

QUALIFICATION FILE – Stand Alone NOS

<Digital Skills -Basic I >

☒ 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 Basic I		
2.	Sector/s	IT-ITeS		
3.	National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval.)	NG-01-IT-03465-2025-V1-NASSCOM & V1	4. NCrF/NSQF Level: 1	
5.	Brief Description of the Micro Credential	Develop foundational skills in using computers, explore advanced applications and basics of coding		
6.	Eligibility Criteria for Entry for Students/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience		
		S. No.	Academic/Skill Qualification (with specialization- if applicable)	Relevant Experience (with specialization- if applicable)
			Basic ability to read and write	
		b. Age <9 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: - Exploring storage devices - Managing files and folders - Coding Concepts - Word processing - Digital and Internet Safety		

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" data-bbox="1025 264 2029 424"> <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> <i>(Refer Blended Learning Annexure for Details)</i>				Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)	Classroom (offline)	12	18	30	Online			
Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)														
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Online																	
12.	Assessment Criteria	<table border="1" data-bbox="1025 552 1984 671"> <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
Theory (Marks)	Practical (Marks)	Project (Marks)	Viva (Marks)	Total (Marks)	Passing %age												
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 Month	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>	12th Pass
2.	Master Trainer's Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	12th 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>	12th 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>	12th 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	Understanding basic computer operations, desktop navigation, and fundamental software applications. Knowledge of internet safety, digital etiquette, and responsible browsing.		Level 1
Professional and Technical Skills/ Expertise/ Professional Knowledge	Ability to use word processing, paint tools, and educational games effectively. Basic coding proficiency using Scratch Jr or Blockly. Understanding AI applications in daily life.		Level 1
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Developing foundational IT skills for future learning and employment. Exposure to digital tools that enhance creativity,		Level 1

	problem-solving, and communication.		
Broad Learning Outcomes/Core Skill	Ability to operate a computer, create documents, engage in basic coding, and use online resources safely. Awareness of AI and its applications.		Level 1
Responsibility	Using computers responsibly for learning and creative expression. Following digital safety protocols and ethical online behavior.		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 different types of storage devices and understand the concept of memory.	5	5		2.5
2.	Manage files and folders by creating, saving, and deleting them efficiently.	5	10		2.5
3.	Apply MS Word features like WordArt, shapes, tables, text alignment, and formatting.	5	10		2.5
4.	Develop coding skills by creating interactive projects using block-based coding.	5	10		5
5.	Use educational games and interactive platforms to enhance learning.	5	10		5

6.	Practice digital safety, etiquette, and responsible internet usage.	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

Batch Size:

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.	Windows 10 or higher	
6.	Microphone: Standalone microphones or headsets with inbuilt microphones for virtual classes.		
7.	Operating Systems		
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.