Qualification Pack

BIM Manager - Construction

QP Code: CON/Q2108

Version: 1.0

NSQF Level: 6.5

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CON/Q2108: BIM Manager - Construction

Brief Job Description

A BIM Manager - Construction is responsible for the planning, delivery and efficient management of the BIM Execution Plan (BEP). The individual manages different professionals, such as BIM Coordinators and BIM Modelers for the delivery of BIM construction projects and also acts as the intermediary between designers, clients and architects.

Personal Attributes

The individual should have excellent organizational, leadership, business management and problem-solving skills. The person should have a proactive approach with attention to detail. The individual should also have excellent verbal and written communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. CON/N2113: Manage bidding for BIM construction projects

2. CON/N2114: Manage the BIM construction process

3. CON/N9003: Manage health and safety at the workplace

4. DGT/VSQ/N0103: Employability Skills (90 Hours)

Qualification Pack (QP) Parameters

Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Building Information Modeling
Country	India
NSQF Level	6.5
Credits	22
Aligned to NCO/ISCO/ISIC Code	NCO-2015/2142.9900

Minimum Educational Qualification & Experience	Pursuing 2nd year of PG (after 3 year UG Dregree) OR PG in any field (Completed 2-year PG degree in Relevant Field (after 4 year UG in Relevant Field)) OR Completed 4 year UG program with 1 Year of experience Relevant Field OR Completed 3 year UG degree with 2 Years of experience Relevant Field OR Completed 2nd year diploma after 12th (in any field) with 3 Years of experience Relevant Field OR Previous relevant Qualification of NSQF Level (6 with 1.5 Years of Relevant Field Experience) OR Previous relevant Qualification of NSQF Level (5.5 with 3 years of Relevant Field Experience)
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	21 Years
Last Reviewed On	NA
Next Review Date	31/08/2026
NSQC Approval Date	31/08/2023
Version	1.0
Reference code on NQR	QG-6.5-CO-00781-2023-V1-CSDCI
NQR Version	1

CON/N2113: Manage bidding for BIM construction projects

Description

This OS unit is about managing the bidding process for BIM construction projects, including the preparation of bidding documents, negotiation with clients and carrying out contract-related documentation.

Scope

The scope covers the following :

- Manage the bidding process
- Carry out negotiation and documentation

Elements and Performance Criteria

Manage the bidding process

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

PC1. manage the preparation of bidding documents, providing the appropriate technical information to support the bidding process

PC2. estimate the requirement of various resources for the delivery of the BIM construction project

PC3. ensure all the applicable fixed and variable costs are considered while calculating the costs for the project delivery

PC4. carry out representations to clients during bidding for BIM construction projects

PC5. ensure the questions and concerns raised by clients are appropriately answered and addressed with the correct and latest information

Carry out negotiation and documentation

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

PC6. carry out negotiations with clients to win BIM construction projects in profitable deals for the organization

PC7. carry out appropriate documentation as per the organizational policies concerning the BIM construction project contracts

PC8. ensure the clients are provided with the necessary information and documents as per the applicable business procedures before commencing the project work

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the appropriate documentation required to bid for BIM construction projects

KU2. various resources required for the delivery of BIM construction projects

KU3. the applicable variable and fixed costs

KU4. the practices to be followed for effective presentation to clients and answering their queries

KU5. how to negotiate with clients

KU6. the appropriate documentation to be completed concerning the BIM construction projects

KU7. different stages of a BIM construction project lifecycle

KU8. BIM project management and relevant BIM coordination activities

KU9. the use of relevant project management software

Generic Skills (GS)

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

GS1. maintain work-related notes and records

GS2. listen attentively to understand the information/ instructions being shared by the speaker

GS3. read the relevant literature to learn about the latest developments in the field of work

GS4. communicate clearly and politely with co-workers and clients

GS5. coordinate with co-workers to achieve work objectives

GS6. plan and prioritize tasks to ensure timely completion

GS7. identify possible disruptions to work and take appropriate preventive measures

GS8. take quick decisions to deal with workplace emergencies/ accidents

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Manage the bidding process	**15**	**25**	**-**	**5**
PC1. manage the preparation of bidding documents, providing the appropriate technical information to support the bidding process	-	-	-	-
PC2. estimate the requirement of various resources for the delivery of the BIM construction project	-	-	-	-
PC3. ensure all the applicable fixed and variable costs are considered while calculating the costs for the project delivery	-	-	-	-
PC4. carry out representations to clients during bidding for BIM construction projects	-	-	-	-
PC5. ensure the questions and concerns raised by clients are appropriately answered and addressed with the correct and latest information	-	-	-	-
Carry out negotiation and documentation	**15**	**35**	**-**	**5**
PC6. carry out negotiations with clients to win BIM construction projects in profitable deals for the organization	-	-	-	-
PC7. carry out appropriate documentation as per the organizational policies concerning the BIM construction project contracts	-	-	-	-
PC8. ensure the clients are provided with the necessary information and documents as per the applicable business procedures before commencing the project work	-	-	-	-
NOS Total	**30**	**60**	**-**	**10**

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CON/N2113
NOS Name	Manage bidding for BIM construction projects
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Building Information Modeling
NSQF Level	6.5
Credits	8
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

CON/N2114: Manage the BIM construction process

Description

This OS unit is about managing the BIM construction process, including the preparation and implementation of the BIM strategy.

Scope

The scope covers the following :

- Ensure the availability of resources
- Develop the BIM Execution Plan (BEP)
- Manage training and upskilling requirements
- Manage BIM construction activities
- Carry out the appropriate documentation
- Manage training and upskilling needs

Elements and Performance Criteria

Ensure the availability of resources

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

PC1. identify the requirement of various resources for the delivery of the BIM construction project

PC2. arrange the required resources, following the organization's procurement process as applicable

PC3. ensure the availability of required tools and equipment to the BIM construction project team

PC4. manage the purchase of relevant tools and equipment, e.g. BIM software and computer

PC5. coordinate with the Information Technology (IT) team to ensure the effective functioning of IT systems

PC6. manage the tools and software licenses, ensuring the installation and use of the latest version of appropriate BIM software by the BIM construction team

Develop the BIM Execution Plan (BEP)

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

PC7. develop the BIM Execution Plan (BEP) for each BIM construction project through coordination with BIM Coordinators

PC8. ensure BIM Execution Plans (BEP) are developed and maintained for each BIM construction project

PC9. ensure correct setting up of BIM projects in the BIM software

PC10. ensure the availability of the BIM profile with the departments and teams in the organization

Manage BIM construction activities

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

PC11. manage the implementation and execution of organization-wide BIM standards and rules

PC12. lead the implementation of digital information plans and strategies

PC13. identify and ensure the adoption of appropriate best practices in BIM construction activities by the organization

PC14. manage the integration of new technologies in the organization's BIM construction workflows

PC15. manage the BIM construction project budgets, maintaining various expenditures within the budget

PC16. ensure appropriate changes in the BIM model according to the changes on the site

PC17. carry out the relevant supply chain assessments

PC18. support the BIM construction project team in project execution

PC19. ensure timely delivery of BIM Construction projects

PC20. coordinate with planning engineers, Quality Assurance (QA)/ Quality Control (QC) engineers, safety engineers and quality control professionals

PC21. lead the relevant meetings to identify project tasks and resolve issues

PC22. ensure adherence to the applicable and latest codes and standards by the BIM construction team

PC23. audit the BIM construction project team and identify the areas of non-compliance

PC24. generate and analyze BIM-based reports for BIM Management solutions

Carry out the appropriate documentation

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

PC25. prepare the relevant reports for the stakeholders, e.g. client and BIM Project Head, to measure the implementation of BIM construction projects

PC26. present the reports to the stakeholders and discuss them

PC27. record and implement the feedback of stakeholders

Manage training and upskilling needs

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

PC28. identify the need for training or upskilling the BIM construction project team in specific software programs

PC29. organize appropriate training/upskilling sessions for the relevant BIM team members, e.g. BIM software training and monitor their BIM experience levels

PC30. support the BIM construction team members in their mentoring, coaching and career development

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the evaluation and development of BIM processes, policies, protocols and workflows

KU2. the importance and process of defining a BIM strategy for effective BIM implementation

KU3. system implementation for communication and data exchange during BIM construction activities to ensure seamless collaboration

KU4. effective people and resource management practices

KU5. the importance of monitoring the BIM processes to identify and implement appropriate improvements

KU6. the use of appropriate software tools to enable the BIM construction team to design, develop and deliver BIM solutions as per the client's needs

KU7. BIM data management processes and applicable data protection requirements

KU8. the BIM construction process

KU9. BIM platforms and coordination of models

KU10. the daily management of BIM project data sets/workflows

KU11. the applicable industry standards in the BIM construction process

KU12. the importance of conducting regular meetings with the stakeholders

KU13. the applicable documentation requirements

KU14. the importance and process of monitoring the models for quality and content throughout the project delivery process and at specific project milestones

KU15. the best practices to be followed in BIM construction

KU16. the benefit of attending conferences, workshops, and seminars on BIM technologies

Generic Skills (GS)

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

GS1. maintain work-related notes and records

GS2. read the relevant literature to learn about the latest developments in the field of work

GS3. listen attentively to understand the information/ instructions being shared by the speaker

GS4. communicate clearly and politely with co-workers and clients

GS5. coordinate with co-workers to achieve work objectives

GS6. plan and prioritize tasks to ensure timely completion

GS7. identify possible disruptions to work and take appropriate preventive measures

GS8. take quick decisions to deal with workplace emergencies/ accidents

GS9. evaluate all possible solutions to a problem to select the best one

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Ensure the availability of resources	**6**	**10**	**-**	**2**
PC1. identify the requirement of various resources for the delivery of the BIM construction project	-	-	-	-
PC2. arrange the required resources, following the organization's procurement process as applicable	-	-	-	-
PC3. ensure the availability of required tools and equipment to the BIM construction project team	-	-	-	-
PC4. manage the purchase of relevant tools and equipment, e.g. BIM software and computer	-	-	-	-
PC5. coordinate with the Information Technology (IT) team to ensure the effective functioning of IT systems	-	-	-	-
PC6. manage the tools and software licenses, ensuring the installation and use of the latest version of appropriate BIM software by the BIM construction team	-	-	-	-
Develop the BIM Execution Plan (BEP)	**6**	**15**	**-**	**2**
PC7. develop the BIM Execution Plan (BEP) for each BIM construction project through coordination with BIM Coordinators	-	-	-	-
PC8. ensure BIM Execution Plans (BEP) are developed and maintained for each BIM construction project	-	-	-	-
PC9. ensure correct setting up of BIM projects in the BIM software	-	-	-	-
PC10. ensure the availability of the BIM profile with the departments and teams in the organization	-	-	-	-
Manage BIM construction activities	**8**	**15**	**-**	**3**
PC11. manage the implementation and execution of organization-wide BIM standards and rules	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. lead the implementation of digital information plans and strategies	-	-	-	-
PC13. identify and ensure the adoption of appropriate best practices in BIM construction activities by the organization	-	-	-	-
PC14. manage the integration of new technologies in the organization's BIM construction workflows	-	-	-	-
PC15. manage the BIM construction project budgets, maintaining various expenditures within the budget	-	-	-	-
PC16. ensure appropriate changes in the BIM model according to the changes on the site	-	-	-	-
PC17. carry out the relevant supply chain assessments	-	-	-	-
PC18. support the BIM construction project team in project execution	-	-	-	-
PC19. ensure timely delivery of BIM Construction projects	-	-	-	-
PC20. coordinate with planning engineers, Quality Assurance (QA)/ Quality Control (QC) engineers, safety engineers and quality control professionals	-	-	-	-
PC21. lead the relevant meetings to identify project tasks and resolve issues	-	-	-	-
PC22. ensure adherence to the applicable and latest codes and standards by the BIM construction team	-	-	-	-
PC23. audit the BIM construction project team and identify the areas of non-compliance	-	-	-	-
PC24. generate and analyze BIM-based reports for BIM Management solutions	-	-	-	-
Carry out the appropriate documentation	**4**	**10**	**-**	**2**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC25. prepare the relevant reports for the stakeholders, e.g. client and BIM Project Head, to measure the implementation of BIM construction projects	-	-	-	-
PC26. present the reports to the stakeholders and discuss them	-	-	-	-
PC27. record and implement the feedback of stakeholders	-	-	-	-
Manage training and upskilling needs	**6**	**10**	**-**	**1**
PC28. identify the need for training or upskilling the BIM construction project team in specific software programs	-	-	-	-
PC29. organize appropriate training/upskilling sessions for the relevant BIM team members, e.g. BIM software training and monitor their BIM experience levels	-	-	-	-
PC30. support the BIM construction team members in their mentoring, coaching and career development	-	-	-	-
NOS Total	**30**	**60**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	CON/N2114
NOS Name	Manage the BIM construction process
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Building Information Modeling
NSQF Level	6.5
Credits	10
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

CON/N9003: Manage health and safety at the workplace

Description

This occupational standards unit is about ensuring health and safety at work. This includes personal health and safety and that of the subordinates, as applicable.

Scope

The scope covers the following :

- Ensure health and safety at work
- Manage workplace emergencies

Elements and Performance Criteria

Ensure health and safety at work

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

PC1. check and ensure the availability of appropriate and usable Personal Protective Equipment (PPE) at the workplace

PC2. use the appropriate PPE according to the nature of work and ensure other personnel also do the same

PC3. create awareness regarding health and safety practices at work

PC4. follow and promote the appropriate measures to ensure hygiene in the workplace, e.g. regular cleaning and sanitization

PC5. coordinate regular workplace audits to ensure safe working conditions

PC6. identify health and safety hazards at the workplace and take appropriate preventive measures

PC7. report any out-of-authority health and safety issues to the relevant authority for a timely resolution

PC8. identify the instances of non-compliance with the health and safety policies and take appropriate measures, e.g. giving feedback to the relevant personnel

Manage workplace emergencies

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

PC9. ensure the availability of the updated first aid kit at the workplace

PC10. ensure prompt and timely medical attention for any injured/ unwell personnel

PC11. arrange for effective training of personnel on emergency procedures

PC12. manage workplace emergencies, such as fire, accidents, disease outbreaks or natural calamities following the organizational policies

PC13. follow the applicable emergency procedures and ensure the personnel also do the same

PC14. ensure the safe use of emergency equipment, e.g. fire extinguishers, according to the manufacturer's instructions

PC15. arrange for the emergency equipment to be repaired or replaced, as required

PC16. maintain records of workplace emergencies and report them to the relevant authority in compliance with the applicable regulatory requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the applicable regulations concerning workplace health and safety

KU2. various practices to ensure personal health and safety at the workplace

KU3. the importance of ensuring the use of appropriate at the workplace

KU4. the importance of ensuring that PPE, emergency equipment and first-aid kit at the workplace are up to date and usable condition

KU5. the applicable practices for sanitizing the workplace

KU6. the process of identifying health and safety hazards at the workplace and taking appropriate preventive measures

KU7. the importance of regular workplace audits to ensure safe working conditions

KU8. the appropriate action to be taken to deal with workplace emergencies such as fire, accidents, disease outbreaks or natural calamities

KU9. the process of providing first aid and requesting further medical assistance

KU10. safe use of the emergency equipment as per the manufacturer's instructions

KU11. the process of reporting workplace emergencies/ accidents to the relevant authority in compliance with the organizational and regulatory requirements

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 co-workers to achieve the work objectives

GS6. plan and execute tasks based on priority

GS7. identify possible disruptions to work and take appropriate mitigation measures

GS8. take prompt action to deal with workplace emergencies and accidents

GS9. evaluate all possible solutions to work-related problems and select the best one

GS10. follow the recommended practices for the timely completion of work and achievement of organizational objectives

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Ensure health and safety at work	**25**	**35**	**-**	**-**
PC1. check and ensure the availability of appropriate and usable Personal Protective Equipment (PPE) at the workplace	-	-	-	-
PC2. use the appropriate PPE according to the nature of work and ensure other personnel also do the same	-	-	-	-
PC3. create awareness regarding health and safety practices at work	-	-	-	-
PC4. follow and promote the appropriate measures to ensure hygiene in the workplace, e.g. regular cleaning and sanitization	-	-	-	-
PC5. coordinate regular workplace audits to ensure safe working conditions	-	-	-	-
PC6. identify health and safety hazards at the workplace and take appropriate preventive measures	-	-	-	-
PC7. report any out-of-authority health and safety issues to the relevant authority for a timely resolution	-	-	-	-
PC8. identify the instances of non-compliance with the health and safety policies and take appropriate measures, e.g. giving feedback to the relevant personnel	-	-	-	-
Manage workplace emergencies	**15**	**25**	**-**	**-**
PC9. ensure the availability of the updated first aid kit at the workplace	-	-	-	-
PC10. ensure prompt and timely medical attention for any injured/ unwell personnel	-	-	-	-
PC11. arrange for effective training of personnel on emergency procedures	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. manage workplace emergencies, such as fire, accidents, disease outbreaks or natural calamities following the organizational policies	-	-	-	-
PC13. follow the applicable emergency procedures and ensure the personnel also do the same	-	-	-	-
PC14. ensure the safe use of emergency equipment, e.g. fire extinguishers, according to the manufacturer's instructions	-	-	-	-
PC15. arrange for the emergency equipment to be repaired or replaced, as required	-	-	-	-
PC16. maintain records of workplace emergencies and report them to the relevant authority in compliance with the applicable regulatory requirements	-	-	-	-
NOS Total	**40**	**60**	**-**	**-**

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CON/N9003
NOS Name	Manage health and safety at the workplace
Sector	Construction
Sub-Sector	Generic
Occupation	Generic Safety
NSQF Level	5
Credits	1
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

DGT/VSQ/N0103: Employability Skills (90 Hours)

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

PC1. understand the significance of employability skills in meeting the current job market requirement and future of work

PC2. identify and explore learning and employability relevant portals

PC3. research about the different industries, job market trends, latest skills required and the available opportunities

Constitutional values – Citizenship

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

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

PC5. follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC6. recognize the significance of 21st Century Skills for employment

PC7. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

PC8. adopt a continuous learning mindset for personal and professional development

Basic English Skills

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

PC9. use basic English for everyday conversation in different contexts, in person and over the telephone

PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English

PC11. write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

PC12. identify career goals based on the skills, interests, knowledge, and personal attributes

PC13. prepare a career development plan with short- and long-term goals

Communication Skills

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

PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings

PC15. use active listening techniques for effective communication

PC16. communicate in writing using appropriate style and format based on formal or informal requirements

PC17. work collaboratively with others in a team

Diversity & Inclusion

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

PC18. communicate and behave appropriately with all genders and PwD

PC19. escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.

PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook

PC22. identify common components of salary and compute income, expenses, taxes, investments etc

PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

PC24. operate digital devices and use their features and applications securely and safely

PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.

PC26. display responsible online behaviour while using various social media platforms

PC27. create a personal email account, send and process received messages as per requirement

PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications

PC29. utilize virtual collaboration tools to work effectively

Entrepreneurship

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

PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research

PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion

PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

PC33. identify different types of customers and ways to communicate with them

PC34. identify and respond to customer requests and needs in a professional manner

PC35. use appropriate tools to collect customer feedback

PC36. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC37. create a professional Curriculum vitae (Résumé)

PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC39. apply to identified job openings using offline /online methods as per requirement

PC40. answer questions politely, with clarity and confidence, during recruitment and selection

PC41. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. components of salary and how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account

KU16. use applications such as word processors, spreadsheets etc.

KU17. how to identify business opportunities

KU18. types and needs of customers

KU19. how to apply for a job and prepare for an interview

KU20. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

GS1. read and write different types of documents/instructions/correspondence in English and other languages

GS2. communicate effectively using appropriate language in formal and informal settings

GS3. behave politely and appropriately with all to maintain effective work relationship

GS4. how to work in a virtual mode, using various technological platforms

GS5. perform calculations efficiently

GS6. solve problems effectively

GS7. pay attention to details

GS8. manage time efficiently

GS9. maintain hygiene and sanitization to avoid infection

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Introduction to Employability Skills	**1**	**1**	**-**	**-**
PC1. understand the significance of employability skills in meeting the current job market requirement and future of work	-	-	-	-
PC2. identify and explore learning and employability relevant portals	-	-	-	-
PC3. research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
Constitutional values – Citizenship	**1**	**1**	**-**	**-**
PC4. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC5. follow environmentally sustainable practices	-	-	-	-
Becoming a Professional in the 21st Century	**1**	**3**	**-**	**-**
PC6. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC7. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
PC8. adopt a continuous learning mindset for personal and professional development	-	-	-	-
Basic English Skills	**3**	**4**	**-**	**-**
PC9. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC11. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
Career Development & Goal Setting	**1**	**2**	**-**	**-**
PC12. identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
PC13. prepare a career development plan with short- and long-term goals	-	-	-	-
Communication Skills	**2**	**2**	**-**	**-**
PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings	-	-	-	-
PC15. use active listening techniques for effective communication	-	-	-	-
PC16. communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
PC17. work collaboratively with others in a team	-	-	-	-
Diversity & Inclusion	**1**	**1**	**-**	**-**
PC18. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC19. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
Financial and Legal Literacy	**2**	**3**	**-**	**-**
PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
Essential Digital Skills	**3**	**5**	**-**	**-**
PC24. operate digital devices and use their features and applications securely and safely	-	-	-	-
PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.	-	-	-	-
PC26. display responsible online behaviour while using various social media platforms	-	-	-	-
PC27. create a personal email account, send and process received messages as per requirement	-	-	-	-
PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications	-	-	-	-
PC29. utilize virtual collaboration tools to work effectively	-	-	-	-
Entrepreneurship	**2**	**3**	**-**	**-**
PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
Customer Service	**1**	**2**	**-**	**-**
PC33. identify different types of customers and ways to communicate with them	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC34. identify and respond to customer requests and needs in a professional manner	-	-	-	-
PC35. use appropriate tools to collect customer feedback	-	-	-	-
PC36. follow appropriate hygiene and grooming standards	-	-	-	-
Getting ready for apprenticeship & Jobs	**2**	**3**	**-**	**-**
PC37. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC39. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC40. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC41. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	**20**	**30**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0103
NOS Name	Employability Skills (90 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	5
Credits	3
Version	1.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	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)/ Elements 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/ Elements.

2. The assessment for the knowledge part will be based on knowledge bank of questions created by Assessment Bodies subject to approval by SSC

3. Individual assessment agencies will create unique question papers for knowledge/theory part for assessment of candidates as per assessment criteria given below

4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on assessment criteria.

5. The passing percentage for each QP will be 70%. To pass the Qualification Pack, every trainee should score a minimum of 70% individually in each NOS.

6. The Assessor shall check the final outcome of the practices while evaluating the steps performed to achieve the final outcome.

7. The trainee shall be provided with a chance to repeat the test to correct his procedures in case of improper performance, with a deduction of marks for each iteration.

8. After the certain number of iterations 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 time frame set by SSC.

10. Minimum duration of Assessment of each QP shall be of 4hrs/trainee.

Minimum Aggregate Passing % at QP Level : 70

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CON/N2113.Manage bidding for BIM construction projects	30	60	0	10	100	40
CON/N2114.Manage the BIM construction process	30	60	0	10	100	40
CON/N9003.Manage health and safety at the workplace	40	60	0	0	100	10
DGT/VSQ/N0103.Employability Skills (90 Hours)	20	30	-	-	50	10
Total	**120**	**210**	**0**	**0**	**350**	**100**

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
BIM	Building Information Modeling
BEP	BIM Execution Plan
IT	Information Technology
QA	Quality Assurance
QC	Quality Control
PPE	Personal Protective Equipment

Glossary

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

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
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.