

QUALIFICATION FILE

Real Estate Advisor

☒ 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: 5.0

Submitted By:

The Institution of Civil Engineers

Address: 309-310, Suncity Trade Tower, Sector-21, Gurugram, Haryana -122016

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Section 1: Basic Details

1.	Qualification Name	Real Estate Advisor																			
2.	Sector/s	Construction																			
3.	Type of Qualification: ☒ New ☐ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: NA	NQR Code & version of existing/previous qualification: NA																		
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA																			
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-05-CO-03707-2025-V1-TICE	6. NCrf/NSQF Level: 5.0																		
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate																			
8.	Brief Description of the Qualification	A Real Estate Advisor assists clients in buying, selling, or renting properties. The role involves understanding market trends, evaluating property values, negotiating deals, and guiding clients throughout the transaction process. The Real Estate Advisor must possess strong knowledge of real estate laws, marketing, and customer service.																			
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Completed 2nd year of diploma (after 12th)</td> <td>1 year relevant experience in real estate industry</td> </tr> <tr> <td>2.</td> <td>Completed 3-year diploma after 10th</td> <td>1.5-year relevant experience in real estate industry</td> </tr> <tr> <td>3.</td> <td>12th Grade pass</td> <td>3-year relevant experience in real estate industry</td> </tr> <tr> <td>4.</td> <td>Previous relevant qualification of NSQF Level 4.0</td> <td>3-year relevant experience in real estate industry</td> </tr> <tr> <td>5.</td> <td>Previous relevant qualification of NSQF Level 4.5</td> <td>1.5- year relevant experience in real estate industry</td> </tr> </tbody> </table> b. Age: 18 years		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	Completed 2nd year of diploma (after 12th)	1 year relevant experience in real estate industry	2.	Completed 3-year diploma after 10th	1.5-year relevant experience in real estate industry	3.	12th Grade pass	3-year relevant experience in real estate industry	4.	Previous relevant qualification of NSQF Level 4.0	3-year relevant experience in real estate industry	5.	Previous relevant qualification of NSQF Level 4.5	1.5- year relevant experience in real estate industry
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																			
1.	Completed 2nd year of diploma (after 12th)	1 year relevant experience in real estate industry																			
2.	Completed 3-year diploma after 10th	1.5-year relevant experience in real estate industry																			
3.	12th Grade pass	3-year relevant experience in real estate industry																			
4.	Previous relevant qualification of NSQF Level 4.0	3-year relevant experience in real estate industry																			
5.	Previous relevant qualification of NSQF Level 4.5	1.5- year relevant experience in real estate industry																			
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrf))	17	11. Common Cost Norm Category (I/II/III) (wherever applicable): II																		

12.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	NA																		
13.	Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	☒ Offline ☐ Online ☐ Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>180</td> <td>240</td> <td>90</td> <td>-</td> <td>510</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <i>(Refer Blended Learning Annexure for details)</i>	Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	180	240	90	-	510	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)															
Classroom (offline)	180	240	90	-	510															
Online																				
14.	Aligned to NCO/ISCO Code/s <i>(if no code is available mention the same)</i>	NCO-2015/3334.9900																		
15.	Progression path after attaining the qualification <i>(Please show Professional and Academic progression)</i>	Real Estate Advisor (L5) → Senior Real Estate Advisor (L6)																		
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	☐ Yes ☒ No URLs of similar Qualifications:																		
18.	Is the Job Role Amenable to Persons with Disability	☐ Yes ☒ No If "Yes", specify applicable type of Disability:																		
19.	How Participation of Women will be Encouraged	Career Awareness Programs: Organize workshops and seminars in schools and colleges to educate young women about career opportunities in real estate, focusing on roles like Real Estate Advisors. Targeted Training Programs: Develop training programs specifically designed for women to acquire essential skills in real estate advising. These programs can be offered through vocational schools, real estate institutes, and industry-related organizations. Mentorship Programs: Connect new female real estate advisors with seasoned mentors who can offer guidance, support, and career development advice. Industry Partnerships: Partner with real estate firms, industry associations, and professional networks to launch initiatives aimed at boosting female representation in the real estate advisory sector. Facilities: Ensure that real estate offices and field locations provide appropriate facilities, such as private meeting spaces and flexible work arrangements, to accommodate female professionals.																		
20.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it)</i>	☒ Yes ☐ No (Covered in DGT/VSQ/N0102)																		

21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☐ Yes ☒ No Colleges ☒ Yes ☐ No
22.	Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Maya Thakur Email: dg@ice.net.in Website: Contact No.: +91 9717900050
23.	Final Approval Date by NSQC: 18/02/2025	24. Validity Duration: 3 Years post NSQC Approval 25. Next Review Date: 18/02/2028

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

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

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

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Assess the client's needs and provide consultation	ICE/CON/N0101, v1.0	Core	5	2	20	40	-	-	60	30	50	-	20	100	20
2.	Undertake property marketing and promotion	ICE/CON/N0102, v1.0	Core	5	3	20	40	30	-	90	30	50	-	20	100	15
3.	Conduct market analysis and property valuation	ICE/CON/N0103, v1.0	Core	5	3	20	40	30	-	90	30	50	-	20	100	15
4.	Facilitate negotiations and close real estate deals	ICE/CON/N0104, v1.0	Core	5	3	20	40	30	-	90	30	50	-	20	100	15
5.	Carry out documentation and ensure legal compliance	ICE/CON/N0105, v1.0	Core	5	2	20	40	-	-	60	30	50	-	20	100	15
6.	Perform client relationship management	ICE/CON/N0106, v1.0	Core	5	2	20	40	-	-	60	30	50	-	20	100	15
7.	Employability Skills (60 Hours)	DGT/VSQ/N0102, v1.0	Non-Core	4	2	60	-	-	-	60	20	30	-	-	50	5
Duration (in Hours) / Total Marks					17	180	240	90	-	510	200	330	-	120	650	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: 70% (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	ITI (Minimum Requirement) in Real Estate Sales, Marketing, or related field with 5 year of experience in Real Estate Industry with 2 year of training experience in Real Estate Industry Or Diploma in Civil Engineering, Business Administration, or Real Estate Management with 6 years of industry and 1 year of training experience in real estate industry OR BBA/ B.Com. in Real Estate Management/ Marketing/Finance/ Property Management with 3years of industry and 1 year of training experience in real estate industry OR B.Sc. .(Hons) in Real Estate/Property Management with 3 years of industry and 1 year of training experience in real estate industry OR MBA/ M.Com. in Finance/Marketing with 2 years of industry and 1 year of training experience in real estate industry OR M.Sc. in Valuation (Real Estate)/Marketing/Finance with 2 years of industry and 1 year of training experience in real estate industry
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	BBA/ B.Com. in Real Estate/ Marketing/Finance/ Property Management with 5 years of industry and 1 year of training experience in real estate industry OR B.Sc. in Real Estate/Property Management in Real Estate/Property Management with 5 years of industry and 1 year of training experience in real estate industry OR MBA/ M.Com. in Real Estate/Finance/Marketing with 4 years of industry and 1 year of training experience in real estate industry OR M.Sc. in Real Estate Valuation/Marketing/Finance with 4 years of industry and 1 year of training experience in real estate industry

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	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Diploma in Civil Engineering, Business Administration, or Real Estate Management with 4 years of industry and 1 year of training experience in real estate industry OR BBA/ B.Com. in Real Estate Management/ Marketing/Finance/ Property Management with 2 years of industry and 1 year of training experience in real estate industry OR B.Sc. .(Hons) in Real Estate/Property Management with 2 years of industry and 1 year of training experience in real estate industry OR MBA/ M.Com. in Finance/Marketing with 1 years of industry and 1 year of training experience in real estate industry OR M.Sc. in Valuation (Real Estate)/Marketing/Finance with 2 years of industry and 1 year of training experience in real estate industry
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Diploma in Real Estate/Property Management with 5 years of industry and 1 year of training experience in real estate industry OR BBA/ B.Com. in Real Estate/ Marketing/Finance/ Property Management with 2 years of industry and 1 year of training experience in real estate industry OR B.Sc. in Real Estate/Property Management in Real Estate/Property Management with 2 years of industry and 1 year of training experience in real estate industry OR MBA/ M.Com. in Real Estate/Finance/Marketing with 3 years of industry and 1 year of training experience in real estate industry OR

		M.Sc. in Real Estate Valuation/Marketing/Finance with 3 years of industry and 1 year of training experience in real estate industry
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	BBA/ B.Com. in Real Estate/ Marketing/Finance/ Property Management with 5 years of industry and 1 year of training experience in real estate industry OR B.Sc. in Real Estate/Property Management in Real Estate/Property Management with 5 years of industry and 1 year of training experience in real estate industry OR MBA/ M.Com. in Real Estate/Finance/Marketing with 4 years of industry and 1 year of training experience in real estate industry OR M.Sc. in Real Estate Valuation/Marketing/Finance with 4 years of industry and 1 year of training experience in real estate industry
4.	Assessment Mode (Specify the assessment mode)	Online and Offline
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): 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): No
4.	Number of Industry validation provided: 29
5.	Estimated nos. of persons to be trained and employed: 2000
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: In Process If "No", why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors (Mandatory)	Annexure-1
2.	Annexure: List of tools and equipment relevant for qualification (Mandatory, except in case of online course)	Annexure-2
3.	Annexure: Detailed Assessment Criteria (Mandatory)	Annexure-5
4.	Annexure: Assessment Strategy (Mandatory)	Annexure-6
5.	Annexure: Blended Learning (Mandatory, in case selected Mode of delivery is "Blended Learning")	NA
6.	Annexure: Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)	NA
7.	Annexure: Acronym and Glossary (Optional)	Annexure-7
8.	Supporting Document: Model Curriculum (Mandatory – Public view)	Yes
9.	Supporting Document: Career Progression (Mandatory - Public view)	Attached
10.	Supporting Document: Occupational Map (Mandatory)	Attached
11.	Supporting Document: Assessment SOP (Mandatory)	Attached
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
Professional Theoretical Knowledge/Process	- Process of assessing the client's needs and provide consultation. - Process of marketing and promotion of the property. - Process of conducting market analysis and property valuation. - Process of negotiations and closing real estate deals. - Process of carrying out documentation and ensure legal compliance. - Process of performing client relationship management.	The individual should be able to assess the client's needs and provide consultation, market and promote the property, conduct market analysis and property valuation, facilitate negotiations and close real estate deals, carry out documentation and ensure legal compliance, and perform client relationship management. These competencies are appropriate to an NSQF level 5 job role.	5

Professional and Technical Skills/ Expertise/ Professional Knowledge	• Understand the regulations governing the real estate industry, including the Real Estate (Regulation and Development) Act 2016. • Know the Professional Tax Registration (PTR) process and renewal requirements. • Understand the regulatory framework and industry practices. • Understand the application of RERA law from the perspective of a real estate professional. • Know the various marketing principles and strategies. • Understand the different digital marketing methods, such as email marketing, social media marketing, search engine marketing. • Know the traditional methods for real estate marketing, such as print advertising, events, open houses, etc. • Understand the regulations and ethical standards related to property advertising. • Understand the process of data collection and analysis, including Comparative Market Analysis (CMA). • Know about different online platforms for market research, property listings, and real estate news. • Understand the use of appropriate data analytics and visualization tools to interpret and present market data. • Know the applicable regulatory and legal requirements, including zoning laws, building codes, environmental regulations. • Know the different property valuation methods, such as sales comparison approach, cost approach and income approach. • Know the property inspection requirements, such as physical condition, functional utility and location analysis. • Understand the relevant negotiation and closing techniques • Understand the importance of drafting clear, concise, and legally binding real estate contracts. • Know about the supporting documents for real estate transactions, such as title reports, disclosure forms, inspection reports, and appraisal reports. • Understand the use of appropriate document management systems. • Understand the importance of accurately interpreting and acting on client feedback. • Know how to effectively convey information in person, over the phone, and in written form (emails, reports, contracts).	A Real Estate Advisor should have knowledge and understanding of various rules and regulation applicable as per the RERA law, various marketing principles and strategies, the different property valuation methods, relevant negotiation and closing techniques, appropriate document management systems, client's requirement, etc. The listed learning outcomes are appropriate to an NSQF level 5 job role.	5
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Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	• Identify and describe client needs to provide relevant real estate consultation. • Analyze property marketing strategies and create promotional materials to attract buyers. • Evaluate market data and use valuation techniques to assess property value. • Apply negotiation skills to reach agreements and close real estate deals. • Create and manage documentation to ensure legal compliance in transactions. • Develop and maintain client relationships to enhance customer satisfaction and retention. • Generate marketing strategies based on market research to improve property visibility. • Interpret market trends and provide strategic recommendations for property investments. • Implement deal structures and resolve conflicts during the negotiation process. • Optimize documentation processes to ensure accuracy and efficiency. • Adhere to ethical standards and regulations in all real estate transactions. • Cultivate a professional network to support business growth and generate referrals.	As indicated, the skill set is required to efficiently and safely carry out a wide range of tasks related to real estate transactions. This includes assessing and understanding client needs for tailored consultations, conducting accurate market analysis and property valuation, and applying effective marketing strategies to attract buyers. Additionally, strong negotiation skills, meticulous documentation management, and adherence to legal and ethical standards are crucial for successful deal-making and client relationship management. The listed requirements are appropriate to an NSQF level 5 job role.	5
Broad Learning Outcomes/Core Skill	• Assess client needs and offer tailored real estate consultation to match their preferences. • Utilize online and offline marketing strategies to promote properties effectively. • Conduct market analysis and property valuation for accurate pricing and informed decisions. • Facilitate negotiations and close deals to achieve favorable outcomes. • Handle documentation and ensure compliance with relevant laws and regulations. • Manage client relationships to enhance satisfaction and retention.	A Real Estate Advisor is expected to acquire proficiency in assessing client needs to provide tailored consultations, utilizing both online and offline marketing strategies to effectively promote properties, and conducting market analysis for accurate pricing. Additionally, they must facilitate negotiations to close deals favorably, handle documentation with legal compliance, and manage client relationships to enhance satisfaction and retention. The listed learning outcomes are appropriate to an NSQF level 5 job role.	5
Responsibility	The individual in this job role will be responsible for the below-mentioned activities: • Assess the needs of clients	A Real Estate Advisor assists clients in buying, selling, or renting properties. The role involves understanding market trends, evaluating property	5

	• Consult the clients • Conduct property assessment and analysis • Plan property marketing • Market properties online • Market properties offline • Analyze the market • Conduct property valuation • Facilitate real estate negotiations • Close real estate deals • Carry out real estate documentation • Ensure legal compliance • Manage client relationship • Provide support during the sales process	values, negotiating deals, and providing guidance to clients throughout the transaction process. The Real Estate Advisor must possess strong knowledge of real estate laws, marketing, and customer service. Thus, the listed job responsibilities are suitable for an NSQF level 5 job role.	
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Annexure 2: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Customer Relationship Management Software (Salesforce, Zoho CRM, and HubSpot)	Nos	1
2	Electronic Signature Software (DocuSign, Adobe Sign, and HelloSign)	Nos	1
3	Mapping and Navigation Tools (Google Maps or Waze)	Nos	30
4	Measuring Tape or Laser Distance Measure	Nos	30
5	Real Estate Contracts and Forms	Nos	30
6	Marketing Materials (brochures, flyers and signage)	Nos	30

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. Laptop

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.	Real Estate Regulatory Authority, (RERA) Punjab	Mr. Manish Sharma	Manager (IT)	1st Floor, Block B, Plot No. 3, Madhya Marg, Sector 18 A, Chandigarh - 160018	0172-5139822/9855406222	helprera@punjab.gov.in, mngrit.rera@punjab.gov.in	
2.	Real Estate Regulatory Authority, (RERA) Haryana	Mr. K. L. Kapoor	Executive Director	Mini Secretariat, New Office Block, 2nd & 3rd Floor, Sector-1, Panchkula, Haryana-134114	0172-2584232,2585232	hrerapkl-hry@gov.in	
3.	Telangana Real Estate Regulatory, (RERA) Authority	Ms. Ashwini	Deputy Director	DTCP Building Ground Floor, 640, AC Guads, Masab Tank, Opp. PTI Building, Hyderabad - 500004	9100600009	deputydirectorrera@gmail.com	
4.	KW Group	Mr. Jatin Singh Chaudhary	Manager	B-97, Sector 63, Noida, Uttar Pradesh 201301	9310224811	sm37@kwgroup.in	
5.	KRS Build Infra Private Limited	Mr. Rohit Verma	Sales Manager	D -67, KCR Town Agra UP 282002	8650050133	Vrohit2096@gmail.com	
6.	AMJINA VENTURES PVT LTD	Mr. Mohd Kashif	Director	F-18 BS Road Industrial Area Ghaziabad (UP) 201009	9027655562	kashifsaifi8@gmail.com	
7.	GOLDEN INFRATECH	Mr. AYUSH SHARMA	MANAGER	PLOT NO-110-111, BALAJI ENCLAVE, CROSSING REPUBLIC ROAD, SAHABERI, NOIDA, GAUTAM BUDDH NAGAR, UTTAR PRADESH	8826106560	funkyayushsharma@gmail.com	
8.	Prop Invest Consulting	Mohd Shanawaz	Partner	Patel Nagar, Ghaziabad, UP	9990216678	Imshan9990@gmail.com	
9.	SAIFI PREFAB	Mr. Shivam Sharma	Engineer	60, INDRAPURI, COLONY, RAWLI ROAD, MURADNAGAR, GHAZIABAD (U.P)- 201206	9818775825	shivamvihan2016@gmail.com	

10.	Senryaku Management Private Limited	Mr. Udit Kaushik	Project Manager	DLF THE ULTIMA, Sector 81, Gurugram, Haryana	9690909024	udit@senryaku.co.in	
11.	Shri Murli Madan Real Estate Pvt. Ltd.	Mr. Ankit Kumar	Sales Manager	Raj Nagar Extension, Ghaziabad	7088566877	29ankitgarg92@gmail.com	
12.	Shree Shanidev Buildtech Pvt. Ltd.	Mr. Vishal Gupta	Accountant	Secto 22, Noida UP	8826106560	vishalg@gmail.com	
13.	Shri Ram Real Estate	Ms. Rachana Bharadwaj	Project Advisor	Sector 51, Noida	8630086989	rachanabhardwaj99@gmail.com	
14.	Am Reality Solution	Mr. Satyam Vashishth	Manager	Sector 62, Noida	9012773132	satyamsharmahot@gmail.com	
15.	Gaursons India Private Limited (Gaurs Group)	Mr. Kuldeep Kumar	Safety Officer	Indirapuram, Ghaziabad	9873706418	Kuldeep.kumar@gaursonsindia.com	
16.	Institute of Management Technology	Mr. Sandeep Sharma	Chief Project Engineer	Raj Nagar, Ghaziabad	9810566031	Sharma.sandyk@gmail.com	
17.	Urban Estate	Mr. Rahul Sharma	Sales Executive	Ghaziabad	7217845613		
18.	Bricksnwall Innovations Private Ltd.	Ms. Kashish Ali	HR	H- 127, 2nd Floor, Sector 63, Noida, Uttar Pradesh, 201301	9311124726	hr@bricksnwall.com	
19.	CRC HOMES PRIVATE LIMITED (CRC Group)	Mr. Shainky Garg	Project Manager	Ground Floor, Tower A, Plot -5, Logix Techno Park, Sector - 127, Noida, Gautam Buddha Nagar, Uttar Pradesh, 201313	9639289428	shainky.garg@crcgroup.in	
20.	Know How School	Mr. Deepesh Bafna	Partner	Know How Schools LLP, C 601, Royal Casa, Ravet, Pune 412 101	9405266123	learn@knowhowschools.com	
21.	Build It Better Pvt. Ltd.	Mr. Rahul Arora	Principal Architect	Goyal Mansion, Agrasen Bhawan, Behal, Bhiwani Haryana 127028 - India	9568438787	arrahul.bib@gmail.com	
22.	Asirbadh Projects and Infrastructure Limited	Mr. Kunwar Jee	GM Projects	A.G Office Road, Doranda, Ranchi-834002, Jharkhand.	7858801901	ahplmd@yahoo.com	

23.	Vyankatesh Real and Estate Developers	Mr.Sumit Padole	Director	Shop No 1 Salasar Vihar, Wathoda Nagpur,Maharastra	8087746430	sumitpadole29@icloud.com	
24.	River Edge Realtor Pvt. Ltd	Ms.Chhaya Pandey	Sales Manager	DTJ 715 , DLF Tower B, Jasola New Delhi 110025	9289099452	contact@riveredgerealtor.com	
25.	Tecnova India Private Limited	Happy Sharma	Senior Consultant	412-415, 2nd Floor, Nimai Tower, Phase IV, Udyog Vihar, Sector 18, Gurugram, Haryana 122015	9821179301	happy.sharma@tecnovaglobal.com	
26.	Sawasdee & Galaxy Group	Deepak Kumar	Site Engineer Civil	Supertech Eco Village 2 Tower C-3 Galaxy Blue Sapphire Plaza , 19 th Floor , Office Tower Sector 4,Greater Noida , Uttar Pradesh 201309	9058345074	dkdeepakrkumar1994@gmail.com	
27.	Gaursons India	Kuldeep Kumar	Engineer Facility Department	Office No F-101 ,First Floor ,Plot no 2/3 Ashish Commercial Complex ,New Rajdhani Enclave ,Delhi 110092	9873706418	klngkuldeep.kk001@gmail.com	
28.	Empiretech Developers Private Limited	Sachin Sharma	Managing Director	C-234 Sushant Shopping Arcade Sushant Lok , Phase - 1 Gurugram Haryana	8851608021		
29.	Truevisory Realty Private Limited	Rahul Kori	Assistant Manager Sales	H-51 ,2 nd Floor Sector-63 , Noida Uttar Pradesh 201301	8750524908	Kumarrahul19395@gmail.com	

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	2000	400	30	30	10	10
2025	2000	800	50	50	30	30
2026	2000	800	50	50	30	30

Data to be provided year-wise for next 3 years

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

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

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

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

- 1.
- 2.

Content availability for previous versions of qualifications:

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

Languages in which Content is available:

Annexure 5: Detailed Assessment Criteria

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

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
ICE/CON/N0101: Assess the client's needs and provide consultation	<i>Assess the needs of clients</i>	10	15	-	5
	PC1. identify potential real estate clients through targeted research	-	-	-	-
	PC2. conduct initial consultations to understand client requirements, preferences, and financial capabilities	-	-	-	-
	PC3. collect detailed information on client expectations regarding location, property type, budget, and timeline	-	-	-	-
	PC4. maintain the record of client interactions, including their specifications, budget and preferences	-	-	-	-
	<i>Consult the clients</i>	20	35	-	15
	PC5. carry out site visits and engage with property owners to verify property details	-	-	-	-
	PC6. assemble relevant documents, such as market reports, property listings, and informational brochures	-	-	-	-
	PC7. identify suitable real estate offers that align with the requirements of clients, financial capabilities, and preferences	-	-	-	-

	PC8. advise clients on potential properties that match their needs	-	-	-	-
	PC9. provide clients with accurate and reliable market data, including property prices, loans and legal requirements, to guide their decisions	-	-	-	-
	PC10. consult clients about buying/ selling/ renting the appropriate property options	-	-	-	-
	PC11. provide a comprehensive overview of the current market conditions, including pricing trends	-	-	-	-
	PC12. track and inform the client about any significant market changes that could impact their decisions	-	-	-	-
	Total Marks	30	50	-	20
ICE/CON/N0102: Undertake property marketing and promotion	<i>Conduct property assessment and analysis</i>	<i>10</i>	<i>15</i>	<i>-</i>	<i>5</i>
	PC1. determine the goals, expectations, and desired timelines of property owners	-	-	-	-
	PC2. conduct a thorough assessment of the property, including its condition, unique features, and potential market value	-	-	-	-
	PC3. conduct comparative market analysis to estimate property values	-	-	-	-
	PC4. identify unique selling points for comparable properties	-	-	-	-
	<i>Plan property marketing</i>	<i>10</i>	<i>15</i>	<i>-</i>	<i>5</i>
	PC5. create a marketing plan outlining the marketing methods and channels to be used	-	-	-	-
	PC6. determine the budget for various marketing activities, including online and offline efforts	-	-	-	-
	PC7. coordinate the preparation of marketing materials, such as photography, videography, brochures, etc.	-	-	-	-
	PC8. ensure marketing materials accurately describe property features and unique selling points	-	-	-	-
	<i>Market properties online</i>	<i>5</i>	<i>10</i>	<i>-</i>	<i>5</i>
	PC9. undertake online marketing of properties through online property listings, social media, email marketing, etc.	-	-	-	-
	PC10. create and manage property listings on various platforms	-	-	-	-
	<i>Market properties offline</i>	<i>5</i>	<i>10</i>	<i>-</i>	<i>5</i>
	PC11. undertake offline marketing of properties through print advertising, industry events, etc.	-	-	-	-
	PC12. conduct property viewings and open houses to market properties	-	-	-	-

	PC13.prepare and deliver convincing presentations on properties and real estate services	-	-	-	-
	Total Marks	30	50	-	20
ICE/CON/N0103: Conduct market analysis and property valuation	<i>Analyse the market</i>	<i>15</i>	<i>25</i>	<i>-</i>	<i>10</i>
	PC1. determine the geographic area for the analysis	-	-	-	-
	PC2. determine the types of properties, e.g. residential, commercial, industrial, etc.	-	-	-	-
	PC3. collect the demographic data, i.e. population, age distribution, income levels, and employment rates, concerning the target area	-	-	-	-
	PC4. analyse the market trends, including property price trends, rental rates, and vacancy rates	-	-	-	-
	PC5. identify major competitors in the market	-	-	-	-
	PC6. analyze the strengths, weaknesses, pricing strategies, and market share of the competitors	-	-	-	-
	PC7. conduct supply and demand analysis	-	-	-	-
	PC8. determine the applicable zoning laws, building regulations, and other legal considerations	-	-	-	-
	<i>Conduct property valuation</i>	<i>15</i>	<i>25</i>	<i>-</i>	<i>10</i>
	PC9. inspect the identified properties to assess their condition, features, and any potential issues	-	-	-	-
	PC10.conduct comparable sales analysis and adjust the value of properties based on size, condition, location and features	-	-	-	-
	PC11.calculate the Net Operating Income (NOI) for rental properties	-	-	-	-
	PC12.determine the capitalization rate of rental properties based on market data	-	-	-	-
	PC13.estimate the cost to replace the property with a similar one	-	-	-	-
	PC14.track the market conditions, developments, trends, and forecasts and accordingly adjust the property valuation	-	-	-	-
	PC15.prepare the property valuation reports including the relevant data	-	-	-	-
	Total Marks	30	50	-	20
ICE/CON/N0104: Facilitate negotiations and close real estate deals	<i>Facilitate real estate negotiations</i>	<i>20</i>	<i>30</i>	<i>-</i>	<i>12</i>
	PC1. present appropriate offers to clients based on their budget and interests	-	-	-	-
	PC2. provide detailed information about the property and offer, including location, amenities, pricing, terms and conditions, contingencies, and closing dates	-	-	-	-

	PC3. facilitate property inspections, appraisals, and final walkthroughs	-	-	-	-
	PC4. negotiate offers between buyers and sellers or landlords and tenants	-	-	-	-
	PC5. assist clients in securing the best possible price and favourable conditions, such as closing date and contingencies	-	-	-	-
	PC6. ensure all parties reach a mutually beneficial agreement	-	-	-	-
	PC7. perform the relevant legal checks, including title verification and property documentation	-	-	-	-
	PC8. coordinate property inspections and address any issues that arise	-	-	-	-
	PC9. provide support to clients in securing financing by connecting them with lenders and assisting with loan applications	-	-	-	-
	PC10. guide clients with financial planning concerning property purchase	-	-	-	-
	<i>Close real estate deals</i>	10	20	-	8
	PC11. ensure all necessary documents, e.g. sale agreement and title deed, are prepared appropriately and reviewed, etc.	-	-	-	-
	PC12. ensure the real estate transactions comply with the local real estate laws and regulations	-	-	-	-
	PC13. conduct a final walkthrough of the property with the client	-	-	-	-
	PC14. coordinate the closing meeting with the buyer, seller, and legal representatives	-	-	-	-
	PC15. facilitate the transfer of ownership and ensure all payments are made	-	-	-	-
	Total Marks	30	50	-	20
ICE/CON/N0105: Carry out documentation and ensure legal compliance	<i>Carry out real estate documentation</i>	20	30	-	12
	PC1. prepare and review real estate documents, including sale agreements, purchase agreements, lease agreements, and addendums	-	-	-	-
	PC2. ensure all documents are accurate, complete, and free from errors	-	-	-	-
	PC3. assist clients in drafting, reviewing, and finalizing contracts, ensuring compliance with legal standards	-	-	-	-
	PC4. ensure contracts reflect the agreed terms and conditions between the parties	-	-	-	-
	PC5. provide mandatory disclosure statements to clients, detailing important information about properties	-	-	-	-
	PC6. compile due diligence reports, including property inspections, environmental assessments, and legal checks	-	-	-	-

	PC7. coordinate the preparation of closing documents, such as the deed, closing statement, and transfer forms	-	-	-	-
	PC8. maintain accurate records of all transactions and communications	-	-	-	-
	<i>Ensure legal compliance</i>	10	20	-	8
	PC9. follow the latest real estate laws to stay updated with the applicable regulations and policies in the relevant jurisdictions	-	-	-	-
	PC10.ensure the property title is clear and free from any disputes or legal encumbrances	-	-	-	-
	PC11.ensure real estate transactions comply with the applicable local, state, and national laws, regulations and ethical standards, including zoning laws and property taxes	-	-	-	-
	PC12.adhere to Anti-Money Laundering (AML) regulations by verifying the source of funds for property transactions	-	-	-	-
	PC13.comply with consumer protection laws to safeguard the interests of clients	-	-	-	-
	Total Marks	30	50	-	20
ICE/CON/N0106: Perform client relationship management	<i>Manage client relationship</i>	24	40	-	14
	PC1. maintain a database of clients, leads, and potential clients with contact information, preferences, etc.	-	-	-	-
	PC2. determine the specific real estate requirements of clients and adapt the property recommendations and services accordingly	-	-	-	-
	PC3. provide good customer service by responding to inquiries and solving issues	-	-	-	-
	PC4. provide ongoing support and follow up with clients after transactions are completed	-	-	-	-
	PC5. ensure customer satisfaction to encourage repeat business and referrals	-	-	-	-
	PC6. personalize the client communications based on customer data and behaviour	-	-	-	-
	PC7. maintain contact with clients after the sale to address any issues and ensure satisfaction	-	-	-	-
	PC8. use the appropriate CRM tools to manage marketing campaigns, segment the audience, and automate follow-ups	-	-	-	-
	PC9. build and maintain long-term relationships with clients	-	-	-	-
	<i>Provide support during the sales process</i>	6	10	-	6
	PC14.monitor stages of the sales process and implement strategies to move leads through the sales pipeline	-	-	-	-

	PC15. assist the clients through the sales process, including property viewings, negotiation, and closing	-	-	-	-
	Total Marks	30	50	-	20
DGT/VSQ/N0102: Employability Skills (60 Hours)	<i>Introduction to Employability Skills</i>	1	1	-	-
	PC1. identify employability skills required for jobs in various industries	-	-	-	-
	PC2. identify and explore learning and employability portals	-	-	-	-
	<i>Constitutional values – Citizenship</i>	1	1	-	-
	PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
	PC4. follow environmentally sustainable practices	-	-	-	-
	<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
	PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
	PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
	<i>Basic English Skills</i>	2	3	-	-
	PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
	PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
	PC9. write short messages, notes, letters, e-mail etc. in English	-	-	-	-
	<i>Career Development & Goal Setting</i>	1	2	-	-
	PC10. understand the difference between job and career	-	-	-	-
	PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
	<i>Communication Skills</i>	2	2	-	-
	PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
	PC13. work collaboratively with others in a team	-	-	-	-
	<i>Diversity & Inclusion</i>	1	2	-	-

PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products, and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc.	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation				
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline/online methods as per requirement	-	-	-	-

	PC32.answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
	PC33.identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
	Total Marks	20	30	-	-
Grand Total		200	330	-	120

Annexure 6: 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 SIP
- The batch allocation Matrix prepared for each month based on previous months' performance of AAs, which determines the quantum of Assessment which can be allocated to each AA for a month
- Post allocation of assessment, Assessment agencies send the assessment confirmation to SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process.

2. Testing Environment:

- A combination of Theory and practical/demonstration test is deployed to assess knowledge and Skill respectively of Learners.
- Assessment is conducted at Training center in in-person/offline mode
- For Skill assessment, environment is simulated to create a realistic Working Environment that should replicate the key features of the workplace. In job roles, where it is difficult to replicate the same, the OJT assessment is implemented.
- During the practical task, trainees are assessed on their workmanship, quality of finished product, time management, etc., based on the performance criteria (PC), knowledge and understanding and their professional and soft skills as specified in the qualification pack.
- Knowledge assessment is done through closed ended questions up to level 4 and from level 5 onwards, it is mixture of open ended and closed ended questions

3. Assessment Quality Assurance levels/Framework

- Assessment criteria is developed for each QP which acts as a guide for developing question set /banks
- Sample questions aligned with Assessment criteria for each QP are developed by SSC and validated by industry
- Taking reference of Assessment criteria and Sample Questions, AAs create the question bank which is further validated by SSC
- Questions are mapped to the specified assessment criteria
- It is mandatory that Assessor and Trainer must be ToA certified & ToT Certified respectively

- Continuous Monitoring through virtual and In-person mode are conducted to ensure the assessment is conducted as per stipulated process
- Process and Technical audit of assessment batches by quality team are conducted to avoid the errors in assessment process
- A well -defined comprehensive framework of NON-COMPLIANCE MATRIX is defined and implemented to identify the non-compliance made by assessor and AA and punitive actions are taken correspondingly.
- The capacity building sessions are conducted regularly for assessors and assessment agencies to update them about best practices in assessment

4. Types of evidence or evidence-gathering protocol:

- Post Assessment, the evidences are uploaded by Assessor to assessment agency and further assessment agency to SSC as per stipulated TAT
- Evidences are broadly the photographic and video graphic in nature
- Assessment agencies upload the evidence on SIP and detailed evidence on SSC digital platform (ZoHO)
- Evidences are; NOS wise-Geotagged photographs and videos of Theory Test & Practical Tasks, Attendance sheet, result summary sheet, group photographs.

5. Method of verification or validation:

- The process and technical audit of assessment batches are done by SSC
- Attendance of each candidate is verified and it is ensured that only those candidates are assessed by assessors who are meeting the stipulated minimum percentage of attendance
- The result of each candidate is verified, it is verified that that result on SIP are matching with respect to summary sheet submitted by AAs
- Under detailed technical audit for sample of batches, the knowledge and skill assessment results for each candidate is checked in technical aspect.
- All the evidences of batches are preserved on server of SSC digital platform

On the Job:

- On job training (OJT), candidates undergo training and learning at actual workplace for a fixed period of time and a certain weightage of assessment is allocated out of total skill weightage of Qualification Pack for undergoing OJT as stipulated by ICE. This OJT score and assessors' end point score are combined to arrive at final Marking/grading of trainees' skill test. The OJT score is determined by the Supervisor of the company under which candidates undergo on job training.

Annexure 7: 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
ICE	The Institution of Civil Engineers
CRM	Customer Relationship Management
PTR	Professional Tax Registration
RERA	Real Estate Regulatory Authority
CMA	Comparative Market Analysis
NOI	Net Operating Income
AML	Anti-Money Laundering

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