



QUALIFICATION FILE-OEM

Microsoft Dynamics 365 Business Central Functional Consultant

☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☐ Apprenticeship

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

☒ General ☐ Multi-Skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills ☒ Original Equipment Manufacturer (OEM)

NCrF/NSQF Level: 6

Submitted By:

Microsoft Corporation India Pvt. Ltd.

DLF Downtown, Level 8, Block 2

DLF Phase - 3, Sector - 25A

Gurugram 122002

Table of Contents

Section 1: Basic Details 3

Section 2: Module Summary 6

 NOS/s of Qualifications.....**Error! Bookmark not defined.**

 Mandatory NOS/s:**Error! Bookmark not defined.**

 Elective NOS/s:**Error! Bookmark not defined.**

 Optional NOS/s:**Error! Bookmark not defined.**

 Assessment - Minimum Qualifying Percentage.....**Error! Bookmark not defined.**

Section 3: Training Related.....**Error! Bookmark not defined.**

Section 4: Assessment Related.....**Error! Bookmark not defined.**

Section 5: Evidence of the need for the Qualification.....**Error! Bookmark not defined.**

Section 6: Annexure & Supporting Documents Check List.....**Error! Bookmark not defined.**

 Annexure: Evidence of Level**Error! Bookmark not defined.**

 Annexure: Tools and Equipment (Lab Set-Up)**Error! Bookmark not defined.**

 Annexure: Industry Validations Summary**Error! Bookmark not defined.**

 Annexure: Training & Employment Details**Error! Bookmark not defined.**

 Annexure: Blended Learning**Error! Bookmark not defined.**

 Annexure: Detailed Assessment Criteria**Error! Bookmark not defined.**

 Annexure: Assessment Strategy**Error! Bookmark not defined.**

 Annexure: Acronym and Glossary**Error! Bookmark not defined.**

Section 1: Basic Details

1.	Qualification Name	Microsoft Dynamics 365 Business Central Functional Consultant								
2.	Sector/s	IT/ITeS								
3.	Type of Qualification: ☐ New ☐ Revised ☐ Has Electives/Options ☒ OEM	NQR Code & version of existing/previous qualification: (change to previous, once approved) NA		Qualification Name of existing/previous version: NA						
4.	a. OEM Name b. Qualification Name (Wherever applicable)	a. Microsoft b. Microsoft Dynamics 365 Business Central Functional Consultant								
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	NM-06-IT-04303-2025-V1-MCRSFT	6. NCrf/NSQF Level: 6							
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate								
8.	Brief Description of the Qualification	As a Business Central Functional Consultant, you will analyze business processes, configure Dynamics 365 Business Central, customize solutions to meet specific business needs, and provide training to ensure successful system adoption and optimized financial, supply chain, and operational performance.								
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td></td> <td> 1.Any degree with ability to analyze and solve business problems using technology. 2.Any basic degree with understanding of basic IT concepts and terminology. 3.Pursuing first year of 2-year PG program after completing 3-year UG degree with intermediate knowledge of Azure. 4. Pursuing 1-year PG diploma after 3-year UG degree with intermediate knowledge of Azure. 5. Completed 4th year UG (in case of 4-year UG) with intermediate knowledge of Azure. 6. Pursuing 4th year UG (in case of 4-year UG) and continuing education </td> <td>NA</td> </tr> </tbody> </table>			S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)		1.Any degree with ability to analyze and solve business problems using technology. 2.Any basic degree with understanding of basic IT concepts and terminology. 3.Pursuing first year of 2-year PG program after completing 3-year UG degree with intermediate knowledge of Azure. 4. Pursuing 1-year PG diploma after 3-year UG degree with intermediate knowledge of Azure. 5. Completed 4th year UG (in case of 4-year UG) with intermediate knowledge of Azure. 6. Pursuing 4th year UG (in case of 4-year UG) and continuing education	NA
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)								
	1.Any degree with ability to analyze and solve business problems using technology. 2.Any basic degree with understanding of basic IT concepts and terminology. 3.Pursuing first year of 2-year PG program after completing 3-year UG degree with intermediate knowledge of Azure. 4. Pursuing 1-year PG diploma after 3-year UG degree with intermediate knowledge of Azure. 5. Completed 4th year UG (in case of 4-year UG) with intermediate knowledge of Azure. 6. Pursuing 4th year UG (in case of 4-year UG) and continuing education	NA								

				with intermediate knowledge of Azure. 5. Completed 3-Year UG Degree (1 year relevant experience in Azure .																				
		b. Age: NA																						
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	1	11. Common Cost Norm Category (I/II/III) (wherever applicable):																					
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA																						
13.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	☐ Offline ☒ Online ☐ Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>OJT Mandatory (Hours)</th><th>OJT Recommended (Hours)</th><th>Total (Hours)</th></tr> </thead> <tbody> <tr> <td>Classroom (offline)</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Online</td><td>30</td><td>30</td><td></td><td></td><td>60</td></tr> </tbody> </table> (Refer Blended Learning Annexure for details)					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)						Online	30	30			60
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)																								
Online	30	30			60																			
14.	Aligned to NCO/ISCO Code/s (if no code is available mention the same)																							
15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	Career Progression: Microsoft Dynamics 365 Business Central Functional Consultant → Business Central Developer → Consulting & Leadership roles → Solution Architect																						
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted																							
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☐ No URLs of similar Qualifications:																						
18.	Is the Job Role Amenable to Persons with Disability	☒ Yes ☐ No If "Yes", specify the applicable type of Disability: Physical Disability. Hearing and speech-impaired																						

19.	How Participation of Women will be Encouraged	Organizations are increasingly prioritizing gender diversity and actively recruiting women from rural India to meet ESG compliance standards. Tailored, industry-relevant programs can equip women with the skills and confidence needed to succeed in multinational companies.	
20.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it)</i>	☐ Yes ☐ No	
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No	
22.	Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Manju Dhasmana Contact No.: +91 (124) 6561069(India) Email: manjud@microsoft.com Name: Kishore Kumar Thangavelu Contact No: +91 (124) 6561069(India) Email: Kishore.Thangavelu@microsoft.com Name: Jennifer Filarski Email: jennifb@microsoft.com Contact No.: 425-704-7872 (USA) Website: https://www.microsoft.com/en-us/	
23.	Final Approval Date by NSQC: 8 th May,2025	24. Validity Duration: 3 Years	25. Next Review Date: 6 th May,2025

Section 2: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	A minimum of 3 years' experience in Microsoft Dynamics 365 Business Central or in a related Field
2.	Master Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	A minimum of 5 years' experience in Microsoft Dynamics 365 Business Central or in related Field Equivalent professional experience will also be considered
3.	Tools and Equipment Required for the Training	☒ Yes ☐ No <i>(If "Yes", details to be provided in Annexure)</i> Laptop with Windows 10 or 11 Enterprise or Pro Software to perform Labs
4.	In Case of Revised NOS, details of Any Upskilling Required for Trainer	NA

Section 3: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Graduate with at least 3 years' experience in MS Dynamics 365 Business Central or equivalent.
2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines), (wherever applicable)</i>	Graduate with at least 3 years' experience in MS Dynamics 365 Business Central or equivalent.
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Educational Qualification: Diploma in Computers/ Electronics / Electrical Engg/ B.E/ B.Tech /MBA With a minimum of 3 years' MS Dynamics 365 Business Central or equivalent.
4.	Assessment Mode <i>(Specify the assessment mode)</i>	Online Home/Office and at Registered Test Centers offline both options are available.
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 the Need for the Standalone NOS

Provide Annexure/Supporting documents name.

1.	Government /Industry initiatives/ requirement (Yes/No):Industry Initiative
----	--

2.	Number of Industry validation provided: NA
3.	Estimated number of people to be trained: Approx. 15,000 learners to be trained in the year 2025
4.	Evidence of Concurrence/Consultation with Line/State Departments (In case of regulated sectors): (Yes/No): <i>NA as per OEM Guidelines</i>

Section 5: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrF/NSQF level justification based on NCrF/NSQF descriptors <i>(Mandatory)</i>	Annexure: Evidence of Level.
2.	Annexure: List of tools and equipment relevant for NOS <i>(Mandatory, except in case of online course)</i>	Annexure: Tools and Equipment
3.	Annexure: Performance and Assessment Criteria <i>(Mandatory)</i>	Annexure: Performance and Assessment Criteria
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Annexure: Assessment Strategy
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is Blended Learning)</i>	Annexure: Blended Learning
6.	Annexure: Acronym and Glossary <i>(Optional)</i>	Annexure: Acronym and Glossary
7.	Annexure/Supporting Document: Standalone NOS- Performance Criteria Details Annexure/Document with PC-wise detailing as per NOS format (Mandatory- Public view)	Annexure: Standalone NOS Performance Criteria
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Model Curriculum –Microsoft Dynamics 365 Business Central Functional Consultant

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 Dynamics 365 Business Central: Participants will develop a comprehensive understanding of Dynamics 365 Business Central, covering its various aspects such as financial management, supply chain management, sales, and customer service. This includes understanding the data model, configuration options, report creation, and analysis capabilities within Dynamics 365 Business Central.	The Dynamics 365 Business Central Course offers participants a deep theoretical and practical understanding and knowledge of Dynamics 365 Business Central, along with the underlying concepts of enterprise resource planning (ERP) systems. It provides a solid foundation for effectively working with Dynamics 365 Business Central and its components, enabling learners to leverage the platform to its fullest potential in managing financials, operations, sales, and customer service processes within organizations.	6
Professional and Technical Skills/ Expertise/ Professional Knowledge	Upon completing the Microsoft Dynamics 365 Business Central course, individuals will acquire professional and technical skills in configuring and customizing Dynamics 365 Business Central to meet	After completing the Microsoft Dynamics 365 Business Central course, individuals will develop professional and technical skills in financial management, supply chain management, sales, and customer service processes within the Dynamics 365 Business Central environment.	6

	specific business requirements, managing financials, supply chain, sales, and customer service processes effectively. They will develop expertise in data management, reporting, and analysis within Dynamics 365 Business Central, enabling them to streamline business operations, optimize workflows, and facilitate data-driven decision-making processes within organizations.	They will gain expertise in configuring and customizing Dynamics 365 Business Central to meet specific business requirements, conducting data analysis, and generating insightful reports. This will enable them to excel in job roles such as Dynamics 365 Business Central Functional Consultants, Solution Architects, Implementation Specialists, Business Analysts, and System Administrators.	
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	The Microsoft Dynamics 365 Business Central course encompasses proficiency in financial management, supply chain management, sales, and customer service processes, emphasizing analytical thinking, problem-solving, and effective communication of insights. These skills and mindset enable individuals to excel as functional consultants, solution architects, business analysts, and system administrators, facilitating data-driven decisions for	The job role/outcomes of a Microsoft Dynamics 365 Business Central Functional Consultant align with the NCrF/NSQF level descriptor by demonstrating proficiency in financial management, supply chain management, sales, and customer service processes at a competent level. Additionally, the development of analytical thinking, problem-solving skills, and effective communication of insights reflects the professional skillset expected at this level of Employment Readiness & Entrepreneurship. This role requires individuals to configure, customize, and optimize Dynamics 365 Business Central to meet specific business	6

	organizational success within the Dynamics 365 Business Central environment.	requirements, analyze data, generate insightful reports, and facilitate data-driven decision-making processes within organizations.	
Broad Learning Outcomes/Core Skill	The Microsoft Dynamics 365 Business Central Functional Consultant course includes the ability to proficiently manage financials, supply chain, sales, and customer service processes, effectively utilizing the platform to drive organizational success. Developing a strong core skillset in configuring, customizing, and optimizing Dynamics 365 Business Central empowers individuals to streamline business operations, optimize workflows, and facilitate data-driven decision-making processes within organizations.	The broad learning outcomes/core skill of a Microsoft Dynamics 365 Business Central Functional Consultant include advanced proficiency in financial management, supply chain management, sales, and customer service processes, which align with the NCrF/NSQF level descriptor for this role. The job role/outcomes demonstrate proficiency in configuring and customizing Dynamics 365 Business Central to meet specific business requirements, effectively managing complex business processes, and facilitating data-driven decision-making, showcasing the required competence at the designated NCrF/NSQF level.	6
Responsibility	The key requirements of the job role/outcome of the qualification for a Microsoft Dynamics 365 Business Central Functional Consultant include responsibly configuring and customizing Dynamics 365 Business Central, optimizing	The job role/outcomes of a Microsoft Dynamics 365 Business Central Functional Consultant align with the NCrF/NSQF level descriptor by demonstrating responsibility in configuring and customizing Dynamics 365 Business Central, optimizing business processes, and facilitating data-driven decision-making. This	6

	business processes, and facilitating data-driven decision-making. This role is responsible for ensuring system integrity, collaborating with stakeholders, and adhering to implementation best practices and security standards.	includes adhering to system governance and security protocols, collaborating with stakeholders, and applying analytical skills at the designated NCrf/NSQF level.	
--	--	---	--

Annexure: Tools and Equipment (lab set-up)

List of Tools and Equipment

Batch Size:NA, as it is on a Cloud-based lab

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Computer with Internet	Windows 10 or 11 Pro /Enterprise	One per learner
2	LODS Key	Microsoft Dynamics 365	One per learner
3	Installed Browser	Latest Google Chrome/Microsoft Edge Browser	Installed on the computer of the learner
4	Internet	Stable internet connection with a minimum 40 Mbps speed	Internet access for the learners

Classroom Aids

The program is virtual classroom-enabled.

The aids required to conduct sessions in the classroom / virtual are:

1. MS Teams (for virtual) with Wi-Fi Connectivity

2. Computer system (1 per learner), LODs key for performing Labs.

Annexure: Industry Validations Summary

Not Applicable - vide Guidelines for Creditisation of Skilling and Training Courses
and Qualifications of MNCs and Leading Indian Enterprises

nnexure: Training Details

Training Projections:

Year	Estimated Training # of Total Candidates	Estimated training # of Women	Estimated training # of People with Disability

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

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

S. No.	Select the Components of the NOS		
--------	----------------------------------	--	--

		List Recommended Tools – for all Selected Components	Offline: Online Ratio
1	☒ Theory/ Lectures - Imparting theoretical and conceptual knowledge	MS Learn Links of the course will be provided, Internet Connection, Computers	0:100
2	☒ Imparting Soft Skills, Life Skills and Employability Skills /Mentorship to Learners		
3	☒ Showing Practical Demonstrations to the learners	LODS Key is required, Computer, Internet Connection, Projector	30:70
4	☒ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	LODS Key is required, Computer, Internet Connection, Projector	30:70
5	☒ Tutorials/ Assignments/ Drill/ Practice		
6	☒ Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Proctored Exam, Computer with good Camera, Microphone, Internet Connectivity and One Vue support	0:100
7	☐ On the Job Training (OJT)/ Project Work Internship/ Candidate Training	MS Learn Links of the course will be provided, Internet Connection, Computers	0:100

Annexure: Standalone NOS- Performance Criteria details

1. Description:

This course aims to certify individuals as Microsoft Certified: Dynamics 365 Business Central Functional Consultant Associate. The qualification is designed to prepare professionals to configure and manage business processes within Dynamics 365 Business Central. As a Business Central Functional Consultant, you will be responsible for configuring and customizing Business Central to meet organizational needs, managing financials, supply chain, and operational processes, ensuring data accuracy, and providing actionable insights through advanced reporting and analytics. You will collaborate closely with finance teams, supply chain managers, IT administrators, and business stakeholders to ensure seamless operations, optimized workflows, and enhanced business performance.

2. Scope:

The scope covers the following:

- Configuring and Customizing Dynamics 365 Business Central to align with business requirements.
- Managing Financial, Supply Chain, and Operational processes for improved efficiency.
- Providing Advanced Reporting and Analytics to generate actionable insights.
- Supporting User Adoption by offering training and ongoing support for Dynamics 365 Business Central tools.

3. Elements and Performance Criteria

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

Module 1: Introduction to Business Central (6 Hours)

- Technology overview through demo.
- Perform basic user tasks in Business Central.

Module 2: Application Setup (6 Hours)

- Create and configure a real-time company.
- Manage Security.

Module 3: Configure Financials (10 Hours)

- Perform finance functions like purchase orders.
- Process General Journals.
- Set up Cash Management.
- Set up accounts payables & accounts receivables.

Module 4: Configure Sales and Purchasing (10 Hours)

- Set up inventory.
- Configure Salespeople/Purchasers.
- Configure purchase pricing and discounts.
- Configure sales pricing and discounts.

Module 5: Process Operations (8 Hours)

- Process purchases, sales, and planning orders.

- Process financial transactions.
- Inventory Costing.

Annexure: Assessment Criteria

Detailed PC-wise assessment criteria and assessment marks for the NOS are as follows:

S. No.	Assessment Criteria for Performance Criteria	Percentage
1.	Set up Business Central	(15–20%)
2.	Configure financials	(30–35%)
3.	Configure sales and purchasing	(15–20%)
4.	Perform Business Central operations	(30–35%)
Total Marks		1000

Note: Based on Release Changes the Percentages vary. MS Learn Links for the respective course will be able to provide the respective percentages. All technical exam scores are reported on a scale of 1 to 1,000. A passing score is 700 or greater. As this is a scaled score, it may not equal 70% of the points. A passing score is based on the knowledge and skills needed to demonstrate competence as well as the difficulty of the questions.

- Exam Duration and Number of Questions: 100 minutes to answer 40 to 60 questions
- Format of the questions: multiple-choice, true/false, drag and drop, list builds, and case studies.
- Delivery method: Pearson VUE center or online proctored exam.

Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Assessment System Overview:

- As its Online Proctored exam. It's important to the test the computer with Good Camera, microphone, and internet connections.
- Need to check OnVUE software id working properly as firewall can block them.
- Need a valid Govt recognized id and a closed and quite room for taking up exam.
- Explore the exam sandbox to learn more about the exam UI and the different types of questions you may encounter. Before taking the exam.

2. Testing Environment:

- Candidates register for the exam and schedule a date and time for taking up the exam.
- Assessment agencies send the assessment confirmation to participants via email.
- Assessment agency deploys the Microsoft Certification on Power Platform Fundamentals on successful completion of the certificate.
- Multiple-choice, true/false, drag and drop, list builds, and case studies are given for assessment.

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

4. Types of evidence or evidence-gathering protocol:

- Need a valid Govt identification card.

5. Method of verification or validation:

- Proctor can anytime ask you to rotate the system and cancel the exam if found suspicious.
- Sign into your Microsoft Learn profile. In the photo avatar drop-down menu, choose Profile and then choose Certifications inside the profile menu, to check the status of the exam

6. Method for assessment documentation, archiving, and access

- Sign into your Microsoft Learn profile. In the photo avatar drop-down menu, choose Profile and then choose Certifications inside the profile menu, to check the status of the exam

Annexure: Acronym and Glossary

Acronym

Acronym	Description
---------	-------------

AA	Assessment Agency
AB	Awarding Body
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
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 on the basis of their main economic function, product, service or technology.