

DRAFT SYLLABUS

FOR

SPA THERAPY

CRAFTSMAN TRAINING SCHEME

GENERAL INFORMATION

1. Name of the Trade : **SPA THERAPY**
2. NCO Code No. : 560
3. Duration : 1yr(Six months of each semester)

4. Power Norms : 6 kW
5. Space Norms : 80 Sq.m.
6. Entry Qualification : Passed 10th class Examination
7. Unit Size(No. of Student) : 20
8. **Instructor's/Trainer's qualification:** Graduate with the five years of experience in relevant field, CIDESCO/CIBTAC/City & Guilds/ITEC,CITS Certificate from a government recognized institute.
9. Exit Level : Successful candidates would be able to work as Spa therapist and electrologist

**Draft syllabus for SPA THERAPY (CTS)
SEMESTER-1**

Week	Practical	Theory
2wks	<ul style="list-style-type: none"> • Body language • Personal Grooming • Public Speaking 	PERSONALITY DEVELOPMENT <ul style="list-style-type: none"> • Grooming • Personal Hygiene • Uniform – Background and Purpose • Personal & Social Etiquette • Corporate Etiquette • Self management • Confidence Building • Body Language • Relationship Management • Communication Skills • Anger Management
1wk	Marking different body Parts- <ul style="list-style-type: none"> • Marking and identifying important muscles, Joint and Bones 	INTRODUCTION TO ANATOMY & PHYSIOLOGY The course includes a general introduction to the human body as well as the ten major body systems:- <ul style="list-style-type: none"> • Skeletal • Muscular • Nervous • Endocrine • Cardiovascular • Lymphatic • Respiratory • Digestive • Urinary • Reproductive
1wk	<ul style="list-style-type: none"> • Bleeding (External) • First Aid Equipment handling • Fire Fighting Equipment 	FIRST AID <ul style="list-style-type: none"> • Bleeding (Internal/ External) • Fractures, Sprains and 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)
1wk	Basic English phrases <ul style="list-style-type: none"> • Listening & understanding • Presentation Skills • Reading & writing 	BASIC COMMUNICATION SKILLS <ul style="list-style-type: none"> • Basic English phrases • Basic Grammar
1wk	<ul style="list-style-type: none"> • Posture • Breathing Techniques • Balance your body • Pressure without muscle 	POSTURE AND YOGA <ul style="list-style-type: none"> • Posture • Diet
1wk	<ul style="list-style-type: none"> • Guest Orientation • Basic Computer Operations • Guest Intake Forms • Guest Comments 	GUEST RELATIONS <ul style="list-style-type: none"> • Telephone Etiquette & handling • Guest Appointments & Booking Procedures • Cancellation Policy

	<ul style="list-style-type: none"> • Billing • Tax and VAT Calculation 	<ul style="list-style-type: none"> • Criticism and Appreciation • Gratuity, Tips and Service Charges
2wk		HISTORY & INTRODUCTION TO 'SPA' and SPA AS A CAREER <ul style="list-style-type: none"> • Basic Requirements • Remuneration/ Earning • SPA Career Options • How to start your own spa business • Job Opportunities- India and abroad • Role and Responsibilities of spa therapist
2wk		INTRODUCTION TO COMPLEMENTARY SPA THERAPIES <ul style="list-style-type: none"> • Acupressure • Acupuncture • Colon Therapy • Chinese Medicine • Ear Candling • Electropathy • Gem Therapy • Herbalism • Homoeopathy • Naturopathy • Physiotherapy • Reiki • Tibetan Medicine • Introduction to Med Spa treatments like Botox, Fillers, Liposuction etc.
1wk	Preparation of diet charts	NUTRITION <ul style="list-style-type: none"> • Basic Food Groups • Balanced Diet • Food Allergies
1 wk	<ul style="list-style-type: none"> • Cleaning Equipment Handling • Cleaning Procedure • Self Protection • Linen Handling • Laundry Procedures • Storage • Inventory • Housekeeping Forms • Treatment Room Set-up • Treatment Room Cleaning • Infection Control 	HOUSEKEEPING/ INVENTORY/ SET UP <ul style="list-style-type: none"> • Cleaning equipment • Cleaning agents • Cleaning Procedure • Handling of Chemicals • Potential Infections • Self Protection • Linen handling and Maintenance • Laundry Procedures • Storage • Inventory • Fire Prevention • Housekeeping • Waste management and Pollutants • Environmental Protection
1wk	<ul style="list-style-type: none"> • Product Handling Dispensing • Self protection • Retail Display And Management • Preparation and Blending of Therapy products • Basic guest consultation to 	SPA PRODUCT KNOWLEDGE <ul style="list-style-type: none"> • Herbs • Essential Oils • Aromatic Oils • Body Scrubs • Body Wraps • Facial Products

	choose the right product	<ul style="list-style-type: none"> • Preservatives • Active Ingredients • Carrier Oil & Base Creams • Pre blended oils • Pre Blended creams • Soaps, Shampoos, lotions • Licensing (Drug Control) • Product Testing • Efficacy • Shelf Life • Storage • Contamination • Allergies
1wk	Market survey visits Visits to different spa saloons	SPA SALES & MARKETING <ul style="list-style-type: none"> • Difference between Sales and Marketing • Guest Consultation and Analysis • Importance of product knowledge • Approaching guest & learning the needs • Guest Sales Interaction before, during & after treatment • Continued Sales & Product Training
1wk	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Product handling • Dispensing • Self- Protection • Customize the treatment according to consultation • Energetic release and cleansing 	SWEDISH MASSAGE <ul style="list-style-type: none"> • History of Swedish Massage • Essential massage steps • Treatment Preparation • Benefits • Contra Indications • Pre & Post treatment tips
1wk	<ul style="list-style-type: none"> • Pre treatment set up • Guest Handling and Draping • Product Handling • Dispensing • Self Protection • Customize the treatment according to Consultation • Energetic release and cleansing 	ABHYANGAM MASSAGE History of Abhyangam Massage <ul style="list-style-type: none"> • Knowledge of Various Oils • Essential massage steps • Treatment preparation • Benefits • Contra indications • Pre & Post treatment tips
3wk	<ul style="list-style-type: none"> • Pre Treatment Set up • Guest handling and draping • Product Handling (if used) • Dispensing (if used) • Self Protection • Customize the treatment according to consultation 	BODY MASSAGE <ul style="list-style-type: none"> • History of bodyMassage • Essential massage steps • Treatment Preparation • Benefits • Contra Indications • Pre & Post treatment tips
1wk	<ul style="list-style-type: none"> • Pre treatment set up • Guest handling and draping • Product Handling • Dispensing • Customize the treatment according to consultation • Procedure 	BODY SCRUB AND BODY WRAP <ul style="list-style-type: none"> • History of body scrub • Essential scrub steps • Treatment preparation • Benefits • Contra Indications

		<ul style="list-style-type: none"> • Pre & Post treatment tips
1wk	<ul style="list-style-type: none"> • Pre Treatment set up • Equipment Handling • Product Handling • Dispensing • Self-Protection • Guest Handling and Draping • Customize the treatment according to Consultation 	INTRODUCTION TO HYDROTHERAPY <ul style="list-style-type: none"> • History of hydrotherapy • Different types of hydrotherapy treatments • Essential Hydrotherapy Treatment steps • Treatment Preparation • Benefits • Contra indications • Pre and Post Treatment Tips
1wks	<ul style="list-style-type: none"> • Pre Treatment set up • Equipment Handling • Product Handling • Dispensing • Self-Protection • Guest Handling and Draping • Customize the treatment according to Consultation 	INTRODUCTION TO BASIC FACIAL <ul style="list-style-type: none"> • History of Facial Treatment • Different Types of Facials Treatments • Essential Basic Facial Treatments steps • Treatment Preparation • Benefits • Contra indications • Pre and Post Treatment Tips
2wk		COMMERCIAL ENVIRONMENT EXPERIENCE <ul style="list-style-type: none"> • Working in Real time Scenarios • Practical Application of all the Training on real time Guests • Adapting all the Training undertaken to actual SOP's of that Particular set up and bringing the same in Practice
		INTRODUCTION AND HISTORY OF AYURVEDA <ul style="list-style-type: none"> • Origin of Ayurveda • Aim and benefits of Ayurveda • Branches of Ayurveda • Chikitsa chatushpada
		TREATMENTS ASPECTS OF AYURVEDA <ul style="list-style-type: none"> • Basic treatment principle • Phase of Treatment <ol style="list-style-type: none"> 1. Poorva Karma 2. Pradhana Karma 3. Paschat Karma

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

**Draft syllabus for SPA THERAPY (CTS)
SEMESTER-2**

Week	Practical	Theory
1wk	<ul style="list-style-type: none"> • Pranayam • Asanas • Mudras • Chakras 	YOGA FOR WELLBEING <ul style="list-style-type: none"> • History & Evolution of Yoga • Schools of Yoga
2wk	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Product Handling • Dispensing • Self-Protection • Procedure 	DEEP TISSUE MASSAGE <ul style="list-style-type: none"> • History of Deep Tissue Massage • Essential massage steps • Treatment Preparation • Benefits • Contra indications • Pre and Post Treatment Tips
2wks	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Product Handling • Dispensing • Self-Protection • Customization of Essential Oils/ Blends according to Consultation • Procedure • Energetic Release and Cleansing 	AROMATHERAPY MASSAGE <ul style="list-style-type: none"> • History of Aromatherapy Massage • Study of some Important Essential Oils • Study of some important base oils • Concept of Mixing and Blending of essential Oils • Essential massage steps • Treatment Preparation • Benefits • Contra indications • Pre and Post Treatment Tips
1wk	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Self-Protection • Procedure • Energetic Release and Cleansing 	THAI MASSAGE <ul style="list-style-type: none"> • History of Thai Massage • Essential massage steps • Treatment Preparation • Benefits • Contra indications • Pre and Post Treatment Tips
1wk	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Product Handling • Equipment Handling • Self-Protection • Procedure • Energetic Release and Cleansing 	HOT STONE THERAPY <ul style="list-style-type: none"> • History of Hot Stone Therapy Massage • Essential massage steps • Treatment Preparation • Benefits • Contra indications • Pre and Post Treatment Tips
1wk	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Product Handling • Dispensing • Self-Protection • Procedure • Energetic Release and Cleansing 	BALINESE MASSAGE <ul style="list-style-type: none"> • History of Balinese Massage • Essential massage steps • Treatment Preparation • Benefits • Contra indications • Pre and Post Treatment Tips

	Cleansing	
2wks	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Product Handling • Dispensing • Equipment Handling and care • Self-Protection • Procedure 	SHIRODHARA <ul style="list-style-type: none"> • History of Shirodhara Massage • Treatment Preparation • Knowledge of various Products used For Shirodhara • Benefits • Contra indications • Pre and Post Treatment Tips
1wk	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Product Handling • Equipment Handling • Preparation of Pottali • Dispensing • Procedure • Energetic Release and Cleansing 	POTLI MASSAGE <ul style="list-style-type: none"> • History of Potli Massage • Various Herbs used for Pottali • Treatment Preparation • Benefits • Contra indications • Pre and Post Treatment Tips
2wks	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Product Handling • Dispensing • Procedure • Energetic Release and Cleansing 	REFLEXOLOGY <ul style="list-style-type: none"> • History of Reflexology • Concept and Principles of Reflexology • Treatment Preparation • Benefits • Contra indications • Pre and Post Treatment Tips
2wks	<ul style="list-style-type: none"> • Pre Treatment set up • Guest Handling and Draping • Product Handling • Dispensing • Procedure • Energetic Release and Cleansing 	ADVANCED FACIAL <ul style="list-style-type: none"> • Current Trends in Advanced Facials • Different types of Advanced Facials • Advanced Facial steps • Knowledge of some Important Facial Products • Treatment Preparation • Benefits • Contra indications • Pre and Post Treatment Tips
2wks	<ul style="list-style-type: none"> • Treatment Room Step Up • Products Handling • Dispensing • Procedure of steam bath 	ABHYANGAM <ul style="list-style-type: none"> • History of Abhyangam Massage • Essential massage steps and position including the head and face • Treatment Preparation • Benefits • Contra indications • Precautions
2 wks	<ul style="list-style-type: none"> • Treatment Room Step Up • Products Handling and preparation • Dispensing 	UDWARTANAM <ul style="list-style-type: none"> • Theory of Udwartanam Massage • Treatment Preparation • Benefits • Contra indications • Precautions

2 wks	<ul style="list-style-type: none"> • Treatment Room Step Up • Products Handling • Dispensing 	PIZHICHIL <ul style="list-style-type: none"> • Theory of Pizhichil Massage • Treatment Preparation • Benefits • Contra indications • Precautions
2 wks	<ul style="list-style-type: none"> • Treatment Room Step Up • Products Handling and preparation • Dispensing 	KIZHI <ul style="list-style-type: none"> • Theory of various type of Kizhi massage • Treatment Preparation • Benefits • Contra indications • Precautions
1wk	<ul style="list-style-type: none"> • Presentation of themselves, neatness and body odour • Total recall of presentation of rooms and hand on practice 	SOP AND INTERACTION FOR THERAPISTS <ul style="list-style-type: none"> • Guest appointments • Etiquette • Product knowledge • Sales

Note :- Knowledge of Sterilization & HIV aids should be given to each and every topic.

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	08 Nos.

10	Treatment Trolley	08 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	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 No.
7	Display board	02 No.
8	Curtain/blinds for treatments rooms	As required

Note: 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).