

## Qualification Pack



# Spa Therapist

QP Code: BWS/Q1002

Version: 4.0

NSQF Level: 4

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## Qualification Pack

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### BWS/Q1002: Spa Therapist

#### Brief Job Description

The Spa Therapist is responsible to provide a range of professional Spa services agreed with the guests in accordance with the approved organizations brand standards of performance and sequences of services. The individual must exhibit knowledge of the principles and practice of spa therapies. The individual is responsible for setting up and stocking the treatment area and maintaining accurate written records of guests treatments.

#### Personal Attributes

This job requires an individual well-versed with the spa services and therapy operations with experience in Spa therapies to provide a range of services efficiently and effectively in a safe and hygienic working environment. The individual must exhibit a pleasant personality, excellent interpersonal and communication skills and be able to follow instructions provided by the supervisor. The individual must possess the knowledge of anatomy and physiology for Spa therapies.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [BWS/N9001: Prepare and maintain work area](#)
2. [BWS/N1002: Conduct Spa Treatment](#)
3. [BWS/N1006: Perform Shirodhara and Potli Treatment](#)
4. [BWS/N9002: Maintain health and safety at the workplace](#)
5. [BWS/N9003: Create a positive impression at the workplace](#)
6. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Beauty & Wellness
<b>Sub-Sector</b>	Alternate Therapy & Rejuvenation
<b>Occupation</b>	Spa Services
<b>Country</b>	India

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<b>NSQF Level</b>	4
<b>Credits</b>	13
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/2264.0400
<b>Minimum Educational Qualification &amp; Experience</b>	<p>10th grade pass (with two years of any combination of NTC/NAC/CITS or equivalent in the domain of spa therapist)</p> <p>OR</p> <p>10th grade pass with 3 Years of experience in the field of spa industry</p> <p>OR</p> <p>11th grade pass with 1.5 years of experience in the field of spa industry</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level (3) with 3 Years of experience in the field of spa services</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level (3.5) with 1.5 years of experience in the field of spa services</p>
<b>Minimum Level of Education for Training in School</b>	Not Applicable
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	18/12/2028
<b>NSQC Approval Date</b>	18/12/2025
<b>Version</b>	4.0
<b>Reference code on NQR</b>	QG-04-BW-06586-2025-V2-BWSSC
<b>NQR Version</b>	2

## Qualification Pack

### BWS/N9001: Prepare and maintain work area

#### Description

Prepare the equipment's/ tools/ products/machinery (if required any) and work area ahead of service/ session delivery to ensure the efficiency and effectiveness of conducting treatments/ sessions considering the standards of operation of the organization/ salon/ beauty clinic.

#### Scope

The scope covers the following :

- Prepare and maintain work area

#### Elements and Performance Criteria

##### *Prepare and maintain work area*

To be competent, the user/individual on the job must be able to:

- 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.
- PC2.** identify and select suitable equipment and products required for the respective services/ session
- PC3.** set up the area for services/ session in adherence to the organizational/ beauty salon/ centre's guidelines
- PC4.** place disposable towels, glasses for water, tea/ coffee and other items/ tools/ equipment's (applicable if any) in area convenient for efficient service/ session delivery
- PC5.** prepare sterilisation solution as per organizational/ salon standards using approved products and as per manufacturers instructions
- PC6.** sterilize, disinfect the area as per organizational standards using recommended solutions and conditions
- PC7.** dispose waste materials in adherence to the industry requirements; waste materials such as disposable linen, disposable head bands, disposable gowns, disposable apron, disposable face mask, disposable gloves, etc.
- PC8.** identify ways to optimize usage of material including water in various tasks/activities/processes
- PC9.** check for spills/leakages occurred while providing services
- PC10.** identify and segregate recyclable, non-recyclable and hazardous waste generated in separate bin
- PC11.** store the unused disposable material properly in a dedicated area; material such as disposable masks, gloves, etc.
- PC12.** ensure electrical equipment and appliances are switched off when not in use
- PC13.** store records, materials and equipment securely in line with the policies

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- 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
- PC15.** set up and promote digital modes of payment to lessen any kind of cross infection

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations standards of performance and sequence of services/ session
- KU2.** range of services/ sessions and products offered by the organization
- KU3.** health and safety requirements in the organization/ salon
- KU4.** environmental conditions required and expected for carrying out services and importance of maintaining these Conditions: Air, light, space, temperature, sound, cleanliness, etc.
- KU5.** types of products, materials and equipment required for the respective services/ sessions
- KU6.** process and products to sterilize and disinfect equipment/tools
- KU7.** manufacturers instructions related to equipment and product use and cleaning
- KU8.** customer service principles including privacy and protection to modesty of the customers
- KU9.** risks to customer privacy and modesty and actions (precautions) taken to maintain the same in the salon
- KU10.** importance of keeping accurate records of services, clients and product usage (inventory)
- KU11.** applicable legislation relating to the workplace Legislation for the workplace: eg. 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

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read policy and procedure documents, guidelines and memos in English to interpret the gist correctly
- GS2.** read common organizational signage in English accurately
- GS3.** read simple emails, instructions, advertisements, brochures, manufacturers labels, forms, formats and other common documents accurately
- GS4.** read and interpret correctly information about new products and services with reference to the organization and also from external forums such as websites and/or blogs
- GS5.** write appointments, names, addresses, simple emails, messages, and applications in English accurately
- GS6.** construct a CV or fill a job application form accurately representing skills, knowledge and past experiences in English accurately
- GS7.** write an accident or incident report accurately in English
- GS8.** fill in various applicable forms and formats at the workplace accurately
- GS9.** maintain accurate records of client, services, operating and closing checklists, product stock status

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- GS10.** listen and interpret correctly simple instructions in English
- GS11.** listen for and identify the main points of short explanations or presentations in English
- GS12.** listen to and follow short, straightforward explanations and instructions in English
- GS13.** introduce oneself and ones role to customers and visitors, in English and the local language
- GS14.** express clearly statements of fact and give short explanations, accounts and descriptions to customers, seniors and co-workers in English
- GS15.** give clear instructions to customers and/or coworkers as required
- GS16.** pronounce the sounds of English or use sign language sufficiently clearly to be generally understood
- GS17.** speak or communicate with reasonable ease in structured situations and short conversations on familiar topics
- GS18.** exchange information effectively to perform a task
- GS19.** give simple directions, instructions and explanations
- GS20.** ask and answer simple questions such as to establish customer needs, or who a visitor is seeking to meet and for what purpose
- GS21.** display an adequate range of vocabulary to communicate on familiar topics and perform simple tasks
- GS22.** use simple and compound sentences in conversations
- GS23.** avoid using jargon, slang or acronyms when communicating with a customer/ client, unless it is required
- GS24.** speak in a manner and tone that is professional, supportive, respectful and sensitive
- GS25.** listen and understand the local language in dealing with clients
- GS26.** decide on course of action by recalling organisational policy, procedures and service standards
- GS27.** make simple decisions with respect to appropriateness of own behaviour recalling principles and practices of professional and social etiquette
- GS28.** get information on limits of authority and permitted actions while making decisions on how to act in routine situations
- GS29.** get information on chain of command to be approached for decisions based on
- GS30.** identify, plan and schedule tasks related to own work, to achieve standards of personal presentations expected in a professional set-up
- GS31.** keep ones own documents and possessions in order at the workplace to ensure cleanliness, security and efficiency of use
- GS32.** organize tasks based on instructions from supervisor or manager in order to complete them on time in order of stated priority
- GS33.** organize service feedback files/documents
- GS34.** plan and manage work routine based on salon procedure
- GS35.** maintain the work area, equipment and product stocks to meet client schedules
- GS36.** maintain accurate records of clients, services and product stock levels
- GS37.** plan own development in line with feedback given from supervisor, coworkers and clients
- GS38.** prioritise response to customers based on urgency and criticality of need, status of the customer and supervisor inputs
- GS39.** minimize customer discomfort by taking permitted or directed actions in a timely manner



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- GS40.** respond promptly to customers in a manner that aims to exceed their expectation
- GS41.** adhere to principles of service excellence as defined by the organization aimed at customer satisfaction
- GS42.** build customer relationships using a customer centric approach
- GS43.** follow hygiene, safety and personal presentation standards in line with customer and organisation expectations
- GS44.** identify problems that hinder achievement or increase risks
- GS45.** recall organizational policies, procedures, rules and guidelines applicable to the situation that may be used to decide course of action when faced with problems
- GS46.** act 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
- GS47.** escalate the problem in a timely manner to the supervisor/manager for effective resolution minimizing damage
- GS48.** explain the importance of resolving problem in a timely manner
- GS49.** explain the importance of accurate communications in problem resolution
- GS50.** explain the negative effects of hiding problems instead of identifying, highlighting and working to resolve them
- GS51.** seek guidance to define criteria and assign values of importance and urgency
- GS52.** sort information in order of importance
- GS53.** identify impact of own actions in terms of health, safety, security, customer satisfaction, influence of coworkers, achievement of task objectives
- GS54.** differentiate between routine and non-routine issues and escalate issues of a non-routine nature and as needed
- GS55.** verify information to clarify doubts through seeking guidance from organization documents, supervisor, managers and co-workers
- GS56.** identify relevant and reliable sources of information for seeking clarity where required
- GS57.** explain the concept of assumptions and how they impact decisions, actions and consequences
- GS58.** identify situations and possible underlying intent where information provided by others may be unreliable



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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare and maintain work area</i>	<b>30</b>	<b>47</b>	-	<b>23</b>
<b>PC1.</b> 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	4	-	2
<b>PC2.</b> identify and select suitable equipment and products required for the respective services/ session	2	3	-	2
<b>PC3.</b> set up the area for services/ session in adherence to the organizational/ beauty salon/ centre's guidelines	2	3	-	2
<b>PC4.</b> place disposable towels, glasses for water, tea/ coffee and other items/ tools/ equipment's (applicable if any) in area convenient for efficient service/ session delivery	2	3	-	2
<b>PC5.</b> prepare sterilisation solution as per organizational/ salon standards using approved products and as per manufacturers instructions	2	3	-	2
<b>PC6.</b> sterilize, disinfect the area as per organizational standards using recommended solutions and conditions	2	4	-	2
<b>PC7.</b> dispose waste materials in adherence to the industry requirements; waste materials such as disposable linen, disposable head bands, disposable gowns, disposable apron, disposable face mask, disposable gloves, etc.	2	3	-	2
<b>PC8.</b> identify ways to optimize usage of material including water in various tasks/activities/processes	2	3	-	2
<b>PC9.</b> check for spills/leakages occurred while providing services	2	3	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> identify and segregate recyclable, non-recyclable and hazardous waste generated in separate bin	2	3	-	1
<b>PC11.</b> store the unused disposable material properly in a dedicated area; material such as disposable masks, gloves, etc.	2	3	-	1
<b>PC12.</b> ensure electrical equipment and appliances are switched off when not in use	2	3	-	1
<b>PC13.</b> store records, materials and equipment securely in line with the policies	2	3	-	1
<b>PC14.</b> 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	3	-	1
<b>PC15.</b> set up and promote digital modes of payment to lessen any kind of cross infection	2	3	-	1
<b>NOS Total</b>	<b>30</b>	<b>47</b>	<b>-</b>	<b>23</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	BWS/N9001
<b>NOS Name</b>	Prepare and maintain work area
<b>Sector</b>	Beauty & Wellness
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	5.0
<b>Last Reviewed Date</b>	18/12/2025
<b>Next Review Date</b>	18/12/2028
<b>NSQC Clearance Date</b>	18/12/2025

## Qualification Pack

### BWS/N1002: Conduct Spa Treatment

#### Description

Conduct the Spa therapies agreed with the guest in accordance with the approved organizations brand standards of performance and sequences of services.

#### Scope

The scope covers the following :

- conduct the Spa treatment
- perform chakra balancing massage by using crystals
- postnatal massage

#### Elements and Performance Criteria

##### *Conduct the Spa treatment*

To be competent, the user/individual on the job must be able to:

- PC1.** greet the client, and ensure the guest is comfortable
- PC2.** consult with the client to identify factors that may influence the therapy objectives (contra indications)
- PC3.** advise the client on the benefits of sauna, steam and jacuzzi
- PC4.** explain treatment procedure and provide information about oils and creams used during treatment
- PC5.** assist clients in preparing for treatment by providing them with gowns and putting away their clothing
- PC6.** arrange tools, products and other materials that are safe and fit for the purpose based on the guidelines
- PC7.** prepare massage oil or cream and other equipment
- PC8.** position self and client throughout treatment to ensure privacy, comfort and wellbeing
- PC9.** perform and adapt the treatment (exfoliation, wraps and hydrotherapy) using materials, equipment and techniques correctly and safely to meet the needs of the client
- PC10.** identify contra actions and adapt the treatment to suit the client needs
- PC11.** provide body massage using a range of mediums and techniques to achieve the desired results
- PC12.** complete the therapy to the satisfaction of the client in a commercially acceptable time
- PC13.** provide suitable aftercare and home care advice
- PC14.** record the therapy accurately and store information securely in line with the organizations policies
- PC15.** adhere to the health and safety standards laid out by the manufacturer and organization

##### *Perform chakra balancing massage with crystals*

To be competent, the user/individual on the job must be able to:

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- PC16.** select appropriate crystals for each chakra based on their vibrational frequency and colour: (root: red, sacral: orange, solar plexus: yellow, heart: green, throat: blue, third eye: indigo, crown: violet/white)
- PC17.** explain the purpose and benefits of chakra balancing with crystals to the client
- PC18.** place crystals on the client's chakra points while ensuring safety, comfort, and energy alignment
- PC19.** perform gentle energy massage or balancing techniques to support chakra activation and energy flow
- PC20.** use tools (crystal wand, pendulum) to sense energy shifts or amplify healing
- PC21.** remove crystals safely, provide post-treatment guidance, and cleanse the crystals after use

### *Perform postnatal massage*

To be competent, the user/individual on the job must be able to:

- PC22.** conduct a detailed consultation with the client to understand childbirth details, current health status, and specific postnatal concerns
- PC23.** identify contraindications such as C-section recovery time, infections, blood pressure issues, or deep vein thrombosis
- PC24.** select gentle, nourishing oils suitable for postpartum recovery (e.g., sesame, almond, Ayurvedic and coconut oils)
- PC25.** position the client with proper support (pillows) to ensure comfort and safety during massage
- PC26.** perform soothing and rhythmic massage techniques to relieve muscle tension, blood circulation, better sleep, support hormonal balance, improving lactation and helps relieve breast pain, and improving well-being and immunity by stimulating lymph flow
- PC27.** provide postpartum massage also in cases of miscarriage or unsuccessful delivery, with informed consent to support physical recovery and emotional well-being, ensuring sensitivity and comfort throughout
- PC28.** maintain warmth and emotional reassurance throughout the session
- PC29.** advise the client on self-care practices and frequency of postnatal massage sessions

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations standards of performance and sequence of services
- KU2.** range of services and products offered by the organization
- KU3.** hygiene, health and safety requirements in the organization
- KU4.** basic ailments, contraindications, contra actions, treatment plans
- KU5.** spa therapy techniques (range of exfoliants, hydrotherapy, wraps packs and body massages)
- KU6.** operational knowledge of tools and equipment involved in spa therapy
- KU7.** range of rejuvenation products, procedure for product selection, different skin types and application of products based on skin types
- KU8.** the importance of using products economically
- KU9.** benefits of chakra balancing massage with crystals based on their vibrational frequency and colour: (root: red, sacral: orange, solar plexus: yellow, heart: green, throat: blue, third eye: indigo, crown: violet/white)

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**KU10.** importance of nourishing oils for postpartum recovery (e.g., sesame, almond, Ayurvedic and coconut oils)

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** maintain accurate records of client/guest, treatments, operating and closing checklists, product stock status
- GS2.** reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures
- GS3.** read about new products and services with reference to the organization and also from external forums such as websites and blogs
- GS4.** discuss task lists, schedules, and work-loads with co-workers
- GS5.** question customers/ clients appropriately in order to understand the nature of the problem and make a diagnosis
- GS6.** give clear instructions to customers/ clients
- GS7.** keep customers/ clients informed about progress
- GS8.** avoid using jargon, slang or acronyms when communicating with a customer/ client, unless it is required
- GS9.** manner and tone, professional, supportive, respectful, sensitive to client
- GS10.** speak clearly and precisely in a courteous manner and develop a professional relationship with the client
- GS11.** ability to listen and understand the local language in dealing with clients and maintain client confidentiality
- GS12.** plan and organize service feedback files/documents
- GS13.** understand the client scheduling and bookings and maintain the work area, equipment and product stocks to meet the schedule
- GS14.** maintain accurate records of clients, treatments and product stock levels
- GS15.** committed to service excellence, courteous, pleasant personality
- GS16.** manage relationships with customers who may be stressed, frustrated, confused, or angry
- GS17.** build customer relationships and use customer centric approach
- GS18.** sanitize the hands and clean all working surfaces, use disposable products and sterilized tools
- GS19.** handle, use and store products, tools and equipment safely to meet with the manufacturers instructions
- GS20.** deal with clients lacking the technical background to solve the problem on their own

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Conduct the Spa treatment</i>	<b>9</b>	<b>22.5</b>	-	<b>15.5</b>
<b>PC1.</b> greet the client, and ensure the guest is comfortable	0.5	1	-	1
<b>PC2.</b> consult with the client to identify factors that may influence the therapy objectives (contra indications)	0.5	2	-	1
<b>PC3.</b> advise the client on the benefits of sauna, steam and jacuzzi	0.5	1	-	1
<b>PC4.</b> explain treatment procedure and provide information about oils and creams used during treatment	1	2	-	1
<b>PC5.</b> assist clients in preparing for treatment by providing them with gowns and putting away their clothing	0.5	2	-	1
<b>PC6.</b> arrange tools, products and other materials that are safe and fit for the purpose based on the guidelines	0.5	2	-	1
<b>PC7.</b> prepare massage oil or cream and other equipment	0.5	1	-	1
<b>PC8.</b> position self and client throughout treatment to ensure privacy, comfort and wellbeing	0.5	1	-	1
<b>PC9.</b> perform and adapt the treatment (exfoliation, wraps and hydrotherapy) using materials, equipment and techniques correctly and safely to meet the needs of the client	0.5	2	-	1
<b>PC10.</b> identify contra actions and adapt the treatment to suit the client needs	0.5	1	-	1
<b>PC11.</b> provide body massage using a range of mediums and techniques to achieve the desired results	1	2	-	1
<b>PC12.</b> complete the therapy to the satisfaction of the client in a commercially acceptable time	0.5	2	-	1



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> provide suitable aftercare and home care advice	0.5	1	-	1
<b>PC14.</b> record the therapy accurately and store information securely in line with the organizations policies	1	2	-	2
<b>PC15.</b> adhere to the health and safety standards laid out by the manufacturer and organization	0.5	0.5	-	0.5
<i>Perform chakra balancing massage with crystals</i>	<b>5</b>	<b>10.5</b>	-	<b>8.5</b>
<b>PC16.</b> select appropriate crystals for each chakra based on their vibrational frequency and colour: (root: red, sacral: orange, solar plexus: yellow, heart: green, throat: blue, third eye: indigo, crown: violet/white)	0.5	0.5	-	0.5
<b>PC17.</b> explain the purpose and benefits of chakra balancing with crystals to the client	1	2	-	2
<b>PC18.</b> place crystals on the client's chakra points while ensuring safety, comfort, and energy alignment	0.5	2	-	1
<b>PC19.</b> perform gentle energy massage or balancing techniques to support chakra activation and energy flow	1	2	-	1
<b>PC20.</b> use tools (crystal wand, pendulum) to sense energy shifts or amplify healing	1	2	-	2
<b>PC21.</b> remove crystals safely, provide post-treatment guidance, and cleanse the crystals after use	1	2	-	2
<i>Perform postnatal massage</i>	<b>6</b>	<b>12</b>	-	<b>11</b>
<b>PC22.</b> conduct a detailed consultation with the client to understand childbirth details, current health status, and specific postnatal concerns	1	2	-	2
<b>PC23.</b> identify contraindications such as C-section recovery time, infections, blood pressure issues, or deep vein thrombosis	1	3	-	2

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC24.</b> select gentle, nourishing oils suitable for postpartum recovery (e.g., sesame, almond, Ayurvedic and coconut oils)	1	2	-	2
<b>PC25.</b> position the client with proper support (pillows) to ensure comfort and safety during massage	1	2	-	2
<b>PC26.</b> perform soothing and rhythmic massage techniques to relieve muscle tension, blood circulation, better sleep, support hormonal balance, improving lactation and helps relieve breast pain, and improving well-being and immunity by stimulating lymph flow	0.5	1	-	1
<b>PC27.</b> provide postpartum massage also in cases of miscarriage or unsuccessful delivery, with informed consent to support physical recovery and emotional well-being, ensuring sensitivity and comfort throughout	0.5	1	-	1
<b>PC28.</b> maintain warmth and emotional reassurance throughout the session	0.5	0.5	-	0.5
<b>PC29.</b> advise the client on self-care practices and frequency of postnatal massage sessions	0.5	0.5	-	0.5
<b>NOS Total</b>	<b>20</b>	<b>45</b>	<b>-</b>	<b>35</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	BWS/N1002
<b>NOS Name</b>	Conduct Spa Treatment
<b>Sector</b>	Beauty & Wellness
<b>Sub-Sector</b>	Alternate Therapy & Rejuvenation
<b>Occupation</b>	Spa Services
<b>NSQF Level</b>	4
<b>Credits</b>	4
<b>Version</b>	4.0
<b>Last Reviewed Date</b>	18/12/2025
<b>Next Review Date</b>	18/12/2028
<b>NSQC Clearance Date</b>	18/12/2025

## Qualification Pack

### BWS/N1006: Perform Shirodhara and Potli Treatment

#### Description

This unit covers the knowledge, practical skills, and professional competencies required to perform Shirodhara and Potli (Kizhi) Massage treatments, both of which are traditional Ayurvedic therapies designed to promote relaxation, detoxification, and holistic wellness.

#### Scope

The scope covers the following :

- preparation and consultation
- execution of shirodhara
- execution of potli massage
- post-treatment care and hygiene

#### Elements and Performance Criteria

##### *Preparation and Consultation*

To be competent, the user/individual on the job must be able to:

- PC1.** conduct a detailed consultation to understand client health history, or contraindications (e.g., high BP, recent surgery, skin infections)
- PC2.** explain the purpose, benefits, and duration of Shirodhara and Potli treatments, along with post-care advice
- PC3.** select appropriate oils or liquids (e.g., sesame, almond, medicated oils, milk, buttermilk) and herbs (e.g., turmeric, neem, ashwagandha, camphor)
- PC4.** warm oils and potlis to the recommended temperature while ensuring even heating and safety
- PC5.** position the client comfortably using support tools like pillows and drapes, maintaining modesty and alignment

##### *Execution of Shirodhara*

To be competent, the user/individual on the job must be able to:

- PC6.** position client comfortably in supine position on the dromi table
- PC7.** adjust dhara pot height and ensure the oil flow is continuous and rhythmic
- PC8.** gently pour warm oil in a continuous stream on the center of the forehead (Ajna Chakra) for the prescribed duration
- PC9.** monitor oil temperature, flow direction, and client's comfort throughout the procedure
- PC10.** massage the head, neck, and shoulders as per protocol post Shirodhara
- PC11.** wipe off excess oil gently and assist the client after the session

##### *Execution of Potli Massage*

To be competent, the user/individual on the job must be able to:

- PC12.** perform a basic oil massage before potli application
- PC13.** apply potli with rhythmic tapping, circular, sliding, or pressing movements

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- PC14.** maintain appropriate temperature throughout to avoid burns or discomfort
- PC15.** treat affected areas such as joints, back, neck, or entire body as per protocol
- PC16.** continuously assess client comfort and adjust pressure and technique
- PC17.** replace or reheat potlis as needed during the session

### *Post-Treatment Care and Hygiene*

To be competent, the user/individual on the job must be able to:

- PC18.** provide post-care instructions: rest, hydration, warm bath, and avoid cold exposure or sun
- PC19.** clean and sanitize equipment, work surfaces, and dispose of used oils and potlis hygienically
- PC20.** record treatment details, client feedback, and any observations for future reference

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance and benefits of Shirodhara (relaxation, stress relief, sleep regulation, mental clarity)
- KU2.** contraindications for shriodhara (e.g., high BP, fever, pregnancy, scalp infections)
- KU3.** types of liquids used in shirodhara and their therapeutic uses (e.g., oil, buttermilk, milk)
- KU4.** standard operating procedures for preparing and assembling shirodhara equipment
- KU5.** importance of hygiene, temperature control, and therapeutic ambiance in the treatment area
- KU6.** proper client positioning, draping methods, and comfort measures during therapy
- KU7.** technique for adjusting the dhara pot height and direction of oil flow
- KU8.** importance of head, neck, and shoulder massage post shirodhara to complete the therapy cycle
- KU9.** key medicinal herbs used (e.g., turmeric, neem, rasna, tesu flower) and oils (e.g., sesame oil, camphor, rosemary, eucalyptus) and their therapeutic effects
- KU10.** method of potli preparation-ingredient mixing, wrapping, and binding techniques
- KU11.** techniques used in potli massage- tapping, sliding, pressing, and circular motions
- KU12.** application of potlis on specific body parts (joints, back, spine, neck)
- KU13.** client aftercare procedures and precautions post-treatment

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** ability to clearly explain treatment procedures, benefits, duration, and post-care instructions to clients
- GS2.** use of appropriate verbal and non-verbal communication to ensure client comfort and trust
- GS3.** listen actively to understand client need, concerns, and medical history
- GS4.** maintain accurate records for each session including feedback and observations
- GS5.** follow strict hygiene and sanitation protocols before, during and after the treatment

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparation and Consultation</i>	<b>4.5</b>	<b>17</b>	-	<b>13</b>
<b>PC1.</b> conduct a detailed consultation to understand client health history, or contraindications (e.g., high BP, recent surgery, skin infections)	1	4	-	3
<b>PC2.</b> explain the purpose, benefits, and duration of Shirodhara and Potli treatments, along with post-care advice	1	4	-	3
<b>PC3.</b> select appropriate oils or liquids (e.g., sesame, almond, medicated oils, milk, buttermilk) and herbs (e.g., turmeric, neem, ashwagandha, camphor)	1	3	-	2.5
<b>PC4.</b> warm oils and potlis to the recommended temperature while ensuring even heating and safety	1	3	-	2
<b>PC5.</b> position the client comfortably using support tools like pillows and drapes, maintaining modesty and alignment	0.5	3	-	2.5
<i>Execution of Shirodhara</i>	<b>4</b>	<b>16.5</b>	-	<b>10.5</b>
<b>PC6.</b> position client comfortably in supine position on the droni table	0.5	2.5	-	1.5
<b>PC7.</b> adjust dhara pot height and ensure the oil flow is continuous and rhythmic	0.5	3	-	2
<b>PC8.</b> gently pour warm oil in a continuous stream on the center of the forehead (Ajna Chakra) for the prescribed duration	0.5	3	-	2
<b>PC9.</b> monitor oil temperature, flow direction, and client's comfort throughout the procedure	0.5	3	-	1.5
<b>PC10.</b> massage the head, neck, and shoulders as per protocol post Shirodhara	1	3	-	2
<b>PC11.</b> wipe off excess oil gently and assist the client after the session	1	2	-	1.5

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Execution of Potli Massage</i>	<b>4</b>	<b>9.5</b>	-	<b>5.5</b>
<b>PC12.</b> perform a basic oil massage before potli application	1	1.5	-	1.5
<b>PC13.</b> apply potli with rhythmic tapping, circular, sliding, or pressing movements	1	2	-	1
<b>PC14.</b> maintain appropriate temperature throughout to avoid burns or discomfort	0.5	1.5	-	0.5
<b>PC15.</b> treat affected areas such as joints, back, neck, or entire body as per protocol	0.5	1.5	-	0.5
<b>PC16.</b> continuously assess client comfort and adjust pressure and technique	0.5	1	-	0.5
<b>PC17.</b> replace or reheat potlis as needed during the session	0.5	2	-	1.5
<i>Post-Treatment Care and Hygiene</i>	<b>2.5</b>	<b>7</b>	-	<b>6</b>
<b>PC18.</b> provide post-care instructions: rest, hydration, warm bath, and avoid cold exposure or sun	1.5	3	-	2.5
<b>PC19.</b> clean and sanitize equipment, work surfaces, and dispose of used oils and potlis hygienically	0.5	2	-	1.5
<b>PC20.</b> record treatment details, client feedback, and any observations for future reference	0.5	2	-	2
<b>NOS Total</b>	<b>15</b>	<b>50</b>	-	<b>35</b>



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	BWS/N1006
<b>NOS Name</b>	Perform Shirodhara and Potli Treatment
<b>Sector</b>	Beauty & Wellness
<b>Sub-Sector</b>	
<b>Occupation</b>	Spa Services
<b>NSQF Level</b>	4
<b>Credits</b>	4
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	18/12/2025
<b>Next Review Date</b>	18/12/2028
<b>NSQC Clearance Date</b>	18/12/2025

## Qualification Pack

### BWS/N9002: Maintain health and safety at the workplace

#### Description

This unit describes maintaining a safe and hygienic environment at the work area.

#### Scope

The scope covers the following :

- Maintain health and safety at the workplace

#### Elements and Performance Criteria

##### *Maintain health and safety at the workplace*

To be competent, the user/individual on the job must be able to:

- 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
- 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.
- PC3.** set up and position oneself, equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements
- PC4.** clean and sterilize all tools and equipment before and after use
- PC5.** maintain one's posture and position to minimize fatigue, risk of injury and chances of cross infection
- PC6.** dispose waste materials in accordance to the industry accepted standards
- PC7.** maintain first aid kit and keep oneself updated on the first aid procedures
- PC8.** identify and document potential risks and hazards in the workplace
- PC9.** accurately maintain accident reports
- PC10.** report health and safety risks/ hazards to concerned personnel
- PC11.** use tools, equipment, chemicals and products in accordance with the guidelines and manufacturers' instructions

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations policies and procedures to address risks and hazards
- KU2.** health and safety requirements in the organization
- KU3.** contra-indications related to various treatment
- KU4.** process and products to sterilize and disinfect equipment/ tools
- KU5.** manufacturers instructions related to equipment and product use and cleaning

## Qualification Pack

**KU6.** Knowledge of applicable legislation relating to the workplace (for example health and safety, workplace regulations, use of work equipment, control of substances hazardous to health, handling/storage/ disposal/ cautions in the use of products, fire precautions, occurrences, hygiene practice, disposal of waste, environmental protection)

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read about new products and services with reference to the organization and also from external forums such as websites and blogs
- GS2.** keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
- GS3.** reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures
- GS4.** maintain accurate records of client, treatments, operating and closing checklists, product stock status
- GS5.** reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures
- GS6.** discuss task lists, schedules, and work-loads with co-workers
- GS7.** question customers/ clients appropriately in order to understand the nature of the problem and make a diagnosis
- GS8.** give clear instructions to customers/ clients
- GS9.** keep customers/ clients informed about progress
- GS10.** avoid using jargon, slang or acronyms when communicating with a customer/ client, unless it is required
- GS11.** manner and tone, professional, supportive, respectful, sensitive to client
- GS12.** speak clearly and precisely in a courteous manner and develop a professional relationship with the client
- GS13.** understand the directives passed down by supervisors
- GS14.** ability to listen and understand the local language in dealing with clients and maintain client confidentiality
- GS15.** make decisions pertaining to the concerned area of work
- GS16.** plan and organize service feedback files/documents
- GS17.** plan and manage work routine based on salon procedure
- GS18.** understand the client scheduling and bookings and maintain the work area, equipment and product stocks to meet the schedule
- GS19.** maintain accurate records of clients, treatments and product stock levels
- GS20.** accept feedback in a positive manner and develop on the shortcomings
- GS21.** committed to service excellence, courteous, pleasant personality
- GS22.** manage relationships with customers who may be stressed, frustrated, confused, or angry
- GS23.** build customer relationships and use customer centric approach
- GS24.** clean, sporting the professional uniform, neat combed hair, closed-in footwear, personal hygiene and cleanliness (shower/bath), oral hygiene (clean teeth, fresh breath)

## Qualification Pack

- GS25.** maintain a hygienic work area adhering to the salon and applicable legal health and safety standards
- GS26.** sanitize the hands and clean all working surfaces, use disposable products and sterilized tools
- GS27.** manage the storage/ disposal/ cautions of use of products, fire precautions, occurrences, hygiene practice, disposal of waste and environmental protection
- GS28.** handle, use and store products, tools and equipment safely to meet with the manufacturers instructions
- GS29.** think through the problem, evaluate the possible solution(s) and suggest an optimum/best possible solution(s)
- GS30.** deal with clients lacking the technical background to solve the problem on their own
- GS31.** identify immediate or temporary solutions to resolve delays
- GS32.** use the existing data to arrive at specific data points
- GS33.** use the existing data points to generate required reports for business
- GS34.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action
- GS35.** participate in self-developmental training activities to enhance ones knowledge of salon performance standards and applicable health and

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain health and safety at the workplace</i>	<b>33</b>	<b>45</b>	-	<b>22</b>
<b>PC1.</b> 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	5	-	2
<b>PC2.</b> 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	4	-	2
<b>PC3.</b> set up and position oneself, equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements	3	4	-	2
<b>PC4.</b> clean and sterilize all tools and equipment before and after use	3	4	-	2
<b>PC5.</b> maintain one's posture and position to minimize fatigue, risk of injury and chances of cross infection	3	4	-	2
<b>PC6.</b> dispose waste materials in accordance to the industry accepted standards	3	4	-	2
<b>PC7.</b> maintain first aid kit and keep oneself updated on the first aid procedures	3	4	-	2
<b>PC8.</b> identify and document potential risks and hazards in the workplace	3	4	-	2
<b>PC9.</b> accurately maintain accident reports	3	4	-	2
<b>PC10.</b> report health and safety risks/ hazards to concerned personnel	3	4	-	2
<b>PC11.</b> use tools, equipment, chemicals and products in accordance with the guidelines and manufacturers' instructions	3	4	-	2
<b>NOS Total</b>	<b>33</b>	<b>45</b>	-	<b>22</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	BWS/N9002
<b>NOS Name</b>	Maintain health and safety at the workplace
<b>Sector</b>	Beauty & Wellness
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	5.0
<b>Last Reviewed Date</b>	18/12/2025
<b>Next Review Date</b>	18/12/2028
<b>NSQC Clearance Date</b>	18/12/2025

## Qualification Pack

### BWS/N9003: Create a positive impression at the workplace

#### Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for individuals to meet the personal grooming and behavior requirements, execute tasks as per the organizations standards and communicate/record information in order to create a positive impression at the workplace

#### Scope

The scope covers the following :

- Appearance and behavior
- Task execution as per organisation's standards
- Communication and information record

#### Elements and Performance Criteria

##### *Appearance and Behavior*

To be competent, the user/individual on the job must be able to:

- PC1.** ensure maintaining good health and personal hygiene such as sanitized hands, neatly tied and covered hair, clean nails, etc.
- 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.
- PC3.** stay free from intoxicants while on duty
- PC4.** wear and carry organization's uniform and accessories correctly and smartly by sanitizing it in hot water with detergent and bleach

##### *Task execution as per organization's standards*

To be competent, the user/individual on the job must be able to:

- PC5.** take appropriate and approved actions in line with instructions and guidelines
- PC6.** participate in workplace activities as a part of the larger team
- PC7.** report to supervisor immediately in case there are any work issues
- PC8.** use appropriate language, tone and gestures while interacting with guests from different cultural and religious backgrounds, age, disabilities and gender
- 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.

##### *Communication and Information record*

To be competent, the user/individual on the job must be able to:

- PC10.** communicate procedure related information to guests based on the sectors code of practices and organisations procedures/ guidelines
- PC11.** communicate role related information to stakeholders in a polite manner and resolve queries, if any



## Qualification Pack

- PC12.** assist and guide guests to services or products based on their needs
- PC13.** report and record instances of aggressive/ unruly behavior and seek assistance
- PC14.** use communication equipment (phone, email etc.) as mandated by the organization
- 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
- PC16.** maintain confidentiality of information, as required, in the role
- PC17.** communicate the internalization of gender & its concepts at work place
- PC18.** conduct various workshops for the employees at workplace; using range of technologies that aid PwDs at the workplace, etc.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of personal health and hygiene
- KU2.** salon's standards of grooming and personal behavior
- KU3.** salon's standards related to courtesy, behavior and efficiency
- KU4.** ill-effects of intoxicants and potential actions at workplace
- KU5.** items of uniform & accessories and correct method of wearing/ carrying them
- KU6.** reporting/ recording formats and protocol for documentation
- KU7.** kinds of work issues that may arise and reporting structure
- KU8.** code of practices and guidelines relating to communication with people
- KU9.** salon's requirements for recording and retaining information
- KU10.** ability to speak, read and write in the local vernacular language and English
- KU11.** appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender
- KU12.** different formats on which information is to be recorded
- KU13.** importance to maintain security and confidentiality of information
- KU14.** kinds of communication equipment (email, phone etc) available and their effective use
- KU15.** selling/ influencing techniques to provide additional services/products to clients

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read about new products and services with reference to the organization and also from external forums such as websites and blogs
- GS2.** keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
- GS3.** reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures
- GS4.** maintain accurate records of client, treatments, operating and closing checklists, product stock status

## Qualification Pack

- GS5.** reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures
- GS6.** discuss task lists, schedules, and work-loads with co-workers
- GS7.** question customers/ clients appropriately in order to understand the nature of the problem and make a diagnosis
- GS8.** give clear instructions to customers/ clients
- GS9.** keep customers/ clients informed about progress
- GS10.** avoid using jargon, slang or acronyms when communicating with a customer/ client, unless it is required
- GS11.** manner and tone, professional, supportive, respectful, sensitive to client
- GS12.** speak clearly and precisely in a courteous manner and develop a professional relationship with the client
- GS13.** understand the directives passed down by supervisors
- GS14.** ability to listen and understand the local language in dealing with clients and maintain client confidentiality
- GS15.** make decisions pertaining to the concerned area of work
- GS16.** plan and organize service feedback files/documents
- GS17.** plan and manage work routine based on salon procedure
- GS18.** understand the client scheduling and bookings and maintain the work area, equipment and product stocks to meet the schedule
- GS19.** maintain accurate records of clients, treatments and product stock levels
- GS20.** accept feedback in a positive manner and develop on the shortcomings
- GS21.** committed to service excellence, courteous, pleasant personality
- GS22.** manage relationships with customers who may be stressed, frustrated, confused, or angry
- GS23.** build customer relationships and use customer centric approach
- GS24.** clean, sporting the professional uniform, neat combed hair, closed-in footwear, personal hygiene and cleanliness (shower/bath), oral hygiene (clean teeth, fresh breath)
- GS25.** maintain a hygienic work area adhering to the salon and applicable legal health and safety standards
- GS26.** sanitize the hands and clean all working surfaces, use disposable products and sterilized tools
- GS27.** manage the storage/ disposal/ cautions of use of products, fire precautions, occurrences, hygiene practice, disposal of waste and environmental protection
- GS28.** handle, use and store products, tools and equipment safely to meet with the manufacturers instructions
- GS29.** think through the problem, evaluate the possible solution(s) and suggest an optimum/best possible solution(s)
- GS30.** deal with clients lacking the technical background to solve the problem on their own
- GS31.** identify immediate or temporary solutions to resolve delays
- GS32.** use the existing data to arrive at specific data points
- GS33.** use the existing data points to generate required reports for business
- GS34.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

## Qualification Pack

- GS35.** participate in self-developmental training activities to enhance ones knowledge of salon performance standards and applicable health and

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Appearance and Behavior</i>	<b>7</b>	<b>10</b>	-	<b>5</b>
<b>PC1.</b> ensure maintaining good health and personal hygiene such as sanitized hands, neatly tied and covered hair, clean nails, etc.	2	3	-	1
<b>PC2.</b> 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	3	-	1
<b>PC3.</b> stay free from intoxicants while on duty	1	2	-	1
<b>PC4.</b> wear and carry organization's uniform and accessories correctly and smartly by sanitizing it in hot water with detergent and bleach	2	2	-	2
<i>Task execution as per organization's standards</i>	<b>10</b>	<b>13</b>	-	<b>5</b>
<b>PC5.</b> take appropriate and approved actions in line with instructions and guidelines	2	2	-	1
<b>PC6.</b> participate in workplace activities as a part of the larger team	2	3	-	1
<b>PC7.</b> report to supervisor immediately in case there are any work issues	2	2	-	1
<b>PC8.</b> use appropriate language, tone and gestures while interacting with guests from different cultural and religious backgrounds, age, disabilities and gender	2	3	-	1
<b>PC9.</b> 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	3	-	1
<i>Communication and Information record</i>	<b>18</b>	<b>23</b>	-	<b>9</b>

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> communicate procedure related information to guests based on the sectors code of practices and organisations procedures/ guidelines	2	3	-	1
<b>PC11.</b> communicate role related information to stakeholders in a polite manner and resolve queries, if any	2	2	-	1
<b>PC12.</b> assist and guide guests to services or products based on their needs	2	3	-	1
<b>PC13.</b> report and record instances of aggressive/ unruly behavior and seek assistance	2	2	-	1
<b>PC14.</b> use communication equipment (phone, email etc.) as mandated by the organization	2	2	-	1
<b>PC15.</b> 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	2	-	1
<b>PC16.</b> maintain confidentiality of information, as required, in the role	2	3	-	1
<b>PC17.</b> communicate the internalization of gender & its concepts at work place	2	3	-	1
<b>PC18.</b> conduct various workshops for the employees at workplace; using range of technologies that aid PwDs at the workplace, etc.	2	3	-	1
<b>NOS Total</b>	<b>35</b>	<b>46</b>	<b>-</b>	<b>19</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	BWS/N9003
<b>NOS Name</b>	Create a positive impression at the workplace
<b>Sector</b>	Beauty & Wellness
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	5.0
<b>Last Reviewed Date</b>	18/12/2025
<b>Next Review Date</b>	18/12/2028
<b>NSQF Clearance Date</b>	18/12/2025

## Qualification Pack

### DGT/VSQ/N0102: Employability Skills (60 Hours)

#### Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

#### Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

To be competent, the user/individual on the job must be able to:

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

##### *Constitutional values – Citizenship*

To be competent, the user/individual on the job must be able to:

- 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

##### *Becoming a Professional in the 21st Century*

To be competent, the user/individual on the job must be able to:

- 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

##### *Basic English Skills*

To be competent, the user/individual on the job must be able to:



## Qualification Pack

- 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

### *Career Development & Goal Setting*

To be competent, the user/individual on the job must be able to:

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

### *Communication Skills*

To be competent, the user/individual on the job must be able to:

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

### *Diversity & Inclusion*

To be competent, the user/individual on the job must be able to:

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

### *Financial and Legal Literacy*

To be competent, the user/individual on the job must be able to:

- 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

### *Essential Digital Skills*

To be competent, the user/individual on the job must be able to:

- 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

### *Entrepreneurship*

To be competent, the user/individual on the job must be able to:

- 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

### *Customer Service*

To be competent, the user/individual on the job must be able to:

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

## Qualification Pack

**PC28.** follow appropriate hygiene and grooming standards

*Getting ready for apprenticeship & Jobs*

To be competent, the user/individual on the job must be able to:

**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

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills and different learning and employability related portals

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

**KU4.** Twenty first (21st) century skills and their importance

**KU5.** how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

**KU6.** importance of career development and setting long- and short-term goals

**KU7.** about effective communication

**KU8.** POSH Act

**KU9.** Gender sensitivity and inclusivity

**KU10.** different types of financial institutes, products, and services

**KU11.** how to compute income and expenditure

**KU12.** importance of maintaining safety and security in offline and online financial transactions

**KU13.** different legal rights and laws

**KU14.** different types of digital devices and the procedure to operate them safely and securely

**KU15.** how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

**KU16.** how to identify business opportunities

**KU17.** types and needs of customers

**KU18.** how to apply for a job and prepare for an interview

**KU19.** apprenticeship scheme and the process of registering on apprenticeship portal

## Generic Skills (GS)

User/individual on the job needs to know how to:

**GS1.** read and write different types of documents/instructions/correspondence

**GS2.** communicate effectively using appropriate language in formal and informal settings

## Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> identify employability skills required for jobs in various industries	-	-	-	-
<b>PC2.</b> identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC3.</b> 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.	-	-	-	-
<b>PC4.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>2</b>	<b>4</b>	-	-
<b>PC5.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC6.</b> 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>	<b>2</b>	<b>3</b>	-	-
<b>PC7.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
<b>PC8.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
<b>PC9.</b> write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-

## Qualification Pack

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

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0102
<b>NOS Name</b>	Employability Skills (60 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	18/12/2025
<b>Next Review Date</b>	18/12/2028
<b>NSQC Clearance Date</b>	18/12/2025

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

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 center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
6. To pass the Qualification Pack , every trainee should score a minimum of 70% in aggregate.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

## Qualification Pack

### Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

### Minimum Passing % at NOS Level: 50

(Please note: A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

## Assessment Weightage

### Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
BWS/N9001.Prepare and maintain work area	30	47	-	23	100	10
BWS/N1002.Conduct Spa Treatment	20	45	0	35	100	30
BWS/N1006.Perform Shirodhara and Potli Treatment	15	50	0	35	100	30
BWS/N9002.Maintain health and safety at the workplace	33	45	-	22	100	10
BWS/N9003.Create a positive impression at the workplace	35	46	-	19	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
<b>Total</b>	<b>153</b>	<b>263</b>	<b>-</b>	<b>134</b>	<b>550</b>	<b>100</b>



## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training

## Qualification Pack

### Glossary

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
<b>Scope</b>	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.