

QUALIFICATION FILE

Visual Communication Designer (Divyangjan) - SHI

☐ 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:

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Table of Contents

Section 1: Basic Details	3
Section 2: Module Summary.....	6
NOS/s of Qualifications	6
Mandatory NOS/s	6
Assessment - Minimum Qualifying Percentage	6
Section 3: Training Related.....	9
Section 4: Assessment Related	10
Section 5: Evidence of the need for the Qualification	11
Section 6: Annexure & Supporting Documents Check List.....	12
Annexure 1: Evidence of Level.....	13
Annexure 2: Tools and Equipment (Lab Set-Up)	18
Annexure 3: Detailed Assessment Criteria	19
Annexure 4: Assessment Strategy	24
Annexure 5: Acronym and Glossary.....	25

Section 1: Basic Details

1.	Qualification Name	Visual Communication Designer (Divyangjan)													
2.	Sector/s	Persons with Disability													
3.	Type of Qualification: ☒ New ☐ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: NA	Qualification Name of existing/previous version: NA												
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA													
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-04-PD-04264-2025-V1-SCPWD	6. NCrF/NSQF Level: 4												
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	Visual Communication Designer utilizes computer software or traditional methods to craft visual concepts that are creative, informative and engaging for consumers. They craft layouts and designs for diverse materials like ads, brochures, magazines, and reports, ensuring compelling visual appeal.													
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>1.</td> <td>12th or Equivalent</td> <td>No experience</td> </tr> <tr> <td>2.</td> <td>10th or Equivalent</td> <td>3 years of experience</td> </tr> <tr> <td>3.</td> <td>10th or Equivalent</td> <td>No experience- in addition to Notional Hours, OJT of 12 months</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	12th or Equivalent	No experience	2.	10th or Equivalent	3 years of experience	3.	10th or Equivalent	No experience- in addition to Notional Hours, OJT of 12 months
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)													
1.	12th or Equivalent	No experience													
2.	10th or Equivalent	3 years of experience													
3.	10th or Equivalent	No experience- in addition to Notional Hours, OJT of 12 months													
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	40	11. Common Cost Norm Category (I/II/III) (wherever applicable)-II												

12.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	Not applicable						
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>	☐ Offline ☐ Online ☒ Blended						
		Training Delivery Modes	Theory (Hours)	Practical (Hours)	Employability Skills	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)
		Classroom (online)	270	-	70		-	1210
		Offline	-	600	-	270	-	
14.	Aligned to NCO/ISCO Codes <i>(if no code is available mention the same)</i>	2651.9900						
15.	Progression path after attaining the qualification <i>(Please show Professional and Academic progression)</i>	Graphic Designer						
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	English & Hindi						
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications: Non duplication has been ensured by the Domain SSC						
18.	Is the Job Role Amenable to Persons with Disability	☐ Yes ☒ No If "Yes", specify applicable type of Disability: Speech and Hearing Impairment(SHI)						
19.	How Participation of Women will be Encouraged							
20.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it)</i>	☒ Yes ☐ No all modules						
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: Mr. Ravindra Singh Email: ravindra.singh@scpwd.in Contact No.: + 91-011-2808558-59 Website: www.scpwd.in						
23.	Final Approval Date by NSQC: 08-05-2025	24. Validity Duration: 3 Years				25. Next Review Date : 08-05-2028		

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.N o.	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non- Core	NCrF/ NSQF Level	Credi ts as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT - Man .	OJT- Rec.	Tot al	Th.	P r.	Pro j.	Viv a	Total	Weightag e (%) (if applicable)
1.	Apply Fundamentals of Design	PWD/N6201 v1.0	Core	4	5	50	100	0	0	150	45	50	25	0	120	20
2.	Create and Modify Graphic Design NOS Version	PWD/N6202 v1.0	Core	4	8	45	105	90	0	240	35	65	20	5	125	25
3.	Executive Design	PWD/N6203 v1.0	Core	4	21	105	345	180	0	630	40	55	45	10	150	25
4.	Communicate effectively with stakeholders	PWD/N6204 v1.0	Core	4	3	50	40	0	0	90	40	0	10	25	75	15
5	Execute Project Delivery	PWD/N6205 v1.0	Core	4	1	20	10	0	0	30	20	5	25	0	50	5
6	Employability Skills for Persons with Disabilities (70 hours)	PWD/N0501 V1.0	Non-Core	4	2	70	0	0	0	70	40	60	0	0	100	10
Duration (in Hours) / Total Marks					40	340	600	270	0	1210	220	235	125	40	620	100

Elective NOS/s

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NSQF 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.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Optional NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NSQF 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.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Duration (in Hours) / Total Marks			NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Assessment - Minimum Qualifying Percentage

Please specify any one of the following:

Minimum Pass Percentage – Aggregate at qualification level: 70 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: 70 % (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) (as per NCVET guidelines)	Minimum educational qualification : Graduate in design (Bachelor of Design, Bachelor of Fine Arts or any design related field) or Diploma in Design Experience : Minimum 2 years of experience as a graphic designer or 1 year experience as a trainer. The candidate should have knowledge of required design softwares, tools and materials. The candidate should also have strong communication skills.
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	NA
3.	Tools and Equipment Required for the Training	☒ Yes ☐ No (If "Yes", details to be provided in Annexure)
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) (as per NCVET guidelines)	Minimum educational qualification : Graduate in design (Bachelor of Design, Bachelor of Fine Arts or any design related field) or Diploma in Design Experience : Minimum 2 years of experience as a graphic designer or 1 year experience as a trainer. The candidate should have knowledge of required design softwares, tools and materials. The candidate should also have strong communication skills.
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable	NA

3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable	NA
4.	Assessment Mode (Specify the assessment mode)	Offline/Online
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 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): N.A
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): N.A
3.	Government /Industry initiatives/ requirement (Yes/No): N.A
4.	Number of Industry validation provided: 03
5.	Estimated nos. of persons to be trained and employed: 10
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Yes If "No", why: Yes

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>	Annexure 1 Evidence of level
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Annexure 2-Tools and Equipment
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Annexure 3- Detailed Assessment Criteria
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Annexure 4- Assessment Strategy
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is “Blended Learning”)</i>	Annexure : Blended Learning
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	Multiple entry-exit is offered after every level : Level 1 - Basic, Level 2 - Intermediate, Level 3 - Advance
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	Yes
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Visual Communication Designer (Divyangjan)-SHI
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	Yes– SCPwD being horizontal follows the same Career Progression
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	Yes – SCPwD being horizontal follows the same Occupational Map
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	NA
12.	Any other document you wish to submit:	NA

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
Process	Analyze and apply design principles to enhance visual hierarchy and layout. Effectively use typographic elements to improve text layout and visual appeal. Evaluate the emotional impact of spatial arrangements and compositions. Understand and apply colour theory to create harmonious colour schemes. Evaluate the psychological effects of colour choices in design. Select appropriate colour schemes for different mediums and outputs. Understand and apply the golden ratio to achieve visually appealing and balanced designs. Establish proportional relationships between design elements using the golden ratio.	Candidate will be able to critically analyze client brief and challenges, and create a solution oriented design.	4
Professional knowledge	Select and manipulate graphic elements to enhance	Software proficiency	4

	visual communication. Design layouts for various media formats with attention to readability, hierarchy and visual appeal. Integrate and maintain brand identity in design projects. Create professional-quality graphics, videos and web interfaces. Apply advanced techniques in various software to produce visually appealing and functional designs. Maintain high standards of file organization and management for efficient collaboration and sharing.		
Professional skills	Demonstrate effective written communication skills for professional contexts. Accurately document project progress and maintain clear records. Demonstrate knowledge of legal aspects, create a professional portfolio and maintain professional integrity.	Verbal and non-verbal communication with stakeholders	4
Core skill	Apply design principles and theories to create balanced and visually appealing designs. Develop innovative concepts and solve complex	The job holder needs to possess Writing and Reading skills. Manage projects professionally, with knowledge of fundamentals of design and software proficiency.	4

	design challenges. Demonstrate technical skills in graphic manipulation, photo editing, typography and layout design for various media formats. Maintain professional practices in project management, documentation and stakeholder communication. Communicate design ideas and project updates to stakeholders through visual presentations.	Develop innovative design concepts and communicate effectively with stakeholders.	
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Annexure 2: Tools and Equipment (Lab Set-Up)**List of Tools and Equipment Batch Size: 30**

S no.	Equipment Name	Minimum number of Equipment required (per batch of 30 trainees)	Unit Type	Is this a mandatory Equipment to be available at the Training Center (Yes/No)
1	High end graphics computer with single monitor	30		Yes
2	Valid license for adobe suite	15		Yes
3	Valid login id to access student version of softwares	30		Yes
4	Basic art stationery kit(including sketchbook, graphite pencils, tracing sheets, markers etc.)	30		Yes

Classroom Aids

The aids required to conduct sessions in the classroom are:

- Laptop / computers,
- Valid license for Adobe creative suite
- Figma and other relevant tools
- Cloud storage account for backup and storage
- Basic art supplies including sketchbooks, tracing sheets, pencils, markers, erasers, rulers and colour pencils.

Annexure: Industry Validations Summary - In process

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.	Design services, (books, catalogues), documentation (scanning, processing)	Rupal Shah	Founder	Studio Eartha, a multidisciplinary studio. 302 Shah House, 142 S V Road, Khar West, M'bai 400052	9082692799	studioeartha@gmail.com	NA
2.	manufacturer of corduroy fabric	Ira Jain	Marketing Head	Velcord Textiles, Plot no. 23, Mira Co Operative Industrial Estate, Nera State Bank of India, Mira Road(E), Thane 401107, India. www.corduroy.in	9820320705	ira@velcord.in	NA

Annexure: 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
2024-25	4	4	1	1	4	4
2025-26	9	9	3	3	9	9

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
	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

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.
- 2.

Content availability for previous versions of qualifications:

☐ Participant Handbook ☐ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available:

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

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

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	☐ Theory/ Lectures - Imparting theoretical and conceptual knowledge	Projector / Screen, Laptop / Computer system, Art supplies, Internet connectivity, Adobe suite, Cloud / Drive storage	50:50
2	☐ Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	NA	NA

3	☐ Showing Practical Demonstrations to the learners	Projector / Screen, Laptop / Computer system, Art supplies, Internet connectivity, Adobe suite, Cloud / Drive storage	50:50
4	☐ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Projector / Screen, Laptop / Computer system, Art supplies, Internet connectivity, Adobe suite	50:50
5	☐ Tutorials/ Assignments/ Drill/ Practice	Learning Management System	100:00
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Projector / Screen, Laptop / Computer system, Art supplies, Internet connectivity, Adobe suite	100:00
7	☐ On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	Access to industry partner in relevant field	100:00

Annexure 3 : Detailed Assessment Criteria

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

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Application of Principles of Design	15	20	15	-
PC1. Analyze the hierarchy of visual elements within composition	5	5	-	-
PC2. Evaluate emotional impact created by composition and spatial arrangements	5	5	-	-
PC3. Recall principles of design into typographic elements such as font sizes, line lengths, and paragraph spacing to elevate the visual appeal of text layout	5	10	15	-
Application of Colour theory and psychology, patterns, textures, materials	15	20	5	-
PC4. Compare colour schemes and themes	5	10	-	-
PC5. Create colour selections appropriately for various mediums such as print, digital screens, web or mobile, considering factors such as colour gamut, screen resolution and output format	5	-	-	-

PC6. Evaluate/measure the emotional impact of composition choices and how it evokes specific emotion or responses in the viewer	5	10	5	-
Application of Golden Ratio	15	10	5	-
PC7. Identify and apply golden ratio to establish proportional relationships between design elements	15	10	5	-
NOS Total	45	50	25	-
Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Creative ideation	15	25	5	-
PC1. Evaluate design challenges in visual representations	5	-	-	-
PC2. Add innovative ideas and concepts for visual communication aligned with client briefs or requirements	5	5	-	-
PC3. Create wireframes to visualize initial design concepts and layout composition before transitioning to software tools	-	5	-	-
PC4. Compose narratives /storyboards to outline sequence and flow of design elements	-	10	-	-
PC5. Apply alternative design mediums like sketching, painting, and other manual techniques in the creative process	5	5	5	-
Graphic elements manipulation	10	25	5	-
PC6. Select suitable colour palette and schemes to evoke desired emotions, enhance branding and maintain visual harmony	2	5	-	-

PC7. Compare various font combinations to improve readability, hierarchy and create visually appealing designs	2	5	-	-
PC8. Edit images, illustrations or graphics to complement design concept and convey intended messages	3	10	-	-
PC9. Design layouts for diverse media formats including prints, digital assets, social media and web pages	3	5	5	-
Brand integration	10	15	10	5
PC10. Understand the client's brief/ requirements and the platform for the creative	5	10	10	5
PC11. Retain brand identity (logo, colours, typeface and visual language) for the new creative	5	5	-	-
NOS Total	35	65	20	5
Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Translating design	10	10	20	10
PC1. Converting/transitioning ideas and sketches into digital creatives	5	5	10	10
PC2. Ensure clarity, accuracy and quality of design execution	5	5	10	-
Software proficiency	30	45	25	-
PC3. Differentiate between/ compare features & functionalities of graphic design software tools	5	10	-	-
PC4. Customize software application/s to optimize productivity + Integrate additional design softwares for	10	10	15	-

plugins/extensions/collaborative platforms				
PC5. Follow professional industry practices to save the creative in various file formats (resolution settings, colour management and export options) for the respective platforms (print media / digital)	10	15	-	-
PC6. Efficiently organize and store files/folders for safe data management.	5	10	10	-
NOS Total	40	55	45	10
Communication	20	-	-	25
PC1. Communicate ideas, concepts and instructions clearly and concisely to avoid confusion	5	-	-	-
PC2. Actively engage in collaborative discussions with team members, contribute ideas and feedbacks	-	-	-	5
PC3. Communicate clearly and professionally through emails, reports and other written documents	10	-	-	5
PC4. Communicate using non-verbal communication cues such as body language, facial expressions and gestures	5	-	-	5
PC5. Deliver an engaging and convincing presentations to clients or stakeholders	-	-	-	10
Professional Practice	20	-	10	-
PC6. Understand copyright laws, intellectual property rights, contracts, and other legal aspects relevant to design industry	5	-	-	-
PC7. Create a professional portfolio to showcase their best work	5	-	10	-

PC8. Build and strategize professional network	5	-	-	-
PC9. Maintain professional integrity at workplace	5	-	-	-
NOS Total	40	-	10	25
Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Task organization	10	-	15	-
PC1. Create detailed plans outlining the scope of work, objectives, timelines, deliverables and resource requirements	2	-	5	-
PC2. Organize project tasks based on priorities to ensure efficient workflow management and timely task completion	3	-	6	-
PC3. Manage project budgets, track expenses, control costs and optimize resource allocation to maximize profitability	5	-	4	-
Documentation	10	5	10	-
PC4. Maintain accuracy in project documentation including, plans, progress reports and meeting minutes, to maintain transparency	5	5	5	-
PC5. Conduct post project evaluations, identify areas of improvement and integrate feedback for future project planning and execution	5	-	5	-
NOS Total	20	5	25	-

PWD/N0501 - Employability Skills for Persons with Disabilities (70 hours)				
<i>Introduction to Employability Skills</i>	2	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	3	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self- Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	6	9	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Communication Skills</i>	4	6	-	-
PC10. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-

PC11. recognize how to eliminate barriers to effective communication	-	-	-	-
PC12. work collaboratively with others in a team	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC13. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC14. use e- mail and social media platforms, search engines and virtual collaboration tools to work effectively	-	-	-	-
PC15. use basic features of word processor, spreadsheets, and presentations	-	-	-	-
PC16. identify popular sites for learning & career growth	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC17. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC18. explain business benefits of inclusive workplace	-	-	-	-
PC19. identify common barriers to Diversity & Inclusion	-	-	-	-
PC20. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	4	-	-
PC21. select financial institutions, products, and services as per requirement	-	-	-	-
PC22. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC23. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC24. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-

<i>Career Development & Goal Setting</i>	4	6	-	-
PC25. understand the difference between job and career	-	-	-	-
PC26. prepare a career development plan with short- and long-term goals, based on aptitude, interest & explain steps involved in conducting a market scan	-	-	-	-
<i>Customer Service</i>	4	6	-	-
PC27. identify different types of customers	-	-	-	-
PC28. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC29. Elaborate types and importance of closing techniques during customer interface	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	4	6	-	-
PC30. follow appropriate hygiene and grooming standards	-	-	-	-
PC31. identify four stages of action to prepare for employment	-	-	-	-
PC32. identify common workplace solutions for better output	-	-	-	-
PC33. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC34. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC35. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC36. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC37. evaluate failures and rejections for future opportunities	-	-	-	-

PC38. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
<i>Disability Specific Skills</i>	4	6	-	-
PC39. identify the requirements and challenges of employment in terms of one's limitations and strengths	-	-	-	-
PC40. apply four stages of action for employment	-	-	-	-
PC41. apply solutions for challenges associated with one's disability at workplace	-	-	-	-
PC42. discuss significance of workplace challenges for the Persons with Disability	-	-	-	-
PC43. describe importance and impact of independent functioning for a person with disability at home, work place or community at large	-	-	-	-
PC44. illustrate skills like independent mobility, note taking and communication.	-	-	-	-
PC45. discuss ways to break barriers with colleagues owing to one's disability	-	-	-	-
PC46. use positive language to communicate about one's disability and possible intervention	-	-	-	-
<i>Entrepreneurship</i>	2	4	-	-
PC47. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC48. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC49. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
NOS Total	40	60	-	-

Annexure 4: Assessment Strategy

Assessment Strategy of SCPwD

Pre-Assessment Phase-

1. Batch allocated to the Assessment Agency by SCPwD through Portal/ Email.
2. Assessment Agency to connect with Training Provider and communicate/confirm the date of assessment through email.
3. Assessment Agency to share requisite lab infrastructure & checklist with TP and discuss about the availability through email.
4. Assessment Agency aligns the Assessor for the assessment (Assessor should be Dual Certified by the Domain SSC as well as SCPwD, and the certification should be valid).
5. Prepare the Assessment link, formats and share with the Assessor over an email.
6. Share the Assessment demo link with the Training Partner over an email

Assessment Phase-

1. The Assessor verifies the identity and disability through Aadhar Card and Disability Certificate and reports to SCPwD in-case of any discrepancy [*In case of J&K and NE Voter ID & Pan Card also allowed for Candidates Identification*].
2. The candidates are briefed on the assessment process (Prior to starting of the assessment).
3. The Assessor verifies the lab equipment and reports to SCPwD in-case of any variance.
4. Post validation of photo Id proof for each candidate, attendance of candidate is captured according to the scheme's requirement. i.e., under PMKVY, attendance of the candidates is captured through Aadhar Enabled Assessor Application, however, under other schemes candidates sign the attendance sheet.
5. The candidates attempt the assessment on TAB/Computer System.
6. The Assessor takes the photos and videos of respective activities and completes the documentation formalities

Post Assessment Phase-

1. The Assessment Agency prepares the result based on responses captured in the server.
2. The Assessment Agency shares the result with SCPwD in the prescribed format.

Annexure 5: Acronym and Glossary**Acronym**

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards

Glossary

Term	Description
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, Understanding (theory) and skills (practical application).
OJT(M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training onsite
OJT(R)	On-the-job training (Recommended); trainees are recommended the specified hours of training onsite
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psycho motor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training .
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module . A set of terminal outcomes help to achieve the training outcome.