



## Qualification Pack



# Associate construction Fitter

QP Code: CON/Q1254

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



## Qualification Pack

### Contents

CON/Q1254: Associate construction Fitter .....	3
<i>Brief Job Description</i> .....	3
Applicable National Occupational Standards (NOS) .....	3
<i>Compulsory NOS</i> .....	3
<i>Qualification Pack (QP) Parameters</i> .....	3
CON/N1203: Identify and mark structural elements to assist in the fit-up of the same .....	5
CON/N1204: Identify, use various tools, tackles and handle heavy materials used in fit-up of fabricated components .....	9
CON/N1205: Assist in preparatory activities, edge preparation and positioning of steel sections for fit-up .....	15
CON/N8001: Work effectively in a team to deliver desired results at the workplace .....	22
CON/N8002: Plan and organize work to meet expected outcomes .....	26
CON/N9001: Work according to personal health, safety and environment protocols at construction site .....	31
DGT/VSQ/N0101: Employability Skills (30 Hours) .....	37
Assessment Guidelines and Weightage .....	42
<i>Assessment Guidelines</i> .....	42
<i>Assessment Weightage</i> .....	43
Acronyms .....	45
Glossary .....	46



## Qualification Pack

### CON/Q1254: Associate construction Fitter

#### Brief Job Description

Associate construction Fitter provides assistance in fitup activities by placing, positioning and fixing different components after conducting proper measurements, markings and edge preparation under the supervision of trade senior.

#### Personal Attributes

The individual should be physically fit and mentally alert and safety conscious to be able to work across various locations in extreme weather/site conditions, preferably not suffering from any respiratory disorder, vision defects and skin allergies due to exposure to light and heat. The person must be able to perform efficiently within a team, handle the various fabrication tools and materials.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

- [1. CON/N1203: Identify and mark structural elements to assist in the fit-up of the same](#)
- [2. CON/N1204: Identify, use various tools, tackles and handle heavy materials used in fit-up of fabricated components](#)
- [3. CON/N1205: Assist in preparatory activities, edge preparation and positioning of steel sections for fit-up](#)
- [4. CON/N8001: Work effectively in a team to deliver desired results at the workplace](#)
- [5. CON/N8002: Plan and organize work to meet expected outcomes](#)
- [6. CON/N9001: Work according to personal health, safety and environment protocols at construction site](#)
- [7. DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Fabrication



## Qualification Pack

<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Credits</b>	7
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7214.0800
<b>Minimum Educational Qualification &amp; Experience</b>	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
<b>Minimum Level of Education for Training in School</b>	10th Class
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	15/02/2023
<b>Next Review Date</b>	NA
<b>NSQC Approval Date</b>	15/02/2023
<b>Version</b>	1.0
<b>Reference code on NQR</b>	QG-03-CO-00047-2023-V1-CSDCI
<b>NQR Version</b>	1



## Qualification Pack

# CON/N1203: Identify and mark structural elements to assist in the fit-up of the same

## Description

This unit describes the skills and knowledge required to identify and mark structural steel elements to assist in fit-up of the same

## Scope

The scope covers the following :

- Identify the structural steel material for measurement and marking of fit-up

## Elements and Performance Criteria

### *Identify the structural steel material for measurement and marking of fit-up*

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

- PC1.** identify and distinguish the materials based on their shape, size and thickness
- PC2.** select materials as per requirements and instructions
- PC3.** conduct liner measurements like length, width, diameter, using proper measuring tools like tapers, rulers, calipers etc
- PC4.** read and understand hand sketches/ drawings to interpret fit up requirements
- PC5.** place the sections, plates, pipes or tubes in position as per instructions
- PC6.** mark on the surface of sections the position of bolts, plates or sections for fit-up as per instructions
- PC7.** recheck the markings w.r.t hand sketches to confirm its correctness
- PC8.** report any undulations or bends encountered during measurements to superiors

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** request procedure for tools & materials
- KU2.** housekeeping & other administrative rules
- KU3.** information flow hierarchy and appropriate modes of communications as applicable on site
- KU4.** different types of sections, plates etc.
- KU5.** identification and use of different measuring instruments
- KU6.** read and understand hand sketches/ drawings
- KU7.** how to handle heavy materials
- KU8.** safety hazards while working with heavy materials
- KU9.** methods of measuring and marking
- KU10.** correct procedures of tools and equipment usage for the grinding operations



## Qualification Pack

- KU11.** effect of different types and grades of grinding achievable by various tools to achieve required surface finish
- KU12.** personal protective equipment (PPE) and clothing that must be worn during the grinding activity and from where can it be obtained

### 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 in the local language of the site
- GS3.** read instructions, guidelines, sign boards, safety rules & safety tags instruction related to exit routes during emergency at the workplace
- GS4.** speak in one or more language, preferably in one of the local language of the site
- GS5.** listen and follow instructions / communication shared by superiors/ coworkers regarding team requirements or interfaces during work processes
- GS6.** orally communicate with co-workers regarding support required to complete the respective works
- GS7.** decide upon the measuring instruments to be used for carrying out given set of measurements
- GS8.** identify and use relevant tools effectively
- GS9.** complete work as per agreed time and quality
- GS10.** identify the marking to be checked in the hand sketch and refer the same while checking the actual marking
- GS11.** observe the gap between tape , line dori etc. and the metal surface during measurement to identify and locate any undulations



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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify the structural steel material for measurement and marking of fit-up</i>	<b>30</b>	<b>70</b>	-	-
<b>PC1.</b> identify and distinguish the materials based on their shape, size and thickness	-	-	-	-
<b>PC2.</b> select materials as per requirements and instructions	-	-	-	-
<b>PC3.</b> conduct liner measurements like length, width, diameter, using proper measuring tools like tapers, rulers, calipers etc	-	-	-	-
<b>PC4.</b> read and understand hand sketches/ drawings to interpret fit up requirements	-	-	-	-
<b>PC5.</b> place the sections, plates, pipes or tubes in position as per instructions	-	-	-	-
<b>PC6.</b> mark on the surface of sections the position of bolts, plates or sections for fit-up as per instructions	-	-	-	-
<b>PC7.</b> recheck the markings w.r.t hand sketches to confirm its correctness	-	-	-	-
<b>PC8.</b> report any undulations or bends encountered during measurements to superiors	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N1203
<b>NOS Name</b>	Identify and mark structural elements to assist in the fit-up of the same
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Fabrication
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	15/02/2023
<b>Next Review Date</b>	NA
<b>NSQC Clearance Date</b>	15/02/2023





## Qualification Pack

# CON/N1204: Identify, use various tools, tackles and handle heavy materials used in fit-up of fabricated components

## Description

This unit describes the skills and knowledge required to identify and use various tools, tackles and handle heavy materials used in fit-up of fabricated components

## Scope

The scope covers the following :

- Work according to standard health and safety requirements
- Identify and use of tools & tackles to be used in fit-up
- Shift structural steel sections to instructed locations

## Elements and Performance Criteria

### *Work according to standard health and safety requirements*

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

- PC1.** identify any potential hazard in the work area related to own work and report the same to appropriate authority
- PC2.** avoid any unsafe act by self particularly while working at site
- PC3.** avoid wearing any loose clothing and preferably wear the yard jumpsuit or any other uniform issued at site
- PC4.** select and correctly use personnel protective equipment as per work requirement
- PC5.** dispose of any unwanted material from the work area as per instructions
- PC6.** participate in safety drills organized at site
- PC7.** participate in perp talks and tool box talks organized at site

### *Identify and use of tools & tackles to be used in fit-up*

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

- PC8.** identify and use correct tools and tackles required for Marking like scribes, dividers, punches etc
- PC9.** identify and use correct tool and tackle for liner and angular measurements like steel rule, tapes, angle gauges etc.
- PC10.** identify and use correct tool and tackle for holding and tightening the metal pieces such as wrenches, vices, different types of clamps etc
- PC11.** identify and use correct tool for cutting and striking metal such as file, chisels, hammers etc
- PC12.** identify and use different types of lifting and shifting arrangements such as chain pulley blocks, trolleys etc
- PC13.** carry out basic upkeep of all hand tools and tackles

### *Shift structural steel sections to instructed locations*

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

- PC14.** identify the material to be shifted



## Qualification Pack

- PC15.** check the access if any obstructions and report to concerned authority
- PC16.** perform visual checks for good working condition of hand tools like sling, rope, clamp hook etc
- PC17.** anchor the structural member in its right position during lifting to avoid accidents, overturning of lifting machines
- PC18.** control position of suspended objects when being shifted by means of mobile hydraulic lifting equipments
- PC19.** stack heavy objects appropriately as per standard practice

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices of construction fitting works
- KU2.** safety rules and regulation for handling and storing required construction fitting 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.** different hand and power tools available in market for fabrication activity
- KU7.** application of commonly used hand and power tools used in fabrication shop
- KU8.** selection and correct use of different tools and tackles as per the work requirement
- KU9.** how to use the tools in optimized manner
- KU10.** how to carry out basic maintenance of different hand and power tools
- KU11.** tolerance limits and range of operation for all common hand and power tools
- KU12.** ergonomic principles to carry loads
- KU13.** tools and tackles to be used in basic rigging work
- KU14.** standard practices regarding heavy material lifting and shifting
- KU15.** safety measures to be taken while object to be shifted is in mobility
- KU16.** correct posture of lifting equipment during lifting and shifting an object
- KU17.** load lifting capacity of lifting equipment
- KU18.** basic maintenance of load lifting equipment
- KU19.** different hazards associated with fabrication activities
- KU20.** types of fires and different fire safety equipments used
- KU21.** safety evacuation points
- KU22.** safety guidelines for working in a fabrication yard
- KU23.** how to identify and dispose waste and scrape materials from the workplace

## Generic Skills (GS)

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



## Qualification Pack

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** read in at least one language, preferably in the local language of the site
- GS3.** read instructions, guidelines, sign boards, safety rules and 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.** communicate orally and effectively with team member
- GS8.** decide the tool or instrument to be used for a particular task
- GS9.** decide whether the selected tool requires repairs to perform intended task
- GS10.** plan self-work as per instructions given by superiors
- GS11.** ensure work is done within time and as per desired quality as per instructions provided by superiors
- GS12.** check and confirm that the anchorage provided to the structural members is as per instructions to avoid accident while lifting



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Work according to standard health and safety requirements</i>	<b>9</b>	<b>21</b>	-	-
<b>PC1.</b> identify any potential hazard in the work area related to own work and report the same to appropriate authority	-	-	-	-
<b>PC2.</b> avoid any unsafe act by self particularly while working at site	-	-	-	-
<b>PC3.</b> avoid wearing any loose clothing and preferably wear the yard jumpsuit or any other uniform issued at site	-	-	-	-
<b>PC4.</b> select and correctly use personnel protective equipment as per work requirement	-	-	-	-
<b>PC5.</b> dispose of any unwanted material from the work area as per instructions	-	-	-	-
<b>PC6.</b> participate in safety drills organized at site	-	-	-	-
<b>PC7.</b> participate in perp talks and tool box talks organized at site	-	-	-	-
<i>Identify and use of tools &amp; tackles to be used in fit-up</i>	<b>15</b>	<b>35</b>	-	-
<b>PC8.</b> identify and use correct tools and tackles required for Marking like scribes, dividers, punches etc	-	-	-	-
<b>PC9.</b> identify and use correct tool and tackle for liner and angular measurements like steel rule, tapes, angle gauges etc.	-	-	-	-
<b>PC10.</b> identify and use correct tool and tackle for holding and tightening the metal pieces such as wrenches, vices, different types of clamps etc	-	-	-	-
<b>PC11.</b> identify and use correct tool for cutting and striking metal such as file, chisels, hammers etc	-	-	-	-
<b>PC12.</b> identify and use different types of lifting and shifting arrangements such as chain pulley blocks, trolleys etc	-	-	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> carry out basic upkeep of all hand tools and tackles	-	-	-	-
<i>Shift structural steelsections to instructed locations</i>	<b>6</b>	<b>14</b>	-	-
<b>PC14.</b> identify the material to be shifted	-	-	-	-
<b>PC15.</b> check the access if any obstructions and report to concerned authority	-	-	-	-
<b>PC16.</b> perform visual checks for good working condition of hand tools like sling, rope, clamp hook etc	-	-	-	-
<b>PC17.</b> anchor the structural member in its right position during lifting to avoid accidents, overturning of lifting machines	-	-	-	-
<b>PC18.</b> control position of suspended objects when being shifted by means of mobile hydraulic lifting equipments	-	-	-	-
<b>PC19.</b> stack heavy objects appropriately as per standard practice	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N1204
<b>NOS Name</b>	Identify, use various tools, tackles and handle heavy materials used in fit-up of fabricated components
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Fabrication
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	15/02/2023
<b>Next Review Date</b>	NA
<b>NSQC Clearance Date</b>	15/02/2023



## Qualification Pack

# CON/N1205: Assist in preparatory activities, edge preparation and positioning of steel sections for fit-up

## Description

This unit describes the skills and knowledge required to assist in preparatory activities, edge preparation and positioning of steel sections

## Scope

The scope covers the following :

- Prepare fabrication platform before starting fit-up operations
- Prepare the edges of the components of assemblies
- Position and fix structural elements

## Elements and Performance Criteria

### *Prepare fabrication platform before starting fitup operations*

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

- PC1.** clean the platform to remove any scrap metal
- PC2.** dispose the scrap at instructed location
- PC3.** remove any temporary anchors, supports etc. installed previously for other fit-up
- PC4.** check all the tools and tackles for holding, tightening, striking etc
- PC5.** rearrange all jacks, clamps as per requirement
- PC6.** clean the surface of the structural sections or components before starting the welding works
- PC7.** clear the fabrication platform area so that there is no obstruction for shifting of components
- PC8.** carry out layout of components/ sections on prepared fabrication platform from hand sketches
- PC9.** carry out layout of components/ sections on prepared fabrication platform

### *Prepare the edges of the components of assemblies*

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

- PC10.** mark the positions of the edges to be prepared as per hand sketches and instructions
- PC11.** read and understand hand sketches to interpret edge preparation requirements and confirm the same from superiors if required
- PC12.** confirm the orientation of bevel and scallop from superiors
- PC13.** operate the bevelling machine if required for scalloping and bevelling as per instructions
- PC14.** follow all safety guidelines while operating bevelling machine
- PC15.** confirm that profile of bevel and scallop is as per instructions or work requirements
- PC16.** identify any undulations or other faults in the section if any and report the same to superiors
- PC17.** carryout jacking or striking operations as per instructions for removal off minor defects under close supervision

### *Position and fix structural elements*



## Qualification Pack

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

- PC18.** place the structural component on the fabrication platform as per instructions
- PC19.** ensure that position and orientation of the component is as per instruction
- PC20.** check if the markings on the section are clearly visible prior to fixing the section
- PC21.** check that material has been scalloped as per instructions or hand sketches
- PC22.** check that edge preparation has been done as per instructions or hand sketches
- PC23.** place and tighten the clamps at required positions to restrict the movement of section
- PC24.** place other components post dimensional checking upon the fixed section as per requirements and tighten the required clamps
- PC25.** adjust the fit-up precisely using striking, jacking or other methods as per instruction
- PC26.** mark the locations for tack welds as per instructions
- PC27.** recheck the dimensions of the assembly post tack welding
- PC28.** loosen the clamps or vices etc. to facilitate the removal of fitted section/ assembly
- PC29.** attach proper ropes, belts etc. for lifting and shifting of material as per requirement

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices of construction fitting works
- KU2.** safety rules and regulation for handling construction fitting tools
- KU3.** personal protection including the use of related safety gears & equipments
- KU4.** how to request tools and materials as per set procedures
- KU5.** maintenance of tools and equipments
- KU6.** how to identify the scrap metal lying on the fabrication platform according to section and dimensions
- KU7.** how and where to dispose of the scrap
- KU8.** importance of housekeeping in relevance with fabrication activities
- KU9.** introduction to fabrication terminologies like jacking, heating, job, etc
- KU10.** how to install temporary supports and clamps for restricting the movements of work pieces and holding the in position
- KU11.** importance of clamps and its functions in fit-up work
- KU12.** steps involved in removing the work pieces from the platform postfit-up
- KU13.** basic concept of working principle of jacks (hydraulic and pneumatic) and respective uses
- KU14.** technique of checking the workability of tools and tackles according to acceptance criteria
- KU15.** how to identify obstructions for lifting
- KU16.** how to read and interpret hand sketches and simplified fabrication drawings
- KU17.** importance of proper orientation of work piece
- KU18.** how to identify and know the steps to be taken to finish the surface before fitting
- KU19.** the steps of checking the dimensions of the work pieces during fit-up
- KU20.** importance of accurate fit-up





## Qualification Pack

- KU21.** know hows of accurate fit-up
- KU22.** what is meant by welding shrinkage, its causes, and effects
- KU23.** distortion control techniques and their areas of applications

### 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 in at least one language, preferably in the local language of the site
- GS3.** read instructions, guidelines, sign boards, safety rules and 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.** communicate orally and effectively with team member
- GS8.** decide whether the surface of structural sections and components are suitably cleaned prior to initiating welding works
- GS9.** plan self-work as per instructions given by superiors
- GS10.** ensure work is done within time and as per desired quality as per instructions provided by superiors
- GS11.** check for undulations / faults in the section and report the same to superiors
- GS12.** remove minor defects by carrying out jacking or striking operations under supervision
- GS13.** confirm the orientation of job before carrying out edge preparation
- GS14.** analyze the actions of self that may result in unsafe conditions
- GS15.** review the markings for edge preparation to confirm their compliance with given instructions



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare fabrication platform before starting fitup operations</i>	<b>10</b>	<b>22</b>	-	-
<b>PC1.</b> clean the platform to remove any scrap metal	-	-	-	-
<b>PC2.</b> dispose the scrap at instructed location	-	-	-	-
<b>PC3.</b> remove any temporary anchors, supports etc. installed previously for other fit-up	-	-	-	-
<b>PC4.</b> check all the tools and tackles for holding, tightening, striking etc	-	-	-	-
<b>PC5.</b> rearrange all jacks, clamps as per requirement	-	-	-	-
<b>PC6.</b> clean the surface of the structural sections or components before starting the welding works	-	-	-	-
<b>PC7.</b> clear the fabrication platform area so that there is no obstruction for shifting of components	-	-	-	-
<b>PC8.</b> carry out layout of components/ sections on prepared fabrication platform from hand sketches	-	-	-	-
<b>PC9.</b> carry out layout of components/ sections on prepared fabrication platform	-	-	-	-
<i>Prepare the edges of the components of assemblies</i>	<b>10</b>	<b>24</b>	-	-
<b>PC10.</b> mark the positions of the edges to be prepared as per hand sketches and instructions	-	-	-	-
<b>PC11.</b> read and understand hand sketches to interpret edge preparation requirements and confirm the same from superiors if required	-	-	-	-
<b>PC12.</b> confirm the orientation of bevel and scallop from superiors	-	-	-	-
<b>PC13.</b> operate the bevelling machine if required for scalloping and bevelling as per instructions	-	-	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> follow all safety guidelines while operating bevelling machine	-	-	-	-
<b>PC15.</b> confirm that profile of bevel and scallop is as per instructions or work requirements	-	-	-	-
<b>PC16.</b> identify any undulations or other faults in the section if any and report the same to superiors	-	-	-	-
<b>PC17.</b> carryout jacking or striking operations as per instructions for removal off minor defects under close supervision	-	-	-	-
<i>Position and fix structural elements</i>	<b>10</b>	<b>24</b>	-	-
<b>PC18.</b> place the structural component on the fabrication platform as per instructions	-	-	-	-
<b>PC19.</b> ensure that position and orientation of the component is as per instruction	-	-	-	-
<b>PC20.</b> check if the markings on the section are clearly visible prior to fixing the section	-	-	-	-
<b>PC21.</b> check that material has been scalloped as per instructions or hand sketches	-	-	-	-
<b>PC22.</b> check that edge preparation has been done as per instructions or hand sketches	-	-	-	-
<b>PC23.</b> place and tighten the clamps at required positions to restrict the movement of section	-	-	-	-
<b>PC24.</b> place other components post dimensional checking upon the fixed section as per requirements and tighten the required clamps	-	-	-	-
<b>PC25.</b> adjust the fit-up precisely using striking, jacking or other methods as per instruction	-	-	-	-
<b>PC26.</b> mark the locations for tack welds as per instructions	-	-	-	-
<b>PC27.</b> recheck the dimensions of the assembly post tack welding	-	-	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC28. loosen the clamps or vices etc. to facilitate the removal of fitted section/ assembly	-	-	-	-
PC29. attach proper ropes, belts etc. for lifting and shifting of material as per requirement	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N1205
<b>NOS Name</b>	Assist in preparatory activities, edge preparation and positioning of steel sections for fit-up
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Fabrication
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	15/02/2023
<b>Next Review Date</b>	NA
<b>NSQC Clearance Date</b>	15/02/2023



## Qualification Pack

# 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



## Qualification Pack

- 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



## Qualification Pack

### Assessment Criteria

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





## Qualification Pack

### National Occupational Standards (NOS) Parameters

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



## Qualification Pack

### 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)



## Qualification Pack

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>	<b>9</b>	<b>21</b>	-	-
<b>PC1.</b> identify the targets and timelines set by superiors	-	-	-	-
<b>PC2.</b> determine the work requirements corresponding to task(drawings/schedules/instructions/methodology), safety, tools and equipment prior to commencement of task	-	-	-	-
<b>PC3.</b> plan the work by analyzing the required outcomes, work procedures, allotted time, resource availability and known priorities	-	-	-	-
<b>PC4.</b> prepare the work areas in coordination with team members	-	-	-	-
<b>PC5.</b> plan for waste collection and disposal prior to and after completion of work	-	-	-	-
<i>Organise required resources as per work plan</i>	<b>6</b>	<b>14</b>	-	-
<b>PC6.</b> arrange the required manpower prior to commencement of work	-	-	-	-
<b>PC7.</b> organize the required materials, tools and tackles required for the task	-	-	-	-
<i>Complete work as per the plan</i>	<b>15</b>	<b>35</b>	-	-
<b>PC8.</b> engage allocated manpower in an appropriate manner	-	-	-	-
<b>PC9.</b> employ correct tools, tackles and equipment for the desired work	-	-	-	-
<b>PC10.</b> provide guidance to the subordinates to obtain desired outcome	-	-	-	-
<b>PC11.</b> use resources in an optimum manner to avoid any unnecessary wastage	-	-	-	-
<b>PC12.</b> use tools, tackles and equipment carefully to avoid damage	-	-	-	-
<b>PC13.</b> 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	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

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





## Qualification Pack

- 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>	<b>6</b>	<b>14</b>	-	-
<b>PC1.</b> identify and report any hazards, risks or breaches in site safety to the appropriate authority	-	-	-	-
<b>PC2.</b> follow emergency and evacuation procedures in case of accidents, fires, natural calamities	-	-	-	-
<b>PC3.</b> follow recommended safe practices in handling construction materials, including chemical and hazardous material whenever applicable	-	-	-	-
<b>PC4.</b> 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	-	-	-	-
<b>PC5.</b> select and operate different types of fire extinguishers corresponding to various types of fires as per EHS guideline	-	-	-	-
<b>PC6.</b> identify near miss, unsafe condition and unsafe act	-	-	-	-
<i>Adopt healthy &amp; safe work practices</i>	<b>15</b>	<b>35</b>	-	-
<b>PC7.</b> 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)	-	-	-	-
<b>PC8.</b> handle all required tools, tackles, materials and equipment safely	-	-	-	-
<b>PC9.</b> follow safe disposal of waste, harmful and hazardous materials as per EHS guidelines	-	-	-	-
<b>PC10.</b> check and install all safety equipment as per standard guidelines	-	-	-	-



## Qualification Pack

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



## Qualification Pack

### National Occupational Standards (NOS) Parameters

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



## Qualification Pack

- 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>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC3.</b> 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>	<b>2</b>	<b>3</b>	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC8.</b> report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use various financial products and services safely and securely	-	-	-	-





## Qualification Pack

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



## Qualification Pack

### National Occupational Standards (NOS) Parameters

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



## Qualification Pack

- 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 iterations 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/N1203. Identify and mark structural elements to assist in the fit-up of the same	30	70	-	-	100	15
CON/N1204. Identify, use various tools, tackles and handle heavy materials used in fit-up of fabricated components	30	70	-	-	100	20
CON/N1205. Assist in preparatory activities, edge preparation and positioning of steel sections for fit-up	30	70	-	-	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
<b>Total</b>	<b>200</b>	<b>450</b>	<b>-</b>	<b>-</b>	<b>650</b>	<b>100</b>



## Qualification Pack

### Acronyms

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



## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.



## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	<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>
<b>Organisational Context</b>	<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>
<b>Technical Knowledge</b>	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
<b>Core Skills/ Generic Skills (GS)</b>	<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>
<b>Electives</b>	<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>
<b>Options</b>	<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>