

## QUALIFICATION FILE–Standalone NOS

### Risk Control and Internal Audit – IT

Horizontal/Generic  Vertical/Specialization

Upskilling  Dual/Flexi Qualification  For ToT  For ToA

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

NCrF/NSQF Level: 5

Submitted By:

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## Section 1: Basic Details

1. <b>NOS-Qualification Name</b>	<b>Risk Control and Internal Audit - IT</b>	
2. <b>Sector/s</b>	<b>IT-ITeS</b>	
3. <b>Type of Qualification</b> <input checked="" type="checkbox"/> <b>New</b> <input type="checkbox"/> <b>Revised</b>	<b>NQR Code &amp; version of the existing /previous qualification: NA</b>	<b>Qualification Name of the existing/previous version: NA</b>
4. <b>National Qualification Register (NQR) Code &amp; Version</b>	NG-05-IT-01431-2023-V1-NIELIT	5. <b>NCrF/NSQF Level: 5</b>
6. <b>Brief Description of the Standalone NOS</b>	<p>This upskilling course offers a comprehensive exploration of crucial aspects in risk management, internal controls, and the intricacies of internal audit processes. Participants delve into the identification, assessment, and mitigation of risks that organizations face, gaining insights into designing effective control mechanisms. The course further emphasizes the role of internal audit in ensuring compliance, enhancing organizational governance, and providing assurance to stakeholders, making it essential for professionals seeking to enhance their expertise in risk management and internal audit practices.</p> <p>Throughout the program, participants engage in practical case studies, simulating real-world scenarios to apply theoretical knowledge. Topics covered include risk assessment methodologies, control frameworks, and the implementation of robust internal audit processes. By the course's conclusion, learners emerge with a well-rounded understanding of risk management, internal controls, and internal audit best practices, positioning them to contribute effectively to organizational governance and risk mitigation efforts.</p>	

<b>7. Eligibility Criteria for Entry for a Student/Trainee/Learner/Employee</b>	<p><b>a. Entry Qualification &amp; Relevant Experience:</b></p> <table border="1" data-bbox="1028 219 2030 1076"> <tr> <td data-bbox="1028 219 1118 362">S. No.</td><td data-bbox="1118 219 1792 362">Academic/Skill Qualification (with Specialization - if applicable)</td><td data-bbox="1792 219 2030 362">Relevant Experience (with Specialization - if applicable)</td></tr> <tr> <td data-bbox="1028 362 1118 1076">1</td><td data-bbox="1118 362 1792 1076">           Pursuing<sup>^</sup> Final Year B.Tech in any branch of Engineering*            Or            Pursuing<sup>^</sup> Final Year MCA            Or            Pursuing<sup>^</sup> Final Year B.Sc. in any branch of Sciences*            Or            Pursuing<sup>^</sup> Final Year B.Sc. in IT/CS/Electronics/allied subjects             *Students should have relevant knowledge of data analysis and programming concepts.             #Students with the above entry requirements are eligible to take the course subject to clearing the written test comprising of Analytical Reasoning, Mathematics and English             ^Passout students in the above entry requirements are also eligible for the course.         </td><td data-bbox="1792 362 2030 1076">NA</td></tr> </table> <p><b>b. Age:</b> 21 Years</p>			S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	1	Pursuing <sup>^</sup> Final Year B.Tech in any branch of Engineering* Or Pursuing <sup>^</sup> Final Year MCA Or Pursuing <sup>^</sup> Final Year B.Sc. in any branch of Sciences* Or Pursuing <sup>^</sup> Final Year B.Sc. in IT/CS/Electronics/allied subjects  *Students should have relevant knowledge of data analysis and programming concepts.  #Students with the above entry requirements are eligible to take the course subject to clearing the written test comprising of Analytical Reasoning, Mathematics and English  ^Passout students in the above entry requirements are also eligible for the course.	NA
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<b>8. Credits Assigned to this NOS-Qualification, Subject to Assessment (as per National Credit Framework (NCrF))</b>	2		<b>9. Common Cost Norm Category (I/II/III) (wherever applicable):</b> Category-II						
<b>10. Any Licensing Requirements for Undertaking Training on This Qualification (wherever applicable)</b>	Not Applicable								

<b>11. Training Duration by Modes of Training Delivery</b> (Specify <b>Total Duration</b> as per selected training delivery modes and as per requirement of the qualification)	<p><input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended</p> <table border="1" data-bbox="961 230 2064 339"> <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>30</td><td>30</td><td>60</td></tr> </tbody> </table> <p>The mode of delivery shall be based on the regional demand and can be offered in any of the above modes mentioned.</p>	Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)	Classroom (offline)	30	30	60				
Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)										
Classroom (offline)	30	30	60										
<b>12. Assessment Criteria</b>	<table border="1" data-bbox="961 489 2064 598"> <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>100</td><td>0</td><td>0</td><td>0</td><td>100</td><td>50</td></tr> </tbody> </table> <p>The centralised online assessment is conducted by the Examination Wing, NIELIT Headquarters.</p>	Theory (Marks)	Practical (Marks)	Project (Marks)	Viva (Marks)	Total (Marks)	Passing %age	100	0	0	0	100	50
Theory (Marks)	Practical (Marks)	Project (Marks)	Viva (Marks)	Total (Marks)	Passing %age								
100	0	0	0	100	50								
<b>13. Is the NOS Amenable to Persons with Disability</b>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "Yes", specify applicable type of Disability:</p> <ol style="list-style-type: none"> <li>Locomotor Disability: Leprosy Cured Person, Dwarfism, Muscular Dystrophy and Acid Attack Victims</li> <li>Visual Impairment: Low Vision</li> </ol>												
<b>14. Progression Path After Attaining the Qualification, wherever applicable</b>	Internal Auditor Risk Analyst Audit Manager Risk Management Consultant Information Systems Auditor Operational Risk Manager												
<b>15. How will the participation of women be encouraged?</b>	Participation by women can be ensured through Government Schemes. Occasionally, exclusive batches for women would be run for the proposed courses. Funding is available for women's participation under other schemes launched by the Government from time to time.												
<b>16. Other Indian languages in which the Qualification &amp; Model Curriculum are being submitted</b>	Qualification files available in English & Hindi Language.												
<b>17. Is similar NOS available on NQR-if yes, justification for this qualification</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No												

<b>18. Name and Contact Details Submitting / Awarding Body SPOC</b> <i>(In the case of CS or MS, provide details of both Lead AB &amp; Supporting ABs)</i>	A. Name: SHRI NILADRI DAS Position in the organization: Scientist E Address: NIELIT Agartala Tel number(s): 8794028299 E-mail address: niladridas@nielit.gov.in  B. Name: SHRI BINOY DAS Position in the organization: Senior Technical Officer Address: NIELIT Agartala Tel number(s): 8794822459 E-mail address: erbinoy@nielit.gov.in	
<b>19. Final Approval Date by NSQC: 30/11/2023</b>	<b>20. Validity Duration: 3 years</b>	<b>21. Next Review Date: 30/11/2026</b>

### Section 2: Training Related

1. Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	B.Tech or Equivalent as per NCrF with 15+ years of experience
2. Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	B.Tech or Equivalent as per NCrF with 15+ years of experience
3. Tools and Equipment Required for the Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Available at Annexure-II
4. In Case of Revised NOS, details of Any Upskilling Required for Trainer	Not Applicable

### Section 3: Assessment Related

1. Assessor's Qualification and experience in	B.Tech or Equivalent as per NCrF with 15+ years of experience
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	<b>relevant sector (in years) (as per NCVET guidelines)</b>	
2.	<b>Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines), (wherever applicable)</b>	The assessor carries out theory online assessments through the remote proctoring methodology. Theory examination would be conducted online and the paper comprises MCQ. Conduct of assessment is through trained proctors. Once the test begins, remote proctors have full access to the candidate's video feeds and computer screens. Proctors authenticate the candidate based on registration details, pre-test image captured and I-card in possession of the candidate. Proctors can chat with candidates or give warnings to candidates. Proctors can also take screenshots, terminate a specific user's test session, or re-authenticate candidates based on video feeds.
3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	External Examiners/ Observers (Subject matter experts) are deployed including NIELIT scientific officers who are subject experts for evaluation of Practical examination/ internal assessment / Project/ Presentation/ assignment and Major Project (if applicable). Qualification is generally B.Tech.
4.	<b>Assessment Mode</b> (Specify the assessment mode)	Centralized online examination will be conducted
5.	<b>Tools and Equipment Required for Assessment</b>	Same as for training <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#### Section 4: Evidence of the Need for the Standalone NOS

1.	Government /Industry initiatives/ requirement (Yes/No): Yes.
2.	Number of Industry validation provided: 4
3.	Estimated number of people to be trained: 1000 persons per year shall be trained.
4.	Evidence of Concurrence/Consultation with Line/State Departments (In case of regulated sectors): No  NIELIT is recognised as AB and AA under the Government Category. NIELIT is the HRD arm of MeitY, GoI.

#### Section 5: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	<b>Annexure:</b> NCrF/NSQF level justification based on NCrF/NSQF descriptors (Mandatory)	Available at Annexure-I: Evidence of Level
2.	<b>Annexure:</b> List of tools and equipment relevant for NOS (Mandatory, except in case of online course)	Available at Annexure-II: Tools and Equipment
3.	<b>Annexure: Industry Validation</b>	Available at Annexure-III: Industry Validation
4.	<b>Annexure: Training Details</b>	Available at Annexure-IV: Training Details
5.	<b>Annexure:</b> Blended Learning (Mandatory, in case the selected Mode of delivery is Blended Learning)	Available at Annexure-V: Blended Learning
6.	<b>Annexure/Supporting Document:</b> Standalone NOS- Performance Criteria Details Annexure/Document with PC-wise detailing as per NOS format (Mandatory- Public view)	Available at Annexure-VI: Performance Criteria
7.	<b>Annexure:</b> Performance and Assessment Criteria (Mandatory)	Available at Annexure-VII: Detailed Assessment Criteria
8.	<b>Annexure:</b> Assessment Strategy (Mandatory)	Available at Annexure-VIII: Assessment Strategy
9.	<b>Annexure:</b> Acronym and Glossary (Optional)	Available at Annexure-IX: Acronym and Glossary
10.	<b>Supporting Document:</b> Model Curriculum	Available at Annexure-A: Model Curriculum

**Annexure-I: 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	This course necessitates a solid theoretical foundation in risk management, internal controls, and audit processes. Professionals are required to develop in-depth knowledge of risk identification, assessment, and mitigation strategies, along with a comprehensive understanding of designing and implementing effective internal controls. Theoretical expertise in internal audit methodologies, compliance frameworks, and assurance practices is essential, enabling professionals to navigate complex organizational landscapes and contribute significantly to effective risk management and governance	This course is aligned with higher NSQF/NCrF levels, indicating a need for advanced theoretical knowledge and practical application in the specialized field of Internal Audit.	5

	structures within their respective domains.		
<b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>	Acquire technical skills in risk identification, assessment methodologies, and the design and implementation of robust internal control mechanisms. Additionally, they will develop professional skills in conducting internal audits, ensuring compliance with regulatory frameworks, and providing stakeholders with assurance, positioning them as adept contributors to effective risk management and governance practices within organizations.	Individuals completing this qualification are likely to possess the expertise required for roles demanding advanced and specialized knowledge in the field of Risk Assessment and Internal Audit.	5
<b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b>	Enhances employment readiness by equipping professionals with the skills to conduct thorough risk assessments, design internal controls, and contribute to effective internal audit processes within organizations. Furthermore, participants develop entrepreneurship skills by understanding how effective risk management and governance contribute to the sustainability and growth of businesses, fostering an entrepreneurial mindset focused on organizational success and resilience.	Candidates will be learning effective communications which will make them smart in communicating with various companies and people.	5
<b>Broad Learning Outcomes/Core Skill</b>	This course delivers broad learning outcomes by providing professionals with a comprehensive understanding of risk management principles, internal controls, and internal audit methodologies. Participants gain technical proficiency in identifying, assessing, and mitigating risks, as well as designing and implementing robust control mechanisms. Additionally, the course fosters professional skills in conducting internal audits, ensuring compliance, and contributing to effective governance structures, preparing individuals to excel in roles related to risk management and internal audit practices.	Candidate can perform well under supervision of team lead	5
<b>Responsibility</b>	Imparting a thorough understanding of risk management, internal controls, and internal audit practices, equipping professionals to contribute to effective governance structures within organizations. It further bears the responsibility of fostering technical proficiency in risk assessment, control design, and internal audit methodologies, ensuring participants are prepared to address the complexities of risk management in diverse professional settings.	Takes complete responsibility for delivery and quality of own work and output as also the subordinates.  Shares responsibility for the group tasks.	5

**Annexure II: Tools and Equipment (lab set-up)**

## List of Tools and Equipment

**Batch Size: 30**

<b>S. No.</b>	<b>Tool / Equipment Name</b>	<b>Specification</b>	<b>Quantity for specified Batch size</b>
1	Classroom	1 (30 Sq.m)	30
2	Students Chair	30	30
3	Students Table	30	30
4	Desktop computer with accessories	GUI based Operating System, Office Packages	30
5	Deskjet printer	1 No.	Paper-A4

Classroom Aids for offline and blended mode of training:

The aids required to conduct sessions in the classroom are:

1. LCD Projector/Smart Board
2. Pin-up Board
3. WhiteBoard, Markers

**Annexure III: Industry Validations/ Government Recognition Summary**

<b>S. No</b>	<b>Organization Name</b>	<b>Representative Name</b>	<b>Designation</b>	<b>Contact Address</b>	<b>Contact Phone No</b>	<b>E-mail ID</b>
1	Software World	Amrita Saha	Proprietor	Ujan Abhoynagar, Manipuripara, Agartala, Tripura(West)	7005261744	support@softwareworld.co.in
2	Bada Biplab Power	Iduli Debbarma	Designated Partner	Agartala West Tripura, Pin:	9436740983	bbpsllp@gmail.com

	Solution LLP			799003		
3	Krishna Industrial Services	Debajit Dey	Proprietor	Badharghat Chowmuhani Agartala, Pin: 799003	9862770077	jbyacademy@gmail.com
4	JB Youth Computer Solution & Educational Society	Nishi Kanta Das	Project Coordinator	Badharghat Chowmuhani, Siddi Ashram, Agartala	9436740983	jbyacademy@gmail.com

#### Annexure IV : Training Details

##### Training Projections:

Year	Estimated Training # of Total Candidates	Estimated training# of Women	Estimated training# of People with Disability
2023-24	1000	200	20
2024-25	1000	200	20
2025-26	1000	200	20

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

#### Annexure V: Blended Learning

##### Blended Learning Estimated Ratio &Recommended Tools:

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

S. No.	Select the Components of the NOS	List Recommended Tools – for all Selected Components	Offline: Online Ratio
1	Theory/ Lectures - Imparting theoretical and conceptual knowledge	Online interaction platforms like JitSi Meet, Bharat VC, Google Meet, MS Teams, etc.	60:40
2	Imparting Soft Skills, Life Skills and Employability Skills /Mentorship to Learners	NA	NA
3	Showing Practical Demonstrations to the learners	Online interaction platforms like JitSi Meet, Bharat VC, Google Meet, MS Teams, etc.	60:40

4	Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	PCs/Laptops	100:0
5	Tutorials/ Assignments/ Drill/ Practice	Online interaction platforms like JitSi Meet, Bharat VC, Google Meet, MS Teams, etc.	50:50
6	Proctored Monitoring/ Assessment/ Evaluation/ Examinations	NIELIT Online Examination	Online: 100% Theory
7	On the Job Training (OJT)/ Project Work Internship/ Candidate Training	NA	NA

#### **Annexure VI : Standalone NOS- Performance Criteria details**

##### **1. Description:**

This upskilling course provides a comprehensive exploration of key principles in risk management, internal controls, and internal audit processes. Participants gain theoretical knowledge and practical skills in identifying, assessing, and mitigating risks, designing effective control mechanisms, and conducting internal audits for compliance and assurance. The course is designed to prepare professionals for roles that require expertise in risk management and contribute to effective governance structures within organizations.

##### **2. Scope:**

The scope covers the following:

- It encompasses the identification, assessment, and mitigation of risks, providing participants with a comprehensive understanding of risk management principles and practices.
- Delve into the design and implementation of robust internal control mechanisms, learning to establish effective measures for safeguarding organizational assets and ensuring compliance.
- Equips professionals with the skills to conduct internal audits, fostering expertise in evaluating and improving organizational processes, ensuring adherence to regulatory frameworks, and providing stakeholders with assurance.

##### **3. Elements and Performance Criteria**

Elements	Performance Criteria
IT Audit & Risk Analysis	<p>PC1: Measures the accuracy and thoroughness of identifying potential risks within various business processes, ensuring that all significant risks are recognized and documented.</p> <p>PC2: Evaluates the ability to accurately classify and categorize internal controls associated with identified risks, demonstrating a clear understanding of control mechanisms and their relevance to mitigating specific risks.</p> <p>PC3: Measures the efficiency in monitoring and following up on identified risks and associated controls, ensuring timely actions are taken to address emerging risks and that control mechanisms remain effective.</p> <p>PC4: Assess adherence to established internal audit methodologies, evaluating the consistency and thoroughness in conducting audits, including risk assessment, control evaluation, and compliance verification.</p> <p>PC5: Evaluates the clarity, completeness, and professionalism of written reports, gauging the ability to communicate audit findings, risks, and control recommendations effectively to stakeholders, contributing to informed decision-making.</p>

#### 4. Knowledge and Understanding (KU):

The individual on the job needs to know and understand:

- KU1. Imparts foundational Knowledge in risk management, emphasizing the identification, assessment, and mitigation of risks that organizations encounter.
- KU2. Gain insights into the design and implementation of internal controls, focusing on mechanisms to safeguard against risks and enhance overall governance structures.
- KU3. Technical proficiency is developed in risk assessment methodologies, allowing professionals to systematically evaluate potential risks and contribute to effective risk mitigation strategies.
- KU4. Equips participants with a well-rounded understanding of the interplay between risk management, internal controls, and internal audit processes, fostering expertise that is vital for navigating the complexities of organizational risk landscapes.

#### 5. Generic Skills (GS):

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

- GS1. Follow instructions, guidelines and procedures
- GS2. Listen effectively and communicate information accurately
- GS3. Apply formatting features to achieve the desired results

**Annexure VII: 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
<b>IT Audit &amp; Risk Analysis</b>	<p>PC1: Measures the accuracy and thoroughness of identifying potential risks within various business processes, ensuring that all significant risks are recognized and documented.</p> <p>PC2: Evaluates the ability to accurately classify and categorize internal controls associated with identified risks, demonstrating a clear understanding of control mechanisms and their relevance to mitigating specific risks.</p> <p>PC3: Measures the efficiency in monitoring and following up on identified risks and associated controls, ensuring timely actions are taken to address emerging risks and that control mechanisms remain effective.</p> <p>PC4: Assess adherence to established internal audit methodologies, evaluating the consistency and thoroughness in conducting audits, including risk assessment, control evaluation, and compliance verification.</p> <p>PC5: Evaluates the clarity, completeness, and professionalism of written reports, gauging the ability to communicate audit findings, risks, and control recommendations effectively to stakeholders, contributing to informed decision-making.</p>	100	-	-	-
	<b>Total Marks</b>	<b>100</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Annexure VIII: 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 IX: Acronym and Glossary****Acronym**

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

**Glossary**

<b>Term</b>	<b>Description</b>
<b>National Occupational Standards (NOS)</b>	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.
<b>Qualification</b>	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
<b>Qualification File</b>	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.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service or technology.