

## Qualification Pack



# Fire Safety Technician (Oil & Gas)

QP Code: HYC/Q3601

Version: 2.0

NSQF Level: 4

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## Qualification Pack

### HYC/Q3601: Fire Safety Technician (Oil & Gas)

#### Brief Job Description

The main responsibility of the fire safety technician is to ensure adherence to fire safety procedures and conduct firefighting operations in oil and gas industry. He/she conducts inspection of the workplace to ensure safety from fire hazards. The individual is also responsible for maintenance of fire safety equipment and coordination with operation and maintenance team for organising safety awareness programs to ensure the safety of the workers and surroundings.

#### Personal Attributes

The individual should have a good sense of responsibility and communication skills. He/she must be physically robust and able to work for long hours in oil and gas installation area. The person should be proactive, disciplined, safety-conscious, courageous and a good team player.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [HYC/N3601: Prepare workplace in line with fire safety rules](#)
2. [HYC/N3602: Perform fire safety operations at workplace](#)
3. [HYC/N9301: Working Effectively in a team](#)
4. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Hydrocarbon
<b>Sub-Sector</b>	Midstream
<b>Occupation</b>	Management of Health, Safety and Environment (HSE), Management of Health, Safety and Environment (HSE)
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Credits</b>	15

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<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO/2015-3119.0800
<b>Minimum Educational Qualification &amp; Experience</b>	10th grade pass (with 2 years of relevant experience) OR 12th grade Pass OR 10th grade pass (plus 2-year of National Trade Certificate (NTC)) OR Completed 2nd year of the 3-year diploma after 10 (and pursuing regular Diploma)
<b>Minimum Level of Education for Training in School</b>	10th Class
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Approval Date</b>	17/11/2022
<b>Version</b>	2.0
<b>Reference code on NQR</b>	2022/HYC/HSSCI/06768
<b>NQR Version</b>	2.0

### Remarks:

NA

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### HYC/N3601: Prepare workplace in line with fire safety rules

#### Description

This OS unit covers preparing workplace in line with fire safety rules and procedures specific to oil and gas installations.

#### Scope

The scope covers the following :

- Carryout safety procedures as per safety rules
- Manage safety demonstration
- Reporting

#### Elements and Performance Criteria

##### *Carryout safety procedures as per safety rules*

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

- PC1.** follow Oil Industry Safety Directorate (OISD) standards related to firefighting equipment and appliances in oil and gas industry
- PC2.** define Occupational Safety and Health (OSH) policies
- PC3.** prepare and maintain checklist to monitor safety regulations in and around oil and gas installations
- PC4.** check proper positioning and accessibility of fire extinguishers and first aid boxes
- PC5.** check for proper signs related to safety, emergency pathway and exit availability
- PC6.** maintain fire safety equipment i.e. fire extinguishers, fire alarms, sprinkler, smoke detectors, fire hose etc to ensure readiness during emergency
- PC7.** inspect oil and gas installations and surrounding area for any hazard to prevent harm to people, property and environment
- PC8.** check for flammable materials and initiate necessary safety measures
- PC9.** record near-miss events and take preventive measures

##### *Manage Safety demonstration*

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

- PC10.** coordinate with operation and maintenance team for fire safety awareness programs and conduct safety drills at workplace
- PC11.** demonstrate first aid medical treatment procedure
- PC12.** demonstrate actions to be taken in case of fire

##### *Reporting*

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

- PC13.** prepare and maintain daily inspection report and submit it to the reporting authority responsible for fire safety

#### Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** fire safety management policy
- KU2.** impact of violation of safety procedures
- KU3.** reporting structure in the organization
- KU4.** importance of working in a clean and safe environment
- KU5.** work permit system like hot work, confined spaced job work entry etc
- KU6.** company policies and procedures
- KU7.** fire safety rules and regulations
- KU8.** fire safety objectives.
- KU9.** hazards in different work areas
- KU10.** fire signage and indicators
- KU11.** condition of workplace environment, equipment, and safety practices
- KU12.** safety procedure, standards and government regulations
- KU13.** fire and fire triangle
- KU14.** fire science related to oil and gas industry covering flammability limits/range, explosion hazard, other hazard related to health safety and environment
- KU15.** use of various fire and other safety equipment
- KU16.** effects of leakage in any piping system or equipment/vessels
- KU17.** importance of documentation and record keeping of fire and safety activity

## Generic Skills (GS)

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

- GS1.** keep abreast by reading about new policies at an organization level
- GS2.** fill up appropriate technical forms, process charts, activity logs as per organizational format in English and/or local language
- GS3.** communicate effectively in writing
- GS4.** convey information effectively
- GS5.** discuss observations, new policies and schedules and activities
- GS6.** listen with full attention and comprehend the information given by various sources about the site or equipment
- GS7.** make appropriate judgments
- GS8.** use reasoning skills to identify and resolve problems
- GS9.** choose appropriate actions
- GS10.** plan suitably as per job requirements
- GS11.** identify actions to be taken and prioritize them
- GS12.** organize all process manuals so that sorting/ accessing information is easy
- GS13.** analyse information and use logic to address safety-related issues and problems.
- GS14.** determine the safety measures to be followed and how changes in conditions, operations, and the environment will affect outcomes.



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- GS15.** undertake and express new ideas and initiatives
- GS16.** evaluate workplace safety, health & environment
- GS17.** monitor the appropriateness, replacement and maintenance of plant and equipment used for safety critical processes
- GS18.** Monitor work specific risk, their extent and readiness
- GS19.** apply balance judgements to different situations

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carryout safety procedures as per safety rules</i>	<b>30</b>	<b>60</b>	-	-
<b>PC1.</b> follow Oil Industry Safety Directorate (OISD) standards related to firefighting equipment and appliances in oil and gas industry	2	8	-	-
<b>PC2.</b> define Occupational Safety and Health (OSH) policies	4	6	-	-
<b>PC3.</b> prepare and maintain checklist to monitor safety regulations in and around oil and gas installations	4	6	-	-
<b>PC4.</b> check proper positioning and accessibility of fire extinguishers and first aid boxes	4	6	-	-
<b>PC5.</b> check for proper signs related to safety, emergency pathway and exit availability	6	4	-	-
<b>PC6.</b> maintain fire safety equipment i.e. fire extinguishers, fire alarms, sprinkler, smoke detectors, fire hose etc to ensure readiness during emergency	2	8	-	-
<b>PC7.</b> inspect oil and gas installations and surrounding area for any hazard to prevent harm to people, property and environment	2	8	-	-
<b>PC8.</b> check for flammable materials and initiate necessary safety measures	2	8	-	-
<b>PC9.</b> record near-miss events and take preventive measures	4	6	-	-
<i>Manage Safety demonstration</i>	<b>6</b>	<b>22</b>	-	-
<b>PC10.</b> coordinate with operation and maintenance team for fire safety awareness programs and conduct safety drills at workplace	4	6	-	-
<b>PC11.</b> demonstrate first aid medical treatment procedure	-	8	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> demonstrate actions to be taken in case of fire	2	8	-	-
<i>Reporting</i>	<b>4</b>	<b>8</b>	-	-
<b>PC13.</b> prepare and maintain daily inspection report and submit it to the reporting authority responsible for fire safety	4	8	-	-
<b>NOS Total</b>	<b>40</b>	<b>90</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HYC/N3601
<b>NOS Name</b>	Prepare workplace in line with fire safety rules
<b>Sector</b>	Hydrocarbon
<b>Sub-Sector</b>	Midstream, Downstream
<b>Occupation</b>	Management of Health, Safety and Environment (HSE), Management of Health, Safety and Environment (HSE)
<b>NSQF Level</b>	4
<b>Credits</b>	7
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022

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### HYC/N3602: Perform fire safety operations at workplace

#### Description

This OS describes various firefighting methods and rescue operations by using suitable firefighting equipment and laid down procedures.

#### Scope

The scope covers the following :

- Usage of firefighting equipment
- Fire safety measures
- Reporting

#### Elements and Performance Criteria

##### *Usage of firefighting equipment*

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

- PC1.** identify the ignition source such as flame, spark, static electricity, heat source etc.
- PC2.** classify fire according to standard class of fire i.e. class A, B, C, D & E
- PC3.** select the type of fire extinguishers to be used according to the class of fire
- PC4.** use various PPEs applicable during firefighting
- PC5.** adopt suitable firefighting method according to class of fire and firefighting equipment
- PC6.** operate fire extinguishers using appropriate method to extinguish fire
- PC7.** maintain firefighting equipment as per maintenance check list

##### *Fire safety measures*

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

- PC8.** respond to fire caused due to oil spills or gas leakage with the appropriate fire extinguishing method
- PC9.** check for open or damage valves in case of fire due to oil spills or gas leakage
- PC10.** carryout first aid measures in case of inhalation of toxic gas

##### *Reporting*

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

- PC11.** report the problem to his reporting authority in case of emergency situations
- PC12.** inform the fire safety team/in charge in case the situation is out of control

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** record keeping system with respect to safety
- KU2.** fatal and near-miss events
- KU3.** how to conduct safety inspection

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- KU4.** oil and gas industry safety procedures
- KU5.** importance of working in a clean and safe environment
- KU6.** company policies and procedures
- KU7.** various type of fire extinguishing materials such as using foam as an extinguishing media, vapor dispersal/vapor suppression technique etc
- KU8.** methods of accident prevention plan
- KU9.** fixed firefighting installation in oil and gas industry and their method of operation
- KU10.** difference between process and personal safeties
- KU11.** safety pyramid and hazards
- KU12.** safety standards and government regulations
- KU13.** fix hazardous and potentially hazardous conditions or equipment
- KU14.** programs on workplace safety and health
- KU15.** correct use of safety equipment
- KU16.** working principle and use of various type of gas detectors
- KU17.** causes and consequences of accidents occurred and identify how to prevent them in future
- KU18.** auditing equipment working condition

## Generic Skills (GS)

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

- GS1.** note down observations
- GS2.** making of report
- GS3.** keep abreast by reading about new policies at an organization level
- GS4.** fill up appropriate technical forms, process charts, activity logs as per organizational format in English and/or local language
- GS5.** communicate effectively in writing
- GS6.** convey information effectively
- GS7.** discuss his observations, new policies, schedules and activities
- GS8.** listen with full attention and comprehend the information given by various sources about the site or equipment
- GS9.** make appropriate judgments.
- GS10.** use reasoning skills to identify and resolve problems
- GS11.** choose appropriate actions
- GS12.** plan suitably as per job requirements
- GS13.** identify actions to be taken and prioritize them
- GS14.** organize all process manuals so that sorting/ accessing information is easy
- GS15.** analyse information and use logic to address safety-related issues and problems.
- GS16.** determine how the safety measures are to be followed and how changes in conditions, operations and the environment will affect outcomes.
- GS17.** undertake and express new ideas and initiatives to others
- GS18.** evaluate programs on workplace safety and health



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- GS19.** monitor the appropriateness, replacement and maintenance of plant and equipment used for safety critical processes
- GS20.** implement work specific risk Assessments, their extent and readiness
- GS21.** be honest and ethical

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Usage of firefighting equipment</i>	<b>18</b>	<b>52</b>	-	-
<b>PC1.</b> identify the ignition source such as flame, spark, static electricity, heat source etc.	4	6	-	-
<b>PC2.</b> classify fire according to standard class of fire i.e. class A, B, C, D & E	4	6	-	-
<b>PC3.</b> select the type of fire extinguishers to be used according to the class of fire	2	8	-	-
<b>PC4.</b> use various PPEs applicable during firefighting	2	8	-	-
<b>PC5.</b> adopt suitable firefighting method according to class of fire and firefighting equipment	-	10	-	-
<b>PC6.</b> operate fire extinguishers using appropriate method to extinguish fire	2	8	-	-
<b>PC7.</b> maintain firefighting equipment as per maintenance check list	4	6	-	-
<i>Fire safety measures</i>	<b>10</b>	<b>20</b>	-	-
<b>PC8.</b> respond to fire caused due to oil spills or gas leakage with the appropriate fire extinguishing method	2	8	-	-
<b>PC9.</b> check for open or damage valves in case of fire due to oil spills or gas leakage	4	6	-	-
<b>PC10.</b> carryout first aid measures in case of inhalation of toxic gas	4	6	-	-
<i>Reporting</i>	<b>12</b>	<b>8</b>	-	-
<b>PC11.</b> report the problem to his reporting authority in case of emergency situations	6	4	-	-
<b>PC12.</b> inform the fire safety team/in charge in case the situation is out of control	6	4	-	-
<b>NOS Total</b>	<b>40</b>	<b>80</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HYC/N3602
<b>NOS Name</b>	Perform fire safety operations at workplace
<b>Sector</b>	Hydrocarbon
<b>Sub-Sector</b>	Midstream, Downstream
<b>Occupation</b>	Management of Health, Safety and Environment (HSE), Management of Health, Safety and Environment (HSE)
<b>NSQF Level</b>	4
<b>Credits</b>	4.3
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### HYC/N9301: Working Effectively in a team

#### Description

This unit is about working effectively within a team.

#### Scope

The scope covers the following :

- Effective team work

#### Elements and Performance Criteria

##### *Effective team work*

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

- PC1.** maintain clear communication with colleagues
- PC2.** pass on information to colleagues in line with organisational requirements
- PC3.** provide support to the team members
- PC4.** respect the colleagues
- PC5.** fulfil commitments made to colleagues
- PC6.** inform team members timely, if timelines can't be met
- PC7.** take the necessary initiatives to resolve the issues while working in team
- PC8.** adopt gender neutral behaviour while interacting with colleagues
- PC9.** offer assistance to a person with disability (PWD), only if required

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization policies and procedures related to team performance
- KU2.** the importance of effective communication and establishing good working relationships with colleagues
- KU3.** the importance of creating an environment of trust and mutual respect
- KU4.** the implications of own work on the work and schedule of others
- KU5.** the standard practices in organisation w.r.t communication at various levels
- KU6.** the personal responsibility for completing the task in time
- KU7.** importance of gender equality
- KU8.** importance of showing empathy while interacting with a PwD

#### Generic Skills (GS)

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



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- GS1.** communicate effectively in writing
- GS2.** read instructions, guidelines/procedures
- GS3.** work in a disciplined manner for meeting commitments and deadline
- GS4.** how to plan and prioritise the work
- GS5.** the importance of consistent and reliable services
- GS6.** apply problem solving approaches in different situations
- GS7.** apply balanced judgments to different situations

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Effective team work</i>	<b>20</b>	<b>30</b>	-	-
<b>PC1.</b> maintain clear communication with colleagues	2	3	-	-
<b>PC2.</b> pass on information to colleagues in line with organisational requirements	2	3	-	-
<b>PC3.</b> provide support to the team members	2	4	-	-
<b>PC4.</b> respect the colleagues	3	4	-	-
<b>PC5.</b> fulfil commitments made to colleagues	2	3	-	-
<b>PC6.</b> inform team members timely, if timelines can't be met	2	4	-	-
<b>PC7.</b> take the necessary initiatives to resolve the issues while working in team	3	4	-	-
<b>PC8.</b> adopt gender neutral behaviour while interacting with colleagues	2	2	-	-
<b>PC9.</b> offer assistance to a person with disability (PWD), only if required	2	3	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HYC/N9301
<b>NOS Name</b>	Working Effectively in a team
<b>Sector</b>	Hydrocarbon
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic, Generic
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022

## 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>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> identify employability skills required for jobs in various industries	-	-	-	-
<b>PC2.</b> identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC3.</b> 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.	-	-	-	-
<b>PC4.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>2</b>	<b>4</b>	-	-
<b>PC5.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC6.</b> 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>	<b>2</b>	<b>3</b>	-	-
<b>PC7.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
<b>PC8.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
<b>PC9.</b> write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-



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

### Qualification Pack

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0102
<b>NOS Name</b>	Employability Skills (60 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	31/03/2022

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

**Minimum Aggregate Passing % at QP Level : 70**

## Qualification Pack

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

### Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HYC/N3601.Prepare workplace in line with fire safety rules	40	90	-	-	130	30
HYC/N3602.Perform fire safety operations at workplace	40	80	-	-	120	30
HYC/N9301.Working Effectively in a team	20	30	-	-	50	20
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	20
<b>Total</b>	<b>120</b>	<b>230</b>	<b>-</b>	<b>-</b>	<b>350</b>	<b>100</b>

## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training
<b>SS</b>	Stainless Steel
<b>PPE</b>	Personal Protective Equipment

## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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

<b>Knowledge and Understanding (KU)</b>	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.
<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.