

Qualification Pack



Field Technician Computing And Peripherals

Options: Laptop and its peripherals

QP Code: ELE/Q4601

Version: 3.0

NSQF Level: 4

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ELE/Q4601: Field Technician Computing And Peripherals

Brief Job Description

A Field Technician -- Computing & Peripherals is responsible for visiting customer premises to install and carry out repair and maintenance of a desktop computer. The individual carries out installation and troubleshooting of computer peripherals also. The individual may also carry out installation, repair and maintenance of a laptop and relevant peripherals.

Personal Attributes

The individual must be punctual and have the ability to communicate professionally. Reading, writing, problem-solving skills along with good hand-eye co-ordination are other important attributes required in this job role. The individual must be comfortable with travelling to customer premises to perform her/ his duties.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [ELE/N4601: Evaluate the customer requirements and computer issues](#)
2. [ELE/N3155: Install the desktop computer and its peripherals](#)
3. [ELE/N4603: Carry out repair and maintenance of a desktop computer and its peripherals](#)
4. [ELE/N9905: Work effectively at the workplace](#)
5. [ELE/N1002: Apply health and safety practices at the workplace](#)
6. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Options(Not mandatory):

Option : Laptop and its peripherals

Installing, diagnosing and rectifying issues with a laptop and its peripherals.

1. [ELE/N3153: Install laptop and its peripherals](#)
2. [ELE/N3154: Carry out repair and maintenance of laptop and its peripherals](#)

Qualification Pack (QP) Parameters



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Sector	Electronics
Sub-Sector	Consumer Electronics & IT Hardware
Occupation	After Sales Service
Country	India
NSQF Level	4
Credits	17
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7422.2001
Minimum Educational Qualification & Experience	8th grade pass with 2 years of NTC (plus 2 year of NAC/relevant experience) OR 10th grade pass (plus 2 year of NTC/NAC/relevant experience) OR 12th Class OR Certificate-NSQF (level 3 in Maintenance Technician) with 2 Years of experience
Minimum Level of Education for Training in School	10th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	30/12/2026
NSQC Approval Date	30/12/2021
Version	3.0
Reference code on NQR	2022/EHW/ESSC/06642
NQR Version	1.0

Remarks:

NA



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ELE/N4601: Evaluate the customer requirements and computer issues

Description

This OS unit is about interacting with the customer, visiting their premises to assess the problem and suggesting appropriate solutions.

Scope

The scope covers the following :

- Prepare to visit the customer
- Visit the customer and assess the computer issue
- Explain the action required and costs involved
- Comply with the quality and safety standards

Elements and Performance Criteria

Prepare to visit the customer

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

- PC1.** interact with the customer over the phone to assess their needs/ problem(s)
- PC2.** obtain the relevant details from the customer for visiting their premises
- PC3.** check with the customer if replacement or repair of a module may be required
- PC4.** arrange the necessary tools, equipment, spare parts and Personal Protective Equipment
- PC5.** apply the business code of conduct while interacting with the customer

Visit the customer and assess the computer issue

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

- PC6.** visit the customer premises on the time given by the customer
- PC7.** follow the site-visit etiquette at the customer premises
- PC8.** discuss the issue with the customer to get complete information about the issue being faced
- PC9.** check the personal computer to assess the need for carrying out repair or replacement

Explain the action required and costs involved

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

- PC10.** explain the action that needs to be taken to the customer along with the resolution time
- PC11.** check if the product has active warranty coverage
- PC12.** summarise the costs involved to the customer

Comply with the quality and safety standards

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

- PC13.** follow the Standard Operating Procedure (SOP) to detect issues with the computer system
- PC14.** use the necessary PPE while working on the computer system
- PC15.** ensure own and the customer's safety from any electricity hazards
- PC16.** apply the organisational policy to deal with any emergencies/ accidents



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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant laws and regulations
- KU2.** business code of conduct and client visit etiquette
- KU3.** relevant documentation requirements
- KU4.** company's reporting structure
- KU5.** applicable health and safety standards
- KU6.** common problems with a computer system and its peripherals
- KU7.** established methods to detect problems with computer system and peripherals
- KU8.** basic electronics of computer systems
- KU9.** common computer hardware and maintenance needs
- KU10.** functions of electrical and mechanical parts/ modules
- KU11.** relevant occupational and environmental hazards and the ways to deal with them
- KU12.** relevant Personal Protective Equipment (PPE) and its correct use
- KU13.** appropriate action to take in case of an emergency/ accident
- KU14.** the correct method of administering first aid
- KU15.** organisational standards on turn-around-time (TAT) for resolving concerns raised by customers

Generic Skills (GS)

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

- GS1.** read and interpret the relevant product manuals and guides
- GS2.** maintain professional relationships and rapport with customers
- GS3.** listen carefully to understand the customer requirements and issues
- GS4.** prepare relevant documents as per the organisational policy
- GS5.** co-ordinate with co-workers and customers to achieve work-efficiency
- GS6.** identify possible disruptions and take preventive measures or escalate to the relevant authority
- GS7.** plan various tasks for effective time-management
- GS8.** identify improvements to work processes through critical observation
- GS9.** take quick decision to resolve any disruptions in work

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare to visit the customer</i>	16	18	-	4
PC1. interact with the customer over the phone to assess their needs/ problem(s)	-	-	-	-
PC2. obtain the relevant details from the customer for visiting their premises	-	-	-	-
PC3. check with the customer if replacement or repair of a module may be required	-	-	-	-
PC4. arrange the necessary tools, equipment, spare parts and Personal Protective Equipment	-	-	-	-
PC5. apply the business code of conduct while interacting with the customer	-	-	-	-
<i>Visit the customer and assess the computer issue</i>	8	22	-	5
PC6. visit the customer premises on the time given by the customer	-	-	-	-
PC7. follow the site-visit etiquette at the customer premises	-	-	-	-
PC8. discuss the issue with the customer to get complete information about the issue being faced	-	-	-	-
PC9. check the personal computer to assess the need for carrying out repair or replacement	-	-	-	-
<i>Explain the action required and costs involved</i>	2	5	-	2
PC10. explain the action that needs to be taken to the customer along with the resolution time	-	-	-	-
PC11. check if the product has active warranty coverage	-	-	-	-
PC12. summarise the costs involved to the customer	-	-	-	-
<i>Comply with the quality and safety standards</i>	4	10	-	4



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. follow the Standard Operating Procedure (SOP) to detect issues with the computer system	-	-	-	-
PC14. use the necessary PPE while working on the computer system	-	-	-	-
PC15. ensure own and the customer's safety from any electricity hazards	-	-	-	-
PC16. apply the organisational policy to deal with any emergencies/ accidents	-	-	-	-
NOS Total	30	55	-	15



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National Occupational Standards (NOS) Parameters

NOS Code	ELE/N4601
NOS Name	Evaluate the customer requirements and computer issues
Sector	Electronics
Sub-Sector	Consumer Electronics & IT Hardware
Occupation	After Sales Support
NSQF Level	4
Credits	TBD
Version	2.0
Last Reviewed Date	30/12/2021
Next Review Date	30/12/2026
NSQC Clearance Date	30/12/2021

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ELE/N3155: Install the desktop computer and its peripherals

Description

This OS unit is about installing and configuring a desktop computer hardware and software along with its peripherals.

Scope

The scope covers the following :

- Install the desktop computer's hardware and software
- Install the desktop computer peripherals
- Test the desktop computer and its peripherals
- Educate the customer

Elements and Performance Criteria

Install the desktop computer's hardware and software

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

- PC1.** check for safe conditions for the installation and operation of desktop computer hardware
- PC2.** unpack the computer hardware ensuring its safety
- PC3.** assemble the hardware such as CPU, monitor, keyboard, mouse as per the installation manual
- PC4.** handle hardware modules such as Printed Circuit Board (PCB) complying with the Electrostatic Discharge (ESD) standards
- PC5.** use compatible tools, equipment and parts while assembling the hardware
- PC6.** install a compatible computer Operating System (OS) on the desktop computer
- PC7.** install other relevant computer software/ applications as per the customer requirements

Install the desktop computer peripherals

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

- PC8.** identify the customer's desktop computer peripheral requirements such as printer, scanner, wireless router, etc.
- PC9.** check the compatibility of the peripherals with the desktop computer system
- PC10.** connect the peripheral devices with the computer hardware as per the SOP
- PC11.** install the peripherals at the appropriate spot(s) as per the customer's instructions
- PC12.** install the software/ drivers for the relevant peripherals on the computer system

Test the desktop computer and its peripherals

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

- PC13.** switch on the desktop computer and peripherals as per the SOP
- PC14.** check the desktop computer and its peripherals for correct functioning
- PC15.** perform troubleshooting for the identified issues

Educate the customer

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

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- PC16.** demonstrate the use of computer hardware/ software and peripherals to the customer
- PC17.** explain the common troubleshooting, maintenance processes and precautions to the customer
- PC18.** answer the customer queries regarding the use of the computer system and its peripherals
- PC19.** explain the warranty cover for different computer components and peripherals
- PC20.** carry out documentation as per the organisational policy

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** use of the relevant tools and equipment
- KU2.** different types of computer operating systems and relevant applications
- KU3.** different types of Information Technology (IT) hardware products such as CPU, motherboard, power unit, RAM, hard disk and their functions
- KU4.** the correct process of installing various types of computer operating systems
- KU5.** solutions for common problems encountered while installing software and applications on a desktop
- KU6.** identification of common faults with a desktop hardware
- KU7.** different types of desktop computer peripherals, their functions and standard installation procedure
- KU8.** settings of various desktop software/ applications
- KU9.** voltage and power requirement of different components of a desktop computer
- KU10.** operations of various desktop computer peripherals
- KU11.** safe method of disposing electrical waste
- KU12.** the formation of Alternating Current (AC) and Direct Current (DC)
- KU13.** the process of carrying out Printed Circuit Board (PCB) cool and hot testing
- KU14.** the symbol, denoting letter, function and colour coding for solid type resistor
- KU15.** SMD type resistor coding and value measurement using a multimeter
- KU16.** function, types, symbol and identification of the solid type and SMD type capacitor
- KU17.** testing of a capacitor using a multimeter and SMD tester
- KU18.** use of an SMD tester and how to measure the values on it
- KU19.** function, symbol, denoting letter and properties of different types of coil
- KU20.** how to identify solid and SMD type coil, and pack coil
- KU21.** the process of testing different types of electromagnetic coils
- KU22.** function, symbol, denoting letter and identification of solid and SMD type diode
- KU23.** types and testing of different types of diode
- KU24.** the difference between anode and cathode
- KU25.** the process of testing a transistor
- KU26.** the PNP and NPN concept, and the appropriate denoting letter and symbol
- KU27.** the identification of N-Channel and P-Channel MOSFET, testing of MOSFET, dual MOSFET concept, switching concept, types of MOSFET such as 3 leg MOSFET, 8 Leg MOSFET, etc.



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KU28. concept of quartz, clock and pulse, measuring unit, types and real shape

Generic Skills (GS)

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

- GS1.** prepare work-related documents
- GS2.** read the relevant literature to get the latest updates about the field of work
- GS3.** plan and schedule tasks to achieve work efficiency
- GS4.** listen attentively to understand the client instructions and requirements
- GS5.** communicate clearly and politely
- GS6.** identify disruptions to work and take appropriate preventive action
- GS7.** take quick action to deal with any emergencies and accidents
- GS8.** evaluate all the possible solutions to a problem before selecting the most appropriate one

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Install the desktop computer's hardware and software</i>	4	10	-	4
PC1. check for safe conditions for the installation and operation of desktop computer hardware	-	-	-	-
PC2. unpack the computer hardware ensuring its safety	-	-	-	-
PC3. assemble the hardware such as CPU, monitor, keyboard, mouse as per the installation manual	-	-	-	-
PC4. handle hardware modules such as Printed Circuit Board (PCB) complying with the Electrostatic Discharge (ESD) standards	-	-	-	-
PC5. use compatible tools, equipment and parts while assembling the hardware	-	-	-	-
PC6. install a compatible computer Operating System (OS) on the desktop computer	-	-	-	-
PC7. install other relevant computer software/ applications as per the customer requirements	-	-	-	-
<i>Install the desktop computer peripherals</i>	8	11	-	3
PC8. identify the customer's desktop computer peripheral requirements such as printer, scanner, wireless router, etc.	-	-	-	-
PC9. check the compatibility of the peripherals with the desktop computer system	-	-	-	-
PC10. connect the peripheral devices with the computer hardware as per the SOP	-	-	-	-
PC11. install the peripherals at the appropriate spot(s) as per the customer's instructions	-	-	-	-
PC12. install the software/ drivers for the relevant peripherals on the computer system	-	-	-	-
<i>Test the desktop computer and its peripherals</i>	10	14	-	4

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. switch on the desktop computer and peripherals as per the SOP	-	-	-	-
PC14. check the desktop computer and its peripherals for correct functioning	-	-	-	-
PC15. perform troubleshooting for the identified issues	-	-	-	-
<i>Educate the customer</i>	8	20	-	4
PC16. demonstrate the use of computer hardware/ software and peripherals to the customer	-	-	-	-
PC17. explain the common troubleshooting, maintenance processes and precautions to the customer	-	-	-	-
PC18. answer the customer queries regarding the use of the computer system and its peripherals	-	-	-	-
PC19. explain the warranty cover for different computer components and peripherals	-	-	-	-
PC20. carry out documentation as per the organisational policy	-	-	-	-
NOS Total	30	55	-	15



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National Occupational Standards (NOS) Parameters

NOS Code	ELE/N3155
NOS Name	Install the desktop computer and its peripherals
Sector	Electronics
Sub-Sector	Consumer Electronics & IT Hardware
Occupation	After Sales Service
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	19/07/2023
NSQC Clearance Date	19/01/2023

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ELE/N4603: Carry out repair and maintenance of a desktop computer and its peripherals

Description

This OS unit is about identifying and resolving the issues being experienced with a desktop computer and its peripherals.

Scope

The scope covers the following :

- Identify issues with the desktop computer and peripherals
- Carry out repair and replacement activities
- Comply with the quality standards
- Invoice the customer and take feedback

Elements and Performance Criteria

Identify issues with the desktop computer and peripherals

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

- PC1.** inquire with the customer regarding the issue with the desktop computer and its peripherals
- PC2.** conduct root-cause analysis to identify the likely problem areas
- PC3.** use a multimeter and other relevant equipment and devices to identify issues with various types of circuit such as volt-in circuit, VRM circuit, RAM supply circuit, etc.
- PC4.** identify issues with various modules such as audio, HDMI, LAN, ROM, etc.
- PC5.** determine the repair/ replacement requirements
- PC6.** establish whether the repair/ replacement activity needs to be undertaken at the customer premises or the workshop
- PC7.** communicate the cost estimates to the customer
- PC8.** initiate repair and maintenance activities with the customer's approval

Carry out repair and replacement activities

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

- PC9.** disassemble the desktop computer/ peripherals as per the SOP to carry out repair or replacement
- PC10.** use the appropriate repair/ replacement tools and equipment such as soldering gun, crimpers, wire stripper, etc. correctly and safely
- PC11.** carry out repair/ replacement of desktop computer peripherals
- PC12.** co-ordinate with the remote technical helpdesk to seek assistance at the customer premises
- PC13.** test the desktop computer/ peripherals after repair/ replacement for correct functioning
- PC14.** reassemble the desktop computer/ peripherals as per the SOP after carrying out repair/replacement
- PC15.** arrange for the desktop computer components or peripherals that need workshop repair to be transported to the workshop

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Comply with the quality standards

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

- PC16.** use the approved tools, equipment and spare parts to carry out repair and replacement activities
- PC17.** carry out a repair/replacement activities within the Turn Around Time (TAT) given to the customer
- PC18.** escalate out of authority issues to the relevant authority in a timely manner
- PC19.** prepare a work-report and relevant documents as per the organisational policy

Invoice the customer and take feedback

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

- PC20.** apply the relevant benefits in the invoice as per the warranty coverage
- PC21.** explain the warranty and subsequent repair and maintenance policy to the customer
- PC22.** process the payment as per the organisational policy
- PC23.** maintain the record of payment
- PC24.** obtain customer feedback to identify any improvement needs

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** various types of computer hardware and relevant components such as a resistor, capacitor, coil, Transistor, etc.
- KU2.** various computer hardware, their functions and manufacturers
- KU3.** how to identify good-quality desktop computer hardware
- KU4.** voltage requirement of different computer hardware and peripherals
- KU5.** basics of electricity such as Alternate Current (AC) and Direct Current (DC)
- KU6.** method of carrying out Printed Circuit Board (PCB) cool and hot testing
- KU7.** various computer operating systems and their working mechanism
- KU8.** various computer software and applications
- KU9.** different types of hardware and software issues encountered with a desktop computer and its peripherals
- KU10.** various desktop computer repair and maintenance tools and equipment
- KU11.** the SOP for disassembling and reassembling various desktop computer components and peripherals, and carry out repair and maintenance
- KU12.** how to protect from Electrostatic Discharge (ESD) hazards
- KU13.** use of a multimeter and other devices to identify issues with AGP Module, PCI and PCE Ex Module, USB Module, SATA Module, VGA Module, PS2 Module, Sound Circuits, South/ North Bridge Supply Circuit, PS ON & Trigger Supply Circuit, Clock Generator Circuit, Diagnostic Card module, resistor, capacitor, coil, transistor, MOSFET, crystal and Integrated Circuit (IC)
- KU14.** different modules in a desktop computer system such as Switched-Mode Power Supply (SMPS), Random Access Memory (RAM), BIOS, Motherboard, USB Drive, Hard Disk etc.
- KU15.** the working principle, functions and common problems encountered with the Switched Mode Power Supply (SMPS)



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Generic Skills (GS)

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

- GS1.** prepare a work progress report in the prescribed format
- GS2.** read the relevant policies, guidelines and manuals
- GS3.** plan and schedule tasks to ensure timely completion
- GS4.** listen attentively to understand the client's concerns and requirements
- GS5.** communicate clearly and politely
- GS6.** evaluate all possible solutions to a problem before choosing the best one
- GS7.** take quick decisions to minimise the impact of any disruptions on work and productivity

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify issues with the desktop computer and peripherals</i>	8	16	-	4
PC1. inquire with the customer regarding the issue with the desktop computer and its peripherals	-	-	-	-
PC2. conduct root-cause analysis to identify the likely problem areas	-	-	-	-
PC3. use a multimeter and other relevant equipment and devices to identify issues with various types of circuit such as volt-in circuit, VRM circuit, RAM supply circuit, etc.	-	-	-	-
PC4. identify issues with various modules such as audio, HDMI, LAN, ROM, etc.	-	-	-	-
PC5. determine the repair/ replacement requirements	-	-	-	-
PC6. establish whether the repair/ replacement activity needs to be undertaken at the customer premises or the workshop	-	-	-	-
PC7. communicate the cost estimates to the customer	-	-	-	-
PC8. initiate repair and maintenance activities with the customer's approval	-	-	-	-
<i>Carry out repair and replacement activities</i>	6	15	-	4
PC9. disassemble the desktop computer/ peripherals as per the SOP to carry out repair or replacement	-	-	-	-
PC10. use the appropriate repair/ replacement tools and equipment such as soldering gun, crimpers, wire stripper, etc. correctly and safely	-	-	-	-
PC11. carry out repair/ replacement of desktop computer peripherals	-	-	-	-
PC12. co-ordinate with the remote technical helpdesk to seek assistance at the customer premises	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. test the desktop computer/ peripherals after repair/ replacement for correct functioning	-	-	-	-
PC14. reassemble the desktop computer/ peripherals as per the SOP after carrying out repair/replacement	-	-	-	-
PC15. arrange for the desktop computer components or peripherals that need workshop repair to be transported to the workshop	-	-	-	-
<i>Comply with the quality standards</i>	8	12	-	3
PC16. use the approved tools, equipment and spare parts to carry out repair and replacement activities	-	-	-	-
PC17. carry out a repair/replacement activities within the Turn Around Time (TAT) given to the customer	-	-	-	-
PC18. escalate out of authority issues to the relevant authority in a timely manner	-	-	-	-
PC19. prepare a work-report and relevant documents as per the organisational policy	-	-	-	-
<i>Invoice the customer and take feedback</i>	8	12	-	4
PC20. apply the relevant benefits in the invoice as per the warranty coverage	-	-	-	-
PC21. explain the warranty and subsequent repair and maintenance policy to the customer	-	-	-	-
PC22. process the payment as per the organisational policy	-	-	-	-
PC23. maintain the record of payment	-	-	-	-
PC24. obtain customer feedback to identify any improvement needs	-	-	-	-
NOS Total	30	55	-	15



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National Occupational Standards (NOS) Parameters

NOS Code	ELE/N4603
NOS Name	Carry out repair and maintenance of a desktop computer and its peripherals
Sector	Electronics
Sub-Sector	Consumer Electronics & IT Hardware
Occupation	After Sales Support
NSQF Level	4
Credits	TBD
Version	2.0
Last Reviewed Date	30/12/2021
Next Review Date	19/07/2023
NSQC Clearance Date	19/01/2023

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ELE/N9905: Work effectively at the workplace

Description

This unit is about the communicating and managing work effectively at the workplace as well as taking measures to enhance own competence and working in a disciplined and ethical manner.

Scope

The scope covers the following :

- Communicate effectively at the workplace
- Work effectively
- Maintain and enhance professional competence
- Work in a disciplined and ethical manner
- Uphold social diversity at the workplace

Elements and Performance Criteria

Communicate effectively at the workplace

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

- PC1.** exchange information and instruction with colleagues, and seek clarifications and feedback as necessary
- PC2.** assist colleagues where required
- PC3.** follow business communication etiquette in all interactions and communicative formats (online, digital, and in-person)
- PC4.** document and share all relevant information with stakeholders in agreed formats and as per agreed timelines

Work effectively

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

- PC5.** identify and obtain clarity regarding organisational, team and own goals and targets
- PC6.** prioritise and plan work in order to achieve goals and targets
- PC7.** monitor own and team performance as per agreed plan
- PC8.** complete duties accurately, systematically and within required timeframes
- PC9.** express emotions appropriately at the workplace and manage own response to heightened emotions
- PC10.** maintain orderliness and cleanliness in the work area

Maintain and enhance professional competence

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

- PC11.** identify own strengths and weaknesses in relation to goals and targets
- PC12.** adapt self, service, or product to meet success criteria
- PC13.** seek and select opportunities for continuous professional development
- PC14.** formulate a professional development plan to enhance capabilities

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- PC15.** build or contribute to the organizational knowledge base of cases, clients, issues, solutions, and innovations
- PC16.** examine developments and trends in field of work and their potential impact on work
- PC17.** take feedback from peers, supervisors and clients to improve own performance and practices

Work in a disciplined and ethical manner

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

- PC18.** perform tasks as per workplace standards, organisational policies and legislative requirements
- PC19.** display appropriate professional appearance at the workplace and adhere to the organisational dress code
- PC20.** demonstrate responsible and disciplined behaviour at the workplace such as punctuality; completing tasks as per given time and standards; demonstrating professional behaviour at all times, adopting environment- friendly practices, etc.
- PC21.** identify the cause of conflict and options for resolution with peers or escalate grievances and problems to appropriate authority as per procedure for conflict resolution
- PC22.** protect the rights of the client and organisation when delivering services
- PC23.** ensure services are delivered equally to all clients regardless of personal and cultural beliefs
- PC24.** operate within an agreed ethical code of practice and report unethical conduct to the appropriate authorities
- PC25.** follow organisational guidelines and legal requirements on disclosure and confidentiality

Uphold social diversity at the workplace

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

- PC26.** recognize and evaluate biased practices against underrepresented groups like women and persons with disabilities, in workplace systems and processes
- PC27.** identify and report discrimination and harassment based on gender, disability, or cultural difference at the workplace
- PC28.** use inclusive or neutral language and gestures in all interactions
- PC29.** respect the personal and professional space of others
- PC30.** access grievance redressal mechanisms as per legislations

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organisation's policies on dress code, workplace timings, workplace behaviour, performance management, incentives, delivery standards, information security, etc.
- KU2.** organizational hierarchy and escalation matrix
- KU3.** importance of the individual's role in the workflow
- KU4.** organisational norms on health, safety and sustainability
- KU5.** work area inspection procedures and practices
- KU6.** professional etiquette and grooming

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- KU7.** communication etiquette across communicative mediums (online, digital, and in-person) including strategies/methods for sharing information, documentation, and providing and receiving feedback
- KU8.** importance of self-evaluations and developing a continuous learning and professional development plan
- KU9.** developments and trends impacting professional practice
- KU10.** importance of taking and using feedback from colleagues and clients to identify and introduce improvements in work performance
- KU11.** professional ethics and workplace norms on reporting and/or penalizing unethical behaviour and practices.
- KU12.** guidelines and legal requirements on disclosure, confidentiality, and conflicts of interest
- KU13.** strategies for collaboration with colleagues and clients.
- KU14.** professional responses and strategies against inappropriate language or behaviour toward self and others
- KU15.** Implicit bias (based on gender, disability, class, caste, colour, race, culture, religion, etc.) and its consequences in the workplace
- KU16.** organizational guidelines, prevalent legislations and accessibility norms and processes to support PwDs at the workplace
- KU17.** strategies for time, effort and resource allocation towards the goals.
- KU18.** basic concepts of work productivity including waste reduction, efficient material usage and optimization of time

Generic Skills (GS)

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

- GS1.** complete documentation and forms such as work orders, invoices maintenance records activity logs, attendance sheets as per organizational format in English and/or local language
- GS2.** write basic accident or incident report accurately in an appropriate format
- GS3.** read warnings, instructions and other text material on product labels, components, etc. and relevant signages, warnings, labels or descriptions on equipment, etc. while carrying out work activities
- GS4.** convey and share technical information clearly using appropriate language
- GS5.** clarify task-related information
- GS6.** liaise with authorities and supervisors as per organizational protocol
- GS7.** listen, speak, and write in an inclusive, respectful manner in line with organizational protocol
- GS8.** seek clarification from immediate supervisor or responsible authority or exercise most appropriate solutions to safety breaches at work
- GS9.** report to the supervisor and when to deal with a colleague depending on the type of concern
- GS10.** deliver product to next work process on time
- GS11.** improve work process and report potential areas of delays and disruptions
- GS12.** communicate problems appropriately to others
- GS13.** identify symptoms of the fault to the cause of the problem and resolve, otherwise seek assistance and support from other sources to solve the problem



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- GS14.** anticipate and avoid hazards that may occur during repairs because of tools, materials used or repair processes
- GS15.** complete tasks efficiently and accurately within stipulated time
- GS16.** appreciate and respect social diversity in all professional settings
- GS17.** develop awareness and accountability for perspectives on gender, disabilities, and socio-cultural issues leading to discrimination, bias, or harassment at the workplace
- GS18.** maintain positive and effective relationships with colleagues and customers

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicate effectively at the workplace</i>	5	13	-	-
PC1. exchange information and instruction with colleagues, and seek clarifications and feedback as necessary	1	3	-	-
PC2. assist colleagues where required	1	3	-	-
PC3. follow business communication etiquette in all interactions and communicative formats (online, digital, and in-person)	1	4	-	-
PC4. document and share all relevant information with stakeholders in agreed formats and as per agreed timelines	2	3	-	-
<i>Work effectively</i>	6	13	-	-
PC5. identify and obtain clarity regarding organisational, team and own goals and targets	1	2	-	-
PC6. prioritise and plan work in order to achieve goals and targets	1	2	-	-
PC7. monitor own and team performance as per agreed plan	1	2	-	-
PC8. complete duties accurately, systematically and within required timeframes	1	2	-	-
PC9. express emotions appropriately at the workplace and manage own response to heightened emotions	1	2	-	-
PC10. maintain orderliness and cleanliness in the work area	1	3	-	-
<i>Maintain and enhance professional competence</i>	8	7	-	-
PC11. identify own strengths and weaknesses in relation to goals and targets	1	1	-	-
PC12. adapt self, service, or product to meet success criteria	1	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. seek and select opportunities for continuous professional development	1	1	-	-
PC14. formulate a professional development plan to enhance capabilities	2	1	-	-
PC15. build or contribute to the organizational knowledge base of cases, clients, issues, solutions, and innovations	1	1	-	-
PC16. examine developments and trends in field of work and their potential impact on work	1	1	-	-
PC17. take feedback from peers, supervisors and clients to improve own performance and practices	1	1	-	-
<i>Work in a disciplined and ethical manner</i>	11	16	-	-
PC18. perform tasks as per workplace standards, organisational policies and legislative requirements	2	2	-	-
PC19. display appropriate professional appearance at the workplace and adhere to the organisational dress code	1	2	-	-
PC20. demonstrate responsible and disciplined behaviour at the workplace such as punctuality; completing tasks as per given time and standards; demonstrating professional behaviour at all times, adopting environment- friendly practices, etc.	1	2	-	-
PC21. identify the cause of conflict and options for resolution with peers or escalate grievances and problems to appropriate authority as per procedure for conflict resolution	2	2	-	-
PC22. protect the rights of the client and organisation when delivering services	1	2	-	-
PC23. ensure services are delivered equally to all clients regardless of personal and cultural beliefs	1	2	-	-
PC24. operate within an agreed ethical code of practice and report unethical conduct to the appropriate authorities	2	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC25. follow organisational guidelines and legal requirements on disclosure and confidentiality	1	2	-	-
<i>Uphold social diversity at the workplace</i>	10	11	-	-
PC26. recognize and evaluate biased practices against underrepresented groups like women and persons with disabilities, in workplace systems and processes	2	2	-	-
PC27. identify and report discrimination and harassment based on gender, disability, or cultural difference at the workplace	2	2	-	-
PC28. use inclusive or neutral language and gestures in all interactions	2	2	-	-
PC29. respect the personal and professional space of others	2	2	-	-
PC30. access grievance redressal mechanisms as per legislations	2	3	-	-
NOS Total	40	60	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	ELE/N9905
NOS Name	Work effectively at the workplace
Sector	Electronics
Sub-Sector	Generic
Occupation	Generic - Organizational Behaviour
NSQF Level	4
Credits	TBD
Version	2.0
Last Reviewed Date	24/02/2022
Next Review Date	30/12/2026
NSQF Clearance Date	30/12/2021

Qualification Pack

ELE/N1002: Apply health and safety practices at the workplace

Description

This OS unit is about knowledge and practices relating to health, safety and security that candidates need to use in the workplace.

Scope

The scope covers the following :

- Deal with workplace hazards
- Apply fire safety practices
- Follow emergencies, rescue and first-aid procedures
- Effective waste management/recycling practices

Elements and Performance Criteria

Deal with workplace hazards

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

- PC1.** identify job-site hazards and possible causes of accident in the workplace
- PC2.** perform work complying to organizational safe working practices and observing hazard signs displayed on containers, equipment and in various work areas such as inside buildings, in open areas and public spaces, etc.
- PC3.** use appropriate personal protective equipment (PPE) for specific tasks and work conditions, contaminant (concentration w.r.t air) requirements and severity of hazard while conforming to the Indian/International standards
- PC4.** follow standard safety procedures while handling tool/ ,equipment, hazardous substances and while working in hazardous environments
- PC5.** dispose electronic waste (such as toxins; metals such as lead, cadmium, barium; flame retardant plastics, welding slag etc.) as per industry approved techniques
- PC6.** avoid damage of components due to negligence in electrostatic discharge (ESD) procedures
- PC7.** locate general health and safety equipment in the workplace such as fire extinguishers; first aid equipment; safety instruments, clothing and installations (fire exits, exhaust fans)
- PC8.** maintain appropriate posture while handling heavy objects
- PC9.** apply good housekeeping practices at all times

Apply fire safety practices

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

- PC10.** take preventive measures to prevent fire hazards
- PC11.**
 - use appropriate fire extinguishers for different types of fires
 - Types of fires: Class A: e.g. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: e.g. electrical equipment such as appliances, wiring, breaker panels, etc. (These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no l
- PC12.** exhibit rescue and first-aid techniques in case of fire or electrocution

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Follow emergencies, rescue and first-aid procedures

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

- PC13.** administer appropriate first aid to victims in case of bleeding, burns, choking, electric shock, poisoning etc.
- PC14.** administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock,
- PC15.** participate regularly in emergency procedures such as raising alarm, safe/efficient, evacuation, correct means of taking shelter and escaping, correct assembly point, roll call, correct return to work
- PC16.** use correct method to move injured people and others during an emergency

Effective waste management/recycling practices

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

- PC17.** identify recyclable and non-recyclable, and hazardous waste generated
- PC18.** segregate waste into different categories
- PC19.** ensure disposal of non-recyclable waste appropriately
- PC20.** deposit non-recyclable and reusable material at identified location
- PC21.** follow processes specified for disposal of hazardous waste

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of working in clean and safe work environment following safety practices and procedures
- KU2.** health and safety roles and responsibilities of relevant personnel within and outside the organisation
- KU3.** key internal and external sources of health and safety information
- KU4.** basic knowledge of electronic devices and related health risks
- KU5.** meaning of hazards and risks
- KU6.** various types of health and safety hazards commonly present in the work environment such as physical hazards, electrical hazards, chemical hazards, fire hazards, equipment related hazards, health hazards, etc.
- KU7.** methods of accident prevention
- KU8.** importance of using protective clothing/equipment while working
- KU9.** general principles for identifying and controlling health and safety risks
- KU10.** main hazards and preventive as well as control measures while working with different types of equipment
- KU11.** importance of carrying out electrical and non-electrical isolation to prevent hazards from loss of machine/system/process control
- KU12.** main hazards and preventive as well as control measures when working with electrical systems or using electrical equipment
- KU13.** forms and classifications of hazardous substances
- KU14.** safe working practices while working at various hazardous sites
- KU15.** prevention and control measures to reduce risks from exposure to hazardous substances

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- KU16.** health effects associated with exposure to noise and vibration and the appropriate control measures
- KU17.** precautionary activities to prevent the fire accident
- KU18.** various causes of fire such as heating of metal, spontaneous ignition, sparking, electrical eating, loose fires (smoking, welding, etc.) chemical fires etc.
- KU19.** techniques of using the different fire extinguishers
- KU20.** different methods and material to extinguish fires
- KU21.** different materials used for extinguishing fire such as sand, water, foam, CO₂, dry powder
- KU22.** rescue techniques used during a fire hazard
- KU23.** various types of safety signs and their meaning
- KU24.** basic first aid treatment relevant to the common work place injuries e.g. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries
- KU25.** contents of written accident report
- KU26.** potential injuries and ill health associated with incorrect handling of tools and equipment
- KU27.** safe lifting and carrying practices
- KU28.** potential impact to a person who is moved incorrectly
- KU29.** personal safety, health and dignity issues relating to the movement of a person by others
- KU30.** ESD measures and 5S
- KU31.** efficient utilization and management of material and water
- KU32.** ways to recognize common electrical problems and practices of conserving electricity
- KU33.** usage of different colours of dustbins, categorization of waste into dry, wet, recyclable, nonrecyclable and items of single-use plastics
- KU34.** organization's procedure for minimizing waste
- KU35.** waste management and methods of waste disposal
- KU36.** common sources of pollution and ways to minimize it
- KU37.** names, contact information and location of people responsible for health and safety in the workplace
- KU38.** location of documents and equipment for health and safety compliance/practices in the workplace
- KU39.** safety notices, signs and instructions at workplace

Generic Skills (GS)

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

- GS1.** interpret general health and safety guidelines labels, charts, signages
- GS2.** read operation manuals
- GS3.** write health and safety compliance report
- GS4.** write an accident/incident report in local language or English
- GS5.** provide an emergency or safety incident brief to seniors or relevant authorities in a calm, clear and to-the-point manner
- GS6.** communicate general health and safety guidelines to colleagues/co-workers



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- GS7.** communicate appropriately with co-workers in order to clarify instructions and other issues
- GS8.** act in case of any potential hazards observed in the work place
- GS9.** plan and organize their own work schedule, work area, tools, equipment in compliance with organizational policies for health, safety and security
- GS10.** take adequate measures to ensure the safety of clients and visitors at the workplace
- GS11.** identify immediate or temporary solutions to resolve delays
- GS12.** evaluate the work area for health and safety risks or hazards
- GS13.** use cause and effect relations to anticipate potential issues, problems and their solution in the work area related to safety
- GS14.** recognise emergency and potential emergency situations
- GS15.** protect self and others from a health and safety risk or hazard
- GS16.** communicate and collaborate to incorporate sustainable practices (greening) in workplace processes
- GS17.** record data on waste disposal at workplace

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Deal with workplace hazards</i>	20	31	-	-
PC1. identify job-site hazards and possible causes of accident in the workplace	2	3	-	-
PC2. perform work complying to organizational safe working practices and observing hazard signs displayed on containers, equipment and in various work areas such as inside buildings, in open areas and public spaces, etc.	3	4	-	-
PC3. use appropriate personal protective equipment (PPE) for specific tasks and work conditions, contaminant (concentration w.r.t air) requirements and severity of hazard while conforming to the Indian/International standards	3	4	-	-
PC4. follow standard safety procedures while handling tool/ ,equipment, hazardous substances and while working in hazardous environments	3	4	-	-
PC5. dispose electronic waste (such as toxins; metals such as lead, cadmium, barium; flame retardant plastics, welding slag etc.) as per industry approved techniques	2	4	-	-
PC6. avoid damage of components due to negligence in electrostatic discharge (ESD) procedures	2	3	-	-
PC7. locate general health and safety equipment in the workplace such as fire extinguishers; first aid equipment; safety instruments, clothing and installations (fire exits, exhaust fans)	2	3	-	-
PC8. maintain appropriate posture while handling heavy objects	1	3	-	-
PC9. apply good housekeeping practices at all times	2	3	-	-
<i>Apply fire safety practices</i>	4	9	-	-
PC10. take preventive measures to prevent fire hazards	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. <ul style="list-style-type: none"> use appropriate fire extinguishers for different types of fires Types of fires: Class A: e.g. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: e.g. electrical equipment such as appliances, wiring, breaker panels, etc. (These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no l 	1	3	-	-
PC12. exhibit rescue and first-aid techniques in case of fire or electrocution	1	3	-	-
<i>Follow emergencies, rescue and first-aid procedures</i>	6	13	-	-
PC13. administer appropriate first aid to victims in case of bleeding, burns, choking, electric shock, poisoning etc.	1	3	-	-
PC14. administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock,	1	2	-	-
PC15. participate regularly in emergency procedures such as raising alarm, safe/efficient, evacuation, correct means of taking shelter and escaping, correct assembly point, roll call, correct return to work	2	4	-	-
PC16. use correct method to move injured people and others during an emergency	2	4	-	-
<i>Effective waste management/recycling practices</i>	5	12	-	-
PC17. identify recyclable and non-recyclable, and hazardous waste generated	1	3	-	-
PC18. segregate waste into different categories	1	2	-	-
PC19. ensure disposal of non-recyclable waste appropriately	1	2	-	-
PC20. deposit non-recyclable and reusable material at identified location	1	3	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC21. follow processes specified for disposal of hazardous waste	1	2	-	-
NOS Total	35	65	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ELE/N1002
NOS Name	Apply health and safety practices at the workplace
Sector	Electronics
Sub-Sector	Generic
Occupation	Generic - Health Safety
NSQF Level	4
Credits	TBD
Version	3.0
Last Reviewed Date	24/02/2022
Next Review Date	30/12/2026
NSQC Clearance Date	30/12/2021

Qualification Pack

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values - Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

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

Career Development & Goal Setting

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

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

Communication Skills

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

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

Diversity & Inclusion

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

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

Financial and Legal Literacy

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

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

Essential Digital Skills

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

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

Entrepreneurship

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

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

Customer Service

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

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

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PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

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

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

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

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

KU11. how to compute income and expenditure

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

KU13. different legal rights and laws

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

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

GS1. read and write different types of documents/instructions/correspondence

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



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- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- 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

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Assessment Criteria

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

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

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



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	NA
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022



Qualification Pack

ELE/N3153: Install laptop and its peripherals

Description

This OS unit is about installing a laptop and its peripherals as per the customer requirements.

Scope

The scope covers the following :

- Install the laptop
- Install the laptop peripherals
- Test the laptop and peripherals
- Educate the customer

Elements and Performance Criteria

Install the laptop

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

- PC1.** remove all packaging/ cover from the laptop and its accessories and place the laptop at an appropriate spot
- PC2.** install the battery in the laptop as per the installation manual and connect the network as required
- PC3.** connect the power cable with the relevant port on the laptop ensuring no damage to the port and switch on the laptop
- PC4.** install a compatible Operating System (OS) as per the developer's instructions
- PC5.** install other relevant computer software/ applications as per the customer requirements
- PC6.** dock the laptop on a docking station as per the customer's requirement
- PC7.** follow the relevant health and safety standards during the installation process
- PC8.** complete the installation within the agreed Turn-around Time (TAT)

Install the laptop peripherals

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

- PC9.** determine the compatibility of the relevant peripherals such as printer and scanner with the laptop
- PC10.** identify the appropriate spot(s) for the installation of peripheral(s)
- PC11.** connect the peripherals with the laptop as per the SOP
- PC12.** install the peripherals and relevant software/ drivers as per the manufacturer's instructions

Test the laptop and peripherals

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

- PC13.** test the laptop and peripherals for correct functioning after the installation is complete
- PC14.** perform troubleshooting for any issues encountered with the laptop
- PC15.** co-ordinate with the relevant personnel for resolving any complex issues

Educate the customer

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

Qualification Pack

- PC16.** explain the laptop use, common troubleshooting, maintenance processes and precautions to the customer
- PC17.** answer the customer queries regarding the use of laptop and peripherals
- PC18.** explain the warranty cover for the laptop and its peripherals
- PC19.** carry out documentation as per the organisational policy

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** various hardware and software used in a laptop
- KU2.** formation of Alternating Current (AC)/ Direct Current (DC)
- KU3.** the symbol and denoting letter for a resistor
- KU4.** colour coding of solid type resistor
- KU5.** coding of Surface Mounting Device (SMD) type resistor
- KU6.** the process of value measurement using a multimeter and SMD Tester
- KU7.** the function of a solid type and SMD type capacitor
- KU8.** the process of testing of a capacitor using a multimeter and SMD Tester
- KU9.** how to measure the value on an SMD Tester
- KU10.** the function, symbol and denoting letter for the electromagnetic coil
- KU11.** the types and properties of coil material
- KU12.** how to identify solid and SMD type and pack coil
- KU13.** the process of testing electromagnetic coils
- KU14.** the function, symbol and denoting letter for the identification of solid and SMD-type diode
- KU15.** the process of testing different types of diode
- KU16.** difference anode and cathode
- KU17.** the types, symbol and denoting letter for Positive-Negative-Positive (PNP) and Negative-Positive- Negative (NPN) concept
- KU18.** the process of testing a transistor
- KU19.** design and function of a Metal Oxide Semiconductor Field Effect Transistor (MOSFET)
- KU20.** different types of transformer such as step-up transformer, step-down transformer, etc.
- KU21.** various types of laptop, their technical specifications and compatible operating systems
- KU22.** solutions for common problems encountered while installing software and applications on a laptop
- KU23.** different laptop hardware such as CPU fan, motherboard, power unit, RAM, hard disk, etc.
- KU24.** the installation procedure for various laptop hardware and software
- KU25.** safety precautions to be taken during the installation of a laptop
- KU26.** how to operate a laptop and its peripherals
- KU27.** the process of docking a laptop and its advantages
- KU28.** the process for identifying common faults with the laptop hardware
- KU29.** different types of laptop peripherals, their functions and standard installation procedure



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- KU30.** settings of various laptop software/ applications
- KU31.** voltage and power requirement of a laptop
- KU32.** operations of various laptop peripherals
- KU33.** functions of various electrical and mechanical parts/ modules of a laptop
- KU34.** the concept of quartz, clock and pulse, measuring unit, etc.

Generic Skills (GS)

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

- GS1.** communicate clearly and politely
- GS2.** prepare work-related documents
- GS3.** read the relevant guides, manuals, policies and regulations
- GS4.** listen attentively to understand the issue(s) the customer is facing
- GS5.** suggest an appropriate solution to the customer after evaluating all the possible solutions
- GS6.** plan and schedule various tasks work for efficient time-management
- GS7.** identify solutions to persistent problems through discussion with co-workers and Subject Matter Experts (SMEs)
- GS8.** take preventive action within own limits of authority to deal with possible disruptions to work
- GS9.** take quick decisions to deal with workplace emergencies/ accidents

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Install the laptop</i>	12	20	-	7
PC1. remove all packaging/ cover from the laptop and its accessories and place the laptop at an appropriate spot	-	-	-	-
PC2. install the battery in the laptop as per the installation manual and connect the network as required	-	-	-	-
PC3. connect the power cable with the relevant port on the laptop ensuring no damage to the port and switch on the laptop	-	-	-	-
PC4. install a compatible Operating System (OS) as per the developer's instructions	-	-	-	-
PC5. install other relevant computer software/ applications as per the customer requirements	-	-	-	-
PC6. dock the laptop on a docking station as per the customer's requirement	-	-	-	-
PC7. follow the relevant health and safety standards during the installation process	-	-	-	-
PC8. complete the installation within the agreed Turn-around Time (TAT)	-	-	-	-
<i>Install the laptop peripherals</i>	12	18	-	4
PC9. determine the compatibility of the relevant peripherals such as printer and scanner with the laptop	-	-	-	-
PC10. identify the appropriate spot(s) for the installation of peripheral(s)	-	-	-	-
PC11. connect the peripherals with the laptop as per the SOP	-	-	-	-
PC12. install the peripherals and relevant software/ drivers as per the manufacturer's instructions	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Test the laptop and peripherals</i>	2	9	-	2
PC13. test the laptop and peripherals for correct functioning after the installation is complete	-	-	-	-
PC14. perform troubleshooting for any issues encountered with the laptop	-	-	-	-
PC15. co-ordinate with the relevant personnel for resolving any complex issues	-	-	-	-
<i>Educate the customer</i>	4	8	-	2
PC16. explain the laptop use, common troubleshooting, maintenance processes and precautions to the customer	-	-	-	-
PC17. answer the customer queries regarding the use of laptop and peripherals	-	-	-	-
PC18. explain the warranty cover for the laptop and its peripherals	-	-	-	-
PC19. carry out documentation as per the organisational policy	-	-	-	-
NOS Total	30	55	-	15



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ELE/N3153
NOS Name	Install laptop and its peripherals
Sector	Electronics
Sub-Sector	Consumer Electronics & IT Hardware
Occupation	After Sales Service
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	30/12/2026
NSQC Clearance Date	30/12/2021

Qualification Pack

ELE/N3154: Carry out repair and maintenance of laptop and its peripherals

Description

This OS unit is about diagnosing and rectifying issues with a laptop and its peripherals.

Scope

The scope covers the following :

- Identify problems with the laptop and its peripherals
- Carry out repair and maintenance
- Comply with the quality standards
- Invoice the customer and take feedback

Elements and Performance Criteria

Identify problems with the laptop and its peripherals

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

- PC1.** discuss the issue with the customer to understand the problem with the laptop
- PC2.** conduct the necessary tests on the laptop to identify whether it is experiencing software or hardware issues
- PC3.** use the relevant diagnostic tools such as a multimeter and Power-On Self-Test (POST) card to detect issues with various modules/ components
- PC4.** identify issues with various modules such as High-Definition Multimedia Interface (HDMI), Local Area Network (LAN), Read-Only Memory (ROM), etc.
- PC5.** determine the repair/ replacement requirements
- PC6.** check if the faulty module/ component has active warranty coverage
- PC7.** assess whether the repair/ replacement can be carried out at the customer premises or the laptop will need to be carried to the workshop
- PC8.** explain the procedure and relevant costs to the customer

Carry out repair and maintenance

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

- PC9.** organise the necessary tools, equipment and spare parts for repair and maintenance
- PC10.** create a back-up of laptop data to prevent data loss during repair and maintenance
- PC11.** disassemble the laptop as per the service manual after switching it off
- PC12.** carry out repair or replacement using the manufacturer-approved tools, equipment and spare parts
- PC13.** assemble the laptop as per the manufacturer's instructions after carrying out repair and maintenance
- PC14.** carry out repair and maintenance of the relevant laptop peripherals
- PC15.** explain the general troubleshooting steps to the customer
- PC16.** apply the business code of conduct while dealing with the customer

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PC17. comply with the relevant health and safety standards

Comply with the quality standards

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

PC18. carry out a repair/replacement activities within the Turn Around Time (TAT) given to the customer

PC19. escalate out of authority issues to the relevant authority in a timely manner

PC20. prepare work-report and relevant documents for the repair and maintenance services

Invoice the customer and take feedback

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

PC21. apply the relevant benefits in the invoice as per the warranty coverage

PC22. explain the warranty and subsequent repair and maintenance policy to the customer

PC23. process payment as per the organisational policy

PC24. maintain the record of payment

PC25. obtain customer feedback to identify any improvement needs

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. relevant documentation requirements in the job role

KU2. use of a multimeter and other relevant devices to identify issues with various types of circuit i.e. VRM Circuit, RAM Supply Circuit, Step Down Circuit, Battery Charging and Discharging Circuit, Clock Generator Circuit, Fan Controller Circuit, USB Supply and Data Circuit, SATA Supply and Data Circuit, CPU Thermal Circuit, North/ South Bridge Supply Circuit, Graphics Chip Circuit, Keyboard and Touchpad Circuit, Keyboard and Touchpad Circuit, Input-Output Controller Chip Connection Circuit

KU3. various types of electrical and mechanical modules used in a computer

KU4. basics of electronics and computers i.e. AC/DC, Resistor, Capacitor, Coil, Transistor, MOSFET, Crystal and IC)

KU5. repair and maintenance needs of different types of laptop hardware and peripherals

KU6. relevant tools, equipment and spare parts required for repair and maintenance of laptop hardware and peripherals

KU7. standard procedure for disassembling and reassembling different types of laptop hardware and peripherals

KU8. different types of computer modules such as an Adapter, LCD TFT, Battery, RAM, Keyboard/Touchpad etc.

KU9. the hazard of Electrostatic Discharge (ESD) and the appropriate measures protect from it

Generic Skills (GS)

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

GS1. prepare work-related documents

GS2. read the relevant literature to keep abreast with the latest developments in the field of work



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- GS3.** communicate professionally with customers and co-workers
- GS4.** listen attentively to comprehend the information or instructions being given
- GS5.** plan and schedule tasks to ensure timely completion
- GS6.** take quick decisions to minimise the impact on productivity due to any disruptions
- GS7.** co-ordinate with the co-workers to achieve the work objectives

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify problems with the laptop and its peripherals</i>	12	20	-	6
PC1. discuss the issue with the customer to understand the problem with the laptop	-	-	-	-
PC2. conduct the necessary tests on the laptop to identify whether it is experiencing software or hardware issues	-	-	-	-
PC3. use the relevant diagnostic tools such as a multimeter and Power-On Self-Test (POST) card to detect issues with various modules/ components	-	-	-	-
PC4. identify issues with various modules such as High-Definition Multimedia Interface (HDMI), Local Area Network (LAN), Read-Only Memory (ROM), etc.	-	-	-	-
PC5. determine the repair/ replacement requirements	-	-	-	-
PC6. check if the faulty module/ component has active warranty coverage	-	-	-	-
PC7. assess whether the repair/ replacement can be carried out at the customer premises or the laptop will need to be carried to the workshop	-	-	-	-
PC8. explain the procedure and relevant costs to the customer	-	-	-	-
<i>Carry out repair and maintenance</i>	12	20	-	5
PC9. organise the necessary tools, equipment and spare parts for repair and maintenance	-	-	-	-
PC10. create a back-up of laptop data to prevent data loss during repair and maintenance	-	-	-	-
PC11. disassemble the laptop as per the service manual after switching it off	-	-	-	-
PC12. carry out repair or replacement using the manufacturer-approved tools, equipment and spare parts	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. assemble the laptop as per the manufacturer's instructions after carrying out repair and maintenance	-	-	-	-
PC14. carry out repair and maintenance of the relevant laptop peripherals	-	-	-	-
PC15. explain the general troubleshooting steps to the customer	-	-	-	-
PC16. apply the business code of conduct while dealing with the customer	-	-	-	-
PC17. comply with the relevant health and safety standards	-	-	-	-
<i>Comply with the quality standards</i>	2	10	-	2
PC18. carry out a repair/replacement activities within the Turn Around Time (TAT) given to the customer	-	-	-	-
PC19. escalate out of authority issues to the relevant authority in a timely manner	-	-	-	-
PC20. prepare work-report and relevant documents for the repair and maintenance services	-	-	-	-
<i>Invoice the customer and take feedback</i>	4	5	-	2
PC21. apply the relevant benefits in the invoice as per the warranty coverage	-	-	-	-
PC22. explain the warranty and subsequent repair and maintenance policy to the customer	-	-	-	-
PC23. process payment as per the organisational policy	-	-	-	-
PC24. maintain the record of payment	-	-	-	-
PC25. obtain customer feedback to identify any improvement needs	-	-	-	-
NOS Total	30	55	-	15

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ELE/N3154
NOS Name	Carry out repair and maintenance of laptop and its peripherals
Sector	Electronics
Sub-Sector	Consumer Electronics & IT Hardware
Occupation	After Sales Service
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	30/12/2026
NSQC Clearance Date	30/12/2021

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training center (as per assessment criteria below).

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5. Individual assessment agencies will create unique evaluations for skill practical for every student at each

examination/ training center based on these criteria.

6. To pass the Qualification Pack assessment, every trainee should score a minimum of 70% of % aggregate

marks to successfully clear the assessment.

7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

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
ELE/N4601.Evaluate the customer requirements and computer issues	30	55	-	15	100	25
ELE/N3155.Install the desktop computer and its peripherals	30	55	-	15	100	20
ELE/N4603.Carry out repair and maintenance of a desktop computer and its peripherals	30	55	-	15	100	30
ELE/N9905.Work effectively at the workplace	40	60	-	-	100	5
ELE/N1002.Apply health and safety practices at the workplace	35	65	-	-	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
Total	185	320	-	45	550	100

Optional: 1 Laptop and its peripherals



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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ELE/N3153.Install laptop and its peripherals	30	55	-	15	100	25
ELE/N3154.Carry out repair and maintenance of laptop and its peripherals	30	55	-	15	100	25
Total	60	110	-	30	200	50



Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.