

NATIONAL SKILL QUALIFICATION FRAMEWORK QUALIFICATION FILE

Version 6: Draft of 08 March 2016

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Beauty and Wellness Sector Skill Council
Office No. 405-406, 4th Floor, DLF City Court,
M.G. Road, Sikanderpur, Gurgaon-122002

Name and contact details of individual dealing with the submission

Name: Ms. Annu Wadhwa

Position in the organisation: CEO

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List of documents submitted in support of the Qualifications File

1. Qualifications Pack
2. Industry Validations letters
3. Industry Endorsement tracker
4. Integrated Occupational Map
5. Summary Sheet

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SUMMARY

Qualification Title	Gym Assistant
Qualification Code	BWS/Q3001
Nature and purpose of the qualification	<p>Nature of the qualification</p> <ul style="list-style-type: none">- a Qualification Pack (QP) <p>The main purpose of the qualification</p> <ul style="list-style-type: none">- is to allow individuals to enter into Fitness domain even without any prior experience
Body/bodies which will award the qualification	Beauty & Wellness Sector Skill Council (BWSSC)
Body which will accredit providers to offer courses leading to the qualification	Beauty & Wellness Sector Skill Council (BWSSC)
Body/bodies which will carry out assessment of learners	Confederation of Indian Industry (CII)
Occupation(s) to which the qualification gives access	Gym Assistant
Licensing requirements	N/A
Level of the qualification in the NSQF	Level 3
Anticipated volume of training/learning required to complete the qualification	138 hours
Entry requirements and/or recommendations	Class X and He/ She must have the knowledge of major muscle groups, bones and joints, basic principles of health and safety, hygiene, order of equipment, principles of fitness training CPR, AED (optional)
Progression from the qualification	Personal Trainer (Level 4), Membership Consultant (Level 4), Group Fitness Trainer (Level 4)
Planned arrangements for the Recognition of Prior learning (RPL)	<p>Currently Beauty & Wellness Sector Skill Council (BWSSC) is doing the RPL assessments after covering learning hours of 20 hours and then followed by the assessments. The assessments are happening in online basis. There are three phases of assessments which is followed in all assessment process of different job roles-</p> <ol style="list-style-type: none">1. Theory- weightage 70%2. Practical- Weightage 30% (Hands on assessment + Viva)

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	The theory questions are objective type with multiple choice option, out of which we have some pictorial questions also. VIVA questions are also based on the job role and the practical questions are assessed on the hands on performance.(Detailed Assessment Plan is attached in the folder)
International comparability where known	This Level 3 qualification compares with UK QP: Level 1 NOS Mapping is NA.
Date of planned review of the qualification.	Post 10/02/2019

Formal structure of the qualification			
Title and identification code of component.	Mandatory/ Optional	Estimated size (learning hours)	Level
BWS/N9001 Prepare and maintain work area	Mandatory	12	3
BWS/N9002 Maintain health and safety at the workplace	Mandatory	18	3
BWS/N9003 Create a positive impression at the workplace	Mandatory	12	3
BWS/N3001 Assist/ Demonstrate exercises to clients	Mandatory	96	3

Please attach any document giving further detail about the structure of the qualification – e.g. a Curriculum Document or a Qualification Pack.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

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SECTION 1 **ASSESSMENT**

Body/Bodies which will carry out assessment:

Confederation of Indian Industry (CII)

How will RPL assessment be managed and who will carry it out?

Give details of how RPL assessment for the qualification will be carried out and quality assured.

The RPL assessment will be carried out through pre assessment, identifying the skills gaps, provide bridge training to cover the competency gap and then conduct final assessment of the candidates

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.

Assessment is done through third parties who are affiliated to B&WSSC as Assessment Body. Assessors are trained & certified by B&WSSC through Training of Assessors program. The assessment involves two processes. The first process is gathering the evidence of the competency of individuals. The second part of the assessment process is the judgement as to whether a person is competent or not. The assessment plan contains the following information:

The assessments are happening in online basis. There are three phases of assessments which is followed in all assessment process of different job roles-

- Theory- weightage 70%
- Practical+ VIVA- Weightage 30% (Hands on assessment + Oral questioner)

The theory questions are objective type with multiple choice option, out of which we have some pictorial questions also. VIVA questions are also based on the job role and the practical questions are assessed on the hands on performance.

- Criteria on decision making & process manual is attached in the folder (Attachment name – Assessment Process)

Please attach any documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

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ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – i.e. Learning Outcomes to be assessed, assessment criteria and the means of assessment.

Title of Component: Gym Assistant

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Gym Assistant

Qualification Pack BWS/Q3001

Sector Skill Council Beauty & Wellness

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% in aggregate
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

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Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Marks Allocation	
				Theory	Skills Practical
1. BWS/N9001 (Prepare work area)	PC1. ensure that environmental conditions are suitable for the client and the treatment to be carried out in a hygiene and safe environment	100	15	3	12
	PC2. select suitable equipment and products required for the treatment		19	5	14
	PC3. set up the equipment and prepare the products for treatments in adherence to the organization procedures and product/ equipment guidelines		20	4	16
	PC4. familiarize members with the safe workings of machines		12	2	10
	PC5. explain contraindicated exercises/postures with the members		14	4	10
	PC6. evaluate trainers involvement with the members		10	2	8
	PC7. store records, materials and equipment securely in line with the organization's policies		10	2	8
				100	22
2. BWS/N3001 (Assist/ Demonstrate exercises to the clients)	PC1. prepare the resistance equipment, free weights and cardiovascular equipment as well as ensure its safe use	100	10	2	8
	PC2. prepare the gym area for performance of various stretching exercises and weight training		10	2	8

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	PC3. demonstrate safe and technically correct usage of weights, cardiovascular machines like treadmill, cross trainers, cycles, step machine etc.		10	2	8
	PC4. assist and demonstrate the right form and technique of exercises		15	5	10
	PC5. explain benefits of various parts of work outs like cardiovascular exercises, stretching, resistance exercises etc. to (if required)the clients and promote a healthy lifestyle		15	5	10
	PC6. return the equipment after using to a safe condition		10	2	8
	PC7. invest time in ensuring improvement in performance of the client		10	2	8
	PC8. ensure the overall safety of the clients and gym equipment		10	2	8
	PC9. ensure the cleaning and maintenance of gym equipment		10	2	8
			100	24	76
3. BWS/N9002 (Maintain health and safety at the workplace)	PC1. set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements	100	10	3	7
	PC2. clean and sterilize all tools and equipment before use		10	3	7
	PC3. maintain one's posture and position to minimize fatigue and the risk of injury		10	3	7

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	PC4. dispose waste materials in accordance to the industry accepted standards		12	2	10
	PC5. maintain first aid kit and keep oneself updated on the first aid procedures		15	3	12
	PC6. identify and document potential risks and hazards in the workplace		10	3	7
	PC7. accurately maintain accident reports		10	3	7
	PC8. report health and safety risks/ hazards to concerned personnel		10	3	7
	PC9. use tools, equipment, chemicals and products in accordance with the organization's guidelines and manufacturers' instructions		13	3	10
			100	26	74
4. BWS/N9003 (Create a positive impression at the workplace)	PC1. maintain good health and personal hygiene	100	8	2	6
	PC2. comply with organisation's standards of grooming and personal behaviour		9	3	6
	PC3. meet the organisation's standards of courtesy, behaviour and efficiency		5	1	4
	PC4. stay free from intoxicants while on duty		6	1	5
	PC5. wear and carry organisation's uniform and accessories correctly and smartly		6	1	5

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PC6. take appropriate and approved actions in line with instructions and guidelines	6	2	4
PC7. record details related to tasks, as per procedure	5	2	3
PC8. participate in workplace activities as a part of the larger team	5	1	4
PC9. report to supervisor immediately in case there are any work issues	3	1	2
PC10. use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender	7	2	5
PC11. communicate procedure related information to clients based on the sector's code of practices and organisation's procedures/ guidelines	7	2	5
PC12. communicate role related information to stakeholders in a polite manner and resolve queries, if any	7	2	5
PC13. assist and guide clients to services or products based on their needs	4	1	3
PC14. report and record instances of aggressive/ unruly behaviour and seek assistance	4	1	3
PC15. use communication equipment (phone, email etc.) as mandated by your organization	4	1	3
PC16. carry out routine documentation legibly and accurately in the desired format	4	1	3
PC17. file routine reports and feedback	4	1	3
PC18. maintain confidentiality of	6	2	4

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	information, as required, in the role				
			100	27	73

Means of assessment 1

Means of assessment 2

Pass/Fail

SECTION 2 **EVIDENCE OF LEVEL**

Awarding bodies will enter a proposed NSQF level for the qualification in the Qualification File Summary. This section asks for the evidence on which that proposal is based. The evidence must refer to the level descriptors of the NSQF.

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OPTION A

Title/Name of qualification/component: Gym Assistant		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<p>The job holder is expected to perform & demonstrate exercise to clients under close supervision along with maintaining work area, health & safety at workplace and positive impression at the workplace.</p>	<p>The job holder is expected to understand the equipment; products used in different services and the process for providing the services. The role holder is further expected to carry out a limited range of activities, routine and predictable in nature, such as provides assistance to the clients, covers the safety and maintenance of all gym equipment's and promotes the physical activity, maintains a safe and hygienic environment at the work place.</p> <p>Considering the outcomes, the job roles is pegged at level 03.</p> <p>Since the individual doesn't need to perform within situation of clear choice like independently carrying out health screening and fitness assessment of the client to plan and conduct personal/ group training, therefore the role does not qualify for Level 4.</p> <p>And as the Job requires more than just application of little understanding of Fitness services like assisting and demonstrating the right form and technique of exercises, explain benefits of various parts of work outs like cardiovascular exercises, stretching, resistance exercises etc. to (if required)the clients and promote a healthy lifestyle, so s/he can't be placed at level 2</p>	3
Professional knowledge	<p>The job holder is expected to have the basic knowledge of the various types of products/equipment and services at offering. S/he is also expected to know the process of demonstrate exercises to the clients.</p>	<p>The job holder is expected to exhibit an understanding of the basic facts like knowledge of applicable legislations, processes such as understanding of the guidelines for operation and maintenance of the gym equipments and principles applied in</p>	3

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Title/Name of qualification/component: Gym Assistant		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		<p>Fitness services such as movement patterns & body weight exercises/ cueing/ major muscle groups, bones and joints/ contra indications and circumstances where termination of work out is required/appropriate exercise wear/ the exercising benefits and ability to speak, read and write in the local vernacular language and English.</p> <p>Since all the above mentioned areas are related to basic facts, process & principles of Fitness services, the role qualifies for Level 3.</p> <p>The job holder is expected to know more than just materials, tools and applications in limited context like correct usage of the free weights/cardiovascular machines and other gym equipments along with basic knowledge of cardiovascular regulations, therefore it can't be pegged at level 2</p> <p>And as the job holder is not expected to be aware of factual knowledge of Fitness services like develop and implement personalized nutrition and lifestyle programme for physically active clients, therefore s/he can't be pegged at 4</p>	
Professional skill	The Job holder is expected to organize his/her routine daily work on the basis of calendar provided to him/her on client's scheduled bookings. Further he/she is expected to be able to gather information about client/ product/services and then present it to senior authority in a structured way.	<p>The job holder is expected to recall and demonstrate practical skills, routine and repetitive in narrow range of applications such as maintaining a tracker, and continuously checking with client at every step regarding their comfort and satisfaction.</p> <p>The job holder must also be able to periodically share knowledge acquired and practically apply learning from feedback and other sources to improve their output.</p>	3

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Title/Name of qualification/component: Gym Assistant		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		<p>Since all the above mentioned professional skill are related to demonstrating practical skills, which are routine and repetitive in a narrow range, the role qualifies for Level 3.</p> <p>The Job holder is supposed to perform more than just assisting but rather preparing the gym area for performance of various stretching exercises and weight training, demonstrating safe and technically correct usage of weights/cardiovascular machines like treadmill/cross trainers/ cycles/ step machine etc.to the satisfaction of the client in a commercially acceptable time. Hence, s/he can't be placed at level 2</p> <p>And as job holders professional skill is not elaborate to include using quality concepts for promoting and selling Fitness services by consulting & advising clients on best Fitness practices as per body type therefore s/he is can't be pegged at Level 4</p>	
Core skill	The individual is expected to exhibit basic communication skills & presentable body language. S/he is expected to perform respective record maintaining work using basic arithmetic/ algebraic principles and possess basic understanding of environment to cater to the different requirements of varied types of clientele.	The job holder is expected to exhibit written and oral communication skills, with the minimum level of clarity expected, the skill of basic arithmetic and algebraic principles, personal banking and basic understanding of the social and natural environment such as use positive body language. They are expected to abide by workplace regulations and code of conduct like presentation, grooming, client interaction, and sensitivity to client's privacy and personal details, professional appearance, avoiding of inappropriate conversations etc. They are required to maintain appropriate distance from client, speak clearly and precisely in a courteous manner, develop a professional relationship with the client, and maintain a hygienic work environment.	3

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Title/Name of qualification/component: Gym Assistant		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		<p>Since all the above mentioned core skills are related to exhibiting basic written and oral communication skills, with the minimum level of clarity expected, the skill of basic arithmetic and algebraic principles, personal banking and basic understanding of the social and natural environment the role qualifies for Level 3.</p> <p>The Job holder expected to possess core skills more than just receiving & transmitting written & oral messages such as types of equipments used, hygiene & safety precautions etc. and procedure related information to clients based on the Fitness sector's code of practices and organisation's procedures/ guidelines, hence the Job holder can't be placed at Level 2.</p> <p>And since the incumbent not expected to exhibit the understanding of social, political and natural environment such as new Fitness methodologies, communicating people's preferences to other clients. Also s/he isn't expected to keep oneself abreast about new Fitness regimes for promoting sales and to know what to say ,when to say & how to say to the clients without using jargon, slang or acronyms therefor s/he can't be placed at Level 4</p>	
Responsibility	The Job holder is expected to assist the clients in the gym with various services and demonstrate exercise or assist the Senior Trainers in correcting client's postures so as to achieve the desired result.	The job holder is expected to perform under close supervision . S/he provides the assistance and help to the clients in the gym & maintains the discipline in the work area with regards to punctuality, personal neatness, cleanliness, hygiene, uniforms of the trainers. S/he provides the assistance to all the clients with respect to equipment, free weights and ensures that the free weights can be safely used by the clients. The job holder is expected to take some responsibility for own work within	3

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Title/Name of qualification/component: Gym Assistant		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		<p>defined limits such as providing the basic advice to improve the client using and handling techniques in respect of using equipment's, free weights, stretching exercises. S/he ensures resolution of issues in the work place.</p> <p>Given that the incumbent works under close supervision while conducting the Fitness services & has limited responsibility for his/her own work, thus s/he can be placed at level 3</p> <p>And since s/he is responsible for critical technical activities like assisting the Personal/Group trainer in demonstrating the right form and technique of exercises, maintaining health and safety at the workplace therefore can't be pegged at Level 2</p> <p>The Job holder's responsibility is since limited to just assisting the Personal/Group trainer and not to require plan and conduct personal/ group training, that's why s/he can't be placed at Level 4</p>	

India-EU Skills Development project: Qualification File

SECTION 3 **EVIDENCE OF NEED**

What evidence is there that the qualification is needed?

Please refer to the attached list of job roles and occupations as per the attachment and their career paths as per Annexure 1, which have been derived through extensive industry interactions facilitated from four workshops, and site visits conducted and interaction with representatives from different organizations all over the country. Research was conducted in the Beauty & Wellness sector to capture revenue and manpower requirement estimates till 2022. The research provides the data that the discussed qualification is one of the critical roles in the sector. The details of statistics and research analysis are provided separately as a research analysis report.

What is the estimated uptake of this qualification and what is the basis of this estimate?

The increase in manpower requirements (as per projections) from 2013 to 2022 is approx. seven times for Spa and four times for Beauty & salons. For rest of the subsectors it is approx. twice the current size. All the numbers are provided in research analysis study

What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?

Under the DGT course curriculum of NCVT, in the Fitness sub-sector, there is one course listed –FIT601 Advance Fitness Training course (Certificate I) .The course listed is inactive. No other course in the NCVT ecosphere.

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

The comments, feedback and suggestions were collected through interaction with industry during Jan'15 to Sep'15. The same will be compiled and justifiable changes will be incorporated in the next/updated version of the QP. This QP is set to be revised post 10/02/2019.

Please attach any documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

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SECTION 4 **EVIDENCE OF PROGRESSION**

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

1. Discussing the growth trajectory within each occupation after studying organisational charts of various industry players across small, medium and large scale organizations.
2. Exploring various lateral career opportunities for the discussed qualification
3. Ensuring that there is a clear role up in terms of performance criteria qualification experience and skill requirement from lower NSQF Level to higher levels in the hierarchy.

Please refer to attached career path as per annexure 1 which clearly defines the career path.

Please attach any documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

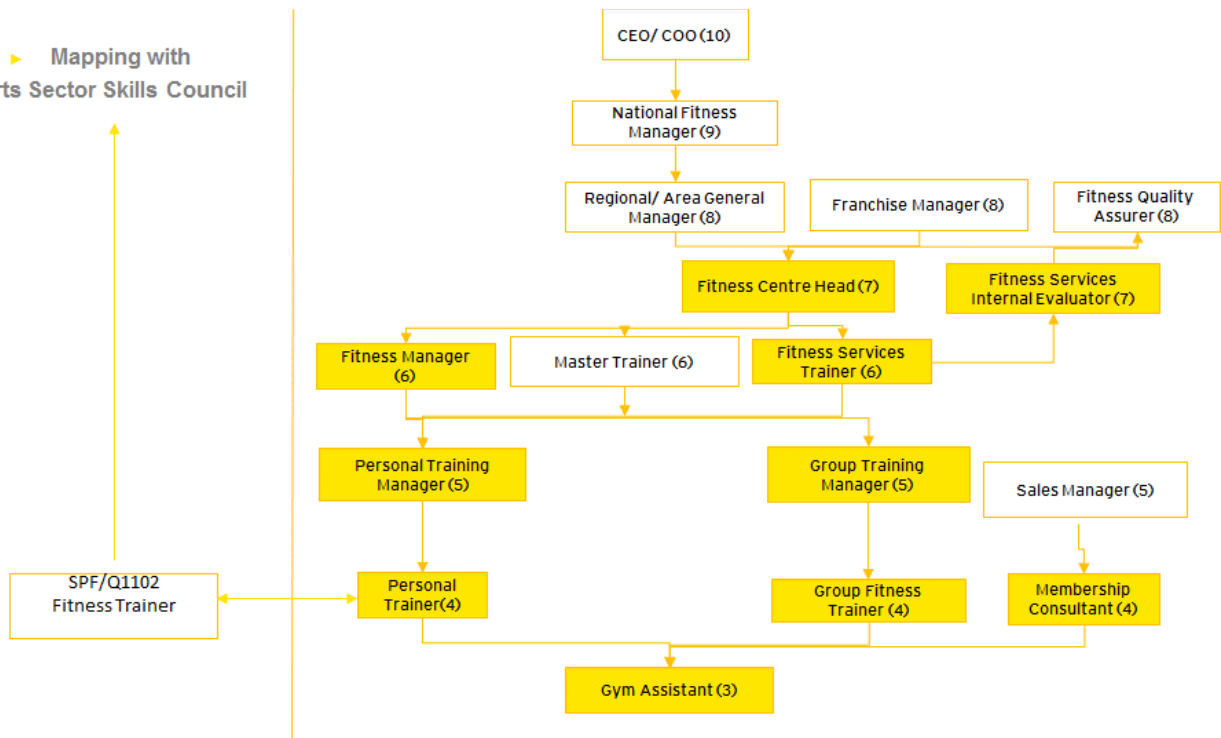
1. Career Map of Gym Assistant - Annexure 1
2. QP BWS/Q3001 - Annexure 2

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Annexure 1: Career Map

► Mapping with Sports Sector Skills Council



Annexure 2: QP BWS/Q3001