



Qualification Pack



Draughtsperson-Civil works

QP Code: CON/Q1301

Version: 2.0

NSQF Level: 4

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CON/Q1301: Draughtsperson-Civil works

Brief Job Description

This job role is responsible for the preparation, correction, and documentation of all types of drawings prepared for construction and erection works, showing all relevant plans, sections, elevations, and details along with other requirements as applicable based on the type of drawing.

Personal Attributes

The individual should be physically fit, mentally alert, and safety-conscious. The person must be able to perform efficiently within a team and work responsibly.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [CON/N1302: Prepare 2 dimensional civil drawings using computer-aided design \(CAD\) system](#)
2. [CON/N8001: Work effectively in a team to deliver desired results at the workplace](#)
3. [CON/N8002: Plan and organize work to meet expected outcomes](#)

Qualification Pack (QP) Parameters

Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Draughting
Country	India
NSQF Level	4
Credits	NA
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3118.0200



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Minimum Educational Qualification & Experience	10th Class (pursuing continuous regular schooling) OR 10th Class + I.T.I (2 years) OR Diploma (3 years after 10 class)
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	computer training
Minimum Job Entry Age	18 Years
Last Reviewed On	31/03/2022
Next Review Date	31/03/2025
NSQC Approval Date	31/03/2022
Version	2.0
Reference code on NQR	2022/CON/CSDCI/05621
NQR Version	1.0



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CON/N1302: Prepare 2 dimensional civil drawings using computer-aided design (CAD) system

Description

This unit describes the skills and knowledge required to prepare two dimensional civil drawings using computer aided design (CAD) system.

Scope

The scope covers the following :

- Carry out preparatory works for drawings
- Prepare 2D drawings including topographical maps, contours, civil and structural drawings, architectural drawings, etc.
- Store and maintain the produced drawings

Elements and Performance Criteria

Carry out preparatory works for drawings

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

- PC1.** identify the provided drawing based on its type (Civil/ architectural/ structural/ mechanical/ plumbing/ electrical)
- PC2.** interpret the drawing requirements (type of projection, views), data and information received from the appropriate authorities/sources for drawing preparation/modification
- PC3.** prepare rough sketches from the drawing requirements using standard source for technical information/ specifications (Indian Standard codes)
- PC4.** estimate the time required to complete the drawing based upon the scope of work
- PC5.** ensure that the computer system has appropriate drawing software and other peripheral devices such as printer, plotter, scanner, etc., which are properly connected and are in safe working conditions
- PC6.** customize the drawing software and adjust the page size, measurement unit/ system, scale, and plot area before starting the work
- PC7.**
 - set the drawing parameters like, color, layer, line type, line weight, text font
 - etc.
- PC8.** prepare the title block for the drawing covering specifications required by the client or mentioned in the IS code

Prepare 2D drawings including topographical maps, contours, civil and structural drawings, architectural drawings etc.

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

- PC9.** carry out necessary calculations to compute dimensions of various components/ parts of the drawings
- PC10.** produce 2D CAD (Computer-Aided Design) drawings showing plans, sections, elevations, and different types of views utilizing drafting principles



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- PC11.** produce topographical maps, contours, civil and structural drawings, architectural drawings as per requirement
- PC12.** draw the required drawings as per standard practices using appropriate commands
- PC13.** draw civil structures/ assemblies to highlight critical features in accordance with specifications/requirements
- PC14.** create tables/ legend to denote the name, dimensions, perimeter, and area of various parts or components of drawings as per client requirement
- PC15.** add specifications/ grid system to the drawings as per the requirements of the designer or architect
- PC16.** provide details in the drawings as per the requirement using relevant and appropriate symbols
- PC17.** ensure that the drawings conform to compliance with the supplied design parameters
- PC18.** obtain approval for the prepared drawing from the concerned authorities as per standard procedures and correct errors if any

Store and maintain the produced drawings

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

- PC19.** save the drawings in an appropriate storage medium
- PC20.** prepare documentation for completion of work and its approval as per applicable organisational norms
- PC21.** produce hard copies of the finished drawings in required numbers using printers and plotters and store them appropriately

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for draughting works
- KU2.** safety rules and regulations for handling and storing relevant tools, equipment, and materials required for relevant works in accordance with organizational norms
- KU3.** importance of personal protection including the use of related safety gears & equipment in accordance with organizational norms
- KU4.** service request procedures for tools, materials and equipment as per organizational norms
- KU5.** procedure for maintenance of tools and equipment
- KU6.** operation of a computer and CAD software
- KU7.** various commands, functions, and their shortcuts that are required for the preparation of drawing
- KU8.** different types of papers, their sizes, thickness, and area of application
- KU9.**
 - various Indian and International code of practice
 - applicable to drawings
- KU10.** different types of drawings, their requirements for execution, and details covered under them
- KU11.** different types of construction projects, their scope, types of drawings required in them
- KU12.** different symbols and terms used in civil drawings, fabrication drawings, landscaping, and layout drawings



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- KU13.** detailed draughting concepts
- KU14.** concepts of civil engineering including general site operation
- KU15.** design parameters and other drawing requirements
- KU16.** how to access, recognize and use a wide range of standard components and symbol libraries from the CAD software
- KU17.** need for documentation
- KU18.** storing and maintenance of drawings
- KU19.** different types of plotters and printers and their 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 sketches/routine work drawings, instructions provided for the work, and various signboards, safety rules, safety tags, exit route information in one or more languages, preferably in the local language of the site
- GS3.** speak in one or more language, preferably one of the local language at the site
- GS4.** communicate orally and effectively with team members
- GS5.** analyze the safety aspect of the workplace
- GS6.** plan work and organize required resource 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
- GS10.** identify any violation of safety norms during the work



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out preparatory works for drawings</i>	9	21	-	-
PC1. identify the provided drawing based on its type (Civil/ architectural/ structural/ mechanical/ plumbing/ electrical)	-	-	-	-
PC2. interpret the drawing requirements (type of projection, views), data and information received from the appropriate authorities/sources for drawing preparation/modification	-	-	-	-
PC3. prepare rough sketches from the drawing requirements using standard source for technical information/ specifications (Indian Standard codes)	-	-	-	-
PC4. estimate the time required to complete the drawing based upon the scope of work	-	-	-	-
PC5. ensure that the computer system has appropriate drawing software and other peripheral devices such as printer, plotter, scanner, etc., which are properly connected and are in safe working conditions	-	-	-	-
PC6. customize the drawing software and adjust the page size, measurement unit/ system, scale, and plot area before starting the work	-	-	-	-
PC7. <ul style="list-style-type: none"> • set the drawing parameters like, color, layer, line type, line weight, text font • etc. 	-	-	-	-
PC8. prepare the title block for the drawing covering specifications required by the client or mentioned in the IS code	-	-	-	-
<i>Prepare 2D drawings including topographical maps, contours, civil and structural drawings, architectural drawings etc.</i>	18	42	-	-
PC9. carry out necessary calculations to compute dimensions of various components/ parts of the drawings	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. produce 2D CAD (Computer-Aided Design) drawings showing plans, sections, elevations, and different types of views utilizing drafting principles	-	-	-	-
PC11. produce topographical maps, contours, civil and structural drawings, architectural drawings as per requirement	-	-	-	-
PC12. draw the required drawings as per standard practices using appropriate commands	-	-	-	-
PC13. draw civil structures/ assemblies to highlight critical features in accordance with specifications/requirements	-	-	-	-
PC14. create tables/ legend to denote the name, dimensions, perimeter, and area of various parts or components of drawings as per client requirement	-	-	-	-
PC15. add specifications/ grid system to the drawings as per the requirements of the designer or architect	-	-	-	-
PC16. provide details in the drawings as per the requirement using relevant and appropriate symbols	-	-	-	-
PC17. ensure that the drawings conform to compliance with the supplied design parameters	-	-	-	-
PC18. obtain approval for the prepared drawing from the concerned authorities as per standard procedures and correct errors if any	-	-	-	-
<i>Store and maintain the produced drawings</i>	3	7	-	-
PC19. save the drawings in an appropriate storage medium	-	-	-	-
PC20. prepare documentation for completion of work and its approval as per applicable organisational norms	-	-	-	-
PC21. produce hard copies of the finished drawings in required numbers using printers and plotters and store them appropriately	-	-	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N1302
NOS Name	Prepare 2 dimensional civil drawings using computer-aided design (CAD) system
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Draughting
NSQF Level	4
Credits	TBD
Version	2.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022



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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Interact and communicate in an effective manner

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

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

Support co-workers to execute the project requirements

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

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

Practice inclusion

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** own roles and responsibilities



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

Generic Skills (GS)

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

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



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Assessment Criteria

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



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N8001
NOS Name	Work effectively in a team to deliver desired results at the workplace
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Generic 2
NSQF Level	4
Credits	TBD
Version	6.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022



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)



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The individual on the job needs to know and understand:

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

Generic Skills (GS)

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

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



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Assessment Criteria

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



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



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N8002
NOS Name	Plan and organize work to meet expected outcomes
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Generic 2
NSQF Level	4
Credits	TBD
Version	5.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022

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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- The trainee shall be provided with a chance to repeat the test to correct his procedures in case of improper performance, with a deduction of marks for each iteration.
- After the certain number of iterations as decided by SSC the trainee is marked as fail, scoring zero marks for the procedure for the practical activity.
- In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack within the specified time frame set by SSC.
- 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.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CON/N1302.Prepare 2 dimensional civil drawings using computer-aided design (CAD) system	27	63	-	-	90	85
CON/N8001.Work effectively in a team to deliver desired results at the workplace	30	70	-	-	100	5
CON/N8002.Plan and organize work to meet expected outcomes	30	70	-	-	100	10
Total	87	203	-	-	290	100



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Acronyms

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



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Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.



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Knowledge and Understanding (KU)	<p>Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.</p>
Organisational Context	<p>Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.</p>
Technical Knowledge	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
Core Skills/ Generic Skills (GS)	<p>Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.</p>
Electives	<p>Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.</p>
Options	<p>Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.</p>