

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR [Name of Industry

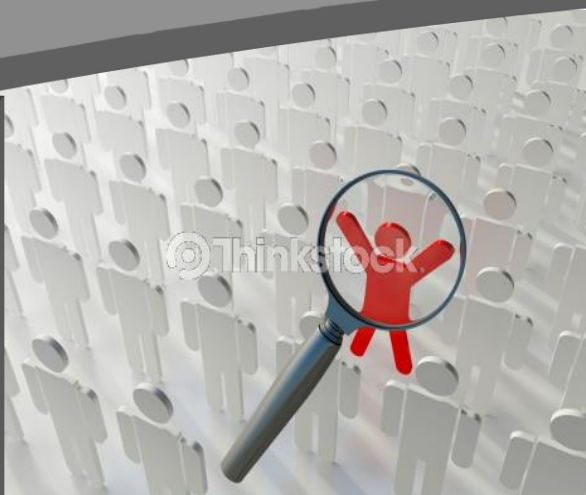
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What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

Contact Us:

SSC contact details
E-mail: write the email address



Contents

[Hyperlink all content items, Font: Callibri(Body)

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1. Introduction and Contacts.....[Insert Page no.]
2. Qualifications Pack.....[Insert Page no.]
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5. Annexure: Nomenclature for QP & OS. [Insert]
6. Assessment Criteria.....[Insert Page no.]

Introduction Arial Bold 16, Central aligned

Qualifications Pack-Write the job role Arial Bold 16, Central aligned, (Electives: *Subtitle*) (Options: *Subtitle*) [Replace subtitle with the names of

Electives/Options separated by a "/" in italics, within parenthesis "(_)". Only applicable if Electives or Options are offered. Remove the section(s) which is/are not being offered. Arial Bold 14, Central aligned]

SECTOR/S: [INSERT SECTOR NAME; *Mention all sectors if Electives or Options are from different sectors,* FONT: CALIBRI(BODY),UPPER CASE, FONT SIZE 12].

SUB-SECTOR: [Insert Sub-sector name here, Font: Calibri(Body), size 12]

OCCUPATION: [Insert Occupation name here, Font: Calibri(Body), Font size 12]

REFERENCE ID: [Insert QP code, Font: Calibri(Body), Font size 12]

ALIGNED TO: NCO-2015/XXXX.XX or NCO-2015/NIL

Brief Job Description: [Insert 3-4 lines Job description, Font: Calibri(Body), Font size 12]

Electives/Options: [Choose either "Electives" or "Options" as per the QP's requirement. Where neither are being offered do not include this section.]

Elective/Option 1.

[Insert 3-4 lines about the Elective NOS or Optional NOS associated with the primary job role, Font: Calibri(Body), Italic, Font size 12]

Elective/Option 2.

[Insert 3-4 lines about the Elective NOS or Optional NOS associated with the primary job role, Font: Calibri(Body), Italic, Font size 12]

Insert SSC logo
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width 2.84”

Qualifications Pack For [Insert Job role name here]
Font: Calibri(Body) Font size 11, Italics]



Elective/Option 3.

[Insert 3-4 lines about the Elective NOS or Optional NOS associated with the primary job role, Font: Calibri(Body), Italic, Font size 12]

Personal Attributes: [Insert 3-5 lines description of personal attributes required for the Job role, Font: Calibri(Body), Font size 12]

Sample

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Qualifications Pack For [Insert Job role name here
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Job Details

Qualifications Pack Code	[Insert QP code, Font: Calibri(Body), Font size 12, Bold]		
Job Role	[Insert name of the Job role, Font: Calibri(Body), Font size 11, Blue, bold] * *[Insert whether the job role is applicable for national/international scenarios]		
Credits (NSQF)	[Insert TBD, Font: Calibri(Body), Font size 11, Bold]	Version number	[Insert Version number, Font: Calibri(Body), Font size 12, Bold]
Sector	[Insert Industry name, Font: Calibri(Body), Font size 11, Bold]	Drafted on	[Insert dd/mm/yy, Font: Calibri(Body), Font size 11, Bold]
Sub-sector	[Insert Sub-sector name, Font: Calibri(Body), Font size 11, Bold]	Last reviewed on	[[Insert dd/mm/yy per QRC clearance/approval date, Font: Calibri(Body), Font size 11, Bold]
Occupation	[Insert Occupation name, Font: Calibri(Body), Font size 11, Bold]	Next review date	[Insert dd/mm/yy calculated at a maximum of 4 years from QRC clearance/approval date, Font: Calibri(Body), Font size 11, Bold]
NSQC Clearance on*	DD/MM/YYYY (Font: Calibri (Body), Font size 11, Bold)		

* only after clearance from NSQC

Job Role	[Insert name of the Job role, Font: Calibri(Body), Font size 11, bold] ([Insert alternate names of the Job role, Font: Calibri(Body), Font size 11])
Role Description	[Insert 1-2 lines job description, Font: Calibri(Body), Font size 11]
NSQF Level	[Insert required NSQF Level, Font: Calibri(Body), Font size 11]
Minimum Educational Qualifications* Maximum Educational Qualifications*	[Insert required minimum/maximum education level(s), Font: Calibri(Body), Font size 11]
Prerequisite License or Training	[Insert required license (s) or training(s), Font: Calibri(Body), Font size 11]
Minimum Job Entry Age	[Insert required minimum work experience, Font: Calibri(Body), Font size 11]
Experience	
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. [Insert OS unit code (Unit Title) hyperlink, Font: Calibri(Body) Font size 11] 2. 3. ... <p>[Choose either “Electives” or “Options” as per the QP’s requirement. Where neither are being offered <u>do not include</u> this section/s.]</p> <p>Electives (mandatory to select at least one):</p> <p>Elective 1. [Insert Elective Name offered; Font: Calibri(Body) Font size 11]</p> <p>Sector / Sub-Sector: [Insert name of Sector and subsector of Elective origin, if applicable. <u>Do not include</u> this heading if electives are from the same sector. Font: Calibri(Body) Font size 11]</p> <p>1.1 ...</p> <p>1.2 ...</p> <p>1.3</p> <p>Elective 2. ...</p> <p>Sector / Sub-Sector: [Insert name of Sector and subsector of Elective origin, if applicable. <u>Do not include</u> this heading if electives are from the same sector. Font: Calibri(Body) Font size 11]</p>

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Qualifications Pack For [Insert Job role name here]
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	<p>2.1 ... 2.2 ...</p> <p style="text-align: center;"><u>OR</u></p> <p>Options (not mandatory):</p> <p>Option 1. [Insert Optional NOS offered, Font: Calibri(Body) Font size 11] Sector / Sub-Sector: [Insert name of Sector and subsector of Options’ origin, if applicable. <u>Do not include</u> this heading if options are from the same sector. Font: Calibri(Body) Font size 11] 1.1. ... 1.2. ... 1.3.</p> <p>Option 2. ... Sector / Sub-Sector: [Insert name of Sector and subsector of Options’ origin, if applicable. <u>Do not include</u> this heading if options are from the same sector. Font: Calibri(Body) Font size 11] 2.1. ... 2.2...</p>
Performance Criteria	<p>As described in the relevant OS units [Insert additional Performance Criteria, if applicable Font: Calibri(Body) Font size 11]</p>

* In a situation where SSC feels minimum and maximum qualifications are not relevant, these columns can be populated by mentioning – Not Applicable

Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OSs, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual need to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured

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Qualifications Pack For [Insert Job role name here]
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	and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today’s world. These skills are typically needed in any work environment in today’s world. In the context of the OS, these include communication related skills that are applicable to most job roles.
[Insert applicable Key words used in the document here, Font: Calibri(Body) Font size 11]	[Insert applicable Key word descriptions against key words listed here, Font: Calibri (Body) Font size 11].

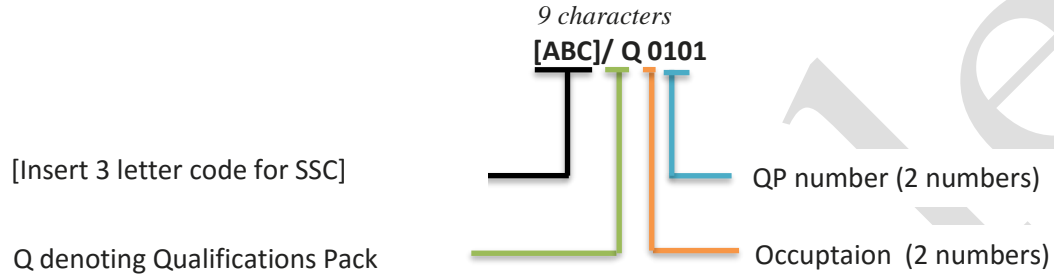
Acronyms

Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
[Insert applicable acronyms used in the document here, Font: Calibri(Body) Font size 11]	[Insert applicable full-forms against acronyms listed here, Font: Calibri (Body) Font size 11].

Annexure

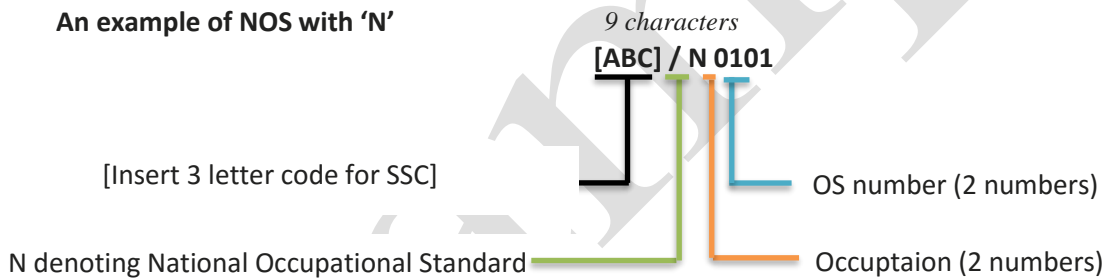
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
[Insert Name of Sub-sector1, Font: Calibri (Body), size 11, Bold]	[Insert range]
[Insert Name of Sub-sector2, Font: Calibri (Body), size 11, Bold]	[Insert range]
[Insert Name of Sub-sector3, Font: Calibri (Body), size 11, Bold]	[Insert range]
[Insert Name of Sub-sector4, Font: Calibri (Body), size 11, Bold]	[Insert range]
...	...

Sequence	Description	Example
Three letters	Industry name	[ABC, Font: Calibri (Body), size 11]
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

[Insert Assessment Criterion at the end of the QP]

Criteria For Assessment Of Trainees

Job Role [Insert Job Role Name Font: Calibri (Body) Font size 13]

Qualification Pack [Insert QP code Font: Calibri (Body) Font size 13]

Sector Skill Council [Insert SSC Name Font: Calibri (Body) Font size 13]

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. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
5. To pass the Qualification Pack , every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
6. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS				Marks Allocation	
Total Marks: [Insert total marks for all Compulsory NOS, Font: Calibri (Body) Font size 10, Bold]					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
1. [Insert NOS code and NOS name. Font: Calibri (Body) Font size 10]	PC1. ... [Insert PC number and PC name. Font: Calibri (Body) Font size 10]	[Insert maximum marks for the NOS. Font: Calibri (Body) Font size 10]	[Insert maximum marks for the PC. Font: Calibri (Body) Font size 10]	[Insert maximum theory marks for the PC. Font: Calibri (Body) Font size 10]	[Insert maximum Skills Practical marks for the PC. Font: Calibri (Body) Font size 10]
	PC2...				

Compulsory NOS				Marks Allocation	
Total Marks: [Insert total marks for all Compulsory NOS, Font: Calibri (Body) Font size 10, Bold]					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC3. ...				
	Total				

[Choose either “Electives” or “Options” as per the QP’s requirement. Where neither are being offered do not include this section.

Where applicable, repeat this table for each Elective in the QP]

ELECTIVES					
Elective 1. ... Insert Elective offered, Font: Calibri(Body) Font size 10]					
Total Marks: [Insert total marks for the Elective 1, Font: Calibri (Body) Font size 10, Bold]				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
1.1 [Insert NOS code and NOS name. Font: Calibri (Body) Font size 10]	PC1. ... [Insert PC number and PC name. Font: Calibri (Body) Font size 10]	[Insert maximum marks for the NOS. Font: Calibri (Body) Font size 10]	[Insert maximum marks for the PC. Font: Calibri (Body) Font size 10]	[Insert maximum theory marks for the PC. Font: Calibri (Body) Font size 10]	[Insert maximum Skills Practical marks for the PC. Font: Calibri (Body) Font size 10]
	PC2. ...				
	PC3. ...				
	Total				

ELECTIVES					
Elective 2. ... [Insert Elective offered, Font: Calibri(Body) Font size 10]					
Total Marks: [Insert total marks for the Elective 2, Font: Calibri (Body) Font size 10, Bold]				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
1.1 [Insert NOS code and NOS name. Font: Calibri (Body) Font size 10]	PC1. ... [Insert PC number and PC name. Font: Calibri (Body) Font size 10]	[Insert maximum marks for the NOS. Font: Calibri (Body) Font size 10]	[Insert maximum marks for the PC. Font: Calibri (Body) Font size 10]	[Insert maximum theory marks for the PC. Font: Calibri (Body) Font size 10]	[Insert maximum Skills Practical marks for the PC. Font: Calibri (Body) Font size 10]
	PC2. ...				
	Total				

[Choose either “Electives” or “Options” as per the QP’s requirement. Where neither are being offered do not include this section.

Where applicable, repeat this table for each Option in the QP]

OPTIONS					
Option 1. ... Insert Option offered, Font: Calibri(Body) Font size 10]					
Total Marks: [Insert total marks for the Option 1, Font: Calibri (Body) Font size 10, Bold]				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
1.1 [Insert NOS code and NOS name. Font: Calibri (Body) Font size 10]	PC1. ... [Insert PC number and PC name. Font: Calibri (Body) Font size 10]	[Insert maximum marks for the NOS. Font: Calibri (Body) Font size 10]	[Insert maximum marks for the PC. Font: Calibri (Body) Font size 10]	[Insert maximum theory marks for the PC. Font: Calibri (Body) Font size 10]	[Insert maximum Skills Practical marks for the PC. Font: Calibri (Body) Font size 10]
	PC2. ...				
	Total				

OPTIONS					
Option 2. ... Insert Option offered, Font: Calibri(Body) Font size 10]					
Total Marks: [Insert total marks for the Option 2, Font: Calibri (Body) Font size 10, Bold]				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
1.1 [Insert NOS code and NOS name. Font: Calibri (Body) Font size 10]	PC1. ... [Insert PC number and PC name. Font: Calibri (Body) Font size 10]	[Insert maximum marks for the NOS. Font: Calibri (Body) Font size 10]	[Insert maximum marks for the PC. Font: Calibri (Body) Font size 10]	[Insert maximum theory marks for the PC. Font: Calibri (Body) Font size 10]	[Insert maximum Skills Practical marks for the PC. Font: Calibri (Body) Font size 10]
	PC2. ...				
	Total				