



## QUALIFICATION FILE

### Loading Operator - LPG/Propane

Short Term Training (STT)  Upskilling

Future Skill

NCrF/NSQF Level: 3

#### Submitted By:

Hydrocarbon Sector Skill Council

Chief Executive Officer

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Section 1: Basic Details

1. Qualification Name	Loading Operator - LPG/Propane																
2. Sector/s	Hydrocarbon																
3. Type of Qualification: <input checked="" type="checkbox"/> New	NQR Code & version of existing/previous qualification:	Qualification Name of existing/previous version:															
4. a. OEM Name b. Qualification Name (Wherever applicable)																	
5. National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval)	2022/HYC/HSSCI/06783	6. NCrF/NSQF Level: 3															
7. Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate																
8. Brief Description of the Qualification	Individuals at this job need to do perform loading activities of LPG/Propane, while following standard safety procedures. The person is responsible for physical inspection & proper positioning of the tanker, earthing cable connection, checking healthiness /working of Pressure gauge (PG) Temperature gauge (TG) and Lower explosive limit (LEL) meter, Connection of Vapour / liquid arms to the tanker with proper gasket, ensure liquid and vapour line are open. The person communicates with loading control room, taking all required safety measures up to exit of the tanker from Gantry																
9. Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	<p>a. Entry Qualification &amp; Relevant Experience:</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>5th Grade Pass</td> <td>4-years of relevant experience</td> </tr> <tr> <td>2</td> <td>8th Grade Pass</td> <td>1-years of relevant experience</td> </tr> <tr> <td>3</td> <td>9th Grade pass</td> <td>NA</td> </tr> <tr> <td>4</td> <td>Grade 8th with one year of National Trade Certificate (NTC) after 8th</td> <td>1-year of relevant experience</td> </tr> </tbody> </table> <p>b. Age: 18</p>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	5th Grade Pass	4-years of relevant experience	2	8th Grade Pass	1-years of relevant experience	3	9th Grade pass	NA	4	Grade 8th with one year of National Trade Certificate (NTC) after 8th	1-year of relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)															
1	5th Grade Pass	4-years of relevant experience															
2	8th Grade Pass	1-years of relevant experience															
3	9th Grade pass	NA															
4	Grade 8th with one year of National Trade Certificate (NTC) after 8th	1-year of relevant experience															
10 Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	11	11. Common Cost Norm Category – Category (II)															
12 Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA																

<b>13 Training Duration by Modes of Training Delivery</b> ( <i>Specify Total Duration as per selected training delivery modes and as per requirement of the qualification</i> )	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <table border="1" data-bbox="842 145 1944 316"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>75:00</td> <td>195:00</td> <td>60:00</td> <td></td> <td>330:00</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>(Refer Blended Learning Annexure for details)</p>						Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	75:00	195:00	60:00		330:00	Online					
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Classroom (offline)	75:00	195:00	60:00		330:00																			
Online																								
<b>14 Aligned to NCO/ISCO Code/s</b> ( <i>if no code is available mention the same</i> )	NCO/2015/9333																							
<b>15 Progression path after attaining the qualification</b> ( <i>Please show Professional and Academic progression</i> )	<i>Senior Loading Operator - LPG/Propane</i>																							
<b>16 Other Indian languages in which the Qualification &amp; Model Curriculum are being submitted</b>	Hindi																							
<b>17 Is similar Qualification(s) available on NQR-if yes, justification for this qualification</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																							
<b>18 Is the Job Role Amenable to Persons with Disability</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If “Yes”, specify applicable type of Disability:</b>																							
<b>19 How Participation of Women will be Encouraged</b>	This job is gender neutral and focus during training should be on enrolment of women in each batch. SSC will encourage the TP and other training bodies to enrol women candidates.																							
<b>20 Are Greening/ Environment Sustainability Aspects Covered</b> ( <i>Specify the NOS/Module which covers it</i> )	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																							
<b>21 Is Qualification Suitable to be Offered in Schools/Colleges</b>	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																							
<b>22 Name and Contact Details of Submitting / Awarding Body SPOC</b> <i>(In case of CS or MS, provide details of both Lead AB &amp; Supporting ABs)</i>	<b>Name:</b> Mr. SK Bose <b>Email:</b> ceo@hsscindia.in <b>Contact No.:</b> +91 9871115360 <b>Website:</b> www.hsscindia.in																							
<b>23 Final Approval Date by NSQC:</b> <i>17-11-2022</i>	<b>24. Validity Duration:</b> Three Years from the date of Approval			<b>25. Next Review Date:</b> <i>16-11-2025</i>																				

## Section 2: Module Summary

## NOS/s of Qualifications

*(In exceptional cases these could be described as components)*

## Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

*Th.-Theory Pr.-Practical OJT-On the Job Man.-Mandatory Training Rec.-Recommended Proj.-Project*

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Pr oj.	Viv a	Total	Weightage (%) (if applicable)
1.	Module 1: Introduction to the Hydrocarbon sector and the job role of Loading Operator LPG-Propane	HYC/N6501	Bridge /Core	3	5.2	06:00	00	00	00	156	00	00	00	00	00	
2.	Module 2 Carry out loading of LPG/Propane			3		30:00	90:00	30:00	00		40	60	00	00	100	40
3.	Module 3: Working effectively in a team	HYC/N9301	Non-Core	3	1.9	12:00	30:00	15:00	00	57	20	30	00	00	50	20
4.	Module 4: Safety, Security, and Health Management Procedures	HYC/N9302	Non-Core	3	1.9	12:00	30:00	15:00	00	57	20	30	00	00	50	20
5.	Module 5: Employability Skills	DGT/VSQ/N0102 V 1.0	Core	3	2	15:00	45:00	00	00	60	20	30	00	00	50	20
<b>Duration (in Hours) / Total Marks</b>					11	75	195	60	00	330	100	150	00	00	250	100

## Assessment - Minimum Qualifying Percentage

*Please specify any one of the following:***Minimum Pass Percentage – Aggregate at qualification level: 50%** *(Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)*

**Section 3: Training Related**

1.	<b>Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	12 <sup>th</sup> pass or ITI pass with 5 year of relevant industry experience and 1 year of training experience in relevant field
2.	<b>Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	12 <sup>th</sup> pass or ITI pass with 5 year of relevant industry experience and 2 year of training experience in relevant field
3.	<b>Tools and Equipment Required for Training</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	<b>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</b>	NA

**Section 4: Assessment Related**

1.	<b>Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	12 <sup>th</sup> pass or ITI pass with 5 year of relevant industry experience and 1 year of training experience in relevant field
2.	<b>Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	12 <sup>th</sup> pass or ITI pass with 5 year of relevant industry experience and 1 year of training experience in relevant field
3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	12 <sup>th</sup> pass or ITI pass with 5 year of relevant industry experience and 2 year of training experience in relevant field
4.	<b>Assessment Mode (Specify the assessment mode)</b>	Both – Online and Offline
5.	<b>Tools and Equipment Required for Assessment</b>	<input checked="" type="checkbox"/> Same as for training <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)

**Section 5: Evidence of the need for the Qualification**

Provide Annexure/Supporting documents name.

1.	<b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b> Yes
2.	<b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b> Yes
3.	<b>Government /Industry initiatives/ requirement (Yes/No):</b> Yes
4.	<b>Number of Industry validation provided:</b> 10 (Due to limited number of Industries available in Oil & Gas Sector; endorsed by MoPNG through Letter)
5.	<b>Estimated nos. of persons to be trained and employed:</b> Loading Operator (LPG-Propane) is the person who responds physical inspection & proper positioning of the tanker, earthing cable connection, checking healthiness /working of Pressure gauge (PG) Temperature gauge (TG) and Lower explosive limit (LEL) meter, Connection of Vapour / liquid arms to the tanker with proper gasket, ensure liquid and vapour line are open. The person communicates with loading control room, taking all required safety measures up to exit of the tanker from Gantry. He should possess the requisite knowledge & skills and should be trained to handle emergencies and mandatory checks. Each of the Oil

	Companies have their independent training programme for the work force working at loading bay. However, there are no standard training / Qualification Pack all across the Oil Industry, which the work force should possess at the time of induction for performing the job role of Loading Operator (LPG-Propane). Hence need was felt by the Ministry of Petroleum & Natural Gas (MOP&NG) in consultation with the members of Industry Task force of HSSC, to develop Qualification Pack for this trade.
6.	<b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> <i>The Ministry of Petroleum &amp; Natural Gas (MoPNG) which is the Line Ministry for Hydrocarbon Sector has been requested to accord the concurrence</i> If “No”, why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	<b>Annexure:</b> NCrf/NSQF level justification based on NCrf level/NSQF descriptors ( <i>Mandatory</i> )	<b>Annexure:</b> NCrf/NSQF level justification based on NCrf level/NSQF descriptors
2.	<b>Annexure:</b> List of tools and equipment relevant for qualification ( <i>Mandatory, except in case of online course</i> )	<b>Annexure:</b> List of tools and equipment relevant for qualification
3.	<b>Annexure:</b> Detailed Assessment Criteria ( <i>Mandatory</i> )	<b>Annexure:</b> Detailed Assessment Criteria
4.	<b>Annexure:</b> Assessment Strategy ( <i>Mandatory</i> )	<b>Annexure:</b> Assessment Strategy
5.	<b>Annexure:</b> Blended Learning ( <i>Mandatory, in case selected Mode of delivery is “Blended Learning”</i> )	<b>Annexure:</b> Offline Learning Mode
6.	<b>Annexure:</b> Multiple Entry-Exit Details ( <i>Mandatory, in case qualification has multiple Entry-Exit</i> )	<b>Annexure:</b> NA
7.	<b>Annexure:</b> Acronym and Glossary ( <i>Optional</i> )	<b>Annexure:</b> Acronym and Glossary
8.	<b>Supporting Document:</b> Model Curriculum ( <i>Mandatory – Public view</i> )	<b>Supporting Document:</b> Model Curriculum
9.	<b>Supporting Document:</b> Career Progression ( <i>Mandatory - Public view</i> )	<b>Supporting Document:</b> Career Progression – Occupational Map
10.	<b>Supporting Document:</b> Occupational Map ( <i>Mandatory</i> )	<b>Supporting Document:</b> Occupational Map
11.	<b>Supporting Document:</b> Assessment SOP ( <i>Mandatory</i> )	<b>Supporting Document:</b> Assessment SOP
12.	<b>Any other document you wish to submit:</b>	<b>Any other document you wish to submit: NA</b>

### 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
<b>Professional Theoretical Knowledge/Process</b>	The Loading Operator (LPG-Propane) at this job need to do perform loading activities of LPG/Propane, while following standard safety procedures. The person is responsible for physical inspection & proper positioning of the tanker, earthing cable connection, checking healthiness /working of Pressure gauge (PG) Temperature gauge (TG) and Lower explosive limit (LEL) meter, Connection of Vapour / liquid arms to the tanker with proper gasket, ensure liquid and vapour line are open. The person communicates with loading control room, taking all required safety measures up to exit of the tanker from Gantry	The activities for this Qualification are the familiar and routine activities in nature and he handles all this independently (with minimal supervision). Person may carry out a job which may require limited range of activities routine and predictable	3
<b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>	The individual needs to know and understand the basic use of tools/Equipment to be carried to perform in loading area activities and how these are checked to ensure there is no defects The individual needs to know the positioning of Loading vehicle & connection of vapour/liquid arms to the tank/truck to avoid any leakage and to ensure lines are open for smooth transfer The individual desired to have the fair knowledge of its operation, Basic facts, process and principle applied in trade of employment	The individual shall have knowledge various activities to be performed during operation and procedure  He/she should know the safety standards and causes of fire and safety precautions in case of Cylinder leakage	3
<b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b>	The individual should must able to read and interpret information correctly from various job specification documents, manuals, health and safety instructions, memos, etc. applicable to the job in English and/or local language The Individual should understand the latent needs of the customer and maintain a positive and effective relationship with the customer The Individual should also be expected to communicate with field staff and control room for individual truck details and specific loading points	The individual will demonstrate practical skill, which are routine and repetitive using appropriate rule, tools and quality concepts The individual must have capacity to apply professional skills needed to operate equipment with the understanding of principles needed to explore and adapt systems. In short Person will recall and demonstrate practical skill, routine and repetitive in narrow range of application	3
<b>Broad Learning Outcomes/Core Skill</b>	The individual is expected to have basic communication skills to fill appropriate forms, process charts and activity logs, etc. and also understand application of basic arithmetic principles. The individual should able to read and understand manuals, work orders, health and safety instructions, memos, reports etc.	The individual will be able to communicate well in written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles, personal banking within or outside the organization and conduct in always, which show a basic	3

		<p>understanding of the social and professional environment of working in workplace</p> <p>The individual is expected to conduct themselves in ways, which show a basic understanding of the social and professional environment of working environment.</p>	
<b>Responsibility</b>	<p>The person is responsible for physical inspection &amp; proper positioning of the tanker, earthing cable connection, checking healthiness /working of Pressure gauge (PG) Temperature gauge (TG) and Lower explosive limit (LEL) meter, Connection of Vapour / liquid arms to the tanker with proper gasket, ensure liquid and vapour line are open. The person communicates with loading control room, taking all required safety measures up to exit of the tanker from Gantry. The individual is directly responsible for the outcome and responsible for own work and learning process which justifies the pegging of the QP at level 3</p>	<p>The Loading Operator (LPG-Propane) have some responsibility for own work within defined limit which justifies the pegging of the QP at level 3 and not directly involved in some learning of others (which is a requirement for Level 5). In his routine activity, he is under close supervision.</p>	3

### Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

**Batch Size:** 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Valve keys of sizes 0.5, 2, 3 (in inches), Ring spanner for tightening the Tanker unit flange (2 in x 300) - spanner size 24 x 26, Fastners and Spiral wound gaskets, Rail connector of size 2", D Spanner of size 52, Pressure gauge (PG) meter, Temperature gauge (TG) meter, Lower explosive limit (LEL) meter, PPE for Worker, Fire Fighting System		

Classroom Aids

The aids required to conduct sessions in the classroom are:

- |                                      |                             |
|--------------------------------------|-----------------------------|
| 1. White / Black board and Projector | 3. Computer/Laptop          |
| 2. Digital Presentation              | 4. Public Addressing System |

### Annexure: Industry Validations Summary\*

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	IOCL	Shri Amit Gupta	DGM(HRD)		8588855975	amitgupta@indianoil.in	
2	HPCL	Shri Imtiyaz Arshad	CGM - SD		9819839850	iarshad@hpcl.in	
3	ONGC	Smt. Shashi K Prasad	Group General Manager (HR)		9968282600	shashik_prasad@ongc.co.in	
4	GAIL	Dr. R.S. Velmurugan	CGM (HR)		9818866480	RS.VELMURUGAN@GAIL.CO.IN	
5	BPCL	Shri Raman Malik	GM - Admin & CSR - HRS		8939500373	malikr@bharatpetroleum.in	
6	OIL	Shri Ranjan Goswami	CGM (PR)		9810548249	goswamir@oilindia.in	

### Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities

Data to be provided year-wise for next 3 years

## Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>HYC/N6501 Carry out loading of LPG/Propane</b>	<b>PC1.</b> check readiness of Non sparking hand tool equipment required for loading activity; all persons must be with proper PPE's.	1	2		
	<b>PC2.</b> Ensure that products sample (LPG/Propane) is within specified range in laboratory certificate of products	1	2		
	<b>PC3.</b> ensure that the storage sphere/tank /vessel/mounded Bullet ready for loading operations/ transfer pumps/injection for loading of road tankers and rail wagons	2	2		
	<b>PC4.</b> check readiness of testing equipment such as Pressure gauge (PG) Temperature gauge (TG) and Lower explosive limit (LEL) meter	1	2		
	<b>PC5.</b> check the availability of fire extinguishers and fire-fighting equipment near the loading area and readiness for use if required.	2	3		
	<b>PC6.</b> ensure that loading area free off any obstructions and for proper positioning of the tank-truck/ wagon in Gantry for loading operation	1	2		
	<b>PC7.</b> carry out/co-ordinate weighment of empty trucks/ wagons tare on the weighbridges	2	2		
	<b>PC8.</b> ensure tank truck is parked safely in proper loading position as per standard marking, 'drive out' position in parking/secured area	1	2		
	<b>PC9.</b> Place wooden blocks properly to tires of tanker for no movement	2	1		
	<b>PC10.</b> ensure that earthing cable are connected	1	2		
	<b>PC11.</b> communicate with field staff and control room for individual truck details and specific loading points	2	2		
	<b>PC12.</b> ensure correct positioning of truck/wagon with hand break applied and engine off and take the custody of ignition key in Gantry /loading bay	1	2		
	<b>PC13.</b> record the initial reading of roto-gauge, tank level gauge and mass flow meter	1	2		
	<b>PC14.</b> record the density and temperature of the product from flow meter. Inform TT (Truck Tanker) tare weight to C/R	2	2		
	<b>PC15.</b> connect the loading arm & vapor arm for loading operation	1	3		
	<b>PC16.</b> Ensure the connections are not loose (to avoided any leakage)	2	2		
	<b>PC17.</b> Ensure no spillage take place while handling of LPG/Propane in loading operation	2	4		
	<b>PC18.</b> Check that the product level in tanker using roto gauge and does not exceed defined limit of loading capacity (85%)	2	4		
	<b>PC19.</b> Monitor the level of LPG/Propane in the tanker using roto gauge	1	3		
	<b>PC20.</b> check that the product level in tank does not exceed defined limit for loading capacity	1	2		

	<b>PC21.</b> close the valves of liquid & vapour arm and open valves of DP line of liquid & vapour arm for depressurization and then disconnect the loading arm	1	2		
	<b>PC22.</b> record the final reading of roto-gauge, tank level gauge and mass flow meter	2	2		
	<b>PC23.</b> Reweighing of tanker / wagon after loading operation on the same weighbridge	1	2		
	<b>PC24.</b> Sealing of the tanker as per instruction of the loading control room	1	2		
	<b>PC25.</b> Carry out degassing/purging of tanker /wagon as per procedure	2	2		
	<b>PC26.</b> Preparation/Coordinate the preparation of delivery challan	1	1		
	<b>PC27.</b> hand over a copy of weighment slip	1	1		
	<b>PC28.</b> Report to the fire safety team/in charge in case of spillage/ fire hazard and the situation is out of control	2	2		
	<b>Total Marks</b>	<b>40</b>	<b>60</b>		
<b>HYC/N9301 Working effectively in a team</b>	<b>PC1.</b> maintain clear communication with colleagues	2	3		
	<b>PC2.</b> pass on information to colleagues in line with organizational requirements	2	3		
	<b>PC3.</b> work in a team and support the team members	2	4		
	<b>PC4.</b> work in ways that show respect to colleagues	3	4		
	<b>PC5.</b> fulfil commitments made to colleagues	2	3		
	<b>PC6.</b> inform team members timely, if timelines can't be met	2	4		
	<b>PC7.</b> take the necessary initiatives to resolve the issues while working in team	3	4		
	<b>PC8.</b> adopt gender neutral behaviour while interacting with colleagues	2	2		
	<b>PC9.</b> offer assistance to a person with disability (PWD), only if required	2	3		
	<b>Total Marks</b>	<b>20</b>	<b>30</b>		
<b>HYC/N 9302 Maintain health, safety and security procedures</b>	PC1. use protective clothing/equipment such as face mask, hand gloves, goggle etc for specific tasks and work conditions	1	2		
	PC2. identify the people responsible for maintaining health and safety in the workplace	1	0		
	PC3. identify possible causes of risk or accident in the workplace	1	2		
	PC4. follow safe working practices while dealing with hazards to ensure the safety of self and others	1	2		
	PC5. lift heavy objects safely using correct procedures	1	2		
	PC6. follow safety signages	1	2		
	PC7. maintain hands hygiene by washing hand frequently and thoroughly with soap and water or alcohol-based hand rub	1	2		
	PC8. inform the concerned person of any illness related to self and others	1	1		
	PC9. maintain workplace hygiene by disinfecting the equipment and tools regularly	1	2		
	PC10. respond promptly and appropriately to an accident or in an emergency situation	1	2		
	PC11. use appropriate fire extinguishers for different types of fires correctly	2	2		
	PC12. follow appropriate rescue techniques during fire hazard	1	2		
	PC13. follow good housekeeping practice in order to prevent fire hazards	1	1		
	PC14. inform fire safety department about any near-miss incidents in the work place	2	2		

	PC15. provide appropriate first aid to victims in an emergency situation	1	2		
	PC16. follow the applicable regulations and codes as per safety standard	1	2		
	PC17. prepare written accident/incident report and share with the concerned officer/department	2	2		
	<b>Total Marks</b>	<b>20</b>	<b>30</b>		
<b>DGT/VSQ/N0102 Employability Skills</b>	PC1. Introduction to Employability Skills	2	0		
	PC2. Constitutional Values – Citizenship	1	1		
	PC3. Becoming a Professional in the 21st Century	1	3		
	PC4. Basic English Skills	2	3		
	PC5. Communication Skills	1	1		
	PC6. Financial and Legal Literacy	2	5		
	PC7. Essential Digital Skills	3	7		
	PC8. Diversity & Inclusion	1	1		
	PC9. Entrepreneurship	3	5		
	PC10. Customer Service	2	2		
	PC11. Getting Ready for Apprenticeship & Jobs	2	2		
	<b>Total Marks</b>	<b>20</b>	<b>30</b>		
<b>Grand Total</b>	<b>100</b>	<b>150</b>			

## 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.

### 1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- HSSC monitors the assessment process & records

### 2. Testing Environment:

- Confirm that the centre is available at the same address as mentioned on SDMS or SIP
- Check the duration of the training.
- Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
- Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
- Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
- Check the availability of the Lab Equipment for the particular Job Role.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) of Hydrocarbon Sector are verified by the Industry Experts, each performance criteria have its marks for theory based on the level of question i.e., easy, medium and difficult.
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding
- Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
- Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos

5. Method of verification or validation:

- Surprise visit to the assessment location
- Random crosschecking with candidate over audio/video call or physical visit
- Random audit of the batch

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored
- Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage
- Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

**7. On the Job:**

1. The evidence record of OHT will be done through organized Monitoring Reports
2. During the OJT, every trainee is required to fill the OJT monitoring report which is required to be signed by his/her supervisor and the HR of that company.
3. During assessment, each module will be assessed separately.
4. The candidate must score 60% in each module to successfully complete the OJT.
5. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
  - Videos of Trainees during OJT
6. Assessment of each Module will ensure that the candidate is able to:
  - Effective engagement with the customers
  - Understand the working of various tools and equipment

### 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
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

#### Glossary

Term	Description
<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.
<b>Long Term Training</b>	Long-term skilling means any vocational training program undertaken for a year and above. <a href="https://ncvet.gov.in/sites/default/files/NCVET.pdf">https://ncvet.gov.in/sites/default/files/NCVET.pdf</a>