

QUALIFICATION FILE – Stand Alone NOS

< Digital Skills- Beginner II >

☒ Public ☐ Private

☒ Upskilling ☐ Dual/Flexi Qualification ☐ For ToT ☐ For ToA

☐ General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☒ Future Skills ☐ OEM

NCrF/NSQF Level: 1

Submitted By:

IT-ITeS Sector Skills Council NASSCOM (SSC NASSCOM)

Plot No. – 7, 8, 9 & 10

Sector – 126, Noida, Uttar Pradesh - 201303

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Section 1: Basic Details

1.	Micro Credential-Qualification Name	Digital Skills Beginner II										
2.	Sector/s	IT-ITeS										
3.	National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval.)	NG-01-IT-03463-2025-V1-NASSCOM & V1	4. NCrF/NSQF Level: 1									
5.	Brief Description of the Micro Credential	To emphasize skill development, basic applications, and an introduction to coding and safety.										
6.	Eligibility Criteria for Entry for Students/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience										
		<table><tr><td>S. No.</td><td>Academic/Skill Qualification (with specialization- if applicable)</td><td>Relevant Experience (with specialization- if applicable)</td></tr><tr><td></td><td>Basic ability to read and write</td><td></td></tr><tr><td></td><td></td><td></td></tr></table>		S. No.	Academic/Skill Qualification (with specialization- if applicable)	Relevant Experience (with specialization- if applicable)		Basic ability to read and write				
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			Basic ability to read and write									
b. Age <7 years >:												
7.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	1 credit	8. Common Cost Norm Category (I/II/III) (wherever applicable): II									
9.	Any Licensing Requirements/ Pre-requisites for Undertaking Training (wherever applicable)	NA										
10.	Expected Outcomes of the Micro Credential	Terminal learning outcomes are: - Starting and Shutting Down the Computer - Wonders of computers - Exploring Computer Parts - Introduction to MS Word - Digital Safety Concepts - Introduction to Coding Concepts										

11.	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>)	☒ Offline Only ☐ Online Only ☐ Blended																	
		<table border="1"> <thead> <tr> <th>Training Delivery Mode</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>12</td> <td>18</td> <td>30</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)	Classroom (offline)	12	18	30	Online			
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		(Refer Blended Learning Annexure for Details)																	
12.	Assessment Criteria	<table border="1"> <thead> <tr> <th>Theory (Marks)</th> <th>Practical (Marks)</th> <th>Project (Marks)</th> <th>Viva (Marks)</th> <th>Total (Marks)</th> <th>Passing %age</th> </tr> </thead> <tbody> <tr> <td>30</td> <td>50</td> <td></td> <td>20</td> <td>100</td> <td>50</td> </tr> </tbody> </table>						Theory (Marks)	Practical (Marks)	Project (Marks)	Viva (Marks)	Total (Marks)	Passing %age	30	50		20	100	50
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30	50		20	100	50														
13.	Is the Qualification Amenable to Persons with Disability	☐ Yes ☐ No If “Yes”, <i>specify applicable type of Disability:</i> Hearing or Speech impairment, Locomotor Disability																	
14.	How participation of women will be encouraged?	The Program is gender neutral although to increase women’s participation, organizations are keeping aside a few seats to encourage female candidates.																	
15.	Other Indian Languages in which the Micro Credential will be implemented.	Hindi																	
16.	Is similar Micro Credential Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:																	
17.	Name and Contact Details Submitting / Awarding Body SPOC	Name: Namrata Kapur Email: standards@nasscom.in Contact No.: 0120-4990111 Website: https://nasscom.in																	
18.	NSQC Approval Date:04th March 2025	19. Validity Duration:36 Months			20. Next Review Date: 04th March 2028														

Section 2: Training Related

1.	Trainer's Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	12 th Pass
2.	Master Trainer's Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	12 th Pass
3.	Tools and Equipment Required for Training	☒ Yes ☐ No <i>(If "Yes", details to be provided in Annexure)</i>

Section 3: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	12 th Pass
2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	NA
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	12 th Pass
4.	Assessment Mode <i>(Specify the assessment mode)</i>	Mode: ☐ Online Only ☒ Offline Only ☐ Blended
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☐ Yes ☐ No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

Section 4: Evidence of Need of the Micro Credential

As per the NCVET Guidelines for evidence of need, provide the required Annexure/Supporting documents.

1.	Government /Industry initiatives/ requirement (Yes/No): Rural School Digital Skills Program
2.	Number of Industry validations provided: <NA>
3.	Estimated number of people to be trained: <Specify details in annexure>

Section 5: Annexure Check List

Specify Annexure Number and Name.

1.	Annexure: NCrf/NSQF level justification based on NCrf Level/NSQF descriptors <i>(Mandatory)</i>	Present
2.	Annexure: Learning Outcomes and Assessment Criteria <i>(Mandatory)</i>	Present
3.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Present
4.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory – Except in case of online course)</i>	Present
5.	Annexure: Blended Learning <i>(Mandatory in case selected mode of delivery is “Blended Learning”)</i>	NA
6.	Annexure: Acronym and Glossary <i>(Optional)</i>	NA

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	Learners perform simple, familiar, and repetitive tasks under guidance, such as identifying computer parts, using a mouse or touchscreen, and recognizing icons.		Level 1
Professional and Technical Skills/ Expertise/ Professional Knowledge	Learners acquire basic awareness of computers, including their main components (monitor, keyboard, mouse, CPU) and their simple uses (drawing, typing, watching educational videos).		Level 1
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Develops basic motor skills through guided use of a mouse, touchscreen, and keyboard (clicking, dragging, typing simple letters/numbers). Recognizes basic software like paint tools or educational games .		Level 1

Broad Learning Outcomes/Core Skill	Learners listen, observe, and follow simple digital instructions (e.g., "Click the red button"). They develop pre-reading and pre-writing skills using digital tools (typing letters, using arrow keys, identifying icons).		Level 1
Responsibility	Learners engage in structured digital activities under supervision . They practice safe handling of devices , follow instructions, and develop confidence in using simple digital tools.		Level 1

Annexure: Learning Outcomes and Assessment Criteria

Detailed learning outcomes and assessment criteria for the qualification are as follows:

S. No.	Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
1.	Identify and label the basic parts of a computer, including the monitor, keyboard, mouse, and CPU.	5	5		2.5

2.	Classify different types of computers based on their size, purpose, and usage (e.g., desktop, laptop, tablet).	5	10		2.5
3.	Explain the functions of each basic computer part and how they interact to perform tasks.	5	10		2.5
4.	Describe various application areas where computers are used, such as education, healthcare, and entertainment.	5	10		5
5.	Learning to use MS Paint	5	10		5
6.	Introduction to basic concepts of MS Word and basic coding concepts	5	5		2.5
Total Marks		30	50		20

Annexure: Assessment Strategy

Specify the assessment strategy and plan to evaluate the Candidate on the required competencies of the qualification.

The assessment will be conducted offline and will consist of theory-based questions, a viva-voce, and hands-on practical evaluation to evaluate the learner's knowledge and skills.

Annexure: Tools and Equipment

List of Tools and Equipment

This specification is specifically for Rural School Digital Skills Program

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Desktop	Minimum: Intel Core i5/i7, 8GB RAM, 500GB HDD/SSD, 21.5-inch or larger Full HD (1920 x 1080), Anti-Glare LED Display	
2.	Windows OS	Operating System: Windows 10 pro or higher	

3.	UPS	Uninterruptible Power Supply	
4.	Mouse, Keyboards, and Headphones & speakers. Printer/Scanner: All-in-one inkjet or laser printers (with scanning functionality).		
5.	Webcam: External webcams (1080p resolution) for online classes or demonstrations.		
6.	Microphone: Standalone microphones or headsets with inbuilt microphones for virtual classes.		
7.	Operating Systems	Windows 10 or higher	
8.	Microsoft Office (Education License)		
9.	Chrome, Firefox, Edge		
10.			
11.	Antivirus		
	Tools for Accessibility		

Classroom Aids:**Annexure: Industry Validations Summary**

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)

Annexure: Training Details**Training Projections:**

Year	Estimated Training # of Total Candidates	Estimated training # of Women	Estimated training # of People with Disability
2025-26	10000		

Data to be provided year-wise for next 3 years.

Annexure: Blended Learning**Blended Learning Estimated Ratio & Recommended Tools:**

Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline: Online Ratio
1	☐ Theory/ Lectures - Imparting theoretical and conceptual knowledge	NA	
2	☐ Imparting Soft Skills, Life Skills and Employability Skills /Mentorship to Learners	NA	

3	☐ Showing Practical Demonstrations to the learners	NA	
4	☐ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	NA	
5	☐ Tutorials/ Assignments/ Drill/ Practice	NA	
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations	NA	
7	☐ On the Job Training (OJT)/ Project Work Internship	NA	

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
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
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.

