



Qualification Pack



Associate Construction Painter & Decorator

QP Code: CON/Q0506

Version: 1.0

NSQF Level: 3

Construction Skill Development Council of India || CPB 103 & 104 (1st Floor), Block 4B, DLF Corporate Park, Phase III, MG Road
Gurgaon-122002



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CON/Q0506: Associate Construction Painter & Decorator

Brief Job Description

This job role is responsible for identification and preparation of paints and all types of basic surfaces, mixing of colours & paints and their application for obtaining plain finish and varnishing and polishing of doors and windows.

Personal Attributes

The individual is expected to be physically fit and should be able to work across various locations in extreme weather/site conditions. The person should be able to perform efficiently within a team, handle the various painting tools and materials and work responsibly.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

- [CON/N0502: Carry out preparation of all type of basic surfaces for painting works](#)
- [CON/N0503: Apply paints to masonry, metal and wood surfaces for obtaining plain finishes](#)
- [CON/N0504: Carry out varnishing and polishing of doors, windows partitions and other wooden surfaces under supervision](#)
- [CON/N8001: Work effectively in a team to deliver desired results at the workplace](#)
- [CON/N8002: Plan and organize work to meet expected outcomes](#)
- [CON/N9001: Work according to personal health, safety and environment protocols at construction site](#)
- [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Construction Painting
Country	India



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NSQF Level	3
Credits	7
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7131.0101
Minimum Educational Qualification & Experience	9th grade pass OR 8th grade pass with 1 year of (NTC/ NAC) after 8th OR 8th grade pass with 1 Year of experience relevant experience OR 5th grade pass with 4 Years of experience relevant experience OR Previous relevant Qualification of NSQF Level (2) with 1 Year of experience relevant experience OR Previous relevant Qualification of NSQF Level (2.5) with 6 Months of experience relevant experience
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	NIL
Minimum Job Entry Age	18 Years
Last Reviewed On	15/02/2023
Next Review Date	NA
NSQC Approval Date	15/02/2023
Version	1.0
Reference code on NQR	QG-03-CO-00044-2023-V1-CSDCI
NQR Version	1



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CON/N0502: Carry out preparation of all type of basic surfaces for painting works

Description

This unit describes the skills and knowledge required to carry out preparation of all type of basic surfaces for painting works

Scope

The scope covers the following :

- Carry out preparation of all type of basic surfaces for painting works

Elements and Performance Criteria

Carry out preparation of all type of basic surfaces for painting works

To be competent, the user/individual on the job must be able to:

- PC1.** visually assess the surface for the type of preparation method required
- PC2.** select and use appropriate materials, tools and equipment for preparing basic surfaces by removing rust, grease, dirt, concrete, and old paint prior to paint application
- PC3.** protect the work and its surrounding area from damage in accordance with organizational procedures/instruction
- PC4.** select appropriate preparation process as per the type of surface such as plastered masonry and RCC surface, metal surface and wood surface
- PC5.** carry out surface preparation methods such as washing, stripping/ scarping, abrading & keying, and brushing for various surfaces
- PC6.** prepare metal surface by degreasing, solvent wiping and abrading using appropriate tools
- PC7.** prepare wood surface by scraping, solvent wiping and abrading using appropriate tools
- PC8.** remove existing coating as per requirement/instruction using appropriate methods
- PC9.** level and fill all voids and undulations on the surface using appropriate filler for obtaining a flushed finished surface

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices of painting works
- KU2.** safety rules and regulation for handling and storing required painting tools, equipment and materials
- KU3.** personal protection including the use of related safety gears & equipment
- KU4.** how to request tools and materials as per set procedures
- KU5.** maintenance of tools and equipment



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- KU6.** types of materials required for surface preparation such as putties, stoppers, solvents, filler, mordant solutions & stabilizing solutions
- KU7.** types of tools required for surface preparation such as scraper, putty knife, chisel knife, knotting brush, nail punch, hammer, dusting brush, dust masks, wire brushes, goggles, filling knife, filling board, gloves & buckets
- KU8.** how to select and use tools and equipment for surface preparation
- KU9.** methodology for preparation of different surfaces like masonry, RCC, wood and metal by wet and dry abrading, degreasing, knotting, priming, filling, rust removal, raking out, removal of paint systems & removal of wallcoverings
- KU10.** different type of abrasives such as glass, sand paper, sanders and their uses
- KU11.** different types of cleaning agents used for surface preparation
- KU12.** different type of fillers and their uses

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in one or more language, preferably in the local language of the site
- GS2.** read one or more language, preferably the local language of the site
- GS3.** read instructions, guidelines, sign boards, safety rules & safety tags
- GS4.** read instructions and exit routes during emergency
- GS5.** speak in one or more language, preferably in one of the local language of the site
- GS6.** listen and follow instructions communicated by supervisors
- GS7.** orally and effectively communicate with team member
- GS8.** plan self-work as per the direction under close supervision of a superior
- GS9.** ensure that all work is done as per instructions provided by superiors
- GS10.** identify location at which violation of any safety norms may lead to accidents



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out preparation of all type of basic surfaces for painting works</i>	30	70	-	-
PC1. visually assess the surface for the type of preparation method required	-	-	-	-
PC2. select and use appropriate materials, tools and equipment for preparing basic surfaces by removing rust, grease, dirt, concrete, and old paint prior to paint application	-	-	-	-
PC3. protect the work and its surrounding area from damage in accordance with organizational procedures/instruction	-	-	-	-
PC4. select appropriate preparation process as per the type of surface such as plastered masonry and RCC surface, metal surface and wood surface	-	-	-	-
PC5. carry out surface preparation methods such as washing, stripping/ scarping, abrading & keying, and brushing for various surfaces	-	-	-	-
PC6. prepare metal surface by degreasing, solvent wiping and abrading using appropriate tools	-	-	-	-
PC7. prepare wood surface by scraping, solvent wiping and abrading using appropriate tools	-	-	-	-
PC8. remove existing coating as per requirement/instruction using appropriate methods	-	-	-	-
PC9. level and fill all voids and undulations on the surface using appropriate filler for obtaining a flushed finished surface	-	-	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N0502
NOS Name	Carry out preparation of all type of basic surfaces for painting works
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Construction Painting
NSQF Level	3
Credits	1
Version	6.0
Last Reviewed Date	15/02/2023
Next Review Date	NA
NSQC Clearance Date	15/02/2023



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CON/N0503: Apply paints to masonry, metal and wood surfaces for obtaining plain finishes

Description

This unit describes the skills and knowledge required to apply paints to masonry, metal and wood surfaces for obtaining plain finish

Scope

The scope covers the following :

- Carry out preparation of base surfaces prior to painting on masonry, wood and metal surfaces
- Carry out preparation of paint mix using various constituents as per instructions
- Apply paint to produce a paint film of uniform thickness as per instructions under close supervision

Elements and Performance Criteria

Carry out preparation of base surfaces prior to painting on masonry, wood and metal surfaces

To be competent, the user/individual on the job must be able to:

- PC1.** carry out surface measurements and roughly estimate the quantity of required materials under supervision
- PC2.** ensure surface is free from dust, dirt and grease and is prepared appropriately prior to application of paints
- PC3.** apply putty to fill gaps and depressions on the surface for preparation of a leveled surface
- PC4.** cover the adjacent surfaces with drop cloths/ masking tape/paper and remove all removable items prior to painting

Carry out preparation of paint mix using various constituents as per instructions

To be competent, the user/individual on the job must be able to:

- PC5.** select appropriate painting material ,tools and mixing ingredients as per requirement /specified finish under supervision
- PC6.** carry put proper cleaning ,maintenance and upkeep of painting tools and equipment before and after use
- PC7.** mix the correct amount of paint material with additives as per specified ratio
- PC8.** follow standard procedure/ specification for effective mixing and dilution of paints under supervision
- PC9.** add reducer/thinner/ water to adjust viscosity of paint mix as per requirement/instructions

Apply paint to produce a paint film of uniform thickness as per instructions under close supervision

To be competent, the user/individual on the job must be able to:

- PC10.** apply primer coats to the finished/leveled surfaces as per instructions
- PC11.** apply main coat of paint over primer within specified time limits under supervision
- PC12.** apply final coat as per required tint under supervision
- PC13.** clean the surface of each dried coat appropriately as per instructions before application of the next coat



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PC14. assist in applying the final tinted coat under supervision

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices of painting works
- KU2.** safety rules and regulation for handling and storing required painting tools, equipment and materials
- KU3.** personal protection including the use of related safety gears & equipment
- KU4.** how to request tools and materials as per set procedures
- KU5.** maintenance of tools and equipment
- KU6.** standard practices for painting process
- KU7.** basic measurements
- KU8.** basic sketches /specifications related to painting works
- KU9.** how to select and use appropriate tools and equipment
- KU10.** various tools and equipment used in painting such as brushes, rollers ,painting bucket, stirrers, scrapers ,sand papers, putty blades etc.
- KU11.** various painting and finishing material and mixing ingredients such as scrape, primer, base color, tint base, colorants, varnishes, enamel, etc.
- KU12.** methods of protecting adjacent surfaces prior to painting
- KU13.** how to mix the correct amount of paint material as per specified ratio
- KU14.** how to adjust viscosity of paint mix as per requirement
- KU15.** different reducers/thinners used for adjusting viscosity
- KU16.** application of primer as per requirement
- KU17.** adhesives used for binding coats of paint such as oil, turpentine, mildew remover, or other preparations, and sand rough spots
- KU18.** surface preparation methods
- KU19.** putty and its use in surface preparation

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in one or more language, preferably in the local language of the site
- GS2.** read one or more language, preferably the local language of the site
- GS3.** read instructions, guidelines, sign boards, safety rules & safety tags
- GS4.** read instructions and exit routes during emergency
- GS5.** speak in one or more language, preferably in one of the local language of the site
- GS6.** listen and follow instructions communicated by supervisors
- GS7.** orally and effectively communicate with team member
- GS8.** plan self-work as per the direction under close supervision of a superior



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- GS9.** ensure that all work is done as per instructions provided by superiors
- GS10.** identify location at which violation of any safety norms may lead to accidents



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out preparation of base surfaces prior to painting on masonry, wood and metal surfaces</i>	9	21	-	-
PC1. carry out surface measurements and roughly estimate the quantity of required materials under supervision	-	-	-	-
PC2. ensure surface is free from dust, dirt and grease and is prepared appropriately prior to application of paints	-	-	-	-
PC3. apply putty to fill gaps and depressions on the surface for preparation of a leveled surface	-	-	-	-
PC4. cover the adjacent surfaces with drop cloths/ masking tape/paper and remove all removable items prior to painting	-	-	-	-
<i>Carry out preparation of paint mix using various constituents as per instructions</i>	9	21	-	-
PC5. select appropriate painting material ,tools and mixing ingredients as per requirement /specified finish under supervision	-	-	-	-
PC6. carry put proper cleaning ,maintenance and upkeep of painting tools and equipment before and after use	-	-	-	-
PC7. mix the correct amount of paint material with additives as per specified ratio	-	-	-	-
PC8. follow standard procedure/ specification for effective mixing and dilution of paints under supervision	-	-	-	-
PC9. add reducer/thinner/ water to adjust viscosity of paint mix as per requirement/instructions	-	-	-	-
<i>Apply paint to produce a paint film of uniform thickness as per instructions under close supervision</i>	12	28	-	-
PC10. apply primer coats to the finished/leveled surfaces as per instructions	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. apply main coat of paint over primer within specified time limits under supervision	-	-	-	-
PC12. apply final coat as per required tint under supervision	-	-	-	-
PC13. clean the surface of each dried coat appropriately as per instructions before application of the next coat	-	-	-	-
PC14. assist in applying the final tinted coat under supervision	-	-	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N0503
NOS Name	Apply paints to masonry, metal and wood surfaces for obtaining plain finishes
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Construction Painting
NSQF Level	3
Credits	1
Version	3.0
Last Reviewed Date	15/02/2023
Next Review Date	NA
NSQC Clearance Date	15/02/2023



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CON/N0504: Carry out varnishing and polishing of doors, windows partitions and other wooden surfaces under supervision

Description

This unit describes the skills and knowledge required to carry out varnishing and polishing of doors, windows partitions and other wooden surfaces under supervision

Scope

The scope covers the following :

- Carry out preparation of base surfaces prior to varnishing and polishing
- Carry out preparation of paint mix using various constituents as per instructions
- Apply varnish and polish on various wooden surfaces

Elements and Performance Criteria

Carry out preparation of base surfaces prior to varnishing and polishing

To be competent, the user/individual on the job must be able to:

- PC1.** remove all loose & detrimental foreign matter by using appropriate tools
- PC2.** brush bleaching agents on wood surface to restore natural color as per instruction
- PC3.** fill gaps/depressions with appropriate wood filler
- PC4.** smooth, shape, and touch-up surface using sandpaper, pumice stones, steel wool, chisels, sanders, or grinders
- PC5.** cover all adjacent surfaces with drop cloths/ masking tape/paper and remove all removable items/accessories prior to varnishing and polishing

Carry out preparation of paint mix using various constituents as per instructions

To be competent, the user/individual on the job must be able to:

- PC6.** select appropriate finishing ingredients such as paint, stain, lacquer, shellac, or varnish as per specification/instructions
- PC7.** mix the correct amount of paint material with additives as per specified ratio under supervision
- PC8.** follow standard procedure for effective mixing and dilution of paints
- PC9.** add reducer/thinner/ water to adjust viscosity of paint mix as per requirement/instruction

Apply varnish and polish on various wooden surfaces

To be competent, the user/individual on the job must be able to:

- PC10.** apply a primer coat to the wood surface as per instruction
- PC11.** apply paint /varnish coat of specified thickness after the primer has dried for specified time under close supervision
- PC12.** carry out sanding of the surface using appropriate tools as per instructions under supervision
apply coat of putty/wood filler wood and sand the applied coat as per instructions
- PC13.** apply finished coats to produce smooth surfaces of uniform thickness as per instructions under supervision



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PC14. apply toners, highlights, glazes or shades ,lacquers and sealers as per instructions under supervision

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices of painting works
- KU2.** safety rules and regulation for handling and storing required painting tools, equipment and materials
- KU3.** personal protection including the use of related safety gears & equipment
- KU4.** how to request tools and materials as per set procedures
- KU5.** maintenance of tools and equipment
- KU6.** standard practices for painting process
- KU7.** basic measurements
- KU8.** basic sketches /specifications related to painting works
- KU9.** how to select and use appropriate tools and equipment
- KU10.** various tools and equipment used in painting such as brushes, rollers ,painting bucket, stirrers, scrapers ,sand papers, putty blades etc.
- KU11.** various painting and finishing material and mixing ingredients such as scrape, primer, base color, tint base, colorants, varnishes, enamel, etc.
- KU12.** methods of protecting adjacent surfaces prior to painting
- KU13.** how to mix the correct amount of paint material as per specified ratio
- KU14.** how to adjust viscosity of paint mix as per requirement
- KU15.** different reducers/thinners used for adjusting viscosity
- KU16.** application of primer as per requirement
- KU17.** adhesives used for binding coats of paint such as oil, turpentine, mildew remover, or other preparations, and sand rough spots
- KU18.** surface preparation methods
- KU19.** putty and its use in surface preparation
- KU20.** importance of applying bleaching agents on wood surface
- KU21.** application of finishes, varnishes, putty, primer, sealants, toners, etc.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in one or more language, preferably in the local language of the site
- GS2.** read one or more language, preferably the local language of the site
- GS3.** read instructions, guidelines, sign boards, safety rules & safety tags
- GS4.** read instructions and exit routes during emergency
- GS5.** speak in one or more language, preferably in one of the local language of the site
- GS6.** listen and follow instructions communicated by supervisors



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- GS7.** orally and effectively communicate with team member
- GS8.** plan self-work as per the direction under close supervision of a superior
- GS9.** ensure that all work is done as per instructions provided by superiors
- GS10.** identify location at which violation of any safety norms may lead to accidents



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out preparation of base surfaces prior to varnishing and polishing</i>	9	21	-	-
PC1. remove all loose & detrimental foreign matter by using appropriate tools	-	-	-	-
PC2. brush bleaching agents on wood surface to restore natural color as per instruction	-	-	-	-
PC3. fill gaps/depressions with appropriate wood filler	-	-	-	-
PC4. smooth, shape, and touch-up surface using sandpaper, pumice stones, steel wool, chisels, sanders, or grinders	-	-	-	-
PC5. cover all adjacent surfaces with drop cloths/ masking tape/paper and remove all removable items/accessories prior to varnishing and polishing	-	-	-	-
<i>Carry out preparation of paint mix using various constituents as per instructions</i>	9	21	-	-
PC6. select appropriate finishing ingredients such as paint, stain, lacquer, shellac, or varnish as per specification/instructions	-	-	-	-
PC7. mix the correct amount of paint material with additives as per specified ratio under supervision	-	-	-	-
PC8. follow standard procedure for effective mixing and dilution of paints	-	-	-	-
PC9. add reducer/thinner/ water to adjust viscosity of paint mix as per requirement/instruction	-	-	-	-
<i>Apply varnish and polish on various wooden surfaces</i>	12	28	-	-
PC10. apply a primer coat to the wood surface as per instruction	-	-	-	-
PC11. apply paint /varnish coat of specified thickness after the primer has dried for specified time under close supervision	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. carry out sanding of the surface using appropriate tools as per instructions under supervision apply coat of putty/wood filler wood and sand the applied coat as per instructions	-	-	-	-
PC13. apply finished coats to produce smooth surfaces of uniform thickness as per instructions under supervision	-	-	-	-
PC14. apply toners, highlights, glazes or shades ,lacquers and sealers as per instructions under supervision	-	-	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N0504
NOS Name	Carry out varnishing and polishing of doors, windows partitions and other wooden surfaces under supervision
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Construction Painting
NSQF Level	3
Credits	1
Version	3.0
Last Reviewed Date	15/02/2023
Next Review Date	NA
NSQC Clearance Date	15/02/2023



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CON/N8001: Work effectively in a team to deliver desired results at the workplace

Description

This unit describes the skills and knowledge required to work effectively within a team to achieve the desired results

Scope

The scope covers the following :

- Interact and communicate in an effective manner
- Support co-workers to execute the project requirements
- Practice inclusion

Elements and Performance Criteria

Interact and communicate in an effective manner

To be competent, the user/individual on the job must be able to:

- PC1.** pass on work related information/ requirement clearly to the team members
- PC2.** inform co-workers and superiors about any kind of deviations from work
- PC3.** report any unresolved problem to the supervisor immediately
- PC4.** obtain instructions from superiors and respond on the same
- PC5.** communicate to team members/subordinates for appropriate work technique and method
- PC6.** seek clarification and advice as per the requirement

Support co-workers to execute the project requirements

To be competent, the user/individual on the job must be able to:

- PC7.** hand over the required material, tools, tackles, equipment and work fronts timely to interfacing teams
- PC8.** work together with co-workers in a synchronized manner

Practice inclusion

To be competent, the user/individual on the job must be able to:

- PC9.** maintain cultural inclusivity at work place
- PC10.** maintain disability friendly work practices
- PC11.** follow gender neutral practices at workplace
- PC12.** address discriminatory and offensive behaviour in a professional manner as per organizational policy

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** own roles and responsibilities



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- KU2.** importance of effective communication
- KU3.** the consequence of poor teamwork on project outcomes, timelines, safety at the construction site, etc.
- KU4.** different modes of communication used at workplace
- KU5.** importance of creating healthy and cooperative work environment among the gangs of workers
- KU6.** different activities within the work area where interaction with other workers is required
- KU7.** applicable techniques of work, properties of materials used, tools and tackles used, safety standards that co-workers might need as per the requirement
- KU8.** importance of proper and effective communication and the expected adverse effects in case of failure relating to quality, timeliness, safety, risks at the construction project site
- KU9.** importance and need of supporting co-workers facing problems for the smooth functioning of work
- KU10.** the fundamental concept of gender equality
- KU11.** how to recognise and be sensitive to issues of disability, culture and gender
- KU12.** legislation, policies, and procedures relating to gender sensitivity and cultural diversity including their impact on the area of operation

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** read the communication regarding work completion, materials used, tools and tackles used, the resource required, etc,
- GS3.** speak in one or more languages, preferably in one of the local language of the site
- GS4.** listen and follow instructions / communication shared by superiors/ co-workers regarding team requirements or interfaces during work processes
- GS5.** communicate orally and effectively with co-workers considering their educational and social background
- GS6.** decide on what information is to be shared with co-workers within the team or to the interfacing gang of workers
- GS7.** plan work and organize the required resources in coordination with team members
- GS8.** complete all assigned task in coordination with team members
- GS9.** take initiative in resolving issues among co-workers or report the same to superiors
- GS10.** ensure best ways of coordination among team members
- GS11.** evaluate the complexity of task and determine if any guidance is required from superiors



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interact and communicate in an effective manner</i>	18	42	-	-
PC1. pass on work related information/ requirement clearly to the team members	-	-	-	-
PC2. inform co-workers and superiors about any kind of deviations from work	-	-	-	-
PC3. report any unresolved problem to the supervisor immediately	-	-	-	-
PC4. obtain instructions from superiors and respond on the same	-	-	-	-
PC5. communicate to team members/subordinates for appropriate work technique and method	-	-	-	-
PC6. seek clarification and advice as per the requirement	-	-	-	-
<i>Support co-workers to execute the project requirements</i>	6	14	-	-
PC7. hand over the required material, tools, tackles, equipment and work fronts timely to interfacing teams	-	-	-	-
PC8. work together with co-workers in a synchronized manner	-	-	-	-
<i>Practice inclusion</i>	6	14	-	-
PC9. maintain cultural inclusivity at work place	-	-	-	-
PC10. maintain disability friendly work practices	-	-	-	-
PC11. follow gender neutral practices at workplace	-	-	-	-
PC12. address discriminatory and offensive behaviour in a professional manner as per organizational policy	-	-	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N8001
NOS Name	Work effectively in a team to deliver desired results at the workplace
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Generic 2
NSQF Level	4
Credits	1
Version	10.0
Last Reviewed Date	15/02/2023
Next Review Date	NA
NSQC Clearance Date	15/02/2023



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CON/N8002: Plan and organize work to meet expected outcomes

Description

This unit describes the knowledge and the skills required for an individual to plan and organize own work in order to meet expected outcome

Scope

The scope covers the following :

- Plan and prepare for work
- Organise required resources as per work plan
- Complete work as per the plan

Elements and Performance Criteria

Plan and prepare for work

To be competent, the user/individual on the job must be able to:

- PC1.** identify the targets and timelines set by superiors
- PC2.** determine the work requirements corresponding to task(drawings/schedules/instructions/methodology), safety, tools and equipment prior to commencement of task
- PC3.** plan the work by analyzing the required outcomes, work procedures, allotted time, resource availability and known priorities
- PC4.** prepare the work areas in coordination with team members
- PC5.** plan for waste collection and disposal prior to and after completion of work

Organise required resources as per work plan

To be competent, the user/individual on the job must be able to:

- PC6.** arrange the required manpower prior to commencement of work
- PC7.** organize the required materials, tools and tackles required for the task

Complete work as per the plan

To be competent, the user/individual on the job must be able to:

- PC8.** engage allocated manpower in an appropriate manner
- PC9.** employ correct tools, tackles and equipment for the desired work
- PC10.** provide guidance to the subordinates to obtain desired outcome
- PC11.** use resources in an optimum manner to avoid any unnecessary wastage
- PC12.** use tools, tackles and equipment carefully to avoid damage
- PC13.** ensure the work processes adopted are in line with the specified standards and instructions
- PC14.** complete the work with the allocated resources within specified time
- PC15.** clean and organise the workplace after completion of task

Knowledge and Understanding (KU)



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The individual on the job needs to know and understand:

- KU1.** importance of proper housekeeping including safe waste disposal
- KU2.** policies, procedures and work targets set by superiors
- KU3.** how to identify work activities that need to be planned and organized
- KU4.** how to determine the task requirements
- KU5.** how to determine the quality requirements related to the task
- KU6.** how to undertake all aspect of planning and organizing the task, including interpretation of task, reading drawing/schedules, arranging resources, reporting problems etc.
- KU7.** how to implement the planned activities
- KU8.** how to use available resources in a judicious and appropriate manner to minimize wastages or damage

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in one or more language, preferably the local language at the site
- GS2.** read communication from co-workers, superiors and notices from other departments as per requirement of the level
- GS3.** speak in one or more language, preferably one of the local language at the site
- GS4.** follow communication shared by co-workers regarding standard work processes, resources available, timelines, etc.
- GS5.** communicate effectively with co-workers and subordinates
- GS6.** decide on what sequence is to be adopted for execution of work
- GS7.** plan and organize the materials, tools, tackles and equipment required to execute the work
- GS8.** complete all assigned task with proper planning and organizing
- GS9.** analyze areas of work which could result in a delay of work, wastage of material or damage to tools and tackles
- GS10.** evaluate potential solutions to minimize avoidable delays and wastages at the construction site



Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plan and prepare for work</i>	9	21	-	-
PC1. identify the targets and timelines set by superiors	-	-	-	-
PC2. determine the work requirements corresponding to task(drawings/schedules/instructions/methodology), safety, tools and equipment prior to commencement of task	-	-	-	-
PC3. plan the work by analyzing the required outcomes, work procedures, allotted time, resource availability and known priorities	-	-	-	-
PC4. prepare the work areas in coordination with team members	-	-	-	-
PC5. plan for waste collection and disposal prior to and after completion of work	-	-	-	-
<i>Organise required resources as per work plan</i>	6	14	-	-
PC6. arrange the required manpower prior to commencement of work	-	-	-	-
PC7. organize the required materials, tools and tackles required for the task	-	-	-	-
<i>Complete work as per the plan</i>	15	35	-	-
PC8. engage allocated manpower in an appropriate manner	-	-	-	-
PC9. employ correct tools, tackles and equipment for the desired work	-	-	-	-
PC10. provide guidance to the subordinates to obtain desired outcome	-	-	-	-
PC11. use resources in an optimum manner to avoid any unnecessary wastage	-	-	-	-
PC12. use tools, tackles and equipment carefully to avoid damage	-	-	-	-
PC13. ensure the work processes adopted are in line with the specified standards and instructions	-	-	-	-



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. complete the work with the allocated resources within specified time	-	-	-	-
PC15. clean and organise the workplace after completion of task	-	-	-	-
NOS Total	30	70	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CON/N8002
NOS Name	Plan and organize work to meet expected outcomes
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Generic 2
NSQF Level	4
Credits	1
Version	7.0
Last Reviewed Date	15/02/2023
Next Review Date	NA
NSQC Clearance Date	15/02/2023



Qualification Pack

CON/N9001: Work according to personal health, safety and environment protocols at construction site

Description

This NOS covers the skill and knowledge required for an individual to work according to personal health, safety and environmental protocols at construction site

Scope

The scope covers the following :

- Follow safety norms as defined by organization
- Adopt healthy & safe work practices
- Implement good housekeeping and environment protection process and activities
- Follow infection control guidelines as per applicability

Elements and Performance Criteria

Follow safety norms as defined by the organization

To be competent, the user/individual on the job must be able to:

- PC1.** identify and report any hazards, risks or breaches in site safety to the appropriate authority
- PC2.** follow emergency and evacuation procedures in case of accidents, fires, natural calamities
- PC3.** follow recommended safe practices in handling construction materials, including chemical and hazardous material whenever applicable
- PC4.** follow all the protocols and safety techniques conveyed during safety awareness programs like Tool Box Talks, safety demonstrations and mock drills conducted at the site
- PC5.** select and operate different types of fire extinguishers corresponding to various types of fires as per EHS guideline
- PC6.** identify near miss, unsafe condition and unsafe act

Adopt healthy & safe work practices

To be competent, the user/individual on the job must be able to:

- PC7.** use appropriate Personal Protective Equipment (PPE) as per work requirements for : Head Protection, Ear protection, Fall Protection ,Foot Protection, Face and Eye Protection, Hand and Body Protection , and Respiratory Protection (if required)
- PC8.** handle all required tools, tackles, materials and equipment safely
- PC9.** follow safe disposal of waste, harmful and hazardous materials as per EHS guidelines
- PC10.** check and install all safety equipment as per standard guidelines
- PC11.** follow safety protocols and practices as laid down by site EHS department
- PC12.** obtain "height pass" clearance for working at heights

Implement good housekeeping practices

To be competent, the user/individual on the job must be able to:

- PC13.** collect, segregate and deposit construction waste into appropriate containers based on their toxicity or hazardous nature



Qualification Pack

PC14. apply ergonomic principles wherever required

Follow infection control guidelines as per applicability

To be competent, the user/individual on the job must be able to:

PC15. follow recommended personal hygiene, workplace hygiene and sanitization practices

PC16. clean and disinfect all materials, tools and supplies before and after use

PC17. report immediately to concerned authorities regarding signs and symptoms of illness of self and others

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. reporting procedures in cases of breaches or hazards for site safety, accidents, and emergency situations as per guidelines

KU2. types of safety hazards at construction sites

KU3. basic ergonomic principles as per applicability

KU4. the procedure for responding to accidents and other emergencies at site

KU5. use of appropriate personal protective equipment based on various working conditions

KU6. importance of handling tools, equipment, and materials as per applicable norms

KU7. effect of construction material on health and environments as per applicability

KU8. various environmental protection methods as per applicability

KU9. storage of waste including non-combustible scrap material and debris, combustible scrap material and debris, general construction waste and trash (non-toxic, non-hazardous), any other hazardous wastes and any other flammable wastes at the appropriate location

KU10. how to keep the workplace neat and tidy so as to be safe

KU11. how to use hazardous material in a safe and appropriate manner as per applicability

KU12. types of fire

KU13. procedure of operating different types of fire extinguishers

KU14. safety relevant to tools, tackles, and equipment as per applicability

KU15. housekeeping activities relevant to task

KU16. ways of transmission of infection

KU17. ways to manage infectious risks at the workplace

KU18. different methods of cleaning, disinfection, sterilization, and sanitization

KU19. symptoms of infection like fever, cough, redness, swelling, and inflammation

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. write in at least one language, preferably in the local language of the site

GS2. fill safety formats for near miss, unsafe conditions and safety suggestions

GS3. read in one or more language, preferably in the local language of the site



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- GS4.** speak in one or more language, preferably in one of the local language of the site
- GS5.** listen to instructions/communication shared by site EHS and superiors regarding site safety, and conducting the toolbox talk
- GS6.** identify potential safety risks and report to the appropriate authority
- GS7.** assess and analyze areas which may affect health, safety and environment protocol on the site



Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow safety norms as defined by the organization</i>	6	14	-	-
PC1. identify and report any hazards, risks or breaches in site safety to the appropriate authority	-	-	-	-
PC2. follow emergency and evacuation procedures in case of accidents, fires, natural calamities	-	-	-	-
PC3. follow recommended safe practices in handling construction materials, including chemical and hazardous material whenever applicable	-	-	-	-
PC4. follow all the protocols and safety techniques conveyed during safety awareness programs like Tool Box Talks, safety demonstrations and mock drills conducted at the site	-	-	-	-
PC5. select and operate different types of fire extinguishers corresponding to various types of fires as per EHS guideline	-	-	-	-
PC6. identify near miss, unsafe condition and unsafe act	-	-	-	-
<i>Adopt healthy & safe work practices</i>	15	35	-	-
PC7. use appropriate Personal Protective Equipment (PPE) as per work requirements for : Head Protection, Ear protection, Fall Protection ,Foot Protection, Face and Eye Protection, Hand and Body Protection , and Respiratory Protection (if required)	-	-	-	-
PC8. handle all required tools, tackles, materials and equipment safely	-	-	-	-
PC9. follow safe disposal of waste, harmful and hazardous materials as per EHS guidelines	-	-	-	-
PC10. check and install all safety equipment as per standard guidelines	-	-	-	-



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. follow safety protocols and practices as laid down by site EHS department	-	-	-	-
PC12. obtain "height pass" clearance for working at heights	-	-	-	-
<i>Implement good housekeeping practices</i>	6	14	-	-
PC13. collect, segregate and deposit construction waste into appropriate containers based on their toxicity or hazardous nature	-	-	-	-
PC14. apply ergonomic principles wherever required	-	-	-	-
<i>Follow infection control guidelines as per applicability</i>	3	7	-	-
PC15. follow recommended personal hygiene, workplace hygiene and sanitization practices	-	-	-	-
PC16. clean and disinfect all materials, tools and supplies before and after use	-	-	-	-
PC17. report immediately to concerned authorities regarding signs and symptoms of illness of self and others	-	-	-	-
NOS Total	30	70	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CON/N9001
NOS Name	Work according to personal health, safety and environment protocols at construction site
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Generic Safety
NSQF Level	4
Credits	1
Version	8.0
Last Reviewed Date	15/02/2023
Next Review Date	NA
NSQC Clearance Date	15/02/2023



Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values - Citizenship

To be competent, the user/individual on the job must be able to:

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

To be competent, the user/individual on the job must be able to:

PC4. speak with others using some basic English phrases or sentences

Communication Skills

To be competent, the user/individual on the job must be able to:

PC5. follow good manners while communicating with others

PC6. work with others in a team



Qualification Pack

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

To be competent, the user/individual on the job must be able to:

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

To be competent, the user/individual on the job must be able to:

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services



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- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection



Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	27/05/2024
NSQC Clearance Date	27/05/2021

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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 knowledge part will be based on knowledge bank of questions created by Assessment Bodies subject to approval by SSC
3. Individual assessment agencies will create unique question papers for knowledge/theory part for assessment of candidates as per assessment criteria given below
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on assessment criteria.
5. The passing percentage for each QP will be 50%. To pass the Qualification Pack, every trainee should score a minimum of 50% individually in each NOS.
6. The Assessor shall check the final outcome of the practices while evaluating the steps performed to achieve the final outcome.



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- The trainee shall be provided with a chance to repeat the test to correct his procedures in case of improper performance, with a deduction of marks for each iteration.
- After the certain number of iteration as decided by SSC the trainee is marked as fail, scoring zero marks for the procedure for the practical activity.
- 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 within the specified timeframe set by SSC.
- Minimum duration of Assessment of each QP shall be of 4hrs/trainee.

Minimum Aggregate Passing % at QP Level : 50

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CON/N0502.Carry out preparation of all type of basic surfaces for painting works	30	70	0	0	100	25
CON/N0503.Apply paints to masonry, metal and wood surfaces for obtaining plain finishes	30	70	0	0	100	10
CON/N0504.Carry out varnishing and polishing of doors, windows partitions and other wooden surfaces under supervision	30	70	0	0	100	30
CON/N8001.Work effectively in a team to deliver desired results at the workplace	30	70	-	-	100	10
CON/N8002.Plan and organize work to meet expected outcomes	30	70	-	-	100	5



Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CON/N9001.Work according to personal health, safety and environment protocols at construction site	30	70	-	-	100	15
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
Total	200	450	0	0	650	100



Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training



Qualification Pack

Glossary

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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) 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 OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
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.



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Knowledge and Understanding (KU)	<p>Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.</p>
Organisational Context	<p>Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.</p>
Technical Knowledge	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
Core Skills/ Generic Skills (GS)	<p>Core skills or Generic Skills (GS) 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. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.</p>
Electives	<p>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.</p>
Options	<p>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.</p>