

QUALIFICATION FILE – Stand Alone NOS

<Digital Skills -Basic 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- Basic II										
2.	Sector/s	IT-ITeS										
3.	National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval.)	NG-01-IT-03466-2025-V1- NASSCOM & V1	4. NCrF/NSQF Level: 1									
5.	Brief Description of the Micro Credential	To equip students with the necessary skills to use computers safely and responsibly while fostering critical thinking and creativity										
6.	Eligibility Criteria for Entry for Students/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience <table><tr><th>S. No.</th><th>Academic/Skill Qualification (with specialization- if applicable)</th><th>Relevant Experience (with specialization- if applicable)</th></tr><tr><td></td><td>Basic ability to read and write</td><td></td></tr><tr><td></td><td></td><td></td></tr></table> b. Age <10 years >:		S. No.	Academic/Skill Qualification (with specialization- if applicable)	Relevant Experience (with specialization- if applicable)		Basic ability to read and write				
S. No.	Academic/Skill Qualification (with specialization- if applicable)	Relevant Experience (with specialization- if applicable)										
	Basic ability to read and write											
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: - Advanced Computer Operations - Advanced features of MS Word - Introduction to Power Point - Internet Skills and Online Research - Coding Concepts - Digital 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 2033 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>5</td> <td>25</td> <td>30</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> (Refer Blended Learning Annexure for Details)						Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)	Classroom (offline)	5	25	30	Online			
Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)																
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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 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>	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>	
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 (Mandatory)	Present
2.	Annexure: Learning Outcomes and Assessment Criteria (Mandatory)	Present
3.	Annexure: Assessment Strategy (Mandatory)	Present
4.	Annexure: List of tools and equipment relevant for qualification (Mandatory – Except in case of online course)	Present
5.	Annexure: Blended Learning (Mandatory in case selected mode of delivery is “Blended Learning”)	NA
6.	Annexure: Acronym and Glossary (Optional)	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 advanced computer operations, file management, and efficient keyboard use. Gaining knowledge of MS Word's advanced features, including formatting, inserting multimedia, and document structuring. Introduction to presentation tools, online research skills, cybersecurity, and digital safety concepts.		Level 1
Professional and Technical Skills/ Expertise/ Professional Knowledge	Developing proficiency in MS Office applications, including document creation, slide presentations, and spreadsheet		Level 1

	management. Learning to browse the internet safely, conduct online research, and use search engines efficiently. Enhancing cybersecurity awareness, digital safety measures, and respectful online communication. Gaining coding skills using Scratch, Blockly, and basic HTML for computational thinking and problem-solving.		
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Building workplace-relevant digital skills, including document preparation, data organization, and professional presentations. Developing problem-solving abilities through coding and computational thinking. Enhancing awareness of cybersecurity threats and digital etiquette to ensure responsible online behavior. Understanding digital collaboration,		Level 1

	email communication, and online learning resources for professional development.		
Broad Learning Outcomes/Core Skill	Improved digital literacy, typing efficiency, and ability to work with multiple applications. Enhanced ability to create structured documents, engaging presentations, and effective online research skills. Strengthened logical reasoning and problem-solving through coding. Awareness of online safety, cybersecurity threats, and responsible digital behavior.		Level 1
Responsibility	Applying digital skills independently or in a team for academic and professional tasks. Ensuring ethical use of technology, maintaining data privacy, and preventing cybersecurity risks. Practicing		Level 1

	responsible online communication and digital etiquette in both educational and professional environments.		
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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.	Demonstrate proficiency in file management , keyboard efficiency, and multitasking across multiple applications.	5	5		2.5
2.	Create, format, and edit documents using advanced MS Word features, including tables, images, and page structuring.	5	10		2.5
3.	Design and deliver presentations with multimedia elements, animations, and effective slide transitions.	5	10		2.5
4.	Conduct safe and efficient online research , utilizing search engines, educational resources, and email communication.	5	10		5
5.	Apply digital safety and cybersecurity practices , recognizing online threats, ensuring password security, and following online etiquette.	5	10		5
6.	Develop logical thinking and problem-solving skills through basic coding, Scratch	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: 30

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.	Antivirus		
11.	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.

