

Qualification Pack



Lathe Operator

QP Code: ASC/Q1901

Version: 1.0

NSQF Level: 4

Automotive Skills Development Council || 153, Gr Floor, Okhla Industrial Area, Phase - III, Leela Building
New Delhi - 110020

Qualification Pack

Contents

ASC/Q1901: Lathe Operator	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Qualification Pack (QP) Parameters</i>	3
ASC/N0001: Plan and organise work to meet expected outcomes	5
ASC/N0002: Work effectively in a team	9
ASC/N0003: Maintain a healthy, safe and secure working environment	13
ASC/N1901: Perform and finish all assigned jobs on Lathe machine	17
Assessment Guidelines and Weightage	23
<i>Assessment Guidelines</i>	23
<i>Assessment Weightage</i>	23
Acronyms	25
Glossary	26

Qualification Pack

ASC/Q1901: Lathe Operator

Brief Job Description

A Lathe Operator is responsible for setting up, operating and monitoring lathe or turning machines, shaping or threading wire, rod or bar stock. A lathe operator studies blueprints and tooling instructions to determine the correct procedure for machining the component in such a manner that facilitates maximum efficiency in tool usage and time. The operator also performs machine maintenance and checks tools for signs of wear.

Personal Attributes

The job requires an individual to work long hours. The individual should have good understanding of the Lathe machine including technical aspects, associated tools and equipment. The individual should have proper knowledge of the service related activities, schedules and preventive maintenance of the Lathe machine. The individual should be hard working and should have manual dexterity.

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/N1901: Perform and finish all assigned jobs on Lathe machine](#)

Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Non Formal
Occupation	Auto Components/Aggregates Repair
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7223.0701
Minimum Educational Qualification & Experience	8th Class with Not applicable of experience Not applicable

Qualification Pack

Minimum Level of Education for Training in School	
Pre-Requisite License or Training	On the job training Desirable for ASDC Lathe operator certificate or graduate degree/Diploma in any discipline Compulsory for all other qualifications
Minimum Job Entry Age	18 Years
Last Reviewed On	20/07/2013
Next Review Date	31/03/2021
Deactivation Date	31/03/2021
NSQC Approval Date	20/07/2015
Version	1.0

Qualification Pack

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 / equipment's 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

Qualification Pack

- 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

Qualification Pack

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	-	-

Qualification Pack

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

Qualification Pack

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

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
- KU6.** whether not meeting commitments, will have implications on individuals and the organisation

Qualification Pack

- 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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Effective communication</i>	25	75	-	-
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	-	-

Qualification Pack

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

Qualification Pack

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

Qualification Pack

- 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

Qualification Pack

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>	25	75	-	-
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	-	-

Qualification Pack

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

Qualification Pack

ASC/N1901: Perform and finish all assigned jobs on Lathe machine

Description

This NOS unit is about an individual who performs and finishes all machining jobs to be done using a Lathe machine

Scope

This unit/task covers the following:

- set up, and operate a lathe machine
- machine various components / aggregates on a Lathe Machine

Elements and Performance Criteria

Machine various aggregates through a Lathe Machine

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

- PC1.** set up and operate numerically controlled horizontal lathe to perform operations, such as turning, boring, facing, and threading parts, such as castings, forgings and bar stock
- PC2.** understand machine operation and adjust controls to ensure conformance with specified tolerances
- PC3.** set tools before positioning them in lathe, using precision gauges and instruments
- PC4.** mount work piece between centres, in chuck, or to faceplate, manually or using hoist
- PC5.** select and install pre-set tooling in tool posts, turrets or indexing heads, and automatic-tool-change magazine, in sequence specified on process sheet
- PC6.** depresses buttons, toggles, or sets tape and starts machining operation
- PC7.** set cutting specifications and position cutting tool and work piece in relation to each other, and start machine
- PC8.** select cutting speed, feed rate, and depth of cut
- PC9..** move cutter or material manually or by turning hand wheel to mill work piece to specifications
- PC10.** numerical displays on control panel and compares with data on process sheet to verify dimensional adjustments, feed rates, and speeds of machining cuts
- PC11.** verify alignment of work piece on machine, using measuring instruments, such as rules, gauges, or callipers
- PC12.** install, align & secure tools, attachments, fixtures & work pieces on machines, using hand tools & precision measuring instruments
- PC13.** dials and switches to override tape control and correct machine performance, applying practical knowledge of lathe operation
- PC14.** inspects first-run piece and spot-checks succeeding pieces for conformance to specifications, using micrometers and precision dial gauges.
- PC15.** job packet and organizes materials for next run during automatic tapecontrolled cycles to shorten changeover time
- PC16.** ensure that the piece meets specifications after completing finishing works

Qualification Pack

PC17. all machine malfunctions to supervisor

PC18.. change worn tools and perform routine maintenance

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures for performing operations related to lathe machine
- KU2.** process flow of lathe operations performed
- KU3.** organisational and professional code of ethics and standards of practice
- KU4.** safety and health policies and regulations for the workplace
- KU5.** how to operate and control machining operations related to lathe machine such as : turning operations drilling milling (peripheral and facing milling) boring shaping and planning broaching sawing cutting operations knurling taper turning
- KU6.** to adjust a rotating speed, a cutting depth and a sending speed of lathe machine
- KU7.** how to use and handle tools related with operating lathe machine including : chuck face plate collate engine lathe chucking machine bar machine drill press vice, jig and fixture milling cutters pallet shuttles swarfs spindle morse taper
- KU8.** to handle loading and unloading of lathe parts
- KU9.** to protect lathe parts from damage during loading and set up
- KU10.** to operates a forklift or lifting devices for movement of parts
- KU11.** to position, secure, and align cutting tools in tool holders on machines, using hand tools, and verify their positions with measuring instruments
- KU12.** select and set cutting speed, feed rate, and depth of cut
- KU13.** compute unspecified dimensions and machine settings, using knowledge of metal properties and shop mathematics
- KU14.** how to replace worn tools, and sharpen dull cutting tools and dies using bench grinders or cutter-grinding machines
- KU15.** how to retest and modify the lathe machine program to enhance efficiency

Generic Skills (GS)

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

- GS1.** complete and maintain workplace records on inspection, diagnosis and repair activities
- GS2.** maintain all office records required on the job (e.g. stock records, job cards, repair quotations, personnel records, time sheets, meeting notes etc.)
- GS3.** record all diagnostic inspections and tests carried out on a vehicle
- GS4.** write in at least one language
- GS5.** read process sheets, blueprints, and sketches of part to determine machining to be done, dimensional specifications, set up, and operating requirements
- GS6.** read and interpret geometric dimensions and tolerances in the job to be done involving the lathe machine
- GS7.** interact with superiors and other support staff

Qualification Pack

- GS8.** communicate with supervisor, engineers, production control, quality and other shop personnel for assignments and to resolve lathe machining or quality issues
- GS9.** determine the nature and objective of the analysis and evaluation required and decide on the diagnostic techniques to be applied
- GS10.** plan work according to the pendencies as reported for repair / machining of the various components on a daily basis and provide estimates of time required for each piece of work (e.g. by evaluating work assigned on a job card and providing time estimates for each service/ repair activity)
- GS11.** prioritise actions to achieve required outcomes to quality machining of the components within the given tolerance levels
- GS12.** ensure that customers requirements are assessed and satisfactory service is provided
- GS13.** recognise a workplace problem or a potential problem and take action
- GS14.** determine problems needing priority action
- GS15.** refer problems outside area of responsibility to concerned person (e.g. unavailability of required spare parts or materials in the workshop)
- GS16.** gather information and provide assistance as required to solve problems
- GS17.** analyse the complexity of work to determine if it can be successfully carried out
- GS18.** analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Machine various aggregates through a Lathe Machine</i>	25	75	-	-
PC1. set up and operate numerically controlled horizontal lathe to perform operations, such as turning, boring, facing, and threading parts, such as castings, forgings and bar stock	2	5	-	-
PC2. understand machine operation and adjust controls to ensure conformance with specified tolerances	2	5	-	-
PC3. set tools before positioning them in lathe, using precision gauges and instruments	2	5	-	-
PC4. mount work piece between centres, in chuck, or to faceplate, manually or using hoist	2	5	-	-
PC5. select and install pre-set tooling in tool posts, turrets or indexing heads, and automatic-tool-change magazine, in sequence specified on process sheet	2	5	-	-
PC6. . depresses buttons, toggles, or sets tape and starts machining operation	1	4	-	-
PC7. set cutting specifications and position cutting tool and work piece in relation to each other, and start machine	2	5	-	-
PC8. select cutting speed, feed rate, and depth of cut	2	5	-	-
PC9. .. move cutter or material manually or by turning hand wheel to mill work piece to specifications	1	5	-	-
PC10. numerical displays on control panel and compares with data on process sheet to verify dimensional adjustments, feed rates, and speeds of machining cuts	1	4	-	-
PC11. verify alignment of work piece on machine, using measuring instruments, such as rules, gauges, or callipers	1	4	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. install, align & secure tools, attachments, fixtures & work pieces on machines, using hand tools & precision measuring instruments	1	4	-	-
PC13. dials and switches to override tape control and correct machine performance, applying practical knowledge of lathe operation	1	3	-	-
PC14. inspects first-run piece and spot-checks succeeding pieces for conformance to specifications, using micrometers and precision dial gauges.	1	4	-	-
PC15. job packet and organizes materials for next run during automatic tapecontrolled cycles to shorten changeover time	1	3	-	-
PC16. ensure that the piece meets specifications after completing finishing works	1	4	-	-
PC17. all machine malfunctions to supervisor	1	2	-	-
PC18.. change worn tools and perform routine maintenance	1	3	-	-
NOS Total	25	75	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N1901
NOS Name	Perform and finish all assigned jobs on Lathe machine
Sector	Automotive
Sub-Sector	Non Formal
Occupation	Auto Components/Aggregates Repair
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	20/07/2013
Next Review Date	20/07/2015
NSQC Clearance Date	31/12/2015

Qualification Pack

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.

Minimum Aggregate Passing % at QP Level : 70

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

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	15

Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N1901.Perform and finish all assigned jobs on Lathe machine	25	75	-	-	100	55
Total	100	300	-	-	400	100

Qualification Pack

Acronyms

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

Qualification Pack

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.

Qualification Pack

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.