



QUALIFICATION FILE

Mining Supervisor (Mineral Sands)

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: 5.5

Submitted By:

Skill Council for Mining Sector

Address: Skill Council for Mining Sector, FIMI House,

B- 311, Pocket B, Okhla Phase I, Okhla Industrial Estate, New Delhi, Delhi 110020

Submitting Body Contact Details:

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Section 1: Basic Details

1.	Qualification Name	Mining Supervisor (Mineral Sands)							
2.	Sector/s	Mining							
3.	Type of Qualification: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/ previous qualification: <i>Not Applicable</i>	Qualification Name of existing/previous version: Not Applicable						
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>	Not Applicable							
5.	National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i>	QG-5.5-MG-02177-2024-V1-SCMS	6. NCrF/NSQF Level: 5.5						
7.	Award (Certificate/Diploma/Advanced Diploma/ Any Other <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>	Not Applicable							
8.	Brief Description of the Qualification	A Mining Supervisor (Mineral Sands) supervises mine workers and coordinates various mine activities, including organizing and monitoring workflow for various processes. The individual is responsible for ensuring compliance with the applicable regulatory requirements and safety procedures at mining sites.							
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1" style="margin-left: 20px;"> <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>Completed 3 year UG degree (i.e. Completed 3rd year of 3-year/ 4-year UG (Mining/ Mechanical/ Electrical))</td> <td></td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	Completed 3 year UG degree (i.e. Completed 3rd year of 3-year/ 4-year UG (Mining/ Mechanical/ Electrical))	
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)							
1.	Completed 3 year UG degree (i.e. Completed 3rd year of 3-year/ 4-year UG (Mining/ Mechanical/ Electrical))								

	<table border="1"> <tr> <td data-bbox="978 237 1079 370">2.</td> <td data-bbox="1079 237 1499 370">Completed 2nd year diploma after 12th (Mining/ Mechanical/ Electrical)</td> <td data-bbox="1499 237 1892 370">1-year relevant experience</td> </tr> <tr> <td data-bbox="978 370 1079 498">3.</td> <td data-bbox="1079 370 1499 498">Completed 3 year diploma after 10th (Mining/ Mechanical/ Electrical)</td> <td data-bbox="1499 370 1892 498">2-year relevant experience</td> </tr> <tr> <td data-bbox="978 498 1079 565">4.</td> <td data-bbox="1079 498 1499 565">12th Grade Pass</td> <td data-bbox="1499 498 1892 565">3-year relevant experience</td> </tr> <tr> <td data-bbox="978 565 1079 643">5.</td> <td data-bbox="1079 565 1499 643">Previous relevant Qualification of NSQF Level 5.0</td> <td data-bbox="1499 565 1892 643">1.5-year relevant experience</td> </tr> <tr> <td data-bbox="978 643 1079 719">6.</td> <td data-bbox="1079 643 1499 719">Previous relevant Qualification of NSQF Level 4.5</td> <td data-bbox="1499 643 1892 719">3-year relevant experience</td> </tr> </table>	2.	Completed 2nd year diploma after 12 th (Mining/ Mechanical/ Electrical)	1-year relevant experience	3.	Completed 3 year diploma after 10 th (Mining/ Mechanical/ Electrical)	2-year relevant experience	4.	12th Grade Pass	3-year relevant experience	5.	Previous relevant Qualification of NSQF Level 5.0	1.5-year relevant experience	6.	Previous relevant Qualification of NSQF Level 4.5	3-year relevant experience	
2.	Completed 2nd year diploma after 12 th (Mining/ Mechanical/ Electrical)	1-year relevant experience															
3.	Completed 3 year diploma after 10 th (Mining/ Mechanical/ Electrical)	2-year relevant experience															
4.	12th Grade Pass	3-year relevant experience															
5.	Previous relevant Qualification of NSQF Level 5.0	1.5-year relevant experience															
6.	Previous relevant Qualification of NSQF Level 4.5	3-year relevant experience															
<p>10. Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCF))</p>	18	<p>11. Common Cost Norm Category (I/II/III) (wherever applicable): I</p>															
<p>12. Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)</p>	NA																
<p>13. Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</p>	<p><input checked="" type="checkbox"/>Offline <input type="checkbox"/>Online <input type="checkbox"/>Blended</p> <table border="1"> <thead> <tr> <th data-bbox="978 1117 1167 1230">Training Delivery Modes</th> <th data-bbox="1167 1117 1304 1230">Theory (Hours)</th> <th data-bbox="1304 1117 1451 1230">Practical (Hours)</th> <th data-bbox="1451 1117 1640 1230">OJT Mandatory (Hours)</th> <th data-bbox="1640 1117 1864 1230">OJT Recommended (Hours)</th> <th data-bbox="1864 1117 1997 1230">Total (Hours)</th> </tr> </thead> <tbody> <tr> <td data-bbox="978 1230 1167 1334">Classroom (offline)</td> <td data-bbox="1167 1230 1304 1334">210</td> <td data-bbox="1304 1230 1451 1334">240</td> <td data-bbox="1451 1230 1640 1334">90</td> <td data-bbox="1640 1230 1864 1334">-</td> <td data-bbox="1864 1230 1997 1334">540</td> </tr> </tbody> </table>					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	210	240	90	-	540
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)												
Classroom (offline)	210	240	90	-	540												

		<table border="1"> <tr> <td>Online</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> </table> <p>(Refer Blended Learning Annexure for details)</p>	Online	-	-	-	-	-
Online	-	-	-	-	-			
14.	Aligned to NCO/ISCO Code/s (if no code is available mention the same)	NCO-2015/ 3121.9900						
15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	Vertical Progression - Mineral Processing Engineer – Level 6.0 Horizontal Progression - Supervisor - Plant Operations – Level 5.5						
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	To encourage women to participate in Placer Mining job roles, it is important to provide education, mentorship, and networking opportunities, as well as training and development programs. Flexible work arrangements and promoting successful women in Placer Mining can also inspire and encourage women to pursue careers in this field. Creating a culture of inclusion and diversity can help women feel welcome and valued in Placer Mining job roles, through policies and practices that support work-life balance, equal pay and promotion opportunities, and a safe and respectful workplace.						
20.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No NOS: MIN/N1810						

21. Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Colleges <input type="checkbox"/> Yes <input checked="" 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: Mr. Sanjay Sharma Email: ceo@skillcms.in, scms@skillcms.in Contact No.: +91-11-26814593 Website: www.skillcms.in	
23. Final Approval Date by NSQC: 05th March, 2024	24. Validity Duration: 3 Years	25. Next Review Date: 04th March, 2027

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 to the curriculum document.

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

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NSQ F 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.	Supervise excavation, accumulation, loading and transportation of raw sand	MIN/N1814, v1.0	Core	5.5	5	40	80	30	-	150	30	50	-	20	100	30
2.	Supervise the safety of dredging operations at DWUP	MIN/N1815, v1.0	Core	5.5	4	30	60	30	-	120	30	50	-	20	100	30
3.	Supervise the conveyance of mining output through slurry pipelines	MIN/N1816, v1.0	Core	5.5	4	30	60	30	-	120	30	50	-	20	100	25

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NSQ F Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					Weightage (%) (if applicable)
						Th.	Pr.	OJT-Man	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	
4.	Follow the applicable health, safety and environmental guidelines (Placer Mining)	MIN/N1810, v1.0	Non-Core	4.0	1	10	20	-	-	30	30	50	-	20	100	5
5.	Work collaboratively and effectively in a team	MIN/N1811, v1.0	Non-Core	4.0	1	10	20	-	-	30	30	50	-	20	100	5
6.	Employability Skills (90 Hours)	DGT/VSQ/N0103, v1.0	Non-Core	5.0	3	90	-	-	-	90	20	30	-	-	50	5
Duration (in Hours) / Total Marks					18	210	240	90	-	540	170	280	-	100	550	100

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: Not Applicable % (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)	Graduate (Mining/ Mechanical Engineering) with 3 years relevant experience in Placer Mining Or Diploma in (Mining Engineering/ Mechanical Engineering/ Manufacturing/ Mathematics/ Physics degree) with 5 years relevant experience in Placer Mining Or ITI/12 th Pass with 8 years relevant experience in Placer Mining
2.	Master Trainer’s Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate (Mining/ Mechanical Engineering) with 3 years relevant experience in Placer Mining Or Diploma in (Mining Engineering/ Mechanical Engineering/ Manufacturing/ Mathematics/ Physics degree) with 7 years relevant experience in Placer Mining
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If “Yes”, details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Graduate (Mining/ Mechanical Engineering) with 3 years relevant experience in Placer Mining Or Diploma in (Mining Engineering/ Mechanical Engineering/ Manufacturing/ Mathematics/ Physics degree) with 5 years relevant experience in Placer Mining Or ITI/12 th Pass with 8 years relevant experience in Placer Mining
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Diploma in (Mining Engineering/ Mechanical Engineering/ Manufacturing/ Mathematics/ Physics degree) with 1 year relevant experience in Placer Mining Or Graduate (Mining/ Mechanical Engineering) with 2 years relevant experience in Placer Mining Or ITI/12 th Pass with 5 years relevant experience in Placer Mining
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Diploma in (Mining Engineering/ Mechanical Engineering/ Manufacturing/ Mathematics/ Physics degree) with 5 years relevant experience in Placer Mining Or Graduate (Mining/ Mechanical Engineering) with 7 years relevant experience in Placer Mining
4.	Assessment Mode (Specify the assessment mode)	Online and Offline

5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (<i>details to be provided in Annexure-if it is different for Assessment</i>)
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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): No
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): No
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 1
5.	Estimated nos. of persons to be trained and employed: 4000 to 5000
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: <i>Completed</i> If “No”, why:

Section 6: Annexure & Supporting Documents Checklist

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrF/NSQF level justification based on NCrF level/NSQF descriptors (<i>Mandatory</i>)	Yes
2.	Annexure: List of tools and equipment relevant for qualification (<i>Mandatory, except in case of online course</i>)	Yes
3.	Annexure: Detailed Assessment Criteria (<i>Mandatory</i>)	Yes
4.	Annexure: Assessment Strategy (<i>Mandatory</i>)	Yes
5.	Annexure: Blended Learning (<i>Mandatory, in case selected Mode of delivery is “Blended Learning”</i>)	No

6.	Annexure: Multiple Entry-Exit Details (<i>Mandatory, in case qualification has multiple Entry-Exit</i>)	Yes
7.	Annexure: Acronym and Glossary (<i>Optional</i>)	Yes
8.	Supporting Document: Model Curriculum (<i>Mandatory – Public view</i>)	Yes
9.	Supporting Document: Career Progression (<i>Mandatory - Public view</i>)	Yes
10.	Supporting Document: Occupational Map (<i>Mandatory</i>)	Yes
11.	Supporting Document: Assessment SOP (<i>Mandatory</i>)	Yes
12.	Any other document you wish to submit:	No

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
<p>Professional Theoretical Knowledge/Process</p>	<ul style="list-style-type: none"> ● Process of supervising excavation, accumulation, loading and transportation of raw sand. ● Process of supervising the safety of dredging operations at DWUP. ● Process of supervising the conveyance of mining output through slurry pipelines. ● Process of following the applicable health, safety and environmental guidelines. ● Process of working effectively in a team to deliver desired results at the workplace. 	<p>As detailed, the entire process followed by a Mining Supervisor (Mineral Sands) is supervising excavation, accumulation, loading and transportation of raw sand, safety of dredging operations at DWUP, conveyance of mining output through slurry pipelines, following the applicable health, safety and environmental guidelines and working effectively in a team to deliver desired results at the workplace.</p> <p>As the work is routine and is repeated multiple times, the work becomes predictable.</p> <p>As the Mining Supervisor (Mineral Sands) is required to perform the task as per the required codes and standards following the method statement available for the task, they have a clear work situation.</p>	<p>5.5</p>
<p>Professional and Technical Skills/ Expertise/ Professional Knowledge</p>	<ul style="list-style-type: none"> ● Knowledge of the duties and responsibilities of a mining mate/supervisor as mentioned in Metalliferous Mines Regulations, 1961, and updated Directorate General of Mines Safety (DGMS) circulars is crucial for effective supervision. 	<p>The knowledge required for a Mining Supervisor (Mineral Sands) is factual as it is specific and limited to the knowledge of the duties and responsibilities of a mining mate/supervisor as mentioned in Metalliferous Mines Regulations, 1961, and updated Directorate General Of Mines Safety (DGMS) circulars, and knowing how to use pressure indicators, fuel pressure testers, manifold</p>	<p>5.5</p>

	<ul style="list-style-type: none">● Know how to use pressure indicators, fuel pressure testers, manifold gauge sets, oil pressure gauges, measuring equipment and condition monitoring systems to assess technical faults in excavation equipment.● Understand the safety policy of IREL(India) Limited and its significance in maintaining a safe mining environment.● Knowledge of the appropriate safety measures to be taken in the vicinity of different types of machinery is essential to ensure worker safety.● Know how to handle compressors, pumps, dryers, spirals, and trommels while taking appropriate precautions.● Understand the occupational diseases/hazards likely in the mining environment and the importance of preventive measures.● Know how to monitor mine operations in continuous succession of shifts by a competent person to ensure smooth and efficient operations.● Understand the impact and cost to the organization due to equipment breakdown or damage, as well as the implications of accidents, delays in	<p>gauge sets, oil pressure gauges, measuring equipment, and condition monitoring systems to assess technical faults in excavation equipment is essential for effective supervision. Understanding the safety policy of IREL(India) Limited and the significance of maintaining a safe mining environment, along with knowledge of the appropriate safety measures to be taken in the vicinity of different types of machinery, ensures worker safety. Knowing how to handle compressors, pumps, dryers, spirals, and trommels while taking appropriate precautions, and understanding the occupational diseases/hazards likely in the mining environment and the importance of preventive measures, are critical aspects. Knowledge of the relevant mining standards and procedures followed in the company is necessary for compliance and safety, as well as knowing how to monitor mine operations in continuous succession of shifts by a competent person to ensure smooth and efficient operations. Understanding the impact and cost to the organization due to equipment breakdown or damage, as well as the implications of accidents, delays in the process, and violation of safety procedures for the organization, is vital. Lastly, knowledge of the importance of following the equipment daily maintenance checklist is crucial for equipment reliability and longevity, along with understanding the impact of the rise and fall in air temperature on the physical/atmospheric working conditions and taking necessary precautions.</p>	
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	<p>process, and violation of safety procedures for the organization.</p> <ul style="list-style-type: none">● Understand the impact of rise and fall in air temperature on the physical/atmospheric working conditions and take necessary precautions.● Understand different types of mineral processing processes and the use of relevant equipment for the purpose of efficient conveyance.● Know the functioning and use of different types of pumps, such as slurry pumps, booster pumps, water pumps, centrifugal pumps, reciprocating pumps, etc., in the conveyance process.● Knowledge of the maintenance of pumps, pipelines, pulleys, belts, etc., to ensure uninterrupted conveyance operations.● Understand the principal components of drive mechanisms, lubrication systems, guards, controls, scraper, fire extinguishing equipment, drive belts, hangers/cables, etc., essential for safe and efficient conveyance.● Know the use of appropriate Personal Protective Equipment (PPE) in mining operations and ensure the maintenance of PPE for workers' safety.	<p>Similarly, understanding different types of mineral processing processes and the use of relevant equipment for efficient conveyance, knowing the functioning and use of different types of pumps, such as slurry pumps, booster pumps, water pumps, centrifugal pumps, reciprocating pumps, etc., in the conveyance process, and knowledge of the maintenance of pumps, pipelines, pulleys, belts, etc., to ensure uninterrupted conveyance operations is essential. Understanding the principal components of drive mechanisms, lubrication systems, guards, controls, scraper, fire extinguishing equipment, drive belts, hangers/cables, etc., which are essential for safe and efficient conveyance, and knowing the use of appropriate Personal Protective Equipment (PPE) in mining operations while ensuring the maintenance of PPE for workers' safety, are crucial for effective supervision in mining operations.</p> <p>Therefore, their knowledge is applicable to their field of work only</p>	
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<p>Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill</p>	<ul style="list-style-type: none"> ● identify and prevent unauthorized entry at the site of excavation, and report it to the relevant official ● conduct appropriate checks on the competency of persons employed in mineral extraction ● identify different problems, such as obstructions, geological movements, mechanical or service failure ● monitor the operational cycle and all relevant operations within the area of responsibility ● ensure appropriate illumination at the work site and haul road as per the applicable standards ● supervise the implementation of applicable traffic rules on the haul road to prevent over-speeding and any accidents ● inspect the loading of tippers to prevent overloading ● Ensure safe access to the float line pontoon, prioritizing worker safety. ● Direct workers to shift material from the shore to the plant deck using the maintenance barge efficiently. ● Direct relevant personnel to conduct regular cleaning of various decks to maintain a safe working environment. ● Ensure the regular cleaning of the spirals to maintain equipment efficiency and safety. 	<p>As indicated the skill set is required to identify and prevent unauthorized entry at the site of excavation and report it to the relevant official, conduct appropriate checks on the competency of persons employed in mineral extraction, identify different problems such as obstructions, geological movements, mechanical or service failure, monitor the operational cycle and all relevant operations within the area of responsibility, ensure appropriate illumination at the work site and haul road as per the applicable standards, supervise the implementation of applicable traffic rules on the haul road to prevent over-speeding and any accidents, inspect the loading of tippers to prevent overloading, ensure safe access to the float line pontoon, prioritizing worker safety, direct workers to shift material from the shore to the plant deck using the maintenance barge efficiently, direct relevant personnel to conduct regular cleaning of various decks to maintain a safe working environment, ensure the regular cleaning of the spirals to maintain equipment efficiency and safety, carry out appropriate anchoring of floating units such as the concentrator deck, head feed bin deck, and dredge deck to prevent accidents, check and ensure safe operating parameters of the dredge plant and concentrator plant are maintained to prevent equipment-related incidents, properly dispose of tailings with the correct density and timely replacement of tails nozzles, ensure workers maintain a safe distance from the pond edge and avoid walking on</p>	<p>5.5</p>
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	<ul style="list-style-type: none">● Carry out appropriate anchoring of floating units, such as the concentrator deck, head feed bin deck, and dredge deck, to prevent accidents.● Check and ensure safe operating parameters of the dredge plant and concentrator plant are maintained to prevent equipment-related incidents.● Properly dispose of tailings with the correct density and timely replacement of tails nozzles.● Ensure workers maintain a safe distance from the pond edge and avoid walking on pontoons during dredge movement to prevent accidents.● Implement the Safety Management Plan (SMP) and Emergency Management Plan (EMP) to respond effectively to potential emergencies.● Direct workers to maintain the pontoon handrails in good condition to prevent slips, trips, and falls.● check for the correct functioning of booster pumps added to combined slurry transportation system of mining output● Ensure proper monitoring of ampere meter reading, discharge pressure of all booster pumps, water level of all the output transfer bins, and detect leakage in the entire discharge pipe to maintain efficient sand transport and prevent potential issues.	<p>pontoons during dredge movement to prevent accidents, implement the Safety Management Plan (SMP) and Emergency Management Plan (EMP) to respond effectively to potential emergencies, direct workers to maintain the pontoon handrails in good condition to prevent slips, trips, and falls, check for the correct functioning of booster pumps added to the combined slurry transportation system of mining output, and ensure proper monitoring of ampere meter reading, discharge pressure of all booster pumps, water level of all the output transfer bins, and detect leakage in the entire discharge pipe to maintain efficient sand transport and prevent potential issues.</p>	
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<p>Broad Learning Outcomes/Core Skill</p>	<ul style="list-style-type: none"> ● Carry out the process of supervising/ coordinating different activities involving mineral production at the point of extraction ● Carry out the process of supervising the use of Heavy Earth Moving Machinery (HEMM). ● Carry out supervising the safety of dredging operations at the Dredge and Wet Upgradation Plant (DWUP). ● Carry out process of supervising the conveyance of the dredged-out material to the processing plant for upgradation of heavy minerals through spiral separation. 	<p>The job holder is expected to carry out the process of supervising/ coordinating different activities involving mineral production at the point of extraction, the use of Heavy Earth Moving Machinery (HEMM), the safety of dredging operations at the Dredge and Wet Upgradation Plant (DWUP), the conveyance of the dredged-out material to the processing plant for upgradation of heavy minerals through spiral separation</p>	<p>5.5</p>
<p>Responsibility</p>	<p>The individual in this job role will be responsible for the below-mentioned activities:</p> <ul style="list-style-type: none"> ● Protect personnel working in vicinity of site excavation ● Oversee the HEMM operations ● Oversee inspection and maintenance of branch road & main haul road to excavation site ● Ensure safety in the dredging operations ● Implement the equipment safety measures ● Supervise the conveyance of dredged output sand through pipelines 	<p>A Mining Supervisor (Mineral Sands) supervises mine workers and coordinates various mine activities, including organizing and monitoring workflow for various processes. The individual is responsible for ensuring compliance with the applicable regulatory requirements and safety procedures at mining sites.</p>	<p>5.5</p>

	<ul style="list-style-type: none">● Maintain personal health and safety● Assist in hazard management● Work on equipment and machinery● Check the first aid box, firefighting and safety equipment● Report incidents● Work effectively with co-workers● Communicate effectively with co-workers● Practice inclusiveness at work		
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Annexure 2: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30 Candidates

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	Belt Conveyor (BC)	Standard	1
2.	Bucket Elevator (BE)	Standard	1
3.	Drag Conveyor (DC)	Standard	1
4.	Screw Conveyor (SC)	Standard	1
5.	Belt Bucket Conveyor (BBC)	Standard	1
6.	High Tension Roll Separator (HTRS)	Standard	1
7.	Electrostatic Plate Separator (ESPS)	Standard	1
8.	Induced Roll Magnetic Separator (IRMS)	Standard	1
9.	High Intensity Induced Roll Magnetic Separator (HIRMS)	Standard	1
10.	Rare Earth Drum Magnetic Separator (REDMS)	Standard	1
11.	Rare Earth Roll Magnetic Separator (RERMS)	Standard	1
12.	Air Tables (AT)	Standard	1
13.	Wet Tables (WT)	Standard	1
14.	Slurry Pump (SP)	Standard	1
15.	Vacuum Pump (VP)	Standard	1

16.	Linear Vibrating Screens (VS)	Standard	1
17.	Air Compressor	Standard	1
18.	Air Blower	Standard	1
19.	Hydrosizer (Density Separator)	Standard	1
20.	Hydro Cyclone	Standard	1
21.	Air Cyclone	Standard	1
22.	Pumps (Fuel Oil Pumps)	Standard	1
23.	Hoists & Lifts	Standard	1
24.	Fluidized Bed Dryer (FBD)	Standard	1
25.	Shaft Dryer (SD)	Standard	1
26.	Rotary Dryer	Standard	1
27.	Vibrating Tray Conveyor	Standard	1
28.	Vibro Feeder	Standard	1
29.	Dredge cutter	Standard	1
30.	Dredge Hydraulic System	Standard	1
31.	Dredge swing system	Standard	1
32.	Pump	Standard	1
33.	Motor	Standard	1
34.	Spud carriage	Standard	1
35.	MCC panel	Standard	1
36.	Transformer	Standard	1

37.	Breaker	Standard	1
38.	Isolator	Standard	1
39.	Cla-val	Standard	1
40.	Trommel	Standard	1
41.	Trommel Gear box	Standard	1
42.	Excavator	Standard	1
43.	Loader	Standard	1
44.	Dozer	Standard	1
45.	Tipper	Standard	1
46.	Floating vessel	Standard	1
47.	RDG (Rotary Drum Gravimetric)	Standard	1
48.	Mass flow meter	Standard	1
49.	Bin level indicator	Standard	1
50.	Pump bearing assembly	Standard	1
51.	Transfer bin	Standard	1
52.	Surge bin	Standard	1
53.	Personal Protective Equipment (including Helmet, Gloves, Safety Glasses, Ear Protection, Dust Mask, Safety Shoes, Reflective Jacket)	Standard	15

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Training Kit (Trainer Guide, Presentations)
2. Whiteboard/ Blackboard
3. Marker
4. Projector
5. Working Model

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	Indian Rare Earth Limited	Mr. Chandrasekar.V	GM & Head, RETTP	IREL(India)Limited Plot No. 1207, ECIL Bldg, Veer Savarkar Marg Opp, Siddhivinayak Temple, Prabhadevi, Mumbai-400028	9995111750	v.chandrasekar@irel.co.in	

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
2024	1000	750	150	90	<i>Not Applicable</i>	<i>Not Applicable</i>
2025	1000	750	200	140	<i>Not Applicable</i>	<i>Not Applicable</i>
2026	1000	750	300	220	<i>Not Applicable</i>	<i>Not Applicable</i>

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications: *Not Applicable*

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
V1.0	2022-23												
V1.0	2021-22												
V1.0	2020-21												

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: *Not Applicable*

- 1.
- 2.

Content availability for previous versions of qualifications: *Not Applicable*

Participant Handbook Facilitator Guide Digital Content Qualification Handbook Any Other:

Languages in which Content is available: Will be created post approval

[Annexure 5: Blended Learning](#)

Blended Learning Estimated Ratio & Recommended Tools:

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	<input checked="" type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	<ul style="list-style-type: none"> • Books/ e-books • Presentations • Reference Material • Audio / Video Modules 	Only Offline. Online only on exceptional cases.
2	<input checked="" type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	<ul style="list-style-type: none"> • Self-Learning Videos • Broadcasts • Mobile Learning • Curated Digital content 	Only Offline. Online only on exceptional cases.
3	<input checked="" type="checkbox"/> Showing Practical Demonstrations to the learners	<ul style="list-style-type: none"> • Video Content • E-Resource library • AR/ VR/ XR 	Only Offline
4	<input checked="" type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	<ul style="list-style-type: none"> • Training tools (tools list attached) • Video Play • Presentations 	Only Offline
5	<input checked="" type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	<ul style="list-style-type: none"> • Online Question Bank • Mobile Quick test app • MCQ based tests 	Only Offline. Online only on exceptional cases.
6	<input checked="" type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	<ul style="list-style-type: none"> • Assessment engine for Essays 	Tablet based/Online

		<ul style="list-style-type: none"> Up-loadable file examinations Mock test sessions 	
7	<input checked="" type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	<ul style="list-style-type: none"> Offline assessments 	Only Offline

Annexure 6: Detailed Assessment Criteria

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

Assessment Criteria

NOS Name	MIN/N1814: Supervise excavation, accumulation, loading and transportation of raw sand			
Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure the protection of excavation site personnel</i>	16	26	-	10
PC1.identify and prevent unauthorized entry at the site of excavation, and report it to the relevant official	1	2	-	1
PC2.check for the deployment of inexperienced and unsupervised personnel at the excavation site and report it to the relevant official	3	2	-	1
PC3.identify deficiencies in safety equipment and conditions in the mine or section and report to the relevant official	1	2	-	1
PC4.supervise hazardous operations to ensure they are carried out safely with the protection of personnel involved	1	2	-	1

PC5.ensure effective monitoring of the area under charge until the end of the shift or until relieved by a duly appointed substitute and acquainting with the matters requiring attention	1	2	-	1
PC6.supervise the personnel within the area of responsibility	1	1	-	-
PC7.ensure the personnel are able to identify hazardous occurrences situation and are aware of the appropriate action to be taken while taking ensuring own and other’s safety	1	1	-	1
PC8.conduct appropriate checks on the competency of persons employed in mineral extraction	1	2	-	1
PC9.supervise the workers during work to ensure they do not come in contact with moving plant/ equipment/ machine parts	1	2	-	-
PC10.ensure the personnel use the appropriate Personal Protective Equipment (PPE) while conducting hazardous activities	1	2	-	1
PC11.check and ensure the personnel are not exposed to excessive work hazards (e.g. vibration, hazardous substances)	1	2	-	1
PC12.instruct the workers to use mechanical lifting devices to minimize manual handling tasks	1	2	-	-
PC13.inspect and ensure appropriate checks on safety devices are carried out	1	2	-	-
PC14.identify different problems, such as obstructions, geological movements, mechanical or service failure, and report to appropriate person for appropriate remedial action	1	2	-	1
<i>Oversee the HEMM operations</i>	<i>8</i>	<i>14</i>	<i>-</i>	<i>6</i>
PC15.monitor the operational cycle and all relevant operations within the area of responsibility	1	2	-	1

PC16.check if the material needs for the production unit are met using the material transport system and report any inconsistencies	2	3	-	1
PC17.conduct time study of the HEMM equipment to prevent idling of tipper/equipment	1	1	-	1
PC18.check for the prompt refilling of the excavated/ mined out areas	1	2	-	1
PC19.co-ordinate work operations within the area of responsibility to ensure each activity is carried out appropriately	1	2	-	-
PC20.ensure HEMM operations do not affect the health and safety of personnel	1	2	-	1
PC21.maintain appropriate documentation concerning the HEMM operations, following the organizational procedures	1	2	-	1
<i>Oversee inspection and maintenance of branch road & main haul road to excavation site</i>	<i>6</i>	<i>10</i>	<i>-</i>	<i>4</i>
PC22.ensure the appropriate size and specification of the haul road	1	2	-	1
PC23.ensure appropriate illumination at the work site and haul road as per the applicable standards	1	2	-	1
PC24.supervise the implementation of applicable traffic rules on the haul road to prevent over-speeding and any accidents	1	2	-	-
PC25.inspect the loading of tippers to prevent overloading	1	2	-	1
PC26.check and ensure transportation of dry and clean material from the excavation site to the plant	2	2	-	1
Total	30	50	-	20

NOS Name	MIN/N1815: Supervise the safety of dredging operations at DWUP			
Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure safety in the dredging operations</i>	15	27	-	10
PC1.ensure safe access to the float line pontoon	1	1	-	-
PC2.check the approach road is fitted with suitable gradient to float line pontoon	1	2	-	1
PC3.ensure the provision of handrails, chains, flaps on the float line pontoon, and arrange for their regular maintenance and painting	1	1	-	-
PC4.ensure appropriate illumination standards on the float line pontoon	1	1	-	-
PC5.direct the workers to shift material from the shore to the plant deck by using the maintenance barge	1	2	-	1
PC6.ensure no material is shifted using a single pontoon	-	2	-	-
PC7.direct the relevant personnel to conduct regular cleaning of the concentrator deck, head feed bin deck, and dredge deck	1	2	-	1
PC8.check for the regular cleaning of the manhole compartment, including its dewatering as per standard procedure	1	2	-	1
PC9.ensure regular cleaning of the spirals	1	1	-	-
PC10.monitor the free board draft of the concentrate deck, head feed bin deck, and dredge deck	1	2	-	1
PC11.carry out appropriate anchoring of the floating units, i.e. concentrator deck, head feed bin deck and dredge deck	1	2	-	1

PC12.check and ensure safe operating parameters of the dredge plant and concentrator plant are maintained	1	2	-	1
PC13.dispose of tailing with proper density with timely replacement of tails nozzle	1	2	-	1
PC14.conduct surface preparation of dredge face appropriately with the help of HEMM	1	2	-	1
PC15.carry out timely shifting of all the field setup	1	2	-	1
PC16.ensure the provision of safe and wholesome drinking water to the dredge plant	1	1	-	-
<i>Implement the equipment safety measures</i>	<i>15</i>	<i>23</i>	<i>-</i>	<i>10</i>
PC17.ensure the use of appropriate safety gear for anchor block shifting, winch wire rope handling, locking of winches, sandblasting, etc.	1	1	-	-
PC18.ensure the workers maintain a safe distance from the pond edge in front of the dredge and avoid walking on the pontoons during the movement of dredge	1	1	-	-
PC19.implement the Safety Management Plan (SMP) and Emergency Management Plan (EMP)	1	2	-	1
PC20.check and ensure the dredge deck floor is free of oil, grease etc.	1	2	-	1
PC21.ensure the workers follow the appropriate safety measures while working at haul roads, heights, dumps, sump area, stockyards, near moving parts, etc.	1	1	-	1
PC22.ensure no unauthorized personnel is present on the maintenance barge during material handling	1	1	-	1

PC23.ensure the workers follow the standard signal while lifting materials	1	1	-	1
PC24.ensure coupling guards/ belt guards of pumps are in the correct position	1	1	-	1
PC25.ensure the lighting distribution board is switched off while cleaning the spiral with a water jet	1	1	-	-
PC26.instruct the workers to use appropriate chain pulley, slings and ropes for loading and unloading materials	1	2	-	-
PC27.implement appropriate measures to prevent the workers from coming in contact with noxious fumes/ gases	1	2	-	1
PC28.supervise the dewatering inside the deck compartment to ensure it is carried out safely	1	2	-	1
PC29.ensure the use of headlamp of the recommended specification with proper gauge protection during deck cleaning	1	2	-	1
PC30.direct the workers maintain the pontoon hand rails in good condition	1	2	-	-
PC31.ensure the use of caution and safety signs, stickers, and tags	1	2	-	1
Total	30	50	-	20

NOS Name	MIN/N1816: Supervise the conveyance of mining output through slurry pipelines			
Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks

<i>Supervise the conveyance of dredged output sand through pipelines</i>	30	50	-	20
PC1.check for the correct functioning of booster pumps added to combined slurry transportation system of mining output	8	12	-	5
PC2.ensure proper monitoring of ampere meter reading and discharge pressure of all booster pumps including pump attached to the output transfer bins	3	6	-	2
PC3.ensure proper monitoring of the water level of all the output transfer bins including the leakage in the entire discharge pipe	3	6	-	2
PC4.ensure the output sand is transported from DWUP following the prescribed pump limit	3	6	-	2
PC5.determine if the SMPs output discharge is to be combined with DWUP or divert to the stock yard, considering the information received from DWUP site transfer bin operators	6	8	-	4
PC6.divert the dredge output to the stock yard, in case of problems with the transfer bin, e.g. electrical problem	4	6	-	3
PC7.ensure appropriate discharge from output transfer bin to RPA site of MSP	3	6	-	2
Total	30	50	-	20

NOS Name	MIN/N1810: Follow the applicable health, safety and environmental guidelines (Placer Mining)			
Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks

<i>Maintain personal health and safety</i>	16	24	-	11
PC1. follow the appropriate hand hygiene measures, i.e., washing hands with EDTA/Soda Ash (Ethylene Diamine Tetra Acetate/Sodium Carbonate), soap and water or alcohol-based hand sanitizers	1	2	-	1
PC2. ensure the plants are provided with a dilution ventilation system to avoid the undue accumulation of chemical vapors in working environments	1	1	-	1
PC3. clean and disinfect the regularly-used objects, such as mobile phones, wireless communication systems keys, wallets and work passes	1	1	-	-
PC4. follow the Safety Management Plan (SMP) and Emergency Management Plan (EMP)	1	2	-	-
PC5. follow sanitation measures in the work area, e.g., avoiding eating, drinking, chewing and smoking	1	2	-	-
PC6. use the appropriate PPE, e.g. using an appropriate mask to cover the mouth and nose	1	2	-	-
PC7. identify six directional hazards at the workplace and take decisions accordingly	1	2	-	1
PC8. follow appropriate safety measures to avoid exposure to radiation, e.g. limiting stay in the radiation area and avoiding working with open wounds or exposed body parts in radiation areas	1	2	-	1
PC9. undertake the Take-5 (Personal Risk Assessment) before the commencement of any work	1	2	-	1

PC10. lift objects carefully maintaining the correct body posture to avoid injury	-	1	-	-
PC11. use self-rescue apparatus appropriately when required	1	1	-	1
PC12. work in the assigned work zone in the designated work area	1	1	-	1
PC13. follow the recommended safety measures while working at haul roads, heights, dumps, sump areas, stockyards, near moving parts, etc.	1	1	-	1
PC14. wear Thermo luminescent Dosimeter (TLD) Badge for personal monitoring in rare earth extraction plant	1	1	-	1
PC15. use caution signs as applicable and obey safety signs, stickers, and tags	1	1	-	-
PC16. identify the environmental impact of operations related to mining, mineral separation plant and rare earth extraction plant and take steps to reduce the impact	1	1	-	1
PC17. check for contamination of sensitive body parts, e.g. face, eyes etc., and seek immediate medical help	1	1	-	1
<i>Assist in hazard management</i>	<i>5</i>	<i>8</i>	<i>-</i>	<i>4</i>
PC18. label and store chemicals appropriately	1	1	-	1
PC19. display the MSDS for the hazardous chemicals in storage and handling areas	1	2	-	1
PC20. educate the personnel at the workplace about the safety requirements and follow the applicable safety guidelines	1	1	-	-
PC21. check the body and clothing for contamination at the end of radioactive work, and decontaminate and take a shower at the decontamination centre	1	2	-	1

PC22. maintain regular and open communication with co-workers and the employer	1	2	-	1
<i>Work on equipment and machinery</i>	2	4	-	1
PC23. check and ensure every instrument, apparatus and equipment is AERB approved	1	2	-	-
PC24. operate the appropriate tools, equipment and machinery with proper training and authorization	1	2	-	1
<i>Check the first aid box, firefighting, and safety equipment</i>	4	10	-	2
PC25. check the availability of first aid kits and fire extinguishers, and ensure they are easily accessible	1	3	-	-
PC26. ensure the availability of emergency showers and eye washers in the chemical handling, unloading and pumping areas	1	2	-	-
PC27. monitor the work environment at appropriate intervals for hydrogen chloride and hydrocarbons using portable monitors	1	2	-	1
PC28. operate the appropriate type of fire extinguishers to control different types of fire at the worksite	1	3	-	1
<i>Report incidents</i>	3	4	-	2
PC29. identify and report potential hazards/ unsafe conditions and practices	1	2	-	-
PC30. follow the appropriate emergency procedure during emergencies, such as power failures, cyclones, etc.	1	1	-	1
PC31. report the emergencies and any safety incidents as per the organizational procedure	1	1	-	1
NOS Total	30	50	-	20

NOS Name	MIN/N1811: Work collaboratively and effectively in a team			
Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Work effectively with co-workers</i>	15	30	-	10
PC1. identify own direct and indirect responsibilities, e.g. duties concerning team members	3	5	-	3
PC2. undertake appropriate activities to promote cooperation and good relationships with co-workers	1	2	-	1
PC3. mentor and assist subordinates in the execution of their work responsibilities	1	2	-	1
PC4. identify possible disruptions to work through coordination with the relevant stakeholders and take appropriate preventive measures	3	4	-	2
PC5. follow the recommended practices to avoid and resolve conflicts at work	1	2	-	1
PC6. interact effectively and cooperate with co-workers	1	1	-	-
PC7. manage workplace conflicts, ensuring no impact on work	1	1	-	-
PC8. identify and take responsibility for own mistakes	1	3	-	1
PC9. follow the organizational policies and procedures	1	3	-	-
PC10. follow the appropriate productivity enhancement measures, e.g. Quality circle, 5S, TPM, Six Sigma, JIT, etc.	1	4	-	1

PC11. exchange feedback with peers and other team members to improve the quality of work	1	3	-	-
<i>Communicate effectively with co-workers</i>	9	10	-	5
PC12. follow the organizational policy for the efficient and timely dissemination of information to the authorized personnel	2	3	-	2
PC13. communicate clearly and politely to ensure effective communication with co-workers	1	2	-	-
PC14. practice active listening to understand the conveyed information and instructions	2	1	-	1
PC15. practice openness in work conversations, giving undivided attention to enhance the quality of workplace communication	2	2	-	1
PC16. maintain the professional standard of communication, e.g. avoiding the use of offensive language at work	2	2	-	1
<i>Practice inclusiveness at work</i>	6	10	-	5
PC17. empathize with Persons with Disabilities (PWD)	2	2	-	2
PC18. practice gender equality at work	2	2	-	2
PC19. maintain respectful behaviour and etiquette at work	1	3	-	1
PC20. listen to and acknowledge the feelings, concerns, opinions, and ideas of others	1	3	-	-
NOS Total	30	50	-	20

NOS Name	DGT/VSQ/N0103: Employability Skills – (90 hours)
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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the current job market requirement and future of work.	-	-	-	-
PC2. identify and explore learning and employability relevant portals	-	-	-	-
PC3. research about the different industries, job market trends, latest skills required and the available opportunities.	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC4. 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.	-	-	-	-
PC5. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC6. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC7. practice the 21st Century Skills such as Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal and professional life	-	-	-	-
PC8. adopt a continuous learning mindset for personal and professional development	-	-	-	-

<i>Basic English Skills</i>	3	4	-	-
PC9. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC11. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-
PC12. identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
PC13. prepare a career development plan with short- and long-term goals.	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings	-	-	-	-
PC15. use active listening techniques for effective communication	-	-	-	-
PC16. communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
PC17. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC18. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC19. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-

PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-
PC22. identify common components of salary and compute income, expenses, taxes, investments etc.	-	-	-	-
PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation				
<i>Essential Digital Skills</i>	<i>3</i>	<i>5</i>	-	-
PC24. operate digital devices and use their features and applications securely and safely	-	-	-	-
PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.	-	-	-	-
PC26. display responsible online behavior while using various social media platforms	-	-	-	-
PC27. create a personal email account, send and process received messages as per requirement	-	-	-	-
PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications	-	-	-	-
PC29. utilize virtual collaboration tools to work effectively	-	-	-	-
<i>Entrepreneurship</i>	<i>2</i>	<i>3</i>	-	-

PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	<i>1</i>	<i>2</i>	-	-
PC33. identify different types of customers and ways to communicate with them	-	-	-	-
PC34. identify and respond to customer requests and needs in a professional manner	-	-	-	-
PC35. use appropriate tools to collect customer feedback	-	-	-	-
PC36. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	<i>2</i>	<i>3</i>	-	-
PC37. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC39. apply to identified job opening using offline /online methods as per requirement	-	-	-	-
PC40. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-

<Approved in 36th NSQC Meeting & Dated 15.03.2024>
V1-SCMS >
Approved on file Date 05.03.2024

QUALIFICATION FILE <STT>

< Qualification Code **QG-5.5-MG-02177-2024-**

PC41. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Annexure 7: Assessment Strategy

Assessment Strategy

Assessment system Overview: -

Assessment will be carried out by NCVET affiliated assessment partners. Based on the results of assessment, NCVET certifies the learners. Candidates have to pass online theoretical assessment which is approved by NCVET.

The assessment will have both theory and practical components in 30:70 ratios.

While theory assessment is summative and an online written exam; practical will involve demonstrations of applications and presentations of procedures and other components. Practical assessment will also be summative in nature.

Testing Environment: -

Training partner has to share the batch start date and end date, number of trainees and the job role.

Assessment is fixed for a day after the end date of training. It could be next day or later. Assessment will be conducted at the training venue.

Question bank of theory and practical will be prepared by assessment agency and approved by NCVET. From this set of questions, assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial question, etc. which will test the trainee on theoretical knowledge of the subject.

The theory and practical assessments will be carried out on same day. If number of candidates are many, more assessors and venue will be organized on same day of the assessment.

Assessment			
Assessment Type	Formative or Summative	Strategies	Examples
Theory	Summative	Written Examination	Knowledge of facts related to the job role and functions. Understanding of principles and concepts related to the job role and functions
Practical	Summative	Structured tasks	Presentation

Viva	Summative	Questioning and Probing	Mock interview on topics
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Assessment Quality Assurance framework

Only certified assessor can be assigned to conduct the assessment. Provision of 100 % video recording with clear audio to be maintained and the same is to be submitted to NCVET.

The training partner will intimate the time of arrival of the assessor and the time of leaving the venue.

Methods of Validation: -

Unless the trainee is registered, the person cannot undergo assessment. To further ensure that the person registered is the person appearing for assessment, id verification will be carried out. Aadhar card number is required to register the candidate for training. This will form the basis of further verification during the assessment. The assessor conducts the assessment in accordance with the assessment guidelines and question bank as per the job role. The assessor carries a tablet with the loaded questions. This tablet is geo-tagged so it is monitored to check their arrival and completion of assessment. Video of the practical session is prepared and submitted to SCMS or NCVET. Random spot checks/audits are conducted by SCMS assigned persons to check the quality of the assessment. Assessment agency will be responsible for putting details in SIP.

NCVET will also validate the data and results received from the assessment agency.

Method of assessment documentation and access

The assessment agency will upload the result of the assessment in the portal. The data will not be accessible for change by the assessment agency after the upload. The assessment data will be validated by SCMS and NCVET assessment team. After upload, only SCMS or NCVET can access this data. SCMS or NCVET approves the results within a week and uploads on SIP.

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 defines 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.
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