



QUALIFICATION FILE

Spa Therapist

☒ 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	Spa Therapist	
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/06586 Version: 3.0	Qualification Name of existing/previous version: Spa Therapist, 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-06586-2025-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 Spa Therapist is responsible to provide a range of professional Spa services agreed with the guests in accordance with the approved organizations brand standards of performance and sequences of services. The individual must exhibit knowledge of the principles and practice of spa therapies. The individual is responsible for setting up and stocking the treatment area and maintaining accurate written records of guest's treatments.	

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 the domain of spa therapist
		2	10th grade pass	3-year relevant experience in the field of spa industry
		3	11th grade pass	1.5-year relevant experience in the field of spa industry
		4	Previous relevant Qualification of NSQF Level 3.0	3-year relevant experience in spa services
		5	Previous relevant Qualification of NSQF Level 3.5	1.5-year relevant experience in spa services
		b. Age: 18 years		
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	16	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>134</td> <td>256</td> <td>90</td> <td>-</td> <td>480</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)	134	256	90	-	480	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)														
Classroom (offline)	134	256	90	-	480														
Online																			
14. Aligned to NCO/ISCO Code/s <i>(if no code is available mention the same)</i>	NCO-2015/NIL																		
15. Progression path after attaining the qualification <i>(Please show Professional and Academic progression)</i>	Junior Spa Therapist, Spa Therapist, Senior Spa Therapist, Spa Supervisor, Spa Manager, Spa Director																		
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 On File Approval: 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	Core	3	1	10	20	-	-	30	30	47	-	23	100	10
2.	Conduct the spa treatment	BWS/N1002 V4.0	Core	4	4	40	80	-	-	120	20	45	-	35	100	30
3.	Perform shirodhara and potli treatment	BWS/N1006 V1.0	Core	4	4	40	80	-	-	120	15	50	-	35	100	30
4.	Maintain health and safety at the workplace	BWS/N9002 V5.0	Non-Core	3	1	10	20	-	-	30	33	45	-	22	100	10
5.	Create a positive impression at the workplace	BWS/N9003 V5.0	Non-Core	3	1	10	20	-	-	30	35	46	-	19	100	10
6.	Employability Skills	DGT/VSQ/N0102 V1.0	Non-Core	4	2	24	36	-	-	60	09	25	-	16	50	10
7.	On-the-Job Training (Mandatory)				3	0	0	90	-	90	-	-	-	-	-	-

S. No	NOS/Module Name	NOS/Module Code & Version <i>(if applicable)</i>	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 (%) <i>(if applicable)</i>
Duration (in Hours) / Total Marks					16	134	256	90	-	480	142	258	-	150	550	100

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)	12th pass with Advance Diploma in Spa Therapy with knowledge of anatomy & physiology of human body or certified in relevant CITS course and 3 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 Spa Therapy (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 Spa Therapist 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 Spa Therapists in India highlights a significant demand for qualified professionals in the spa and wellness industry. Currently valued at approximately INR 5,000 crore, the spa sector is projected to grow to around INR 7,500 crore by 2026. As of 2022, there are about 15,000 trained Spa Therapists, but this figure is expected to increase to around 50,000 by 2030, underscoring the need for comprehensive training and skill development. Key factors driving this demand include growing public awareness and interest in wellness, the integration of spa services into hospitality and healthcare sectors, and an increase in domestic and international tourism focused on wellness retreats. To address the skill gap, it's essential to establish standardized training programs that emphasize advanced spa techniques, customer service, hygiene standards, and the use of specialized equipment. The development of a Qualification Pack tailored to spa facilities and wellness centers will be crucial. A dedicated Skill Sector Council (SSC) will oversee the implementation of these training initiatives, ensuring alignment with industry needs and monitoring employment outcomes. This strategic approach aims to enhance the quality of spa therapy services in India and ensure

	a robust pipeline of skilled Spa Therapists, meeting the evolving demands of the industry and promoting India as a premier destination for wellness experiences.
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 (Mandatory)	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	Work in familiar, predictable, routine, situation of clear choice - Place the products in the trolley for the treatment - Sterilize, disinfect and place the tools on the tray - Assist clients in preparing for treatment by providing them with gowns and putting away their clothing - Arrange tools, products and other materials that are safe and fit for the purpose based on the guidelines - Prepare massage oil or cream and other equipment - Position self and client throughout treatment to ensure privacy, comfort and wellbeing - treatment to ensure privacy, comfort and wellbeing - Perform and adapt the treatment (exfoliation, wraps and soaks) using materials, equipment and techniques correctly and safely to meet the needs of the client - Arrange tools, products and other materials that are safe and fit for the purpose based on the guidelines - Identify contra actions and adapt the treatment to suit the client needs • Provide body massage using a range of	The individual is expected to preparing the equipment, products and work area ahead of service delivery, perform various Spa Therapies as agreed with the guests in accordance with the approved organization's brand standards of performance and sequences of services. 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 work of familiar, predictable and routine nature within situations of clear choice, such as select materials and equipment to suit the guest's therapy needs, arrange tools/ products and other materials that are safe and fit for the purpose based on the guidelines, assist client by providing them with gowns and safely keep clothes, prepare massage oil or cream and other equipment, perform and adapt the therapy using materials, equipment and techniques correctly and safely to meet the needs of the guests. Hence, it qualifies as a Level 4 role.	4

	mediums and techniques to achieve the desired results • Complete the therapy to the satisfaction of the client in a commercially acceptable time • Comply with organisation's standards of grooming and personal behaviour • Meet the organisation's standards of courtesy, behaviour and efficiency • Provide suitable aftercare and home care advice • Record the therapy accurately and store information securely in line with the organization's policies	This role requires the job holder to work in a familiar, predictable, routine situation of clear choice. For example, explaining the treatment and benefits, consulting with client to know any factors that may influence the therapy, preparing massage oil or cream for the respective therapy as per guidelines. Therefore, the job holder can't be placed at Level 3. Since it does not involve several choices to be made even in a familiar context like managing the team of subordinates, the role does not qualify for Level 5.	
Professional and Technical Skills/ Expertise/ Professional Knowledge	Factual knowledge of field of knowledge or study • 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 • Types of products, materials and equipment required for the treatment • Process and products to sterilize and disinfect equipment/ tools • Manufacturer's instructions related to equipment and product use and cleaning • Knowledge of applicable legislation relating to the workplace (for example health and safety, workplace regulations, use of work equipment, control of substances hazardous to health,	The individual is expected to have the factual knowledge of basic ailments, contraindications, contra actions, therapy plans, spa therapy techniques (range of body massages, wraps etc.), products and equipment, procedure for product selection, application of products based on skin types, applicable legislation relating to the workplace The job holder is expected to independently exhibit factual knowledge of the field of knowledge or study such as basic ailments, contraindications, contra actions, therapy plans, spa therapy techniques (range of body massages, wraps etc.), range of products, procedure for product selection, different skin types	4

	handling/storage/ disposal/ cautions in the use of products, fire precautions, occurrences, hygiene practice, disposal of waste, environmental protection • Knowledge of basic ailments, contraindications, contra actions, treatment plans • Knowledge of spa therapy techniques (range of exfoliants, soaks, wraps packs and body massages) • Operational knowledge of tools and equipment involved in spa therapy • Range of rejuvenation products, procedure for product selection, different skin types and application of products based on skin types • The importance of using products economically • Salon's standards of grooming and personal behaviour • Salon'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/ carrying them • 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 • Salon's requirements for recording and retaining information	and application of products based on skin types, the importance of using products economically and applicable legislations relating to the workplace Since all the above-mentioned areas are related to factual knowledge of field of Spa therapy, the role qualifies for Level 4. The job holder is expected to know more than basic facts and principles, such as he/she is expected to be familiar with the manufacturer's instructions to apply the products and use the equipment's. S/he is further expected to understand the applicable safety measures and hygiene standards and exercise the same diligently while conducting any of the therapies like range of body massages, wraps etc. Since this role requires factual knowledge in the field of Spa therapy, it cannot be pegged at level 3. Further, since the job holder is not expected to be aware of concepts in the field like roster norms and guidelines or how and when to measure performance of the subordinates, hence it can't be pegged at level 5	
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Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Demonstrate practical skill, routine and repetitive • Set up of equipment and prepare the products for treatments in adherence to the organization procedures and product/ equipment guidelines • Store records, materials and equipment securely in line with the organization's policies • Record customers' discussions in the call logs • Record the therapy accurately and store information securely in line with the organization's policies • 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 • Clarify the client's understanding and expectation prior to commencement of procedure • Position self and client throughout procedure to ensure privacy, comfort and wellbeing	A range of practical and cognitive skills required to accomplish tasks and solve problems by selecting and applying basic methods such as taking decisions pertaining to the concerned area of work, tools like planning and managing work routine based on guest scheduling and bookings using centre's software, The individual is also expected to possess information about the materials such as knowledge of the latest promotional schemes on various Yoga services/ related products along with their available stocks and their features & benefits. The job holder must also be able to practically apply learning from feedback and other sources to develop one self. Thus, considering the professional skills s/he can be placed at level 4 Since the Job holder is expected to exhibit cognitive skills along with practical skills required to accomplish the tasks by ensuring that the team of Yoga Instructors are aware of the standards etc. The job holder is also expected to solve problems by counselling and addressing issues/ grievances/ concerns among the team for any work related tasks. Further, since the job holder is not required to possess practical and cognitive skills required to generate	4
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	• Perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client • Check the client's wellbeing throughout the service and giving the necessary reassurance • Ensure the client and you have understood the treatment objective and plan.	solutions for specific customer problems/ preferences such as develop plans and procedures for management of emergencies in accordance to the organization and industry standards, hence s/he can't be placed at level 6.	
Broad Learning Outcomes/Core Skill	Communication- written or oral • Discuss task lists, schedules, and work-loads with co-workers • Question customers appropriately in order to understand the nature of the problem and make a diagnosis • Manner and tone, professional, supportive, respectful, sensitive to client • Speak clearly and precisely in a courteous manner and develop a professional relationship with the client language in dealing with clients and maintain client confidentiality • 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	The individual is expected to exhibit effective communication skills including effective guest 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 guests. The job holder is expected to exhibit effective oral communication skills (including awareness of vernacular language) so as to have pleasant and engaging conversations with the guests while introducing them to the requisite Spa therapy or conducting the therapy on them. The job holder is also expected to display required clarity in oral as well as written communication as well as basic arithmetic/algebraic awareness to calculate price of services, document call logs/reports/task lists/schedules, knowledge of drafting memos and e-	4

	backgrounds, age, disabilities and gender • 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 organization • Ability to speak, read and write in the local vernacular language and English • Reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures • 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 regarding grammar or sentence construct Skill to basic arithmetic and algebraic principles • Store records, materials and equipment securely in line with the organization's policies	mail providing work updates and enquiring relevant information's without language errors. The incumbent must understand the social, political and natural environment so as to keep oneself abreast about new and evolving trends in Spa therapy and services and maintain a customer centric approach. 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 guest's understanding and expectation prior to commencement of therapy the role qualifies for Level 4. The Job holder expected to possess core skills more than just demonstrating minimum clarity in oral & written communication such as consulting the guest by questioning to identify contra- indications to skin and hair, suitable look, and providing recommendations for therapy's that are suitable to the guest and provide him the desired service. Hence, the job holder can't be placed at Level 3. Further since the job holder doesn't require to use mathematical skill or skill of collecting & organizing information	
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	• 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 Basic understanding of social political and natural environment • Maintain good health and personal hygiene • Comply with organization's standards of grooming and personal behavior • Meet the organisation's standards of courtesy, behaviour and efficiency • Stay free from intoxicants while on duty • Wear and carry organisation's uniform and 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 • 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	such reaching out to guests to capture feedback of therapy's experienced by them, calculating the feedback score on services, suggested level of service quality etc., that's why s/he can't be placed at level 5	
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	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		
Responsibility	Responsibility for own work and learning • Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action • Participate in self developmental training 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	The individual is responsible to provide a range of Spa therapy services agreed with the clients in accordance with the approved organization's brand standards of performance and sequences of services. The individual must exhibit knowledge of the principles and practice of Spa therapies to explain the treatment, the process, expected sensations, skin reaction and outcomes. The job holder is expected to take responsibility for own work & learning as s/he provides a range of Spa services agreed with the clients in accordance with the approved organization's brand standards of	3

	- Understand the client scheduling and bookings and maintain the work area, equipment and product stocks to meet the schedule - Maintain accurate records of clients, treatments and product stock levels - Accept feedback in a positive manner and develop on the shortcomings 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 - Reading and writing comprehension to understand, communicate and maintain processes, techniques, records, policies and procedures - Participate in workplace activities as a part of the larger team - Selling/ influencing techniques to provide additional services/products to clients	performance and sequences of services. The individual must exhibit knowledge of the principles and practice of therapies to explain the treatment, the process, expected sensations, skin reaction and outcomes. Given that the job holder conducts the therapies independently, s/he can be placed at level 4 And since s/he is neither expected to be responsible of other work by managing & leading a team of subordinates, hence s/he can't be placed at level 5 As its evident from the above examples that the incumbent is fully responsible for therapies s/he is performing rather than being responsible in defined limit therefore s/he can't even be placed at Level 3	
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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
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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	Cold Cabinet	Nos.	2
8	Uv Sterilizer	Nos.	1
9	shirodhara stand with dhara pot	Nos.	1
10	Hot Cabinet	Nos.	2
11	Disposable Face mask	Nos.	100
12	Wooden Trolley	Nos.	3
13	Spa Therapy Beds	Nos.	3
14	Facial Steamer With Ozone	Nos.	2
15	Treatment Trolley	Nos.	3
16	Comedone Extractor	Nos.	10
17	Steam Cabinet	Nos.	1
18	Hydrotherapy Showers	Nos.	1
19	Cooling Systems	Nos.	1
20	Heater	Nos.	1
21	Thermal Blanket	Nos.	3
22	Pillows	Nos.	3
23	body shampoo	Nos.	1
24	Body salts	kg	1
25	Clay Mask	kg	1
26	body sponges	pieces	12
27	Wrapping Materials (Fabric, Foils, Plastics)	Nos.	2
28	Body Scrub	Grams	500
29	Head band	Nos.	50
30	Hand Towels	Nos.	12

31	Disposable Spatula	Nos.	100
32	Big Bath Towels	Nos.	12
33	Disposable briefs	Nos.	30
34	Disposable slippers	Nos.	30
35	Different types of crystals	Set	4
36	massage table or mat	Nos.	10
37	Postnatal massage oils (e.g., sesame, almond, Ayurvedic oils, coconut oil)	MI	500
38	Droni table	Nos.	1
39	Measuring cups or bowls	Types	8
40	Potlis (herbal pouches)	Nos.	4

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	Anoo's	Nlaini Thota	Principal	3 rd and 4 th floors, Sai Plaza, Red Rose Café	9959616119	school@anoos.com	

				Lane, Panjagutta Main Road, Soma			
2	Glizz Gurukulam Pvt. Ltd.	Bhargav Gokani	Honorary Director	Shree Giriraj, Jyotinagar Main Road, Near Masoom School, Near Akashwani Chowk, University Road, Rajkot 360005	7096350888	Glizzgurukulam8@gmail.com	
3	Sana Chouhan Makeup & Beauty	Sana Chouhan	Owner	2 nd floor, skoda showroom building, NH-1A, Jammu	7006430700	Sanachouhan13@gmail.com	
4	Navodaya	Priti Singh	Coordinator	59/471 C, Naibasti, Pandeypur, Varanasi, Uttar Pradesh-221002	8935053355	Pnp.navodaya@gmail.com	
5	Studio11 Pro-Academy	L.shashidhar	Business Head	1-155, Survey No. 103/A, Opp. Cine Planet, Above Rucira Restaurant Brindavan Colony, Medchal Main Road, Kompally, Hyderabad-500014	7337048847	Shashidhar@studioproacademy.com	
6	Aroma Magic	Dr. Blossom Kochar	Chairperson	CL House, B 141, Shahpur Jat, New Delhi- 110049	914609388	info@aromamagic.com	
7	Glamifix	Lubna Sadaf	Center Director (Head)	F/1 Chandaka Industrial Estate Next to trident Academy Bhubaneswar, Odisha-751024	7377330033	Sadaf786@gmail.com	
8	Lee's	Ms. Leena Khandekar	Founder & Director	42/9, Kalpana Tarang, Flat No. 101, Next to Kalmadi House, Opp. Ranka Jewellers,	9822333382	leespa@gmail.com	

				Erandwane, Karve Road, Pune- 411004.			
9	Orane International	Jaspal Singh Kahlon	COO	A-22, LEVEL 1-2, Lajpat Nagar II, New Delhi-110024	7341117355	coo@orane.com	
10	Radiance Aesthetic Academy	Dr. Brijesh Chauhan	Founder	408, green palladia, opp. Raj world shopping, palanpurgam, adajan, surat-395009	9033162172	radianceaestheticacademy@gmail.com	
11	Signature	Madhumita	Principal	189, hatigaon road circle, Dispur, Guwahati-781006	8486983071	Signatureawards2010@gmail.com	
12	Somara Wellness	Saurabh Kumar Director	Director	1178, lotus pond, road no 12 banjara hills, huderbad-500034	9704443214	somarawellness@gmail.com	
13	Taj Makeover & Academy	Mrs. Manmeet Kaur	Trainer	RZD-1/302, Street No. 5 mahavir enclave near sulabh international school, new delhi-110045	7042522563	Manu.skills75@gmail.com	
14	3 layers foundation	Mr. Hardev Singh Arora	Founder		9821065676	3layersfoundation@gmail.com	
15	Cleopatra	Richa Agarwal	Proprietor		9876082999	richacleopatra@gmail.com	
16	Mina Aesthetic	Dr. Mina Farheen Mohamud	Managing Director	201, JM'S CNR Towers, Gokul Street, Srinagar, Kainada-533003	9381531681	drminaaesthetics@gmail.com	
17	Prime Fashion Academy	Mukeem	Senior Hair Trainer	D-413, First Floor, Ramphal Chowk Rd, Near RBL Bank, Block D, Dwarka, Sector 7, New Delhi-110075	7988750676	Academyprime5@gmail.com	
18	Triqos	Dipika Bhatti	Director	1418, EXCELEENT BUSINESS HUB	9081666767	TRIQOSINTERNATIONAL@GMAIL.COM	

				OPP.VENUS HOSPITAL LAL DARWAJA SURAT			
19	VLCC	Anoop Tripathi	DY General Manager	Corp. office: Magnum City Centre, 2 nd Floor, Sector-63A, Golf Course Extension Road, Gurgaon, Haryana-122011	9887799880	Anoop.tripathi@vlccgroup.com	
20	Tattva Wellness	Vinay Singh	Human Resource Manager	B-126 Rearside Basement, Malviya Nagar New Delhi- 110017	7042232277	Vinay.singh@tattvaspa.com	

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	150	105	113	79	NA	NA
2026-27	350	245	263	184	NA	NA
2027-28	500	350	375	263	NA	NA

Data to be provided year-wise for next 3 years

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

Qualificati on Version	Year	Total Candidates				Women				People with Disability			
		Traine d	Assesse d	Certifie d	Place d	Traine d	Assesse d	Certifie d	Place d	Traine d	Assesse d	Certifie d	Place d

V3.0	2022-23	1715	1634	1614	NA	1286	1225	1205	NA	NA	NA	NA	NA
	2023-24	946	827	788	NA	710	620	588	NA	NA	NA	NA	NA
	2024-25	695	536	514	NA	521	402	395	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
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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/N1002 Conduct the spa treatment	Conduct the Spa treatment				
	PC1. greet the client, and ensure the guest is comfortable	0.5	1	0	1
	PC2. consult with the client to identify factors that may influence the therapy objectives (contra indications)	0.5	2	0	1
	PC3. advise the client on the benefits of sauna, steam and jacuzzi	0.5	1	0	1
	PC4. explain treatment procedure and provide information about oils and creams used during treatment	1	2	0	1
	PC5. assist clients in preparing for treatment by providing them with gowns and putting away their clothing	0.5	2	0	1
	PC6. arrange tools, products and other materials that are safe and fit for the purpose based on the guidelines	0.5	2	0	1
	PC7. prepare massage oil or cream and other equipment	0.5	1	0	1
	PC8. position self and client throughout treatment to ensure privacy, comfort and wellbeing	0.5	1	0	1
	PC9. perform and adapt the treatment (exfoliation, wraps and soaks) using materials, equipment and techniques correctly and safely to meet the needs of the client	0.5	2	0	1
	PC10. identify contra actions and adapt the treatment to suit the client needs	0.5	1	0	1

	PC11. provide body massage using a range of mediums and techniques to achieve the desired results	1	2	0	1
	PC12. complete the therapy to the satisfaction of the client in a commercially acceptable time	0.5	2	0	1
	PC13. provide suitable aftercare and home care advice	0.5	1	0	1
	PC14. record the therapy accurately and store information securely in line with the organizations policies	1	2	0	2
	PC15. adhere to the health and safety standards laid out by the manufacturer and organization	0.5	0.5	0	0.5
	Perform chakra balancing massage with crystals				
	PC16. Select appropriate crystals for each chakra based on their vibrational frequency and colour: (root: red, sacral: orange, solar plexus: yellow, heart: green, throat: blue, third eye: indigo, crown: violet/white)	0.5	0.5	0	0.5
	PC17. Explain the purpose and benefits of chakra balancing with crystals to the client	1	2	0	2
	PC18. Place crystals on the client's chakra points while ensuring safety, comfort, and energy alignment	0.5	2	0	1
	PC19. Perform gentle energy massage or balancing techniques to support chakra activation and energy flow	1	2	0	1
	PC20. Use tools (crystal wand, pendulum) to sense energy shifts or amplify healing	1	2	0	2
	PC21. Remove crystals safely, provide post-treatment guidance, and cleanse the crystals after use	1	2	0	2
	Perform Postnatal Massage				

	PC22. conduct a detailed consultation with the client to understand childbirth details, current health status, and specific postnatal concerns	1	2	0	2
	PC23. identify contraindications such as C-section recovery time, infections, blood pressure issues, or deep vein thrombosis	1	3	0	2
	PC24. select gentle, nourishing oils suitable for postpartum recovery (e.g., sesame, almond, Ayurvedic and coconut oils)	1	2	0	2
	PC25. position the client with proper support (pillows) to ensure comfort and safety during massage	1	2	0	2
	PC26. perform soothing and rhythmic massage techniques to relieve muscle tension, blood circulation, better sleep, support hormonal balance, improving lactation and helps relieve breast pain, and improving well-being and immunity by stimulating lymph flow	0.5	1	0	1
	PC29 in cases of miscarriage or unsuccessful delivery, provide postpartum massage with informed consent to support physical recovery and emotional well-being, ensuring sensitivity and comfort throughout	0.5	1	0	1
	PC27. Maintain warmth and emotional reassurance throughout the session	0.5	0.5	0	0.5
	PC28. Advise the client on self-care practices and frequency of postnatal massage sessions	0.5	0.5	0	0.5
	Total Marks	20	45	0	35
BWS/N1006 Perform shirodhara and potli treatment	Preparation and Consultation				
	PC1. conduct a detailed consultation to understand client health history, or contraindications (e.g., high BP, recent surgery, skin infections)	1	4	0	3
	PC2. explain the purpose, benefits, and duration of Shirodhara and Potli treatments, along with post-care advice	1	4	0	3
	PC3. select appropriate oils or liquids (e.g., sesame, almond, medicated oils, milk, buttermilk) and herbs (e.g., turmeric, neem, ashwagandha, camphor)	1	3	0	2.5

	PC4. warm oils and potlis to the recommended temperature while ensuring even heating and safety	1	3	0	2
	PC5. position the client comfortably using support tools like pillows and drapes, maintaining modesty and alignment	0.5	3	0	2.5
	Execution of Shirodhara				
	PC6. position client comfortably in supine position on the droni table	0.5	2.5	0	1.5
	PC7. adjust dhara pot height and ensure the oil flow is continuous and rhythmic	0.5	3	0	2
	PC8. gently pour warm oil in a continuous stream on the center of the forehead (Ajna Chakra) for the prescribed duration	0.5	3	0	2
	PC9. monitor oil temperature, flow direction, and client's comfort throughout the procedure	0.5	3	0	1.5
	PC10. massage the head, neck, and shoulders as per protocol post Shirodhara	1	3	0	2
	PC11. wipe off excess oil gently and assist the client after the session	1	2	0	1.5
	Execution of Potli Massage				
	PC12. perform a basic oil massage before potli application	1	1.5	0	1.5
	PC13. apply potli with rhythmic tapping, circular, sliding, or pressing movements	1	2	0	1
	PC14. maintain appropriate temperature throughout to avoid burns or discomfort	0.5	1.5	0	0.5
	PC15. treat affected areas such as joints, back, neck, or entire body as per protocol	0.5	1.5	0	0.5
	PC16. continuously assess client comfort and adjust pressure and technique	0.5	1	0	0.5
	PC17. replace or reheat potlis as needed during the session	0.5	2	0	1.5
	Post-Treatment Care and Hygiene				
	PC18. provide post-care instructions: rest, hydration, warm bath, and avoid cold exposure or sun	1.5	3	0	2.5

	PC19. clean and sanitize equipment, work surfaces, and dispose of used oils and potlis hygienically	0.5	2	0	1.5
	PC20. record treatment details, client feedback, and any observations for future reference	0.5	2	0	2
	Total Marks	15	50	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	0	0.5	0	0.5

	and ethics such as honesty, integrity, caring and respecting others, etc.				
	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
Grand Total		142	258	0	150

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 Spa Therapist) 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: 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