

## Qualification Pack



# Purchase Executive - Construction

QP Code: ICE/CON/Q0901

Version: 1.0

NSQF Level: 3.5

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## Qualification Pack

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## Qualification Pack

### ICE/CON/Q0901: Purchase Executive - Construction

#### Brief Job Description

A Purchase Executive - Construction Material is responsible for procuring construction materials at optimal costs and ensuring timely delivery to meet project requirements. This involves vendor management, contract negotiation, quality control, and inventory management.

#### Personal Attributes

A Purchase Executive in the construction domain is expected to possess a keen attention to detail, ensuring accuracy in material specifications, supplier credentials, and procurement documentation. They must demonstrate strong analytical thinking to effectively compare vendors, evaluate quotations, and make informed purchasing decisions that align with project budgets and timelines. Excellent communication and negotiation skills are essential for coordinating with suppliers and internal project teams, securing favorable contracts, and maintaining clear, professional interactions. Ethical conduct and a sense of responsibility are crucial, as the role involves handling high-value transactions and maintaining transparency in procurement practices.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [ICE/CON/N0701: Carry Out Material Sourcing and Procurement Activities](#)
2. [ICE/CON/N0901: Establish and Maintain Supplier Relationships](#)
3. [ICE/CON/N0902: Perform Inventory Control, Receiving and Tracking Operations](#)
4. [ICE/CON/N0903: Assist Production and Workflow: Related to Material Availability](#)
5. [ICE/CON/N0904: Maintain Health and Safety in Procurement Activities](#)
6. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Construction
<b>Sub-Sector</b>	Construction
<b>Occupation</b>	Procuring goods, materials and services
<b>Country</b>	India

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<b>NSQF Level</b>	3.5
<b>Credits</b>	77
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO/2015/ 3323.0600
<b>Minimum Educational Qualification &amp; Experience</b>	10th Class (pass) with NA of experience OR Previous relevant Qualification of NSQF Level (3) with 1.5 years of experience relevant experience in relevant in-store keeping/ procurement
<b>Minimum Level of Education for Training in School</b>	Not Applicable
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	08/05/2028
<b>NSQC Approval Date</b>	08/05/2025
<b>Version</b>	1.0
<b>Reference code on NQR</b>	QG-3.5-CO-04294-2025-V1-ICES
<b>NQR Version</b>	1

#### Remarks:

NA

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### ICE/CON/N0701: Carry Out Material Sourcing and Procurement Activities

#### Description

This NOS outlines the responsibilities involved in identifying, evaluating, and finalizing the sourcing and procurement of construction materials as per project requirements. It includes activities such as assessing material specifications, identifying reliable suppliers, negotiating pricing and terms, issuing purchase orders, and ensuring timely delivery to maintain the construction workflow. The role also involves coordinating with project engineers, store managers, and vendors to align procurement strategies with budget and timelines. Emphasis is laid on adhering to quality standards, scope consideration, health and safety compliance during the procurement process. This NOS is essential for ensuring that the right materials are procured at the right time, quantity, and cost, thereby minimizing project delays and optimizing resource utilization.

#### Scope

The scope covers the following :

- Identify construction material requirements based on project plans and specifications, and evaluate reliable suppliers for quality and timely delivery.
- Negotiate pricing, payment terms, and delivery schedules to ensure cost-effective procurement aligned with the project budget.
- Prepare and issue accurate purchase orders, and coordinate with project engineers, storekeepers, and vendors to ensure smooth procurement processes.
- Monitor and ensure timely delivery of materials that meet quality standards and comply with health and safety regulations.
- Manage procurement activities to maintain continuous construction workflow, avoid delays, and optimize resource utilization within budget.

#### Elements and Performance Criteria

##### *Identify Material Requirements*

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

- PC1.** Understand the type, quantity, and specifications of materials required by studying project drawings and plans.
- PC2.** Coordinate with site engineers and supervisors to confirm material needs for each construction stage.
- PC3.** Prioritize materials based on urgency and construction sequence to ensure timely availability.
- PC4.** Use estimation tools or software to determine accurate quantities and minimize material wastage.
- PC5.** Prepare and update a detailed material requirement list for procurement planning.

##### *Source Materials*

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

- PC6.** PC1. Identify potential suppliers based on material specifications, quality standards, and availability.

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- PC7.** Understand supplier capabilities by reviewing previous work history, certifications, and product samples.
- PC8.** Collect and compare quotations from multiple vendors to identify the most appropriate option, and complete the registration process on the GeM (Government e-Marketplace) portal
- PC9.** Verify supplier compliance with organizational procurement and quality policies.
- PC10.** Maintain a list of approved and reliable suppliers for future procurement.

### *Initiate Procurement Process*

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

- PC11.** Raise purchase requests or requisitions based on verified material needs.
- PC12.** Coordinate with the finance and approval teams to process procurement as per guidelines.
- PC13.** Ensure the procurement process follows project timelines and budget allocations.
- PC14.** Explain payment terms, delivery timelines, and warranty conditions before confirming orders.
- PC15.** Maintain clear records of all procurement transactions for reference and audits.

### *Coordinate Delivery and Logistics*

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

- PC16.** Confirm material dispatch and delivery schedules with the supplier to match site readiness.
- PC17.** Ensure that transport and offloading arrangements follow safety and handling norms.
- PC18.** Track shipments and address delays through effective communication with logistics providers.
- PC19.** Inform site personnel about expected deliveries to prepare unloading and inspection teams.
- PC20.** Monitor delivery status and document all incoming materials for inventory updates.

### *Monitor Quality and Cost of Procured Materials*

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

- PC21.** Inspect materials upon arrival to verify compliance with the purchase order and technical specifications.
- PC22.** Ensure materials are defect-free and suitable for intended use before accepting them.
- PC23.** Report non-compliance or damage to supervisors and initiate return or replacement.
- PC24.** Track procurement costs to ensure alignment with approved budgets.
- PC25.** Maintain supplier performance records to support future procurement decisions.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** In-depth knowledge of construction materials and their classifications based on usage, strength, and durability.
- KU2.** Understanding of end-to-end procurement processes including requisitioning, vendor identification, order placement, and follow-up.
- KU3.** Awareness of contract law fundamentals and their application in procurement terms, conditions, and vendor agreements.
- KU4.** Understanding of quality standards applicable to construction materials and procedures for quality assurance.



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- KU5.** Familiarity with documentation used in procurement such as purchase orders, invoices, GRNs, and supplier performance records.
- KU6.** Awareness of material pricing trends and their impact on budgeting and cost estimation.

### Generic Skills (GS)

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

- GS1.** Ability to communicate effectively with vendors, procurement teams, and site staff regarding requirements and timelines.
- GS2.** Negotiation skills to arrive at favourable terms and conditions with suppliers while ensuring material quality.
- GS3.** Organizational skills to manage procurement schedules and avoid delays or overstocking.
- GS4.** Proficiency in computer applications such as spreadsheets, ERP systems, and email for procurement management.
- GS5.** Analytical thinking to assess quotations, compare supplier offerings, and select optimal options.

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify Material Requirements</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC1.</b> Understand the type, quantity, and specifications of materials required by studying project drawings and plans.	-	-	-	-
<b>PC2.</b> Coordinate with site engineers and supervisors to confirm material needs for each construction stage.	-	-	-	-
<b>PC3.</b> Prioritize materials based on urgency and construction sequence to ensure timely availability.	-	-	-	-
<b>PC4.</b> Use estimation tools or software to determine accurate quantities and minimize material wastage.	-	-	-	-
<b>PC5.</b> Prepare and update a detailed material requirement list for procurement planning.	-	-	-	-
<i>Source Materials</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC6.</b> PC1. Identify potential suppliers based on material specifications, quality standards, and availability.	-	-	-	-
<b>PC7.</b> Understand supplier capabilities by reviewing previous work history, certifications, and product samples.	-	-	-	-
<b>PC8.</b> Collect and compare quotations from multiple vendors to identify the most appropriate option, and complete the registration process on the GeM (Government e-Marketplace) portal	-	-	-	-
<b>PC9.</b> Verify supplier compliance with organizational procurement and quality policies.	-	-	-	-
<b>PC10.</b> Maintain a list of approved and reliable suppliers for future procurement.	-	-	-	-
<i>Initiate Procurement Process</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> Raise purchase requests or requisitions based on verified material needs.	-	-	-	-
<b>PC12.</b> Coordinate with the finance and approval teams to process procurement as per guidelines.	-	-	-	-
<b>PC13.</b> Ensure the procurement process follows project timelines and budget allocations.	-	-	-	-
<b>PC14.</b> Explain payment terms, delivery timelines, and warranty conditions before confirming orders.	-	-	-	-
<b>PC15.</b> Maintain clear records of all procurement transactions for reference and audits.	-	-	-	-
<i>Coordinate Delivery and Logistics</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC16.</b> Confirm material dispatch and delivery schedules with the supplier to match site readiness.	-	-	-	-
<b>PC17.</b> Ensure that transport and offloading arrangements follow safety and handling norms.	-	-	-	-
<b>PC18.</b> Track shipments and address delays through effective communication with logistics providers.	-	-	-	-
<b>PC19.</b> Inform site personnel about expected deliveries to prepare unloading and inspection teams.	-	-	-	-
<b>PC20.</b> Monitor delivery status and document all incoming materials for inventory updates.	-	-	-	-
<i>Monitor Quality and Cost of Procured Materials</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC21.</b> Inspect materials upon arrival to verify compliance with the purchase order and technical specifications.	-	-	-	-
<b>PC22.</b> Ensure materials are defect-free and suitable for intended use before accepting them.	-	-	-	-
<b>PC23.</b> Report non-compliance or damage to supervisors and initiate return or replacement.	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC24.</b> Track procurement costs to ensure alignment with approved budgets.	-	-	-	-
<b>PC25.</b> Maintain supplier performance records to support future procurement decisions.	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>50</b>	<b>10</b>	<b>10</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ICE/CON/N0701
<b>NOS Name</b>	Carry Out Material Sourcing and Procurement Activities
<b>Sector</b>	Construction
<b>Sub-Sector</b>	
<b>Occupation</b>	Procuring goods, materials and services
<b>NSQF Level</b>	3.5
<b>Credits</b>	15
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	08/05/2028
<b>NSQC Clearance Date</b>	08/05/2025

## Qualification Pack

### ICE/CON/N0901: Establish and Maintain Supplier Relationships

#### Description

The Nos Establishing and maintaining supplier relationships involves building strong, reliable, and mutually beneficial partnerships with vendors and suppliers to support consistent, high-quality, and cost-effective procurement operations. It begins with identifying and evaluating potential suppliers based on their capabilities, reliability, and alignment with organizational goals. Once suitable suppliers are selected, formal agreements and performance expectations are negotiated to ensure clarity and accountability. The relationship is sustained through regular communication, performance monitoring, and collaboration, ensuring that both parties meet agreed standards and respond proactively to challenges. Effective supplier relationship management not only helps in reducing procurement risks and operational disruptions but also enables continuous improvement, innovation, and value creation within the supply chain.

#### Scope

The scope covers the following :

- The scope of this function includes the entire lifecycle of supplier engagement, starting with the identification and qualification of potential vendors through market research and assessments. It encompasses the negotiation of commercial terms, contract establishment, and onboarding processes. Relationship management is an ongoing activity that involves maintaining open lines of communication, conducting periodic performance evaluations, and initiating corrective actions when necessary. The scope further extends to conflict resolution, fostering trust through ethical practices, and ensuring supplier compliance with legal, environmental, and organizational standards. Additionally, it includes strategies for risk mitigation, such as diversifying supplier bases and developing contingency plans, which are essential for maintaining business continuity and operational resilience.

#### Elements and Performance Criteria

##### *Identify Suitable Suppliers*

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

- PC1.** Understand material and service requirements before shortlisting suitable suppliers.
- PC2.** Evaluate suppliers based on cost-effectiveness, reliability, and compliance with technical standards.
- PC3.** Review supplier background, delivery track record, and industry certifications.
- PC4.** Explain procurement expectations and quality standards during initial discussions.
- PC5.** Create and maintain a categorized list of approved and potential vendors.

##### *Develop Communication Channels*

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

- PC6.** Establish professional communication protocols for interacting with suppliers.
- PC7.** Explain project needs, delivery schedules, and expectations clearly to avoid miscommunication.
- PC8.** Maintain ongoing coordination to ensure suppliers are aligned with project timelines.

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**PC9.** Resolve misunderstandings quickly to maintain smooth supply chain operations.

**PC10.** Keep records of all formal discussions and agreed-upon terms with suppliers.

### *Negotiate as per material quality*

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

**PC11.** Understand supplier pricing structures and negotiate for fair and competitive rates.

**PC12.** Discuss and finalize payment terms, delivery conditions, and after-sales support clearly.

**PC13.** Ensure that all agreements include detailed clauses on penalties, dispute resolution, and warranties.

**PC14.** Document any negotiated modifications and share copies with all stakeholders.

**PC15.** Maintain copies of finalized contracts and keep them updated in the procurement database.

### *Maintain Relationships with Suppliers*

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

**PC16.** Build trust-based relationships through honest, timely, and transparent interactions.

**PC17.** Monitor supplier performance regularly and provide constructive feedback.

**PC18.** Address concerns and conflicts diplomatically to sustain long-term associations.

**PC19.** Acknowledge good performance and recognize consistent and high-quality suppliers.

**PC20.** Maintain regular engagement with key suppliers to ensure readiness for future projects.

### *Evaluate Supplier Performance*

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

**PC21.** Track supplier deliveries and check for consistency in quality and punctuality.

**PC22.** Use performance metrics to assess supplier reliability and responsiveness.

**PC23.** Provide feedback to suppliers regarding delays, errors, or service issues.

**PC24.** Report major issues to the procurement or management team for further action.

**PC25.** Review supplier performance periodically to update or revise the approved vendor list.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** Knowledge of supplier management strategies including onboarding, communication protocols, and conflict resolution.

**KU2.** Understanding of supply chain management principles and how they influence timely and efficient procurement.

**KU3.** Awareness of supplier evaluation criteria such as delivery performance, compliance with specifications, and service quality.

**KU4.** Familiarity with long-term vendor development practices and risk mitigation in supplier partnerships.

**KU5.** Knowledge of terms and conditions generally used in construction material procurement contracts.

## Generic Skills (GS)

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



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- GS1.** In terms of Communication, the Ability to engage clearly and professionally with vendors to build productive relationships.
- GS2.** Based on Negotiation, the skills to create win-win agreements while protecting company interests.
- GS3.** Capability to resolve vendor issues such as delays, pricing disputes, or quality problems.
- GS4.** Interpersonal skills to develop and maintain collaborative, long-term vendor relationships.
- GS5.** Documentation and record-keeping ability to track supplier history and communication records.

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify Suitable Suppliers</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC1.</b> Understand material and service requirements before shortlisting suitable suppliers.	-	-	-	-
<b>PC2.</b> Evaluate suppliers based on cost-effectiveness, reliability, and compliance with technical standards.	-	-	-	-
<b>PC3.</b> Review supplier background, delivery track record, and industry certifications.	-	-	-	-
<b>PC4.</b> Explain procurement expectations and quality standards during initial discussions.	-	-	-	-
<b>PC5.</b> Create and maintain a categorized list of approved and potential vendors.	-	-	-	-
<i>Develop Communication Channels</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC6.</b> Establish professional communication protocols for interacting with suppliers.	-	-	-	-
<b>PC7.</b> Explain project needs, delivery schedules, and expectations clearly to avoid miscommunication.	-	-	-	-
<b>PC8.</b> Maintain ongoing coordination to ensure suppliers are aligned with project timelines.	-	-	-	-
<b>PC9.</b> Resolve misunderstandings quickly to maintain smooth supply chain operations.	-	-	-	-
<b>PC10.</b> Keep records of all formal discussions and agreed-upon terms with suppliers.	-	-	-	-
<i>Negotiate as per material quality</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC11.</b> Understand supplier pricing structures and negotiate for fair and competitive rates.	-	-	-	-
<b>PC12.</b> Discuss and finalize payment terms, delivery conditions, and after-sales support clearly.	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> Ensure that all agreements include detailed clauses on penalties, dispute resolution, and warranties.	-	-	-	-
<b>PC14.</b> Document any negotiated modifications and share copies with all stakeholders.	-	-	-	-
<b>PC15.</b> Maintain copies of finalized contracts and keep them updated in the procurement database.	-	-	-	-
<i>Maintain Relationships with Suppliers</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC16.</b> Build trust-based relationships through honest, timely, and transparent interactions.	-	-	-	-
<b>PC17.</b> Monitor supplier performance regularly and provide constructive feedback.	-	-	-	-
<b>PC18.</b> Address concerns and conflicts diplomatically to sustain long-term associations.	-	-	-	-
<b>PC19.</b> Acknowledge good performance and recognize consistent and high-quality suppliers.	-	-	-	-
<b>PC20.</b> Maintain regular engagement with key suppliers to ensure readiness for future projects.	-	-	-	-
<i>Evaluate Supplier Performance</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC21.</b> Track supplier deliveries and check for consistency in quality and punctuality.	-	-	-	-
<b>PC22.</b> Use performance metrics to assess supplier reliability and responsiveness.	-	-	-	-
<b>PC23.</b> Provide feedback to suppliers regarding delays, errors, or service issues.	-	-	-	-
<b>PC24.</b> Report major issues to the procurement or management team for further action.	-	-	-	-
<b>PC25.</b> Review supplier performance periodically to update or revise the approved vendor list.	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>50</b>	<b>10</b>	<b>10</b>



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ICE/CON/N0901
<b>NOS Name</b>	Establish and Maintain Supplier Relationships
<b>Sector</b>	Construction
<b>Sub-Sector</b>	
<b>Occupation</b>	Procuring goods, materials and services
<b>NSQF Level</b>	3.5
<b>Credits</b>	15
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	08/05/2028
<b>NSQF Clearance Date</b>	08/05/2025

## Qualification Pack

# ICE/CON/N0902: Perform Inventory Control, Receiving and Tracking Operations

## Description

This NOS outlines the responsibilities involved in managing inventory, receiving materials, and tracking their movement to ensure efficient stock management and timely availability of materials as per project or organizational requirements. It includes tasks such as inspecting incoming materials, recording stock transactions, organizing and maintaining storage areas, monitoring inventory levels, and ensuring compliance with documentation and safety standards. The role is vital in minimizing material wastage, preventing stockouts or overstocking, and supporting seamless project execution through effective material availability.

## Scope

The scope covers the following :

- This covers the systematic handling of inventory from material receipt to storage, tracking, and issuance. It includes verifying quality and quantity, updating records manually or via ERP systems, and organizing materials for easy retrieval. The scope also involves monitoring stock levels, conducting audits, reconciling discrepancies, and tracking material movement, including issuance, returns, and disposals. Ensuring compliance with safety standards and coordinating with procurement, logistics, and project teams for timely material availability are also key aspects.

## Elements and Performance Criteria

### *Receive and Inspect Materials*

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

- PC1.** Understand delivery schedules and prepare for safe and organized material receipt.
- PC2.** Verify delivered items against purchase orders and specifications.
- PC3.** Inspect material condition and report any damage or mismatches immediately.
- PC4.** Ensure proper labelling and tagging of materials before storage.
- PC5.** Maintain delivery notes and inspection records for each received consignment.

### *Update Inventory Records*

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

- PC6.** Enter material transactions into digital or manual inventory tracking systems accurately.
- PC7.** Maintain up-to-date inventory logs for each type of material.
- PC8.** Update stock levels after every issue or receipt to ensure transparency.
- PC9.** Understand the impact of incorrect entries on stock planning and procurement.
- PC10.** Provide reports during audits or reviews to ensure system accuracy.

### *Manage Storage and Stock Levels*

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

- PC11.** Organize materials by type and usage frequency to enable quick access and safety.
- PC12.** Follow inventory management practices like FIFO or LIFO depending on material nature.

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**PC13.** Monitor stock levels and raise alerts when materials are below minimum thresholds.

**PC14.** Ensure storage areas are clean, secure, and compliant with safety norms.

**PC15.** Prevent material wastage by regularly checking expiry dates or shelf life.

### *Track Material Movement*

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

**PC16.** Maintain records of material issues, transfers, and returns with supporting documentation.

**PC17.** Monitor the location and quantity of materials being used across different work areas.

**PC18.** Use tracking tools or barcode systems for faster traceability.

**PC19.** Explain reasons for any discrepancies in material movement to concerned personnel.

**PC20.** Ensure material records are shared regularly with the procurement or planning teams.

### *Conduct Stock Reconciliation*

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

**PC21.** Perform regular physical stock checks and compare with system data.

**PC22.** Report any mismatches or losses with appropriate documentation.

**PC23.** Assist in resolving inventory discrepancies by providing clear explanations.

**PC24.** Recommend corrective measures such as tagging, segregation, or restricted access.

**PC25.** Support internal or external inventory audits by sharing accurate and verified records.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** Understanding of inventory control techniques including stock level monitoring, cycle counting, and reorder point systems.

**KU2.** Knowledge of supply and demand forecasting methods to prevent overstocking or stockouts.

**KU3.** Familiarity with stock control methods such as FIFO, LIFO, and Just-In-Time systems.

**KU4.** Awareness of material classification and coding for streamlined warehouse operations.

**KU5.** Understanding the functions of the Material Control Department, which include the integration of material planning, receiving, issuing, and auditing processes

## Generic Skills (GS)

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

**GS1.** Numeracy: Ability to perform stock calculations, usage forecasts, and data reconciliation.

**GS2.** IT Skills: Proficiency in inventory management software and digital tools.

**GS3.** Data Analysis: Skill to interpret inventory data and suggest corrective actions.

**GS4.** Communication to report stock status and coordinate with procurement and stores teams.

**GS5.** Organizational skills to maintain a clean, orderly, and documented storage environment.

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Receive and Inspect Materials</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC1.</b> Understand delivery schedules and prepare for safe and organized material receipt.	-	-	-	-
<b>PC2.</b> Verify delivered items against purchase orders and specifications.	-	-	-	-
<b>PC3.</b> Inspect material condition and report any damage or mismatches immediately.	-	-	-	-
<b>PC4.</b> Ensure proper labelling and tagging of materials before storage.	-	-	-	-
<b>PC5.</b> Maintain delivery notes and inspection records for each received consignment.	-	-	-	-
<i>Update Inventory Records</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC6.</b> Enter material transactions into digital or manual inventory tracking systems accurately.	-	-	-	-
<b>PC7.</b> Maintain up-to-date inventory logs for each type of material.	-	-	-	-
<b>PC8.</b> Update stock levels after every issue or receipt to ensure transparency.	-	-	-	-
<b>PC9.</b> Understand the impact of incorrect entries on stock planning and procurement.	-	-	-	-
<b>PC10.</b> Provide reports during audits or reviews to ensure system accuracy.	-	-	-	-
<i>Manage Storage and Stock Levels</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC11.</b> Organize materials by type and usage frequency to enable quick access and safety.	-	-	-	-
<b>PC12.</b> Follow inventory management practices like FIFO or LIFO depending on material nature.	-	-	-	-
<b>PC13.</b> Monitor stock levels and raise alerts when materials are below minimum thresholds.	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> Ensure storage areas are clean, secure, and compliant with safety norms.	-	-	-	-
<b>PC15.</b> Prevent material wastage by regularly checking expiry dates or shelf life.	-	-	-	-
<i>Track Material Movement</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC16.</b> Maintain records of material issues, transfers, and returns with supporting documentation.	-	-	-	-
<b>PC17.</b> Monitor the location and quantity of materials being used across different work areas.	-	-	-	-
<b>PC18.</b> Use tracking tools or barcode systems for faster traceability.	-	-	-	-
<b>PC19.</b> Explain reasons for any discrepancies in material movement to concerned personnel.	-	-	-	-
<b>PC20.</b> Ensure material records are shared regularly with the procurement or planning teams.	-	-	-	-
<i>Conduct Stock Reconciliation</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC21.</b> Perform regular physical stock checks and compare with system data.	-	-	-	-
<b>PC22.</b> Report any mismatches or losses with appropriate documentation.	-	-	-	-
<b>PC23.</b> Assist in resolving inventory discrepancies by providing clear explanations.	-	-	-	-
<b>PC24.</b> Recommend corrective measures such as tagging, segregation, or restricted access.	-	-	-	-
<b>PC25.</b> Support internal or external inventory audits by sharing accurate and verified records.	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>50</b>	<b>10</b>	<b>10</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ICE/CON/N0902
<b>NOS Name</b>	Perform Inventory Control, Receiving and Tracking Operations
<b>Sector</b>	Construction
<b>Sub-Sector</b>	
<b>Occupation</b>	Procuring goods, materials and services
<b>NSQF Level</b>	3.5
<b>Credits</b>	15
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	08/05/2028
<b>NSQC Clearance Date</b>	08/05/2025

## Qualification Pack

### ICE/CON/N0903: Assist Production and Workflow: Related to Material Availability

#### Description

This NOS focuses on supporting production and workflow activities by ensuring the timely availability and efficient flow of required materials. It involves coordinating with procurement, stores, and production teams to align material supply with project or manufacturing schedules. The role includes monitoring stock levels, anticipating material requirements, issuing materials as per job orders, and resolving shortages or delays. It also requires maintaining proper documentation and ensuring that materials are delivered to the right location in the correct quantity and condition. This function is critical to preventing production stoppages, optimizing resource utilization, and maintaining operational efficiency.

#### Scope

The scope covers the following :

- The scope of this NOS covers all activities aimed at aligning material availability with production and workflow requirements. It includes planning and scheduling material deliveries based on job priorities, tracking consumption rates, and ensuring buffer stock availability for uninterrupted operations. The scope extends to coordinating with storekeepers and production supervisors, issuing materials against work orders, and promptly addressing discrepancies or urgent demands. It also involves maintaining accurate records of issued and consumed materials, using inventory systems or ERP tools, and ensuring adherence to safety, handling, and documentation protocols. The role supports continuous production flow, timely project execution, and effective communication between departments.

#### Elements and Performance Criteria

##### *Understand Material Requirements for Production*

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

- PC1.** Understand material types, grades, and quantities required for each phase of construction from work schedules and drawings.
- PC2.** Coordinate with site engineers and supervisors to identify activity-specific material needs.
- PC3.** Forecast material demand in advance based on production timelines and consumption patterns.
- PC4.** Explain the potential risks of delays in material availability to the production schedule.
- PC5.** Maintain a checklist of required materials aligned with current and upcoming site tasks.

##### *Coordinate with Stores and Procurement Teams*

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

- PC6.** Communicate daily and weekly material needs to the store and procurement personnel for timely fulfilment.
- PC7.** Assist in prioritizing the delivery of critical materials to match the work sequence.
- PC8.** Follow up regularly on pending requests to minimize delays or idle time on site.
- PC9.** Explain urgent material requirements clearly to ensure they are given appropriate attention.

## Qualification Pack

**PC10.** Record all material requisitions and responses for accountability and review.

### *Monitor Material Flow at Site*

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

**PC11.** Track the flow of materials from storage to the work location and ensure proper usage.

**PC12.** Monitor whether the right materials are issued at the correct time and location.

**PC13.** Report any hold-ups or misuse of materials to supervisors for immediate resolution.

**PC14.** Ensure unused or excess materials are returned and properly documented.

**PC15.** Maintain a log of daily material issues to support site coordination.

### *Support Production Scheduling*

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

**PC16.** Understand the production or work schedule and match it with expected material deliveries.

**PC17.** Help reschedule certain activities if materials are delayed or in short supply.

**PC18.** Share regular updates on material availability with the planning or scheduling team.

**PC19.** Explain the lead time required for reordering specific items to avoid last-minute disruptions.

**PC20.** Participate in planning meetings to keep the workflow aligned with material readiness.

### *Communicate Constraints and Provide Feedback*

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

**PC21.** Identify constraints caused by material shortages or late deliveries and report them early.

**PC22.** Coordinate with suppliers, stores, and supervisors to find short-term solutions when needed.

**PC23.** Explain to team members the reason behind workflow delays due to material issues.

**PC24.** Document challenges and share them with higher management for strategic improvement.

**PC25.** Provide feedback on material quality and delivery efficiency to help improve future planning.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** Principles of production management and their connection to procurement and scheduling.

**KU2.** Understanding the cost implications of delayed material availability on construction timelines.

**KU3.** Knowledge of how material quality affects construction quality and rework requirements.

**KU4.** Methods to coordinate with procurement and stores for aligning material delivery with workflow.

**KU5.** Awareness of strategies to monitor material flow and report bottlenecks or shortages proactively.

## Generic Skills (GS)

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

**GS1.** Communicate with procurement teams and production heads to avoid work disruption.

**GS2.** Ability to assess material usage patterns and calculate future requirements.

**GS3.** Skill to request priority handling of urgent material needs or delivery issues.





## Qualification Pack

- GS4.** Coordination skills to align multiple stakeholders on material availability status.
- GS5.** Record-keeping ability to document material issues, usage, and feedback for planning purposes.

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understand Material Requirements for Production</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC1.</b> Understand material types, grades, and quantities required for each phase of construction from work schedules and drawings.	-	-	-	-
<b>PC2.</b> Coordinate with site engineers and supervisors to identify activity-specific material needs.	-	-	-	-
<b>PC3.</b> Forecast material demand in advance based on production timelines and consumption patterns.	-	-	-	-
<b>PC4.</b> Explain the potential risks of delays in material availability to the production schedule.	-	-	-	-
<b>PC5.</b> Maintain a checklist of required materials aligned with current and upcoming site tasks.	-	-	-	-
<i>Coordinate with Stores and Procurement Teams</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC6.</b> Communicate daily and weekly material needs to the store and procurement personnel for timely fulfilment.	-	-	-	-
<b>PC7.</b> Assist in prioritizing the delivery of critical materials to match the work sequence.	-	-	-	-
<b>PC8.</b> Follow up regularly on pending requests to minimize delays or idle time on site.	-	-	-	-
<b>PC9.</b> Explain urgent material requirements clearly to ensure they are given appropriate attention.	-	-	-	-
<b>PC10.</b> Record all material requisitions and responses for accountability and review.	-	-	-	-
<i>Monitor Material Flow at Site</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC11.</b> Track the flow of materials from storage to the work location and ensure proper usage.	-	-	-	-
<b>PC12.</b> Monitor whether the right materials are issued at the correct time and location.	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> Report any hold-ups or misuse of materials to supervisors for immediate resolution.	-	-	-	-
<b>PC14.</b> Ensure unused or excess materials are returned and properly documented.	-	-	-	-
<b>PC15.</b> Maintain a log of daily material issues to support site coordination.	-	-	-	-
<i>Support Production Scheduling</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC16.</b> Understand the production or work schedule and match it with expected material deliveries.	-	-	-	-
<b>PC17.</b> Help reschedule certain activities if materials are delayed or in short supply.	-	-	-	-
<b>PC18.</b> Share regular updates on material availability with the planning or scheduling team.	-	-	-	-
<b>PC19.</b> Explain the lead time required for reordering specific items to avoid last-minute disruptions.	-	-	-	-
<b>PC20.</b> Participate in planning meetings to keep the workflow aligned with material readiness.	-	-	-	-
<i>Communicate Constraints and Provide Feedback</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC21.</b> Identify constraints caused by material shortages or late deliveries and report them early.	-	-	-	-
<b>PC22.</b> Coordinate with suppliers, stores, and supervisors to find short-term solutions when needed.	-	-	-	-
<b>PC23.</b> Explain to team members the reason behind workflow delays due to material issues.	-	-	-	-
<b>PC24.</b> Document challenges and share them with higher management for strategic improvement.	-	-	-	-
<b>PC25.</b> Provide feedback on material quality and delivery efficiency to help improve future planning.	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>50</b>	<b>10</b>	<b>10</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ICE/CON/N0903
<b>NOS Name</b>	Assist Production and Workflow: Related to Material Availability
<b>Sector</b>	Construction
<b>Sub-Sector</b>	
<b>Occupation</b>	Procuring goods, materials and services
<b>NSQF Level</b>	3.5
<b>Credits</b>	15
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	08/05/2028
<b>NSQC Clearance Date</b>	08/05/2025

## Qualification Pack

### ICE/CON/N0904: Maintain Health and Safety in Procurement Activities

#### Description

This NOS focuses on ensuring that all procurement-related activities are conducted in a manner that upholds health and safety standards for individuals, materials, and the environment. It involves identifying potential hazards in the procurement, handling, storage, and transportation of materials and implementing preventive measures to minimize risks. The role requires compliance with legal regulations, organizational safety policies, and best practices during vendor selection, material inspection, and delivery processes. Maintaining health and safety also includes raising awareness among procurement staff and suppliers, ensuring the use of protective equipment where necessary, and managing emergency procedures effectively. The goal is to ensure a safe and responsible procurement environment that protects people and assets.

#### Scope

The scope covers the following :

- The scope of this NOS includes incorporating health and safety considerations throughout the procurement lifecycle from supplier evaluation and material sourcing to transportation, receiving, and storage. It covers assessing supplier compliance with health and safety norms, specifying safety requirements in procurement contracts, and ensuring safe packaging, labeling, and handling of materials, especially hazardous items. The scope also involves training procurement personnel on safety protocols, conducting risk assessments, and coordinating with safety officers and relevant departments to mitigate risks. Proper documentation, emergency preparedness, and monitoring of supplier practices further ensure that procurement activities do not compromise workplace safety or environmental standards.

#### Elements and Performance Criteria

##### *Understand Health and Safety Regulations in Procurement*

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

- PC1.** Understand applicable legal, organizational, and environmental health and safety norms for procurement.
- PC2.** Identify any hazardous materials and ensure they are sourced from authorized vendors with safety certifications.
- PC3.** Explain to the team the importance of compliance with health and safety in purchasing decisions.
- PC4.** Ensure that only materials meeting required safety specifications are approved for procurement.
- PC5.** Stay updated on any changes in safety standards related to materials and procurement processes.

##### *Evaluate Safety Practices of Suppliers*

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

- PC6.** Assess suppliers for adherence to safe production, packaging, and delivery practices.

## Qualification Pack

- PC7.** Verify supplier safety credentials, such as ISO or safety audit certifications, before finalizing orders.
- PC8.** Explain safety requirements to suppliers and ensure they are documented in purchase agreements.
- PC9.** Track supplier performance with regard to health and safety compliance.
- PC10.** Maintain records of any safety violations or incidents involving suppliers for future reference.

### *Handle and Store Materials Safely*

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

- PC11.** Ensure that all incoming materials are unloaded using safe practices and proper handling equipment.
- PC12.** Store materials in designated areas that meet safety and environmental requirements.
- PC13.** Clearly label hazardous or sensitive materials for proper identification and handling.
- PC14.** Explain to store personnel the correct handling procedures for various types of materials.
- PC15.** Monitor storage conditions regularly to avoid fire hazards, spills, or contamination.

### *Use Personal Protective Equipment (PPE)*

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

- PC16.** Understand the types of PPE required for procurement-related tasks such as receiving, handling, or inspecting materials.
- PC17.** Ensure that workers involved in loading/unloading and inspection are properly equipped with PPE.
- PC18.** Explain the function and importance of PPE to ensure consistent usage.
- PC19.** Regularly check for damaged or expired PPE and arrange for timely replacement.
- PC20.** Maintain a record of PPE issued to workers involved in procurement and material handling.

### *Report and Respond to Safety Incidents*

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

- PC21.** Immediately report any unsafe practices or near-miss incidents during procurement or delivery.
- PC22.** Understand emergency protocols and act swiftly during safety related incidents.
- PC23.** Explain the details of any incident accurately to safety officers or supervisors.
- PC24.** Cooperate fully during investigations and provide relevant procurement data when needed.
- PC25.** Maintain records of all safety related incidents and follow up on corrective actions implemented.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Knowledge of occupational health and safety laws applicable to construction procurement activities.
- KU2.** Understanding the specific risks posed by different construction materials, including flammable, corrosive, or sharp items.
- KU3.** Awareness of safe handling, labelling, and transportation practices for all types of construction materials.

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- KU4.** Knowledge of emergency response protocols, including reporting, evacuation, and first aid in procurement zones.
- KU5.** Understanding the significance of Personal Protective Equipment (PPE) and its correct usage during procurement and material handling.
- KU6.** Familiarity with workplace safety audits, inspections, and compliance documentation related to procurement.

## Generic Skills (GS)

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

- GS1.** Ability to communicate clearly about safety procedures and expectations with vendors and team members.
- GS2.** Skill in identifying risks during procurement operations and recommending preventive measures.
- GS3.** Competence in using safety checklists and digital tools to record safety checks and incidents.
- GS4.** Proactive awareness in detecting unsafe conditions and taking immediate action to prevent accidents.
- GS5.** Record keeping ability to document safety training, audits, and compliance reports.
- GS6.** Decision-making ability to act quickly in case of safety emergencies, ensuring safety for self and others.

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understand Health and Safety Regulations in Procurement</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC1.</b> Understand applicable legal, organizational, and environmental health and safety norms for procurement.	-	-	-	-
<b>PC2.</b> Identify any hazardous materials and ensure they are sourced from authorized vendors with safety certifications.	-	-	-	-
<b>PC3.</b> Explain to the team the importance of compliance with health and safety in purchasing decisions.	-	-	-	-
<b>PC4.</b> Ensure that only materials meeting required safety specifications are approved for procurement.	-	-	-	-
<b>PC5.</b> Stay updated on any changes in safety standards related to materials and procurement processes.	-	-	-	-
<i>Evaluate Safety Practices of Suppliers</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC6.</b> Assess suppliers for adherence to safe production, packaging, and delivery practices.	-	-	-	-
<b>PC7.</b> Verify supplier safety credentials, such as ISO or safety audit certifications, before finalizing orders.	-	-	-	-
<b>PC8.</b> Explain safety requirements to suppliers and ensure they are documented in purchase agreements.	-	-	-	-
<b>PC9.</b> Track supplier performance with regard to health and safety compliance.	-	-	-	-
<b>PC10.</b> Maintain records of any safety violations or incidents involving suppliers for future reference.	-	-	-	-
<i>Handle and Store Materials Safely</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> Ensure that all incoming materials are unloaded using safe practices and proper handling equipment.	-	-	-	-
<b>PC12.</b> Store materials in designated areas that meet safety and environmental requirements.	-	-	-	-
<b>PC13.</b> Clearly label hazardous or sensitive materials for proper identification and handling.	-	-	-	-
<b>PC14.</b> Explain to store personnel the correct handling procedures for various types of materials.	-	-	-	-
<b>PC15.</b> Monitor storage conditions regularly to avoid fire hazards, spills, or contamination.	-	-	-	-
<i>Use Personal Protective Equipment (PPE)</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC16.</b> Understand the types of PPE required for procurement-related tasks such as receiving, handling, or inspecting materials.	-	-	-	-
<b>PC17.</b> Ensure that workers involved in loading/unloading and inspection are properly equipped with PPE.	-	-	-	-
<b>PC18.</b> Explain the function and importance of PPE to ensure consistent usage.	-	-	-	-
<b>PC19.</b> Regularly check for damaged or expired PPE and arrange for timely replacement.	-	-	-	-
<b>PC20.</b> Maintain a record of PPE issued to workers involved in procurement and material handling.	-	-	-	-
<i>Report and Respond to Safety Incidents</i>	<b>6</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>PC21.</b> Immediately report any unsafe practices or near-miss incidents during procurement or delivery.	-	-	-	-
<b>PC22.</b> Understand emergency protocols and act swiftly during safety related incidents.	-	-	-	-
<b>PC23.</b> Explain the details of any incident accurately to safety officers or supervisors.	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC24.</b> Cooperate fully during investigations and provide relevant procurement data when needed.	-	-	-	-
<b>PC25.</b> Maintain records of all safety related incidents and follow up on corrective actions implemented.	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>50</b>	<b>10</b>	<b>10</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ICE/CON/N0904
<b>NOS Name</b>	Maintain Health and Safety in Procurement Activities
<b>Sector</b>	Construction
<b>Sub-Sector</b>	
<b>Occupation</b>	Procuring goods, materials and services
<b>NSQF Level</b>	3.5
<b>Credits</b>	15
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	08/05/2028
<b>NSQC Clearance Date</b>	08/05/2025

## 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:

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- 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.

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**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



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- 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>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> identify employability skills required for jobs in various industries	-	-	-	-
<b>PC2.</b> identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC3.</b> 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.	-	-	-	-
<b>PC4.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>2</b>	<b>4</b>	-	-
<b>PC5.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC6.</b> 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>	<b>2</b>	<b>3</b>	-	-
<b>PC7.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
<b>PC8.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
<b>PC9.</b> write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> understand the difference between job and career	-	-	-	-
<b>PC11.</b> prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-
<b>PC12.</b> follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
<b>PC13.</b> work collaboratively with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>2</b>	-	-
<b>PC14.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC15.</b> escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>2</b>	<b>3</b>	-	-
<b>PC16.</b> select financial institutions, products and services as per requirement	-	-	-	-
<b>PC17.</b> carry out offline and online financial transactions, safely and securely	-	-	-	-
<b>PC18.</b> identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
<b>PC19.</b> identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	<b>3</b>	<b>4</b>	-	-
<b>PC20.</b> operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
<b>PC21.</b> use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
<b>PC22.</b> 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>	<b>2</b>	<b>3</b>	-	-
<b>PC23.</b> identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
<b>PC24.</b> develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
<b>PC25.</b> identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	<b>1</b>	<b>2</b>	-	-
<b>PC26.</b> identify different types of customers	-	-	-	-
<b>PC27.</b> identify and respond to customer requests and needs in a professional manner.	-	-	-	-
<b>PC28.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
<b>PC29.</b> create a professional Curriculum vitae (Résumé)	-	-	-	-
<b>PC30.</b> search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
<b>PC31.</b> apply to identified job openings using offline /online methods as per requirement	-	-	-	-
<b>PC32.</b> answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
<b>PC33.</b> identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0102
<b>NOS Name</b>	Employability Skills (60 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	20/12/2022
<b>Next Review Date</b>	20/12/2025
<b>NSQC Clearance Date</b>	20/12/2022

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Awarding Body. Each Performance Criteria (PC)/ Element will be assigned marks proportional to its importance in NOS. AB will also lay down proportion of marks for Theory and Skills Practical for each PC/ Element.
2. The assessment for the knowledge part will be based on knowledge bank of questions created by Assessment Bodies subject to approval by AB
3. Individual assessment agencies will create unique question papers for knowledge/theory part for assessment of candidates as per assessment criteria given below
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on assessment criteria.
5. The passing percentage for each QP will be 70%. To pass the Qualification Pack, every trainee should score a minimum of 70% individually in each NOS.
6. The Assessor shall check the final outcome of the practices while evaluating the steps performed to achieve the final outcome.

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7. The trainee shall be provided with a chance to repeat the test to correct his procedures in case of improper performance, with a deduction of marks for each iteration.
8. After the certain number of iterations as decided by AB the trainee is marked as fail, scoring zero marks for the procedure for the practical activity.
9. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack within the specified time frame set by AB.
10. Minimum duration of Assessment of each QP shall be of 4hrs/trainee.

### 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
ICE/CON/N0701.Carry Out Material Sourcing and Procurement Activities	30	50	10	10	100	25
ICE/CON/N0901.Establish and Maintain Supplier Relationships	30	50	10	10	100	20
ICE/CON/N0902.Perform Inventory Control, Receiving and Tracking Operations	30	50	10	10	100	20
ICE/CON/N0903.Assist Production and Workflow: Related to Material Availability	30	50	10	10	100	20
ICE/CON/N0904.Maintain Health and Safety in Procurement Activities	30	50	10	10	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	5
<b>Total</b>	<b>170</b>	<b>280</b>	<b>50</b>	<b>50</b>	<b>550</b>	<b>100</b>

## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training
<b>AA</b>	Assessment Agency
<b>AB</b>	Awarding Body
<b>ISCO</b>	International Standard Classification of Occupations
<b>NCO</b>	National Classification of Occupations
<b>NCrF</b>	National Credit Framework
<b>NQR</b>	National Qualification Register
<b>OJT</b>	On the Job Training

## 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 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.
<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.