



QUALIFICATION FILE

Pipeline Welding Helper (Oil & Gas)

Short Term Training (STT)

General

NCrF/NSQF Level: 2.5

Submitted By:

Hydrocarbon Sector Skill Council

Chief Executive Officer

OIDB Bhawan, Block G+3, 2nd Floor, Plot No.2, Vikas Marg,

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Section 1: Basic Details

1.	Qualification Name	Pipeline Welding Helper (Oil & Gas)																
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 <i>(Wherever applicable)</i>																	
5.	National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i>	QG-2.5-HY-00359-2023-V1-HSSC & Version 1.0	6. NCrF/NSQF Level: 2.5															
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other)	Certificate																
8.	Brief Description of the Qualification	Individual at this job is responsible for assisting/helping a pipeline welder at different oil and gas sites. The person at this job uses different types welding machines and tools for welding different types of metal																
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1" style="margin-left: 20px;"> <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>9th grade pass</td> <td>NA</td> </tr> <tr> <td>2.</td> <td>5th grade pass</td> <td>4- year of relevant experience</td> </tr> <tr> <td>3.</td> <td>Ability to read and write</td> <td>5-years of relevant experience</td> </tr> <tr> <td>4.</td> <td>Previous relevant Qualification of NSQF Level 2</td> <td>6 months of relevant experience</td> </tr> </tbody> </table> b. Age: 18		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	9th grade pass	NA	2.	5th grade pass	4- year of relevant experience	3.	Ability to read and write	5-years of relevant experience	4.	Previous relevant Qualification of NSQF Level 2	6 months of relevant experience
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3.	Ability to read and write	5-years of relevant experience																
4.	Previous relevant Qualification of NSQF Level 2	6 months of relevant experience																
10	Credits Assigned to this Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>	10	11. Common Cost Norm Category (I)															
12	Any Licensing requirements for Undertaking Training on This Qualification	NA																

13	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended																			
		<table border="1"> <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>66</td> <td>204</td> <td>30</td> <td></td> <td>300</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	66	204	30		300	Online						
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Classroom (offline)	66	204	30		300																
Online																					
		(Refer Blended Learning Annexure for details)																			
14	Aligned to NCO/ISCO Code/s (if no code is available mention the same)	NCO 2015/ NCO/2015 8131.31																			
15	Progression path after attaining the qualification (Please show Professional and Academic progression)	<i>Vertical Progression:</i> NSQF Level 3.5: Jr. Industrial Welder (Oil & Gas)																			
16	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																			
17	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																			
18	Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If “Yes”, specify applicable type of Disability:																			
19	How Participation of Women will be Encouraged	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.																			
20	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																			
21	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																			
22	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Mr. SK Bose Email: ceo@hsscindia.in Contact No.: +91 9871115360 Website: www.hsscindia.in																			
23	Final Approval Date by NSQC: 03-May-2023	24. Validity Duration: 3 years from the date of approval	25. Next Review Date: 02-May-2026																		

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/ NSQ F Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks						
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj	Viva	Total	Weightage (%) (if applicable)	
1.	Module 1: Introduction to Hydrocarbon sector and the job role of Pipeline Welding Helper (Oil & Gas)	HYC/N 9105 & V 1.0	Bridge/Core	2.5	0	03	00	00	00	03	00	00	00	00	00		
2.	Module 2: Carry out the preparation for welding operation at oil and gas pipeline site	HYC/N 9105 & V 1.0	Core	2.5	3	15	60	15	00	90	20	30	00	00	50		
3.	Module 3: Providing assistance for pipeline welding operations at site	HYC/N 9106 & V 1.0	Core	2.5	3	15	60	15	00	90	20	30	00	00	50		
4.	Module 3: Working effectively in a team	HYC/ N9301 & V 3.0	Non-Core	2.5	1.5	15	30	00	00	45	20	30	00	00	50		
5.	Module 4: Maintain health, safety and security procedures	HYC/ N9302 & V 3.0	Non-Core	2.5	1.5	12	30	00	00	42	20	30	00	00	50		
6.	Module 5: Employability Skills	DGT/VSQ/ N0101 Version 1	Core	3	1	6	24	00	00	30	20	30	00	00	50		
Duration (in Hours) / Total Marks						10	66	204	30	00	300	100	150	00	00	250	

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.	Trainer’s Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Diploma(3-year after 10 th) with 2-years of industry experience and 1-year of academic experience Or ITI(after 10 th) with 3-years of industry experience and 1-year of academic experience Or Or Certified under relevant Craft Instructor Training Scheme (CITS) course
2.	Master Trainer’s Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Diploma(3-year after 10 th) with 3-years of industry experience and 2-year of academic experience OR ITI(after 10 th) with 4-years of industry experience and 2-year of academic experience
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If “Yes”, details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor’s Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Diploma(3-year after 10 th) with 2-years of industry experience and 1-year of academic experience Or ITI(after 10 th) with 3-years of industry experience and 1-year of academic experience Or Or Certified under relevant Craft Instructor Training Scheme (CITS) course
2.	Proctor’s Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Diploma(3-year after 10 th) with 3-years of industry experience and 2-year of academic experience OR ITI(after 10 th) with 4-years of industry experience and 2-year of academic experience

3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Diploma(3-year after 10 th) with 3-years of industry experience and 2-year of academic experience OR ITI(after 10 th) with 4-years of industry experience and 2-year of academic experience
4.	Assessment Mode (Specify the assessment mode)	Both Online and Offline mode
5.	Tools and Equipment Required for Assessment	<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.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 10 (Due to limited number of Industries available in Oil & Gas Sector; endorsed by MoPNG through Letter)
5.	Estimated nos. of persons to be trained and employed: The Pipeline Welding Helper (Oil & Gas) work in the oil pipelines, there were no standard training / Qualification Pack all across the Oil Industry, which the work force should possess at the time of recruiting / enrolling the work force for performing the job role. The skill gap reports the demand of the skilled workforce and the projected industry growth of the Oil & Gas industry in India. During the industry interactions carried out while creating occupational maps and prioritization of job roles for QP development, the mentioned qualification was indicated as a key requirement by the industry. The Task force committee shared the final approval for the development of the qualification. The Qualification has been validated by Oil & Gas Sectors CPSEs. Hence there was need felt by HSSC in consultation with the members of Industry Task force (Members representing Oil & Gas PSU's), to develop Qualification Pack for this job roles. This qualification is among the high demand job roles in the Upstream segment of Oil & Gas Industry.
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: <i>The Ministry of Petroleum & 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.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Annexure: List of tools and equipment relevant for qualification
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Annexure: Detailed Assessment Criteria
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Annexure: Assessment Strategy
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is “Blended Learning”)</i>	Annexure: NA
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	Annexure: NA
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	Annexure: Acronym and Glossary
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Supporting Document: Model Curriculum
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	Supporting Document: Career Progression
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	Supporting Document: Occupational Map
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	Supporting Document: Assessment SOP
12.	Any other document you wish to submit:	Any other document you wish to submit: NA

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
<p>Professional Theoretical Knowledge/Process</p>	<p>The Pipeline Welding Helper (Oil & Gas) must be able to assist/help a pipeline welder at different oil and gas sites. The person at this job uses different types welding machines and tools for welding different types of metal. The individual must able to working logically and in a well-organized manner and expected to operate trade machinery effectively, safely and in accordance with manufacturers’ instructions also expected to have the knowledge of selection of appropriate machine & tools/Welding Equipment’s safely and effectively.</p>	<p>The activities for this Qualification are the predictable/familiar and routine activities in nature and he handles all this independently (with minimal supervision).</p>	<p>2.5</p>
<p>Professional and Technical Skills/ Expertise/ Professional Knowledge</p>	<p>The individual is expected to have basic factual knowledge of processes and principles applied in the Pipeline Welding Helper (Oil & Gas) trade and understand the risk of not following defined procedures.</p> <p>The Pipeline Welding Helper (Oil & Gas) must able to plan and think in steps and three-dimensionally, the individual should keep up to date with changing technology in the process also the person should also know the range of processes</p>	<p>The individual shall have basic factual knowledge for various activities to be performed during operation and procedure</p> <p>The individual should know the maintenance requirements of measurement/control/ protection and detection systems and equipment</p> <p>The user/individual on the job needs to know the types of fire extinguishers and their suitable uses/ Testing equipment’s/ Shielding gases equipment/ Basic principles of TIG testing/ Testing concepts and mechanisms/ Consumables classification/ Safety precautions/ Shielding gases/ Types of joints/ Testing</p>	<p>2.5</p>

	<p>and methods performed to perform the welding work. The individual should know the Interpretation of drawing as per standard and knowledge of Geometric Dimensioning and Tolerance (GD&T) and should have the knowledge of making Isometric drawing and orthographic projection</p>	<p>Positions/ Electrical characteristics and Handling specimens for tests</p>	
<p>Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill</p>	<p>The individual should able to Identify problems with work planning, procedures, practical skill, output and behavior and their implications also able to Plan, prioritize and sequence work operations as per job requirements also expected to know the usage of appropriate tools required to perform the job by applied quality concepts</p> <p>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 and also able to fill up appropriate technical forms, process charts, activity logs as per organizational format in English and/or local language</p>	<p>The individual will recall and demonstrate practical skill, which are routine and repetitive using appropriate rule, tools and quality concepts</p> <p>The individual must have capacity to apply professional skills needed to operate equipment with the understanding of principles needed to explore and adapt systems.</p>	<p>2.5</p>

Broad Learning Outcomes/Core Skill	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 be able to read and understand manuals, work orders, health and safety instructions, memos, reports etc.	The individual will be able to communicate well within or outside the organization and conduct in always, which show a basic understanding of the social and professional environment of working in workplace as s/he works under instruction and close supervision. The individual is expected to conduct themselves in ways, which show a basic understanding of the social and professional environment of working environment.	2.5
Responsibility	The individual is responsible for for manual and semi-automatic testing equipment to weld different types of metals together (ferrous/non-ferrous), in certain types of testing, such as testing in petroleum pipeline project sites	The individual is majorly responsible for his own job and self-learning process within defined limit and under close Supervision which justifies the pegging of the QP at level 2.5	2.5

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	Gas Cutting Torch Set With Accessories (Set)		
2	Gas Welding Torch Set With Accessories (Set)		
3	Welding Head Helmet (Shield)		
4	Welder's Apron		
5	Welding Hand Screen (Shield)		
6	Welding Goggles (Black)		
7	Welding Gloves		
8	TIG Welding Machine		
9	MIG Welding Machine		
10	Screw Drivers		
11	Adjustable Spanners		
12	Grinder		
13	Wire Brush		
14	Flux Core Wire		
15	Electrodes		
16	Gas Regulator		
17	Cutting Torch		
18	Electrode Holder		
19	Earth Clamp		
20	Angle Grinder		
21	Welding Rod		
22	Welding Gun		
23	Gas Cylinder		
24	Welding Transformer		
25	Rules, Squares, Scribes, Vernier Calliper		
27	Hydrostatic Testing Machine (Non-Mandatory)		
28	Pneumatic Testing Machine (Non-Mandatory)		

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. White / Black board and Projector
2. Digital Presentation
3. Computer/Laptop
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 K.Nagesh	GM - ER		9819839850	knagesh@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	EIL	Smt. Gopa Pradhan	CGM (HR)		9810709890	gopa.pradhan@eil.co.in	
7	OIL	Shri Ranjan Goswami	CGM (PR)		9810548249	goswamir@oilindia.in	
8	Pune Gas	Shri Jai Sinh Sampat	Director		9823031262	jns@punegas.com	
9	Think Gas	Smt. Raima Dutta Saikia	Vice President – Human Resource		9560071391	raema.saikia@think-gas.com	
10	SIMULANIS	Shri Neeraj Chouhan	Chief Product Manager			neerajchouhan@simulanis.com	
11	SOM Projects Pvt Ltd	Shri Ramesh Sharma	Resident Construction Manager		9711357234	Ramesh.sharma@somprojects.com	
12	Bridge & Roof Co (I) Ltd	Shri Prithwish Patra	Resident Construction Manager		9358371084	Prithwish.patra@bridgeroof.co.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
HYC/N9105 Prepare for welding operation at oil and gas pipeline site	assist/help welder in arranging blueprint, drawing, machine, measuring equipment and tools	4	6		
	assist/help welder in marking pipes for welding as per blueprint/drawing	4	6		
	assist/help welder for electrical connection of welding machine	4	6		
	assist/help welder in identifying damaged parts/material	4	6		
	keep work area and welding gun, electrodes, filler wires, gas cylinders, welding transformers clean remove dust, moisture and waste material before welding operation	4	6		
	Total Marks	20	30		
HYC/N9106 Assist/help for pipeline welding operation	assist/help welder in arranging the pipes in the specified manner for welding as per the drawing	1	2		
	give appropriate welding tools to the welder for welding operation	1	2		
	use rules, squares, scribes, vernier caliper, instrument for marking	1	2		
	cut the pipe as per the marking	1	2		
	hold and clamp the pipe during jointing/welding operation	2	2		
	assist/help welder in cleaning the pipe surface area using file or grinding tools	1	2		
	clean the work area after welding operation	1	2		
	assist/help welder in carrying out visual and dimensional inspection	2	2		
	assist/help welder in identifying various cutting and welding defects using testing instruments	1	2		
	assist/help welder in rectifying the identified cutting and welding defects	1	2		
	assist/help welder in carrying out the hydrostatic testing for designated pressure proofing as per the procedures	2	2		
	assist/help welder in carrying out the pneumatic testing for leak proofing as per the procedures	1	2		
	assist/help welder in checking the structural integrity of pipe	2	2		
	assist/help welder in reporting defects to appropriate authority as per instructions	1	2		
	assist/help welder in checking all the inspection points as per maintenance checklist	2	2		
assist/help welder in depositing recyclable and reusable material at store	1	2			
Total Marks	20	30			
	PC1. maintain clear communication with colleagues	2	3		

HYC/N 9301 Working effectively in a team	PC2. pass on information to colleagues in line with organisational requirements	2	3		
	PC3. provide support to the team members	2	4		
	PC4. respect the colleagues	3	4		
	PC5. fulfil commitments made to colleagues	2	3		
	PC6. inform team members timely, if timelines can't be met	2	4		
	PC7. take the necessary initiatives to resolve the issues while working in team	3	4		
	PC8. adopt gender neutral behaviour while interacting with colleagues	2	2		
	PC9. offer assistance to a person with disability (PWD), only if required	2	3		
	Total Marks	20	30		
HYC/N 9302 Maintain health, safety and security procedures	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		
Total Marks	20	30			
Grand Total		80	120		

Annexure: Assessment Strategy

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

Mention the detailed assessment strategy in the provided template.

<. 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

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

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
National Occupational Standards (NOS)	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.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf