

Qualification Pack



Loading Operator - LPG/Propane

QP Code: HYC/Q6501

Version: 1.0

NSQF Level: 3

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HYC/Q6501: Loading Operator - LPG/Propane

Brief Job Description

The individual is responsible to complete loading of LPG/Propane (liquid hydrocarbon) etc. by following the standard operating procedure (SOP). The person is responsible for physical inspection & proper positioning of the tanker, earthing cable connection, checking healthiness /working of Pressure gauge (PG) Temperature gauge (TG) and Lower explosive limit (LEL) meter, Connection of Vapour / liquid arms to the tanker with proper gasket, ensure liquid and vapour line are open. The person communicates with loading control room, taking all required safety measures up to exit of the tanker from Gantry.

Personal Attributes

The person should have a good sense of responsibility and communication skills. He/she must be physically robust and must have medical fitness certificate as per Factory Law Form 23 and 33. The person must be 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/N6501: Carry out loading of LPG/Propane](#)
2. [HYC/N9301: Working Effectively in a team](#)
3. [HYC/N9302: Maintain health, safety and security procedures](#)
4. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Hydrocarbon
Sub-Sector	Downstream
Occupation	Operations -LPG/Propane (Gas Processing Plant/ Terminal/ Bottling Plant), Operations -LPG/Propane (Gas Processing Plant/ Terminal/ Bottling Plant)
Country	India
NSQF Level	3

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Credits	11
Aligned to NCO/ISCO/ISIC Code	NCO/2015 9333
Minimum Educational Qualification & Experience	5th grade pass (with 4-years of relevant experience) OR 8th grade pass (with 1-year of relevant experience) OR 9th grade pass OR 8th grade pass (one year of National Trade Certificate (NTC) after 8th)
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	17/11/2025
NSQC Approval Date	17/11/2022
Version	1.0
Reference code on NQR	2022/HYC/HSSCI/06783
NQR Version	1.0

Remarks:

NA

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HYC/N6501: Carry out loading of LPG/Propane

Description

This unit is about carrying out the loading activity of LPG/Propane (liquid hydrocarbon) etc to tank-truck and rail wagons as per the defined procedures

Scope

The scope covers the following :

- Carry out pre-loading checks
- Carry out loading operation
- Reporting and documentation

Elements and Performance Criteria

Carry out Pre- loading checks

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

- PC1.** check readiness of Non sparking hand tool equipment required for loading activity; all persons must be with proper PPE's
- PC2.** Ensure that products sample (LPG/Propane) is within specified range in laboratory certificate of products
- PC3.** ensure that the storage sphere/tank/vessel/mounded Bullet ready for loading operations/ transfer pumps/injection for loading of road tankers and rail wagons
- PC4.** check readiness of testing equipment such as Pressure gauge (PG) Temperature gauge (TG) and Lower explosive limit (LEL) meter
- PC5.** check the availability of fire extinguishers and fire-fighting equipment near the loading area and readiness for use if required
- PC6.** ensure that loading area free off any obstructions and for proper positioning of the tank-truck/ wagon in Gantry for loading operation
- PC7.** carry out/co-ordinate weighment of empty trucks/ wagons tare on the weighbridges
- PC8.** ensure tank truck is parked safely in proper loading position as per standard marking, 'drive out' position in parking/secured area
- PC9.** place wooden blocks properly to tires of tanker for no movement
- PC10.** ensure that earthing cable are connected
- PC11.** communicate with field staff and control room for individual truck details and specific loading points

Carry out loading operation

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

- PC12.** ensure correct positioning of truck/wagon with hand break applied and engine off and take the custody of ignition key in Gantry /loading bay
- PC13.** record the initial reading of roto-gauge, tank level gauge and mass flow meter
- PC14.** record the density and temperature of the product from flow meter. Inform TT (Truck Tanker) tare weight to C/R

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- PC15.** connect the loading arm & vapor arm for loading operation
- PC16.** ensure the connections are not loose (to avoid any leakage)
- PC17.** ensure no spillage takes place while handling of LPG/Propane in loading operation
- PC18.** check that the product level in tanker using roto gauge and does not exceed defined limit of loading capacity (85%)
- PC19.** monitor the level of LPG/Propane in the tanker using roto gauge
- PC20.** check that the product level in tank does not exceed defined limit for loading capacity
- PC21.** close the valves of liquid & vapour arm and open valves of DP line of liquid & vapour arm for depressurization and then disconnect the loading arm
- PC22.** record the final reading of roto-gauge, tank level gauge and mass flow meter
- PC23.** reweighing of tanker / wagon after loading operation on the same weighbridge
- PC24.** sealing of the tanker as per instruction of the loading control room
- PC25.** carry out degassing/purging of tanker /wagon as per procedure

Reporting and documentation

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

- PC26.** preparation/Coordinate the preparation of delivery challan
- PC27.** hand over a copy of weighment slip
- PC28.** report to the fire safety team/in charge in case of spillage/ fire hazard and the situation is out of control

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** fire safety, fire and fire triangle
- KU2.** impact of violation of safety procedures
- KU3.** reporting structure in the organization
- KU4.** importance of working in a clean and safe environment
- KU5.** company policies and procedures
- KU6.** fire signage and indicators
- KU7.** condition of workplace environment, equipment, and safety practices
- KU8.** use of various fire and other safety equipment
- KU9.** effects of any leakage during loading operation
- KU10.** use of Communication equipment, gas sensors, portable gas monitors, explosimeter and LEL Meter

Generic Skills (GS)

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

- GS1.** read and interpret information correctly
- GS2.** assess complexity and criticality of task



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- GS3.** communicate effectively with team members
- GS4.** perform basic mathematical calculation
- GS5.** plan and organize the marketing activity

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out Pre- loading checks</i>	16	22	-	-
PC1. check readiness of Non sparking hand tool equipment required for loading activity; all persons must be with proper PPE's	1	2	-	-
PC2. Ensure that products sample (LPG/Propane) is within specified range in laboratory certificate of products	1	2	-	-
PC3. ensure that the storage sphere/tank/vessel/mounded Bullet ready for loading operations/ transfer pumps/injection for loading of road tankers and rail wagons	2	2	-	-
PC4. check readiness of testing equipment such as Pressure gauge (PG) Temperature gauge (TG) and Lower explosive limit (LEL) meter	1	2	-	-
PC5. check the availability of fire extinguishers and fire-fighting equipment near the loading area and readiness for use if required	2	3	-	-
PC6. ensure that loading area free off any obstructions and for proper positioning of the tank-truck/ wagon in Gantry for loading operation	1	2	-	-
PC7. carry out/co-ordinate weighment of empty trucks/ wagons tare on the weighbridges	2	2	-	-
PC8. ensure tank truck is parked safely in proper loading position as per standard marking, 'drive out' position in parking/secured area	1	2	-	-
PC9. place wooden blocks properly to tires of tanker for no movement	2	1	-	-
PC10. ensure that earthing cable are connected	1	2	-	-
PC11. communicate with field staff and control room for individual truck details and specific loading points	2	2	-	-
<i>Carry out loading operation</i>	20	34	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. ensure correct positioning of truck/wagon with hand break applied and engine off and take the custody of ignition key in Gantry /loading bay	1	2	-	-
PC13. record the initial reading of roto-gauge, tank level gauge and mass flow meter	1	2	-	-
PC14. record the density and temperature of the product from flow meter. Inform TT (Truck Tanker) tare weight to C/R	2	2	-	-
PC15. connect the loading arm & vapor arm for loading operation	1	3	-	-
PC16. ensure the connections are not loose (to avoided any leakage)	2	2	-	-
PC17. ensure no spillage take place while handling of LPG/Propane in loading operation	2	4	-	-
PC18. check that the product level in tanker using roto gauge and does not exceed defined limit of loading capacity (85%)	2	4	-	-
PC19. monitor the level of LPG/Propane in the tanker using roto gauge	1	3	-	-
PC20. check that the product level in tank does not exceed defined limit for loading capacity	1	2	-	-
PC21. close the valves of liquid & vapour arm and open valves of DP line of liquid & vapour arm for depressurization and then disconnect the loading arm	1	2	-	-
PC22. record the final reading of roto-gauge, tank level gauge and mass flow meter	2	2	-	-
PC23. reweighing of tanker / wagon after loading operation on the same weighbridge	1	2	-	-
PC24. sealing of the tanker as per instruction of the loading control room	1	2	-	-
PC25. carry out degassing/purging of tanker /wagon as per procedure	2	2	-	-
<i>Reporting and documentation</i>	4	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC26. preparation/Coordinate the preparation of delivery challan	1	1	-	-
PC27. hand over a copy of weighment slip	1	1	-	-
PC28. report to the fire safety team/in charge in case of spillage/ fire hazard and the situation is out of control	2	2	-	-
NOS Total	40	60	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HYC/N6501
NOS Name	Carry out loading of LPG/Propane
Sector	Hydrocarbon
Sub-Sector	Downstream
Occupation	Operations -LPG/Propane (Gas Processing Plant/ Terminal/ Bottling Plant), Operations -LPG/Propane (Gas Processing Plant/ Terminal/ Bottling Plant)
NSQF Level	3
Credits	4
Version	1.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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

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National Occupational Standards (NOS) Parameters

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

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HYC/N9302: Maintain health, safety and security procedures

Description

This unit is about maintaining health, safety and security procedure at workplace. It covers responsibilities towards self, others, assets and the environment.

Scope

The scope covers the following :

- Follow health and safety measures
- Follow safety procedures during emergency

Elements and Performance Criteria

Follow health and safety measures

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

- PC1.** use protective clothing/equipment such as face mask, hand gloves, goggle etc for specific tasks and work conditions
- PC2.** identify the people responsible for maintaining health and safety in the workplace
- PC3.** identify possible causes of risk or accident in the workplace
- PC4.** follow safe working practices while dealing with hazards to ensure the safety of self and others
- PC5.** lift heavy objects safely using correct procedures
- PC6.** follow safety signages
- PC7.** maintain hands hygiene by washing hand frequently and thoroughly with soap and water or alcohol-based hand rub
- PC8.** inform the concerned person of any illness related to self and others
- PC9.** maintain workplace hygiene by disinfecting the equipment and tools regularly

Follow safety procedures during emergency

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

- PC10.** respond promptly and appropriately to an accident or in an emergency situation
- PC11.** use appropriate fire extinguishers for different types of fires correctly
- PC12.** follow appropriate rescue techniques during fire hazard
- PC13.** follow good housekeeping practice in order to prevent fire hazards
- PC14.** inform fire safety department about any near-miss incidents in the work place
- PC15.** provide appropriate first aid to victims in an emergency situation
- PC16.** follow the applicable regulations and codes as per safety standard
- PC17.** prepare written accident/incident report and share with the concerned officer/department

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** company's policies on personnel management and duty reporting procedure
- KU2.** reporting structure within organization
- KU3.** health and safety hazards commonly affecting the work environment and related precautions
- KU4.** importance of maintaining personal hygiene using PPE kit, sanitizer and soap
- KU5.** importance of maintaining workplace hygiene
- KU6.** preventative and remedial actions to be taken in the case of exposure to toxic materials
- KU7.** importance of using protective clothing/equipment while working
- KU8.** various causes of fire
- KU9.** techniques of using different types of fire extinguishers
- KU10.** different materials used for extinguishing fire
- KU11.** various types of safety signs and their significance

Generic Skills (GS)

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

- GS1.** communicate effectively by writing
- GS2.** read instructions, guidelines/procedures and reports
- GS3.** identify and report potential sources of danger
- GS4.** how to plan the work to meet the deadline
- GS5.** the importance of on time services
- GS6.** apply problem solving approaches in different situations
- GS7.** apply balanced judgments in different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow health and safety measures</i>	9	15	-	-
PC1. use protective clothing/equipment such as face mask, hand gloves, goggle etc for specific tasks and work conditions	1	2	-	-
PC2. identify the people responsible for maintaining health and safety in the workplace	1	-	-	-
PC3. identify possible causes of risk or accident in the workplace	1	2	-	-
PC4. follow safe working practices while dealing with hazards to ensure the safety of self and others	1	2	-	-
PC5. lift heavy objects safely using correct procedures	1	2	-	-
PC6. follow safety signages	1	2	-	-
PC7. maintain hands hygiene by washing hand frequently and thoroughly with soap and water or alcohol-based hand rub	1	2	-	-
PC8. inform the concerned person of any illness related to self and others	1	1	-	-
PC9. maintain workplace hygiene by disinfecting the equipment and tools regularly	1	2	-	-
<i>Follow safety procedures during emergency</i>	11	15	-	-
PC10. respond promptly and appropriately to an accident or in an emergency situation	1	2	-	-
PC11. use appropriate fire extinguishers for different types of fires correctly	2	2	-	-
PC12. follow appropriate rescue techniques during fire hazard	1	2	-	-
PC13. follow good housekeeping practice in order to prevent fire hazards	1	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. inform fire safety department about any near-miss incidents in the work place	2	2	-	-
PC15. provide appropriate first aid to victims in an emergency situation	1	2	-	-
PC16. follow the applicable regulations and codes as per safety standard	1	2	-	-
PC17. prepare written accident/incident report and share with the concerned officer/department	2	2	-	-
NOS Total	20	30	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HYC/N9302
NOS Name	Maintain health, safety and security procedures
Sector	Hydrocarbon
Sub-Sector	Generic
Occupation	Generic, Generic
NSQF Level	4
Credits	2
Version	3.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

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

Constitutional values - Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

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

Career Development & Goal Setting

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

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

Communication Skills

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

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

Diversity & Inclusion

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

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

Financial and Legal Literacy

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

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

Essential Digital Skills

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

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

Entrepreneurship

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

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

Customer Service

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

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

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PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

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

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

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

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

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

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

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

KU11. how to compute income and expenditure

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

KU13. different legal rights and laws

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

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

KU16. how to identify business opportunities

KU17. types and needs of customers

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

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

Generic Skills (GS)

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

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

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

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- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

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Assessment Criteria

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

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

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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	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) 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 centre (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Minimum Aggregate Passing % at QP Level : 50

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/N6501.Carry out loading of LPG/Propane	40	60	0	0	100	40
HYC/N9301.Working Effectively in a team	20	30	-	-	50	20
HYC/N9302.Maintain health, safety and security procedures	20	30	-	-	50	20
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	20
Total	100	150	-	-	250	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
OS	Occupational Standard(s)
QP	Qualifications Pack
KU	Knowledge and understanding
GS	Generic Skills
LPG	Liquefied petroleum gas
FAQ	Frequently Asked Questions
PPE	Personal Protective Equipment

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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.