



Qualification Pack



Mason Concrete

QP Code: CON/Q0105

Version: 4.0

NSQF Level: 3.5

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CON/Q0105: Mason Concrete

Brief Job Description

A Mason Concrete is responsible for placing, levelling and finishing both Reinforced Cement Concrete (RCC) and Plain Cement Concrete (PCC) in various structural elements, in-situ and in pre-cast units. This also includes repairing concrete and carrying out IPS/ Tremix flooring.

Personal Attributes

This individual should be physically fit to work for long durations in varying weather conditions. The person should have decision-making, problem-solving and organizational skills. The individual should have appropriate verbal and written communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [CON/N0114: Carry out IPS/ Tremix flooring](#)
2. [CON/N0117: Place, level and finish concrete in various structural elements including repairs](#)
3. [CON/N8001: Work effectively in a team to deliver desired results at the workplace](#)
4. [CON/N8002: Plan and organize work to meet expected outcomes](#)
5. [CON/N9001: Work according to personal health, safety and environment protocols at construction site](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Masonry
Country	India
NSQF Level	3.5
Credits	13



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Aligned to NCO/ISCO/ISIC Code	NCO-2015/7114.9900
Minimum Educational Qualification & Experience	<p>11th grade pass OR Completed 1st year of 3-year diploma (after 10th) and pursuing regular diploma OR 10th grade pass and pursuing continuous schooling OR 8th grade pass with 3 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (2.5) with 3 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (3 with 1.5 Years of experience in the relevant field)</p>
Minimum Level of Education for Training in School	10th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	31/08/2026
NSQC Approval Date	31/08/2023
Version	4.0
Reference code on NQR	QG-3.5-CO-00811-2023-V2-CSDCI
NQR Version	1



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CON/N0114: Carry out IPS/ Tremix flooring

Description

This occupational standards unit describes the skills and knowledge required to work on IPS and Tremix flooring

Scope

The scope covers the following :

- Prepare for IPS / Tremix flooring
- Check line, level and alignment.
- Check the materials used for IPS / Tremix flooring in case of manual mixing
- Check the materials used for IPS / Tremix flooring in case of machine mixing
- Carry out IPS flooring
- Carry out Tremix / VDF flooring

Elements and Performance Criteria

Prepare for IPS/ Tremix flooring

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

- PC1.** inspect the work area before concreting for undulations on the surface
- PC2.** ensure the surface is prepared appropriately as per the standard practices
- PC3.** identify and report any deviation in slope and alignment in plain cement concrete (PCC), gaps in formwork, and any misalignment in formwork/reinforcement to the supervisor
- PC4.** follow the recommended measures to avoid leakage and ensure proper cover for reinforcement

Check the line, level and alignment

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

- PC5.** mark reference level on the wall and transfer the marking to the floor locations using the appropriate tools
- PC6.** mark flooring thickness level and provide dummy level dots at the specified intervals to ensure the required slope

Check the materials used for IPS/ Tremix flooring in manual mixing

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

- PC7.** check and ensure the appropriate grade of cement before its mixing
- PC8.** ensure fine aggregate is sieved as per the grade requirement
- PC9.** check that concrete is mixed in appropriate proportion

Check the materials used for IPS/ Tremix flooring in machine mixing

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

- PC10.** assess the concrete mix for usability and workability and the supervisor concerning the detrimental quality of concrete
- PC11.** ensure specified concrete mix is used at the allocated locations



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PC12. check the panels are prepared as per the specified size and type

Carry out IPS flooring

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

PC13. fix the glass, aluminum or brass strip in cement mortar with their tops at appropriate level and according to slope

PC14. ensure panels are made as per specified size

PC15. check the concrete is poured in alternate/ specified panels as per the requirement

PC16. identify and remove excess cement slurry and any marks from the surface

PC17. level the concrete surface using the appropriate tool, e.g. a straight edge, and to the required finish with a wooden float/ trowel

PC18. spread cement punning over the IPS concrete for a smooth finish surface, allow it to soak into the concrete for an appropriate duration

PC19. install construction joints and expansion joints as required

PC20. level poured concrete to the specified levels maintaining the appropriate slope

PC21. ensure curing of the finished floor surface for the specified time

Carry out Tremix/ VDF flooring

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

PC22. level the surface and lay stone soling/ boulder soling layer

PC23. lay the floor with slope maintained in PCC work above the stone soling

PC24. identify and remove excess water from the top layer of wet concrete using vacuum dewatering machine, without removing cement or sand particles

PC25. ensure floater work within the green concrete surface

PC26. carry out Tremix flooring in the specified panel on RCC floors ensuring the rebar and cover are intact

PC27. create grooves on concrete at the specified intervals for construction joints and provide expansion joints as required

PC28. carry out curing of finished concrete as per the specifications and ensure finished levels have the required slope

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the standard practices for masonry work and handling and storage of masonry tools, equipment and materials

KU2. the importance of personal protection and the use of relevant safety gear and equipment

KU3. how to use masonry tools along with some specialized tools for Tremix flooring, such as vacuum de-watering pump, floater machine, double beam screen vibrator, etc

KU4. the maintenance of masonry tools and equipment

KU5. the process of preparing the sub-base by watering and ramming

KU6. the importance of providing adequate slope in PCC in a base

KU7. how to make reference levels and transfer the markings to the required locations different type and grade of cement



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- KU8.** the importance of maintaining the correct ratio of water and cement in concrete mixture
- KU9.** different mix proportions/grades of concrete
- KU10.** the sequence of concrete pouring and placing
- KU11.** the manual mixing of concrete and nominal mix proportions
- KU12.** how to cover to reinforcement with respect to the size of reinforcement
- KU13.** the process of pouring concrete in alternate panels
- KU14.** the appropriate measures to be followed to avoid shrinkage cracks in concrete
- KU15.** different admixtures used in concreting
- KU16.** the influence area and use of different type of vibrators
- KU17.** the need of construction and expansion joints and the use of cutting tools for providing joints
- KU18.** the toweling process to be carried out before concrete is hardened
- KU19.** the process of removing excess water using vacuum de-watering pump
- KU20.** the use of screed vibrator
- KU21.** the use of hardener along with floater machine during floor finishing to increase abrasion resistance of the floor
- KU22.** how to provide space for narrow passage for operating float vibrator along a wall

Generic Skills (GS)

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

- GS1.** maintain the appropriate data and records
- GS2.** read the appropriate reports and literature concerning the field of work
- GS3.** communicate professionally with all the stakeholders
- GS4.** listen attentively to understand the information/ instructions being shared and take appropriate action
- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** plan and execute tasks based on priority
- GS7.** identify possible disruptions to work and take appropriate mitigation measures
- GS8.** take prompt action to deal with workplace emergencies and accidents
- GS9.** evaluate all possible solutions to work-related problems and select the best one
- GS10.** follow the recommended practices for the timely completion of work and achievement of organizational objectives



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for IPS/ Tremix flooring</i>	5	10	-	2
PC1. inspect the work area before concreting for undulations on the surface	-	-	-	-
PC2. ensure the surface is prepared appropriately as per the standard practices	-	-	-	-
PC3. identify and report any deviation in slope and alignment in plain cement concrete (PCC), gaps in formwork, and any misalignment in formwork/reinforcement to the supervisor	-	-	-	-
PC4. follow the recommended measures to avoid leakage and ensure proper cover for reinforcement	-	-	-	-
<i>Check the line, level and alignment</i>	5	10	-	2
PC5. mark reference level on the wall and transfer the marking to the floor locations using the appropriate tools	-	-	-	-
PC6. mark flooring thickness level and provide dummy level dots at the specified intervals to ensure the required slope	-	-	-	-
<i>Check the materials used for IPS/ Tremix flooring in manual mixing</i>	5	10	-	1
PC7. check and ensure the appropriate grade of cement before its mixing	-	-	-	-
PC8. ensure fine aggregate is sieved as per the grade requirement	-	-	-	-
PC9. check that concrete is mixed in appropriate proportion	-	-	-	-
<i>Check the materials used for IPS/ Tremix flooring in machine mixing</i>	5	10	-	1
PC10. assess the concrete mix for usability and workability and the supervisor concerning the detrimental quality of concrete	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. ensure specified concrete mix is used at the allocated locations	-	-	-	-
PC12. check the panels are prepared as per the specified size and type	-	-	-	-
<i>Carry out IPS flooring</i>	5	10	-	2
PC13. fix the glass, aluminum or brass strip in cement mortar with their tops at appropriate level and according to slope	-	-	-	-
PC14. ensure panels are made as per specified size	-	-	-	-
PC15. check the concrete is poured in alternate/ specified panels as per the requirement	-	-	-	-
PC16. identify and remove excess cement slurry and any marks from the surface	-	-	-	-
PC17. level the concrete surface using the appropriate tool, e.g. a straight edge, and to the required finish with a wooden float/ trowel	-	-	-	-
PC18. spread cement punning over the IPS concrete for a smooth finish surface, allow it to soak into the concrete for an appropriate duration	-	-	-	-
PC19. install construction joints and expansion joints as required	-	-	-	-
PC20. level poured concrete to the specified levels maintaining the appropriate slope	-	-	-	-
PC21. ensure curing of the finished floor surface for the specified time	-	-	-	-
<i>Carry out Tremix/ VDF flooring</i>	5	10	-	2
PC22. level the surface and lay stone soling/ boulder soling layer	-	-	-	-
PC23. lay the floor with slope maintained in PCC work above the stone soling	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC24. identify and remove excess water from the top layer of wet concrete using vacuum dewatering machine, without removing cement or sand particles	-	-	-	-
PC25. ensure floater work within the green concrete surface	-	-	-	-
PC26. carry out Tremix flooring in the specified panel on RCC floors ensuring the rebar and cover are intact	-	-	-	-
PC27. create grooves on concrete at the specified intervals for construction joints and provide expansion joints as required	-	-	-	-
PC28. carry out curing of finished concrete as per the specifications and ensure finished levels have the required slope	-	-	-	-
NOS Total	30	60	-	10



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N0114
NOS Name	Carry out IPS/ Tremix flooring
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Masonry
NSQF Level	3.5
Credits	4
Version	4.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023



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CON/N0117: Place, level and finish concrete in various structural elements including repairs

Description

This occupational standards unit describes the skills and knowledge required to place, level and finish concrete, both RCC and PCC, in various structural elements in situ and pre cast. It also includes repair works on concrete.

Scope

The scope covers the following :

- Prepare for pouring concrete
- Check the concreting materials
- Place and compact concrete on PCC and RCC structural elements
- Screed and level wet concrete
- Finish and cure concrete
- Carry out concreting in pre-cast segments
- Carry out repair on hardened concrete surfaces

Elements and Performance Criteria

Prepare for pouring concrete

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

- PC1.** inspect the work area before concreting for undulations on the surface, and completion of housekeeping work
- PC2.** ensure the surface is prepared appropriately as per the standard practices
- PC3.** identify and report any deviation in slope and alignment, gaps in formwork, any misalignment in formwork/reinforcement, and detrimental quality of concrete to the supervisor
- PC4.** follow the recommended measures to avoid leakage and ensure proper cover for reinforcement
- PC5.** assess the concrete mix for usability and workability

Check the concreting materials

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

- PC6.** check the type, grade and usability of cement before use
- PC7.** check and ensure sieved fine aggregate before use and mixing of concrete in the specified ratio

Place and compact concrete on PCC and RCC structural elements

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

- PC8.** adjust the pouring equipment as per requirements
- PC9.** ensure standard pouring height for concrete is maintained throughout pouring
- PC10.** undertake pouring of concrete in specified layers, ensuring to cover steel reinforcement



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- PC11.** use vibrator within the influence depth as per the standard procedure, ensuring it does not touch the reinforcement and or is not applied to the face of the form

Screed and level wet concrete

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

- PC12.** screed the concrete using the appropriate tools and technique, as per the requirement
- PC13.** push the excess concrete towards the formwork for easy removal and float the concrete using appropriate tools
- PC14.** level the edges and corners for semi-finished concrete as per the requirement, using the appropriate tools
- PC15.** install construction/ control joints in concrete surface at the identified locations and cut the construction joints as per the specification and requirements

Finish and cure concrete

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

- PC16.** smoothen the surface using appropriate tools, to ensure a consistent and durable finish
- PC17.** apply a final finish on the surface as per requirements using the appropriate techniques, e.g. stamped concrete finish, stenciling concrete, finish broom finish, and rock salt finish
- PC18.** install provide shear key /vertical construction joint or cut construction joint as per the requirement
- PC19.** ensure cleaning and removal of spilled concrete is carried out after work
- PC20.** ensure curing of concrete for the recommended duration
- PC21.** install barricades around the concrete area and prevent any damage to the poured concrete

Carry out concreting in pre-cast segments

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

- PC22.** inspect the area and remove any debris from the surface before concreting
- PC23.** identify and report any gaps in formwork, and misalignment in formwork/reinforcement, to the supervisor
- PC24.** follow the recommended measures to avoid leakage and ensure proper cover for reinforcement
- PC25.** identify and report issues in the application of release agent
- PC26.** follow the recommended sequence of pouring during concreting, pouring concrete appropriately and as per system requirements in precast molds
- PC27.** carry out the vibration of concrete using internal/external vibrators as per applicability, ensuring all embedded parts are intact during vibration
- PC28.** ensure precast segment surface is finished as per specification

Carry out repair on hardened concrete surfaces

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

- PC29.** identify and report different types of defect on the concrete surface, such as air holes/voids, bulges, offset between joints and honeycombing to the supervisor
- PC30.** carry out repair work under supervision
- PC31.** prepare suitable mortar for filling the air holes/ voids
- PC32.** apply mortar and rub using Carborundum stone to obtain a flushed and smooth surface
- PC33.** carry out chipping of the surface to remove bulges and offsets as per requirement



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- PC34.** carry out surface grinding to remove bulges and irregularities in concrete surface using sander/ grinder, ensuring grinding is performed within the acceptable levels
- PC35.** fill narrow/ wide cracks in concrete using appropriate filler/ compounds
- PC36.** ensure appropriate curing of repaired structure along with blending with the adjacent structure

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the appropriate precautions and measures for working in wet concrete areas
- KU2.** the use and interpretation of sketches related to concreting/ pre-casting and repairing work
- KU3.** the basic principles of measurement
- KU4.** the basic properties of concrete including weight, slump and mix proportions
- KU5.** the standard masonry concreting tools and their repair and maintenance
- KU6.** how to select and use basic tools, tackles and equipment, such as measuring tape, vibrator, shovels, rakes, screeding board/ tools, tamping tools (hand, rolling, etc.), bull float, etc
- KU7.** different types and grade of cement
- KU8.** the importance of maintaining the correct of water-cement ratio
- KU9.** the use of different types of aggregates
- KU10.** different mix proportion/grade of concrete
- KU11.** the appropriate sequence of concrete pouring and placing
- KU12.** the manual mixing of concrete and nominal mix proportions
- KU13.** the process of covering reinforcement according to its size
- KU14.** how to pour concrete in alternate panels and avoid shrinkage cracks in concrete
- KU15.** the use of various admixtures in concreting
- KU16.** the influence area, depth and use of different type of vibrators
- KU17.** different types of construction and expansion joints
- KU18.** the use of relevant cutting tools for providing joints
- KU19.** how to carry out vibration in congested areas
- KU20.** the appropriate technique for pouring concrete in the form of layers
- KU21.** the appropriate technique for vibrating concrete in a staggered manner
- KU22.** the appropriate technique to avoid air pockets or voids in concreting
- KU23.** the appropriate technique for screeding concrete
- KU24.** the appropriate technique for floating of concrete surface
- KU25.** the appropriate technique and extent to which construction joints must be provided
- KU26.** the importance of finishing concrete after initial setting of concrete/semi finished stage
- KU27.** the application of major techniques of finishing, such as float and trowel finish , stamped concrete finish, stenciling concrete finish, broom finish and rock salt finish
- KU28.** the importance and use of releasing agents on the formwork
- KU29.** the materials required for pre-cast systems, such as tie bars, dowel bars, joint filers and sealing compounds



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- KU30.** the appropriate curing process to be followed based on the type of concreting work
- KU31.** how to protect concrete surface from direct contact with sun and prevent damage
- KU32.** the basic details of pre-cast systems, such as element thickness, element geometry and need for joint matching to ensure the pre-cast segments are as per the requirement
- KU33.** the process of cleaning pre-cast molds
- KU34.** different types of embedded parts, such as anchor cone, pipe sleeves, insert plates, and bolts
- KU35.** the importance and process of repairing concrete
- KU36.** different types of defects found in concrete
- KU37.** the appropriate technique for grinding concrete surface for a smooth finish
- KU38.** the tools used for grinding concrete
- KU39.** the appropriate technique for patching concrete for repair
- KU40.** the use of different patching mortars and their mix proportions
- KU41.** use of different admixtures and mortars for repairing concrete

Generic Skills (GS)

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

- GS1.** maintain the appropriate data and records
- GS2.** read the appropriate reports and literature concerning the field of work
- GS3.** communicate professionally with all the stakeholders
- GS4.** listen attentively to understand the information/ instructions being shared and take appropriate action
- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** identify possible disruptions to work and take appropriate mitigation measures
- GS7.** take prompt action to deal with workplace emergencies and accidents
- GS8.** evaluate all possible solutions to work-related problems and select the best one
- GS9.** follow the recommended practices for the timely completion of work and achievement of organizational objectives



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for pouring concrete</i>	4	8	-	2
PC1. inspect the work area before concreting for undulations on the surface, and completion of housekeeping work	-	-	-	-
PC2. ensure the surface is prepared appropriately as per the standard practices	-	-	-	-
PC3. identify and report any deviation in slope and alignment, gaps in formwork, any misalignment in formwork/reinforcement, and detrimental quality of concrete to the supervisor	-	-	-	-
PC4. follow the recommended measures to avoid leakage and ensure proper cover for reinforcement	-	-	-	-
PC5. assess the concrete mix for usability and workability	-	-	-	-
<i>Check the concreting materials</i>	4	8	-	2
PC6. check the type, grade and usability of cement before use	-	-	-	-
PC7. check and ensure sieved fine aggregate before use and mixing of concrete in the specified ratio	-	-	-	-
<i>Place and compact concrete on PCC and RCC structural elements</i>	6	10	-	1
PC8. adjust the pouring equipment as per requirements	-	-	-	-
PC9. ensure standard pouring height for concrete is maintained throughout pouring	-	-	-	-
PC10. undertake pouring of concrete in specified layers, ensuring to cover steel reinforcement	-	-	-	-
PC11. use vibrator within the influence depth as per the standard procedure, ensuring it does not touch the reinforcement and or is not applied to the face of the form	-	-	-	-
<i>Screed and level wet concrete</i>	5	10	-	1



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. screed the concrete using the appropriate tools and technique, as per the requirement	-	-	-	-
PC13. push the excess concrete towards the formwork for easy removal and float the concrete using appropriate tools	-	-	-	-
PC14. level the edges and corners for semi-finished concrete as per the requirement, using the appropriate tools	-	-	-	-
PC15. install construction/ control joints in concrete surface at the identified locations and cut the construction joints as per the specification and requirements	-	-	-	-
<i>Finish and cure concrete</i>	3	10	-	2
PC16. smoothen the surface using appropriate tools, to ensure a consistent and durable finish	-	-	-	-
PC17. apply a final finish on the surface as per requirements using the appropriate techniques, e.g. stamped concrete finish, stenciling concrete, finish broom finish, and rock salt finish	-	-	-	-
PC18. install provide shear key /vertical construction joint or cut construction joint as per the requirement	-	-	-	-
PC19. ensure cleaning and removal of spilled concrete is carried out after work	-	-	-	-
PC20. ensure curing of concrete for the recommended duration	-	-	-	-
PC21. install barricades around the concrete area and prevent any damage to the poured concrete	-	-	-	-
<i>Carry out concreting in pre-cast segments</i>	4	8	-	1
PC22. inspect the area and remove any debris from the surface before concreting	-	-	-	-
PC23. identify and report any gaps in formwork, and misalignment in formwork/reinforcement, to the supervisor	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC24. follow the recommended measures to avoid leakage and ensure proper cover for reinforcement	-	-	-	-
PC25. identify and report issues in the application of release agent	-	-	-	-
PC26. follow the recommended sequence of pouring during concreting, pouring concrete appropriately and as per system requirements in precast molds	-	-	-	-
PC27. carry out the vibration of concrete using internal/external vibrators as per applicability, ensuring all embedded parts are intact during vibration	-	-	-	-
PC28. ensure precast segment surface is finished as per specification	-	-	-	-
<i>Carry out repair on hardened concrete surfaces</i>	4	6	-	1
PC29. identify and report different types of defect on the concrete surface, such as air holes/voids, bulges, offset between joints and honeycombing to the supervisor	-	-	-	-
PC30. carry out repair work under supervision	-	-	-	-
PC31. prepare suitable mortar for filling the air holes/ voids	-	-	-	-
PC32. apply mortar and rub using Carborundum stone to obtain a flushed and smooth surface	-	-	-	-
PC33. carry out chipping of the surface to remove bulges and offsets as per requirement	-	-	-	-
PC34. carry out surface grinding to remove bulges and irregularities in concrete surface using sander/ grinder, ensuring grinding is performed within the acceptable levels	-	-	-	-
PC35. fill narrow/ wide cracks in concrete using appropriate filler/ compounds	-	-	-	-
PC36. ensure appropriate curing of repaired structure along with blending with the adjacent structure	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	30	60	-	10



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N0117
NOS Name	Place, level and finish concrete in various structural elements including repairs
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Masonry
NSQF Level	3.5
Credits	5
Version	4.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023



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DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

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

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team



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Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

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

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services



Qualification Pack

- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	30/04/2025
Next Review Date	30/04/2028
NSQC Clearance Date	30/04/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each 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 PC.
2. The assessment for the knowledge part will be based on knowledge bank of questions created by Assessment Bodies subject to approval by SSC.
3. Individual assessment agencies will create unique question papers for knowledge/theory part for assessment of candidates as per assessment criteria given below.
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on assessment criteria.
5. The passing percentage for each QP will be 70%. To pass the Qualification Pack, every trainee should score a minimum of 70% individually in each NOS.
6. The Assessor shall check the final outcome of the practices while evaluating the steps performed to achieve the final outcome.



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7. The trainee shall be provided with a chance to repeat the test to correct his procedures in case of improper performance, with a deduction of marks for each iteration.
8. After the certain number of iteration as decided by SSC the trainee is marked as fail, scoring zero marks for the procedure for the practical activity.
9. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOSs to pass the Qualification Pack within the specified timeframe set by SSC.
10. Minimum duration of Assessment of each QP shall be of 4hrs/trainee.

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
CON/N0114.Carry out IPS/Tremix flooring	30	60	0	10	100	40
CON/N0117.Place, level and finish concrete in various structural elements including repairs	30	60	0	10	100	40
CON/N8001.Work effectively in a team to deliver desired results at the workplace	30	70	0	0	100	5
CON/N8002.Plan and organize work to meet expected outcomes	30	70	0	0	100	5
CON/N9001.Work according to personal health, safety and environment protocols at construction site	30	70	0	0	100	5
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
Total	170	360	0	20	550	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.



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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.