



## Qualification Pack



# Bar Bender and Steel Fixer

QP Code: CON/Q0203

Version: 3.0

NSQF Level: 4

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



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### CON/Q0203: Bar Bender and Steel Fixer

#### Brief Job Description

Bar bender and Steel Fixer is responsible for efficiently marking, cutting, bending, fabricating, placing and fixing of reinforcement bars at the desired location using hand/ power tools, within the specified time and defined tolerance limits, following safe work practices.

#### Personal Attributes

Bar bender and steel fixers are expected to be physically fit to work across various locations with varied environmental conditions. The person should be organized, diligent, methodical, safety-conscious, and a prompt decision-maker. They should have good communication skills along with team spirit.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

- [1. CON/N0204: Read and understand routine drawings / sketches and Bar Bending Schedule\(BBS\)](#)
- [2. CON/N0205: Use hand and power tools for cutting and bending of reinforcement bars](#)
- [3. CON/N0206: Prepare, fabricate, place and fix reinforcement bars for RCC structures](#)
- [4. CON/N8001: Work effectively in a team to deliver desired results at the workplace](#)
- [5. CON/N8002: This unit describes the knowledge and the skills required for an individual to plan and organize own work in order to meet expected outcome](#)
- [6. CON/N9001: Work according to personal health, safety and environment protocols at construction site](#)
- [7. DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Bar Bending and Fixing
<b>Country</b>	India



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<b>NSQF Level</b>	4
<b>Credits</b>	15
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7214.9900
<b>Minimum Educational Qualification &amp; Experience</b>	11th grade pass OR Completed 1st year of 3-year diploma (after 10th) and pursuing regular diploma OR 10th grade pass plus 1-year NTC/ NAC OR 8th grade pass plus 2-year NTC plus 1 Year NAC (relevant experience) OR 10th grade pass with 2 Years of experience relevant experience OR 5th grade pass OR No formal education prescribed
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NIL
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	31/03/2025
<b>NSQC Approval Date</b>	31/03/2022
<b>Version</b>	3.0
<b>Reference code on NQR</b>	2022/CON/CSDCI/06619
<b>NQR Version</b>	1



## Qualification Pack

# CON/N0204: Read and understand routine drawings / sketches and Bar Bending Schedule(BBS)

## Description

This unit describes the skills and knowledge required to read and understand routine drawings/ sketches and Bar Bending Schedule(BBS)

## Scope

The scope covers the following :

- Read and understand routine drawings / sketches
- Read and understand Bar Bending Schedule(BBS)

## Elements and Performance Criteria

### *Read and understand routine drawings / sketches*

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

- PC1.** interpret basic detail like type, dimension, angle/ position of bend and layout plan from the sketches / drawings
- PC2.** interpret fixing/insertion sequence from the drawings
- PC3.** derive the orientation and position of reinforcement bars from the drawing
- PC4.** interpret drawing to calculate number of chairs and spacer bars to be used
- PC5.** find out the size and type of cover block to be used from the drawing
- PC6.** interpret basic sketches to calculate the required cutting length
- PC7.** interpret drawing/sketches for calculating scope of work and to plan for cutting, bending and fabricating of reinforcement bars

### *Read and understand Bar Bending Schedule*

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

- PC8.** read and interpret correct detail from bar bending schedule including type, diameter, shape, cutting length and number of reinforcement bars
- PC9.** interpret BBS to calculate the cutting length of reinforcement bars
- PC10.** interpret the terms used in bar bending schedule
- PC11.** interpret the BBS to estimate quantity of work.
- PC12.** interpret details from BBS to efficiently plan for cutting reinforcement bars with minimum wastage

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of personal protection including the use of related safety gears & equipment in accordance with the organizational norms



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- KU2.** service request procedure for tools, materials and equipment as per the organizational norms
- KU3.** how to read basic drawing/sketches for bar bending and fixing works
- KU4.** simple arithmetic calculation
- KU5.** how to carry out simple measurements using metric and imperial systems
- KU6.** how to read and understand BBS
- KU7.** conversion of linear unit for measurement
- KU8.** unit weight of steel
- KU9.** different types of cover block and their uses
- KU10.** different types of steel rods, length and diameter
- KU11.** different types of binding wire, thickness and uses
- KU12.** various grades of reinforcement bars

### 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 drawing/sketches, work and safety-related instructions/signboards in one or more language, preferably in the local language of the site
- GS3.** speak in one or more languages, preferably one of the local language at the site
- GS4.** listen and follow instructions given by the superior
- GS5.** decide on the safety of workplace and ensure the work does not create hazardous conditions
- GS6.** plan own work and organize the required resources effectively
- GS7.** complete work as per agreed time schedule and quality parameters
- GS8.** resolve any conflict within the teammates
- GS9.** evaluate the complexity of the tasks and seek assistance and support wherever required
- GS10.** identify any violation of safety norms during the work and report the same to seniors



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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Read and understand routine drawings / sketches</i>	<b>15</b>	<b>35</b>	-	-
<b>PC1.</b> interpret basic detail like type, dimension, angle/ position of bend and layout plan from the sketches / drawings	-	-	-	-
<b>PC2.</b> interpret fixing/insertion sequence from the drawings	-	-	-	-
<b>PC3.</b> derive the orientation and position of reinforcement bars from the drawing	-	-	-	-
<b>PC4.</b> interpret drawing to calculate number of chairs and spacer bars to be used	-	-	-	-
<b>PC5.</b> find out the size and type of cover block to be used from the drawing	-	-	-	-
<b>PC6.</b> interpret basic sketches to calculate the required cutting length	-	-	-	-
<b>PC7.</b> interpret drawing/sketches for calculating scope of work and to plan for cutting, bending and fabricating of reinforcement bars	-	-	-	-
<i>Read and understand Bar Bending Schedule</i>	<b>15</b>	<b>35</b>	-	-
<b>PC8.</b> read and interpret correct detail from bar bending schedule including type, diameter, shape, cutting length and number of reinforcement bars	-	-	-	-
<b>PC9.</b> interpret BBS to calculate the cutting length of reinforcement bars	-	-	-	-
<b>PC10.</b> interpret the terms used in bar bending schedule	-	-	-	-
<b>PC11.</b> interpret the BBS to estimate quantity of work.	-	-	-	-
<b>PC12.</b> interpret details from BBS to efficiently plan for cutting reinforcement bars with minimum wastage	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	30	70	-	-





## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N0204
<b>NOS Name</b>	Read and understand routine drawings / sketches and Bar Bending Schedule(BBS)
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Bar Bending and Fixing
<b>NSQF Level</b>	4
<b>Credits</b>	1.5
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	31/03/2022



## Qualification Pack

# CON/N0205: Use hand and power tools for cutting and bending of reinforcement bars

## Description

This unit describes the skills and knowledge required for using hand & power tools for cutting and bending of reinforcement bars

## Scope

The scope covers the following :

- Use hand and power tools for cutting of reinforcement bars
- Use hand and power tools for bending of reinforcement bars

## Elements and Performance Criteria

### *Use hand and power tools for cutting of reinforcement bars*

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

- PC1.** select hand /power tools for cutting reinforcement bars as per requirement / instruction
- PC2.** select cutting blade for cutting machine used for reinforcement bars as per requirement / instruction
- PC3.** use measurement and marking tool to mark reinforcement bars for cutting as per specified length mentioned in Bar Bending Schedule (BBS)
- PC4.** place reinforcement bars properly for cutting as per requirement and instruction
- PC5.** ensure the number of reinforcement bars to be cut at any given time is as per the manufacturer's guidelines
- PC6.** maintain correct body posture while cutting reinforcement bars manually or mechanically
- PC7.** tag and stack reinforcement bars after cutting as per standard practices

### *Use hand and power tools for bending of reinforcement bars*

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

- PC8.** select hand/power tools for bending reinforcement bars as per requirement
- PC9.** select bar bending accessories as per the diameter of reinforcement bars
- PC10.** mark, place and fix the reinforcement bars as per the position of bending
- PC11.** maintain correct body posture while bending rebars manually or mechanically
- PC12.** bend reinforcement bars as per the shape and dimensions given in the Bar Bending Schedule (BBS)
- PC13.** check to ensure that the length and shape of reinforcement bars are as per the Bar Bending Schedule (BBS) within the tolerance limit
- PC14.** tag and stack reinforcement bars after bending as per standard practices
- PC15.** use appropriate personal protective equipment and follow organizational safety guidelines while cutting and bending of reinforcement bars

## Knowledge and Understanding (KU)



## Qualification Pack

The individual on the job needs to know and understand:

- KU1.** standard practices followed for reinforcement work
- KU2.** safety rules and regulations for handling and storing required tools, equipment and materials in accordance with the organizational norms
- KU3.** use of related safety gears and equipment while cutting and bending reinforcement bars
- KU4.** organizational service request procedure for tools, materials and equipments
- KU5.** maintenance of tools and equipment
- KU6.** simple arithmetic calculation
- KU7.** conversion of linear unit for measurement
- KU8.** unit weight and grade of steel
- KU9.** types of hand tools used for cutting and bending of reinforcement bars
- KU10.** use of measurement and marking tools for reinforcement bars
- KU11.** different types of power tools and accessories used for cutting, bending and threading of reinforcement bars
- KU12.** how to fix cutting blade and other accessories to the cutting and bending machine
- KU13.** various types of cutting machines, bending machine and threading machine based on their capacity
- KU14.** use of Computer Numerical Control (CNC) machine for reinforcement works
- KU15.** methods employed for protecting steel from rusting
- KU16.** tolerance limits for bending and cutting of reinforcement bars
- KU17.** tagging procedures for reinforcement bars as per their shape, size and location
- KU18.** standard method of storing cut reinforcement bars and scrap material
- KU19.** importance of electrical safety of power tools and equipment used in bar bending works
- KU20.** safety measures adopted while handling different type of hand and power tools used for cutting, bending and threading of reinforcement bars

## 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 drawing/sketches, work and safety-related instructions/signboards in one or more language, preferably in the local language of the site
- GS3.** speak in one or more languages, preferably one of the local language at the site
- GS4.** listen and follow instructions given by the superior
- GS5.** decide on the safety of workplace and ensure the work does not create hazardous conditions
- GS6.** plan own work and organize the required resources effectively
- GS7.** complete work as per agreed time schedule and quality parameters
- GS8.** resolve any conflict within the teammates
- GS9.** evaluate the complexity of the tasks and seek assistance and support wherever required
- GS10.** identify any violation of safety norms during the work and report the same to senior



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Use hand and power tools for cutting of reinforcement bars</i>	<b>15</b>	<b>35</b>	-	-
<b>PC1.</b> select hand /power tools for cutting reinforcement bars as per requirement / instruction	-	-	-	-
<b>PC2.</b> select cutting blade for cutting machine used for reinforcement bars as per requirement / instruction	-	-	-	-
<b>PC3.</b> use measurement and marking tool to mark reinforcement bars for cutting as per specified length mentioned in Bar Bending Schedule (BBS)	-	-	-	-
<b>PC4.</b> place reinforcement bars properly for cutting as per requirement and instruction	-	-	-	-
<b>PC5.</b> ensure the number of reinforcement bars to be cut at any given time is as per the manufacturer's guidelines	-	-	-	-
<b>PC6.</b> maintain correct body posture while cutting reinforcement bars manually or mechanically	-	-	-	-
<b>PC7.</b> tag and stack reinforcement bars after cutting as per standard practices	-	-	-	-
<i>Use hand and power tools for bending of reinforcement bars</i>	<b>15</b>	<b>35</b>	-	-
<b>PC8.</b> select hand/power tools for bending reinforcement bars as per requirement	-	-	-	-
<b>PC9.</b> select bar bending accessories as per the diameter of reinforcement bars	-	-	-	-
<b>PC10.</b> mark, place and fix the reinforcement bars as per the position of bending	-	-	-	-
<b>PC11.</b> maintain correct body posture while bending rebars manually or mechanically	-	-	-	-
<b>PC12.</b> bend reinforcement bars as per the shape and dimensions given in the Bar Bending Schedule (BBS)	-	-	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> check to ensure that the length and shape of reinforcement bars are as per the Bar Bending Schedule (BBS) within the tolerance limit	-	-	-	-
<b>PC14.</b> tag and stack reinforcement bars after bending as per standard practices	-	-	-	-
<b>PC15.</b> use appropriate personal protective equipment and follow organizational safety guidelines while cutting and bending of reinforcement bars	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N0205
<b>NOS Name</b>	Use hand and power tools for cutting and bending of reinforcement bars
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Bar Bending and Fixing
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	31/03/2022



## Qualification Pack

# CON/N0206: Prepare, fabricate, place and fix reinforcement bars for RCC structures

## Description

This unit describes the skills and knowledge required to prepare, fabricate, place and fix reinforcement bars for RCC structures as per Bar Bending Schedule(BBS).

## Scope

The scope covers the following :

- Fabricate, place and fix reinforcement bars for R.C.C structures as per Bar Bending Schedule(BBS) and drawing

## Elements and Performance Criteria

*Fabricate, place and fix reinforcement bars for R.C.C structures as per Bar Bending Schedule(BBS) and drawing*

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

- PC1.** interpret relevant specification given in the sketches/drawing/BBS for fabrication and fixing of reinforcement bars
- PC2.** determine correct method of insertion/ fixing of reinforcement bars as per the types of structure
- PC3.** select reinforcement bars for placement as per the drawing
- PC4.** mark, place, and fix the reinforcement bars as per sketch/drawing
- PC5.** maintain uniform spacing between the bars, stirrups and link rod as per the drawing
- PC6.** calculate the numbers of couplers for connecting of reinforcement bars as per requirement
- PC7.** stagger the lap avoiding more than 50% splicing while fabricating the reinforcement cage
- PC8.** place and fix mechanical coupler as per drawing/BBS
- PC9.** tie reinforcement bars with approved binding wires as per drawing
- PC10.** use appropriate personal protective equipment and follow organizational safety guidelines while fabricating and fixing reinforcement cage
- PC11.** ensure that the sequence of tying is as per method statement
- PC12.** fabricate the reinforcement cage and fix it at its position as per the drawing
- PC13.** place and fix chairs at specified spacing to maintain correct thickness
- PC14.** ensure cover blocks and spacers are placed to maintain appropriate covers and spacing
- PC15.** check for the accuracy of location, position and tying of reinforcement bars
- PC16.** provide suitable stiffeners for lifting in case of prefabricated cage
- PC17.** check the reinforcement work and verify it as per the drawing
- PC18.** report the executed work to the superior for quality checks
- PC19.** take corrective action in case of any error/deviation in work as per instructions



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**PC20.** ensure optimum utilization and minimum wastage of material during the fabrication of reinforcement cage

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices followed for the fabrication of reinforcement cage
- KU2.** use of related safety gears & equipment for fabrication of reinforcement cage in accordance with the organizational norms
- KU3.** service request procedure for tools, materials and equipment as per the organizational norms
- KU4.** basic drawing/sketches related to reinforcement work or R.C.C structure
- KU5.** different types of reinforcement bars
- KU6.** different types and thickness of binding wire
- KU7.** different types of cover blocks available
- KU8.** basics of concreting works
- KU9.** basics of shuttering works
- KU10.** Bar Bending Schedule (BBS) related to reinforcement works
- KU11.** sequence for tying of reinforcement bars for in-situ and prefabrication works
- KU12.** insertion and fixing process of reinforcement bars for slab, beam, column, footing, wall, staircase etc.
- KU13.** concept of one way and two-way slab
- KU14.** importance of spacing of reinforcement bars
- KU15.** prefabrication of reinforcement cage and its uses in different types of structures
- KU16.** concept of lap length
- KU17.** importance of lapping of reinforcement bars in its optimum utilization
- KU18.** different types of stirrups and ties used in bar bending works
- KU19.** importance of clear cover while carrying out reinforcement works
- KU20.** use of cover blocks, chairs, spacer bar and hanger bars
- KU21.** different types of mechanical coupler based of their type, diameter and application
- KU22.** process of threading of reinforcement bar and its use
- KU23.** different types of edge protection techniques used for threaded reinforcement bars
- KU24.** standard tolerance levels in reinforcement work
- KU25.** importance of optimum utilization and minimum wastage of materials during fabrication of reinforcement cage

### 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





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- GS2.** read drawing/sketches, work and safety-related instructions/signboards in one or more language, preferably in the local language of the site
- GS3.** speak in one or more languages, preferably one of the local language at the site
- GS4.** listen and follow instructions given by the superior
- GS5.** decide on the safety of workplace and ensure the work does not create hazardous conditions
- GS6.** decide on correct method for insertion/ fixing of reinforcement bars for any kind of critical structure or in congested area
- GS7.** complete work as per agreed time schedule and quality parameters
- GS8.** resolve any conflict within the teammates
- GS9.** evaluate the complexity of the tasks and seek assistance and support wherever required
- GS10.** identify any violation of safety norms during the work and report to senior
- GS11.** plan own work & organize the required resource effectively



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Fabricate, place and fix reinforcement bars for R.C.C structures as per Bar Bending Schedule(BBS) and drawing</i>	30	70	-	-
<b>PC1.</b> interpret relevant specification given in the sketches/drawing/BBS for fabrication and fixing of reinforcement bars	-	-	-	-
<b>PC2.</b> determine correct method of insertion/ fixing of reinforcement bars as per the types of structure	-	-	-	-
<b>PC3.</b> select reinforcement bars for placement as per the drawing	-	-	-	-
<b>PC4.</b> mark, place, and fix the reinforcement bars as per sketch/drawing	-	-	-	-
<b>PC5.</b> maintain uniform spacing between the bars, stirrups and link rod as per the drawing	-	-	-	-
<b>PC6.</b> calculate the numbers of couplers for connecting of reinforcement bars as per requirement	-	-	-	-
<b>PC7.</b> stagger the lap avoiding more than 50% splicing while fabricating the reinforcement cage	-	-	-	-
<b>PC8.</b> place and fix mechanical coupler as per drawing/BBS	-	-	-	-
<b>PC9.</b> tie reinforcement bars with approved binding wires as per drawing	-	-	-	-
<b>PC10.</b> use appropriate personal protective equipment and follow organizational safety guidelines while fabricating and fixing reinforcement cage	-	-	-	-
<b>PC11.</b> ensure that the sequence of tying is as per method statement	-	-	-	-
<b>PC12.</b> fabricate the reinforcement cage and fix it at its position as per the drawing	-	-	-	-
<b>PC13.</b> place and fix chairs at specified spacing to maintain correct thickness	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> ensure cover blocks and spacers are placed to maintain appropriate covers and spacing	-	-	-	-
<b>PC15.</b> check for the accuracy of location, position and tying of reinforcement bars	-	-	-	-
<b>PC16.</b> provide suitable stiffeners for lifting in case of prefabricated cage	-	-	-	-
<b>PC17.</b> check the reinforcement work and verify it as per the drawing	-	-	-	-
<b>PC18.</b> report the executed work to the superior for quality checks	-	-	-	-
<b>PC19.</b> take corrective action in case of any error/deviation in work as per instructions	-	-	-	-
<b>PC20.</b> ensure optimum utilization and minimum wastage of material during the fabrication of reinforcement cage	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N0206
<b>NOS Name</b>	Prepare, fabricate, place and fix reinforcement bars for RCC structures
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Bar Bending and Fixing
<b>NSQF Level</b>	4
<b>Credits</b>	6.5
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	31/03/2022



## 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>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQC Clearance Date</b>	31/08/2023





## 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>	NA
<b>Next Review Date</b>	19/07/2023
<b>NSQC Clearance Date</b>	19/01/2023



## 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>	NA
<b>Next Review Date</b>	19/07/2023
<b>NSQC Clearance Date</b>	19/01/2023



## Qualification Pack

### DGT/VSQ/N0102: Employability Skills (60 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
- Career Development & Goal Setting
- 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.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

##### *Constitutional values - Citizenship*

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

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

##### *Basic English Skills*

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



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- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

### *Career Development & Goal Setting*

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

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

### *Communication Skills*

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

### *Diversity & Inclusion*

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

### *Financial and Legal Literacy*

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

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

### *Essential Digital Skills*

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

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

### *Entrepreneurship*

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

### *Customer Service*

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

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.



## Qualification Pack

**PC28.** follow appropriate hygiene and grooming standards

*Getting ready for apprenticeship & Jobs*

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

**PC29.** create a professional Curriculum vitae (Résumé)

**PC30.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

**PC31.** apply to identified job openings using offline /online methods as per requirement

**PC32.** answer questions politely, with clarity and confidence, during recruitment and selection

**PC33.** identify apprenticeship opportunities and register for it as per guidelines and requirements

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills and different learning and employability related portals

**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 English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

**KU6.** importance of career development and setting long- and short-term goals

**KU7.** about effective communication

**KU8.** POSH Act

**KU9.** Gender sensitivity and inclusivity

**KU10.** different types of financial institutes, products, and services

**KU11.** how to compute income and expenditure

**KU12.** importance of maintaining safety and security in offline and online financial transactions

**KU13.** different legal rights and laws

**KU14.** different types of digital devices and the procedure to operate them safely and securely

**KU15.** how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

**KU16.** how to identify business opportunities

**KU17.** types and needs of customers

**KU18.** how to apply for a job and prepare for an interview

**KU19.** apprenticeship scheme and the process of registering on apprenticeship portal

## Generic Skills (GS)

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

**GS1.** read and write different types of documents/instructions/correspondence

**GS2.** communicate effectively using appropriate language in formal and informal settings



## Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization 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> identify employability skills required for jobs in various industries	-	-	-	-
<b>PC2.</b> identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC3.</b> recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
<b>PC4.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>2</b>	<b>4</b>	-	-
<b>PC5.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC6.</b> practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC7.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
<b>PC8.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
<b>PC9.</b> write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-





## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> understand the difference between job and career	-	-	-	-
<b>PC11.</b> prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-
<b>PC12.</b> follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
<b>PC13.</b> work collaboratively with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>2</b>	-	-
<b>PC14.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC15.</b> escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>2</b>	<b>3</b>	-	-
<b>PC16.</b> select financial institutions, products and services as per requirement	-	-	-	-
<b>PC17.</b> carry out offline and online financial transactions, safely and securely	-	-	-	-
<b>PC18.</b> identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
<b>PC19.</b> identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	<b>3</b>	<b>4</b>	-	-
<b>PC20.</b> operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
<b>PC21.</b> use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
<b>PC22.</b> use basic features of word processor, spreadsheets, and presentations	-	-	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	<b>2</b>	<b>3</b>	-	-
<b>PC23.</b> identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
<b>PC24.</b> develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
<b>PC25.</b> identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	<b>1</b>	<b>2</b>	-	-
<b>PC26.</b> identify different types of customers	-	-	-	-
<b>PC27.</b> identify and respond to customer requests and needs in a professional manner.	-	-	-	-
<b>PC28.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
<b>PC29.</b> create a professional Curriculum vitae (Résumé)	-	-	-	-
<b>PC30.</b> search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
<b>PC31.</b> apply to identified job openings using offline /online methods as per requirement	-	-	-	-
<b>PC32.</b> answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
<b>PC33.</b> identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0102
<b>NOS Name</b>	Employability Skills (60 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQC Clearance Date</b>	31/08/2023

## 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)/ Elements 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/ Elements.
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 70%. To pass the Qualification Pack, every trainee should score a minimum of 70% individually in each NOS.
6. The Assessor shall check the final outcome of the practices while evaluating the steps performed to achieve the final outcome.



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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 iterations 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 time frame set by SSC.
10. Minimum duration of Assessment of each QP shall be of 4hrs/trainee.

### Minimum Aggregate Passing % at QP Level : 70

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

### Minimum Passing % at NOS Level: 70

**(Please note:** A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

## Assessment Weightage

### Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CON/N0204.Read and understand routine drawings / sketches and Bar Bending Schedule(BBS)	30	70	0	0	100	20
CON/N0205.Use hand and power tools for cutting and bending of reinforcement bars	30	70	0	0	100	25
CON/N0206.Prepare, fabricate, place and fix reinforcement bars for RCC structures	30	70	0	0	100	25
CON/N8001.Work effectively in a team to deliver desired results at the workplace	30	70	0	0	100	8



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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CON/N8002.This unit describes the knowledge and the skills required for an individual to plan and organize own work in order to meet expected outcome	30	70	0	0	100	7
CON/N9001.Work according to personal health, safety and environment protocols at construction site	30	70	0	0	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	0	0	50	5
<b>Total</b>	<b>200</b>	<b>450</b>	<b>0</b>	<b>0</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>