

QUALIFICATION FILE – Micro Credentials

Basic Sanitization and Infection Control at Workplace

Public Private

Upskilling Dual/Flexi Qualification For ToT For ToA

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

NCrF/NSQF Level: 2.5

Submitted By: Healthcare Sector Skill Council

Submitting Body Contact Details: Office No. 520-521, 5th Floor, DLF Tower A, Jasola, New Delhi - 110025, India

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Section 1: Basic Details

1.	Micro Credential-Qualification Name	Basic Sanitization and Infection control at workplace										
2.	Sector/s	Healthcare										
3.	National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval.)</i>	NM-2.5-HE-02101-2024-V1-HSSC	4. NCrF/NSQF Level: 2.5									
5.	Brief Description of the Micro Credential	This program is about following ways for sanitization to prevent the spread of infection as per sectoral working requirements.										
6.	Eligibility Criteria for Entry for Students/Trainee/Learner/Employee	<p>a. Entry Qualification & Relevant Experience</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with specialization- if applicable)</th> <th>Relevant Experience (with specialization- if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>9th Grade pass Or 8th Grade pass and pursuing continuous schooling. Or 5th Grade pass with 4 years of relevant experience</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>b. Age <Please specify age only in case of any legal restrictions>:</p>		S. No.	Academic/Skill Qualification (with specialization- if applicable)	Relevant Experience (with specialization- if applicable)	1	9th Grade pass Or 8th Grade pass and pursuing continuous schooling. Or 5th Grade pass with 4 years of relevant experience				
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1	9th Grade pass Or 8th Grade pass and pursuing continuous schooling. Or 5th Grade pass with 4 years of relevant experience											
7.	Credits Assigned to this Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>	0.25	8. Common Cost Norm Category (I/II/III) <i>(wherever applicable): III</i>									
9.	Any Licensing Requirements/ Pre-requisites for Undertaking Training <i>(wherever applicable)</i>											
10.	Expected Outcomes of the Micro Credential	<ul style="list-style-type: none"> Apply self-hygiene and social distancing practices and follow infection control guidelines. Demonstrate correct waste disposal methods as per guidelines and regulations. 										

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>)	<input checked="" type="checkbox"/> Offline Only <input type="checkbox"/> Online Only <input type="checkbox"/> Blended <table border="1" data-bbox="1025 264 2031 416"> <thead> <tr> <th>Training Delivery Mode</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th colspan="2">Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>3</td> <td>4.5</td> <td colspan="2">7.5</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td colspan="2"></td> </tr> </tbody> </table> <p>(Refer Blended Learning Annexure for Details)</p>				Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)		Classroom (offline)	3	4.5	7.5		Online				
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90	10	0	0	100	70															
13.	Is the Qualification Amenable to Persons with Disability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", specify applicable type of Disability: All																		
14.	How participation of women will be encouraged?	Healthcare is a field where equal opportunity and participation of women is being given as patients could belong to all genders.																		
15.	Other Indian Languages in which the Micro Credential will be implemented.																			
16.	Is similar Micro Credential Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																		
17.	Name and Contact Details Submitting / Awarding Body SPOC	Name: Mr. Ashish Jain Email: ashish.jain@healthcare-ssc.in Contact No.: 011-40505850,011 41017346 Website: www.healthcare-ssc.in																		
18.	NSQC Approval Date: 31/01/2024	19. Validity Duration: 3 years	20. Next Review Date: 31/01/2027																	

Section 2: Training Related

1.	Trainer’s Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	Graduate with 2 years’ experience working in healthcare set-up Or Graduate (Medical/Nursing/physiotherapy/dentistry/occupational therapy/pharmacy) Or GNM (General Nursing Midwifery)
2.	Master Trainer’s Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	Medical Graduate with 1 year of experience Or B.Sc. (Nursing)/ Post Basic B.Sc. Nursing) with 3 years of experience Or GNM (General Nursing Midwifery) with 4 years of experience required
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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>	Medical Graduate with 1 year of experience Or B.Sc. (Nursing)/ Post Basic B.Sc. Nursing) with 3 years of experience Or GNM (General Nursing Midwifery) with 4 years of experience required
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2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	Any Graduate
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	Medical Graduate with 1 year of experience Or B.Sc. (Nursing)/ Post Basic B.Sc. Nursing) with 4 years of experience Or GNM (General Nursing Midwifery) with 5 years of experience required
4.	Assessment Mode <i>(Specify the assessment mode)</i>	Mode: <input checked="" type="checkbox"/> Online Only <input type="checkbox"/> Offline Only <input type="checkbox"/> Blended
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> 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):
2.	Number of Industry validation provided: <i>< Specify both Annexure & Supporting document details for Industry validation summary & Industry validations (as per format)></i>
3.	Estimated number of people to be trained: <i><Specify details in annexure></i>

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>	Annexure 1: Evidence of Level
2.	Annexure: Learning Outcomes and Assessment Criteria <i>(Mandatory)</i>	Annexure 2: Learning Outcomes and Assessment Criteria
3.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Annexure 3: Assessment Strategy
4.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory – Except in case of online course)</i>	Annexure 4: Tools and Equipment
5.	Annexure: Blended Learning <i>(Mandatory in case selected mode of delivery is “Blended Learning”)</i>	
6.	Annexure: Acronym and Glossary <i>(Optional)</i>	

Annexure 1: 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	<ul style="list-style-type: none"> The individual help to maintain a clean and suitable working environment They work under the supervision of upper management and deliver 	<p>The individual during the job works in familiar, predictable, routine, and situation of clear choice.</p> <p>Refer to the evidences provided in the adjacent column. Hence it falls under Level 2.5.</p>	2.5

	<p>the services suggested by them.</p> <ul style="list-style-type: none"> • They work in familiar, predictable, routine, situation of clear choice • Limit risks of infection by using appropriate infection control procedures 		
<p>Professional and Technical Skills/ Expertise/ Professional Knowledge</p>	<ul style="list-style-type: none"> • The individual should be able to demonstrate the skills required to prevent the spread of infection such as basic hand hygiene and personal hygiene, social distancing, waste disposal management etc • He/She should be aware about the current national legislation, guidelines, local policies, and protocols related to work <p>He must have factual knowledge of field or study in order to perform activities correctly</p> <p>Process, condition, and resources required by the</p>	<p>The individual during the job works in familiar, predictable, routine, and situation of clear choice.</p> <p>Refer to the evidences provided in the adjacent column. Hence it falls under Level 2.5.</p>	<p>2.5</p>

	person to support healthy functioning such as social distancing practices, personal and workplace hygiene, reporting and information gathering, and mental and emotional wellbeing of employees		
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<ul style="list-style-type: none">• Management of Waste disposal at workplace• Infection control practices like social distancing, personal and workplace hygiene• All these are activities that require him/her to demonstrate his practical skill, as per the scope of the job role, using appropriate tool, quality concepts, responsible for carrying out range of activities, requiring either laid down approach or may adopt alternative approaches as per the best evidenced practices.	<p>The individual during the job works in familiar, predictable, routine, and situation of clear choice.</p> <p>Refer to the evidences provided in the adjacent column. Hence it falls under Level 2.5</p>	2.5

	<p>Listen in a responsive and empathetic manner to establish rapport. This requires communication skills (written or oral) with required clarity and indicates that he/she should have the basic understanding of social environment.</p>		
Broad Learning Outcomes/Core Skill	<ul style="list-style-type: none">• Provide the clear instructions regarding the procedure and confirm individual understanding of it and its related requirements• Essential attributes is to follow the instructions of upper management• Maintain Records if any• Communicate effectively with others <p>This requires communication skills (written or oral) with required clarity and indicates that he/she should have the basic</p>	<p>The individual during the job works in familiar, predictable, routine, and situation of clear choice.</p> <p>Refer to the evidences provided in the adjacent column. Hence it falls under Level 2.5</p>	2.5

	understanding of social environment.		
Responsibility	This individual is responsible for following ways for sanitization to prevent the spread of infection at work area by maintain social distancing, personal and workplace hygiene.	The individual during the job works in familiar, predictable, routine, and situation of clear choice. Refer to the evidences provided in the adjacent column. Hence it falls under Level 2.5	2.5

Annexure 2: 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
1.	maintain appropriate social distance as per specified protocols, for example, while greeting people, when in crowded places, using contactless mode of delivery of goods, etc.	5	1
2.	carry out daily tasks using alternate methods e.g. virtual meetings, e-payments, etc	5	1
3.	follow recommended personal hygiene and sanitation practices, for example, washing/sanitizing hands, covering face with a bent elbow while coughing/sneezing, using PPE, etc.	15	1
4.	follow recommended workplace hygiene and sanitation practices, for example, sanitizing workstation and equipment regularly, using disposable wipes and utensils, using alternative systems to mark attendance, etc.	15	2
5.	clean and disinfect all materials/supplies before and after use.	15	2
6.	segregate & dispose waste as per guidelines	15	1
7.	report signs and symptoms related to illness of self and others immediately to appropriate authority	10	1
8.	seek help and guidance in case of stress and anxiety	10	1

Total Marks	90	10
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Annexure 3: Assessment Strategy

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

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

Hard copies of the documents are stored

Annexure 4: Tools and Equipment

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	PPE kit	Kit	3
2	Gloves (Disposable)	Packet	3
3	Mask (Disposable)	Packet	3
4	Dustbin		4
5	Mop		3
6	Duster		4
7	Sanitiser	Bottle	4
8	Liquid Soap	Bottle	4
9	Hypochlorite solution	Bottle	2
10	Tissues	Box and Roll	4
11	Spill Kit	Kit	2

Classroom Aids:

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. AV Aids
2. Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed)
3. (all software should either be latest version or one/two version below)
4. UPS
5. Scanner cum Printer
6. Computer Tables
7. Computer Chairs
8. LCD Projector
9. White Board/Smart Board 1200mm x 900mm
10. Marker
11. Duster
12. Charts
13. Models
14. Flip Chart

Annexure: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation
1	Maharaja Agrasen Hospital	Dr Deepak Singla	Medical Director
2	Charnock Hospital	Dr Pramit Das	OSD- Education
3	Marengo Asia Healthcare	Lt Gen (Dr) AK Das	Medical Director
4	All India Institute of Medical Sciences (AIIMS)	Dr Rakesh Garg	Professor
5	Apollo Hospital	Dr Umashankar Raju	General Manager
6	AIIMS	Dr Atul Jindal	Registrar and Additional Professor
7	Vijaya Educational Academy	Dr Gajalaxmi	Principal
8	NH Hospital	DR Vijay Richard	Consultant
9	Ramaiaha Memorial Hospital	Patricia	Nursing Superintendent
10	Bangalore Hospice Trust	SANGEETHA N	Nursing Tutor
11	Suguna Hospital	Rekha G	Medical Superintendent
12	Banchbo Healing Touch	Dr Dhires Kumar	CEO
13	Freelancer	Dr Bimal Charles	Public Health Expert
14	PARIJAT SEVALAY PVT LTD	Dr Parikshit	MANAGING DIRECTOR
15	Savan Superspeciality healthcare	Dr Seema Adwani	MD
16	Om Maintenance Pvt ltd	Shobha Saxena	Professor
17	Win Facilities	Vikas Kumar	Proprietor

18	Lotus Global	Mohan Lal	Manager
19	Surya Padma Healthcare	Dr AV SS Subramanyam	Director
20	Zeus Institute	Dr Vijay Kumar Reddy	Managing Director
21	Amala Institute of Medical Sciences	Piljo Verghese	General manager
22	Life Circle Health Services	Priya Anant	Director
23	Bodycure wellness center	Dr Nabasmita	Doctor
24	Al Rahman Polyclinic	Dr Nadeem	Doctor
25	Vidyanta Skills	Jaideep Herbertt	COO

Annexure: Training Details

Training Projections:

Year	Estimated Training # of Total Candidates	Estimated training # of Women	Estimated training # of People with Disability
2024-2025	50	NA	NA
2025-2026	100	NA	NA
2026-2027	200	NA	NA

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
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1	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge		
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills and Employability Skills /Mentorship to Learners		
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners		
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice		
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship		

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.