



Qualification Pack



Store Assistant - Construction

QP Code: CON/Q1501

Version: 3.0

NSQF Level: 3

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



Qualification Pack

Contents

CON/Q1501: Store Assistant - Construction	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Qualification Pack (QP) Parameters</i>	3
CON/N1501: Select and shift construction tools, equipment and materials to the store	5
CON/N1502: Stack and store tools, equipment and materials in the store/ yard at the construction site	11
CON/N8001: Work effectively in a team to deliver desired results at the workplace	16
CON/N9001: Work according to personal health, safety and environment protocols at construction site	20
DGT/VSQ/N0101: Employability Skills (30 Hours)	26
Assessment Guidelines and Weightage	31
<i>Assessment Guidelines</i>	31
<i>Assessment Weightage</i>	32
Acronyms	33
Glossary	34



Qualification Pack

CON/Q1501: Store Assistant - Construction

Brief Job Description

A Store Assistant - Construction is responsible for assisting in store operation by identifying, handling, storing and issuing tools, equipment and materials used at construction sites.

Personal Attributes

The individual should be physically fit with the ability to work in varying conditions. The person should be able to work coordinately and as per the given instructions. The individual should have appropriate verbal and written communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [CON/N1501: Select and shift construction tools, equipment and materials to the store](#)
2. [CON/N1502: Stack and store tools, equipment and materials in the store/ yard at the construction site](#)
3. [CON/N8001: Work effectively in a team to deliver desired results at the workplace](#)
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	Store Keeping
Country	India
NSQF Level	3
Credits	11
Aligned to NCO/ISCO/ISIC Code	NCO-2015/4321.0100



Qualification Pack

Minimum Educational Qualification & Experience	10th Class OR 8th grade pass (with 2-year of (NTC/ NAC) after 8th) OR 9th grade pass with 1 Year of experience in the relevant field OR 8th grade pass with 2 Years of experience in the relevant field OR 5th grade pass with 5 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (2) with 3 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (2.5 with 1.5 Years of experience in the relevant field)
Minimum Level of Education for Training in School	10th Class
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-03-CO-00814-2023-V2-CSDCI
NQR Version	1



Qualification Pack

CON/N1501: Select and shift construction tools, equipment and materials to the store

Description

This occupational standards unit is about selecting, and shifting construction tools, equipment and materials to the store/ yard at the construction site

Scope

The scope covers the following :

- Select tools, equipment and materials for storage
- Shift tools, equipment and materials to the store/ yard

Elements and Performance Criteria

Select tools, equipment and materials for storage

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

- PC1.** select the appropriate hand and power tools commonly used at construction sites
- PC2.** select the appropriate Personal Protective Equipment (PPE) used at construction sites, such as safety helmets, gloves, safety shoes, respiratory mask, ear plug, etc
- PC3.** select different construction materials, such as cement, aggregate, reinforcement steel, timber, plywood, bricks, concrete blocks, bitumen, admixtures, tiles, natural stones, paints, doors, windows, etc
- PC4.** identify toxic, inflammable and other hazardous materials used at construction sites
- PC5.** identify materials such as structural steel sections, cutting, grinding and welding equipment and other associated accessories
- PC6.** identify the basic electrical and plumbing items commonly used at construction sites
- PC7.** select different types of formwork material and components based on their size
- PC8.** select rigging gear, such as slings, shackles, lifting belts, steel ropes, chain pulleys for lifting heavy materials, as per the given instructions

Shift tools, equipment and materials to the store/ yard

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

- PC9.** use the appropriate Personal Protective Equipment (PPE) to handle construction tools, equipment, materials and components
- PC10.** select the appropriate tools, equipment and accessories for loading, unloading and shifting, as per the given instruction
- PC11.** check the route for tools, equipment, and material movement is clear from any obstructions
- PC12.** shift the construction material through identified/specified route to the store/ yard as per the given instructions
- PC13.** apply appropriate tags for the easy identification of materials based on their type and size
- PC14.** select, shift and hand over required tools, equipment and materials, as per the indent requirement and instruction provided



Qualification Pack

- PC15.** store plywood, timber, gypsum boards, fibre board on a flat platform above the ground level in a covered clean and dry place up to the recommended height
- PC16.** follow appropriate techniques while lifting and moving tools, equipment materials, and components
- PC17.** follow the recommended measures to prevent damage to construction items and harm to personnel
- PC18.** follow the appropriate methods for handling toxic, inflammable, hazardous, and delicate materials appropriately
- PC19.** use the appropriate rigging gear, such as slings, shackles, lifting belts, wire ropes, for lifting and shifting heavy construction materials, components and equipment, as per the given instructions

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the standard practices of construction storekeeping
- KU2.** the applicable safety practices concerning the handling and storage of tools, equipment and materials
- KU3.** the importance of personal protection and the use of relevant safety gear and equipment
- KU4.** the tools, equipment and material request procedures
- KU5.** the maintenance of relevant tools and equipment
- KU6.** the classification of hand and power tools based on their use, types and size
- KU7.** the classification of different construction materials based on their grade, such as cement and reinforcement bar
- KU8.** the selection of reinforcement steel on basis of its grade, type and diameter
- KU9.** how to identify toxic, inflammable and other hazardous material basis on their tags/labels
- KU10.** how to identify basic electrical and plumbing items on the basis of use, types, size, etc
- KU11.** different types of formwork material, fixtures, components, their unit weight and size
- KU12.** the correct method of loading, lifting, shifting and unloading different construction materials
- KU13.** the unit weight and size of different types of formwork material, fixtures, and components

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.** plan and execute tasks based on priority



Qualification Pack

- 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



Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Select tools, equipment and materials for storage</i>	16	25	-	6
PC1. select the appropriate hand and power tools commonly used at construction sites	-	-	-	-
PC2. select the appropriate Personal Protective Equipment (PPE) used at construction sites, such as safety helmets, gloves, safety shoes, respiratory mask, ear plug, etc	-	-	-	-
PC3. select different construction materials, such as cement, aggregate, reinforcement steel, timber, plywood, bricks, concrete blocks, bitumen, admixtures, tiles, natural stones, paints, doors, windows, etc	-	-	-	-
PC4. identify toxic, inflammable and other hazardous materials used at construction sites	-	-	-	-
PC5. identify materials such as structural steel sections, cutting, grinding and welding equipment and other associated accessories	-	-	-	-
PC6. identify the basic electrical and plumbing items commonly used at construction sites	-	-	-	-
PC7. select different types of formwork material and components based on their size	-	-	-	-
PC8. select rigging gear, such as slings, shackles, lifting belts, steel ropes, chain pulleys for lifting heavy materials, as per the given instructions	-	-	-	-
<i>Shift tools, equipment and materials to the store/ yard</i>	14	35	-	4
PC9. use the appropriate Personal Protective Equipment (PPE) to handle construction tools, equipment, materials and components	-	-	-	-
PC10. select the appropriate tools, equipment and accessories for loading, unloading and shifting, as per the given instruction	-	-	-	-
PC11. check the route for tools, equipment, and material movement is clear from any obstructions	-	-	-	-



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. shift the construction material through identified/specified route to the store/ yard as per the given instructions	-	-	-	-
PC13. apply appropriate tags for the easy identification of materials based on their type and size	-	-	-	-
PC14. select, shift and hand over required tools, equipment and materials, as per the indent requirement and instruction provided	-	-	-	-
PC15. store plywood, timber, gypsum boards, fibre board on a flat platform above the ground level in a covered clean and dry place up to the recommended height	-	-	-	-
PC16. follow appropriate techniques while lifting and moving tools, equipment materials, and components	-	-	-	-
PC17. follow the recommended measures to prevent damage to construction items and harm to personnel	-	-	-	-
PC18. follow the appropriate methods for handling toxic, inflammable, hazardous, and delicate materials appropriately	-	-	-	-
PC19. use the appropriate rigging gear, such as slings, shackles, lifting belts, wire ropes, for lifting and shifting heavy construction materials, components and equipment, as per the given instructions	-	-	-	-
NOS Total	30	60	-	10



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CON/N1501
NOS Name	Select and shift construction tools, equipment and materials to the store
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Store Keeping
NSQF Level	3.0
Credits	4
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023



Qualification Pack

CON/N1502: Stack and store tools, equipment and materials in the store/ yard at the construction site

Description

This occupational standards unit is about stacking and storing tools, equipment and materials in the store/ yard at construction sites

Scope

The scope covers the following :

- Stack and store tools, equipment and materials in the store/ yard

Elements and Performance Criteria

Stack and store tools, equipment and materials in the store/ yard

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

- PC1.** check the condition of tools, equipment and materials for breakage, dampness, deterioration before storing them
- PC2.** check the storage area for moisture, lighting, direct sun-light and ventilation before stacking and storing
- PC3.** store and stack different types of material and equipment separately, e.g. separate storage of hand, and power tools, or construction, and formwork material, etc
- PC4.** use appropriate partitions and racks for the efficient storage of tools, equipment and materials
- PC5.** check the store regularly to ensure it is free from accumulated materials that may cause fire or materials that may harbour rats and other pests
- PC6.** store cement bags in a covered area free from moisture and stack them on pallets above ground level up to a specified height as per the supervisor's instructions
- PC7.** store bricks and blocks on the firm ground, up to a specified height as per instructions
- PC8.** store plywood, timber, gypsum boards, fibre board on a flat platform above the ground level in a covered clean and dry place up to a recommended height
- PC9.** stack reinforcement, and structural steel separately above the ground level based on their classification, size and length
- PC10.** store toxic, inflammable and other hazardous material separately as per instructions
- PC11.** maintain the recommended stack height for different types of materials
- PC12.** protect appropriate tools, equipment and materials from exposure to the natural environment
- PC13.** carry out regular cleaning in the store/yard to ensure health and safety

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



Qualification Pack

- KU1.** the process of checking the physical condition of construction tools, equipment and materials to identify breakage and deterioration
- KU2.** the importance of proper storage area, lighting and ventilation
- KU3.** how to store Personal Protective Equipment
- KU4.** the procedure for storing and stacking construction tools, equipment and materials based on their type, size, use, etc
- KU5.** the appropriate conditions for storing cement bags, reinforcement steel, timber/plywood, PVC pipes, electrical items, mechanical parts, etc
- KU6.** the recommended stacking height for different types of construction materials, such as cement, bricks/blocks, timber/plywood, fibre boards, etc
- KU7.** the importance of storing toxic, inflammable and hazardous materials separately
- KU8.** the procedure of receiving and issuing material in the store/ yard
- KU9.** the basics of First in-First out (FIFO) process
- KU10.** the importance of indenting procedure
- KU11.** the appropriate measures to be taken to protect the construction tools, equipment and materials form external environment
- KU12.** the importance of housekeeping in the store/ yard

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.** 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



Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Stack and store tools, equipment and materials in the store/ yard</i>	30	60	-	10
PC1. check the condition of tools, equipment and materials for breakage, dampness, deterioration before storing them	-	-	-	-
PC2. check the storage area for moisture, lighting, direct sun-light and ventilation before stacking and storing	-	-	-	-
PC3. store and stack different types of material and equipment separately, e.g. separate storage of hand, and power tools, or construction, and formwork material, etc	-	-	-	-
PC4. use appropriate partitions and racks for the efficient storage of tools, equipment and materials	-	-	-	-
PC5. check the store regularly to ensure it is free from accumulated materials that may cause fire or materials that may harbour rats and other pests	-	-	-	-
PC6. store cement bags in a covered area free from moisture and stack them on pallets above ground level up to a specified height as per the supervisor's instructions	-	-	-	-
PC7. store bricks and blocks on the firm ground, up to a specified height as per instructions	-	-	-	-
PC8. store plywood, timber, gypsum boards, fibre board on a flat platform above the ground level in a covered clean and dry place up to a recommended height	-	-	-	-
PC9. stack reinforcement, and structural steel separately above the ground level based on their classification, size and length	-	-	-	-
PC10. store toxic, inflammable and other hazardous material separately as per instructions	-	-	-	-
PC11. maintain the recommended stack height for different types of materials	-	-	-	-



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. protect appropriate tools, equipment and materials from exposure to the natural environment	-	-	-	-
PC13. carry out regular cleaning in the store/yard to ensure health and safety	-	-	-	-
NOS Total	30	60	-	10



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CON/N1502
NOS Name	Stack and store tools, equipment and materials in the store/ yard at the construction site
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Store Keeping
NSQF Level	3.0
Credits	4
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023



Qualification Pack

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Interact and communicate in an effective manner

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

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

Support co-workers to execute the project requirements

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

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

Practice inclusion

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** own roles and responsibilities



Qualification Pack

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

Generic Skills (GS)

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

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



Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interact and communicate in an effective manner</i>	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	12.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023



Qualification Pack

CON/N9001: Work according to personal health, safety and environment protocols at construction site

Description

This NOS covers the skill and knowledge required for an individual to work according to personal health, safety and environmental protocols at construction site

Scope

The scope covers the following :

- Follow safety norms as defined by organization
- Adopt healthy & safe work practices
- Implement good housekeeping and environment protection process and activities
- Follow infection control guidelines as per applicability

Elements and Performance Criteria

Follow safety norms as defined by the organization

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

- PC1.** identify and report any hazards, risks or breaches in site safety to the appropriate authority
- PC2.** follow emergency and evacuation procedures in case of accidents, fires, natural calamities
- PC3.** follow recommended safe practices in handling construction materials, including chemical and hazardous material whenever applicable
- PC4.** follow all the protocols and safety techniques conveyed during safety awareness programs like Tool Box Talks, safety demonstrations and mock drills conducted at the site
- PC5.** select and operate different types of fire extinguishers corresponding to various types of fires as per EHS guideline
- PC6.** identify near miss, unsafe condition and unsafe act

Adopt healthy & safe work practices

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

- PC7.** use appropriate Personal Protective Equipment (PPE) as per work requirements for : Head Protection, Ear protection, Fall Protection ,Foot Protection, Face and Eye Protection, Hand and Body Protection , and Respiratory Protection (if required)
- PC8.** handle all required tools, tackles, materials and equipment safely
- PC9.** follow safe disposal of waste, harmful and hazardous materials as per EHS guidelines
- PC10.** check and install all safety equipment as per standard guidelines
- PC11.** follow safety protocols and practices as laid down by site EHS department
- PC12.** obtain "height pass" clearance for working at heights

Implement good housekeeping practices

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

- PC13.** collect, segregate and deposit construction waste into appropriate containers based on their toxicity or hazardous nature



Qualification Pack

PC14. apply ergonomic principles wherever required

Follow infection control guidelines as per applicability

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

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

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. reporting procedures in cases of breaches or hazards for site safety, accidents, and emergency situations as per guidelines

KU2. types of safety hazards at construction sites

KU3. basic ergonomic principles as per applicability

KU4. the procedure for responding to accidents and other emergencies at site

KU5. use of appropriate personal protective equipment based on various working conditions

KU6. importance of handling tools, equipment, and materials as per applicable norms

KU7. effect of construction material on health and environments as per applicability

KU8. various environmental protection methods as per applicability

KU9. storage of waste including non-combustible scrap material and debris, combustible scrap material and debris, general construction waste and trash (non-toxic, non-hazardous), any other hazardous wastes and any other flammable wastes at the appropriate location

KU10. how to keep the workplace neat and tidy so as to be safe

KU11. how to use hazardous material in a safe and appropriate manner as per applicability

KU12. types of fire

KU13. procedure of operating different types of fire extinguishers

KU14. safety relevant to tools, tackles, and equipment as per applicability

KU15. housekeeping activities relevant to task

KU16. ways of transmission of infection

KU17. ways to manage infectious risks at the workplace

KU18. different methods of cleaning, disinfection, sterilization, and sanitization

KU19. symptoms of infection like fever, cough, redness, swelling, and inflammation

Generic Skills (GS)

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

GS1. write in at least one language, preferably in the local language of the site

GS2. fill safety formats for near miss, unsafe conditions and safety suggestions

GS3. read in one or more language, preferably in the local language of the site



Qualification Pack

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



Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow safety norms as defined by the organization</i>	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	10.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023



Qualification Pack

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

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

Constitutional values - Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

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

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team



Qualification Pack

Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

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

Essential Digital Skills

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

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

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

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

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

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

KU9. different types of financial products and services



Qualification Pack

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

Generic Skills (GS)

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

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



Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	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	-	-	-	-



Qualification Pack

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	-	-



Qualification Pack

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.



Qualification Pack

- 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 iteration 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/N1501.Select and shift construction tools, equipment and materials to the store	30	60	0	10	100	35
CON/N1502.Stack and store tools, equipment and materials in the store/ yard at the construction site	30	60	0	10	100	35
CON/N8001.Work effectively in a team to deliver desired results at the workplace	30	70	0	0	100	10
CON/N9001.Work according to personal health, safety and environment protocols at construction site	30	70	0	0	100	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
Total	140	290	0	20	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
FIFO	First in-First out
MCQ	Multiple Choice Question
PPE	Personal Protective Equipment



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.



Qualification Pack

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>