

Qualification Pack



Assistant Wooden Boat Maker

QP Code: FFS/Q2205

Version: 1.0

NSQF Level: 4

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FFS/Q2205: Assistant Wooden Boat Maker

Brief Job Description

The Assistant Wooden Boat Maker is responsible for interpreting boat designs and preparing the work area for wooden boat construction. They support the senior boat makers by assisting in performing assembly, shaping, and installation of boat components to desired specifications, ensuring the smooth execution of tasks and maintaining an organized work environment.

Personal Attributes

The assistant wooden boat maker must embody precision and manual dexterity, ensuring meticulous craftsmanship. With an adaptable mindset, they tackle challenges, collaborate seamlessly within the team, and prioritize safety. Continuous learning and effective communication round out their attributes, contributing to the creation of top-quality wooden boats.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FFS/N2226: Interpret boat designs and prepare the workarea for the wooden boat construction](#)
2. [FFS/N2227: Perform assembly, shaping and installation of boat components into desired specifications](#)
3. [FFS/N8201: Follow health, safety, and greening practices at the worksite](#)
4. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Furniture & Fittings
Sub-Sector	Furniture Business Development, Installation & After Sales
Occupation	Furniture Installation and After Sales
Country	India
NSQF Level	4
Credits	13

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Aligned to NCO/ISCO/ISIC Code	NCO-2015/7115.1100
Minimum Educational Qualification & Experience	<p>12th grade Pass with NA of experience OR Completed 2nd year of the 3-year diploma after 10 with NA of experience OR Completed 1st year of 3-year diploma (after 10th) and pursuing regular diploma with NA of experience OR 10th grade pass (with 2 years of any combination of NTC/NAC/CITS or equivalent) with NA of experience OR 10th grade pass and pursuing continuous schooling (for 2 years program) with NA of experience OR 11th grade pass (and pursuing continuous schooling) with NA of experience OR 11th grade pass with 1 Year of experience OR 10th grade pass with 2 Years of experience OR Previous relevant Qualification of NSQF Level (Multipurpose Assistant- Furniture Production and Installation at Level-3) with 3 Years of experience</p>
Minimum Level of Education for Training in School	10th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed On	NA
Next Review Date	31/08/2026
NSQF Approval Date	31/08/2023
Version	1.0
Reference code on NQR	QG-04-WC-00823-2023-V1-FFSC
NQR Version	1

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FFS/N2226: Interpret boat designs and prepare the workarea for the wooden boat construction

Description

This unit describes the performance outcomes required to assist in interpreting the design docket and preparing the work area for the boat fabrication process.

Scope

The scope covers the following :

- Interpreting Boat Design Plans
- Materials List and Cost Estimation
- Preparing Work Area

Elements and Performance Criteria

Interpreting Boat Design Plans

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

- PC1.** interpret boat design plans and drawings to understand the specifications and requirements for the wooden boat.
- PC2.** analyze design elements and visualize the boat's final form based on the provided plans.
- PC3.** perform calculations relating to drawings and specifications in wooden boat
- PC4.** incorporate feedback from senior boat makers or clients into the boat design.

Materials List and Cost Estimation

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

- PC5.** prepare a comprehensive materials list, including types and quantities of wood and other components required for boat construction.
- PC6.** estimate the cost and time required for boat construction based on the finalized design.

Preparing Work Area

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

- PC7.** prepare the work area, ensuring it is safe and equipped with the necessary tools and materials for boat construction.
- PC8.** organize and set up the workspace efficiently for smooth boat-building operations.
- PC9.** set up a supporting constructing structure with all necessary elements based on boat type.
- PC10.** apply the necessary planking to a hull in accordance with the boat's blueprints.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc

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- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the various boat design terminologies and symbols used in plans and drawings.
- KU9.** the relationship between design elements and their impact on the boat's performance, stability, and manoeuvrability.
- KU10.** the mathematical concepts and principles relevant to wooden boat construction, such as geometry, trigonometry, and algebra.
- KU11.** the importance of incorporating feedback to improve the boat design.
- KU12.** the different types of wood commonly used in boat construction, their properties, and suitability for various boat components.
- KU13.** the different factors that contribute to the cost of boat construction, including materials, labour, equipment, and overhead expenses.
- KU14.** the cost estimation methods and techniques used in boat construction projects.
- KU15.** the workplace safety requirements and the tools and materials used in boat construction.
- KU16.** the workflow and sequence of boat-building operations, from initial preparation to final assembly.
- KU17.** the principles of inventory and material management
- KU18.** different boat types and their construction requirements.
- KU19.** the structural elements and techniques used in boat construction.
- KU20.** the basics of boat hull design and hull building methods.
- KU21.** the different types of planking materials commonly used in boat construction and their characteristics.

Generic Skills (GS)

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

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor



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- GS7.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interpreting Boat Design Plans</i>	8	12	16	-
PC1. interpret boat design plans and drawings to understand the specifications and requirements for the wooden boat.	2	6	4	-
PC2. analyze design elements and visualize the boat's final form based on the provided plans.	2	-	4	-
PC3. perform calculations relating to drawings and specifications in wooden boat	2	6	4	-
PC4. incorporate feedback from senior boat makers or clients into the boat design.	2	-	4	-
<i>Materials List and Cost Estimation</i>	4	16	8	-
PC5. prepare a comprehensive materials list, including types and quantities of wood and other components required for boat construction.	2	8	4	-
PC6. estimate the cost and time required for boat construction based on the finalized design.	2	8	4	-
<i>Preparing Work Area</i>	8	12	16	-
PC7. prepare the work area, ensuring it is safe and equipped with the necessary tools and materials for boat construction.	2	6	4	-
PC8. organize and set up the workspace efficiently for smooth boat-building operations.	2	6	4	-
PC9. set up a supporting constructing structure with all necessary elements based on boat type.	2	-	4	-
PC10. apply the necessary planking to a hull in accordance with the boat's blueprints.	2	-	4	-
NOS Total	20	40	40	-

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N2226
NOS Name	Interpret boat designs and prepare the workarea for the wooden boat construction
Sector	Furniture & Fittings
Sub-Sector	Furniture Business Development, Installation & After Sales
Occupation	Furniture Installation and After Sales
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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FFS/N2227: Perform assembly, shaping and installation of boat components into desired specifications

Description

This unit describes the performance outcomes required to assist in fabricating wooden boats using appropriate tools and equipment.

Scope

The scope covers the following :

- Measuring and Cutting Wooden Materials
- Assembly of Wooden Boat Components
- Shaping and Finishing of Wooden Surfaces
- Installation of Additional Boat Features
- Quality Checking and Documentation

Elements and Performance Criteria

Measuring and Cutting Wooden Materials

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

- PC1.** prepare and use jigs and templates as required for desired shape and size
- PC2.** accurately measure and mark wooden materials according to the approved boat design.
- PC3.** use appropriate tools and techniques for precise wood cutting.
- PC4.** execute surface preparation processes for fiberglass and metal to ensure proper adhesion

Assembly of Wooden Boat Components

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

- PC5.** assemble wooden boat components using appropriate fastening techniques, such as nailing, screwing, or gluing.
- PC6.** ensure secure connections and alignments during the assembly process.

Shaping and Finishing of Wooden Surfaces

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

- PC7.** shape and form wooden surfaces to the desired specifications, ensuring smooth and precise finishes.
- PC8.** apply appropriate coatings and heating to the wooden planks to bent them into the needed shapes.
- PC9.** apply appropriate bonding techniques for joining metal sheets/fiber sheets in boat construction
- PC10.** apply appropriate treatments and sealants to protect the wood from rot, pests, and other environmental factors.

Installation of Additional Boat Features

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

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- PC11.** install additional boat features, such as seating, storage compartments, and deck hardware, according to the design plans.
- PC12.** ensure proper placement and attachment of additional features to the wooden boat structure.
- PC13.** verify that installed components, such as mast, rigging, engine, and electrical systems, are functioning correctly.

Quality Checking and Documentation

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

- PC14.** conduct regular quality checks to identify and address any defects or deviations from the boat design.
- PC15.** maintain accurate and organized documentation for future reference and quality control.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the purpose and importance of jigs and templates in boat construction for achieving consistency and accuracy.
- KU9.** the different types of wooden materials used in boat construction and their specific characteristics.
- KU10.** the basics of measurement techniques and tools used in boat construction.
- KU11.** different wood cutting methods and techniques.
- KU12.** the different types of fasteners used in boat construction, such as nails, screws, and marine-grade adhesives.
- KU13.** different fastening techniques commonly used in boat construction.
- KU14.** the importance of securing connections and alignments in maintaining the structural integrity and safety of the wooden boat.
- KU15.** how to use relevant tools and techniques for checking alignment and connections in boat making.
- KU16.** the various tools and equipment used for shaping and forming wooden surfaces, such as planes, chisels, spokeshaves, and sanders.
- KU17.** wood shaping and forming techniques used in boat construction.

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- KU18.** the different types of coatings and heating methods used for plank bending, such as steaming, soaking, or laminating.
- KU19.** how to prepare the surface for appropriate treatments and sealants application for wooden boats
- KU20.** wood preservation techniques and the role of sealants in boat construction.
- KU21.** different boat features and components commonly installed in wooden boats.
- KU22.** the design considerations and load distribution for securely attaching features to the wooden boat structure.
- KU23.** the principles of operation and maintenance of boat components, such as engines and electrical systems.
- KU24.** quality control methods and techniques in wooden boat making.
- KU25.** common defects and deviations that may occur in wooden boat making.
- KU26.** the various aspects of boat construction that require documentation, including design changes, material usage, inspections, and quality checks.

Generic Skills (GS)

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

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Measuring and Cutting Wooden Materials</i>	3	12	8	-
PC1. prepare and use jigs and templates as required for desired shape and size	1	6	2	-
PC2. accurately measure and mark wooden materials according to the approved boat design.	1	6	4	-
PC3. use appropriate tools and techniques for precise wood cutting.	1	-	2	-
PC4. execute surface preparation processes for fiberglass and metal to ensure proper adhesion	-	-	-	-
<i>Assembly of Wooden Boat Components</i>	2	4	4	-
PC5. assemble wooden boat components using appropriate fastening techniques, such as nailing, screwing, or gluing.	1	4	2	-
PC6. ensure secure connections and alignments during the assembly process.	1	-	2	-
<i>Shaping and Finishing of Wooden Surfaces</i>	3	18	12	-
PC7. shape and form wooden surfaces to the desired specifications, ensuring smooth and precise finishes.	1	6	4	-
PC8. apply appropriate coatings and heating to the wooden planks to bent them into the needed shapes.	1	6	4	-
PC9. apply appropriate bonding techniques for joining metal sheets/fiber sheets in boat construction	-	-	-	-
PC10. apply appropriate treatments and sealants to protect the wood from rot, pests, and other environmental factors.	1	6	4	-
<i>Installation of Additional Boat Features</i>	2	12	10	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. install additional boat features, such as seating, storage compartments, and deck hardware, according to the design plans.	-	6	4	-
PC12. ensure proper placement and attachment of additional features to the wooden boat structure.	1	-	2	-
PC13. verify that installed components, such as mast, rigging, engine, and electrical systems, are functioning correctly.	1	6	4	-
<i>Quality Checking and Documentation</i>	2	4	4	-
PC14. conduct regular quality checks to identify and address any defects or deviations from the boat design.	1	-	2	-
PC15. maintain accurate and organized documentation for future reference and quality control.	1	4	2	-
NOS Total	12	50	38	-

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N2227
NOS Name	Perform assembly, shaping and installation of boat components into desired specifications
Sector	Furniture & Fittings
Sub-Sector	Furniture Business Development, Installation & After Sales
Occupation	Furniture Installation and After Sales
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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FFS/N8201: Follow health, safety, and greening practices at the worksite

Description

This unit describes the performance outcomes required to assist in maintaining health, safety, cleanliness, and hygiene at the worksite.

Scope

The scope covers the following :

- Maintain cleanliness of the worksite
- Follow health and safety procedures
- Maintain personal hygiene
- Follow precautionary measures to avoid work hazards
- Ensure material conservation and optimization of resources

Elements and Performance Criteria

Maintain cleanliness of the worksite

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

- PC1.** ensure adequate stock of cleaning materials and consumables
- PC2.** identify and report poor organizational practices with respect to hygiene, food handling, cleaning
- PC3.** ensure that the trash cans or waste collection points are cleared every day

Follow health and safety procedures

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

- PC4.** use appropriate personal protective equipment compatible with the work and compliant to relevant Occupational Health and Safety (OHS) guidelines: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons, etc.
- PC5.** use emergency equipment in accordance with manufacturers' specifications as per requirement

Maintain personal hygiene

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

- PC6.** follow the dress code of the worksite
- PC7.** wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc.

Follow precautionary measures to avoid work hazards

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

- PC8.** follow the displayed safety signs at the worksite
- PC9.** undertake the safety measures and checks while handling any electrically powered tools, and equipment, etc.
- PC10.** ensure the usage of harmful chemicals inside work area as per the specified guidelines only
- PC11.** ensure safe handling and disposal of waste and debris

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PC12. undertake correct ways while lifting or movement of the heavy material from one place to another

Ensure material conservation and optimization of resources

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

PC13. ensure optimal material utilization in the specific processes

PC14. implement the suggested ways to conserve and re-use water

PC15. ensure to keep the electrical appliances in OFF position when not in use

PC16. carry out routine cleaning of tools, machines, and equipment as per instruction

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the organization structure, its purpose & objective, various departments, hierarchy, reporting matrix, code of conduct, etc

KU2. various Standard Operating Procedures (SOP) and department-specific processes of the organization

KU3. the products and services provided by the company to clients and its quality standards

KU4. the Key Result Areas (KRA) and its importance in the employee performance and growth

KU5. different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses

KU6. relevance of health and safety requirements applicable in the worksite

KU7. types of cleaning equipment and consumables such as chemicals, liquids, etc.

KU8. the process of raising a grievance and its redressal mechanism

KU9. usage of different colors of dustbins based on the type of waste

KU10. the organization legislative requirements and emergency procedures

KU11. various causes of fire, and usage of different fire prevention equipment

KU12. importance of work ethics, dress code, and personal hygiene

KU13. various types of safety signs and what they mean

KU14. the operational and relevant guidelines for usage and handling of tools and equipment and their serviceability procedures

KU15. storage and handling of hazardous substances

KU16. the process of segregation of waste based on reusable and non-recyclable materials

KU17. importance of safe lifting practices and correct body postures

KU18. importance of material usage planning and utilization

KU19. common practices associated with conserving water and electricity

KU20. various housekeeping process and equipment used for cleaning worksite, tools, and products

Generic Skills (GS)

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

GS1. communicate proficiently in one or more languages, preferably local language and/or english

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- GS2.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS3.** use the communication systems of the company, e.g., telephone, email, chat, public announcement systems, or hard copy memos/letters
- GS4.** effectively communicate with team members and supervisor in a respectful manner as per the protocol of the organization
- GS5.** work constructively and collaboratively with others
- GS6.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS7.** read notes/comments from the supervisor and teams
- GS8.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS9.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS10.** select the optimal process and appropriate tools & equipment to complete the work efficiently
- GS11.** use reasoning skills to take appropriate decisions and troubleshoot concerns related to own responsibilities

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain cleanliness of the worksite</i>	3	4	3	2
PC1. ensure adequate stock of cleaning materials and consumables	1	2	-	1
PC2. identify and report poor organizational practices with respect to hygiene, food handling, cleaning	1	-	-	1
PC3. ensure that the trash cans or waste collection points are cleared every day	1	2	3	-
<i>Follow health and safety procedures</i>	5	6	4	1
PC4. use appropriate personal protective equipment compatible with the work and compliant to relevant Occupational Health and Safety (OHS) guidelines: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons, etc.	3	3	4	-
PC5. use emergency equipment in accordance with manufacturers' specifications as per requirement	2	3	-	1
<i>Maintain personal hygiene</i>	4	4	5	-
PC6. follow the dress code of the worksite	2	2	3	-
PC7. wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc.	2	2	2	-
<i>Follow precautionary measures to avoid work hazards</i>	12	19	-	2
PC8. follow the displayed safety signs at the worksite	3	2	-	1
PC9. undertake the safety measures and checks while handling any electrically powered tools, and equipment, etc.	3	7	-	1
PC10. ensure the usage of harmful chemicals inside work area as per the specified guidelines only	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. ensure safe handling and disposal of waste and debris	3	3	-	-
PC12. undertake correct ways while lifting or movement of the heavy material from one place to another	2	4	-	-
<i>Ensure material conservation and optimization of resources</i>	11	7	8	-
PC13. ensure optimal material utilization in the specific processes	3	2	-	-
PC14. implement the suggested ways to conserve and re-use water	3	2	2	-
PC15. ensure to keep the electrical appliances in OFF position when not in use	2	-	3	-
PC16. carry out routine cleaning of tools, machines, and equipment as per instruction	3	3	3	-
NOS Total	35	40	20	5

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N8201
NOS Name	Follow health, safety, and greening practices at the worksite
Sector	Furniture & Fittings
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	1
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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

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. 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	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ PC.
2. The assessment for the theory part will be based on a 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 aggregate passing percentage of 70% for the QP and a minimum of 70% for each NOS.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

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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.)

Minimum Passing % at NOS Level: 50

(Please note: A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N2226. Interpret boat designs and prepare the workarea for the wooden boat construction	20	40	40	-	100	35
FFS/N2227. Perform assembly, shaping and installation of boat components into desired specifications	12	50	38	-	100	35
FFS/N8201. Follow health, safety, and greening practices at the worksite	35	40	20	5	100	15
DGT/VSQ/N0102. Employability Skills (60 Hours)	20	30	-	-	50	15
Total	87	160	98	5	350	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
NCO	National Classification of Occupation
NTC	National Training Certificate
NAC	National Apprenticeship Certificate
CITS	Craft Instructor Training Scheme
NA	Not Applicable
PwD	Person with Disability
POSH	Prevention of Sexual Harassment

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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.