

## Qualification Pack



# Draughtsman - Piping

QP Code: CSC/Q0403

Version: 2.0

NSQF Level: 4

Capital Goods Skill Council || 1st Floor, L-29, Outer Circle, Connaught Place  
New Delhi - 110001



## Qualification Pack

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## Qualification Pack

### CSC/Q0403: Draughtsman - Piping

#### Brief Job Description

A Draughtsman - Piping is responsible for selecting the appropriate equipment and drawing software to create and edit isometric and spool drawings, along with drawings for process flows, and Piping and Instrumentation (P&ID) diagrams. It also includes orthogonal single and double line arrangement drawings of pipe installation systems and piping layouts.

#### Personal Attributes

The individual must have attention to detail and problem-solving skills. The person must also have numerical and computational abilities along with good communication skills in both verbal and written communication. The individual must be able to work in coordination with others to achieve work efficiency.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [CSC/N1335: Follow the health and safety practices at work](#)
2. [CSC/N1336: Coordinate with co-workers to achieve work efficiency](#)
3. [CSC/N0403: Create and edit 2D piping drawings using the CAD](#)

#### Qualification Pack (QP) Parameters

Sector	Capital Goods
Sub-Sector	Machine Tools, Plastics Manufacturing Machinery, Textile Manufacturing Machinery, Process Plant Machinery, Electrical and Power Machinery, Light Engineering Goods
Occupation	Design
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL

### Qualification Pack

<b>Minimum Educational Qualification &amp; Experience</b>	8th Class Pass + ITI - Fitter (2years) with 2 years of experience in the relevant field OR 10th Class Pass with 2 years of experience in the relevant field OR 10th Class Pass + ITI (1 year) with 1 year of experience in the relevant field OR 10th Class Pass + ITI (2 years) OR 12th Class Pass with 6 months of experience in the relevant field OR Certified in NSQF-L3 Operator - CAM Operator with 2 years of experience in the relevant field
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	
<b>Next Review Date</b>	
<b>Deactivation Date</b>	
<b>NSQC Approval Date</b>	
<b>Version</b>	2.0
<b>Reference code on NQR</b>	2015/CCM/GCSC/00615
<b>NQR Version</b>	1.0

## Qualification Pack

### CSC/N1335: Follow the health and safety practices at work

#### Description

This OS unit is about following the appropriate health and safety practices at work. It covers responsibilities towards self and others to ensure a safe work environment.

#### Scope

This unit/task covers the following:

- Maintain personal health and safety
- Assist in hazard management
- Check the first aid box, firefighting and safety equipment
- Assist in waste management
- Follow the fire safety guidelines
- Follow the emergency and first-aid procedures
- Carry out relevant documentation and review

#### Elements and Performance Criteria

##### *Maintain personal health and safety*

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

- PC1.** follow the recommended practices to ensure protection from infections and transmission to others, such as the use of hand sanitiser and face mask
- PC2.** check the work conditions, assess the potential health and safety risks, and take appropriate measures to mitigate them
- PC3.** select and use the appropriate Personal Protective Equipment (PPE) relevant to the task and work conditions
- PC4.** follow the recommended techniques while lifting and moving heavy objects to avoid injury
- PC5.** follow the manufacturer's instructions and workplace safety guidelines while working on heavy machinery, tools and equipment

##### *Assist in hazard management*

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

- PC6.** identify existing and potential hazards at work
- PC7.** assess the potential risks and injuries associated with the identified hazards
- PC8.** coordinate with the supervisor or other relevant personnel to prevent or minimise the identified hazards
- PC9.** handle hazardous materials safely and store them in the designated storage

##### *Check the first aid box, firefighting and safety equipment*

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

- PC10.** check the first aid box to ensure it is updated with the relevant first aid supplies
- PC11.** check and test the firefighting and various safety equipment to ensure they are in usable condition
- PC12.** coordinate with the supervisor for the repair and replacement of firefighting and safety equipment

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### *Assist in waste management*

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

- PC13.** segregate waste into appropriate categories
- PC14.** recycle the recyclable waste appropriately
- PC15.** dispose of the non-recyclable waste in an environment-friendly manner, complying with the applicable regulations

### *Follow the fire safety guidelines*

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

- PC16.** use the appropriate type of fire extinguisher to extinguish different types of fires safely
- PC17.** follow the recommended practices for a safe rescue during a fire emergency
- PC18.** coordinate with the fire department to request assistance to extinguish a serious fire

### *Follow the emergency and first-aid procedures*

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

- PC19.** follow the organisational health and safety guidelines during workplace emergencies to ensure own and co-workers' safety
- PC20.** follow the recommended practices to minimise loss to organisational property during an emergency
- PC21.** follow the recommended procedure to free a person from electrocution
- PC22.** administer appropriate first aid to the injured personnel
- PC23.** perform Cardiopulmonary Resuscitation (CPR) on a potential victim of cardiac arrest
- PC24.** coordinate with the emergency services to request medical assistance for seriously injured/ill personnel requiring professional medical attention or hospitalisation

### *Carry out relevant documentation and review*

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

- PC25.** carry out appropriate documentation following a health and safety incident at work, including all the required information
- PC26.** coordinate with the relevant personnel to review health and safety conditions at work regularly or following an incident
- PC27.** assist in implementing appropriate changes to improve the health and safety conditions at work

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the recommended practices to be followed to ensure protection from infections and transmission to others, such as the use of hand sanitiser and face mask
- KU2.** the importance and process of checking the work conditions, assessing the potential health and safety risks, and take appropriate measures to mitigate them
- KU3.** the importance and process of selecting and using the appropriate PPE relevant to the task and work conditions
- KU4.** the recommended techniques to be followed while lifting and moving heavy objects to avoid injury
- KU5.** the importance of following the manufacturer's instructions and workplace safety guidelines while working on heavy machinery, tools and equipment
- KU6.** the importance and process of identifying existing and potential hazards at work
- KU7.** the process of assessing the potential risks and injuries associated with the various hazards

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- KU8.** how to prevent or minimise different types of hazards
- KU9.** how to handle and store hazardous materials safely
- KU10.** the importance of ensuring the first aid box is updated with the relevant first aid supplies
- KU11.** the process of checking and testing the firefighting and various safety equipment to ensure they are in a usable condition
- KU12.** the criteria for segregating waste into appropriate categories
- KU13.** the appropriate methods for recycling the recyclable waste
- KU14.** the process of disposing of the non-recyclable waste safely and the applicable regulations
- KU15.** use of different types of fire extinguishers to extinguish different types of fires
- KU16.** the recommended practices to be followed for a safe rescue during a fire emergency
- KU17.** how to request assistance from the fire department to extinguish a serious fire
- KU18.** the appropriate practices to be followed during workplace emergencies to ensure safety and minimise loss to organisational property
- KU19.** common health and safety hazards present in a work environment, associated risks, and how to mitigate them
- KU20.** safe working practices to be followed while working at various hazardous sites and using electrical equipment
- KU21.** the importance of ensuring easy access to firefighting and safety equipment
- KU22.** the appropriate preventative and remedial actions to be taken in the case of exposure to toxic materials, such as poisonous chemicals and gases
- KU23.** various causes of fire in different work environments and the recommended precautions to be taken to prevent fire accidents
- KU24.** different methods of extinguishing fire
- KU25.** different materials used for extinguishing fire, such as sand, water, foam, CO<sub>2</sub>, dry powder, etc.
- KU26.** the applicable rescue techniques to be followed during a fire emergency
- KU27.** the importance of placing safety signs and instructions at strategic locations in a workplace and following them
- KU28.** different types of first aid treatment to be provided for different types of injuries
- KU29.** potential injuries associated with incorrect manual handling
- KU30.** how to move an injured person safely
- KU31.** various hazards associated with the use of various machinery, tools, implements, equipment and materials
- KU32.** the importance of ensuring no obstruction and free access to fire exits
- KU33.** how to free a person from electrocution safely
- KU34.** how to administer appropriate first aid to an injured person
- KU35.** how to perform Cardiopulmonary Resuscitation (CPR)
- KU36.** the importance of coordinating with the emergency services to request urgent medical assistance for persons requiring professional medical attention or hospitalisation
- KU37.** the appropriate documentation to be carried out following a health and safety incident at work, and the relevant information to be included
- KU38.** the importance and process of reviewing the health and safety conditions at work regularly or following an incident
- KU39.** the importance and process of implementing appropriate changes to improve the health and safety conditions at work

### Generic Skills (GS)

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



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- GS1. maintain work-related notes and records
- GS2. communicate clearly and politely with co-workers and clients
- GS3. read the relevant literature to get the latest updates about the field of work
- GS4. listen attentively to understand the information being shared
- GS5. plan and prioritise tasks to ensure timely completion
- GS6. take quick decisions to deal with workplace emergencies and accidents
- GS7. identify possible disruptions to work and take appropriate preventive measures
- GS8. coordinate with the co-workers to achieve the work objectives
- GS9. evaluate all possible solutions to a problem to select the best one



## Qualification Pack

### National Occupational Standards (NOS) Parameters

NOS Code	CSC/N1335
NOS Name	Follow the health and safety practices at the work
Sector	Capital Goods
Sub-Sector	Machine Tools, Process Plant Machinery, Dies, Moulds and Press Tools, Electrical and Power Machinery, Plastics Manufacturing Machinery, Light Engineering Goods, Textile Manufacturing Machinery
Occupation	Machining
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	
Next Review Date	
Deactivation Date	
NSQC Clearance Date	

## Qualification Pack

### CSC/N1336: Coordinate with co-workers to achieve work efficiency

#### Description

This OS unit is about working in coordination with co-workers to achieve the work objectives efficiently. It also covers practising inclusion at work.

#### Scope

This unit/task covers the following:

- Work effectively with co-workers
- Communicate effectively with co-workers
- Practice inclusion at work

#### Elements and Performance Criteria

##### *Work effectively with co-workers*

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

- PC1.** plan daily tasks at work to ensure their timely completion and efficient use of time
- PC2.** carry out work responsibilities adhering to the limits of authority
- PC3.** follow the supervisor's instructions to ensure adherence to the applicable quality standards and timescales
- PC4.** coordinate with the co-workers to achieve the work objectives efficiently
- PC5.** prepare the relevant documents and reports as per the supervisor's instructions, providing appropriate information clearly and systematically
- PC6.** coordinate with the supervisor or relevant personnel to deal with out of authority tasks and concerns
- PC7.** mentor and assist subordinates in the execution of their work responsibilities
- PC8.** identify possible disruptions to work through coordination with the relevant stakeholders and take appropriate preventive measures
- PC9.** use various resources efficiently to ensure maximum utilisation and minimum wastage
- PC10.** follow the recommended practices to avoid and resolve conflicts at work
- PC11.** follow the relevant organisational policies to ensure disciplined behaviour with maximum productivity at work

##### *Communicate effectively with co-workers*

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

- PC12.** follow the organisational policy for the efficient and timely dissemination of information to the authorised personnel
- PC13.** communicate clearly and politely to ensure effective communication with co-workers
- PC14.** follow the appropriate techniques for active listening during interactions

##### *Practice inclusion at work*

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

- PC15.** empathise with Persons with Disabilities (PwD)
- PC16.** adopt gender-neutral behaviour at work

#### Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** the importance and process of effective communication in the workplace
- KU2.** the barriers to effective communication and how to overcome them
- KU3.** the importance of teamwork in an organisation's and individual's success
- KU4.** the importance of active listening in the work environment
- KU5.** the appropriate techniques to be followed for active listening
- KU6.** importance of tone and pitch in effective communication
- KU7.** importance of avoiding casual expletives and unpleasant terms while communicating professional circles
- KU8.** the importance of maintaining discipline and ethical behaviour at work
- KU9.** the common reasons for interpersonal conflict and how to resolve them
- KU10.** the importance of developing effective working relationships for professional success
- KU11.** how expressing and addressing grievances appropriately and effectively
- KU12.** the importance and process of planning daily tasks to ensure their timely completion and efficient use of time
- KU13.** the importance of adhering to the limits of authority at work
- KU14.** the importance of following the applicable quality standards and timescales at work
- KU15.** the importance of coordinating with the co-workers to achieve the work objectives efficiently
- KU16.** the relevant documentation requirements
- KU17.** the importance of providing appropriate information clearly and systematically in work documents
- KU18.** the escalation matrix to be followed to deal with out of authority tasks and concerns
- KU19.** the importance and process of mentoring and assisting subordinates in the execution of their work responsibilities
- KU20.** how to identify possible disruptions to work prevent them
- KU21.** how to use various resources efficiently to ensure maximum utilisation and minimum wastage
- KU22.** the recommended practices to be followed at work to avoid and resolve conflicts at work
- KU23.** the importance and process of efficient and timely dissemination of information to the authorised personnel
- KU24.** how to communicate clearly and politely to ensure effective communication
- KU25.** the importance of following the recommended practices to ensure an inclusive environment for PwD and all genders at work

## Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** read work-related and other relevant literature
- GS3.** communicate politely and -professionally
- GS4.** listen attentively to understand the information or instructions being shared
- GS5.** plan and prioritise tasks to ensure timely completion
- GS6.** take prompt decisions to deal with workplace emergencies and accidents
- GS7.** evaluate all possible solutions to a problem to select the best one

## Qualification Pack

### National Occupational Standards (NOS) Parameters

NOS Code	CSC/N1336
NOS Name	Coordinate with co-workers to achieve work efficiency
Sector	Capital Goods
Sub-Sector	Machine Tools, Dies, Moulds and Press Tools, Plastics Manufacturing Machinery, Textile Manufacturing Machinery, Process Plant Machinery, Electrical and Power Machinery, Light Engineering Goods
Occupation	Machining
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	
Next Review Date	
Deactivation Date	
NSQC Clearance Date	

## Qualification Pack

### CSC/N0403: Create and edit 2D piping drawings using the CAD

#### Description

This OS unit is about creating and editing 2D detailed and isometric drawings for piping and piping systems used in mechanical engineering systems, using the Computer-Aided Design (CAD) system.

#### Scope

This unit/task covers the following:

- Determine the work requirements
- Prepare for creating and editing 2D piping drawings
- Create and edit 2D piping drawings
- Use resources optimally

#### Elements and Performance Criteria

##### *Determine the work requirements*

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

- PC1.** determine the work requirements and technical specifications by referring to the relevant documents such as the drawing brief, sketches, design brief, etc.
- PC2.** check the available technical information to ensure it is correct and complete
- PC3.** coordinate with the relevant personnel for the rectification of any incorrect and inconsistent information in the job specification documents
- PC4.** analyse the piping and instrumentation diagrams and specifications
- PC5.** determine the drawing requirements from the data and information received

##### *Prepare for creating and editing 2D piping drawings*

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

- PC6.** select the appropriate drawing method
- PC7.** set up the computer, its peripherals and other relevant equipment for use, such as light pen, digitizer, scanner, printer, plotter, etc.
- PC8.** select the relevant 2D drawing software and drafting equipment appropriate to the selected drawing method
- PC9.** set the drawing datum at an appropriate point in the software as per the user manual
- PC10.** set the appropriate drawing parameters, such as layers, lines, colour, text style, according to the drawing requirements
- PC11.** set the vertical and horizontal offsets and hand wheel orientation appropriately

##### *Create and edit 2D piping drawings*

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

- PC12.** customise system variables, menus and drawing defaults to produce the drawing to the appropriate scale
- PC13.** develop macros following the approved procedures
- PC14.** follow the appropriate drafting principles to create drawings consistent with the applicable standards
- PC15.** create drawings using first angle orthographic projections, isometric/oblique projections, third angle orthographic projections, sectional elevations, etc.

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- PC16. incorporate the specifications of piping systems and equipment in the drawing
- PC17. design pipes, valves and auxiliary equipment, applying the relevant operating principles
- PC18. ensure the applicable health, safety and environmental factors are considered and incorporated in the drawing
- PC19. ensure the drawing/model accurately reflects specifications, and contains all the relevant information
- PC20. create a drawing template following the applicable process, including all the necessary details, such as title, scale, material, date, etc.
- PC21. use the appropriate techniques, terminologies, and codes while creating drawings in the required formats, ensuring the drawing is detailed with the necessary information
- PC22. use various commands and menus available in the CAD system, as required
- PC23. create process flows, piping and instrumentation (P&ID) diagrams, and isometric and spool drawings
- PC24. create orthogonal single and double line arrangement drawings of pipe installation systems, according to the engineer sketches
- PC25. draw piping layouts and dimensions, and label the drawing as per the approved procedures
- PC26. coordinate with the relevant personnel to get the drawings checked and approved, or resolve any issues encountered during the designing process
- PC27. follow the organisational procedure for saving the approved drawings to an appropriate storage medium and taking prints to be shared with the stakeholders, ensuring the drawings are correctly titled and referenced

#### *Use resources optimally*

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

- PC28. optimise the usage of electricity and other resources in various tasks and processes
- PC29. connect the electrical tools and equipment safely, and turn them off when not in use

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. applicable documentation requirements in the job role
- KU2. the organisational procedures for retrieving and storing drawing data using the relevant information systems
- KU3. relevant system variables that can be customised and the process of doing that
- KU4. applicable drafting standards and procedures
- KU5. the need and process of customising menus and system defaults
- KU6. the need and process of developing macros
- KU7. how to project relevant ideas by using drawing
- KU8. the process of selecting an appropriate projection
- KU9. the benefit of including auxiliary views in drawings
- KU10. the process for producing components, layout and assembly drawings
- KU11. how to interpret the common symbols used in drawings
- KU12. how to interpret different types of 2D drawings, designs and sketches
- KU13. the relevant technical specifications to be extracted from the drawing brief, such as overall dimensions, limits and fits, contraction allowances, tolerances, etc.
- KU14. use of the reference documents
- KU15. the importance of selecting the appropriate materials for piping
- KU16. the importance of maintaining the appropriate operating environment, quality, aesthetics, interfaces, physical space, ergonomics, tolerances, etc.

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- KU17.** standard specifications of different types of pipes, fittings, components and flanges
- KU18.** the use of standard valves and auxiliary equipment in industrial piping
- KU19.** the principles of producing orthogonal and isometric piping drawings
- KU20.** different types of industrial pipe systems and the relevant terminology
- KU21.** the functions and uses of various pipe components, fittings and flanges, such as ball, gate, angle, cocks, flanges, t-pieces, elbows, plugs, caps, unions, connectors, reducers, etc.
- KU22.** the function and uses of various valves and auxiliary equipment
- KU23.** the occupational health and safety factors applicable to piping systems
- KU24.** how to protect a computer from virus attacks and the appropriate action to be taken in case of a virus attack
- KU25.** how to set up and use a computer and its peripherals such as light pen, digitizer/tablet, scanner, printer, plotter, etc.
- KU26.** how to use the relevant 2D drawing software according to the user manual provided by the software developer
- KU27.** the basic principles of engineering manufacturing operations
- KU28.** the kinematics principles relevant to the manufacturing of machinery
- KU29.** different types of drawings that may be produced using a 2D software, such as piping systems drawings, installation drawings, etc.
- KU30.** how to set up the viewing screen to show multiple views of the drawing
- KU31.** the relevant standards, conventions and codes of practice applicable to making piping drawings using CAD software
- KU32.** the importance of adhering to the applicable health, safety and environment protection regulations
- KU33.** how to set up the 2D drawing template parameters, such as title, drawing number, scale, material, date, etc.
- KU34.** the use of various drawing features, such as straight lines, curves and circles, hatching and shading, dimensions and text, layers, etc.
- KU35.** how to access, identify and use a wide range of standard components and symbol libraries from the CAD equipment
- KU36.** how to save and store drawings safely
- KU37.** the importance of maintaining document version control
- KU38.** how to create and maintain safe backup copies of drawings
- KU39.** how to produce hard copies of the drawings, and the advantages and disadvantages of printers and plotters
- KU40.** the benefits and methods of resource optimisation

### Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** read the relevant literature to get the latest updates about the field of work
- GS3.** listen attentively to understand the information or instructions being shared
- GS4.** communicate politely and professionally
- GS5.** perform work-related calculations
- GS6.** coordinate with co-workers to achieve the work objectives
- GS7.** plan and schedule tasks to ensure timely completion
- GS8.** identify possible disruptions to work and take appropriate preventive measures
- GS9.** take quick decisions to deal with workplace emergencies and accidents
- GS10.** evaluate all possible solutions to a problem to select the best one

## Qualification Pack

### National Occupational Standards (NOS) Parameters

NOS Code	CSC/N0403
NOS Name	Create and edit 2D piping drawings using the CAD
Sector	Capital Goods
Sub-Sector	Machine Tools, Process Plant Machinery, Plastics Manufacturing Machinery, Electrical and Power Machinery, Textile Manufacturing Machinery, Light Engineering Goods
Occupation	Design
NSQF Level	4
Credits	TBD
Version	2.0
Last Reviewed Date	
Next Review Date	
Deactivation Date	
NSQC Clearance Date	





## Qualification Pack

### Assessment Guidelines and Assessment Weightage

#### Assessment Guidelines

1. Criteria for assessment for the Qualification Pack will be created by CGSC.
2. Performance Criteria (PC) have been assigned marks proportional to their importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.
3. The assessment for the theory part will/may be based on a knowledge bank of questions approved by CGSC.
4. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
5. Assessment Agencies will create Assessor Guides comprising of Theory and Practical Assessment Set and Guidelines for each examination/training centre (as per assessment criteria below). The same will be approved by CGSC for adequacy.
6. To successfully attain Certification on the Qualification Pack, the trainee must score a minimum of 70% in each Core NOS and a minimum of 50% in all non-core NOS. In addition, a candidate needs to attain a minimum overall pass percentage of 70% for certification.
7. In case of unsuccessful completion, the trainee may seek reassessment on the 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



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<b>Total</b>						

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### Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
CNC	Computer Numerically Controlled
CAD	Computer Aided Design
2D	2 Dimensional
3D	3 Dimensional
CO <sub>2</sub>	Carbon Dioxide
CPR	Cardiac Pulmonary Resuscitation
ISO	International Organization For Standardization
PPE	Personal Protective Equipment
CD	Compact Disc
DVD	Digital Video Disc Or Digital Versatile Disc

## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	Description gives a 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.
<b>Scope</b>	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.

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<b>Knowledge and Understanding (KU)</b>	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.
<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.