Model Curriculum

QP Name: Sr. Associate - Desktop Publishing (DTP)

QP Code: SSC/Q2702

QP Version: 2.0

NSQF Level: 5

Model Curriculum Version: 1.0

IT-ITeS Sector Skills Council NASSCOM | Plot No – 7, 8, 9 & 10, Sector 126, Noida, UP.
Pin Code: 201303

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Training Parameters

Sector	IT-ITeS
Sub-Sector	Business Process Management
Occupation	Editorial and Desktop Publishing
Country	India
NSQF Level	5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3512.0202
Minimum Educational Qualification and Experience	Graduate with 1 year of relevant experience OR 12th Class with 4 years of relevant experience OR ITI in desktop publishing operator with 3 years of experience
Pre-Requisite License or Training	Certifications in Desktop publishing software, tools, and platforms
Minimum Job Entry Age	18 Years
Last Reviewed On	13-09-2021
Next Review Date	13-09-2024
NSQC Approval Date	30-12-2021
QP Version	2.0
Model Curriculum Creation Date	13-09-2021
Model Curriculum Valid Up to Date	13-09-2024
Model Curriculum Version	1.0
Minimum Duration of the Course	500 hours
Maximum Duration of the Course	500 hours

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills.

- Comprehend and work on page designing using various modes and software like PageMaker, Corel, Adobe, In-Design, Illustrator, etc.
- Discuss with stakeholders on storing publications, version control and access issues.
- Organize stacking up of the most up-to-date versions of publications to avoid mismatch.
- Evaluate the process of making content ready for publishing through various tools.
- Modify content into draft publications mitigating formatting and designing errors and review the same before final print.
- Discuss the use of software tools for publishing content.
- List the types of production process/ types including digital and print.
- Evaluate work skills required for upstream and downstream production process.
- Demonstrate effective communication and collaboration with colleagues.
- Apply measures to maintain standards of health and safety at the workplace.
- Use different approaches to effectively manage and share data and information.
- Develop strong relationships at the workplace through effective communication and conflict management.
- Identify best practices to maintain an inclusive, environmentally sustainable workplace.

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration (In Hours)	Practical Duration (In Hours)	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration (In Hours)
Module 1 (Bridge Module): IT-ITeS/BPM Industry – An Introduction	02:00	02:00	00:00	00:00	04:00
SSC/N2702 Provide/control access to publications NOS Version No. 2 NSQF Level 7	30:00	60:00	00:00	00:00	90:00

Module 2: Concept of Publications	15:00	30:00	00:00	00:00	45:00
Module 3: Provide/control access to Publications	15:00	30:00	00:00	00:00	45:00
SSC/N2703 Publish content NOS Version No. 2 NSQF Level 7	37:00	104:00	00:00	00:00	141:00
Module 4: Technical Skills for publishing content	06:00	20:00	00:00	00:00	26:00
Module 5: Publish Content in standard formats	12:00	30:00	00:00	00:00	42:00
Module 6: Software Requirement for publishing content	12:00	30:00	00:00	00:00	42:00
Module 7: Production requirements for publication process	07:00	24:00	00:00	00:00	31:00
SSC/N9001 Manage your work to meet requirements NOS Version No. 2 NSQF Level 4	08:00	32:00	00:00	00:00	40:00
Module 8: Manage your work to meet requirements	08:00	32:00	00:00	00:00	40:00
SSC/N9002 Work effectively with colleagues NOS Version No. 2 NSQF Level 4	08:00	32:00	00:00	00:00	40:00
Module 9: Work effectively with colleagues	08:00	32:00	00:00	00:00	40:00
SSC/N9003 Maintain a healthy, safe and secure working environment NOS Version No. 2 NSQF Level 4	05:00	25:00	00:00	00:00	30:00
Module 10: Managing Health and Safety	05:00	25:00	00:00	00:00	30:00
SSC/N9004 Provide data/information in standard formats NOS Version No. 2 NSQF Level 4	05:00	25:00	00:00	00:00	30:00
Module 11: Workplace Data Management	05:00	25:00	00:00	00:00	30:00

SSC/N9014 Implement & Improve the Gender Sensitivity, PWD (Person/People with Disability) Sensitivity and Greening NOS Version No. 1 NSQF Level 4	05:00	20:00	00:00	00:00	25:00
Module 12: Inclusive and Environmentally Sustainable Workplaces	05:00	20:00	00:00	00:00	25:00
OJT	**00:00**	**00:00**	**100:00**	**00:00**	**100:00**
Total Duration	100:00	300:00	100:00	00:00	500:00

Module Details

Module 1: IT-ITeS/BPM Industry – An Introduction

Bridge Module

Terminal Outcomes:

- Comprehend various delivery models used in the IT-BPM industry.

Duration: *02:00(In Hours)*	**Duration:** *02:00(In Hours)*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the relevance of the IT-ITeS sector. • Identify the career path for an Associate DTP.	• Conduct Internet search to collate information, evidence, and articles regarding the IT-ITeS/BPM industry. • Categorize key emerging trends in the IT-editorial domain.
Classroom Aids:	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
Tools, Equipment and Other Requirements:	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated)	

Module 2: Concept of Publications

Mapped to SSC/N2702, v2.0

Terminal Outcomes:

- Identify the concept of publications and its use in business.
- Analyse various modes of page designing available in the industry.

Duration: *15:00(In Hours)*	**Duration:** *30:00(In Hours)*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the various nature of publications, including digital, multimedia, web-based, print, etc. • Outline the utility of the most up to date version of publications.	• Infer the purpose of version control in publications. • Demonstrate how computers are used for purpose of page designing of various types.
Classroom Aids:	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
Tools, Equipment and Other Requirements:	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Access to Customer survey tools (e.g., Survey Monkey, Google Consumer Survey), data analysis tools such as MS-Excel, SPSS, MatLab, R Audio / Video / text Recording tools Access to a set of well-defined and limited scope publishing requirements for hands on practice in fixed hour Lab sessions.	

Module 3: Provide/Control Access to Publications

Mapped to SSC/N2702, v2.0

Terminal Outcomes:

- Discuss with superiors about storing publications, version control and access requests.
- Organize stacking up of the most up-to-date versions of publications to avoid mismatch.

Duration: *15:00(In Hours)*	**Duration:** *30:00(In Hours)*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Identify the specific versions of publications are not duplicated. • Illustrate methods to provide selective access to publications only to those who are entitled.	• Practice methods to store publications according to general policies, procedures, and standards. • Sketch the various storage modes of publications and their purpose, like hard copies, soft copies, master database, SAP control management, etc.
Classroom Aids:	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
Tools, Equipment and Other Requirements:	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Access to Customer survey tools (e.g., survey monkey, google consumer survey), data analysis tools such as MS-Excel, SPSS, MatLab, R Audio / Video / text Recording tools Access to a set of well-defined and limited scope publishing requirements for hands on practice in fixed hour Lab sessions.	

Module 4: Technical Skills for Publishing Content

Mapped to SSC/N2703, v2.0

Terminal Outcomes:

- Evaluate the process of making the content ready for publishing through various tools.

Duration: *06:00(In Hours)*	**Duration:** *20:00(In Hours)*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Classify the features and use of various tools, like text box, text formatting and layout, graphic tools, paint tools, etc.	• Demonstrate how to operate Windows Bitmap (.BMP), Graphic Interchange Format (.GIF), Joint Photographic Experts Group (. JPEG), Portable Network Graphic (. PNG), PaintShopPro (. PSP), etc. • Prepare technique of applying page set-up, margin allocation, and setting bleed value features for page design.
Classroom Aids:	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
Tools, Equipment and Other Requirements:	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Access to Publishing tools and software Access to a set of well-defined and limited scope publishing requirements for hands on practice in fixed hour Lab sessions.	

Module 5: Publish Content in Standard Formats

Mapped to SSC/N2703, v2.0

Terminal Outcomes:

- Identify the selective requirements of the content for publications.
- Modify content into draft publications mitigating formatting and designing errors and review the same before final print.

Duration: *12:00(In Hours)*	**Duration:** *30:00(In Hours)*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Classify document quality issues and clarify these with trainers. • Compare all versions of content to ensure that correct versions for publications are available.	• Distinguish how irregular formatting, inappropriate image, text line missing, design mismatch, etc. can impact quality issues. • Prepare outputs of publications in formats required for production teams. • Examine steps to curate clear instructions for production teams, where required. • Develop strategies to maintain liaise with production teams to resolve any production issues.
Classroom Aids:	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
Tools, Equipment and Other Requirements:	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Access to Publishing tools and software Access to a set of well-defined and limited scope publishing requirements for hands on practice in fixed hour Lab sessions.	

Module 6: Software Requirement for Publishing Content

Mapped to SSC/N2703, v2.0

Terminal Outcomes:

- Comprehend the types of software used for content publication.

Duration: *12:00(In Hours)*	**Duration:** *30:00(In Hours)*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the use of software tools for publishing content. • Illustrate the use of various software tools like Adobe, PageMaker, Corel, Quark, etc.	• Demonstrate the working principle and process of various software, like Adobe InDesign, Microsoft Publisher, QuarkXPress, Serif PagePlus, Scribus, etc. • Practice the methods to operate tools, like Adobe FrameMaker, Adobe Freehand, Adobe PageMaker, Adobe InDesign, Corel Draw, etc.
Classroom Aids:	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
Tools, Equipment and Other Requirements:	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Access to Publishing tools and software Access to a set of well-defined and limited scope publishing requirements for hands on practice in fixed hour Lab sessions.	

Module 7: Production Requirement for Publication Process

Mapped to SSC/N2703, v2.0

Terminal Outcomes:

- List the types of production process, including digital and print.
- Evaluate upstream and downstream production process.

Duration: *07:00(In Hours)*	**Duration:** *24:00(In Hours)*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the key features of each type of production process used for publication.	• Categorize the differences between upstream and downstream production. • Relate the type of production, like verbal, graphical, multi-media, etc along with the nature of content, suitable for each.
Classroom Aids:	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
Tools, Equipment and Other Requirements:	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Access to Publishing tools and software Access to a set of well-defined and limited scope publishing requirements for hands on practice in fixed hour Lab sessions.	

Module 8: Manage your Work to meet Requirements

Mapped to SSC/N9001, v2.0

Terminal Outcomes:

- Define the scope of work.
- Demonstrate effective work planning principles.
- Recognize the importance of using time and resources effectively.

Duration: *08:00(In Hours)*	**Duration:** *32:00(In Hours)*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the role, responsibilities, and limits of the responsibilities. • Discuss the importance of gathering detailed work requirements and prioritizing work areas. • Identify commonly made mistakes in the prioritized work areas. • Explain the importance of completing work accurately.	• Analyse needs, requirements, and dependencies in order to meet the work requirements. • Apply resource management principles and techniques. • Demonstrate the ways to maintain an organized work area. • Apply effective time management principles.
Classroom Aids:	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
Tools and Other Requirements:	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Outlook / Any other Email Client, and chat tools	

Module 9: Work Effectively with Colleagues

Mapped to SSC/N9002, v2.0

Terminal Outcomes:

- Explain the methods and mechanisms for effective communication.
- Explain the importance of effective collaboration at workplace.

Duration: *08:00(In Hours)*	**Duration:** *32:00(In Hours)*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain the principles of clear communication. • Outline the importance of being a good listener and adhering to the commitments. • Identify challenges and pain points related to work distribution while working in a team. • Explain the importance of distributing and sharing workloads.	• Use oral, written, and non-verbal communication skills in a variety of forms to construct thoughts and ideas effectively. • Demonstrate professional behaviour at workplace. • Demonstrate effective team mentorship.
Classroom Aids:	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
Tools and Other Requirements:	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Outlook / Any other Email Client, and chat tools Social networking tool / LMS tool to enable blog posts or discussion board, Instant messenger, chat and email tools to enable mock exercises.	

Module 10: Managing Health and Safety

Mapped to SSC/N9003, v2.0

Terminal Outcomes:

- Describe how to maintain a health, safe and secure environment at workplace.

Duration: *05:00(In Hours)*	**Duration:** *25:00(In Hours)*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the importance of complying with organizational health, safety and security policies and procedures. • Discuss possible roles and responsibilities that an employee can take up with respect to workplace safety management. • Evaluate sample organizational emergency procedures. • Identify mechanisms to improve workplace health, safety, and security. • Label appropriate personal protective equipment needed for a job role.	• Demonstrate the identification of possible breaches in health, safety, and security policies. • Document health, safety, and security breaches. • Design a contingency plan for emergency situations like fire, short circuit, accidents, earthquake, etc. • Demonstrate the use of First Aid, CPR, and safety evacuation process as part of routine operations.
Classroom Aids:	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
Tools and Other Requirements:	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Outlook / Any other Email Client, and chat tools A sample health and safety policy document, Emergency broadcast system and mock emergency signage in the appropriate areas of the training institute	

Module 11: Workplace Data Management

Mapped to SSC/N9004, v2.0

Terminal Outcomes:

- Describe how data / information can be managed effectively.

Duration: *05:00(In Hours)*	**Duration:** *25:00(In Hours)*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss data privacy in terms of sharing and retrieving data from different sources. • Discuss the significance of providing accurate and up-to-date information on time. • Identify the database management tools and importance of CRM database.	• Apply the concepts behind information and knowledge management. • Perform rule-based analysis of data/information. • Format the data/information into required types/forms. • Demonstrate effective data management. • Use CRM databases to record and extract information.
Classroom Aids:	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
Tools and Other Requirements:	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Outlook / Any other Email Client, and chat tools Social networking tool / LMS tool to enable blog posts or discussion board, Instant messenger, chat and email tools to enable mock exercises.	

Module 12: Inclusive and Environmentally Sustainable Workplaces

Mapped to SSC/N9014, v1.0

Terminal Outcomes:

- Illustrate sustainable practices at workplace for energy efficiency and waste management.
- Apply different approaches to maintain gender equality and increase inclusiveness for PwD.

Duration: *05:00(In Hours)*	**Duration:** *20:00(In Hours)*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Describe different approaches for efficient energy resource utilisation and waste management. • Describe the importance of following the diversity policies. • Identify stereotypes and prejudices associated with people with disabilities and the negative consequences of prejudice and stereotypes. • Discuss the importance of promoting, sharing, and implementing gender equality and PwD sensitivity guidelines at organization level.	• Practice the segregation of recyclable, non-recyclable and hazardous waste generated. • Demonstrate different methods of energy resource use optimization and conservation. • Demonstrate essential communication methods in line with gender inclusiveness and PwD sensitivity.
Classroom Aids:	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
Tools and Other Requirements:	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training Experience**		**Remarks**
		Years	***Specialization***	***Years***	***Specialization***	
Bachelor's Degree in any discipline.	CITS + 3 years domain experience	Minimum 2 years' experience in the business process management domain.		1 year preferred	Minimum 2 years' experience in the editorial and desktop publishing domain	Additional certification in Desktop publishing software, tools, and platforms.

Trainer Certification	
Domain Certification	**Platform Certification**
Minimum accepted score in SSC Assessment is 80% per NOS being taught in "SSC/Q2702, V 2.0"	Recommended that the trainer is certified for the Job role "Trainer" mapped to the Qualification Pack "MEP/Q2601". Minimum accepted score is 80% aggregate

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training/Assessment Experience**		**Remarks**
		Years	***Specialization***	***Years***	***Specialization***	
Graduate in any discipline		2	Experience that involves client interaction	1-2	Experience that involves client interaction	

Assessor Certification	
Domain Certification	**Platform Certification**
Not Applicable	

Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the learner on the required competencies of the program.

Assessment System Overview

A uniform assessment of job candidates as per industry standards facilitates progress of the industry by filtering employable individuals while simultaneously providing candidates with an analysis of personal strengths and weaknesses.

Assessment Criteria

Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.

The assessment for the theory part will be based on a knowledge bank of questions created by the SSC. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.

Guidelines for Assessment			
Testing Environment	**Tasks and Functions**	**Productivity**	**Teamwork**
• Carry out assessments under realistic work pressures that are found in the normal industry workplace (or simulated workplace). • Ensure that the range of materials, equipment, and tools that learners use are current and of the type routinely found in the normal industry workplace (or simulated workplace) environments.	• Assess that all tasks and functions are completed in a way, and to a timescale, that is acceptable in the normal industry workplace. • Assign workplace (or simulated workplace) responsibilities that enable learners to meet the requirements of the NOS.	• Productivity levels must be checked to ensure that it reflects those that are found in the work situation being replicated.	• Provide situations that allow learners to interact with the range of personnel and contractors found in the normal industry workplace (or simulated workplace).

Assessment Quality Assurance framework

NASSCOM provides two assessment frameworks NAC and NAC-Tech.

NAC (NASSCOM Assessment of Competence)

NAC follows a test matrix to assess Speaking & Listening, Analytical, Quantitative, Writing, and Keyboard skills of candidates appearing for assessment.

NAC-Tech

NAC-Tech test matrix includes assessment of Communication, Reading, Analytical, Logical Reasoning, Work Management, Computer Fundamentals, Operating Systems, RDBMS, SDLC, Algorithms & Programming Fundamentals, and System Architecture skills.

Methods of Validation

To pass a QP, a trainee should score an average of 70% across generic NOS' and a minimum of 70% for each technical NOS. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Method of assessment documentation and access

The assessment agency will upload the result of assessment in the portal. The data will not be accessible for change by the assessment agency after the upload. The assessment data will be validated by SSC assessment team. After upload, only SSC can access this data.

References

Glossary

Term	Description
Key Learning Outcome	Key learning outcome is the statement of what the learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcomes is specified in terms of knowledge, understanding (theory) and skills (practical application).
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do **upon the completion of the training.**
Terminal Outcome	Training outcome is a statement of what a learner will know, understand and be able to do **upon the completion of a module.** A set of terminal outcomes help to achieve the training outcome.
National Occupational Standards	National Occupational Standard specify the standard of performance an individual must achieve when carrying out a function in the workplace.
Persons with Disability	Persons with Disability are those who have long-term physical, mental, intellectual, or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on equal basis with others.
Integrated Development Environment	An integrated development environment is a software application that provides comprehensive facilities to computer programmers for software development.

Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skill Qualification Framework
NSQC	National Skill Qualification Committee
NOS	National Occupational Standards
SSC	Skill Sectors Council
NASSCOM	National Association of Software & Service Companies
PWD	Persons with Disability
IDE	Integrated Development Environment