QUALIFICATION

Qf Name : Accounts Assistant

Qf Code: BSC/Q8101

Version: 3.0

NSQF Level: 4

Banking, Financial Services & Insurance (BFSI) Sector Skill Council of India ||
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1 Accounts Assistant

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BSC/Q8101: Accounts Assistant

Brief Job Description

Accounts Assistant maintains records of receipts, payments and provisions; compiles periodic bank reconciliation statement and depreciation schedules and presents any other defined report to senior(s).

Personal Attributes

The individual is required to be self- driven and organized, with high level of integrity and ability to perform multiple tasks in a day

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. BSC/N8101: Prepare Tax compliance Related Documents
2. BSC/N8102: Prepare and perform payroll function
3. BSC/N8103: Prepare receipt and payment voucher
4. BSC/N8104: Understand and book credit purchases and sales
5. BSC/N8105: Prepare financial statements
6. BSC/N9904: Communicate effectively and maintain inclusivity at the workplace
7. BSC/N9903: Maintain data integrity using digital tools
8. SSC/N9003: Maintain a healthy, safe and secure working environment
9. SGJ/N1702: Optimize resource utilization at workplace

QUALIFICATION

Qualification (Qf) Parameters

Sector	BFSI
Sub-Sector	Finance and Accounts
Occupation	Lending, Fund Investment & Services, Payments, Broking, BFSI Processing
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/4214.0201
Minimum Educational Qualification & Experience	• Class 12th Pass + 6 months relevant work experience **OR** • Class 10th Pass + ITI (2 years after Class 10th) **OR** • Class 10th Pass and pursuing continuous regular schooling **OR** • 3 year Diploma (after 10th) **OR** • Previous relevant Qualification of NSQF level 3 + 2 years relevant work experience
Minimum Level of Education for Training in School	10th Pass
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	30/06/2022
Next Review Date	30/06/2025
Deactivation Date	
NSQC Approval Date	30/06/2022
Version	3.0

QUALIFICATION

BSC/N8101: **Prepare tax compliance related documents**

Description

This unit covers details about Direct Tax and competencies required for Filing Income Tax Returns

Scope

This unit/ task covers the following:

- Prepare Documents for ITR and TDS Returns
- e-Filing portal Registration
- Assist with filing of returns

Elements and Performance Criteria

Prepare Documents for ITR and TDS Returns

To be competent, the user/individual on the job must be able to:

PC1. Collect Aadhar and other necessary documents
PC2. Verification of documents.
PC3. Submit application with requested documents for PAN and TAN
PC4. Pay Charges mentioned in the portal as per the guidelines
PC5. Generate or obtain PAN
PC6. Obtain TAN

e-Filing portal Registration

To be competent, the user/individual on the job must be able to:

PC7. Fill forms of Income Tax Portal as per guidelines
PC8. Fill the TRACES portal as per guidelines
PC9. Submit the forms

Assist with filing of Income Tax Returns (ITR) and Tax Deducted at source (TDS) Returns

To be competent, the user/individual on the job must be able to:

PC10. Examine the documents for filing of returns
PC11. Identify the return forms
PC12. Fill the application forms for filing as per the guidelines
PC13. Submit the application

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Understand Income Tax laws and filing of returns
KU2. Understand Tax Deducted at Source and filings.
KU3.Understanding Company's policies on functioning and security concerns. A
KU4. Understanding company's governance structure and physical factors.
KU5. Understanding Companies stand on different issues
KU6. Basic understanding of the essential factors of organizational development.
KU7. Accounting principles
KU8. Accounting concepts and techniques for recording transactions
KU9. Financial concepts such as calculation of tax liabilities Income Tax, Customs, GST, etc.
KU10. Tax rates and computation of TDS, TCS, and net value of taxable goods / supplies under GST
KU11. Preparation and accurate filling of electronic statement detailing outward supplies of goods or services including returns and amount collected, under GST
KU12. TCS and electronic cash ledger under GST
KU13. Stipulated timelines for depositing taxes, including GST, to government or tax authority
KU14. Applicable minimum value of contract for calculation of TDS under GST
KU15. Timeline for issue of TDS certificate by deduct or to deducted and details there in under GST and penalties
KU16. Rules for refund under GST
KU17. Tax laws and tariffs as applicable to the business, especially, GST Law
KU18. Transaction processing
KU19. Invoice and particulars, thereof
KU20. Clients and suppliers of the company
KU21. Products/services the company deals in
KU22. Different accounting system/procedure/processes followed by the company
KU23. Organizational guidelines for dealing with different types of receipts and payments.
KU24. Processes and methods of collections and payments to different customers/ suppliers
KU25. Accounting processes and procedures to record the details of invoice
KU26. The difference between invoice and other supported documents such as purchase order, delivery Challan, etc.
KU27. Procedures for digitally updating customer's details
KU28. IT skills and operating procedures of computers and other electronic devices
KU29. Preparation of collection schedule, if required.
KU30. Maintained Financial Statement
KU31. Understand Notes of Accounts
KU32. Basic idea about elements of financial statement
KU32. Use of computers and have working knowledge of MS Excel and Word, etc.

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Read about various accounting procedures and updates
GS2. Read mails and information related to various types of documents
GS3. Read forms and policy directives
GS4. Maintain records of work assigned as per company's policy
GS5. Update information
GS6. Send and reply to mails
GS7. Prepare MIS reports as per company's accounting policy
GS8. Communicate and share knowledge with peers and supervisors
GS9. Inform about any work-flow concerns
GS10. Seek required information from employee, management, suppliers. Regulator, etc.
GS11. Handle auditor's queries
GS12. Distinguish between what entry/ amount is taxable and what is not
GS13. Determine taxes as per updated norms
GS14. Prioritize and execute tasks such that the work-flow is not disrupted
GS15. Organize work and time in order to maximize overall productivity
GS16. Ensure that tax deducted is correct
GS17. Inform about any errors or refunds to be sought and extra taxes to be paid
GS18. Inform about tax savings scheme
GS19. Resolve tax related issues and concerns
GS20. Avoid work-flow concerns
GS21. Escalate problems beyond control
GS22. Analyses tax norms and accounting information
GS23. Prepare useful reports for management and regulator as per company's policy
GS24. Improve work so that there are zero errors
GS25. Avoid any penalties to firm because of poor or inadequate reporting
GS26. Knowledge about Flow chart / operating cycle

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Prepare Documents for ITR and TDS Returns	**10**	**10**	-	-
PC1. Collect Aadhar and other necessary documents	-	-	-	-
PC2. Verification of documents.	-	-	-	-
PC3. Submit application with requested documents for PAN and TAN	-	-	-	-
PC4. Pay Charges mentioned in the portal as per the guidelines	-	-	-	-
PC5. Generate or obtain PAN	-	-	-	-
PC6. Obtain TAN	-	-	-	-
e-Filing portal Registration	**10**	**10**	-	-
PC7. Fill forms of Income Tax Portal as per guidelines	-	-	-	-
PC8. Fill the TRACES portal as per guidelines	-	-	-	-
PC9. Submit the forms	-	-	-	-
Assist with filing of Income Tax Returns (ITR) and Tax Deducted at source (TDS) Returns	**20**	**40**	-	-
PC10. Examine the documents for filing of returns	-	-	-	-
PC11. Identify the return forms	-	-	-	-
PC12. Fill the application forms for filing as per the guidelines	-	-	-	-
PC13. Submit the application	-	-	-	-
NOS Total	**40**	**60**	-	-

National Occupational Standards (NOS) Parameters

NOS Code	BSC/N8101
NOS Name	Prepare Tax Compliance Related Documents
Sector	BFSI
Sub-Sector	Lending, Fund Investment & Services, Payments, Broking, BFSI Processing
Occupation	Finance and Accounts
NSQF Level	4
Credits	
Version	3.0
Last Reviewed Date	30/06/2022
Next Review Date	30/06/2025
Deactivation Date	
NSQC Clearance Date	30/06/2022

BSC/N8102: Prepare and perform payroll function

Description

This unit covers Preparation and performance of payroll function. Also covers the essentialities of ESIC and EPFO.

Scope

This unit/task covers the following:

- Prepare and verify documents for Payroll preparation
- Application of ESIC and EPFO
- Filing of ESIC and EPFO

Elements and Performance Criteria

Prepare and verify documents for Payroll Preparation

To be competent, the user/individual on the job must be able to:

PC1. Examine necessary documents
PC2. Prepare and maintain documents for Payroll Register
PC3. Create Payroll Register

Application of ESIC and EPFO

To be competent, the user/individual on the job must be able to:

PC4. Create the Account and Login
PC5. Fill application form of ESIC and EPFO
PC6. Submit the application

Filing ESIC and EPFO

To becompetent, the user/individual on the job must be able to:

PC7. Fill the application forms for filing returns
PC8. Proceed with deduction payment norms
PC9. Submit the forms

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Understand Income Tax laws and filing of returns
KU2. Understand Tax Deducted at Source and filings.
KU3.Understanding Company's policies on functioning and security concerns. A
KU4. Understanding company's governance structure and physical factors.
KU5. Understanding Companies stand on different issues
KU6. Basic understanding of the essential factors of organizational development.
KU7. Accounting principles
KU8. Accounting concepts and techniques for recording transactions
KU9. Financial concepts such as calculation of tax liabilities Income Tax, Customs, GST, etc.
KU10. Tax rates and computation of TDS, TCS, and net value of taxable goods / supplies under GST
KU11. Preparation and accurate filling of electronic statement detailing outward supplies of goods or services including returns and amount collected, under GST
KU12. TCS and electronic cash ledger under GST
KU13. Stipulated timelines for depositing taxes, including GST, to government or tax authority
KU14. Applicable minimum value of contract for calculation of TDS under GST
KU15. Timeline for issue of TDS certificate by deduct or to deducted and details there in under GST and penalties
KU16. Rules for refund under GST
KU17. Tax laws and tariffs as applicable to the business, especially, GST Law
KU18. Transaction processing
KU19. Invoice and particulars, thereof
KU20. Clients and suppliers of the company
KU21. Products/services the company deals in
KU22. Different accounting system/procedure/processes followed by the company
KU23. Organizational guidelines for dealing with different types of receipts and payments.
KU24. Processes and methods of collections and payments to different customers/ suppliers
KU25. Accounting processes and procedures to record the details of invoice
KU26. The difference between invoice and other supported documents such as purchase order, delivery Challan, etc.
KU27. Procedures for digitally updating customer's details
KU28. IT skills and operating procedures of computers and other electronic devices
KU29. Preparation of collection schedule, if required.
KU30. Maintained Financial Statement
KU31. Understand Notes of Accounts
KU32. Basic idea about elements of financial statement
KU32. Use of computers and have working knowledge of MS Excel and Word, etc.

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Read about various accounting procedures and updates
GS2. Read mails and information related to various types of documents
GS3. Read forms and policy directives
GS4. Maintain records of work assigned as per company's policy
GS5. Update information
GS6. Send and reply to mails
GS7. Prepare MIS reports as per company's accounting policy
GS8. Communicate and share knowledge with peers and supervisors
GS9. Inform about any work-flow concerns
GS10. Seek required information from employee, management, suppliers. Regulator, etc.
GS11. Handle auditor's queries
GS12. Distinguish between what entry/ amount is taxable and what is not
GS13. Determine taxes as per updated norms
GS14. Prioritize and execute tasks such that the work-flow is not disrupted
GS15. Organize work and time in order to maximize overall productivity
GS16. Ensure that tax deducted is correct
GS17. Inform about any errors or refunds to be sought and extra taxes to be paid
GS18. Inform about tax savings scheme
GS19. Resolve tax related issues and concerns
GS20. Avoid work-flow concerns
GS21. Escalate problems beyond control
GS22. Analyses tax norms and accounting information
GS23. Prepare useful reports for management and regulator as per company's policy
GS24. Improve work so that there are zero errors
GS25. Avoid any penalties to firm because of poor or inadequate reporting
GS26. Knowledge about Flow Chart / operating cycle

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Prepare and verify documents for Payroll Preparation	10	10	-	-
PC1. Examine necessary documents	-	-	-	-
PC2. Prepare and Maintained documents for payroll register	-	-	-	-
PC3. Create Payroll Register	-	-	-	-
Application of ESIC and EPFO	10	10	-	-
PC4. Create account and login	-	-	-	-
PC5. Fill application form of ESIC and EPFO	-	-	-	-
PC6. Submit the application	-	-	-	-
Filing ESIC and EPFO	10	15	-	-
PC7. Fill the application forms for filing returns	-	-	-	-
PC8. Proceed with deduction payment norms	-	-	-	-
PC9. Submit the forms	-	-	-	-
NOS Total	30	35	-	-

National Occupational Standards (NOS) Parameters

NOS Code	BSC/N8102
NOS Name	Prepare and Perform Payroll Function
Sector	BFSI
Sub-Sector	Lending, Fund Investment & Services, Payments, Broking, BFSI Processing
Occupation	Finance and Accounts
NSQF Level	4
Credits	
Version	3.0
Last Reviewed Date	30/06/2022
Next Review Date	30/06/2025
Deactivation Date	
NSQC Clearance Date	30/06/2022

BSC/N8103: Prepare receipt and payment voucher

Description

This unit is about recording receipts other than those from customers, recording payments other than to suppliers, preparation of payment voucher, receipt voucher and mode of payment and updating voucher with required details, preparing Bank Reconciliation statement (BRS) and managing cash and inventory.

Scope

This unit/task covers the following:

- Create and Verify the Documents
- Maintain Books of Accounts

Elements and Performance Criteria

Create and Verify the Documents

To be competent, the user/individual on the job must be able to:

PC1. Prepare and verify the source of documents

PC2. Maintain digital and physical financial records

PC3. Process Reimbursement process

PC4. Prepare Bank deposit

Maintain Books of Accounts

to be competent, the user/individual on the job must be able to:

PC4. Maintain book keeping

PC5. Prepare Ledger accounts and Trail Balance

PC6. Prepare Bank Reconciliation statement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Understand Income Tax laws and filing of returns
KU2. Understand Tax Deducted at Source and filings.
KU3.Understanding Company's policies on functioning and security concerns. A
KU4. Understanding company's governance structure and physical factors.
KU5. Understanding Companies stand on different issues
KU6. Basic understanding of the essential factors of organizational development.
KU7. Accounting principles
KU8. Accounting concepts and techniques for recording transactions
KU9. Financial concepts such as calculation of tax liabilities Income Tax, Customs, GST, etc.
KU10. Tax rates and computation of TDS, TCS, and net value of taxable goods / supplies under GST
KU11. Preparation and accurate filling of electronic statement detailing outward supplies of goods or services including returns and amount collected, under GST
KU12. TCS and electronic cash ledger under GST
KU13. Stipulated timelines for depositing taxes, including GST, to government or tax authority
KU14. Applicable minimum value of contract for calculation of TDS under GST
KU15. Timeline for issue of TDS certificate by deduct or to deducted and details there in under GST and penalties
KU16. Rules for refund under GST
KU17. Tax laws and tariffs as applicable to the business, especially, GST Law
KU18. Transaction processing
KU19. Invoice and particulars, thereof
KU20. Clients and suppliers of the company
KU21. Products/services the company deals in
KU22. Different accounting system/procedure/processes followed by the company
KU23. Organizational guidelines for dealing with different types of receipts and payments.
KU24. Processes and methods of collections and payments to different customers/ suppliers
KU25. Accounting processes and procedures to record the details of invoice
KU26. The difference between invoice and other supported documents such as purchase order, delivery Challan, etc.
KU27. Procedures for digitally updating customer's details
KU28. IT skills and operating procedures of computers and other electronic devices
KU29. Preparation of collection schedule, if required.
KU30. Maintained Financial Statement
KU31. Understand Notes of Accounts
KU32. Basic idea about elements of financial statement
KU32. Use of computers and have working knowledge of MS Excel and Word, etc.

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Read about various accounting procedures and updates
GS2. Read mails and information related to various types of documents
GS3. Read forms and policy directives
GS4. Maintain records of work assigned as per company's policy
GS5. Update information
GS6. Send and reply to mails
GS7. Prepare MIS reports as per company's accounting policy
GS8. Communicate and share knowledge with peers and supervisors
GS9. Inform about any work-flow concerns
GS10. Seek required information from employee, management, suppliers. Regulator, etc.
GS11. Handle auditor's queries
GS12. Distinguish between what entry/ amount is taxable and what is not
GS13. Determine taxes as per updated norms
GS14. Prioritize and execute tasks such that the work-flow is not disrupted
GS15. Organize work and time in order to maximize overall productivity
GS16. Ensure that tax deducted is correct
GS17. Inform about any errors or refunds to be sought and extra taxes to be paid
GS18. Inform about tax savings scheme
GS19. Resolve tax related issues and concerns
GS20. Avoid work-flow concerns
GS21. Escalate problems beyond control
GS22. Analyses tax norms and accounting information
GS23. Prepare useful reports for management and regulator as per company's policy
GS24. Improve work so that there are zero errors
GS25. Avoid any penalties to firm because of poor or inadequate reporting
GS26. Knowledge about flow chart / operating cycle

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Create and Verify the Documents	10	10	-	-
PC1. Prepare and verify the source of documents	-	-	-	-
PC2. Maintain digital and physical financial records	-	-	-	-
PC3. Process Reimbursement process	-	-	-	-
PC4. Prepare Bank deposit	-	-	-	-
Maintain Books of Accounts	10	15	-	-
PC4. Maintain book keeping	-	-	-	-
PC5. Prepare Ledger accounts and Trail Balance	-	-	-	-
PC6. Prepare Bank Reconciliation statement	-	-	-	-
NOS Total	**20**	**25**	-	-

National Occupational Standards (NOS) Parameters

NOS Code	BSC/N8103
NOS Name	Prepare Receipt and Payment Voucher
Sector	BFSI
Sub-Sector	Lending, Fund Investment & Services, Payments, Broking, BFSI Processing
Occupation	Finance and Accounts
NSQF Level	4
Credits	
Version	3.0
Last Reviewed Date	30/06/2022
Next Review Date	30/06/2025
Deactivation Date	
NSQC Clearance Date	30/06/2022

BSC/N8104: Understand and book credit purchases and sales

Description

This unit covers about understanding the purchase order, purchase journal, supplier and payment details, customer purchase order, payment terms, delivery challan, sales journal, booking credit purchases in the purchase journal, booking credit sales in sales journal and verify the documents

Scope

This unit/task covers the following:

- Prepare and verify the documents for Sales Register and Purchase Register
- Maintain Sales Register and Purchase Register

Elements and Performance Criteria

Prepare and verify the documents for sales register and purchase register

To be competent, the user/individual on the job must be able to:

PC1. Prepare Purchase and Sales Invoice

PC2. Maintain Daily Cash Report

PC3. Calculate Sales Revenue

PC4. Check Cost of goods sold

Maintain Sales Register and Purchase register

To be competent, the user/individual on the job must be able to:

PC6. Prepare Sales Register

PC7. Prepare Purchase Register

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Understand Income Tax laws and filing of returns
KU2. Understand Tax Deducted at Source and filings.
KU3.Understanding Company's policies on functioning and security concerns. A
KU4. Understanding company's governance structure and physical factors.
KU5. Understanding Companies stand on different issues
KU6. Basic understanding of the essential factors of organizational development.
KU7. Accounting principles
KU8. Accounting concepts and techniques for recording transactions
KU9. Financial concepts such as calculation of tax liabilities Income Tax, Customs, GST, etc.
KU10. Tax rates and computation of TDS, TCS, and net value of taxable goods / supplies under GST
KU11. Preparation and accurate filling of electronic statement detailing outward supplies of goods or services including returns and amount collected, under GST
KU12. TCS and electronic cash ledger under GST
KU13. Stipulated timelines for depositing taxes, including GST, to government or tax authority
KU14. Applicable minimum value of contract for calculation of TDS under GST
KU15. Timeline for issue of TDS certificate by deduct or to deducted and details there in under GST and penalties
KU16. Rules for refund under GST
KU17. Tax laws and tariffs as applicable to the business, especially, GST Law
KU18. Transaction processing
KU19. Invoice and particulars, thereof
KU20. Clients and suppliers of the company
KU21. Products/services the company deals in
KU22. Different accounting system/procedure/processes followed by the company
KU23. Organizational guidelines for dealing with different types of receipts and payments.
KU24. Processes and methods of collections and payments to different customers/ suppliers
KU25. Accounting processes and procedures to record the details of invoice
KU26. The difference between invoice and other supported documents such as purchase order, delivery Challan, etc.
KU27. Procedures for digitally updating customer's details
KU28. IT skills and operating procedures of computers and other electronic devices
KU29. Preparation of collection schedule, if required.
KU30. Maintained Financial Statement
KU31. Understand Notes of Accounts
KU32. Basic idea about elements of financial statement
KU32. Use of computers and have working knowledge of MS Excel and Word, etc.

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Read about various accounting procedures and updates
GS2. Read mails and information related to various types of documents
GS3. Read forms and policy directives
GS4. Maintain records of work assigned as per company's policy
GS5. Update information
GS6. Send and reply to mails
GS7. Prepare MIS reports as per company's accounting policy
GS8. Communicate and share knowledge with peers and supervisors
GS9. Inform about any work-flow concerns
GS10. Seek required information from employee, management, suppliers. Regulator, etc.
GS11. Handle auditor's queries
GS12. Distinguish between what entry/ amount is taxable and what is not
GS13. Determine taxes as per updated norms
GS14. Prioritize and execute tasks such that the work-flow is not disrupted
GS15. Organize work and time in order to maximize overall productivity
GS16. Ensure that tax deducted is correct
GS17. Inform about any errors or refunds to be sought and extra taxes to be paid
GS18. Inform about tax savings scheme
GS19. Resolve tax related issues and concerns
GS20. Avoid work-flow concerns
GS21. Escalate problems beyond control
GS22. Analyses tax norms and accounting information
GS23. Prepare useful reports for management and regulator as per company's policy
GS24. Improve work so that there are zero errors
GS25. Avoid any penalties to firm because of poor or inadequate reporting
GS26. Knowledge about flow chart / operating cycle

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Prepare and verify the documents for sales register and purchase register	**10**	**10**	**-**	**-**
PC1. Prepare Purchase and Sales Invoice	-	-	-	-
PC2. Maintain Daily Cash Report	-	-	-	-
PC3. Calculate Sales Revenue	-	-	-	-
PC4. Check Cost of goods sold	-	-	-	-
Maintain Sales Register and Purchase register	10	10	-	-
PC6. Prepare Sales Register	**-**	**-**	**-**	**-**
PC7. Prepare Purchase Register	-	-	-	-
NOS Total	20	20	-	-

National Occupational Standards (NOS) Parameters

NOS Code	BSC/N8104
NOS Name	Understand and book credit purchases and sales
Sector	BFSI
Sub-Sector	Lending, Fund Investment & Services, Payments, Broking, BFSI Processing
Occupation	Finance and Accounts
NSQF Level	4
Credits	
Version	3.0
Last Reviewed Date	30/06/2022
Next Review Date	30/06/2025
Deactivation Date	
NSQC Clearance Date	30/06/2022

BSC/N8105: Prepare financial statements

Description

This unit is all about recording provisions, preparing depreciation worksheet, preparation and Presentation of reports on Profit & Loss Account, ledger balances (with details), Balance Sheet etc.,performing the accounting entry and record keeping

Scope

This unit/task covers the following:

- Prepare Financial Statement

Elements and Performance Criteria

Prepare Financial statement

To be competent, the user/individual on the job must be able to:

PC1. Examine the documents for preparation of financial statement
PC2. Identify the Elements for Financial statement
PC3. Maintain financial statement
PC4. Record Notes of accounts

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Understand Income Tax laws and filing of returns
KU2. Understand Tax Deducted at Source and filings.
KU3.Understanding Company's policies on functioning and security concerns. A
KU4. Understanding company's governance structure and physical factors.
KU5. Understanding Companies stand on different issues
KU6. Basic understanding of the essential factors of organizational development.
KU7. Accounting principles
KU8. Accounting concepts and techniques for recording transactions
KU9. Financial concepts such as calculation of tax liabilities Income Tax, Customs, GST, etc.
KU10. Tax rates and computation of TDS, TCS, and net value of taxable goods / supplies under GST
KU11. Preparation and accurate filling of electronic statement detailing outward supplies of goods or services including returns and amount collected, under GST
KU12. TCS and electronic cash ledger under GST
KU13. Stipulated timelines for depositing taxes, including GST, to government or tax authority
KU14. Applicable minimum value of contract for calculation of TDS under GST
KU15. Timeline for issue of TDS certificate by deduct or to deducted and details there in under GST and penalties
KU16. Rules for refund under GST
KU17. Tax laws and tariffs as applicable to the business, especially, GST Law
KU18. Transaction processing
KU19. Invoice and particulars, thereof

KU20. Clients and suppliers of the company
KU21. Products/services the company deals in
KU22. Different accounting system/procedure/processes followed by the company
KU23. Organizational guidelines for dealing with different types of receipts and payments.
KU24. Processes and methods of collections and payments to different customers/ suppliers
KU25. Accounting processes and procedures to record the details of invoice
KU26. The difference between invoice and other supported documents such as purchase order, delivery Challan, etc.
KU27. Procedures for digitally updating customer's details
KU28. IT skills and operating procedures of computers and other electronic devices
KU29. Preparation of collection schedule, if required.
KU30. Maintained Financial Statement
KU31. Understand Notes of Accounts
KU32. Basic idea about elements of financial statement
KU32. Use of computers and have working knowledge of MS Excel and Word, etc.

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Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Read about various accounting procedures and updates
GS2. Read mails and information related to various types of documents
GS3. Read forms and policy directives
GS4. Maintain records of work assigned as per company's policy
GS5. Update information
GS6. Send and reply to mails
GS7. Prepare MIS reports as per company's accounting policy
GS8. Communicate and share knowledge with peers and supervisors
GS9. Inform about any work-flow concerns
GS10. Seek required information from employee, management, suppliers. Regulator, etc.
GS11. Handle auditor's queries
GS12. Distinguish between what entry/ amount is taxable and what is not
GS13. Determine taxes as per updated norms
GS14. Prioritize and execute tasks such that the work-flow is not disrupted
GS15. Organize work and time in order to maximize overall productivity
GS16. Ensure that tax deducted is correct
GS17. Inform about any errors or refunds to be sought and extra taxes to be paid
GS18. Inform about tax savings scheme
GS19. Resolve tax related issues and concerns
GS20. Avoid work-flow concerns
GS21. Escalate problems beyond control
GS22. Analyses tax norms and accounting information
GS23. Prepare useful reports for management and regulator as per company's policy
GS24. Improve work so that there are zero errors
GS25. Avoid any penalties to firm because of poor or inadequate reporting
GS26. Knowledge about flow chart / operating cycle

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Prepare Financial statement	20	30	-	-
PC1. Examine the documents for preparation of financial statement	-		-	-
PC2. Identify the Elements for Financial statement	-	-	-	-
PC3. Maintain financial statement	-	-	-	-
PC4. Record Notes of accounts	-	-	-	-
NOS Total	**20**	**30**	-	-

National Occupational Standards (NOS) Parameters

NOS Code	BSC/N8105
NOS Name	Prepare financial statements
Sector	BFSI
Sub-Sector	Lending, Fund Investment & Services, Payments, Broking, BFSI Processing
Occupation	Finance and Accounts
NSQF Level	4
Credits	
Version	3.0
Last Reviewed Date	30/06/2022
Next Review Date	30/06/2025
Deactivation Date	
NSQC Clearance Date	30/06/2022

BSC/N9904: Communicate effectively and maintain inclusivityat the workplace

Description

This NOS unit is about communicating effectively with customers, and colleagues, and maintaining ethical behavior and inclusivity at the workplace.

Scope

The scope covers the following:

- Communicate effectively with customers and
- colleagues Maintain ethical behavior and inclusivity

Elements and Performance Criteria

Communicate effectively with customers and colleagues

To be competent, the user/individual on the job must be able to:

PC1. Interact with the customers and colleagues in a polite and professional manner

PC2. Listen actively to the issues or requirements and respond timely and appropriately

PC3. Address customer queries considering the difference in technical knowledge of the customer and yourself

PC4. Seek and incorporate regular feedback as per organization's SOP

PC5. Escalate any negative feedback to the reporting authority

PC6. Pass on essential information to the colleagues timely

PC7. Maintain clarity, honesty and transparency while communicating with thecustomers and colleagues

Maintain ethical behavior and inclusivity

To be competent, the user/individual on the job must be able to:

PC8. Follow professional etiquette in day-to-day processes and dealings withcustomers and colleagues

PC9. Ensure not to defame the competitors

PC10. Follow organizational policies and other do's and don'ts while interacting with Persons with Disability (e.g. make eye contact and clear facial expression whiletalking to Persons with Hearing Impairment, don't hang or lean on a person's wheelchair)

PC11. Maintain empathy, respect, and a collaborative attitude towards Persons withDisability

PC12. Follow gender and age sensitive practices at the workplace

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Organizational code of ethics and professional conduct
KU2. Active listening techniques
KU3. Methods of effective communication with customers and colleagues
KU4. Complaint and conflict handling policy and procedures
KU5. Procedure to collect constructive feedback
KU6. Ways to maintain clarity and transparency in customer service and at workplace
KU7. Significance of helping colleagues with specific issues and problems
KU8. Organizational policies on gender and age sensitivity
KU9. Organizational policy with regards to PW

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Read and understand organizational SOPs, policies and procedure documents
GS2. Interact effectively with customers and colleagues
GS3. Solve problems as and when required
GS4. Improve work processes by incorporating customer's feedback
GS5. fill up documentation pertaining to interactions and customer feedback

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Communicate effectively with customersand colleagues	**20**	**30**	**-**	**-**
PC1. interact with the customers and colleagues in a polite and professional Manner	3	4	-	-
PC2. listen actively to the issues or requirements and respond timely and Appropriately	3	4	-	-
PC3. address customer queries considering the difference in technical knowledge of the customer and yourself	3	4	-	-
PC4. seek and incorporate regular feedback as per organization's SOP	2	5	-	-
PC5. escalate any negative feedback to the reporting authority	3	4	-	-
PC6. pass on essential information to the colleagues timely	3	4	-	-
PC7. maintain clarity, honesty and transparency while communicating with the customers and colleagues	3	5	-	-
Maintain ethical behavior and inclusivity	**16**	**25**	**-**	**-**
PC8. follow professional etiquette in day-to-day processes and dealings with customers and colleagues	3	5	-	-
PC9. ensure not to defame the competitors	3	5	-	-
PC10. follow organizational policies and other do's and don’ts while interacting with Persons with Disability (e.g. make eye contact and clear facial expression while talking to Persons with Hearing Impairment, don’t hang or lean on a person’s wheelchair)	4	5	-	-

PC11. maintain empathy, respect, and a collaborative attitude towards Persons with Disability	3	5	-	-
PC12. follow gender and age sensitive practices at the workplace	3	5	-	-
NOS Total	**36**	**55**	-	-

National Occupational Standards (NOS) Parameters

NOS Code	BSC/N9904
NOS Name	Communicate effectively and maintain inclusivity at the workplace
Sector	BFSI
Sub-Sector	BFSI
Occupation	Generic
NSQF Level	4
Credits	
Version	3.0
Last Reviewed Date	30/06/2022
Next Review Date	30/06/2025
Deactivation Date	
NSQC Clearance Date	30/06/2022

BSC/N9903: Maintain data integrity using digital tools

Description

This OS unit is about maintaining data integrity, privacy, and security using digital tools.

Scope

The scope covers the following:

- Maintaindata integrity
- Maintain data privacy and security

Elements and Performance Criteria

Maintain data integrity

To be competent, the user/individual on the job must be able to:

PC1. Use digital technology for data capturing, data processing, and data retrieval as perorganizational policy to maintain data integrity

PC2. Check the accuracy and validity of the loaded data

PC3. Verify all exceptions and questionable dataitems

PC4. Ensure database is complete and accurateat all times

Maintain data privacy and security

To be competent, the user/individual on the job must be able to:

PC5. Comply with the processes and protocols laid down, for ensuring data privacy andsecurity

PC6. Secure digital and paper documents

PC7. Manage data access, data acquisition, and data utilization as per the SOP

PC8. Dispose of digital data and paper records securely

PC9. Configure data and disseminate relevant information to others, as required

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Usage of digital technology to capture data
KU2. Ways to check data for accuracy andvalidity
KU3. Procedure to generate reports for data analysis
KU4. Significance of complete andaccurate database
KU5. Organizational processes and protocols for data privacy and security
KU6. Methods to secure digital and paper documents
KU7. Organizational SOP for disposing of the digital and paper records
KU8. Organization SOP on dissemination of data

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Read organizational SOPs, policies, instructions, and guidelines
GS2. Communicate accurate information
GS3. Plan and organize the work to achieve targets and deadlines
GS4. Apply problem solving approaches in different situations

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Maintain data integrity	**14**	**16**	**-**	**-**
PC1. use digital technology for data capturing, data processing, and data retrieval as per organizational policy to maintain data integrity	4	4	-	-
PC2. check the accuracy and validity of the loaded data	4	4	-	-
PC3. verify all exceptions and questionable data items	3	4	-	-
PC4. ensure database is complete and accurate at all times	3	4	-	-
Maintain data privacy and security	**15**	**25**	**-**	**-**
PC5. comply with the processes and protocols laid down, for ensuring data privacy and security	3	5	-	-
PC6. secure digital and paper documents	3	5	-	-
PC7. manage data access, data acquisition, and data utilization as per the SOP	3	5	-	-
PC8. dispose of digital data and paper records securely	3	5	-	-
PC9. configure data and disseminate relevant information to others, as required	3	5	-	-
NOS Total	**29**	**41**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	BSC/N9903
NOS Name	Maintain data integrity using digital tools
Sector	BFSI
Sub-Sector	BFSI
Occupation	Generic
NSQF Level	4
Credits	
Version	3.0
Last Reviewed Date	30/06/2022
Next Review Date	30/06/2025
Deactivation Date	
NSQC Clearance Date	30/06/2022

SSC/N9003: Maintain a healthy, safe and secure working environment

Description

This unit is about monitoring your working environment and making sure it meets requirements for health, safety and security

Scope

The scope covers the following:

- Ensure compliance
- Follow safety procedure

Elements and Performance Criteria

Ensure compliance

To be competent, the user/individual on the job must be able to:

PC1. Comply with the organization's current health, safety and security policies andprocedures

PC2. Report any identified breaches in health, safety, and security policies and proceduresto the designated person

PC3. Identify and correct any hazards that you can deal with safely, competently andwithin the limits of your authority

PC4. Report any hazards that you are not competent to deal with to the relevant person inline with organizational procedures and warn other people who may be affected

Follow safety procedure

To be competent, the user/individual on the job must be able to:

PC5. Follow the organization's emergency procedures promptly, calmly, and efficiently

PC6. Identify and recommend opportunities for improving health, safety, and security tothe designated person

PC7. Complete any health and safety records legibly and accurately

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Legislative requirements and organization's procedures for health, safety andsecurity and your role and responsibilities in relation to this

KU2. What is meant by a hazard, including the different types of health and safetyhazards that can be found in the workplace?

KU3. How and when to report hazards

KU4. Limits of your responsibility for dealing with hazards

KU5. The organization's emergency procedures for different emergencysituations and the importance of following these

KU6. The importance of maintaining high standards of health, safety and security

KU7. Implications that any non-compliance with health, safety and securitymay have on individuals and the organization

KU8. Types of breaches in health, safety and security and how and when to report these

KU9. Evacuation procedures for workers and visitors

KU10. How to summon medical assistance and the emergency services, where necessary

KU11. How to use the health, safety and accident reporting procedures and the importanceof these

KU12. Government agencies in the areas of safety, health and security and their normsand services

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Complete accurate, well written work with attention to detail

GS2. Read instructions, guidelines, procedures, rules and service level agreements

GS3. Listen effectively and orally communicate information accurately

GS4. Make decisions on suitable courses of action

GS5. Plan and organize your work to meet health, safety and security requirements

GS6. Build and maintain positive and effective relationships with colleagues and customers

GS7. Apply problem solving approaches in different situations

GS8. Analyze data and activities

GS9. Apply balanced judgments to different situations

GS10. Check that the work is complete andfree from errors

GS11. Work effectively in a team environment

GS12. Identify and refer anomalies

GS13. Help reach agreements with colleagues

GS14. Keep up to date with changes, procedures and practices in the job role

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Ensure compliance	**20**	**40**	**-**	**-**
PC1. comply with the organization's current health, safety and security policies and procedures	10	10	-	-
PC2. report any identified breaches in health, safety, and security policies and procedures to the designated person	-	10	-	-
PC3. identify and correct any hazards that you can deal with safely, competently and within the limits of your Authority	10	10	-	-
PC4. report any hazards that you are not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected	-	10	-	-
Follow safety procedure	**10**	**30**	**-**	**-**
PC5. follow the organization's emergency procedures promptly, calmly, and efficiently	10	10	-	-
PC6. identify and recommend opportunities for improving health, safety, and security to the designated person	-	10	-	-
PC7. complete any health and safety records legibly and accurately	-	10	-	-
NOS Total	**30**	**70**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	SSC/N9003
NOS Name	Maintain a healthy, safe and secure working environment
Sector	IT-Its
Sub-Sector	IT Services, Business Process Management, Engineering R&D, Software Product Development, IT Support Services, Software Products, Future Skills
Occupation	Generic
NSQF Level	4
Credits	
Version	2.0
Last Reviewed Date	30/06/2022
Next Review Date	30/06/2025
Deactivation Date	
NSQC Clearance Date	30/06/2022

SGJ/N1702: Optimize resource utilization at workplace

Description

This unit is about adopting sustainable practices and optimizing use of resources, especially material, energy and waste, in day-to-day operations at work

Scope

The scope covers the following:

- Material conservationpractices
- Energy/electricity conservation practicesEffective
- waste management/recycling practices

Elements and Performance Criteria

Material conservation practices

To be competent, the user/individual on the job must be able to:

PC1. Identify ways to optimize usage of material including water invarious tasks/activities/processes

PC2. Check for spills/leakages in various tasks/activities/processes

PC3. Plug spills/leakages and escalate to appropriate authority if unableto rectify

PC4. Carry out routine cleaning of tools, machines and equipment

Energy/electricity conservation practices

To be competent, the user/individual on the job must be able to:

PC5. Identify ways to optimize usage of electricity/energy in various tasks/activities/processes

PC6. Check if the equipment/machine is functioning normally before commencing workand rectify wherever required

PC7. Report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment

PC8. Ensure electrical equipment and appliances are properly connected and turned off when not in use

Effective waste management/recycling practices

To be competent, the user/individual on the job must be able to:

PC9. Identify recyclable and non-recyclable, and hazardous waste generated

PC10. Segregate waste into different categories

PC11. Dispose non-recyclable waste appropriately

PC12. Deposit recyclable and reusable material at identified location

PC13. Follow processes specified for disposal of hazardous waste

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Potential hazards, risks and threats based on the nature ofwork

KU2. Layout of the workstation and electrical and thermal equipment used

KU3. Organizations procedures for minimizing waste

KU4. Efficient and inefficient utilization of material and water

KU5. Ways of efficiently managing material and water in theprocess

KU6. Basics of electricity and prevalent energy efficient devices

KU7. Ways to recognize common electricalproblems

KU8. Common practices of conserving electricity

KU9. Usage of different colors of dustbins

KU10. Categorization of waste into dry, wet, recyclable, non-recyclable and items ofsingle-use plastics

KU11. Waste management and methods of waste disposal

KU12. Common sources of pollution and ways to minimize it

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Record data on waste disposal at workplace

GS2. Complete statutory documents relevant to safety and hygiene

GS3. Read Standard Operating Practices (SOP) documents

GS4. Communicate with colleagues on the significance of greening of jobs

GS5. Make timely decisions for efficient utilization of resources

GS6. Complete tasks efficiently and accurately within stipulated time

GS7. Work with supervisors/team members to carry out workrelated tasks

GS8. Identify cause and effect of greening of jobs

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Material conservation practices	**4**	**8**	**-**	**-**
PC1. identify ways to optimize usage of material including water in various tasks/activities/processes	1	2	-	-
PC2. check for spills/leakages in various tasks/activities/processes	1	2	-	-
PC3. plug spills/leakages and escalate to appropriate authority if unable to rectify	1	2	-	-
PC4. carry out routine cleaning of tools, machines and equipment	1	2	-	-
Energy/electricity conservation practices	**4**	**8**	**-**	**-**
PC5. identify ways to optimize usage of electricity/energy in various tasks/activities/processes	1	2	-	-
PC6. check if the equipment/machine is functioning normally before commencing work and rectify wherever required	1	2	-	-
PC7. report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment	1	2	-	-
PC8. ensure electrical equipment and appliances are properly connected and turned off when not in use	1	2	-	-
Effective waste management/recycling practices	**5**	**10**	**-**	**-**
PC9. identify recyclable and non-recyclable, and hazardous waste generated	1	2	-	-
PC10. segregate waste into different categories	1	2	-	-
PC11. dispose non-recyclable waste appropriately	1	2	-	-
PC12. deposit recyclable and reusable material at identified location	1	2	-	-

PC13. follow processes specified for disposal of hazardous waste	1	2	-	-
NOS Total	**13**	**26**	**-**	**-**

QUALIFICATION

National Occupational Standards (NOS) Parameters

NOS Code	SGJ/N1702
NOS Name	Optimize resource utilization at workplace
Sector	Green Jobs
Sub-Sector	Other Green Jobs
Occupation	Resource Optimization
NSQF Level	3
Credits	
Version	1.0
Last Reviewed Date	30/06/2022
Next Review Date	30/06/2025
Deactivation Date	
NSQC Clearance Date	30/06/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practicalfor each Element/ PC.

2. The assessment for the theory part will be based on knowledge bank of questions created bythe SSC.

3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.

4. SSC/Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessmentcriteria below).

5. SSC/Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.

6. To pass the Qualification's assessment, every trainee should score the Recommended Pass % aggregate for the Qf.

7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification.

Minimum Aggregate Passing % at Qf Level: 50

(**Please note**: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
BSC/N8101 Prepare Tax Compliance Related Document	40	60	0	0	100	15
BSC/N8102: Prepare and perform payroll function	30	35	0	0	65	15
BSC/N8103: Prepare receipt and payment voucher	20	25	0	0	45	15
BSC/N8104: Understand and book credit purchases and sales	20	20	0	0	40	15
BSC/N8105: Prepare financial statements	20	30	0	0	50	15
BSC/N9904.Communicate effectively and maintain inclusivity at the workplace	36	55	-	-	91	10
BSC/N9903.Maintain data integrity using digital tools	29	41	-	-	70	5
SSC/N9003.Maintain a healthy, safe and secure working environment	30	70	-	-	100	5
SGJ/N1702.Optimize resource utilization at workplace	13	26	-	-	39	5
Total	**238**	**362**	**-**	**-**	**600**	**100**

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
Qf	Qualifications
TVET	Technical and Vocational Education and Training
DD	Demand Draft
HR	Human Resource
MIS	Management Information System
NEFT	National Electronic Funds Transfer
PAN	Permanent Account Number
TAT	Turnaround time

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications (Qf)	Qf comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qf is assigned a unique qualifications code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.

Organizational Context	Organizational context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a Qf for each specialized job role. Trainees must select at least one elective for the successful completion of a Qf with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a Qf. It is not mandatory to select any of the options to complete a Qf with Options.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.