

QUALIFICATION FILE-OEM

Microsoft Identity and Access Administrator

☒ 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	Microsoft Identity and Access Administrator								
2.	Sector/s	IT/ITeS								
3.	Type of Qualification: ☐ New ☐ Revised ☐ Has Electives/Options ☒ OEM	NQR Code & version of existing/previous qualification: <i>(change to previous, once approved)</i> NA		Qualification Name of existing/previous version: NA						
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>	a. Microsoft b. Microsoft Identity and Access Administrator								
5.	National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i>	NM-06-IT-04306-2025-V1-MCRSFT	6. NCrf/NSQF Level: 6							
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>)	Certificate								
8.	Brief Description of the Qualification	As a Microsoft Identity and Access Administrator, you're responsible to implement, and operate an organization's identity and access management systems by using Microsoft Entra ID and to manage tasks such as providing secure authentication and authorization access to enterprise applications.								
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. </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.	NA
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				6. Pursuing 4th year UG (in case of 4-year UG) and continuing education 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>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: Security, Compliance, and Identity Administrator																						
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 Microsoft Identity and Access Administration 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 Microsoft Identity and Access Administration 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 Microsoft Identity and Access Administration 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 Microsoft Identity and Access Administration 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 Microsoft Identity and Access Administration 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 – Microsoft Identity and Access Administrator

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	An SC-300 certified professional, which stands for "Microsoft Identity and Access Administrator," typically holds job roles focused on managing user identities, authentication methods, and access controls within a Microsoft Azure environment, including responsibilities like planning, implementing, and managing user accounts, multi-factor authentication (MFA), self-service password resets, and access governance policies across various Microsoft services	The Microsoft SC-300 Certification is a valuable qualification for professionals. It demonstrates expertise in security, compliance, and identity management within Microsoft environments. This certification can enhance career prospects and increase earning potential in the field of cybersecurity.	6
Professional and Technical Skills/ Expertise/ Professional Knowledge	This module explores how to build and configure a Microsoft Entra system. Access to cloud-based workloads needs to be controlled centrally by providing a definitive identity for each user and resource. You can ensure employees and vendors	- As an SC-300 Administrator, responsibilities typically include: Identity and Access Management (IAM) Administrator: Responsible for the overall management of user identities, including provisioning, deprovisioning, access assignments, and	6

	have just-enough access to do their job.	password management across different systems. • Cloud Security Administrator: Focuses on securing cloud-based environments by managing user permissions, implementing access controls, and monitoring for suspicious activity related to identity management. • Azure Active Directory (Azure AD) Administrator: Primarily manages user identities and access within Azure AD, including configuring authentication methods, setting up single sign-on (SSO), and managing conditional access policies. • Security Analyst: May contribute to identity management tasks by analyzing user access patterns, detecting potential security risks related to identities, and implementing preventative measures.	
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Certification validates expertise sought by employers for roles such as	The SC-300 qualification signifies proficiency in securing cloud	6

	Identity and Access Administrator, Microsoft Entra Administrator.	environments through several key professional skills: • Identity and Access Management: Expertise in implementing and managing identity and access controls, including Azure Active Directory, to safeguard resources and prevent unauthorized access.	
Broad Learning Outcomes/Core Skill	The broad learning outcomes of SC-300, focusing on Microsoft Identity and Access Administrator, include: • Proficiency in implementing Microsoft Identity and Access Management across On-Prem and Azure Cloud Infrastructure. • Capability to design and implement user identities, including provisioning, deprovisioning, access assignments, and password management	Here are the responsible job roles of an SC-300 Administrator • User Identity Management: Creating, modifying, and deleting user accounts Managing user groups and assigning permissions Implementing lifecycle management policies for user accounts • Authentication Management: Configuring and deploying multi-factor authentication (MFA) Implementing self-service password reset (SSPR) options Managing password policies and complexity requirements • Access Control:	6

	across different systems.	Defining and managing access levels to applications and resources Implementing least privilege access controls Reviewing and auditing user access rights	
Responsibility	Responsibilities of a Hybrid Core Administrator include: • Identity Management • Authentication Management • Access Control • Identity Governance • Hybrid Identity Management • Reporting and Monitoring	As an identity and access administrator, you provide seamless experiences and self-service management capabilities for users. You plan and implement identity, authentication, and authorization to enable access across applications and resources. You're also responsible for troubleshooting, monitoring, and reporting on identity and access. You collaborate with many other roles in the organization to drive strategic identity projects, modernize identity solutions, implement hybrid identity solutions, and implement identity governance.	6

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
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1	Computer with Internet	Windows 10 or 11 Pro /Enterprise	One per learner
2	LODS Key	Microsoft 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 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:

The Microsoft Identity and Access Administrator course explores how to design, implement, and operate an organization's identity and access management systems by using Microsoft Entra ID. Learn to manage tasks such as providing secure authentication and authorization access to enterprise applications. You will also learn to provide seamless experiences and self-service management capabilities for all users. Finally, learn to create adaptive access and governance of your identity and access management solutions ensuring you can troubleshoot, monitor, and report on your environment.

2. Scope:

The scope covers the following:

- Understanding Microsoft Identity and Access Management
- Managing security, compliance, and Hybrid Identity Solution
- Managing Application Identity and Access Management

3. Elements and Performance Criteria

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

1. Implement an Identity Management Solution (8Hrs)

PC1: Implement initial configuration of Microsoft Entra ID

PC2: Create, configure, and manage identities

PC3: Implement and manage external identities

PC4: Implement and manage hybrid identity

2. Implement an Authentication and Access Management Solution (8Hrs)

PC1: Secure Microsoft Entra users with multifactor authentication

PC2: Manage user authentication

PC3: Plan, implement, and administer Conditional Access

PC4: Manage Microsoft Entra Identity Protection

PC5: Implement access management for Azure resources

3. Implement Access Management for Apps (8Hrs)

PC1: Plan and design the integration of enterprise apps for SSO

PC2: Implement and monitor the integration of enterprise apps for SSO

PC3: Implement app registration

4. Plan and Implement an Identity Governance Strategy (8Hrs)

PC1: Plan and implement entitlement management

PC2: Plan, implement, and manage access review

PC3: Plan and implement privileged access

PC4: Monitor and maintain Microsoft Entra ID

PC5: Explore the many features of Microsoft Entra Permissions Management

4. Knowledge and Understanding (KU):

The individual on the job needs to know and understand:

KU1: Microsoft Identity and Access Administrators are responsible for managing Azure Entra ID users and groups

KU2: Implement, and operate an organization's identity and access management systems by using Microsoft Entra ID

KU3: Manage tasks such as providing secure authentication and authorization access to enterprise applications and to provide seamless experiences and self-service management capabilities for all users

5. Generic Skills (GS):

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

GS1: Manage user authentication: Provide secure authentication and authorization access to enterprise applications.

GS2: Implement and manage external identities: Configure and manage authentication and authorization for users, devices, applications, and Azure resources. Implement hybrid identity solutions and identity governance.

GS3: Understand conditional access policies: Use conditional access policies to control user access and protect data. Integrate enterprise apps for SSO and manage Azure AD Identity Protection.

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.	Implement and manage user identities	(20–25%)
2.	Implement authentication and access management	(25–30%)
3.	Plan and implement workload identities	(20–25%)
4.	Plan and implement identity governance	(20–25%)
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 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.