

No. DGET- 4/(5)/2011-CD
Government of India
Ministry of Labour & Employment
DGE&T

New Delhi, dated 2nd June, 2011
6th

To

All State Director dealing with Craftsmen Training Scheme (CTS).

Subject: Implementation of the new trades (1) SPA THERAPY under Craftsmen Training Scheme(CTS).

Sir,

I am directed to inform you that a new trade namely "SPA THERAPY" has been introduced under CTS w.e.f. from August, 2011. The syllabus has been approval by NCVT for introduction of training programme under CTS. The duration & entry qualification space norms and batch size of the trade is as under:-

Sl. No.	Name of the trade	Duration of Training	Entry Qualification	Space required	Batch Size	Power Norms	Qualification of Instructor
1.	SPA THERAPY	06 months	12 th std. passed under 10+2 system or its equivalent.	80 Sq. mtrs.	20	2 Kw	As given in Syllabus

One copy of the syllabus is enclosed for your ready reference. The above syllabus is also available on the web site of DGE&T at www.dget.nic.in. Institutes desirous of introducing the above trade are required to create necessary infrastructure as per norms prescribed in syllabus of the trade and introduce the training programme after taking necessary affiliation from NCVT.

Yours faithfully,



(R.L. Singh)
Director(Training)/Secretary, NCVT

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SYLLABUS
FOR THE TRADE OF
SPA THERAPY

UNDER CRAFTSMEN TRAINING SCHEME (CTS)

DESIGNED IN MAY 2011 BY:

Government of India
Ministry of Labour & Employment
(D. G. E. & T.)

CENTRAL STAFF TRAINING & REASEARCH INSTITUTE
EN – Block-81, Sector – V, Salt Lake City
Kolkata 700 091

List of the Trade Committee members meeting at India Habitat Centre, New Delhi, on 3rd May 2011 to design the syllabus for the trade of "Spa Therapy" under CTS.

Ref.	Name & Designation	Organisation	Remarks
1	Mr. R. K. Chugh, Deputy Director General - Training	Directorate General of Employment & Training, New Delhi.	Chairman
2	Mr. Jesper Hougaard, CMD	Serena Spa Pvt. Ltd. & International Spa Association	Vice Chairman
3	Dr. Harish Nadkarni, Chairman	NABH Technical Committee, Quality Council of India	Member
4	Dr. Joe Lewis, Scientific Advisor	Marico Ltd. (Kaya Skin Care)	Member
5	Professor Adrian Kennedy, Advisor	Apollo Hospitals & Wellness Ltd.	Member
6	Mrs. Sabrina F. B. Hougaard, Director of Spa Operations	Serena Spa Pvt. Ltd., Mangalore	Member
7	Mrs. Shweta Bapat, Managing Director	Classic Spandan Solutions Pvt. Ltd., Mumbai	Member
8	Mrs. Disha Meher, Director	Technical Spa Consultant, Mumbai	Member
9	Ms. Neela Mhatre, Senior Lecturer	Ananda Spa Institute, Hyderabad	Member
10	Nisha Javeri Founder/ CEO	Myrah Spa, Mumbai	Member
11	Mr. Kamal Manaktola, Regional Director	American Hotel & Lodging Educational Institute, New Delhi	Member
12	Ms. Tara Herron	Evolve Spa Consultancy/ Imperial Spa & Health Club, New Delhi	Member
13	Ms. Gurpreet Kaur, Spa Director	ITC Maurya Sheraton, New Delhi	Member
14	Ms. Megha Dinesh, Director - Spa Operations	Aura Spa, Apeejay Surrendra Hotels Ltd., New Delhi	Member
15	Dr. Jayram Nair, General Manager	Amattra Spa, (Mayar Health Resorts), New Delhi	Member
16	Mr. Ajay Marwaha	Ananda Spa Institute, Hyderabad	Member
17	Mrs. Upma Bhatia, Joint Director	NVTI for Women, Sector-1, Noida- 201 301	Member
18	Ms. Sunita Bhat, Training Officer	NVTI for Women, Sector-1, Noida- 201 301	Member
19	Mr. L. K. Mukherjee, Deputy Director	Central Staff Training & Research Institute, Kolkata	Member
20	Ms. Anita Srivastava, Deputy Director	DGET Hqs, New Delhi	Member
21	Suresh Sardha, CEO	Biosols India Pvt. Ltd., Mumbai	Member

GENERAL INFORMATION

1. Name of the Course:	SPA THERAPY								
2. N. C. O. Code No.:									
3. Duration of Craftsman Training:	06 Months (26 weeks)								
4. Entry Qualification:	12th Std. Passed under 10+2 System of education or its equivalent. Minimum 17 ½ years of age.								
5. Unit (batch) size:	20 Trainees								
6. Space Requirement:	80 Sq. Metres (Practical Workshop)								
7. Power Requirement:	2 KW								
8. Qualification for Instructor:	<table><tr><td>Academic</td><td>12th Pass or equivalent</td></tr><tr><td>Technical</td><td>1200 hours of spa/wellness relevant training with academic certification.</td></tr><tr><td>Experience</td><td>Five years of specific spa/wellness experience.</td></tr><tr><td>Desirable</td><td>Passed Principle of Teaching (POT) course from any of DGET Institute</td></tr></table>	Academic	12 th Pass or equivalent	Technical	1200 hours of spa/wellness relevant training with academic certification.	Experience	Five years of specific spa/wellness experience.	Desirable	Passed Principle of Teaching (POT) course from any of DGET Institute
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Desirable	Passed Principle of Teaching (POT) course from any of DGET Institute								

INTRODUCTION

The following syllabus is a detailed program with description of subjects to be included to fulfil the requirements of the core standards and competencies under "Craftsman Training Scheme" course for Spa Therapist. It takes into account the level of the basic education, with English knowledge sufficient to communicate and read on a basic level.

The aim is to provide a relevant knowledge of essential topics such as anatomy, physiology, first aid, hygiene, conduct, injury prevention and various technical spa topics to enable a Spa Therapist to successfully join the industry.

The practical section of spa therapy modalities provides the theoretical background, history and uniqueness of each modality as well as practical training in the performance, both as classroom training and in internships in realistic spa environs. The totality of the practical training accounts for minimum 70% of the training schedule.

It is stressed that the syllabus does not cover all forms of spa treatment and cosmetology modalities available in the spa market and especially for Ayurveda, the syllabus is only providing an introduction; a full qualification can only be achieved by attending an accredited Ayurveda course.

Spa Therapists should be encouraged to seek further training and specialisation after the course completion in accordance with personal preferences, industry trends and prospects. Further, Spa Therapists should engage in networking among professionals, become members of spa organisations and actively engage in the pursuit of wellness.

The standard course duration is 26 weeks. Additional time for home study, revision and for final examination is required.

In addition to the herein described curriculum candidates must secure a minimum 40% out of 50 marks of the "Employability Skills" test under the All India Trade Test. The study for this test is in addition and parallel to the herein contained curriculum amounting to 280 hours or approximately 2 hours per week.

EXAMINATION SCHEME

TRADE: SPA THERAPY

Topics of Trade Theory & Trade Practical	Final Exam*)	Sessional	Total
TRADE THEORY	100	20	120
TRADE PRACTICAL	300	100	400
EMPLOYABILITY SKILL	50	-	50
TOTAL	450	120	570

FINAL EXAMINATION – DURATION:

Trade Theory (100 marks):	3 Hours
Trade Practical (300 marks):	6 to 8 Hours
Employability Skills (50 marks):	2 Hours

Syllabus for the trade of "Spa Therapy" under CTS.

Duration: Six Months

SUBJECT 1: HISTORY OF SPA		
OBJECTIVE	To give students an insight into the history of spas so they are able to understand different concepts, country specific types and evolution of spas. As a minimum students should be informed about European, Asian and local spa types and their brief history as well as the definition: "A spa is a place devoted to overall well-being through a variety of professional services that encourage the renewal of mind, body and spirit" (International Spa Association).	
WEEK No.	PRACTICAL	THEORY
1	Internet Search <ul style="list-style-type: none"> • International Spas • Indian Spas • Spa Associations 	The course includes the origin of spas as well as an introduction to various types of spas: CLUB SPA CRUISE SHIP SPA DAY SPA DESTINATION SPA MEDICAL SPA MINERAL SPRINGS SPA RESORT/HOTEL SPA
COMMENTS	This subject serves two purposes; to give students a personal interest in the pursuance of various options in the spa world and to make them able to advice spa clients of spa options.	

SUBJECT 2: YOGA FOR WELLBEING		
OBJECTIVE	To teach basic techniques of yoga for the student to be able to stay fit, flexible and to improve both physical and mental stamina. With additional training and practice a person will be able to teach others at a basic level.	
WEEK No.	PRACTICAL	THEORY
1 - 2	<ul style="list-style-type: none"> • Pranayam • Asanas (min. Surya Namaskar) • Mudras 	<ul style="list-style-type: none"> • History & Evolution of Yoga • Schools of Yoga
COMMENTS	It is recommended to incorporate daily morning yoga into the general schedule of the training syllabus.	

SUBJECT 3: INTRODUCTION TO COMPLEMENTARY THERAPIES		
OBJECTIVE	To ensure that the student is aware of the most common complementary spa therapies offered around the world. Although these are not core spa modalities they will often be part of a spa's services and should be known to a Spa Therapist.	
WEEK No.	PRACTICAL	THEORY
2 - 3	Must experience at least 4 of the Complementary Therapies taught.	<ul style="list-style-type: none"> • Reiki • Naturopathy • Aromatherapy • Chromo therapy • Traditional Chinese Medicine • Gemstone Therapy • Crystal Healing • Physiotherapy • Rolfing • Chiropractic • Botox • Bowen Therapy • Alexander Technique • Acupuncture / Acupressure • Floatation • Healing • Kinesiology • Neuro Linguistic Programming • Past Life Regression • Aura Reading
COMMENTS	Spa guests travel the world and a Spa Therapist must know how to compare a given treatment with another to offer an educated point of view.	

SUBJECT 4: INTRODUCTION TO ANATOMY & PHYSIOLOGY		
OBJECTIVE	To give students a practical working knowledge of how the human body works in order to better understand the physical impact of typical massage and other spa treatments and their counter indications.	
WEEK No.	PRACTICAL	THEORY
3-4	N/A	<p>The course includes a general introduction to the Human Body as well as the ten major body systems:</p> <ul style="list-style-type: none"> o Skeletal o Muscular o Nervous o Endocrine o Cardiovascular o Lymphatic o Respiratory o Digestive o Urinary o Reproductive o Skin o Dental o ENT o Eye <p>In addition the course includes lessons on chakras, Marma points, energy systems and other alternative anatomical systems.</p>
COMMENTS	The language used must be comprehensible to the students; the aim is to give a general understanding of the human body and its functions, not to teach medical students.	

SUBJECT 5: FITNESS & NUTRITION

PURPOSE	To learn how to help oneself and spa clients how to lead a longer, healthier life through correct nutrition. The course is designed to provide the student with the information required to live a healthier, happier lifestyle – and to advice others to do so as well. The course includes training in nutrition with a scientific approach, including the food pyramid, diet planning, the digestive system and how nutrients affect energy, wellness and fitness. Finally, the course includes an introduction to various types of lifestyle diseases, such as diabetes, obesity, joint problems et cetera.	
WEEK No.	PRACTICAL	THEORY
5	<p>The course includes practical cooking classes in which emphasis is put on healthy, energy saving food preparation with natural un-processed food items.</p> <p>Students must be exposed to and try the use of various gym equipment and must be exposed to a physical condition test.</p>	<ul style="list-style-type: none">• Basic Food Groups• Carbohydrates• Proteins• Lipids• Vitamins• Minerals• Water• Fibre• Balanced Diet• Calculation of BMI, IBW and calorie requirement• Obesity, diabetes, hypertension, anorexia, bulimia• Nutrition and Lifestyle• Fitness Modalities• Cardiovascular Training• Muscular Training
EVALUATION	The student must be able to describe the concept of BMI and of a Balanced Diet. The therapist should understand the sources and functions of food groups / nutrients, the importance of a balanced diet towards maintaining good health, physical and mental - for self and the spa clients. The student must understand the differentiation between cardiovascular training and muscle building.	
FACULTY	Must be knowledgeable about nutrition, cooking, food ingredients and lifestyle development, preferably a trained nutritionist.	
COMMENTS	This course aims at developing a healthy lifestyle for the student as well as to serve as a basis for future assignments in spas where lifestyle programs are offered. It is important that Spa Therapists live a healthy lifestyle with high energy levels required for the demanding work conditions in a spa.	

SUBJECT 6: FIRST AID		
OBJECTIVE	First aid training should provide initial care for an illness or injury. It is designed to be performed by a non-expert person to a sick or injured casualty until definitive medical treatment can be accessed. The purposes of first aid are (1) to save life, (2) prevent further injury, and (3) to minimize or prevent infection.	
WEEK No.	PRACTICAL	THEORY
5 – 6	<p>The training consists of a series of simple and in some cases, potentially life-saving techniques that an individual can be trained to perform with minimal equipment.</p> <p>TOPICS:</p> <ul style="list-style-type: none"> • Cardio Pulmonary Resuscitation • Bleeding First Aid • Basic Fire Fighting 	<p>The knowledge of first aid, when properly applied, can mean the difference between temporary or permanent injury, rapid recovery or long-term disability, and the difference between life and death.</p> <p>TOPICS:</p> <ul style="list-style-type: none"> • Bleeding (Internal/External) • Fractures, Sprains & Dislocations • Head, Neck and Back Injuries • Shock and Trauma • Burns • Electric Shock • Heart Attack, Seizure • Cardiac & Respiratory Arrest • Choking • Loss of Consciousness • Eye, Ear, Nose & Throat Emergencies • Heat & Cold Emergencies (Exhaustion, Heat stroke, Hypothermia) • Poisoning, Bites & Stings
COMMENTS	Many local fire departments and hospitals provide professional training in First Aid. Additional training can be provided in Resuscitation and Defibrillator and other specialised areas depending on the type of situations the student is likely to encounter in his/her future career.	

SUBJECT 7: HYGIENE & HOUSEKEEPING		
OBJECTIVE	Hygiene is of utmost importance for a successful spa, not only to avoid infections, but also to ensure that spa clients feel comfortable. Good housekeeping also saves on waste, maintenance and repairs.	
WEEK No.	PRACTICAL	THEORY
6-7	<ul style="list-style-type: none"> • Housekeeping Forms & Procedures • Treatment Room Set-Up • Treatment Room Cleaning • Cleaning Procedures • Sterilisation • Infection Control 	<ul style="list-style-type: none"> • Cleaning Equipment • Cleaning Agents • Handling of Chemicals • Potential Infections • Self-Protection • Linen Handling and Maintenance • Laundry Procedures • Storage • Inventory • Fire Prevention
COMMENTS	Often spas are located in hotels where housekeeping is taken care of, but it is the responsibility of the Spa Therapist to ensure a hygienic, safe and welcoming environment for the spa client - and self.	

SUBJECT 8: ERGONOMICS & INJURY PREVENTION		
OBJECTIVE	To make the student understand that incorrect posture and excessive use of force may result in work related injuries. The course aims to teach the student how to avoid injuries so a long career can be enjoyed without disabling injuries.	
WEEK No.	PRACTICAL	THEORY
7	<ul style="list-style-type: none"> • Posture • Breathing Techniques • Balance your body • Pressure without muscle 	<ul style="list-style-type: none"> • Stay in shape • Diet • Ergonomics
COMMENTS	A successful treatment session is positive for both giver and receiver. A Spa Therapist must learn to avoid injury from the beginning; same as remembering the seatbelt - every time! Injury Prevention techniques will be further demonstrated during courses 10, 11 and 12.	

SUBJECT 9: SPA PRODUCT KNOWLEDGE

OBJECTIVE	Spa products such as oils, creams, scrubs et cetera are essential ingredients in a spa treatment. It is essential that a Spa Therapist understands the ingredients.	
WEEK No.	PRACTICAL	THEORY
7-8	<ul style="list-style-type: none"> • Product Handling • Product Storage • Product labelling • Product Application 	<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) • Product Testing • Efficacy • Shelf Life • Contamination • Allergies • First-In-First-Out • Counter Indications • Benefits (ingredients)
COMMENTS	Classes may include presentation(s) by product manufacturer(s), but it cannot be a commercial proposition. The course must introduce the students to several different manufacturers and types of products.	

SUBJECT 10: COMMON SPA MODALITIES

OBJECTIVE	To impart a basic understanding of the history of each treatment type, the specific benefits and limitations as well as the distinct techniques employed.	
WEEK No.	PRACTICAL	THEORY
9-16	<p>Each treatment must be performed at least 10 times</p> <p>Hydrotherapy 08 hrs. Scrubs & Wraps 40 hrs. Swedish Massage 40 hrs. Deep Tissue Massage 40 hrs. Reflexology 40 hrs. Thai Massage 40 hrs. Hot Stone Massage 40 hrs.</p>	<p>Introduction of various spa modalities, their background, origin and uniqueness</p> <p>Typical Spa Treatments 32 hrs. Hydrotherapy 24 hrs. Body Treatments 12 hrs. Swedish Massage 12 hrs. Deep Tissue Massage 12 hrs. Reflexology 12 hrs. Thai Massage 12 hrs. Hot Stone Massage 12 hrs.</p>
COMMENTS	This is the essence of the training program and must demonstrate an ability to combine the knowledge of guest handling, anatomy/physiology, spa product knowledge and treatment techniques.	

SUBJECT 11: COMMON SPA COSMETOLOGY MODALITIES

OBJECTIVE	To impart a basic understanding of the history of cosmetology treatments, the specific benefits and limitations as well as the distinct techniques employed. Many procedures may potentially create infections and the focus will be on hygiene, sterilisation techniques, potential sources of infection and self-protection through theory classes, instruction, practice and externship.	
WEEK No.	PRACTICAL	THEORY
17 – 22	<p>Each treatment must be performed at least 10 times</p> <p>Waxing 34 hrs. Threading 12 hrs. Hair Basics 12 hrs. Manicure 40 hrs. Pedicure 40 hrs. Facial 40 hrs.</p>	<p>Introduction of various spa cosmetology modalities, their background, origin and uniqueness</p> <p>Waxing 12 hrs. Threading 00 hrs. Hair Basics 08 hrs. Manicure 12 hrs. Pedicure 12 hrs. Facial 18 hrs.</p>
COMMENTS	The student must demonstrate an ability to combine the knowledge of guest handling, anatomy/physiology, injury prevention, hygiene, sterilisation processes, spa product knowledge and treatment techniques.	

SUBJECT 12: INTRODUCTION TO AYURVEDA

OBJECTIVE	To understand the history and basic principles of Ayurveda. In addition to the theoretical classes the student must learn at least one typical rejuvenating Ayurveda treatment which can be performed without a qualified doctor's supervision.	
WEEK No.	PRACTICAL	THEORY
22 – 24	<p>Each treatment must be performed at least 10 times</p> <ul style="list-style-type: none"> • Abhyangam • Indian Head Massage 	<p>The five elements of the body</p> <ul style="list-style-type: none"> • PRITHVI (Earth) • VAYU (Air) • APA (Water) • AKASH (Space) • TEJAS (Fire) <p>The seven body types</p> <ul style="list-style-type: none"> • VATA • VATA - KAPHA • PITA • PITA – KAPHA • KAPHA • VATA – PITA - KAPHA • VATA – PITA <p>The three types of Gunas</p> <ul style="list-style-type: none"> • SATVIC • RAJASIC • TAMASIC
COMMENTS	Even though Ayurveda may not be included as part of a spa concept, it is an important part of the Indian wellness history and students must understand and be able to communicate this heritage to clients. This course does not qualify as Ayurveda Therapist.	

COURSE 13: GUEST HANDLING & FRONT OFFICE		
OBJECTIVE	To understand basic administrative functions in a spa operations, to be able to handle guest interaction.	
WEEK No.	PRACTICAL	THEORY
24	<ul style="list-style-type: none"> • Basic Computer Operation • Billing • Tax and VAT Calculation • Stock taking 	<ul style="list-style-type: none"> • Telephone Handling • Guest Appointments & Booking Procedures • Guest Orientation • Guest Intake Forms • Guest Comments • Criticism and Appreciation • Gratuity and Service Charges
COMMENTS	It is very important that a Spa Therapist understands the importance of elegant and efficient handling of Front Office, booking procedures and other Guest interaction.	

SUBJECT 14: SALES & MARKETING		
OBJECTIVE	The therapist is the point of contact between the spa and the client who uses products during the treatment, and hence also recommends home care products to maintain the effects of the treatment. This course will impart the right skills for communicating with the customer in a positive way.	
WEEK No.	PRACTICAL	THEORY
25	<ul style="list-style-type: none"> • Sales -- Role Play • Retail Display Setup 	<ul style="list-style-type: none"> • Difference between Sales and Marketing • Vision and Mission • Guest Consultation and Analysis • Importance of product knowledge • Approaching guest & understanding the needs • Guest Sales Interaction During the Treatment • Handling of Sales Objections • Home Care Sales as part of a Spa Experience
COMMENTS	Retail Sales is an important revenue stream for a spa.	

SUBJECT 15: SPA AS A CAREER		
OBJECTIVE	To showcase the many career option in the spa industry – and also the obstacles and challenges.	
WEEK No.	PRACTICAL	THEORY
26		<ul style="list-style-type: none"> • Basic Career Requirements • Money • Drive & Motivation • Commitment • Spa Career Options • Typical Career Path • How to Start Your Own Spa Business • Job Opportunities – India and Abroad
COMMENTS	It is important to show the wide variety of positions available in the spa industry and to show the importance of personal evolution in the spa industry.	

**LIST OF REQUIRED EQUIPMENT, TOOLS, MACHINERY & MATERIALS FOR A
BATCH OF 20 STUDENTS**

STUDENT'S PERSONAL TOOL KIT		
S/N	DESCRIPTION	QTY
1	Hair Comb – broad teeth	1 each
2	Hair Comb – fine teeth	1 each
3	Hair Brush	1 each
4	Hair Scissors	1 each
5	Nail Brush	1 each
6	Nail File	1 each
7	Protective Goggles	1 each
8	Hand Sanitizer	1 each

TOOLS & EQUIPMENT FOR CLASSROOM AND PRACTICAL TRAINING AREA		
S/N	DESCRIPTION	QTY
1	Hot Plate (Electrical Induction, 1000 Watts)	1
2	Electric Kettle (1 litre capacity)	1
3	Mixing Bowls	As required
4	Computer with monitor & keyboard, latest configuration	1
5	LCD Projector	1
6	Refrigerator 165 litres	1
7	Study Table & Chair	20
8	Telephone with PABX system, 2 incoming lines & 2 instruments	1
9	Water Filter	1
10	Anatomy Charts for all major body systems	1
11	Backwash Station (Hair)	1
12	Black and/or Whiteboard	1
13	Blender (Mixie)	1
14	Audio – Visual Resources, including <ul style="list-style-type: none"> • Demonstration video for Hydrotherapy Equipment & Use • Demonstration video for Gym Equipment & Use 	As required
15	Dummy Skeleton	1
16	Dummy – First Aid Demonstrator	1
17	Facial Steamer on wheels, 0.5 litre capacity	1
18	Fire Extinguisher CO2	1
19	Fire Extinguisher H ₂ O	1
20	First Aid Kit	1
21	Food Pyramid Chart	1
22	Hair Cutting Station with hydraulically adjustable height	1
23	Hair Dryer (Hand Held)	1
24	Hot Stone Heater, minimum 15 litres, 1,100 Watts	1
25	Hot Stone Set for full body & Facial	1
26	Manicure Bowl	8
27	Manicure Set (cutters, pliers, cleaners, files, pumice stone et	4

	cetera)	
28	Massage Chair with face cradle for Seated Massage	1
29	Massage Table with face cradle and padding	4
30	Nutritional Charts (set)	1
31	Pedicure Bowl	8
32	Pedicure Set (cutters, pliers, cleaners, files, pumice stone et cetera)	4
33	Reference Library	As required
34	Shower Facility with hot & cold overhead shower & hand shower	1
35	Spa Publications (selection)	As required
36	Steam Room, minimum 5.5 CUM with double seating	1
37	Thai Massage Mat 220 x 250 cm	1
38	UV Sterilizer, minimum 10 litre capacity	2
39	Wax Heater with thermostatic heat control, 0.5 litre capacity	4
40	Yoga Mat 50 x 180 cm	20

CONSUMABLES		
S/N	DESCRIPTION	QTY
1	Aromatic Oils	As required
2	Blended Creams	As required
3	Massage Oils	As required
4	Essential Oils	As required
5	Herbal Oils	As required
6	Soaps, Shampoo, Lotions	As required
7	Wax (hot & cold)	As required
8	Wax Strips (disposable)	As required
9	Wax Spatula (disposable)	As required
10	Disposable Gloves	As required
11	Housekeeping equipment as required	As required
12	Pantry equipment	As required
13	Plastic Bucket	As required
14	Rubber Scrapers	As required
15	Waste Basket with lid	As required
16	Linen	As required
17	Towels	As required

EXAMINATION GUIDE	
SUBJECT 1	The student must be able to describe various types of spas, what identifies them and what spa traditions are special in various parts of the world.
SUBJECT 2	The student must show a basic understanding of the origins of yoga and be able to demonstrate at least 6 basic Asanas.
SUBJECT 3	The student must demonstrate a basic knowledge of common complementary spa treatment types found in spas around the world and must show an understanding of the uniqueness of each of these treatments and their differences.
SUBJECT 4	The student must be able to identify and briefly explain the 10 major body systems and show a good knowledge of the skeletal, muscular and nervous systems.
SUBJECT 5	The student must be able to describe the concept of BMI and of a Balanced Diet. The therapist should understand the sources and functions of food groups / nutrients, the importance of a balanced diet - for self and the spa clients. The student must understand the differentiation between cardiovascular training and muscle building.
SUBJECT 6	The student must demonstrate the theoretical knowledge and practical skills to decide on how and when to render first aid and be prepared to provide competent assistance to the sick and injured in all circumstances. Further, must demonstrate the three primary objectives (1) to maintain an open airway, (2) maintain breathing, and (3) to maintain circulation and during the process, control bleeding and reduce or prevent shock.
SUBJECT 7	The student must demonstrate a basic knowledge of hygiene standards, potential infection and cleaning processes, including laundry and linen maintenance.
SUBJECT 8	Must demonstrate correct posture during treatment, while lifting and what exercises help prevent injury.
SUBJECT 9	The student must understand the basics of product ingredients, allergies, licensing of products and counter indications.
SUBJECT 10	During practical training, each treatment must be evaluated in writing. At examination, a student must perform at least 6 treatments chosen at random by examiner, giving the student 30 minutes preparation time before each treatment. The student must demonstrate with confidence the different characteristic steps of each massage and must be able to give a verbal introduction of techniques prior to the treatment.
SUBJECT 11	After completion of theory and instruction, each treatment must be performed on at least 10 times, each treatment evaluated in writing by the examiner. At examination, a student must perform at least 1 facial, 1 manicure, 1 pedicure as well as one of the remaining, chosen at random by examiner, giving the student 30 minutes preparation time before each treatment. The student must demonstrate with confidence the different characteristic steps of each massage, injury prevention techniques to client and self and must be able to give a qualified skin/nail analysis prior to treatment.
SUBJECT 12	The student must be able to describe the history of Ayurveda, its incorporation into modern life and its basic principles as listed above. The student must appreciate and explain the difference between Ayurveda, allopathy and naturopathy as well as the difference between a curative spa treatment (such as Ayurveda) and a rejuvenating/relaxing spa treatment. The student must demonstrate a

	clear understanding of Ayurveda as a complete lifestyle system. The examination must include a demonstration of at least one typical Ayurveda treatment.
SUBJECT 13	The student must understand the basics of guest handling, including guest advice on treatments, booking procedures, complaints handling and billing.
SUBJECT 14	The student must show ability and comfort in selling and understand the basics of sales and guest potential evaluation. The therapist shall be able to handle guest queries about products and close the sale with complete confidence and conviction. The therapist also needs to demonstrate an ability to arrange product displays in an attractive manner and to extract core sales arguments for various products.
SUBJECT 15	The student must show that he/she understands that spa is not just a job, but a career path. There are opportunities, but the successful pursuance requires commitment.