QUALIFICATION FILE – Micro-Credentials

Junior Executive - Technical Sales (Automation)

☒Public ☐ Private

☒Upskilling ☐ Dual/Flexi Qualification ☐For ToT ☐For ToA

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

NCrF/NSQF Level: 4

Submitted By:

IASC SECTOR SKILL COUNCIL

324, US Complex, New Delhi- 110076

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Section 1: Basic Details

<table>
<tr><td>1.</td><td>Micro Credential-Qualification Name</td><td colspan="2">Junior Executive - Technical Sales (Automation)</td></tr>
<tr><td>2.</td><td>Sector/s</td><td colspan="2">IASC Sector Skill Council</td></tr>
<tr><td>3.</td><td>National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval.)</td><td>2022/EHW/IASC/06504</td><td>4. NCrF/NSQF Level: 4</td></tr>
<tr><td>5.</td><td>Brief Description of the Micro-Credential</td><td colspan="2">Individuals in this job will be a key contributor to our business growth by promoting and selling our automation solutions to clients. Individual roles involve leveraging technical expertise and understanding of automation technologies to identify potential customers, engage with them, and provide tailored solutions that address their automation needs.</td></tr>
<tr><td>6.</td><td>Eligibility Criteria for Entry for Students/Trainee/Learner/Employee</td><td colspan="2">a. Entry Qualification & Relevant Experience
b. Age 18+

<table>
<tr><th>S. No.</th><th>Academic/Skill Qualification (with specialization- if applicable)</th><th>Relevant Experience (with specialization- if applicable)</th></tr>
<tr><td></td><td>10th grade pass with two years of any combination of NTC/NAC/CITS
OR
10th grade pass with one-year NTC / NAC /CITS + 1 year of relevant experience</td><td>with one-year NTC / NAC /CITS + 1 year of relevant experience</td></tr>
<tr><td></td><td>*Instrumentation/EEE/ECE/Mechanical/Electrical/Mechatronics</td><td></td></tr>
</table></td></tr>
<tr><td>7.</td><td>Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))</td><td>14</td><td>8. Common Cost Norm Category (I/II/III) (wherever applicable): I</td></tr>
<tr><td>9.</td><td>Any Licensing Requirements/ Pre-requisites for Undertaking Training (wherever applicable)</td><td colspan="2">NAs</td></tr>
<tr><td>10.</td><td>Expected Outcomes of the Micro-Credential</td><td colspan="2">Terminal learning outcomes are:
• Introduction about opportunity and roles to increase the client base
• Individual will build and maintain PR with key customers
• Customer Handling</td></tr>
</table>

		• Interaction with business alliances working in automation industry to identify the need of automation • Conduct quality survey at plant / manufacturing sites to analyse need of automation • MIS and management reporting system

<table>
<tr><td></td><td></td><td></td></tr>
<tr><td>11.</td><td>Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</td><td>☒Offline Only ☐ Online Only ☐Blended

(Refer Blended Learning Annexure for Details)</td></tr>
<tr><td>12.</td><td>Assessment Criteria</td><td>
<table>
<tr><th>Training Delivery Mode</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>Total (Hours)</th></tr>
<tr><td>Classroom (offline)</td><td>102</td><td>180</td><td>390</td></tr>
<tr><td>Online</td><td></td><td></td><td></td></tr>
</table>
</td></tr>
<tr><td>13.</td><td>Is the Qualification Amenable to Persons with Disability</td><td>☐ Yes ☒No If “Yes”, specify the applicable type of Disability:</td></tr>
<tr><td>14.</td><td>How participation of women will be encouraged?</td><td rowspan="2">
<table>
<tr><th>Theory (Marks)</th><th>Practical (Marks)</th><th>Project (Marks)</th><th>Viva (Marks)</th><th>Total (Marks)</th><th>Passing %</th></tr>
<tr><td>220</td><td>280</td><td>0</td><td>0</td><td>550</td><td>100</td></tr>
</table>
</td></tr>
<tr><td>15.</td><td>Other Indian Languages in which the Micro Credential will be implemented.</td></tr>
<tr><td>16.</td><td>Is similar Micro Credential Qualification(s) available on NQR-if yes, justification for this qualification</td><td>☐ Yes ☒No URLs of similar Qualifications:</td></tr>
</table>

17.	**Name and Contact Details Submitting/Awarding Body SPOC**	**Name: Mayank Bansal** **Email: sqa**@iascsectorskillcouncil.in **Contact No.: 7599140834** **Website: https://iascsectorskillcouncil.in**	
18.	**NSQC Approval Date:** 26/05/2022	**19. Validity Duration:**	**20. Next Review Date:** 26/05/2025

Section 2: Training Related

1.	**Trainer's Qualification and experience in relevant sector (in years)** *(as per requirement and NCVET guidelines)*	**Post-Graduation with relevant Field** (Instrumentation/EEE/ECE/Mechanical/Electrical/Mechatronics)
2.	**Master Trainer's Qualification and experience in relevant sector (in years)** *(as per requirement and NCVET guidelines)*	**Post-Graduation with one Year Industry related Experience** (Instrumentation/EEE/ECE/Mechanical/Electrical/Mechatronics)
3.	**Tools and Equipment Required for Training**	☐ **Yes** ☐ **No** (*If "Yes", details to be provided in Annexure)*

Section 3: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per requirement and NCVET guidelines)*	**Post-Graduation with one Year Industry related Experience** (Instrumentation/EEE/ECE/Mechanical/Electrical/Mechatronics)
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per requirement and NCVET guidelines)*	**Post-Graduation with Two Year Industry related Experience** (Instrumentation/EEE/ECE/Mechanical/Electrical/Mechatronics)
3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per requirement and NCVET guidelines)*	**Post-Graduation with Three Year Industry related Experience** (Instrumentation/EEE/ECE/Mechanical/Electrical/Mechatronics)

4.	**Assessment Mode** *(Specify the assessment mode)*	**Mode: ☐Online Only ☐ Offline Only ☒Blended**
5.	**Tools and Equipment Required for Assessment**	**☒Same as for training ☐ Yes ☒No** *(details to be provided in Annexure-if it is different for Assessment)*

Section 4: Evidence of Need of the Micro Credential

As per the NCVET Guidelines for evidence of need, provide the required Annexure/Supporting documents.

1.	Government /Industry initiatives/ requirement (Yes/No): YES
2.	Number of Industry validation provided: 5
3.	Estimated number of people to be trained:

Section 5: Annexure Check List

Specify Annexure Number and Name.

1.	**Annexure:** NCrF/NSQF level justification based on NCrF Level/NSQF descriptors *(Mandatory)*	Filled
2.	**Annexure:** Learning Outcomes and Assessment Criteria *(Mandatory)*	Filled
3.	**Annexure:** Assessment Strategy *(Mandatory)*	*Filled*
4.	**Annexure:** List of tools and equipment relevant for qualification *(Mandatory – Except in case of online course)*	*Filled*

5.	**Annexure:** Blended Learning *(Mandatory in case selected mode of delivery is "Blended Learning")*	*Filled*
6.	**Annexure:** Acronym and Glossary *(Optional)*	*Filled*

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: Learning Outcomes and Assessment Criteria

Detailed learning outcomes and assessment criteria for the qualification are as follows:

S. No.	Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	Develop proposal documents and MIS	**30**	**50**	**-**	**20**
1.	PC1. Create concise executive summary that highlights the key points of the proposal. This should include a brief overview of the client's challenges, proposed solution, and the potential benefits of automation	4	6	-	
2.	PC2.• Articulate the client's pain points and challenges related to their current processes. This section should resonate with the client and demonstrate understanding of their situation. • Detail the automation solution you're offering including how the automation will address the identified challenges and pain points. Provide an overview of the automation process, tools, technologies, and methodologies to offer.	4	6	-	2
4.	PC3. Organize the proposal or report with a logical structure in sequential way	4	6	-	**2**
5.	PC4. Customize the proposal or report to meet the specific needs and preferences of the client which address the concerns and objectives directly in the document for target company	4	6	-	**2**
6.	PC5. Clearly outline the pricing structure, including any options or packages available. Be transparent about what is included in the pricing and applicable taxes.	4	6	**-**	**2**
7.	PC6. Present the proposal or report in a professional manner, whether in printed form, digitally, or during a face-to-face presentation. Pay attention to formatting and design.	4	6	-	**4**
8.	PC7. Continuously gather feedback from successful and unsuccessful proposals to refine approach over time.	3	6	-	**4**
9.	PC8. Provide technical specifications of the automation solution, including the software/tools used, integration with existing systems, data flow, security measures, and any customization required.	3	8	-	4
	NOS Total	30	50		20
	Demonstrate the applicable automation solution to the client	30	60		10
	PC1. Analyse audience's needs, pain points, and priorities. Tailor the presentation to address their specific challenges and interests	5	8		2
	PC2. Organize the presentation with a clear structure: introduction, main points, supporting details, and conclusion. Use headings and bullet points to make it easy to follow	5	8		2
	PC3. Highlight the key benefits and value propositions of available automation solution sync with client	5	8		2

	requirement. Clearly explain how it addresses the client's pain points and improves their operations				
	PC4. Engage your audience by making it interactive during the presentation. Encourage questions and discussions. Use anecdotes or realworld examples to illustrate key points.	**5**	**8**		2
	PC5. Ensure that any printed materials, brochures, or handouts you provide are professionally designed and error-free.	**5**	**8**		2
	PC6. Include live demonstrations of available automation solutions to showcase their functionality and benefits.	**2**	**6**		
	PC7. Adhere to a professional dress code that aligns with your industry and the expectations of your clients. Dress slightly more formal than your audience to convey respect and professionalism.	**2**	**4**		
	PC8. Present financial assumptions and its comparison with other solution provider	**2**	**4**		
	PC9. Add question and answer session to get proper feedback	**2**	**6**		
	NOS Total	**30**	**60**		**10**
	Introduction to Employability Skills	**1**	**1**		
	PC1. identify employability skills required for jobs in various industries				
	PC2. identify and explore learning and employability portals				
	Constitutional values – Citizenship	**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				
	Becoming a Professional in the 21st Century	**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				
	Basic English Skills	**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				
	Career Development & Goal Setting	**1**	**2**		
	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	**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				

	Diversity & Inclusion	**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				
	Financial and Legal Literacy	**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				
	Essential Digital Skills	**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				
	Entrepreneurship	**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				
	Customer Service	**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				
	Getting ready for apprenticeship & Jobs	**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**		
	Identify the need of automation solution	**20**	**30**		**10**
	PC1. Identify the potential client industry where automation process is applicable and priorities them	**2**	**3**		**1**
	PC2. Conduct a comprehensive needs assessment with the customer. Engage in open and active communication to understand their unique challenges, pain points, and objectives. Ask questions about their current processes, production goals, and any issues they want to address.	**2**	**3**		**1**

	PC3. Gain a deep understanding of the customer's existing processes and workflows. Identify areas where automation can bring improvements, such as increasing efficiency, reducing errors, enhancing safety, or lowering operational costs.	**2**	**3**		**1**
	PC4. Develop expertise in the customer's specific industry within the automation sector. Different industries may have distinct technical requirements, compliance standards, and best practices. For instance, automation needs in manufacturing differ from those in healthcare or logistics.	**2**	**3**		**1**
	PC5. Stay updated with the latest technologies and trends in automation, including industrial IoT, robotics, machine learning, and AI. This knowledge will enable him/her to recommend cutting-edge solutions that can address evolving technical needs.	**2**	**3**		**1**
	PC6. Be prepared to offer customized automation solutions. Recognize that one size does not fit all in the automation industry, and customers often require tailored systems that integrate seamlessly with their existing infrastructure.	**2**	**3**		**1**
	PC7. Assess whether the proposed automation solution can scale to accommodate future growthand changing requirements. Flexibility in automation systems is essential to adapt to evolving technical needs.	**2**	**3**		**1**
	PC8. Be aware of competitors and their offerings in the automation industry. Highlight the unique technical advantages of the solutions and demonstrate how they outperform alternatives.	**2**	**3**		**1**
	PC9. Define customer profile based on industry, company size, pain points, and automation requirements.	**2**	**3**		**1**
	PC10. Utilize market research, industry reports, and trends to identify sectors that are actively adopting automation solutions.	**2**	**3**		**1**
	Analyse technical need in the industry	**10**	**30**		
	PC11. Research industries that heavily benefit from automation, such as manufacturing, healthcare, finance, and logistics.	**2**	**6**		
	PC12. Analyze the existing user data to identify patterns that can guide your targeting efforts, Determine the pain points and challenges that potential clients are facing in their operations.	**2**	**6**		
	PC13. Align available automation solutions with these pain points to demonstrate value.	**2**	**6**		
	PC14. Develop compelling presentations that showcase your automation solutions and their benefits also tailor these presentations to address the unique challenges of each potential client.	**2**	**6**		
	PC15. Approach potential clients with a consultative mindset, aiming to understand their needs and challenges before presenting your solutions. Recommend the right automation strategies based on their specific requirements.	**2**	**6**		
	NOS Total	**30**	**60**		**10**
	Discuss need of automation need with the client	**30**	**50**		**20**
	PC1. Analyse client's business processes, challenges, and goals. This will help in tailor conversation to their specific needs and pain points.	**3**	**5**		**2**
	PC2. Highlight areas in their current processes where manual tasks, inefficiencies, errors, and delays	**3**	**5**		**2**

	occur. These pain points will serve as the foundation for explaining how automation can address these issues.				
	PC3. Articulate the benefits of automation that are relevant to client's business.	3	5		2
	PC4. Share real-world examples of other businesses that have successfully implemented automation to solve similar problems. These success stories can serve as inspiration and help your client visualize the potential benefits.	3	5		2
	PC5. Discuss the potential return on investment from automation. Break down the costs involved (initial setup, software/tools, training) and compare them to the expected benefits, such as cost savings, increased revenue, and improved operational efficiency.	3	5		2
	PC6. Explain that automation solutions can be tailored to fit the specific needs of the client's business. Discuss how customization can ensure that the automation aligns with existing processes and workflows.	3	5		2
	PC7. Ensuring safety and compliance with industry regulations is critical in the automation industry. B2B providers may offer solutions that incorporate safety features and help businesses adhere to relevant standards and regulations	3	5		2
	PC8. Break down complex processes or systems into smaller, manageable steps. Guide the customer through each step, illustrating how they fit together to achieve the desired outcome.	3	5		2
	PC9. Offer written materials, such as product manuals, technical specifications, and whitepapers, to support verbal explanations. These can serve as references for customers to review later.	3	5		2
	PC10. Follow up with the customer to see if they have any additional questions or need further clarification. This demonstrates individual commitment to their understanding and satisfaction.	3	5		2
	NOS Total	30	50		20
	Reporting Practice	30	40		30
	PC1. Establish clear data management policies and procedures that outline how customer-related information should be collected, stored, and updated. Ensure compliance with data protection regulations, such as GDPR or CCPA, as applicable.	3	4		3
	PC2. Implement a Customer Relationship Management (CRM) system to centralize customer data. A CRM system helps automate record-keeping, tracks interactions, and allows for easy access to customer information by authorized personnel.	3	4		3
	PC3. Ensure that CRM system captures comprehensive customer data, including contact information, purchase history, service requests, communication history, and any other relevant details specific to the automation industry.	3	4		3
	PC4. Implement a process for regularly updating customer records. This may include scheduled reviews of customer accounts, verifying contact information, and updating purchase or service history.	3	4		3
	PC5. Automate data entry processes where feasible, such as integrating your CRM system with other tools and platforms used in the automation industry, like inventory management systems or email marketing platforms.	3	4		3

	PC6. Use the CRM system to segment customer data based on various criteria, such as industry, location, purchasing behavior, or engagement level. This segmentation allows for targeted communication and marketing efforts.	**3**	**4**		**3**
	PC7. Create standardized reports for management that provide insights into customer relations, such as customer satisfaction levels, sales trends, service request patterns, and account growth. These reports should be generated on a regular interval.	**3**	**4**		**3**
	PC8. Present data in a visual and understandable format using charts, graphs, and dashboards. Visualization tools can help management quickly grasp key insights.	**3**	**4**		**3**
	PC9. Offer actionable insights and recommendations based on the findings. Suggest strategies for improving customer relations or capitalizing on opportunities in the automation industry.	**3**	**4**		**3**
	PC10. Maintain strict data security measures to protect customer information and ensure compliance with data protection regulations. Regularly update security protocols as needed.	**3**	**4**		**3**
	NOS Total	**30**	**40**		**30**

	PC15. ensure personal behaviour, conduct and communication styles, taking gender and disability of the person into consideration	2	6	-	1
	PC16. list the different types of disabilities with their respective issues and ways to help them overcome challenges	1		-	1
	PC17. use inclusive language, verbal as well as nonverbal, irrespective of the disability and the gender of the person	2	4	-	-
	PC18. ensure equal treatment for all clients, colleagues and co-workers while respecting their personal space	2		-	
	NOS Total	40	50		10
	Adhere to standard safety procedures of the company	13	**12**	-	5
	PC1. comply with general safety procedures and those for handling an equipment, hazardous material or tool, followed in the company	**2**	2	-	1
	PC2. remove finger rings or any other metal objects likely to interfere with the work before working on the unit	**2**	**4**	-	-
	PC3. use of safety materials such as goggles, gloves, ear plugs, caps, ESD pins, covers, shoes, etc.	4	2	-	1
	PC4. escalate the issue about hazardous materials or things found in the premises or any breach of safety procedure in the company	1	1	-	-
	PC5. ensure zero accidents at work	1	**1**	-	1
	PC6. avoid damage of components due to negligence in ESD procedures or any other loss due to safety negligence	1	1	-	1
	PC7. participate regularly in fire drills or other safety related workshops organised by the company	2	1	-	1
	Maintain good health and posture	6	8	-	1
	PC8. maintain appropriate posture, especially in long hours of sitting or standing position and in handling heavy materials	2	3		1
	PC9. participate in company organised health sessions such as yoga, physiotherapy or games	2	1		
	PC10. handle heavy and hazardous materials with care, while maintaining appropriate posture, using suitable tools and handling equipment such as trolleys, jacks and ladders	2	4		
	Effective waste management/recycling practices	4	5		1
	PC11. identify recyclable and non-recyclable, and hazardous waste generated to be segregated accordingly	2	1		1
	PC12. dispose non-recyclable waste and hazardous waste as per recommended processes	1	3		
	PC13. deposit recyclable and reusable material at identified location	1	1		
	Adopt learning and self-direction	4	5		1
	PC14. understand importance of skill advancement and develop mastery	1	1		1

	PC15. adapt product / service to meet success criteria	1	2		
	PC16. understand accountability for timely completion of tasks	1	1		
	PC17. manage to express emotions in appropriate ways at workplace and understand the cause for the emotions	1	1		
	Develop system thinking in problem solving	2	2		1
	PC18. analyse the problem accurately and communicate different possible solutions to the problem	1	1		
	PC19. manage to estimate the cause of the problem and validate	1	1		1
	Material/Resources conservation practices	11	18		1
	PC20. identify ways to optimize usage of material including water and electricity / energy in various tasks/activities/processes	2	2		
	PC21. check for spills/leakages in various tasks/activities/processes and plug them or escalate to appropriate authority	1	2		
	PC22. carry out routine cleaning of tools, machines and equipment	3	6		
	PC23. check if the equipment/machine is functioning normally before commencing work and rectify wherever required and report malfunctioning (fumes/sparks/emission/vibration/noise) or any lapse in maintenance of equipment	3	4		
	ensure electrical equipment and appliances are properly connected and turned off when not in use	2	4		1
	NOS Total	40	50		10
	Introduction to Employability Skills	1	1		
	PC1. identify employability skills required for jobs in various industries				
	PC2. identify and explore learning and employability portals				
	Constitutional values – Citizenship	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				
	Becoming a Professional in the 21st Century	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				
	Basic English Skills	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				

	Career Development & Goal Setting	1	2		
	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	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				
	Diversity & Inclusion	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				
	Financial and Legal Literacy	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				
	Essential Digital Skills	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				
	Entrepreneurship	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				
	Customer Service	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				
	Getting ready for apprenticeship & Jobs	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		
Total Marks					

Annexure: Assessment Strategy

Assessment Guidelines

1. Criteria for assessment for the Qualification Pack will be created by IASC.

2. Performance Criteria (PC) have been assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.

3. The assessment for the theory part will/may be based on knowledge bank of questions approved IASC.

4. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.

5. Assessment Agencies will create Assessor Guides comprising of Theory and Practical Assessment Set and Guidelines for each examination/training centre (as per assessment criteria below). The same will be approved by IASC for adequacy.

6. To successfully attain Certification on the Qualification Pack, the trainee must score a minimum of 70% in each Core NOS and minimum of 70% in all non-core NOS. In addition, a candidate needs to attain a minimum overall pass percentage of 70% for certification.

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

Annexure: Tools and Equipment

List of Tools and Equipment

Batch Size: 30 Candidate

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	CAD Software	As per requirement	As per requirement
2	3D scanner, 3D Printers, and their strategy-making software	As per requirement	As per requirement
3	measuring tools	As per requirement	As per requirement
4	sand blasting machine	As per requirement	As per requirement
5	Inert gas muffle furnace	As per requirement	As per requirement
6	Inert gas or nitrogen gas	As per requirement	As per requirement
7	safety equipment & tools	As per requirement	As per requirement
8	Laser Cutting Machine	As per requirement	As per requirement

Classroom Aids:

The aids required to conduct sessions in the classroom are:

1. Whiteboard, marker pen, projector, standard checklists and schedules
2. Computer, Projection Equipment, PowerPoint Presentation and Software, Facilitator's Guide, Participant's Handbook.

Annexure: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile *(if available)*
1	Servilink	Pratik Patel	Business Development Manager	Servilink Systems Ltd,3rd Floor Concord Building, 201, RC Dutt Rd, opposite Alkapuri Petrol Pump, Aradhana Society, Alkapuri, Vadodara, Gujarat 390007, India	70690 49716	servitech.ssl@servilinksystems.com	

2	TANSAM	Sukhpreet Singh	CEO	Tamil nadu Smart and Advanced Manufacturing Centre, C block, Tidel Park, Taramani, Chennai	9779777057	sukhpreet@tansam.org	
3	TAC Automation	Asif Khan	VP- Sales & Operations	TAC Automation Pvt Ltd- A 20 Phase 2, Noida 201305	8373912163	asif@cloudgem.co.in	
4	IJIRA	Dr. Pradip Chakarvarti	HOD-HRD-IJIRA	17, Taratala Rd, CPT Colony, Taratala, Kolkata, West Bengal 700088	7003997232	pradip@ijira.org.in	
5	AKGEC Skill Foundation	Prof. SOM Ashutosh	GM	27th KM Milestone, Delhi - Meerut Expy, Ghaziabad, Uttar Pradesh 201015	7669094516	ashutoshsom@akgec.ac.in	

Annexure: Training Details

Training Projections:

Year	Estimated Training # of Total Candidates	Estimated training # of Women	Estimated training # of People with Disability
1	500	100	
2	600	150	
3	700	150	

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

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
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 based on their main economic function, product, service or technology.