

Course Curricula
Under
SKILL DEVELOPMENT INITIATIVE SCHEME (SDIS)
Based on
Modular Employable Skills (MES)
on
Spa & Wellness Sector



Government of India
Ministry of Labour & Employment,
Directorate General of Employment & Training

SYLLABUS

FOR

SPA THERAPY

MODULAR EMPLOYABILITY SKILL

GENERAL INFORMATION

1. Name of the Trade : **SPA THERAPY level-1**
2. **MES course code** : **SPW 701**
3. NCO Code No. : 560
4. Duration : 600 (08 Hours per day)
5. Power Norms : 6 kW
6. Space Norms : 80 Sq.m.
7. Entry Qualification : Passed 10th class Examination
8. Unit Size(No. of Student) : 20
9. Instructor's/Trainer's qualification: Graduate with the five years of experience in relevant field, CIDESCO/CIBTAC/City & Guilds/ITEC, Certificate from a government recognized institute.
10. Exit Level : Successful candidates would be able to work as Spa therapist and electrologist

DRAFT SYLLABUS FOR SPA THERAPIST LEVEL - 1 (MES)

DURATION:- 600 Hours (8 hours per day)

Hours	Theory	Practical
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<ul style="list-style-type: none"> • Th- 4hrs • Pr- 4 hrs 	<p><u>First Aid</u></p> <ul style="list-style-type: none"> • Purpose of first aid • Identification & recoveries of different types of injuries such as- Fractures, burns, electric shock, loss of consciousness, external bleeding , poisoning , bites & stings, eye, ear, nose & throat emergencies, high Blood pressure. • Self protection 	<ul style="list-style-type: none"> • Saving techniques during injuries as-electric shock, poisoning, bites & stings, burns on dummies.
<ul style="list-style-type: none"> • Th- 4hrs • Pr- 16 hrs 	<p><u>Hygiene rules & housekeeping</u></p> <ul style="list-style-type: none"> • Purpose • Hygiene rules • Knowledge of cleaning agents • Sterilization & sanitization • Linen handling & maintenance • Storage • Inventory • Fire prevention 	<ul style="list-style-type: none"> • Cleaning & handling equipments • Sterilization of equipment • Practice of cleaning procedures • Linen handling procedures • Treatment room set-up • Treatment room cleaning • Infection control
<ul style="list-style-type: none"> • Th- 4hrs • Pr-120 hrs 	<p><u>Posture & Yoga</u></p> <ul style="list-style-type: none"> • Purpose • Benefits • Body proportion • Diet knowledge • Safety precautions/Do's & don'ts 	<ul style="list-style-type: none"> • Posture correction techniques • Spine stretching asanas • Breathing techniques • Stress management exercises
<ul style="list-style-type: none"> • Th- 4hrs • Pr- 40 hrs 	<p><u>Personal grooming</u></p> <ul style="list-style-type: none"> • Purpose • Personal hygiene • Qualities of spa therapist • Professional ethics • Guest relations • Client consultation • Communication skills 	<ul style="list-style-type: none"> • Self grooming techniques • Role modelling • Different body language zesters • Group discussion & public speaking
<ul style="list-style-type: none"> • Th- 4hrs • Pr- 6 hrs 	<p><u>Anatomy & physiology</u></p> <ul style="list-style-type: none"> • Knowledge of human body • Knowledge of 10 major systems <ul style="list-style-type: none"> • Skeleton • Muscular • Nervous • Endocrine • Cardiovascular • Lymphatic • Respiratory • Digestive • Urinary 	<ul style="list-style-type: none"> • Identification of body parts & organs with the help of dummy skeletons and anatomy & physiology charts.

	<ul style="list-style-type: none"> • Reproductive 	
<ul style="list-style-type: none"> • Th- 4hrs • Pr- 40 hrs 	<p><u>Introduction to spa</u></p> <ul style="list-style-type: none"> • Purpose • History • Benefits • Types of Spa <ul style="list-style-type: none"> • Day spa • club spa • Destination spa • Resort spa/Hotel spa • Body Spa • Hair Spa • Manicure/ Pedicure spa. 	<ul style="list-style-type: none"> • Visit to various SPAs • Pre & post treatment room set-up
<ul style="list-style-type: none"> • Th- 8hrs • Pr- 10 hrs 	<p><u>Spa product knowledge</u></p> <ul style="list-style-type: none"> • Herbs • Essential oils • Aromatic oils • Preservatives • Active ingredients • Carrier oils • Base creams • Pre Blended oils • Pre Blended creams • Soaps, shampoos & lotions • Licensing (drug Control) • Salts • Benefits of different spa products • Safety precautions/ Do's & don'ts 	<ul style="list-style-type: none"> • Product ordering & handling • Storage & inventory • Blending of therapy products
<ul style="list-style-type: none"> • Th- 6hrs 	<p><u>Spa as a career</u></p> <ul style="list-style-type: none"> • Basic requirements • Motivation • Spa Career Options • Business start up strategies • Job opportunities • Role & responsibilities of spa therapist 	
<ul style="list-style-type: none"> • Th- 2hrs • Pr- 48 hrs 	<p><u>Introduction to massage</u></p> <ul style="list-style-type: none"> • Purpose • History • Benefits • Types 	<ul style="list-style-type: none"> • Trolley preparation • Basic massage steps
<ul style="list-style-type: none"> • Th- 4hrs • Pr- 50 hrs 	<p><u>Swedish massage</u></p> <ul style="list-style-type: none"> • Purpose 	<ul style="list-style-type: none"> • Pre- treatment room set-up • Guest handling & draping

	<ul style="list-style-type: none"> • History • Benefits • Essential steps • Treatment preparation • Safety precautions/Do's & don'ts • After care 	<ul style="list-style-type: none"> • Dispensing • Self protection • Essential treatment procedure
<ul style="list-style-type: none"> • Th- 6hrs • Pr- 56 hrs 	<p><u>Abhyangam massage</u></p> <ul style="list-style-type: none"> • Purpose • History • Benefits • Essential steps • Treatment preparation • Safety precautions/Do's & don'ts • After care/Home Care 	<ul style="list-style-type: none"> • Pre- treatment room set-up • Guest handling & draping • Dispensing • Self Protection • Essential Treatment procedure
<ul style="list-style-type: none"> • Th- 3hrs • Pr- 30 hrs 	<p><u>Indian head massage</u></p> <ul style="list-style-type: none"> • Purpose • History • Benefits • Essential steps • Treatment preparation • Safety precautions/Do's & don'ts • After care/Home Care 	<ul style="list-style-type: none"> • Pre & post treatment room set-up • Guest handling & draping • Dispensing • Self protection • Essential treatment procedure
<ul style="list-style-type: none"> • Th- 3hrs • Pr- 40 hrs 	<p><u>Back, neck & shoulder massage</u></p> <ul style="list-style-type: none"> • Purpose • History • Benefits • Essential Steps • Treatment preparation • Safety precautions/Do's & don'ts • After care/Home care 	<ul style="list-style-type: none"> • Pre & post treatment room set-up • Guest handling & draping • Dispensing • Self protection • Essential treatment procedure
<ul style="list-style-type: none"> • Th- 4hrs • Pr- 40 hrs 	<p><u>Hand & Foot Massage</u></p> <ul style="list-style-type: none"> • Purpose • History • Benefits • Essential steps • Treatment preparation • Safety precautions/Do's & don'ts • After care/Home care 	<ul style="list-style-type: none"> • Pre & post Treatment room set-up • Guest handling & draping • Dispensing • Self protection • Essential treatment procedure
40 hrs	•	<ul style="list-style-type: none"> • Industrial visits • Market surveys • Project work

Note :- Sterilization of tools & hand sanitization should be practised in each practical.

Services of guest speakers (Doctor/Ayurveda Doctor/Yoga Instructor/Motivational Speaker will be taken for relevant subjects like Yoga, Ayurveda, First Aid, Anatomy, Physiology & Communication Skills etc).

STANDARD LIST OF TOOLS & EQUIPMENTS

S.No	Name of Items	Quantity
1	First Aid Dummy	02 Nos.
2	First Aid Kit	02 Nos.
3	Fire Extinguishers (Water, CO2, Blanket)	02 Nos.
4	Housekeeping Equipments	As Required
5	Treatment room with shower, steam room, sauna, water features (Bathtub, Jacuzzi etc.)	01 No. Each
6	Trash bin	10 No.
7	Refrigerator	01 No.
8	Spa Linen	As required
9	Spa Massage bed	10 Nos.
10	Treatment Trolley	10 Nos.
11	Anatomy & Physiology charts of all major systems	01 No. (each)
12	Thai Massage Mat 220*250 cm	1 No.
13	UV Sterilizer	2 Nos.
14	Hot Cabinet	2 Nos.
15	Cold Cabinet	2 Nos.
16	Reference Books for Library	As required
17	Wax Heater	10 Nos.
18	Spa publications (selection)	As required
19	Manicure Bowl	10 Nos.
20	Manicure/ Pedicure Set (cutters, filers, cleaners, cuticle pushers, nail brush, pumic stone, wooden & steel scraper etc.)	10 Nos.
21	Manicure / Pedicure station	05 Nos.
22	Back Massage Chair	04 Nos.
23	Hair Dryer (Hand Held)	02 Nos.
24	Ayurvedic Wooden Bed	02 Nos.
25	Shirodhara Stand	02 Nos.
26	Foot Ladder	02 Nos.

27	Wooden Trolley	02 Nos.
28	Manicure Chair for Therapist	05 Nos.
29	Pedicure Stool	05 Nos.
30	Facial Steamer	02 Nos.
31	Magnifying Lamp	05 Nos.
32	Yoga Mats	21 Nos.

Theory room Furniture		
S.No.	Description	Qty.
1	Chair with flap for trainees	20 Nos.
2	Teacher's Table and chair set	01 No.
3	LCD Projector	01 No.
4	Computer set with UPS	01 No.
5	White Magnetic Board with felt board & accessories	01 No.
6	Air conditioner split 2 ton with stabilizer	02 No.
7	Flannel board	01 No.
8	Display board	02 No.
9	Curtain/blinds for treatments rooms	As required
10	Reference Library	As required

Note: Above mentioned items are for a batch of 20 trainees, in case VTPs are intend to start with the batch 10 trainees the requirements would be reduced accordingly.

GENERAL INFORMATION

1. Name of the Trade : SPA THERAPY level-2
2. MES course code : SPW 702
3. NCO Code No. : 560
4. Duration : 480 (08 Hours per day)
5. Power Norms : 6 kW
6. Space Norms : 80 Sq.m.
7. Entry Qualification : Passed 10th class Examination and completed level 1 i.e SPW 701
8. Unit Size(No. of Student) : 20
9. Instructor's/Trainer's qualification: Graduate with the five years of experience in relevant field, CIDESCO/CIBTAC/City & Guilds/ITEC, Certificate from a government recognized institute.
10. Exit Level : Successful candidates would be able to work as Spa therapist and electrologist

SYLLABUS FOR SPA THERAPIST- LEVEL 2 (MES)

DURATION:- 480 Hours (8 hours per day)

Hours	Theory	Practical
<ul style="list-style-type: none">• Th- 6 hrs• Pr- 60 hrs	<ul style="list-style-type: none">• Yoga for wellbeing<ol style="list-style-type: none">a) History and evolution of yogab) Asanasc) Pranayamsd) Mudrase) Chakras	<ul style="list-style-type: none">• Practice for Asanas• Practice for Pranayams• Practice for Mudras• Practice for Chakras

<ul style="list-style-type: none"> • Th- 6 hrs • Pr- 100 hrs 	<p><u>Complementary therapies & treatments</u></p> <ul style="list-style-type: none"> • Types of therapies • Aromatherapy • Hydrotherapy • Reflexology • Acupressure • Body wraps • Body scrubs • Safety precautions 	<ul style="list-style-type: none"> • Pre- treatment room set-up • Procedures
<ul style="list-style-type: none"> • Th- 04hrs • Pr- 06 hrs 	<p><u>Diet & Nutrition</u></p> <ul style="list-style-type: none"> • Basic food groups • Knowledge of nutrients • Basics of balanced diet • Nutrition & lifestyle • Food allergies 	<ul style="list-style-type: none"> • Making of diet charts according to age groups
<ul style="list-style-type: none"> • Th- 4hrs • Pr- 64 hrs 	<p><u>Shirodhara</u></p> <ul style="list-style-type: none"> • Purpose • History • Benefits • Essential steps • Treatment preparation • Safety precautions/ Do's & don'ts • After care 	<ul style="list-style-type: none"> • Pre- treatment room set-up • Guest handling & draping • Product handling • Dispensing • Self protection • Essential treatment procedure
<ul style="list-style-type: none"> • Th- 4hrs • Pr- 56hrs 	<p><u>Potli Massage</u></p> <ul style="list-style-type: none"> • Purpose • History • Benefits • Essential steps • Treatment preparation • Safety precautions/ Do's & don'ts • After care 	<ul style="list-style-type: none"> • Pre- Treatment room set-up • Guest handling & draping • Product handling • Dispensing • Self protection • Essential treatment procedure
<ul style="list-style-type: none"> • Th- 4hrs • Pr- 64 hrs 	<p><u>Panchkarma</u></p> <ul style="list-style-type: none"> • Purpose • History • Benefits • Safety precautions /Do's & don'ts • After care 	<ul style="list-style-type: none"> • Pre- Treatment room set-up • Guest handling & draping • Product handling • Dispensing • Self protection • Essential treatment procedure
<ul style="list-style-type: none"> • Th- 4hrs • Pr- 40hrs 	<p><u>Advance facials</u></p> <ul style="list-style-type: none"> • Latest trends in advanced facials • Knowledge of different types of advanced facials • Knowledge of advanced treatment products 	<ul style="list-style-type: none"> • Pre- Treatment room set-up • Guest handling & draping • Product handling • Dispensing • Self protection • Essential treatment procedure

	<ul style="list-style-type: none"> • Essential steps • Benefits • Safety precautions Do's & don'ts • After care 	
<ul style="list-style-type: none"> • Th- 2hrs • Pr- 16hrs 	<p>Front office handling</p> <ul style="list-style-type: none"> • Telephone etiquette & handling • Guest appointments & booking procedures • Cancellation policy • Basic knowledge of billing, invoice , tax & vat , stock maintenance. 	<ul style="list-style-type: none"> • Guest orientation • Basic computer Operations • Making of bills, invoices , tax & vat calculations.
P – 40 hrs		<ul style="list-style-type: none"> • Industrial exposure • •
		<ul style="list-style-type: none"> •

Note :- Sterilization of tools & hand sanitization should be practised in each practical.

Services of guest speakers (Doctor/Ayurveda Doctor/Yoga Instructor/Motivational Speaker will be taken for relevant subjects like Yoga, Ayurveda, First Aid, Anatomy, Physiology & Communication Skills etc).

STANDARD LIST OF TOOLS & EQUIPMENTS

S.No	Name of Items	Quantity
1	First Aid Dummy	02 Nos.
2	First Aid Kit	02 Nos.
3	Fire Extinguishers (Water, CO2, Blanket)	02 Nos.
4	Housekeeping Equipments	As Required
5	Treatment room with shower, steam room, sauna, water features (Bathtub, Jacuzzi etc.)	01 No. Each
6	Trash bin	10 No.
7	Refrigerator	01 No.
8	Spa Linen	As required
9	Spa Massage bed	10 Nos.
10	Treatment Trolley	10 Nos.

11	Anatomy & Physiology charts of all major systems	01 No. (each)
12	Thai Massage Mat 220*250 cm	1 No.
13	UV Sterilizer	2 Nos.
14	Hot Cabinet	2 Nos.
15	Cold Cabinet	2 Nos.
16	Reference Books for Library	As required
17	Wax Heater	10 Nos.
18	Spa publications (selection)	As required
19	Manicure Bowl	10 Nos.
20	Manicure/ Pedicure Set (cutters, filers, cleaners, cuticle pushers, nail brush, pumic stone, wooden & steel scraper etc.)	10 Nos.
21	Manicure / Pedicure station	05 Nos.
22	Back Massage Chair	04 Nos.
23	Hair Dryer (Hand Held)	02 Nos.
24	Ayurvedic Wooden Bed	02 Nos.
25	Shirodhara Stand	02 Nos.
26	Foot Ladder	02 Nos.
27	Wooden Trolley	02 Nos.
28	Manicure Chair for Therapist	05 Nos.
29	Pedicure Stool	05 Nos.
30	Facial Steamer	02 Nos.
31	Magnifying Lamp	05 Nos.
32	Yoga Mats	21 Nos.

Theory room Furniture		
S.No.	Description	Qty.
1	Chair with flap for trainees	20 Nos.
2	Teacher's Table and chair set	01 No.
3	LCD Projector	01 No.

4	Computer set with UPS	01 No.
5	White Magnetic Board with felt board & accessories	01 No.
6	Air conditioner split 2 ton with stabilizer	02 No.
7	Flannel board	01 No.
8	Display board	02 No.
9	Curtain/blinds for treatments rooms	As required
10	Reference Library	As required

Note: Above mentioned items are for a batch of 20 trainees, in case VTPs are intend to start with the batch 10 trainees the requirements would be reduced accordingly.

SYLLABUS

FOR

AYURVEDA SPA THERAPIST

GENERAL INFORMATION

1. Name of the Trade : **Ayurveda SPA Therapist**
2. **MES course code** : **SPW 703**
3. NCO Code No. : 560
4. Duration : 500 Hours (08 Hours per day)
5. Power Norms : 4 kW
6. Space Norms : 80 Sq.m.
7. Entry Qualification : Passed 10th class Examination
8. Unit Size(No. of Student) : 20
9. Instructor's/Trainer's qualification: Graduate and NTC in trade of Hair and skin care (CITS) with a minimum work experience of five years in the relevant field
10. Exit Level : Successful candidates would be able to work as Ayurveda, Spa therapist.

DRAFT SYLLABUS FOR AYURVEDA SPA THERAPIST

DURATION:- 500 Hours(08 Hours per day)

Hours	Theory	Practical
<ul style="list-style-type: none"> • Th- 2 hrs • P-2 hrs 	<p><u>First Aid</u></p> <ul style="list-style-type: none"> • Purpose • Identification & recoveries of different types of Injuries such as- Fractures, burns, electric shock, loss of consciousness, bleeding (external/internal) , poisoning , bites & stings, eye, ear, nose & throat emergencies. • Self protection 	<ul style="list-style-type: none"> • Practice of saving techniques during injuries as-electric shock, poisoning, bites & stings, burns.
<ul style="list-style-type: none"> • Th- 6 hrs • P-10 hrs 	<p><u>Hygiene Rules & Housekeeping</u></p> <ul style="list-style-type: none"> • Purpose • Cleaning of equipments • Sterilization & sanitization • Linen handling & maintenance • Laundry procedures • Storage • Inventory • Fire prevention 	<ul style="list-style-type: none"> • Cleaning & handling equipments • Sterilization of equipment • Practice of cleaning procedures • Linen handling procedures • Treatment room set-up • Treatment room cleaning
<ul style="list-style-type: none"> • Th- 8hrs • P-120 hrs 	<p><u>Posture & Yoga</u></p> <ul style="list-style-type: none"> • Purpose • Benefits • Body proportion • Diet knowledge • Safety precautions/Do's & Don'ts 	<ul style="list-style-type: none"> • Posture correction techniques • Spine stretching asanas • Breathing techniques • Stress management exercises
<ul style="list-style-type: none"> • Th- 4 hrs • P-20 hrs 	<p><u>Personal Grooming</u></p> <ul style="list-style-type: none"> • Purpose • Personal Hygiene • Qualities of therapist • Professional ethics • Guest handling & relations • Stress management • Communication Skills 	<ul style="list-style-type: none"> • Self grooming techniques • Role modelling • Body language • Group discussion & public speaking

<ul style="list-style-type: none"> • Th- 4hrs • P-8 hrs 	<p><u>Anatomy & Physiology</u></p> <ul style="list-style-type: none"> • Brief Knowledge of human body • Knowledge of 10 major systems <ul style="list-style-type: none"> • Skeleton • Muscular • Nervous • Endocrine • Cardiovascular • Lymphatic • Respiratory • Digestive • Urinary • Reproductive 	<ul style="list-style-type: none"> • Client • consultation • Practice of making client consultation cards
<ul style="list-style-type: none"> • Th- 4 hrs • P-30 hrs 	<p><u>Introduction to Ayurveda</u></p> <ul style="list-style-type: none"> • Origin of ayurveda • Aim of life • Aim and benefits of ayurveda • Decline and growth of ayurveda 	<ul style="list-style-type: none"> • Trolley Preparation • Practice in giving massage steps
<ul style="list-style-type: none"> • Th- 4 hrs • P -6 hrs 	<p><u>Practice of Ayurveda</u></p> <ul style="list-style-type: none"> • Knowledge of various common Herbs, Essential oils, Aromatics oils • Uses & benefits of various common Herbs, Essential oils, Aromatics oils. • Safety precautions/Do's & Don'ts • Contraindications • Contractions • After care/Home care 	<ul style="list-style-type: none"> • Pre & Post treatment room set-up • Practice in using equipments • Product handling • Storage • labelling • Blending of products

<ul style="list-style-type: none"> • Th- 4 hrs • P-6 hrs 	<p><u>Introduction to treatment in Ayurveda</u></p> <ul style="list-style-type: none"> • Knowledge of nutritive components • Knowledge of systemic diseases as- <ul style="list-style-type: none"> • Cold & flue • Arthritis • Asthma • Diabetes • Hypertension • Allergies • High cholesterol • Heart diseases • Thyroid • Sinus • Migraine • Depression • Insomnia • Anxiety • Knowledge of 5 elements of body. • Knowledge of 7 body types <ul style="list-style-type: none"> • Vata • Vata-Kapha • Pita • Pita-Kapha • Kapha • Vata-Pita-Kapha • Vata-Pita • Basic treatment principles of Ayurveda • Common safety & precautions before treatment/ Do's & Don'ts 	<ul style="list-style-type: none"> • Practice in preparing diet charts according to systemic diseases. • Practice in preparing diet charts according to body types.
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<ul style="list-style-type: none"> • Th- 4 hrs • P-40 hrs 	<p><u>Panchkarma Treatment</u></p> <ul style="list-style-type: none"> • Purpose • History • Benefits • Client consultation • Indications of disease • Ayurvedic products knowledge related to treatment as- Herbs, Oils etc. • Safety Precautions/ Do's & Don'ts • Contraindications • Contractions • After care/Home care 	<ul style="list-style-type: none"> • Pre & Post treatment room set up • Products handling • Dispensing • Procedure • Self protection
<ul style="list-style-type: none"> • Th- 4 hrs • P -30 hrs 	<p><u>Netra Tarpana Treatment</u></p> <ul style="list-style-type: none"> • Purpose • History • Benefits • Client consultation • Indications of disease • Ayurvedic products knowledge related to treatment as- herbs, oils etc. • Safety precautions/ Do's & Don'ts • Contraindications • Contractions • After care/Home care 	<ul style="list-style-type: none"> • Pre & Post treatment room set up • Products handling • Dispensing • Procedure • Self protection
<ul style="list-style-type: none"> • Th- 4 hrs • P -30 hrs 	<p><u>Pizhichil Treatment</u></p> <ul style="list-style-type: none"> • Purpose • History • Benefits • Client consultation • Indications of disease • Ayurvedic products knowledge related to treatment as- herbs, oils etc. • Safety precautions/ Do's & Don'ts • Contraindications • Contractions 	<ul style="list-style-type: none"> • Pre & Post treatment room set up • Products handling • Dispensing • Procedure • Self protection

	<ul style="list-style-type: none"> • After care/Home care 	
<ul style="list-style-type: none"> • Th- 4 hrs • P -40 hrs 	<p><u>Abhyangam Treatment</u></p> <ul style="list-style-type: none"> • Purpose • History • Benefits • Client consultation • Indications of disease • Ayurvedic products knowledge related to treatment as-herbs, oils etc. • Safety precautions Do's & Don'ts • After care 	<ul style="list-style-type: none"> • Treatment room set up • Products handling • Dispensing • Procedure • Self protection
<ul style="list-style-type: none"> • Th- 4 hrs • P-40 hrs 	<p><u>Shirodhara Treatment</u></p> <ul style="list-style-type: none"> • Purpose • History • Benefits • Client consultation • Indications of disease • Ayurvedic products knowledge related to treatment as-herbs, oils etc. • Safety precautions Do's & Don'ts • Contraindications • Contractions • After care/Home care 	<ul style="list-style-type: none"> • Pre & Post Treatment room set up • Products handling • Dispensing • Procedure • Self protection

<ul style="list-style-type: none"> • Th- 4 hrs • P -30 hrs 	<p><u>Udhwartanam Treatment</u></p> <ul style="list-style-type: none"> • Purpose • History • Benefits • Client consultation • Indications of disease • Ayurvedic products knowledge related to treatment as-herbs, oils etc. • Safety precautions Do's & Don'ts • Contraindications • Contractions • After care/Home care 	<ul style="list-style-type: none"> • Pre & Post Treatment room set up • Products handling • Dispensing • Procedure • Self protection
<ul style="list-style-type: none"> • Th- 4 hrs • P -24 hrs 	<p><u>Potli Treatment</u></p> <ul style="list-style-type: none"> • Purpose • History • Benefits • Client consultation • Indications of disease • Ayurvedic products knowledge related to treatment as-herbs, oils etc. • Safety precautions Do's & Don'ts • Contraindications • Contractions • After care/Home care 	<ul style="list-style-type: none"> • Pre & Post Treatment room set up • Products handling • Dispensing • Procedure • Self protection

Note :- Sterilization of tools & hand sanitization should be practised in each practical.

Services of guest speakers (Doctor/Ayurveda Doctor/Yoga Instructor/Motivational Speaker will be taken for relevant subjects like Yoga, Ayurveda, First Aid, Anatomy, Physiology & Communication Skills etc).

STANDARD LIST OF TOOLS & EQUIPMENTS

S.No	Name of Items	Quantity
1	First Aid Dummy	1 No.
2	First Aid Kit	1 No.

3	Fire Extinguishers (Water, CO2, Blanket)	1 No.
4	Housekeeping Equipments	As required
5	Treatment room with shower, steam room, water features (Bathtub , Jacuzzi, Sauna bath etc.)	1 No. Each
6	Trash bin	7 Nos.
7	Refrigerator	1 No.
8	Linen	As required
9	Treatment Trolley	7 Nos.
10	Anatomy & Physiology charts of all major systems	01 No. (each)
11	Ayurvedic wooden bed	7 Nos.
12	UV Sterilizer	2 Nos.
13	Reference Library	As required
14	Hot Plate	7 Nos.
15	Spa publications (selection)	As required
16	Hair Dryer (Hand Held)	02 Nos.
17	Shirodhara Stand	07 Nos.
18	Shirodhara Vessel	07 Nos.
19	Brass Utensils for Panchkarma	07 Sets
20	Foot Ladder	01 No
21	Yoga Mats	21 Nos..

Theory room Furniture		
S.No.	Description	Qty.
1	Student's chair with flap	20 Nos.
2	Teacher's Table and chair set	01 No.
3	LCD Projector	01 No.
4	Computer set with UPS	01 No.
5	White Magnetic Board with felt board	01 No.
6	Air conditioner split 2 ton with stabilizer	02 Nos.
7	Display board	02 Nos.
8	Curtain/blinds for Lab.	As required

Note: Above mentioned items are for a batch of 20 trainees, in case VTPs are intend to start with the batch 10 trainees the requirements would be reduced accordingly.

**Level-1
Module I**

- 1. Name of the Module** : SPA MANAGEMENT
- 2. CODE** : SPW 704
- 3. Sector** : SPA & Wellness Sector
- 4. Entry Qualifications** : Graduate or Class 12th pass with 5 year's experience in Spa
- 5. Age** : 25 years and above
- 6. Terminal Competency** : Knowledge, skills and competencies necessary for employment in management and/or support positions within the spa health and wellness tourism sector.
- 7. Duration** : 750 hours
- 8. Training Team** : Professionals who have a sound knowledge of the finer nuances of the industry. They should understand international spa and wellness management and not just generic businesses.
MBA with knowledge of spa operations
CIBTAC/ITEC/CIDESCO certification with spa management experience.
- 9. Power Norms** : 15 KW
- 10. Space Norms** : 15 Sq. Mtr.

9. Content:

Sl. No.	Underpinning Knowledge(Theory)	Practical Competencies
1.1	COURSE TITLE	Overview of the Wellness/Spa Industry

	COURSE DESCRIPTION:	To understand dynamics of the Spa industry.
	Classroom Teaching: 40hours	Practical Teaching: 00 hours
	TOPICS: Industry Introduction History of spas Different types of Spas Overviews of different Spa therapies Current and futuristic Spa trends Case studies of successful spas (International / India) Business legalities – Licenses, permits, insurance and ownership Fundamentals of Spa Design Traditional therapies and cultural influences Hospitality & Tourism business environment Medical and wellness tourism	
1.2	COURSE TITLE	Human Resource Management
	COURSE DESCRIPTION	Mastering the art of managing your team
	Classroom Teaching: 40hours	Practical Teaching: 30 hours
	TOPICS: Staffing and staff scheduling Recruitment tools and HR systems Training Procedures Employee agreement and Legal contracts Human Resource planning Performance monitoring tools Conducting Personal interviews Orientation Procedures Organogram and job descriptions Improving Employee Performance (Evaluations, Motivation) Team and career building Employee Handbook Skills to retain staff Industry placement Organizational behaviour – Negotiation, conflict resolution	As per schedule

1.3	COURSE TITLE	Finance Management
	COURSE DESCRIPTION	Understanding Spa Business Finance
	Classroom Teaching: 80hours	Practical Teaching: 40 hours
	TOPICS: Business/Financial planning Budgeting and monthly sales projections Service & product margin analysis Profit & Loss statements Investment (in technology, renovation, refurbishment, training) Product pricing Staff payroll projections and the bottom line Yield (Revenue) management Monitoring KPI (Key performance Indicators) Inventory Control and retail Strategies to keep bottom line fit Balance sheets Labor Expense Management	As per schedule
1.4	COURSE TITLE	Sales and Marketing
	COURSE DESCRIPTION	Creating a unique and profitable sales and marketing strategy for the spa brand
	Classroom Teaching: 40 hours	Practical Teaching: 20 hours
	TOPICS: Fundamentals of marketing Establishing the brands marketing positioning Branding and advertising Creating and effective marketing plan Alliance with Media Company for effective media exposure Online and Social Media marketing Getting free publicity/networking Unique brand tie-ups Periodic value added incentives Public Relations and cross-marketing Different seasonal marketing strategies	

	<p>Merchandising maximum out of your marketing efforts Spa Promotions and Packages Alliance with media company for effective media exposure Spa vision/mission statement / Image</p>	
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Sl. No.	Underpinning Knowledge(Theory)	Practical Competencies
1.5	COURSE TITLE	SPA Operations
	COURSE DESCRIPTION	Learning how to professionally handle your spa's daily operations
	Classroom Teaching: 80 hours	Practical Teaching: 60 hours
	TOPICS: Monthly Goals and Target setting Identify S.W.O.T Spa menu planning and development Seasonal menu planning / speciality treatments / market demands Spa packages and membership Spa facilities Effective spa rooms utilization Daily operations reports/checklists Innovation and technology in Spas Allocate resources effectively Safety and hygiene and first-aid Logistics and monitoring Minimizing Risk Nutrition & Spa Cuisine Generic IT training	As per schedule
1.6	COURSE TITLE	Quality Controller
	COURSE DESCRIPTION	Learning the importance of consistency in the quality of spa services
	Classroom Teaching: 40 hours	Practical Teaching: 30 hours
	TOPICS: Quality control Spa experience	As per schedule

	<p>Meeting customer needs Guest feedbacks Supervised treatments Mystery Shopping Spa audit Customer Service Maintaining unique Spa ambience Space manning Spa facility management</p>	
1.7	COURSE TITLE	Standards and Operating Procedures
	COURSE DESCRIPTION	To teach the importance of standards, it is vital for consistency in quality and services.
	Classroom Teaching: 40 hours	Practical Teaching: 20 hours
	TOPICS: Standard documentation Importance of SOP Preparing SOPs Types of standards and procedures Process mapping	

Sl. No.	Underpinning Knowledge(Theory)	Practical Competencies
1.8	COURSE TITLE	Spa products and retail management
	COURSE DESCRIPTION	Knowledge of Spa products and effectively marketing them in the spa
	Classroom Teaching: 50 hours	Practical Teaching: 20 hours
	TOPICS: How to choose the right products Product Knowledge and Vendor Relations Importance of Retail Staff training for retail Visual Merchandising Retail and professional product Planning	As per schedule

	Product Purchasing Inventory Management	
1.9	COURSE TITLE	Front Desk and Guest Care
	COURSE DESCRIPTION	To teach the front desk formalities and etiquettes
	Classroom Teaching: 40 hours	Practical Teaching: 20 hours
	TOPICS Front Desk Operations Reservations and booking Telephone etiquettes Guest reception protocols Guest Consultation and treatment plans Pre and post treatment procedure Delivering the ‘Wow’ experience Guest feedbacks Handling guest complaints Payment and farewell Guest relationship Management Customer Service Programs Client records / data protection Daily check lists	As per schedule

1.10	COURSE TITLE	Manager as a Leader
	COURSE DESCRIPTION	Effective Leadership in Spas
	Classroom Teaching: 40 hours	Practical Teaching: 20 hours
	TOPICS Personal and Professional Etiquette Personality Development and grooming HCM planning Leadership Skills Working in groups Better decision making Responsible Leadership Time Management Effective Communication Skills Staff Mentoring and Motivation strategies	

COURSE TITLE	EXAM
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COURSE DESCRIPTION	Exam will be conducted for practical and Theory
Duration : 8 hour	Practical : 8 hour
Written Exam 1 Day	Practical Exam 1 Day

Tools and Equipments (For a batch of 20 trainees)

Sl no	Name	Quantity
1	Classroom with chairs	20 no
2	Whiteboard/Blackboard	01 no
3	LCD projector	01 no
4	Skeletal model	As required
5	Visual representations of main body systems Visual representations of Chakras, Marma points, energy systems/types of spas	As required
6	Background literature for each topics	As required
7	First Aid dummy First Aid Kit	1 no each
8	Fire Extinguishers (water, CO2, blanket)	02 no each
9	Note Books/ pen	As required
10	Visual representations of various spa types	As required
11	Laundry set-up	As required
12	Trash bin	05 no
13	Treatment room with shower, steam room, water feature (bathtub, Jacuzzi or similar)	01 no each
14	Biomedical waste system	01 no
15	Selection of common spa cleaning agents	As required
16	Spa product brochures	As required
17	Library of all relevant books	As required