

NSDA Code 2020/TH/DGT/03748
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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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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

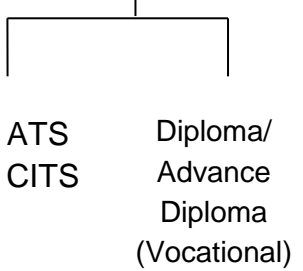
concerned instructor prepares the Lesson Plan and demonstration plan with support of IMPs developed by NIMI, DGT.

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

2. Curriculum for Core Skills (Employability Skills).

• **SUMMARY**

1	Qualification Title	'TOURIST GUIDE'
2	Qualification Code, if any	DGT/1089
3	NCO code and occupation	5113.0200 - Tourist Guide
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	Prepare Tourist Guides who carries out survey of places of tourist interest & understands packages/ offers to promote tourism. (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	• 5113.0200 - Tourist Guide
9	Job description of the occupation	The Tourist Guide carries out survey of places of tourist interest & understands packages/ offers to promote tourism; collects information, identifies different categories of accommodation available in the city and different modes of transport available for the tourists; knows the procedure for bookings, cancellation, changing of tickets & concession given in Railways. Plans and prepares the advertisements for newspapers, magazines etc. and makes brochures for tourist office, hotels, etc. for tour promotion.
10	Licensing requirements	NOT REQUIRED
11	Statutory and Regulatory requirement of the relevant	NOT AVAILABLE

	sector (documentary evidence to be provided)			
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 10 th class examination. Minimum age 14 years 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"> • Tourist Guide • Senior Tourist Guide • Supervisor • Manager Entrepreneur 	Technical / Academic 	
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)	Enumerate the Duties and responsibilities of Tourist Guides.	60	12	3
(ii)	Assess the types of tourists visiting different places and ascertain their needs.	60	12	4
(iii)	Motivate tourists visiting different places and promote tourism.	60	12	4
(iv)	Identify different categories of accommodation available in the city and different modes of transport available for the tourists.	90	18	3
(v)	Prepare a project report on travel destinations covering history.	30	6	4
(vi)	Interact with different transportation agencies like airline, Railways, taxis etc. to find out their routes, timings of flights and Trains, the fares of different classes of airlines, trains & rental taxis including Radio cabs.	60	12	4
(vii)	Plan the inbound and out bound Tour programmer for Indian Nationals in India.	60	12	4
(viii)	Plan tour programme for inbound and out bound foreign nationals taking into consideration factors such as (food habit, sensitivity, interpreter, caterer etc.)	90	18	4
(ix)	Perform bookings, cancellation, changing of tickets & concession given in Railways.	90	18	4
(x)	Perform bookings, cancellations and changing of air tickets & the concessions given.	90	18	4
(xi)	Carryout the registration procedure of different types of vehicles, the formalities involved	90	18	4

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	etc.			
(xii)	Prepare handouts on present & future tourism zones as specified by WTO, IATA, Geography, PATA areas.	90	18	4
(xiii)	Carryout survey of tourists at a tourist place to prepare their profile and arrange site-seeing tours to local boys and girls to a tourist place.	60	12	4
(xiv)	Plan and prepare the advertisements for newspapers, magazines etc and make brochures for tourist office, hotels, etc. for tour promotion of tourist activities.	90	18	4
(xv)	Prepare MS-office files and other packages related with tourism.	60	12	4
(xvi)	Handle CRS, typing letters, fax messages, mail merging, sending fax and e-mail.	30	6	4
(xvii)	Prepare simple profit and loss account and balance sheet using an accounting package, mailing list of customers along with Storing and retrieving information of customer's creating and using a database packages.	30	6	4
(xviii)	Draw charts on tourism systems interrelating tourism market, transportation, destination and marketing in the context of India's popular tourism states.	60	12	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	-	20	4

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	& quality.			
(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	<p>Body/Bodies which will carry out assessment: Controller of Examinations, DGT</p>
22	<p>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:</p> <p>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:</p> <p>Category I: Ex-trainees (successful pass-outs) of ITI</p> <p>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.</p> <p>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.</p> <p>Category II: 'Ex-trainees (successful pass-outs) and current trainees under CoE scheme</p> <p>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. CoE candidates must register as 'Private Candidate' under CTS in the relevant/mapped CTS trade only.</p> <p>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.</p> <p>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 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’.</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 detail and updated information please refer to DGT web portal.</p>
<p>23</p>	<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 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</p>

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 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.

Specific Arrangements for assessment:

- 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.

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.

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
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. Enumerate the Duties and responsibilities of Tourist Guides.	Visit various tourist places/industries.
	Collect the data regarding tourism.
	Study the collected data.
	Familiarize with the Significance of Training in the Tourist industry.
2. Assess the types of tourists visiting different places and ascertain their needs.	Conduct a survey of any 10 places of tourist interest in state to know about their perceptions about availability of accommodation, transportation & other infrastructure facilities.
	Assess the demand, infrastructure facilities, types of tourist visiting different places.
	Prepare a report.
3. Motivate tourists visiting different places and promote tourism.	Motivate different types of Tourists visiting different places.
	Visit Railway Station/Airlines to find out different packages offered to promote tourism.
	Prepare a report.
4. Identify different categories of accommodation available in the city and different modes of transport available for the tourists.	Study tourist facilities available in state.
	Collect information regarding different categories of accommodation available in the city.
	Collect information regarding different modes of Transport Available for the tourist.
	Prepare a report.
5. Prepare a project report on travel destinations covering history.	Conduct a survey on travel destinations covering history.
	Prepare a project report on travel destinations covering history.
6. Interact with different transportation agencies like airline, Railways, taxis etc. to find out their routes, timings of flights and Trains, the fares of different classes of airlines, trains & rental	Operate, understand organization & role of travel Agency.
	Interact with different transportation agencies like airline, Railways, taxis etc. to find out their routes, timings of flights and Trains.
	Identify the fares of different classes of airlines, trains & rental taxis including Radio cabs.

taxis including Radio cabs.	
7. Plan the inbound and out bound Tour programmer for Indian Nationals in India.	Plan a tour for inbound and out bound Indian nationals in India. Make a programme for Indian National in India depending upon cost, mode of transport etc.
8. Plan tour programme for inbound and out bound foreign nationals taking into consideration factors such as (food habit, sensitivity, interpreter, caterer etc.)	Practical exercises/ field visits to know the procedure for booking accommodation in a hotel for a tourist. Visit to the Passport Office to learn the procedure of obtaining passport for a tourist. Plan tour programme for inbound and out bound foreign nationals taking into consideration factors such as (food habit, sensitivity, interpreter, caterer etc.)
9. Perform bookings, cancellation, changing of tickets & concession given in Railways.	Practice exercises in reading timetable to know the types of trains, class of travel, types of fare & use of Railway Time Table. Visit to a Railway station to study the procedure for bookings, cancellation, changing of tickets & concession given in different respect.
10. Perform bookings, cancellations and changing of air tickets & the concessions given.	Visit to the office of an airline/travel agency. Study working in respect of bookings, cancellations and changing of air tickets & the concessions given in different respect.
11. Carryout the registration procedure of different types of vehicles, the formalities involved etc.	Visit the office of regional transport office. Learn the registration procedure of different types of vehicles, the formalities involved etc.
12. Prepare handouts on present & future tourism zones as specified by WTO, IATA, Geography, PATA areas.	Prepare handouts on present & future tourism zones as specified by WTO, IATA, Geography, PATA areas. Identify tourist generating regions in India and preferred tourist destinations. Make a report.
13. Carryout survey of tourists at a tourist place to prepare their profile and arrange site-seeing tours to local boys and girls to a tourist	Make a survey of tourists at a tourist place. Prepare their profile. Arrange site-seeing tours to local boys and girls to a tourist place. Communication skill, imparting running comments of the

place.	area concerned.
14. Plan and prepare the advertisements for newspapers, magazines etc. and make brochures for tourist office, hotels, etc. for tour promotion of tourist activities.	<p>Collect advertisements from newspapers, magazines.</p> <p>Making an analysis of the above collected data.</p> <p>Collection of brochures from tourist office, hotels, etc. to understand tour promotion of tourist activities is being done.</p>
15. Prepare MS-office files and other packages related with tourism.	<p>Practice in computer using MS office & other software packages related to the tourism.</p> <p>Plan & Program tour for India & abroad - costing concept, various tour suppliers & also estimate the different tour packages.</p>
16. Handle CRS, typing letters, fax messages, mail merging, sending fax and e-mail.	<p>Visit to travel agency, airlines for familiarity with handling of CRS, typing letters, fax messages, mail merging, sending fax and e-mail.</p>
17. Prepare simple profit and loss account and balance sheet using an accounting package, mailing list of customers along with Storing and retrieving information of customer's creating and using a database.	<p>Prepare simple profit and loss account and balance sheet using an accounting package. Preparing mailing list of customers.</p> <p>Create, Store and retrieve information of customer's using database packages.</p>
18. Draw charts on tourism systems interrelating tourism market, transportation, destination and marketing in the context of India's popular tourism states.	<p>Draw map of India and locate major tourist destination and adjoining tourism market.</p> <p>Study tours to locate tourist organization tourist offices, regional tourist offices, Directorate of Tourism, etc. to analyses their strength and weaknesses in attracting serving tourists.</p> <p>Draw charts on tourism systems interrelating tourism market, transportation, destination and marketing in the context of India's popular tourism states.</p>

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 formal and technical communication.	Obtain sources of information and recognize information.
	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 benefit of IT developments in the industry.	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 relevant information pertaining to the assigned tasks.

SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Tourist Guide			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"> Enumerate the Duties and responsibilities of Tourist Guides. Assess the types of tourists visiting different places and ascertain their needs. Motivate tourists visiting different places and promote tourism. Identify different categories of accommodation available in the city and different modes of transport available for the tourists. Interact with different transportation agencies like airline, Railways, taxis etc. to find out their routes, timings of flights and Trains, The fares of different classes of airlines, trains & rental taxis 	<p>The learner is expected to visit various tourist places/industries, collect & study the data regarding tourism; conduct survey of places of tourist interest in state to know about their perceptions, availability of accommodation, transportation etc, to assess the demand of infrastructure facilities & types of tourist visiting different places. Visit railway station/airlines offices /websites to find out different packages offered to promote tourism& know the procedure for bookings, cancellation, changing of tickets & concession given in different respect.</p> <p>The learner works in familiar, predictable, routine situations of clear choice.</p> <p>Hence NSQF Level is 4 for this descriptor.</p>	4

Title/Name of qualification/component: Tourist Guide			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level descriptors	NSQF Level
	including Radio cabs.		
Professional knowledge	<p>Factual Knowledge of field of Knowledge or study</p> <ul style="list-style-type: none"> • Nature, Characteristics & components of tourism industry • Role & function of Govt. & Tourist Boards, ITDC, State Govt. Tourist Dept. & National Trade Corporations, Tourism 	<p>The learner has factual knowledge of field of knowledge or study which is in this case includes nature & scope of tourism, Tourism attraction, accommodation, catering and customer services.</p> <p>The learner is also expected to possess factual knowledge of Shopping& entertainment, Infrastructure, local maps and routes, coastal</p>	4

Title/Name of qualification/component: Tourist Guide			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level descriptors	NSQF Level
	<p>Associations & International organization, Pacific Asia Travel Association (PATA), Indian association of Tour operators (IATA), Travel Agent's Association of India (TAAI), Federation of Hotel & Restaurant Association of India (FHRAI), Adventure Tour Operators Association (ATOT).</p> <ul style="list-style-type: none"> • Basic knowledge of Indian and world geography, culture wild life, fairs, festivals, trade fair exhibitions, musical concerts, coastal areas and sea beaches, museums, art galleries, places of historical importance, islands, etc. selection of tour sites in different states. 	<p>areas and sea beaches, museums, art galleries, places of historical importance, islands, etc.</p> <p>The learner has the factual knowledge of role and function of Govt. & Tourist Boards, ITDC, State Govt. Tourist Dept. & Tourism Corporations, National Trade Associations & International organization etc.</p> <p>Hence NSQF Level is 4 for this descriptor.</p>	
Professional skill	<ul style="list-style-type: none"> • Plan the inbound and out bound Tour programmer for Indian Nationals in India. • Plan tour programme for inbound and out bound foreign nationals taking into consideration factors such as (food habit, sensitivity, interpreter, caterer etc.) 	<p>The learner recalls & demonstrates practical skills, which are routine & repetitive in narrow range of applications as per the learning outcomes 'Plan tour programme for inbound and out bound foreign nationals taking into consideration factors such as (food habit,</p>	4

Title/Name of qualification/component: Tourist Guide			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"> Perform bookings, cancellation, changing of tickets & concession given in Railways. Perform bookings, cancellations and changing of air tickets & the concessions given. 	<p>sensitivity, interpreter, caterer etc.)’ and ‘Perform bookings, cancellations and changing of air tickets & the concessions given’.</p> <p>The learner also uses appropriate rule and tool and quality concepts to complete his/her work to provide satisfaction as per tourist’s expectations.</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 energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth. 	<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>	4

Title/Name of qualification/component: Tourist Guide			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level descriptors	NSQF Level
	<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>Hence NSQF Level is 4 for this descriptor.</p>	
Responsibility	<ul style="list-style-type: none"> • Plan and prepare the advertisements for newspapers, magazines etc. and make brochures for tourist office, hotels, etc. for tour promotion of tourist activities. • Handle CRS, typing letters, fax messages, mail merging, sending fax and e-mail. • Prepare simple profit and loss account and balance sheet using an accounting package, mailing list of customers along with Storing and retrieving information of customer's creating and using a database packages. • Draw charts on tourism systems interrelating tourism market, 	<p>The learner works with responsibility for own work and learning which is evident from the learner's deliverables of handling tourists' requirements independently and keeping abreast with rules and processes of itinerary planning and related task.</p> <p>As per the learning outcomes 'Handle CRS, typing letters, fax messages, mail merging, sending fax and e-mail' and 'Draw charts on tourism systems interrelating tourism market, transportation, destination and marketing in the context of India's popular tourism states'.</p> <p>Hence NSQF Level is 4 for this descriptor.</p>	4

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Title/Name of qualification/component: Tourist Guide			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level descriptors	NSQF Level
	transportation, destination and marketing in the context of India's popular tourism states.		

SECTION 3
EVIDENCE OF NEED

<p>26</p>	<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"> <thead> <tr> <th data-bbox="336 506 625 651"> Basis </th> <th data-bbox="625 506 1394 651"> In case of other Awarding Bodies (Institutes under Central Ministries and states departments) </th> </tr> </thead> <tbody> <tr> <td data-bbox="336 651 625 1032"> Need of the qualification </td> <td data-bbox="625 651 1394 1032"> Tourism and Hospitality 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="336 1032 625 1458"> Industry Relevance </td> <td data-bbox="625 1032 1394 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="336 1458 625 1563"> Usage of the qualification </td> <td data-bbox="625 1458 1394 1563"> The Proposed qualification will create Tourist Guide for various establishments in different Sectors. </td> </tr> <tr> <td data-bbox="336 1563 625 1626"> Estimated uptake </td> <td data-bbox="625 1563 1394 1626"> The present seating capacity is approximately 208. </td> </tr> </tbody> </table>	Basis	In case of other Awarding Bodies (Institutes under Central Ministries and states departments)	Need of the qualification	Tourism and Hospitality 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 Tourist Guide for various establishments in different Sectors.	Estimated uptake	The present seating capacity is approximately 208.
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<p>27</p>	<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
    TG[Tourist Guide] --> STG[Senior Tourist Guide]
    STG --> S[Supervisor]
    S --> M[Manager]
    TG --> E[Entrepreneur]
    STG --> E
    S --> E
    M --> E
  
```

The diagram illustrates a career progression path. It starts with a box labeled 'Tourist Guide'. An arrow points to 'Senior Tourist Guide', which then points to 'Supervisor', and finally to 'Manager'. Below this horizontal sequence, a vertical line descends from the 'Senior Tourist Guide' box, and another vertical line descends from the 'Supervisor' box. These two lines meet a horizontal line that extends from the 'Tourist Guide' box to the 'Entrepreneur' box. A downward-pointing arrow connects this horizontal line to the 'Entrepreneur' box, indicating that both the 'Tourist Guide' and 'Supervisor' roles can lead to becoming an 'Entrepreneur'.