

QUALIFICATION FILE – Standalone NOS

<Qualification Name>

Horizontal/Generic Vertical/Specialization

Upskilling Dual/Flexi Qualification For ToT For ToA

General Multi-skill (MS) Cross Sectoral (CS) Future Skills

NCrF/NSQF Level:

Submitted By:

< Submitting Body Name>

<Submitting Body Contact Details>

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Section 1: Basic Details

1.	NOS-Qualification Name											
2.	Sector/s											
3.	Type of Qualification <input type="checkbox"/> New <input type="checkbox"/> Revised	NQR Code & version of the existing /previous qualification: <i>(change to previous, once approved)</i>	Qualification Name of the existing/previous version: <i>(previous, once approved)</i>									
4.	National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval.)</i>	5. NCrF/NSQF Level:										
6.	Brief Description of the Standalone NOS											
7.	Eligibility Criteria for Entry for a Student/Trainee/Learner/Employee	<p>a. Entry Qualification & Relevant Experience:</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Relevant Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>b. Age <i><Please specify age only in case of any legal restrictions></i>:</p>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)						
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)										
8.	Credits Assigned to this NOS-Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>	9. Common Cost Norm Category (I/II/III) <i>(wherever applicable):</i>										
10.	Any Licensing Requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>											

11.	Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	<input type="checkbox"/> Offline Only <input type="checkbox"/> Online Only <input type="checkbox"/> Blended <table border="1" data-bbox="1025 256 1713 440"> <thead> <tr> <th>Training Delivery Mode</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><i>(Refer Blended Learning Annexure for details)</i></p>	Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)	Classroom (offline)				Online			
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Classroom (offline)														
Online														
12.	Assessment Criteria	<table border="1" data-bbox="1025 564 1984 676"> <thead> <tr> <th>Theory (Marks)</th> <th>Practical (Marks)</th> <th>Project (Marks)</th> <th>Viva (Marks)</th> <th>Total (Marks)</th> <th>Passing %age</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Theory (Marks)	Practical (Marks)	Project (Marks)	Viva (Marks)	Total (Marks)	Passing %age						
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13.	Is the NOS Amenable to Persons with Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No If “Yes”, specify applicable type of Disability:												
14.	Progression Path After Attaining the Qualification, wherever applicable <i>(Please show Professional and Academic progression)</i>													
15.	How participation of women will be encouraged?													
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	<i>(Please provide assurance and plan for developing the qualification in other Indian Languages as per training requirement)</i>												
17.	Is similar NOS available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input type="checkbox"/> No URLs of similar Qualifications:												
18.	Name and Contact Details Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Email: Website: <div style="float: right;">Contact No.:</div>												

19.	Final Approval Date by NSQC:	20. Validity Duration:	21. Next Review Date:
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Section 2: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	
2.	Master Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	
3.	Tools and Equipment Required for the Training	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If "Yes", details to be provided in Annexure)</i>
4.	In Case of Revised NOS, details of Any Upskilling Required for Trainer	

Section 3: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	
2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines), (wherever applicable)</i>	
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	
4.	Assessment Mode <i>(Specify the assessment mode)</i>	
5.	Tools and Equipment Required for Assessment	<input type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

Section 4: Evidence of the Need for the Standalone NOS

Provide Annexure/Supporting documents name.

1.	Government /Industry initiatives/ requirement (Yes/No):
2.	Number of Industry validation provided: < Specify both Annexure & Supporting document details for Industry validation summary & Industry validations (as per format)>
3.	Estimated number of people to be trained: <Specify details in annexure>
4.	Evidence of Concurrence/Consultation with Line/State Departments (In case of regulated sectors): (Yes/No): < Select the relevant options and specify Supporting document details> If “No”, why:

Section 5: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf/NSQF descriptors (Mandatory)	
2.	Annexure: List of tools and equipment relevant for NOS (Mandatory, except in case of online course)	
3.	Annexure: Performance and Assessment Criteria (Mandatory)	
4.	Annexure: Assessment Strategy (Mandatory)	
5.	Annexure: Blended Learning (Mandatory, in case selected Mode of delivery is Blended Learning)	
6.	Annexure: Acronym and Glossary (Optional)	
7.	Annexure/Supporting Document: Standalone NOS- Performance Criteria Details Annexure/Document with	

	PC-wise detailing as per NOS format (Mandatory- Public view)	
8.	Supporting Document: Model Curriculum (<i>Mandatory – Public view</i>)	

Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process			
Professional and Technical Skills/ Expertise/ Professional Knowledge			
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill			
Broad Learning Outcomes/Core Skill			
Responsibility			

Annexure: Tools and Equipment (lab set-up)

List of Tools and Equipment

Batch Size:

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size

Classroom Aids

The aids required to conduct sessions in the classroom are:

- 1.
- 2.

Annexure: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)

Annexure: Training Details

Training Projections:

Year	Estimated Training # of Total Candidates	Estimated training # of Women	Estimated training # of People with Disability

Data to be provided year-wise for next 3 years.

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the NOS		

		List Recommended Tools – for all Selected Components	Offline: Online Ratio
1	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge		
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills and Employability Skills /Mentorship to Learners		
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners		
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice		
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Candidate Training		

Annexure: Standalone NOS- Performance Criteria details

1. Description:

2. Scope:

The scope covers the following:

-
-

3. Elements and Performance Criteria

<Element Name>

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

PC1.

PC2.

.....

4. Knowledge and Understanding (KU):

The individual on the job needs to know and understand:

KU1.

KU2.

....

5. Generic Skills (GS):

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

GS1.

GS2.

.....

Annexure: Assessment Criteria

Detailed PC-wise assessment criteria and assessment marks for the NOS are as follows:

S. No.	Assessment Criteria for Performance Criteria	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC 1.					
PC 2.					
PC 3.					
Total Marks					

Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Assessment of the qualification evaluates candidates to ascertain that they can integrate knowledge, skills and values for carrying out relevant tasks as per the defined learning outcomes and assessment criteria.

The underlying principle of assessment is fairness and transparency. The evidence of the outcomes and assessment criteria. competence acquired by the candidate can be obtained by conducting Theory (Online) examination.

About Examination Pattern:

1. The question papers for the theory exams are set by the Examination wing (assessor) of NIELIT HQS.
2. The assessor assigns roll number.
3. The assessor carries out theory online assessments. Theory examination would be conducted online and the paper comprise of MCQ
4. Pass percentage would be 50% marks.
5. The examination will be conducted in English language only.

Quality assurance activities: A pool of questions is created by a subject matter expert and moderated by other SME. Test rules are set beforehand. Random set of questions which are according to syllabus appears which may differ from candidate to candidate. Confidentiality and impartiality are maintained during all the examination and evaluation processes.

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.