

Model Curriculum

Field Survey Enumerator

**SECTOR: MANAGEMENT, ENTREPRENEURSHIP &
PROFESSIONAL SKILLS**

SUB-SECTOR: Office Management & Professional Skills

OCCUPATION: Office Support

REF ID: MEP/Q0206, v2.0

NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

MANAGEMENT & ENTREPRENEURSHIP AND PROFESSIONAL SKILLS COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/ Qualification Pack: **'Field Survey Enumerator'** QP No. **'MEP/Q0206 v2.0 NSQF Level 4'**

Date of Issuance: **October 17th 2019**

Valid up to: **October 17th 2023**

* Valid up to the next review date of the Qualification Pack


Authorised Signatory

Management & Entrepreneurship and Professional Skills Council

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Field Survey Enumerator

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Field Survey Enumerator”, in the “Management, Entrepreneurship and Professional Skills” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Field Survey Enumerator		
Qualification Pack Name & Reference ID.	MEP/Q0206, v2.0		
Version No.	1.0	Version Update Date	17/10/2023
Pre-requisites to Training	12th Standard pass, 20 Years. License to drive a vehicle.		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Plan and prepare to conduct field survey. • Collect and manage data through field survey. • Verify and scrutinise background information and/or documentation of individuals through fieldwork. • Manage work as a freelancer or independent worker. • Apply health and safety practices at the workplace. • Apply principles of professional practice at the workplace. 		

This course encompasses 6 out of 6 National Occupational Standards (NOS) of “Field Survey Enumerator” Qualification Pack issued by “Management, Entrepreneurship and Professional Skills Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction to job role</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Describe the roles and responsibilities of a field survey enumerator. List various types of agencies or organisations that may have need for data and document collection or verification services across various sectors. Describe common organisational agency requirements for information and its verification across various sectors and for various purposes. Discuss the standards, policies, procedures, guidelines and service level agreements involved in the process of data and document collection. Recount synergies with other field jobs in terms of location, type of job, support available, etc. 	Classroom aid
2	<p>Accepting and understanding field work</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code MEP/N0226</p>	<ul style="list-style-type: none"> List information required for assessing suitability and feasibility of job. Explain various factors to be considered before accepting job. List various types of field work that can be assigned. Describe contracting and job commissioning requirement, processes and documentation. 	Classroom aid
3	<p>Plan and prepare to conduct field work</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code MEP/N0226</p>	<ul style="list-style-type: none"> Explain the importance of planning and preparing before starting a job. Describe various systems and methods used by client organisations for conveying, co-ordinating and completing field work. List permissions, consents or specific licences that may be required for site access and field work. Identify locations, timelines and quality measures. Explain the process of preparing cost, time and effort required for completion of job. List types and features of maps including GPS. Calculate scales, distances and bearings in map reading. Describe how to access and read maps in print and digital modes. Explain various field surveying methods. List the equipment and tools of data collection. 	Data and document storage device (hard drive disk, compact disc (CD), USB flash drive, secure digital card (SD card), solid state drive (SSD), digital and printed maps.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Describe data and document storage methods and formats. 	
4	<p>Collect and manage data through field surveys</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code MEP/N0227</p>	<ul style="list-style-type: none"> Define data requirements and identify relevant data sources. Explain various data collection methods and techniques relative to requirements. Prepare data collection sheets. Describe various methods of disbursement. Describe importance of maintaining data confidentiality. List common problems and challenges in data collection and required actions to address these. Explain data analysis and interpretive techniques. Explain how to evaluate validity of data. State the importance of communication protocols while communicating with clients. 	Field survey instruments, data collection and recording software like Computer assisted personal interviewing (CAPI).
5	<p>Verify and scrutinize background information and/ or documentation of individuals through fieldwork</p> <p>Theory Duration (hh:mm) 25:00</p> <p>Practical Duration (hh:mm) 34:00</p> <p>Corresponding NOS Code MEP/N0228</p>	<ul style="list-style-type: none"> Explain the importance of conducting data/documentation verification of individuals through fieldwork. List common data/ document verification requirements. List various modes of collection (digital/printed) of documentary evidences of field verification work done. List key points to check and verify from documents such as address proof, identify proofs, employment documentation, etc. Describe the difficult situations that a field data/document verifier may face and best practices for handling them. Demonstrate preparing the status report in written as well as in digital formats. Describe the importance of participating in documentation feedback information for the operations. 	Computer assisted personal interviewing (CAPI).
6	<p>Manage work as a freelancer or independent worker</p> <p>Theory Duration (hh:mm) 16:00</p> <p>Practical Duration</p>	<ul style="list-style-type: none"> State the differences between an employee, businessman and a freelancer Describe systems that can help identify work opportunities at an early stage. Discuss the ways to identify and access relevant networks and expert organisations to support the freelance activity. Discuss appropriate strategies to promote oneself to potential clients. Describe various avenues for professional development. 	Data and document storage device (hard drive disk, compact disc (CD), USB flash drive, secure digital card (SD card), solid state drive (SSD).

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	(hh:mm) 24:00 Corresponding NOS Code MEP/N0230	<ul style="list-style-type: none"> State legislation and regulations that are applicable to freelancers and independent workers. Discuss ways to manage finance, budgets, and paperwork effectively. Define SMART (Specific, Measurable, Attainable, Realistic, Time-bound) goals. Discuss the features and advantages of SMART goals. 	Computer assisted personal interviewing (CAPI).
7	Workplace safety, rescue and first aid Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 06:00 Corresponding NOS Code MEP/N9903	<ul style="list-style-type: none"> Explain possible causes of “hazards” and “risks” present in the work environment and related precautions that needs to be taken. Explain hygiene related concerns to superiors. List the causes of fire and other accidents and ways to prevent them. Describes the various fire extinguishers for different types of fires. Demonstrate appropriate first aid in different situations. Describe the emergency procedures during accidents or hazardous situations. Explain the types of safety signs and their significance. 	Personal protective equipment (such as mask and helmet) Fire extinguishers (Class A,B,C,D & K fires: extinguishers may contain water, sand, foam, dry powder, CO2, or wet chemical), first aid box (sterile dressings, plasters, disposable sterile gloves, scissors, anti-septic wipes, thermometer)
8	Principles of Professional Practice Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code MEP/N9912	<ul style="list-style-type: none"> Explain what personal and professional goals are and how to develop them. Discuss the importance of continuous learning and developing professional development plan. Explain the importance of displaying professional appearance and behaviour at all times. Demonstrate ways of communicating with team members and different stakeholders in a professional manner. Discuss importance of completing duties accurately, systematically and within required timeframes for professional and organisational success. Explain guidelines on disclosure and confidentiality of data collected. Discuss the importance of policies related to non-discrimination and rights of the clients. Explain the ethical and unethical conduct in a workplace. Identify inappropriate workplace behaviour and ways to manage them. Identify conflict of interest and how to resolve it. 	Classroom aid

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Total Duration</p> <p>Theory Duration 106:00</p> <p>Practical Duration 154:00</p>	<p>Unique Equipment Required: Data and document storage devices (hard drive disk, compact disc (CD), USB flash drive, secure digital card (SD card), solid state drive (SSD), digital and printed maps, field survey instruments, data collection and recording software like Computer assisted personal interviewing (CAPI), personal protective equipment (such as mask and helmet), fire extinguisher (Class A,B,C,D & K fires: extinguishers may contain water, sand, foam, dry powder, CO2, or wet chemical), first aid box (sterile dressings, plasters, disposable sterile gloves, scissors, anti-septic wipes, thermometer).</p> <p>Classroom aids: Computer, projector, white board/ flip chart with all necessary accessories.</p>	

Grand Total Course Duration: **260 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by Management, Entrepreneurship and Professional Skills Council)

Trainer Prerequisites for Job role: “Field Survey Enumerator” mapped to Qualification Pack: “MEP/ Q0206 v2.0”

Sr. No.	Area	Details
1	Description	The Trainer trains the learners on the occupational standards, using pre-set lesson plans and training materials. They plan for and conduct sessions to impart competency based skills and knowledge. The Trainer for Field Survey Enumerator, trains the personnel to work for multiple clients and collect or verify data or documents from the field as per guidelines received. They work on a contractual or commission basis.
2	Personal Attributes	The individual must be well groomed, attentive, comfortable with multi-tasking and disciplined; have good communication skills and attention to detail; respect confidentiality and have a positive attitude and dependability.
3	Minimum Educational Qualifications	Graduate in any discipline.
4a	Domain Certification	Certified for Job Role: “ <u>Field Survey Enumerator</u> ” mapped to QP: “ <u>MEP/Q0206, v2.0</u> ”. Minimum accepted score is 70%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “ <u>Trainer</u> ”, mapped to the Qualification Pack: “ <u>MEP/Q2601</u> ”. Minimum accepted score as per MEPSC guidelines is 80%.
5	Experience	3-4 years of experience in the relevant area of work along with 1-2 years of teaching experience

Assessment Criteria – as per the Qualification Pack