



## Qualification Pack



# Associate Shuttering Carpenter

QP Code: CON/Q3003

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

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### CON/Q3003: Associate Shuttering Carpenter

#### Brief Job Description

Associate Shuttering Carpenter is responsible for identification, handle and use of tools and tackles, materials and equipments. The responsibilities also include use of power tools/equipments for cutting and sizing of timber and plywood, providing support in assembling and dismantling of conventional and system formwork for R.C.C structures to complete work within specified time and tolerance.

#### Personal Attributes

The individual is expected to be physically fit and able to work across various locations in withstanding extreme conditions while working. The person should be able to work within a team to handle various shuttering carpentry tools, materials, components and works under instructions and close supervision.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

- [CON/N0312: Use and maintain tools and equipment relevant to shuttering carpentry](#)
- [CON/N0313: Assist in making wooden shutters boards using in shuttering carpentry](#)
- [CON/N0314: Assist in assembling and dismantling conventional and system formwork for R.C.C structures](#)
- [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

<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Shuttering Carpentry
<b>Country</b>	India



## Qualification Pack

<b>NSQF Level</b>	3
<b>Credits</b>	7
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7115.0201
<b>Minimum Educational Qualification &amp; Experience</b>	9th grade pass OR 8th grade pass with 1 year of (NTC/ NAC) after 8th 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>	5th 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-00040-2023-V1-CSDCI
<b>NQR Version</b>	1



## Qualification Pack

# CON/N0312: Use and maintain tools and equipment relevant to shuttering carpentry

## Description

This unit describes the skills and knowledge required to use and maintain tools, components, equipment and materials relevant to shuttering carpentry under instructions and close supervision

## Scope

The scope covers the following :

- Use and maintain tools, components, and equipment relevant to shuttering carpentry

## Elements and Performance Criteria

### *Use and maintain tools, components, and equipments relevant to shuttering carpentry*

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

- PC1.** use hand tools such as claw hammer, hand saw, hack saw wooden planners, measuring tape, nailing hammer, try square, plumb bob and other relevant tools
- PC2.** use power tools for cutting, planing and drilling of timber/plywood
- PC3.** use materials such as timbers, plywood, runner pieces of different size, wooden battens for shuttering work
- PC4.** use consumable items such as nails of different size, masking tape, cotton waste, cotton and nylon line thread in relevant to shuttering works
- PC5.** use personal protective gears such as safety shoes, gloves, helmets, ear plugs, nose mask, safety goggles
- PC6.** identify and wear full and half body safety harness
- PC7.** use bamboos & ballis, props, acrow span, H-beam, shuttering sheets, foot plates, U head and other relevant components for shuttering works
- PC8.** store, stack and shift shuttering components as per standard procedure
- PC9.** use different types of slings, shackles and lifting belts for lifting operation
- PC10.** maintain tidiness at site location
- PC11.** barricade area of work to prevent unauthorized entrance

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** safety rules and regulations for handling and storing shuttering and scaffolding tools, materials and components
- KU2.** personal protection including use of safety gears and equipments
- KU3.** safe working methods and movements while performing relevant tasks
- KU4.** request procedure for tools & materials and equipment



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- KU5.** housekeeping & other site administrative rules
- KU6.** use of hand tools such as claw hammer, hand saw, hack saw wooden planners, measuring tape, nailing hammer, try square, plumb bob and other relevant tools
- KU7.** consumable materials and their optimum use
- KU8.** visual check for quality of timber and plywood
- KU9.** types of wood such as hard wood and soft wood and its common defect
- KU10.** types and thickness of plywood such as commercial , water proof, marine plywood
- KU11.** types and use of slings, shackles and lifting belts
- KU12.** height up to which each shuttering carpentry and scaffolding materials should be stacked
- KU13.** different types of hand and power tools used for cutting and planing of timber
- KU14.** stacking of various shuttering carpentry and scaffolding materials as per standard practices
- KU15.** various components and their standard sizes
- KU16.** workplace procedures and policies for manual and mechanical handling
- KU17.** standard procedure for housekeeping
- KU18.** storing and handling technique of tools
- KU19.** upkeep repair and maintenance of tools
- KU20.** how to work at heights

## 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 in one or more language, preferably in the local language of the site
- GS3.** read instructions, guidelines, sign boards, safety rules & safety tags instructions related to exit routes during emergency at the workplace
- GS4.** speak in one or more language, preferably in one of the local languages of the site
- GS5.** listen and follow instructions given by the superior
- GS6.** communicate orally and effectively communicate with team members
- GS7.** decide whether his workplace is safe for working and also his work is not creating hazardous conditions for other
- GS8.** complete work as per agreed time schedule and quality



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Use and maintain tools, components, and equipments relevant to shuttering carpentry</i>	<b>30</b>	<b>70</b>	-	-
<b>PC1.</b> use hand tools such as claw hammer, hand saw, hack saw wooden planners, measuring tape, nailing hammer, try square, plumb bob and other relevant tools	-	-	-	-
<b>PC2.</b> use power tools for cutting, planing and drilling of timber/plywood	-	-	-	-
<b>PC3.</b> use materials such as timbers, plywood, runner pieces of different size, wooden battens for shuttering work	-	-	-	-
<b>PC4.</b> use consumable items such as nails of different size, masking tape, cotton waste, cotton and nylon line thread in relevant to shuttering works	-	-	-	-
<b>PC5.</b> use personal protective gears such as safety shoes, gloves, helmets, ear plugs, nose mask, safety goggles	-	-	-	-
<b>PC6.</b> identify and wear full and half body safety harness	-	-	-	-
<b>PC7.</b> use bamboos & ballis, props, acrow span, H-beam, shuttering sheets, foot plates, U head and other relevant components for shuttering works	-	-	-	-
<b>PC8.</b> store, stack and shift shuttering components as per standard procedure	-	-	-	-
<b>PC9.</b> use different types of slings, shackles and lifting belts for lifting operation	-	-	-	-
<b>PC10.</b> maintain tidiness at site location	-	-	-	-
<b>PC11.</b> barricade area of work to prevent unauthorized entrance	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N0312
<b>NOS Name</b>	Use and maintain tools and equipment relevant to shuttering carpentry
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Shuttering Carpentry
<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/N0313: Assist in making wooden shutters boards using in shuttering carpentry

## Description

This unit describes the skills and knowledge required to assist in making wooden shutters by cutting, sizing, planing and drilling of timber, plywood using power tools/equipment and making timber joints

## Scope

The scope covers the following :

- Perform cutting, planing and drilling of timber, plywood using power tools/equipment and make timber joints

## Elements and Performance Criteria

*Perform cutting, planing and drilling of timber, plywood using power tools/equipments and make timber joints*

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

- PC1.** identify power tools such as hand held circular saw, hand held zig saw, hand drill machine, table mounted saw, planing machine and power drilling machine
- PC2.** identify different types of wood & plywood
- PC3.** select circular saw blade based on thickness and type of wood to be cut
- PC4.** check cutting blade for its sharpness and bend
- PC5.** check wooden planing machine blade, auger drill bit for its sharpness
- PC6.** use measurement and marking tools for correct sizing of timber/plywood
- PC7.** use hand held power saw for cutting and sizing of timber and plywood
- PC8.** safely feed timber/ plywood to the table mounted saw
- PC9.** cut timber and plywood of different types and thickness using table mounted saw
- PC10.** use planing machine for planing of timber and finishing the rough surface
- PC11.** use power drilling machine for drilling different diameter hole in timber and plywood
- PC12.** make timber joint such as lap joint, mortis and tenon joints, dovetail joints and housing joints using appropriate hand tools
- PC13.** assist in making shutter boards as per instructions
- PC14.** maintain tidiness at site location
- PC15.** follow standard safety measure while operating power tools

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** safety rules and regulations for handling and storing shuttering and scaffolding tools, materials and components



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- KU2.** personal protection including use of safety gears and equipments
- KU3.** safe working methods and movements while performing relevant tasks
- KU4.** request procedure for tools & materials and equipment
- KU5.** housekeeping & other site administrative rules
- KU6.** use of power tools such as hand held circular saw, hand held zig saw, hand drill machine, table mounted saw, planing machine and power drilling machine
- KU7.** visual check for quality of timber and plywood
- KU8.** types of wood such as hard wood and soft wood and its common defect
- KU9.** types and thickness of plywood such as commercial , water proof, marine plywood
- KU10.** different types of hand and power tools used for cutting and planing of timber
- KU11.** standard procedure for housekeeping
- KU12.** knowledge about storing and handling technique of tools
- KU13.** knowledge about upkeep repair and maintenance of tools
- KU14.** use of measurement and marking tools
- KU15.** seasoning of timber, storage of timber to prevent decay distortion, bending, splitting and timber treatments
- KU16.** various types of timber joints
- KU17.** use of various types of file
- KU18.** different types of cutting blade, size and cutting depth
- KU19.** use of personal protective gears for cutting and sizing operations
- KU20.** electrical safety for use of power tools
- KU21.** how to make line, sketch and label

## 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 in one or more language, preferably in the local language of the site
- GS3.** read instructions, guidelines, sign boards, safety rules & safety tags instructions related to exit routes during emergency at the workplace
- GS4.** speak in one or more language, preferably in one of the local languages of the site
- GS5.** listen and follow instructions given by the superior
- GS6.** communicate orally and effectively with team members
- GS7.** decide whether his workplace is safe for working and also his work is not creating hazardous conditions for other
- GS8.** plan work & organize required resource in coordination with team members and superior
- GS9.** complete work as per agreed time schedule and quality



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform cutting, planing and drilling of timber, plywood using power tools/equipments and make timber joints</i>	30	70	-	-
<b>PC1.</b> identify power tools such as hand held circular saw, hand held zig saw, hand drill machine, table mounted saw, planing machine and power drilling machine	-	-	-	-
<b>PC2.</b> identify different types of wood & plywood	-	-	-	-
<b>PC3.</b> select circular saw blade based on thickness and type of wood to be cut	-	-	-	-
<b>PC4.</b> check cutting blade for its sharpness and bend	-	-	-	-
<b>PC5.</b> check wooden planing machine blade, auger drill bit for its sharpness	-	-	-	-
<b>PC6.</b> use measurement and marking tools for correct sizing of timber/plywood	-	-	-	-
<b>PC7.</b> use hand held power saw for cutting and sizing of timber and plywood	-	-	-	-
<b>PC8.</b> safely feed timber/ plywood to the table mounted saw	-	-	-	-
<b>PC9.</b> cut timber and plywood of different types and thickness using table mounted saw	-	-	-	-
<b>PC10.</b> use planing machine for planing of timber and finishing the rough surface	-	-	-	-
<b>PC11.</b> use power drilling machine for drilling different diameter hole in timber and plywood	-	-	-	-
<b>PC12.</b> make timber joint such as lap joint, mortis and tenon joints, dovetail joints and housing joints using appropriate hand tools	-	-	-	-
<b>PC13.</b> assist in making shutter boards as per instructions	-	-	-	-
<b>PC14.</b> maintain tidiness at site location	-	-	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. follow standard safety measure while operating power tools	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N0313
<b>NOS Name</b>	Assist in making wooden shutters boards using in shuttering carpentry
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Shuttering Carpentry
<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/N0314: Assist in assembling and dismantling conventional and system formwork for R.C.C structures

## Description

This unit describes the skills and knowledge required to provide support in assembling and dismantling conventional and system formwork for R.C.C structures under instructions and close supervision

## Scope

The scope covers the following :

- Assemble and dismantle conventional formwork for R.C.C structures and provide necessary assistance
- Assemble and dismantle system formwork for R.C.C structures and provide necessary assistance

## Elements and Performance Criteria

### *Assemble and dismantle conventional formwork for R.C.C structures and provide necessary assistance*

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

- PC1.** select tools and tackles, materials, components and equipments as per the instructions
- PC2.** shift and stack required quantity of materials, components at work place as per instructions
- PC3.** assist in marking, cutting and sizing of timber for making shutter boards
- PC4.** transfer level from reference points using water level tube
- PC5.** select bamboo, ballis based on height, diameter and thickness
- PC6.** ensure jute thread is kept in water before using it for tying of bamboo, ballis
- PC7.** select , cut and size timber/ plywood of required size for making shutter boards
- PC8.** carry out nailing works in making of shutter boards as per instructions
- PC9.** assist in erecting staging for shuttering using conventional formwork
- PC10.** assist and place props at marked location as per instructions
- PC11.** assist and place shutter boards at specified location as per instructions
- PC12.** assist in aligning and providing support to shutter boards as per instructions using ballis, wooden battens, pipes and props
- PC13.** assist in checking line, level and alignment and making corrective action if required
- PC14.** tie different types of knots effectively
- PC15.** follow method statement for sequence of task
- PC16.** assist in de-shuttering works for removal of shutter boards safely under instructions
- PC17.** follow standard safety procedure and housekeeping practices

### *Assemble and dismantle system formwork for R.C.C structures and provide necessary assistance*

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

- PC18.** select tools and tackles, materials, components and equipment as per instructions
- PC19.** shift and stack required quantity of materials, components at work place as per instructions
- PC20.** assist in marking, cutting and sizing of timber for making shutter boards



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- PC21.** PC21. transfer level from reference points using water level tube
- PC22.** • PC22. select, cut and size timber/ plywood of required size for making shutter  
• boards
- PC23.** carry out nailing works for making of shutter boards as per instructions
- PC24.** assist in assembling and fixing aluminum and steel formwork as per instructions
- PC25.** assist in erecting staging for shuttering using system formwork
- PC26.** assist, place and fix props at marked location as per instructions
- PC27.** assist and place shutter boards at specified location as per instructions
- PC28.** assist in aligning and providing support to shutter board as per instructions using standard components
- PC29.** • assist in checking line, level and alignment and making corrective action if  
• required
- PC30.** • assist in de-shuttering works for removal of shutter boards safely under  
• instructions
- PC31.** follow standard safety procedure and housekeeping practices

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** safety rules and regulations for handling and storing shuttering and scaffolding tools, materials and components
- KU2.** personal protection including use of safety gears and equipments
- KU3.** safe working methods and movements while performing relevant tasks
- KU4.** request procedure for tools & materials and equipment
- KU5.** housekeeping & other site administrative rules
- KU6.** units of measurements
- KU7.** use of measurements and marking tools
- KU8.** use of hand tools for carrying out shuttering works
- KU9.** standard size of hand tools
- KU10.** standard size of components
- KU11.** use of slings, shackles, and belts for lifting
- KU12.** use of water level tube, spirit level, plumb bob, tri-square
- KU13.** how to provide support in shuttering works
- KU14.** different types of tying thread
- KU15.** how to tie various types of knots and its use
- KU16.** use of materials, components and equipments for conventional and system formworks
- KU17.** different types of hand and power tools used for cutting and planing of timber
- KU18.** standard procedure for assembling and dismantling conventional and system formwork
- KU19.** knowledge about storing and handling technique of tools
- KU20.** knowledge about upkeep repair and maintenance of tools
- KU21.** use of personal protective gears



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**KU22.** standard procedure for housekeeping

### 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 in one or more language, preferably in the local language of the site
- GS3.** read instructions, guidelines, sign boards, safety rules & safety tags instructions related to exit routes during emergency at the workplace
- GS4.** speak in one or more language, preferably in one of the local languages of the site
- GS5.** listen and follow instructions given by the superior
- GS6.** communicate orally and effectively with team members
- GS7.** decide whether his workplace is safe for working and also his work is not creating hazardous conditions for other
- GS8.** plan work & organize required resource in coordination with team members and superior
- GS9.** complete work as per agreed time schedule and quality





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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assemble and dismantle conventional formwork for R.C.C structures and provide necessary assistance</i>	15	35	-	-
<b>PC1.</b> select tools and tackles, materials, components and equipments as per the instructions	-	-	-	-
<b>PC2.</b> shift and stack required quantity of materials, components at work place as per instructions	-	-	-	-
<b>PC3.</b> assist in marking, cutting and sizing of timber for making shutter boards	-	-	-	-
<b>PC4.</b> transfer level from reference points using water level tube	-	-	-	-
<b>PC5.</b> select bamboo, ballis based on height, diameter and thickness	-	-	-	-
<b>PC6.</b> ensure jute thread is kept in water before using it for tying of bamboo, ballis	-	-	-	-
<b>PC7.</b> select , cut and size timber/ plywood of required size for making shutter boards	-	-	-	-
<b>PC8.</b> carry out nailing works in making of shutter boards as per instructions	-	-	-	-
<b>PC9.</b> assist in erecting staging for shuttering using conventional formwork	-	-	-	-
<b>PC10.</b> assist and place props at marked location as per instructions	-	-	-	-
<b>PC11.</b> assist and place shutter boards at specified location as per instructions	-	-	-	-
<b>PC12.</b> assist in aligning and providing support to shutter boards as per instructions using ballis, wooden battens, pipes and props	-	-	-	-
<b>PC13.</b> assist in checking line, level and alignment and making corrective action if required	-	-	-	-
<b>PC14.</b> tie different types of knots effectively	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC15.</b> follow method statement for sequence of task	-	-	-	-
<b>PC16.</b> assist in de-shuttering works for removal of shutter boards safely under instructions	-	-	-	-
<b>PC17.</b> follow standard safety procedure and housekeeping practices	-	-	-	-
<i>Assemble and dismantle system formwork for R.C.C structures and provide necessary assistance</i>	<b>15</b>	<b>35</b>	-	-
<b>PC18.</b> select tools and tackles, materials, components and equipment as per instructions	-	-	-	-
<b>PC19.</b> shift and stack required quantity of materials, components at work place as per instructions	-	-	-	-
<b>PC20.</b> assist in marking, cutting and sizing of timber for making shutter boards	-	-	-	-
<b>PC21.</b> PC21. transfer level from reference points using water level tube	-	-	-	-
<b>PC22.</b> • PC22. select, cut and size timber/ plywood of required size for making shutter • boards	-	-	-	-
<b>PC23.</b> carry out nailing works for making of shutter boards as per instructions	-	-	-	-
<b>PC24.</b> assist in assembling and fixing aluminum and steel formwork as per instructions	-	-	-	-
<b>PC25.</b> assist in erecting staging for shuttering using system formwork	-	-	-	-
<b>PC26.</b> assist, place and fix props at marked location as per instructions	-	-	-	-
<b>PC27.</b> assist and place shutter boards at specified location as per instructions	-	-	-	-
<b>PC28.</b> assist in aligning and providing support to shutter board as per instructions using standard components	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC29.</b> <ul style="list-style-type: none"><li>assist in checking line, level and alignment and making corrective action if required</li></ul>	-	-	-	-
<b>PC30.</b> <ul style="list-style-type: none"><li>assist in de-shuttering works for removal of shutter boards safely under instructions</li></ul>	-	-	-	-
<b>PC31.</b> follow standard safety procedure and housekeeping practices	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N0314
<b>NOS Name</b>	Assist in assembling and dismantling conventional and system formwork for R.C.C structures
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Shuttering Carpentry
<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



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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



## 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

7. 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.
8. 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.
9. 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.
10. 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/N0312.Use and maintain tools and equipment relevant to shuttering carpentry	30	70	-	-	100	10
CON/N0313.Assist in making wooden shutters boards using in shuttering carpentry	30	70	-	-	100	25
CON/N0314.Assist in assembling and dismantling conventional and system formwork for R.C.C structures	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>