



QUALIFICATION FILE

Personal Trainer (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: 4

Submitted By:

Beauty & Wellness Sector Skill Council

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Section 1: Basic Details

1.	Qualification Name	Personal Trainer (B&W)	
2.	Sector/s	Beauty & Wellness	
3.	Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: (change to previous, once approved) NQR Code: 2022/BW/BWSSC/06580 Version: 3.0	Qualification Name of existing/previous version Personal Trainer (B&W), V3.0
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA	
5.	National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval)	NQR Code: QG-04-BW-06580-2025-V2-BWSSC Version: 4.0	6. NCrF/NSQF Level: 4
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate	
8.	Brief Description of the Qualification	The Personal Trainer (B&W) is responsible to plan, demonstrate, and monitor exercises performed by the members. The Personal Trainer (B&W) collects information, plans training programmes, monitors clients' progress and focuses on individual assigned clients in meeting their fitness goals through effective motivation and continuous dedicated exercises for overall well-being.	

9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience:		
		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)
		1	10th grade pass	two years of any combination of NTC/NAC/CITS or equivalent in fitness industry
		2	10 th grade pass	3-year relevant experience in fitness services
		3	11 th grade pass	1.5 year relevant experience in fitness services
		4	Previous relevant Qualification of NSQF Level 3	3-year relevant experience in fitness services
		5	Previous relevant qualification of NSQF Level 3.5	1.5-year relevant experience in fitness services
		b. Age: 18 years		
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	14	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 <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	☒ Offline ☐ Online ☐ Blended <table border="1" data-bbox="877 232 1913 483"> <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>109</td> <td>251</td> <td>60</td> <td>-</td> <td>420</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <i>(Refer Blended Learning Annexure for details)</i>	Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	109	251	60	-	420	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)														
Classroom (offline)	109	251	60	-	420														
Online																			
14. Aligned to NCO/ISCO Code/s <i>(if no code is available mention the same)</i>	NCO-2015/3423.9900																		
15. Progression path after attaining the qualification <i>(Please show Professional and Academic progression)</i>	Gym Instructor level 4 Entrepreneur																		
16. Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																		
17. Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:																		
18. Is the Job Role Amenable to Persons with Disability	☒ Yes ☐ 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 <i>(Specify the NOS/Module which covers it)</i>	☒ Yes ☐ No BWS/N9001, BWS/N9002																		
21. Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No																		
22. Name and Contact Details of Submitting / Awarding Body SPOC	Name: Ms. Monica Bahl Email: ceo@bwssc.in Contact No.: 011 – 40342940/42/44/45																		

	<i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Website: https://www.bwssc.in/	
23.	Final Approval Date by NSQC: 18-11-2025	24. Validity Duration: 3 years	25. Next Review Date: 18-11-2028

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/ NSQF 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 V5.0	Non-Core	3	1	10	20	-	-	30	30	47	-	23	100	10
2.	Carry out health screening and fitness assessment of the client	BWS/N3003 V4.0	Core	4	2	15	45	-	-	60	20	45	-	35	100	10
3.	Plan and conduct personal training	BWS/N3004 V4.0	Core	4	2	15	45	-	-	60	17	63	-	20	100	20
4.	Assess and Develop Personalized Nutrition and Lifestyle Plans for Physically Active Clients	BWS/N3135 V4.0	Core	4	2	15	45	-	-	60	25	50	-	25	100	20
5.	Motivate the clients	BWS/N3005 V4.0	Core	4	1	10	20	-	-	30	25	40	-	35	100	10

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ non-core	NCrF/ NSQF 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)
6.	Maintain health and safety at the workplace	BWS/N9002 V5.0	Non-Core	3	1	10	20	-	-	30	33	45	-	22	100	10
7.	Create a positive impression at the workplace	BWS/N9003 V5.0	Non-Core	3	1	10	20	-	-	30	35	46	-	19	100	10
8.	Employability Skills	DGT/VSQ/N0102 V1.0	Non-Core	4	2	24	36	-	-	60	09	25	-	16	50	10
9.	On-the-Job Training (Mandatory)				2	0	0	60	-	60	-	-	-	-	-	-
Duration (in Hours) / Total Marks					14	109	251	60	-	420	194	361	-	195	750	100

Optional Elective NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/ NSQF 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.	Conduct Athletic Training to Improve Performance and Prevent Injuries	BWS/N3022 V4.0	Core	4	2	15:00	45:00	00:00	-	60:00	25	50	-	25	100	10
Duration (in Hours) / Total Marks					2	15	45	0	-	60	25	50	-	25	300	30

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: 50 % (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)	Graduate in Physical Education/ Physiotherapy with 3 years of sector specific experience 2 years of training experience
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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	☒ Yes ☐ 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 4 years of experience.
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	NA
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	☒ Same as for training ☐ Yes ☐ 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 Fitness and Wellness Sector of India (2023-2030) highlights a significant demand for skilled personal trainers, driven by the rising awareness of health and fitness among the Indian population. Currently valued at approximately INR 25,000 crore, the fitness industry is expected to grow to around INR 35,000 crore by 2026, fueled by increasing lifestyle-related health issues and a surge in fitness-conscious individuals seeking personalized training solutions. As a result, the incremental workforce requirement for personal trainers is projected to reach 5 lakh by 2030, up from 2 lakh in 2022. This growth emphasizes the critical need for well-trained professionals capable of meeting diverse fitness needs across various demographics. The Qualification Pack will be utilized across organized sectors, including gyms, fitness studios, and wellness centers, as well as by independent trainers and fitness entrepreneurs. The Skill Sector Council (SSC) will provide details on employment generated within this framework, underscoring the essential role of personal trainers in promoting health and fitness across the country.
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 21
5.	Estimated nos. of persons to be trained and employed: 500/year
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Yes If "No", why: 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>)	Annexure 1
2.	Annexure: List of tools and equipment relevant for qualification (<i>Mandatory, except in case of online course</i>)	Annexure 2
3.	Annexure: Detailed Assessment Criteria (<i>Mandatory</i>)	Annexure 6
4.	Annexure: Assessment Strategy (<i>Mandatory</i>)	Annexure 7
5.	Annexure: Blended Learning (<i>Mandatory, in case selected Mode of delivery is "Blended Learning"</i>)	Annexure 5

6.	Annexure: Multiple Entry-Exit Details (<i>Mandatory, in case qualification has multiple Entry-Exit</i>)	Yes
7.	Annexure: Acronym and Glossary (<i>Optional</i>)	Annexure 8
8.	Supporting Document: Model Curriculum (<i>Mandatory – Public view</i>)	Model Curriculum attached separately
9.	Supporting Document: Career Progression (<i>Mandatory - Public view</i>)	Attached below
10.	Supporting Document: Occupational Map (<i>Mandatory</i>)	Occupational Map attached separately
11.	Supporting Document: Assessment SOP (<i>Mandatory</i>)	Annexure 9
12.	Any other document you wish to submit:	-

Annexure: 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
Professional Theoretical Knowledge/Process	- 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 - Discuss in various lifestyle preferences and their impact on client's health & fitness status as well as the benefits from an exercise programme	The job holder is expected to independently perform the health screening & fitness assessment, perform the process of collecting/integration/ analysis of nutritional/health/lifestyle data of clients, and perform the process of developing and implementing the personalised nutrition &	4

	• Basis client's exercise preferences and lifestyle, • identify the barriers to clients achieving their exercise goals • Finalize the short and long-term fitness goals of the client • Basis the client's fitness requirements, suggest the appropriate exercises • Identify the strategies to prevent drop out or relapse • Discuss in detail with clients, the relationship of fitness assessment outcomes with exercise plan; also • discuss the kind of information about a person's anatomy will be collected to perform fitness assessment • Conduct fitness assessments which • primarily include anthropometrics (i.e. BMI, waist to hip ratio etc.), body composition, cardiovascular fitness and capacity, muscular strength, etc. • Evaluate the impact of exercise and its intensity on the energy levels of a client and provide requisite recommendations in terms of exercise plan • Provide information and demonstration of various warm up activities to the client and their importance • Observe the client carrying out the exercises and ensure right usage of the fitness equipment to prevent any injuries • Develop phase wise detailed activity chart in consultation with the client which is challenging as well as	lifestyle programmes, along with maintaining work area, health & safety at workplace and positive impression at the workplace. The job holder is even expected to optionally plan and conduct session for improving Athletic performance of the client by reducing his/her athletic injuries for regular clients & from different population groups 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 expected to perform work of familiar, predictable and routine nature within situations of clear choice, such as preparing the regular equipment's, products and workplace ahead of sessions, deploying right methodologies and equipment's to assess the health and fitness level of the client and identify his/ her preliminary fitness needs, on the basis of the results of client's fitness assessments finalize their fitness goals/monitor their progress/identify corrective action if needed and applying various motivational techniques to ensure that clients adhere to their goals. Since the job holder is expected to	
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	achievable and duly agreed by the client • Review individual's recent and past biochemical reports to ascertain nutritional and health status • Assess sport/dietary supplements for the risk of adverse events associated with sport/dietary supplement intake • Evaluate sport/dietary supplements (safety, legality, efficacy, quality, application to sport)	independently perform work of familiar, predictable and routine nature within situations of clear choice as mentioned above s/he can be placed at Level 4. This role requires the job holder to work in a familiar, predictable, routine of clear choice and the activities that s/he is expected to perform are not limited in range. For example, collect/integrate and analyse nutritional/health and lifestyle data of physically active clients, develop and implement personalized nutrition and lifestyle programme for physically active clients, motivate the clients. Therefore, the job holder can't be placed at Level 3 As the job holder is not required to exhibit well developed skill in Fitness services such as supervising the personal / group trainers or manage club/ gym members or promote healthy lifestyle amongst the clients or consult and advise clients or manage & lead a team personal/ group trainer, hence s/he does not qualify for Level 5. The Job holder expected to possess core skills more than just demonstrating minimum clarity in oral & written communication such as communicate in detail the benefits to be reaped by client through this programme.	
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		Hence, the job holder can't be placed at Level 3.	
Professional and Technical Skills/ Expertise/ Professional Knowledge	Factual knowledge of field of knowledge or study: • Conduct fitness assessments which primarily include anthropometrics (i.e. BMI, waist to hip ratio etc.), body composition, cardiovascular fitness and capacity, muscular strength, etc.) • Understand in detail various human body systems like circulatory system, musculoskeletal system, joints and bones, muscles, respiratory system etc. And impact of fitness programmes on their functioning • Various instructional techniques used in personal training • Impact and requirement of warm up and cool down activities • Methodology for periodic evaluation to chart progress in terms of performance and body composition • Intensity of exercise as per the current fitness status ascertained through periodic evaluations • Various legal and ethical implications of collecting and storing client information	The job holder is expected to know the various types of products, equipment and methodology for conducting personal fitness trainings, knowledge of developing and implementing the personalized nutrition & lifestyle programmes along with health and safety regulations & guidelines. The job holder is expected to exhibit factual knowledge of the field of applicable legislations, fitness industry standards & practices for health assessments and their interpretation, understanding of human psychology/ anatomy/physiology. S/he should possess factual & detailed knowledge of fitness equipment like cardio machines, exercise balls, bars, steps, weights etc. knowledge various signs and symptoms of strain/ over training, role of intrinsic and extrinsic motivation in exercise behaviour and etc. Since all the above-mentioned areas are related to factual knowledge in the field of Fitness services, the role qualifies for Level 4.	44

	• Formats and methods for recording and analysing information • General physical preparedness • Techniques to analyse the collected the client's information • Various guidelines on personal training programme design • Evaluate sport/dietary supplements (safety, legality, efficacy, quality, application to sport) • Consider recommendations that may include adding, maintaining, changing, or discontinuing sport/dietary supplements Consider dose and timing of medication/supplements relative to health and issues such as meals, training, competition, travel schedules, and time zone Changes • Food and nutrient administration including current and previous diets and diet modifications, eating environment • Use predictive equation for energy needs based on age, height, weight and activity level / determine energy needs from BMR values obtained by BCA taking into account activity level • Determine protein requirement • Determine the split of energy from other macro-nutrients • Impact of disease and genetics on nutrient function and requirements • Interactions of etiologies of chronic diseases with nutrition and exercise	The job holder is expected to know more than basic facts and principles, such as s/he develop and implement personalized nutrition and lifestyle programme for physically active clients keeping in all relevant context along with its proper documentation. Since this role requires factual knowledge of field of Fitness services, it cannot be pegged at level 3 Further, since the job holder is not expected to be aware of principles/ general concepts in the field of Fitness services like principles of customer relationship management. Hence, it can't be pegged at level 5	
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	Genetic basis of inherited metabolic diseases		
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Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Demonstrate practical skill, routine and repetitive: • Store records, materials and equipment securely in line with the organization's policies • Record customers' discussions in the call log • Record the performance and progress of the client through personal training sessions • Methods for obtaining and recording anthropometric measurements along with standards and reference range • Methods for conducting and recording observations of health status • Be able to keep accurate, comprehensive and comprehensible records in accordance with applicable protocols and guidelines • Maintain clear and concise records, in accordance with the organization's policy - o date and time of consultation - o specific treatment goals and expected outcomes - o recommended interventions - o adjustments to the plan and justification - o client receptivity and comprehension - o barriers to change - o other information relevant to providing care and monitoring progress over time	The job holder is expected to plan and organize the regular trainings to be conducted for clients as well as keep a record of clients' bookings and schedule of services. Further, the job holder must be able to take the day-to-day decisions and solve problem/s at work. The job holder should also be able to critically analyse the information gathered about client/product/service/ others and arrive at a conclusion. The job holder is expected to recall And demonstrate practical skills, and s/he should be routine and repetitive in a narrow range of application such as decision-making ability using appropriate rules & tools, documentation of customer's feedback, building customer relationships, being a problem solver by promptly referring to the superior in case there are any concerns or requirements of the clients which require expert advice etc. The job holder must also be able to periodically share knowledge acquired using appropriate rules and tools and practically apply learning from feedback and other sources using quality concepts to improve their output by obtaining regular feedback from the client and analysing	44
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	- Record the times so that the progress can be tracked - Maintain accurate records of client, treatments, operating and closing checklists, product stock status - Document and store client and treatment records in a secure environment - Select suitable equipment and products required for the treatment - Knowledge of basic contraindications, contra actions, treatment plans - Ensure that environmental conditions are suitable for the client and the treatment to be carried out in a hygiene and safe environment - Prepare the client and provide suitable protective apparel - Check the client's wellbeing throughout the service and giving the necessary reassurance application. - The incumbent also uses appropriate rule and tool and quality concepts to complete their work	the effectiveness of the personal training programme basis the feedback and goals achieved. Since all the above-mentioned professional skill are related to demonstrating practical skills, which are routine and repetitive in a narrow range and using appropriate rule and tool, the role qualifies for Level 4. The Job holder is expected to possess professional skills more than just demonstrating practical skills, which are routine and repetitive in a narrow range but also using appropriate rule & tools such as advising the use of dietary supplements/ sports and functional foods (e.g., portion or dosage adjustments based on energy needs or laboratory results/ addition of new dietary supplements/ sports foods functional foods or modifications for fluid intake) consistent with organization policy. S/he is also expected to use quality concepts such as clarifying the client's expectation prior to the beginning of the Fitness services by doing proper probing & paraphrasing in regards to what the client can expect on the completion of the Fitness service. Hence, the job holder can't be placed at Level 3.	
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		Further since the job holder doesn't require to use cognitive skills to accomplish tasks and solve problems at the workplace such as resolving issues related to any of the Fitness products/ services/equipment being witnessed by the clients, etc. and that's why s/he can't be placed at level 5	
Broad Learning Outcomes/Core Skill	Communication- written or oral: • Communicate the physical demands of the planned exercises to clients • Communicate the expected changes in the body of client due to training programme • Communicate with the interdisciplinary or multidisciplinary team to verify progress and adjust strategies • Communicate in detail the benefits to be reaped by client through this programme • Communicate procedure related information to clients based on the sector's code of practices and organisation'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	The individual is expected to exhibit sound communication skills including effective client relationship establishment and maintenance, 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 clienteles. The job holder is expected to exhibit written and verbal communication skills, with the minimum level of clarity expected), the skill of basic arithmetic and algebraic principles and basic understanding of the social, political and natural environment such as knowledge of documenting call	4

	organization • Carry out routine documentation legibly and accurately in the desired format • File routine reports and feedback Maintain confidentiality of information, as required, in the role • Communicate the physical demands of the planned exercises to clients • Communicate the anatomical changes in the body of client due to training programme • Write memos and e-mail to customers, coworkers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct • 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 Skill to basic arithmetic and algebraic principles: • Calculate body mass index • Obtain current anthropometric measurements including height, weight and weight changes, body mass index (BMI), body measurements, body composition analysis • Height - measure height using standard procedure and equipment (stadio meter) / individual enquiry • Weight -perform weight measurement using calibrated weighing machine under	logs/reports by recording the performance and progress of the clients through personal training sessions, knowledge of drafting memos and e-mail providing work updates and enquiring relevant information's without language errors. The incumbent should keep oneself abreast about new fitness products and services and should know what to say, when to say & how to say to the customers without using jargon, slang or acronyms by deploying effective verbal and nonverbal communication skills when instructing clients. Considering these outcomes, the job holder can be placed at level 04 Since all the above-mentioned core skills are related to exhibiting effective oral & written communication skills along with understanding of the social, political and natural environment such as clarifying the client's understanding and expectation prior to beginning with the Fitness services, therefore the role qualifies for Level 4.	
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	standardized conditions as outlined by the organization (empty stomach, shoes removed, minimal or standard clothing, and fluid status) • Collect information regarding weight history/ recent weight changes • Compare BMI with standards as per nationality and interpret weight status and consequent risk of co-morbidities • Body measurements use specialized techniques and / or equipment and trained personnel to obtain body measurements of different body parts including (waist circumference, hip circumference and other measures) • Calculate waist hip ratio and / or waist height ratio to ascertain central obesity • Body composition analysis (BCA)- perform BCA to measure the amount and distribution of body fat, fat free mass and water in the body of an individual using standard procedure and under standardized conditions as per equipment available (bio-electrical impedance – 2 electrodes or 4 electrodes / DEXA) • 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 • Basic understanding of social political and		
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	natural environment • Build strong rapport with the clients • Collect data like lifestyle, time investment, medical background, exercise history etc. • Ensure adequate communication to the clients in terms of maintaining confidentiality of their personal data collected • Discuss in various lifestyle preferences and their impact on client's health & fitness status as well as the benefits from an exercise programme • Discuss with client on any observed concerns/ changes/ modifications required in the plan • Discussion with individual and /or interdisciplinary team throughout assessment process • Setting smart (specific, measurable, achievable, realistic and time bound) short term and long-term goals in collaboration with client and other members of health care team • Communicate with the interdisciplinary or multidisciplinary team to verify progress and adjust strategies • Participate in workplace activities as a part of the larger team • Use influencing skills and personal attitudes to positively influence clients for adhering to the plan • Maintain good health and personal hygiene • Comply with organisation's standards of grooming and personal behaviour • Meet the organisation's standards of courtesy, behaviour and efficiency		
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	• Stay free from intoxicants while on duty • Wear and carry organisation's uniform and accessories correctly and smartly		
Responsibility	Responsibility for own work and learning • 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 • Read comments, suggestions, and responses to frequently asked questions (FAQs) posted on the helpdesk portal oral communication (listening and speaking skills) • Make decisions pertaining to the concerned area of work • Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) • Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action • Deal with clients lacking the technical background to solve the problem on their own • Participate in self developmental training	The individual is responsible to plan/ demonstrate and monitor exercises performed by the members. The Personal Trainer (B&W) collects information, plans gym programmes, monitors client progress and focuses on individual assigned clients in meeting their fitness goals through effective motivation and continuous adaptation. The job holder is expected to take responsibility for own work & learning such as to independently planning, demonstrating, supervising and monitoring exercises performed by the members. The trainer collects information, plans gym programmes, monitors client progress and focus on individual assigned clients in meeting their fitness goals through effective motivation and continuous adaptation. Overall a trainer maintains punctuality, personal neatness, cleanliness and, hygiene, at the work place. Given that the incumbent doesn't require any supervision while	4

	activities to enhance one's knowledge of salon performance standards and applicable health and safety legislative requirements • Plan and organize service feedback files/documents • Plan and manage work routine based on salon procedure • Accept feedback in a positive manner and develop on the shortcomings • Use the existing data to arrive at specific data points • Use the existing data points for improving the call resolution time • Use the existing data points to generate required reports for business	conducting the above-mentioned Fitness services and can perform independently thus s/he can be placed at level 4 As it's evident from the above examples that the incumbent is fully responsible rather than just responsible in defined limit collecting/ integrating and analysing nutritional/health and lifestyle data of physically active clients, develop and implement personalized nutrition and lifestyle programme for physically active clients. Also responsible for optionally to Plan and conduct session for improving Athletic performance of client and enable minimization of Athletic Injuries & Conduct Fitness Assessment for Sports related activities of the client or to Plan and conduct personal training for clients from different population groups, therefore s/he can't even be placed at Level 3 And since s/he is neither expected to be responsible of other work by managing & leading a team of Gym Assistants, hence s/he can't be placed at level 5	
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Annexure: 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	Battle Rope	Nos.	2
8	Olympic Bar	Nos.	2
9	Zig-Zag Bar	Nos.	2
10	4 Ft. Curl Bar	Nos.	2
11	Twister	Nos.	2
12	Leg Extension Machine	Nos.	2
13	Leg Curl Machine	Nos.	2
14	Abs Bench	Nos.	2
15	Lateral Raise Machine	Nos.	2
16	Shoulder Press Machine	Nos.	2
17	2-Tier Dumbbell Rack (2 kg to 40 kg)	Nos.	2
18	Smith Machine	Nos.	2
19	Multi-Station	Nos.	2
20	Machine Chest Press	Nos.	2

21	Push-Up Bar	Nos.	2
22	Decline-Bench Olympic Free Weight	Nos.	2
23	Stationary Cycle	Nos.	5
24	Treadmill	Nos.	2
25	Inclined-Bench Olympic Free Weight	Nos.	2
26	Lat Pull-Down Machine	Nos.	2
27	Cable Crossover Machine	Nos.	2
28	Resistance Bands	Nos.	2
29	Kettlebells	Nos.	2
30	Medicine Balls	Nos.	2

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Computer
2. Projector
3. Duster
4. Marker/Pen
5. Handbooks/Booklets
6. White Board

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Classic Fitness	Lagan McPereira	Technical Director	207, Qutub Green Apartment, 1064/B-7, Dadabari Jain Mandir, Mehrauli, New Delhi-110030	9899793734	lagan@classicfitnessgroup.com	
2	7 Star Makeover salon and academy	Mrs. Chanderkanta Chaudhary	CEO	Gangotri Bldg, Shop No. 1, Plot No. 9/10 Sector 21, Opp. SBI Bank, Khandeshwar, Navi Mumbai- 410209	9920685058	Shaluchchaudhary@gmail.com	
3	3 Layers Foundation	Mr. Hardev Singh Arora	Founder	Rohini, Sector- 3/G-29/72 Corner Entire 1 Floor, near Mothers Divine Public School, Rohini, Delhi 110085	9821065676	3layersfoundation@gmail.com	
4	Aam Dhane	Krishna Gupta	Founder and CEO	IC-3, Vasihnavi Building Spaces and More Road, Number 36 Jubilee Hills, Hyderabad 500033	7987210193	support@aamdane.com	
5	Aroma Magic	Blossom Kochhar	Chairperson	CL House, B- 141, Shahpur Jat, New Delhi 110049	9810093355	info@aromamagic.com	

6	Cleopatra chai of beauty wellness spa and makeup	Richa Agarwal	Proprietor	SCO- 34-35- 36-37, Sector- 9-D, Chandigarh	9876082999	richacleopatra@gmail.com	
7	Fexcorp. Academy LLP	Fethin V Mohammed	Managing Partner	Room No. 12, 2nd floor Skyview Arcade Ch Bridge Near Asoka Hospital Kozhikode 673001	9446687663	meeramaxgm@gmail.com	
8	Glamifix Adorn the beauty within	Lubna Sadaf	Center Director (Head)	F/I Chandaka Industrial Estate Next to Trident Academy Bhubaneswar, Odisha- 751024	7377330033	sadalubna786@gmail.com	
9	Glizz Gurukulam Pvt. Ltd.	Bhargav Gokani	Director	Shree Girirat, Jyotinagar Main Road, Near Masoon School, Near Akashwani Chowk, University Road, Rajkot 360005	7096350888	glizzgurukulam8@gmail.com	
10	Innoskills Foundation	Shoyab Khan	Director	Pl. No. 29 Ganpati Nagar Godhini Road, Nagpur Maharashtra 440030	7875231318	iinoskills1@gmail.com	
11	LIBSI	Ms. Leena Khandekar	Founder	42/9, Kalpana Tarang, Flat No. 101, Next to Kalmadi House, Opp. Ranka Jewellers, Erandwane, Karve Road, Pune -411004	9822333382	leespa@gmail.com	
12	Medanta	Surbhi Singh	DGM	Sector 36, Gurugram	9810530563	surbhisingh@medanta.org	

13	Painease Global Health Solutions Pvt. Ltd.	Dr. Shashikant Mishra	Osteopathic Physician	H.no 9866, Second Floor Nawab Ganj, Azad Market, East Delhi, Delhi, Delhi, India, 11000	9873340143	info@thepainease.com	
14	PHCC	Monika Sharma	Director	1/1 sharma garden, behind mohindra service station, yumna nagar- 135001	9896233434	monika.phcc@gmail.com	
15	Pushpanchal Foundation	Swapnil Pandey	Director	Satyapushp 34, Gadge Nagar, Near Shivaji Complex, Mankapur Nagpur-440030	7666697830	pushpanchalfoundation@gmail.com	
16	S.K. Nursing Home and Hospital	Dr. Devashish Gupta	MDMED	Tikonina, Near ICICI Bank, Haldwani	8755587777	DOCDEVASHISHGUPTA@GMAIL.COM	
17	SAPDIET	Dr. Aditi Sahrma	Consultant Dietician	Noida 3D / 22S Marigold Court, Wave HSSC, Sector 32, Noida (NCR)	9582892012	aditidiet@yahoo.com	
18	Signature Beauty and Wellness Institution	Madhumita	Principal	189, Hatigaon road circle, dispur, guwahati-781006	8486983071	signatureawards2010@gmail.com	
19	Studio11	Lingarpally Shashidhar	Business Head	3rd floor above vijetha super market 13, laxmi nagar colony gundlapochamp alli, kompally, hyderabad, telangaa 500100	7337048847	shashidhar@studio11proacademy.com	
20	VLCC	Anoop Tripathi	DY General Manager	M-14, GK-11, Commercial Complex, New Delhi-110048	9887799880	anoop.tripathi@vlccgroup.com	

21	Yuva Parivartan Foundation	Mr. Sachin Shitole	Director	A610, Cozy Corner, Pune Nagar Road, Shikrapur Pune 112208	9822897501	sachin.shitole@outlook.in	
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Annexure: 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
2025-26	100	85	70	60	NA	NA
2026-27	300	280	250	220	NA	NA
2027-28	400	365	355	320	NA	NA

Data to be provided year-wise for next 3 years

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

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
V4.0	2022-23	492	492	467	0	435	435	420	NA	NA	NA	NA	NA
	2023-24	26	22	21	0	18	12	10	NA	NA	NA	NA	NA
	2024-25	161	144	144	0	120	105	100	NA	NA	NA	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:

1. PMKVY
2. DDUGKY
3. SANKALP

Content availability for previous versions of qualifications:

☒ Participant Handbook ☒ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available: English and Hindi

Annexure: 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
1	☐ Theory/ Lectures - Imparting theoretical and conceptual knowledge	NA	NA
2	☐ Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	NA	NA
3	☐ Showing Practical Demonstrations to the learners	NA	NA
4	☐ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	NA	NA

5	☐ Tutorials/ Assignments/ Drill/ Practice	NA	NA
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations	NA	NA
7	☐ On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	NA	NA

Annexure: 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 Prepare & maintain work area	Prepare and maintain work area				
	PC1. ensure that ambient conditions are suitable for the client and the service procedures to be carried out in a hygienic, safe and disinfected environment such as using air purifiers to reduce dust, dander, smoke, allergens & odour resulting in a healthier, fresher & cleaner environment, restructuring the workplace set-up, by keeping a minimum distance of 2 meters in between two clientele, practicing social distancing by avoiding handshakes/ hugs to coworkers/ clientele, etc.	2	4	0	2
	PC2. identify and select suitable equipment and products required for the respective services/ session	2	3	0	2
	PC3. set up the area for services/ session in adherence to the organizational/ beauty salon/ centre's guidelines	2	3	0	2
	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	2	3	0	2

	PC5. prepare sterilisation solution as per organizational/ salon standards using approved products and as per manufacturers instructions	2	3	0	2
	PC6. sterilize, disinfect the area as per organizational standards using recommended solutions and conditions	2	4	0	2
	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.	2	3	0	2
	PC8. identify ways to optimize usage of material including water in various tasks/activities/processes	2	3	0	2
	PC9. check for spills/leakages occurred while providing services	2	3	0	1
	PC10. identify and segregate recyclable, nonrecyclable and hazardous waste generated in separate bin	2	3	0	1
	PC11. store the unused disposable material properly in a dedicated area; material such as disposable masks, gloves, etc.	2	3	0	1
	PC12. ensure electrical equipment and appliances are switched off when not in use	2	3	0	1
	PC13. store records, materials and equipment securely in line with the policies	2	3	0	1
	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	3	0	1
	PC15. set up and promote digital modes of payment to lessen any kind of cross infection	2	3	0	1
	Total Marks	30	47	0	23
BWS/N3003 Carry out health screening and	Conduct health screening of the clients and their fitness assessments				
	PC1. build strong rapport with the clients	1	3	0	1

fitness assessment of the client	PC2. collect data like lifestyle, time investment, medical background, exercise history, etc.	1	3	0	2
	PC3. ensure adequate communication to the clients in terms of maintaining confidentiality of their personal data collected	1	2	0	1
	PC4. discuss various lifestyle preferences and their impact on clients health & fitness status as well as the benefits from an exercise programme	2	4	0	4
	PC5. basis clients exercise preferences and lifestyle, identify the barriers to clients achieving their exercise goals	1	2	0	1
	PC6. finalize the short and long-term fitness goals of the client	1	4	0	4
	PC7. basis the clients fitness requirements, suggest the appropriate exercises	2	4	0	4
	PC8. identify the strategies to prevent drop out or relapse	1	3	0	1
	PC9. discuss in detail with clients, the relationship of fitness assessment outcomes with exercise plan; also discuss the kind of information about a persons anatomy will be collected to perform fitness assessment	2	4	0	4
	PC10. ensure the working and availability of equipment to carry out the planned assessments	2	4	0	4
	PC11. conduct fitness assessments which primarily include anthropometrics (i.e. BMI, waist to hip ratio, etc.), body composition, cardiovascular fitness and capacity, muscular strength, etc.)	2	4	0	3
	PC12. understand the various person specific concerns/ problems and related safety considerations while conducting fitness assessments	1	2	0	1
	PC13. analyze the fitness assessment outcomes to provide recommendations for the exercise plan	2	4	0	4

	PC14. refer to the superior/ a medical professional in case there are any concerns or requirements of the clients which require expert advice	1	2	0	1
	Total Marks	20	45	0	35
BWS/N3004 Plan and conduct personal training	Plan and conduct personal training				
	PC1. deploy the knowledge and understanding of various aspects of human anatomy and physiology while providing fitness related recommendations	0.5	2	0	0.5
	PC2. understand in detail various human body systems like circulatory system, musculoskeletal system, joints and bones, muscles, respiratory system, etc. and impact of fitness programmes on their functioning	0.5	2	0	0.5
	PC3. identify the potential sources of injury and keep the same under consideration while devising fitness programme for a client	0.5	2	0	0.5
	PC4. evaluate the impact of exercise and its intensity on the energy levels of a client and provide requisite recommendations in terms of exercise plan	0.5	2	0	0.5
	PC5. basis the health assessment and detailed understanding of anatomy & physiology of the clients body, plan a range of exercises for client to achieve his/ her fitness goals considering aspects like muscular fitness, cardiovascular fitness, agility & flexibility, etc.	0.5	2	0	1.5
	PC6. as per the clients needs, identify the appropriate training recommendations	0.5	2	0	0.5
	PC7. identify and plan for availability of equipment needed for suitable exercises	0.5	2	0	0.5
	PC8. explain in detail the fitness goals and planned exercise schedule to client	0.5	2	0	0.5
	PC9. communicate the physical demands of the planned exercises to clients	0.5	2	0	0.5
	PC10. apply ACSMs FITT-VP principles (Frequency, Intensity, Time, Type, Volume, Pattern, Progression)	0.5	0.5	0	0.5

	to design safe and effective cardiovascular, resistance, and flexibility programs based on client goals, fitness level, and health status				
	PC11. instruct and demonstrate foam rolling/self-myofascial release (SMR) techniques for major muscles, explaining their purpose in recovery, mobility, and injury prevention within warm up or cool-down routines	0.5	0.5	0	0.5
	PC12. discuss with client on any observed concerns/ changes/ modifications required in the plan	0.5	2	0	0.5
	PC13. explain and apply different warmup and flexibility training methods (static, dynamic, ballistic, PNF) and their benefits, and demonstrate stretching exercises for all major muscle groups using correct alignment and breathing	0.5	2	0	0.5
	PC14. observe and demonstrate appropriate exercise selection, technique, and progression for cardiorespiratory, muscular strength/endurance, and flexibility training, ensuring balanced development and injury prevention.	0.5	2	0	0.5
	PC15. develop phase wise detailed activity chart in consultation with the client which is challenging as well as achievable and duly agreed by the client	0.5	2	0	0.5
	PC16. provide clear instructions and demonstrations that are technically correct, safe and effective and ensure client is following them accurately without hurting himself/ herself or damaging the equipment	0.5	2	0	1.5
	PC17. plan outcomes and stages of achievement during personal training and agree on a progressive timetable of sessions	0.5	2	0	0.5
	PC18. discuss the methods of monitoring and evaluation of the performance of the client	0.5	2	0	0.5
	PC19. ensure that all the exercises are integrated in a single plan and being deployed by the client to achieve his/ her fitness goals; in case, there are any	0.5	2	0	1

	concerns faced by client to perform any of the exercises, provide alternate options				
	PC20. monitor the clients exercises and adherence to the planned schedule as well as analyse the performance of client on a daily basis	0.5	2	0	0.5
	PC21. progress or regress exercises according to clients performance	0.5	2	0	0.5
	PC22. motivate the clients for increasing their performance and ensuring adherence to exercise; provide any related support to the clients in this regard	0.5	2	0	0.5
	PC23. explain the function of various joints and muscles during exercises to the client and impact of exercises on them	0.5	2	0	0.5
	PC24. communicate the expected changes in the body of client due to training programme	0.5	2	0	0.5
	PC25. record the performance and progress of the client through personal training sessions	0.5	2	0	0.5
	PC26. provide information and demonstration of various cool down activities to the client and their importance as per the intensity and type of physical exercises of the client	0.5	2	0	0.5
	PC27. observe the client carrying out the exercises and ensure right usage of the fitness equipment to prevent any injuries	0.5	2	0	0.5
	PC28. explain in detail the linkage of progress of the client with the achievement of fitness goals	0.5	2	0	0.5
	PC29. identify the signs of strain/ over work outs and recommend the strategies for prevention of the same	0.5	2	0	0.5
	PC30. adapt the training programme as per the client body's response, lifestyle changes, preferences, etc.; discuss and agree on changes with the client	0.5	2	0	0.5
	PC31. update the fitness goals in line with the adaptations introduced	0.5	2	0	0.5

	PC32. in collaboration with personal training manager, discuss specific issues like cultural or social barriers to exercise and personal training	0.5	2	0	0.5
	PC33. provide the data to personal training manager in order to improvise/ addition in the existing portfolio of services	0.5	2	0	0.5
	PC34. obtain regular feedback from the client and analyse effectiveness of the personal training programme basis the feedback and goals achievement	0.5	0	0	1
	Total Marks	17	63	0	20
BWS/N3135 Assess and Develop Personalized Nutrition and Lifestyle Plans for Physically Active Clients	Conduct Client Assessment	5	10	-	5
	PC1. gather client information through structured interviews, screening tools, and questionnaires.	0.5	1	-	0.5
	PC2. assess current dietary patterns, meal habits, and hydration practices.	1	2	-	1
	PC3. identify client goals related to fitness, performance, weight management, or health.	1	2	-	1
	PC4. evaluate physical activity levels, training intensity, and exercise routines.	1	2	-	1
	PC5. identify lifestyle factors such as sleep pattern, stress levels, and work schedules.	1	2	-	1
	PC6. identify any contraindications, allergies, food intolerances, or special considerations.	0.5	1	-	0.5
	Develop Personalized Nutrition Plan	5	10	-	5
	PC7. estimate energy requirements based on physical activity levels and client goals.	0.5	1	-	0.5
	PC8. determine appropriate macronutrient distribution for performance and recovery.	1	2	-	1
	PC9. suggest micronutrient-rich foods and balanced meal combinations.	1	2	-	1
	PC10. provide customized pre-, intra-, and post-workout nutrition strategies	1	2	-	1

	PC11. recommend hydration guidelines and electrolyte management.	1	2	-	1
	PC12. provide evidence-based guidance on supplement use within professional boundaries.	0.5	1	-	0.5
	Design Lifestyle Modification Plan	5	10	-	5
	PC13. recommend sleep hygiene strategies to support recovery and performance.	2	3	-	1
	PC14. suggest stress-management techniques suitable for the client's routine.	1	2	-	1
	PC15. encourage behaviour modifications supporting long-term healthy habits.	1	2	-	1
	PC16. align lifestyle recommendations with work schedule, training load, and personal constraints	1	3	-	2
	Monitor and Modify Plans	5	10	-	5
	PC17. track client progress through scheduled follow-ups	1	2	-	1
	PC18. identify challenges in adherence and modify plans accordingly.	1	3	-	1
	PC19. adjust nutrition and lifestyle plans based on performance outcomes or feedback.	2	3	-	2
	PC20. maintain detailed client records and progress notes.	1	2	-	1
	Ensure Safety and Professional Conduct	5	10	-	5
	PC21. work within professional scope and avoid clinical diagnosis.	1	2	-	1
	PC22. refer clients to registered dietitians, physicians, or relevant professionals when needed.	1	2	-	1
	PC23. ensure client confidentiality and ethical practice.	2	4	-	2
	PC24. follow organizational and regulatory guidelines related to client assessments and documentation.	1	2	-	1
	Total Marks	25	50	-	25
	Motivate the clients				

BWS/N3005 Motivate the clients	PC1. observe the clients exercise pattern and his/ her attitude towards exercise to determine the level of readiness towards following the plan	2	2	0	2
	PC2. identify and articulate the clients needs and preferences for a fitness programme	2	4	0	4
	PC3. communicate in detail the benefits to be reaped by client through this programme	2	2	0	2
	PC4. identify various options of incentives and rewards available for the clients to follow their exercise plan	2	4	0	4
	PC5. ensure on a regular basis that the programme is in line with the clients liking and preferences as well as giving results to the client; modify the plan, in case, client is not getting the desired results	1	4	0	3
	PC6. identity perceived barriers to clients for following the exercise plan and discuss the way forward with clients to reduce these	2	3	0	2
	PC7. in collaboration with clients, devise a long term strategy to adhere to exercise plan; collaborate to develop mutual trust, openness and a willingness to take responsibility for their own fitness and related lifestyle changes	2	4	0	4
	PC8. support the clients to develop their own motivational strategies for adhering to the exercise plan	2	2	0	2
	PC9. use influencing skills and personal attitudes to positively influence clients for adhering to the plan	2	4	0	4
	PC10. apply a variety of motivational techniques when training the clients	2	3	0	2
	PC11. deploy effective verbal and non-verbal communication skills when instructing clients	2	3	0	3
	PC12. take care of the client by monitoring his/ her performance regularly and provide feedback on a regular basis	2	2	0	2

	PC13. identify on-going barriers to continuation of long term exercise and provide tips/ recommendations as and when required	2	3	0	1
	Total Marks	25	40	0	35
BWS/N9002 Maintain health and safety at the workplace	Maintain health and safety at the workplace				
	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	5	0	2
	PC2. ensure maintaining basic hygiene and keep proper distance between the clientele to avoid any kind of cross infection, basic hygiene such as wearing disposable N-95/ triple layered surgical face mask, gloves, apron, washing/ sanitizing hands & taking bath at regular intervals, etc.	3	4	0	2
	PC3. set up and position oneself, equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements	3	4	0	2
	PC4. clean and sterilize all tools and equipment before and after use	3	4	0	2
	PC5. maintain one's posture and position to minimize fatigue, risk of injury and chances of cross infection	3	4	0	2
	PC6. dispose waste materials in accordance to the industry accepted standards	3	4	0	2
	PC7. maintain first aid kit and keep oneself updated on the first aid procedures	3	4	0	2
	PC8. identify and document potential risks and hazards in the workplace	3	4	0	2
	PC9. accurately maintain accident reports	3	4	0	2
	PC10. report health and safety risks/ hazards to concerned personnel	3	4	0	2
	PC11. use tools, equipment, chemicals and products in accordance with the guidelines and manufacturers' instructions	3	4	0	2

	Total Marks	33	45	0	22
BWS/N9003 Create a positive impression at the workplace	Appearance and Behavior				
	PC1. ensure maintaining good health and personal hygiene such as sanitized hands, neatly tied and covered hair, clean nails, etc.	2	3	0	1
	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	3	0	1
	PC3. stay free from intoxicants while on duty	1	2	0	1
	PC4. wear and carry organization's uniform and accessories correctly and smartly by sanitizing it in hot water with detergent and bleach	2	2	0	2
	Task execution as per organization's standards				
	PC5. take appropriate and approved actions in line with instructions and guidelines	2	2	0	1
	PC6. participate in workplace activities as a part of the larger team	2	3	0	1
	PC7. report to supervisor immediately in case there are any work issues	2	2	0	1
	PC8. use appropriate language, tone and gestures while interacting with guests from different cultural and religious backgrounds, age, disabilities and gender	2	3	0	1
	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	3	0	1
	Communication and Information record				

	PC10. communicate procedure related information to guests based on the sectors code of practices and organizations procedures/ guidelines	2	3	0	1
	PC11. communicate role related information to stakeholders in a polite manner and resolve queries, if any	2	2	0	1
	PC12. assist and guide guests to services or products based on their needs	2	3	0	1
	PC13. report and record instances of aggressive/ unruly behavior and seek assistance	2	2	0	1
	PC14. use communication equipment (phone, email etc.) as mandated by the organization	2	2	0	1
	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	2	0	1
	PC16. maintain confidentiality of information, as required, in the role	2	3	0	1
	PC17. communicate the internalization of gender & its concepts at work place	2	3	0	1
	PC18. conduct various workshops for the employees at workplace; using range of technologies that aid PwDs at the workplace, etc.	2	3	0	1
	Total Marks	35	46	0	19
DGT/VSQ/N0102 Employability Skills (60 hours)	Introduction to Employability Skills				
	PC1. identify employability skills required for jobs in various industries	0	0.5	0	0.5
	PC2. identify and explore learning and employability portals	0.5	0	0	0.5
	Constitutional values – Citizenship				
	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.	0	0.5	0	0.5

	PC4. follow environmentally sustainable practices	0	0.5	0	0.5
	Becoming a Professional in the 21st Century				
	PC5. recognize the significance of 21st Century Skills for employment	0.5	0	0	0.5
	PC6. practice the 21st Century Skills such as SelfAwareness, 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	0	0.5	0	0.5
	Basic English Skills				
	PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	0.5	0.5	0	0.5
	PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	0.5	0	0	0.5
	PC9. write short messages, notes, letters, e-mails etc. in English	0	0.5	0	0.5
	Career Development & Goal Setting				
	PC10. understand the difference between job and career	0.5	0	0	0.5
	PC11. prepare a career development plan with short-and long-term goals, based on aptitude	0	0.5	0	0.5
	Communication Skills				
	PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	0	0.5	0	0.5
	PC13. work collaboratively with others in a team	0	0.5	0	0.5
	Diversity & Inclusion				
	PC14. communicate and behave appropriately with all genders and PwD	0	0.5	0	0.5
	PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	0	0.5	0	0.5
	Financial and Legal Literacy				

	PC16. select financial institutions, products and services as per requirement	0	0.5	0	0.5
	PC17. carry out offline and online financial transactions, safely and securely	0.5	0	0	0.5
	PC18. identify common components of salary and compute income, expenses, taxes, investments etc	0.5	0	0	0.5
	PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	0.5	0	0	0.5
	Essential Digital Skills				
	PC20. operate digital devices and carry out basic internet operations securely and safely	0	1.5	0	0.5
	PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	0	1	0	0.5
	PC22. use basic features of word processor, spreadsheets, and presentations	0.5	0	0	0.5
	Entrepreneurship				
	PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	0.5	0	0	0.5
	PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	0.5	2	0	0.5
	PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	0.5	0	0	0.5
	Customer Service				
	PC26. identify different types of customers	0.5	2	0	0.5
	PC27. identify and respond to customer requests and needs in a professional manner.	0.5	0	0	0.5
	PC28. follow appropriate hygiene and grooming standards	0.5	0	0	0.5
	Getting ready for apprenticeship & Jobs				
	PC29. create a professional Curriculum vitae (Résumé)	0.5	2	0	0.5

	PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	0	3	0	0.5
	PC31. apply to identified job openings using offline /online methods as per requirement	0	3	0	0.5
	PC32. answer questions politely, with clarity and confidence, during recruitment and selection	0.5	3	0	0.5
	PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	0.5	1.5	0	0
	Total Marks	9	25	0	16
BWS/N3022: Conduct Athletic Training to Improve Performance and Prevent Injuries	Assess sports and fitness requirements	5	10	-	5
	PC1. conduct baseline fitness testing relevant to the sport (strength, endurance, speed, agility).	2	3	-	2
	PC2. evaluate the athlete's performance goals, sport-specific demands, and past injury history	2	4	-	2
	PC3. identify strengths, weaknesses, and potential risk factors.	1	3	-	1
	Plan athletic training sessions	5	10	-	5
	PC4. develop structured training plans aligned with the athlete's sport, goals, and fitness level.	1	3	-	1
	PC5. incorporate warm-up, conditioning, skill drills, recovery, and cool-down.	1	3	-	1
	PC6. apply periodization principles (micro, meso, macro cycles) to optimize progression.	2	3	-	2
	PC7. adapt plans based on athlete availability, competition schedule, and training load.	1	1	-	1
	Conduct training sessions	5	10	-	5
	PC8. demonstrate correct techniques for strength, endurance, speed, and agility drills.	1	2	-	1
	PC9. provide clear instructions, demonstrations, and cues for proper movement patterns.	1	3	-	1
	PC10. ensure correct use of equipment and a safe training environment.	2	3	-	2

	PC11. supervise athlete performance and provide real-time feedback.	1	2	-	1
	Prevent injuries and ensure safety	5	10	-	5
	PC12. implement warm-up and mobility routines to reduce injury risk.	1	2	-	1
	PC13. identify incorrect techniques or signs of overtraining and correct them promptly.	1	3	-	1
	PC14. modify training loads based on fatigue, discomfort, or injury status.	2	3	-	2
	PC15. follow emergency and first-aid protocols when required.	1	2	-	1
	Monitor athlete progress	5	10	-	5
	PC16. track attendance, training adherence, and performance metrics.	1	2	-	1
	PC17. reassess fitness periodically using standardized tests.	1	3	-	1
	PC18. adjust training programs based on performance outcomes and feedback.	2	3	-	2
	PC19. maintain accurate athlete records and documentation.	1	2	-	1
	Total Marks	25	50	0	25
	Grand Total	219	411	0	220

Annexure: 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
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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
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Annexure: 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