



QUALIFICATION FILE

Assistant Offset Printing Operator

- 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 OEM

NCrF/NSQF Level: 4

Submitted By:

Additional Skill Acquisition Programme Kerala

KINFRA Film & Video Park, Sainik School P.O, Kazhakootam, Trivandrum, Kerala - 695585

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Section 1: Basic Details

1.	Qualification Name	Assistant Offset Printing Operator										
2.	Sector/s	Office Administration & Facility Management										
3.	Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: <i>(change to previous, once approved)</i> QG-04-OA-02837-2024-V1.1-ASAP	Qualification Name of existing/previous version: Assistant Offset Printing Operator									
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>	b. Assistant Offset Printing Operator										
5.	National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i>	QG-04-OA-02837-2024-V1.1-ASAP	6. NCrF/NSQF Level: 4									
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	Individuals will be able to operate single colour or multicolour offset machine and do necessary settings related with paper, ink and other chemicals. Taking prints to require number of copies with satisfying all parameter as customer requirements. Printing operator also responsible for the maintenance and cleaning of cylinders and inking rollers.										
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S. No.</th> <th style="width: 50%;">Academic/Skill Qualification (with Specialization - if applicable)</th> <th style="width: 40%;">Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>10th Pass</td> <td></td> </tr> <tr> <td>2.</td> <td>ITI</td> <td></td> </tr> </tbody> </table> b. Age: <Please specify age only in case of any legal restrictions>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	10 th Pass		2.	ITI	
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)										
1.	10 th Pass											
2.	ITI											
10.	Credits Assigned to this Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>	17	11. Common Cost Norm Category (I/II/III) <i>(wherever applicable): CCN II</i>									
12.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	NA										

13.	Training Duration by Modes of Training Delivery (<i>Specify Total Duration as per selected training delivery modes and as per requirement of the qualification</i>)	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended					
		Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)
		Classroom (offline)	142	248	120		510
	Online						
		<i>(Refer Blended Learning Annexure for details)</i>					
14.	Aligned to NCO/ISCO Code/s (<i>if no code is available mention the same</i>)	7322.2100 , Offset Machine Operator					
15.	Progression path after attaining the qualification (<i>Please show Professional and Academic progression</i>)	PROFESSIONAL PROGRESSION Assistant offset operator → Offset operator → Senior off set Operator → Asst. Supervisor → Supervisor → Asst. Manager → Manager → Senior Manager → General Manager ACADEMIC PROGRESSION On successful completion of course student can join → Poly Technique for Diploma in Printing → B-Tech Through Lateral Entry					
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi					
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:					
18.	Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If “Yes”, specify applicable type of Disability:					
19.	How Participation of Women will be Encouraged						
20.	Are Greening/ Environment Sustainability Aspects Covered (<i>Specify the NOS/Module which covers it</i>)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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: Dr. Usha Titus Email: cmd@asapkerala.gov.in Website: www.asapkerala.gov.in Contact No.: 04712772500					
23.	Final Approval Date by NSQC: 14th NSQC Meeting – NCVET – 30th December, 2021 Rationalized in 37 th NSQC Meeting- dated- 30 th April 2024	24. Validity Duration: 3 Years			25. Next Review Date: 30 th December 2024		

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory Pr.-Practical OJT-On the Job Man.-Mandatory Training Rec.-Recommended Proj.-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/ NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Printing Technology	ASP/MES/N0401	Core	4	2	20	40			60	40	40		10	90	
2.	Offset and Digital Printing Machine	ASP/MES/N0402	Core	4	4	28	92			120	60	60		10	130	
3.	Colour & Quality	ASP/MES/N0403	Core	4	2	20	40			60	25	25		10	60	
4.	Materials	ASP/MES/N0404	Core	4	2	20	40			60	25	25		10	60	
5.	Consumables	ASP/MES/N0405	Core	4	1	10	20			30	20	20		10	50	
6.	Maintenance & Safety	ASP/MES/N0406	Core	4	1	14	16			30	15	15		10	40	
7.	On The Job Training	ASP/MES/N0407	Core	4	4			120		120			90	10	100	
8.	Employability Skills	DGT/VSQ/N0101	Core	4	1	30				30						
Duration (in Hours) / Total Marks					17	142	248	120		510	185	185	90	70	530	

Elective NOS/s: NA

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
Duration (in Hours) / Total Marks																

Optional NOS/s: NA

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
Duration (in Hours) / Total Marks																

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 50% (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: 50% (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer’s Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	B.Tech/Diploma in Printing Technology with 5+ of Experience
2.	Master Trainer’s Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	B.Tech/Diploma in Printing Technology with 7+ of Experience
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(If “Yes”, details to be provided in Annexure)</i>
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor’s Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	B.Tech/Diploma in Printing Technology with 10+ of Experience
2.	Proctor’s Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	B.Tech/Diploma in Printing Technology with 10+ of Experience
3.	Lead Assessor’s/Proctor’s Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	B.Tech/Diploma in Printing Technology with 10+ of Experience
4.	Assessment Mode <i>(Specify the assessment mode)</i>	Offline
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 9

5.	Estimated nos. of persons to be trained and employed:
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: <i>Yes</i> If “No”, why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	<i>Annexure 1</i>
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	<i>Annexure 2</i>
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	<i>Annexure 6</i>
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	<i>Annexure 7</i>
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is “Blended Learning”)</i>	<i>Annexure 5</i>
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	-
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	<i>Annexure 8</i>

Annexure 1: 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
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Professional Theoretical Knowledge/Process	The job holder must have the good knowledge on the process of printing on paper. Able to operate offset machine and do printing as an assistant of the main operator	The job holder must be skilled enough to be able to work and follow the procedures in a familiar context	4
Professional and Technical Skills/ Expertise/ Professional Knowledge	The job holder must have adequate exposure to the offset machines and its components through practical sessions which gives them an insight on its functions. They should be familiar in the loading of paper, mounting of plate and do necessary setting of ink as per the job	As the job holder will be operating the machine, there should be enough knowledge to differentiate each components by means of their functions and thus, in the event of a malfunction, he/she must be able to identify the issue, find a solution and ensure the smooth running of the printing process	5
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	The job holder must possess the technical knowledge to operate an offset machine and do paper handling and should be able to load paper on a pile board.	The job holder must be able to apply the professional knowledge he/she gathered. They must be able to ensure the proper maintenance of the machine components	4
Broad Learning Outcomes/Core Skill	The job holder must be capable of operating a printing machine under any given circumstance and must be able to communicate with his fellow workers to make them aware of the working and natural environment	The job holder will be able to carry out work in the given environment by communicating with the coworkers to maintain social and organizational responsibility in the workplace	4
Responsibility	The job holder must be responsible for Personal and Equipment safety procedures in all operations and activities. They must also be able to maintain good peer group relations and learn from their technical and behavioural experiences.	The job holder must be able to take the responsibility of their own work and also learn from his peer group	4

Annexure 2: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Offset		1
	a. Single colour Offset		
	b. 2 colour Offset c.4 colour Offset		
2	Letter Press machine		1
3	Screen printing machine		1
4	Equipment		15
	a. Spectrodensito meter		
	b. Colour booth		
	c. Densito meter		
	d. Plate meter e. QC equipment		
5	Tools		15
	1. Magnifier		
	2. Eye glass		
	3. Graphic software		
	4. Colour management software		
	5. Imposition software		
	6. pH meter		
	7. conductivity meter		
	8. humidity meter		
	9. Thermometer		
	10, laser thermo meter		
11. Alcohol meter			

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Live Class & PPT Presentation

Annexure 3: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Anaswara Offset Pvt. Ltd.	Baby K Thomas	Administration Manager	48/2123-C, Perandoor Junction, Elamakkara, Kochi, Kerala - 682026	9447739343	babyt@anaswara.in	
2	Ebenezer Printpack Pvt Ltd.	James T F	Chairman	IDP, Velakkode, Mundur, Thrissur	9447490991	mail@ebenezerprinters.com	
3	GK Printers	R Gopakumar	Proprietor	Azad Building, Azad Road, Kaloor, Ernakulam – 682 017	9847062372	gkcochin@gmail.com	
4	Kerala Master Printers Association	D. Manmohan Shenoy	President	CASA Grand Building, Kaloor, Kochi - 682017	9447362161	kmpapresident@gmail.com	
5	Orange Printers Pvt Ltd	Roy Thomas	Managing Director	T.C 81/1227. Gandhari Amman Kovil Junction Thiruvananthapuram , Kerala, India PIN 695 001	98479 44773	roy@orangexpress.com	
6	ORUMA PRINTERS & PUBLISHERS LIMITED	C K Shoukathali	Director	Door No.X/536, Sreesankara Industrial Estate Chiyaram P.O, Thrissur 680 026	9562304949	orumaprinters@gmail.com	
7	Rajsree Industrial Printer	Rajesh G	Managing Partner	No. V, 830 B, Industrial Development Area, Edayar, Muppathada, Aluva, Kochi - 683110	9895703837	rajsreeprinter@gmail.com	
8	Southern Printing House	Sony George	Managing Partner	Paramount Building Kumaranalloor p.o Kottayam	9349501892	southernprintktm@gmail.com	

9	Sterling Print House Pvt Ltd.	G Vanugopal	Executive Director	Door No: 49/1849,Ponekkara - Cheranelloor Road, AIMS Ponekkara P.O,Cochin - 682041.	9846002564	gvglgnair@gmail.com	
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Annexure 4: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

1. Vocational Higher Secondary education (VHSE) Kerala
- 2.

Content availability for previous versions of qualifications:

Participant Handbook Facilitator Guide Digital Content Qualification Handbook Any Other:

Languages in which Content is available: *English*

Annexure 5: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools: *Not Applicable*

Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge		
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners		
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice		
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure 6: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
ASP/MES/N0401- Printing Technology	Knowledge of Print industry, print products and departments in Printing	5	5		
	Knowledge on various Printing methods and possibilities.	5	5		
	Knowledge in the history, evolution and principles of Offset Printing	5	5		
	Acquire the basic skill in operating Offset press	5	5		
	Knowledge and functions about sheetfed and web presses	5	5		
	Awareness on the future trends and developments in Print industry	5	5		

	Familiarise with the major manufactures in printing industry	5	5		
	Total Marks	40	40		10
ASP/MES/N0402 - Offset and Digital Printing Machine	Acquire the knowledge of various functional unit of offset press	5	5		
	Attain the knowledge of feeding system of an offset press	5	5		
	Develop the knowledge of sheet forwarding system of an offset press	5	5		
	Understand the role and setting of ink & dampening systems of an offset press	5	5		
	Attain the knowledge of working of Printing unit in offset press	5	5		
	Understand different drying methods in Offset Printing	5	5		
	Acquire the concept of working of the delivery unit in an Offset press	5	5		
	Pre makeready, make ready and Post make ready operations, its importance and pressure setting	5	5		
	Understand the role of CPC unit and it's functions, key adjustments, role and settings	5	5		
	Acquire the technique of transfer and setting of ink values in machine by CIP3/4 and to store it in machine	5	5		
	Digital printing technologies: overview	5	5		
	Applications of Digital Printing	5	5		
	Total Marks	60	60		10
ASP/MES/N0403 - Colour & Quality	Human Vision Vs. Computer Vision, Visual process, Fundamentals of colour perception. Colour, Colour Management	5	5		
	RGB Vs CMYK, LAB values, Importance of Colour, Consistency	5	5		
	Process of four colour Printing using Cyan, Magenta, Yellow and Black and more colours.	5	5		
	Density Vs Colour, Colour measurements, Equipment & tools for density, colour measurements	5	5		
	International standards in Print quality and certifications	5	5		

	Total Marks	25	25		10
ASP/MES/N0404 - Materials	Knowledge of paper based printing	5	5		
	Properties and behaviour of Ink and problems related with ink and remedies	5	5		
	Properties and behaviour of blanket	5	5		
	Properties and behaviour of Plate	5	5		
	Properties and behaviour of Plate, types and problems related with plate and remedies and other	5	5		
	Total Marks	25	25		10
ASP/MES/N0405 - Consumables	Familiarise with the various consumables in offset printing	5	5		
	Become skilled in using water and additives in offset printing methods	5	5		
	Gain knowledge about the application of chemistry in offset printing	5	5		
	Gain knowledge about the important spares and equipments related with offset press	5	5		
	Total Marks	20	20		10
ASP/MES/N0406 - Maintenance & Safety	Be capable of conducting troubleshooting for any of the problems identified	5	5		
	Manage the waste management and maintenance sections in a press	5	5		
	Be aware of the various safety measures and precautions to be taken	5	5		
	Total Marks	15	15		10
ASP/MES/N0407 - On The Job Training	On The Job Training			90	
	Total Marks			90	10
Grand Total		185	185	90	70

Annexure 7: 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 assigned to the assessment agencies for conducting the assessment on SIP or email - **Email, Through SIP for TP Managed Courses**
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC - **NA**
- Assessment agency deploys the ToA certified Assessor for executing the assessment – **Yes.**
- SSC monitors the assessment process & records – **Yes.**

2. Testing Environment:

- Check the Assessment location, date and time - **Yes.**
- If the batch size is more than 30, then there should be 2 Assessors- **Yes.**
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct -**Yes.**

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME - **The Question Bank is prepared by content development team with the support of the SMEs.**
- Questions are mapped to the specified assessment criteria – **Yes.**
- Assessor must be ToA certified & trainer must be ToT Certified – **Yes.**

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location - **NA**
- Centre photographs with signboards and scheme specific branding – **Yes.**

5. Method of verification or validation:

- Surprise visit to the assessment location - **Yes**

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored - **Yes, the documents will be in the custody of respective district offices.**

On the Job:

- Each module (which covers the job profile of Automotive Service Assistant Technician) will be assessed separately - **NA**
- The candidate must score 60% in each module to successfully complete the OJT - **NA**
- Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively: **Videos of Trainees during OJT**
- Assessment of each Module will ensure that the candidate is able to: **Effective engagement with the customers, Understand the working of various tools and equipment.**

Annexure 8: 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
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

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.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf