



QUALIFICATION FILE

Fire Safety Technician (Oil & Gas)

☑ Short Term Training (STT) ☑ Upskilling

☑ Future Skill

NCrF/NSQF Level: 4

Submitted By:

Hydrocarbon Sector Skill Council

Chief Executive Officer

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Section 1: Basic Details

1. Qualification Name	Fire Safety Technician (Oil & Gas)																
2. Sector/s	Hydrocarbon																
3. Type of Qualification: ☒ New	NQR Code & version of existing/previous qualification:	Qualification Name of existing/previous version:															
4. a. OEM Name b. Qualification Name (Wherever applicable)																	
5. National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval)	2022/HYC/HSSCI/06768	6. NCrF/NSQF Level: 4															
7. Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate																
8. Brief Description of the Qualification	The main responsibility of the fire safety technician is to ensure adherence to fire safety procedures and conduct firefighting operations in oil and gas industry. He/she conducts inspection of the workplace to ensure safety from fire hazards. The individual is also responsible for maintenance of fire safety equipment and coordination with operation and maintenance team for organizing safety awareness programs to ensure the safety of the workers and surrounding																
9. Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10th Grade Pass</td> <td>2-years of relevant experience</td> </tr> <tr> <td>2</td> <td>12th Grade Pass</td> <td></td> </tr> <tr> <td>3</td> <td>10th Grade Pass plus 2-year of National Trade Certificate (NTC)</td> <td></td> </tr> <tr> <td>4</td> <td>Completed 2nd year of the 3-year Diploma (after 10th) and pursuing regular Diploma</td> <td></td> </tr> </tbody> </table> b. Age: 18		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	10th Grade Pass	2-years of relevant experience	2	12th Grade Pass		3	10th Grade Pass plus 2-year of National Trade Certificate (NTC)		4	Completed 2nd year of the 3-year Diploma (after 10th) and pursuing regular Diploma	
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10 Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	15	11. Common Cost Norm Category – Category (I)															
12 Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA																

13 Training Duration by Modes of Training Delivery (<i>Specify Total Duration as per selected training delivery modes and as per requirement of the qualification</i>)	☒ Offline ☐ Online ☐ Blended <table border="1" data-bbox="846 145 1944 316"> <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>135:00</td> <td>285:00</td> <td>30:00</td> <td></td> <td>450:00</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)	135:00	285:00	30:00		450:00	Online					
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14 Aligned to NCO/ISCO Code/s (<i>if no code is available mention the same</i>)	NCO/2015-3119.0800																							
15 Progression path after attaining the qualification (<i>Please show Professional and Academic progression</i>)	<i>Senior Fire Safety Technician</i>																							
16 Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																							
17 Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No																							
18 Is the Job Role Amenable to Persons with Disability	☐ Yes ☒ No If “Yes”, specify applicable type of Disability:																							
19 How Participation of Women will be Encouraged	This job is gender neutral and focus during training should be on enrolment of women in each batch. SSC will encourage the TP and other training bodies to enrol women candidates.																							
20 Are Greening/ Environment Sustainability Aspects Covered (<i>Specify the NOS/Module which covers it</i>)	☒ Yes ☐ No																							
21 Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No																							
22 Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Mr. SK Bose Email: ceo@hsscindia.in Contact No.: +91 9871115360 Website: www.hsscindia.in																							
23 Final Approval Date by NSQC: <i>17-11-2022</i>	24. Validity Duration: Three Years from the date of Approval			25. Next Review Date: <i>16-11-2025</i>																				

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/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJ T-Rec .	Total	Th.	Pr.	Pr oj.	Viv a	Total	Weight age (%) (if applicab le)
1.	Module 1: Introduction to Hydrocarbon sector and the job role of Fire Safety Technician	HYC/N3601	Bridge /Core	4	7.2	06:00	00	00	00	216	00	00	00	00	00	
2.	Module 2: Prepare workplace in line with fire safety rules			4		75:00	120:00	15:00	00		40	90	00	00	130	30
3.	Module 3: Perform fire safety operation at workplace	HYC/N3602	Core	4	4.3	24:00	90:00	15:00	00	129	40	80	00	00	120	30
4.	Module 4: Working effectively in a team	HYC/N9301	Non-Core	4	1.5	15:00	30:00	00	00	45	20	30	00	00	50	20
5.	Employability Skills	DGT/VSQ/N01 02 V 1.0	Non-Core	4	2	15:00	45:00	00	00	60	20	30	00	00	50	20
Duration (in Hours) / Total Marks					15	135	285	30	00	450	120	230	00	00	350	100

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:**Minimum Pass Percentage – Aggregate at qualification level: 70%** (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	ITI (two years after class 10th) with 3 year of relevant industry experience and 1 year of training experience in relevant field
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	ITI (two years after class 10th) with 3 year of relevant industry experience and 2 year of training experience in relevant field
3.	Tools and Equipment Required for Training	☒ Yes ☐ No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	ITI (two years after class 10th) with 3 year of relevant industry experience and 1 year of training experience in relevant field
	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	ITI (two years after class 10th) with 3 year of relevant industry experience and 1 year of training experience in relevant field
	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	ITI (two years after class 10th) with 3 year of relevant industry experience and 2 year of training experience in relevant field
	Assessment Mode (Specify the assessment mode)	Both – Online and Offline
	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
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 10 (Due to limited number of Industries available in Oil & Gas Sector; endorsed by MoPNG through Letter)
5.	Estimated nos. of persons to be trained and employed: The Fire Safety Technician (Oil & Gas) work in the petroleum refinery, gas process plant, Oil & Gas Pipe line and City Gas Distribution and all other oil and installations. There was need felt primarily in the City Gas Distribution Project in consultation with the members of Industry (Members representing Oil & Gas PSU's), to develop Qualification Pack for this trade.

	In pursuance to the communication from MoP&NG in regard to developing the scheme for the requirement of skill, semiskilled and unskilled manpower in City Gas Distribution (CGD) business and an intra-industry committee comprising the representatives of following organisation were constituted: 1) IGL 2) IOCL 3) GAIL 4) HPCL 5) BPCL
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: <i>The Ministry of Petroleum & Natural Gas (MoPNG) which is the Line Ministry for Hydrocarbon Sector has been requested to accord the concurrence</i> If “No”, why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

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

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
Professional Theoretical Knowledge/Process	The individual at Fire Safety Technician is required in all kinds of oil and gas installations such as gas processing plants, oil refineries, fertilizer plants, chemical process plants, gas/oil pipe lines, compressor stations etc. to ensure adherence to fire safety procedures and conduct firefighting operations The individual has to prepare the workplace in line with fire safety rules specific to oil and gas industry	The individual at this job works carry out firefighting operation in case of fire due to oil spill or gas leakage and prepare the workplace in line with fire safety rules and procedure specific to oil and gas industry	4
Professional and Technical Skills/ Expertise/ Professional Knowledge	The individual should have the knowledge of Oil Industry Safety Directorate (OISD) related to firefighting equipment and applications. The individual should have knowledge of fire safety regulation, fire safety management policy, impact of violation of safety procedure, objective and hazard work area.	The individual at this job required specialized skills related to ensure adherence of fire safety rules in oil and gas industry and process	4
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	The individual should able to inspect oil and gas installations and surrounding area for any hazard to prevent harm to people, property and environment and able to maintain fire safety equipment i.e., fire extinguishers, fire alarms, sprinkler, smoke detectors, fire hose etc. to ensure readiness during emergency The individual should must able to read and interpret information correctly specification documents, manuals, health and safety instructions, memos, etc.	The individual will have the capacity to apply professional skills needed to perform firefighting operation and knowledge of fire safety rules applicable in oil and gas industry to ensure their adherence at workplace.	4
Broad Learning Outcomes/Core Skill	The individual is expected to have basic communication skills to prepare daily and monthly reports and to fill appropriate forms, process charts and activity logs, etc.	The individual will be able to communicate well within or outside the organization. The individual must understand the importance of working in clean and safe environment and impact of violation of safety procedure in oil and gas industry	4
Responsibility	The Fire Safety Technician has the important responsibility to adherence of fire safety rules at workplace. He/She work independently as well as	The user/individual on the job will be able to make decisions on a suitable course of action in case of fire hazard at workplace along with reporting to authorities	4

	in a team to ensure adherence of fire safety rules in line with oil and gas industry. The individual is majorly responsible for his own job and self-learning		
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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	Fire safety equipment, Water fire extinguisher; Stored pressure type fire extinguisher; Chemical foam type fire extinguisher; Mechanical foam type fire extinguisher; CO2 type fire extinguisher; BC type; ABC type; Extension ladder; All types of branches and Nozzles; Fire hoses; First aid box; All types of small gears; Breathing apparatus (Negative and Positive); Gas cylinders; Steel back plates; Face mask; Portable fire pump/TFP; All types of coupling; Hydrant – Stand pipe type; Fire trays; Manual call point; Entry suit / Proximity suit; Hose reel system; Hose box; Suction hose; Suction wrench; Metal strainer; Ropes 100 ft.; PPE; Safety shirt; Safety trouser; Safety jacket; Cooling vest; Gum boost, mobile/ walkie-Talkie for communication		

Classroom Aids

The aids required to conduct sessions in the classroom are:

- | | |
|--------------------------------------|-----------------------------|
| 1. White / Black board and Projector | 3. Computer/Laptop |
| 2. Digital Presentation | 4. Public Addressing System |

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	IOCL	Shri Amit Gupta	DGM(HRD)		8588855975	amitgupta@indianoil.in	
2	HPCL	Shri Imtiyaz Arshad	CGM - SD		9819839850	iarshad@hpcl.in	
3	ONGC	Smt. Shashi K Prasad	Group General Manager (HR)		9968282600	shashik_prasad@ongc.co.in	
4	GAIL	Dr. R.S. Velmurugan	CGM (HR)		9818866480	RS.VELMURUGAN@GAIL.CO.IN	
5	BPCL	Shri Raman Malik	GM - Admin & CSR - HRS		8939500373	malikr@bharatpetroleum.in	
6	OIL	Shri Ranjan Goswami	CGM (PR)		9810548249	goswamir@oilindia.in	

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

Data to be provided year-wise for next 3 years

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
HYC/N3601 Prepare workplace in line with fire safety rules	PC1. follow Oil Industry Safety Directorate (OISD) standards related to firefighting equipment and appliances in oil and gas industry	2	8		
	PC2. define Occupational Safety and Health (OSH) policies	4	6		
	PC3. prepare and maintain checklist to monitor safety regulations in and around oil and gas installations	4	6		
	PC4. check proper positioning and accessibility of fire extinguishers and first aid boxes	4	6		
	PC5. check for proper signs related to safety, emergency pathway and exit availability	6	4		
	PC6. maintain fire safety equipment i.e fire extinguishers, fire alarms, sprinkler, smoke detectors, fire hose etc to ensure readiness during emergency	2	8		
	PC7. inspect oil and gas installations and surrounding area for any hazard to prevent harm to people, property and environment	2	8		
	PC8. check for flammable materials and initiate necessary safety measures	2	8		
	PC9. record near-miss events and take preventive measures	4	6		
	PC10. coordinate with operation and maintenance team for fire safety awareness programs and conduct safety drills at workplace	4	6		
	PC11. demonstrate first aid medical treatment procedure	0	8		
	PC12. demonstrate actions to be taken in case of fire	2	8		
	PC13. prepare and maintain daily inspection report and submit it to the reporting authority	4	8		
	Total Marks	40	90		
HYC/N3602 Perform fire safety operation	PC1. identify the ignition source such as flame, spark, static electricity, heat source etc	4	6		
	PC2. classify fire according to standard class of fire i.e. class A, B, C, D & E	4	6		
	PC3. select the type of fire extinguishers to be used according to the class of fire	2	8		
	PC4. Use various PPEs applicable during firefighting	2	8		
	PC5. adopt suitable firefighting method according to class of fire and firefighting equipment	0	10		
	PC6. operate fire extinguishers using appropriate method to extinguish fire	2	8		
	PC7. maintain fire safety equipment as per maintenance check list	4	6		
	PC8. respond in the event of a fire with appropriate fire extinguishing method for fire due to gas leakages	2	8		
	PC9. check for open or damaged valves in case of fire due to gas leakage	4	6		
	PC10. carry out first aid measures in case of inhalation of toxic gas	4	6		

	PC11. report the problem to his reporting authority in case of emergency situations	6	4		
	PC12. inform the fire safety team/in charge incase the situation out of his control	6	4		
	Total Marks	40	80		
HYC/N9301 Working effectively in a team	PC1. maintain clear communication with colleagues	2	3		
	PC2. pass on information to colleagues in line with organizational requirements	2	3		
	PC3. work in a team and support the team members	2	4		
	PC4. work in ways that show respect to colleagues	3	4		
	PC5. fulfil commitments made to colleagues	2	3		
	PC6. inform team members timely, if timelines can't be met	2	4		
	PC7. take the necessary initiatives to resolve the issues while working in team	3	4		
	PC8. adopt gender neutral behaviour while interacting with colleagues	2	2		
	PC9. offer assistance to a person with disability (PWD), only if required	2	3		
	Total Marks	20	30		
DGT/VSQ/N0102 Employability Skills	PC1. Introduction to Employability Skills	2	0		
	PC2. Constitutional Values – Citizenship	1	1		
	PC3. Becoming a Professional in the 21st Century	1	3		
	PC4. Basic English Skills	2	3		
	PC5. Communication Skills	1	1		
	PC6. Financial and Legal Literacy	2	5		
	PC7. Essential Digital Skills	3	7		
	PC8. Diversity & Inclusion	1	1		
	PC9. Entrepreneurship	3	5		
	PC10. Customer Service	2	2		
	PC11. Getting Ready for Apprenticeship & Jobs	2	2		
	Total Marks	20	30		
	Grand Total	120	230		

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 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

- HSSC 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 bank is created by the Subject Matter Experts (SME) of Hydrocarbon Sector are verified by the Industry Experts, each performance criteria have its marks for theory based on the level of question i.e., easy, medium and difficult.
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

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 crosschecking with candidate over audio/video call or physical visit
- Random audit of the batch

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

7. **On the Job:**

1. The evidence record of OHT will be done through organized Monitoring Reports
2. During the OJT, every trainee is required to fill the OJT monitoring report which is required to be signed by his/her supervisor and the HR of that company.
3. During assessment, each module will be assessed separately.
4. The candidate must score 60% in each module to successfully complete the OJT.
5. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT

6. Assessment of each Module will ensure that the candidate is able to:

- Effective engagement with the customers
- Understand the working of various tools and equipment

Annexure: Acronym and Glossary

Acronym

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

Glossary

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