

NSDA Code 2020/OAFM/DGT/03728
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CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Directorate General of Training (DGT)
Government of India, Ministry of Skill Development and Entrepreneurship,
1st and 2nd Floor, CIRTES Building
Next to Pusa ITI, Pusa Campus
New Delhi - 110012

Name and address of submitting body:

Directorate General of Training (DGT)
Government of India, Ministry of Skill Development and Entrepreneurship,
1st and 2nd Floor, CIRTES Building
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New Delhi - 110012

Name and contact details of individual dealing with the submission

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List of documents submitted in support of the Qualifications File

1. Competency-based curriculum with following details:

Model Curriculum to be added which will include the following:

- a) Indicative list of tools/equipment to conduct the training: Enclosed with curriculum
- b) Trainers qualification: Indicated in the curriculum
- c) Lesson Plan: All DGT curricula are designed indicating specific practical to be carried out during training along with details of trade theory. Based on this the

concerned instructor prepares the Lesson Plan and demonstration plan with support of IMPs developed by NIMI, DGT.

d) Distribution of training duration into theory/practical/OJT component: Indicated in the curriculum.

2. Curriculum for Core Skills (Employability Skills).

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• **SUMMARY**

1	Qualification Title	'SECRETARIAL PRACTICE ENGLISH'
2	Qualification Code, if any	DGT/1034
3	NCO code and occupation	4131.0100 - Secretary/Back Office Support 4131.9900- Typists and Word Processing Operators, Other
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	Prepare secretaries who are able to perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files or answer telephones providing information to callers. (long term qualification)
5	Body/bodies which will award the qualification	Directorate General of Training (DGT).
6	Body which will accredit providers to offer courses leading to the qualification	Directorate General of Training (DGT) accredits the Training providers (ITIs/ NSTIs/MSTIs/BTCs/BTPs / Industries / Establishments).
7	Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)	Yes. The accreditation/ affiliation norms and any amendments made from time to time are available on DGT web portal.
8	Occupation(s) to which the qualification gives access	<ul style="list-style-type: none"> • 4131.0100 - Secretary/Back Office Support • 4131.9900 - Typists and Word Processing Operators, Other
9	Job description of the occupation	The Trainee in this job performs routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files or answer telephones providing information to callers. Arranges & coordinates conferences and meetings, operates office equipment such as fax machines, copiers etc. and use computers for spreadsheet, word processing, database management and other applications.

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10	Licensing requirements	NOT REQUIRED		
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	NOT APPLICABLE		
12	Level of the qualification in the NSQF	Level 4		
13	Anticipated volume of training/learning required to complete the qualification	Sl. No	Course Element	Notional Training Hours
		1.	Professional Skill (Trade Practical)	1200
		2.	Professional Knowledge (Trade Theory)	240
		3.	Employability Skills	160
			Total	1600
14	Indicative list of training tools required to deliver this qualification	As per Annexure-I of curriculum		
15	Entry requirements and/or recommendations and minimum age	Passed 10th class examination. Minimum age 14years as on first day of academic session.		
16	Progression from the qualification (Please show Professional and academic progression)	An Individual can proceed for:		
		Professional <ul style="list-style-type: none"> • Craftsman • Senior Craftsman • Supervisor • Manager • Entrepreneur 	Technical / Academic <div style="text-align: center;"> </div>	
17	Arrangements for the Recognition of Prior learning (RPL)	Yes (For more details refer “Guidelines for Private candidate” in DGT website MIS portal).		
18	International comparability where known (research evidence to be provided)	-----		
19	Date of planned review of the qualification.	5 Yrs from the Date of Approval		

20	Formal structure of the qualification			
	Mandatory components			
	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)		Level
SKILL		KNOWLEDGE		
TRADE SPECIFIC				
(i)	Familiarisation with shorthand and apply with computer application following safety precautions.	90	18	4
(ii)	Prepare a complete sentence with use of logograms grammalogues, contractions, tick 'The' & punctuation. Acquire knowledge of Windows operating system.	60	12	4
(iii)	Identify the strokes R & H, Abbreviated W.	60	12	4
(iv)	Identify small circle for S & Z, Large circle for SW/large loop & small loop /understand MS-Word by using all tools.	60	12	4
(v)	Recognize the direction of SHR, SHL and alternative forms.	30	6	4
(vi)	Observed curved hook and compound consonant.	30	6	4
(vii)	Recognize different types of hook.	30	6	4
(viii)	Develop new sentences apply halving / doubling principles.	90	18	4
(ix)	Apply the prefixes.	60	12	4
(x)	Apply the suffixes.	60	12	4
(xi)	Identify the monetary units & use it.	30	6	4
(xii)	Apply note taking techniques	90	18	4
(xiii)	Perform on MS-Excel.	60	12	4
(xiv)	Label the office layout.	120	24	4
(xv)	Identify all types of file requirements & implement the same on MS-Power point.	60	12	4

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(xvi)	Demonstrate MS-Power Point Presentation.	30	06	4
(xvii)	Demonstrate features of MS power Point.	60	12	4
(xviii)	Familiarisation with Internet functions.	60	12	4
(xix)	Identify all types of official tools & equipment.	60	12	4
(xx)	Observe all types of postal services.	30	06	4
(xxi)	Prepare all types of letters and correspondence.	30	06	4
CORE SKILLS				
EMPLOYABILITY SKILLS				
(i)	Apply safe working practices.	-	20	4
(ii)	Comply with environment regulation and housekeeping.	-	20	4
(iii)	Interpret & use formal and technical communication.	-	20	4
(iv)	Apply the concept in productivity & quality management in day to day work to improve productivity & quality.	-	20	4
(v)	List and interpret various acts of labour welfare legislation.	-	20	4
(vi)	Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	-	20	4
(vii)	Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.	-	20	4
(viii)	Utilize basic computer applications and internet to take benefit of IT developments in the industry.	-	20	4
Total		1600		-

SECTION 1
ASSESSMENT

21	Body/Bodies which will carry out assessment: Controller of Examinations, DGT
22	How will RPL assessment be managed and who will carry it out? DGT will carry out the RPL assessment following the below mentioned eligibility criteria for Trainee: Applicants aspiring to appear as Private Candidates in the AITT under CTS for award of NTC, have been categorized based on their educational background and experience. Subsequently 'Private Candidates' may be admitted under one of the following categories. Category wise 'eligibility criteria' for appearing as 'Private Candidate' in AITT under CTS has been listed below: Category I: Ex-trainees (successful pass-outs) of ITI A. Ex-trainees of ITI who already possess NTC in one of the trades under CTS, are eligible for applying as Private candidate for an allied trade, provided he/ she fulfils all the conditions regarding educational qualification etc. prescribed for that allied trade. (Refer Annexure III for list of allied trades) B. In addition, the applicant should possess minimum of 1 year experience (as on date of submission of application) post the date of AITT result declaration in the desired allied trade in establishments implementing Apprenticeship Training Scheme (ATS)/ establishments registered under the Apprenticeship portal or registered MSMEs or Entities registered with any government/local authorities / shops covered under Factories Act 1948 and Shops and Establishments Act applicable for the concerned State. II. Category II: 'Ex-trainees (successful pass-outs) and current trainees under CoE scheme A. The applicant should have the minimum prescribed entry qualification and should fulfil eligibility criteria for the desired trade under CTS, in which he/she intends to appear for AITT as Private Candidate. Mapping of CoE trades, with that of regular CTS trades is provided in Annexure IV. CoE candidates must register as 'Private Candidate' under CTS in the relevant/mapped CTS trade only. B. There should be a minimum gap of 1 year between successful completions of CoE training i.e. from the date of result declaration to the date of submission of application for 'Private Candidate' certification. C. During this gap of 1 year, the candidate must have undergone Industry training or gained experience in desired trade in establishments implementing Apprenticeship Training Scheme (ATS)/ establishments registered under the Apprenticeship portal or registered MSMEs or Entities

	<p>registered with any government/local authorities / shops covered under Factories Act 1948 and Shops and Establishments Act applicable for the concerned State.</p> <p>Category III: SCVT Candidates (admitted till August 2018 session)</p> <p>A. No special provisions have been made for SCVT Trainees to enrol as 'Private Candidate'. Going forward, SCVT trainees have been granted equivalence vide G.S.R 186(E) dated 2nd March 2017 for undergoing apprenticeship training under the Apprentices Act 1961 to obtain 'NAC' (Refer Annexure V).</p> <p>B. Only for SCVT trainees admitted till August 2018 batch, provision has been made for obtaining NTC by appearing in AITT under 'Private Candidate'. Such trainees will continue to be governed by old guidelines for 'Private Candidate'.</p> <p>Category IV: Other Candidates (candidate not falling in any of the above 3 categories, including SCVT trainees enrolled from admission session 2019 onwards)</p> <p>A. The applicant should have the minimum prescribed entry qualification and should fulfil eligibility criteria for the relevant trade under CTS, in which he/she desires to appear for AITT as Private Candidate.</p> <p>B. Applicant should be minimum 21 years of age on the date of submission of application. There is no upper age limit.</p> <p>C. The applicant should possess minimum of 3 years' experience (on the date of submission of application) in the relevant trade in establishments implementing Apprenticeship Training Scheme (ATS)/ establishments registered under the Apprenticeship portal or registered MSMEs or Entities registered with any government/local authorities / shops covered under Factories Act 1948 and Shops and Establishments Act applicable for the concerned State.</p> <p>For updated information please refer to DGT web portal.</p>
23	<p>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</p> <p>(1) Assessment process:</p> <p>The assessment for the qualification is carried out by conducting formative assessments, and end of year examinations (Summative). The formative assessments in respect of each Learning Outcome for practical and related theory are conducted by the concerned instructors for evaluating the knowledge and skill acquired by trainees and the behavioural transformation of the trainees. This formative assessment is primarily carried out by</p>

collecting evidence of competence gained by the trainees by evaluating them at work based on assessment criteria, asking questions and initiating formative discussions to assess understanding and by evaluating records and reports. Summative assessment is carried out by All India Trade Test on Trade Theory, Trade practical and Employability Skills. The question papers for the theory Examinations contain objective type questions.

The marking pattern and distribution of marks for the qualification are as under:

Marking Pattern			
Sl. No.	Type of assessment	Subject for the trade test	Marks
1	Summative Assessment	Practical	250
2		Trade Theory	100
3		Employability Skills	50
4	Formative assessment based on Learning Outcomes		200
TOTAL:			600

(2) Minimum pass marks:

The minimum pass percent for Trade Practical and Formative assessment is 60% & for all other subjects is 33%. There will be no Grace marks.

Testing and certifications for the course:

Controller of examinations, DGT carries out the assessment and issues National Trade Certificate (NTC) following the norms and guidelines issued by the Directorate from time to time.

Overall assessment strategy:

Assessment of the qualification evaluates trainees to show that they can integrate knowledge, skills and values for carrying out relevant tasks as per the defined learning outcomes and assessment criteria. The trainees may choose the preferred language for assessment. The underlying principle of

	<p>assessment is fairness and transparency. While assessing the trainee, assessor is directed to assess as per the defined assessment criteria against the learning outcomes. The evidence of the competence acquired by the trainees can be obtained by conducting theory and practical examinations, observing the trainees at work, asking questions and initiating discussions to assess, understand and evaluate records and reports. The ultimate objective of the assessment is to assess the candidates as per the defined assessment criteria for the learning outcomes.</p> <p>Specific Arrangements for assessment:</p> <ul style="list-style-type: none"> • Assessment is outcome-based. • There are formative and summative assessments in Theory and Practical. • Assessment is carried out in Trade theory, Trade Practical and Employability Skills. • While Trade Theory and Trade Practical are used for assessing Trade-related jobs and Employability skills is used to test the communication, professional language, leadership, entrepreneurship and team-work abilities of the trainee. • In addition to demonstration of theory and practical knowledge, trainees get a chance to present total personality. <p>Quality assurance activities: Question papers are set by external paper setters/ software generated. Evaluation of Theory Examinations in Trade and Employability Skill is done by third-party agency. Trade Practical is examined by External Examiner.</p>
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24. Assessment evidences

Title of Component: Formative Assessment Breakup

(on half yearly average of the learning assessment covered)

Means of assessment

Assessment will be evidence based comprising the following for each Learning Outcome:

Serial No.	Terminal Competency	Maximum Weightage (%)
1	Safety consciousness	15
2	Workplace hygiene	5
3	Attendance/ Punctuality	10
4	Ability to follow Manuals/ Written instructions	5
5	Application of Knowledge	10
6	Skills to handle tools / equipment/ Instruments/ Devices	10

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	7	Economical use of materials	5
	8	Working Strategy	10
	9	Quality in workmanship/ Performance	15
	10	VIVA	15
		Total Maximum Weightage (%)	100

Pass/Fail

The minimum pass percentage is 60% marks for formative assessment.

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ASSESSMENT CRITERIA

LEARNING OUTCOME (TRADE SPECIFIC)	
LEARNING OUTCOME	ASSESSMENT CRITERIA
1. Familiarisation with shorthand and apply with computer application following safety precautions.	Write in shorthand of the Consonants according to their pairs
	Write in shorthand of joining stroke consonants.
	Write by following dictation of Long and Short Vowels, Dot & Dash Vowels.
	Write by following dictation of Preceding and Following vowels, Intervening Vowels, etc.
	Acquire knowledge on computer peripherals.
2 Prepare a complete sentence with use of logograms grammalogues, contractions, tick 'The' & punctuation. Acquire knowledge of Windows operating system.	Make complete sentence using Logograms, Grammalogues, & Contractions, with the use of tick 'The' and Punctuation marks.
	Handle Dipthong and Triphones signs useful in automatic generation of English text.
	Acquire knowledge on Windows Operating System.
	Acquire knowledge on Computer Keyboard.
3 Identify the strokes R & H, Abbreviated W	Ensure the rules of upward and downward R & H
	Acquire knowledge on abbreviated W with certain types of strokes
	Write in shorthand using semi-circle of W
	Take dictation using downward H, Tick H and Dot H and upward SH
	Make the stroke of H, R, L and SH followed by vowels.
	Write in shorthand using Phraseography.
	Ensure the sitting posture on computer and finger positioning on the keyboard.
	Type documents in MS-Word using various options in MS-Word application.

4 Identify small circle for S & Z, Large circle for SW/large loop & small loop /understand MS-Word by using all tools.	Represent by the circles and loops of the sound S and Z
	Denote initially, medially and finally referring circle S or Z, circle Ses and circle Sway.
	Denote initially, medially and finally referring Stee loop and Ster loop.
	Explain the rules for using small and big circles
	Identify cases where small & big circle cannot be used
	Ensure the rules for using ST & STR loops.
	Type in MS-Word document page using TYPING TUTOR
5 Recognize the direction of SHR, SHL and alternative forms.	Write in shorthand small initial hooks with left and right motion.
	Write small initial hook to curves adds <i>r</i> a large initial hook to curves adds <i>l</i>
	Write sentences applying the alternative forms.
	Perform speed typing in computer document page.
6 Observed curved hook and compound consonant.	Write in shorthand of Curved hooked strokes i.e. F/ V / ith/ TH.
	Develop new sentence with curved hook strokes.
	Write compound consonants in shorthand with distinct sign.
	Write different types of words with Compound Consonants: initial large hooks of WH/WHL/KY/GY/ KW/ GW/ MP/ MB strokes.
	Type passages from different topics for enhancing speed and accuracy.
7 Recognize different types of hook.	Construct N and F/V small hooks, hooks and vowels.
	Construct Circles and Loops with finally hooked strokes.
	Write different types of sentences using Shun Hook.
	Use Shun after Circle,
	Use shun hook after certain strokes
	Speed typing on computer document page.
8 Develop new	Demonstrate Halving Principles: Halving of strokes for T or D.

sentences apply halving / doubling principles.	Halving of M, N, L, R for D
	Halving of MP/MB/NG hooked etc.
	Speed typing on computer document page.
	Ensure the context writing with pairs of word - confused and misused.
	Ensure Doubling Principles, Doubling of other compound consonant.
	Type in computer document page enhancing speed and accuracy.
9 Apply the prefixes.	
9 Apply the prefixes.	Use Prefixes and their representative strokes
	Practice Speed typing in computer.
10 Apply the suffixes.	
10 Apply the suffixes.	Use Suffixes and their representative strokes
	Practice Speed typing in computer.
11 Identify the monetary units & use it.	
11 Identify the monetary units & use it.	Use intersection - Monetary Units & Round Figures
	Use Contractions- formation and uses, Essential Vowels
	Develop the sentences to follow above rules writing in shorthand
	Apply intersection and contraction on Computer for Speed Typing.
12 Apply note taking techniques.	
12 Apply note taking techniques.	Write in shorthand of simple letter.
	Develop a system of using abbreviations and symbols in taking notes.
	Ensure useful note taking methods and techniques.
	Carry out Translation & Note Taking Techniques.
	Type in computer document page to enhance speed.
13 Perform on MS-Excel.	
13 Perform on MS-Excel.	Open and create and save MS-Excel file.
	Input, edit data and manage worksheet in MS-Excel.
	Format page layout, set print area in active sheet.
	Transcript dictation from book in worksheet.
14 Label the office layout.	
14 Label the office layout.	Design various layouts of office with space management.
	Carry out edit menu, range, formulas and functions in MS-Excel.
	Identify dispatch and diary register with the entry procedure- and practical use.
	Insert charts from given data in MS-Excel.
	Manage and manipulate data creating formulas.

	Follow dictation in shorthand from the books and transcription of the same on Computer
15 Identify all types of file requirements & implement the same on MS-Power point.	Create slides with text input in MS-Power Point. Add graphics, charts, and tables in slides. Follow dictation in shorthand from magazines and transcription of the same on Computer.
16 Demonstrate MS-PowerPoint Presentation.	Create and play slide show in MS-Power Point Add clip art, images and various objects into slides. Layout themes and designs from palate or importing in slides. Follow dictation in shorthand from magazines and transcription of the same on Computer.
17 Demonstrate features of MS power Point.	Create and play slide show with transition in MS-Power Point Create animation of text and objects manually and automatic Build and edit animation effects. Insert sound during transition and slide show. Convert a presentation into slide-show view file. Print and save the presentation file into removable drive.
18 Familiarisation with Internet functions.	Ensure internet service provider and set internet connectivity. Find information online through search engine. Create an e-mail account though web browser. Correspond documents through e-mail. Use internet to do every day task – purchase, bill payment, booking reservation, locations, distance, global positioning, etc. Follow dictation in shorthand from newspapers and transcription of the same on Computer.
19 Identify all types of official tools & equipments.	Use various official tools and equipments. Search Information on Various search portals by using of Internet Follow dictation in shorthand from newspapers and transcription of the same on Computer.
20 Observe all types of	Perform various Post Office services.

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postal services.	Follow dictation in shorthand from newspapers and transcription of the same on Computer.
21 Prepare all types of letters and correspondence.	Follow dictation in shorthand from books, newspapers, magazines and transcription of the same on Computer.
	Fill up of various online forms by using internet.
	Perform online tasks - rail, bus, air tickets and booking of hotels etc.

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LEARNING OUTCOME(CORE SKILL)	
LEARNING OUTCOME	ASSESSMENT CRITERIA
EMPLOYABILITY SKILLS	
1. Apply safe working practices	Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements and according to site policy.
	Recognize and report all unsafe situations according to site policy.
	Identify and take necessary precautions on fire and safety hazards and report according to site policy and procedures.
	Identify, handle and store / dispose off dangerous goods and substances according to site policy and procedures following safety regulations and requirements.
	Identify and observe site policies and procedures in regard to illness or accident.
	Identify safety alarms accurately.
	Report supervisor/ Competent of authority in the event of accident or sickness of any staff and record accident details correctly according to site accident/injury procedures.
	Identify and observe site evacuation procedures according to site policy.
	Identify Personal Protective Equipment (PPE) and use the same as per related working environment.
	Identify basic first aid and use them under different circumstances.
	Identify different fire extinguisher and use the same as per requirement.
2. Comply with environment regulation and housekeeping	Identify environmental pollution & contribute to the avoidance of instances of environmental pollution.
	Deploy environmental protection legislation & regulations
	Take opportunities to use energy and materials in an environmentally friendly manner.
	Avoid waste and dispose waste as per procedure
	Recognize different components of 5S and apply the same in the working environment.
3. Interpret & use	Obtain sources of information and recognize information.

formal and technical communication.	Use and draw up technical drawings and documents.
	Use documents and technical regulations and occupationally related provisions.
	Conduct appropriate and target oriented discussions with higher authority and within the team.
	Present facts and circumstances, possible solutions & use English special terminology.
	Resolve disputes within the team.
	Conduct written communication.
4. Apply the concept in productivity & quality management in day to day work to improve productivity & quality.	Explain the concept of productivity and apply during execution of job.
	Explain the concept of quality tools and apply during execution of job.
5. List and interpret various acts of labour welfare legislation.	Explain basic concept of labour welfare legislation, adhere to responsibilities and remain sensitive towards such laws.
	Knows benefits guaranteed under various acts.
6. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	Explain the concept of energy conservation, global warming, pollution and utilize the available resources optimally & remain sensitive to avoid environment pollution.
	Explain standard procedure for disposal of waste.
7. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.	Explain personnel finance and entrepreneurship.
	Explain role of various schemes and institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non-financing support agencies to familiarize with the policies/ programmes, procedure & the available scheme.
	Prepare a report to become an entrepreneur for submission to financial institutions.
8. Utilize basic computer applications and internet to take	Explain the basic hardware of personal computer.
	Use common application software viz., word, excel, power point etc., in day to day work.
	Awareness about useful internet websites, search

benefit of IT developments in the industry.	relevant information pertaining to the assigned tasks.
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SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Secretarial Practice English			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level descriptors	NSQF Level
Process	<p>Familiar, Predictable, Routine Situations of Clear Choice</p> <ul style="list-style-type: none"> • Familiarisation with shorthand and apply with computer application following safety precautions. • Prepare a complete sentence with use of logograms grammalogues, contractions, tick 'The' & punctuation. Acquire knowledge of Windows operating system. • Identify the strokes R & H, Abbreviated W. • Identify small circle for S & Z, Large circle for SW/large loop & small loop /understand MS-Word by using all tools. • Recognize the direction of SHR, SHL and alternative forms. 	<p>The learner works in familiar, predictable, routine situations like the learning outcomes “Familiarisation with shorthand and apply with computer application following safety precautions” and “Prepare a complete sentence with use of logograms grammalogues, contractions, tick ‘The’ & punctuation. Acquire knowledge of Windows operating system”. These functions are carried out in a situation of clear choice and are as per requirements and resources available.</p> <p>Hence NSQF Level is 4 for this descriptor.</p>	4
Professional knowledge	<p>Factual Knowledge of field of Knowledge or study</p>	<p>The learner requires to demonstrate factual knowledge in a field of work or study of different</p>	4

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Title/Name of qualification/component: Secretarial Practice English			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> • Description of hand tools, Safety precautions, care and maintenance and material from which they are made. • Logograms, Grammalogues, & Contractions, Use of tick 'The' in phrasing, Use of Punctuation Marks • MS- Word - Creation of File and use of various tools • Small circle for S & Z, Circle and the strokes, Circle S with H stroke, Stroke L and circle S • MS Word- editing and formatting • Doubling of Strokes for TR & DR, Doubling of MP/MB/NG and L Strokes etc 	<p>types of Computer fundamental knowledge, different sign of stenographer in Secretarial English, types of letter, notes and techniques. Knowledge of MS-Office, Logograms, Grammalogues, & Contractions and their applying procedures.</p> <p>Hence NSQF Level is 4 for this descriptor.</p>	
Professional skill	<ul style="list-style-type: none"> • Develop new sentences apply halving / doubling principles. • Apply the prefixes. • Apply the suffixes. • Identify the monetary units & use it. • Apply note taking techniques • Practice on MS-Excel. 	<p>The learning outcomes for example 'Develop new sentences apply halving / doubling principles' and 'Apply the prefixes'/ suffixes' requires skills to accomplish tasks that involve understanding requirements; then as per requirements deciding which operations/procedure will achieve desired result; planning the sequence of operations to</p>	4

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Title/Name of qualification/component: Secretarial Practice English			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level descriptors	NSQF Level
		<p>maximum effectiveness; constantly checking and reviewing work etc., all of which working independently.</p> <p>Hence NSQF Level is 4 for this descriptor.</p>	
Core skill	<p>Basic Mathematical and Algebraic principles</p> <ul style="list-style-type: none"> Apply the concept in productivity & quality management in day to day work to improve productivity & quality. <p>Basic understanding of social political and natural environment</p> <ul style="list-style-type: none"> Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth. <p>Language to communicate written or oral, with required clarity</p> <ul style="list-style-type: none"> Interpret & use formal and technical communication. List and interpret various acts of labour welfare legislation. 	<p>The learner applies basic mathematical and algebraic principles for doing his/her day to day work to improve productivity & quality.</p> <p>The learner is able to communicate orally & in written using simple English language and has strong listening skills. Works as a team player and able to explain technical terms with required clarity. The learner performs the job complying environment regulation and housekeeping by applying safe working practices. Maintains energy conservation, prevents global warming & pollution by optimally using available resources in day to day work.</p> <p>Hence NSQF Level is 4 for this descriptor.</p>	4

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Title/Name of qualification/component: Secretarial Practice English			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level descriptors	NSQF Level
Responsibility	<ul style="list-style-type: none"> Label the office layout. Identify all types of file requirements & implement the same on MS-Power point. Demonstrate MS-Power Point Presentation. Demonstrate features of MS power Point. Familiarisation with Internet functions. Identify all types of official tools & equipments. Observe all types of postal services. Prepare all types of letters and correspondence. 	<p>The role of Secretarial Practice English is independently responsible to perform the work as per specifications followed by analysis of what needs to be done based on their understanding of various official tools & equipments, all types of letters and correspondence, and standards to achieve desired outcome. This is indicated in the learning outcomes 'Identify all types of file requirements & implement the same on MS-Power point' and 'Prepare all types of letters and correspondence'.</p> <p>Hence NSQF Level is 4 for this descriptor.</p>	4

SECTION 3
EVIDENCE OF NEED

26	<p>What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?</p> <table border="1" data-bbox="339 510 1398 1675"> <thead> <tr> <th data-bbox="339 510 627 651">Basis</th> <th data-bbox="627 510 1398 651">In case of other Awarding Bodies (Institutes under Central Ministries and states departments)</th> </tr> </thead> <tbody> <tr> <td data-bbox="339 651 627 1037">Need of the qualification</td> <td data-bbox="627 651 1398 1037">Office Administration & Facility Management Sector has a significant presence of organized as well as unorganized skilled manpower requirement. This sector is poised to grow exponentially in the years to come and is highly labour intensive and there are many emerging trends in this sector. Hence the qualification has been designed keeping in view to cater to the ever-increasing demand of skilled manpower in consultation with stakeholders.</td> </tr> <tr> <td data-bbox="339 1037 627 1458">Industry Relevance</td> <td data-bbox="627 1037 1398 1458">The job role defined for the qualification is as per the National Classification of Occupations 2015 which is developed by Employment Directorate under the ministry of Labour and Employment in collaboration with different industry partners and as per ILO guidelines. Moreover, the training is imparted in ITIs/NSTIs/MSTIs/ BTC/ BTPs/ Industries / Establishments etc. where such requirement is available. This justifies the qualification is very much relevant for industry.</td> </tr> <tr> <td data-bbox="339 1458 627 1585">Usage of the qualification</td> <td data-bbox="627 1458 1398 1585">The Proposed qualification will create skilled Craftsman for various establishments in different Sectors.</td> </tr> <tr> <td data-bbox="339 1585 627 1675">Estimated uptake</td> <td data-bbox="627 1585 1398 1675">The present seating capacity is approximately 4706</td> </tr> </tbody> </table>	Basis	In case of other Awarding Bodies (Institutes under Central Ministries and states departments)	Need of the qualification	Office Administration & Facility Management Sector has a significant presence of organized as well as unorganized skilled manpower requirement. This sector is poised to grow exponentially in the years to come and is highly labour intensive and there are many emerging trends in this sector. Hence the qualification has been designed keeping in view to cater to the ever-increasing demand of skilled manpower in consultation with stakeholders.	Industry Relevance	The job role defined for the qualification is as per the National Classification of Occupations 2015 which is developed by Employment Directorate under the ministry of Labour and Employment in collaboration with different industry partners and as per ILO guidelines. Moreover, the training is imparted in ITIs/NSTIs/MSTIs/ BTC/ BTPs/ Industries / Establishments etc. where such requirement is available. This justifies the qualification is very much relevant for industry.	Usage of the qualification	The Proposed qualification will create skilled Craftsman for various establishments in different Sectors.	Estimated uptake	The present seating capacity is approximately 4706
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27	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences.</p> <p>The qualification, originally designed for Craftsman Training Scheme is in existence for many years and approved by DGT (Regulatory Body) under Ministry of Skill Development and Entrepreneurship, Govt. of India.</p>										

28	<p>What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</p> <p>The qualification is originally designed and approved by DGT for the Craftsman Training Scheme and is in existence for many years. No such duplicate qualification of same duration and competencies exists.</p>
29	<p>What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here</p> <ul style="list-style-type: none"> • The research wing of CSTARI & DGT reviews and updates the qualification, in consultation with industries and other stakeholders, on a regular basis by conducting trade committee meetings. • DGT will monitor any duplicity by comparing existing qualifications with upcoming ones in the National Qualifications Register (NQR) and relevant sectors.

SECTION 4
EVIDENCE OF PROGRESSION

30 **What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector? Show the career map here to reflect the clear progression**

On completion of the training the trainee will have an opportunity to move in vertical/horizontal pathways to promote to higher designations. The learner can further undergo other specialised courses to excel in the relevant field.

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    graph LR
      A[Craftsman] --> B[Senior Craftsman]
      B --> C[Supervisor]
      C --> D[Manager]
      A --- E[ ]
      B --- E
      C --- E
      D --- E
      E --> F[Entrepreneur]
  
```

The diagram illustrates a career progression path. It starts with a box labeled 'Craftsman', followed by 'Senior Craftsman', 'Supervisor', and 'Manager' in a horizontal sequence, connected by right-pointing arrows. Below this sequence, a vertical line descends from the center, which then branches into four horizontal lines connecting to the bottom of each of the four boxes above. From the center of this vertical line, a downward-pointing arrow leads to a box labeled 'Entrepreneur'.