

Qualification Pack



Panchakarma Technician

QP Code: HSS/Q3601

Version: 3.0

NSQF Level: 4

Healthcare Sector Skill Council || 520, DLF Tower A, 5th Floor, Jasola District Centre
New Delhi - 110025 || email:megha.aggarwal@healthcare-ssc.in

Qualification Pack

Contents

HSS/Q3601: Panchakarma Technician	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Qualification Pack (QP) Parameters</i>	3
HSS/N3601: Prepare for panchakarma therapy session	5
HSS/N3602: Provide panchakarma therapy as per guidance/prescription	11
HSS/N3603: Carry out post panchakarma therapy procedures	16
HSS/N9617: Maintain a safe, healthy and secure working environment	21
HSS/N9618: Follow infection control policies & procedures including biomedical waste disposal protocols	26
DGT/VSQ/N0102: Employability Skills (60 Hours)	32
Assessment Guidelines and Weightage	39
<i>Assessment Guidelines</i>	39
<i>Assessment Weightage</i>	40
Acronyms	41
Glossary	42

Qualification Pack

HSS/Q3601: Panchakarma Technician

Brief Job Description

The individuals in this job provide panchakarma therapy as per the prescription by creating appropriate and conducive ambience, and ensuring the availability of required materials, herbs and related formulations. These professionals provide support to individuals before, during and after therapy. They also perform basic administrative functions including record maintenance of day to day activities at work place.

Personal Attributes

The job requires individuals to have good communication skills, time management skills, basic IT skills, the ability to work in a multidisciplinary team. They also need to possess key qualities such as self discipline, confidence, maturity, compassion, patient centricity, empathy.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [HSS/N3601: Prepare for panchakarma therapy session](#)
2. [HSS/N3602: Provide panchakarma therapy as per guidance/prescription](#)
3. [HSS/N3603: Carry out post panchakarma therapy procedures](#)
4. [HSS/N9617: Maintain a safe, healthy and secure working environment](#)
5. [HSS/N9618: Follow infection control policies & procedures including biomedical waste disposal protocols](#)
6. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Healthcare
Sub-Sector	AYUSH
Occupation	Ayurveda Therapy
Country	India
NSQF Level	4

Qualification Pack

Credits	49
Aligned to NCO/ISCO/ISIC Code	NCO-2015/2230
Minimum Educational Qualification & Experience	<p>12th Class OR Completed 2nd year of the 3-year diploma after 10 with NA of experience OR 10th grade pass with 2 Years of experience relevant experience OR 11th grade pass with 1 Year of experience relevant experience OR Previous relevant Qualification of NSQF Level (3.5) with 1-2 Years of experience with 1.5-year relevant experience OR Previous relevant Qualification of NSQF Level (3) with 3 Years of experience relevant experience</p>
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	28/07/2027
NSQC Approval Date	28/07/2022
Version	3.0
Reference code on NQR	QG-04-HE-00649-2023-V1.1-HSSC
NQR Version	3.0

Qualification Pack

HSS/N3601: Prepare for panchakarma therapy session

Description

This Occupational Standard describes the knowledge, understanding and skills required by an individual to prepare unit for panchakarma therapy sessions including patient preparation as per instructions and guidance from a therapist/doctor

Scope

The scope covers the following :

- Apply hygiene standards
- Fulfill preprocedural requirements
- Prepare medicament as required for the procedure

Elements and Performance Criteria

Apply hygiene standards

To be competent, the user/individual on the job must be able to:

- PC1.** wear appropriate and clean attire as per organisational policies and procedures
- PC2.** maintain conducive ambience, environment and cleanliness in the unit

Fulfill preprocedural requirements

To be competent, the user/individual on the job must be able to:

- PC3.** introduce oneself to the patient
- PC4.** coordinate with therapist/doctor who is treating the patient for appointment schedule
- PC5.** confirm the appointment schedule with the patient and the therapist/doctor who is treating the patient
- PC6.** confirm the identity of the patient through relevant information available
- PC7.** seek permission and orient the patient about the procedure to be carried out
- PC8.** maintain patients privacy throughout the session
- PC9.** keep the required resources ready for therapy and remove all obstructions
- PC10.** ensure health and safety measures are always implemented while preparing the individual for the procedure
- PC11.** check the patients vitals and record the same
- PC12.** identify any deviation from normal parameters and inform the same to the therapist/doctor
- PC13.** confirm if the patient has obtained a consent from therapist/doctor
- PC14.** position the patient correctly in a dignified way as per therapist/doctors instruction
- PC15.** drape the patient as per the procedure or as per therapist/doctors instructions
- PC16.** ensure that personal articles of the individual are handed safely to the family members as per organizational policies
- PC17.** take prompt appropriate action in response to the problems which occur during the preparations or inform concerned authority

Qualification Pack

PC18. check the schedule and number of participants on a daily basis and arrange necessary resources accordingly

Prepare medicament as required for the procedure

To be competent, the user/individual on the job must be able to:

PC19. assemble the required articles, herbs and related formulations as per prescription/therapist/doctors instructions

PC20. check the expiry date of formulations or material as per organizational policies

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** procedures for safe practice
- KU2.** relevant Workplace Health and Safety (WHS) legislation
- KU3.** norms set by accreditation agencies for panchakarma units
- KU4.** relevant Indian hospital standards, regulations and guidelines
- KU5.** about Ayurveda, its aim and objectives, including specialties of Ayurveda
- KU6.** five elements of body including concept of Dosha, Dhatu and Mala
- KU7.** applied aspects of koshta and Agni
- KU8.** human anatomy and physiology
- KU9.** how to measure and record the vital parameters
- KU10.** about Marma (vital points)
- KU11.** concept of Swasthya - Swasthavritta, Dinacharya (daily regimen), Ritucharya (seasonal regimen)
- KU12.** principles of Chikitsa: Shadupakrama, Shodhana, Panchakarma, Shamana, Poorva, Pradhan & Pashchat karma, Trividha karma for Shodhana
- KU13.** five procedures of Panchakarma Vamana (Emesis), Virechana (Purgation), Nirooha Basti (Decoction enema), Nasya (Instillation of medicine through nostrils), Anuvasana Basti (lipid enema) Uttara Basti (instillation of medicines into urogenital tract), and Rakta Mokshana (bloodletting)
- KU14.** about purpose, types, benefits, indications, contraindications, safety precautions of Shodhana, Snehana, Swedana, Rukshana
- KU15.** Bhaishajya Kalpana (pharmacy procedures) including instruments used in pharmacy preparations related to panchakarma
- KU16.** plant origin, animal origin, compound formulations, minerals origin and other related preparations used for panchakarma therapy procedures
- KU17.** patient rights and wishes relating to their sex, age, culture, privacy, beliefs, and dignity
- KU18.** position and posture for basic panchakarma procedures
- KU19.** dos and donts to be followed during pre-therapy procedures
- KU20.** escalation protocols in case of non-compliances
- KU21.** individual medical history and how to correlate with therapy practises
- KU22.** how to interpret the body language of the participants to assess any discomfort or challenges

Qualification Pack

KU23. how to prepare and maintain compliance report to keep a record of the problems and complaints received by the patients

Generic Skills (GS)

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

- GS1.** document findings and procedure details completely and accurately
- GS2.** read and interpret instructions and prescriptions
- GS3.** demonstrate active listening skills
- GS4.** interpret and follow verbal instructions
- GS5.** report incidents in line with organisation requirements
- GS6.** select and use appropriate attire
- GS7.** complete all activities accurately and in a timely manner
- GS8.** solve problems including the ability to use available resources
- GS9.** considering participants benefits

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Apply hygiene standards</i>	28	20	20	10
PC1. wear appropriate and clean attire as per organisational policies and procedures	-	-	-	-
PC2. maintain conducive ambience, environment and cleanliness in the unit	-	-	-	-
<i>Fulfill preprocedural requirements</i>	38	80	23	20
PC3. introduce oneself to the patient	-	-	-	-
PC4. coordinate with therapist/doctor who is treating the patient for appointment schedule	-	-	-	-
PC5. confirm the appointment schedule with the patient and the therapist/doctor who is treating the patient	-	-	-	-
PC6. confirm the identity of the patient through relevant information available	-	-	-	-
PC7. seek permission and orient the patient about the procedure to be carried out	-	-	-	-
PC8. maintain patients privacy throughout the session	-	-	-	-
PC9. keep the required resources ready for therapy and remove all obstructions	-	-	-	-
PC10. ensure health and safety measures are always implemented while preparing the individual for the procedure	-	-	-	-
PC11. check the patients vitals and record the same	-	-	-	-
PC12. identify any deviation from normal parameters and inform the same to the therapist/doctor	-	-	-	-
PC13. confirm if the patient has obtained a consent from therapist/doctor	-	-	-	-
PC14. position the patient correctly in a dignified way as per therapist/doctors instruction	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. drape the patient as per the procedure or as per therapist/doctors instructions	-	-	-	-
PC16. ensure that personal articles of the individual are handed safely to the family members as per organizational policies	-	-	-	-
PC17. take prompt appropriate action in response to the problems which occur during the preparations or inform concerned authority	-	-	-	-
PC18. check the schedule and number of participants on a daily basis and arrange necessary resources accordingly	-	-	-	-
<i>Prepare medicament as required for the procedure</i>	32	25	10	10
PC19. assemble the required articles, herbs and related formulations as per prescription/therapist/doctors instructions	-	-	-	-
PC20. check the expiry date of formulations or material as per organizational policies	-	-	-	-
NOS Total	98	125	53	40

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HSS/N3601
NOS Name	Prepare for panchakarma therapy session
Sector	Healthcare
Sub-Sector	AYUSH
Occupation	Ayurveda Therapy
NSQF Level	4
Credits	2.5
Version	2.0
Last Reviewed Date	28/07/2022
Next Review Date	28/07/2027
NSQF Clearance Date	28/07/2022

Qualification Pack

HSS/N3602: Provide panchakarma therapy as per guidance/prescription

Description

This Occupational Standard describes the skills and knowledge required to carry out panchakarma therapy session based on the client needs following instructions from the doctor/therapist or concerned authority

Scope

The scope covers the following :

- Provide panchakarma therapy as per doctors/therapists instructions

Elements and Performance Criteria

Provide panchakarma therapy as per doctors/therapists instructions

To be competent, the user/individual on the job must be able to:

- PC1.** check vital parameters to assess physical state of individual as and when required during therapy
- PC2.** follow prescription or instruction from doctor/therapist for providing specific panchakarma therapy
- PC3.** help the patients in attaining a posture which is appropriate for providing the therapy
- PC4.** be alert towards the patients safety during therapy session
- PC5.** maintain patients privacy throughout the procedure
- PC6.** maintain accurate, legible and complete records
- PC7.** take appropriate steps for handling emergencies that may arise during the panchakarma procedure
- PC8.** adhere to legislation, protocols and guidelines relevant to ones role and field of practice
- PC9.** seek supervision when situations are beyond ones competence and authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** procedures for safe practice
- KU2.** relevant Workplace Health and Safety (WHS) legislation
- KU3.** norms set by accreditation agencies for panchakarma units
- KU4.** relevant Indian hospital standards, regulations and guidelines
- KU5.** patient positioning: sitting, lying, on right side, supine, prone, on Left side, and specific positioning for Basti (enema procedure)
- KU6.** purpose, benefits, indications including safety precautions of procedure like Abhyanga, Shiro abhyanga (head massage), Padabhyanga (Foot massage), Pizhichil treatment
- KU7.** purpose, benefits, indications, contraindications, safety precautions of procedure like (Moordhni Taila) Shirodhara, Takradhara, Shiropichu, Pichu, Talam, Shiro lepa etc.

Qualification Pack

- KU8.** purpose, benefits, indications, contraindications, safety precautions related to Udwartana treatment
- KU9.** history, purpose, benefits, indications, contraindications, safety precautions of different types of Swedana procedures like Pottali sveda like Patrapotali sveda, Choorna pinda sveda, Valuka sveda, Jambeera pinda sveda, Shashtika shali pinda sveda, Drava sweda, Bashpa sveda, Nadi sveda, Parisheka sveda, Avagaha sveda, others like , Upanaha sveda
- KU10.** purpose, benefits, indications, contraindications, safety precautions related to different types of localized external bastis like Kati basti, Griva basti, Janu basti, Uro basti , Shiro basti, etc
- KU11.** use, benefits and safety precautions of various essential oils, aromatic oils etc.
- KU12.** five elements of body including concept of dosha, dhatu and mala
- KU13.** human anatomy and physiology
- KU14.** how to measure and record the vital parameters
- KU15.** Marma (vital points)
- KU16.** concept of Health (Swasthya) - Swasthavritta, Dinacharya (daily regimen), Ritucharya (seasonal regimen)
- KU17.** principles of chikitsa: Shadupakrama, shodhana, panchakarma, shamana, poorva, Pradhan & pashchat karma, trividha karma for shodhana
- KU18.** five procedures of Panchakarma Vamana (Emesis), Virechana (Purgation), Niroohabasti (Decoction enema), Nasya (Instillation of medicine through nostrils), Anuvasana basti (lipid enema) Uttara Basthi (instillation of medicines into urogenital tract), and Raktamokshana (bloodletting)
- KU19.** purpose, types, benefits, indications, contraindications, safety precautions of Shodhana, Snehana, Swedana, Rukshana
- KU20.** bhaishajya kalpana (pharmacy procedures) including instruments used in pharmacy preparations related to panchakarma
- KU21.** basics about ayurvedic diet and concepts related to panchakarma
- KU22.** plant origin, animal origin, compound formulations, minerals origin and other related preparations used for panchakarma therapy procedures
- KU23.** how to handle stressful or risky situations when communicating with patients and/or other individuals
- KU24.** when to ask for assistance when situations are beyond ones competence and authority

Generic Skills (GS)

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

- GS1.** document findings and procedure details completely and accurately
- GS2.** read and interpret instructions and prescriptions
- GS3.** demonstrate active listening skills
- GS4.** interpret and follow verbal instructions
- GS5.** report incidents in line with organisation requirements
- GS6.** select and use appropriate attire
- GS7.** complete all activities accurately and in a timely manner

Qualification Pack

- GS8.** ensure that all activities related to panchakarma therapy are performed considering participants benefits
- GS9.** solve problems including the ability to use available resources

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Provide panchakarma therapy as per doctors/therapists instructions</i>	40	50	20	30
PC1. check vital parameters to assess physical state of individual as and when required during therapy	-	-	-	-
PC2. follow prescription or instruction from doctor/therapist for providing specific panchakarma therapy	-	-	-	-
PC3. help the patients in attaining a posture which is appropriate for providing the therapy	-	-	-	-
PC4. be alert towards the patients safety during therapy session	-	-	-	-
PC5. maintain patients privacy throughout the procedure	-	-	-	-
PC6. maintain accurate, legible and complete records	-	-	-	-
PC7. take appropriate steps for handling emergencies that may arise during the panchakarma procedure	-	-	-	-
PC8. adhere to legislation, protocols and guidelines relevant to ones role and field of practice	-	-	-	-
PC9. seek supervision when situations are beyond ones competence and authority	-	-	-	-
NOS Total	40	50	20	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HSS/N3602
NOS Name	Provide panchakarma therapy as per guidance/prescription
Sector	Healthcare
Sub-Sector	AYUSH
Occupation	Ayurveda Therapy
NSQF Level	4
Credits	23
Version	2.0
Last Reviewed Date	28/07/2022
Next Review Date	28/07/2027
NSQC Clearance Date	28/07/2022

Qualification Pack

HSS/N3603: Carry out post panchakarma therapy procedures

Description

This Occupational Standard describes the knowledge, understanding and skills required by an individual to carry out post therapy procedures including analysis of therapy performed, for self-evaluation and improvement

Scope

The scope covers the following :

- Patient cleaning as per therapist/doctor instructions
- Provide support for follow up as per prescription
- Equipment and consumable maintenance and storage
- Maintain reflective report of panchakarma therapy session

Elements and Performance Criteria

Patient cleaning as per therapist/doctor instructions

To be competent, the user/individual on the job must be able to:

- PC1.** clean the patients body post procedure as per organizational policies
- PC2.** maintain patients privacy throughout the procedure
- PC3.** provide clothes or appropriate attire to the patient as per organizational policies

Provide support for follow up as per prescription

To be competent, the user/individual on the job must be able to:

- PC4.** refer to the prescription by the therapist/doctor regarding next follow up date
- PC5.** provide information to the patient about specific precautions to be taken in a home setting with respect to specific panchakarma therapy as per instructions
- PC6.** maintain records for the next follow up

Equipment and consumable maintenance and storage

To be competent, the user/individual on the job must be able to:

- PC7.** select an appropriate disinfection process for equipment in line with identified disinfection requirements and organisational policies and procedures
- PC8.** apply and maintain environmental standards while packing and storage of equipment and materials/consumables used
- PC9.** use personal protective equipment while handling the equipment
- PC10.** check linen for grease, stains, lint, identifying markers, damage, quality and wear
- PC11.** segregate rejected linen for wash or condemning as required

Maintain reflective report of panchakarma therapy session

To be competent, the user/individual on the job must be able to:

- PC12.** take feedback from the patient about the therapy session as per organizational policies and procedure
- PC13.** check the vitals of the patient post therapy and record it

Qualification Pack

- PC14.** update the findings to the therapist/doctor or concerned authorities in case of deviation from normal findings
- PC15.** hand over patient documents or any relevant records to patient/care givers
- PC16.** assess the emotional state of the patient post therapy and record it as per organizational policies
- PC17.** list the modifications in practices carried out during the session to therapist/doctor
- PC18.** maintain records as per organizational policies

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** procedures for safe practice
- KU2.** relevant Workplace Health and Safety (WHS) legislation
- KU3.** norms set by accreditation agencies for panchakarma units
- KU4.** relevant Indian hospital standards, regulations and guidelines
- KU5.** position and posture for basic panchakarma procedures
- KU6.** dos and donts for post therapy relevant for patients in a home setting
- KU7.** Standard Operating Procedures for maintenance of the panchakarma unit
- KU8.** suitable cleaning agents and methods of cleaning
- KU9.** safe practices while handling/cleaning articles and linen
- KU10.** identify faulty articles and report as per policies and procedures
- KU11.** how to do evaluation and analysis of a session
- KU12.** how to conclude a session based on evaluation and analysis
- KU13.** information, charts, checklists and training materials for report writing

Generic Skills (GS)

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

- GS1.** document findings and procedure details completely and accurately
- GS2.** read and interpret instructions and prescriptions
- GS3.** demonstrate active listening skills
- GS4.** interpret and follow verbal instructions
- GS5.** report incidents in line with organisation requirements
- GS6.** select and use appropriate attire
- GS7.** complete all activities accurately and in a timely manner
- GS8.** ensure that all activities related to panchakarma therapy are performed considering participants benefits
- GS9.** solve problems including the ability to use available resources

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Patient cleaning as per therapist/doctor instructions</i>	33	25	15	15
PC1. clean the patients body post procedure as per organizational policies	-	-	-	-
PC2. maintain patients privacy throughout the procedure	-	-	-	-
PC3. provide clothes or appropriate attire to the patient as per organizational policies	-	-	-	-
<i>Provide support for follow up as per prescription</i>	30	20	15	15
PC4. refer to the prescription by the therapist/doctor regarding next follow up date	-	-	-	-
PC5. provide information to the patient about specific precautions to be taken in a home setting with respect to specific panchakarma therapy as per instructions	-	-	-	-
PC6. maintain records for the next follow up	-	-	-	-
<i>Equipment and consumable maintenance and storage</i>	44	20	15	15
PC7. select an appropriate disinfection process for equipment in line with identified disinfection requirements and organisational policies and procedures	-	-	-	-
PC8. apply and maintain environmental standards while packing and storage of equipment and materials/consumables used	-	-	-	-
PC9. use personal protective equipment while handling the equipment	-	-	-	-
PC10. check linen for grease, stains, lint, identifying markers, damage, quality and wear	-	-	-	-
PC11. segregate rejected linen for wash or condemning as required	-	-	-	-
<i>Maintain reflective report of panchakarma therapy session</i>	44	30	20	15

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. take feedback from the patient about the therapy session as per organizational policies and procedure	-	-	-	-
PC13. check the vitals of the patient post therapy and record it	-	-	-	-
PC14. update the findings to the therapist/doctor or concerned authorities in case of deviation from normal findings	-	-	-	-
PC15. hand over patient documents or any relevant records to patient/care givers	-	-	-	-
PC16. assess the emotional state of the patient post therapy and record it as per organizational policies	-	-	-	-
PC17. list the modifications in practices carried out during the session to therapist/doctor	-	-	-	-
PC18. maintain records as per organizational policies	-	-	-	-
NOS Total	151	95	65	60

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HSS/N3603
NOS Name	Carry out post panchakarma therapy procedures
Sector	Healthcare
Sub-Sector	AYUSH
Occupation	Ayurveda Therapy
NSQF Level	4
Credits	13
Version	2.0
Last Reviewed Date	28/07/2022
Next Review Date	28/07/2027
NSQF Clearance Date	28/07/2022

Qualification Pack

HSS/N9617: Maintain a safe, healthy and secure working environment

Description

This OS unit is about monitoring the working environment and ensuring a safe, healthy, secure and effective working conditions

Scope

The scope covers the following :

- Complying the health, safety and security requirements and procedures for workplace
- Handling hazardous situation
- Reporting any hazardous situation

Elements and Performance Criteria

Complying the health, safety and security requirements and procedures for work place

To be competent, the user/individual on the job must be able to:

- PC1.** identify individual responsibilities in relation to maintaining workplace health safety and security requirements
- PC2.** comply with health, safety and security procedures for the workplace
- PC3.** comply with health, safety and security procedures and protocols forenvironmental safety

Handling hazardous situation

To be competent, the user/individual on the job must be able to:

- PC4.** identify potential hazards and breaches of safe work practices
- PC5.** identify and interpret various hospital codes for emergency situations
- PC6.** correct any hazards that individual can deal with safely, competently and within the limits of authority
- PC7.** provide basic life support (BLS) and first aid in hazardous situations, whenever applicable
- PC8.** follow the organizations emergency procedures promptly, calmly, and efficiently
- PC9.** identify and recommend opportunities for improving health, safety, and security to the designated person
- PC10.** complete any health and safety records legibly and accurately

Reporting any hazardous situation

To be competent, the user/individual on the job must be able to:

- PC11.** report any identified breaches in health, safety, and security procedures to the designated person
- PC12.** promptly and accurately report the hazards that individual is not allowed to deal with to the relevant person and warn other people who may get affected

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

- KU1.** the importance of health, safety, and security in the workplace
- KU2.** the basic requirements of the health and safety and other legislations and regulations that apply to the workplace
- KU3.** the person(s) responsible for maintaining healthy, safe, and secure workplace
- KU4.** the relevant up-to-date information on health, safety, and security that applies to the workplace
- KU5.** the responsibilities of individual to maintain safe, healthy and secure workplace
- KU6.** how to report the hazard
- KU7.** requirements of health, safety and security in workplace
- KU8.** how to create safety records and maintaining them
- KU9.** the importance of being alert to health, safety, and security hazards in the work environment
- KU10.** the common health, safety, and security hazards that affect people working in an administrative role
- KU11.** how to identify health, safety, and security hazards
- KU12.** the importance of warning others about hazards and how to do so until the hazard is dealt with

Generic Skills (GS)

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

- GS1.** report and record incidents
- GS2.** read and understand company policies and procedures
- GS3.** clearly report hazards and incidents with the appropriate level of urgency
- GS4.** make decisions pertaining to the area of work
- GS5.** plan for safety of the work environment
- GS6.** communicate effectively with patients and their family, physicians, and other members of the health care team
- GS7.** be capable of being responsive, listen empathetically to establish rapport in a way that promotes openness on issues of concern
- GS8.** identify hazards, evaluate possible solutions and suggest effective solutions
- GS9.** analyze the seriousness of hazards
- GS10.** analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Complying the health, safety and security requirements and procedures for work place</i>	7	-	2	10
PC1. identify individual responsibilities in relation to maintaining workplace health safety and security requirements	-	-	-	-
PC2. comply with health, safety and security procedures for the workplace	-	-	-	-
PC3. comply with health, safety and security procedures and protocols forenvironmental safety	-	-	-	-
<i>Handling hazardous situation</i>	8	-	5	10
PC4. identify potential hazards and breaches of safe work practices	-	-	-	-
PC5. identify and interpret various hospital codes for emergency situations	-	-	-	-
PC6. correct any hazards that individual can deal with safely, competently and within the limits of authority	-	-	-	-
PC7. provide basic life support (BLS) and first aid in hazardous situations, whenever applicable	-	-	-	-
PC8. follow the organizations emergency procedures promptly, calmly, and efficiently	-	-	-	-
PC9. identify and recommend opportunities for improving health, safety, and security to the designated person	-	-	-	-
PC10. complete any health and safety records legibly and accurately	-	-	-	-
<i>Reporting any hazardous situation</i>	5	-	2	10
PC11. report any identified breaches in health, safety, and security procedures to the designated person	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. promptly and accurately report the hazards that individual is not allowed to deal with to the relevant person and warn other people who may get affected	-	-	-	-
NOS Total	20	-	9	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HSS/N9617
NOS Name	Maintain a safe, healthy and secure working environment
Sector	Healthcare
Sub-Sector	Social Work & Community Health, Healthcare Management, Allied Health & Paramedics
Occupation	Generic
NSQF Level	4
Credits	0.5
Version	2.0
Last Reviewed Date	28/07/2022
Next Review Date	28/07/2027
NSQC Clearance Date	28/07/2022

Qualification Pack

HSS/N9618: Follow infection control policies & procedures including biomedical waste disposal protocols

Description

This OS unit is about the safe handling and management of health care waste and following infection control policies

Scope

The scope covers the following :

- Classification of the Waste Generated, Segregation of Biomedical Waste, Proper collection and storage of Waste

Elements and Performance Criteria

Classification of the Waste Generated, Segregation of Biomedical Waste, Proper collection and storage of Waste

To be competent, the user/individual on the job must be able to:

- PC1.** handle, package, label, store, transport and dispose of waste appropriately to minimize potential for contact with the waste and to reduce the risk to the environment from accidental release
- PC2.** store clinical or related waste in an area that is accessible only to authorized persons
- PC3.** minimize contamination of materials, equipment and instruments by aerosols and splatter

Complying with an effective infection control protocols

To be competent, the user/individual on the job must be able to:

- PC4.** apply appropriate health and safety measures following appropriate personal clothing & protective equipment for infection prevention and control
- PC5.** identify infection risks and implement an appropriate response within own role and responsibility in accordance with the policies and procedures of the organization
- PC6.** follow procedures for risk control and risk containment for specific risks. Use signs when and where appropriate
- PC7.** follow protocols for care following exposure to blood or other body fluids as required
- PC8.** remove spills in accordance with the policies and procedures of the organization
- PC9.** clean and dry all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled
- PC10.** demarcate and maintain clean and contaminated zones in all aspects of health care work
- PC11.** confine records, materials and medicaments to a well designated clean zone
- PC12.** confine contaminated instruments and equipment to a well designated contaminated zone
- PC13.** decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilization protocols
- PC14.** replace surface covers where applicable

Qualification Pack

PC15. maintain and store cleaning equipment

PC16. report and deal with spillages and contamination in accordance with current legislation and procedures

Maintaining personal protection and preventing the transmission of infections from person to person

To be competent, the user/individual on the job must be able to:

PC17. maintain hand hygiene following hand washing procedures before and after patient contact /or after any activity likely to cause contamination

PC18. cover cuts and abrasions with waterproof dressings and change as necessary

PC19. change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each patient contact

PC20. perform additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. relevant up-to-date information on health, safety, and security that applies to the organization

KU2. organizations emergency procedures and responsibilities for handling hazardous situations

KU3. person(s) responsible for health, safety, and security in the organization

KU4. good personal hygiene practice including hand care

KU5. importance of and how to handle, package, label, store, transport and dispose of waste appropriately to minimize potential for contact with the waste and to reduce the risk to the environment from accidental release

KU6. the importance to adhere to the organizational and national waste management principles and procedures

KU7. the hazards and risks associated with the disposal and the importance of risk assessments and how to provide these

KU8. the required actions and reporting procedures for any accidents, spillages and contamination involving waste

KU9. the requirements of the relevant external agencies involved in the transport and receipt of your waste

KU10. the importance of organizing, monitoring and obtaining an assessment of the impact the waste may have on the environment

KU11. The current national legislation, guidelines, local policies and protocols which affect work practice

KU12. the policies and guidance that clarify scope of practice, accountabilities and the working relationship between yourself and others

KU13. identification and management of infectious risks in the workplace

KU14. aspects of infectious diseases including opportunistic organisms & pathogens

KU15. basic microbiology including bacteria and bacterial spores, fungi, viruses

KU16. the path of disease transmission including direct contact and penetrating injuries, risk of acquisition

Qualification Pack

- KU17.** how to clean and sterile techniques
- KU18.** susceptible hosts including persons who are immune suppressed, have chronic diseases such as diabetes and the very young or very old
- KU19.** routine surface cleaning procedures at the start and end of the day, managing a blood or body fluid spill
- KU20.** sharps handling and disposal techniques
- KU21.** effective hand hygiene including hand wash, surgical hand wash, when hands must be washed
- KU22.** good personal hygiene practice including hand care
- KU23.** how to use personal protective equipment such as: The personal clothing and protective equipment required to manage the different types of waste generated by different work activities

Generic Skills (GS)

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

- GS1.** report and record incidents
- GS2.** read and understand company policies and procedures to managing biomedical waste and infection control and prevention
- GS3.** listen patiently
- GS4.** report hazards and incidents clearly with the appropriate level of urgency
- GS5.** take in to account opportunities to address waste minimization, environmental responsibility and sustainable practice issues
- GS6.** apply additional precautions when standard precautions are not sufficient
- GS7.** consistently ensure instruments used for invasive procedures are sterile at time of use (where appropriate)
- GS8.** consistently follow the procedure for washing and drying hands
- GS9.** consistently maintain clean surfaces and limit contamination
- GS10.** how to make exceptional effort to keep the environment and work place clean
- GS11.** identify hazards and suggest effective solutions to identified problems pertaining to hospital waste and related infections
- GS12.** analyze the seriousness of hazards pertaining to hospital waste and related infections
- GS13.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to act
- GS14.** take into account opportunities to address waste minimization, prevent infection, environmental responsibility and sustainable practice issues

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Classification of the Waste Generated, Segregation of Biomedical Waste, Proper collection and storage of Waste</i>	5	-	3	10
PC1. handle, package, label, store, transport and dispose of waste appropriately to minimize potential for contact with the waste and to reduce the risk to the environment from accidental release	-	-	-	-
PC2. store clinical or related waste in an area that is accessible only to authorized persons	-	-	-	-
PC3. minimize contamination of materials, equipment and instruments by aerosols and splatter	-	-	-	-
<i>Complying with an effective infection control protocols</i>	8	-	5	10
PC4. apply appropriate health and safety measures following appropriate personal clothing & protective equipment for infection prevention and control	-	-	-	-
PC5. identify infection risks and implement an appropriate response within own role and responsibility in accordance with the policies and procedures of the organization	-	-	-	-
PC6. follow procedures for risk control and risk containment for specific risks. Use signs when and where appropriate	-	-	-	-
PC7. follow protocols for care following exposure to blood or other body fluids as required	-	-	-	-
PC8. remove spills in accordance with the policies and procedures of the organization	-	-	-	-
PC9. clean and dry all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled	-	-	-	-
PC10. demarcate and maintain clean and contaminated zones in all aspects of health care work	-	-	-	-
PC11. confine records, materials and medicaments to a well designated clean zone	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. confine contaminated instruments and equipment to a well designated contaminated zone	-	-	-	-
PC13. decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilization protocols	-	-	-	-
PC14. replace surface covers where applicable	-	-	-	-
PC15. maintain and store cleaning equipment	-	-	-	-
PC16. report and deal with spillages and contamination in accordance with current legislation and procedures	-	-	-	-
<i>Maintaining personal protection and preventing the transmission of infections from person to person</i>	8	-	5	10
PC17. maintain hand hygiene following hand washing procedures before and after patient contact /or after any activity likely to cause contamination	-	-	-	-
PC18. cover cuts and abrasions with waterproof dressings and change as necessary	-	-	-	-
PC19. change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each patient contact	-	-	-	-
PC20. perform additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection	-	-	-	-
NOS Total	21	-	13	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HSS/N9618
NOS Name	Follow infection control policies & procedures including biomedical waste disposal protocols
Sector	Healthcare
Sub-Sector	Social Work & Community Health, Healthcare Management, Allied Health & Paramedics
Occupation	Generic
NSQF Level	4
Credits	0.5
Version	2.0
Last Reviewed Date	28/07/2022
Next Review Date	28/07/2027
NSQF Clearance Date	28/07/2022

Qualification Pack

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values - Citizenship

To be competent, the user/individual on the job must be able to:

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

To be competent, the user/individual on the job must be able to:

Qualification Pack

- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

To be competent, the user/individual on the job must be able to:

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

To be competent, the user/individual on the job must be able to:

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

To be competent, the user/individual on the job must be able to:

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

To be competent, the user/individual on the job must be able to:

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

Qualification Pack

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings

Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	30/04/2024
Next Review Date	30/04/2027
NSQC Clearance Date	30/04/2024

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. 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 proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
5. To pass the Qualification Pack , every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HSS/N3601.Prepare for panchakarma therapy session	98	125	53	40	316	20
HSS/N3602.Provide panchakarma therapy as per guidance/prescription	40	50	20	30	140	30
HSS/N3603.Carry out post panchakarma therapy procedures	151	95	65	60	371	20
HSS/N9617.Maintain a safe, healthy and secure working environment	20	-	9	30	59	10
HSS/N9618.Follow infection control policies & procedures including biomedical waste disposal protocols	21	-	13	30	64	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
Total	350	300	160	190	1000	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Qualification Pack

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.