



QUALIFICATION FILE – Micro Credentials

Retail Chemist Prescription Audit

Public Private

Upskilling Dual/Flexi Qualification For ToT For ToA

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

NCrF/NSQF Level: 5

Submitted By:

Life Sciences Sector Skill Development Council

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Table of Contents

Section 1: Basic Details	4
Section 2: Training Related	6
Section 3: Assessment Related	7
Section 4: Evidence of Need of the Micro Credential	9
Section 5: Annexure Check List.....	9
Annexure: Evidence of Level	11
Annexure: Learning Outcomes and Assessment Criteria	13
Annexure: Assessment Strategy	15
Annexure: Tools and Equipment	20
Annexure: Industry Validations Summary	21
Annexure: Blended Learning	22
Annexure: Acronym and Glossary	23

Section 1: Basic Details

1.	Micro Credential-Qualification Name	Retail Chemist Prescription Audit													
2.	Sector/s	Life Sciences													
3.	National Qualification Register (NQR) Code & Version	NM-05-LS-01047-2023-V1-LSSSDC	4. NCrF/NSQF Level: 5												
5.	Brief Description of the Micro Credential	The professional with Retail Chemist Prescription Audit will be able to gain knowledge and skills needed to excel in promoting pharmaceutical products to retail pharmacies, ensuring accurate sales reporting, and maintaining pharmacovigilance standards. This comprehensive micro credential covers essential areas such as understanding the retail pharmacy landscape, developing effective communication strategies, analyzing sales data for insights, and implementing pharmacovigilance processes. Participants will gain expertise in building relationships with pharmacy professionals, generating meaningful sales reports, and recognizing and reporting adverse drug reactions.													
6.	Eligibility Criteria for Entry for Students/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>1.</td> <td>Pursuing 2nd-year of Graduation and continuous education</td> <td></td> </tr> <tr> <td>2.</td> <td>Completed 3-year Diploma (after 12th Class) in relevant field</td> <td></td> </tr> <tr> <td>3.</td> <td>Completed 2-year Diploma (after 12th Class) in relevant field</td> <td></td> </tr> </tbody> </table> <p>b. Age: – 16 years</p>		S. No.	Academic/Skill Qualification (with specialization- if applicable)	Relevant Experience (with specialization- if applicable)	1.	Pursuing 2nd-year of Graduation and continuous education		2.	Completed 3-year Diploma (after 12th Class) in relevant field		3.	Completed 2-year Diploma (after 12th Class) in relevant field	
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2.	Completed 3-year Diploma (after 12th Class) in relevant field														
3.	Completed 2-year Diploma (after 12th Class) in relevant field														
7.	Credits Assigned to this Qualification, Subject to Assessment	1.0	8. Common Cost Norm Category (I/II/III): II												
9.	Any Licensing Requirements/ Pre-requisites for Undertaking Training	NA													

10.	Expected Outcomes of the Micro Credential	<p>Terminal learning outcomes are:</p> <ul style="list-style-type: none"> ● Gain a clear understanding of RCPA and its significance in the retail pharmacy setting, emphasizing its role in patient safety and regulatory compliance. ● Understand the different types of RCPA and their applications, identifying the most suitable approach for improving prescription handling and patient care. ● Understand the step-by-step guide to conducting a thorough prescription audit in a retail pharmacy, ensuring precision and attention to detail. ● Implement best practices to ensure adherence to prescription guidelines and legal requirements, fostering a culture of excellence in patient care. ● Develop strategies to overcome common compliance challenges in retail pharmacy settings, addressing potential obstacles effectively. ● Identify potential risks and errors in prescription dispensing and management, demonstrating a keen eye for detail and precision. ● Handle challenging situations with empathy and professionalism, demonstrating emotional intelligence in patient interactions. 																								
11.	Training Duration by Modes of Training Delivery	<p><input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input checked="" type="checkbox"/> Blended</p> <table border="1" data-bbox="1025 858 2033 1225"> <thead> <tr> <th>Training Delivery Mode</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Offline Mode</td> <td></td> <td></td> <td rowspan="5" style="text-align: center; vertical-align: middle;">30:00</td> </tr> <tr> <td>Classroom</td> <td style="text-align: center;">22:00</td> <td style="text-align: center;">08:00</td> </tr> <tr> <td colspan="3" style="text-align: center;">OR</td> </tr> <tr> <td>Blended Mode</td> <td style="text-align: center;">22:00</td> <td style="text-align: center;">08:00</td> </tr> <tr> <td>Offline (As part of blended mode)</td> <td style="text-align: center;">12:00</td> <td style="text-align: center;">08:00</td> </tr> <tr> <td>Online (As part of blended mode)</td> <td style="text-align: center;">10:00</td> <td style="text-align: center;">00:00</td> <td></td> </tr> </tbody> </table>	Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)	Offline Mode			30:00	Classroom	22:00	08:00	OR			Blended Mode	22:00	08:00	Offline (As part of blended mode)	12:00	08:00	Online (As part of blended mode)	10:00	00:00	
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12.	Assessment Criteria																									

		Theory (Marks)	Practical (Marks)	Project (Marks)	Viva (Marks)	Total (Marks)	Passing %age
		76	24	-	-	100	70
13.	Is the Qualification Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability:					
14.	How participation of women will be encouraged?	This micro credential is gender agnostic, and all genders will be encouraged to take this training. LSSSDC is working with industry to launch the program in diversity and inclusion initiative					
15.	Other Indian Languages in which the Micro Credential will be implemented.	English and Hindi					
16.	Is similar Micro Credential Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:					
17.	Name and Contact Details Submitting / Awarding Body SPOC	Name: Mrs. Shivi Chaudhary Email: shivi.chaudhary@lsssdc.in Contact No.: + 91 11 41042407/ 408, +91 9315747189 Website: https://www.lsssdc.in/					
18.	NSQC Approval Date: 29 September 2023	19. Validity Duration: 3 years		20. Next Review Date: 29 September 2026			

Section 2: Training Related

1.	Trainer's Qualification and experience in relevant sector (in years)	Graduate in Sciences (B. Sc. / B. Pharma) with 4 years Industry of experience in Pharmaceutical/Biopharmaceutical/AYUSH sales and marketing and 2 years of training experience. OR Postgraduate in Sciences (M. Sc. / M. Pharma) with 2 years Industry of experience in Pharmaceutical/Biopharmaceutical/AYUSH sales and marketing and 1 years of training experience.
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		<p>Domain Certification - Certified for micro credentials: “Retail Chemist Prescription Audit” mapped to Micro credentials: “LFS/MCr-0003, V1.0” with minimum accepted score of 80%.</p> <p>Recommended that the Trainer is certified for the Job Role: “Trainer (VET and SKILLS)”, mapped to the Qualification Pack: “MEP/Q2601 ver 2.0 ” with minimum score of 80%.</p>
2.	Master Trainer’s Qualification and experience in relevant sector (in years)	<p>Graduate in Sciences (B. Sc. / B. Pharma) with 6 years Industry of experience in Pharmaceutical/ Biopharmaceutical/AYUSH sales and marketing and 4 years of training experience.</p> <p>OR</p> <p>Postgraduate in Sciences (M. Sc. / M. Pharma) with 3 years Industry of experience in Pharmaceutical/ Biopharmaceutical/AYUSH sales and marketing and 3 years of training experience.</p> <p>Domain Certification - Certified for micro credentials: “Retail Chemist Prescription Audit” mapped to Micro credentials: “LFS/MCr-0003, V1.0” with minimum accepted score of 80%.</p> <p>Recommended that the Trainer is certified for the Job Role: “Master Trainer (VET and SKILLS)”, mapped to the Qualification Pack: “MEP/Q2602 ver 2.0 ” with minimum score of 80%.</p>
3.	Tools and Equipment Required for Training	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If “Yes”, details to be provided in Annexure)</p>

Section 3: Assessment Related

1.	Assessor’s Qualification and experience in relevant sector (in years)	<p>Graduate in Sciences (B. Sc. / B. Pharma) with 5 years Industry of experience in Pharmaceutical/ Biopharmaceutical/AYUSH sales and marketing and 2 years of training experience.</p> <p>OR</p> <p>Postgraduate in Sciences (M. Sc. / M. Pharma) with 4 years Industry of experience in Pharmaceutical/ Biopharmaceutical/AYUSH sales and marketing and 2 years of training experience.</p>
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		<p>Domain Certification - Certified for micro credentials: “Retail Chemist Prescription Audit” mapped to Micro credentials: “LFS/MCr-0003, V1.0” with minimum accepted score of 80%.</p> <p>Recommended that the Assessor is certified for the Job Role: “Assessor VET and SKILLS”, mapped to the qualification : “MEP/Q2701 ver 2.0” with minimum score of 80%.</p>
2.	Proctor’s Qualification and experience in relevant sector (in years)	<p>Graduate in Sciences (B. Sc. / B. Pharma) with 6 years Industry of experience in Pharmaceutical/ Biopharmaceutical/AYUSH sales and marketing and 4 years of training experience.</p> <p>OR</p> <p>Postgraduate in Sciences (M. Sc. / M. Pharma) with 4 years Industry of experience in Pharmaceutical/ Biopharmaceutical/AYUSH sales and marketing and 2 years of training experience.</p> <p>Domain Certification - Certified for micro credentials: “Retail Chemist Prescription Audit” mapped to Micro credentials: “LFS/MCr-0003, V1.0” with minimum accepted score of 80%.</p>
3.	Lead Assessor’s/Proctor’s Qualification and experience in relevant sector (in years)	<p>Graduate in Sciences (B. Sc. / B. Pharma) with 8 years Industry of experience in Pharmaceutical/ Biopharmaceutical/AYUSH sales and marketing and 6 years of training experience.</p> <p>OR</p> <p>Postgraduate in Sciences (M. Sc. / M. Pharma) with 5 years Industry of experience in Pharmaceutical/ Biopharmaceutical/AYUSH sales and marketing and 4 years of training experience.</p> <p>Domain Certification - Certified for micro credentials: “Retail Chemist Prescription Audit” mapped to Micro credentials: “LFS/MCr-0003, V1.0” with minimum accepted score of 80%.</p> <p>Recommended that the Assessor is certified for the Job Role: “Lead Assessor (VET and SKILLS)”, mapped to the qualification: “MEP/Q2702 Ver 2.0” with minimum score of 80%.</p>

4.	Assessment Mode	Mode: <input checked="" type="checkbox"/> Online Only <input type="checkbox"/> Offline Only <input type="checkbox"/> Blended
5.	Tools and Equipment Required for Assessment	<input type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)

Section 4: Evidence of Need of the Micro Credential

1.	Government /Industry initiatives/ requirement (Yes/No): Yes
2.	Number of Industry validation provided: 08
3.	Estimated number of people to be trained: 5000

Section 5: Annexure Check List

1.	Annexure: NCrf/NSQF level justification based on NCrf Level/NSQF descriptors	Yes
2.	Annexure: Learning Outcomes and Assessment Criteria	Yes
3.	Annexure: Assessment Strategy	Yes
4.	Annexure: List of tools and equipment relevant for qualification	Yes
5.	Annexure: Blended Learning (Mandatory in case selected mode of delivery is "Blended Learning")	Yes
6.	Annexure: Acronym and Glossary (Optional)	Yes

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	Few of the program modules, expected to be performed by pharma Sales and marketing person are <ul style="list-style-type: none"> ● knowledge of regulatory guidelines ● adverse event reporting ● risk management ● compliance requirements ● Product promotion and objection handling ● Sales reporting and claim submission. ● Support in pharmacovigilance ● support for promotional events ● Sensitivity towards all genders and people with disability 	The individual is responsible for working in a familiar environment of sales and promotion and is expected to carryout process that are repetitive on regular basis throughout the job functions. All the mentioned performance outcomes are routine, and situation based requires little Deeper knowledge and understanding of specialized field of technology / skills/ job role and its underlying principles.	5
Professional and Technical Skills/ Expertise/ Professional Knowledge	Few of the program modules, expected to be performed by pharma Sales and marketing person are <ul style="list-style-type: none"> ● knowledge of regulatory guidelines ● adverse event reporting ● risk management ● compliance requirements ● Product promotion and objection handling ● Sales reporting and claim submission ● Support in pharmacovigilance ● support for promotional events ● Sensitivity towards all genders and people with disability 	The individual is responsible for working in a familiar environment of sales and promotion and is expected to carryout process that are repetitive on regular basis throughout the job functions. All the mentioned outcomes are routine and situation based requires little specialized professional and technical skills required for performing and accomplishing difficult tasks relating to the chosen field/s of technology / skills/ job role.	5

<p>Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill</p>	<p>Few of the program modules, expected to be performed by pharma Sales and marketing person are:</p> <ul style="list-style-type: none"> ● knowledge of regulatory guidelines ● adverse event reporting ● risk management ● compliance requirements ● Product promotion and objection handling ● Sales reporting and claim submission ● Support in pharmacovigilance ● support for promotional events ● Sensitivity towards all genders and people with disability 	<p>The individual is responsible to work in a familiar environment of sales and promotion and is expected to carryout process that are repetitive on regular basis throughout the job functions. All the mentioned outcomes are routine and situation based requires little application of understanding of basics and exercise self- management within the work contexts.</p>	<p>5</p>
<p>Broad Learning Outcomes/Core Skill</p>	<p>Few of the program modules, expected to be performed by pharma Sales and marketing person are:</p> <ul style="list-style-type: none"> ● knowledge of regulatory guidelines ● adverse event reporting ● risk management ● compliance requirements ● Product promotion and objection handling ● Sales reporting and claim submission ● Support in pharmacovigilance ● support for promotional events ● Sensitivity towards all genders and people with disability 	<p>The individual is responsible to work in a familiar environment of sales and promotion and is expected to carryout process that are repetitive on regular basis throughout the job functions. All the mentioned outcomes are routine and situation based requires little application of understanding of basics and is able to work on processes to improve the quality of outputs</p>	<p>5</p>
<p>Responsibility</p>	<p>Few of the program modules, expected to be performed by pharma Sales and marketing person are:</p> <ul style="list-style-type: none"> ● knowledge of regulatory guidelines ● adverse event reporting ● risk management ● compliance requirements 	<p>The individual is responsible to work in a familiar environment of sales and promotion and is expected to carryout process that are repetitive on regular basis throughout the job functions. All the mentioned outcomes are routine and situation based requires little application</p>	<p>5</p>

	<ul style="list-style-type: none"> ● Product promotion and objection handling ● Sales reporting and claim submission ● Support in pharmacovigilance ● support for promotional events ● Sensitivity towards all genders and people with disability 	of understanding of basics and manages processes and procedures within broad parameters for defined activities	
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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
1. LFS/MCr-0003 - Retail Chemist Prescription Audit	Introduction to RCPA (Retail Chemist Prescription Audit)	15	3	-	-
	PC 1 identify the key players of distribution channel for the drug product in the allocated sales territory				
	PC 2 collect and maintain information of key persons at hospitals, pharmacies, and dealers by establishing networks				
	PC 3 manage the business relationship with pharmacy stores in the allocated sales territory				
	PC 4 update oneself on own product and competitor's products				
	Prescription Audit Process for Retail Chemists	15	3	-	-
	PC 5 conduct RCPA at each retail pharmacy including hospital pharmacies in the allocated sales territory				
	PC 6 generate information related to competitor's and own product sales, through optimal utilization of available resources				
	PC 7 produce information related to the prescribers in the allocated sales territory, through optimal utilization of available resources				
	PC 8 Analyze prescription data to identify trends and opportunities for product improvement.				
PC 9 Develop strategies to address any compliance issues or challenges encountered during the prescription audit.					

PC 10	Collaborate with the marketing team to create tailored promotional materials based on prescription audit findings.				
Prescription Compliance and Best Practices		15	6	-	-
PC 11	Ensure that prescription data collection and reporting comply with all relevant legal and ethical guidelines.				
PC 12	Monitor prescription compliance trends and provide recommendations for process improvements.				
PC 13	Train pharmacy staff on best practices for prescription handling and documentation.				
Risk Management and Error Prevention for Retail Chemists		9	3	-	-
PC 14	Develop and implement risk assessment protocols for prescription handling to prevent errors.				
PC 15	Establish a system for reporting and addressing any prescription-related errors or incidents.				
PC 16	Regularly review and update risk management procedures based on industry best practices.				
Building Relationships with Retail Pharmacy Professionals		9	3	-	-
PC 17	Organize and participate in educational events or seminars for retail pharmacy professionals.				
PC 18	Foster strong relationships with key pharmacy stakeholders through regular communication and support.				
PC 19	Collaborate with retail pharmacists to develop joint promotional activities.				
Communication and Counseling Skills for Retail Pharmacists		13	6	-	-
PC 20	Provide training to retail pharmacists on effective communication and counseling techniques for patients.				
PC 21	Offer guidance on handling patient inquiries and concerns related to drug products.				
PC 22	Measure the impact of improved communication skills on patient satisfaction and loyalty.				
Total Marks		76	24	-	-

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.

Mention the detailed assessment strategy in the provided template.

1. Assessment System Overview:

The assessment for the Training will be conducted toward the end of the training duration. The assessment of the qualification shall be carried out by NCVET approved assessment agencies empaneled by LSSSDC after a defined evaluation process. For Execution of the assessment for training for the qualification, LSSSDC will be engaging more than one NCVET approved assessment agency/ body.

1.1 Criteria of selection of assessment body/agency:

The assessment body/agency is selected based on:

- Prior experience and understanding of Life Sciences or similar sector.
- Experience in conducting assessments for similar job roles.
- Manpower and Technical capabilities.
- Geographical reach
- Existing Network in the Life Sciences Sector
- Agencies internal policies to maintain standards, quality & professional Integrity
- Agencies policy and practices in assessor management
- NCVET approval

1.2 Assessment tool development for assessment of Training:

For the Training assessment, the assessment instrument development is done by the selected assessment body with close monitoring and support of LSSSDC at every stage.

1.2.1 Digital Written test for knowledge assessment:

Scope – Is used to test the knowledge component of the Qualification/ Micro Credential/ NOS.

Tools –computer or tab based online or offline.

Method – objective type questions, match the columns, fill in the blanks, tick the odd man out, choose the correct option, choose the best answer, True or false, Identify the object, tool or machinery, arrange in proper sequence, case study, scenario-based responses.

Analysis – Question paper is divided into sections. Each Section intends to assess a particular knowledge field of the trainee. Thus, section-wise calculation of marks gives a clear idea of the areas of improvement or expertise of the trainee. While a consolidated mark gives the overall rating of the trainee.

1.2.2 Digital Written test for skill assessment:

Scope – Is used to test primarily the Skill component of the Qualification/ Micro Credential/ NOS. Trainee's expertise in handling and managing the situation is tested.

Tools – computer or tab based online or offline questions

Method – A situation is narrated or created in the question posed to the trainee and he is asked objective type questions to select the correct reaction to the situation. The selected situations are based on real situations.

Analysis – Question paper is divided into sections. Each Section intends to assess a particular skill field of the trainee. Thus, section-wise calculation of marks gives a clear idea of the areas of improvement or expertise of the trainee. While a consolidated mark gives the overall rating of the trainee.

1.3 Steps for assessment tool development:

- The selection of assessment tool(s) is done as per the assessment criteria prescribed in Qualification/ Micro Credential/ NOS.
- For Retail Chemist Prescription Audit assessment, a blueprint of the question paper is part of the assessment tool for training.
- Development of layout of Question paper is such that the entire PCs (Performance Criteria) of that Qualification/ Micro Credential/ NOS are covered.
- Score per question maps with the weightage given to that PC, in the assessment criteria, and the level of difficulty of the question.
- An expert from industry is selected who is called "Subject Matter Expert" (SME). This SME must have over 13-15 years of experience in the industry in Sales and marketing occupation.
- SME is screened and approved by LSSSDC. He/she is oriented by both LSSSDC and Assessment agency on – creating question Bank, level of questions, end the desired outcome of the assessment.

1.4 Execution of Training Assessment/ RPL Assessment:

- Once the assessment date for training is decided with common agreement of Industry/ Vocational Training Centre and LSSSDC, LSSSDC allocates the batch to an NCVET approved and LSSSDC empaneled assessment body/agency.
- Assessment agency ensures

- the availability of required infrastructure
- the availability of validated assessment tools for the assessment of training for the assigned qualification
- the availability of assessor as per assessor eligibility criteria of the qualification
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys LSSSDC certified assessor for executing the assessment
- LSSSDC monitors the assessment process & records
- The assessment is executed in two possible ways depending on the choice of the industry:

1.4.1 Tab based assessment using physical proctoring

1.4.2 Smartphone-based assessment using e-proctoring

1.4.1 Tab-based assessment using physical proctoring

- A representative from the Assessment agency is present on the day of assessment to executing the assessment at the venue in case of physical proctoring.
- The assessment agency representative carries an identity card and letter from the council authorizing to conduct the assessment.
- Assessment agency representative ensures the authenticity of Trainee's identity by verifying the documents (any document issued by GOI, such as Ration card, Aadhaar Card, Driving License, Passport, Election card, etc)
- The assessment agency representative maintains the records of attendance, verified documents, and tablet instruments used in the assessment.
- Assessment agency representative collects evidence of the assessment in the best possible way (videos, pictures, voice recordings, etc)
- Assessment agency representative transfers the assessment scores from tab to assessment agency server, using a secure, encrypted web-based program.
- The assessment agency after processing the results and putting them in standard format hands over to LSSSDC within 7 days of assessment.

1.4.2 Smartphone-based assessment using e-proctoring

- All trainees enrolled in the batch due for assessment, are registered on an assessment tool application using their unique mobile number and e-mail ID along with a Govt. ID issued proof.
- An assessment link is sent to the mail ID of each trainee with a defined expiry date of the link.
- Trainee at any location can click on the link using his/her smartphone or a web camera-enabled computer system
- Using the unique credentials and Govt ID number, the trainee logs in for the start of assessment and completes the assessment.
- The authenticity of Trainee's identity is done by assessment application by verifying the documents (any document issued by GOI, such as Ration card, Aadhaar Card, Driving License, Passport, election card, etc.) and a live photo capture
- A live video of the candidate during the assessment is captured to collect the evidence of the assessment

- Once the assessment is complete, the assessment application automatically assessment scores to the assessment agency server, using a secure, encrypted web-based program.
- The assessment agency after processing the results and putting them in standard format hands over to LSSSDC within 7 days of assessment.

2. Testing Environment:

- The Centre/ location of the assessment is pre decided and geo tagged in case of physical assessment
- The assessment of LSSSDC qualifications is 99% done in digital environment while 1% pen and paper is used ONLY in business exigencies
- Based on the size of batch the assessment duration/ no. of required assessors is decided to ensure detailed assessment without any negative impact on quality of assessment
- The system driven automated assessment management system ensures uniform time allocation to each student, unique logins for each student and automated randomization of questions for developing multiple sets of question paper for single batch.
- Identity check of the student is mandated

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) of Assessment Agency are verified by the other SME of LSSSDC
- All Questions are mapped to the specified assessment criteria
- Assessor eligibility criteria are structured to ensure quality and knowledge credentials of an assessor like-wise the trainer's quality and knowledge credentials.
- Eligible Assessor must be certified by LSSSDC for the respective and relevant qualification
- The tools used for assessment are validated for relevance and feasibility for skill assessment of the qualification in consideration

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- ID Proof of the students
- Educational qualification of students
- Certificate of Trainer
- In case of Physical assessment, geotagged photographs of the students undergoing assessment
- While students are undergoing assessment on the digital assessment platform the system captures random photos of the student which is audited by LSSSDC

5. Method of verification or validation:

- Surprise visit to the assessment location
- ID Proof of the students for identity verification
- Educational qualification verification of students for validation of entry level criteria
- Certificate of Trainer to verify the credential of vocational educator
- Random photos taken by the digital system are verified during audit by the assessment team

6. Method for assessment documentation, archiving, and access

- Hard copies and digital copies (whichever is applicable) of the assessment evidences are stored with assessment agency team for 5 years
- Assessment transcripts are stored in the server space of assessment agency for 5 years
- Assessment question banks and validation records are stored with assessment agency and LSSSDC digitally
- Assessment records are archived with assessment agency archive server after 5 years for another 5 years
- Access of assessment records are controlled with restricted access to concerned department and stakeholders and is shared on demand after due approval of Head of Assessment and Certification-LSSSDC

Annexure: Tools and Equipment

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	Antiseptic Solutions	Unit= Bottle; (Example: Dettol, Savlon, Tincture Iodine, Betadine Etc.)	1
2.	Computer	(Including Monitor, CPU, Keyboard, typewriter, UPS, Microsoft Office Software)	10
3.	Computer Work desk	with Internet connectivity through LAN/ Wi-Fi	10
4.	Drug and Company Portfolio File	A kind of file which is commonly used by sales representative for presentation to doctor.	4
5.	Sample Medicine in The Form of Injections	Unit= Vial	1
6.	Sample Medicines in The Form of Capsules (Strips and Boxes)	Unit= Strips	5
7.	Sample Medicines in The Form of Syrup	Unit= Bottle	20
8.	Sample Medicines in The Form of Tablets (Strips And Boxes)	Unit= Strips	10
9.	Sample Ointments / Local Applications (Antiseptic Cream, Pain Relief Gel Etc.)	Unit = Tube	20
10.	Necktie		5
11.	Relevant Book for Drug Review	e.g., IDR	1
12.	Samples Of Promotional Materials from Various Pharmaceutical Companies	5 of each promotion type. like brochures, displays, booklets	1
13.	Tour Bag		5

Classroom Aids:

The aids required to conduct sessions in the classroom are:

1. Whiteboard
2. Marker Pen
3. Computer or Laptop
4. LCD projector
5. Flip Chart
6. Scanner
7. Computer speaker
8. Pencil

Annexure: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile
1.	Smruthi Organics limited	Kamalakar D.Gajjan	Assistant General Manager	-	7083225457	Kdg@smruthiorganics.com	-
2.	Syskem Pharmocrats	Dhyan Singh	HR-Head	-	9218602689	hrchmak@cruislife.com	-
3.	Macleods Pharmaceuticals	Amit Kanabar	Manager-Head Macleods Centre of Excellence	-	7574881055	amitk@macleodspharma.com	-
4.	Group Pharmaceuticals	Sujatha L	Senior.Sales Admin Manager	-	9343260457	lsujatha@grouppharma.in	-
5.	Gennova Biopharmaceuticals Ltd	Muktaram More	DGM-QA and RA	-	855498218	Muktaram.more@gennova.co.in	-
6.	Chiros Pharma	Dheeraj Verma	Manager HR	-	8091002687	hrcrop@chiropharma.com	-
7.	Biocon Ltd	A. Satish	Sr. Manager- HR	-	8884077785	Satish.achuthan@biocon.com	-
8.	Beta Drugs Limited	Mr. Balwant Singh	Director	-	7015991923	Balwant.s@betadrugslimited.com	-

Annexure: Training Details

Training Projections:

Year	Estimated Training # of Total Candidates	Estimated training # of Women	Estimated training # of People with Disability
1 Year	1000	100	-
2 Year	2000	200	-
3 Year	2000	200	-

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	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	LMS Portal- LSSSDC Daksh Portal will be utilized with online content/virtual lectures	60:40
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills and Employability Skills /Mentorship to Learners	LMS Portal- LSSSDC Daksh Portal will be utilized with online content/virtual lectures	50:50
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners	LMS Portal- LSSSDC Daksh Portal will be utilized with online content/virtual lectures / Skill labs	100:00
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Skill Labs	100:00
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	LMS Portal- LSSSDC Daksh Portal will be utilized with online content/virtual lectures / Field Visits	50:50
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Parakh	0:100
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship	Offline	100:00

Annexure: Acronym and Glossary

Acronym

Acronym	Description
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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.