



QUALIFICATION FILE

ERGONOMICS SAFETY STEWARD

- Short Term Training (STT) Long Term Training (LTT) Apprenticeship
 Upskilling Dual/Flexi Qualification For ToT For ToA
 General Multi-skill (MS) Cross Sectoral (CS) Future Skills OEM

NCrF/NSQF Level: 4.0

Submitted By:

SAFETY SKILL DEVELOPMENT FOUNDATION

D-507, LightHouse, Town Square, Sector 82-A, Vatika India Next,

Gurugram -122004 (Haryana)

+91-1243634989

NSQC Approved

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Section 1: Basic Details

1.	Qualification Name	Ergonomics Safety Steward																				
2.	Sector/s	Hydrocarbon, Iron & steel, Mining, Power, Automotive, Construction, Chemical / Petrochemical, and others																				
3.	Type of Qualification: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: <i>(change to previous, once approved)</i>	Qualification Name of existing/previous version:																			
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>	Ergonomics Safety Steward																				
5.	National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i>	QC-04-CO-02087-2024-V1-SSDF	6. NCrf/NSQF Level: 4.0																			
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other) <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>	Certificate																				
8.	Brief Description of the Qualification	The Ergonomics Safety Steward will be responsible for ensuring the safety and well-being of employees in the workplace by identifying, evaluating, and controlling hazards related to ergonomics safety. This role requires expertise in ergonomics safety and knowledge of relevant regulations, standards, and practice. He will develop and implement ergonomics safety programs, provide training and awareness to employees, and manage ergonomics safety incidents																				
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S. No.</th> <th style="width: 60%;">Academic/Skill Qualification (with Specialization - if applicable)</th> <th style="width: 30%;">Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Completed 12th grade with science or equivalent</td> <td>2</td> </tr> <tr> <td>2</td> <td>Completed 3-year diploma (after 10th) in relevant field</td> <td>2</td> </tr> <tr> <td>3</td> <td>Completed 2-year NTC (after 10th)</td> <td>2</td> </tr> <tr> <td>4</td> <td>Previous relevant qualification of NSQF level 3.5</td> <td>1.5</td> </tr> <tr> <td>5</td> <td>Previous relevant qualification of NSQF level 3.0</td> <td>3</td> </tr> </tbody> </table>			S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	Completed 12 th grade with science or equivalent	2	2	Completed 3-year diploma (after 10th) in relevant field	2	3	Completed 2-year NTC (after 10th)	2	4	Previous relevant qualification of NSQF level 3.5	1.5	5	Previous relevant qualification of NSQF level 3.0	3
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3	Completed 2-year NTC (after 10th)	2																				
4	Previous relevant qualification of NSQF level 3.5	1.5																				
5	Previous relevant qualification of NSQF level 3.0	3																				

		b. Age- 18 Years																						
10.	Credits Assigned to this Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>	15	11. Common Cost Norm Category (I/II/III) (wherever applicable): I																					
12.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	No																						
13.	Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>225</td> <td>165</td> <td>60</td> <td>-</td> <td>450</td> </tr> <tr> <td>Online</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p><i>(Refer Blended Learning Annexure for details)</i></p>					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	225	165	60	-	450	Online	-	-	-	-	-
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	225	165	60	-	450																			
Online	-	-	-	-	-																			
14.	Aligned to NCO/ISCO Code/s <i>(if no code is available mention the same)</i>	NCO-2015/2141.2600 Occupational Health and Safety Specialist.																						
15.	Progression path after attaining the qualification <i>(Please show Professional and Academic progression)</i>	Vertical Progression: Health & Safety Trainer- (Level 4.5)																						
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	English, Hindi																						
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																						
18.	Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," specify applicable type of Disability:																						
19.	How Participation of Women will be Encouraged	Women will be encouraged to join.																						
20.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																						

21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
22.	Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Anand Kumar Singh Email: aksingh@ssdfindia.org Contact No.: +91-8505955506 Website: www.ssdfindia.org	
23.	Final Approval Date by NSQC: 31-01-2024	24. Validity Duration: 3 Years	25. Next Review Date: 31-01-2027

NSQC Approved

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer to the curriculum document.

Th.-Theory **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory Training **Rec.**-Recommended **Proj.**-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ non-core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Ergonomics Hazards at Workplace	SSD/N0126 v 1.0	Core	4.0	3	45	45		0	90	50	50	10	-	110	20%
2.	Evaluation of risk associated with ergonomic hazard	SSD/N0127 v 1.0	Core	4.0	3	45	25	20	0	90	50	50	10	-	110	20%
3.	Hazard Identification and Risk Assessment	SSD/N0128 v 1.0	Core	4.0	3	45	25	20	0	90	50	50	20	-	120	20%
4.	Ergonomic safety training programs	SSD/N0129 v 1.0	Core	4	2	30	20	10	0	60	50	50	10	-	110	14%
5.	Plan, Organize and Emergency protocols	SSD/N0104 v 1.0	Non-Core	4.5	2	30	20	10	-	60	50	50		-	100	13%
6.	Employability Skills	DGT/VSQ/N0102	Non-Core	4	2	30	30		-	60	25	25		-	50	13%
Duration (in Hours) / Total Marks				-	15	225	165	60	0	450	275	275	50	-	600	100%

Optional NOS/s: No

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ non-core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	N/A															
Duration (in Hours) / Total Marks																

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 50% (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: 35% (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer’s Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Completed UG/PG in relevant field with 2 years’ experience Completed UG in any discipline / Diploma in relevant field with 4 years’ experience Completed ITI/12TH with 8 years’ experience
2.	Master Trainer’s Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Completed UG/PG in relevant field with 3 years’ experience Completed UG in any discipline / Diploma in relevant field with 5 years’ experience
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If “Yes,” details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	

Section 4: Assessment Related

1.	Assessor’s Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Completed UG/PG in relevant field with 2 years’ experience Completed UG in any discipline / Diploma in relevant field with 4 years’ experience Completed ITI/12TH with 8 years’ experience
2.	Proctor’s Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Completed UG/PG in relevant field with 1 years’ experience Completed UG in any discipline / Diploma in relevant field with 2 years’ experience Completed ITI/12TH with 5 years’ experience

3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Completed UG/PG in relevant field with 3 years' experience Completed UG in any discipline / Diploma in relevant field with 5 years' experience
4.	Assessment Mode (Specify the assessment mode)	Offline and online
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): No
4.	Number of Industry validation provided: 30
5.	Estimated nos. of persons to be trained and employed: 15,000
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: "No"

Section 6: Annexure & Supporting Documents Checklist
Specify Annexure Name / Supporting document file name

1.	Annexure: NCrF/NSQF level justification based on NCrF level/NSQF descriptors (Mandatory)	Yes
2.	Annexure: List of tools and equipment relevant for qualification (Mandatory, except in case of online course)	Yes
3.	Annexure: Detailed Assessment Criteria (Mandatory)	Yes
4.	Annexure: Assessment Strategy (Mandatory)	Yes
5.	Annexure: Blended Learning (Mandatory, in case selected Mode of delivery is "Blended Learning")	No
6.	Annexure: Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)	Yes
7.	Annexure: Acronym and Glossary (Optional)	Yes

8.	Supporting Document: Model Curriculum (<i>Mandatory – Public view</i>)	Yes
9.	Supporting Document: Career Progression (<i>Mandatory - Public view</i>)	Yes
10.	Supporting Document: Occupational Map (<i>Mandatory</i>)	Yes
11.	Supporting Document: Assessment SOP (<i>Mandatory</i>)	Yes
12.	Any other document you wish to submit:	No

Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	The job holder requires a wide range of specialized theoretical & practical skill, experience, and technical knowledge to perform the task as Ergonomics Safety Steward in accordance with the applicable standards and procedures in respect of followings.	The job holder requires a well-developed skill and theoretical & knowledge with clear choices of procedures and in familiar context & situation.	4.0
Professional and Technical Skills/ Expertise/ Professional Knowledge	Job holder is required to ensure safety process compliances as per standing order procedures, as per standards, regulation, and norms. The job holder will have very good factual & theoretical knowledge of requirements, implementation processes, steps involved to ensure ergonomic safety of employees, workers and of the organization.	The job holder should have very good factual & theoretical knowledge & principles in context of ergonomics safety requirements of the organization and various steps involved are: <ul style="list-style-type: none"> Ergonomics hazard identification, categorization. 	4.0

		<ul style="list-style-type: none"> • Ergonomics safety plan. • Ergonomics training & control. 	
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	The job holder is expected to have cognitive & practical skills to ensure safety, generate solutions to specific issues related to ergonomics safety and to ensure compliance of the safety norms and measures as per SOP and deployment of ergonomic safety parameters.	The outcomes expected from the job holder requires cognitive & practical skills to ensure safety plan of employees & workers, suggest solutions to specific ergonomic problems. It also needs to exhibit proactive cooperation and collaboration with the other teams & members. The job holder will have knowledge of operation & deployment for ergonomic safety programs. He will provide timely communication, suggestions in deployment of safety training & parameters.	4.0
Broad Learning Outcomes/Core Skill	The job holder is expected to analyze the risks & hazards, categorize, and suggest suitable methods to reduce ergonomics hazards, prevention training and ensure processes & statutory requirements. He is also expected to have core skills to demonstrate team work, time management, effective guidance, and communication to ensure compliance to set standards and procedures.	The job holder will require mathematical analysis to arrive at the methods, equipment & process compliance needs & checks. He is also expected to demonstrate;-	4.0

		<ul style="list-style-type: none"> ● Team work ● Time management ● Effective guidance and communication ● Ensure compliance to set parameters. 	
Responsibility	<p>The Job holder carries out ergonomic safety requirements in the organization and is directly responsible to ensure compliance of standards, parameters, training, and procedures. He is also responsible for the subordinates working directly under him.</p>	<p>The Job holder is directly responsible for his work in carrying out implementation of ergonomic safety procedures and ensuring compliances. He is responsible for his work & learning and subordinates working directly under him. He needs to have adequate knowledge of the standard, safety measures and the statutes & standards.</p>	4.0

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment
Batch Size: 30

No	Tools/Equipment Name	Specifications	Quantity for specified batch size
1	Chairs	Nos	5
2	Standard Workstation	Nos	3

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Black/White board
2. Marker
3. Projector
4. Computer with relevant software

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Irrigation Department Government of UP	Er. Manoj Kumar Arya	Junior Engineer	Aligarh, Uttar Pradesh	9412818118	-	-
2	Shaheed Bhagat Singh College, University of Delhi	Dr. Chandrakanta	Former Faculty	Delhi University, New Delhi	-	chandrakantajnu@gmail.com	-

3	Surya Contractors	Mr. Rajendra Kumar	Billing Engineer (Civil)	Amritsar, Punjab	8802661569	-	-
4	Accurate Institute of Management and Technology	Dr. S L Rajput	Associate Professor	Greater Noida, Uttar Pradesh	807626549	-	-
5	Pratham education foundation	Mr. Ashutosh Sharma Mr. Raman Singh	Program Associate (Civil)	Noida, Uttar Pradesh	7982315949 7827582148	-	-
6	CPWD, New Delhi	Mr. Bharat Singh Chauhan	Junior Engineer (Civil)	O/A Assistant Engineer, 4/N, CPWD Shahjahan road, New Delhi	-	-	-
7	UPPCL, Lucknow	Ms. Sandhya Mishra	Junior Engineer (Civil)	UPPCL, Left Bank Gomti Barrage, Gomti Nagar, Lucknow, UP	-	-	-
8	Deepam Contractors Pvt. Ltd.	Mr. R. B. Singh	Director	H-156 Beta 2, Greater Noida, UP- 203010	7503920973	deepamcontractor@gmail.com	-
9	IIT Guwahati	Dr. Sparsh Johari	Assistant Professor	Indian Institute of Technology, Guwahati	7827060976	sparshjohari@iitg.ac.in	-
10	Ciria India Limited	Mr. Akash Nirvan	Head EHSS	C-116, 2 ND & 3 RD Floor, Sector-2,	8800377994	Akash.nirvan@morganplc.com	-

				Noida-201301, UP			
11	IIT Roorkee	Mr. Amarjeet	Research Scholar (Dept. of Civil Engg)	Indian Institute of Technology Roorkee, Uttarakhand	7839116059	-	-
12	N.R., Indian Railways	Bishun Dayal Verma	SSE	Carriage workshop, Alam Bagh, Lucknow- Uttar Pradesh	8707481190 9794830451	-	-
13	Larsen & Toubro Limited	Mr. Rahul Sinha	Assistant Construction Manager	NCRTE RRTS Project, Meerut, Uttar Pradesh	-	Rahul.sinha1@Intecc.com	-
14	Ask EHS engineering & consultants Pvt ltd	Mahesh S Lanjekar	Business Head	Surat, Gujarat	9227695202	Mahesh.lanjekar@askehspmc.com	-
15	Symplico	Ms. Lata Rawat	Manager	Surat, Gujarat	9484825000	-	-
16	Pooja Enterprises	Mr. Karan Aggarwal	General Manager	Surat, Gujarat	9725348874	-	-
17	Structural Specialties & Projects Pvt Ltd	Mr. Sawant	-	801, Odyssey, Road No. 9, Wagle Estate, Thane (West), Thane, Maharashtra 400604	022 2580 1080	-	-
18	Jobby Industrial Services Pvt Ltd	Mr. B Naik	-	UNIT NO. 25 & 26, NAHUR UDYOG CO-OP SOCIETY LTD. PANDIT	02221675100	-	-

				M. M. MALVIYA MARG, MULUND (W), MUMBAI Mumbai City MH 400080 IN			
19	Enercore Power Builders	Mr. S Paramasiram	-	351 / 270, 1st Floor, MKN Road, Alandur, Chennai, Tamil Nadu 600016	(949) 732-4400	-	-
20	Munn Engineers & Developers Pvt Ltd	-	-	Ward No. 3, House No: 26, Nadikhandisah i, Phulbani, IGndhamal, Odisha-762001	-	-	-
21	Micron Electricals	Syed Akbar Ahmed Zaidi Mr. Mohan Rangala	Safety Head EHS Engineer	No.86/E-1,2nd Cross,3rd Main Road, Industrial Suburb,2nd Stage Yeshwanthpur, BANGALOR E – 560 022	9885092841 9515470663	qhseakbar@gmail.com rangalamohanrao@gmail.com	-
22	Tata Project	SK Mohammad Ali Akbar	Safety Officer	Mumbai, Maharashtra, India	9040597712	-	-

23	Reliance Industries Limited	Ravi Ballabh	GM, S&OR-Const. Safety		9725007688	Ravi.ballabh@ril.com	-
24	Signify Innovation India Limited	Pradeep Singh Parhar	Manager Health & Safety	9 th floor, Building 9B, DLF cyber city, Gurugram-Haryana	9814721820	Pradeep.parhar@signify.com	-
25	ASK EHS	Harshit Parikh	Business Development Overseas (HSE Recruitment & Projects)	Surat, Gujarat	6359922897	harshitparikh@askehspmc.com	-
26	JSW	Veerendra Kumar	Safety Consultant			Veerendra.kumar@jsw.in	-
27	Carrier India Limited	Md. Mukaram	Safety Head			md.mukaram@carrier.com	-
28	Kalpataru Group	Lalit Tiwari	President- EHS & Group chief sustainability officer			lalitkumar.tiwari@kalpataru.com	-

29	United Fire & Safety Services	Sandeep Mehta	Owner	GIDC, Industrial estate, makarpura, Vadodara-390010	6358827798	Usafe.fire@gmail.com	-
30	L&T Limited	Manish Gupta	HSE Head	L&T Energy-Hydrocarbon (HSE), Hazira			

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2024	100	100	50	50	-	-
2025	200	200	100	100	-	-
2026	200	200	100	100	-	-

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented: This is a new qualification.

Content availability for previous versions of qualifications: This is a new qualification.

Participant Handbook Facilitator Guide Digital Content Qualification Handbook Any Other:

Languages in which Content is available: Hindi and English

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	Presentations, Reference material, Audio/Video module, e-books, 2-way video platform, Case study.	0% : 100%
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	Presentations, Reference material, Audio/Video module, e-books, 2-way video platform.	0% : 100%
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners	Presentations, Audio/Video module, e-books	50% : 50%
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Simulation, Animation, Audio/Video module	80% : 20%
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	Presentations, Reference material, Audio/Video module, e-books, MCQ based test.	50% : 50%
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Presentations, Reference material, Audio/Video module, e-books, laptop/mobile	0% : 100%
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	On the work site, simulation.	100% : 0%

[Annexure: Detailed Assessment Criteria](#)

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
SSD/N0126 v 1.0 : Ergonomics Hazards at Workplace	PC-1 Understand the concept of ergonomics, associated hazards, its importance, the moral & financial importance; safety against the ergonomics hazards at the workplace.	5	5	10	-
	PC-2 Understand the principles of ergonomics and its importance in promoting worker well-being.	5	5		-

	PC- 3 Understand application of ergonomic principle in design of workplace, tools & equipment.	5	5		-
	PC-4 Ergonomics hazards at the workplace like repetition, awkward posture, stationary position noise, and work stress.	7	7		-
	PC-5 Understand ergonomics hazards due equipment layout, lifting, pushing, and pulling (manual handling), confined space, forceful motion, direct pressure, vibration, extreme temperature,	7	7		-
	PC-6 Ergonomics hazards due to systems and computer programs, work stress, workplace design, lighting, cold temperature.	6	6		-
	PC-7 Understand musculoskeletal disorders, inflammatory mechanism behind development of musculoskeletal disorders, chronic and acute	5	5		-
	PC-8 Identify jobs/tasks associated with MSDs hazards.	5	5		-
	PC-9 Recognize MSDs symptoms and risk factors; muscle weakness or discomfort, tingling or numbness; swelling, inflammation, stiffness, pain or burning sensation.	5	5		-
	NOS Total Marks	50	50	10	-
SSD/N0127 v 1.0 : Evaluation of risk associated with ergonomic hazard	PC-1 Identify basic factors affecting ergonomics risks & hazards; repetition, awkward posture, stationary position noise, work stress, equipment layout, lifting, pushing, and pulling, confined space, forceful motion, direct pressure, vibration, extreme temperature, work stress, lighting etc.	5	5	10	-
	PC-2 Identify condition, situation and working environment affecting or contributing towards risk factors.	5	5		-
	PC-3 Learn analysis of contributing risk factors in ergonomics risks and hazards. Develop a standard method of standard risk evaluation for risk factors.	5	5		-
	PC-4 Develop evaluation parameters of risk factor, learn risk assessment tools, risk assessment checklist.	5	5		-
	PC-5 Develop review methodology of workplace processes and tasks to identify potential ergonomic hazards.	5	5		-
	PC-6 Analyze factors and determine level of risk of ergonomic hazard (low, medium, high)	5	5		-
	PC-7 Develop appropriate ergonomic controls to mitigate the identified risks and prioritize control measures based on the severity of identified risks.	5	5		-

	PC-8 Develop implementation plans for recommended control measures and interventions in accordance with the implementation plan.	5	5		-
	PC-9 Develop monitoring methodology to check effectiveness of control measures and to ensure that control measures are achieving the desired outcomes.	5	5		-
	PC-10 Learn to measure outcome and modify control measures to achieve desired outcomes.	5	5		-
	NOS Total Marks	50	50	10	-
SSD/N0128 v 1.0 : Hazard Identification and Risk Assessment	PC-1 Understand ergonomic principles to design workstations and equipment to reduce ergonomic risk factors and identify gaps in existing workplace by gap analysis.	5	5	20	-
	PC-2 Analyze the need and prepare ergonomics safety scheme for solutions.	5	5		-
	PC-3. Develop an action plan for implementing control measures and hierarchy of controls.	5	5		-
	PC-4 Design workplace to reduce ergonomics risk repetition, awkward posture, stationary position noise, and work stress.	5	5		-
	PC-5 Design workplace to reduce ergonomics risk in equipment layout, lifting, pushing, and pulling (manual handling), confined space, forceful motion, direct pressure, vibration, extreme temperature,	5	5		-
	PC-6 Carryout periodic evaluations of the ergonomic safety scheme.	5	5		-
	PC-7 Analyzing and interpreting data to evaluate the effectiveness of the ergonomic safety program and carry out improvement measures.	5	5		-
	PC-8 Developing a hierarchy of controls for ergonomic hazards and risks. (Hierarchy of control- 1. Elimination,2. Substitution,3. Isolation,4. Engineering and Administration control, 5.PPE control)	5	5		-
	PC-9 Developing and maintaining documents of ergonomic safety programs.	5	5		-
	PC-10 Developing methodology & procedures for maintaining continual ergonomic safety solutions & standard.	5	5		-
	NOS Total Marks	50	50		20
	PC-1 Understand practical and theoretical aspects of ergonomic principle; physical, cognitive, and organizational ergonomics.	7	7	10	-
	PC-2 Analyze the safety needs & gaps and prepare ergonomics safety training program.	7	7		-

SSD/N0129 v 1.0 : Ergonomic safety training programs	PC-3. Develop an action plan for implementing training program and hierarchy of controls.	6	6		-
	PC-4 Conduct training to employees on ergonomic hazards and risks and control measures	5	5		-
	PC-5 Carryout periodic evaluations of the ergonomic safety training program.	5	5		-
	PC-6 Analyzing and interpreting data to evaluate the effectiveness of the ergonomic safety training program and carry out improvement measures.	5	5		-
	PC-7 Developing a hierarchy of controls for implementing and measuring the effectiveness.	5	5		-
	PC-8 Developing and maintaining documents of ergonomic safety programs.	5	5		-
	PC-9 Developing methodology & procedures for maintaining continual ergonomic safety training program & maintenance of standard.	5	5		-
	NOS Total Marks	50	50	10	-
	SSD/N0104 v 1.0 : Plan, Organize and Emergency protocols	PC-1 Planning of safety resources, schedules, measures, and timelines for readiness as per overall work timelines.	5	5	-
PC-2 Communicate to other team members, co-workers, subordinates & superiors, and coordination with other team members.		5	5	-	-
PC-3 Task identification and allotment to subordinates, supervision, and coordination among the team members for readiness in sync with overall task & timelines.		5	5	-	-
PC-4 Resource collection, provisioning of resources to team members as per task & timelines.		6	6	-	-
PC-5 Communicate & brief to concerned co-workers, subordinates & superiors, provide guidance to subordinate & co-workers for timely and correct completion.		6	6	-	-
PC-6 Supervision & monitoring progress of work, reporting the progress & completion, preparation of reports & documents.		6	5	-	-
PC-7 Set up medical emergency measures, in case of accidents/incidents at the workplace.		6	6	-	-
PC-8 Set up fire emergency measures as per plans in case of any fire accidents at the workplace.		6	6	-	-
PC-9 Set up emergency assembly area, evacuation plan, sign boards and guidance.		5	6	-	-
NOS Total Marks		50	50	-	-

DGT/VSQ/N0102: Employability Skills	PC- 1 Identify employability skills required for jobs in various industries	0.5	0.5	-	-
	PC- 2 Identify and explore learning and employability portals	0.5	0.5	-	-
	PC- 3 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.	0.5	0.5	-	-
	PC- 4 Follow environmentally sustainable practices	0.5	0.5	-	-
	PC- 5 Recognize the significance of 21st Century Skills for employment	1.5	1.5	-	-
	PC- 6 Practice the 21st Century Skills such as Self-Awareness, Behavior 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	1.5	1.5	-	-
	PC- 7 Use basic English for everyday conversation in different contexts, in person and over the telephone	1	1	-	-
	PC- 8 Read and understand routine information, notes, instructions, mails, letters etc. written in English	1	1	-	-
	PC- 9 Write short messages, notes, letters, e-mails etc. in English	1	1	-	-
	PC- 10 Understand the difference between job and career	0.5	0.5	-	-
	PC- 11 Prepare a career development plan with short- and long-term goals, based on aptitude	1	1	-	-
	PC- 12 Follow verbal and non-verbal communication etiquette and active listening techniques in various settings	1	1	-	-
	PC- 13 Work collaboratively with others in a team	1	1	-	-
	PC- 14 Communicate and behave appropriately with all genders and PwD	0.5	0.5	-	-
	PC- 15 Escalate any issues related to sexual harassment at workplace according to POSH Act	0.5	0.5	-	-
	PC- 16 Select financial institutions, products, and services as per requirement	0.5	0.5	-	-
	PC- 17 Carry out offline and online financial transactions, safely and securely	1	1	-	-
	PC- 18 Identify common components of salary and compute income, expenses, taxes, investments etc.	0.5	0.5	-	-
	PC- 19 Identify relevant rights and laws and use legal aids to fight against legal exploitation	0.5	0.5	-	-

PC- 20 Operate digital devices and carry out basic internet operations securely and safely	1	1	-	-
PC- 21 Use e- mail and social media platforms and virtual collaboration tools to work effectively	2	2	-	-
PC- 22 Use basic features of word processor, spreadsheets, and presentations	1	1	-	-
PC- 23 Identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	1	1	-	-
PC- 24 Develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	1	1	-	-
PC- 25 Identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	1	1	-	-
PC- 26 Identify different types of customers	0.5	0.5	-	-
PC- 27 Identify and respond to customer requests and needs in a professional manner.	0.5	0.5	-	-
PC- 28 Follow appropriate hygiene and grooming standards	0.5	0.5	-	-
PC- 29 Create a professional Curriculum vitae (Résumé)	-	0.5	-	-
PC- 30 Search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	0.5	-	-	-
PC- 31 Apply to identified job openings using offline /online methods as per requirement	0.5	0.5	-	-
PC- 32 Answer questions politely, with clarity and confidence, during recruitment and selection	0.5	-	-	-
PC- 33 Identify apprenticeship opportunities and register for it as per guidelines and requirement	-	0.5	-	-
Total Marks	25	25	-	-
Grand Total	275	275	50	-

Annexure: Assessment Strategy

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

Mention the detailed assessment strategy in the provided template.

<1. Assessment System Overview:

- Batches are assigned to the assessment agencies for conducting the assessment on SIP/Portal or email
- Assessment agencies send the assessment confirmation to VTP/TC looping Awarding Body(AB)
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- AB ensures the assessment process & records

2. Testing Environment:

- Check the assessment location, date, and time
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the AA/Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor will be ToA certified & trainer will be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Center photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location
- Method for assessment documentation, archiving, and access
- Soft/Hard copies of the documents are stored

On the Job:

1. The candidate works for all modules.
2. The candidate must score 50% in assessment to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills, understanding needs & requirements.
 - Report prepared by trainees during OJT.
4. Assessment of task ensure that the candidate can perform all tasks of the job role required:
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Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency

AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS defines the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities based on their main economic function, product, service, or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf