

## Qualification Pack



# Production Engineer

QP Code: CSC/Q1201

Version: 3.0

NSQF Level: 5

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## Qualification Pack

### Contents

CSC/Q1201: Production Engineer .....	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
CSC/N1335: Follow the health and safety practices at the work .....	5
CSC/N1336: Coordinate with co-workers to achieve work efficiency .....	13
CSC/N1201: Plan and manage the production process .....	19
DGT/VSQ/N0102: Employability Skills (60 Hours) .....	29
Assessment Guidelines and Weightage .....	36
<i>Assessment Guidelines</i> .....	36
<i>Assessment Weightage</i> .....	37
Acronyms .....	38
Glossary .....	39



## Qualification Pack

### CSC/Q1201: Production Engineer

#### Brief Job Description

A Production Engineer is responsible for supervising production processes such as machining, fabrication, welding, surface finishing, assembly, etc. The individual supervises the whole production cycle from planning, resource management, production to review of the production processes to ensure adherence to applicable standards, regulations and organisational guidelines. The person supervises and assist various personnel involved in the production activities for ensuring smooth operations at the production facility and achieving the productions targets.

#### Personal Attributes

The individual must be physically fit to work for long durations. The person must have an eye for detail with analytical and problem-solving skills. The individual must have excellent verbal and written communication skills with the ability to work in coordination with others to achieve the work objectives, and take independent decisions regarding the area of work.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [CSC/N1335: Follow the health and safety practices at the work](#)
2. [CSC/N1336: Coordinate with co-workers to achieve work efficiency](#)
3. [CSC/N1201: Plan and manage the production process](#)
4. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Capital Goods
<b>Sub-Sector</b>	Machine Tools, Dies, Moulds and Press Tools, Plastics Manufacturing Machinery, Textile Manufacturing Machinery
<b>Occupation</b>	Shop Floor Management
<b>Country</b>	India
<b>NSQF Level</b>	5



## Qualification Pack

<b>Credits</b>	19
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/NIL
<b>Minimum Educational Qualification &amp; Experience</b>	<p>10th Class (with 4 years relevant experience) with 4 Years of experience OR 10th Class ( with 1 year (NTC or NAC or NITC)) with NA of experience OR 12th Class (with 2 years relevant experience) with 2 Years of experience OR Certificate-NSQF (Certified in NSQF-L4 Materials - Engineer with 3 years relevant experience) with 3 Years of experience OR Diploma (Completed 3 year diploma (mechanical) after 10th with 1 year relevant experience) with 1 Year of experience OR Diploma (Completed 1st year of 2 year of diploma (after 12th)) with NA of experience OR Graduate (Completed 1st year of UG (UG Certificate)) with NA of experience OR Graduate (Pursuing 2nd year of UG) with NA of experience</p>
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	31/03/2025
<b>NSQC Approval Date</b>	31/03/2022
<b>Version</b>	3.0
<b>Reference code on NQR</b>	2022/CCM/CGSC/06610
<b>NQR Version</b>	1



## Qualification Pack

### CSC/N1335: Follow the health and safety practices at the work

#### Description

This OS unit is about following the appropriate health and safety practices at work. It covers responsibilities towards self and others to ensure a safe work environment.

#### Scope

The scope covers the following :

- Maintain personal health and safety
- Assist in hazard management
- Check the first aid box, firefighting and safety equipment
- Assist in waste management
- Follow the fire safety guidelines
- Follow the emergency and first-aid procedures
- Carry out relevant documentation and review

#### Elements and Performance Criteria

##### *Maintain personal health and safety*

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

- PC1.** follow the recommended practices to ensure protection from infections and transmission to others, such as the use of hand sanitiser and face mask
- PC2.** check the work conditions, assess the potential health and safety risks, and take appropriate measures to mitigate them
- PC3.** select and use the appropriate Personal Protective Equipment (PPE) relevant to the task and work conditions
- PC4.** follow the recommended techniques while lifting and moving heavy objects to avoid injury
- PC5.** follow the manufacturer's instructions and workplace safety guidelines while working on heavy machinery, tools and equipment

##### *Assist in hazard management*

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

- PC6.** identify existing and potential hazards at work
- PC7.** assess the potential risks and injuries associated with the identified hazards
- PC8.** coordinate with the supervisor or other relevant personnel to prevent or minimise the identified hazards
- PC9.** handle hazardous materials safely and store them in the designated storage

##### *Check the first aid box, firefighting and safety equipment*

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

- PC10.** check the first aid box to ensure it is updated with the relevant first aid supplies
- PC11.** check and test the firefighting and various safety equipment to ensure they are in usable condition



## Qualification Pack

**PC12.** coordinate with the supervisor for the repair and replacement of firefighting and safety equipment

### *Assist in waste management*

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

**PC13.** segregate waste into appropriate categories

**PC14.** recycle the recyclable waste appropriately

**PC15.** dispose of the non-recyclable waste in an environment-friendly manner, complying with the applicable regulations

### *Follow the fire safety guidelines*

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

**PC16.** use the appropriate type of fire extinguisher to extinguish different types of fires safely

**PC17.** follow the recommended practices for a safe rescue during a fire emergency

**PC18.** coordinate with the fire department to request assistance to extinguish a serious fire

### *Follow the emergency and first-aid procedures*

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

**PC19.** follow the organisational health and safety guidelines during workplace emergencies to ensure own and co-workers' safety

**PC20.** follow the recommended practices to minimise loss to organisational property during an emergency

**PC21.** follow the recommended procedure to free a person from electrocution

**PC22.** administer appropriate first aid to the injured personnel

**PC23.** perform Cardiopulmonary Resuscitation (CPR) on a potential victim of cardiac arrest

**PC24.** coordinate with the emergency services to request medical assistance for seriously injured/ill personnel requiring professional medical attention or hospitalisation

### *Carry out relevant documentation and review*

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

**PC25.** carry out appropriate documentation following a health and safety incident at work, including all the required information

**PC26.** coordinate with the relevant personnel to review health and safety conditions at work regularly or following an incident

**PC27.** assist in implementing appropriate changes to improve the health and safety conditions at work

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** the recommended practices to be followed to ensure protection from infections and transmission to others, such as the use of hand sanitiser and face mask

**KU2.** the importance and process of checking the work conditions, assessing the potential health and safety risks, and take appropriate measures to mitigate them

**KU3.** the importance and process of selecting and using the appropriate PPE relevant to the task and work conditions



## Qualification Pack

- KU4.** the recommended techniques to be followed while lifting and moving heavy objects to avoid injury
- KU5.** the importance of following the manufacturer's instructions and workplace safety guidelines while working on heavy machinery, tools and equipment
- KU6.** the importance and process of identifying existing and potential hazards at work
- KU7.** the process of assessing the potential risks and injuries associated with the various hazards
- KU8.** how to prevent or minimise different types of hazards
- KU9.** how to handle and store hazardous materials safely
- KU10.** the importance of ensuring the first aid box is updated with the relevant first aid supplies
- KU11.** the process of checking and testing the firefighting and various safety equipment to ensure they are in a usable condition
- KU12.** the criteria for segregating waste into appropriate categories
- KU13.** the appropriate methods for recycling the recyclable waste
- KU14.** the process of disposing of the non-recyclable waste safely and the applicable regulations
- KU15.** Use of different types of fire extinguishers to extinguish different types of fires
- KU16.** the recommended practices to be followed for a safe rescue during a fire emergency
- KU17.** how to request assistance from the fire department to extinguish a serious fire
- KU18.** the appropriate practices to be followed during workplace emergencies to ensure safety and minimise loss to organisational property
- KU19.** common health and safety hazards present in a work environment, associated risks, and how to mitigate them
- KU20.** safe working practices to be followed while working at various hazardous sites and using electrical equipment
- KU21.** the importance of ensuring easy access to firefighting and safety equipment
- KU22.** the appropriate preventative and remedial actions to be taken in the case of exposure to toxic materials, such as poisonous chemicals and gases
- KU23.** various causes of fire in different work environments and the recommended precautions to be taken to prevent fire accidents
- KU24.** different methods of extinguishing fire
- KU25.** different materials used for extinguishing fire, such as sand, water, foam, CO<sub>2</sub>, dry powder, etc.
- KU26.** the applicable rescue techniques to be followed during a fire emergency
- KU27.** the importance of placing safety signs and instructions at strategic locations in a workplace and following them
- KU28.** different types of first aid treatment to be provided for different types of injuries
- KU29.** potential injuries associated with incorrect manual handling
- KU30.** how to move an injured person safely
- KU31.** various hazards associated with the use of various machinery, tools, implements, equipment and materials
- KU32.** the importance of ensuring no obstruction and free access to fire exits
- KU33.** how to free a person from electrocution safely
- KU34.** how to administer appropriate first aid to an injured person



## Qualification Pack

- KU35.** how to perform Cardiopulmonary Resuscitation (CPR)
- KU36.** the importance of coordinating with the emergency services to request urgent medical assistance for persons requiring professional medical attention or hospitalisation
- KU37.** the appropriate documentation to be carried out following a health and safety incident at work, and the relevant information to be included
- KU38.** the importance and process of reviewing the health and safety conditions at work regularly or following an incident
- KU39.** the importance and process of implementing appropriate changes to improve the health and safety conditions at work

## Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** communicate clearly and politely with co-workers and clients
- GS3.** read the relevant literature to get the latest updates about the field of work
- GS4.** listen attentively to understand the information being shared
- GS5.** plan and prioritise tasks to ensure timely completion
- GS6.** take quick decisions to deal with workplace emergencies and accidents
- GS7.** identify possible disruptions to work and take appropriate preventive measures
- GS8.** coordinate with the co-workers to achieve the work objectives
- GS9.** evaluate all possible solutions to a problem to select the best one



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain personal health and safety</i>	<b>7</b>	<b>12</b>	-	-
<b>PC1.</b> follow the recommended practices to ensure protection from infections and transmission to others, such as the use of hand sanitiser and face mask	2	3	-	-
<b>PC2.</b> check the work conditions, assess the potential health and safety risks, and take appropriate measures to mitigate them	1	2	-	-
<b>PC3.</b> select and use the appropriate Personal Protective Equipment (PPE) relevant to the task and work conditions	1	2	-	-
<b>PC4.</b> follow the recommended techniques while lifting and moving heavy objects to avoid injury	1	3	-	-
<b>PC5.</b> follow the manufacturer's instructions and workplace safety guidelines while working on heavy machinery, tools and equipment	2	2	-	-
<i>Assist in hazard management</i>	<b>4</b>	<b>10</b>	-	-
<b>PC6.</b> identify existing and potential hazards at work	1	1	-	-
<b>PC7.</b> assess the potential risks and injuries associated with the identified hazards	1	3	-	-
<b>PC8.</b> coordinate with the supervisor or other relevant personnel to prevent or minimise the identified hazards	1	3	-	-
<b>PC9.</b> handle hazardous materials safely and store them in the designated storage	1	3	-	-
<i>Check the first aid box, firefighting and safety equipment</i>	<b>3</b>	<b>7</b>	-	-
<b>PC10.</b> check the first aid box to ensure it is updated with the relevant first aid supplies	1	2	-	-
<b>PC11.</b> check and test the firefighting and various safety equipment to ensure they are in usable condition	1	3	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> coordinate with the supervisor for the repair and replacement of firefighting and safety equipment	1	2	-	-
<i>Assist in waste management</i>	<b>3</b>	<b>8</b>	-	-
<b>PC13.</b> segregate waste into appropriate categories	1	3	-	-
<b>PC14.</b> recycle the recyclable waste appropriately	1	3	-	-
<b>PC15.</b> dispose of the non-recyclable waste in an environment-friendly manner, complying with the applicable regulations	1	2	-	-
<i>Follow the fire safety guidelines</i>	<b>3</b>	<b>12</b>	-	-
<b>PC16.</b> use the appropriate type of fire extinguisher to extinguish different types of fires safely	1	4	-	-
<b>PC17.</b> follow the recommended practices for a safe rescue during a fire emergency	1	4	-	-
<b>PC18.</b> coordinate with the fire department to request assistance to extinguish a serious fire	1	4	-	-
<i>Follow the emergency and first-aid procedures</i>	<b>7</b>	<b>12</b>	-	-
<b>PC19.</b> follow the organisational health and safety guidelines during workplace emergencies to ensure own and co-workers' safety	1	2	-	-
<b>PC20.</b> follow the recommended practices to minimise loss to organisational property during an emergency	1	3	-	-
<b>PC21.</b> follow the recommended procedure to free a person from electrocution	1	2	-	-
<b>PC22.</b> administer appropriate first aid to the injured personnel	1	2	-	-
<b>PC23.</b> perform Cardiopulmonary Resuscitation (CPR) on a potential victim of cardiac arrest	1	2	-	-
<b>PC24.</b> coordinate with the emergency services to request medical assistance for seriously injured/ ill personnel requiring professional medical attention or hospitalisation	2	1	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out relevant documentation and review</i>	<b>3</b>	<b>9</b>	-	-
<b>PC25.</b> carry out appropriate documentation following a health and safety incident at work, including all the required information	1	3	-	-
<b>PC26.</b> coordinate with the relevant personnel to review health and safety conditions at work regularly or following an incident	1	3	-	-
<b>PC27.</b> assist in implementing appropriate changes to improve the health and safety conditions at work	1	3	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CSC/N1335
<b>NOS Name</b>	Follow the health and safety practices at the work
<b>Sector</b>	Capital Goods
<b>Sub-Sector</b>	Machine Tools, Process Plant Machinery, Dies, Moulds and Press Tools, Electrical and Power Machinery, Plastics Manufacturing Machinery, Light Engineering Goods, Textile Manufacturing Machinery
<b>Occupation</b>	Machining
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	26/05/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	31/03/2022



## Qualification Pack

### CSC/N1336: Coordinate with co-workers to achieve work efficiency

#### Description

This OS unit is about working in coordination with co-workers to achieve the work objectives efficiently. It also covers practising inclusion at work.

#### Scope

The scope covers the following :

- Work effectively with co-workers
- Communicate effectively with co-workers
- Practice inclusion at work

#### Elements and Performance Criteria

##### *Work effectively with co-workers*

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

- PC1.** plan daily tasks at work to ensure their timely completion and efficient use of time
- PC2.** carry out work responsibilities adhering to the limits of authority
- PC3.** follow the supervisor's instructions to ensure adherence to the applicable quality standards and timescales
- PC4.** coordinate with the co-workers to achieve the work objectives efficiently
- PC5.** prepare the relevant documents and reports as per the supervisor's instructions, providing appropriate information clearly and systematically
- PC6.** coordinate with the supervisor or relevant personnel to deal with out of authority tasks and concerns
- PC7.** mentor and assist subordinates in the execution of their work responsibilities
- PC8.** identify possible disruptions to work through coordination with the relevant stakeholders and take appropriate preventive measures
- PC9.** use various resources efficiently to ensure maximum utilisation and minimum wastage
- PC10.** follow the recommended practices to avoid and resolve conflicts at work
- PC11.** follow the relevant organisational policies to ensure disciplined behaviour with maximum productivity at work

##### *Communicate effectively with co-workers*

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

- PC12.** follow the organisational policy for the efficient and timely dissemination of information to the authorised personnel
- PC13.** communicate clearly and politely to ensure effective communication with co-workers
- PC14.** follow the appropriate techniques for active listening during interactions

##### *Practice inclusion at work*

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

- PC15.** empathise with Persons with Disabilities (PwD)



## Qualification Pack

**PC16.** adopt gender-neutral behaviour at work

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the importance and process of effective communication in the workplace
- KU2.** the barriers to effective communication and how to overcome them
- KU3.** the importance of teamwork in an organisation's and individual's success
- KU4.** the importance of active listening in the work environment
- KU5.** the appropriate techniques to be followed for active listening
- KU6.** importance of avoiding casual expletives and unpleasant terms while communicating professional circles
- KU7.** the importance of maintaining discipline and ethical behaviour at work
- KU8.** the common reasons for interpersonal conflict and how to resolve them
- KU9.** the importance of developing effective work relationships for professional success
- KU10.** how expressing and addressing grievances appropriately and effectively
- KU11.** the importance and process of planning daily tasks to ensure their timely completion and efficient use of time
- KU12.** the importance of adhering to the limits of authority at work
- KU13.** the importance of following the applicable quality standards and timescales at work
- KU14.** the importance of coordinating with the co-workers to achieve the work objectives efficiently
- KU15.** the relevant documentation requirements
- KU16.** the importance of providing appropriate information clearly and systematically in work documents
- KU17.** the escalation matrix to be followed to deal with out of authority tasks and concerns
- KU18.** the importance and process of mentoring and assisting subordinates in the execution of their work responsibilities
- KU19.** how to identify possible disruptions to work prevent them
- KU20.** how to use various resources efficiently to ensure maximum utilisation and minimum wastage
- KU21.** the recommended practices to be followed at work to avoid and resolve conflicts at work
- KU22.** the importance and process of efficient and timely dissemination of information to the authorised personnel
- KU23.** how to communicate clearly and politely to ensure effective communication
- KU24.** the importance of following the recommended practices to ensure an inclusive environment for PwD and all genders at work

### Generic Skills (GS)

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

- GS1.** maintain work-related notes and records



## Qualification Pack

- GS2.** read work-related and other relevant literature
- GS3.** communicate politely and -professionally
- GS4.** listen attentively to understand the information or instructions being shared
- GS5.** plan and prioritise tasks to ensure timely completion
- GS6.** take prompt decisions to deal with workplace emergencies and accidents
- GS7.** evaluate all possible solutions to a problem to select the best one

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Work effectively with co-workers</i>	<b>20</b>	<b>43</b>	-	-
<b>PC1.</b> plan daily tasks at work to ensure their timely completion and efficient use of time	2	4	-	-
<b>PC2.</b> carry out work responsibilities adhering to the limits of authority	2	4	-	-
<b>PC3.</b> follow the supervisor's instructions to ensure adherence to the applicable quality standards and timescales	2	4	-	-
<b>PC4.</b> coordinate with the co-workers to achieve the work objectives efficiently	2	4	-	-
<b>PC5.</b> prepare the relevant documents and reports as per the supervisor's instructions, providing appropriate information clearly and systematically	2	4	-	-
<b>PC6.</b> coordinate with the supervisor or relevant personnel to deal with out of authority tasks and concerns	2	4	-	-
<b>PC7.</b> mentor and assist subordinates in the execution of their work responsibilities	2	4	-	-
<b>PC8.</b> identify possible disruptions to work through coordination with the relevant stakeholders and take appropriate preventive measures	2	4	-	-
<b>PC9.</b> use various resources efficiently to ensure maximum utilisation and minimum wastage	2	4	-	-
<b>PC10.</b> follow the recommended practices to avoid and resolve conflicts at work	1	4	-	-
<b>PC11.</b> follow the relevant organisational policies to ensure disciplined behaviour with maximum productivity at work	1	3	-	-
<i>Communicate effectively with co-workers</i>	<b>6</b>	<b>15</b>	-	-



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> follow the organisational policy for the efficient and timely dissemination of information to the authorised personnel	2	5	-	-
<b>PC13.</b> communicate clearly and politely to ensure effective communication with co-workers	2	5	-	-
<b>PC14.</b> follow the appropriate techniques for active listening during interactions	2	5	-	-
<i>Practice inclusion at work</i>	<b>4</b>	<b>12</b>	-	-
<b>PC15.</b> empathise with Persons with Disabilities (PwD)	2	6	-	-
<b>PC16.</b> adopt gender-neutral behaviour at work	2	6	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CSC/N1336
<b>NOS Name</b>	Coordinate with co-workers to achieve work efficiency
<b>Sector</b>	Capital Goods
<b>Sub-Sector</b>	Machine Tools, Dies, Moulds and Press Tools, Plastics Manufacturing Machinery, Textile Manufacturing Machinery, Process Plant Machinery, Electrical and Power Machinery, Light Engineering Goods
<b>Occupation</b>	Machining
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	26/05/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	31/03/2022



## Qualification Pack

### CSC/N1201: Plan and manage the production process

#### Description

This OS unit is about planning and managing the production process to ensure production as per the agreed quality parameters while ensuring compliance with the applicable regulations and organisational policies.

#### Scope

The scope covers the following :

- Plan and prepare for production
- Manage the production process
- Carry out documentation and data review
- Assist in improving production and productivity
- Use resources optimally

#### Elements and Performance Criteria

##### *Plan and prepare for production*

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

- PC1.** determine the production requirements through coordination with the relevant stakeholders
- PC2.** review the critical production requirements and quality criteria for each production and assembly activity
- PC3.** arrange for appropriate changes to be made to suit the operational requirements through coordination with the relevant stakeholders
- PC4.** estimate the production costs and prepare the budget for cost-effective production
- PC5.** negotiate with the client and other stakeholders to agree on the budgets
- PC6.** select the appropriate production methods, ensuring compliance with the applicable regulations and guidelines
- PC7.** select and arrange the resources required for production, such as raw materials, machinery, tools and equipment, ensuring the stock level of inputs is maintained according to the demand throughout the production process
- PC8.** plan and prepare the production schedule, sequencing various production processes to be completed as per the agreed timescales
- PC9.** select the production team personnel/ workers in the required number for efficient and timely production
- PC10.** supervise the process of preparation of the relevant raw materials, machinery, tools and equipment for safe operation
- PC11.** arrange for the repair/ replacement of the faulty/ damaged raw material, machinery, tools and equipment
- PC12.** prepare the job cards, allocating tasks with clear instructions to the production personnel/ workers according to their skills



## Qualification Pack

- PC13.** assist the production personnel with any doubts they may have regarding the production processes and their responsibilities
- PC14.** coordinate with the relevant personnel to get approval for the job cards and production schedules
- PC15.** allocate resources and consumables for various production processes
- PC16.** supervise the process of preparation of production facility for production, ensuring all the existing and potential hazards are identified and addressed appropriately
- PC17.** maintain appropriate records with respect to production planning and preparation

### *Manage the production process*

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

- PC18.** implement the approved production processes, ensuring compliance with the client's requirements along with applicable regulations, standards and organisational guidelines
- PC19.** adopt automation in production processes for enhanced production and quality of output
- PC20.** supervise the workers and arrange appropriate assistance to enable them to perform their duties effectively
- PC21.** monitor the production processes and adjust the schedules, as required
- PC22.** ensure that all support and control systems such as material supply, logistics, quality assurance systems operate effectively
- PC23.** liaise with the suppliers, managers and clients to ensure smooth production
- PC24.** identify problems in the production line and ensure their quick resolution with minimum impact on production, such as repair or replacement of the faulty/ damaged machinery, tools and equipment
- PC25.** ensure optimum usage of various resources to maintain the productions costs within budget
- PC26.** instruct the production personnel/ workers to connect the electrical tools and equipment safely, and turn them off when they are not in use
- PC27.** ensure orders are completed on time and as per the set budget, ensuring the applicable quality standards are met
- PC28.** ensure compliance with the environmental, health, safety guidelines and organisational policies through coordination with the relevant stakeholders
- PC29.** monitor production to ensure quality and adherence to the applicable budget and timescales
- PC30.** identify potential production problems and deviations and take appropriate action to prevent and rectify them as per the organisational policies
- PC31.** arrange for regular repair and maintenance of the machinery, tools and equipment to ensure their optimum performance without any breakdowns
- PC32.** monitor the quality of product/output to ensure adherence to the applicable quality standards, and implement the appropriate quality control programs, as required
- PC33.** ensure the applicable productivity targets are met
- PC34.** ensure the work area is maintained in a clean and hygienic condition

### *Carry out documentation and data review*

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

- PC35.** collect the appropriate data, and prepare the relevant reports with respect to the production and productivity of the personnel involved



## Qualification Pack

- PC36.** analyse and review the data through coordination with the relevant stakeholders to assess production
- PC37.** evaluate the effectiveness of the production processes to identify the scope of improvement/streamlining, and provide relevant recommendations to the stakeholders
- PC38.** review the performance of production personnel/ workers against the relevant performance indicators

### *Assist in improving production and productivity*

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

- PC39.** liaise with the relevant stakeholders to develop plans to improve production, reduce costs and labour requirements
- PC40.** use the relevant Industry 4.0 manufacturing technologies to ensure interconnectivity, automation, machine learning, and real-time data collection and analysis
- PC41.** coordinate with the relevant stakeholders for the implementation of agreed improvements
- PC42.** arrange appropriate training for the production personnel/ workers, as required
- PC43.** assist in developing health and safety procedures and protocols for ensuring the well-being of workers, and reducing the organisation's carbon footprint

### *Use resources optimally*

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

- PC44.** optimise the usage of electricity and other resources in various tasks and processes
- PC45.** connect the electrical tools and equipment safely, and turn them off when not in use

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** applicable documentation requirements in the job role
- KU2.** the relevant regulatory requirements with respect to production activities
- KU3.** the concepts and benefits of Industry 4.0 and Industrial Internet of Things (IIoT)
- KU4.** the process of determining the production requirements through coordination with the relevant personnel
- KU5.** how to review the critical production requirements and quality criteria for each production and assembly activity
- KU6.** the appropriate changes that may be required in the production requirements according to the operational requirements
- KU7.** how to estimate the production costs and prepare the budget
- KU8.** the process of negotiating with the client and other stakeholders to agree on the budgets
- KU9.** the process of selecting an appropriate production method and the relevant regulations and guidelines to be adhered to
- KU10.** various resources required for production, such as raw materials, machinery, tools and equipment
- KU11.** the importance of ensuring the stock level of inputs is maintained according to the demand throughout the production process
- KU12.** how to plan and prepare the production schedule, and the importance of sequencing various production processes appropriately to ensure their completion as per the agreed timescales



## Qualification Pack

- KU13.** the process of selecting the production team personnel/ workers in an appropriate number for efficient and timely production
- KU14.** the process of preparing the relevant raw materials, machinery, tools and equipment for safe operations
- KU15.** the importance of arranging the repair/ replacement of the faulty/ damaged raw material, machinery, tools and equipment
- KU16.** the process of preparing the job cards to allocate tasks to the production personnel/ workers according to their skills
- KU17.** the importance of assisting the production personnel with any doubts they may have regarding the production processes and their responsibilities
- KU18.** the process of getting approval for the job cards and production schedules
- KU19.** the process of allocating resources and consumables for various production processes
- KU20.** the process of site preparation for production
- KU21.** how to identify and address all the existing and potential hazards at the production facility
- KU22.** the relevant records to be maintained with respect to production planning and preparation
- KU23.** the importance and process of implementing the approved production processes to ensure compliance with the client's requirements along with applicable regulations, standards and organisational guidelines
- KU24.** the importance of adopting automation in production processes for enhanced production and quality of output
- KU25.** the importance of arranging appropriate assistance to enable workers to perform their duties effectively
- KU26.** the process of monitoring the production processes and adjusting the schedules
- KU27.** the importance of ensuring that all support and control systems operate effectively during production
- KU28.** the importance of identifying problems in the production line and ensuring their quick resolution with minimum impact on production
- KU29.** how to ensure optimum usage of various resources to maintain the productions costs within budget
- KU30.** the importance of ensuring production orders are completed on time and as per the set budget, ensuring adherence to the applicable quality standards
- KU31.** how to ensure compliance with the relevant environmental, health, safety guidelines, such as the use of PPE and effective waste management
- KU32.** the importance of ensuring regular repair and maintenance of the machinery, tools and equipment for their optimum performance without any breakdowns
- KU33.** the importance and process of monitoring the quality of product/output to ensure adherence to the applicable quality standards
- KU34.** the importance of maintaining cleanliness and hygiene in the work area
- KU35.** the process of collecting the appropriate data, and preparing the relevant reports with respect to the production and productivity of the production personnel
- KU36.** the importance of analysing and reviewing the production data through coordination with the relevant stakeholders
- KU37.** how to evaluate the effectiveness of the production processes to identify the scope of improvement/ streamlining



## Qualification Pack

- KU38.** the process of reviewing the performance of production personnel/ workers against the relevant performance indicators
- KU39.** the process of developing plans to improve production, reduce costs and labour requirements according to reviews with the relevant stakeholders
- KU40.** the importance of arranging appropriate training for the production personnel/ workers to improve their skills and productivity
- KU41.** the process of assisting in developing health and safety procedures and protocols for ensuring the well-being of workers
- KU42.** how to reduce an organisation's carbon footprint
- KU43.** the benefits and methods of resource optimisation

## Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** undertake work-related numerical computations
- GS3.** use the appropriate units of measurement and measuring techniques
- GS4.** read the relevant literature to learn about the latest developments in the field of work
- GS5.** listen attentively to understand the information or instructions being shared
- GS6.** communicate politely and professionally
- GS7.** plan and prioritise tasks to ensure timely completion
- GS8.** coordinate with co-workers to achieve the work objectives
- GS9.** evaluate all possible solutions to a problem to select the best one
- GS10.** take prompt decisions to deal with workplace emergencies and accidents

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plan and prepare for production</i>	<b>5</b>	<b>17</b>	-	-
<b>PC1.</b> determine the production requirements through coordination with the relevant stakeholders	1	1	-	-
<b>PC2.</b> review the critical production requirements and quality criteria for each production and assembly activity	1	1	-	-
<b>PC3.</b> arrange for appropriate changes to be made to suit the operational requirements through coordination with the relevant stakeholders	-	1	-	-
<b>PC4.</b> estimate the production costs and prepare the budget for cost-effective production	-	1	-	-
<b>PC5.</b> negotiate with the client and other stakeholders to agree on the budgets	-	1	-	-
<b>PC6.</b> select the appropriate production methods, ensuring compliance with the applicable regulations and guidelines	-	1	-	-
<b>PC7.</b> select and arrange the resources required for production, such as raw materials, machinery, tools and equipment, ensuring the stock level of inputs is maintained according to the demand throughout the production process	1	1	-	-
<b>PC8.</b> plan and prepare the production schedule, sequencing various production processes to be completed as per the agreed timescales	1	1	-	-
<b>PC9.</b> select the production team personnel/ workers in the required number for efficient and timely production	-	1	-	-
<b>PC10.</b> supervise the process of preparation of the relevant raw materials, machinery, tools and equipment for safe operation	-	1	-	-
<b>PC11.</b> arrange for the repair/ replacement of the faulty/ damaged raw material, machinery, tools and equipment	-	1	-	-



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> prepare the job cards, allocating tasks with clear instructions to the production personnel/ workers according to their skills	-	1	-	-
<b>PC13.</b> assist the production personnel with any doubts they may have regarding the production processes and their responsibilities	-	1	-	-
<b>PC14.</b> coordinate with the relevant personnel to get approval for the job cards and production schedules	-	1	-	-
<b>PC15.</b> allocate resources and consumables for various production processes	-	1	-	-
<b>PC16.</b> supervise the process of preparation of production facility for production, ensuring all the existing and potential hazards are identified and addressed appropriately	-	1	-	-
<b>PC17.</b> maintain appropriate records with respect to production planning and preparation	1	1	-	-
<i>Manage the production process</i>	<b>17</b>	<b>34</b>	-	-
<b>PC18.</b> implement the approved production processes, ensuring compliance with the client's requirements along with applicable regulations, standards and organisational guidelines	1	2	-	-
<b>PC19.</b> adopt automation in production processes for enhanced production and quality of output	1	2	-	-
<b>PC20.</b> supervise the workers and arrange appropriate assistance to enable them to perform their duties effectively	1	2	-	-
<b>PC21.</b> monitor the production processes and adjust the schedules, as required	1	2	-	-
<b>PC22.</b> ensure that all support and control systems such as material supply, logistics, quality assurance systems operate effectively	1	2	-	-
<b>PC23.</b> liaise with the suppliers, managers and clients to ensure smooth production	1	2	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC24.</b> identify problems in the production line and ensure their quick resolution with minimum impact on production, such as repair or replacement of the faulty/ damaged machinery, tools and equipment	1	2	-	-
<b>PC25.</b> ensure optimum usage of various resources to maintain the productions costs within budget	1	2	-	-
<b>PC26.</b> instruct the production personnel/ workers to connect the electrical tools and equipment safely, and turn them off when they are not in use	1	2	-	-
<b>PC27.</b> ensure orders are completed on time and as per the set budget, ensuring the applicable quality standards are met	1	2	-	-
<b>PC28.</b> ensure compliance with the environmental, health, safety guidelines and organisational policies through coordination with the relevant stakeholders	1	2	-	-
<b>PC29.</b> monitor production to ensure quality and adherence to the applicable budget and timescales	1	2	-	-
<b>PC30.</b> identify potential production problems and deviations and take appropriate action to prevent and rectify them as per the organisational policies	1	2	-	-
<b>PC31.</b> arrange for regular repair and maintenance of the machinery, tools and equipment to ensure their optimum performance without any breakdowns	1	2	-	-
<b>PC32.</b> monitor the quality of product/output to ensure adherence to the applicable quality standards, and implement the appropriate quality control programs, as required	1	2	-	-
<b>PC33.</b> ensure the applicable productivity targets are met	1	2	-	-
<b>PC34.</b> ensure the work area is maintained in a clean and hygienic condition	1	2	-	-
<i>Carry out documentation and data review</i>	<b>1</b>	<b>5</b>	-	-
<b>PC35.</b> collect the appropriate data, and prepare the relevant reports with respect to the production and productivity of the personnel involved	1	2	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC36.</b> analyse and review the data through coordination with the relevant stakeholders to assess production	-	1	-	-
<b>PC37.</b> evaluate the effectiveness of the production processes to identify the scope of improvement/ streamlining, and provide relevant recommendations to the stakeholders	-	1	-	-
<b>PC38.</b> review the performance of production personnel/ workers against the relevant performance indicators	-	1	-	-
<i>Assist in improving production and productivity</i>	<b>5</b>	<b>10</b>	-	-
<b>PC39.</b> liaise with the relevant stakeholders to develop plans to improve production, reduce costs and labour requirements	1	2	-	-
<b>PC40.</b> use the relevant Industry 4.0 manufacturing technologies to ensure interconnectivity, automation, machine learning, and real-time data collection and analysis	1	2	-	-
<b>PC41.</b> coordinate with the relevant stakeholders for the implementation of agreed improvements	1	2	-	-
<b>PC42.</b> arrange appropriate training for the production personnel/ workers, as required	1	2	-	-
<b>PC43.</b> assist in developing health and safety procedures and protocols for ensuring the well-being of workers, and reducing the organisation's carbon footprint	1	2	-	-
<i>Use resources optimally</i>	<b>2</b>	<b>4</b>	-	-
<b>PC44.</b> optimise the usage of electricity and other resources in various tasks and processes	1	2	-	-
<b>PC45.</b> connect the electrical tools and equipment safely, and turn them off when not in use	1	2	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CSC/N1201
<b>NOS Name</b>	Plan and manage the production process
<b>Sector</b>	Capital Goods
<b>Sub-Sector</b>	Machine Tools, Dies, Moulds and Press Tools, Plastics Manufacturing Machinery, Textile Manufacturing Machinery
<b>Occupation</b>	Shop Floor Management
<b>NSQF Level</b>	5
<b>Credits</b>	14
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	31/03/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	31/03/2022



## Qualification Pack

### DGT/VSQ/N0102: Employability Skills (60 Hours)

#### Description

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

#### Scope

The scope covers the following :

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

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

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

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

##### *Constitutional values - Citizenship*

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

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

##### *Basic English Skills*

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



## Qualification Pack

- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

### *Career Development & Goal Setting*

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

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

### *Communication Skills*

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

### *Diversity & Inclusion*

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

### *Financial and Legal Literacy*

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

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

### *Essential Digital Skills*

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

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e-mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

### *Entrepreneurship*

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

### *Customer Service*

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

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.



## Qualification Pack

**PC28.** follow appropriate hygiene and grooming standards

*Getting ready for apprenticeship & Jobs*

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

**PC29.** create a professional Curriculum vitae (Résumé)

**PC30.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

**PC31.** apply to identified job openings using offline /online methods as per requirement

**PC32.** answer questions politely, with clarity and confidence, during recruitment and selection

**PC33.** identify apprenticeship opportunities and register for it as per guidelines and requirements

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills and different learning and employability related portals

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

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

**KU5.** how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

**KU6.** importance of career development and setting long- and short-term goals

**KU7.** about effective communication

**KU8.** POSH Act

**KU9.** Gender sensitivity and inclusivity

**KU10.** different types of financial institutes, products, and services

**KU11.** how to compute income and expenditure

**KU12.** importance of maintaining safety and security in offline and online financial transactions

**KU13.** different legal rights and laws

**KU14.** different types of digital devices and the procedure to operate them safely and securely

**KU15.** how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

**KU16.** how to identify business opportunities

**KU17.** types and needs of customers

**KU18.** how to apply for a job and prepare for an interview

**KU19.** apprenticeship scheme and the process of registering on apprenticeship portal

## Generic Skills (GS)

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

**GS1.** read and write different types of documents/instructions/correspondence

**GS2.** communicate effectively using appropriate language in formal and informal settings



## Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> identify employability skills required for jobs in various industries	-	-	-	-
<b>PC2.</b> identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC3.</b> recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
<b>PC4.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>2</b>	<b>4</b>	-	-
<b>PC5.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC6.</b> practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC7.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
<b>PC8.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
<b>PC9.</b> write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> understand the difference between job and career	-	-	-	-
<b>PC11.</b> prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-
<b>PC12.</b> follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
<b>PC13.</b> work collaboratively with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>2</b>	-	-
<b>PC14.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC15.</b> escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>2</b>	<b>3</b>	-	-
<b>PC16.</b> select financial institutions, products and services as per requirement	-	-	-	-
<b>PC17.</b> carry out offline and online financial transactions, safely and securely	-	-	-	-
<b>PC18.</b> identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
<b>PC19.</b> identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	<b>3</b>	<b>4</b>	-	-
<b>PC20.</b> operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
<b>PC21.</b> use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
<b>PC22.</b> use basic features of word processor, spreadsheets, and presentations	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	<b>2</b>	<b>3</b>	-	-
<b>PC23.</b> identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
<b>PC24.</b> develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
<b>PC25.</b> identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	<b>1</b>	<b>2</b>	-	-
<b>PC26.</b> identify different types of customers	-	-	-	-
<b>PC27.</b> identify and respond to customer requests and needs in a professional manner.	-	-	-	-
<b>PC28.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
<b>PC29.</b> create a professional Curriculum vitae (Résumé)	-	-	-	-
<b>PC30.</b> search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
<b>PC31.</b> apply to identified job openings using offline /online methods as per requirement	-	-	-	-
<b>PC32.</b> answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
<b>PC33.</b> identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0102
<b>NOS Name</b>	Employability Skills (60 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	24/02/2025
<b>NSQC Clearance Date</b>	24/02/2022

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for the Qualification Pack will be created by CGSC.
2. Performance Criteria (PC) have been assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
3. The assessment for the theory part will/may be based on knowledge bank of questions approved CGSC.
4. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
5. Assessment Agencies will create Assessor Guides comprising of Theory and Practical Assessment Set and Guidelines for each examination/training centre (as per assessment criteria below). The same will be approved by CGSC for adequacy.
6. To successfully attain Certification on the Qualification Pack, the trainee must score a minimum of 70% in each Core NOS and minimum of 70% in all non-core NOS. In addition, a candidate needs to attain a minimum overall pass percentage of 70% for certification.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.



## Qualification Pack

**Minimum Aggregate Passing % at QP Level : 70**

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

## Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CSC/N1335.Follow the health and safety practices at the work	30	70	-	-	100	20
CSC/N1336.Coordinate with co-workers to achieve work efficiency	30	70	-	-	100	15
CSC/N1201.Plan and manage the production process	30	70	-	-	100	60
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	5
<b>Total</b>	<b>110</b>	<b>240</b>	<b>-</b>	<b>-</b>	<b>350</b>	<b>100</b>



## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training
<b>CO<sub>2</sub></b>	Carbon Dioxide
<b>CPR</b>	Cardiac Pulmonary Resuscitation
<b>PPE</b>	Personal Protective Equipment

## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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

<b>Knowledge and Understanding (KU)</b>	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.
<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.