QUALIFICATION FILE – Micro Credentials

<Basics of Occupational Hazards & Risk Management>

☐ Public ☒ Private

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

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

NCrF/NSQF Level: 4

Submitted By:

< SAFETY SKILL DEVELOPMENT FOUNDATION>

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NSQC Approved

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Section 1: Basic Details

1.	**Micro Credential-Qualification Name**	Basics of Occupational Hazards & Risk Management	
2.	**Sector/s**	All sectors	
3.	**National Qualification Register (NQR) Code & Version** *(Will be issued after NSQC approval.)*	NM-04-CO-03004-2024-V1-SSDF	***4.*** **NCrF/NSQF Level:** 4
5.	**Brief Description of the Micro Credential**	The Micro Credential describes the various workplaces risks & hazards, their identification, and remedial steps to ensure safety at workplaces and risk management. The MC helps management staff in understanding occupational hazards and timely mitigation through planning & management.	
6.	**Eligibility Criteria for Entry for Students/Trainee/Learner/Employee**	***a.*** **Entry Qualification & Relevant Experience**	

S. No.	Academic/Skill Qualification (with specialization- if applicable)	Relevant Experience (with specialization- if applicable)
1	12th grade pass or equivalent	-
2	Pursuing 12th class	-

b. Age: 16

7.	**Credits Assigned to this Qualification, Subject to Assessment** *(as per National Credit Framework (NCrF))*	0.5	8. **Common Cost Norm Category (I/II/III)** *(wherever applicable)***: I**
9.	**Any Licensing Requirements/ Prerequisites for Undertaking Training** *(wherever applicable)*	NA	

10.	**Expected Outcomes of the Micro Credential**	**Terminal learning outcomes are:** ● Identification of potential hazards and risks that may exist in a workplace. ● Evaluation of the likelihood and severity of potential risks arising from identified hazards. ● Measures to mitigate the hazards & risks and maintenance & monitoring of the measures. ● Consultations and design of the workplace to minimize potential hazards. ● Inclusion of employees to minimize workplace incidents.
11.	**Training Duration by Modes of Training Delivery** *(Specify **Total Duration** as per selected training delivery modes and as per requirement of the qualification)*	☒ **Offline Only** ☐ **Online Only** ☐ **Blended** **Training Delivery Mode** | **Theory (Hours)** | **Practical (Hours)** | **Total (Hours)** **Classroom (offline)** | 8 | 7 | 15 **Online** | - | - | - *(Refer Blended Learning Annexure for Details)*
12.	**Assessment Criteria**	**Theory (Marks)** | **Practical (Marks)** | **Project (Marks)** | **Viva (Marks)** | **Total (Marks)** | **Passing %age** 50 | 50 | - | - | 100 | 50
13.	**Is the Qualification Amenable to Persons with Disability**	☒ **Yes** ☐ **No If *"Yes," specify applicable type of Disability:***
14.	**How will participation of women be encouraged?**	Women will be encouraged to join
15.	**Other Indian Languages in which the Micro Credential will be implemented.**	English and Hindi
16.	**Is similar Micro Credential Qualification(s) available on NQR-if yes, justification for this qualification**	☐ **Yes** ☒ **No URLs of similar Qualifications:**

17.	**Name and Contact Details Submitting / Awarding Body SPOC**	**Name:** Anand Kumar Singh **Email:** aksingh@ssdfindia.org **Contact No.:** +91-8505955506 **Website:** www.ssdfindia.org	
18.	**NSQC Approval Date:** *27-08-2024*	19. **Validity Duration:** 3 Years	20. **Next Review Date:** *27-08-2027*

Section 2: Training Related

1.	**Trainer's Qualification and experience in relevant sector (in years)** *(as per requirement and NCVET guidelines)*	Completed UG/PG in relevant fields with 2 years' experience. Completed UG in any discipline / Diploma in relevant fields with 4 years' experience. Completed ITI/12TH with 8 years' experience
2.	**Master Trainer's Qualification and experience in relevant sector (in years)** *(as per requirement and NCVET guidelines)*	Completed UG/PG in relevant fields with 3 years' experience. Completed UG in any discipline / Diploma in relevant fields with 5 years' experience. Completed ITI/12TH with 9 years' experience
3.	**Tools and Equipment Required for Training**	☒ **Yes** ☐ **No** *(If "Yes," details to be provided in Annexure)*

Section 3: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per requirement and NCVET guidelines)*	Completed UG/PG in relevant fields with 2 years' experience. Completed UG in any discipline / Diploma in relevant fields with 4 years' experience. Completed ITI/12TH with 8 years' experience
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per requirement and NCVET guidelines)*	Completed UG/PG in relevant fields with 1 years' experience. Completed UG in any discipline / Diploma in relevant fields with 3 years' experience. Completed ITI/12TH with 7 years' experience

3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per requirement and NCVET guidelines)*	Completed UG/PG in relevant fields with 3 years' experience. Completed UG in any discipline / Diploma in relevant fields with 5 years' experience. Completed ITI/12TH with 9 years' experience
4.	**Assessment Mode** *(Specify the assessment mode)*	☒ **Offline Only** ☒ **Online Only** ☐ **Blended**
5.	**Tools and Equipment Required for Assessment**	☒ **Same as for training** ☒ **Yes** ☐ **No** *(details to be provided in Annexure-if it is different for Assessment)*

Section 4: Evidence of Need of the Micro Credential

As per the NCVET Guidelines for evidence of need, provide the required Annexure/Supporting documents.

1.	Government /Industry initiatives/ requirement (Yes/No): No
2.	Number of Industry validation provided: *5*
3.	Estimated number of people to be trained: 34,700

Section 5: Annexure CheckList

Specify Annexure Number and Name.

1.	**Annexure:** NCrF/NSQF level justification based on NCrF Level/NSQF descriptors *(Mandatory)*	Yes
2.	**Annexure:** Learning Outcomes and Assessment Criteria *(Mandatory)*	Yes
3.	**Annexure:** Assessment Strategy *(Mandatory)*	Yes

4.	**Annexure:** List of tools and equipment relevant for qualification *(Mandatory – Except in case of online course)*	Yes
5.	**Annexure:** Blended Learning *(Mandatory in case selected mode of delivery is "Blended Learning")*	*No*
6.	**Annexure:** Acronym and Glossary *(Optional)*	Yes

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	Key requirements and outcomes of a microcredential in Occupational Hazards & Risk Management typically include: ● **Understanding Hazards**: Identifying different types of occupational hazards, such as chemical, physical, biological, and ergonomic risks. ● **Risk Assessment**: Learning how to assess and evaluate risks in the workplace to prevent accidents and health issues. ● **Regulatory Compliance**: Understanding relevant occupational health and safety regulations and standards. ● **Safety Protocols**: Implementing effective safety protocols and procedures to mitigate risks.	At NSQF Level 4, individuals are expected to have a broad knowledge base and understanding of their field. For Occupational Hazards & Risk Management, this includes comprehending various types of hazards, risk assessment methodologies, and regulatory requirements.	4.0

	• **Emergency Response**: Knowing how to respond to emergencies related to occupational hazards. • **Training and Education**: Developing skills in educating others about occupational hazards and risk management practices. • **Continuous Improvement**: Applying principles of continuous improvement to enhance workplace safety measures.		
Professional and Technical Skills/ Expertise/ Professional Knowledge	The technical skills typically covered: • Hazard Identification • Risk Assessment • Risk Management Strategies • Safety Protocols Implementation • Emergency Response Planning • Monitoring and Evaluation of workplace hazards and effectiveness of risk management controls.	This MC provides in-depth knowledge of occupational hazards, risk assessment methodologies, regulatory compliance, and safety protocols, aligning with NSQF Level 4's requirement for a broad understanding of occupational health and safety principles.	4.0
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	The professional is expected to have cognitive & practical skills to ensure safety, generate solutions to specific issues related to safety and ability to ensure compliance of the safety norms and measures as per SOP and deployment of safety equipment.	This MC provides skills that are directly applicable to various roles in occupational health and safety management, foster an understanding of how effective risk management contributes to business sustainability and profitability, Emphasize ethical considerations in occupational safety, including protecting employee well-being and complying with legal standards	4.0

Broad Learning Outcomes/Core Skill	The professional is expected to have Understanding of Occupational Hazard, carry out Risk Assessment and Management, Comply with Regulations and Standards, Develop and Implement Safety Protocols, demonstrate competence in Emergency Preparedness and Response	Provides a comprehensive understanding of various occupational hazards and their impacts, aligning with NSQF Level 4's requirement for a broad understanding of occupational health and safety principles.	4.0
Responsibility	Professional has a set of responsibilities include ● Hazard Identification and Risk Assessment ● Development and Implementation of Safety Protocol ● Regulatory Compliance ● Emergency Preparedness and Response ● Promoting a Safety Culture	MC trains in conducting thorough hazard assessments and evaluating risks directly applies theoretical knowledge to real-world scenarios, fulfilling the practical application aspect.	4.0

Annexure: Learning Outcomes and Assessment Criteria

Detailed learning outcomes and assessment criteria for the qualification are as follows:

S. No.	Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
1.	PC-1: Collect and review information about the hazards present or likely to be present in the workplace.	5	5	-	-
2.	PC-2: Identify potential risks to the workers due to hazards and measures for safety to	5	5	-	-

	be taken.				
3.	PC-3: Conduct initial and periodic workplace inspections of the workplace to identify new or recurring hazards.	5	5	-	-
4.	PC-4: Investigate injuries, illnesses, incidents, and close calls/near misses to determine the underlying hazards, their causes, and safety and health program shortcomings.	5	5	-	-
5.	PC-5: Assess the consequences of a potential risk and determine the likelihood of a risk occurring & reoccurring.	5	5	-	-
6.	PC-6: Develop measures and response to each risk based on its severity & impact.	5	5	-	-
7.	PC-7: Involve workers in measures & control, provide employees with opportunities to identify and solve workplace problems.	5	5	-	-
8.	PC-8: Analyze the workplace & consult employees in ergonomic design to reduce the risk of injury and promote long-term health and well-being.	5	5	-	-
9.	PC-9: Plan & implement preventive measures to reduce risks and reporting of any incidents.	4	3	-	-
10.	PC-10: Prepare to have multiple plans or options based on various scenarios & by leveraging best practices.	3	3	-	-
11	PC-11: Plan for emergency situation & rescue plans.	3	4	-	-
Total Marks		**50**	**50**		

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.

Mention the detailed assessment strategy in the provided template.

<1. Assessment System Overview:

- Batches are assigned to the assessment agencies for conducting the assessment on SIP/Portal or email.
- Assessment agencies send the assessment confirmation to VTP/TC looping Awarding Body(AB)
- Assessment agency deploys the ToA certified Assessor for executing the assessment.
- AB ensures the assessment process & records.

2. Testing Environment:

- Check the assessment location, date, and time.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

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

4. Types of evidence or evidence-gathering protocol:

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

5. Method of verification or validation:

- Surprise visit to the assessment location.
- Method for assessment documentation, archiving, and access
- Soft/Hard copies of the documents are stored.

On the Job:

1. The candidate works for all modules.
2. The candidate must score 50% in assessment to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills, understanding needs & requirements.
   • Report prepared by trainees during OJT.
4. Assessment of task ensure that the candidate can perform all tasks of the job role required:

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Annexure: Tools and Equipment

List of Tools and Equipment

Batch Size:30

No	Tools/Equipment Name	Specifications	Quantity for specified Batch size
•	Safety goggles	Nos	2
•	Full face shield	Nos	1
•	Leather gloves	Nos	2
•	Puncture resistant gloves	Nos	2
•	Chemical resistant gloves	Nos	2
•	Electrically insulated latex gloves	Nos	2
•	Safety helmets/hard hats	Nos	2
•	Ear plugs	Nos	2
•	Safety shoes	Nos	2
•	Safety gumboots	Nos	2
•	High visibility jackets	Nos	2
•	N95 masks	Nos	2
•	Double filter half face mask	Nos	2

•	Double filter full face mask	Nos	2
•	SCBA – Self-contained breathing apparatus	Nos	1
•	Safety harness	Nos	1
•	Lanyard	Nos	1
•	Fall arrestor	Nos	1
•	CO2 Fire extinguisher	Nos	1
•	Dry Chemical Powder Fire extinguisher	Nos	1
•	Fire hydrant system	Nos	1
•	Multiple gas detector	Nos	1
•	TDS Meter	Nos	1

Classroom Aids:

The aids required to conduct sessions in the classroom are:

1. Black/White board
2. Marker
3. Projector
4. Computer with relevant software

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Annexure: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile *(if available)*
1	Shapoorji Pallonji and Co. Pvt Ltd	Mr. Nitin Bansal	Manager QA QC	SP Centre, 41/44, Minoo Desai Marg, Colaba, Mumbai - 400005 Maharashtra, India Tel: +91-22-67490000	8130090463	nitin.bansal@shapoorji.com	-
2	Tata Advanced Systems	Asheesh Singhal	Deputy Manager	Plot no.C-01, 401, 4th Floor, World Trade Tower Sector sixteen, Noida Uttar Pradesh-201301 India Tel +91 120 4847450 -7555 I Fax 91 11 43602735	7290014317	apkumar@tataadvancedsystems.com	-
3	SIMPLEX Infrastructures Limited	Tarak Bhaumik	General Manager (HR & Admin)	Simplex House 27, Shakespeare Sara, Kolkata -700 017 Tel: (91 33) 2301 1600 Fax: (91 33) 2283 5966/65/64	-	-	-

4	TECHNOCULTURE Building Center Pvt Ltd	Anurag Tiwari	Manager	Konark Shree Apartment, RBI Road, 301/302, Brajkishore Path, Ali Nagar Colony, Salimpur Ahra, Dujra Diara, Patna, Bihar 800001	9006506858	vastu.skills@gmail.com	-
5	Urja Building Services Consultants Pvt Ltd	Sheetal Mandar Bhilkar	Managing Director	648,649, Laxmi Plaza, Laxmi Industrial Estate, Suresh Nagar, Andheri West, Mumbai, Maharashtra 400053	9819819212	sheetalbhilkar@urjagroup.in	-

Annexure: Training Details

Training Projections:

Year	Estimated Training # Total Candidates		Estimated Training # of Women		Estimated Training # People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2024	800	800	120	120	250	250
2025	1400	1400	200	200	450	450
2026	1400	1400	200	100	450	450

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

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities based on their main economic function, product, service, or technology.

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