



Foreman - Concrete

QP Code: CON/Q0110

Version: 3.0

NSQF Level: 4.5

Construction Skill Development Council of India || CPB 103 & 104 (1st Floor), Block 4B, DLF Corporate Park, Phase III, MG Road
Gurgaon-122002 || email:standards@csdcindia.org



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CON/Q0110: Foreman - Concrete

Brief Job Description

A Foreman - Concrete is responsible for reading and interpreting drawings, standards and specifications, ensuring completion of preparatory work before concreting and directing and monitoring the execution of concreting works. The individual also plans, arranges and manages resources and ensures safe practices are adhered to by the team members.

Personal Attributes

The individual should be physically fit to work in various locations and conditions. The person should be organized, diligent, methodical, safety-conscious, and a prompt decision-maker. In addition to being a team player, the individual should have good communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [CON/N0129: Interpret working drawings, specification and standards for concreting works](#)
2. [CON/N0130: Ensure completion of preparatory works prior to concreting](#)
3. [CON/N0131: Direct and monitor the execution of concreting works as per specifications and standard practices](#)
4. [CON/N7001: Plan, arrange and manage resources for execution of relevant work](#)
5. [CON/N8001: Work effectively in a team to deliver desired results at the workplace](#)
6. [CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace](#)
7. [CON/N9002: Manage workplace for safe and healthy work environment](#)
8. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Construction
Sub-Sector	
Occupation	Masonry
Country	India



Qualification Pack



NSQF Level	4.5
Credits	19
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3112.9900
Minimum Educational Qualification & Experience	<p>Completed 1st year of UG (UG Certificate) (in Civil Engineering) OR Completed 3 year diploma after 10th (in Civil Engineering) OR Completed 2nd year diploma after 12th (in Civil Engineering) OR Pursuing 2nd year of 2-year diploma after 12th (in Civil Engineering) OR 12th grade Pass with 1 Year of experience in relevant industry OR 10th grade pass with 3 Years of experience in relevant industry OR Previous relevant Qualification of NSQF Level (3.5) with 2 Years of experience in relevant industry OR Previous relevant Qualification of NSQF Level (4) with 1.5 years of experience in relevant industry</p>
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	30/04/2025
Deactivation Date	30/04/2025
NSQC Approval Date	31/03/2022
Version	3.0
Reference code on NQR	QG-4.5-CO-03383-2024-V1.1-CSDCI
NQR Version	3.0



CON/N0129: Interpret working drawings, specification and standards for concreting works

Description

This unit describes the skills and knowledge required to read and interpret working drawings, specification and standards for concreting works

Scope

The scope covers the following :

- Interpret working drawings, specification and standards for concreting works

Elements and Performance Criteria

Interpret working drawings, specification and standards for concreting works

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

- PC1.** interpret details like location, concrete grade, pour area, pouring volume and reinforcement detail from relevant working drawings for concreting works
- PC2.** interpret specification provided in the relevant drawing for concreting works
- PC3.** interpret schedule for concreting works
- PC4.** interpret the operational standards /manufacturer's specification of all relevant concreting tools and equipment
- PC5.** interpret the method statement for concreting works
- PC6.** interpret standard technical specification within scope of work
- PC7.** reproduce technical drawings as simplified hand sketches for explaining and providing clear instructions to subordinates
- PC8.** carry out calculation for required quantity of material from structural drawing for reconciliation and records

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for concreting works
- KU2.** safety rules and regulations for handling and storing relevant tools, equipment, and materials required for relevant works in accordance with organizational norms
- KU3.** importance of personal protection including the use of related safety gears and equipment in accordance with organizational norms
- KU4.** service request procedures for tools, materials and equipment as per organizational norms
- KU5.** procedure for maintenance of tools and equipment
- KU6.** principles involved in reading and interpreting various relevant drawings
- KU7.** how to read general arrangement drawing
- KU8.** simplified sketch preparation from the drawing



Qualification Pack



- KU9.** how to read plan, elevation and sectional drawing
- KU10.** manufacturer's specification/ instructions for various concreting tools and equipment
- KU11.** components, materials and tools used in concreting
- KU12.** terminology used in concreting
- KU13.** basic computer literacy
- KU14.** method statement for concrete works
- KU15.** calculation for required quantity of material from structural drawing
- KU16.** all aspects of concreting work (including pouring, screening, leveling and finishing)
- KU17.** methodology of concreting works
- KU18.** different mix proportions for concrete
- KU19.** knowledge of cover to reinforcement with respect to size of reinforcement
- KU20.** knowledge of construction and expansion joints

Generic Skills (GS)

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

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** read sketches, instructions provided for the work, and various signboards, safety rules, safety tags, exit route information in one or more languages, preferably in the local language of the site
- GS3.** speak in one or more language, preferably one of the local language at the site
- GS4.** communicate orally and effectively with team members
- GS5.** analyze the safety aspect of the workplace
- GS6.** plan work and organize required resource effectively
- GS7.** complete work as per agreed time schedule and quality parameters
- GS8.** resolve any conflict within the teammates
- GS9.** evaluate the complexity of the tasks
- GS10.** identify any violation of safety norms during the work



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interpret working drawings, specification and standards for concreting works</i>	30	70	-	-
PC1. interpret details like location, concrete grade, pour area, pouring volume and reinforcement detail from relevant working drawings for concreting works	-	-	-	-
PC2. interpret specification provided in the relevant drawing for concreting works	-	-	-	-
PC3. interpret schedule for concreting works	-	-	-	-
PC4. interpret the operational standards /manufacturer's specification of all relevant concreting tools and equipment	-	-	-	-
PC5. interpret the method statement for concreting works	-	-	-	-
PC6. interpret standard technical specification within scope of work	-	-	-	-
PC7. reproduce technical drawings as simplified hand sketches for explaining and providing clear instructions to subordinates	-	-	-	-
PC8. carry out calculation for required quantity of material from structural drawing for reconciliation and records	-	-	-	-
NOS Total	30	70	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N0129
NOS Name	Interpret working drawings, specification and standards for concreting works
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Masonry
NSQF Level	4.5
Credits	3
Version	3.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022



CON/N0130: Ensure completion of preparatory works prior to concreting

Description

This unit describes the skills and knowledge required to check and ensure the completion of preparatory works prior to concreting

Scope

The scope covers the following :

- Ensure completion of preparatory works prior to concreting at construction site/yard

Elements and Performance Criteria

Ensure completion of preparatory works prior to concreting at construction site/yard

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

- PC1.** prepare a detailed work plan for execution of concreting work at construction site/yard
- PC2.** ensure setting out for concreting work is as per the approved drawings
- PC3.** ensure working platforms, hand rails and access stairs are safe for working
- PC4.** ensure workplace is clear of debris and guard rails, safety nets and kerb boards are in place
- PC5.** ensure that the concrete mix is prepared in the specified proportions, within the specified workability, in case of manual mixing of concrete
- PC6.** check the grade of concrete prior to concreting
- PC7.** inspect the required formwork/molds for gaps/misalignment of reinforcement/cover
- PC8.** check the formwork/molds for leaks during concreting
- PC9.** ensure cleaning of formwork prior to concreting
- PC10.** inspect the shoring and bracing of concrete forms to ensure their stability during pour
- PC11.** indicate route and position for pouring of concrete
- PC12.** inspect the fixing and setting of pump line and machinery for pouring of concrete
- PC13.** ensure the use of suitable type of pump as per the discharge and head of concrete
- PC14.** record details of the concreting works covering grade of concrete, area and volume of pour, number of workers ,tools and equipment deployed for work and achieved productivity
- PC15.** oversee and inspect the pumping of concrete

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for concreting works
- KU2.** safety rules and regulations for handling and storing relevant tools, equipment, and materials required for relevant works in accordance with organizational norms
- KU3.** importance of personal protection including the use of related safety gears and equipment in accordance with organizational norms
- KU4.** service request procedures for tools, materials and equipment as per organizational norms



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- KU5.** procedure for maintenance of tools and equipment
- KU6.** structural drawings relevant to concreting works
- KU7.** basic principles of measurement along with simple geometry
- KU8.** methodology for estimation of required resource and material
- KU9.** standard tolerance levels for concreting work
- KU10.** difference and comparison between pre-cast and in-situ concreting works
- KU11.** appropriate proportions for the mixing of concrete to ensure consistency
- KU12.** appropriate techniques (including use of tools, equipment and material) for all aspects of concreting work (including pouring, screening, leveling and finishing)
- KU13.** methodology for checking line ,level and alignment for various concreting works
- KU14.** methodology of concreting works
- KU15.** different mix proportions for concrete
- KU16.** knowledge of cover to reinforcement with respect to size of reinforcement
- KU17.** knowledge of different type of vibrators, their influence area and use
- KU18.** knowledge of construction and expansion joints
- KU19.** how to inspect shoring and bracing of concrete forms
- KU20.** fixing of pump line for concrete flow
- KU21.** different type on concrete pumps with respect to head and flow of concrete
- KU22.** basic computer literacy
- KU23.** preventive and corrective action to ensure the completion of preparatory works prior to concreting
- KU24.** use of laser level

Generic Skills (GS)

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

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** read sketches, instructions provided for the work, and various signboards, safety rules, safety tags, exit route information in one or more languages, preferably in the local language of the site
- GS3.** speak in one or more language, preferably one of the local language at the site
- GS4.** communicate orally and effectively with team members
- GS5.** analyze the safety aspect of the workplace
- GS6.** plan work and organize required resource effectively
- GS7.** complete work as per agreed time schedule and quality parameters
- GS8.** resolve any conflict within the teammates
- GS9.** evaluate the complexity of the tasks
- GS10.** identify any violation of safety norms during the work



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure completion of preparatory works prior to concreting at construction site/yard</i>	30	70	-	-
PC1. prepare a detailed work plan for execution of concreting work at construction site/yard	-	-	-	-
PC2. ensure setting out for concreting work is as per the approved drawings	-	-	-	-
PC3. ensure working platforms, hand rails and access stairs are safe for working	-	-	-	-
PC4. ensure workplace is clear of debris and guard rails, safety nets and kerb boards are in place	-	-	-	-
PC5. ensure that the concrete mix is prepared in the specified proportions, within the specified workability, in case of manual mixing of concrete	-	-	-	-
PC6. check the grade of concrete prior to concreting	-	-	-	-
PC7. inspect the required formwork/molds for gaps/misalignment of reinforcement/cover	-	-	-	-
PC8. check the formwork/molds for leaks during concreting	-	-	-	-
PC9. ensure cleaning of formwork prior to concreting	-	-	-	-
PC10. inspect the shoring and bracing of concrete forms to ensure their stability during pour	-	-	-	-
PC11. indicate route and position for pouring of concrete	-	-	-	-
PC12. inspect the fixing and setting of pump line and machinery for pouring of concrete	-	-	-	-
PC13. ensure the use of suitable type of pump as per the discharge and head of concrete	-	-	-	-
PC14. record details of the concreting works covering grade of concrete, area and volume of pour, number of workers ,tools and equipment deployed for work and achieved productivity	-	-	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. oversee and inspect the pumping of concrete	-	-	-	-
NOS Total	30	70	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N0130
NOS Name	Ensure completion of preparatory works prior to concreting
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Masonry
NSQF Level	4.5
Credits	4
Version	3.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022



CON/N0131: Direct and monitor the execution of concreting works as per specifications and standard practices

Description

This unit describes the skills and knowledge required to direct and monitor the execution of concreting works as per the specifications and standard practices and perform checks and corrective actions as per requirement.

Scope

The scope covers the following :

- Ensure execution of concreting in formwork/precast molds and form finished structures
- Ensure execution of concreting in extreme hot/cold weather
- Examine concrete after stripping forms and instruct repairing of concrete as per applicability

Elements and Performance Criteria

Ensure execution of concreting in formwork/precast molds and form finished structures

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

- PC1.** visually assess the workability and usability of concrete mix and discard detrimental concrete mix
- PC2.** prescribe method for pouring, levelling and finishing of concrete as per standard practices and specifications
- PC3.** ensure the pouring of concrete from specified height and use of correct type of vibrator for compaction
- PC4.** inspect and assist in using tools and equipment relevant to task
- PC5.** ensure that concrete is compacted to desired consistency and surface is finished to specified uniformity and smoothness/finish
- PC6.** ensure leveling of edges and corners within tolerance levels
- PC7.** direct and monitor the grooving/cutting for expansion/contraction joints
- PC8.** ensure that the appropriate technique for finishing of concrete works like broom finish, float and trowel finish etc. has been employed as per drawing
- PC9.** ensure synchronization of all above concreting activities to ensure rapid placement and compaction of concrete with respect to the setting time of concrete in case of form finished structure
- PC10.** prescribe methods and monitor curing of concrete
- PC11.** highlight errors to workers, suggest remedial action and demonstrate correct work processes as per applicability

Ensure execution of concreting in extreme hot/cold weather

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

- PC12.** monitor wind, air, concrete temperature and humidity
- PC13.** manage schedule of concreting in accordance with the temperature change in day and night as per hot/cold weather concreting
- PC14.** provide sunshades/windbreaks/heated enclosures as per the concreting requirement



Qualification Pack



- PC15.** check that evaporative retarder/anti-freeze is used in hot/cold weather concreting
 - PC16.** ensure correct preventive measures are taken as per the hot/cold weather concreting
 - PC17.** ensure rapid placement and compaction of concrete as per concreting requirement
 - PC18.** monitor the placing and grooving/cutting of expansion/construction joint as per concreting requirement
 - PC19.** monitor the curing of concrete for a specified period of time in hot/cold weather concreting
- Examine concrete after stripping forms and instruct repairing of concrete as per applicability*

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

- PC20.** examine the concrete after stripping of forms for surface deformities and defects
- PC21.** direct the removal and repair of concrete with porosity, honey comb, or segregated materials, as approved by senior/client and prescribe method for repair
- PC22.** ensure proper curing of repaired concrete

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for concreting works
- KU2.** safety rules and regulations for handling and storing relevant tools, equipment, and materials required for relevant works in accordance with organizational norms
- KU3.** importance of personal protection including the use of related safety gears and equipment in accordance with organizational norms
- KU4.** service request procedures for tools, materials and equipment as per organizational norms
- KU5.** procedure for maintenance of tools and equipment
- KU6.** structural drawings relevant to concreting works
- KU7.** basic principles of measurement along with simple geometry
- KU8.** methodology for estimation of required resource and material
- KU9.** standard tolerance levels for concreting work
- KU10.** difference and comparison between pre-cast and in-situ concreting works
- KU11.** basic properties and mix proportions of concrete
- KU12.** appropriate proportions for the mixing of concrete to ensure consistency
- KU13.** appropriate techniques (including use of tools, equipment and material) for all aspects of concreting work (including pouring, screening, leveling and finishing)
- KU14.** methodology for checking line ,level and alignment for various concreting works
- KU15.** methodology of concreting works in horizontal, vertical and inclined surfaces
- KU16.** different type of high quality concrete finish
- KU17.** sequence of pour
- KU18.** variation of slump w.r.t rate of pour
- KU19.** different type of vibrators used(internal/external vibrators),their accessibility and influence area
- KU20.** vibration in congested areas
- KU21.** construction joints/cold joints
- KU22.** curing technique of form finished concrete, repaired concrete and hot/cold weather concrete



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- KU23.** self-compacting concrete
- KU24.** initial, final setting of concrete and their checking
- KU25.** correct positioning of the pump hose when pumping of the SCC(self-compacting concrete)
- KU26.** methodology for hot/cold weather concreting works
- KU27.** major risks associated with hot and cold weather concrete pouring
- KU28.** knowledge of wind breaks, wind velocity
- KU29.** different type and use of evaporative retarder/anti-freeze compound
- KU30.** type of defects in concrete
- KU31.** different method of repair of concrete
- KU32.** different type of concrete mixer machines
- KU33.** how to protect the concreted area from damage
- KU34.** use of laser level
- KU35.** basic computer literacy
- KU36.** preventive and corrective action to ensure that the concreting work meets the quality requirements

Generic Skills (GS)

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

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** read sketches, instructions provided for the work, and various signboards, safety rules, safety tags, exit route information in one or more languages, preferably in the local language of the site
- GS3.** speak in one or more language, preferably one of the local language at the site
- GS4.** communicate orally and effectively with team members
- GS5.** analyze the safety aspect of the workplace
- GS6.** plan work and organize required resource effectively
- GS7.** complete work as per agreed time schedule and quality parameters
- GS8.** resolve any conflict within the teammates
- GS9.** evaluate the complexity of the tasks
- GS10.** identify any violation of safety norms during the work



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure execution of concreting in formwork/precast molds and form finished structures</i>	10	20	-	-
PC1. visually assess the workability and usability of concrete mix and discard detrimental concrete mix	-	-	-	-
PC2. prescribe method for pouring, levelling and finishing of concrete as per standard practices and specifications	-	-	-	-
PC3. ensure the pouring of concrete from specified height and use of correct type of vibrator for compaction	-	-	-	-
PC4. inspect and assist in using tools and equipment relevant to task	-	-	-	-
PC5. ensure that concrete is compacted to desired consistency and surface is finished to specified uniformity and smoothness/finish	-	-	-	-
PC6. ensure leveling of edges and corners within tolerance levels	-	-	-	-
PC7. direct and monitor the grooving/cutting for expansion/contraction joints	-	-	-	-
PC8. ensure that the appropriate technique for finishing of concrete works like broom finish, float and trowel finish etc. has been employed as per drawing	-	-	-	-
PC9. ensure synchronization of all above concreting activities to ensure rapid placement and compaction of concrete with respect to the setting time of concrete in case of form finished structure	-	-	-	-
PC10. prescribe methods and monitor curing of concrete	-	-	-	-
PC11. highlight errors to workers, suggest remedial action and demonstrate correct work processes as per applicability	-	-	-	-
<i>Ensure execution of concreting in extreme hot/cold weather</i>	10	30	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. monitor wind, air, concrete temperature and humidity	-	-	-	-
PC13. manage schedule of concreting in accordance with the temperature change in day and night as per hot/cold weather concreting	-	-	-	-
PC14. provide sunshades/windbreaks/heated enclosures as per the concreting requirement	-	-	-	-
PC15. check that evaporative retarder/anti-freeze is used in hot/cold weather concreting	-	-	-	-
PC16. ensure correct preventive measures are taken as per the hot/cold weather concreting	-	-	-	-
PC17. ensure rapid placement and compaction of concrete as per concreting requirement	-	-	-	-
PC18. monitor the placing and grooving/cutting of expansion/construction joint as per concreting requirement	-	-	-	-
PC19. monitor the curing of concrete for a specified period of time in hot/cold weather concreting	-	-	-	-
<i>Examine concrete after stripping forms and instruct repairing of concrete as per applicability</i>	10	20	-	-
PC20. examine the concrete after stripping of forms for surface deformities and defects	-	-	-	-
PC21. direct the removal and repair of concrete with porosity, honey comb, or segregated materials, as approved by senior/client and prescribe method for repair	-	-	-	-
PC22. ensure proper curing of repaired concrete	-	-	-	-
NOS Total	30	70	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N0131
NOS Name	Direct and monitor the execution of concreting works as per specifications and standard practices
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Masonry
NSQF Level	4.5
Credits	6
Version	3.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022



CON/N7001: Plan, arrange and manage resources for execution of relevant work

Description

This unit describes the knowledge and the skills required for an individual to plan and organize work in order to meet expected outcome.

Scope

The scope covers the following :

- Plan and prepare for work
- Arrange and manage manpower
- Arrange allocate and manage tools, material and equipment for completion of work, as per the plan

Elements and Performance Criteria

Plan and prepare for work

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

- PC1.** identify the targets and timelines for the work set by superiors
- PC2.** determine the work requirements corresponding to task(drawings/schedules/instructions/methodology), safety, tools and equipment prior to commencement of task
- PC3.** plan the work by analyzing the required outcomes, work procedures, allotted time, resource availability and known priorities
- PC4.** prepare the work areas in coordination with team members
- PC5.** plan for waste collection and disposal prior to and after completion of work

Arrange and manage manpower

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

- PC6.** determine quantum and nature of work under assigned activity
- PC7.** calculate requirement of manpower for assigned activities
- PC8.** submit manpower requirement to superiors
- PC9.** allocate and extract work as per plan
- PC10.** provide clear instructions to workmen for execution of work
- PC11.** ensure optimum utilization of manpower resources
- PC12.** record the daily labor attendance and their daily productivity

Arrange allocate and manage tools, material and equipment for completion of work, as per the plan

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

- PC13.** estimate requirement for material, components, fixtures, equipment, tools and accessories
- PC14.** submit material, equipment and tool requirement to superiors
- PC15.** allocate material, equipment and tools to workmen and extract the work as per plan
- PC16.** provide clear instructions for optimum use of resources
- PC17.** ensure the work processes adopted are in line with the specified standards and instructions



PC18. complete the work with the allocated resources within specified time

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for execution of relevant work
- KU2.** safety rules and regulations for handling and storing relevant tools, equipment, and materials required for relevant works in accordance with organizational norms
- KU3.** importance of personal protection including the use of related safety gears and equipment in accordance with organizational norms
- KU4.** service request procedures for tools, materials and equipment as per organizational norms
- KU5.** procedure for maintenance of tools and equipment
- KU6.** how to identify work activities that need to be planned and organized
- KU7.** how to undertake all aspect of planning and organizing the task, including interpretation of task, reading drawing/schedules, arranging resources, reporting problems etc.
- KU8.** manpower requirement on the basis of quantum of work and productivity
- KU9.** sequence and priority of activities
- KU10.** how to identify priority and critical activity of relevant task
- KU11.** method and technique on briefing team members about relevant work
- KU12.** different checks to evaluate progress and quality of relevant works
- KU13.** importance of daily productivity report
- KU14.** importance of daily attendance register
- KU15.** how to calculate quantum of relevant work
- KU16.** calculation of tools and material requirement
- KU17.** optimum use of available resources
- KU18.** computer basics

Generic Skills (GS)

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

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** read sketches, instructions provided for the work, and various signboards, safety rules, safety tags, exit route information in one or more languages, preferably in the local language of the site
- GS3.** speak in one or more language, preferably one of the local language at the site
- GS4.** communicate orally and effectively with team members
- GS5.** analyze the safety aspect of the workplace
- GS6.** plan work and organize required resource effectively
- GS7.** complete work as per agreed time schedule and quality parameters
- GS8.** resolve any conflict within the teammates
- GS9.** evaluate the complexity of the tasks
- GS10.** identify any violation of safety norms during the work



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plan and prepare for work</i>	12	24	-	-
PC1. identify the targets and timelines for the work set by superiors	-	-	-	-
PC2. determine the work requirements corresponding to task(drawings/schedules/instructions/methodology), safety, tools and equipment prior to commencement of task	-	-	-	-
PC3. plan the work by analyzing the required outcomes, work procedures, allotted time, resource availability and known priorities	-	-	-	-
PC4. prepare the work areas in coordination with team members	-	-	-	-
PC5. plan for waste collection and disposal prior to and after completion of work	-	-	-	-
<i>Arrange and manage manpower</i>	12	24	-	-
PC6. determine quantum and nature of work under assigned activity	-	-	-	-
PC7. calculate requirement of manpower for assigned activities	-	-	-	-
PC8. submit manpower requirement to superiors	-	-	-	-
PC9. allocate and extract work as per plan	-	-	-	-
PC10. provide clear instructions to workmen for execution of work	-	-	-	-
PC11. ensure optimum utilization of manpower resources	-	-	-	-
PC12. record the daily labor attendance and their daily productivity	-	-	-	-
<i>Arrange allocate and manage tools, material and equipment for completion of work, as per the plan</i>	6	22	-	-
PC13. estimate requirement for material, components, fixtures, equipment, tools and accessories	-	-	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. submit material, equipment and tool requirement to superiors	-	-	-	-
PC15. allocate material, equipment and tools to workmen and extract the work as per plan	-	-	-	-
PC16. provide clear instructions for optimum use of resources	-	-	-	-
PC17. ensure the work processes adopted are in line with the specified standards and instructions	-	-	-	-
PC18. complete the work with the allocated resources within specified time	-	-	-	-
NOS Total	30	70	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N7001
NOS Name	Plan, arrange and manage resources for execution of relevant work
Sector	Construction
Sub-Sector	Generic, Real Estate and Infrastructure construction
Occupation	Generic 1
NSQF Level	5
Credits	1
Version	4.0
Last Reviewed Date	08/05/2025
Next Review Date	30/04/2028
NSQC Clearance Date	08/05/2025



CON/N9002: Manage workplace for safe and healthy work environment

Description

This unit describes the skill and knowledge required to maintain a healthy & safe working environment for the group of people working under an individual.

Scope

The scope covers the following :

- Ensure effective implementation of health, safety and environment policies and procedures
- Identify and respond to risks / fire and emergencies associated with the work practices and workplace
- Ensure sanitization and infection control guidelines are followed at construction site

Elements and Performance Criteria

Ensure effective implementation of health, safety and environment policies and procedures

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

- PC1.** implement safe handling and stacking methods at workplace /store
- PC2.** ensure the adequate availability and placing of safety and protection installations at site
- PC3.** ensure that safe access ways are available at work place for movement of workers and materials
- PC4.** ensure the safe use of tools and tackles by teammates as per work requirements
- PC5.** ensure ergonomic principles are adopted by the teammates while lifting and shifting of construction materials, tools and equipment
- PC6.** ensure appropriate use of following Personal Protective Equipment (PPE) as per work requirement of head protection, ear protection, fall protection, foot protection, face and eye protection, hand and body protection, respiratory protection
- PC7.** maintain entry and exit pathways from confined spaces, excavated pits and other location as per safety parameters/instructions
- PC8.** ensure proper housekeeping at workplace
- PC9.** ensure that subordinates adhere to health and safety plans

Identify and respond to risks / fire and emergencies associated with the work practices and workplace

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

- PC10.** identify any hazard at workplace and report/notify the same to appropriate authorities.
- PC11.** follow procedures for accident recording and reporting as per organizational and statutory requirements
- PC12.** ensure effective adherence to emergency response procedures / protocols
- PC13.** select and operate different types of fire extinguishers corresponding to types of fires as per EHS guideline
- PC14.** obtain 'height pass' clearance as per EHS guideline
- PC15.** implement control measures to reduce risks ,meeting legislative requirements within the scope of own role and expertise, as per organizational policies

Ensure sanitization and infection control guidelines are followed at construction site



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

- PC16.** promote awareness about latest hygiene and sanitation regulations
- PC17.** ensure disinfection procedure related to material, tools and supplies are followed properly
- PC18.** respond to infection prevention and control and its non-compliance , within scope of own role or report to required personnel

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the policies, procedures and protocol set up by the EHS Department with respect to Health , Safety and Environment at the respective construction site
- KU2.** reporting procedures in cases of breaches or hazards in site safety, accidents or emergency situations
- KU3.** safe working practices for tools, tackles and equipment
- KU4.** workplace policies and health and safety requirements for dealing with potential risks as defined by the EHS department
- KU5.** how to respond to accidents and emergencies
- KU6.** the appropriate personal protective equipment to be used based on various working conditions
- KU7.** how to use necessary material ,tools, tackles and equipment in a safe and appropriate manner as specified by site EHS for each level and respective workman gang
- KU8.** ways of transmission of infection
- KU9.** ways to manage infectious risks at the workplace
- KU10.** different methods of cleaning, disinfection, sterilization and sanitization
- KU11.** symptoms of infection like fever, cough, redness, swelling and inflammation
- KU12.** actions be taken during a medical emergency
- KU13.** current guidelines, national legislation, local policies and protocols regarding spread of infectious disease.

Generic Skills (GS)

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

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** read instructions provided for the work, and various signboards, safety rules, safety tags, exit route information in one or more languages, preferably in the local language of the site
- GS3.** speak in one or more language, preferably one of the local language at the site
- GS4.** listen and follow instructions shared by site EHS and superiors regarding site safety
- GS5.** communicate reporting of site conditions, hazards, accidents, etc.
- GS6.** analyze the safety aspect of the workplace
- GS7.** identify any violation of safety norms during the work



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure effective implementation of health, safety and environment policies and procedures</i>	15	40	-	-
PC1. implement safe handling and stacking methods at workplace /store	-	-	-	-
PC2. ensure the adequate availability and placing of safety and protection installations at site	-	-	-	-
PC3. ensure that safe access ways are available at work place for movement of workers and materials	-	-	-	-
PC4. ensure the safe use of tools and tackles by teammates as per work requirements	-	-	-	-
PC5. ensure ergonomic principles are adopted by the teammates while lifting and shifting of construction materials, tools and equipment	-	-	-	-
PC6. ensure appropriate use of following Personal Protective Equipment (PPE) as per work requirement of head protection, ear protection, fall protection, foot protection, face and eye protection, hand and body protection, respiratory protection	-	-	-	-
PC7. maintain entry and exit pathways from confined spaces, excavated pits and other location as per safety parameters/instructions	-	-	-	-
PC8. ensure proper housekeeping at workplace	-	-	-	-
PC9. ensure that subordinates adhere to health and safety plans	-	-	-	-
<i>Identify and respond to risks / fire and emergencies associated with the work practices and workplace</i>	10	20	-	-
PC10. identify any hazard at workplace and report/notify the same to appropriate authorities.	-	-	-	-
PC11. follow procedures for accident recording and reporting as per organizational and statutory requirements	-	-	-	-
PC12. ensure effective adherence to emergency response procedures / protocols	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. select and operate different types of fire extinguishers corresponding to types of fires as per EHS guideline	-	-	-	-
PC14. obtain 'height pass' clearance as per EHS guideline	-	-	-	-
PC15. implement control measures to reduce risks ,meeting legislative requirements within the scope of own role and expertise, as per organizational policies	-	-	-	-
<i>Ensure sanitization and infection control guidelines are followed at construction site</i>	5	10	-	-
PC16. promote awareness about latest hygiene and sanitation regulations	-	-	-	-
PC17. ensure disinfection procedure related to material, tools and supplies are followed properly	-	-	-	-
PC18. respond to infection prevention and control and its non-compliance , within scope of own role or report to required personnel	-	-	-	-
NOS Total	30	70	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N9002
NOS Name	Manage workplace for safe and healthy work environment
Sector	Construction
Sub-Sector	Generic
Occupation	Generic Safety
NSQF Level	5
Credits	1
Version	4.0
Last Reviewed Date	08/05/2025
Next Review Date	30/04/2028
NSQC Clearance Date	08/05/2025



DGT/VSQ/N0102: Employability Skills (60 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
- Career Development & Goal Setting
- 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.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values - Citizenship

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

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

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



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- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.
- PC28.** follow appropriate hygiene and grooming standards



Getting ready for apprenticeship & Jobs

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

- PC29.** create a professional Curriculum vitae (Résumé)
- PC30.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
- PC31.** apply to identified job openings using offline /online methods as per requirement
- PC32.** answer questions politely, with clarity and confidence, during recruitment and selection
- PC33.** identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** need for employability skills and different learning and employability related portals
- 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 English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up
- KU6.** importance of career development and setting long- and short-term goals
- KU7.** about effective communication
- KU8.** POSH Act
- KU9.** Gender sensitivity and inclusivity
- KU10.** different types of financial institutes, products, and services
- KU11.** how to compute income and expenditure
- KU12.** importance of maintaining safety and security in offline and online financial transactions
- KU13.** different legal rights and laws
- KU14.** different types of digital devices and the procedure to operate them safely and securely
- KU15.** how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.
- KU16.** how to identify business opportunities
- KU17.** types and needs of customers
- KU18.** how to apply for a job and prepare for an interview
- KU19.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** read and write different types of documents/instructions/correspondence
- GS2.** communicate effectively using appropriate language in formal and informal settings
- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode



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- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-
<i>Entrepreneurship</i>	2	3	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-



National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	08/09/2025
Next Review Date	08/09/2030
NSQC Clearance Date	08/09/2025

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.
7. The trainee shall be provided with a chance to repeat the test to correct his procedures in case of



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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 NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's 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/N0129. Interpret working drawings, specification and standards for concreting works	30	70	-	-	100	15
CON/N0130. Ensure completion of preparatory works prior to concreting	30	70	-	-	100	20
CON/N0131. Direct and monitor the execution of concreting works as per specifications and standard practices	30	70	-	-	100	20
CON/N7001. Plan, arrange and manage resources for execution of relevant work	30	70	0	0	100	15
CON/N8001. Work effectively in a team to deliver desired results at the workplace	30	70	-	-	100	5
CON/N8003. Supervise, monitor and evaluate performance of subordinates at workplace	30	70	0	0	100	10



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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CON/N9002.Manage workplace for safe and healthy work environment	30	70	0	0	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	5
Total	230	520	0	0	750	100



Qualification Pack



Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
MCQ	Multiple Choice Question
EHS	Environment Health and Safety
PPE	Personal Protective Equipment



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.
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.



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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.