QUALIFICATION FILE

Plant Head – Operations (Compressed Biogas/Waste to Energy)

☒ **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: 7

Submitted By:

Skill Council for Green Jobs

**Chief Executive Officer
CBIP Building, Malcha Marg,
Chanakyapuri, New Delhi – 110021
Contact no. and mail: 9871119101, ceo@sscgj.in**

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Section 1: Basic Details

1.	**Qualification Name**	**Plant Head – Operations (Compressed Biogas/Waste to Energy)**	
2.	**Sector/s**	**Environmental Science**	
3.	**Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options**	**NQR Code & version of existing/previous qualification:** 2022/WSSWM/SCGJ/05145 & version 1.0	**Qualification Name of existing/previous version:** Plant Head – Operations (Compressed Biogas/Waste to Energy)
4.	**a. OEM Name** **b. Qualification Name** (Wherever applicable)		
5.	**National Qualification Register (NQR) Code &Version**	**QG-07-ES-01348-2023-V1.1-SCGJ**	**6. NCrF/NSQF Level:** 7
7.	**Award (Certificate/Diploma/Advance Diploma/ Any Other**	Certificate	
8.	**Brief Description of the Qualification**	The individual at work is responsible for proper operations of the plant, including monitoring the daily operations and production processes of the plant, managing the human resource, finance and administrative tasks at the CBG plant.	
9.	**Eligibility Criteria for Entry for Student/Trainee/Learner/Employee**	**a. Entry Qualification & Relevant Experience:**	

S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)
1.	Pursuing PhD	NA
2.	Pursuing 2nd year of MTech /Post Graduate (Agriculture/Environment science) or in any relevant discipline	NA
3.	Completed 3-year UG degree	3 years of relevant experience in waste

			management or a related sector.
	4.	Completed 4 year UG degree with Honours/ Honours with research in relevant field	2 years of relevant experience in waste management or a related sector.
	5.	NSQF level 6 certified in relevant job role (e.g. Manager- Waste Management)	3 years of relevant experience in waste management or a related sector

b. Age: 23

10	**Credits Assigned to this Qualification, Subject to Assessment** (as per National Credit Framework (NCrF))	23	**10. Common Cost Norm Category:** **I**

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)	270	240	180		690
Online					

(Refer Blended Learning Annexure for details)

13	**Aligned to NCO/ISCO Code/s** (if no code is available mention the same)	NCO-2015/1321.1000

14	**Progression path after attaining the qualification** (Please show Professional and Academic progression)	Vertical Progression: GM Operations Horizontal Progression: Nil

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15	**Other Indian languages in which the Qualification & Model Curriculum are being submitted**	Nil
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
18	**How Participation of Women will be Encouraged**	The programme would be proposed to be incorporated in women ITIs and diploma colleges to train women candidates on the job role. TPs shall be encouraged to onboard at least a certain number of female candidates in each batch
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: 27/01/2022**	23. **Validity Duration:** 3 years	24. **Next Review Date: 26/01/2025**

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Section 2: Module Summary

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Evaluate Market Analysis and Operational Plan	SGJ/N0621 Version 3	Core	7	3	30	60			90						
2.	Ensure all Plant Operations	SGJ/N0615 Version 3	Core	7	4	45	75			120						
3.	Manage Human Resource, Financial and Administrative Aspects	SGJ/N0616 Version 3	Core	7	4	60	60			120						
4.	Ensure Compliance with Applicable Statutory Laws, Policies and Procedures	SGJ/N6503 Version 3	Core	6	1	15	15			30						
5.	Ensure Health and Safety at Workplace	SGJ/N6504 Version 4	Core	6	2	30	30			60						
6.	Employability Skills	DGT/VSQ/N0103 version 1	Non-Core	5	3	90				90						
7.	On the Job Training				6					180						
Duration (in Hours) / Total Marks					23	270	240	180	0	**690**						

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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)*	Graduate/Diploma (Technical) with Two years of relevant experience in waste management or a related sector Or Certified under relevant Craft Instructor Training Scheme (CITS) course. *** relevant experience in waste management or a related sector).**
2.	**Master Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	Engineering Graduate with 5 years of relevant experience in waste management
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

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Section 4: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	Graduate/Diploma (Technical) with Three years of relevant experience in waste management Or Certified under relevant Craft Instructor Training Scheme (CITS) course. *** Relevant experience includes Suitable work experience in (Agriculture/Environmental Science).**
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	Engineering Graduate with 6 years of **experience in (**waste management**).**
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 (**waste management**).**
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):** yes. Modern Bioenergy has been identified by Skill Council for Green Jobs as one alternative to contribute in this transition to self-reliance in the energy sector. Biomass as renewable resource for India can play important role to achieve a net-zero carbon emissions economy by 2070. We have a large surplus of biomass (230 million Metric tonne per year) which provides social and environmental benefits apart from clean fuels. Bioenergy applications can also reduce pollution create local jobs and business opportunities. It also overcomes the main problems of use of traditional biomass like inefficient combustion technologies, environmental hazards due to indoor pollution and unsustainable harvesting practices. Government of India has initiated many schemes for increased use of biomass for various end use applications. However it is necessary to ensure biomass resource availability and its demand through a proper supply chain management. Availability of skilled human resources is critical to achieve the goals. The current capacity and skills are not adequate and there is a gap in terms of knowledge and application which are critical to conceptualize, implement, regulate and monitor. It is necessary to create a cadre of local entrepreneurs who not only manage the surplus Agri residue of farm but also developed avenue for livelihood generation in villages. Skilling in this sector will not only organize it but also improve the service quality, its efficiency, livelihood of the farmers/labour's and to create a job opportunity in the existing and as well as upcoming CBG plants.

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	As a part of its objectives for capacity building for green businesses and cutting-edge climate friendly technologies, Skill Council for Green Jobs along with KPMG, India has carried out sector analysis, skill gap studies, occupational mapping and process flow along with identification of job roles for the biomass sector with focus on biomass Supply chain and its utilization.
	As per the study, a part of agricultural residues generated in the country are consumed in traditional uses such as construction material for rural housing, domestic fuel for cooking etc. The surplus that is generated is burned by farmers in open fields in the absence of affordable disposal alternatives. The crop residue generated in the field has to be made available to the user facilities. The supply chain involves collection, storage and transportation of residue from field to site for end-use. Biomass also needs to be stored to ensure long term biomass availability for implementation of economically viable bio-based energy projects. Biomass can be stored in Biomass storage depot which need to be built and maintained for comprehensive inventories of biomass preferably in States which have high biomass availability per unit area which in turn is linked to the number of jobs in the region. Job related to agri-residue supply chain include jobs related to field collection of agri residues, biomass densification and aggregation in biomass depots.
	Harvesting Raking Primary Baling Transport Debaling Secondary Baling Storage at Depot
	In order to plan for creating trained manpower for providing a sustained supply of feedstock for the CBG plants, it is necessary to develop a sustainable biomass supply chain and set up storage depots. As per the study conducted by SCGJ, 200 tons of paddy can be handled by each workforce annually and a biomass storage depot could house 10000 tonnes capacity/annum (280 days storage) in a radius of 25-30 km of the plant. Skill Council for Green Jobs (SCGJ) has developed Qualifications Packs of Agri-residue Aggregator, Animal Waste Manure Aggregator and Biomass Depot Operator and Manager to skill local youth in collection, aggregation and storage of farm waste and also be trained for developing business in supply chain management of agri-residues/cattle manure.
	Keeping in view the focus of the Government to promote a Bio-CNG for automotive industrial and commercial usages, Skill Council for Green Jobs (SCGJ) in collaboration with Foreign Commonwealth Development Office (FCDO) India, Govt of UK (Formally DFID) has conducted another study with the objective to identify new and emerging Job Roles in the Bio-CNG sector for development of National Occupational Standards. The study has taken in to account global best practices to identify areas of potential growth in future and various government initiatives in the sector. SCGJ has also developed four training modules on the new and emerging job roles in the Bio-CNG/CBG sector for the job roles of Plant Head,
	Feedstock Manager (Procurement & Composition), Supervisor-CBG/WtE and Technician-CBG/WtE.
	Recently SCGJ has completed an in-depth study for assessments of biomass demand-supply value chain and entrepreneurship development for pellet production and identification for job roles. Skill council has developed qualification modules for Bioenergy Entrepreneur and Biomass Pellet Manufacturing Junior Technician.
2.	**Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):** yes

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Approved in 15th NSQC Meeting on 27th Jan. 2022

Rationalized in 34th NSQC meeting on 30th Nov. 2023   **QUALIFICATION FILE : STT**   **Qualification Code QG-07-ES-01348-2023-V1.1-SCGJ**

	1. https://www.ieabioenergy.com/wp-content/uploads/2021/11/CountryReport2021_India_final.pdf
	2. https://www.transparencymarketresearch.com/india-biomass-market.html
3.	**Government /Industry initiatives/ requirement (Yes/No):** This Qualification Pack will be used across industry which is organised. • It would be used by the training institute for new trainings/For employers to conduct RPL and for annual Appraisal • The SSC would submit details of the employment generated (wherever applicable) and realised.
4.	**Number of Industry validation provided:** 5
5.	**Estimated nos. of persons to be trained and employed:** Bioenergy has started to provide promising results in India's decarbonization efforts. It is no more the 'sleeping giant' of renewables in the country and has a significant role to play in India achieving its 2030 Conference of Parties 26 (COP26) target of achieving a cumulative non-fossil fuel-based energy capacity of 500 GW and reduction of total projected carbon emissions by 1 billion tonnes. It can also help to achieve the low-carbon transition pathway by focusing on rational utilisation of national resources as committed by India in COP27. In terms of its socioeconomic impact, bioenergy also bodes well for the Government of India's push for home-grown initiatives – underlined in programmes and campaigns such as Make in India, Aatmanirbhar Bharat Abhiyaan and Swachh Bharat Abhiyan. It also offers opportunities for augmenting farmers' income, easing the pressure on India's exchequer, and generating employment and waste-to-wealth creation. As of August 2022, based on the total installed capacity of bioenergy projects in India, an estimated 0.43 million direct jobs and 0.66 million indirect jobs had been created in the economy. Of these, approximately 0.25 million jobs across the value chain of bioenergy projects are for women.
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments:** Concurrence has been requested from the Ministry of New and Renewable Energy

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

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Annexure: Evidence of Level

Title/Name of qualification/component: Plant Head – Operations (Compressed Biogas/Waste to Energy)		Level:7
NSQF Domain	**Outcomes of the Qualification/Component**	**How the outcomes relate to the NSQF level descriptors**	**NSQF Level**
Professional Theoretical Knowledge/ Process	Wide-ranging factual and theoretical knowledge in broad contexts within a field of work or study. • Organizational culture and setup, policies and regulations • Methods and procedures to collect data • Methods to evaluate market study in order to identify customer requirements from current and future products • Trend forecasting techniques • Competitor analysis tools • Statistical tools to analyze the data • Methods to analyze the growth projections • Resource requirements for efficient functioning of the plant as well as business • Methods to evaluate operational plans • Factual and theoretical knowledge of the sector • Laws and policies regarding the CBG.WTE sector • Project management techniques • Requirements of CBG plant construction • Strategic Planning procedures • Procedure to develop and implement operational, maintenance, emergency and quality plans and policies • Environmental Management and sustainability Methods • Process of CBG production, namely anerobic digestion, fermentation, purification, storage, upgrading and bottling systems etc.	A Plant Head - Operations CBG/WTE would require wide-ranging factual and theoretical knowledge in broad contexts within a field such culture and setup, policies and regulations, data collections methods and procedures, methods to evaluate market study, etc.	7

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Title/Name of qualification/component: Plant Head – Operations (Compressed Biogas/Waste to Energy)		Level:7
NSQF Domain	**Outcomes of the Qualification/Component**	**How the outcomes relate to the NSQF level descriptors**	**NSQF Level**
	• Optimization procedures for biological processes • Types of tools and equipment required for CBG production • Procedure of resource mobilization • Supply chain management process • Methods of inspection of various departments of a CBG plant • Inventory Management procedures • Procedures to be followed in emergency situations • Site auditing process • Types of reports, records and log sheets to be maintained in a CBG plant • Human resource management process • Procedure to prepare work schedules • Conflict management procedures • Resource Management process • Team Management procedures • Organization's policies on gender and PwD sensitive service practices at workplace • POSH (Prevention of Sexual Harassment) policy guidelines • Budget preparation and management process • Procedure to analyze various data like financial statements, sales reports, performance data etc. • Cost control procedures and techniques • Customer demand forecasting techniques • Quality control and assurance methods • Local corporations / authorities that have a bearing on the particular business process. • Policies and procedures that impact the business process. • Legal formalities applicable for the particular business. • Benefits to the company due to practice of these procedures.		

Title/Name of qualification/component: Plant Head – Operations (Compressed Biogas/Waste to Energy)		Level:7
NSQF Domain	**Outcomes of the Qualification/Component**	**How the outcomes relate to the NSQF level descriptors**	**NSQF Level**
	• The importance of having an ethical and value based approach to governance. • Knowledge of processes involved in the business. • Country specific regulations for the waste management sector and its importance. • Reporting procedure in case of deviations. • Organizational health and safety related practices applicable at the workplace • SOP to demonstrate safe and accepted practices for personal protection to the team, ensure compliance to emergency, rescue and first-aid procedures, organize and attend fire drills and workplace safety workshops, clean and disinfect of all material, tools and supplies • Safety signs, labels and charts are displayed at appropriate places • PPE and how to use them • Organizational procedures for safe handling of equipment and machine operations • Proper disposal system for waste and by-products • Basic first aid procedures • Methods to minimize accidental risks • Emergency procedures to be followed in case of a mishappening		
Professional and Technical Skills/ Expertise/ Professional Knowledge	Wide range of cognitive and practical skills required to generate solutions to specific problems in a field of work of study. • Prepare and write detailed reports of the studies performed • Read and understand organizational and regulatory guidelines, manuals, memos, and other company documents • Communicate with industries and managers to understand and analyze various strategies, demands, and limitations in the market	Plant Head - Operations CBG/WTE will apply professional skills to manage plant operations and resolve work related day-to-day problems, etc. as per the organizational standards. Hence Level 7	7

Title/Name of qualification/component: Plant Head – Operations (Compressed Biogas/Waste to Energy)		Level:7
NSQF Domain	**Outcomes of the Qualification/Component**	**How the outcomes relate to the NSQF level descriptors**	**NSQF Level**
	• Critically evaluate the information obtained from other departments and stakeholders • Assess and estimate resource requirement of the plant • Take decisions in a time bound manner • Improve and modify own work practices • Analyze organizational reports and record • Read statutory documents relevant to health and safety • communicate effectively with team regarding the significance of health and safety at the workplace • Fill in relevant forms, formats and checklist accurately • Analyze the impact of not adhering to the health and safety procedures • Analyze, review and decide on approval / rejection based on quality standards of the organization		
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Good logical and mathematical skill understanding of social political and natural environment and organising information, communication and presentation skill. • Fill up relevant documents • take decision with systematic course of actions and/or response • Work constructively and collaboratively with others • Coordinate with multidisciplinary stakeholders • Follow code of conduct • Recognize problems and search for solutions • Communicate effectively suppliers/ vendors, government officials and stakeholders •	Plant Head Operations CBG/WTE will applies understanding of social, and communication along with organization skills to deal with plant staff. Hence Level 7	7
Broad Learning Outcomes/ Core Skill	• **Requires a command of wide-ranging specialised theoretical and practical skills, involving variable routine and nonroutine contexts.** • Evaluate market analysis and operational plans. • Manage plant operations.	A Plant Head - Operations CBG/WTE is responsible for evaluating market analysis and operational plans, managing plant operations and human resource, financial and administrative aspects, etc. The person requires full command of wide-ranging specialised	7

Title/Name of qualification/component: Plant Head – Operations (Compressed Biogas/Waste to Energy)			Level:7
NSQF Domain	**Outcomes of the Qualification/Component**	**How the outcomes relate to the NSQF level descriptors**	**NSQF Level**
	• Manage human resource, financial and administrative aspects. • Ensure compliance with applicable statutory laws, policies and procedures. • Ensure health and safety at workplace.	theoretical and practical skills for managing the plant operations. Hence Level 7	
Responsibility	Full responsibility for output of group and development. • Evaluate the market analysis • Analyze the operational plans • Develop and implement organizational strategies and policies • Monitor operations & maintenance of the production unit • Ensure resource optimization and waste management • Maintain and analyze reports and records • Manage the human resource • Ensure gender and PwD sensitivity • Ensure cost optimization • Manage administrative activities • Liaise with government authorities/local authorities, corporations etc. for smooth conduct of business operations. • Monitor safe work practices at the workplace • Ensure compliance to emergency, rescue and first-aid procedures • Ensure good housekeeping practices and infection control guidelines	Plant Head Operations CBG/WTE is responsible for managing operations like evaluating the market analysis, analyze the operational plans, etc. The person has fully responsibility for output of group work and output. Hence Level 7	7

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Annexure: 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	First aid kit	Nos	3
2	Fire extinguisher	Nos	5
3	Warning signs and tapes	Nos	5
4	Safety footwear	Each	1
5	Rubber gloves	Each	1
6	Head protection	Each	1
7	Safety glasses	Each	1
8	Personal Protection Equipment	Each	1
9	Handouts of the applicable laws	Each	1
10	Sample government schemes	Each	1
11	Sample production schedule	No	1
12	Sample sales report	No	1
13	Sample budget	No	1
14	Sample financial statement	Each	1
15	POSH (Prevention of Sexual Harassment) policy guidelines	No	1
16	Sample work schedule	Each	1
17	Sample resource allocation plan	No	1
18	Sample datasheets	Each	1
19	Slurry	Bag	1
20	Feedstock	Bag	1
21	Sample CBG supply chain	No	1
22	Sample policies	Each	1
23	Sample strategic plan	No	1
24	standard CBG Plant SOP	No	1
25	Sample operational plan	No	1

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26	Sample market analysis report	No	1
27	Training kit (Trainer guide, Presentations)	Each	1
28	PowerPoint Presentation	No	1
29	Laptop	Nos	3
30	Projector	No	1
31	Duster	No	1
32	Marker	Nos	5
33	Whiteboard	No	1

Classroom Aids

The aids required to conduct sessions in the classroom are:

Marker, chart and visual aid, Pellet production flowchart, raw material supply chain flow chart, Schematics of Plant Head Operations Compressed Biogas Waste to Energy;

Annexure: 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	Cyra Engines Pvt. Ltd	Dr. Rajesh C. Iyar	Founder	Surat	7203847496	rajesh_c_iyer@yahoo.com	NA
2	Enprotech Solution	Mr. Sanjay Nandre	Managing Partner	Pune	9890044785	enprotech@gmail.com	NA

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3	REVY Environmental Solutions Pvt. Ltd	Dr. Vanita Prasad	CT0	Vadodara, Gujarat	8156006652	vanita.prasad@revy.co.in	NA
4	MSA Bio-Energy Pvt Ltd	Mr Deepak Gadhia	Director	Valsad, Gujarat	9825117353	Deepak.gadhia@greenashram.org	NA
5	United Nations Development Program	Srikrishna Balachandran	Project Manager	Lodhi Estate, New Delhi	7406133000	Srikrishna.balachandran@undp.org	N/A

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2024-25	100	10	30	30	10	10
2025-26	500	50	50	60	20	20
2026-27	300	30	60	60	20	20

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
1		0											

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. NA

Content availability for previous versions of qualifications:

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☐ Participant Handbook ☐ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other: Planned to prepare in phase manner, to be available by September 2024

 Languages in which Content is available:

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

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

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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 Marks	Practical Marks	Project Marks	Viva Marks
SGJ/N0621: Evaluate market analysis and operational plans	*Evaluate the market analysis*	16	40	-	-
	PC1. devise and evaluate methods and procedures for collecting data, such as surveys, opinion polls, or questionnaires, or arrange to obtain existing data	2	5	-	-
	PC2. study the reports of findings prepared by the managers	2	5	-	-
	PC3. analyze data on customers demographics, preferences and needs to identify potential markets and factors affecting the product demand	2	5	-	-
	PC4. explore the market determinants such as volume sales, economic growth rate, per capita income, etc.	2	5	-	-

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	PC5. forecast and track marketing and sales trends	2	5	-	-
	PC6. analyze competitors' prices, sales, and method of marketing and distribution	2	5	-	-
	PC7. monitor industry statistics and follow trends in trade literature	2	5	-	-
	PC8. analyze the growth projections prepared by the managers	2	5	-	-
	Analyze the operational plans	14	30	-	-
	PC9. evaluate the key resources and suppliers of different waste streams as identified by the managers	2	5	-	-
	PC10. examine the key technical activities associated with business and production operations	2	5	-	-
	PC11. analyze the operational plans for customer results, strategic and business results, financial performance and innovation	2	5	-	-

	PC12. examine the current performance of operational investment	2	5	-	-

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	PC13. measure the performance against established set of cost, schedule, and performance parameters	3	5	-	-
	PC14. revise the current operational plan, if required	3	5	-	-
NOS Total		**30**	**70**	**-**	**-**

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
SGJ/N0615: Ensure all plant operations	*Develop and implement organizational strategies and policies*	5	7	-	-
	PC1. implement strategies in alignment with strategic initiatives and provide a clear sense of direction and focus	1	1	-	-
	PC2. develop systems and processes that track and optimize productivity and quality standards, metrics and performance targets to ensure effective return on assets	1	1	-	-

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	PC3. establish or implement departmental policies, goals, objectives, or procedures in conjunction with the management	1	1	-	-
	PC4. implement environmental management or sustainability programs addressing issues such as recycling, conservation, or waste management	1	2	-	-
	PC5. implement operational and emergency procedures	1	2	-	-
	Monitor operations & maintenance of the production unit	**21**	**35**	-	-
	PC6. monitor daily operations across departments and shifts	1	1	-	-
	PC7. interact with department and unit heads to ensure proper tracking of operations and to identify risks well in time	1	1	-	-
	PC8. suggest ways to increase production, assets capacity and flexibility while minimizing unnecessary costs and maintaining quality standards	1	1	-	-
	PC9. monitor Bio-Mass resource mobilization	1	1	-	-
	PC10. manage CBG harvest, collection & storage as per industry standards	1	1	-	-

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	PC11. manage supply chain for substrates, feedstock, and utilities		1	1	-	-
	PC12. ensure maximum quality output by optimum mixing of feedstock	1	1	-	-
	PC13. perform periodic checks to ensure temperature, flow, and pH to ensure slurry is fermented to meet operational standards depending on the feedstock quality	1	2	-	-
	PC14. make sure specified procedures are followed for purification of Bio-Gas to CBG for high-quality yield	1	2	-	-
	PC15. ensure proper scrapping of organic waste produced during the CBG production process as per standards	1	2	-	-
	PC16. monitor proper storage and sales of organic manure produced in the process of biogas as per industry standard	1	2	-	-
	PC17. make sure produced CBG is properly stored in the process as per organizational standards	1	2	-	-
	PC18. review CBG operations performance specifications to ensure compliance with regulatory requirements	1	2	-	-
	PC19. monitor the operating status of CBG plant by observing control system parameters, distributed control				

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systems, switchboard gauges, dials, or other indicators	*1*	2	-	-
PC20. supervise plant or substation operations, maintenance, repair, or testing activities	*1*	2	-	-
PC21. manage parts and supply inventories for the CBG plant	*1*	2	-	-
PC22. shut down and restart CBG plants or equipment in emergency situations or for equipment maintenance, repairs, or replacements	*1*	2	-	-
PC23. manage the movement of goods into and out of production facilities to ensure efficiency, effectiveness, or sustainability of operations	*1*	2	-	-
PC24. review operations and confer with technical or administrative staff to resolve production or processing problems	*1*	2	-	-
PC25. conduct site audits to ensure adherence to safety and environmental regulations	*1*	2	-	-
PC26. supervise correct and timely product supply	*1*	2	-	-
Ensure resource optimization and waste management	*5*	7	-	-
PC27. make sure effective utilization of available resources	*1*	1	-	-

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PC28. ensure proper implementation of methods to optimize usage of material	*1*	2	-	-
PC29. make sure the materials are replaced by environment friendly substitutes, wherever applicable	*1*	2	-	-
PC30. ascertain proper waste management techniques are followed	*2*	2	-	-
Maintain and analyze reports and records	*9*	11	-	-
PC31. monitor and analyze daily production reports for the perusal of senior stakeholders	*1*	1	-	-
PC32. analyze data to find places of waste or overtime	*1*	2	-	-
PC33. make sure that the operational data is compiled and recorded on forms or in logbooks or data management systems, as applicable	*1*	2	-	-
PC34. review logs, datasheets, or reports to ensure adequate production levels and safe production environments or to identify abnormalities with power production equipment or processes	*2*	2	-	-
PC35. make sure proper reports are prepared on CBG plant operations, status, maintenance, and other information	*2*	2	-	-

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	PC36. maintain records to demonstrate compliance with safety and environmental laws, regulations, or policies	2	2	-	-
NOS Total		40	60	-	-

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
SGJ/N0616: Manage human resource, financial and administrative aspects	*Manage the human resource*	6	9	-	-
	PC1. support the HR in selection, training or evaluation of the employees	1	1	-	-
	PC2. address employees' issues or grievances and administer collective bargaining agreements	1	1	-	-
	PC3. supervise subordinate employees	1	1	-	-
	PC4. monitor the performance of the employees based on their KRAs	1	2	-	-
	PC5. allocate resources effectively and fully utilize assets to produce optimal results	1	2	-	-
	PC6. share a trusting relationship with workgroup and manage and develop plant staff	1	2	-	-

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	Ensure gender and PwD sensitivity	7	13	-	-
	PC7. promote equal treatment to all genders at the workplace	1	1	-	-
	PC8. make sure the team is educated about their rights at the workplace	1	2	-	-
	PC9. ensure proper implementation of policies to prevent sexual harassment, both physical and verbal	1	2	-	-
	PC10. frame inclusive work practices like maternity/paternity leaves, night shift concessions etc.	1	2	-	-
	PC11. ensure compliance on the organizational policy towards Persons with Disabilities	1	2	-	-
	PC12. make sure PwD are trained and treated without bias	1	2	-	-
	PC13. ensure that the workplace is properly designed to enable accessibility for the Persons with Disabilities	1	2	-	-
	Ensure cost optimization	14	18	-	-
	PC14. support the senior management in preparation of the budget	*1*	2	-	-
	PC15. manage the CBG plant budget	*2*	2	-	-

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	PC16. review financial statements, sales or activity reports, or other performance data to measure productivity or goal achievement or to identify areas needing cost reduction or program improvement	2	2	-	-
	PC17. direct or coordinate financial or budget activities to fund operations, maximize investments, or increase efficiency	2	2	-	-
	PC18. set prices or credit terms for goods or services, based on forecasts of customer demand	1	2	-	-
	PC19. approve expenditures for supplies, materials, or human resources, ensuring that materials, labor, or equipment are used efficiently to meet production targets	1	2	-	-
	PC20. initiate or coordinate inventory or cost control programs	2	2	-	-
	PC21. ensure cost of production is optimum as per demand and supply utilizing the best of installed capacity	2	2	-	-
	PC22. make sure the daily operations are running cost effectively	1	2	-	-
	Manage administrative activities	13	20	-	-
	PC23. track production outcomes	1	2	-	-
	PC24. ensure quality and quantity agree with set targets	1	2	-	-
	PC25. ensure that contractual obligations are met by the relevant operational subcontractors	1	2	-	-

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	PC26. ensure various compliance measures and requirements are understood and implemented on site as well as documented and regular reporting is provided to the various stakeholders	*1*	2	-	-
	PC27. evaluate power production or demand trends to identify opportunities for improved operations	*1*	2	-	-
	PC28. coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products	*1*	2	-	-
	PC29. review processing schedules or production orders to make decisions concerning inventory requirements, staffing requirements, work procedures, or duty assignments, considering budgetary limitations and time constraints	*2*	2	-	-
	PC30. monitor the process of government and statuary approvals and renewals like PESO, Pollution control, MCD etc.	*1*	2	-	-
	PC31. ensure all subsidies and cross-subsidies etc. are taken care of	*2*	2	-	-
	PC32. manage ministerial interaction regarding the government schemes	*2*	2	-	-
NOS Total			40	60	-	-

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NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
SGJ/N6503: Ensure compliance with applicable statutory laws, policies and procedures	*Liaise with government authorities/local authorities, corporations etc. for smooth conduct of business operations*	12	18	-	-
	PC1.. outline the functioning of local corporations/authorities that have a bearing on the business process	2	3	-	-
	PC2.. build and maintain relationships with key persons to ensure smooth functioning of business	2	3	-	-
	PC3.. acquire permissions and fulfil compliance requirements as per legal norms	2	3	-	-
	PC4.. complete business registration and associated legal formalities	2	3	-	-
	PC5.. update self with knowledge and understanding of the relevant rules and policies	2	3	-	-
	PC6.. update self with information pertaining to compliances, laws, policies, and procedures	2	3	-	-
NOS Total		12	18	-	-

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NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
SGJ/N6504: Ensure health and safety at workplace	*Monitor safe work practices at the workplace*	15	15	-	-
	PC1. monitor the workplace and work processes for potential risks and threats	2	2	-	-
	PC2. ensure recommended safe practices in handling physical, chemical, electrical and fire hazards and risk are followed	2	2	-	-
	PC3. demonstrate safe and accepted practices for personal protection	2	2	-	-
	PC4. make sure usage of PPE by self and the team members	2	2	-	-
	PC5. ascertain the team follows safe working practices when working at height and in confined space	2	1	-	-

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	PC6. monitor safe handling and usage of appropriate tools, materials and equipment during the work processes	2	2	-	-
	PC7. make sure ergonomic principles are followed, wherever required	2	2	-	-
	PC8. ensure safety signs, labels and charts are displayed at appropriate places	1	2	-	-
	Ensure compliance to emergency, rescue and first- aid procedures	**15**	**15**	-	-
	PC9. recognize emergency and potential emergency situations	2	2	-	-
	PC10. ensure no accidents and damages take place at the workplace	2	2	-	-
	PC11. organize and attend fire drills and workplace safety workshops	3	2	-	-
	PC12. ensure proper emergency and evacuation procedures are followed in case of accidents, fires and natural calamities	2	2	-	-
	PC13. make sure appropriate fire extinguishers are used for different types of fire	*2*	**3**	-	-

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	PC14. administer first aid to victim in case of various medical emergencies including bleeding, burns, choking, electric shock, cardiac arrest, etc. *2*	**2**	-	-
	PC15. ensure usage of correct and specified method to move injured person during an emergency *2*	**2**	-	-
	Ensure good housekeeping practices and infection control guidelines *20*	**20**	-	-
	PC16. ensure recommended personal hygiene, workplace hygiene and sanitation practices are followed at all times *3*	**2**	-	-
	PC17. monitor cleaning and disinfecting procedures for all material, tools and supplies *2*	**3**	-	-
	PC18. carry out periodic walk-through inspections to keep work area free from hazards and obstructions *3*	**3**	-	-
	PC19. make sure any case report regarding sign and symptoms of illness of self and other colleagues are reported immediately to concerned authorities *3*	**3**	-	-
	PC20. identify corrective actions for hazards such as illness, accidents, fires or any other natural calamity *3*	**3**	-	-

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	PC21. identify and recommend suggestions for improving health and safety at the workplace	*3*	3	-	-
	PC22. ensure proper processes are followed for disposal of hazardous waste as per standards	*3*	3	-	-
NOS Total		**50**	**50**	**-**	**-**

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory	Practical	Project	Viva
DGT/VSQ/N0103: Employability Skills (90 Hours)	*Introduction to Employability Skills*	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	-	-	-	-
	Constitutional values – Citizenship	1	1	-	-

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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	-	-	-	-
Becoming a Professional in the 21st Century	**1**	**3**	-	-
PC6. recognize the significance of 21st Century	-	-	-	-
PC7. 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	-	-	-	-
PC8. adopt a continuous learning mindset for personal and professional development	-	-	-	-
Basic English Skills	**3**	**4**	-	-
PC9. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-

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	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	-	-	-	-
	Career Development & Goal Setting	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	-	-	-	-
	Communication Skills	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	-	-	-	-
	Diversity & Inclusion	1	1	-	-

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PC18. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC19. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
Financial and Legal Literacy	**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	-	-	-	-
Essential Digital Skills	**3**	**5**	**-**	**-**
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 behaviour 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	-	-	-	-
Entrepreneurship	**2**	**3**	-	-
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	-	-	-	-
Customer Service	**1**	**2**	-	-
PC33. identify different types of customers and ways to communicate with them	-	-	-	-

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	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	-	-	-	-
	Getting ready for apprenticeship & Jobs	2	3	-	-
	PC37. create a professional Curriculum vitae	-	-	-	-
	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 openings using offline /online methods as per requirement	-	-	-	-
	PC40. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
	PC41. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
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 SIP
   - 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

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- Assessment agency must follow the assessment guidelines to conduct the assessment

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,

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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)

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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

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