



QUALIFICATION FILE

Gym Assistant (B&W)

Short Term Training (STT) Long Term Training (LTT) Apprenticeship

Upskilling Dual/Flexi Qualification For ToT For ToA

General Multi-skill (MS) Cross Sectoral (CS) Future Skills OEM

NCrF/NSQF Level: **NSQF Level 3**

Submitted By:

Beauty & Wellness Sector Skill Council

Office no. - UG-5B, Upper Ground Floor, Himalaya House-23, Kasturba Gandhi Marg, Connaught Place, Delhi-110001

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Section 1: Basic Details

1.	Qualification Name	Gym Assistant (B&W)													
2.	Sector/s	Beauty & Wellness Sector Skill Council													
3.	Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: <i>(change to previous, once approved)</i> 2022/BW/BWSSC/06579, V3.0	Qualification Name of existing/previous version: NA												
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>	NA													
5.	National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval)</i>	2022/BW/BWSSC/06579, V3.0	6. NCrF/NSQF Level: <i>NSQF Level 3</i>												
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>)	Certificate													
8.	Brief Description of the Qualification	A The Gym Assistant (B&W) provides assistance and support to the clients in the gym. S/he maintains the discipline in the work area with regards to punctuality, personal neatness, cleanliness, and hygiene. S/he ensures that the equipment and free weights should be safely used by the clients.													
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	<p style="text-align: center;">a. Entry Qualification & Relevant Experience:</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Grade 8 pass and pursuing continuous schooling in regular school with vocational subject</td> <td></td> </tr> <tr> <td>2</td> <td>Grade 8 with one year of (NTC/ NAC) after 8th</td> <td></td> </tr> <tr> <td>3</td> <td>8th grade pass</td> <td>1 year</td> </tr> </tbody> </table> <p>b. Age: 16 years</p>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	Grade 8 pass and pursuing continuous schooling in regular school with vocational subject		2	Grade 8 with one year of (NTC/ NAC) after 8th		3	8th grade pass	1 year
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)													
1	Grade 8 pass and pursuing continuous schooling in regular school with vocational subject														
2	Grade 8 with one year of (NTC/ NAC) after 8th														
3	8th grade pass	1 year													

10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	13	11. Common Cost Norm Category (I/II/III) (wherever applicable): II																				
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA																					
13.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <table border="1" data-bbox="954 480 2051 695"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>90</td> <td>180</td> <td>60</td> <td></td> <td>330</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>(Refer Blended Learning Annexure for details)</p>				Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	90	180	60		330	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																		
Classroom (offline)	90	180	60		330																		
Online																							
14.	Aligned to NCO/ISCO Code/s (if no code is available mention the same)																						
15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	Gym Trainer, Personal Trainer, Fitness Trainer																					
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Will be translated in Hindi																					
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																					
18.	Is the Job Role Amenable to Persons with Disability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", specify applicable type of Disability: Deaf																					
19.	How Participation of Women will be Encouraged	In the various job roles of beauty and wellness industry, women participation is 65%. This job role falls in to the same category and thus promote women's participation.																					
20.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																					
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																					
22.	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Ms. Monica Behl Position in the organization : CEO Address: Beauty and Wellness Sector Skill Council (BWSSC)																					

		Office no. - UG-5B, Upper Ground Floor, Himalaya House-23, Kasturba Gandhi Marg, Connaught Place, Delhi-110001E-mail address: info@dwsscindia.com	
23.	Final Approval Date by NSQC: 17/11/2022	24. Validity Duration: 3 years	25. Next Review Date : 17/11/2025

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory Training **Rec.**-Recommended **Proj.**-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Prepare and maintain work area	BWS/N9001 v4.0	Non-core	3	1	10	20			30	30	70			100	10
2.	Assist/ Demonstrate exercises to the clients	BWS/N3001 V3.0	Core	3	6	60	120			180	24	76			100	50
3.	Maintain health and safety at the workplace V3.0	BWS/N9002 V3.0	Core	3	1	10	20			30	33	67			100	10
4.	Create a positive impression at the workplace	BWS/N9003 V3.0	Core	3	1	10	20			30	36	64			100	10
5.	Employability Skills	DGT/VSQ/N0102 V4.0	Core	3	2	24	36			60	20	30			50	20
6.	OJT	NA	Core	3	2	-	-	60		60						
Duration (in Hours) / Total Marks						11	114	216	60		390	143	307		450	100

Optional NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
Duration (in Hours) / Total Marks																

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 70% (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	12th pass with Advance Diploma in Physical Education/ Physiotherapy with 2 years of sector specific experience and 1 years of training experience
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate with 5 years' experience in Physical Education/ Physiotherapy (min 2 years as a trainer)
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Graduate with specialization and Advance Diploma in Physical Education/Physiotherapy or certified in relevant CITS course with 5 years of experience.
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	NA
4.	Assessment Mode (Specify the assessment mode)	Offline
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): The Skill Gap Study Report for the Beauty and Wellness Sector in India (2023-2030) highlights a growing demand for skilled professionals, especially gym assistants. The future of gym assistants in India is driven by the growing fitness industry and increasing awareness of health and wellness among the population. The rise of technology in fitness, including virtual training and fitness apps, will necessitate that gym assistants adapt their skills to incorporate digital tools and online client engagement. Furthermore, a focus on holistic wellness—encompassing nutrition, mental health, and community building—will expand the responsibilities of gym assistants, requiring them to be knowledgeable in various aspects of fitness and well-being.
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Estimated nos. of persons to be trained and employed: 500/year
5.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: If "No", why: Yes No, we do not have a Line Ministry

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrF/NSQF level justification based on NCrF level/NSQF descriptors <i>(Mandatory)</i>	<i>Annexure 1</i>
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	<i>Annexure 2</i>
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	<i>Annexure 6</i>
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	<i>Annexure 7</i>
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is “Blended Learning”)</i>	<i>Annexure 5</i>
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	<i>Yes</i>
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	<i>Annexure 8</i>
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	<i>Model Curriculum</i>
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	<i>Career Progression and Occupational Map</i>
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	<i>Annexure 9</i>
12.	Any other document you wish to submit:	

Annexure 1: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Process	<p><u>Limited range of activities routine and predictable:</u></p> <ul style="list-style-type: none"> • Select suitable equipment and products required for the treatment • Set up of equipment and prepare the products for treatments in adherence to the organization procedures and product/ equipment guidelines • Place the products in the trolley for the treatment • Prepare the resistance equipment, free weights and cardiovascular equipment as well as ensure its safe use • Prepare the gym area for performance of various stretching exercises and weight training by checking time to time and adjusting the cutting technique accordingly • Demonstrate safe and technically correct usage of weights, cardiovascular machines like treadmill, cross trainers, cycles, step machine etc. • Ensure the cleaning and maintenance of gym equipment • Understanding of the guidelines for operation and maintenance of the gym equipment • Give clear instructions to customers 	<p>The job holder is expected to perform & demonstrate exercise to clients under close supervision along with maintaining work area, health & safety at workplace and positive impression at the workplace. The job holder is expected to understand the equipment; products used in different services and the process for providing the services. The role holder is further expected to carry out a limited range of activities, routine and predictable in nature, such as provides assistance to the clients, covers the safety and maintenance of all gym equipment's and promotes the physical activity, maintains a safe and hygienic environment at the work place.</p> <p>Considering the outcomes, the job roles is pegged at level 03.</p> <p>Since the individual doesn't need to perform within situation of clear choice like independently carrying out health screening and fitness assessment of the client to plan and conduct personal/ group training, therefore the role does not qualify for Level 4.</p>	3

	<ul style="list-style-type: none"> • Set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements • Clean and sterilize all tools and equipment before use • Dispose waste materials in accordance to the industry accepted standards • Maintain first aid kit and keep oneself updated on the first aid procedures • updated on the first aid procedures • • Identify and document potential risks and hazards in the workplace • Accurately maintain accident reports • Report health and safety risks/ hazards to concerned personnel • Use tools, equipment, chemicals and products in accordance with the organization's guidelines and manufacturers' instructions • Maintain good health and personal hygiene • Comply with organization's standards of grooming and personal behaviour 	And as the Job requires more than just application of little understanding of Fitness services like assisting and demonstrating the right form and technique of exercises, explain benefits of various parts of work outs like cardiovascular exercises, stretching, resistance exercises etc. to (if required) the clients and promote a healthy lifestyle, so s/he can't be placed at level 2	
Professional knowledge	Basic facts: <ul style="list-style-type: none"> • Set up of equipment and prepare the products for treatments in adherence to the organization procedures and product/ equipment guidelines • Prepare the resistance equipment, free weights and cardiovascular equipment as well as ensure its safe use • weights and cardiovascular equipment as well as ensure its safe use 	The job holder is expected to have the basic knowledge of the various types of products/equipment and services at offering. S/he is also expected to know the process of demonstrate exercises to the clients. The job holder is expected to exhibit an understanding of the basic facts like knowledge of applicable legislations, processes such as understanding of the guidelines for operation and maintenance of the gym equipment and principles applied in Fitness services such as	3

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

Process

- Record details related to tasks, as per procedure
- Organization's policies and procedures to address risks and hazards
- Keep oneself updated on the knowledge of the first aid procedures
- Set up of equipment and prepare the products for treatments in adherence to the organization procedures and product/equipment guidelines
- Process and products to sterilize and disinfect equipment/ tools
- Demonstrate safe and technically correct usage of weights, cardiovascular machines like treadmill, cross trainers, cycles, step machine etc.
- Correct usage of the free weights, cardiovascular machines and other gym equipment
- Set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements

Principle

	<ul style="list-style-type: none"> • Organization's standards of grooming and personal behaviour • Organization's standards related to courtesy, behaviour and efficiency • Ill-effects of intoxicants and potential actions at workplace • Items of uniform & accessories and correct method of wearing/ • Reporting/ recording formats and protocol for documentation • Kinds of work issues that may arise and reporting structure • Code of practices and guidelines relating to communication with people • Organization's requirements for recording and retaining information 		
Professional Skill	<p><u>Practical skill Routine and repetitive:</u></p> <ul style="list-style-type: none"> • Set up the equipment and prepare the products for treatments in adherence to the salon procedures and product/ equipment guidelines. • Place the products in the trolley for the treatment. • Document call logs, reports, task lists, and schedules with co-workers • Prepare status and progress reports • Record customers' discussions in the call logs • Write memos and e-mail to customers, co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct • Use the existing data to arrive at specific data points • Use the existing data points for improving the call resolution time 	<p>The Job holder is expected to organize his/her routine daily work on the basis of calendar provided to him/her on client's scheduled bookings. Further he/she is expected to be able to gather information about client/ product/services and then present it to senior authority in a structured way.</p> <p>The job holder is expected to recall and demonstrate practical skills, routine and repetitive in narrow range of applications such as maintaining a tracker, and continuously checking with client at every step regarding their comfort and satisfaction. The job holder must also be able to periodically share knowledge</p>	3

	<ul style="list-style-type: none"> • Use the existing data points to generate required reports for business • Prepare the resistance equipment, free weights and cardiovascular equipment as well as ensure its safe use • Prepare the gym area for performance of various stretching exercises and weight training • Demonstrate safe and technically correct usage of weights, cardiovascular machines like treadmill, cross trainers, cycles, step machine etc. • Assist and demonstrate the right form and technique of exercises • Plan and organize service feedback files/documents • Accurately maintain accident reports • Keep customers informed about progress • Maintain one's posture and position to minimize fatigue and the risk of injury 	<p>acquired and practically apply learning from feedback and other sources to improve their output.</p> <p>Since all the above-mentioned professional skill are related to demonstrating practical skills, which are routine and repetitive in a narrow range, the role qualifies for Level 3.</p> <p>The Job holder is supposed to perform more than just assisting but rather preparing the gym area for performance of various stretching exercises and weight training, demonstrating safe and technically correct usage of weights/cardiovascular machines like treadmill/cross trainers/ cycles/ step machine etc.to the satisfaction of the client in a commercially acceptable time. Hence, s/he can't be placed at level 2</p> <p>And as job holders professional skill is not elaborate to include using quality concepts for promoting and selling Fitness services by consulting & advising clients on best Fitness practices as per body type therefore s/he is can't be pegged at Level 4</p>	
Core skill	<p><u>Communication written and oral:</u></p> <ul style="list-style-type: none"> • Discuss task lists, schedules, and work- loads with co-workers 	The individual is expected to exhibit basic communication skills & presentable body	3

	<ul style="list-style-type: none"> • Give clear instructions to customers • Keep customers informed about progress • Avoid using jargon, slang or acronyms when communicating with a customer, unless it is required • Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action • Use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender • Communicate procedure related information to clients based on the sector's code of practices and organization's procedures/ guidelines • Communicate role related information to stakeholders in a polite manner and resolve queries, if any • Use communication equipment (phone, email, etc.) as mandated by your organization • Ability to speak, read and write in the local vernacular language and English • Appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender • Kinds of communication equipment (email, phone etc) available and their effective use • Write memos and e-mail to customers, co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct 	<p>language. S/he is expected to perform respective record maintaining work using basic arithmetic/ algebraic principles and possess basic understanding of environment to cater to the different requirements of varied types of clientele.</p> <p>The job holder is expected to exhibit written and oral communication skills, with the minimum level of clarity expected, the skill of basic arithmetic and algebraic principles, personal banking and basic understanding of the social and natural environment such as use positive body language. They are expected to abide by workplace regulations and code of conduct like presentation, grooming, client interaction, and sensitivity to client's privacy and personal details, professional appearance, avoiding of inappropriate conversations etc. They are required to maintain appropriate distance from client, speak clearly and precisely in</p>	
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	<p>Skill of basic arithmetic and algebraic principles</p> <ul style="list-style-type: none"> • Store records, materials and equipment securely in line with the organization's policies • Document call logs, reports, task lists, and schedules with co-workers • Prepare status and progress reports • Use the existing data points for improving the call resolution time • Use the existing data points to generate required reports for business <p>Basic understanding of social and natural environment</p> <ul style="list-style-type: none"> • Maintain good health and personal hygiene • Comply with organization's standards of grooming and personal behaviour • Meet the organization's standards of courtesy, behaviour and efficiency • Stay free from intoxicants while on duty • Wear and carry organization's uniform and accessories correctly and smartly • accessories correctly and smartly • Participate in workplace activities as a part of the larger team • Use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender • Assist and guide clients to services or products based on their needs 	<p>a courteous manner, develop a professional relationship with the client, and maintain a hygienic work environment.</p> <p>Since all the above-mentioned core skills are related to exhibiting basic written and oral communication skills, with the minimum level of clarity expected, the skill of basic arithmetic and algebraic principles, personal banking and basic understanding of the social and natural environment the role qualifies for Level 3.</p> <p>The Job holder expected to possess core skills more than just receiving & transmitting written & oral messages such as types of equipment used, hygiene & safety precautions etc. and procedure related information to clients based on the Fitness sector's code of practices and organization's procedures/ guidelines, hence the Job holder can't be placed at Level 2.</p>	
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	<ul style="list-style-type: none"> • Maintain confidentiality of information, as required, in the role • Appropriate verbal and non-verbal cues while dealing with clients from different cultural, religious backgrounds, age, disabilities and gender • Read about new products and services with reference to the organization and also from external forums such as websites and blogs • Keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets • Keep customers informed about progress • Avoid using jargon, slang or acronyms when communicating with a customer, unless it is required • Question customers appropriately in order to understand the nature of the problem and make a diagnosis • Manage relationships with customers who may be stressed, frustrated, confused, or angry • Build customer relationships and use customer centric approach 	<p>And since the incumbent not expected to exhibit the understanding of social, political and natural environment such as new Fitness methodologies, communicating people's preferences to other clients. Also, s/he isn't expected to keep oneself abreast about new Fitness regimes for promoting sales and to know what to say, when to say & how to say to the clients without using jargon, slang or acronyms therefor s/he can't be placed at Level 4</p>	
Responsibility	<p>Some Responsibility for own work, under supervision:</p> <ul style="list-style-type: none"> • Manufacturer's instructions related to equipment and product use and cleaning • Take appropriate and approved actions in line with instructions and guidelines • Report to supervisor immediately in case there are any work issues • Assist and guide clients to services or products based on their needs • Report and record instances of aggressive/ unruly behaviour and seek assistance 	<p>The Job holder is expected to assist the clients in the gym with various services and demonstrate exercise or assist the Senior Trainers in correcting client's postures so as to achieve the desired result.</p> <p>The job holder is expected to perform under close supervision. S/he provides the assistance and help to the clients in the gym & maintains the discipline in the work area with regards to punctuality, personal neatness, cleanliness, hygiene, uniforms of the trainers. S/he provides the assistance</p>	4

	<ul style="list-style-type: none"> • Report health and safety risks/ hazards to concerned personnel • Use tools, equipment, chemicals and products in accordance with the organization's guidelines and manufacturers' instructions • Take appropriate and approved actions in line with instructions and guidelines • Report to supervisor immediately in case there are any work issues 	<p>to all the clients with respect to equipment, free weights and ensures that the free weights can be safely used by the clients. The job holder is expected to take some responsibility for own work within defined limits such as providing the basic advice to improve the client using and handling techniques in respect of using equipment's, free weights, stretching exercises. S/he ensures resolution of issues in the work place.</p> <p>Given that the incumbent works under close supervision while conducting the Fitness services & has limited responsibility for his/her own work, thus s/he can be placed at level 3</p> <p>And since s/he is responsible for critical technical activities like assisting the Personal/Group trainer in demonstrating the right form and technique of exercises, maintaining health and safety at the workplace therefore can't be pegged at Level 2</p> <p>The Job holder's responsibility is since limited to just assisting the Personal/Group trainer and not to require plan and conduct personal/ group training, that's why s/he can't be placed at Level 4</p>	
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Annexure 2: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment**Batch Size: 30**

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Projector	Nos.	2
2	Flip chart	Nos.	3
3	White board	No.	2
4	Safety gears	Pack	1
5	Sanitizer	Liter	1

6	First Aid Box	Nos.	1
7	Swiss Ball	Nos.	2
8	Step up stools	Nos.	2
9	Floor Mats	Nos.	8
10	Upright Bike	Nos.	5
11	Medicine Ball	Nos.	2
12	Cross Trainer	Nos.	2
13	Treadmill	Nos.	5
14	BARBELL RACK	Nos.	2
15	Ez Bar 4 Feet	Nos.	2
16	Olympic Lifting set	Nos.	2
17	OLYMPIC BARBELL 5 Feet	Nos.	2
18	Dumbbells Rack	Nos.	2
19	TIBIA TRAINER	Nos.	2
20	Super Bench	Nos.	2
21	Olympic flat bench	Nos.	2
22	Prone Leg Curl	Nos.	2

23	OLYMPIC BARBELL 7 Feet	Nos.	2
24	WEIGHT PLATES - RUBBERIZED	Nos.	8
25	DUMBBELLS (2kg to 40 kg)	Nos.	15
26	Back Extension machine	Nos.	2
27	Olympic Decline bench	Nos.	2
28	Pec Fly / Rear Delt	Nos.	2
29	Lat Pull Down	Nos.	2
30	Leg extension	Nos.	2
31	Power cage	Nos.	2
32	Olympic flat bench	Nos.	2
33	Multi Functional Trainer	Nos.	2
34	Back Extension machine	Nos.	2
35	Super Bench	Nos.	2

Annexure 3: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2022	500	350	325	210	NA	NA
2023	1000	700	650	420		
2024	1500	1050	975	630		

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications: NA

Year	Total Candidates	Women	People with Disability
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Qualification Version		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
NA		NA											

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented: NA

- 1.
- 2.

Content availability for previous versions of qualifications: NA

Participant Handbook Facilitator Guide Digital Content Qualification Handbook Any Other:

Languages in which Content is available: NA

Annexure 4: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
	NA	NA	NA

Annexure 5: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
BWS/N9001: <i>Prepare and maintain work area</i>	<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 & odor 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 (if applicable) and products required for the respective sessions/services	2	5		
	PC3. set up the area for session/services in adherence to the organizational 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 and place disposable towels, glasses for water, tea/coffee in area convenient	2	5		
	PC5. prepare sterilization solution as per organizational	2	5		

	standards using approved products and as per manufacturer's instructions				
	PC6. sterilize, disinfect and place the tools on the tray as per organizational standards using recommended solutions and conditions	2	6		
	PC7. dispose waste materials in adherence to the industry requirements; waste materials such as cotton, disposable face mask, disposable gloves, etc.	2	5		
	PC8. identify ways to optimize usage of material including water in various tasks/activities/processes	2	5		
	PC9. check for spills/leakages occurred while providing services	2	4		
	PC10. identify and segregate recyclable, non- recyclable and hazardous waste generated in separate bin	2	4		
	PC11. 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		

<i>BWS/N3001- Assist/ Demonstrate exercises to the clients V3.0, NSQF Level 3</i>	<i>Assist/ Demonstrate exercises to the clients</i>	24	76		
	1. prepare the resistance equipment, free weights and cardiovascular equipment as well as ensure its safe use	2	8		
	2. prepare the gym area for performance of various stretching exercises and weight training	2	8		
	3. demonstrate safe and technically correct usage of weights, cardiovascular machines like treadmill, cross trainers, cycles, step machine etc.	2	8		
	4. assist and demonstrate the right form and technique of exercises	5	10		
	5. explain benefits of various parts of work outs like cardiovascular exercises, stretching, resistance exercises etc. to (if required) the clients and promote a healthy lifestyle	5	10		
	6. return the equipment after using to a safe condition	2	8		
	7. invest time in ensuring improvement in performance of the client	2	8		
	8. ensure the overall safety of the clients and gym equipment	2	8		
	9. ensure the cleaning and maintenance of gym equipment	2	8		
	NOS Total	24	76		
<i>BWS/N9002- Maintain health and safety at the workplace V3.0, NSQF Level 3</i>	<i>Maintain health and safety at the workplace V3.0, NSQF Level 3</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	3	6		

	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	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		
	PC11. use tools, equipment, chemicals and products in accordance with the guidelines and manufacturers' instructions	3	6		
	Total Marks	33	67		
<i>Create a positive impression at the workplace</i> V3.0, NSQF Level 3	Create a positive impression at the workplace	36	64		
	Appearance and Behavior	8	14		
	PC1. ensure maintaining good health and personal hygiene such as sanitized hands, neatly tied and covered hair, clean nails, etc.	2	4		
	PC2. meet the organization's standards of grooming (courtesy, behavior and efficiency) such as engaging with clients with no gender stereotyping, positioning self and client in a manner, to ensure privacy, comfort and well-being of all the genders throughout the services, etc.	2	4		
	PC3. stay free from intoxicants while on duty	2	4		

PC4. wear and carry organization's uniform and accessories correctly and smartly by sanitizing it in hot water with detergent and bleach	2	4		
<i>Task execution as per organization's standards</i>	10	18		
PC5. take appropriate and approved actions in line with instructions and guidelines	2	3		
PC6. participate in workplace activities as apart of the larger team	2	4		
PC7. report to supervisor immediately in case thereare any work issues	2	3		
PC8. use appropriate language, tone and gestures while interacting with guests from different cultural and religious backgrounds, age, disabilities and gender	2	4		
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		
<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 resolvequeries, if any	2	3		
PC12. assist and guide guests to services orproducts based on their needs	2	4		
PC13. report and record instances ofaggressive/ 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		
DGT/VSQ/N0102 (v1.0) Employability Skills	Employability Skills	20	30		
Grand Total		143	307		

Annexure 6: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module (which covers the job profile of Automotive Service Assistant Technician) will be assessed separately.
2. The candidate must score 60% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
 -
4. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment

Annexure 7: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf