

Commercial Executive/Officer

QP Code: ASC/Q0203

NSQF Level: 5

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Qualification Pack

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ASC/Q0203: Commercial Executive/Officer

Brief Job Description

A Commercial Executive/ Officer is responsible for facilitating the commercial operations at various OEM offices in the assigned areas and facilitating audits through external and internal agents. They help in liaising with various financial banks/ NBFCs for funding related issues both for primary sales (billing to the channel partner) and secondary sales (sorting the pending cases for vehicle loans)

Personal Attributes

The individual should have good understanding of accounting software used by the company. The individual should be able to manage working capital of the company. Strong communication, organizational and analytical skills are required. Ability to work independently on various projects to achieve desired results is mandatory. This job requires strong accounting & liaisoning skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [ASC/N0001: Plan and organise work to meet expected outcomes](#)
2. [ASC/N0002: Work effectively in a team](#)
3. [ASC/N0003: Maintain a healthy, safe and secure working environment](#)
4. [ASC/N0205: Manage commercial operations at local OEM offices](#)

Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Automotive Vehicle Sales (Oem)
Occupation	Sales Support
Country	India
NSQF Level	5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/5249.0202

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Minimum Educational Qualification & Experience	Diploma (in any discipline) with 2-3 Years of experience Handling finance and accounts of any organisation. OR Diploma (in any discipline) with 2-3 Years of experience Handling finance and accounts of any organisation. OR Diploma (in any discipline)
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	On the job training Desirable for ASDC Commercial Executive/Officer Level 5 certificate or Post graduate degree/Diploma in Business Administration.
Minimum Job Entry Age	18 Years
Last Reviewed On	16/07/2013
Next Review Date	31/03/2020
NSQC Approval Date	05/08/2015
Version	1.0

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ASC/N0001: Plan and organise work to meet expected outcomes

Description

This NOS unit is about planning and organising an individuals work in order to complete it to the required standards on time.

Scope

This unit/task covers the following:

- work requirements including various activities, deliverables or work output required in the given time, maintain set quality standards
- appropriate use of resources (both material / equipments and manpower)

Elements and Performance Criteria

Work requirements including various activities within the given time and set quality standards

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

- PC1.** keep immediate work area clean and tidy
- PC2.** treat confidential information as per the organisations guidelines
- PC3.** work in line with organisations policies and procedures
- PC4.** work within the limits of job role
- PC5.** obtain guidance from appropriate people, where necessary
- PC6.** ensure work meets the agreed requirements

Appropriate use of resources

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

- PC7.** establish and agree on work requirements with appropriate people
- PC8.** manage time, materials and cost effectively
- PC9.** use resources in a responsible manner

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organisations policies, procedures and priorities for area of work, role and responsibilities in carrying out that work
- KU2.** the limits of responsibilities and when to involve others
- KU3.** specific work requirements and who these must be agreed with
- KU4.** the importance of having a tidy work area and how to do this
- KU5.** how to prioritize workload according to urgency and importance and the benefits of this
- KU6.** the organisations policies and procedures for dealing with confidential information and the importance of complying with these
- KU7.** the purpose of keeping others updated with the progress of work

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- KU8.** who to obtain guidance from and the typical circumstances when this may be required
- KU9.** the purpose and value of being flexible and adapting work plans
- KU10.** how to complete tasks accurately by following standard procedures
- KU11.** technical resources needed for work and how to obtain and use these

Generic Skills (GS)

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

- GS1.** write in at least one language
- GS2.** read instructions, guidelines/procedures
- GS3.** ask for clarification and advice from appropriate persons
- GS4.** communicate orally with colleagues
- GS5.** make a decision on a suitable course of action appropriate for accurately completing the task within resources
- GS6.** agree objectives and work requirements
- GS7.** plan and organise work to achieve targets and deadlines
- GS8.** deliver consistent and reliable service to customers
- GS9.** check own work and ensure it meets customer requirements
- GS10.** anomalies to the concerned persons
- GS11.** analyse problems and identify work-arounds taking help from
- GS12.** apply own judgement to identify solutions in different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Work requirements including various activities within the given time and set quality standards</i>	16	47	-	-
PC1. keep immediate work area clean and tidy	2	9	-	-
PC2. treat confidential information as per the organisations guidelines	2	6	-	-
PC3. work in line with organisations policies and procedures	3	8	-	-
PC4. work within the limits of job role	3	6	-	-
PC5. obtain guidance from appropriate people, where necessary	3	7	-	-
PC6. ensure work meets the agreed requirements	3	11	-	-
<i>Appropriate use of resources</i>	9	28	-	-
PC7. establish and agree on work requirements with appropriate people	3	9	-	-
PC8. manage time, materials and cost effectively	3	11	-	-
PC9. use resources in a responsible manner	3	8	-	-
NOS Total	25	75	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N0001
NOS Name	Plan and organise work to meet expected outcomes
Sector	Automotive
Sub-Sector	Manufacturing and R&D, Sales and Service, Road Transportation
Occupation	Auto Components /Aggregates Repair
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	10/06/2013
Next Review Date	10/06/2015
NSQC Clearance Date	20/07/2015

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ASC/N0002: Work effectively in a team

Description

This NOS unit is about working effectively with colleagues, either in individuals own work group or in other work groups within organisation

Scope

This unit/task covers the following: Colleagues: Superiors Members of own work group People in other work groups within or outside the organisation Communicate: Face-to-face By telephone In writing

- Superiors
- Members of own work group
- People in other work groups within or outside the organisation
- Face-to-face
- By telephone
- In writing

Elements and Performance Criteria

Effective communication

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

- PC1.** maintain clear communication with colleagues
- PC2.** work with colleagues
- PC3.** pass on information to colleagues in line with organisational requirements
- PC4..** work in ways that show respect for colleagues
- PC5.** carry out commitments made to colleagues
- PC6.** let colleagues know in good time if cannot carry out commitments, explaining the reasons
- PC7.** identify problems in working with colleagues and take the initiative to solve these problems
- PC8.** follow the organisations policies and procedures for working with colleagues
- PC9.** ability to share resources with other members as per priority of tasks

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organisations policies and procedures for working with colleagues, role and responsibilities in relation to this
- KU2.** the importance of effective communication and establishing good working relationships with colleagues
- KU3.** different methods of communication and the circumstances in which it is appropriate to use these
- KU4.** benefits of developing productive working relationships with colleagues
- KU5.** the importance of creating an environment of trust and mutual respect

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- KU6.** whether not meeting commitments, will have implications on individuals and the organisation
- KU7.** different types of information that colleagues might need and the importance of providing this information when it is required
- KU8.** the importance of problems, from colleagues perspective and how to provide support, where necessary, to resolve these

Generic Skills (GS)

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

- GS1.** complete well written work with attention to detail
- GS2.** read instructions, guidelines/procedures
- GS3.** listen effectively and orally communicate information
- GS4.** make decisions on a suitable course of action or response
- GS5.** plan and organise work to achieve targets and deadlines
- GS6.** check that the work meets customer requirements
- GS7.** deliver consistent and reliable service to customers
- GS8.** apply problem solving approaches in different situations
- GS9.** apply balanced judgements to different situations
- GS10.** apply good attention to detail
- GS11.** check that the work is complete and free from errors
- GS12.** get work checked by peers
- GS13.** work effectively in a team environment

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Effective communication</i>				
PC1. maintain clear communication with colleagues	4	10	-	-
PC2. work with colleagues	2	7	-	-
PC3. pass on information to colleagues in line with organisational requirements	3	8	-	-
PC4.. work in ways that show respect for colleagues	3	8	-	-
PC5. carry out commitments made to colleagues	2	8	-	-
PC6. let colleagues know in good time if cannot carry out commitments, explaining the reasons	2	8	-	-
PC7. identify problems in working with colleagues and take the initiative to solve these problems	4	9	-	-
PC8. follow the organisations policies and procedures for working with colleagues	3	9	-	-
PC9. ability to share resources with other members as per priority of tasks	2	8	-	-
NOS Total	25	75	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N0002
NOS Name	Work effectively in a team
Sector	Automotive
Sub-Sector	Manufacturing and R&D, Sales and Service, Road Transportation
Occupation	Maintenance
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	23/09/2013
Next Review Date	30/09/2015
NSQC Clearance Date	28/09/2015

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ASC/N0003: Maintain a healthy, safe and secure working environment

Description

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

Scope

This unit/task covers the following:

- Resources (both material & manpower) needed to maintain a safe working environment as per the prevalent norms & government policies including emergency procedures for illness, accidents, fires or any other reason which may involve evacuation of the premises

Elements and Performance Criteria

Resources needed to maintain a safe, secure working environment

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

- PC1.** comply with organisations current health, safety and security policies and procedures
- PC2.** report any identified breaches in health, safety, and security policies and procedures to the designated person
- PC3..** Coordinate with other resources at the workplace to achieve the healthy, safe and secure environment for all incorporating all government norms esp. for emergency situations like fires, earthquakes etc.
- PC4.** identify and correct any hazards like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority
- PC5.** report any hazards outside the individuals authority to the relevant person in line with organisational procedures and warn other people who may be affected
- PC6.** follow organisations emergency procedures for accidents, fires or any other natural calamity
- PC7.** identify and recommend opportunities for improving health, safety, and security to the designated person
- PC8.** complete all health and safety records are updates and procedures well defined

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** legislative requirements and organisations procedures for health, safety and security and individuals role and responsibilities in relation to this
- KU2.** what is meant by a hazard, including the different types of health and safety hazards that can be found in the workplace
- KU3.** how and when to report hazards
- KU4.** the limits of responsibility for dealing with hazards

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- KU5.** the organisations emergency procedures for different emergency situations 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 security may have on individuals and the organisation
- KU8.** different 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 importance of these

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
- GS3.** listen and orally communicate information
- GS4.** make decisions on a suitable course of action or response
- GS5.** plan and organise work to achieve targets and deadlines
- GS6.** build and maintain positive and effective relationships with colleagues and customers
- GS7.** apply problem solving approaches in different situations
- GS8.** analyse data and activities
- GS9.** apply balanced judgements to different situations
- GS10.** apply good attention to detail
- GS11.** check that the work is complete and free from errors
- GS12.** get work checked by peers
- GS13.** work effectively in a team environment

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Resources needed to maintain a safe, secure working environment</i>				
PC1. comply with organisations current health,safety and security policies and procedures	3	9	-	-
PC2. report any identified breaches in health,safety, and security policies and procedures to the designated person	3	10	-	-
PC3.. Coordinate with other resources at the workplace to achieve the healthy, safe and secure environment for all incorporating all government norms esp. for emergency situations like fires,earthquakes etc.	3	10	-	-
PC4. identify and correct any hazards like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority	5	10	-	-
PC5. report any hazards outside the individuals authority to the relevant person in line with organisational procedures and warn other people who may be affected	3	9	-	-
PC6. follow organisations emergency procedures for accidents, fires or any other natural calamity	3	10	-	-
PC7. identify and recommend opportunities for improving health,safety, and security to the designated person	3	8	-	-
PC8. complete all health and safety records are updates and procedures well defined	2	9	-	-
NOS Total	25	75	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N0003
NOS Name	Maintain a healthy, safe and secure working environment
Sector	Automotive
Sub-Sector	Manufacturing and R&D, Sales and Service, Road Transportation
Occupation	Auto Components/Aggregates Repair
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	10/06/2013
Next Review Date	10/06/2015
NSQC Clearance Date	20/07/2015

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ASC/N0205: Manage commercial operations at local OEM offices

Description

This OS unit is about an individual who is responsible for facilitating commercial operations at the OEM offices related to both primary and secondary sales of the OEM vehicles. They are also responsible for facilitating audits through external and internal agents.

Scope

This unit/task covers the following:

- liaison with the various financiers/ Banks/ NBFCs to ensure timely sanctioning & disbursement of vehicle loans to ensure faster delivery to the end customer which in turn helps in better rotation for the dealer stock and money.
- liaison with other government agencies likes sales tax, income tax department to ensure hassle free maintenance of records (at dealer & OEM end) along with timely billing & delivery of vehicles to the dealer stockyard
- maintain proper payment cycle of dealers through proper funds allocation across various billing accounts

Elements and Performance Criteria

Liaison with other agencies / financiers including government to ensure proper payment cycle

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

- PC1.** . manage day to day business activities and issues related to primary & secondary sales
- PC2.** . work with banks/ NBFCs and insurance companies to assist in faster sales (both primary & secondary) for proper applications of funds and facilities of OEM function
- PC3.** . allocate and arrange funds of OEM business properly
- PC4.** . generate periodic reports on OEM sales performance along with the cash flows statements for the channel partners and OEM
- PC5.** . maintain proper order and payment cycle of channel partner network and escalate to the finance function in case of any unresolved high-level issues
- PC6.** . reviews the financial status of business partners, such as borrowers and customers and update loan files and calculate payment schedules
- PC7.** . control pricing of OEM products, handle the working capital management across the OEM and its channel partners and ensure optimised inventory planning & management both at the OEM and Channel partner stockyards
- PC8.** . evaluate competitors pricing strategies for the OEM products & escalate to the central pricing team in-case of any adverse position related to competitor vehicles
- PC9.** . ensure profitability of OEM sales function by improving cash flow into the company, reduction of overdue and customer mix management
- PC10.** . periodically analyse policies with respect to credit management, account receivable management, pricing and suggest changes in case of some external changes induced by the financiers, government or any other competent authority

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PC11. responsible for supporting the overall sales growth (both primary & secondary) of OEM business in the allocated area under the jurisdiction of the OEM office

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures of the OEM related with overall financing process of the OEM vehicles
- KU2.** proper usage of accounting software mandated by the respective OEM
- KU3.** Prices, taxes and other applicable cost elements for the vehicle
- KU4.** documentation requirements for each procedure carried out as part of roles and responsibilities
- KU5.** organisational and professional code of ethics and standards of practice
- KU6.** safety and health policies and regulations for the workplace
- KU7.** financial management facing the channel partner including budgeting, forecasting related to primary sales across various accounts for different OEM product portfolio
- KU8.** how to use OEM mandated accounting software(s) for proper maintenance of OEM sales performance along with cash flows statements for channel partner and OEM
- KU9.** how to generate MIS reports of all activities related to finance and accounting process
- KU10.** competitors pricing strategies and escalate to central pricing team in case of any adverse position of vehicle vis-a-viz the competition
- KU11.** how to manage working capital through inventory control, regulation of accounts receivable and payable KB6. how to settle financial, customer and related claims as and when they are due.
- KU12.** maintain updated knowledge on the rates offered by various banks/ NBFC on financing the OEM vehicles (in case of secondary sales to the end customer) along with those offered for the competitor vehicle
- KU13.** maintain updated knowledge on any hidden charges levied by various banks on any process/ transaction carried out during the primary sales (as a part of billing the vehicles from the OEM to the channel partner)

Generic Skills (GS)

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

- GS1.** communicate information and ideas in writing so others will understand
- GS2.** write in at least one language
- GS3.** read and understand common financial & budgeting terminologies along with financial reports
- GS4.** read policies and regulations pertinent to the job as specified in the OEM manual
- GS5.** communicate with the finance team at the channel partner (including both front-end & back-end) to sort out any pending issues/ grievances related to financial aspects, primary sales billing or any other monetary aspects

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- GS6.** analyse the market potential for various models/ variants of the vehicles & ensure that proper optimised billing to reduces the dead stock of the vehicles at the channel partner
- GS7.** analyse the current accounts for availability of funds to ensure optimised payment cycle is maintained both at channel partner and OEM
- GS8.** plan work assigned on a daily basis
- GS9.** ensure profitability by improving cash flows and product management
- GS10.** ensure that channel partners financial needs and requirements are assessed
- GS11.** ensure that the pending claims of channel partners are settled in a timely manner
- GS12.** liaison with banks/ NBFCs to ensure that there are no delays in sanctioning the loans for the end-customer (in case of secondary sales)
- GS13.** identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- GS14.** settle down the claims of customers and clients
- GS15.** coordinate with OEM sales function to ensure all arrangements and documentation are done on time
- GS16.** analyse unique financial tools that are required in the organization to ensure higher profitability and overall sales
- GS17.** use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Liaison with other agencies / financiers including government to ensure proper payment cycle</i>				
PC1. . manage day to day business activities and issues related to primary & secondary sales	3	7	-	-
PC2.. work with banks/ NBFCs and insurance companies to assist in faster sales (both primary & secondary) for proper applications of funds and facilities of OEM function	3	7	-	-
PC3.. allocate and arrange funds of OEM business properly	3	7	-	-
PC4. . generate periodic reports on OEM sales performance along with the cash flows statements for the channel partners and OEM	3	6	-	-
PC5. . maintain proper order and payment cycle of channel partner network and escalate to the finance function in case of any unresolved high-level issues	3	7	-	-
PC6. . reviews the financial status of business partners, such as borrowers and customers and update loan files and calculate payment schedules	3	6	-	-
PC7. . control pricing of OEM products, handle the working capital management across the OEM and its channel partners and ensure optimised inventory planning & management both at the OEM and Channel partner stockyards	3	7	-	-
PC8. . evaluate competitors pricing strategies for the OEM products & escalate to the central pricing team in-case of any adverse position related to competitor vehicles	2	6	-	-
PC9. . ensure profitability of OEM sales function by improving cash flow into the company, reduction of overdue and customer mix management	3	7	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. . periodically analyse policies with respect to credit management, account receivable management, pricing and suggest changes in case of some external changes induced by the financiers, government or any other competent authority	2	5	-	-
PC11. . responsible for supporting the overall sales growth (both primary & secondary) of OEM business in the allocated area under the jurisdiction of the OEM office	2	5	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N0205
NOS Name	Manage commercial operations at local OEM offices
Sector	Automotive
Sub-Sector	Automotive Vehicle Sales (Oem)
Occupation	Sales Support
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	16/07/2013
Next Review Date	16/07/2015
NSQC Clearance Date	

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Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack 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 Practical for each Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. 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 Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Recommended Pass % aggregate for QP : 75

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N0001.Plan and organise work to meet expected outcomes	25	75	-	-	100	15
ASC/N0002.Work effectively in a team	25	75	-	-	100	15
ASC/N0003.Maintain a healthy,safe and secure working environment	25	75	-	-	100	10

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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N0205.Manage commercial operations at local OEM offices	30	70	-	-	100	60
Total	105	295	-	-	400	100

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Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

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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 organisation.
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 Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack 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.

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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation 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 QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP 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 QP. It is not mandatory to select any of the options to complete a QP with Options.