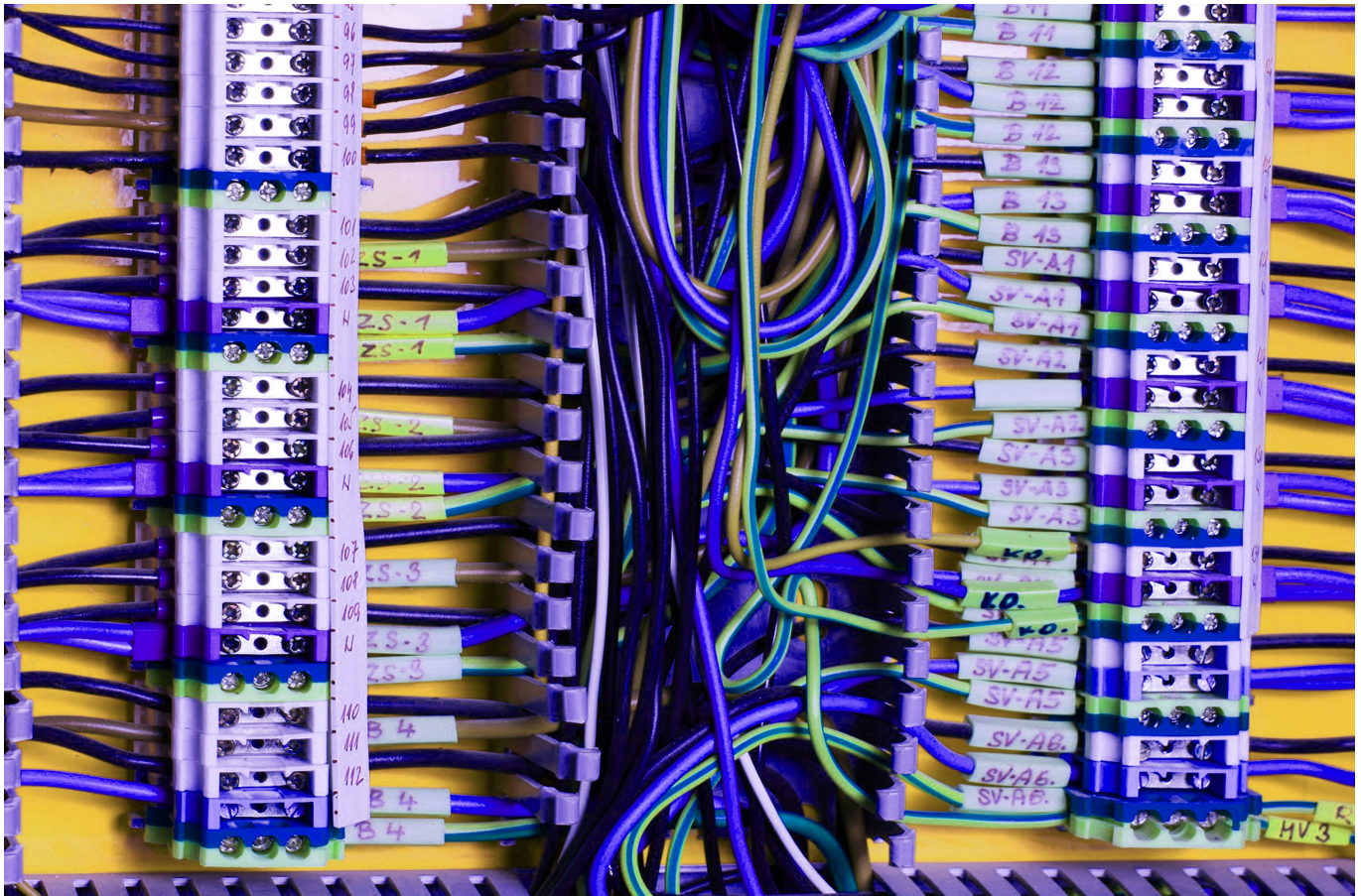


Qualification Pack



Wiring Harness Assembly Operator

QP Code: ELE/Q6306

Version: 2.0

NSQF Level: 3

Electronics Sector Skills Council of India || 155, 2nd Floor, ESC House Okhla Industrial Area-Phase 3
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Qualification Pack

Contents

ELE/Q6306: Wiring Harness Assembly Operator	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Qualification Pack (QP) Parameters</i>	3
ELE/N6306: Perform pre-assembly operations	5
ELE/N6307: Assemble the components of wire harness	10
ELE/N9972: Communicate and coordinate effectively with others	15
ELE/N1003: Work effectively, sustainably and safely	19
DGT/VSQ/N0101: Employability Skills (30 Hours)	24
Assessment Guidelines and Weightage	29
<i>Assessment Guidelines</i>	29
<i>Assessment Weightage</i>	30
Acronyms	31
Glossary	32



Qualification Pack

ELE/Q6306: Wiring Harness Assembly Operator

Brief Job Description

The individual makes a wire harness assembly by cutting, stripping and crimping wires and then soldering, connecting, taping and labeling them on a laying board as per the design specifications. This is followed by testing the components of the assembly.

Personal Attributes

The job requires the individual to have good eyesight and no colour blindness to pay attention to detail. The individual should be fluent in English to read specification diagrams and be comfortable working with high-frequency machines and long hours of sitting.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

- [1. ELE/N6306: Perform pre-assembly operations](#)
- [2. ELE/N6307: Assemble the components of wire harness](#)
- [3. ELE/N9972: Communicate and coordinate effectively with others](#)
- [4. ELE/N1003: Work effectively, sustainably and safely](#)
- [5. DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Electronics
Sub-Sector	Electronics Manufacturing System
Occupation	Production-EMS
Country	India
NSQF Level	3
Credits	13
Aligned to NCO/ISCO/ISIC Code	NCO-2016/NIL



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Minimum Educational Qualification & Experience	8th grade pass (plus 2 year of NTC/relevant experience) OR 10th grade pass
Minimum Level of Education for Training in School	8th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	27/01/2027
NSQC Approval Date	27/01/2022
Version	2.0
Reference code on NQR	2022/EHW/ESSC/06658
NQR Version	1.0

Remarks:

NA



Qualification Pack

ELE/N6306: Perform pre-assembly operations

Description

This OS unit is about the pre-assembly operations involving cutting and crimping wires as per the specification of wire harness assembly layout.

Scope

The scope covers the following :

- Analyse work requirements
- Perform cutting and crimping of wires
- Achieve quality and productivity

Elements and Performance Criteria

Analyse work requirements

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

- PC1.** collect the work requirements and special instructions for pre-assembly of the first piece from supervisor
- PC2.** analyse the process flow of wire harness pre-assembly
- PC3.** identify the material handling guidelines/specifications and scope of work

Perform cutting and crimping of wires

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

- PC4.** interpret the cutting chart, strip length chart and splice chart to understand the assembly requirements
- PC5.** seek approval from Quality Assurance (QA) team to begin assembly of components
- PC6.** cut and strip the wires to bundle them properly as per the required size for assembly
- PC7.** perform crimping of wires to terminals/other wires using the respective machine, while considering the crimp height and pull force
- PC8.** inspect the crimped wires visually to ensure they are defect-free
- PC9.** use calibrated measuring instruments to determine the total length of wires, verify the strip length and measure crimp height
- PC10.** carry out in-process inspection at each stage of assembly as per the control plan to identify any anomalies in the components before assembly
- PC11.** store the product of each process, such as cut and crimped wires, in a safe and secured manner, ready for assembly

Achieve quality and productivity

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

- PC12.** achieve maximum efficiency in optimal time with minimum damage and zero defects at each stage
- PC13.** comply with all product safety measures and standards

Qualification Pack

- PC14.** work with the quality assurance team to ensure quality standards are met for each component of the assembly
- PC15.** conform to statutory requirements on environment protection and resource conservation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** process flow /checklist of the organization for wiring harness assembly
- KU2.** standard operating procedures of the organization for assembly line and components/resource usage
- KU3.** reporting structure and hierarchy
- KU4.** documentation procedures and norms for recording anomalies and defect reports
- KU5.** electronic components, their functioning, types and typical usage
- KU6.** assembly process and its steps / stages - cutting, crimping, taping, labelling, testing, soldering etc.
- KU7.** various techniques for cutting, crimping, types of crimping, defects in crimping, stripping, soldering, taping, bunching etc.
- KU8.** acceptable range of cutting/stripping as per work instructions / job sheet specifications
- KU9.** machine programs and operations for cutting and crimping
- KU10.** standards related to workmanship for Wiring Harness Assembly i.e. IPC 620
- KU11.** how to handle raw materials needed for assembly using appropriate precautions
- KU12.** routine/daily maintenance of machines, basic repairs and calibration of measuring instruments
- KU13.** Standards of 5S
- KU14.** commonly occurring machine and component defects
- KU15.** basic computer software such as MS Office, SAP

Generic Skills (GS)

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

- GS1.** read technical and process documentation
- GS2.** write reports, instructions and other information
- GS3.** escalate issues which are out of scope
- GS4.** record the details of the work done as per the job sheet
- GS5.** co-ordinate with the supervisor on process issues
- GS6.** manage tasks to complete them within the time frame as per the work schedule

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Analyse work requirements</i>	9	9	-	3
PC1. collect the work requirements and special instructions for pre-assembly of the first piece from supervisor	-	-	-	-
PC2. analyse the process flow of wire harness pre-assembly	-	-	-	-
PC3. identify the material handling guidelines/specifications and scope of work	-	-	-	-
<i>Perform cutting and crimping of wires</i>	16	16	-	8
PC4. interpret the cutting chart, strip length chart and splice chart to understand the assembly requirements	-	-	-	-
PC5. seek approval from Quality Assurance (QA) team to begin assembly of components	-	-	-	-
PC6. cut and strip the wires to bundle them properly as per the required size for assembly	-	-	-	-
PC7. perform crimping of wires to terminals/other wires using the respective machine, while considering the crimp height and pull force	-	-	-	-
PC8. inspect the crimped wires visually to ensure they are defect-free	-	-	-	-
PC9. use calibrated measuring instruments to determine the total length of wires, verify the strip length and measure crimp height	-	-	-	-
PC10. carry out in-process inspection at each stage of assembly as per the control plan to identify any anomalies in the components before assembly	-	-	-	-
PC11. store the product of each process, such as cut and crimped wires, in a safe and secured manner, ready for assembly	-	-	-	-
<i>Achieve quality and productivity</i>	15	20	-	4



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. achieve maximum efficiency in optimal time with minimum damage and zero defects at each stage	-	-	-	-
PC13. comply with all product safety measures and standards	-	-	-	-
PC14. work with the quality assurance team to ensure quality standards are met for each component of the assembly	-	-	-	-
PC15. conform to statutory requirements on environment protection and resource conservation	-	-	-	-
NOS Total	40	45	-	15



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ELE/N6306
NOS Name	Perform pre-assembly operations
Sector	Electronics
Sub-Sector	Electronics Manufacturing System
Occupation	Assembly and Integration
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

Qualification Pack

ELE/N6307: Assemble the components of wire harness

Description

This OS unit is about the assembly operations of routing, inserting the tubes / terminals, taping, labelling, cutting and crimping wires as per the specification on the laying board.

Scope

The scope covers the following :

- Assemble the wire harness
- Test the components of wire harness assembly

Elements and Performance Criteria

Assemble the wire harness

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

- PC1.** connect the ready wires as per the laying board and diagram
- PC2.** Route leads and subassemblies as per diagram on the laying board
- PC3.** identify the appropriate type of taping to be used for the wires as per the laying board, such as full taping, spiral, spot, sleeving, cable tie, or end taping and use the tape of approved material, such as PVC or cloth, and size as specified
- PC4.** insert taped wires into corrugated tubes/heat shrink/sleeving for protection, including vinyl tube (VTB) of proper ID and length as per laying board
- PC5.** check that the terminals are properly locked in the housing
- PC6.** label the wires and connections clearly such that they are visible on the wiring harness
- PC7.** use stud mountable clamps at specified positions in the assembly
- PC8.** finalize the assembly and check for connections and proper lock on wires

Test the components of wire harness assembly

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

- PC9.** use appropriate PPE, such as/ESD bands and glasses, before testing the wire harness assembly
- PC10.** visually inspect the assembly as per check list and correct any defects/anomalies
- PC11.** perform tests as per the check list, including tests for broken wires, shorts, crimping, soldering, damaged insulation, wiring continuity etc. using proper testing equipment
- PC12.** maintain testing records with details about the defects, if found, and corrective action taken
- PC13.** report the test results to the supervisor after completing all tests

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of using PPE and testing equipment for assembly



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- KU2.** electrostatic discharge (ESD), its sources/causes and precautions/safety measures
- KU3.** testing procedure of wire harness assembly process
- KU4.** reporting structure and hierarchy for defects and anomalies
- KU5.** typical defects observed in adhesive tapes, ties, heat shrinkable sleeves, soldering gun, soldering metal, flux and other materials used in assembly
- KU6.** different types of tests to be performed on clamps and fitting stud on which clamps are mounted
- KU7.** symbols and color codes used on the laying board, wires and terminals

Generic Skills (GS)

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

- GS1.** read schematics, blueprints, product and customer specifications required for assembly and testing
- GS2.** coordinate with colleagues and supervisor to discuss problems/issues and their solutions
- GS3.** interact in a polite and courteous manner
- GS4.** adhere to the rules and regulations of the organisation
- GS5.** importance of maintaining clean surface/work area

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assemble the wire harness</i>	27	25	-	8
PC1. connect the ready wires as per the laying board and diagram	3	3	-	1
PC2. Route leads and subassemblies as per diagram on the laying board	3	3	-	1
PC3. identify the appropriate type of taping to be used for the wires as per the laying board, such as full taping, spiral, spot, sleeving, cable tie, or end taping and use the tape of approved material, such as PVC or cloth, and size as specified	3	3	-	1
PC4. insert taped wires into corrugated tubes/heat shrink/sleeving for protection, including vinyl tube (VTB) of proper ID and length as per laying board	3	3	-	1
PC5. check that the terminals are properly locked in the housing	4	3	-	1
PC6. label the wires and connections clearly such that they are visible on the wiring harness	4	3	-	1
PC7. use stud mountable clamps at specified positions in the assembly	3	3	-	1
PC8. finalize the assembly and check for connections and proper lock on wires	4	4	-	1
<i>Test the components of wire harness assembly</i>	18	17	-	5
PC9. use appropriate PPE, such as/ESD bands and glasses, before testing the wire harness assembly	3	3	-	1
PC10. visually inspect the assembly as per check list and correct any defects/anomalies	3	4	-	1
PC11. perform tests as per the check list, including tests for broken wires, shorts, crimping, soldering, damaged insulation, wiring continuity etc. using proper testing equipment	4	4	-	1



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. maintain testing records with details about the defects, if found, and corrective action taken	4	3	-	1
PC13. report the test results to the supervisor after completing all tests	4	3	-	1
NOS Total	45	42	-	13



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ELE/N6307
NOS Name	Assemble the components of wire harness
Sector	Electronics
Sub-Sector	Electronics Manufacturing System
Occupation	Assembly and Integration
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

Qualification Pack

ELE/N9972: Communicate and coordinate effectively with others

Description

This unit is about effective, respectful communication and coordination with supervisors and colleagues

Scope

The scope covers the following :

- This unit/task covers the following:
- Communicate effectively with supervisor and colleagues
- Respect gender and ability differences

Elements and Performance Criteria

Communicate effectively with supervisor and colleagues

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

- PC1.** communicate potential hazards of a particular location
- PC2.** comply with organisation's policies and procedures for working with colleagues
- PC3.** maintain personal hygiene and professional appearance
- PC4.** seek clarification on the information provided by supervisor, if needed
- PC5.** respect the personal and professional space of colleagues and superiors
- PC6.** report work completed as per the schedule to superior and inform of any deviations or anomalies
- PC7.** analyse and act on feedback received from supervisor

Respect gender and ability differences

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

- PC8.** work depicting proper behaviour towards all genders and people with disability
- PC9.** identify acts of discrimination and sexual harassment and report to concerned authorities

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of personal grooming
- KU2.** organisation's policy on code of conduct
- KU3.** organisation's reporting structure and documentation policy
- KU4.** how to communicate effectively through all means including face-to-face, telephonic as well as written
- KU5.** different types of information that colleagues might need and the importance of providing the same as and when required
- KU6.** rights and duties w.r.t PwD at workplace
- KU7.** organisation policies and standards to support PwD



Qualification Pack

- KU8.** gender and disability based concepts or issues such as social and cultural bias, gender roles stereotypes, gender inequality and discrimination, especially for women and transgender
- KU9.** organisation grievance redressal mechanisms and related legislations
- KU10.** health and safety precautions for all individuals, including PwD at workplace

Generic Skills (GS)

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

- GS1.** listen actively and carefully in all interactions
- GS2.** communicate politely under all circumstances
- GS3.** report potential areas of disruptions to work process in writing or in person
- GS4.** maintain positive and effective relationships with others
- GS5.** decide when to report to supervisor and when to deal with a colleague depending on the type of concern
- GS6.** receive and act on supervisor's feedback in a constructive manner
- GS7.** speak, listen, and write using gender-inclusive or gender-neutral terms and gestures
- GS8.** be aware and accountable of ones own gender identity and role, as well as beliefs and practices about disability

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicate effectively with supervisor and colleagues</i>	27	51	-	-
PC1. communicate potential hazards of a particular location	4	7	-	-
PC2. comply with organisation's policies and procedures for working with colleagues	4	7	-	-
PC3. maintain personal hygiene and professional appearance	4	7	-	-
PC4. seek clarification on the information provided by supervisor, if needed	4	8	-	-
PC5. respect the personal and professional space of colleagues and superiors	3	8	-	-
PC6. report work completed as per the schedule to superior and inform of any deviations or anomalies	4	7	-	-
PC7. analyse and act on feedback received from supervisor	4	7	-	-
<i>Respect gender and ability differences</i>	8	14	-	-
PC8. work depicting proper behaviour towards all genders and people with disability	4	7	-	-
PC9. identify acts of discrimination and sexual harassment and report to concerned authorities	4	7	-	-
NOS Total	35	65	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ELE/N9972
NOS Name	Communicate and coordinate effectively with others
Sector	Electronics
Sub-Sector	Generic
Occupation	Generic - Organizational Behaviour
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022



Qualification Pack

ELE/N1003: Work effectively, sustainably and safely

Description

This unit is about following health and safety procedures, waste management procedures and resource management in order to achieve required productivity and quality.

Scope

The scope covers the following :

- This unit/task covers the following:
- Achieve optimum productivity and quality
- Implement health and safety procedures
- Organise waste management and recycling
- Conserve resources

Elements and Performance Criteria

Achieve optimum productivity and quality

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

- PC1.** keep immediate work area clean and tidy
- PC2.** work effectively to meet daily target
- PC3.** deliver work of expected quality despite constraints
- PC4.** ensure timely completion of tasks
- PC5.** comply with organization's policies and procedures

Implement health and safety procedures

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

- PC6.** take ESD precautions while doing work
- PC7.** avoid any damage in components due to negligence in ESD procedures
- PC8.** participate in fire drills or any other safety workshops organised by the organisation
- PC9.** use appropriate Personal Protective Equipment (PPE) as advised by the organisation

Organise waste management and recycling

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

- PC10.** identify and segregate recyclable/non-recyclable and hazardous wastes
- PC11.** dispose waste as per the suggested procedures by the organization
- PC12.** participate in waste management and waste disposal workshops organised at workplace

Conserve resources

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

- PC13.** use all resources judiciously
- PC14.** perform routine cleaning of tools, machines and equipment
- PC15.** report malfunctioning of machines and equipment



Qualification Pack

PC16. connect electrical equipment and appliances properly when in use and turn off when not in use

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of time management
- KU2.** organizational safety and health policy
- KU3.** different waste categories such as dry, wet, recyclable, non-recyclable and single use plastic items
- KU4.** usage of different colours of dustbins to dispose waste
- KU5.** cause and effect of greening of jobs
- KU6.** methods of waste disposal
- KU7.** methods of recycling as well as repairing and reusing electronic components
- KU8.** efficient utilisation of material and water
- KU9.** basics of electricity and prevalent energy efficient devices
- KU10.** ways to recognise common electrical problems
- KU11.** common practices of conserving electricity

Generic Skills (GS)

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

- GS1.** read job cards/complaint registers for the work requirement
- GS2.** organise work and be punctual
- GS3.** read instructions, warnings, labels on equipment while doing work
- GS4.** escalate any health and safety issues to supervisors
- GS5.** report any inappropriate incidents/issues to the relevant person
- GS6.** write in local/English language and complete written work with attention to detail

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Achieve optimum productivity and quality</i>	12	18	-	-
PC1. keep immediate work area clean and tidy	2	4	-	-
PC2. work effectively to meet daily target	2	4	-	-
PC3. deliver work of expected quality despite constraints	2	3	-	-
PC4. ensure timely completion of tasks	3	4	-	-
PC5. comply with organization's policies and procedures	3	3	-	-
<i>Implement health and safety procedures</i>	9	14	-	-
PC6. take ESD precautions while doing work	2	4	-	-
PC7. avoid any damage in components due to negligence in ESD procedures	2	3	-	-
PC8. participate in fire drills or any other safety workshops organised by the organisation	2	3	-	-
PC9. use appropriate Personal Protective Equipment (PPE) as advised by the organisation	3	4	-	-
<i>Organise waste management and recycling</i>	8	12	-	-
PC10. identify and segregate recyclable/non-recyclable and hazardous wastes	3	4	-	-
PC11. dispose waste as per the suggested procedures by the organization	2	4	-	-
PC12. participate in waste management and waste disposal workshops organised at workplace	3	4	-	-
<i>Conserve resources</i>	11	16	-	-
PC13. use all resources judiciously	2	4	-	-
PC14. perform routine cleaning of tools, machines and equipment	3	4	-	-



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. report malfunctioning of machines and equipment	3	4	-	-
PC16. connect electrical equipment and appliances properly when in use and turn off when not in use	3	4	-	-
NOS Total	40	60	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ELE/N1003
NOS Name	Work effectively, sustainably and safely
Sector	Electronics
Sub-Sector	Generic
Occupation	Generic - Health Safety
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022



Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values - Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

Qualification Pack

Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

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

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services



Qualification Pack

- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	29/01/2026
NSQC Clearance Date	29/01/2021

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).
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 50% of % aggregate marks to successfully clear the assessment.

Qualification Pack

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

Minimum Aggregate Passing % at QP Level : 50

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ELE/N6306.Perform pre-assembly operations	40	45	-	15	100	25
ELE/N6307.Assemble the components of wire harness	45	42	-	13	100	25
ELE/N9972.Communicate and coordinate effectively with others	35	65	-	-	100	20
ELE/N1003.Work effectively, sustainably and safely	40	60	-	-	100	20
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	10
Total	180	242	0	28	450	100



Qualification Pack

Acronyms

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

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.

Qualification Pack

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.