QUALIFICATION FILE

Nature Conservator Cum Ecotourism Guide

☒ **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:

Skill Council for Green Jobs

**Chief Executive Officer
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Section 1: Basic Details

1.	Qualification Name	Nature Conservator Cum Ecotourism Guide	
2.	Sector/s	Environmental Science	
3.	Type of Qualification: ☒ New ☐ Revised ☐ Has Electives/Options ☐OEM	NQR Code & version of existing/previous qualification: Not Applicable	Qualification Name of existing/previous version: Not Applicable
4.	a. OEM Name b. Qualification Name (Wherever applicable)	Not Applicable	
5.	National Qualification Register (NQR) Code &Version	QG-04-ES-01756-2023-V1-SCGJ & version 1	6. NCrF/NSQF Level: 4
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other	Certificate	
8.	Brief Description of the Qualification	This short-term training programme has theoretical and practical skills. Green Skill Development contributes to preserving and restoring environmental quality for a sustainable future and includes jobs that protect ecosystems and biodiversity, reduce energy and minimize waste and pollution. The programme endeavors to develop green skilled workers having technical knowledge and commitment to sustainable development, which will help in the attainment of the Nationally Determined Contributions (NDCs), Sustainable Development Goals (SDGs), National Biodiversity Targets (NBTs), as well as Waste Management Rules (2016).	
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. **Entry Qualification & Relevant Experience:** 12 or equivalent OR 10 with 2years of relevant experience OR Previous relevant Qualification of NSQF Level 3.5 with 1.5 years of relevant experience OR Previous relevant Qualification of NSQF Level 3.0 with 3 years of relevant experience	

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	b. Age: 18yrs	
1 0	**Credits Assigned to this Qualification, Subject to Assessment** (as per National Credit Framework (NCrF))	14	**10. Common Cost Norm Category:**
11	**Any Licensing requirements for Undertaking Training on This Qualification** (wherever applicable)	NA
12	**Training Duration by Modes of Training Delivery** (Specify **Total Duration** as per selected training delivery modes and as per requirement of the qualification)	☒Offline ☐Online ☐Blended

Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)
Classroom (offline)	120	240	60		420
Online					

(Refer Blended Learning Annexure for details)

13	**Aligned to NCO/ISCO Code/s** (if no code is available mention the same)	NCO-2015/5113.0200
14	**Progression path after attaining the qualification** (Please show Professional and Academic progression)	Vertical Progression: Ecotourism entrepreneur (Level 5.0)
15	**Other Indian languages in which the Qualification & Model Curriculum are being submitted**	Hindi
16	**Is similar Qualification(s) available on NQR-if yes, justification for this qualification**	☐ **Yes** ☒ **No**

17	Is the Job Role Amenable to Persons with Disability	☒ Yes ☐ No
		If "Yes", specify applicable type of Disability:
		☐ Deaf ☐ Hard of Hearing ☒ Acid Attack Victims ☐ Dwarfism
		People with hearing problems, visually impaired and physically handicapped in certain identified trades like housekeeping attendant, making reservations and bookings, front desk job or any other job which does not require extreme physical activity.
18	How Participation of Women will be Encouraged	Maximum participation of women will be encouraged and they will be promoted to participate in the course.
19	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	☒ Yes ☐ No
20	Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No
21	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	**Name:** Dr. Praveen Saxena **Email:** ceo@sscgj.in **Contact No.:** 9871119101 **Website: https://sscgj.in/**
22	**Final Approval Date by NSQC:31/01/2024**	**23. Validity Duration:** 3 years **24. Next Review Date: 31/01/2027**

Section 2: Module Summary

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/N SQF 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.	Introduce to Ecotourism Entrepreneurship	SGJ/N1824: Version 1	Core	4	2	15	45			60	25	25			50	
2.	Introduce to Biodiversity and Environment Conservation	SGJ/N1825: Version 1	Core	4	2	15	45			60	34	16			50	
3.	Introduce to Ecotrail Management	SGJ/N1826: Version 1	Core	4	3	30	60			90	25	25			50	
4.	Explain basics of Ecotourism, Hospitality and land management	SGJ/N1827: Version 1	Core	4	2	15	45			60	17	33			50	
5.	Identify to Ecotourism marketing	SGJ/N1828: Version 1	Core	4	2	15	45			60	20	30			50	
6.	Employability Skills	DGT/VSQ/ N0101: Version 1.0	Non-core		2	30				30	20	30			50	
7.	On the Job Training							60		60						
Duration (in Hours) / Total Marks						120	240	60		**420**	141	159			300	

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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*

Assessment - Minimum Qualifying Percentage

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.)*

Section 3: Training Related

1.	**Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	Diploma in Tourism with 3 years' experience/PG and above Practicing/Successful Entrepreneur
2.	**Master Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	Diploma in Tourism with 5 years' experience/PG and above Practicing/Successful Entrepreneur
3.	**Tools and Equipment Required for Training**	☒Yes ☐No *(If "Yes", details to be provided in Annexure)*
4.	**In Case of Revised Qualification, Details of Any Upskilling Required for Trainer**	Not Applicable

Section 4: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET*	Graduate/ Diploma in Tourism with 5 years' experience/PG and above Practicing/Successful Entrepreneur

	guidelines)	NCVET approved assessor
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	Graduate/ Diploma in Tourism with 5 years' experience/PG and above Practicing/Successful Entrepreneur NCVET approved assessor, experienced as invigilator
3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	Engineering Graduate with 10 years of experience in Tourism NCVET approved assessor, experienced as invigilator
4.	**Assessment Mode** *(Specify the assessment mode)*	Online and offline both
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):** A skill gap does exist for the requirement of Green Skill Development Programme at cognitive and practical level because it fulfills the need of local communities to benefit from Ecotourism Skill Programmes through jobs and entrepreneur development. The training may include specialized tasks such as tourist guides, entrepreneurs, environmentalist, naturalist, natural science interpreters, MSMEs, Hospitality industry etc. The GSDP aims to fulfill this gap. (National Strategy for Ecotourism 2022- Para 4.4)
2.	**Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):** Yes The latest research on GSDP aims to develop skilled manpower for employability and livelihood generations under green skills for short term as well as long term enterprise development. This type of skill development programme sets values and attitudes that an individual needs to develop and promote sustainability, environmental conservation and socio-economic conditions in business, industry and community. (D.S. Mallika &D.Jebasingh Raja, An Empirical study on the Green Skill Development Programme and its inclusiveness in Green Industries for effective Green Marketing and Sustainable

	Development : Key Success Factors and Challenges, 2022).	
3.	**Government /Industry initiatives/ requirement (Yes/No):** NA	
4.	**Number of Industry validation provided:** 10	
5.	**Estimated nos. of persons to be trained and employed:**	
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments:** *Concurred by Ministry of Environment, Forest and Climate Change*	

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 *(Mandatory)*	Annexure: Evidence of Level
2.	**Annexure:** List of tools and equipment relevant for qualification *(Mandatory, except in case of online course)*	Annexure: Tools and Equipment (Lab Set-Up)
3.	**Annexure:** Detailed Assessment Criteria *(Mandatory)*	Annexure: Detailed Assessment Criteria (Mandatory)
4.	**Annexure:** Assessment Strategy *(Mandatory)*	Annexure: Assessment Strategy
5.	**Annexure:** Acronym and Glossary *(Optional)*	Annexure: Acronym and Glossary
6.	**Supporting Document:** Model Curriculum *(Mandatory – Public view)*	Attached
7.	**Supporting Document:** Career Progression *(Mandatory - Public*	Annexure: Career progression and OM

	view)	
8.	**Supporting Document:** Occupational Map *(Mandatory)*	Annexure: Career progression and OM
9.	**Supporting Document:** Assessment SOP *(Mandatory)*	Annexure: Assessment Strategy

Annexure: Evidence of Level

Title/Name of qualification/component: Nature Conservator Cum Ecotourism Guide		Level: 4	
NSQF Domain	**Outcomes of the Qualification/Component**	**How the outcomes relate to the NSQF level descriptors**	**NSQF Level**
Professional Theoretical Knowledge/ Process	Person trained in this course may perform a job like Ecotour guide, Nature Conservation Guide etc, which will require routine and predictable activities pertaining to eco trails or sites and catering and advising to the tourist needs from food, accommodation to tourist sites and trails. The trainees will be taught basic hospitality, biodiversity, environment knowledge with the help of computers, internet, field visits to sites and homestay	The person can be a trained nature guide or operate homestays and travel agencies. He/She can also further train for alternative ecotourism activities such as adventure tourism, bird watching etc. He/she can also be part of a national park, Wetlands/Ramsar Sites or work as a naturalist and be part of an EIA.	4
Professional and Technical Skills/ Expertise/ Professional Knowledge	Basic facts, process and principle applied in trade of employment – A person trained in this course will know the difference between general tourism and nature conservation and ecotourism as well as understand the need for a sustainable lifestyle. Being eco-friendly starts from one's own home and lifestyle. A person will learn techniques in tourism entrepreneurship starting from knowledge in eco-friendly building techniques, essentials in hospitality management to managing and marketing one's own homestay. The trainees will be taught basics of trekking from campsite management, cooking to interpretative techniques during treks. Field observations and data collection techniques will be taught in the field, these will range from bird watching, bamboo/crafts, ITKs, rural tourism, mapping techniques with GPS, etc.	Remote unmapped rural/wetland areas, through his/her travels with tourists	4

Title/Name of qualification/component: Nature Conservator Cum Ecotourism Guide		Level: 4	
NSQF Domain	**Outcomes of the Qualification/Component**	**How the outcomes relate to the NSQF level descriptors**	**NSQF Level**
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Recall and demonstrate practical skill, routine and repetitive in narrow range of application – The person will be able to conduct tours to trekking, ecotourism sites or visit wetlands with a group and be responsible for their safety from the tourist's arrival to his departure. He/she will also have mandated knowledge on eco-resort, homestay management as well as local knowledge pertaining to language and practices. Trainees are expected to inculcate entrepreneurial knowledge on a range of activities, such as adventure tourism, ecotourism merchandise, etc.	The trained person will design itineraries for tourists, have local knowledge about tourist sites/wetlands/biodiversities as well as effective communication with the locals. He will be able to identify and advise the host communities with ecotourism potential about community based activities. He can be part of EIA identifying ecotourism sites and be able to develop and collect information from the field using mobile applications relating to various geographical terrains and habitats. Reading maps and GPS devices is also another skill which will be developed.	4
Broad Learning Outcomes/ Core Skill	Interpretation services to tourists where English language and a regional language is mandatory, being able to organize a tour to an ecotourism site, hospitality management skills like cooking, sanitation, good conduct. Basic identification of flora and fauna of an ecotourism site. Having a sense of passion and belonging to a specific tourist site.	The trained person will have good interpretative techniques and communication skills with local knowledge about flora, fauna, community and terrain	4
Responsibility	Under close supervision some Responsibility for own work within defined limit:- With the acquired skill, a trainee will be responsible for their own work as she/he is expected to ensure a complete experience to a tourist to an ecotourism site from arrival to departure.	Jobs like trekking/nature guide, or independent homestay operator or bird watching guide is expected to take full responsibility of his or her job role under close supervision.	4

Title/Name of qualification/component: Nature Conservator Cum Ecotourism Guide		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level descriptors	NSQF Level

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment
Batch Size: 25

Annexure II : Tools and Equipment(Lab Set-Up)				
Mandatory				
1	**List of tools and Equipment**	**Toolkit for training**		
S. No.	**Tool / Equipment Name**	**Specification**	**Quantity for specified 20 Batch size(one item per candidate)**	**Quantity for specified 30 Batch size(one item per candidate)**
1	DSLR Camera	Standard Industry Specification	5 for each group of Four = 20 Batch size	5 for each group of Six = 30 Batch size
2	Camping Tent	Standard Industry Specification	2 Men Tent (Qty :10)	2 Men Tent (Qty :15)
3	Trekking poles	Standard Industry Specification	20	30
4	GPS	Standard Industry Specification	5 for each group of Four = 20 Batch size	5 for each group of Six = 30

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				Batch size
5	Compass	Standard Industry Specification	5 for each group of Five = 25 Batch size	5 for each group of Five = 25 Batch size
6	Headlamps, Torch	Standard Industry Specification	20	30
7	Rain Gear	Standard Industry Specification	20	30
8	Sleeping Bag	Standard Industry Specification	20	30
9	Trekking Backpack	Standard Industry Specification	20	30

Classroom Aids

The aids required to conduct sessions in the classroom are: Marker, chart and visual aid,

Annexure: Industry Validations Summary

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

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	Ecotourism Directorate, Forest and Environment Department Government of Sikkim	Udai Gurung, IFS	Director (Ecotourism Direcorate) -cum-conservation of Forest, Forest and Environment Department.	Forest Department, Government of Sikkim	9434184270	udaigurung @yahoo.com	

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2	Green Hill Resort	Bikram Subba	Manager	Below Kaluk Bazar, West Sikkim - 737113	7044666277	NA	
3	Kanchenjunga View Homestay	Kapil Chettri	Owner	Yakten, Pakyong, Sikkim	993271935	NA	
4	New Srijana Tours and Travels	Suman Chettri	Owner	Near District Court, Gangtok, Sikkim	7908119644	NA	
5	Sahyog Homestay & Farm	Yuvraj Sharma	Owner	Parbok, Geyzing, Sikkim	9851667759	NA	

Annexure VIII : 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**
2023	1	25	1	12	1	1
2024	1	25	1	12	1	1
2025	1	25	1	12	1	1

Data to be provided year-wise for next 3 years. **Justification:** *Estimated training is 1 and estimated employment per training is 25 per financial year as proposed.*

Content availability for previous versions of qualifications: Participant Handbook
Languages in which Content is available: English/Hindi

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET "Guidelines for Blended Learning for Vocational Education, Training & Skilling" available on:
https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	☒Theory/ Lectures - Imparting theoretical and conceptual knowledge	Not Applicable	Not Applicable
2	☒Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	☒Showing Practical Demonstrations to the learners		
4	☒Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	☒Tutorials/ Assignments/ Drill/ Practice		
6	☒Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	☒On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure: Detailed Assessment Criteria

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

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory	Practical	Project	Viva
SGJ/N1824: Introduce to Ecotourism Entrepreneurship	*Ecotourism Entrepreneurship.*	25	25	-	-
	PC1. identify tourism, types of tourism, modalities of ecotourism, dimensions of sustainability.	5	-	-	-
	PC2. explain National Strategy on Ecotourism, MoEF&CC guidelines on Ecotourism, Nature conservation, Ecotourism policies	5	-	-	-
	PC3. describe sustainable development goals, sustainable tourism development and mitigation to climate change	5	-	-	-
	PC4. discuss ecofriendly practices and sustainable waste management plans including waste reduction recycling and composting	5	-	-	-
	PC5. discuss adoption of healthy lifestyle, spiritual healing and analyse different types of medicine and holistic healing in Ayurveda	5	-	-	-
	PC6. analyze the financial, marketing, legal, human resource, operations, and general management skills that are important for the successful launch and operation of a new venture	-	5	-	-

		Theory	Practical	Project	Viva
	PC7. demonstrate positive experiences for both visitors and hosts	-	5	-	-
	PC8. analyze designing, constructing, and operating low-impact facilities	-	5	-	-
	PC9. demonstrate the rights and spiritual beliefs of indigenous and local peoples	-	5	-	-
	PC10. describe working in partnership for entrepreneurship empowerment	-	5	-	-
NOS Total		**25**	**25**	**-**	**-**

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory	Practical	Project	Viva
SGJ/N1825: Introduce to Biodiversity and	*Introduce to Biodiversity and Environment Conservation*	30	20	-	-

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Environment Conservation

	PC1. explain modalities of Biodiversity/PBR.	5	-	-	-
	PC2. discuss avitourism, identification and basic ornithology.	5	-	-	-
	PC3. discuss various adventure tourism sites and activities.	5	-	-	-
	PC4. explain code of ethics, conservation ethics, Intellectual Property Loss schemes.	5	-	-	-
	PC5. discuss major wetland areas, Coastal.	5	-	-	-
	PC6. discuss joint forest management committee : A case study.	5	-	-	-
	PC7. analyze the ways to protect, conserve and preserve biodiversity.	-	10	-	-
	PC8. inspect ecological requirements and maintaining factors for priority species and ecosystems.	-	10	-	-
NOS Total		30	20	-	-

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory	Practical	Project	Viva
SGJ/N1826:Introduce to Ecotrail Management	*Introduce to Ecotrail Management*	25	25	-	-
	PC1. explain the role of Nature guide, Eco trekkers. Campsite Management.	5	-	-	-
	PC2. discuss the importance of waste management, different types of waste and segregate of waste into dry and wet categories.	5	-	-	-
	PC3. identify basic campsite requirement and	5	-	-	-
	PC4. discuss the safety measures during trekking and camping.	5	-	-	-
	PC5. identify Eco-friendly packages service techniques and importance of solar energy.	5	-	-	-
	PC6. analyze and Define problems.	-	5	-	-
	PC7. create processes to solve problems.	-	5	-	-
	PC8. inspect critical judgment in creating new understanding.	-	5	-	-
	PC9. assess existing understanding and develop critical thinking	-	5	-	-

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		Theory	Practical	Project	Viva
	PC10. build and apply new ideas, methods, and ways of thinking.	-	5	-	-
NOS Total		25	25	-	-

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory	Practical	Project	Viva
SGJ/N1827: Explain basics of Ecotourism, Hospitality and Management	*Explain basics of Ecotourism, Hospitality and Management*	**20**	**30**	-	-
	PC1. explain distinguish between homestay, ecolodges and houseboat.	4	-	-	-
	PC2. explain distinguish between traditional lodges Vs ecolodges.	4	-	-	-
	PC3. explain the requisites in homestay, ecolodges, Ecotourism Accommodation spectrum.	4	-	-	-
	PC4. discuss construction of homestay/Ecolodges, green building.	4	-	-	-
	PC5. explain the role of cooking, bed making and service sequence.	4	-	-	-

PC6. show how to create and Practice effective sales techniques, including marketing, public relations, and entrepreneurship.	-	3	-	-
PC7. show how to analyse and Implement safety and sanitation measures.	-	4	-	-
PC8. show how to build and Practice essential food production and cost control skills.	-	3	-	-
PC9. show how to organise and determine the organization and function of the hospitality industry.	-	4	-	-
PC10. show how to identify and apply business concepts and skills relevant to the operational areas of hospitality management.	-	4	-	-
PC11. show how to design and apply the fundamental principles of leadership and model the behavior of effective leaders.	-	4	-	-
PC12. show how to analyse and demonstrate effective communication skills.	-	4	-	-
PC13. analyze and solve problems, using appropriate tools and technology.	-	4	-	-
NOS Total	20	30	-	-

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NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory	Practical	Project	Viva
SGJ/N1828: Identify to Ecotourism marketing	*Identify to Ecotourism marketing*	20	30	-	-
	PC1. explain the role of marketing in	4	-	-	-
	PC2. discuss the role of online travel agencies.	4	-	-	-
	PC3. describe the use of MS-office, Internet, Emails, GIS software.	4	-	-	-
	PC4. illustrate the itineraries of Ecotourism.	4	-	-	-
	PC5. explain the importance of advertisement of role of social media and digital networking.	4	-	-	-
	PC6. show how to design and develop new marketing strategies to enhance green skills.	-	5	-	-
	PC7. show how to apply the four Ps of business marketing: product, price, promotion, and place.	-	5	-	-
	PC8. show how to apply the three Ps of tourism marketing: programming, people, and partnership.	-	5	-	-
	PC9. show how to examine how the ecotourism industry works.	-	5	-	-

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	PC10. discuss how to create ecotourism planning for governments.	-	5	-	-
	PC11. show how to inspect the impacts of tourism on the local environment and culture.	-	5	-	-
NOS Total		**20**	**30**	**-**	**-**

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NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory	Practical	Project	Viva
DGT/VSQ/N0101: Employability Skills (30 Hours)	*Introduction to Employability Skills*	1	1	-	-
	PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
	Constitutional values – Citizenship	1	1	-	-
	PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
	Becoming a Professional in the 21st Century	1	3	-	-
	PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
	Basic English Skills	2	3	-	-
	PC4. speak with others using some basic	-	-	-	-
	Communication Skills	1	1	-	-

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PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
Diversity & Inclusion	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
Financial and Legal Literacy	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-
PC10. calculate income, expenses, savings etc.	-	-	-	-

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PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
Essential Digital Skills	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
Entrepreneurship	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
Customer Service	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
Getting ready for apprenticeship & Jobs	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-

	PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total		**20**	**30**	-	-

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Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

1. Assessment System Overview:

    - Batches assigned to the assessment agencies for conducting the assessment on SDSM/SID or email
    - Assessment agencies send the assessment confirmation to VTP/TC looping SCGJ
    - Assessment agency deploys the ToA certified Assessor for executing the assessment
    - SCGJ monitors the assessment process & records

2. Testing Environment:

    - Confirm that the centre is available at the same address as mentioned on SDMS or SID
    - Check the duration of the training.
    - Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
    - Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
    - Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
    - Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
    - Check the availability of the Lab Equipment for the particular Job Role.

3. Assessment Quality Assurance levels / Framework:

    - Question papers created by the Subject Matter Experts (SME)
    - Question papers created by the SME verified by the other subject Matter Experts
    - Questions are mapped with NOS and PC
    - Question papers are prepared considering that level 1 to 3 are for the unskilled & semi-skilled individuals, and level 4 and above are for the skilled, supervisor & higher management
    - Assessor must be ToA certified & trainer must be ToT Certified
    - Assessment agency must follow the assessment guidelines to conduct the assessment

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4. Types of evidence or evidence-gathering protocol:

    - Time-stamped & geotagged reporting of the assessor from assessment location
    - Center photographs with signboards and scheme specific branding
    - Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
    - Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos

5. Method of verification or validation:

    - Surprise visit to the assessment location
    - Random audit of the batch
    - Random audit of any candidate

6. Method for assessment documentation, archiving, and access

    - Hard copies of the documents are stored
    - Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage
    - Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

On the Job:

OJT Monitoring Report
- As in Green Jobs Sector, reproducing the evidence for assessment is not feasible due to constraints like cost, confidentiality and controlled environment, every
- Apprentice is required to record the evidences performed during the OJT and the same gets authorized by his/her supervisor.
- The evidence recording is done in a structured monitoring report, termed as OJT Monitoring report.
- During the OJT, every trainee is required to fill the OJT monitoring report which is required to be signed by his/her supervisor.
- Towards the end of OJT period these reports are submitted with the HR department of company
- These duly submitted reports are then verified by an Industry nominated assessor for verification of evidence.

Theory, Practical & Viva:
- Scope – Is used to test the knowledge and understanding and skills acquired during the OJT as well as to conform the OJT monitoring report.
- Some personality traits and generic skills (such as – promptness, sharpness, communication skills, depth of knowledge, comprehension, presentation, patience
- etc) can also be tested, which is also required for the QP.

- Tools – The assessment's questions should be aligned with the Qualification Pack, covering the PCs. There will be summative assessment at the end of the OJT.
- Method – Direct questions open and close ended questions, situation-based questions, analytical questions, and decision-making based questions for Viva,
- MCQ for the theory and performing QP related operations for practical. Different questions in theory, practical and viva are included to test relevant PCs from
- the QP
- Analysis – Assessor draws a spectrum of ready answers to be expected from trainee for Viva. This reduces effect of subjectivity of the assessor. Comparative
- Quality of trainees within a batch or different institutes can be gauged. The skill is gauged by observing the practical work.

Execution of OJT Assessment:
- HR department hands over the individual OJT monitoring report with Industry nominated assessor and schedules an assessment meeting for each trainee.
- Industry nominated assessor assesses each trainee based on OJT monitoring report, viva on each PC and also takes into account attendance of each trainee towards the end of the OJT period.
- The OJT marks are compiled for each NOS by the Industry nominated assessor and submitted with HR department of company.
- The OJT assessment results are then sent to SCGJ by HR department of company in a sealed envelope for compiling the assessment results in case of offline assessment.

Annexure: Acronym and Glossary

Acronym

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

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf

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Annexure: Annexure: Career Progression and OM

OM and Job Role Progression -Nature Conservator cum Ecotourism Guide

NSQF	Entrepreneurial value chain	Organisational Verticals	
Level 6.5		Director/Deputy CEO	
Level 6		Nature Conservator cum Ecotorism Technical Manager	Senior Marketing Manager
Level 5	Ecotourism Entrepreneur /Home Stay cum Eco - Lodges Owner	Tourist/Environment Deputy Technical Manager/Supervisor	Marketing Deputy Manager
Level 4	Nature Conservator cum Ecotourism Guide	Tourist/Environment Junior Technical Manager	Marketing Junior Manager
Level 3	Skilled Junior Guide/ Worker	Skilled Tourist or Environment Assistant/Technician	Marketing Executive/ Retailers/ Agents
Level 2	Eco Tour Assistant (Cook/Porter)	Tourist or Environment Assistant / Front Office Assistant/Marketing Assistant	
Level 1	Eco Tour Helper	Helper/Guard/Sanitation Workers	

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