



Qualification Pack



Helper Interior Finishes

QP Code: CON/Q1101

Version: 3.0

NSQF Level: 2

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CON/Q1101: Helper Interior Finishes

Brief Job Description

A Helper Interior Finishes is responsible for handling tools, equipment and materials, and performing housekeeping activities to assist in maintaining health and safety on construction sites.

Personal Attributes

The individual should be physically fit to work for long durations in varying locations and environmental conditions. The person should be able to work as per the given instructions and in coordination with others. The individual should have basic verbal and written communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [CON/N0101: Erect and dismantle temporary scaffold up to 3.6 meter height](#)
2. [CON/N1101: Handle, shift and store interior finishing tools, equipment and materials](#)
3. [CON/N1102: Perform effective housekeeping after interior finishing work](#)
4. [CON/N9001: Work according to personal health, safety and environment protocols at construction site](#)
5. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Interior & Exterior Finishes
Country	India
NSQF Level	2
Credits	8
Aligned to NCO/ISCO/ISIC Code	NCO-2015/9313.9900



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Minimum Educational Qualification & Experience	No formal education prescribed OR Ability to read and write
Minimum Level of Education for Training in School	Ability to read and write
Pre-Requisite License or Training	NIL
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	31/08/2026
NSQC Approval Date	31/08/2023
Version	3.0
Reference code on NQR	QG-02-CO-00807-2023-V2-CSDCI
NQR Version	1



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CON/N0101: Erect and dismantle temporary scaffold up to 3.6 meter height

Description

This unit describes the skills and knowledge required to erect and dismantle 3.6 meter temporary scaffold

Scope

The scope covers the following :

- Erect and dismantle temporary scaffold

Elements and Performance Criteria

Erect and dismantle temporary scaffold

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

- PC1.** carry out levelling in the area where scaffold needs to be erected and check for ground compactness
- PC2.** shift and stack the materials, components, tools and tackles required for erecting scaffolding, at the identified location
- PC3.** place base plates and sole boards on the ground as per the markings and given instructions
- PC4.** use appropriate components and follow the standard procedure for erecting temporary scaffold up to 3.6 m in height
- PC5.** assist in checking the verticality of scaffold at the first level of erection and take appropriate corrective measures, as required, before moving to the next level
- PC6.** assist in checking the rigidity, stability and support of erected scaffold
- PC7.** set up walk-boards, guard rails, toe-boards and other components on the scaffold's working platform
- PC8.** follow the standard procedure for dismantling the temporary scaffold, i.e. removing guard rails, toe boards, walk boards and other components sequentially
- PC9.** clean and stack all components properly after dismantling
- PC10.** follow the recommended safety measures, including the use of appropriate PPE and being careful while working on heights

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the use of different types of scaffolds (e.g. cup-lock, frame scaffold)
- KU2.** the use of tools and tackles in scaffolding, including tools for erecting and dismantling 3.6 meter temporary scaffold
- KU3.** the identification and use of different scaffolding components
- KU4.** the standard size of scaffolding components
- KU5.** the standard procedure for erecting and dismantling 3.6 m temporary scaffold



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Generic Skills (GS)

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

- GS1.** maintain the appropriate data and records
- GS2.** read the appropriate reports and literature concerning the field of work
- GS3.** communicate professionally with all the stakeholders
- GS4.** listen attentively to understand the information/ instructions being shared and take appropriate action
- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** identify possible disruptions to work and take appropriate mitigation measures
- GS7.** take prompt action to deal with workplace emergencies and accidents
- GS8.** evaluate all possible solutions to work-related problems and select the best one
- GS9.** follow the recommended practices for the timely completion of work and achievement of organizational objectives



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Erect and dismantle temporary scaffold</i>	30	60	-	10
PC1. carry out levelling in the area where scaffold needs to be erected and check for ground compactness	-	-	-	-
PC2. shift and stack the materials, components, tools and tackles required for erecting scaffolding, at the identified location	-	-	-	-
PC3. place base plates and sole boards on the ground as per the markings and given instructions	-	-	-	-
PC4. use appropriate components and follow the standard procedure for erecting temporary scaffold up to 3.6 m in height	-	-	-	-
PC5. assist in checking the verticality of scaffold at the first level of erection and take appropriate corrective measures, as required, before moving to the next level	-	-	-	-
PC6. assist in checking the rigidity, stability and support of erected scaffold	-	-	-	-
PC7. set up walk-boards, guard rails, toe-boards and other components on the scaffold's working platform	-	-	-	-
PC8. follow the standard procedure for dismantling the temporary scaffold, i.e. removing guard rails, toe boards, walk boards and other components sequentially	-	-	-	-
PC9. clean and stack all components properly after dismantling	-	-	-	-
PC10. follow the recommended safety measures, including the use of appropriate PPE and being careful while working on heights	-	-	-	-
NOS Total	30	60	-	10



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N0101
NOS Name	Erect and dismantle temporary scaffold up to 3.6 meter height
Sector	Construction
Sub-Sector	Generic
Occupation	Masonry
NSQF Level	3.0
Credits	2
Version	7.0
Last Reviewed Date	31/08/2023
Next Review Date	29/02/2024
NSQC Clearance Date	31/08/2023



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CON/N1101: Handle, shift and store interior finishing tools, equipment and materials

Description

This unit is about the handling, shifting and storing interior finishing tools, equipment and materials

Scope

The scope covers the following :

- Select, use and store tools and equipment
- Select and store interior finishing materials

Elements and Performance Criteria

Select, use and store tools and equipment

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

- PC1.** select appropriate tools and equipment for false ceiling and drywall installation, such as saw, hammer, electric drill, screwdriver, grinder, circular saws, sanders, putty knife, trowels, measurement tape, T-square, etc
- PC2.** check for the usability and safety of tools and equipment
- PC3.** perform basic repair and maintenance of tools and equipment, and report the faults requiring expert assistance to the supervisor
- PC4.** use appropriate hand tools relevant to the task
- PC5.** collect and shift the interior finishing tools at the work site
- PC6.** follow the recommended safety norms for shifting, stacking and storing tools, equipment and materials

Select and store interior finishing materials

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

- PC7.** select the appropriate type and quantity of false ceiling materials, such as gypsum boards, plaster boards, grid ceiling, molds, tiles, grid components, hangers, battens, braces, light fittings, etc
- PC8.** determine the storage requirements as per the type and quantity of interior finishing installation material, with the supervisor's guidance
- PC9.** check for the availability of required space and its suitability for the storage of the selected material
- PC10.** select appropriate material handling equipment for mechanical lifting and shifting of material
- PC11.** collect the required interior finishing tools, equipment and materials, and sort and stack them at the construction site, as per the given instructions
- PC12.** follow the appropriate methods for safe lifting, shifting and storage of material, sequencing the loading, unloading, and shifting activities appropriately
- PC13.** collect the surplus interior finishing material, tools and equipment after the completion of work and organize them in the storage as per the given instructions



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- PC14.** carry out proper numbering and labeling of materials as instructed, e.g. marking of glazing units for identification
- PC15.** install appropriate signage and barricades around the hazardous material to prevent injury to the personnel at the site
- PC16.** follow the recommended practices to maintain the quality of interior finishing material

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the importance of storing different types of tools, e.g. hand tools, power tools and ancillary equipment, safely in an appropriate storage
- KU2.** the process of cleaning and maintaining tools and equipment
- KU3.** the standard practices concerning interior finishing works
- KU4.** the safety regulations concerning the handling, shifting, collecting and stacking of false ceiling and dry wall installation tools, equipment and materials
- KU5.** the importance of personal protection and the use of relevant safety gear and equipment
- KU6.** the handling of different types of false ceiling and drywall installation materials, tools and tackles
- KU7.** different types of false ceiling and dry wall installation material, tools and equipment
- KU8.** the appropriate height for stacking false ceiling and dry wall installation materials based on the nature of material and available space
- KU9.** the stacking of false ceiling and dry wall installation materials as per the nature, size and shapes
- KU10.** how to ensure safe transfer of various false ceiling and dry wall installation finishing tools, equipment and materials
- KU11.** the classification of false ceiling and dry wall installation materials
- KU12.** different types of frame members used for false ceiling and dry wall installation
- KU13.** the properties of gypsum boards, including the hazards and handling requirements and the behavior of sheets when lifted and moved
- KU14.** the tools and equipment used for shifting false ceiling and dry wall installation materials, e.g. hand trolley, pallet truck, sling and jumbo grabs, etc
- KU15.** different type of frame members relevant to grid ceiling works
- KU16.** the precautions and measures required in the lifting, shifting and movement of false ceiling and dry wall installation tools, equipment and materials
- KU17.** the appropriate method of handling and storing plaster boards and gypsum boards

Generic Skills (GS)

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

- GS1.** maintain the appropriate data and records
- GS2.** read the appropriate reports and literature concerning the field of work
- GS3.** communicate professionally with all the stakeholders



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- GS4.** listen attentively to understand the information/ instructions being shared and take appropriate action
- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** plan and execute tasks based on priority
- GS7.** identify possible disruptions to work and take appropriate mitigation measures
- GS8.** take prompt action to deal with workplace emergencies and accidents
- GS9.** evaluate all possible solutions to work-related problems and select the best one
- GS10.** follow the recommended practices for the timely completion of work and achievement of organizational objectives



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Select, use and store tools and equipment</i>	14	35	-	4
PC1. select appropriate tools and equipment for false ceiling and drywall installation, such as saw, hammer, electric drill, screwdriver, grinder, circular saws, sanders, putty knife, trowels, measurement tape, T-square, etc	-	-	-	-
PC2. check for the usability and safety of tools and equipment	-	-	-	-
PC3. perform basic repair and maintenance of tools and equipment, and report the faults requiring expert assistance to the supervisor	-	-	-	-
PC4. use appropriate hand tools relevant to the task	-	-	-	-
PC5. collect and shift the interior finishing tools at the work site	-	-	-	-
PC6. follow the recommended safety norms for shifting, stacking and storing tools, equipment and materials	-	-	-	-
<i>Select and store interior finishing materials</i>	16	25	-	6
PC7. select the appropriate type and quantity of false ceiling materials, such as gypsum boards, plaster boards, grid ceiling, molds, tiles, grid components, hangers, battens, braces, light fittings, etc	-	-	-	-
PC8. determine the storage requirements as per the type and quantity of interior finishing installation material, with the supervisor's guidance	-	-	-	-
PC9. check for the availability of required space and its suitability for the storage of the selected material	-	-	-	-
PC10. select appropriate material handling equipment for mechanical lifting and shifting of material	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. collect the required interior finishing tools, equipment and materials, and sort and stack them at the construction site, as per the given instructions	-	-	-	-
PC12. follow the appropriate methods for safe lifting, shifting and storage of material, sequencing the loading, unloading, and shifting activities appropriately	-	-	-	-
PC13. collect the surplus interior finishing material, tools and equipment after the completion of work and organize them in the storage as per the given instructions	-	-	-	-
PC14. carry out proper numbering and labeling of materials as instructed, e.g. marking of glazing units for identification	-	-	-	-
PC15. install appropriate signage and barricades around the hazardous material to prevent injury to the personnel at the site	-	-	-	-
PC16. follow the recommended practices to maintain the quality of interior finishing material	-	-	-	-
NOS Total	30	60	-	10



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N1101
NOS Name	Handle, shift and store interior finishing tools, equipment and materials
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Interior & Exterior Finishes
NSQF Level	2.0
Credits	2
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023



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CON/N1102: Perform effective housekeeping after interior finishing work

Description

This unit is about performing housekeeping at construction sites after interior finishing work.

Scope

The scope covers the following :

- Perform effective housekeeping

Elements and Performance Criteria

Perform effective housekeeping

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

- PC1.** follow standard waste removal procedures and dispose waste as per the given instructions
- PC2.** remove debris and excess materials from the site
- PC3.** remove excess or reusable interior finishing materials, such as gypsum board, aluminum strips, banding strips, frames and panels etc., from the site and store at the designated storage
- PC4.** remove waste and debris, such as Plaster of Paris (POP) waste, water and solvents, solid waste, etc., from the site as per standard procedures
- PC5.** clean the interior finishing tools and equipment after usage and store them in the designated storage
- PC6.** follow the approved and standard cleaning procedures as per instructions
- PC7.** use the appropriate cleaning agents and accessories for cleaning at the construction site
- PC8.** dispose debris and waste in adherence with the applicable environmental protection norms

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the methods for waste removal and construction site cleaning
- KU2.** the use of correct housekeeping tools and equipment
- KU3.** the approved methods of cleaning surfaces after finishing interior work including scraping, sanding, etc
- KU4.** the sorting and stacking methods of the related materials and components, POP waste, boards, Galvanized Iron (GI) waste materials, etc
- KU5.** the approved cleaning agents and their effective usage
- KU6.** the environmental norms related to waste disposal

Generic Skills (GS)

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



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- GS1.** maintain the appropriate data and records
- GS2.** read the appropriate reports and literature concerning the field of work
- GS3.** communicate professionally with all the stakeholders
- GS4.** listen attentively to understand the information/ instructions being shared and take appropriate action
- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** plan and execute tasks based on priority
- GS7.** identify possible disruptions to work and take appropriate mitigation measures
- GS8.** take prompt action to deal with workplace emergencies and accidents
- GS9.** evaluate all possible solutions to work-related problems and select the best one
- GS10.** follow the recommended practices for the timely completion of work and achievement of organizational objectives



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform effective housekeeping</i>	30	60	-	10
PC1. follow standard waste removal procedures and dispose waste as per the given instructions	-	-	-	-
PC2. remove debris and excess materials from the site	-	-	-	-
PC3. remove excess or reusable interior finishing materials, such as gypsum board, aluminum strips, banding strips, frames and panels etc., from the site and store at the designated storage	-	-	-	-
PC4. remove waste and debris, such as Plaster of Paris (POP) waste, water and solvents, solid waste, etc., from the site as per standard procedures	-	-	-	-
PC5. clean the interior finishing tools and equipment after usage and store them in the designated storage	-	-	-	-
PC6. follow the approved and standard cleaning procedures as per instructions	-	-	-	-
PC7. use the appropriate cleaning agents and accessories for cleaning at the construction site	-	-	-	-
PC8. dispose debris and waste in adherence with the applicable environmental protection norms	-	-	-	-
NOS Total	30	60	-	10



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N1102
NOS Name	Perform effective housekeeping after interior finishing work
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Interior & Exterior Finishes
NSQF Level	2.0
Credits	2
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023



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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



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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	-	-	-	-



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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	-	-



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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	10.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023



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DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

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

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values - Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team



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Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

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

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services



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- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection



Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-



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



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National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	27/01/2022
Next Review Date	26/01/2025
NSQC Clearance Date	27/01/2022

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) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the knowledge part will be based on knowledge bank of questions created by Assessment Bodies subject to approval by SSC.
3. Individual assessment agencies will create unique question papers for knowledge/theory part for assessment of candidates as per assessment criteria given below.
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on assessment criteria.
5. The passing percentage for each QP will be 50%. To pass the Qualification Pack, every trainee should score a minimum of 50% individually in each NOS.
6. The Assessor shall check the final outcome of the practices while evaluating the steps performed to achieve the final outcome.



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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 timeframe set by SSC.
- Minimum duration of Assessment of each QP shall be of 4hrs/trainee.

Minimum Aggregate Passing % at QP Level : 50

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CON/N0101.Erect and dismantle temporary scaffold up to 3.6 meter height	30	60	0	10	100	20
CON/N1101.Handle, shift and store interior finishing tools, equipment and materials	30	60	0	10	100	35
CON/N1102.Perform effective housekeeping after interior finishing work	30	60	0	10	100	35
CON/N9001.Work according to personal health, safety and environment protocols at construction site	30	70	0	0	100	5
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
Total	140	280	0	30	450	100



Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
EHS	Environment Health and Safety
GI	Galvanized Iron
MCQ	Multiple Choice Question
PPE	Personal Protective Equipment
POP	Plaster of Paris



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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>