



QUALIFICATION FILE-OEM

Power Platform 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

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

Section 1: Basic Details

1.	Qualification Name	Power Platform 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. Power Platform Functional Consultant								
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	NM-06-IT-04305-2025-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 Functional Consultant, you implement the design provided by and in collaboration with a solution architect and the standards, branding, and artifacts established by user experience designers. You implement integrations with third-party applications and services. You generate training documentation, and you facilitate training and enablement.								
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 Power Platform 4. Pursuing 1-year PG diploma after 3-year UG degree with intermediate knowledge of Power Platform 5. Completed 4th year UG (in case of 4-year UG) with intermediate knowledge of Power Platform.</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 Power Platform 4. Pursuing 1-year PG diploma after 3-year UG degree with intermediate knowledge of Power Platform 5. Completed 4th year UG (in case of 4-year UG) with intermediate knowledge of Power Platform.	NA
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				6. Pursuing 4th year UG (in case of 4-year UG) and continuing education with intermediate knowledge of Power Platform. 5. Completed 3-Year UG Degree (1 year relevant experience in Power Platform).																				
		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>20</td><td>10</td><td></td><td></td><td>30</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	20	10			30
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Classroom (offline)																								
Online	20	10			30																			
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: Power Platform Functional Consultant → Power Platform Developer → Power Platform Solution Architect → Head Power Platform .																						
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	Organisations are increasingly prioritising 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 Power Platform or in the 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 Power Platform or 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 minimum of 3 years experience in Power Platform or its equivalent.
2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines), (wherever applicable)</i>	Graduate with a minimum of 3 years experience in Power Platform or its 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 With a minimum of 3 years experience in Power Platform or its 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
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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 –Power Platform 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	Power Platform Functional Consultant will gain a comprehensive understanding of the Power Platform, encompassing Power Apps, Power Automate, Power BI, and Copilot Studio. This includes mastering components like data modeling, workflow automation, data visualization, and integrating intelligent copilots. Consultants will learn to leverage these tools to analyze business processes, design efficient solutions, and drive innovation within organizations.	The Functional Consultant provides participants with comprehensive theoretical knowledge and practical skills relevant to their role. It covers essential concepts and methodologies, equipping consultants with the expertise needed to analyze business requirements, design optimized solutions, and implement tailored strategies using the Power Platform tools effectively.	6
Professional and Technical Skills/ Expertise/ Professional Knowledge	Upon completing the Microsoft Power Platform course, functional consultants will gain professional and technical	As a Power Platform Functional Consultant, skills would include • Power Apps, Power Automate, and Power BI: A	6

	expertise in leveraging Power Apps, Power Automate, Power BI and data interoperability. They will acquire skills in creating impactful solutions, optimizing workflows, analyzing data effectively, and sharing actionable insights. This course enhances their employment readiness by cultivating a proactive and innovative mindset, enabling them to drive digital transformation and deliver value-added solutions to organizations.	good understanding of these tools is essential for a Power Platform Functional Consultant. • Data modelling: The ability to connect to data sources and transform data for Business Intelligence. • Application lifecycle management (ALM): The ability to use version control, automated testing, and continuous integration.	
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Certification validates expertise sought by employers for roles such as Power App Maker, Power App Administrator, Functional Consultant and Solution Architect. Demonstrates proficiency needed to design, create, and manage business solutions using the Power Platform tools. Understanding how to create custom apps using Power Apps, automating using power automate and	As a Microsoft Power Platform Functional Consultant, key skills include • Automating workflows: The ability to create automated workflows using Power Automate. • Data connectors: The ability to use data connectors to link accounts and facilitate communication between services. • Power Pages maintenance and troubleshooting: The	6

	creating visualizations using Power BI are invaluable for entrepreneurs.	ability to use troubleshooting tools and best practices to build and maintain Power Pages websites.	
Broad Learning Outcomes/Core Skill	The broad learning outcomes of Microsoft Power Platform Functional Consultant course includes the ability to • proficiently work towards digital transformation by enabling all business solutions from app creation, automation, external websites, and customer support services. • Developing a strong core skillset in a power platform toolset empowers individuals to drive data-driven decision-making processes and provide valuable insights for organizations.	Here are the responsible job roles of a Power Platform Functional Consultant • Requirements gathering: • Collaborate with business users to understand their needs, gather requirements, and translate them into functional Power Platform applications. • Application design: • Create user interface designs, data models, and workflows within Power Apps, considering user experience and accessibility. • App development: • Build custom applications using Power Apps, including data connections, formulas, and visual elements. • Workflow automation: • Design and implement automated business processes using Power Automate, connecting different systems and triggering actions based on specific events.	6

		• Data integration: • Connect Power Apps to various data sources like SharePoint lists, Dynamics 365, and external APIs to retrieve and manipulate data. • Testing and quality assurance: • Thoroughly test applications to ensure functionality, data integrity, and user experience. • Deployment and maintenance: • Deploy applications to production environments and provide ongoing support and updates as needed. • User training and support: • Train end-users on how to use the developed applications and provide technical assistance when required.	
Responsibility	Responsibilities of a Power Platform Functional Consultant includes • Data Modelling • Application development using Power Apps, Power Automate.	As a Power Platform App Maker, your responsibilities include demonstrating responsibility in creating applications for business solutions, data analysis, visualization, communication, problem-solving, project management, and continuous learning. This includes adhering to data governance and security protocols,	6

	• Creating visualizations using Power BI • Customize Copilots using Microsoft Copilot Studio. • Power Virtual Agents, • problem-solving, project management, and continuous learning.	collaborating with stakeholders, and applying analytical skills.	
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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	Power Platform	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 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

Annexure: 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:

In this course, you will learn how to function as a functional consultant for organizations by using Microsoft Power Platform products to streamline, automate, and empower business processes. The creation and configuration of applications, automations, and solutions falls within the purview of a Microsoft Power Platform Functional Consultant. They serve as the point of contact between the implementation team and the users. The functional consultant encourages a company to use its solutions. The functional consultant may conduct stakeholder and subject matter expert engagement,

gather requirements, map requirements to features, and undertake discovery. They put into practice various parts of a solution, such as data conversions, custom process automation, system integrations, application upgrades, and basic visualizations.

2. Scope:

The scope covers the following:

- **Assessing business needs:** The ability to gather requirements and assess business process needs.
- **Designing solutions:** The ability to design solutions using Power Platform tools.
- **Promoting solution utilization:** The ability to promote the use of solutions within an organization.

3. Elements and Performance Criteria

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

- **Configure Microsoft Dataverse (10 hrs)**

PC1: Create and manage environments in Dataverse

PC2: Create tables in Dataverse

PC3: Manage tables in Dataverse

PC 4: Create and manage columns within a table in Dataverse

PC5: Working with choices in Dataverse

PC 6: Administration options in Microsoft Dataverse

- **Create apps by using Microsoft Power Apps (10 hrs)**

PC 1: Introduction to model-driven apps

PC2: Design and create model-driven apps

PC3: Embedding canvas apps in model-driven apps

PC4: Customize the command bar

PC5: Introduction to canvas apps

PC6: Connect to other data in canvas apps

PC7: Describe Power Apps cards

- **Create and manage logic and process automation (10 hrs)**

PC 1: Introduction to automation in Dataverse

PC2: Introduction to Power Automate

PC 3: Administer Power Automate cloud flows

PC4: Define and create business rules

PC5: Create business process flows

PC6: Configure Dataverse classic workflows

PC 7: Microsoft Dataverse reporting options

PC8: Use Power BI with Microsoft Power Platform

- **Manage environments (7 hrs)**

PC 1: Introduction to solutions for Microsoft Power Platform

PC 2: Import and export Dataverse solutions

PC 3: Dataverse Tools to support solutions

PC 4: Configure email integration

PC 5: Configure document management

PC 6: Work with Microsoft Word templates

4. Knowledge and Understanding (KU):

The individual on the job needs to know and understand:

- **KU1.** Power Platform Components: In-depth understanding of Power Apps, Power Automate, Power BI, and Power Virtual Agents, including their functionalities, capabilities, and integration possibilities.
- **KU2.** Business Process Analysis: Knowledge of business analysis concepts, methodologies, and techniques to effectively analyze, design, and optimize business processes using Power Platform tools.
- **KU3.** Data Integration and Management: Familiarity with data integration principles, data modeling techniques, and data governance practices to ensure seamless data flow, data accuracy, and compliance within Power Platform projects.

5. Generic Skills (GS):

User/individual on the job needs to know how to:

As a Microsoft Power Platform Functional Consultant, individual on the job needs to know how to:

- **GS1** Ability to design and develop scalable and efficient solutions using Power Platform components to address business challenges and improve operational processes.
- **GS2.** Proficiency in automating workflows, business processes, and repetitive tasks using Power Automate, enhancing productivity and efficiency within organizations.
- **GS3.** Strong problem-solving skills to troubleshoot issues, identify root causes, and implement effective solutions within the Power Platform environment.

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.	Configure Microsoft Dataverse	(25–30%)
2.	Create apps by using Microsoft Power Apps	(25–30%)
3.	Create and manage logic and process automation	(25–30%)
4.	Manage environments	(15–20%)
5.		
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.