



Foreman - False Ceiling and Dry wall Installer

QP Code: CON/Q1111

Version: 1.0

NSQF Level: 5

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CON/Q1111: Foreman - False Ceiling and Dry wall Installer

Brief Job Description

Foreman False Ceiling and Drywall Installation is responsible for monitoring execution of false ceiling and drywall installations works including all preparatory work, allocation of resources, quality of finishing work as per plans, specifications and working drawings.

Personal Attributes

The individual is expected to be physically fit and mentally alert and safety cautious to be able to work across various location and height withstanding extreme condition while working. Moreover the individual should preferably not be suffering from any respiratory disorder, vision defects and skin allergies due to exposure to light and heat. They should have good communication skills and shall be able to work within a team to handle various false ceiling and drywall installation tools and materials.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [CON/N1133: Read & interpret specification, standards, and schematic working drawings for false ceiling and drywall installation works](#)
2. [CON/N1134: Check and ensure completion of preparatory works prior to installation of false ceiling, dry wall and partitions works](#)
3. [CON/N1135: Ensure execution of false ceiling, dry wall and partitions work 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/N8002: Plan and organize work to meet expected outcomes](#)
7. [CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace](#)
8. [CON/N9002: Manage workplace for safe and healthy work environment](#)

Qualification Pack (QP) Parameters

Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction



Qualification Pack



Occupation	Interior & Exterior Finishes
Country	India
NSQF Level	5
Credits	NA
Aligned to NCO/ISCO/ISIC Code	NCO-2004/3112.90
Minimum Educational Qualification & Experience	10th Class with 3-5 Years of experience as a certified Chargehand False Ceiling & Dry Wall Installer OR 10th Class with 10-15 Years of experience in case of a Non trained worker, in same occupation
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Recommended training period of 16-20 weeks as per QP of Foreman False Ceiling and Drywall Installation
Minimum Job Entry Age	18 Years
Last Reviewed On	23/08/2015
Next Review Date	31/03/2022
Deactivation Date	31/03/2022
NSQC Approval Date	19/12/2018
Version	1.0
Reference code on NQR	2019/CON/CSDCI/03116
NQR Version	1.0



CON/N1133: Read & interpret specification, standards, and schematic working drawings for false ceiling and drywall installation works

Description

This unit describes the skills and knowledge required to read & interpret specification, standards, and schematic working drawings for false ceiling and drywall installation works

Scope

The scope covers the following:

- Read & interpret specification, standards, and schematic working drawings for False ceiling and Dry wall installation

Elements and Performance Criteria

Read & interpret specification, standards, and schematic working drawings for False ceiling and Dry wall installation

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

- PC1.** identify schematic drawing relevant to false ceiling, dry wall and partitions installation
- PC2.** recognize symbols and abbreviations used in the schematic drawing
- PC3.** read & interpret details, dimensions and location from relevant schematic working drawings
- PC4.** read and understand all specification provided in the relevant drawing
- PC5.** read and understand schedule for interior and exterior finishing works
- PC6.** read and understand operational standards of all relevant tools and equipment
- PC7.** read and understand method statement for false ceiling, dry wall and partitions installation
- PC8.** read, understand & follow manufactures specification for installation of false ceiling, dry wall and partitions
- PC9.** read and interpret job specification from drawings, notes and description
- PC10.** read and interpret standards of work and required tolerance limit
- PC11.** identify the material required for false ceiling, dry wall, partitions installation work from the specifications and drawings
- PC12.** read and understand standard technical specification within scope of work
- PC13.** carryout calculation for required quantity of material from schematic working drawing

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for false ceiling and drywall installation works
- KU2.** safety rules and regulations for handling and storing required tools, equipments and materials
- KU3.** personal protection including the use of the related safety gears and equipment



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- KU4.** service request procedures for tools, materials and equipments
- KU5.** statutory compliance requirements related to working at height
- KU6.** statutory compliance requirement related to workmen engagement
- KU7.** operational standards, maintenance of tools and equipments
- KU8.** reading and understanding of architectural drawing relevant to task
- KU9.** understanding of plan, elevation and sectional drawings relevant to task
- KU10.** basic principal of measurement, arithmetic and geometric calculations
- KU11.** technical specifications, standards relevant to work
- KU12.** terminology used in interior and exterior finishing works
- KU13.** linear conversion of units
- KU14.** units of measurement
- KU15.** basic computer literacy

Generic Skills (GS)

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

- GS1.** write in at least two language, preferably in the local language of the site and basic English
- GS2.** provide clear and simple instructions, details & sketches to sub-ordinate
- GS3.** record and documents daily productivity report, daily labour attendance & details regarding work
- GS4.** prepare basic status updates for the superiors in the prescribed format
- GS5.** read one or more language, preferably the local language at the site
- GS6.** read drawing, specification and standards related to relevant work
- GS7.** read key documents including quality standards, standards working methods & applicable tolerance limits
- GS8.** read various, sign boards, safety rules and safety tags , instructions related to exit routes during emergency at the workplace
- GS9.** speak in one or more language, preferably one of the local language at site
- GS10.** listen and follow instructions clearly given by the superior
- GS11.** provide clear instructions to subordinates for completion of task as per work plan, time schedule and quality
- GS12.** estimate required material and resources for work, based on necessary calculations
- GS13.** decide alternate course of action in case of hindrance to work
- GS14.** select material and tools required for carrying out works as per requirement
- GS15.** plan work & organize required resource in coordination with team members and superior
- GS16.** plan work targets, allocate time schedule to sub-ordinates and organize completion of task within allocated time
- GS17.** ensure completion of work as per agreed time schedule and quality
- GS18.** resolve and solve any conflict within the team
- GS19.** assess quantity of materials for day work
- GS20.** optimize resources for interior finishes works



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- GS21.** minimize wastages
- GS22.** analyze and assess schedules, drawings and specifications, and translate the same into work requirements for the team
- GS23.** assess complexity of the tasks and provide guidance for carrying out corrective action as per requirement
- GS24.** identify and assess how violation of any safety norms may lead to accidents
- GS25.** analyze and interpret schedule and sequence of works as per specifications



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Read & interpret specification, standards, and schematic working drawings for False ceiling and Dry wall installation</i>	40	60	-	-
PC1. identify schematic drawing relevant to false ceiling, dry wall and partitions installation	3.5	4.5	-	-
PC2. recognize symbols and abbreviations used in the schematic drawing	3.5	4.5	-	-
PC3. read & interpret details, dimensions and location from relevant schematic working drawings	3	4	-	-
PC4. read and understand all specification provided in the relevant drawing	3	4	-	-
PC5. read and understand schedule for interior and exterior finishing works	3	4	-	-
PC6. read and understand operational standards of all relevant tools and equipment	3	4	-	-
PC7. read and understand method statement for false ceiling, dry wall and partitions installation	3	5	-	-
PC8. read, understand & follow manufactures specification for installation of false ceiling, dry wall and partitions	3	5	-	-
PC9. read and interpret job specification from drawings, notes and description	3	5	-	-
PC10. read and interpret standards of work and required tolerance limit	3	5	-	-
PC11. identify the material required for false ceiling, dry wall, partitions installation work from the specifications and drawings	3	5	-	-
PC12. read and understand standard technical specification within scope of work	3	5	-	-
PC13. carryout calculation for required quantity of material from schematic working drawing	3	5	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	40	60	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N1133
NOS Name	Read & interpret specification, standards, and schematic working drawings for false ceiling and drywall installation works
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Interior & Exterior Finishes
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	23/08/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/12/2018



CON/N1134: Check and ensure completion of preparatory works prior to installation of false ceiling, dry wall and partitions works

Description

This unit describes the skills and knowledge required to check and ensure completion of preparatory works prior to installation of false ceiling, dry wall and partitions works.

Scope

The scope covers the following:

- Check and ensure completion of preparatory works prior to installation of false ceiling, dry wall and partitions works

Elements and Performance Criteria

Check and ensure completion of preparatory works prior to installation of false ceiling, dry wall and partitions works

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

- PC1.** prepare a detailed work plan for execution of false ceiling, dry wall and partitions work at construction site
- PC2.** check and ensure setting out for false ceiling, dry wall and partitions work is as per the approved drawings
- PC3.** check and ensure working platforms, hand rails and access stairs are safe for working
- PC4.** check and ensure workplace is clear of debris and guard rails, safety nets & kerb boards are in place
- PC5.** instruct & ensure that the material use for work is as per approved drawing
- PC6.** check all tools and equipments for false ceiling work are provided at the workplace
- PC7.** check material for false ceiling such as boards, grids and for fixing hangers, grids and firings etc are stacked and aligned appropriately at the workplace
- PC8.** ensure that board(gypsum, plaster, fiber board)is measured accurately as per specifications using correct tools
- PC9.** ensure proper markings are done on gypsum board for cutting to the required dimensions
- PC10.** confirm heights or levels to be transferred from drawing and mark the level for fixing perimeter
- PC11.** check and ensure markings are done for ceiling brackets/perimeter for false ceiling works ,partitions and dry wall installation as per specification
- PC12.** measure and assess the ceiling for fixing of false ceiling
- PC13.** check the type of frame, grid panel and wall partition material prior to false ceiling, dry wall and partitions works
- PC14.** inspect and check the frames and panels are measured and cut as per approved drawing

Knowledge and Understanding (KU)



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The individual on the job needs to know and understand:

- KU1.** standard practices of faade installation works
- KU2.** safety rules and regulations for handling and storing required tools, equipments and materials for faade installation works
- KU3.** personal protection including the use of the related safety gears and equipment
- KU4.** service request procedures for tools, materials and equipments
- KU5.** statutory compliance requirements related to working at height
- KU6.** statutory compliance requirement related to workmen engagement
- KU7.** architectural drawings relevant to panels and partitions installation works
- KU8.** basic principles of measurement along with simple geometry
- KU9.** methodology for estimation of required resource and material
- KU10.** standard tolerance limits for all aspects of interior and exterior finishing works
- KU11.** appropriate techniques (including use of tools, equipment and material) for all aspects of interior and exterior finishing works
- KU12.** methodology for checking line ,level and alignment for various interior finishing works
- KU13.** methodology for installing panels and partition works
- KU14.** methods of installing penetrations through cladding
- KU15.** how to install adjacent panels along the control line
- KU16.** the importance of keeping proper spacing between panels
- KU17.** temporary supports and bracing as required to maintain position, stability and alignment
- KU18.** fastening methods of GFRC units in place including bolting or welding
- KU19.** methodology of installing panels for architectural / ornamental designs
- KU20.** different type of joints for installation of panels and partitions
- KU21.** basic computer literacy

Generic Skills (GS)

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

- GS1.** write in at least two language, preferably in the local language of the site and basic English
- GS2.** provide clear and simple instructions, details & sketches to sub-ordinate
- GS3.** record and documents daily productivity report, daily labour attendance & details regarding work
- GS4.** prepare basic status updates for the superiors in the prescribed format
- GS5.** read one or more language, preferably the local language at the site
- GS6.** read drawing, specification and standards related to relevant work
- GS7.** read key documents including quality standards, standards working methods & applicable tolerance limits
- GS8.** read various, sign boards, safety rules and safety tags , instructions relatedt exit routes during emergency at the workplace
- GS9.** speak in one or more language, preferably one of the local language at site



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- GS10.** listen and follow instructions clearly given by the superior
- GS11.** provide clear instructions to subordinates for completion of task as per work plan, time schedule and quality
- GS12.** estimate required material and resources for work
- GS13.** decide alternate course of action in case of hindrance to work
- GS14.** determine whether setting out for works is as per drawings
- GS15.** select appropriate materials, tools and equipment as per drawings and specifications
- GS16.** determine whether frames and panels have been measured and cut as per requirements
- GS17.** plan work & organize required resource in coordination with team members and superior
- GS18.** plan work targets, allocate time schedule to sub-ordinates and organize completion of task within allocated time
- GS19.** ensure completion of work as per agreed time schedule and quality
- GS20.** resolve and solve any conflict within the team
- GS21.** identify damaged panels that are unfit for installation and replace the same
- GS22.** assess quantity of materials for day work
- GS23.** optimize resources relating to interior and exterior finishes works
- GS24.** minimize wastages
- GS25.** analyze and evaluate whether the structure is designed to accommodate specified wall panels
- GS26.** analyze whether markings comply with the necessary dimensions
- GS27.** assess complexity of the tasks and provide guidance for carrying out corrective action as per requirement
- GS28.** identify and assess how violation of any safety norms may lead to accidents



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Check and ensure completion of preparatory works prior to installation of false ceiling, dry wall and partitions works</i>	40	60	-	-
PC1. prepare a detailed work plan for execution of false ceiling, dry wall and partitions work at construction site	3.5	4.5	-	-
PC2. check and ensure setting out for false ceiling, dry wall and partitions work is as per the approved drawings	3.5	4.5	-	-
PC3. check and ensure working platforms, hand rails and access stairs are safe for working	2	4	-	-
PC4. check and ensure workplace is clear of debris and guard rails, safety nets & kerb boards are in place	1	-	-	-
PC5. instruct & ensure that the material use for work is as per approved drawing	3	4	-	-
PC6. check all tools and equipments for false ceiling work are provided at the workplace	3	4	-	-
PC7. check material for false ceiling such as boards, grids and for fixing hangers, grids and firings etc are stacked and aligned appropriately at the workplace	3	4	-	-
PC8. ensure that board(gypsum, plaster, fiber board)is measured accurately as per specifications using correct tools	3	5	-	-
PC9. ensure proper markings are done on gypsum board for cutting to the required dimensions	3	5	-	-
PC10. confirm heights or levels to be transferred from drawing and mark the level for fixing perimeter	3	5	-	-
PC11. check and ensure markings are done for ceiling brackets/perimeter for false ceiling works ,partitions and dry wall installation as per specification	3	5	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. measure and assess the ceiling for fixing of false ceiling	3	5	-	-
PC13. check the type of frame, grid panel and wall partition material prior to false ceiling, dry wall and partitions works	3	5	-	-
PC14. inspect and check the frames and panels are measured and cut as per approved drawing	3	5	-	-
NOS Total	40	60	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N1134
NOS Name	Check and ensure completion of preparatory works prior to installation of false ceiling, dry wall and partitions works
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Interior & Exterior Finishes
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	23/08/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/12/2018



CON/N1135: Ensure execution of false ceiling, dry wall and partitions work works as per specifications and standard practices

Description

This unit describes the skills and knowledge required to ensure execution of false ceiling, dry wall and partitions work works as per specifications and standard practice

Scope

The scope covers the following:

- Ensure execution of false ceiling, dry wall and partitions works as per specifications and standard practice

Elements and Performance Criteria

Ensure execution of false ceiling, dry wall and partitions works as per specifications and standard practice

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

- PC1.** ensure setting out for false ceiling, dry wall and partitions installation works as per the approved drawings
- PC2.** ensure working platforms and access stairs are safe for working
- PC3.** ensure workplace is clear of debris and guard rails, safety nets & kerb boards are in place
- PC4.** ensure all tools, tackles, consumables ,materials and equipments are available prior to commencement of work
- PC5.** ensure proper lifting of aluminum composite panels using suitable lifting devices to the required places
- PC6.** ensure the aluminum composite panels are level, plumb and square within allowable tolerances
- PC7.** ensure to keep panels flat & straight with appropriate no of screws per sheet
- PC8.** ensure all external and internal corners vertical and square are fasten with screws tightly
- PC9.** ensure proper spacing between panels
- PC10.** ensure proper spacing between panel joints
- PC11.** provide temporary supports and bracing as required to maintain position, stability and alignment as GFRC units are being connected
- PC12.** ensure surface is cleaned appropriately after installation of panels
- PC13.** highlight errors to workers, suggest remedial action & demonstrate correct work processes as and when required
- PC14.** carry out checks to ensure panel and partitions installation works are within specified tolerances limit and as per specified standards

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



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- KU1.** standard practices of faade installation works
- KU2.** safety rules and regulations for handling and storing required tools, equipments and materials for faade installation works
- KU3.** personal protection including the use of the related safety gears and equipment
- KU4.** service request procedures for tools, materials and equipments
- KU5.** statutory compliance requirements related to working at height
- KU6.** statutory compliance requirement related to workmen engagement
- KU7.** architectural drawings relevant to panels and partitions installation works
- KU8.** basic principles of measurement along with simple geometry
- KU9.** methodology for estimation of required resource and material
- KU10.** standard tolerance limits for all aspects of interior and exterior finishing works
- KU11.** appropriate techniques (including use of tools, equipment and material) for all aspects of interior and exterior finishing works
- KU12.** methodology for checking line ,level and alignment for various interior finishing works
- KU13.** methodology for installing panels and partition works
- KU14.** methods of installing penetrations through cladding
- KU15.** how to install adjacent panels along the control line
- KU16.** the importance of keeping proper spacing between panels
- KU17.** temporary supports and bracing as required to maintain position, stability and alignment
- KU18.** fastening methods of GFRC units in place including bolting or welding
- KU19.** methodology of installing panels for architectural / ornamental designs
- KU20.** different type of joints for installation of panels and partitions
- KU21.** basic computer literacy

Generic Skills (GS)

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

- GS1.** write in at least two language, preferably in the local language of the site and basic English
- GS2.** provide clear and simple instructions, details & sketches to sub-ordinate
- GS3.** record and documents daily productivity report, daily labour attendance & details regarding work
- GS4.** prepare basic status updates for the superiors in the prescribed format
- GS5.** read one or more language, preferably the local language at the site
- GS6.** read drawing, specification and standards related to relevant work
- GS7.** read key documents including quality standards, standards working methods & applicable tolerance limits
- GS8.** read various, sign boards, safety rules and safety tags , instructions related to exit routes during emergency at the workplace
- GS9.** speak in one or more language, preferably one of the local language at site
- GS10.** listen and follow instructions clearly given by the superior



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- GS11.** provide clear instructions to subordinates for completion of task as per work plan, time schedule and quality
- GS12.** estimate required material and resources for work
- GS13.** decide alternate course of action in case of hindrance to work
- GS14.** determine whether setting out for works is as per drawings
- GS15.** determine suitability of tools, tackles, materials, consumables and equipment for works
- GS16.** determine whether key elements of panel and partition works (including sub structures, joints, etc.) are installed as per drawings and appropriate level and alignment
- GS17.** determine suitability of wall wraps for works
- GS18.** plan work & organize required resource in coordination with team members and superior
- GS19.** plan work targets, allocate time schedule to sub-ordinates and organize completion of task within allocated time
- GS20.** ensure completion of work as per agreed time schedule and quality
- GS21.** resolve and solve any conflict within the team
- GS22.** identify errors in work errors and suggest remedial action to subordinates
- GS23.** assess quantity of materials for day work
- GS24.** optimize resources
- GS25.** minimize wastages
- GS26.** evaluate and assess the spacing between joints to check for uniformity
- GS27.** analyze and determine suitable distance between outside of framing and outside of concrete footing
- GS28.** analyze and determine suitable height between floor level and ground level
- GS29.** assess complexity of the tasks and provide guidance for carrying out corrective action as per requirement
- GS30.** identify and assess how violation of any safety norms may lead to accidents
- GS31.** evaluate whether works are within pre-defined tolerance levels



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure execution of false ceiling, dry wall and partitions works as per specifications and standard practice</i>	40	60	-	-
PC1. ensure setting out for false ceiling, dry wall and partitions installation works as per the approved drawings	3.5	4.5	-	-
PC2. ensure working platforms and access stairs are safe for working	2	-	-	-
PC3. ensure workplace is clear of debris and guard rails, safety nets & kerb boards are in place	1	4	-	-
PC4. ensure all tools, tackles, consumables ,materials and equipments are available prior to commencement of work	3.5	4.5	-	-
PC5. ensure proper lifting of aluminum composite panels using suitable lifting devices to the required places	3	4	-	-
PC6. ensure the aluminum composite panels are level, plumb and square within allowable tolerances	3	4	-	-
PC7. ensure to keep panels flat & straight with appropriate no of screws per sheet	3	4	-	-
PC8. ensure all external and internal corners vertical and square are fasten with screws tightly	3	5	-	-
PC9. ensure proper spacing between panels	3	5	-	-
PC10. ensure proper spacing between panel joints	3	5	-	-
PC11. provide temporary supports and bracing as required to maintain position, stability and alignment as GFRC units are being connected	3	5	-	-
PC12. ensure surface is cleaned appropriately after installation of panels	3	5	-	-
PC13. highlight errors to workers, suggest remedial action & demonstrate correct work processes as and when required	3	5	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. carry out checks to ensure panel and partitions installation works are within specified tolerances limit and as per specified standards	3	5	-	-
NOS Total	40	60	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N1135
NOS Name	Ensure execution of false ceiling, dry wall and partitions work works as per specifications and standard practices
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Interior & Exterior Finishes
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	23/08/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/12/2018



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 own work in order to meet expected outcome.

Scope

The scope covers the following:

- Arrange and manage manpower
- Arrange allocate and manage tools, material and equipment

Elements and Performance Criteria

Arrange and manage manpower

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

- PC1.** determine quantum and nature of work under assigned activity
- PC2.** calculate requirement of manpower for assigned activities
- PC3.** submit manpower requirement to superiors
- PC4.** allocate and extract work as per plan
- PC5.** provide clear instructions to workmen for execution of work
- PC6.** ensure optimum utilization of manpower resources
- PC7.** record the daily labour attendance
- PC8.** record the daily productivity report

Arrange allocate and manage tools, material and equipment

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

- PC9.** estimate quantity of assigned work
- PC10.** estimate requirement for material, components and fixtures
- PC11.** estimate equipment, tools and accessories required
- PC12.** submit material, equipment and tool requirement to superiors
- PC13.** allocate material, equipment and tools to workmen and extract the work as per plan
- PC14.** provide clear instructions for optimized use of resources

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 required tools, equipment and materials
- KU3.** personal protection including the use of related safety gears & equipments



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- KU4.** service request procedures for tools, materials and equipments
- KU5.** statutory compliance requirement related to workmen engagement
- KU6.** construction drawing of relevant work
- KU7.** manpower requirement on the basis of quantum of work and productivity
- KU8.** sequence and priority of activities
- KU9.** how to identify priority and critical activity of relevant task
- KU10.** method and technique on briefing team members about relevant work
- KU11.** different check to evaluate progress and quality of relevant works
- KU12.** importance of daily productivity report
- KU13.** importance of daily attendance register
- KU14.** standard working practices for relevant works
- KU15.** principles of measurements
- KU16.** conversion of units
- KU17.** arithmetic and geometric calculation
- KU18.** how to calculate quantum of relevant work
- KU19.** calculation of tools and material requirement
- KU20.** optimize use of available resources
- KU21.** computer basics auto-cad software application for 2D drawing

Generic Skills (GS)

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

- GS1.** write at least two language, preferably the local language at the site and basic English
- GS2.** provide clear and simple instructions, details & sketches to sub-ordinate
- GS3.** record and document daily productivity report, daily labour attendance & details regarding work done
- GS4.** prepare basic status updates for the superiors in the prescribed format
- GS5.** read one or more language, preferably the local language at the site
- GS6.** read relevant drawing, specification and standards
- GS7.** read key documents including quality standards, standards working methods & applicable tolerance limits
- GS8.** read manufacturer instruction and specification for relevant work
- GS9.** read various, sign boards, safety rules and safety tags , instruction related to exit routes during emergency at the workplace
- GS10.** speak in one or more language, preferably one of the local language at site
- GS11.** listen and follow instructions clearly given by the superior
- GS12.** provide clear instructions to subordinates for completion of task as per work plan, time schedule and quality
- GS13.** decide whether workplace is safe for working and also his work is not creating hazardous conditions for other
- GS14.** decide on manpower, tools , material and equipment for relevant work



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- GS15.** decide alternate course of action in case of hindrance to work
- GS16.** plan work & organize required resource in coordination with team members and superior
- GS17.** plan work targets, schedules for subordinates for completion of task as per work plan, time schedule and quality
- GS18.** ensure completion of work as per agreed time schedule and quality
- GS19.** suggest remedial action to workers for making corrections
- GS20.** resolve and solve any conflict within the team
- GS21.** reconcile material consumption
- GS22.** assess quantity of resources required for day work
- GS23.** optimize resources
- GS24.** minimize wastages
- GS25.** assess complexity of the tasks and carry out corrective action as per requirement
- GS26.** identify and assess how violation of any safety norms may lead to accidents



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Arrange and manage manpower</i>	22	33	-	-
PC1. determine quantum and nature of work under assigned activity	2	3	-	-
PC2. calculate requirement of manpower for assigned activities	3	4.5	-	-
PC3. submit manpower requirement to superiors	2	3	-	-
PC4. allocate and extract work as per plan	3	4.5	-	-
PC5. provide clear instructions to workmen for execution of work	3	4.5	-	-
PC6. ensure optimum utilization of manpower resources	3	4.5	-	-
PC7. record the daily labour attendance	3	4.5	-	-
PC8. record the daily productivity report	3	4.5	-	-
<i>Arrange allocate and manage tools, material and equipment</i>	18	27	-	-
PC9. estimate quantity of assigned work	3	4.5	-	-
PC10. estimate requirement for material, components and fixtures	3	4.5	-	-
PC11. estimate equipment, tools and accessories required	3	4.5	-	-
PC12. submit material, equipment and tool requirement to superiors	3	4.5	-	-
PC13. allocate material, equipment and tools to workmen and extract the work as per plan	3	4.5	-	-
PC14. provide clear instructions for optimized use of resources	3	4.5	-	-
NOS Total	40	60	-	-



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
Occupation	Generic
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	23/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/05/2015



CON/N8001: Work effectively in a team to deliver desired results at the workplace

Description

This unit describes the skills and knowledge required to work effectively within a team to achieve the desired results

Scope

The scope covers the following:

- Interact and communicate effectively with co-workers, superiors and sub-ordinates across different teams
- Support co-workers, superiors and sub-ordinates within the team and across interfacing teams to ensure effective execution of assigned task

Elements and Performance Criteria

Interact and communicate in effective and conclusive manner

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

- PC1.** pass on work related information/ requirement clearly to the team members
- PC2.** inform co-workers and superiors about any kind of deviations from work
- PC3.** address the problems effectively and report if required to immediate supervisor appropriately
- PC4.** receive instructions clearly from superiors and respond effectively on the same
- PC5.** communicate to team members/subordinates for appropriate work technique and method
- PC6.** seek clarification and advice as per the requirement and applicability

Support co-workers to execute project requirements

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

- PC7.** hand over the required material, tools tackles, equipment and work fronts timely to interfacing teams
- PC8.** work together with co-workers in a synchronized manner

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** own roles and responsibilities
- KU2.** importance of effective communication and establishing strong working
- KU3.** risks of a failure in teamwork in terms of effects on project outcomes, timelines, safety at the construction site, etc.
- KU4.** different modes of communication, and its appropriate usage
- KU5.** importance of creating healthy and cooperative work environment among the gangs of workers



Qualification Pack



- KU6.** different activities within his work area where an interaction with other workers is required
- KU7.** applicable techniques of work, properties of materials used, tools and tackles used, safety standards that co- workers might need as per the requirement
- KU8.** importance of proper and effective communication and the expected adverse
- KU9.** importance and need of supporting co-workers facing problems for smooth

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 in one or more languages, preferably the local language of the site
- GS3.** read communication from team members regarding work completed, materials used, tools and tackles used, support required
- GS4.** speak in one or more languages, preferably in one of the local language of the site
- GS5.** listen and follow instructions / communication shared by superiors/ co-workers regarding team requirements or interfaces during work processes
- GS6.** orally communicate with co-workers regarding support required to complete the respective work
- GS7.** decide on what information is to be shared with co-workers within the team or from interfacing gang of workers
- GS8.** plan work and organize required resources in coordination with team members
- GS9.** complete all assigned task in coordination with team members
- GS10.** take initiative in resolving issues among co-workers or report the same to superiors
- GS11.** ensure best ways of coordination among team members
- GS12.** communicate with co-workers considering their educational / social background
- GS13.** evaluate the complexity of task and determine if any guidance is required from superiors



Qualification Pack



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interact and communicate in effective and conclusive manner</i>	28	42	-	-
PC1. pass on work related information/ requirement clearly to the team members	4	6	-	-
PC2. inform co-workers and superiors about any kind of deviations from work	4	6	-	-
PC3. address the problems effectively and report if required to immediate supervisor appropriately	8	12	-	-
PC4. receive instructions clearly from superiors and respond effectively on the same	4	6	-	-
PC5. communicate to team members/subordinates for appropriate work technique and method	4	6	-	-
PC6. seek clarification and advice as per the requirement and applicability	4	6	-	-
<i>Support co-workers to execute project requirements</i>	12	18	-	-
PC7. hand over the required material, tools tackles, equipment and work fronts timely to interfacing teams	6	9	-	-
PC8. work together with co-workers in a synchronized manner	6	9	-	-
NOS Total	40	60	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N8001
NOS Name	Work effectively in a team to deliver desired results at the workplace
Sector	Construction
Sub-Sector	Generic
Occupation	Generic
NSQF Level	5
Credits	TBD
Version	1.2
Last Reviewed Date	23/05/2015
Next Review Date	31/03/2022
NSQC Clearance Date	21/07/2016



CON/N8002: Plan and organize work to meet expected outcomes

Description

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

Elements and Performance Criteria

Prioritize work activities to achieve desired results

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

- PC1.** understand clearly the targets and timelines set by superiors
- PC2.** plan activities as per schedule and sequence
- PC3.** provide guidance to the subordinates to obtain desired outcome
- PC4.** plan housekeeping activities prior to and post completion of work

Organize desired resources prior to commencement of work

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

- PC5.** list and arrange required resources prior to commencement of work
- PC6.** select and employ correct tools, tackles and equipment for completion of desired work
- PC7.** complete the work with allocated resources
- PC8.** engage allocated manpower in an appropriate manner
- PC9.** use resources in an optimum manner to avoid any unnecessary wastage
- PC10.** employ tools, tackles and equipment with care to avoid damage to the same
- PC11.** organize work output, materials used, tools and tackles deployed
- PC12.** processes adopted to be in line with the specified standards and instructions

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of proper housekeeping
- KU2.** policies, procedures and work targets set by superiors
- KU3.** roles and responsibilities in executing the work for subordinates and self
- KU4.** standard practices of work to be adopted for assigned task
- KU5.** how to use available resources in a judicious and appropriate manner to minimize wastages or damage

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.** list out the assigned works and targets



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- GS3.** read in one or more language, preferably the local language at the site
- GS4.** read communication from co-workers, superiors and notices from other departments as per requirement of the level
- GS5.** speak in one or more language, preferably one of the local language at the site
- GS6.** listen and follow communication shared by co-workers regarding standard work processes, resources available, timelines, etc.
- GS7.** communicate effectively with co-workers and subordinates
- GS8.** decide on what sequence is to be adopted for execution of work
- GS9.** plan and organize the materials, tools, tackles and equipment required to execute the work
- GS10.** complete all assigned task with proper planning and organizing
- GS11.** arrange or seek help to arrange for material, tools and tackles in case of shortfall
- GS12.** analyze areas of work which could result in a delay of work, wastage of material or damage to tools and tackles
- GS13.** evaluate potential solutions to minimize avoidable delays and wastages at the construction site



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prioritize work activities to achieve desired results</i>	17	25.5	-	-
PC1. understand clearly the targets and timelines set by superiors	5	7.5	-	-
PC2. plan activities as per schedule and sequence	4	6	-	-
PC3. provide guidance to the subordinates to obtain desired outcome	5	7.5	-	-
PC4. plan housekeeping activities prior to and post completion of work	3	4.5	-	-
<i>Organize desired resources prior to commencement of work</i>	23	34.5	-	-
PC5. list and arrange required resources prior to commencement of work	4	6	-	-
PC6. select and employ correct tools, tackles and equipment for completion of desired work	3	4.5	-	-
PC7. complete the work with allocated resources	3	4.5	-	-
PC8. engage allocated manpower in an appropriate manner	2	3	-	-
PC9. use resources in an optimum manner to avoid any unnecessary wastage	2	3	-	-
PC10. employ tools, tackles and equipment with care to avoid damage to the same	2	3	-	-
PC11. organize work output, materials used, tools and tackles deployed	4	6	-	-
PC12. processes adopted to be in line with the specified standards and instructions	3	4.5	-	-
NOS Total	40	60	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N8002
NOS Name	Plan and organize work to meet expected outcomes
Sector	Construction
Sub-Sector	Generic
Occupation	Generic
NSQF Level	5
Credits	TBD
Version	1.1
Last Reviewed Date	23/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/05/2015



CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace

Description

This OS covers the skills and knowledge required by an individual to supervise, monitor and evaluate performance of subordinates at work place

Scope

The scope covers the following:

- Monitor all construction work activities performed by subordinates and evaluate their performance and ensure strict adherence to quality instructions & timelines as per organizational policies and procedures

Elements and Performance Criteria

Supervise, monitor and evaluate performance of all subordinates and ensure adherence to organizational policies and procedures

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

- PC1.** fix expected targets for the respective gang as per site requirements and allocate work to subordinates
- PC2.** establish expected performance standards and expectations for the respective gang of workers to meet the desired outcomes
- PC3.** inspect assigned work to the respected gang of workers through progressive checking
- PC4.** observe and verify the work activities performed by the subordinates at the construction site
- PC5.** monitor overall performance of subordinates on the designed measures to ensure quality requirements set by the concerned authority
- PC6.** ensure adherence to the organizational policies and procedures for all relevant construction activities by the workmen subordinations

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** policies, procedures and work targets for performance evaluation and appraisals
- KU2.** organizational policies, procedures and protocol for smooth completion of work at the respective workplace
- KU3.** complete work/task accurately by following standard specifications and procedures by optimized and correct used of materials , tools, tackles and equipment

Generic Skills (GS)

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



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- GS1.** write in at one or more language, preferably the local language
- GS2.** read in at one or more language, preferably the local language at the site
- GS3.** speak in at one or more language, preferably one of the local language at the site
- GS4.** effectively communicate with team members at workplace
- GS5.** rectify errors, select workman according to the performance and carry out appropriate allocation of task
- GS6.** motivate the subordinate for better quality work
- GS7.** plan work as per right sequence and organize required resources in coordination with the team members
- GS8.** complete work as per the requirement
- GS9.** solve any anomalies in work processes, critical problems & cause for delays at workplace
- GS10.** sort workers activities in order of sequence and importance workers
- GS11.** identify root cause and effects of workers conflicts at workplace
- GS12.** evaluate and find solutions to minimize errors and suggest improvements for optimizing resource utilization
- GS13.** assess which situations would require intervention of superiors



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Supervise, monitor and evaluate performance of all subordinates and ensure adherence to organizational policies and procedures</i>	40	60	-	-
PC1. fix expected targets for the respective gang as per site requirements and allocate work to subordinates	6	9	-	-
PC2. establish expected performance standards and expectations for the respective gang of workers to meet the desired outcomes	6	9	-	-
PC3. inspect assigned work to the respected gang of workers through progressive checking	8	12	-	-
PC4. observe and verify the work activities performed by the subordinates at the construction site	8	12	-	-
PC5. monitor overall performance of subordinates on the designed measures to ensure quality requirements set by the concerned authority	6	9	-	-
PC6. ensure adherence to the organizational policies and procedures for all relevant construction activities by the workmen subordinations	6	9	-	-
NOS Total	40	60	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N8003
NOS Name	Supervise, monitor and evaluate performance of subordinates at workplace
Sector	Construction
Sub-Sector	Generic
Occupation	Generic
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	23/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/05/2015



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

This unit/task covers the following:

- Ensure healthy and safe working environment for subordinates.
- Ensure effective implementation of health, safety and environment policies and procedures
- Identify and respond to risks / fire and emergencies associated with the work practices, workplace and ensure related organizational & statutory requirement as followed

Elements and Performance Criteria

Ensure healthy and safe working environment for subordinates

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

- PC1.** ensure proper housekeeping at workplace
- PC2.** implement safe handling , stacking methods at workplace / store
- PC3.** ensure that health and safety plan is followed by all subordinates
- PC4.** Identify any hazard in workplace and notify them to appropriate authority
- PC5.** ensure that all safety and protection installation are correctly placed & adequate
- PC6.** ensure safe access is available at work place for movement of workers & materials
- PC7.** ensure safe use of tools and tackles by the workmen as per applicability
- PC8.** ensure appropriate use of following Personal Protective Equipment (PPE) as per applicability: Head Protection (Helmets Ear Protection Fall Protection Foot Protection Face and Eye Protection, Hand &Body Protection Respiratory Protection
- PC9.** maintain entrances & exit from confined spaces , excavated pits and other location in concurrence with safety parameters or instruction from safety personals

Identify and respond to risks / fire and emergencies associated with the work practices, workplace and ensure related organizational & statutory requirement as followed

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

- PC10.** ensure organizational policies and procedures are followed for health , safety and welfare, in relation to: methods of receiving or sourcing information dealing with accidents and emergencies associated with the work and environment reporting stooping work evacuation fire risks and safe exit procedures
- PC11.** follow procedures for accident recording and reporting as per organizational and statutory requirements
- PC12.** ensure effective adherence to response to emergency procedures /protocols
- PC13.** report any case of emergency / risks to the concern people at the construction site
- PC14.** report any perceived risk hazards to the superiors / concerned EHS
- PC15.** demonstrate the use of fire protection equipments for different type of fire hazard



PC16. implement control measures to reduce risk & meet legal requirement as per organizational policies

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 & 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.** monitoring working in workplace keeping safety & health in mind

Generic Skills (GS)

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

- GS1.** write in one or more language
- GS2.** read in one or more language
- GS3.** read instructions, rules, guidelines, sign boards related to safety as per the requirements
- GS4.** speak in one or more language, preferably one of the local language at the site
- GS5.** listen and follow instructions shared by site EHS and superiors regarding site safety
- GS6.** communicate reporting of site conditions, hazards, accidents, etc.
- GS7.** decide upon the appropriate application & installation of safety equipments like barricades and nets
- GS8.** decide upon the tools box talks contents
- GS9.** identify any hazards in workplace organize safety equipments prior to commencing work
- GS10.** work to ensure safe and healthy environmental conditions at workplace
- GS11.** identify analysis & report hazards, accidents, health and safety risks, etc. or seek help from the appropriate authorities to address the same as per the guidelines laid down by site EHS
- GS12.** analyze areas of work which are potential safety hazards and could result in damage to life or property for the respective gang at the construction site
- GS13.** respond to critical health risks or accidents on an urgent basis through appropriate actions



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure healthy and safe working environment for subordinates</i>	20	30	-	-
PC1. ensure proper housekeeping at workplace	2	3	-	-
PC2. implement safe handling , stacking methods at workplace / store	2	3	-	-
PC3. ensure that health and safety plan is followed by all subordinates	2	3	-	-
PC4. Identify any hazard in workplace and notify them to appropriate authority	2	3	-	-
PC5. ensure that all safety and protection installation are correctly placed & adequate	2	3	-	-
PC6. ensure safe access is available at work place for movement of workers & materials	2	3	-	-
PC7. ensure safe use of tools and tackles by the workmen as per applicability	4	6	-	-
PC8. ensure appropriate use of following Personal Protective Equipment (PPE) as per applicability: Head Protection (Helmets Ear Protection Fall Protection Foot Protection Face and Eye Protection, Hand &Body Protection Respiratory Protection	2	3	-	-
PC9. maintain entrances & exit from confined spaces , excavated pits and other location in concurrence with safety parameters or instruction form safety personals	2	3	-	-
<i>Identify and respond to risks / fire and emergencies associated with the work practices, workplace and ensure related organizational & statutory requirement as followed</i>	20	30	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. ensure organizational policies and procedures are followed for health , safety and welfare, in relation to: methods of receiving or sourcing information dealing with accidents and emergencies associated with the work and environment reporting stooping work evacuation fire risks and safe exit procedures	4	6	-	-
PC11. follow procedures for accident recording and reporting as per organizational and statutory requirements	2	3	-	-
PC12. ensure effective adherence to response to emergency procedures /protocols	3	4.5	-	-
PC13. report any case of emergency / risks to the concern people at the construction site	3	4.5	-	-
PC14. report any perceived risk hazards to the superiors / concerned EHS	3	4.5	-	-
PC15. demonstrate the use of fire protection equipments for different type of fire hazard	3	4.5	-	-
PC16. implement control measures to reduce risk & meet legal requirement as per organizational policies	2	3	-	-
NOS Total	40	60	-	-



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
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	23/03/2015
Next Review Date	31/03/2022
NSQC Clearance Date	19/05/2015

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) (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 theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Minimum Aggregate Passing % at QP Level : 70



Qualification Pack



(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/N1133.Read & interpret specification, standards, and schematic working drawings for false ceiling and drywall installation works	40	60	-	-	100	12
CON/N1134.Check and ensure completion of preparatory works prior to installation of false ceiling, dry wall and partitions works	40	60	-	-	100	10
CON/N1135.Ensure execution of false ceiling, dry wall and partitions work works as per specifications and standard practices	40	60	-	-	100	26
CON/N7001.Plan, arrange and manage resources for execution of relevant work	40	60	-	-	100	15
CON/N8001.Work effectively in a team to deliver desired results at the workplace	40	60	-	-	100	7
CON/N8002.Plan and organize work to meet expected outcomes	40	60	-	-	100	8
CON/N8003.Supervise, monitor and evaluate performance of subordinates at workplace	40	60	-	-	100	7
CON/N9002.Manage workplace for safe and healthy work environment	40	60	-	-	100	15



Qualification Pack



National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
Total	320	480	-	-	800	100



Qualification Pack



Acronyms

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



Qualification Pack



Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
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.



Qualification Pack



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.