

Model Curriculum

Data Quality Assurance Executive

**SECTOR: MANAGEMENT, ENTREPRENEURSHIP &
PROFESSIONAL SKILLS**

SUB-SECTOR: Office Management & Professional Skills

OCCUPATION: Office Support

REF ID: MEP/Q0209, v1.0

NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

MANAGEMENT & ENTREPRENEURSHIP AND PROFESSIONAL SKILLS COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/ Qualification Pack: 'Data Quality Assurance Executive' QP No. 'MEP/Q0209 v1.0 NSQF Level 4'

Date of Issuance: **November 4th 2019**

Valid up to: **November 4th 2023**

* Valid up to the next review date of the Qualification Pack


Authorised Signatory

Management & Entrepreneurship and Professional Skills Council

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Data Quality Assurance Executive

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Data Quality Assurance Executive”, in the “Management, Entrepreneurship and Professional Skills” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Data Quality Assurance Executive		
Qualification Pack Name & Reference ID. ID	MEP/Q0209, v1.0		
Version No.	1.0	Version Update Date	04/11/2023
Pre-requisites to Training	Graduate with mathematics/applied mathematics / statistics/ applied statistics / quantitative science as one of the subjects		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Ensure mathematical/ statistical computation. • Apply clear and appropriate communication with all stakeholders. • Apply health and safety practices at the workplace. • Apply principles of professional practice at the workplace. 		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Data Quality Assurance Executive” Qualification Pack issued by “Management, Entrepreneurship and Professional Skills Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction to job role</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Describe the role and responsibilities of a data quality assurance executive. Discuss the standards/ policies/ guidelines/ service agreement followed during household/ enterprise/ establishment survey. Describe common organisational requirements for information and its verification across various sectors and for various purposes. Describe synergies with other field jobs in terms of location, type of job, support available, etc. 	Classroom aid
2	<p>Basic Statistical Concepts</p> <p>Theory Duration (hh:mm) 27:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code MEP/N0234</p>	<ul style="list-style-type: none"> Describe concepts like population, sample, scales of measurement, data attributes etc. Apply descriptive statistics including measures of central tendency such as mean, median and mode. Explain inferential statistics like ANOVA, correlation, time series and regression. Use scatterplots and other graphical techniques to identify correlation between variables. 	Statistical software (SPSS or STATA or SAS or Epiinfo, MS Excel) Computer assisted personal interviewing (CAPI).
3	<p>Ensure mathematical/ statistical computation</p> <p>Theory Duration (hh:mm) 46:00</p> <p>Practical Duration (hh:mm) 64:00</p> <p>Corresponding NOS Code MEP/N0234</p>	<ul style="list-style-type: none"> Explain mathematical and statistical computation methods for the different types of data. Demonstrate identification and handling of anomalies/ errors using statistical tools/ methods. Demonstrate presentation of results of data analysis. 	Statistical software (SPSS or STATA or SAS or Epiinfo, MS Excel), Computer assisted personal interviewing (CAPI).

Sr. No.	Module	Key Learning Outcomes	Equipment Required
4	<p>Communicate effectively with clients and colleagues</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code MEP/N9915</p>	<ul style="list-style-type: none"> State the various categories of people that one is required to communicate and coordinate with, at the workplace. Describe how to communicate job related requirements, performance indicators, work output and anticipated delays. Explain the information and instruction received; pass them on to colleagues. Explain communication approaches while working in a team and working independently and be sensitive to the gender, cultural and social differences. Explain how to respond to customer dissatisfaction and complaints, as well as communicate issues or problems to clients in advance. Discuss effective communication and barriers, and importance of responding to e-mails and messages within timelines. Discuss ethical behaviour and communication etiquette at workplace and in dealing with clients. 	Classroom aid
5	<p>Workplace safety, rescue and first aid</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 06:00</p> <p>Corresponding NOS Code MEP/N9903</p>	<ul style="list-style-type: none"> Explain possible causes of “hazards” and “risks” present in the work environment and related precautions that needs to be taken. Explain hygiene related concerns to superiors. List the causes of fire and other accidents and ways to prevent them. Describes the various fire extinguishers for different types of fires. Demonstrate appropriate first aid in different situations. Describe the emergency procedures during accidents or hazardous situations. Explain the types of safety signs and their significance. 	Personal protective equipment, (such as mask and helmet) Fire extinguishers (Class A,B,C,D & K fires: extinguishers may contain water, sand, foam, dry powder, CO2, or wet chemical), first aid box (sterile dressings, plasters, disposable sterile gloves, scissors, anti-septic wipes, thermometer)
6	<p>Principles of Professional Practice</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p>	<ul style="list-style-type: none"> Explain what personal and professional goals are and how to develop them. Discuss the importance of continuous learning and developing professional development plan. Explain the importance of displaying professional appearance and behaviour at all times. Demonstrate ways of communicating with team members and different stakeholders in a professional manner. Discuss importance of completing duties accurately, systematically and within required timelines for professional and organisational success. 	Classroom aid

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code MEP/N9912	<ul style="list-style-type: none"> • Explain guidelines on disclosure and confidentiality of data collected. • Discuss the importance of policies related to non-discrimination and rights of the clients. • Explain the ethical and unethical conduct in a workplace. • Identify inappropriate workplace behaviour and ways to manage them. • Identify conflict of interest and how to resolve it. 	
	Total Duration Theory Duration 100:00 Practical Duration 150:00	Unique Equipment Required: Statistical software (SPSS or STATA or SAS or Epiinfo, MS Excel) Computer assisted personal interviewing (CAPI), Personal protective equipment (such as mask and helmet), Fire extinguishers (Class A,B,C,D & K fires: extinguishers may contain water, sand, foam, dry powder, CO2, or wet chemical), first aid box (sterile dressings, plasters, disposable sterile gloves, scissors, anti-septic wipes, thermometer) Classroom aids: Computer, projector, white board/ flip chart with all necessary accessories	

Grand Total Course Duration: **250 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by Management, Entrepreneurship and Professional Skills Council)

Trainer Prerequisites for Job role: “Data Quality Assurance Executive” mapped to Qualification Pack: “MEP/Q0209 v1.0”

Sr. No.	Area	Details
1	Description	The Trainer trains the learners on the occupational standards, using pre-set lesson plans and training materials. They plan for and conduct sessions to impart competency based skills and knowledge. The Trainer for Data Quality Assurance Executive, trains the personnel to work for multiple clients and collect or verify data or documents from the field as per guidelines received. They work on a contractual or commission basis.
2	Personal Attributes	The individual must be well groomed, attentive, and comfortable with multi-tasking and disciplined; have good communication skills and attention to detail; respect confidentiality and have a positive attitude and dependability.
3	Minimum Educational Qualifications	Graduate in any discipline.
4a	Domain Certification	Certified for Job Role: <u>“Data Quality Assurance Executive”</u> mapped to QP: <u>“MEP/Q0209, v1.0”</u> . Minimum accepted score is 70%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: <u>“Trainer”</u> , mapped to the Qualification Pack: <u>“MEP/Q2601”</u> . Minimum accepted score as per MEPSC guidelines is 80%.
5	Experience	3-4 years of experience in the relevant area of work along with 1-2 years of teaching experience

Assessment Criteria – as per the Qualification Pack