



## QUALIFICATION FILE

### Safety Supervisor - Steel Plant

- 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

Submitted By:

Indian Iron and Steel Sector Skill Council (IIS SSC)

Karigari Bhawan, 5th Floor,  
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## Section 1: Basic Details

1.	<b>Qualification Name</b>	<b>Safety Supervisor - Steel Plant</b>	
2.	<b>Sector/s</b>	<b>Iron and Steel</b>	
3.	<b>Type of Qualification:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	<b>NQR Code &amp; version of existing/previous qualification:</b> <i>(change to previous, once approved)</i>	<b>Qualification Name of existing/previous version:</b> Safety Supervisor - Steel Plant / v1.0
4.	<b>a. OEM Name</b> <b>b. Qualification Name</b> <i>(Wherever applicable)</i>		
5.	<b>National Qualification Register (NQR) Code &amp; Version</b> <i>(Will be issued after NSQC approval)</i>	<b>2022/IS/ISSSC/06466</b>	<b>6. NCrF/NSQF Level: 5</b>
7.	<b>Award (Certificate/Diploma/Advance Diploma/ Any Other)</b> <i>(Wherever applicable specify multiple entry/exits also &amp; provide details in annexure)</i>	Certificate	
8.	<b>Brief Description of the Qualification</b>	The job is about supervising equipment, plant and processes in a Steel plant, to ensure the safety of the personnel working as well as that of the plant & property, through proactive steps.	
9.	<b>Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</b>	<b>a. Entry Qualification &amp; Relevant Experience:</b>	

<b>b. Age: 18 years</b>		
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)
1	Pursuing 2nd year of UG (in relevant subject)	
2	Diploma (Completed 1st Year of Technical Diploma (after 12th) in Metallurgy/ Material Science/Mechanical/ Chemical Engineering)	
3	Diploma (Completed 3 Years (after 10th) in Metallurgy/ Material Science/Mechanical/ Chemical Engineering)	1 Year experience in relevant field
4	12th pass with 1-year Vocational Education & training (NTC or NAC or CITS)	
5	12th Class Pass	2 years' experience in relevant field
6	10th grade pass	4 years' experience in relevant field
7	Previous relevant Qualification of NSQF Level 4 (Welder - (GTAW))	3 Years' experience in relevant field
8	Certificate-NSQF Level 4 (Operator – Plasma cutter)	3 Years experience in relevant field
9	Previous relevant Qualification of NSQF Level 4 (Mechanic – Hydraulic and Pneumatic System)	3 Years' experience in relevant field
10	Previous relevant Qualification of NSQF Level 4 (Metal Fabricator– Iron and Steel with)	3 Years' experience in relevant field
<b>10.</b>	<b>Credits Assigned to this Qualification, Subject to Assessment</b> (as per National Credit Framework (NCrF))	<b>11. Common Cost Norm Category (I/II/III)</b> (wherever applicable): <b>I</b>
	17	

12.	<b>Any Licensing requirements for Undertaking Training on This Qualification</b> <i>(wherever applicable)</i>	NA																						
13.	<b>Training Duration by Modes of Training Delivery</b> <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> 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>126:00</td> <td>294:00</td> <td>90:00</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)	126:00	294:00	90:00		510	Online					
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Online																								
14.	<b>Aligned to NCO/ISCO Code/s</b> <i>(if no code is available mention the same)</i>	NCO-2015/3257.9900																						
15.	<b>Progression path after attaining the qualification</b> <i>(Please show Professional and Academic progression)</i>	Sr. Safety Supervisor																						
16.	<b>Other Indian languages in which the Qualification &amp; Model Curriculum are being submitted</b>	Hindi																						
17.	<b>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																						
18.	<b>Is the Job Role Amenable to Persons with Disability</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability:																						
19.	<b>How Participation of Women will be Encouraged</b>	No gender sensitization																						
20.	<b>Are Greening/ Environment Sustainability Aspects Covered</b> <i>(Specify the NOS/Module which covers it)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																						
21.	<b>Is Qualification Suitable to be Offered in Schools/Colleges</b>	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																						
22.	<b>Name and Contact Details of Submitting / Awarding Body SPOC</b> <i>(In case of CS or MS, provide details of both Lead AB &amp; Supporting ABs)</i>	<b>Name:</b> Mr. Sushim Banerjee <b>Email:</b> ceo@iissc.org/ sushim_banerjee@yahoo.com <b>Contact No.:</b> 033-23247559 <b>Website:</b> https://www.iissc.org																						
23.	<b>Final Approval Date by NSQC:</b> 17/11/2022	<b>24. Validity Duration:</b> 3 Years		<b>25. Next Review Date:</b> 17/11/2025																				

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

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

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

S. 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.	Manage and implement health and safety practices at the work place	ISC/N0946, v1.0	Non-Core	5	2	25	35	00		60	30	50	00	20	100	10					
2.	Manage team and others at workplace	ISC/N0947, v1.0	Non-Core	5	1	10	20	00		30	30	50	00	20	100	10					
3.	Develop Safety Plans and Impart training on Safety	ISC/N0112, v1.0	Core	5	3	20	70	00		90	26	50	00	24	100	20					
4.	Investigate incidents, conduct Hazard Analysis & Risk Assessment	ISC/N0113, v1.0	Core	5	3	15	75	00		90	26	53	00	21	100	25					
5.	Carry out inspection and audit of the equipment & plant	ISC/N0945, v1.0	Core	5	2	20	40	00		60	25	50	00	25	100	25					
6.	Employability Skills (90 Hours)	DGT/VSQ/N0103	Non-core	5	3	36	54	00		90	20	30	00	00	50	10					
7.	OJT		Core	5	3			90		90											
<b>Duration (in Hours) / Total Marks</b>										<b>17</b>	<b>126</b>	<b>294</b>	<b>90</b>		<b>510</b>	<b>157</b>	<b>283</b>	<b>00</b>	<b>110</b>	<b>550</b>	<b>100</b>

Elective NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks										
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)					
1.																					

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
2.															
Duration (in Hours) / Total Marks															

Optional NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks				
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total
1.															
2.															
Duration (in Hours) / Total Marks															

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: \_\_\_%** (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.	<b>Trainer’s Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	ITI (In stream related to industry operations) with 4 years experience in industry operations and 1 year of training experience in Operations Or Diploma (Mechanical Engineering) with 3 years experience in industry operations and 1 year of training experience in Operations Or B Tech/ B.E. (Mechanical Engineering) with 2 years experience in industry operations and 1 year of training experience in Operations
2.	<b>Master Trainer’s Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	B.Tech (Mechanical) with 3 years experience in industry operations and 1 year of training experience in Operations

3.	<b>Tools and Equipment Required for Training</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If “Yes”, details to be provided in Annexure)
4.	<b>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</b>	

Section 4: Assessment Related

1.	<b>Assessor’s Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	ITI (In stream related to industry operations) with 5 years experience in industry operations and 1 year of assessment experience in Operations Or Diploma (Mechanical Engineering) with 3 years experience in industry operations and 1 year of assessment experience in Operations Or B Tech/ B.E. (Mechanical Engineering) with 2 years experience in industry operations and 1 year of assessment experience in Operations
2.	<b>Proctor’s Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	NA
3.	<b>Lead Assessor’s/Proctor’s Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	NA
4.	<b>Assessment Mode (Specify the assessment mode)</b>	Offline
5.	<b>Tools and Equipment Required for Assessment</b>	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> 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.	<b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b> Yes
2.	<b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b> Yes
3.	<b>Government /Industry initiatives/ requirement (Yes/No):</b> Yes
4.	Number of Industry validation provided: 11
5.	<b>Estimated nos. of persons to be trained and employed:</b> 500
6.	<b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> In progress

	If “No”, why:
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Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	<b>Annexure:</b> NCrF/NSQF level justification based on NCrF level/NSQF descriptors (Mandatory)	Attached
2.	<b>Annexure:</b> List of tools and equipment relevant for qualification (Mandatory, except in case of online course)	Attached
3.	<b>Annexure:</b> Detailed Assessment Criteria (Mandatory)	Attached
4.	<b>Annexure:</b> Assessment Strategy (Mandatory)	Attached
5.	<b>Annexure:</b> Blended Learning (Mandatory, in case selected Mode of delivery is “Blended Learning”)	NA
6.	<b>Annexure:</b> Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)	Filled
7.	<b>Annexure:</b> Acronym and Glossary (Optional)	
8.	<b>Supporting Document:</b> Model Curriculum (Mandatory – Public view)	Attached
9.	<b>Supporting Document:</b> Career Progression (Mandatory - Public view)	Attached
10.	<b>Supporting Document:</b> Occupational Map (Mandatory)	Attached
11.	<b>Supporting Document:</b> Assessment SOP (Mandatory)	Attached
12.	<b>Any other document you wish to submit:</b>	

Annexure: 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
<b>Professional Theoretical Knowledge/Process</b>	Knowledge related to physical properties of metals and lab equipment used for testing and basic metallurgy	The job involves a range of theoretical understanding and practical skills as can be seen from the job requirements given in the adjacent cell.	5
<b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>	Knowledge related to concepts of safety as well as with tools safety audits and carrying out safety audits and inspections.	As indicated by the knowledge and understanding requirements mentioned in the adjacent cell, the job holder needs to	5

		have a wide range of information for Safety practices and audits.	
<b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b>	<ul style="list-style-type: none"> <li>Plan the safety audits activities and prepare the appropriate schedules</li> <li>Perform the operational and workplace audits</li> <li>Carry out relevant documentation during and post audit</li> </ul>	As indicated by the performance criteria in the adjacent cell, the job holder needs to have wide-ranging practical skills for Safety Training and audits including report making.	5
<b>Broad Learning Outcomes/Core Skill</b>	<b>Logical and mathematical skills</b> <ul style="list-style-type: none"> <li>Follow the technical specification and appropriate procedures.</li> <li>Perform work-related calculations</li> <li>Use the standard templates and tools for documenting work</li> </ul>	As indicated by the performance criteria in the adjacent cell, the job involves conducting safety audits	5
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>Responsible for determining the work requirements.</li> <li>Responsible for planning the safety audits and trainings</li> <li>Responsible for carrying out Safety audits.</li> <li>Responsible for preparing and updating the relevant documents.</li> </ul>	As indicated by the performance criteria in the adjacent cell, the job involves conducting safety audits	5

## 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	PPE	As per requirement	30
2	SOP samples	As per requirement	5
3	Hazard analysis report sample	As per requirement	5
4	Sample EPR plan	As per requirement	5
5	Fire safety equipment	As per requirement	5
6	Sample safety audit reports	As per requirement	5
7	Sample risk assessment plan	As per requirement	5
8	Safety boots	As per requirement	30
9	Safety helmet	As per requirement	30
10	Goggles	As per requirement	30
11	Safety jacket	As per requirement	30
12	Safety gloves	As per requirement	30

13	Fire proof apron	As per requirement	5
14	Safety harness	As per requirement	5
15	Ladder	As per requirement	1
16	Fire extinguisher – different types	As per requirement	3
17	Fire bucket with sand	As per requirement	2
18	Fire alarm	As per requirement	1
19	Cleaning material	As per requirement	As required
20	Cleaning equipment	As per requirement	3 Sets
21	5S Chart	As per requirement	1
22	Different color dustbins	As per requirement	1 Set
23	high-visibility clothing	As per requirement	1 Set
24	First Aid Kit	As per requirement	1 Set
25	Knee Pads	As per requirement	5
26	Hearing Protection	As per requirement	5
27	Tool Belt	As per requirement	5
28	Respiratory Protection	As per requirement	3

### Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Whiteboard and Marker
2. Projector
3. Computer/Laptop
4. Chairs
5. Tables
6. Whiteboard marker

### 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	APJ Investment Pvt. Ltd			Plot No. 71, Sector 3, IMT Manesar, Gurugram Haryana-122051			
2	Thinkway Industries Pvt Ltd	Ms Swati Kumar	Director	Flat No. 33, Block-B, Pocket-C, Loknayak	9999751120	Ceo.thinkway@hotmail.com	

				Puram, , Bakarwala, Nangloi, Delhi-110041			
3	Shri Om Automotive Products	Abhinav Jain	Managing Partner	Plot No. 198, HSIIDC, I.E. Kutana, Hissar Road, Rohtak, Haryana-124001	9729711099	abhinavjain@so-amp.com	
4	Sun Bright Manpower Solution Pvt Ltd.	Arun Kumar	Supervisor	Shop No. 3144, Main Rd, Narasapura (V), Kolar	7338463588	bangalore@sunbrightgroup.com	
5	Manpower Group Services India Pvt Ltd.	Durgesh Bagariya	Head Branch Operations	Plot No. 6, Uppal plaza, M-6, Jasola, New Delhi- 110025	9824054165	durgesh.b@manpower.co.in	
6	Sprint Tech Serve	Rishi Pandit	Director	Delhi	9899037990	reachus@sprinttech.co.in	
7	Gauri Shankar Enterprises	Puneet Goyal	Prop.	Jalandhar	9888288898		
8	SKS Sales Company	Mohit Sood	Director	Jalandhar	9872307801	skssalescompany@gmail.com	
9	SS Industries	Aikagra Aggarwal					
10	Noble Products	R P Singh	Prop.	39, Kangariwal Industrial Area, Jalandhar, Punjab	8532000039	39noblepro@gmail.com	
11	Super Pannel Pvt. Ltd.	Amit Kumar	Director	Plot No. 3/32 & 3/33, Ajanta Compound Site-II, Mohan Nagar, Ghaziabad (U.P.)	9310010863	director.superpanel@hotmail.com	

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
2022-23	500	350	200	140	50	35
2023-24	1000	700	400	280	100	70
2024-25	1500	1050	600	420	150	105

*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: 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	<input checked="" type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	<ul style="list-style-type: none"> <li>• Books/ e-books</li> <li>• Presentations</li> <li>• Reference Material</li> <li>• Audio / Video Modules</li> </ul>	
2	<input checked="" type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	<ul style="list-style-type: none"> <li>• Self-Learning Videos</li> <li>• Broadcasts</li> <li>• Mobile Learning</li> <li>• Curated Digital content</li> </ul>	
3	<input checked="" type="checkbox"/> Showing Practical Demonstrations to the learners	<ul style="list-style-type: none"> <li>• Video Content</li> <li>• E-Resource library</li> <li>• AR/ VR/ XR</li> </ul>	
4	<input checked="" type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	<ul style="list-style-type: none"> <li>• Training tools (tools list attached)</li> <li>• Video Play</li> <li>• Presentations</li> </ul>	
5	<input checked="" type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	<ul style="list-style-type: none"> <li>• Online Question Bank</li> <li>• Mobile Quick test app</li> <li>• MCQ based tests</li> </ul>	
6	<input checked="" type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	<ul style="list-style-type: none"> <li>• Assessment engine for Essays</li> <li>• Up-loadable file examinations</li> <li>• Mock test sessions</li> </ul>	
7	<input checked="" type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	<ul style="list-style-type: none"> <li>• Online tests</li> <li>• Offline assessments</li> </ul>	

## 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
ISC/N0946: Manage and implement health and safety practices at the work place	<i>Maintain safe and secure working environment</i>	12	21	-	8
	PC1. identify hazardous activities and the possible causes of risks or accidents in the workplace	2	3	-	1
	PC2. implement safe working practices while dealing with hazards to ensure safety of self and others	2	2	-	1
	PC3. ensure that team is following appropriate safety practices while working in and around trenches, elevated places and confined areas	1	2	-	-
	PC4. conduct regular checks of the machines with support of the maintenance team to identify potential hazards	2	4	-	1
	PC5. organise safety drills or training sessions to create awareness amongst others on the identified risks and safety practices	1	2	-	1
	PC6. fill daily check sheet to report improvements done and risks identified	1	2	-	1
	PC7. ensure that relevant safety boards/signs are placed on the shop floor for the safety of self and others	1	2	-	1
	PC8. report any identified breaches in health, safety and security policies and procedures to the designated person	1	2	-	1
	PC9. ensure that team is following appropriate emergency procedures such as raising alarm, safe evacuation etc.	1	2	-	1
	<i>Maintain health and hygiene</i>	6	9	-	4
	PC10. ensure team is aware about hygiene and sanitation regulations and following them on the shop floor	2	3	-	1
	PC11. ensure workplace, equipment, restrooms etc. are cleaned and sanitized regularly	1	2	-	1
	PC12. ensure availability of running water, hand wash and alcohol-based sanitizers at the workplace	1	2	-	1

	PC13. report advanced hygiene and sanitation issues to appropriate authority	1	1	-	1
	PC14. report regarding the contagious illness of self or people in close contact	1	1	-	-
	<i>Manage housekeeping at workplace</i>	<b>6</b>	<b>10</b>	-	<b>4</b>
	PC15. implement appropriate housekeeping methods and practices at workplace	2	3	-	1
	PC16. ensure good housekeeping in order to prevent hazards and accidents	1	2	-	1
	PC17. monitor that that team is storing the material, tools and equipment in the correct location and in good condition after work completion	1	2	-	1
	PC18. ensure recyclable, non-recyclable and hazardous wastes are segregated as per SOP	1	2	-	1
	PC19. ensure proper mechanism is followed while collecting and disposing of non-recyclable, recyclable and reusable waste	1	1	-	-
	<i>Implement material and energy conservation practices</i>	<b>6</b>	<b>10</b>	-	<b>4</b>
	PC20. identify processes where material and energy/electricity utilization can be optimized	2	3	-	1
	PC21. ensure malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment are resolved effectively	1	2	-	1
	PC22. prepare and analyze material and energy audit reports to decipher excessive consumption of material and water	2	3	-	1
	PC23. identify possibilities of using renewable energy and environment friendly fuels	1	2	-	1
	<b>Total Marks</b>	<b>30</b>	<b>50</b>	-	<b>20</b>
	<i>Communicate effectively with team members</i>	<b>14</b>	<b>24</b>	-	<b>10</b>
<b>ISC/N0947: Manage team and others at workplace</b>	PC1. manage and co-ordinate with team members to integrate work, as per the workload in order to achieve team goals	3	5	-	2
	PC2. implement ways to share information with team members in line with organisational requirements	3	5	-	2
	PC3. ensure that work requirements are clearly communicated to the team members through all means including face-to-face, telephonic and written	2	4	-	2
	PC4. work in a way that show respect for all team members and customers	1	2	-	1

	PC5. carry out commitments made to team members	1	1	-	1
	PC6. resolve conflicts within the team members at work to achieve smooth workflow	1	2	-	-
	PC7. guide the team members to follow the organisation’s policies and procedures	1	2	-	1
	PC8. ensure team goals are given preference over individual goals	1	1	-	1
	PC9. encourage team members to rectify errors as per feedback and minimize mistakes in future	1	2	-	-
	<i>Interact with supervisor</i>	<b>8</b>	<b>10</b>	-	<b>6</b>
	PC10. report progress on job allocated and team performance to the superiors	2	2	-	1
	PC11. escalate problems to supervisors that cannot be handled	2	3	-	2
	PC12. report the completed work	2	2	-	1
	PC13. train the team members to report completed work and receive feedback on work done	2	3	-	2
	<i>Manage appropriate behaviour at work place</i>	<b>8</b>	<b>16</b>	-	<b>4</b>
	PC14. help PwD team members to overcome the challenges, if asked	2	4	-	1
	PC15. ensure team shows sensitivity towards all genders and PwD	2	4	-	1
	PC16. adjust communication styles to reflect gender sensitivity and sensitivity towards person with disability	2	4	-	1
	PC17. ensure that team is following responsible and disciplined behaviours at the workplace	2	4	-	1
	<b>Total Marks</b>	<b>30</b>	<b>50</b>	-	<b>20</b>
<b>ISC/N0112: Develop Safety Plan and Impart training on Safety</b>	<i>Preparing Safe Operating Practices for the plant/equipment operation</i>	<b>10</b>	<b>18</b>	-	<b>10</b>
	PC1. Explain the basic operation of the plant with its safety/hazard implications	2	4	-	2
	PC2. Develop the SOP along with the Operation & Maintenance team	2	2	-	2
	PC3. Ensure standards personal protective types of equipment (PPE’s ) are used at the site as per relevant work	2	4	-	2
	PC4. Check that all required signs are posted, and bulletin boards are maintained in clear and legible condition	2	4	-	2
	PC5. Make daily observations of employees to ensure that work is performed safely	2	4	-	2
	<i>Developing Emergency Preparedness Response Plan for the plant</i>	<b>6</b>	<b>12</b>	-	<b>6</b>
PC6. Analyse the hazards and risks associated for preparing the EPR plan	2	4	-	2	

	PC7. Prepare the detailed EPR plan in line with the prevalent rules & regulations	2	4	-	2
	PC8. Monitor overall performance of subordinates on the designed measures to ensure quality	2	4	-	2
	<i>Imparting OHS training</i>	<b>10</b>	<b>20</b>	-	<b>8</b>
	PC9. Conduct training sessions for subordinates, contractors' employees, new recruits on topics like Use of PPE, Construction Safety, Electrical Safety, Fire Safety, Chemical Safety, Vehicular Safety, Mobile Equipment Safety etc.	4	10	-	2
	PC10. Train workers about hazards, methods to prevent harm, and the OHS standards that apply to the workplace so they can perform their work safely	2	4	-	2
	PC11. Carry out special toolbox talks which require discussion on highly critical safety related matters, hazardous site conditions pertaining to particular work etc.	2	2	-	2
	PC12. Keep records of training indicating the names, identity numbers and job description of trainees etc.	2	4	-	2
	<b>Total Marks</b>	<b>26</b>	<b>50</b>	-	<b>24</b>
<b>ISC/N0113: Investigate incidents, conduct Hazard Analysis &amp; Risk Assessment</b>	<i>Investigating incidents/near-misses</i>	<b>16</b>	<b>35</b>	-	<b>15</b>
	PC1. Visit site and investigate by interviewing, collecting samples, taking photos	2	6	-	2
	PC2. Make reports by following the CAPA	2	3	-	2
	PC3. Log the report in the appropriate portal	2	3	-	1
	PC4. Investigate all accidents and near-misses and to recommend the preventive measures so as to ensure non-occurrence of such cases	2	6	-	2
	PC5. Inspect specified areas to ensure the presence of fire prevention equipment, safety equipment, or first-aid supplies	2	6	-	2
	PC6. Identify unsafe act or unsafe condition of work	2	4	-	2
	PC7. Investigate and report any complaints related to employee's health or safety on the site	2	4	-	2
	PC8. Report uncorrected imminent dangers	2	3	-	2
	<i>Conducting JHA &amp;/or Risk Assessment</i>	<b>10</b>	<b>18</b>	-	<b>6</b>
	PC9. Conduct proper Job Hazard Analysis (JHA) followed by Risk Assessment according to the formal procedure	2	6	-	2
	PC10. Analyse the observations of Job Hazard Analysis (JHA) and Risk Assessment to identify ways of reducing accidents	2	4	-	2
PC11. Identify methods of avoiding the hazard &/or mitigating the risk	2	4	-	2	

	PC12. Recommend measures to help protect workers from potentially hazardous work methods, processes, or materials	4	4	-	-
	<b>Total Marks</b>	<b>26</b>	<b>53</b>	<b>-</b>	<b>21</b>
<b>ISC/N0945: Carry out inspection and audit of the equipment and plant</b>	<i>Inspect the tools, tackles, equipment, vehicles etc.</i>	<b>16</b>	<b>32</b>	<b>-</b>	<b>16</b>
	PC1. Explain the working operation of each item of inspection	3	3	-	2
	PC2. Check the workability of each against the designed capability & specifications according to the schedule defined in the plant	3	3	-	2
	PC3. Record relevant data from the inspection to check compliance & log results	2	4	-	1
	PC4. Explain the basic process and the associated safety hazards	2	6	-	3
	PC5. Stop any unsafe practice, arrange to remove any hazardous material & advise the concerned worker about the risk associated	2	6	-	3
	PC6. Log the observations, make a report and submit to concerned authority	2	4	-	3
	PC7. Ensure adherence to the organizational policies and procedures for all relevant plant activities by the workmen subordinations	2	6	-	2
	<i>Conduct formal Safety Audit in the plant according to schedule</i>	<b>9</b>	<b>18</b>	<b>-</b>	<b>9</b>
	PC8. Follow defined Safety Audit procedure appropriate for the particular plant, according to the frequency defined in the plant.	3	6	-	3
	PC9. Inspect any unsafe conditions in the plant	3	6	-	3
	PC10. Make a formal report and log on to system or submit to the concerned authority	3	6	-	3
	<b>Total Marks</b>	<b>25</b>	<b>50</b>	<b>-</b>	<b>25</b>
<b>DGT/VSQ/N0103 - Employability Skills (90 hours)</b>	<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>
	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 portals				
	PC3. research about the different industries, job market trends, latest skills required and the available opportunities				
	<i>Constitutional values – Citizenship</i>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>
	PC4. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
	PC5. follow environmentally sustainable practices				
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	<b>-</b>	<b>-</b>	
PC6. recognize the significance of 21st Century Skills for employment	-	-	-	-	

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				
<i>Basic English Skills</i>	<b>3</b>	<b>4</b>	-	-
PC9. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English				
PC11. write short messages, notes, letters, e-mails etc. in English				
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>		
PC12. identify career goals based on the skills, interests, knowledge, and personal attributes				
PC13. prepare a career development plan with short- and long-term goals.				
<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-
PC14. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC15. use active listening techniques for effective communication	-	-	-	-
PC16. communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
PC17. work collaboratively with others in a team				
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
PC18. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC19. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>2</b>	<b>3</b>	-	-
PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-
PC22. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation				
<i>Essential Digital Skills</i>	<b>3</b>	<b>5</b>	-	-
PC24. operate digital devices and carry out basic internet operations 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				
<i>Entrepreneurship</i>	<b>2</b>	<b>3</b>	-	-
PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity				
<i>Customer Service</i>	<b>2</b>	<b>3</b>	-	-
PC33. identify different types of customers and ways to communicate with them	-	-	-	-
PC34. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC35. use appropriate tools to collect customer feedback	-	-	-	-
PC36. follow appropriate hygiene and grooming standards				
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
PC37. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC39. apply to identified job 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 requirement				
<b>Total Marks</b>	<b>20</b>	<b>30</b>	-	-
<b>Grand Total</b>	<b>157</b>	<b>283</b>	-	<b>110</b>

### 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.

*Mention the detailed assessment strategy in the provided template.*

1. Assessment System Overview:
  - Batches assigned to the assessment agencies for conducting the assessment on SDMS/SIP or email
  - Assessment agencies send the assessment confirmation to VTP/TC looping SSC
  - Assessment agency deploys the ToA certified Assessor for executing the assessment
  - SSC 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.
  - EAF the batch size is more than 30, then there should be 2 Assessors.
  - 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 is for the unskilled & semi-skilled individuals, and level 4 and above are for the skilled, supervisor & higher management
  - Assessor must be ToA certified & trainer must be ToT Certified
  - Assessment agency must follow the assessment guidelines to conduct the assessment
4. Types of evidence or evidence-gathering protocol:
  - Time-stamped & geotagged reporting of the assessor from assessment location
  - Centre 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

**Annexure: Acronym and Glossary**

Acronym

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

Glossary

Term	Description
<b>National Occupational Standards (NOS)</b>	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.
<b>Qualification</b>	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
<b>Qualification File</b>	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.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service or technology.
<b>Long Term Training</b>	Long-term skilling means any vocational training program undertaken for a year and above. <a href="https://ncvet.gov.in/sites/default/files/NCVET.pdf">https://ncvet.gov.in/sites/default/files/NCVET.pdf</a>