

**COURSE INFORMATION SHEET FOR NITEC IN SPA & AESTHETIC THERAPY (FULL PROGRAMME) UNDER THE APPROVED TRAINING PROVIDER SCHEME**

**ATP Scheme**

Private training providers interested in conducting training leading to ITE certifications may apply to ITE for the **Approved Training Provider (ATP)** status.

To be eligible for consideration for the award of the ATP status, private training providers should have the following basic requirements:

- Adequate training and examination facilities
- Suitably qualified staff – both technically and pedagogically
- Training programme that is acceptable to ITE;
- Singapore Quality Class (SQC) / SQC for Private Education Organisation (SQC PEO) / Case Trust for Education membership

Acceptance and/or evaluation of an application is **NOT** to be deemed to be equivalent or shall result in an approval of status. ITE reserves the right to reject an application without assigning any reasons. Accepted applications will be subjected to evaluation by ITE which includes a visit to the premises of the school/centre. All decisions made by ITE arising from the evaluation shall be final.

Title	<b>National ITE Certificate (<i>Nitec</i>) in Spa &amp; Aesthetic Therapy</b>																														
Objective	This course provides students with the knowledge & skills to provide beauty treatments to improve the aesthetic appearance and body wellness of clients in spa salon.																														
Skills Standard	<p>A Spa &amp; Aesthetics Therapist is one who provides treatments through the application of facial and body therapies to improve body wellness as well as the physical and aesthetic appearance of the client.</p> <p>The work she performs includes the following:</p> <ul style="list-style-type: none"> <li>▪ Handle client’s enquiries</li> <li>▪ Conduct client consultation</li> <li>▪ Provide full-body body massage</li> <li>▪ Provide hydrotherapy treatment</li> <li>▪ Provide thermal treatment</li> <li>▪ Provide hand &amp; foot care treatment</li> <li>▪ Provide manicure and pedicure treatment</li> <li>▪ Provide body scrub, mask and wrap treatment</li> <li>▪ Provide waxing for hair removal</li> <li>▪ Provide facial treatment</li> <li>▪ Provide basic make-up</li> <li>▪ Provide aftercare advice</li> <li>▪ Handle accidents and emergency situations</li> </ul>																														
Content	<p>This course comprises the following 6 modules:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: left;"><u>Core Module</u></th> <th style="text-align: right;"><u>Required Hours</u></th> <th style="text-align: right;"><u>Credit Units</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Client Consultation</td> <td style="text-align: right;">100</td> <td style="text-align: right;">4</td> </tr> <tr> <td>2</td> <td>Body Therapy</td> <td style="text-align: right;">300</td> <td style="text-align: right;">11</td> </tr> <tr> <td>3</td> <td>Aesthetic Therapy</td> <td style="text-align: right;">300</td> <td style="text-align: right;">11</td> </tr> <tr> <td>4</td> <td>Spa Treatment</td> <td style="text-align: right;">260</td> <td style="text-align: right;">9</td> </tr> <tr> <td>5</td> <td>Spa Operations</td> <td style="text-align: right;">120</td> <td style="text-align: right;">5</td> </tr> <tr> <td></td> <td><b>Sub-total</b></td> <td style="text-align: right;"><b>1080</b></td> <td style="text-align: right;"><b>40</b></td> </tr> </tbody> </table>				<u>Core Module</u>	<u>Required Hours</u>	<u>Credit Units</u>	1	Client Consultation	100	4	2	Body Therapy	300	11	3	Aesthetic Therapy	300	11	4	Spa Treatment	260	9	5	Spa Operations	120	5		<b>Sub-total</b>	<b>1080</b>	<b>40</b>
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	6	Industry Attachment	1056	14
		<b>Total</b>	<b>2136</b>	<b>54</b>
Structure	Off-the-Job Training (Theory & Practical)	:	6 to 12 months	
	Industry Attachment	:	6 months (after completion of Off-the-Job Training)	
	Total Training Duration	:	Between 12 to 18 months	
Industry Attachment (IA):	<ul style="list-style-type: none"> <li>▪ 6 months at a centre approved by ITE</li> <li>▪ The IA centre must provide training in at least 30 out of 40 tasks (i.e. 75 % of the tasks) specified at <u>Annex A</u>.</li> <li>▪ The supervisor at the IA centre is required to attend the Coaching Skills course conducted by ITE if he does not have equivalent qualifications / skills.</li> </ul>			
Major Tools / Equipment & Materials	An establishment interested in providing training in this course under the Approved Training Provider Scheme must possess the major tools / equipment & materials specified at <u>Annex B</u> .			
Guidelines On Trainer's Qualifications	Trainers should possess the following technical qualifications, relevant work experience and pedagogic qualifications:			
	<u>Technical Qualification</u>	<u>Relevant Work Experience</u>	<u>Pedagogic Qualification</u>	
	Relevant diploma eg. ITEC, CIDESCO	1 year	Instructional Skills or equivalent teaching qualifications	
	Completed 'O' level education	8 years	Test Construction or equivalent for setting of papers	
			Coaching Skills or equivalent for trainer supervising Industry Attachment	
Minimum Entry Requirement	Course participants have completed GCE'N' levels and meet the employment requirements as specified in the Massage Establishment Act (Chapter 173).			
Full Certification	To qualify for full certification, the course participant must obtain the following number of credit units:			
	From Core Modules	:	40	
	From Industry Attachment	:	14	
	Total	:	54	

**INDUSTRY ATTACHMENT TASKLIST FOR NITEC IN SPA AND AESTHETIC THERAPY**

**S/N     Module 1 – Client Consultation**

- 1     Review client's profile and records
- 2     Perform analysis of client's skin and body condition
- 3     Recommend treatment programme to clients

**Module 2 – Body Therapy**

- 4     Massage head, neck and shoulder
- 5     Perform full-body massage using pressure points
- 6     Provide Swedish massage
- 7     Provide mechanical massage (eg G5, vibrator)
- 8     Massage hand
- 9     Massage foot

**Module 3 – Aesthetic Therapy**

- 10    Sterilise tools and equipment used for treatment
- 11    Prepare for treatment
- 12    Analyse skin type and condition
- 13    Prepare skin for facial treatment using facial scrub
- 14    Perform massage on face, neck, décolleté and shoulder area
- 15    Apply facial mask
- 16    Shape eyebrows
- 17    Provide basic make-up
- 18    Provide manicure treatment
- 19    Provide pedicure treatment
- 20    Provide waxing for hair removal on face
- 21    Provide waxing for hair removal on body

**Module 4 – Spa Treatment**

- 22    Prepare treatment area (sauna, steam bath, hydrotherapy bath, vichy shower, shower cubicle, treatment couch and chair)
- 23    Provide Balneotherapy treatment
- 24    Provide hydrotherapy bath treatment with underwater massage
- 25    Provide vichy shower treatment
- 26    Provide thermal treatments (sauna, steam bath)
- 27    Provide body scrub treatment
- 28    Provide body mask and wrap treatment with/without thermal blanket
- 29    Provide paraffin hand treatment
- 30    Provide paraffin foot treatment

**Module 5 – Spa Operations**

- 31    Maintain personal grooming and hygiene
- 32    Handle enquiries and complaints (over the phone, face-to-face, email, fax)
- 33    Make follow-up calls to clients
- 34    Maintain clients' records
- 35    Handle reservations
- 36    Register clients for consultation (client with/without appointment)
- 37    Handle payment received
- 38    Perform inventory control
- 39    Handle accidents and emergency situations
- 40    Perform housekeeping

**MAJOR TOOLS / EQUIPMENT & MATERIALS LIST FOR NITEC IN SPA & AESTHETIC THERAPY**

**TOOLS & EQUIPMENT**

Sterilizer	Skin care accessories
Sanitizer	Implements for extraction
Vapouriser	Body care accessories
Sauna unit/room	Make-up applicators
Steam unit/room	Magnifying lamp
Shower unit/room	Pedicure kit
Treatment couch and chair	Manicure kit
Treatment trolley	Manicure table
Thermal blanket	Hydrotherapy bath unit
Thermostatically controlled paraffin wax bath	Vichy shower
Machine for mechanical body massage (eg G5)	Wax heater
	Foot bath unit
	Cash register

**MATERIALS**

Skin care supplies	Waxing supplies (eg lotion and powder)
Make-up supplies	First aid supplies
Body care supplies	Linen
Paraffin wax supplies	Aprons
Manicure supplies	Disposable gloves
Pedicure supplies	Disposable face masks
Sterilising agents	Disposable plastic sheets
Disinfectants	