

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

NSDA Reference

To be added by NSDA

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

**BFSI Sector Skill Council of India
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Name and contact details of individual dealing with the submission

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List of documents submitted in support of the Qualifications File

1. Occupational Map of GST Accounts Assistant - Annexure 1
2. Qualification Pack GST Accounts Assistant – Annexure 2
3. Model Curriculum of GST Accounts Assistant – Annexure 3

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SUMMARY

Qualification Title	Goods ^ Services Tax (GST) Accounts Assistant
Qualification Code	BSC / Q 0910
Nature and purpose of the qualification	The person appointed by any company, is responsible for maintaining records of accounts for the purpose of making preparing periodic reports around GST from time to time. He is authorized to perform functions relating to filling returns by the applicable due dates.
Body/bodies which will award the qualification	BFSI Sector Skill Council of India
Body which will accredit providers to offer courses leading to the qualification	BFSI Sector Skill Council of India
Body/bodies which will carry out assessment of learners	Confederation of Indian Industry
Occupation(s) to which the qualification gives access	Entry level Accountant
Licensing requirements	NA
Level of the qualification in the NSQF	Level 4 (4)
Anticipated volume of training/learning required to complete the qualification	100 Hours
Entry requirements and/or recommendations	Graduation in Commerce/allied subjects or Diploma in commercial Practice
Progression from the qualification	After 3 to 4 years will vertically move from Accountant to Accounts Executive to Sr. Accounts Executive
Planned arrangements for the Recognition of Prior learning (RPL)	Not As Yet
International comparability where known	
Date of planned review of the qualification.	30/06/2018

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Formal structure of the qualification -			
Goods & Services Tax (GST) Accounts Assistant - BSC / Q 0910	Mandatory/ Optional	Estimated size (learning hours)	Level
1. Identifying GST Taxable Event	Mandatory	25	4
2. Maintaining GST Records and Filing GST Returns		75	

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum Document or a Qualification Pack.

- **Model Curriculum Attached**

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

- **We have attached Model Curriculum and Qualification Pack**

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SECTION 1 **ASSESSMENT**

Body/Bodies which will carry out assessment:

Confederation of Indian Industry (CII) will perform the computer based assessment.

How will RPL assessment be managed and who will carry it out?

This is not an RPL profile.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.

The assessment criteria are set for the job role. The questions/scenarios prepared for the assessment are based on the weightage of these criteria. The question paper is generated online where each question paper is different from the previous one. Also, the weightage is keyed-in in the software and the questions are extracted based on that. This ensures that apt questions are asked from the candidates to assess their understanding.

Please attach any documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

- **Attached the Qualification Pack**

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ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

CRITERIA FOR ASSESSMENT OF TRAINEES

Goods & Services Tax (GST) Accounts Assistant

BSC / Q 0910

Sector Skill Council - Banking, Financial Services & Insurance (BFSI)

Guidelines for Assessment

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 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 this 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

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Goods & Services Tax (GST) Accounts Assistant		BSC / Q 0910
Assessable Outcome to be assessed	Assessment criteria	
N 0910 Identifying GST Taxable Event	PC1. Recognise the applicability of SGST, CGST and IGST PC2. Define the concept of supply. PC3. Differentiate between taxable and non-taxable supply PC4. Define the taxable event with respect to supply of goods PC5. Identify the place of supply so as to decide the applicability of the tax PC6. Define what is meant by location of supplier of goods.	
N0911 Maintaining GST Records and Filing GST Returns	PC1. List down the registration process for single or separate business PC2. Note down the details to be furnished during the registration PC3. Differentiate between taxable person versus registered person PC4. Understand the benefits of registration PC5. Register an assessed under GST independently PC6. Identify Instances for eligibility of Input Credit PC7. Identify set-offs under GST wherever applicable PC8. Identify in detail carry over credit, capital goods credit, embedded credits etc. PC9. Differentiate between consideration and valuation PC10. Maintain the different types of ledgers PC11. Prepare different types of periodic returns to be filed PC12. File returns online. PC13. List the different type of payment, due date, modes of payment with rules and collection of tax, penalties etc. PC14. Differentiate on TDS versus TCS PC15. Calculate the amount of tax payable PC16. Make the payment online	

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SECTION 2

EVIDENCE OF LEVEL

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OPTION A

Title/Name of qualification/component: Goods & Services Tax (GST) Accounts Assistant			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	Identifying GST Taxable Event, Maintaining GST Records and Filing GST Returns	To be competent, the user/individual on the job must be able to identify the taxable income, file the returns online and maintain the GST records. To understand in detail the terminologies contained therein, such as CGST, IGST and SGST, document for material receipt, Invoice etc. Obtain all documents pertaining to the transaction.	4
Professional knowledge	<ul style="list-style-type: none"> • Basic Accounting principles • Accounting concepts and techniques for recording transactions • Financial concepts such as calculation of interest • Concept of GST • How different taxes will subsume under GST. • Applicability of GST • Invoice and particulars thereof • Accounting processes and procedures to record the details of invoice • The difference between invoice and other supported documents (like • Purchase order, delivery challan, etc.). 	A person in this job role is expected to have basic understanding of accounting principles. He must have the knowledge of analysis of accounts and preparation of reports as is required. The person should be well versed with the products/services the company deals in. Considering the in-depth professional and factual knowledge, which the GST Accounts Assistant is equipped with, this QP is designated to the Level 4.	4
Professional skill	<ul style="list-style-type: none"> • Distinguish between what entry/ amount is taxable and what is not • Determine taxes as per updated norms • Ensure that tax deducted is correct 	Accountant has the responsibility to maintain the accounts and make authorized payments, enters the transactions into the books of accounts and pay GST online.	4

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Title/Name of qualification/component: Goods & Services Tax (GST) Accounts Assistant			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Core skill	<ul style="list-style-type: none"> • Read about various accounting procedures and updates • SA2. Read mails and information related to various types of documents • SA3. Read forms and policy directives. 	<p>GST Accountant is a person who deals with calculating and verifying data with receipts and payments schedule, requires arithmetic and analytical skills. The person in this job role would be preparing reports, presenting the case and seeking approval for making payment from the concerned person .and has to have strong communication skills, reading, and writing and comprehension skills.</p>	4
Responsibility	<p>Be self-driven, take initiatives and deliver results set by the organization and respective seniors. Consistently obtain feedback and improve their performance. Exercise judgment in unforeseen situations which preserve company values and are in line with organizational guidelines.</p>	<p>The individual is responsible for systematic calculations of receipts and payments on a periodic basis based on the documents supplied to him and based on his own learning and experiences, he devises strategy to complete the task assigned to him on time, and is responsible for own work. He is also responsible, to keep abreast of latest changes in taxation laws (as is applicable to the business) and undertake continuous Upskilling activities.</p> <p>The role needs self-learning and application of skills and not directly involved in other person's work (which is a requirement of Level 5, and since he is also free from supervision (an indicator of Level 3), this QP is designated at Level 4.</p>	4

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SECTION 3 **EVIDENCE OF NEED**

What evidence is there that the qualification is needed?

The NASCOM report shows that only 9-10% of the commerce students graduating from Indian universities are employable! According to this report, by 2020, the requirements in the Indian market for Finance & Accounts professionals' will be in the tune of one million. But, at current employability levels (of 10%) the shortfall of these professionals, in the next seven years, would be close to a massive 50% of what the industry needs. The NASSCOM's claim of un-employability is seconded by the consulting firm Aspiring Minds, where in an extensive report; it says that only 2.59 % of the graduates (with commerce and/or allied subjects) are employable in accounting roles.

Goods and Service Tax is a landmark regulation that has been introduced in India effective 1st July 2017. It is a new tax which subsumes a lot of earlier taxes. This will involve a lot of new traders and businessmen who will require accounting assistants to help them in calculation, preparing invoices, and uploading returns. As the subject is new for everybody, there is a need for this course.

What is the estimated uptake of this qualification and what is the basis of this estimate?

GST is going to impact every businessman. The procedural aspects require a lot of discipline. With the increase compliance expected a lot of new businessmen are going to require GST accounts assistants. There will also be a need for a lot of such candidates by Accounting Practitioners like C.A.s etc. It is estimated that there will be a requirement of 5 lakhs fresh accountants in the country.

What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF?

As this is an entirely new legislation and hence new QP, this qualification does not duplicate already existing qualifications in the NSQF

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

According to the NSDC and respective SSC, a time span of 2 years is allotted to each QP from the date of its promulgation, after which these would go under review process taking into consideration the current/relevant market changes and demands for the specific job roles.

Please attach any documents giving further information about any of the topics above.

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SECTION 4

EVIDENCE OF PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

These Qualification Packs corresponds to the entry level accounting jobs in any organization. A minimum of 24 job roles/positions are identified in the accounting domain with varying levels of experience and skills to reach the management level. By continuous Upskilling and undertaking learning and development activities, there can be a path pointed towards growth and achievement both in professional and personal space.

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Annexure 1: Occupational Map of GST Accounts Assistant (separate file)

Annexure 2: Qualification Pack of GST Accounts Assistant (separate file)

Annexure 3: Model Curriculum of GST Accounts Assistant (separate file)