



# Assistant Facade Installer

QP Code: CON/Q1104

Version: 3.0

NSQF Level: 3

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### CON/Q1104: Assistant Facade Installer

#### Brief Job Description

An Assistant Facade Installer is responsible for assisting in fixing and installing facade panels into different types of framing materials, such as timber, steel, aluminum, PVCu and composite frames using appropriate hand and power tools.

#### Personal Attributes

The individual should be physically fit to work for long duration under varying environmental conditions. The person must be able to work in coordination with others, with the ability to communicate appropriately verbally and in writing.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [CON/N1108: Use appropriate hand and power tools for facade installation](#)
2. [CON/N1109: Assist in fixing and installing facade panels into frames](#)
3. [CON/N1110: Fix the interface structures for installing facade with different framing materials](#)
4. [CON/N8001: Work effectively in a team to deliver desired results at the workplace](#)
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

<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Interior & Exterior Finishes
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Credits</b>	11



## Qualification Pack



<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7125.0100
<b>Minimum Educational Qualification &amp; Experience</b>	10th grade pass OR 8th grade pass (with 2-year of (NTC/ NAC) after 8th) OR 9th grade pass with 1 Year of experience in the relevant field OR 8th grade pass with 2 Years of experience in the relevant field OR 5th grade pass with 5 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (2) with 3 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (2.5 with 1.5 Years of experience in the relevant field)
<b>Minimum Level of Education for Training in School</b>	10th Class
<b>Pre-Requisite License or Training</b>	NIL
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	29/02/2024
<b>Deactivation Date</b>	29/02/2024
<b>NSQC Approval Date</b>	31/08/2023
<b>Version</b>	3.0
<b>Reference code on NQR</b>	QG-03-CO-00791-2023-V2-CSDCI
<b>NQR Version</b>	1



# CON/N1108: Use appropriate hand and power tools for facade installation

## Description

This unit is about using hand and power tools relevant to facade installation

## Scope

The scope covers the following :

- Use the appropriate hand and power tools

## Elements and Performance Criteria

### *Use the appropriate hand and power tools*

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

- PC1.** select the appropriate hand and power tools for façade installation as per the supervisor's instructions
- PC2.** check for availability and access to a suitable power supply source for using power tools
- PC3.** check the tools and equipment for their usability, including the signs of wear and tear, and their safety mechanisms
- PC4.** perform basic maintenance of tools and equipment before use, such as cleaning and greasing
- PC5.** check the availability of appropriate material for use with the tools and equipment
- PC6.** select appropriate accessories such as vice tool and clamps to hold the material/workpiece in position and while using the tools
- PC7.** follow the manufacturer's guidelines to ensure safe and effective use of tools and equipment, ensuring no damage to material/workpiece
- PC8.** use the appropriate Personal Protective Equipment (PPE) to prevent any injuries
- PC9.** isolate the power tools and equipment after use following the manufacturer's instructions
- PC10.** store the hazardous tools, equipment and materials in the designated storage to prevent harm to personnel at the site
- PC11.** perform regular maintenance of tools and equipment and coordinate with the supervisor for maintenance requiring expert assistance

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices concerning facade installation
- KU2.** safety regulations concerning handling, shifting, collecting and stacking of facade installation materials, tools and equipment
- KU3.** the importance of personal protection and use of relevant safety gear and equipment
- KU4.** the safe handling of facade, false ceiling and drywall installation materials
- KU5.** the use of basic sketches/ drawing concerning facade installation



## Qualification Pack



- KU6.** different type of windows like fixed, side hung, projecting side, top hung, tilt-turn, vertical slider, horizontal slider, vertical pivot, horizontal pivot etc
- KU7.** use of different hand tools for facade installation, e.g. tungsten wheel, glass cutter, speed cutter, circle cutter, radius and oval cutter, vacuum lifters, running pliers, pop rivet pliers etc
- KU8.** use of different power tools for facade installation, e.g. portable electric drills, screwdrivers, grinders, circular saws and jigsaw tool, plunge routers and sanders drop, radius, upcut saw, bench drills, grinders, portable pneumatic drills, nail and staple guns, pop rivet guns and compressors, etc
- KU9.** how to carry out basis maintenance of relevant tools and equipment
- KU10.** the safe operation procedures and standards for the relevant hand and power tools

### 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



## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Use the appropriate hand and power tools</i>	<b>30</b>	<b>60</b>	-	<b>10</b>
<b>PC1.</b> select the appropriate hand and power tools for façade installation as per the supervisor's instructions	-	-	-	-
<b>PC2.</b> check for availability and access to a suitable power supply source for using power tools	-	-	-	-
<b>PC3.</b> check the tools and equipment for their usability, including the signs of wear and tear, and their safety mechanisms	-	-	-	-
<b>PC4.</b> perform basic maintenance of tools and equipment before use, such as cleaning and greasing	-	-	-	-
<b>PC5.</b> check the availability of appropriate material for use with the tools and equipment	-	-	-	-
<b>PC6.</b> select appropriate accessories such as vice tool and clamps to hold the material/workpiece in position and while using the tools	-	-	-	-
<b>PC7.</b> follow the manufacturer's guidelines to ensure safe and effective use of tools and equipment, ensuring no damage to material/workpiece	-	-	-	-
<b>PC8.</b> use the appropriate Personal Protective Equipment (PPE) to prevent any injuries	-	-	-	-
<b>PC9.</b> isolate the power tools and equipment after use following the manufacturer's instructions	-	-	-	-
<b>PC10.</b> store the hazardous tools, equipment and materials in the designated storage to prevent harm to personnel at the site	-	-	-	-
<b>PC11.</b> perform regular maintenance of tools and equipment and coordinate with the supervisor for maintenance requiring expert assistance	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>60</b>	-	<b>10</b>



## Qualification Pack



### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N1108
<b>NOS Name</b>	Use appropriate hand and power tools for facade installation
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Interior & Exterior Finishes
<b>NSQF Level</b>	3
<b>Credits</b>	3
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	31/08/2023
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<b>NSQC Clearance Date</b>	31/08/2023





## CON/N1109: Assist in fixing and installing facade panels into frames

### Description

This unit is about assisting in fixing and installing the facade panels into frames.

### Scope

The scope covers the following :

- Prepare for facade panel installation
- Mark, cut and drill facade panels and frame members
- Assist in fixing and installing the facade panels

### Elements and Performance Criteria

#### *Prepare for facade panel installation*

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

- PC1.** check the availability of relevant materials, tools and equipment for façade installation, including their usability
- PC2.** coordinate with the supervisor to resolve any issues identified with materials, tools and equipment
- PC3.** assist in checking the glass panels for the correct type and size, and their usability
- PC4.** assist in positioning the appropriate lifting equipment at the point of façade installation
- PC5.** assist in lifting glass panels to the required place, using the appropriate lifting equipment
- PC6.** set the framing members in place and remove any protection tapes from the edges of panels
- PC7.** maintain the panels level, plumb and square within the allowed tolerances

#### *Mark, cut and drill façade panels and frame members*

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

- PC8.** carry out proper marking of panels using suitable tools as per specifications
- PC9.** carry out cutting of panels to the instructed size as per the type of panels using appropriate tools and equipment
- PC10.** follow the appropriate safety measures while handling and cuttings facade panels
- PC11.** follow the recommended measures to protect the curtain panels during cutting, grinding and drilling
- PC12.** measure and check the dimensions and accuracy of finish after cutting and drilling

#### *Assist in fixing and installing the façade panels*

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

- PC13.** protect the adjoining elements and finishes during work
- PC14.** select the elements relevant to facade works for different curtain wall systems, as per the supervisor's instructions
- PC15.** maintain the panels flat and straight with appropriate number of screws per sheet
- PC16.** maintain all the external and internal corners vertical and square, and fasten them with screws tightly
- PC17.** install mullions, sill and base flashings as per the specification



- PC18.** stack joints as per requirement for use as interlocked split
- PC19.** install all penetrations through cladding as per the specification
- PC20.** install the first panel in a critical transition area, e.g. a corner
- PC21.** mount the first panel appropriately for alignment with adjacent panels
- PC22.** maintain as appropriate space between panels as per the supervisor's instructions
- PC23.** ensure the panel clips are in line with the building's stud framing or furring during installation
- PC24.** fasten the panel clip firmly to the wall and use fasteners of correct size, maintaining appropriate space
- PC25.** install different types of facade systems as per the supervisor's instructions, such as drained and ventilated façade, curtain wall facade, pressure equalized façade, etc

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the process of measuring and marking the panels for installing facade
- KU2.** the safety measures to be taken during facade installation
- KU3.** different type of glasses used for panels
- KU4.** different type of curtain walls such as panelized curtain wall, unitized curtain wall, stick system curtain wall, rain screens, etc
- KU5.** the types, properties and applications of paneling material, e.g. aluminum composite panel, glass, glass fibre-reinforced concrete, stone, ceramic, etc
- KU6.** the appropriate fastening methods, e.g. clips and screws, backside attachment, etc
- KU7.** the tolerance limits for the uniformity of joints and panel positioning
- KU8.** different types of joints to be used in frames
- KU9.** different flashing and interface and their construction
- KU10.** the difference between transom drained curtain wall and mullion drained curtain wall
- KU11.** the components of different types of curtain wall
- KU12.** the use of glazing gaskets
- KU13.** how to arrange suitable lifting equipment in place at point of installation
- KU14.** the use of suitable lifting devices for lifting heavy panels to the required places
- KU15.** the use of different type of tools for cutting and drilling in panels
- KU16.** the tolerance limits for panel positioning
- KU17.** how to keep panels flat and straight with appropriate number of screws per sheet
- KU18.** the principles of water and air tightness and concept of drained facades, ventilated facades and pressure equalized facades
- KU19.** the process of sealing windows to surrounding wall
- KU20.** different types of windows like fixed, side hung, projecting side, top hung, tilt-turn, vertical slider, horizontal slider, vertical pivot, horizontal pivot, etc
- KU21.** how to install penetrations through cladding
- KU22.** the importance of providing proper spacing between panels
- KU23.** the importance of using fasteners of correct size and spacing



## Qualification Pack



### 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



## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for facade panel installation</i>	<b>10</b>	<b>15</b>	-	<b>2</b>
<b>PC1.</b> check the availability of relevant materials, tools and equipment for façade installation, including their usability	-	-	-	-
<b>PC2.</b> coordinate with the supervisor to resolve any issues identified with materials, tools and equipment	-	-	-	-
<b>PC3.</b> assist in checking the glass panels for the correct type and size, and their usability	-	-	-	-
<b>PC4.</b> assist in positioning the appropriate lifting equipment at the point of façade installation	-	-	-	-
<b>PC5.</b> assist in lifting glass panels to the required place, using the appropriate lifting equipment	-	-	-	-
<b>PC6.</b> set the framing members in place and remove any protection tapes from the edges of panels	-	-	-	-
<b>PC7.</b> maintain the panels level, plumb and square within the allowed tolerances	-	-	-	-
<i>Mark, cut and drill façade panels and frame members</i>	<b>5</b>	<b>15</b>	-	<b>2</b>
<b>PC8.</b> carry out proper marking of panels using suitable tools as per specifications	-	-	-	-
<b>PC9.</b> carry out cutting of panels to the instructed size as per the type of panels using appropriate tools and equipment	-	-	-	-
<b>PC10.</b> follow the appropriate safety measures while handling and cuttings facade panels	-	-	-	-
<b>PC11.</b> follow the recommended measures to protect the curtain panels during cutting, grinding and drilling	-	-	-	-
<b>PC12.</b> measure and check the dimensions and accuracy of finish after cutting and drilling	-	-	-	-
<i>Assist in fixing and installing the façade panels</i>	<b>15</b>	<b>30</b>	-	<b>6</b>



## Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> protect the adjoining elements and finishes during work	-	-	-	-
<b>PC14.</b> select the elements relevant to facade works for different curtain wall systems, as per the supervisor's instructions	-	-	-	-
<b>PC15.</b> maintain the panels flat and straight with appropriate number of screws per sheet	-	-	-	-
<b>PC16.</b> maintain all the external and internal corners vertical and square, and fasten them with screws tightly	-	-	-	-
<b>PC17.</b> install mullions, sill and base flashings as per the specification	-	-	-	-
<b>PC18.</b> stack joints as per requirement for use as interlocked split	-	-	-	-
<b>PC19.</b> install all penetrations through cladding as per the specification	-	-	-	-
<b>PC20.</b> install the first panel in a critical transition area, e.g. a corner	-	-	-	-
<b>PC21.</b> mount the first panel appropriately for alignment with adjacent panels	-	-	-	-
<b>PC22.</b> maintain as appropriate space between panels as per the supervisor's instructions	-	-	-	-
<b>PC23.</b> ensure the panel clips are in line with the building's stud framing or furring during installation	-	-	-	-
<b>PC24.</b> fasten the panel clip firmly to the wall and use fasteners of correct size, maintaining appropriate space	-	-	-	-
<b>PC25.</b> install different types of facade systems as per the supervisor's instructions, such as drained and ventilated façade, curtain wall facade, pressure equalized façade, etc	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>



## Qualification Pack



### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N1109
<b>NOS Name</b>	Assist in fixing and installing facade panels into frames
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Interior & Exterior Finishes
<b>NSQF Level</b>	3
<b>Credits</b>	3
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	29/02/2024
<b>NSQC Clearance Date</b>	31/08/2023



## CON/N1110: Fix the interface structures for installing facade with different framing materials

### Description

This unit is about fixing the interface structures including brackets and frames for installing facade with different types of framing materials, such as timber, steel, aluminum, PVCu and composite frames

### Scope

The scope covers the following :

- Fix the frames and other interface structures

### Elements and Performance Criteria

#### *Fix the frames and other interface structures*

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

- PC1.** clean walls, floors and other possible relevant areas before placing of brackets / frames
- PC2.** follow the method statement/ manufacturer's instructions for the installation of horizontal and vertical frames/ brackets
- PC3.** check that steel frames are galvanized and powder coated
- PC4.** secure steel sections using appropriate hardware as per specification
- PC5.** ensure uniform spacing between frames as per the board dimension and layout
- PC6.** fix the ceiling, floor or façade frame using expansion screws, shooting nails, etc
- PC7.** create the necessary joints for the frame to ensure stability of structure
- PC8.** set up control joints as per the specifications/instructions
- PC9.** ensure horizontal bracing for all stud partitions are as per the approved and standard procedures
- PC10.** arrange for weatherproofing as per the requirement and instructions
- PC11.** arrange for coping and parapets as per the design requirement/ instructions
- PC12.** arrange for flashing under coping, at penetrations, window and door opening, and at the base of walls as per the instructions
- PC13.** fix frame of different types such as timber, stainless steel, aluminum, PVCu and composites as per the given instructions

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the standard practices for fixing sub-structures for facade installation in place and the appropriate safety measures to be followed
- KU2.** the use and interpretation of drawings and specifications related to fixing sub-structures
- KU3.** the basic principles of measurement



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- KU4.** the selection and use of relevant tools and equipment, e.g. broad knives, brooms, electric screw guns, hand and power drills, hand saws, scaffold planks, T-squares, taping knives, trestles, etc
- KU5.** how to level the floor before installing the floor frame
- KU6.** different types of joints to be used in frames including butt joint
- KU7.** the method statement for the installation of horizontal and vertical frames
- KU8.** how to calculate the area and layout for the installation of panels
- KU9.** the importance of providing uniform space between frames as per board dimension and layout
- KU10.** how to fix frames using expansion screws or shooting nails
- KU11.** how to ensure horizontal bracing for all stud partitions
- KU12.** the provision of flashing for drainage
- KU13.** different types of framing materials, such as timber, steel, aluminum, PVCu and composite frames
- KU14.** the application of aluminum frames in stick system curtain walls, glazing screens and shop fronts
- KU15.** the appropriate precautions to be taken while handling gaskets

### 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





## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Fix the frames and other interface structures</i>	<b>30</b>	<b>60</b>	-	<b>10</b>
<b>PC1.</b> clean walls, floors and other possible relevant areas before placing of brackets / frames	-	-	-	-
<b>PC2.</b> follow the method statement/ manufacturer's instructions for the installation of horizontal and vertical frames/ brackets	-	-	-	-
<b>PC3.</b> check that steel frames are galvanized and powder coated	-	-	-	-
<b>PC4.</b> secure steel sections using appropriate hardware as per specification	-	-	-	-
<b>PC5.</b> ensure uniform spacing between frames as per the board dimension and layout	-	-	-	-
<b>PC6.</b> fix the ceiling, floor or façade frame using expansion screws, shooting nails, etc	-	-	-	-
<b>PC7.</b> create the necessary joints for the frame to ensure stability of structure	-	-	-	-
<b>PC8.</b> set up control joints as per the specifications/instructions	-	-	-	-
<b>PC9.</b> ensure horizontal bracing for all stud partitions are as per the approved and standard procedures	-	-	-	-
<b>PC10.</b> arrange for weatherproofing as per the requirement and instructions	-	-	-	-
<b>PC11.</b> arrange for coping and parapets as per the design requirement/ instructions	-	-	-	-
<b>PC12.</b> arrange for flashing under coping, at penetrations, window and door opening, and at the base of walls as per the instructions	-	-	-	-
<b>PC13.</b> fix frame of different types such as timber, stainless steel, aluminum, PVCu and composites as per the given instructions	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>60</b>	-	<b>10</b>



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N1110
<b>NOS Name</b>	Fix the interface structures for installing facade with different framing materials
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Interior & Exterior Finishes
<b>NSQF Level</b>	3
<b>Credits</b>	2
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	29/02/2024
<b>NSQC Clearance Date</b>	31/08/2023



### 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

##### *Diversity & Inclusion*



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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

**KU10.** how to compute income and expenses

**KU11.** importance of maintaining safety and security in financial transactions



## Qualification Pack



- 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



## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC3.</b> 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>	<b>2</b>	<b>3</b>	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC8.</b> report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use various financial products and services safely and securely	-	-	-	-
<b>PC10.</b> calculate income, expenses, savings etc.	-	-	-	-



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



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	08/05/2028
<b>NSQC Clearance Date</b>	08/05/2025

### 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 50%. To pass the Qualification Pack, every trainee should score a minimum of 50% 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 : 50

**(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/N1108.Use appropriate hand and power tools for facade installation	30	60	0	10	100	20
CON/N1109.Assist in fixing and installing facade panels into frames	30	60	0	10	100	30
CON/N1110.Fix the interface structures for installing facade with different framing materials	30	60	0	10	100	20
CON/N8001.Work effectively in a team to deliver desired results at the workplace	30	70	0	0	100	10
CON/N9001.Work according to personal health, safety and environment protocols at construction site	30	70	0	0	100	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
<b>Total</b>	<b>170</b>	<b>350</b>	<b>0</b>	<b>30</b>	<b>550</b>	<b>100</b>



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### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training
<b>EHS</b>	Environment Health and Safety
<b>MCQ</b>	Multiple Choice Question
<b>PPE</b>	Personal Protective Equipment
<b>PVCu</b>	Poly Vinyl Chloride unplasticised



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### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.
<b>Knowledge and Understanding (KU)</b>	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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<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.