



## MODEL CURRICULUM

QPName: Safety Steward

QPCode: **SSD/Q0101**

QPVersion: 1.0

NSQF Level: 4

Model Curriculum Version: 1.0



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## Training Parameters

<b>Sectors</b>	Hydrocarbon, Iron & steel, Mining, Power, Automotive, Construction, Chemical / Petrochemical, and others.
<b>Sub-Sector</b>	-
<b>Occupation</b>	Occupational Safety Health & Environment (OSHE) Engineering & Management
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/2141.2600 Occupational Health and Safety Specialist.
<b>Minimum Educational Qualification and Experience</b>	Completed 12th with science or equivalent with 2-year of relevant experience OR Completed 3-year diploma (after 10th) in relevant field with 2 - year of relevant experience OR Completed 2-year NTC (after 10th) with 2-year of relevant experience OR Previous relevant Qualification of NSQF level 3.5 with 1.5-year experience. OR Previous relevant qualification of NSQF level 3.0 with 3-year experience
<b>Pre-Requisite License or Training</b>	Nil
<b>Minimum Job Entry Age</b>	18 years
<b>Last Reviewed On</b>	31-01-2024
<b>Next Review Date</b>	31-01-2027
<b>Version</b>	1.0
<b>NSQC Approval Date</b>	31-01-2024



<b>Model Curriculum Creation Date</b>	31-01-2024
<b>Model Curriculum Valid Up to Date</b>	31-01-2027
<b>Model Curriculum Version</b>	1.0
<b>Minimum Duration of the Course</b>	510 Hours
<b>Maximum Duration of the Course</b>	510 Hours

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# Program Overview

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

## Training Outcomes

After completing the program, the participant will be able to:-

- Perform and fulfill Health & Safety at the workplace.
- Prepare Health & Safety record documents like permit to work, HIRA.
- Understand the safety audit process in an organization.
- Define scope of the safety management system.
- Perform risk assessment of a workplace.
- Know & understand the good practices in organization and develop a positive safety culture.
- Understand proper communication channels in an organization.
- Collect and analyze the root cause of incidents.
- Drive motivation towards Health & Safety.
- Plan, organize and implement safety committee recommendations at the workplace.
- Advise management on new technological advancement in health & Safety.
- Meet regulatory requirements in Health & Safety as per as per various acts and regulations



## 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
<b>SSD/N0101, v1.0 : Occupational Safety in Industries</b>	<b>60:00 Hours</b>	<b>30:00 Hours</b>	<b>30:00 Hours</b>	<b>00:00 Hours</b>	<b>120:00 Hours</b>
Module 1: Introduction to Training Program, Overview, assessments, role of Safety Steward, employment opportunities in Industries .	04:00 Hours	00:00 Hours	00:00 Hours	00:00 Hours	04:00 Hours



Module 2: Understand, plan, develop, implement, and monitor health and safety practices at the workplace. The NOS will help in identifying the loopholes and gaps in the system and rectify them without directly affecting the core business of an organization	56:00 Hours	30:00 Hours	30:00 Hours	00:00 Hours	116:00 Hours
<b>SSD/N0102, v1.0 : Fire Safety and evacuation plan.</b>	<b>60:00 Hours</b>	<b>40:00 Hours</b>	<b>20:00 Hours</b>	<b>00:00 Hours</b>	<b>120:00 Hours</b>
Module 3: Identify fire hazard at workplace, understand different classes of fire hazard, suggest firefighting methods to the management for office, industries, evacuations, and fire drills.	60:00 Hours	40:00 Hours	20:00 Hours	00:00 Hours	120:00 Hours
<b>SSD/N0103, v1.0 : Hazard Identification, and Risk Assessment</b>	<b>60:00 Hours</b>	<b>30:00 Hours</b>	<b>30:00 Hours</b>	<b>00:00 Hours</b>	<b>120:00 Hours</b>
Module 4: Identify hazards & categories the hazards, implement “Hierarchy of control” in	60:00 Hours	30:00 Hours	30:00 Hours	00:00 Hours	120:00 Hours



improvement methodologies, hidden risk in improved methodologies					
<b>SSD/N0104, v1.0 : Plan, Organize and Emergency protocols</b>	<b>30:00 Hours</b>	<b>20:00 Hours</b>	<b>10:00 Hours</b>	<b>00:00 Hours</b>	<b>60:00 Hours</b>
Module 5: Planning and organizing to provide a safe working environment for workers and set emergency protocols and measure in case of any unforeseen and incidents or accidents to minimize the damages & losses	30:00 Hours	20:00 Hours	10:00 Hours	00:00 Hours	60:00 Hours
<b>SSD/N0105, v1.0: Introduction to safety regulations</b>	<b>15:00 Hours</b>	<b>15:00 Hours</b>	<b>00:00 Hours</b>	<b>00:00 Hours</b>	<b>30:00 Hours</b>
Module 6: Meet regulatory requirements in Health & Safety as per as per various acts and regulation	15:00 Hours	15:00 Hours	00:00 Hours	00:00 Hours	30:00 Hours
<b>DGT/VSQ/N0102: Employability Skills</b>	<b>30:00 Hours</b>	<b>30:00 Hours</b>	<b>00:00 Hours</b>	<b>00:00 Hours</b>	<b>60:00 Hours</b>
Module 7: Understand scope in employment, financial dealing, digital literacy and communication	30:00 Hours	30:00 Hours	00:00 Hours	00:00 Hours	60:00 Hours





with employer or customer					
<b>Total Duration</b>	<b>255:00 Hours</b>	<b>165:00 Hours</b>	<b>90:00 Hours</b>	<b>00:00 Hours</b>	<b>510:00 Hours</b>

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# Module Details

**Module 1: Introduction to Training Program, Overview, assessments, role of Safety Steward, employment opportunities in Industries**  
**Mapped to SSD/N0101, v1.0**

### Terminal Outcomes:

- Discuss the role of Safety Steward role, sectors & industries.
- Employment opportunities, career development & International opportunities.
- Course approach, duration, training & assessment processes.

<b>Duration: 04:00</b>	<b>Duration: 00:00</b>
<b>Theory–Key Learning Outcomes</b>	<b>Practical–Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Role &amp; responsibilities of Safety Steward.</li><li>• Iceberg theory of safety</li><li>• Career progression in the occupation.</li><li>• Industries for Employment &amp; international opportunities for employment.</li><li>• Training approach &amp; methodology.</li><li>• Assessment process &amp; Certification.</li><li>• The assistance provided by AB/TP/LMIS in employment</li></ul>	
<b>Classroom Aids:</b>	
Black/White Board, Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator’s Guide, Participant’s Handbook.	
<b>Tools, Equipment and Other Requirements</b>	
Nil	



**Module 2: Understand, plan, develop, implement, and monitor health and safety practices at the workplace. The NOS will help in identifying the loopholes and gaps in the system and rectify them without directly affecting the core business of an organization**

**Mapped to SSD/N0101, v1.0**

**Terminal Outcomes:**

- Understand health & safety requirements.
- Understand the direct & indirect financial losses of an organization because of an accident.
- Set organizational Health & Safety goals and objectives.
- Manage risk by developing a positive safety culture.
- Channelize proper mode of accident and incident reporting.
- Onboard and manage contractors to comply with statutory requirements in occupational H&S.
- Understand & conduct training.

<b>Duration: 56 Hours</b>	<b>Duration: 30 Hours</b>
<b>Theory–Key Learning Outcomes</b>	<b>Practical–Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>● Overview of Health, Safety and Environment management at workplace, its importance and the moral, financial and legal reason for health and safety at workplace. Understanding the moral duty of care. Statutory duties and enforcement agencies.</li><li>● “Accident Cost- Iceberg” theory of direct and indirect cost incurred from an incident.</li><li>● The employer responsibilities in providing safe working conditions and the employee rights &amp; responsibilities at a workplace, safety culture &amp; its indicators and role of International Labor Organization in health &amp; safety.</li><li>● Introduction to Safety Policy, understanding the underlying general statement of intent in a safety policy, its aim, objects, and the “SMART” concept of goal setting.</li></ul>	<ul style="list-style-type: none"><li>● Work out safety requirements.</li><li>● Prepare Safety Policy.</li><li>● Prepare Safety goals and objectives.</li><li>● Developing a positive safety culture for risk management.</li><li>● Prepare incident reporting.</li><li>● Conduct safety training.</li><li>● Fundamentals of process safety, OSHA standards. QRA, LOPA, SIL, FERA, EERA</li><li>● Gas testing using – LEL sensor, O2 sensor, H2S sensor, Co Sensor.</li></ul>



- Introduction to safety audit, audit objective, types of audits in H&S management system. Requirement of safety audit at workplace, task audit, program, activity, and project & machinery. Learning the scope of internal and external audit, reasons & advantages of such audits.
  - Introduction to parties in an audit: - First-party, second-party and third-party audits, finding the scope of such audits. Deep dive into the compliance audit, program audit & management system audit in health and safety management system.
  - Defining the role of management in an organization, key factors that influence development of a positive culture in an organization. Key responsibilities of safety steward, safety supervisor, safety executive, safety officer, safety engineer, and safety manager.
  - Defining role of occupier, controller of premise, role & need of contractors in the organization as per ILO.
  - Understanding the requirement of work permit to contractors and the role of the safety committee in ensuring control over contractors.
  - Deep dive into the selection prerequisites of a contractor, management of contractors, review meetings, safety committee meetings, method statements, accident reporting, training programs, statutory inspections, permit to work; to ensure safe systems of work.
  - Overview of the requirement of Plan-Do-Check-Act (PDCA) Cycle in safety management system; Implementation of PDCA cycle in H&S management system and know how it plays
- Defining the role of management in an organization, key factors that influence development of a positive culture in an organization. Key responsibilities of safety steward, safety supervisor, safety executive, safety officer, safety engineer, and safety manager.
  - Defining role of occupier, controller of premise, role & need of contractors in the organization as per ILO.
  - Understanding the requirement of work permit to contractors and the role of the safety committee in ensuring control over contractors.
  - Deep dive into the selection prerequisites of a contractor, management of contractors, review meetings, safety committee meetings, method statements, accident reporting, training programs, statutory inspections, permit to work; to ensure safe systems of work



<p>an important key element in continuous improvement in safety culture.</p> <ul style="list-style-type: none"><li>● Introduction to training and its types; the need of training, knowing the contents of induction training. Selection of a competent person at workplace</li><li>● Fundamentals of process safety, OSHA standards. QRA, LOPA, SIL, FERA, EERA</li><li>● Gas testing using – LEL sensor, O2 sensor, H2S sensor, Co Sensor.</li></ul>	
<b>Classroom Aids:</b>	
<p>Black/White Board, Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook.</p>	
<b>Tools, Equipment and Other Requirements</b>	
<p>Safety goggles, Full face shield, Leather gloves , Puncture resistant gloves, Chemical resistant gloves, Electrically insulated latex gloves, Safety helmets/hard hats, Ear plugs, Ear muffs, Safety shoes, Safety gumboots, High visibility jackets, N95 masks, Double filter half face mask, Double filter full face mask, SCBA – Self-contained breathing apparatus, Safety harness, Lanyard, Fall arrestor, CO2 Fire extinguisher, Dry Chemical Powder Fire extinguisher, Fire hydrant system, Multiple gas detector, TDS Meter</p>	



### Module 3: Identify fire hazard at workplace, understand different classes of fire hazard, suggest firefighting methods to the management for office, industries, evacuations, and fire drills.

#### Mapped to SSD/N0102, v1.0

##### Terminal Outcomes:

- Identify fire hazards at the workplace.
- Distinguish between different classes of fire.
- Evacuations, fire drills, use of PPEs.
- Develop systematic approach in identifying and correcting probable fire accidents and suggest fire-fighting equipment.
- Operate fire extinguisher and fire hydrant.

Duration: 60 Hours	Duration: 40 Hours
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
<ul style="list-style-type: none"><li>● Introduction to basic terminologies &amp; concepts in fire safety: - Flammable liquids, Combustible matter/liquids, Combustible gasses, combustion, oxygen percentage in air, exothermic and endothermic reactions, flash point and fire point. Learn the concept of transmission of heat by conduction, convection, and radiation.</li><li>● Introduction to Fire triangle and classification fire. Learn the common reason for fire accidents. The four stages fire- incipient, growth, fully developed and decay. Fire retardation by controlling of fuel source, control of ignition source and control of oxygen.</li><li>● Knowledge of types of extinguishing media- water, foam, dry chemical powder &amp; carbon dioxide.</li><li>● Types of fire-fighting equipment and its components. Learning the assembly of hydrant systems, principle of operation.</li><li>● Introduction to suppression fire with extinguisher using PASS technique.</li></ul>	<ul style="list-style-type: none"><li>● Identify fire hazards at the workplace.</li><li>● Distinguish between different classes of fire.</li><li>● Evacuations, fire drills, use of PPEs.</li><li>● Develop systematic approach in identifying and correcting probable fire accidents and suggest fire-fighting equipment.</li><li>● Operate fire extinguisher and fire hydrant.</li></ul>



<p>Preparation fire extinguisher checklist of components of extinguisher for regular maintenance at workplace.</p> <ul style="list-style-type: none"><li>● Introduction to use of smoke detectors, fire alarm, emergency lighting, flashing light, sprinklers, and pressure requirements in fire hydrants. They play a crucial role in fire prevention.</li><li>● New technological interventions in fire safety like water mist system, online hydrant pressure monitoring, wireless fire detection system etc.</li><li>● Use of PPEs in fire safety – Helmet, turnout gear, gloves, boots, SCBA (Self-contained breathing apparatus) and use of SCBA.</li><li>● Requirements of emergency evacuation – Escape route as per IS1644.</li><li>● Understand Fire door, emergency directional signages, assembly point, evacuation, evacuation of differently abled, evacuation procedure, role of “Fire Marshals.”</li><li>● Introduction to fire drills and emergency evacuation. Learn how to do fire drills and emergency evacuations during an emergency. Learn what is an emergency and types of emergencies at a workplace.</li></ul>	
<b>Classroom Aids:</b>	
Black/White Board, Computer, Projection Equipment, MS office & Design & drafting software, Facilitator’s Guide, Participant’s Handbook.	
<b>Tools, Equipment and Other Requirements</b>	
Safety goggles, Full face shield, Leather gloves , Puncture resistant gloves, Chemical resistant gloves, Electrically insulated latex gloves, Safety helmets/hard hats, Ear plugs, Ear muffs, Safety shoes, Safety gumboots, High visibility jackets, N95 masks, Double filter half face mask, Double filter full face mask, SCBA – Self-contained breathing apparatus, Safety harness, Lanyard, Fall arrestor, CO2 Fire extinguisher, Dry Chemical Powder Fire extinguisher, Fire hydrant system,	



Multiple gas detector, TDS Meter

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## Module 4: Identify hazards & categories the hazards, implement “Hierarchy of control” in improvement methodologies, hidden risk in improved methodologies

### Mapped to SSD/N0103, v1.0

#### Terminal Outcomes:

- Identify hazards & categories the hazards
- Implement “Hierarchy of control” in improvement methodologies.
- Understand hidden risk in improved methodologies.

<b>Duration: 60 Hours</b>	<b>Duration: 30 Hours</b>
<b>Theory–Key Learning Outcomes</b>	<b>Practical–Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>● Introduction to hazards and basic terminologies used in hazard identification.</li><li>● Overview of hazard categories and risks involved in each hazard.</li><li>● Introduction to the hierarchy of control in safety. Importance of each hierarchy of control. Deep dive into the steps in the hierarchy of control.</li><li>● Understand different hazard categories &amp; control ex: Electricity, Fire, Tools, equipment and machinery, Health and workplace hazard, Hazardous substances, musculoskeletal disorders, manual handling, and load handling equipment, noise, vibration, radiation, mental ill- health, violence at work, substance abuse at workplace, lifting and rigging hazards and control.</li></ul>	<ul style="list-style-type: none"><li>● Identify hazards &amp; categories the hazards</li><li>● Implement “Hierarchy of control” in improvement methodologies.</li><li>● Identify hidden risk in improved methodologies.</li></ul>
<b>Classroom Aids:</b>	
Black/White Board, Computer, Projection Equipment, MS office & Design & drafting software, Facilitator’s Guide, Participant’s Handbook.	
<b>Tools, Equipment and Other Requirements</b>	



Safety goggles, Full face shield, Leather gloves , Puncture resistant gloves, Chemical resistant gloves, Electrically insulated latex gloves, Safety helmets/hard hats, Ear plugs, Ear muffs, Safety shoes, Safety gumboots, High visibility jackets, N95 masks, Double filter half face mask, Double filter full face mask, SCBA – Self-contained breathing apparatus, Safety harness, Lanyard, Fall arrestor, CO2 Fire extinguisher, Dry Chemical Powder Fire extinguisher, Fire hydrant system, Multiple gas detector, TDS Meter.

**Module 5: Planning and organizing to provide a safe working environment for workers and set emergency protocols and measure in case of any unforeseen and incidents or accidents to minimize the damages & losses**

**Mapped to SSD/N0104, v1.0**

**Terminal Outcomes:**

- Planning of resources for own work and communication to concerned subordinates, co-workers, and superiors.
- Provide necessary support to subordinates, coordinate with co-workers and liaise with superiors and monitor.
- Setting up emergency protocols and implementing them at working places to minimize the loss in case of any incident or accident.

<b>Duration: 30 Hours</b>	<b>Duration: 20 Hours</b>
<b>Theory–Key Learning Outcomes</b>	<b>Practical–Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>● Introduction to planning of resources for own work and communication to concerned subordinates, co-workers, and superiors.</li><li>● Introduction to hierarchy of organization and modes of communication to team members.</li><li>● Introduction to identifying the task and distribution among subordinates, supervision, and coordination among the team members for readiness in sync with overall task &amp; timelines.</li><li>● Introduction to supervision and monitoring of a task to ensure timely completion of such work.</li></ul>	<ul style="list-style-type: none"><li>● Planning of resources and communication to concerned subordinates, co-workers, and superiors.</li><li>● Prepare necessary support to subordinates, coordinate with co-workers and liaison with superiors and monitoring.</li><li>● Set up emergency protocols and implement them at working places to minimize loss in case of any incident or accident.</li></ul>



<ul style="list-style-type: none"> <li>• Setting up emergency protocols and implementing them at working places to minimize the loss in case of any incident or accident.</li> <li>• Setting up evacuation plans, evacuation drills, assembly area emergency communication &amp; guidance.</li> </ul>	
<b>Classroom Aids:</b>	
Black/White Board, Computer, Projection Equipment, MS office & Design & drafting software, Facilitator’s Guide, Participant’s Handbook.	
<b>Tools, Equipment and Other Requirements</b>	
Safety goggles, Full face shield, Leather gloves , Puncture resistant gloves, Chemical resistant gloves, Electrically insulated latex gloves, Safety helmets/hard hats, Ear plugs, Ear muffs, Safety shoes, Safety gumboots, High visibility jackets, N95 masks, Double filter half face mask, Double filter full face mask, SCBA – Self-contained breathing apparatus, Safety harness, Lanyard, Fall arrestor, CO2 Fire extinguisher, Dry Chemical Powder Fire extinguisher, Fire hydrant system, Multiple gas detector, TDS Meter	

**Module 6: Meet regulatory requirements in Health & Safety as per various acts and regulations .**

**Mapped to SSD/N0105, v1.0**

**Terminal Outcomes:**

Comply with regulatory requirements of various acts including OSH Code 2020, BOCW Act 1996 & Factories Act 1948, and the regulations and enforcement decided by the environmental act, 1986, Occupational Safety & Health Administration (OSHA) compliance requirements, ILO Guidelines related to EHS, Oil Industry Safety Directorate (OSID) Guidelines, Mines Vocational Training Rules – DGMS, Electricity Act 2010 & 2003, National Fire Protection Association regulations, NBC 2016, Petroleum & Explosive Safety Organization (PESO)-Explosive Act 1884, Workmen Compensation Act 1923 & Employee State Insurance Act 1948 and related compliance, and the CPCB.

<b>Duration: 15 Hours</b>	<b>Duration: 15 Hours</b>
<b>Theory–Key Learning Outcomes</b>	<b>Practical–Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Apply the regulatory obligations pertaining to safety, health, and environmental compliance in accordance with the BOCW Act of 1996.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement BOCW act safeguarding the rights and interests of workers in the construction sector in terms of accidental</li> </ul>



- Apply the regulatory obligations pertaining to safety, health & environment compliance as per Factories Act, 1948.
- Apply the regulatory obligations pertaining to safety, health & environment compliance as per OSH Code 2020 & Occupational Safety & Health Administration (OSHA) compliance requirements.
- Apply the regulatory obligations pertaining to Environment Protection Act, 1986 & ILO Guidelines related to EHS.
- Apply the regulatory obligations pertaining to Oil Industry Safety Directorate (OSID) Guidelines
- Apply the regulatory obligations pertaining to Mines Vocational Training Rules – DGMS
- Apply the regulatory obligations pertaining to Electricity Act 2010 & 2003
- Apply the regulatory obligations pertaining to National Building Code (NBC) – 2016
- Apply the regulatory obligations pertaining to National Fire Protection Association regulations.
- Apply the regulatory obligations pertaining to Petroleum & Explosive Safety Organization (PESO)-Explosive Act 1884.
- Apply the regulatory obligations pertaining to Gas Cylinders Rule 2016
- Apply the regulatory obligations pertaining to The Boilers Act 1923
- Apply the regulatory obligations pertaining to Workmen Compensation Act 1923 & Employee State Insurance Act 1948 and related compliance.
- Apply the regulatory obligations

insurance, pension coverage, maternity benefits, child education assistance and Immediate healthcare and financial assistance

- Implement factories act that protect the health and safety of workers, ensures that adherence to global best practices, provide a fair and decent livelihood for all working-class people, and reduce any social or industrial tensions
- Implement OSH code 2020 that defines working hours, rights of employees, duties of employers, leave policies, directions on working conditions and arrangement of welfare activities
- Implement ILO guidelines that governs principle that workers must be protected from sickness, disease and injury arising from their employment & The Environment (Protection) Act was enacted in 1986 that provides for the protection and improvement of the environment
- Implement Oil Industry Safety Directorate (OSID) Guidelines that focuses on External Safety Audits, Offshore Safety Regulatory Activities, Conducting Training Programme / Workshop, and Accident Reporting & Investigation in oil fields
- Comprehend the regulatory obligations pertaining to Mines Vocational Training Rules – DGMS
- Implement Electricity Act 2010 & 2003 consolidate the laws relating to generation, transmission, distribution, trading, and use of electricity
- Implement NBC 2016 contains administrative regulations, development control rules and general building requirements; fire safety requirements;



<p>pertaining to Motor vehicle Act 1988</p> <ul style="list-style-type: none"> <li>● Apply the regulatory obligations pertaining to First Aid at workplaces and training on first aid.</li> </ul>	<p>stipulations regarding materials, structural design, and construction</p> <ul style="list-style-type: none"> <li>● Implement fire, electrical, and life safety guidelines and requirements.</li> <li>● Implement regulations on regulate the manufacture, possession, use, sale, transport, and importation of Explosives</li> <li>● Implement insurance policy designed to financially protect employees in the wake of any accidents &amp; social security scheme aimed at providing the requisite medical and financial assistance to employees across the country.</li> <li>● Implement necessary temporary assistance an injured person needs until professional medical care can be provided.</li> </ul>
<p><b>Classroom Aids:</b></p>	
<p>Black/White Board, Computer, Projection Equipment, MS office &amp; Design &amp; drafting software, Facilitator’s Guide, Participant’s Handbook.</p>	
<p><b>Tools, Equipment and Other Requirements</b></p>	
<p>Regulations, Books, Handouts, Laptop/computer, internet.</p>	

## Module 7: Employability skills

### Mapped to DGT/VSQ/N0102

#### Terminal Outcomes:

- Describe the traits of individual at workplace
- Demonstrate apply employability and entrepreneurship skills at workplace

**Duration: 30:00**

**Duration: 30:00**



Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"><li>• Discuss the importance of Employability Skills in meeting the job requirements.</li><li>• Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.</li><li>• Discuss 21st century skills.</li><li>• Display positive attitude, self - motivation, problem solving, time management skills and continuous learning mindset in different situations.</li><li>• Discuss the significance of reporting sexual harassment issues in time</li><li>• Discuss the significance of using financial products and services safely and securely.</li><li>• Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws</li><li>• Explain the importance of managing expenses, income, and savings.</li><li>• Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely</li><li>• Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges</li><li>• Differentiate between types of customers</li><li>• Explain the significance of identifying customer needs and addressing them</li><li>• Discuss the significance of maintaining hygiene and dressing appropriately</li><li>• Discuss the significance of dressing up</li></ul>	<ul style="list-style-type: none"><li>• Show how to practice different environmentally sustainable practices</li><li>• Use appropriate basic English sentences/phrases while speaking</li><li>• Demonstrate how to communicate in a well -mannered way with others</li><li>• Demonstrate working with others in a team</li><li>• Show how to conduct oneself appropriately with all genders and PwD</li><li>• Show how to operate digital devices and use the associated applications and features, safely and securely</li><li>• Create a biodata</li><li>• Use various sources to search and apply for jobs</li></ul>



neatly and maintaining hygiene for an interview	
<ul style="list-style-type: none"><li>• Discuss how to search and register for apprenticeship opportunities</li></ul>	
<b>Classroom Aids:</b>	
<ul style="list-style-type: none"><li>• Black/White Board, Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook.</li></ul>	
<b>Tools, Equipment and Other Requirements</b>	
<ul style="list-style-type: none"><li>• Laptop/computer, internet, mobile</li></ul>	

### On The Job Training Plan : Safety Steward

<b>Introduction to Occupational Safety: 30 Hours</b>
<b>Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Work out safety requirements.</li><li>• Plan safety measures.</li><li>• Prepare Safety Policy.</li><li>• Prepare Safety goals and objectives.</li><li>• Developing a positive safety culture for risk management.</li></ul>
<b>Fire Safety and fire evacuation plan : 20 Hours</b>
<b>Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Identify fire hazards at the workplace.</li><li>• Distinguish between different classes of fire.</li><li>• Evacuations, fire drills, use of PPEs.</li><li>• Develop systematic approach in identifying and correcting probable fire accidents.</li><li>• Operate fire extinguisher and fire hydrant.</li></ul>
<b>Hazard Identification and Risk Assessment. : 30 Hours</b>



### Key Learning Outcomes

- Identify hazards & categories the hazards
- Implement “Hierarchy of control” in improvement methodologies.
- Identify hidden risk in improved methodologies

### Plan, Organize and Emergency protocols : 10 hours

#### Key Learning Outcomes

- Planning of resources and communication to concerned subordinates, co-workers, and superiors.
- Prepare necessary support to subordinates, coordinate with co-workers and liaison with superiors and monitoring.
- Set up emergency protocols and implement them at working places to minimize loss in case of any incident or accident.

**Total Duration of OJT – 90 Hours ( 2.0 weeks)**

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## Annexure

### Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI/12 <sup>th</sup> Pass	Any domain	8	Safety Domain	0	-	
Graduate in any discipline / Diploma in Engineering	Civil, Mechanical, Manufacturing, Mining, Production, Industrial, Chemical, Safety, Petroleum Engineering, Mathematics, Physics degree and others.	4	Safety Domain	0	-	
M. Tech/ B. Tech	Civil, Mechanical, Manufacturing, Mining, Production, Industrial, Chemical, Safety, Petroleum Engineering and others.	2	Safety Domain	0	-	

Trainer Certification	
Domain Certification	Platform Certification
Certified as Trainer for the Job Role: "SSD/Q0101 v1.0 : Safety Steward" or higher qualification as per career progression by SSDF. 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 v2.0". The minimum accepted score is 80%.



## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI/12 <sup>th</sup> Pass	Any domain	8	Safety Domain	0	-	
Graduate in any discipline / Diploma in Engineering	Civil, Mechanical, Manufacturing, Mining, Production, Industrial, Chemical, Safety, Petroleum Engineering, Mathematics, Physics degree and others	4	Safety Domain	0	-	
M. Tech/ B. Tech	Civil, Mechanical, Manufacturing, Mining, Production, Industrial, Chemical, Safety, Petroleum Engineering and others.	2	Safety Domain	0	-	

Assessor Certification	
Domain Certification	Platform Certification
Certified as assessor for the QP: "SSD/Q0101 v1.0 : Safety Steward" or higher qualification as per career progression. 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 v2.0". The minimum accepted score is 80%.



## Assessment Strategy

The assessment will be based on the concept of third-party assessments through certified assessors with empanelled Assessment Agencies of NCVET. The certification of each assessor will be done by SSDF through a process of selection, training, assessment & certification through training of the assessor's program.

The assessments will include both formative & summative. The progressive assessments will be through a trainer during the progress of the training. The summative assessments will be carried by the assessor through assessment agencies.

The assessment process will find whether the candidate or professional is competent or not to perform the job as per expected performance criteria. The assessment plan contains the following information:

- a) Assessment elements – Competencies based on performance criteria of each NOS.
- b) Methods of assessment – Written test (online/offline), viva and practical/ field exercises.
- c) Time of assessment – The assessment will be done both formative and summative (post orientation/training) of candidates.
- d) Place i.e., context of the assessment - The assessment will be conducted through theory, viva voce and practical/ field exercises, on simulators and will be both online or offline modes.
- e) The criteria for decision making– It will be based on assessment criteria & guidelines as given the qualification pack.
- f) Questions – The written questions, viva & practical questions will be set to cover all aspects of performance criteria and would have been validated from experts in the subject matter.
- g) Passing criteria & gradings – The passing criteria & gradings will be as per passing criteria given for each NOS and Guidelines for Assessment.



## Glossary

Term	Description
<b>Declarative Knowledge</b>	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood to accomplish or to solve a problem.
<b>Key Learning Outcome</b>	Key learning outcome is the statement of what a learner needs to know, understand and be able to do 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).
<b>OJT(M)</b>	On-the-job training(Mandatory);trainees are mandated to complete specified hours of training on site
<b>OJT(R)</b>	On-the-job training(Recommended);trainees are recommended the specified hours of training on site
<b>Procedural Knowledge</b>	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.
<b>Training Outcome</b>	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
<b>Terminal Outcome</b>	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.



## Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standard
AB	Awarding Body
AA	Assessment Agency
TP	Training Partner