



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Model Curriculum

QP Name: Supervisor - Site EHS

QP Code: CON/Q1402

Version: 3.0

NSQF Level: 5.5

Model Curriculum Version: 3.0

Construction Skill Development Council of India || Tower 4B, DLF Corporate Park, 201&, 202 4B, Mehrauli-Gurgaon Rd, DLF Phase 3, Gurugram, Haryana 122002



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Table of Contents

Training Parameters.....	3
Program Overview	5
Training Outcomes.....	5
Compulsory Modules	5
Module 1: Introduction to the Role of a Supervisor - Site EHS.....	7
Module 2: Enforcing Adherence to Safe Work Practice at Site	8
Module 3: Conducting Orientation and EHS-based Training of Manpower at Construction Site	10
Module 4: Preventing Unsafe Conditions of Site Environment	11
Module 5: Investigating and Reporting on Safety Relevant Concerns at Construction Site	12
Module 6: Supervise, monitor and evaluate performance of subordinates at workplace.....	14
Module 7: Manage workplace for safe and healthy work environment	15
Module 8: Employability Skills	17
Module 9: On-the-Job Training.....	20
Annexure.....	21
Trainer Requirements	21
Assessor Requirements.....	22
Assessment Strategy.....	23
References	25
Glossary.....	25
Acronyms and Abbreviations.....	26



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Training Parameters

Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Environment, Health and Safety
Country	India
NSQF Level	5.5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3257.9900
Minimum Educational Qualification and Experience	<p>Completed 3rd year of 3-year/ 4-year UG</p> <p>OR</p> <p>Completed 2nd year diploma after 12th with 1-year relevant experience</p> <p>OR</p> <p>Completed 2nd year of 3-year UG with 1-year relevant experience</p> <p>OR</p> <p>Completed 3-year diploma (after 10th) with 2-year relevant experience</p> <p>OR</p> <p>12th Grade pass with 3-year relevant experience</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level 5 with 1.5-year relevant experience</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level 4.5 with 3 years relevant experience</p>
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	31/03/2022
Next Review Date	31/03/2025



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



NSQC Approval Date	31/03/2022
QP Version	3.0
Model Curriculum Creation Date	31/03/2022
Model Curriculum Valid Up to Date	31/03/2025
Model Curriculum Version	3.0
Minimum Duration of the Course	660 Hours
Maximum Duration of the Course	660 Hours
Rationalisation Date	18/04/2024



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Program Overview

This section summarises the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills to:

- Explain how to enforce adherence to safe work practices at the site.
- Discuss how to conduct orientation and EHS(Environment, Health and Safety) based training of manpower at the construction site.
- Show how to prevent the unsafe condition of the site environment.
- Elucidate investigating and reporting on safety-relevant concerns at the construction site.
- Elucidate ways to supervise, monitor and evaluate the performance of subordinates at the workplace.
- Elucidate ways to manage the workplace for a safe and healthy work environment.
- Discuss the applicable employability skills.

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
CON/N1403: Enforce adherence to safe work practice at site NOS Version- 3.0 NSQF Level- 5.5	30:00	60:00	00:00	00:00	90:00
Module 1: Introduction to the Role of a Supervisor - Site EHS	05:00	00:00	0:00	00:00	05:00
Module 2: Enforcing adherence to safe work practice at the site	25:00	60:00	00:00	00:00	85:00
CON/N1404: Conduct orientation and EHS based training of manpower at construction site NOS Version- 3.0 NSQF Level- 5.5	30:00	90:00	00:00	00:00	120:00
Module 3: Conducting orientation and EHS-based training of manpower at construction site	30:00	90:00	00:00	00:00	120:00



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



CON/N1405: Prevent unsafe condition of site environment NOS Version- 3.0 NSQF Level- 5.5	30:00	30:00	60:00	00:00	120:00
Module 4: Preventing unsafe condition of site environment	30:00	30:00	60:00	00:00	120:00
CON/N1406: Investigate and report on safety relevant concerns at construction site NOS Version- 3.0 NSQF Level- 5.5	40:00	80:00	60:00	00:00	180:00
Module 5: Investigating and reporting on safety relevant concerns at construction site	40:00	80:00	60:00	00:00	180:00
CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace NOS Version- 5.0 NSQF Level- 6	05:00	25:00	00:00	00:00	30:00
Module 6: Supervise, monitor and evaluate performance of subordinates at workplace	05:00	25:00	00:00	00:00	30:00
CON/N9002: Manage workplace for safe and healthy work environment NOS Version- 4.0 NSQF Level -5	15:00	15:00	00:00	00:00	30:00
Module 7: Manage safety and healthy at workplace	15:00	15:00	00:00	00:00	30:00
DGT/VSQ/N0103: Employability Skills (90 Hours) NOS Version- 1.0 NSQF Level- 5	90:00	00:00	00:00	00:00	90:00
Module 8: Employability Skills	90:00	00:00	00:00	00:00	90:00
Total Duration	240:00	300:00	120:00	00:00	660:00



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Module Details

Module 1: Introduction to the Role of a Supervisor - Site EHS

Mapped to CON/N1403, v3.0

Terminal Outcomes:

- Discuss the job role of a Supervisor - Site EHS.

Duration: 05:00	Duration: 0:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none">• Describe the size and scope of the Construction industry and its sub-sectors.• Discuss the role and responsibilities of a Supervisor - Site EHS.• Identify various employment opportunities for a Supervisor - Site EHS.	
Classroom Aids	
Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop, Video Films	
Tools, Equipment and Other Requirements	
NA	



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Module 2: Enforcing Adherence to Safe Work Practice at Site

Mapped to CON/N1403, v3.0

Terminal Outcomes:

- Describe the various types of hazards, accidents and emergencies associated with the workplace and their prevention methods.
- Explain the procedures to evaluate and improve EHS concerns at the construction site.

Duration: 25:00	Duration: 60:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Discuss the different safety signs and bulletin boards used at the construction site. Explain the personal protective equipment (PPE) associated with various job roles in the construction sector. Describe the various types of hazards, accidents and emergencies associated with the workplace and their prevention methods. Explain the safe handling procedure for the tools and equipment involved in construction work. Describe the procedures involved in the evaluation of EHS concerns. Discuss the work permit for various construction works such as welding, cutting, grinding etc. Explain the procedure for waste disposal as per organizational and environmental norms. 	<ul style="list-style-type: none"> Show the installation of various sign boards and bulletin boards for safety as per the standards and legal requirements. Demonstrate to implement safe work practices at construction sites. Demonstrate to conduct safety walk /site safety inspection. Demonstrate safe access to the scaffold and walkways with all safety installations such as fall protection, safety net etc. Demonstrate to ensure adequate safety measures are followed at the site. Show how to use the appropriate personal protective equipment (PPEs) as per health and safety specifications. Demonstrate the activities to encourage workers to identify unsafe/unhealthful workplace conditions and hazards. Demonstrate checking the sub-contractors work for EHS compliance. Demonstrate to grant/ obtain EHS department clearance for the respective construction works. Demonstrate to ensure various safety permits for starting the related construction work.



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Classroom Aids

Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop

Tools, Equipment and Other Requirements

Safety Signage Materials, Bulletin Board, Safety Procedures and Guidelines Documentation, Safety Checklist, Safety Inspection Checklist, Observation Log, Fall Protection Equipment (e.g., Safety Harness, Safety Net), Access Control Devices (e.g., Gates, Barriers), Personal Protective Equipment (PPE) (e.g., Hard Hats, Safety Glasses, Gloves), Suggestion Box or Feedback System, EHS Clearance Documentation System, Inspection Tools (e.g., Flashlight, Measuring Tape), Repair and Maintenance Equipment



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Module 3: Conducting Orientation and EHS-based Training of Manpower at Construction Site

Mapped to CON/N1404, v3.0

Terminal Outcomes:

- Explain the importance of EHS-based orientation and training programs.
- Discuss the requirement for special tools box.

Duration: 30:00	Duration: 90:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the concept of the electrical Discuss the importance of EHS-based orientation and training programs for the workers/ new employees of the construction site. • Explain the steps to conduct training for the safe use of equipment, PPE and tools. • Describe the procedure to raise service requests for tools, materials and equipment as per the organisational norms • Discuss the procedure for site maintenance work as per EHS norms. • Explain the procedure to conduct hygiene training programs at the construction site • Describe the importance of the special toolbox talk and procedure for its implementation. 	<ul style="list-style-type: none"> • Demonstrate orientations and training on how to provide health and safety to new employees. • Demonstrate how to conduct safety training and use of safety equipment, and PPE. • Show how to conduct the training of workers about hazards, methods to prevent harm, EHS standards, machine guards, PPE, etc. • Demonstrate conducting hygiene training programs, atmosphere/ventilation monitoring, surveys, or asbestos management plans • Show how to conduct the EHS awareness training and maintain their records.
Classroom Aids	
Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop	
Tools, Equipment and Other Requirements	
Safety Training Materials (e.g., Presentations, Videos), Safety Equipment (e.g., Hard Hats, Safety Glasses, Gloves), Personal Protective Equipment (PPE) (e.g., Respirators, Safety Harnesses), Training Materials on Hazard Identification and Prevention, EHS Standards Documentation, Noise Survey Equipment (e.g., Sound Level Meters), Atmosphere Monitoring Equipment (e.g., Gas Detectors), Ventilation Survey Tools (e.g., Anemometers, Airflow Meters), Asbestos Management Plan Documentation	



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Module 4: Preventing Unsafe Conditions of Site Environment

Mapped to CON/N1405, v3.0

Terminal Outcomes:

- Discuss the various types of hazardous materials/ wastes associated with a construction site.
- Describe the EHS protocols and procedures in case of any hazards, accidents or emergencies.

Duration: 30:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the various types of hazardous materials/ wastes associated with a construction site. • Explain the EHS protocols and procedures in case of any hazards, accidents or emergencies. • Describe the methods for dealing with hazards and accidents at a construction site. • Discuss the limits of responsibility for identifying site accidents or injuries. • Explain the procedure for waste disposal as per organizational and environmental norms • Explain the procedure to maintain an emergency response plan. • Discuss the tolerance/ minimum levels of dust, air pollution, noise pollution, etc. and methods to control them. 	<ul style="list-style-type: none"> • Demonstrate to prepare/ implement emergency response plans/ procedures as per requirements. • Demonstrate the methods to collect and evaluate the samples of hazardous materials. • Show the proper disposal of hazardous materials/ hazardous wastes from the construction site. • Demonstrate the methods to barricade/ protect/ guard all the openings in floors, edges, slabs, hatchways and stairways to avoid any accidents. • Demonstrate to evaluate and ensure adequate ventilation, exhaust equipment, lighting, etc. at the work area. • Show the methods to deal with accidental breakages and spillages on priority to avoid prevent any emergency condition. • Demonstrate the methods to control/ minimize the level of dust, air pollution, noise pollution, etc. caused during construction activities.
Classroom Aids	
Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop	
Tools, Equipment and Other Requirements	
Safety Signage and Labels, Emergency Alarm Systems, Sample Collection Containers (e.g., Bottles, Bags), Personal Protective Equipment (e.g., Gloves, Goggles), Sample Collection Tools (e.g., Scoops, Pipettes), Sample Labels and Tags, Waste Disposal Tools (e.g., Drum Handling Equipment), Environmental Monitoring Devices (e.g., Dust Monitors, Air Quality Monitors), Noise Level Meters, Corrective Action Tools (e.g., Dust Suppression Systems, Noise Control Barriers)	



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Module 5: Investigating and Reporting on Safety Relevant Concerns at Construction Site

Mapped to CON/N1406, v3.0

Terminal Outcomes:

- Discuss the evaluation of EHS concerns and risks at the construction site.
- Discuss the identification of hazards or unsafe site conditions and report the same to the appropriate authorities.

Duration: 40:00	Duration: 80:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the evaluation of EHS concerns and risks at the construction site. • Explain the statutory compliance related to the safety concerns of the construction sites. • Describe the techniques to investigate and document the accidents or near-miss that have taken place at the workplace. • Explain all the preventive measures taken to avoid any accidents or near misses at the construction site. • Discuss the identification of hazards or unsafe site conditions and report the same to the appropriate authorities. • Explain the procedure to obtain an EHS permit prior to and post-completion of work. • Describe the responses that could be taken during emergencies. • Explain the methods of data analysis for EHS near-miss and accident cases, and derive possible remedies for same. • Discuss the first-aid requirement of a construction site. 	<ul style="list-style-type: none"> • Demonstrate the methods of reporting and documentation of the accidents that took place at the construction site. • Demonstrate how to conduct an investigation for all the accidents and near-misses that occurred at the workplace. • Show how to take all the preventive measures to avoid any accidents or near misses at the construction site. • Demonstrate to install fire prevention equipment, safety equipment, or first-aid facilities at the workplace. • Show how to identify unsafe site conditions and report to the appropriate department/ person for preventive actions. • Demonstrate the activities/ measures taken in case of a fall of a person in near-miss accidents. • Demonstrate the methods to analyse the data of near-miss accidents and adopt preventive measures to avoid them as per the EHS norms.
Classroom Aids	



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop

Tools, Equipment and Other Requirements

Accident Investigation Kit, Camera or Video Recorder (for visual documentation), Measurement Tools (e.g., Tape Measure, Laser Distance Meter), Inspection Checklist, Fire Extinguishers, Safety Equipment (e.g., Safety Harnesses, Hard Hats, Safety Goggles), First-Aid Kit, Fall Protection Equipment (e.g., Safety Harnesses, Lanyards), Rescue Equipment (e.g., Rope, Rescue Hook),



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Module 6: Supervise, monitor and evaluate performance of subordinates at workplace

Mapped to CON/N8003, v5.0

Terminal Outcomes:

- Elucidate ways to monitor and evaluate subordinate's performance as per quality.
- Discuss various practices to promote gender-inclusive behavior and leadership.

Duration: 05:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss various policies, procedures and work targets for performance evaluation and appraisals. • Discuss various organizational policies, procedures and protocols for the smooth completion of work at the respective workplace. • Explain the importance of completing work/tasks accurately by following standard specifications and procedures by optimized and correct use of materials, tools, tackles and equipment. 	<ul style="list-style-type: none"> • Demonstrate ways to inspect assigned work to the respected gang of workers through progressive checking. • Demonstrate how to observe and verify the work activities performed by the subordinates at the construction site. • Show how to monitor the overall performance of subordinates on the designed measures to ensure quality requirements set by the concerned authority.
Classroom Aids	
Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop, Video Films	
Tools, Equipment and Other Requirements	
NA	



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Module 7: Manage workplace for safe and healthy work environment

Mapped to CON/N9002, v4.0

Terminal Outcomes:

- Discuss maintaining a healthy and safe working environment at the construction site.
- Identify risks and other emergencies at the workplace and respond accordingly to minimise risk.
- Explain methods of sanitization and infection control measures followed at the construction site.

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the various types of hazards at construction sites and procedures to respond in case of any emergency or accidents. • Discuss the various personal protective equipment (PPE) used during various construction works. • Describe the safe work practices to be followed while performing tasks. • Discuss the methods to ensure the workplace safety and good health of workers. • Explain the safe ways for using tools, tackles, equipment and materials as specified by the Environment, Health and Safety (EHS) department. • Discuss the policies, guidelines and other requirements related to workplace safety as per EHS department/ government norms. • Describe the various types of infectious disease, their symptoms and control, at the construction site. • Discuss the medical guidelines, national legislation, local policies and protocols regarding the spread of infectious disease. 	<ul style="list-style-type: none"> • Demonstrate effective implementation of the health and safety plan for all the subordinates at the construction site. • Perform checks to ensure the safe handling, stacking and storing of tools, tackles, equipment and materials at the workplace. • Demonstrate effective use of proper PPE by the subordinates. • Demonstrate provision for proper entrance and exit from confined spaces, excavated pits and other locations of the workplace, as per safety recommendations. • Demonstrate the use of fire protection equipment for different types of fire hazards. • Demonstrate ways to create awareness about organisational policies and procedures associated with the health, safety and welfare of construction workers. • Demonstrate the procedures for identifying, recording and reporting hazards/accidents/hazards of any infectious disease/ pandemic as per organisational and statutory requirements. • Demonstrate effective implementation of control measures to reduce risks.



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



	<ul style="list-style-type: none"> • Demonstrate vertigo test. • Demonstrate the practices to maintain personal hygiene, workplace hygiene and site/workplace sanitization.
Classroom Aids:	
Black/White board, marker, Projector/LED Monitor, Computer, Trade specific charts, Safety Tags, Safety Notice board, registers and other teaching aids	
Tools, Equipment and Other Requirements	
Leather Hand Gloves, Jumpsuit, Wire brush, Hand and Leg guard leather, Safety goggles, Nose mask, Ear protection, Fire extinguishers, Sand buckets Flashback arrestors, Welding helmet, Welding glass, Fire Extinguisher, Fire prevention kit, First Aid box, Safety Tags, Safety Notice board	



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Module 8: Employability Skills (90 Hours)

Mapped to DGT/VSQ/N0103, v1.0

Duration: 90:00

Key Learning Outcomes

Introduction to Employability Skills Duration: 3 Hours

After completing this programme, participants will be able to:

1. Outline the importance of Employability Skills for the current job market and future of work
2. List different learning and employability related GOI and private portals and their usage
3. Research and prepare a note on different industries, trends, required skills and the available opportunities

Constitutional values – Citizenship Duration: 1.5 Hours

4. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
5. Demonstrate how to practice different environmentally sustainable practices

Becoming a Professional in the 21st Century Duration: 5 Hours

6. Discuss relevant 21st century skills required for employment
7. Highlight the importance of practicing 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life
8. Create a pathway for adopting a continuous learning mindset for personal and professional development

Basic English Skills Duration: 10 Hours

9. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
10. Read and understand text written in basic English
11. Write a short note/paragraph / letter/e-mail using correct basic English

Career Development & Goal Setting Duration: 4 Hours

12. Create a career development plan
13. Identify well-defined short- and long-term goals

Communication Skills Duration: 10 Hours

14. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette
15. Write a brief note/paragraph on a familiar topic



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



16. Explain the importance of communication etiquette including active listening for effective communication
17. Role play a situation on how to work collaboratively with others in a team

Diversity and Inclusion Duration: 2.5 Hours

18. Demonstrate how to behave, communicate, and conduct appropriately with all genders and PwD
19. Discuss the significance of escalating sexual harassment issues as per POSH act

Financial and Legal Literacy Duration: 10 Hours

20. Discuss various financial institutions, products, and services
21. Demonstrate how to conduct offline and online financial transactions, safely and securely and check passbook/statement
22. Explain the common components of salary such as Basic, PF, Allowances (HRA, TA, DA, etc.), tax deductions
23. Calculate income and expenditure for budgeting
24. Discuss the legal rights, laws, and aids

Essential Digital Skills Duration: 20 Hours

25. Describe the role of digital technology in day-to-day life and the workplace
26. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
27. Demonstrate how to connect devices securely to internet using different means
28. Follow the dos and don'ts of cyber security to protect against cyber crimes
29. Discuss the significance of displaying responsible online behavior while using various social media platforms
30. Create an e-mail id and follow e-mail etiquette to exchange e-mails
31. Show how to create documents, spreadsheets and presentations using appropriate applications
32. utilize virtual collaboration tools to work effectively

Entrepreneurship Duration: 7 Hours

33. Explain the types of entrepreneurship and enterprises
34. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
35. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
36. Create a sample business plan, for the selected business opportunity

Customer Service Duration: 9 Hours

37. Classify different types of customers



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



38. Demonstrate how to identify customer needs and respond to them in a professional manner
39. Discuss various tools used to collect customer feedback
40. Discuss the significance of maintaining hygiene and dressing appropriately

Getting ready for apprenticeship & Jobs Duration: 8 Hours

41. Draft a professional Curriculum Vitae (CV)
42. Use various offline and online job search sources to find and apply for jobs
43. Discuss the significance of maintaining hygiene and dressing appropriately for an interview
44. Role play a mock interview
45. List the steps for searching and registering for apprenticeship opportunities



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Module 9: On-the-Job Training

Mapped to Supervisor - Site EHS

Mandatory Duration: 120:00	Recommended Duration: 00:00
Location: On-Site	
Terminal Outcomes <ul style="list-style-type: none">● Show the various types of hazards, accidents and emergencies associated with the workplace and their prevention methods.● Demonstrate the procedures to evaluate and improve EHS concerns at the construction site.● Demonstrate the importance of EHS-based orientation and training programs.● Show how to access and use the special tools box.● Demonstrate the various types of hazardous materials/ wastes associated with a construction site.● Demonstrate the EHS protocols and procedures in case of any hazards, accidents or emergencies.● Demonstrate the evaluation of EHS concerns and risks at the construction site.● Demonstrate the identification of hazards or unsafe site conditions and report the same to the appropriate authorities.● Show the ways to supervise, monitor and evaluate the performance of subordinates at the workplace.● Demonstrate the ways to manage the workplace for a safe and healthy work environment.	



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialisation	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
B. Tech	Civil/Mechanical/ Electrical	8	Environment, Health and Safety	0	-	
Diploma	Civil/Mechanical/ Electrical	10	Environment, Health and Safety	0	-	
ITI	Civil/Mechanical/ Electrical	13	Environment, Health and Safety	0	-	
General BA/BSc./ EX-Army/ 12th	Civil/Mechanical/ Electrical	13	Environment, Health and Safety	0	-	

Trainer Certification	
Domain Certification	Platform Certification
Recommended that the Trainer is certified for the Job Role: "Supervisor - Site EHS", mapped to the Qualification Pack: "CON/Q1402, v3.0". The minimum accepted score is 80%.	Recommended that the Trainer is certified for the Job Role: "Trainer (VET and skills)", mapped to the Qualification Pack: "MEP/Q2601, v3.0". The minimum accepted score is 80%.



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
B. Tech	Civil/Mechanical/ Electrical	8	Environment, Health and Safety	0	-	
Diploma	Civil/Mechanical/ Electrical	10	Environment, Health and Safety	0	-	
ITI	Civil/Mechanical/ Electrical	13	Environment, Health and Safety	0	-	

Assessor Certification	
Domain Certification	Platform Certification
Recommended that the Assessor is certified for the Job Role: "Supervisor - Site EHS", mapped to the Qualification Pack: "CON/Q1402, v3.0". The minimum accepted score is 80%.	Recommended that the Assessor is certified for the Job Role: "Assessor (VET and skills)", mapped to the Qualification Pack: "MEP/Q2701, v3.0". The minimum accepted score is 80%.



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP
- The batch allocation Matrix prepared for each month based on previous months' performance of AAs, which determines the quantum of Assessment which can be allocated to each AA for a month
- Post allocation of assessment, Assessment agencies send the assessment confirmation to SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process.

2. Testing Environment:

- A combination of Theory and practical/demonstration test is deployed to assess knowledge and Skill respectively of Learners.
- Assessment is conducted at Training center in in-person/offline mode
- For Skill assessment, environment is simulated to create a realistic Working Environment that should replicate the key features of the workplace. In job roles, where it is difficult to replicate the same, the OJT assessment is implemented.
- During the practical task, trainees are assessed on their workmanship, quality of finished product, time management, etc., based on the performance criteria (PC), knowledge and understanding and their professional and soft skills as specified in the qualification pack.
- Knowledge assessment is done through closed ended questions up to level 4 and from level 5 onwards, it is mixture of open ended and closed ended questions

3. Assessment Quality Assurance levels/Framework

- Assessment criteria is developed for each QP which acts as a guide for developing question set /banks
- Sample questions aligned with Assessment criteria for each QP are developed by SSC and validated by industry
- Taking reference of Assessment criteria and Sample Questions, AAs create the question bank which is further validated by SSC
- Questions are mapped to the specified assessment criteria
- It is mandatory that Assessor and Trainer must be ToA certified & ToT Certified respectively
- Continuous Monitoring through virtual and In-person mode are conducted to ensure the assessment is conducted as per stipulated process
- Process and Technical audit of assessment batches by quality team are conducted to avoid the errors in assessment process
- A well -defined comprehensive framework of NON-COMPLIANCE MATRIX is defined and implemented to identify the non-compliance made by assessor and AA and punitive actions are taken correspondingly.



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



- The capacity building sessions are conducted regularly for assessors and assessment agencies to update them about best practices in assessment

4. Types of evidence or evidence-gathering protocol:

- Post Assessment, the evidences are uploaded by Assessor to assessment agency and further assessment agency to SSC as per stipulated TAT
- Evidences are broadly the photographic and video graphic in nature
- Assessment agencies upload the evidence on SIP and detailed evidence on SSC digital platform (ZoHO)
- Evidences are; NOS wise-Geotagged photographs and videos of Theory Test & Practical Tasks, Attendance sheet, result summary sheet, group photographs.

5. Method of verification or validation:

- The process and technical audit of assessment batches are done by SSC
- Attendance of each candidate is verified and it is ensured that only those candidates are assessed by assessors who are meeting the stipulated minimum percentage of attendance
- The result of each candidate is verified, it is verified that that result on SIP are matching with respect to summary sheet submitted by AAs
- Under detailed technical audit for sample of batches, the knowledge and skill assessment results for each candidate is checked in technical aspect.
- All the evidences of batches are preserved on server of SSC digital platform

On the Job:

- On job training (OJT), candidates undergo training and learning at actual workplace for a fixed period of time and a certain weightage of assessment is allocated out of total skill weightage of Qualification Pack for undergoing OJT as stipulated by CSDCI. This OJT score and assessors' end point score are combined to arrive at final Marking/grading of trainees' skill test. The OJT score is determined by Supervisor of company under which candidates undergo on job training.



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



References

Glossary

Term	Description
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do it upon the completion of the training.
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome.



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
CSDCI	Construction Skill Development Council of India
MCQ	Multiple Choice Question
EHS	Environment Health and Safety