



QUALIFICATION FILE-OEM

Administering Information Protection and Compliance in Microsoft 365

☒ 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	Administering Information Protection and Compliance in Microsoft 365								
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. SC 400: Administering Information Protection and Compliance in Microsoft 365								
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	NM-06-IT-04307-2025-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 an information protection and compliance administrator, you plan and implement risk and compliance controls in the Microsoft Purview compliance portal.								
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 with intermediate knowledge of </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 with intermediate knowledge of	NA
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				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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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: Azure Security Analyst → Azure Security Consultant → Azure Security Architect → Chief Information Security Officer (CISO) .																						
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 Information Protection and Compliance 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 Information Protection and Compliance 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 Information Protection and Compliance 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 Information Protection and Compliance 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 Information Protection and Compliance 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 – Administering Information Protection and Compliance in Microsoft 365

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-400 Information Protection Administrator is responsible for planning and implementing controls that meet organizational information protection and governance requirements using Microsoft 365 information protection services. Their responsibilities include translating compliance requirements into technical implementations, managing solutions for content classification, data loss prevention (DLP), information protection, data lifecycle management, and records management. They collaborate with IT professionals, business application owners, HR stakeholders, and legal teams to ensure regulatory compliance and protect sensitive information.	The SC-400 certification equips professionals with advanced skills in managing and implementing information protection and governance solutions using Microsoft 365 services. It validates their expertise in data classification, data loss prevention, information protection, and compliance management. This certification enhances career prospects by opening doors to roles such as Security Analyst, Security Consultant, or Chief Information Security Officer (CISO).	6
Professional and Technical Skills/ Expertise/ Professional Knowledge	The SC-400 certification signifies a comprehensive skill set in managing and	As an SC-400 Information Protection Administrator, responsibilities typically include:	6

	implementing information protection and governance solutions using Microsoft 365 services. Professionals with this certification excel in data classification, data loss prevention, information protection, and compliance management. They ensure robust data security through proactive measures and collaborate with various stakeholders to meet regulatory requirements. They possess adept troubleshooting abilities to swiftly resolve security issues and implement effective data lifecycle management strategies. Microsoft complies with GDPR by: • Offering tools like Microsoft Purview Compliance Manager to help organizations	• Information Protection Management: Deploying, configuring, and maintaining information protection solutions using Microsoft 365 services. • Data Classification: Ensuring data is appropriately classified and labeled for protection. • System Security: Implementing data loss prevention (DLP) policies and ensuring compliance with security best practices. • Compliance Management: Managing compliance with regulatory requirements and organizational policies. • Security Monitoring: Monitoring and responding to security incidents related to information protection. • Collaboration: Working with IT, legal, and business teams to implement and maintain information protection strategies.	
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	assess and manage GDPR risks. • Supporting Data Subject Requests (DSRs) for accessing, modifying, or deleting personal data. • Conducting Data Protection Impact Assessments (DPIAs) for high-risk data operations. • Providing contractual commitments to customers regarding data protection.		
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	The SC-400 certification validates expertise sought by employers for roles such as Security Analyst, Security Consultant, Security Architect, and Chief Information Security Officer (CISO). It demonstrates proficiency in	The SC-400 certification signifies proficiency in securing information through several key professional skills: • Information Protection Management: Expertise in implementing and managing information protection solutions using Microsoft 365	6

	implementing, managing, and securing information protection solutions using Microsoft 365 services, enhancing credibility and trustworthiness among employers and peers..	services to safeguard sensitive data. • Data Classification and Labeling: Knowledge of data classification principles to ensure appropriate protection levels and prevent unauthorized access. • Data Loss Prevention (DLP): Skills in configuring and managing DLP policies to protect data integrity and ensure compliance with regulatory requirements.	
Broad Learning Outcomes/Core Skill	The broad learning outcomes of the SC-400 certification, focusing on advanced information protection and governance, include: • Proficiency in implementing robust information protection measures to safeguard data and resources within Microsoft 365 environments.	Here are the responsible job roles of an SC-400 Information Protection Administrator: • Implementing Information Protection Solutions: Deploying and managing information protection solutions using Microsoft 365 services for seamless data security. • Managing Compliance: Ensuring efficient management and maintenance of compliance	6

	• Capability to design and implement strategic information protection solutions to meet organizational compliance and security requirements.	policies and data protection regulations. • Handling Data Loss Prevention (DLP): Managing and maintaining DLP policies and solutions, including data classification and labeling tasks.	
Responsibility	Responsibilities of an SC-400 Information Protection Administrator include: • Implementing Information Protection Solutions • Managing Compliance Policies • Handling Data Loss Prevention (DLP) • Ensuring Data Security • Monitoring Security Incidents • Collaboration with Stakeholders	As an SC-400 Information Protection Administrator, your responsibilities include implementing and managing information protection solutions using Microsoft 365 services, ensuring compliance with data protection regulations, and handling data loss prevention (DLP) policies. You collaborate closely with IT professionals, legal teams, business application owners, and security analysts to ensure robust data security, seamless operations, and optimal performance across the organization's information protection infrastructure.	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
1	Computer with Internet	Windows 10 or 11 Pro /Enterprise	One per learner
2	LODS Key	Windows 10	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 OnVUE 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: Information Protection Administrator Associate. The qualification is designed to prepare professionals to implement and manage information protection and governance solutions using Microsoft 365 services. As an Information Protection Administrator, you will be responsible for deploying and managing information protection solutions, ensuring compliance with data protection regulations, handling data loss prevention (DLP) policies, ensuring data security, monitoring security incidents, and collaborating effectively with IT professionals, legal teams, and business stakeholders.

2. Scope:

The scope covers the following:

- Implementing Information Protection Solutions using Microsoft 365 services.
- Ensuring compliance with data protection regulations.
- Managing and maintaining Data Loss Prevention (DLP) policies, as well as classifying and labeling data for protection.

3. Elements and Performance Criteria

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

1. Implement Information Protection in Microsoft 365 (7Hrs)

PC1: Introduction to information protection and data lifecycle management in Microsoft Purview

PC2: Classify data for protection and governance

PC3: Create and manage sensitive information types

PC4: Understand Microsoft 365 encryption

PC5: Deploy Microsoft Purview Message Encryption

PC6: Protect the information in Microsoft Purview

PC7: Apply and manage sensitivity labels

2. Implement Data Loss Prevention (7Hrs)

PC1: Prevent data loss in Microsoft Purview

PC2: Configure DLP policies for Microsoft Defender for Cloud Apps and Power Platform

PC3: Manage data loss prevention policies and reports in Microsoft 365

3. Implement Data Lifecycle and Records Management (6Hrs)

PC1: Manage the data lifecycle in Microsoft Purview

PC2: Manage data retention in Microsoft 365 workloads

PC3: Manage records in Microsoft Purview

4. Monitor and Investigate Data and Activities by Using Microsoft Purview (6Hrs)

PC1: Explore compliance in Microsoft 365

PC2: Search for content in the Microsoft Purview compliance portal

PC3: Manage Microsoft Purview eDiscovery (Standard)

PC4: Manage Microsoft Purview eDiscovery (Premium)

PC5: Manage Microsoft Purview Audit (Standard)

PC6: Manage Microsoft Purview Audit (Premium)

5. Manage Insider and Privacy Risk in Microsoft 365 (6Hrs)

PC1: Prepare Microsoft Purview Communication Compliance

PC2: Manage insider risk in Microsoft Purview

PC3: Implement Adaptive Protection in Insider Risk Management (preview)

PC4: Implement Microsoft Purview Information Barriers

PC5: Manage regulatory and privacy requirements with Microsoft Priva

PC6: Implement privileged access management

4. Knowledge and Understanding (KU):

The individual on the job needs to know and understand:

KU1: Information Protection Administrators are responsible for implementing and managing information protection and governance solutions using Microsoft 365 services.

KU2: They manage data classification, data loss prevention (DLP), and compliance policies across Microsoft 365 environments.

KU3: They implement and manage solutions for data protection, lifecycle management, and regulatory compliance using Microsoft Purview and other Microsoft 365 tools.

5. Generic Skills (GS):

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

GS1: Manage Information Protection Solutions: Experience with implementing and managing information protection solutions using Microsoft 365 services, including data classification, data loss prevention (DLP), and sensitivity labels.

GS2: Understand Compliance and Data Governance: Experience and understanding of compliance requirements and data governance principles, including regulatory compliance and data lifecycle management.

GS3: Utilize Microsoft 365 Security Technologies: Basic understanding of Microsoft 365 security technologies, including Microsoft Purview, Microsoft Defender for Cloud Apps, and Microsoft Purview eDiscovery.

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 information protection	(25-30%)
2.	Implement DLP	(15-20%)
3.	Implement data lifecycle and records management	(10-15%)
4.	Monitor and investigate data and activities by using Microsoft Purview	(15-20%)
5.	Manage insider and privacy risk in Microsoft 365	(15-20%)
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
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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.