

Qualification Pack



Yoga Assistant-Sports

QP Code: SPF/Q1129

Version: 1.0

NSQF Level: 3

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SPF/Q1129: Yoga Assistant-Sports

Brief Job Description

Yoga Assistants are professionals who assist yoga trainers and provide support in areas such as session setup, assisting with poses, and monitoring progress of athletes/client in their yoga practice.

Personal Attributes

A Yoga Assistant should possess personal attributes such as a positive attitude, patience, empathy, and compassion towards athletes. They should be dedicated, professional, adaptable, creative, and committed to continuous learning to provide the best support possible to yoga trainers and athletes.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [SPF/N1180: Assist in preparation of yoga sessions](#)
2. [SPF/N1181: Assist during the yoga sessions](#)
3. [SPF/N1182: Assist in post yoga sessions](#)
4. [SPF/N1169: Improve workplace resource usage](#)
5. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Sports
Sub-Sector	Sports Coaching and Fitness
Occupation	Sports Coaching
Country	India
NSQF Level	3
Credits	12
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3423.0203

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Minimum Educational Qualification & Experience	10th grade pass OR 9th grade pass with 1 Year of experience relevant OR 8th grade pass with 2 years of NTC (/ NAC) after 8th) OR 8th grade pass with 2 Years of experience relevant OR 5th grade pass with 5 Years of experience relevant
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	31/08/2026
NSQC Approval Date	31/08/2023
Version	1.0
Reference code on NQR	QG-03-SP-00919-2023-V1-SPEFLSC
NQR Version	1

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SPF/N1180: Assist in preparation of yoga sessions

Description

This unit is about assisting yoga trainer-sports in session organization and preparation

Scope

The scope covers the following :

- Assist in the arrangement of yoga props and equipment
- Prepare session area for the yoga sessions
- Assist in the management of logistics

Elements and Performance Criteria

Assist in the arrangement of yoga props and equipment

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

- PC1.** ensure that all necessary yoga equipment, such as mats, blocks, straps, and bolsters, are available and properly arranged before each session
- PC2.** check the condition of the equipment, ensuring cleanliness and functionality
- PC3.** arrange the equipment in an organized and accessible manner for easy use by athletes/client
- PC4.** ensure that the props are properly positioned and easily accessible to athletes/client during the session
- PC5.** check with the yoga trainer to identify any additional equipment requirements

Prepare the session area for the yoga sessions

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

- PC6.** prepare the yoga studio or designated area by creating a calm and inviting atmosphere conducive to a yoga practice
- PC7.** arrange any necessary decorations or props to enhance the ambiance of the space
- PC8.** ensure that the lighting, temperature, and ventilation are appropriate for the comfort of athletes/client
- PC9.** clear any clutter or obstacles that may hinder the athletes'/client movement or distract their focus
- PC10.** set up any necessary audiovisual equipment or technology required for instructional purposes, such as a sound system or projector
- PC11.** create a designated space for the instructor to demonstrate poses or movements, ensuring visibility for all athletes/client
- PC12.** ensure that the flooring is clean and suitable for yoga practice, providing a non-slip surface that offers stability and support

Assist in the management of logistics

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

- PC13.** maintain logbook to record athletes'/client records

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- PC14.** coordinate with athletes/client to ensure they are aware of the session schedule, any changes, or upcoming special events
- PC15.** keep track of athlete/client feedback and inquiries, addressing any concerns or questions related to session logistics
- PC16.** ensure that all necessary paperwork and documentation, such as liability waivers or health questionnaires, are completed and filed appropriately
- PC17.** collaborate with the yoga trainer to plan and prepare for managing logistics

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** various yoga styles, their specific characteristics and benefits
- KU2.** yoga poses (asanas) and their proper alignment and modifications
- KU3.** yoga props and their uses, such as blocks, straps, bolsters, or blankets
- KU4.** ways to effectively incorporate props into the practice to enhance alignment, stability, and accessibility for athletes/clients
- KU5.** Inventory control
- KU6.** basic anatomy and physiology related to yoga practice, including understanding common areas of vulnerability and potential risks
- KU7.** the ways to create a safe environment

Generic Skills (GS)

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

- GS1.** communicate effectively and clearly
- GS2.** follow instructions
- GS3.** read and understand all usage and safety manuals for yoga props and equipment
- GS4.** maintain a positive and professional demeanor
- GS5.** make timely decisions for potential issues or areas for improvement
- GS6.** work closely with the yoga trainer to understand session objectives and expectations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in the arrangement of yoga props and equipment</i>	8	12	-	-
PC1. ensure that all necessary yoga equipment, such as mats, blocks, straps, and bolsters, are available and properly arranged before each session	2	3	-	-
PC2. check the condition of the equipment, ensuring cleanliness and functionality	-	-	-	-
PC3. arrange the equipment in an organized and accessible manner for easy use by athletes/client	2	3	-	-
PC4. ensure that the props are properly positioned and easily accessible to athletes/client during the session	2	3	-	-
PC5. check with the yoga trainer to identify any additional equipment requirements	2	3	-	-
<i>Prepare the session area for the yoga sessions</i>	15	22	-	-
PC6. prepare the yoga studio or designated area by creating a calm and inviting atmosphere conducive to a yoga practice	2	3	-	-
PC7. arrange any necessary decorations or props to enhance the ambiance of the space	2	3	-	-
PC8. ensure that the lighting, temperature, and ventilation are appropriate for the comfort of athletes/client	2	3	-	-
PC9. clear any clutter or obstacles that may hinder the athletes'/client movement or distract their focus	2	3	-	-
PC10. set up any necessary audiovisual equipment or technology required for instructional purposes, such as a sound system or projector	2	3	-	-
PC11. create a designated space for the instructor to demonstrate poses or movements, ensuring visibility for all athletes/client	2	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. ensure that the flooring is clean and suitable for yoga practice, providing a non-slip surface that offers stability and support	3	5	-	-
<i>Assist in the management of logistics</i>	17	26	-	-
PC13. maintain logbook to record athletes'/client records	3	5	-	-
PC14. coordinate with athletes/client to ensure they are aware of the session schedule, any changes, or upcoming special events	3	5	-	-
PC15. keep track of athlete/client feedback and inquiries, addressing any concerns or questions related to session logistics	3	5	-	-
PC16. ensure that all necessary paperwork and documentation, such as liability waivers or health questionnaires, are completed and filed appropriately	3	5	-	-
PC17. collaborate with the yoga trainer to plan and prepare for managing logistics	5	6	-	-
NOS Total	40	60	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	SPF/N1180
NOS Name	Assist in preparation of yoga sessions
Sector	Sports
Sub-Sector	Sports Coaching and Fitness
Occupation	Sports Coaching
NSQF Level	3
Credits	2.5
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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SPF/N1181: Assist during the yoga sessions

Description

This unit is about assisting a yoga trainer-sports in yoga instruction.

Scope

The scope covers the following :

- Provide props and equipment during the training session
- Provide pose assistance
- Work effectively with others

Elements and Performance Criteria

provide props and equipment during the yoga sessions

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

- PC1.** provide support to yoga trainer/instructor in props and equipment handling during the session
- PC2.** identify the specific props and equipment requested by the yoga trainer/instructor during the session
- PC3.** provide prompt assistance in handing out and collecting props as needed during the session, ensuring a smooth flow of the session
- PC4.** monitor the condition of the props and equipment throughout the session, promptly replacing or repairing any damaged or worn-out items
- PC5.** assist the yoga trainer/instructor in identifying the incorrect techniques

provide pose assistance

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

- PC6.** demonstrate yoga poses and sequences as directed by the yoga trainer/instructor
- PC7.** observe form, posture, and technique throughout the session and alert the trainer for any potential issues or corrections needed
- PC8.** provide hands-on assistance and adjustments during the yoga session
- PC9.** assist the yoga trainer in providing clear and concise verbal instructions and cues
- PC10.** assist the yoga trainer for smooth flow of the session
- PC11.** assist administering first-aid in case of minor injuries

work effectively with others

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

- PC12.** interact (verbal, non-verbal and written) in a gender, disability, and culturally sensitive manner
- PC13.** promote a safe and interactive environment
- PC14.** identify and report inappropriate behaviour (e.g. sexual harassment) to appropriate authority

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** various yoga styles, their specific characteristics and benefits
- KU2.** yoga poses (asanas) and their proper alignment and modifications
- KU3.** basic anatomy and how it relates to yoga poses and movements
- KU4.** the importance of warm-up and cool-down sequences in a yoga session
- KU5.** principles of body awareness, balance, and proprioception in yoga practice
- KU6.** common injuries and their first-aid
- KU7.** the importance of creating a supportive and inclusive environment
- KU8.** importance of gender and its related concepts such as gender roles, gender equality, gender power relations etc.
- KU9.** POSH (Prevention of Sexual Harassment) Act

Generic Skills (GS)

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

- GS1.** maintain a positive and professional demeanor
- GS2.** comprehend and follow instructions
- GS3.** read and understand all usage manuals for yoga props and equipment
- GS4.** make timely decisions for potential issues
- GS5.** work closely with the yoga trainer to understand the expectations
- GS6.** stay updated on new trends related to yoga
- GS7.** seek feedback from the yoga trainer

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>provide props and equipment during the yoga sessions</i>	6	17	-	-
PC1. provide support to yoga trainer/instructor in props and equipment handing during the session	1	4	-	-
PC2. identify the specific props and equipment requested by the yoga trainer/instructor during the session	1	4	-	-
PC3. provide prompt assistance in handing out and collecting props as needed during the session, ensuring a smooth flow of the session	2	4	-	-
PC4. monitor the condition of the props and equipment throughout the session, promptly replacing or repairing any damaged or worn-out items	1	3	-	-
PC5. assist the yoga trainer/instructor in identifying the incorrect techniques	1	2	-	-
<i>provide pose assistance</i>	6	12	-	-
PC6. demonstrate yoga poses and sequences as directed by the yoga trainer/instructor	1	2	-	-
PC7. observe form, posture, and technique throughout the session and alert the trainer for any potential issues or corrections needed	1	2	-	-
PC8. provide hands-on assistance and adjustments during the yoga session	1	2	-	-
PC9. assist the yoga trainer in providing clear and concise verbal instructions and cues	1	2	-	-
PC10. assist the yoga trainer for smooth flow of the session	1	2	-	-
PC11. assist administering first-aid in case of minor injuries	1	2	-	-
<i>work effectively with others</i>	3	6	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. interact (verbal, non-verbal and written) in a gender, disability, and culturally sensitive manner	1	2	-	-
PC13. promote a safe and interactive environment	1	2	-	-
PC14. identify and report inappropriate behaviour (e.g. sexual harassment) to appropriate authority	1	2	-	-
NOS Total	15	35	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	SPF/N1181
NOS Name	Assist during the yoga sessions
Sector	Sports
Sub-Sector	Sports Coaching and Fitness
Occupation	Sports Coaching
NSQF Level	3
Credits	4
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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SPF/N1182: Assist in post yoga sessions

Description

This unit is about assisting a yoga trainer-sports after completion of the yoga session

Scope

The scope covers the following :

- Clean-up the yoga space
- Maintain props and equipment

Elements and Performance Criteria

clean-up the yoga space

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

- PC1.** collect yoga props such as mats, blocks, straps, bolsters, and blankets, and returning them to their designated storage areas
- PC2.** assist in tidying up the yoga space and ensure that everything is in order for the next session
- PC3.** wipe surfaces, including yoga mats, benches, and any other equipment used during the session, to maintain cleanliness and hygiene
- PC4.** collect the used towels and linens
- PC5.** ensure that the towels and linens are properly laundered, fresh, and ready for the next session
- PC6.** empty the trash bins and recycling containers, ensuring that waste is disposed of properly and the space remains clean and tidy

maintain props and equipment

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

- PC7.** assist in the maintenance and care of yoga props and equipment, ensuring they are clean, in good condition, and ready for future use
- PC8.** check the stock of the available yoga props and equipment and note if there are any items that need to be replenished or replaced
- PC9.** report any equipment malfunctions, damages, or maintenance requirements to the yoga trainer for prompt resolution
- PC10.** apply lubricant to hinges or moving parts of equipment, such as folding benches or adjustable props, to maintain smooth operation
- PC11.** take care of any electronic equipment used during yoga session
- PC12.** organize storage areas for yoga equipment, ensuring that props and accessories are neatly arranged, labeled, and easily accessible
- PC13.** check the condition of yoga bags and cases, ensuring zippers are functional, and repair or replace them if necessary

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** various yoga styles, their specific characteristics and benefits
- KU2.** yoga poses (asanas) and their proper alignment and modifications
- KU3.** basic anatomy and how it relates to yoga poses and movements
- KU4.** the importance of warm-up and cool-down sequences in a yoga session
- KU5.** principles of body awareness, balance, and proprioception in yoga practice
- KU6.** the importance of creating a supportive and inclusive environment
- KU7.** importance of gender and its related concepts such as gender roles, gender equality, gender power relations etc.
- KU8.** POSH (Prevention of Sexual Harassment) Act

Generic Skills (GS)

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

- GS1.** maintain a positive and professional demeanor
- GS2.** comprehend and follow instructions
- GS3.** read and understand all usage manuals for yoga props and equipment
- GS4.** make timely decisions for potential issues
- GS5.** work closely with the yoga trainer to understand the expectations
- GS6.** seek feedback from the yoga trainer

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>clean-up the yoga space</i>	8	17	-	-
PC1. collect yoga props such as mats, blocks, straps, bolsters, and blankets, and returning them to their designated storage areas	2	2	-	-
PC2. assist in tidying up the yoga space and ensure that everything is in order for the next session	2	3	-	-
PC3. wipe surfaces, including yoga mats, benches, and any other equipment used during the session, to maintain cleanliness and hygiene	1	3	-	-
PC4. collect the used towels and linens	1	3	-	-
PC5. ensure that the towels and linens are properly laundered, fresh, and ready for the next session	1	3	-	-
PC6. empty the trash bins and recycling containers, ensuring that waste is disposed of properly and the space remains clean and tidy	1	3	-	-
<i>maintain props and equipment</i>	7	18	-	-
PC7. assist in the maintenance and care of yoga props and equipment, ensuring they are clean, in good condition, and ready for future use	1	2	-	-
PC8. check the stock of the available yoga props and equipment and note if there are any items that need to be replenished or replaced	1	3	-	-
PC9. report any equipment malfunctions, damages, or maintenance requirements to the yoga trainer for prompt resolution	1	3	-	-
PC10. apply lubricant to hinges or moving parts of equipment, such as folding benches or adjustable props, to maintain smooth operation	1	3	-	-
PC11. take care of any electronic equipment used during yoga session	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. organize storage areas for yoga equipment, ensuring that props and accessories are neatly arranged, labeled, and easily accessible	1	2	-	-
PC13. check the condition of yoga bags and cases, ensuring zippers are functional, and repair or replace them if necessary	1	2	-	-
NOS Total	15	35	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	SPF/N1182
NOS Name	Assist in post yoga sessions
Sector	Sports
Sub-Sector	Sports Coaching and Fitness
Occupation	Sports Coaching
NSQF Level	3
Credits	3.5
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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SPF/N1169: Improve workplace resource usage

Description

This unit is about increasing efficiencies and maximizing the use of materials, particularly resources, energy, and trash, in workplace operations.

Scope

The scope covers the following :

- conservation procedures for materials
- power conservation methods
- waste management/recycling procedures

Elements and Performance Criteria

conservation procedures for materials

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

- PC1.** determine ways to optimize usage of material including water in various tasks/activities/processes
- PC2.** examine various tasks/activities/processes for spills/leaks
- PC3.** eliminate spills/leaks and escalate to appropriate authorities if they cannot be corrected
- PC4.** conduct routine cleaning of tools, machines, and equipment

power conservation practices

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

- PC5.** determine ways to optimize usage of electricity/energy in various tasks/activities/processes
- PC6.** ensure if the equipment/machine is functioning normally before commencing work and rectify wherever required
- PC7.** report equipment malfunctions (fumes/sparks/emission/vibration/noise) and lapses in maintenance
- PC8.** ensure that all electrical equipment and appliances are correctly connected and turned off when not in use

waste management/recycling procedures

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

- PC9.** determine recyclable and non-recyclable, and hazardous waste generated
- PC10.** separate waste into different categories
- PC11.** discard non-recyclable waste appropriately
- PC12.** store recyclable and reusable materials in a designated spot

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** potential hazards, risks and threats based on the nature of work
- KU2.** layout of the workstation and electrical and thermal equipment used
- KU3.** organizations' procedures for minimizing waste
- KU4.** efficient and inefficient utilization of material and water
- KU5.** ways of efficiently managing material and water in the process
- KU6.** basics of electricity and prevalent energy efficient devices
- KU7.** ways to recognize common electrical problems
- KU8.** common practices of conserving electricity
- KU9.** usage of different colours of dustbins
- KU10.** categorization of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU11.** waste management and methods of waste disposal
- KU12.** common sources of pollution and ways to minimize it

Generic Skills (GS)

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

- GS1.** record data on waste disposal at workplace
- GS2.** complete statutory documents relevant to safety and hygiene
- GS3.** read Standard Operating Practices (SOP) documents
- GS4.** communicate with colleagues on the significance of greening of jobs
- GS5.** make timely decisions for efficient utilization of resources
- GS6.** complete tasks efficiently and accurately within stipulated time
- GS7.** work with supervisors/team members to carry out work related tasks
- GS8.** identify cause and effect of greening of jobs

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>conservation procedures for materials</i>	4	12	-	-
PC1. determine ways to optimize usage of material including water in various tasks/activities/processes	1	3	-	-
PC2. examine various tasks/activities/processes for spills/leaks	1	3	-	-
PC3. eliminate spills/leaks and escalate to appropriate authorities if they cannot be corrected	1	3	-	-
PC4. conduct routine cleaning of tools, machines, and equipment	1	3	-	-
<i>power conservation practices</i>	8	10	-	-
PC5. determine ways to optimize usage of electricity/energy in various tasks/activities/processes	2	3	-	-
PC6. ensure if the equipment/machine is functioning normally before commencing work and rectify wherever required	2	3	-	-
PC7. report equipment malfunctions (fumes/sparks/emission/vibration/noise) and lapses in maintenance	2	2	-	-
PC8. ensure that all electrical equipment and appliances are correctly connected and turned off when not in use	2	2	-	-
<i>waste management/recycling procedures</i>	8	8	-	-
PC9. determine recyclable and non-recyclable, and hazardous waste generated	2	2	-	-
PC10. separate waste into different categories	2	2	-	-
PC11. discard non-recyclable waste appropriately	2	2	-	-
PC12. store recyclable and reusable materials in a designated spot	2	2	-	-
NOS Total	20	30	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	SPF/N1169
NOS Name	Improve workplace resource usage
Sector	Sports
Sub-Sector	Sports
Occupation	Sports Coaching
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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DGT/VSQ/N0101: Employability Skills (30 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
- 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. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

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Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

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

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

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 basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

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- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score a minimum of 50% of aggregate marks to successfully clear the assessment.

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7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

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.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
SPF/N1180.Assist in preparation of yoga sessions	40	60	-	-	100	32
SPF/N1181.Assist during the yoga sessions	15	35	-	-	50	17
SPF/N1182.Assist in post yoga sessions	15	35	-	-	50	17
SPF/N1169.Improve workplace resource usage	20	30	-	-	50	17
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	17
Total	110	190	-	-	300	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Qualification Pack

Glossary

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

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