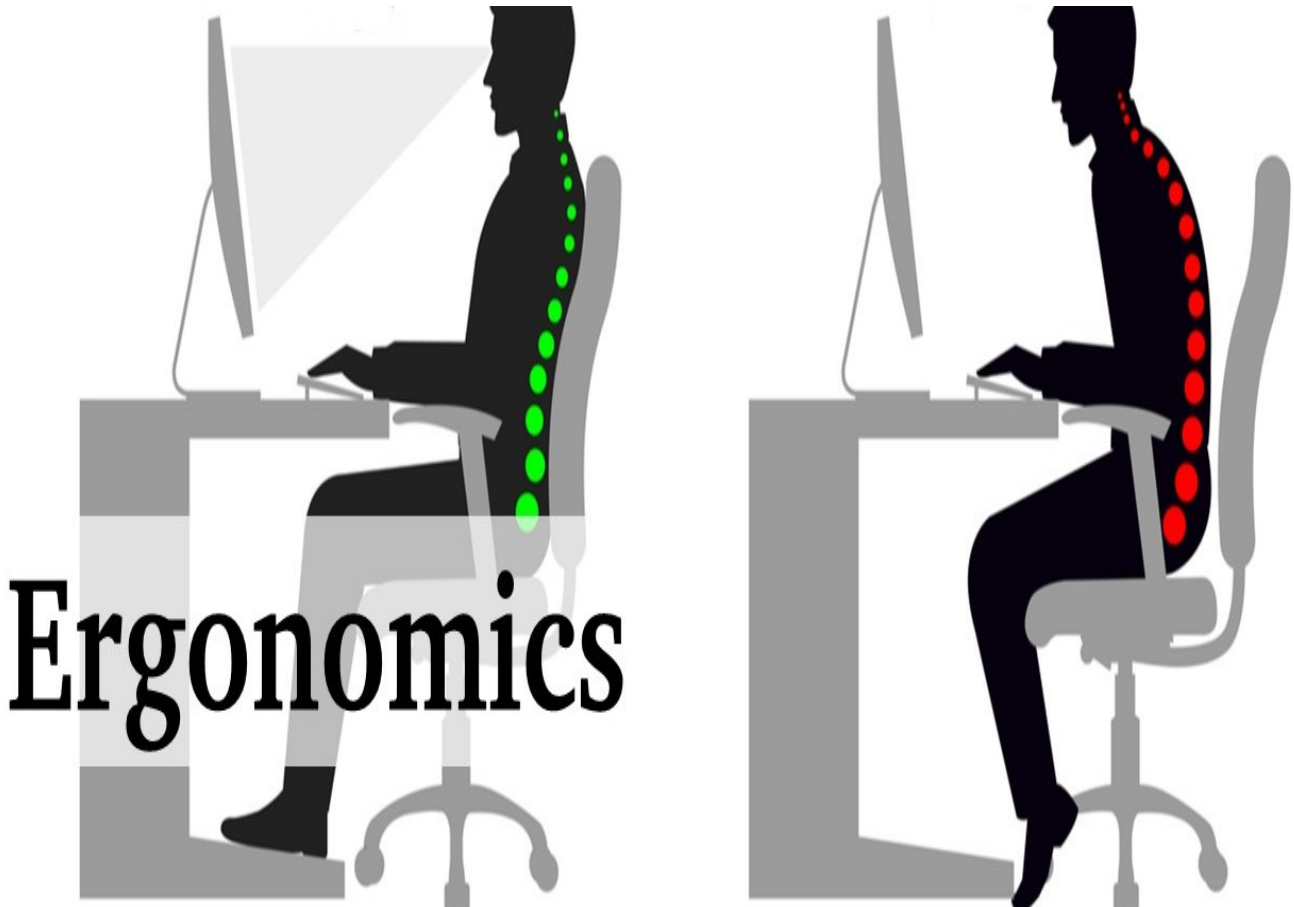




## Qualification Pack



# Ergonomics Safety Steward

QP Code: SSD/VSQ/Q0107

Version: 1.0

NSQF Level: 4

Safety Skill Development Foundation || Safety Skill Development Foundation D-507, Light House,  
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## Qualification Pack

### Contents

SSD/VSQ/Q0107: Ergonomics Safety Steward .....	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
SSD/VSQ/N0126: Ergonomics Hazard at Workplace .....	5
SSD/VSQ/N0127: Evaluation of risk associated with Ergonomic hazards. ....	9
SSD/VSQ/N0128: Hazard Identification & Risk Assessment .....	14
SSD/VSQ/N0129: Ergonomic Safety Training programs .....	19
SSD/VSQ/N0104: Plan, Organize and Emergency protocols .....	23
DGT/VSQ/N0102: Employability Skills (60 Hours) .....	27
Assessment Guidelines and Weightage .....	34
<i>Assessment Guidelines</i> .....	34
<i>Assessment Weightage</i> .....	35
Acronyms .....	37
Glossary .....	38



## Qualification Pack

# SSD/VSQ/Q0107: Ergonomics Safety Steward

### Brief Job Description

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.

### Personal Attributes

The professional should be mentally and professionally fit to take responsibility for ergonomics health and safety standards and meet the health and safety standards at the workplace with his/her integrity, objectivity, independence, knowledge of law, expression, and code of ethics. He should have good analytical skills and understanding of dynamic working environments.

### Applicable National Occupational Standards (NOS)

#### Compulsory NOS:

1. [SSD/VSQ/N0126: Ergonomics Hazard at Workplace](#)
2. [SSD/VSQ/N0127: Evaluation of risk associated with Ergonomic hazards.](#)
3. [SSD/VSQ/N0128: Hazard Identification & Risk Assessment](#)
4. [SSD/VSQ/N0129: Ergonomic Safety Training programs](#)
5. [SSD/VSQ/N0104: Plan, Organize and Emergency protocols](#)
6. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

### Qualification Pack (QP) Parameters

<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Hydrocarbon, Iron & steel, Mining, Power, Automotive, Construction, Chemicals & Petrochemicals, and others.
<b>Occupation</b>	Occupational Safety Health & Environment (OSHE) Engineering & Management
<b>Country</b>	India



## Qualification Pack

<b>NSQF Level</b>	4
<b>Credits</b>	15
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/2141.2600 : Occupational Health and Safety Specialist.
<b>Minimum Educational Qualification &amp; Experience</b>	12th Class (Science or equivalent) with 2 Years of experience OR Completed 3 year diploma after 10th (in relevant field) with 2 Years of experience OR 10th Class + I.T.I with 2 Years of experience OR Previous relevant Qualification of NSQF Level (3.5) with 1-2 Years of experience (1.5 Years) OR Previous relevant Qualification of NSQF Level (3.0) with 3 Years of experience
<b>Minimum Level of Education for Training in School</b>	10th Class
<b>Pre-Requisite License or Training</b>	Nil
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	31/01/2027
<b>NSQC Approval Date</b>	31/01/2024
<b>Version</b>	1.0
<b>Reference code on NQR</b>	QC-04-CO-02087-2024-V1-SSDF
<b>NQR Version</b>	1.0

### Remarks:

NA



## Qualification Pack

# SSD/VSQ/N0126: Ergonomics Hazard at Workplace

## Description

The NOS describes the knowledge & skills required by the professional to identify ergonomic hazards and assess the associated risks in the workplace. It involves understanding the principles of ergonomics, recognizing potential hazards, and evaluating the risk levels to prevent workplace injuries.

## Scope

The scope covers the following :

- Understand ergonomics basic principle and its application.
- Identify ergonomic hazards in workstations, equipment, tools, and processes.
- Evaluate the risk levels associated with ergonomic hazards.
- Understand factors to reduce musculoskeletal disorders (MSDs)

## Elements and Performance Criteria

### *Ergonomics Basic Principles*

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

- PC1.** Understand the concept of ergonomics, associated hazards, its importance, the moral & financial importance; safety against the ergonomics hazards at the workplace.
- PC2.** Understand the principles of ergonomics and its importance in promoting worker well-being.
- PC3.** Understand application of ergonomic principle in design of workplace, tools & equipment.

### *Ergonomics Hazards.*

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

- PC4.** Ergonomics hazards at the workplace like repetition, awkward posture, stationary position noise, and work stress.
- PC5.** Understand ergonomics hazards due equipment layout, lifting, pushing, and pulling (manual handling), confined space, forceful motion, direct pressure, vibration, extreme temperature.
- PC6.** Ergonomics hazards due to systems and computer programs, work stress, workplace design, lighting, cold temperature.

### *Musculoskeletal Disorders (MSDs)*

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

- PC7.** Understand musculoskeletal disorders, inflammatory mechanism behind development of musculoskeletal disorders, chronic and acute
- PC8.** Identify jobs/tasks associated with MSDs hazards.
- PC9.** Recognize MSDs symptoms and risk factors; muscle weakness or discomfort, tingling or numbness; swelling, inflammation, stiffness, pain or burning sensation.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



## Qualification Pack

- KU1.** Ergonomics principle.
- KU2.** Ergonomic hazards in the workplace.
- KU3.** Ergonomics risks associated with the workplace.
- KU4.** Application of ergonomic principle in design of workplace.
- KU5.** Primary factors of musculoskeletal disorders (MSDs).
- KU6.** Secondary factors of musculoskeletal disorders (MSDs).
- KU7.** OSHA regulations and ISO standards.
- KU8.** Material handling equipment.
- KU9.** Various environmental risks.

### Generic Skills (GS)

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

- GS1.** Effectively read, write and comprehend diverse languages.
- GS2.** Effectively communicate in the local language.
- GS3.** Apply Basic mathematics operations and ,methods of operating mathematical tools.
- GS4.** Plan and organize resource optimization.
- GS5.** Efficiently manage administrative tasks, make decisions, and resolve conflicts.
- GS6.** Understand & adhere to instructions related to safety protocols.
- GS7.** Use of personal protective equipment



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ergonomics Basic Principles</i>	<b>15</b>	<b>15</b>	<b>3</b>	-
<b>PC1.</b> Understand the concept of ergonomics, associated hazards, its importance, the moral & financial importance; safety against the ergonomics hazards at the workplace.	5	5	-	-
<b>PC2.</b> Understand the principles of ergonomics and its importance in promoting worker well-being.	5	5	-	-
<b>PC3.</b> Understand application of ergonomic principle in design of workplace, tools & equipment.	5	5	-	-
<i>Ergonomics Hazards.</i>	<b>20</b>	<b>20</b>	<b>3</b>	-
<b>PC4.</b> Ergonomics hazards at the workplace like repetition, awkward posture, stationary position noise, and work stress.	7	7	-	-
<b>PC5.</b> Understand ergonomics hazards due equipment layout, lifting, pushing, and pulling (manual handling), confined space, forceful motion, direct pressure, vibration, extreme temperature.	7	7	-	-
<b>PC6.</b> Ergonomics hazards due to systems and computer programs, work stress, workplace design, lighting, cold temperature.	6	6	-	-
<i>Musculoskeletal Disorders (MSDs)</i>	<b>15</b>	<b>15</b>	<b>4</b>	-
<b>PC7.</b> Understand musculoskeletal disorders, inflammatory mechanism behind development of musculoskeletal disorders, chronic and acute	5	5	-	-
<b>PC8.</b> Identify jobs/tasks associated with MSDs hazards.	5	5	-	-
<b>PC9.</b> Recognize MSDs symptoms and risk factors; muscle weakness or discomfort, tingling or numbness; swelling, inflammation, stiffness, pain or burning sensation.	5	5	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	<b>10</b>	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SSD/VSQ/N0126
<b>NOS Name</b>	Ergonomics Hazard at Workplace
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	
<b>Occupation</b>	Occupational Safety Health & Environment (OSHE) Engineering & Management
<b>NSQF Level</b>	4
<b>Credits</b>	3
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/01/2024
<b>Next Review Date</b>	31/01/2027
<b>NSQC Clearance Date</b>	31/01/2024



## Qualification Pack

# SSD/VSQ/N0127: Evaluation of risk associated with Ergonomic hazards.

## Description

The NOS describes the knowledge and skills required by the professional to assess ergonomic risks in the workplace. It involves identifying and evaluating factors that can impact the health, safety, and well-being of workers, with a focus on ergonomic principles and practices.

## Scope

The scope covers the following :

- Identify ergonomic risk factors.
- Evaluate the risk levels, severity, frequency, and duration of exposure to ergonomic risk factors.
- Evaluate the effectiveness of existing control measures, existing data, and feedback.
- Identify gaps in the existing control measures.
- Develop standard ergonomic assessment and risk assessment methods.

## Elements and Performance Criteria

### *Identification of ergonomic risk factors.*

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

- PC1.** 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.
- PC2.** Identify condition, situation and working environment affecting or contributing towards risk factors.
- PC3.** Learn analysis of contributing risk factors in ergonomics risks and hazards. Develop a standard method of standard risk evaluation for risk factors.

### *Evaluation of Risk factors & risk levels*

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

- PC4.** Develop evaluation parameters of risk factor, learn risk assessment tools, risk assessment checklist.
- PC5.** Develop review methodology of workplace processes and tasks to identify potential ergonomic hazards.
- PC6.** Analyze factors and determine level of risk of ergonomic hazard (low, medium, high).

### *Develop ergonomics risk assessment methods & controls.*

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

- PC7.** Develop appropriate ergonomic controls to mitigate the identified risks and prioritize control measures based on the severity of identified risks.
- PC8.** Develop implementation plans for recommended control measures and interventions in accordance with the implementation plan.
- PC9.** Develop monitoring methodology to check effectiveness of control measures and to ensure that control measures are achieving the desired outcomes.



## Qualification Pack

**PC10.** Learn to measure outcome and modify control measures to achieve desired outcomes.

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Ergonomics principle.
- KU2.** Ergonomic hazards in the workplace.
- KU3.** Ergonomics risks associated with the workplace.
- KU4.** Application of ergonomic principle in design of workplace.
- KU5.** Primary factors of musculoskeletal disorders (MSDs).
- KU6.** Secondary factors of musculoskeletal disorders (MSDs).
- KU7.** OSHA regulations and ISO standards.
- KU8.** Material handling equipment.
- KU9.** Various environmental risks.

### Generic Skills (GS)

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

- GS1.** Effectively read, write and comprehend diverse languages.
- GS2.** Effectively communicate in the local language.
- GS3.** Apply Basic mathematics operations and ,methods of operating mathematical tools.
- GS4.** Plan and organize resource optimization.
- GS5.** Efficiently manage administrative tasks, make decisions, and resolve conflicts.
- GS6.** Understand & adhere to instructions related to safety protocols.
- GS7.** Use of personal protective equipment



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identification of ergonomic risk factors.</i>	<b>15</b>	<b>15</b>	<b>3</b>	-
<b>PC1.</b> 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	-	-
<b>PC2.</b> Identify condition, situation and working environment affecting or contributing towards risk factors.	5	5	-	-
<b>PC3.</b> Learn analysis of contributing risk factors in ergonomics risks and hazards. Develop a standard method of standard risk evaluation for risk factors.	5	5	-	-
<i>Evaluation of Risk factors &amp; risk levels</i>	<b>15</b>	<b>15</b>	<b>3</b>	-
<b>PC4.</b> Develop evaluation parameters of risk factor, learn risk assessment tools, risk assessment checklist.	5	5	-	-
<b>PC5.</b> Develop review methodology of workplace processes and tasks to identify potential ergonomic hazards.	5	5	-	-
<b>PC6.</b> Analyze factors and determine level of risk of ergonomic hazard (low, medium, high).	5	5	-	-
<i>Develop ergonomics risk assessment methods &amp; controls.</i>	<b>20</b>	<b>20</b>	<b>4</b>	-
<b>PC7.</b> Develop appropriate ergonomic controls to mitigate the identified risks and prioritize control measures based on the severity of identified risks.	5	5	-	-
<b>PC8.</b> Develop implementation plans for recommended control measures and interventions in accordance with the implementation plan.	5	5	-	-
<b>PC9.</b> Develop monitoring methodology to check effectiveness of control measures and to ensure that control measures are achieving the desired outcomes.	5	5	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> Learn to measure outcome and modify control measures to achieve desired outcomes.	5	5	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	<b>10</b>	<b>-</b>



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SSD/VSQ/N0127
<b>NOS Name</b>	Evaluation of risk associated with Ergonomic hazards.
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	
<b>Occupation</b>	Occupational Safety Health & Environment (OSHE) Engineering & Management
<b>NSQF Level</b>	4
<b>Credits</b>	3
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/01/2024
<b>Next Review Date</b>	31/01/2027
<b>NSQC Clearance Date</b>	31/01/2024



## Qualification Pack

# SSD/VSQ/N0128: Hazard Identification & Risk Assessment

## Description

The NOS describes the knowledge and skills required by the professional to identify, develop and implement effective ergonomic solutions and safety programs. It covers various aspects of ergonomic safety, including ergonomic hazards, development of interventions, implementation of interventions and evaluation of the effectiveness of the program.

## Scope

The scope covers the following :

- Understand the importance of ergonomic safety schemes in the workplace.
- Understand workplace design principles, appropriate acoustics, lighting, ventilation, and temperature control for workplace design
- Identify the need for ergonomics solutions through workplace assessments, observation, and analysis of injury data.
- Develop ergonomic solutions and safety programs in the workplace.
- Develop control measures (action taken to prevent, eliminate or reduce hazard) to mitigate ergonomic hazards and reduce the risk of injury.
- Evaluate the effectiveness of the ergonomic safety scheme and identify optimal equipped work tools.

## Elements and Performance Criteria

### *Identifying & Developing Ergonomics Solutions*

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

- PC1.** Understand ergonomic principles to design workstations and equipment to reduce ergonomic risk factors and identify gaps in existing workplace by gap analysis.
- PC2.** Analyze the need and prepare ergonomics safety scheme for solutions.
- PC3.** Develop an action plan for implementing control measures and hierarchy of controls.

### *Implementing & maintaining ergonomics safety.*

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

- PC4.** Design workplace to reduce ergonomics risk repetition, awkward posture, stationary position noise, and work stress.
- PC5.** Design workplace to reduce ergonomics risk in equipment layout, lifting, pushing, and pulling (manual handling), confined space, forceful motion, direct pressure, vibration, extreme temperature.
- PC6.** Carryout periodic evaluations of the ergonomic safety scheme.
- PC7.** Analyzing and interpreting data to evaluate the effectiveness of the ergonomic safety program and carry out improvement measures.

### *Monitoring and Effectiveness*

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



## Qualification Pack

- PC8.** 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)
- PC9.** Developing and maintaining documents of ergonomic safety programs.
- PC10.** Developing methodology & procedures for maintaining continual ergonomic safety solutions & standard.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Ergonomics principle.
- KU2.** Ergonomic hazards in the workplace.
- KU3.** Ergonomics risks associated with the workplace.
- KU4.** Application of ergonomic principle in design of workplace.
- KU5.** Primary factors of musculoskeletal disorders (MSDs).
- KU6.** Secondary factors of musculoskeletal disorders (MSDs).
- KU7.** OSHA regulations and ISO standards.
- KU8.** Material handling equipment.
- KU9.** Various environmental risks.

## Generic Skills (GS)

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

- GS1.** Effectively read, write and comprehend diverse languages.
- GS2.** Effectively communicate in the local language.
- GS3.** Apply Basic mathematics operations and ,methods of operating mathematical tools.
- GS4.** Plan and organize resource optimization.
- GS5.** Efficiently manage administrative tasks, make decisions, and resolve conflicts.
- GS6.** Understand & adhere to instructions related to safety protocols.
- GS7.** Use of personal protective equipment



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identifying &amp; Developing Ergonomics Solutions</i>	<b>15</b>	<b>15</b>	<b>6</b>	-
<b>PC1.</b> Understand ergonomic principles to design workstations and equipment to reduce ergonomic risk factors and identify gaps in existing workplace by gap analysis.	5	5	-	-
<b>PC2.</b> Analyze the need and prepare ergonomics safety scheme for solutions.	5	5	-	-
<b>PC3.</b> Develop an action plan for implementing control measures and hierarchy of controls.	5	5	-	-
<i>Implementing &amp; maintaining ergonomics safety.</i>	<b>20</b>	<b>20</b>	<b>8</b>	-
<b>PC4.</b> Design workplace to reduce ergonomics risk repetition, awkward posture, stationary position noise, and work stress.	5	5	-	-
<b>PC5.</b> 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	-	-
<b>PC6.</b> Carryout periodic evaluations of the ergonomic safety scheme.	5	5	-	-
<b>PC7.</b> Analyzing and interpreting data to evaluate the effectiveness of the ergonomic safety program and carry out improvement measures.	5	5	-	-
<i>Monitoring and Effectiveness</i>	<b>15</b>	<b>15</b>	<b>6</b>	-
<b>PC8.</b> 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	-	-
<b>PC9.</b> Developing and maintaining documents of ergonomic safety programs.	5	5	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> Developing methodology & procedures for maintaining continual ergonomic safety solutions & standard.	5	5	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	<b>20</b>	<b>-</b>



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SSD/VSQ/N0128
<b>NOS Name</b>	Hazard Identification & Risk Assessment
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	
<b>Occupation</b>	Occupational Safety Health & Environment (OSHE) Engineering & Management
<b>NSQF Level</b>	4
<b>Credits</b>	3
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/01/2024
<b>Next Review Date</b>	31/01/2027
<b>NSQC Clearance Date</b>	31/01/2024



## Qualification Pack

# SSD/VSQ/N0129: Ergonomic Safety Training programs

## Description

The NOS describes the knowledge & skills required by the professional to provide learners with the necessary knowledge and skills to plan, implement and evaluate ergonomic training programs for workplaces. The NOS covers understanding ergonomic principles, identifying workplace hazards, and developing strategies to prevent workplace injuries and illnesses.

## Scope

The scope covers the following :

- Understand practical and theoretical aspects of ergonomic principles.
- Demonstrate practical application of ergonomics
- Develop an ergonomic safety training program in the workplace.
- Develop control measures & monitoring of training programs.
- Evaluate the effectiveness of the ergonomic safety training program, and continuous improvement and review.

## Elements and Performance Criteria

### *Identifying need and development of ergonomics training program*

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

- PC1.** Understand practical and theoretical aspects of ergonomic principle; physical, cognitive, and organizational ergonomics.
- PC2.** Analyze the safety needs & gaps and prepare ergonomics safety training program.
- PC3.** Develop an action plan for implementing a training program and hierarchy of controls.

### *Implementing & conduct of ergonomics safety training*

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

- PC4.** Conduct training to employees on ergonomic hazards and risks and control measures
- PC5.** Carryout periodic evaluations of the ergonomic safety training program.
- PC6.** Analyzing and interpreting data to evaluate the effectiveness of the ergonomic safety training program and carry out improvement measures.

### *Monitoring and Effectiveness*

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

- PC7.** Developing a hierarchy of controls for implementing and measuring the effectiveness.
- PC8.** Developing and maintaining documents of ergonomic safety programs.
- PC9.** Developing methodology & procedures for maintaining continual ergonomic safety training program & maintenance of standard.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



## Qualification Pack

- KU1.** Ergonomics principle.
- KU2.** Ergonomic hazards in the workplace.
- KU3.** Ergonomics risks associated with the workplace.
- KU4.** Application of ergonomic principle in design of workplace.
- KU5.** Primary factors of musculoskeletal disorders (MSDs).
- KU6.** Secondary factors of musculoskeletal disorders (MSDs).
- KU7.** OSHA regulations and ISO standards.
- KU8.** Material handling equipment.
- KU9.** Various environmental risks.

### Generic Skills (GS)

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

- GS1.** Effectively read, write and comprehend diverse languages.
- GS2.** Effectively communicate in the local language.
- GS3.** Apply Basic mathematics operations and ,methods of operating mathematical tools.
- GS4.** Plan and organize resource optimization.
- GS5.** Efficiently manage administrative tasks, make decisions, and resolve conflicts.
- GS6.** Understand & adhere to instructions related to safety protocols.
- GS7.** Use of personal protective equipment



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identifying need and development of ergonomics training program</i>	<b>20</b>	<b>20</b>	<b>4</b>	-
<b>PC1.</b> Understand practical and theoretical aspects of ergonomic principle; physical, cognitive, and organizational ergonomics.	7	7	-	-
<b>PC2.</b> Analyze the safety needs & gaps and prepare ergonomics safety training program.	7	7	-	-
<b>PC3.</b> Develop an action plan for implementing a training program and hierarchy of controls.	6	6	-	-
<i>Implementing &amp; conduct of ergonomics safety training</i>	<b>15</b>	<b>15</b>	<b>3</b>	-
<b>PC4.</b> Conduct training to employees on ergonomic hazards and risks and control measures	5	5	-	-
<b>PC5.</b> Carryout periodic evaluations of the ergonomic safety training program.	5	5	-	-
<b>PC6.</b> Analyzing and interpreting data to evaluate the effectiveness of the ergonomic safety training program and carry out improvement measures.	5	5	-	-
<i>Monitoring and Effectiveness</i>	<b>15</b>	<b>15</b>	<b>3</b>	-
<b>PC7.</b> Developing a hierarchy of controls for implementing and measuring the effectiveness.	5	5	-	-
<b>PC8.</b> Developing and maintaining documents of ergonomic safety programs.	5	5	-	-
<b>PC9.</b> Developing methodology & procedures for maintaining continual ergonomic safety training program & maintenance of standard.	5	5	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	<b>10</b>	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SSD/VSQ/N0129
<b>NOS Name</b>	Ergonomic Safety Training programs
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	
<b>Occupation</b>	Occupational Safety Health & Environment (OSHE) Engineering & Management
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/01/2024
<b>Next Review Date</b>	31/01/2027
<b>NSQC Clearance Date</b>	31/01/2024



## Qualification Pack

# SSD/VSQ/N0104: Plan, Organize and Emergency protocols

## Description

The NOS describes the knowledge & skills required by the professionals about planning and organizing of their work to provide a safe working environment for workers and set emergency protocols and measures in case of any unforeseen incidents or accidents to minimize the damages & losses.

## Scope

The scope covers the following :

- 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.

## Elements and Performance Criteria

### *Planning of Work*

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

- PC1.** Planning of safety resources, schedules, measures, and timelines for readiness as per overall work timelines.
- PC2.** Communication to other team members, co-workers, subordinates & superiors, and coordination with other team members.
- PC3.** Task identification and allotment to subordinates, supervision, and coordination among the team members for readiness in sync with overall task & timelines.

### *Organizing & monitoring*

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

- PC4.** Resource collection, provisioning of resources to team members as per task & timelines
- PC5.** Communicate & brief to concerned co-workers, subordinates & superiors, provide guidance to subordinate & co-workers for timely and correct completion.
- PC6.** Supervision & monitoring progress of work, reporting the progress & completion, preparation of reports & documents.

### *Emergency Protocols*

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

- PC7.** Set up medical emergency measures, in case of accidents/incidents at the workplace.
- PC8.** Set up fire emergency measures as per plans in case of any fire accidents at the workplace.
- PC9.** Set up emergency assembly area, evacuation plan, sign boards and guidance.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



## Qualification Pack

- KU1.** Task, roles & responsibility of own and subordinates.
- KU2.** Planning timelines of task, sequence, and resources deployment for the task.
- KU3.** Roles & tasks of co-workers & other teams working for the same task.
- KU4.** Instruction, advice, briefing and resource allocation to subordinates.
- KU5.** Communication to co-workers, other teams & superiors for the work.
- KU6.** Organizing tools, equipment, materials & other resources on time as per timelines & emergency.
- KU7.** Knowledge of local emergency support.
- KU8.** Providing support and guidance to his team & subordinates.
- KU9.** Planning & monitoring tools & software and its operation
- KU10.** Knowledge & understanding complexities, priorities & severity of the task.
- KU11.** Report preparation & reporting methods as per organizational hierarchy.

### Generic Skills (GS)

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

- GS1.** Effectively read, write and comprehend diverse languages.
- GS2.** Effectively communicate in the local language.
- GS3.** Apply Basic mathematics operations and ,methods of operating mathematical tools.
- GS4.** Plan and organize resource optimization.
- GS5.** Efficiently manage administrative tasks, make decisions, and resolve conflicts.
- GS6.** Understand & adhere to instructions related to safety protocols.
- GS7.** Use of personal protective equipment.



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Planning of Work</i>	<b>15</b>	<b>15</b>	-	-
<b>PC1.</b> Planning of safety resources, schedules, measures, and timelines for readiness as per overall work timelines.	5	5	-	-
<b>PC2.</b> Communication to other team members, co-workers, subordinates & superiors, and coordination with other team members.	5	5	-	-
<b>PC3.</b> Task identification and allotment to subordinates, supervision, and coordination among the team members for readiness in sync with overall task & timelines.	5	5	-	-
<i>Organizing &amp; monitoring</i>	<b>18</b>	<b>17</b>	-	-
<b>PC4.</b> Resource collection, provisioning of resources to team members as per task & timelines	6	6	-	-
<b>PC5.</b> Communicate & brief to concerned co-workers, subordinates & superiors, provide guidance to subordinate & co-workers for timely and correct completion.	6	6	-	-
<b>PC6.</b> Supervision & monitoring progress of work, reporting the progress & completion, preparation of reports & documents.	6	5	-	-
<i>Emergency Protocols</i>	<b>17</b>	<b>18</b>	-	-
<b>PC7.</b> Set up medical emergency measures, in case of accidents/incidents at the workplace.	6	6	-	-
<b>PC8.</b> Set up fire emergency measures as per plans in case of any fire accidents at the workplace.	6	6	-	-
<b>PC9.</b> Set up emergency assembly area, evacuation plan, sign boards and guidance.	5	6	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SSD/VSQ/N0104
<b>NOS Name</b>	Plan, Organize and Emergency protocols
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	
<b>Occupation</b>	Occupational Safety Health & Environment (OSHE) Engineering & Management
<b>NSQF Level</b>	4.5
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/01/2024
<b>Next Review Date</b>	31/01/2027
<b>NSQC Clearance Date</b>	31/01/2024



## 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>	24/02/2022
<b>Next Review Date</b>	24/02/2025
<b>NSQC Clearance Date</b>	24/02/2022

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. The assessment criteria given in the Qualification Pack Ergonomics Safety Steward by the SSDF.
2. Assessments can be carried out with pen-paper as well as online.
3. Assessment will be carried by certified assessor and affiliated Assessment Agency only.
4. Each NOS for its Performance Criteria (PC) has been assigned marks proportional to its importance. Proportion of marks for Theory and Practical has been marked NOS wise.
5. Questions on practical & theory will be formed in such a way as to provide outcome on maximum Performance Criteria and in proportional way within the NOS.
6. The assessment for the theory part will be based on written questions (short question, multiple choice & viva, or a combination of them) created/approved by the SSDF.
7. The assessment for the practical part will be based on practical conducted for trainees. In case of remote/on-line assessments, the practical's can be carried through proctors or practical questions formulated based on pictorially represented logical questions (based on pictures of practical & logical steps) created/approved by the SSDF.



## Qualification Pack

8. The passing and grading criteria of each NOS & cumulative for QP will be as follows:-

a. 70% or more than 70% - Grade A

b. 60% or more than 60% but less than 70% - Grade B

c. 50% or more than 50% but less than 60% - Grade C

d. Less than 50% - Grade Fail

e. If an individual gets less than 50% and 35% or more in one NOS and; overall, 50% or more; individual will be considered pass with grade "C" irrespective of overall marks.

f. Individuals getting less than 50% in more than one NOS and getting overall marks 50% or more in QP will be put in grade Fail.

9. Assessment will be for complete QP and the trainees can be given additional chance to appear in re-assessment for improvements, based on decision by SSDF.

10. In case a trainee fails in one or two NOSs, re-assessments in the failing NOSs can be allowed in the next 3 months from the date of publication of results. Otherwise, the failed candidate will have to re-appear in all NOSs.

11. Minimum overall duration of assessment will be six hours.

### Minimum Aggregate Passing % at QP Level : 50

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

### Minimum Passing % at NOS Level: 50

**(Please note:** A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

## Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
SSD/VSQ/N0126.Ergonomics Hazard at Workplace	50	50	10	0	110	20



## Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
SSD/VSQ/N0127.Evaluation of risk associated with Ergonomic hazards.	50	50	10	0	110	20
SSD/VSQ/N0128.Hazard Identification & Risk Assessment	50	50	20	0	120	20
SSD/VSQ/N0129.Ergonomic Safety Training programs	50	50	10	0	110	14
SSD/VSQ/N0104.Plan, Organize and Emergency protocols	50	50	0	0	100	13
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	13
<b>Total</b>	<b>270</b>	<b>280</b>	<b>50</b>	<b>0</b>	<b>600</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



## 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.