



Qualification Pack



False Ceiling & Dry Wall Installer

QP Code: CON/Q1107

Version: 3.0

NSQF Level: 4

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CON/Q1107: False Ceiling & Dry Wall Installer

Brief Job Description

This job role is performs installation and fixing of gypsum boards, plaster board, fiber board and grid panel for false ceiling work and installs wall partition and dry wall ceiling as per instructions. The individual should have good knowledge of safe working practices and procedures while working at heights.

Personal Attributes

The individual is expected to be physically fit and should be able to work across various locations and height withstanding extreme weather/site condition while working. The individual should be organized, diligent, methodical and able to implement and maintain safety practices. The individual should have good communication skills and shall be able to work within a team to handle various dry wall and false ceiling installation tools and materials and work responsibly for own work within defined limits.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [CON/N1120: Carry out preparatory works and levelling procedure for fixing false ceiling](#)
2. [CON/N1121: Install flush jointed ceiling system at construction site](#)
3. [CON/N1122: Install exposed grid suspended panel ceiling system at construction site](#)
4. [CON/N1123: Install wall partitions and panels](#)
5. [CON/N8001: Work effectively in a team to deliver desired results at the workplace](#)
6. [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](#)
7. [CON/N9001: Work according to personal health, safety and environment protocols at construction site](#)
8. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction



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Occupation	Interior and Exterior Finishes
Country	India
NSQF Level	4
Credits	15
Aligned to NCO/ISCO/ISIC Code	NCO-2004/7132.90
Minimum Educational Qualification & Experience	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 10th grade pass and pursuing continuous schooling OR 5th grade pass (Previous relevant Qualification of NSQF Level 3.0) OR No formal education prescribed (Previous relevant Qualification of NSQF Level 3.5)
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	NIL
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	24/07/2024
NSQC Approval Date	23/07/2020
Version	3.0
Reference code on NQR	2022/CON/CSDCI/06626
NQR Version	1



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CON/N1120: Carry out preparatory works and levelling procedure for fixing false ceiling

Description

This unit describes the skills and knowledge required to carry out preparatory works and leveling procedure for fixing false ceiling

Scope

The scope covers the following :

- Carry out preparatory work prior to installing false ceiling and Dry Wall
- Apply basic leveling procedure for marking perimeter for false ceiling work and for datum point

Elements and Performance Criteria

Carry out preparatory work prior to installing false ceiling and Drywall

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

- PC1.** understand and follow the instructions provided by the supervisor for fixing of false ceiling
- PC2.** check all tools and equipments for false ceiling work are provided at the workplace
- PC3.** check that clearance for carrying out false ceiling work is provided
- PC4.** check material for false ceiling such as boards, grids and for fixing hangers, grids and fixtures, etc. are stacked and aligned appropriately at the workplace
- PC5.** ensure that board(gypsum, plaster, fiber board)is measured accurately as per specifications using correct tools
- PC6.** ensure proper markings are done on gypsum board for cutting to the required dimensions
- PC7.** check and ensure board is cut as per required specification
- PC8.** check and ensure markings are done for ceiling brackets and perimeter as per specification
- PC9.** measure and assess the ceiling for fixing of false ceiling
- PC10.** notify superior in case of any deviation in levels for perimeter fixing
- PC11.** check that access equipments like work platforms and ladders are safely erected and in place
- PC12.** confirm the start point and end point for false ceiling installation

Apply basic leveling procedure for marking perimeter for false ceiling work and for datum points

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

- PC13.** select tools and equipments to carry out leveling and marking
- PC14.** check for serviceability of tools and equipments prior to use
- PC15.** confirm heights or levels to be transferred from sketches through instructions
- PC16.** set up leveling device accurately
- PC17.** record heights or level and the transfer data points
- PC18.** transfer the specified levels as per specification



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- PC19.** mark the location of ceiling brackets/perimeter for false ceiling works ,partitions and dry wall installation
- PC20.** convey any deviation in level to the superiors and rectify levels as per instructions

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for fixing of false ceiling in place
- KU2.** safety rules and regulations
- KU3.** personal protection including the use of the related safety gears & safety equipment
- KU4.** requesting tools and materials as per set procedures
- KU5.** maintenance of tools and equipment
- KU6.** sketches of the area / surface on which false ceiling is to be installed
- KU7.** sketches for false ceiling work
- KU8.** selection and use of tools and equipments required for fixing false ceiling including broad knives, , electric screw guns, hand and power drills, hand saws, scaffold planks, t squares, taping knives, trestles, etc
- KU9.** appropriate method of storing and stacking gypsum board, plasterboard fibre board
- KU10.** selection and use of appropriate materials including beads cement render, fibre cement sheets, finishing materials, plaster compounds, plasterboard, etc
- KU11.** different type of false ceiling including grid ceiling, gypsum board ceiling, fiber board ceiling, concealed ceiling, semi concealed ceiling
- KU12.** ceiling types including:- exposed grid, concealed grid, linear and open cell, metal firing, pan grid, other proprietary suspended ceilings.
- KU13.** how to measure and mark the gypsum board for cutting
- KU14.** application and requirements for line, level and plumb in construction projects
- KU15.** basic process of leveling
- KU16.** basic mathematical techniques associated with leveling
- KU17.** levelling device types, characteristics, technical capabilities and limitations
- KU18.** different leveling instruments such as a spirit level and straight edge leveling with water technique laser levelling devices
- KU19.** processes for interpreting sketches
- KU20.** processes for setting out and transfer of levels
- KU21.** process of marking perimeter for false ceiling works

Generic Skills (GS)

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

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** read in one or more language, preferably in the local language of the site
- GS3.** read sketches/routine working drawing or instructions provided for the work



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- GS4.** read various, sign boards, safety rules and safety tags , instructions related to exit routes during emergency at the workplace
- GS5.** speak in one or more language, preferably in one of the local languages of the site
- GS6.** listen and follow instructions communicated by supervisors
- GS7.** orally and efficiently communicate with team member
- GS8.** decide whether the workplace is safe for working and also check that the relevant work is not creating hazardous conditions for other
- GS9.** select appropriate tools and materials for false ceiling works
- GS10.** determine heights or levels to be transferred from sketches
- GS11.** plan work and organize required resource in coordination with team member and superiors
- GS12.** complete work as per agreed time schedule and quality
- GS13.** resolve any conflict within the team
- GS14.** check for deviation in levels and report to superiors
- GS15.** optimize resources
- GS16.** minimize wastages
- GS17.** revert to superior for selection/sorting of materials
- GS18.** assess whether the board has been measured accurately
- GS19.** analyze necessary dimensions for fixing of the false ceiling
- GS20.** evaluate the complexity of the tasks and determine if any guidance is required from superior



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out preparatory work prior to installing false ceiling and Drywall</i>	13	30	-	-
PC1. understand and follow the instructions provided by the supervisor for fixing of false ceiling	-	-	-	-
PC2. check all tools and equipments for false ceiling work are provided at the workplace	-	-	-	-
PC3. check that clearance for carrying out false ceiling work is provided	-	-	-	-
PC4. check material for false ceiling such as boards, grids and for fixing hangers, grids and fixtures, etc. are stacked and aligned appropriately at the workplace	-	-	-	-
PC5. ensure that board(gypsum, plaster, fiber board)is measured accurately as per specifications using correct tools	-	-	-	-
PC6. ensure proper markings are done on gypsum board for cutting to the required dimensions	-	-	-	-
PC7. check and ensure board is cut as per required specification	-	-	-	-
PC8. check and ensure markings are done for ceiling brackets and perimeter as per specification	-	-	-	-
PC9. measure and assess the ceiling for fixing of false ceiling	-	-	-	-
PC10. notify superior in case of any deviation in levels for perimeter fixing	-	-	-	-
PC11. check that access equipments like work platforms and ladders are safely erected and in place	-	-	-	-
PC12. confirm the start point and end point for false ceiling installation	-	-	-	-
<i>Apply basic leveling procedure for marking perimeter for false ceiling work and for datum points</i>	17	40	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. select tools and equipments to carry out leveling and marking	-	-	-	-
PC14. check for serviceability of tools and equipments prior to use	-	-	-	-
PC15. confirm heights or levels to be transferred from sketches through instructions	-	-	-	-
PC16. set up leveling device accurately	-	-	-	-
PC17. record heights or level and the transfer data points	-	-	-	-
PC18. transfer the specified levels as per specification	-	-	-	-
PC19. mark the location of ceiling brackets/perimeter for false ceiling works ,partitions and dry wall installation	-	-	-	-
PC20. convey any deviation in level to the superiors and rectify levels as per instructions	-	-	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N1120
NOS Name	Carry out preparatory works and levelling procedure for fixing false ceiling
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Interior and Exterior Finishes
NSQF Level	4
Credits	2
Version	3.0
Last Reviewed Date	NA
Next Review Date	23/07/2023
NSQC Clearance Date	23/07/2020



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CON/N1121: Install flush jointed ceiling system at construction site

Description

This unit describes the skills and knowledge required to install flush jointed ceiling system at construction site

Scope

The scope covers the following :

- Install non-suspended flush jointed ceiling system
- Install suspended flush jointed ceiling system

Elements and Performance Criteria

Install nonsuspended flush jointed ceiling system

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

- PC1.** understand and follow the instructions provided by the supervisor for fixing of false ceiling
- PC2.** establish datums and levels in accordance with the work specification
- PC3.** set out and install fixing points in various backgrounds in accordance with the specification
- PC4.** mark the wall for fixing ceiling brackets and perimeter for suspended ceiling
- PC5.** mark and cut plasterboard/gypsum board/fiber board to required shape
- PC6.** apply various framing systems such as metal grid, steel furring, steel c-stud and resilient mounted furring channel as per specification
- PC7.** use adhesive and/or fastener to fix plasterboard directly to metal grid, steel furring, steel c-stud and resilient mounted furring channel as per specification
- PC8.** provide control joints as per specifications
- PC9.** cover joints and edges of plasterboards using jointing compound and paper tape to strengthen the joints
- PC10.** provide cut out for services work as per specification
- PC11.** finish the fixed board using appropriate compounds, cements and accessories for finishing plasterboard installations thereby hiding screws and bolts

Install suspended flush jointed ceiling system

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

- PC12.** • PC12. draw a line completely around the room using a level indicating the position
 - of wall angle
- PC13.** mark the wall for fixing ceiling brackets and perimeter for suspended ceiling
- PC14.** fasten the wall angles/perimeter channel securely to the wall at all points
- PC15.** fix wall angles using screw anchors, nails or other masonry fasteners on brick or masonry walls
- PC16.** fix metal ceiling angle strip from roof at specified points as per drawing/specification
- PC17.** connect free ends of the metal ceiling angle strips to the perimeter channel using intermediate channels with metal-to-metal screws



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- PC18.** fix and fit the ceiling sections to the perimeter channel, perpendicular to the intermediate channels
- PC19.** connect ceiling sections to the intermediate channels using a connecting clip or appropriate fasteners
- PC20.** fix plasterboards of the desired thickness to the ceiling sections with drywall screws
- PC21.** cover joints and edges of plasterboards using jointing compound and paper tape to strengthen the joints
- PC22.** provide cut out for services work as per specification
- PC23.** finish the fixed board using appropriate compounds, cements and accessories for finishing plasterboard installations thereby hiding screws and bolts

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for installing flush jointed ceiling systems
- KU2.** safety rules and regulations
- KU3.** personal protection including the use of the related safety gears & safety equipment
- KU4.** requesting tools and materials as per set procedures
- KU5.** maintenance of tools and equipment
- KU6.** sketches for false ceiling work
- KU7.** basic principles of measurement
- KU8.** selection and use of tools and equipments required for fixing false ceiling including broad knives, , electric screw guns, hand and power drills, hand saws, scaffold planks, t squares, taping knives, trestles, etc
- KU9.** selection and use of appropriate materials including beads cement render, fibre cement sheets, finishing materials, plaster compounds, plasterboard, etc
- KU10.** different type of false ceiling including grid ceiling, gypsum board ceiling, fiber board ceiling, concealed ceiling, semi concealed ceiling
- KU11.** how to measure and mark the gypsum board for cutting
- KU12.** advantage and suitability of flush jointed ceiling system.
- KU13.** the importance of correct positioning of studs on side wall panels
- KU14.** describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:- tiles, grid components, hangers, battens, braces, light fittings, grilles, insulation, panels, sealants, fixings, fittings hand and/or powered tools and equipment
- KU15.** installing suspended and fixed flush jointed ceiling system
- KU16.** various jointing compounds for plasterboard
- KU17.** providing cut out using appropriate tools

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 in one or more language, preferably in the local language of the site
- GS3.** read sketches/routine working drawing or instructions provided for the work
- GS4.** read various, sign boards, safety rules and safety tags , instructions related to exit routes during emergency at the workplace
- GS5.** speak in one or more language, preferably in one of the local languages of the site
- GS6.** listen and follow instructions communicated by supervisors
- GS7.** orally and efficiently communicate with team member
- GS8.** decide whether the workplace is safe for working and also check that the relevant work is not creating hazardous conditions for other
- GS9.** determine and install fixing points as per requirements
- GS10.** select appropriate framing system to be applied
- GS11.** plan work and organize required resource in coordination with team member and superiors
- GS12.** complete work as per agreed time schedule and quality
- GS13.** resolve any conflict within the team
- GS14.** optimize resources
- GS15.** minimize wastages
- GS16.** revert to superior for selection/sorting of materials
- GS17.** analyze datums and levels to be set as per requirements
- GS18.** evaluate the complexity of the tasks to determine if any guidance is required from the superior
- GS19.** avoid violation of any safety norms which may lead to accidents



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Install nonsuspended flush jointed ceiling system</i>	16	36	-	-
PC1. understand and follow the instructions provided by the supervisor for fixing of false ceiling	-	-	-	-
PC2. establish datums and levels in accordance with the work specification	-	-	-	-
PC3. set out and install fixing points in various backgrounds in accordance with the specification	-	-	-	-
PC4. mark the wall for fixing ceiling brackets and perimeter for suspended ceiling	-	-	-	-
PC5. mark and cut plasterboard/gypsum board/fiber board to required shape	-	-	-	-
PC6. apply various framing systems such as metal grid, steel furring, steel c-stud and resilient mounted furring channel as per specification	-	-	-	-
PC7. use adhesive and/or fastener to fix plasterboard directly to metal grid, steel furring, steel c-stud and resilient mounted furring channel as per specification	-	-	-	-
PC8. provide control joints as per specifications	-	-	-	-
PC9. cover joints and edges of plasterboards using jointing compound and paper tape to strengthen the joints	-	-	-	-
PC10. provide cut out for services work as per specification	-	-	-	-
PC11. finish the fixed board using appropriate compounds, cements and accessories for finishing plasterboard installations thereby hiding screws and bolts	-	-	-	-
<i>Install suspended flush jointed ceiling system</i>	14	34	-	-
PC12. <ul style="list-style-type: none"> • PC12. draw a line completely around the room using a level indicating the position • of wall angle 	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. mark the wall for fixing ceiling brackets and perimeter for suspended ceiling	-	-	-	-
PC14. fasten the wall angles/perimeter channel securely to the wall at all points	-	-	-	-
PC15. fix wall angles using screw anchors, nails or other masonry fasteners on brick or masonry walls	-	-	-	-
PC16. fix metal ceiling angle strip from roof at specified points as per drawing/specification	-	-	-	-
PC17. connect free ends of the metal ceiling angle strips to the perimeter channel using intermediate channels with metal-to-metal screws	-	-	-	-
PC18. fix and fit the ceiling sections to the perimeter channel, perpendicular to the intermediate channels	-	-	-	-
PC19. connect ceiling sections to the intermediate channels using a connecting clip or appropriate fasteners	-	-	-	-
PC20. fix plasterboards of the desired thickness to the ceiling sections with drywall screws	-	-	-	-
PC21. cover joints and edges of plasterboards using jointing compound and paper tape to strengthen the joints	-	-	-	-
PC22. provide cut out for services work as per specification	-	-	-	-
PC23. finish the fixed board using appropriate compounds, cements and accessories for finishing plasterboard installations thereby hiding screws and bolts	-	-	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N1121
NOS Name	Install flush jointed ceiling system at construction site
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Interior and Exterior Finishes
NSQF Level	4
Credits	2.5
Version	3.0
Last Reviewed Date	NA
Next Review Date	23/07/2023
NSQC Clearance Date	23/07/2020



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CON/N1122: Install exposed grid suspended panel ceiling system at construction site

Description

This unit describes the skills and knowledge required to install exposed grid suspended panel ceiling system at construction site

Scope

The scope covers the following :

- Install exposed grid suspended panel ceiling system

Elements and Performance Criteria

Install exposed grid suspended panel ceiling system

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

- PC1.** understand and follow the instructions provided by the supervisor for fixing of false ceiling
- PC2.** establish datums and levels in accordance with the work specification
- PC3.** set out and install fixing points in various backgrounds in accordance with the specification
- PC4.** mark the wall for fixing ceiling brackets and perimeter for suspended ceiling
- PC5.** mark and cut plasterboard to required shape/as per panel size to fit around columns, sprinklers and to accommodate flush lighting systems, etc
- PC6.** install selected wall trim with the bottom flange aligned at the required ceiling level
- PC7.** accurately position and fix suspension brackets to the floor/roof structure to support main tees
- PC8.** cut main tees so that the cross tee slots are appropriately located to suit the margin
- PC9.** install main tees into the suspension brackets by appropriate method
- PC10.** join main tees by sliding the self-locking end tabs together and locate the outer ends of the main tees on the wall trim for stability
- PC11.** install the cross tees through the pre-punched slots in the main tees forming a grid
- PC12.** cut and install the outer cross tees on to the wall trim as per specifications
- PC13.** provide additional cross tees to support panels at the side of light fittings
- PC14.** lift the different panel through the grid and position face down on the bottom flanges of the grid main/cross tees
- PC15.** cover joints and edges of plasterboards panels using jointing compound and paper tape to strengthen the joints
- PC16.** finish the fixed board using appropriate compounds, cements and accessories

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



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- KU1.** standard practices for fixing of gypsum boards in place
- KU2.** safety rules and regulations
- KU3.** personal protection including the use of the related safety gears & safety equipment
- KU4.** basic principles of measurement
- KU5.** requesting tools and materials as per set procedures
- KU6.** maintenance of tools and equipment
- KU7.** sketches of the area / surface on which false ceiling is to be installed
- KU8.** sketches for false ceiling work
- KU9.** selection and use of tools and equipments required for fixing false ceiling including broad knives, electric screw guns, hand and power drills, hand saws, scaffold planks, t squares, taping knives, trestles, etc
- KU10.** selection and use of appropriate materials including beads cement render, fibre cement sheets, finishing materials, plaster compounds, plasterboard, etc
- KU11.** different type of false ceiling including grid ceiling, gypsum board ceiling, fiber board ceiling, concealed ceiling, semi concealed ceiling
- KU12.** how to measure and mark the gypsum board for cutting
- KU13.** advantage and suitability of flush jointed ceiling system
- KU14.** the importance of correct positioning of studs on side wall panels
- KU15.** describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:- tiles, grid components, hangers, battens, braces, light fittings, grilles, insulation, panels, sealants, fixings, fittings and/or powered tools and equipment
- KU16.** installing suspended and fixed flush jointed ceiling system
- KU17.** various jointing compounds for plasterboard
- KU18.** different joints for plasterboard fixing
- KU19.** different types of panels used for grid system ceiling

Generic Skills (GS)

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

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** read in one or more language, preferably in the local language of the site
- GS3.** read sketches/routine working drawing or instructions provided for the work
- GS4.** read instructions, guidelines, sign boards, safety rules, safety tag and instructions related to exit routes during emergencies at the work place
- GS5.** speak in one or more language, preferably in one of the local languages of the site
- GS6.** listen and follow instructions communicated by supervisors
- GS7.** orally and efficiently communicate with team member
- GS8.** decide whether the workplace is safe for working and also check that the relevant work is not creating hazardous conditions for other
- GS9.** determine and install fixing points as per requirements
- GS10.** determine appropriate size and shape for cutting of plaster board



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- GS11.** select appropriate compounds, cements and accessories for finishing the fixed board
- GS12.** plan work and organize required resources in coordination with team members and superiors
- GS13.** plan for correct work sequence of fixing the gypsum boards in place
- GS14.** complete work as per agreed time schedule and quality
- GS15.** resolve any conflict within the team
- GS16.** optimize resources
- GS17.** minimize wastage
- GS18.** revert to superior for selection/sorting of materials
- GS19.** analyze datums and levels to be set as per requirements
- GS20.** evaluate the complexity of the tasks to determine if any guidance is required from the superior
- GS21.** avoid violation of any safety norms which may lead to accidents
- GS22.** determine requirement for additional cross tees to support panels



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Install exposed grid suspended panel ceiling system</i>	30	70	-	-
PC1. understand and follow the instructions provided by the supervisor for fixing of false ceiling	-	-	-	-
PC2. establish datums and levels in accordance with the work specification	-	-	-	-
PC3. set out and install fixing points in various backgrounds in accordance with the specification	-	-	-	-
PC4. mark the wall for fixing ceiling brackets and perimeter for suspended ceiling	-	-	-	-
PC5. mark and cut plasterboard to required shape/as per panel size to fit around columns, sprinklers and to accommodate flush lighting systems, etc	-	-	-	-
PC6. install selected wall trim with the bottom flange aligned at the required ceiling level	-	-	-	-
PC7. accurately position and fix suspension brackets to the floor/roof structure to support main tees	-	-	-	-
PC8. cut main tees so that the cross tee slots are appropriately located to suit the margin	-	-	-	-
PC9. install main tees into the suspension brackets by appropriate method	-	-	-	-
PC10. join main tees by sliding the self-locking end tabs together and locate the outer ends of the main tees on the wall trim for stability	-	-	-	-
PC11. install the cross tees through the pre-punched slots in the main tees forming a grid	-	-	-	-
PC12. cut and install the outer cross tees on to the wall trim as per specifications	-	-	-	-
PC13. provide additional cross tees to support panels at the side of light fittings	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. lift the different panel through the grid and position face down on the bottom flanges of the grid main/cross tees	-	-	-	-
PC15. cover joints and edges of plasterboards panels using jointing compound and paper tape to strengthen the joints	-	-	-	-
PC16. finish the fixed board using appropriate compounds, cements and accessories	-	-	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N1122
NOS Name	Install exposed grid suspended panel ceiling system at construction site
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Interior and Exterior Finishes
NSQF Level	4
Credits	2.5
Version	3.0
Last Reviewed Date	NA
Next Review Date	23/07/2023
NSQC Clearance Date	23/07/2020



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CON/N1123: Install wall partitions and panels

Description

This unit describes the skills and knowledge required to install wall partitions and panels

Scope

The scope covers the following :

- Carry out preparatory work before fixing panels and partitions
- Fix the panels as per instructions
- Finish the joints as per instructions
- Erect the wall partitioning as per drawings and specifications provided by the supervisor

Elements and Performance Criteria

Carry out preparatory work before fixing panels and partitions

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

- PC1.** check to ensure proper cleaning of walls, floors and other possible contact areas
- PC2.** check to ensure the line of partition and level on end wall or column, slab soffit and floor slab is marked as per approved shop drawings
- PC3.** check to ensure evenness of slab soffit before installing the ceiling frame
- PC4.** level the floor before installing the floor frame
- PC5.** check and ensure that the ceiling and floor frame are fixed properly
- PC6.** check to ensure spacing between frames is as per board dimension and layout
- PC7.** check to ensure the height of vertical frame is as per specification
- PC8.** check to ensure the joints in the frames are jointed as per specification
- PC9.** ensure boards are accurately marked for cutting to the required dimensions
- PC10.** ensure panels are cut as per specified dimensions using correct tools and equipments
- PC11.** ensure proper spacing between bottom end of panel and floor
- PC12.** ensure additional support for fixing door frames /sockets/additional fixtures is provided in studs

Fix the panels as per instructions

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

- PC12.** follow method statement for installation of horizontal and vertical panels
- PC13.** identify and calculate area and layout of board to be installed
- PC14.** ensure that the supporting structures are correctly installed for correct alignment of the panels
- PC16.** ensure correct positioning of panels before fixing
- PC17.** fix the panel on the frame using screws ensuring proper spacing between screws
- PC18.** ensure verticality of the end wall using a spirit level or laser marker



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- PC19.** place studs in direct contact with doors frame jambs, abutting partitions, partition corners/edges, and existing construction elements
- PC20.** ensure proper placement of fixing element perpendicular to the surface of panel
- PC21.** check overall verticality of studs
- PC22.** Install screws from ends and edges of panels, and on centre along abutting end joints
- PC23.** install panels in such a manner that panel joints do not align with edge of opening
- PC24.** fix the panels on the required surface ensuring minimum distance from the edges of the panel

Finish the joints as per instructions

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

- PC25.** for multi-layered boards, stagger joints between the layers, as well as on opposite sides of partitions
- PC26.** ensure proper spacing between vertical joints of panels and partitions
- PC27.** cover panel joints with cover plates
- PC28.** check that the panels or partition boards are correctly aligned and that the joints are precise
- PC29.** ensure that the infill and cladding panels should be free from any distortions and joints are accurately aligned

Erect the wall partitioning as per drawings and specifications provided by the supervisor

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

- PC30.** follow method statement for fixing of wall partitions
- PC31.** identify and calculate area and layout of board to be installed
- PC32.** ensure that the supporting structures are correctly installed for correct alignment of the partitions
- PC33.** ensure correct positioning of partition boards before fixing
- PC34.** ensure proper spacing between screws
- PC35.** place studs in direct contact with doors frame jambs, abutting partitions, partition corners/edges, and existing construction elements
- PC36.** ensure that the surface is clean and dry before applying fixing element to the required surface
- PC37.** ensure proper placement of fixing element perpendicular to the surface of partition board
- PC38.** check overall verticality of studs
- PC39.** ensure horizontal bracing for all stud partitions should be as per approved and standard procedures
- PC40.** install screws from ends and edges of partition boards, and on centre along abutting end joints
- PC41.** fix the abutments, junction posts, head and floor frames in line and plumb
- PC42.** fix the vertical sections of partitions in line and plumb
- PC43.** level and line the horizontal members such as transoms, crash rails, etc

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



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- KU1.** standard practices for fixing panels and wall partitions in place
- KU2.** safety rules and regulations for faade installation
- KU3.** personal protection including the use of the related safety gears & safety equipment
- KU4.** requesting tools and materials as per set procedures
- KU5.** maintenance of tools and equipments
- KU6.** schematic drawings and sketches for faade installation
- KU7.** drawings and specifications related to fixing of wall partitions and panels
- KU8.** selection and use of tools and equipments and materials
- KU9.** how to mark the line of partition and level on required surfaces
- KU10.** how to level the floor before installing the floor frame
- KU11.** different types of joints to be used in frames including butt joint, etc
- KU12.** appropriate measurements and markings for cutting panels
- KU13.** understand method statement for installation of panels
- KU14.** how to calculate area and layout of board to be installed
- KU15.** the importance of providing proper spacing between screws
- KU16.** how to place fixing element perpendicular to the surface of panel
- KU17.** the importance of providing proper spacing between vertical joints of panels and partitions
- KU18.** correct positions of wall partition boards before fixing
- KU19.** how to check the line and plumb of fixed vertical sections of partitions

Generic Skills (GS)

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

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** read in one or more language, preferably in the local language of the site
- GS3.** read sketches/routine working drawing or instructions provided for the work
- GS4.** read instructions, guidelines, sign boards, safety rules ,safety tag and instructions related to exit routes during emergencies at the work place
- GS5.** speak in one or more language, preferably in one of the local languages of the site
- GS6.** listen and follow instructions communicated by supervisors
- GS7.** orally and efficiently communicate with team member
- GS8.** decide whether the workplace is safe for working and also check that the relevant work is not creating hazardous conditions for other
- GS9.** decide the type of joints to be used for fixing partitions and panels
- GS10.** determine requirement for spacing between bottom end of panel and floor
- GS11.** determine requirement for spacing between bottom panels and partitions
- GS12.** plan work and organize required resources in coordination with team members and superiors
- GS13.** plan for methodology of installing wall partitions and panels as per methodstatement
- GS14.** complete work as per agreed time schedule and quality
- GS15.** resolve any conflict within the team



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- GS16.** ensure that all walls and other contact surfaces been appropriately cleaned
- GS17.** ensure that panels to be installed are free from any distortions
- GS18.** optimize resources
- GS19.** minimize wastage
- GS20.** revert to superior for selection/sorting of materials
- GS21.** assess slab soffit for evenness
- GS22.** assess whether vertical frame height is as per requirements
- GS23.** evaluate overall verticality of studs
- GS24.** evaluate the complexity of the tasks to determine if any guidance is required from the superior
- GS25.** avoid violation of any safety norms which may lead to accidents
- GS26.** analyze and estimate area and layout of board to be installed



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out preparatory work before fixing panels and partitions</i>	7	17	-	-
PC1. check to ensure proper cleaning of walls, floors and other possible contact areas	-	-	-	-
PC2. check to ensure the line of partition and level on end wall or column, slab soffit and floor slab is marked as per approved shop drawings	-	-	-	-
PC3. check to ensure evenness of slab soffit before installing the ceiling frame	-	-	-	-
PC4. level the floor before installing the floor frame	-	-	-	-
PC5. check and ensure that the ceiling and floor frame are fixed properly	-	-	-	-
PC6. check to ensure spacing between frames is as per board dimension and layout	-	-	-	-
PC7. check to ensure the height of vertical frame is as per specification	-	-	-	-
PC8. check to ensure the joints in the frames are jointed as per specification	-	-	-	-
PC9. ensure boards are accurately marked for cutting to the required dimensions	-	-	-	-
PC10. ensure panels are cut as per specified dimensions using correct tools and equipments	-	-	-	-
PC11. ensure proper spacing between bottom end of panel and floor	-	-	-	-
PC12. ensure additional support for fixing door frames /sockets/additional fixtures is provided in studs	-	-	-	-
<i>Fix the panels as per instructions</i>	10	22	-	-
PC12. follow method statement for installation of horizontal and vertical panels	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. identify and calculate area and layout of board to be installed	-	-	-	-
PC14. ensure that the supporting structures are correctly installed for correct alignment of the panels	-	-	-	-
PC16. ensure correct positioning of panels before fixing	-	-	-	-
PC17. fix the panel on the frame using screws ensuring proper spacing between screws	-	-	-	-
PC18. ensure verticality of the end wall using a spirit level or laser marker	-	-	-	-
PC19. place studs in direct contact with doors frame jambs, abutting partitions, partition corners/edges, and existing construction elements	-	-	-	-
PC20. ensure proper placement of fixing element perpendicular to the surface of panel	-	-	-	-
PC21. check overall verticality of studs	-	-	-	-
PC22. Install screws from ends and edges of panels, and on centre along abutting end joints	-	-	-	-
PC23. install panels in such a manner that panel joints do not align with edge of opening	-	-	-	-
PC24. fix the panels on the required surface ensuring minimum distance from the edges of the panel	-	-	-	-
<i>Finish the joints as per instructions</i>	4	9	-	-
PC25. for multi-layered boards, stagger joints between the layers, as well as on opposite sides of partitions	-	-	-	-
PC26. ensure proper spacing between vertical joints of panels and partitions	-	-	-	-
PC27. cover panel joints with cover plates	-	-	-	-
PC28. check that the panels or partition boards are correctly aligned and that the joints are precise	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC29. ensure that the infill and cladding panels should be free from any distortions and joints are accurately aligned	-	-	-	-
<i>Erect the wall partitioning as per drawings and specifications provided by the supervisor</i>	9	22	-	-
PC30. follow method statement for fixing of wall partitions	-	-	-	-
PC31. identify and calculate area and layout of board to be installed	-	-	-	-
PC32. ensure that the supporting structures are correctly installed for correct alignment of the partitions	-	-	-	-
PC33. ensure correct positioning of partition boards before fixing	-	-	-	-
PC34. ensure proper spacing between screws	-	-	-	-
PC35. place studs in direct contact with doors frame jambs, abutting partitions, partition corners/edges, and existing construction elements	-	-	-	-
PC36. ensure that the surface is clean and dry before applying fixing element to the required surface	-	-	-	-
PC37. ensure proper placement of fixing element perpendicular to the surface of partition board	-	-	-	-
PC38. check overall verticality of studs	-	-	-	-
PC39. ensure horizontal bracing for all stud partitions should be as per approved and standard procedures	-	-	-	-
PC40. install screws from ends and edges of partition boards, and on centre along abutting end joints	-	-	-	-
PC41. fix the abutments, junction posts, head and floor frames in line and plumb	-	-	-	-
PC42. fix the vertical sections of partitions in line and plumb	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC43. level and line the horizontal members such as transoms, crash rails, etc	-	-	-	-
NOS Total	30	70	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CON/N1123
NOS Name	Install wall partitions and panels
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Interior and Exterior Finishes
NSQF Level	4
Credits	3
Version	3.0
Last Reviewed Date	NA
Next Review Date	23/07/2023
NSQC Clearance Date	23/07/2020



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



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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	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CON/N8001
NOS Name	Work effectively in a team to deliver desired results at the workplace
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Generic 2
NSQF Level	4
Credits	1
Version	10.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQF Clearance Date	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)



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The individual on the job needs to know and understand:

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

Generic Skills (GS)

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

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



Qualification Pack

Assessment Criteria

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



Qualification Pack

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



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CON/N8002
NOS Name	Plan and organize work to meet expected outcomes
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Generic 2
NSQF Level	4
Credits	1
Version	7.0
Last Reviewed Date	NA
Next Review Date	19/07/2023
NSQC Clearance Date	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



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PC14. apply ergonomic principles wherever required

Follow infection control guidelines as per applicability

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

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

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** reporting procedures in cases of breaches or hazards for site safety, accidents, and emergency situations as per guidelines
- KU2.** types of safety hazards at construction sites
- KU3.** basic ergonomic principles as per applicability
- KU4.** the procedure for responding to accidents and other emergencies at site
- KU5.** use of appropriate personal protective equipment based on various working conditions
- KU6.** importance of handling tools, equipment, and materials as per applicable norms
- KU7.** effect of construction material on health and environments as per applicability
- KU8.** various environmental protection methods as per applicability
- KU9.** storage of waste including non-combustible scrap material and debris, combustible scrap material and debris, general construction waste and trash (non-toxic, non-hazardous), any other hazardous wastes and any other flammable wastes at the appropriate location
- KU10.** how to keep the workplace neat and tidy so as to be safe
- KU11.** how to use hazardous material in a safe and appropriate manner as per applicability
- KU12.** types of fire
- KU13.** procedure of operating different types of fire extinguishers
- KU14.** safety relevant to tools, tackles, and equipment as per applicability
- KU15.** housekeeping activities relevant to task
- KU16.** ways of transmission of infection
- KU17.** ways to manage infectious risks at the workplace
- KU18.** different methods of cleaning, disinfection, sterilization, and sanitization
- KU19.** symptoms of infection like fever, cough, redness, swelling, and inflammation

Generic Skills (GS)

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

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** fill safety formats for near miss, unsafe conditions and safety suggestions
- GS3.** read in one or more language, preferably in the local language of the site



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



Qualification Pack

Assessment Criteria

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



Qualification Pack

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



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CON/N9001
NOS Name	Work according to personal health, safety and environment protocols at construction site
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Generic Safety
NSQF Level	4
Credits	1
Version	8.0
Last Reviewed Date	NA
Next Review Date	19/07/2023
NSQC Clearance Date	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.



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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



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- 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



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
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	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
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	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
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	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
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	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
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	-	-	-	-



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
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	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
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	-	-	-	-
NOS Total	20	30	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	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) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the knowledge part will be based on knowledge bank of questions created by Assessment Bodies subject to approval by SSC
3. Individual assessment agencies will create unique question papers for knowledge/theory part for assessment of candidates as per assessment criteria given below
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on assessment criteria.
5. The passing percentage for each QP will be 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 iteration as decided by SSC the trainee is marked as fail, scoring zero marks for the procedure for the practical activity.
9. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOSs to pass the Qualification Pack within the specified timeframe set by SSC.
10. Minimum duration of Assessment of each QP shall be of 4hrs/trainee.

Minimum Aggregate Passing % at QP Level : 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/N1120. Carry out preparatory works and levelling procedure for fixing false ceiling	30	70	-	-	100	9
CON/N1121. Install flush jointed ceiling system at construction site	30	70	-	-	100	20
CON/N1122. Install exposed grid suspended panel ceiling system at construction site	30	70	-	-	100	20
CON/N1123. Install wall partitions and panels	30	70	-	-	100	20
CON/N8001. Work effectively in a team to deliver desired results at the workplace	30	70	-	-	100	8
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	-	-	100	8



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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CON/N9001.Work according to personal health, safety and environment protocols at construction site	30	70	-	-	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	0	0	50	5
Total	230	520	0	0	750	100



Qualification Pack

Acronyms

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



Qualification Pack

Glossary

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



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