisor or manager in order to complete them ontime in order of stated priority		
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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)
	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	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.	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

	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.		
Industry Relevance	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)	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	
Usage of the qualification	<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</p>	

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			of the bodies that do 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.
	<p>Estimated uptake</p> <p>The market size of rejuvenation sector is INR 3717 crores and is expected to grow at the rate of 20 percent in the coming years</p>	<p>The employment in rejuvenation is expected to have the largest growth at 30 CAGR with 34 per cent in organized and 27 per cent in unorganized sector.</p>	<p>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</p>
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>		

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 17/11/25

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

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|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.

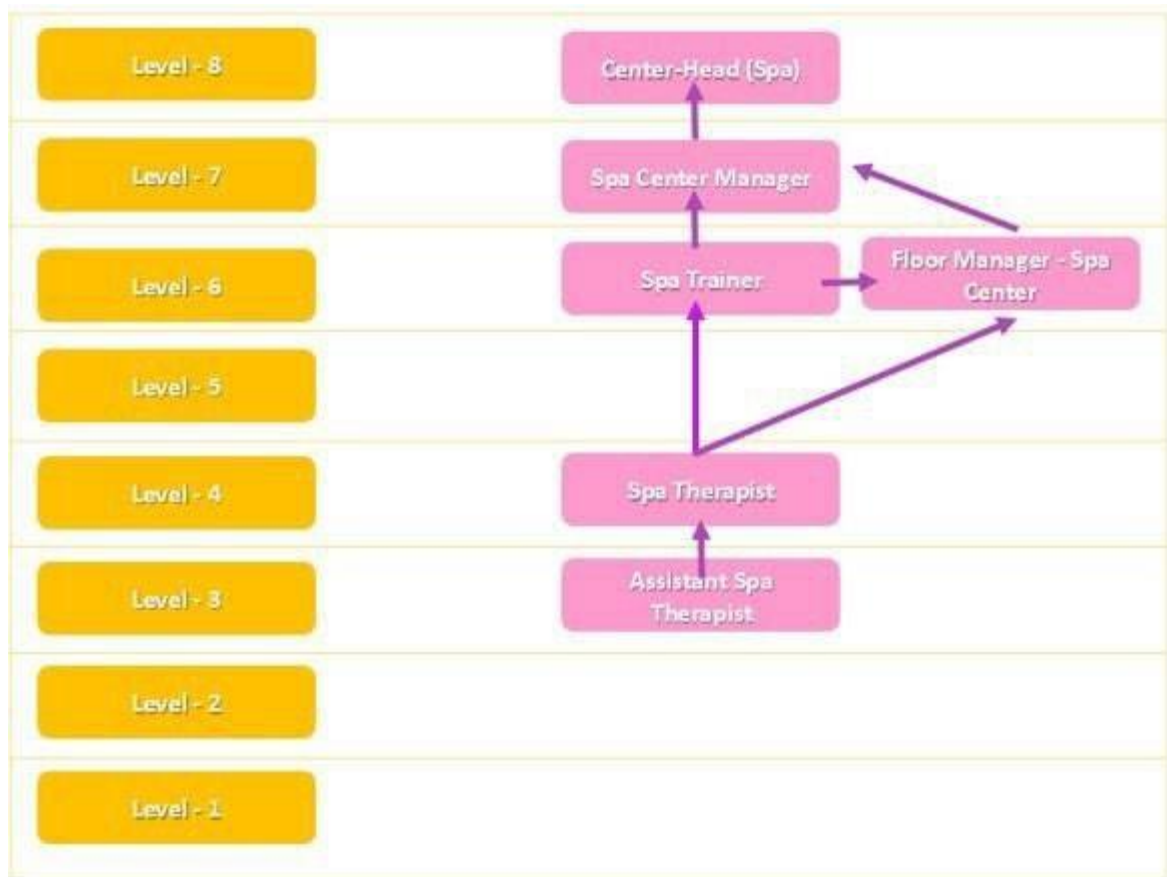
Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

1. Career Map of Assistant Spa Therapist - Annexure 1
2. QP BWS/Q1001- Annexure 2

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Annexure 1: Career Map



Annexure 2: QP BWS/Q1001

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