Qualification Pack



Interior Finisher

Tiling

QP Code: ICE/CON/Q0301 Instantiated QP Code: ICE/CON/Q0301-SI002

Version: 1.0

NSQF Level: 4

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Contents

ICE/CON/Q0301-SI002: Interior Finisher 3
Brief Job Description 3
Applicable National Occupational Standards (NOS) 3
Compulsory NOS 3
Elective : Tiling 3
Qualification Pack (QP) Parameters 3
ICE/CON/N0301: Read and Interpret Construction and Design Drawings 5
ICE/CON/N9901: Implement Safe Work Practices and Environmental Stewardship at Construction Sites 14
DGT/VSQ/N0102: Employability Skills (60 Hours) 19
ICE/CON/N0307: Level and Prepare Surfaces for Tiling Work 27
ICE/CON/N0308: Measure and Cut Tiles as Per Layout Specifications 31
ICE/CON/N0309: Install Standard Tiles and Prefabricated Tile Sheets 36
ICE/CON/N0310: Apply Grouts and Sealants for Tiled Surfaces 41
Assessment Guidelines and Weightage 45
Assessment Guidelines 45
Assessment Weightage 46

Qualification Pack

ICE/CON/Q0301-SI002: Interior Finisher

Brief Job Description

An Interior Finisher is responsible for finishing tasks such as painting, tiling, marble work, false ceiling installation, drywall setup and waterproofing in residential, commercial and industrial buildings. These tasks are completed in residential, commercial and industrial spaces with a focus on safety, aesthetics, functionality and adherence to environmental guidelines.

Personal Attributes

Teamwork, Attention to Detail

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. ICE/CON/N0301: Read and Interpret Construction and Design Drawings
2. ICE/CON/N9901: Implement Safe Work Practices and Environmental Stewardship at Construction Sites
3. DGT/VSQ/N0102: Employability Skills (60 Hours)

Electives*(mandatory to select at least one):*

Elective : Tiling

1. ICE/CON/N0307: Level and Prepare Surfaces for Tiling Work
2. ICE/CON/N0308: Measure and Cut Tiles as Per Layout Specifications
3. ICE/CON/N0309: Install Standard Tiles and Prefabricated Tile Sheets
4. ICE/CON/N0310: Apply Grouts and Sealants for Tiled Surfaces

Qualification Pack (QP) Parameters

Sector	Construction
Sub-Sector	Real Estate and Infrastructure Construction

Qualification Pack

Occupation	Finishing Works
Country	India
NSQF Level	4
Credits	10
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7131.0100, NCO-2015/7121.0100, NCO-2015/7112.0100, NCO-2015/7122.9900
Minimum Educational Qualification & Experience	12th grade Pass OR 10th grade pass with 2 Years of experience Relevant Industry OR 8th grade pass with 4 Years of experience Relevant Industry OR Previous relevant Qualification of NSQF Level (3) with 3 Years of experience Relevant Industry OR Previous relevant Qualification of NSQF Level (3.5) with 1.5 years of experience Relevant Industry
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	07/10/2028
NSQC Approval Date	07/10/2025
Version	1.0
Reference code on NQR	QG-04-CO-046432025-V1-ICES
NQR Version	1.0

Remarks:

Minimum Job Entry Age is As per Govt. Norms

Qualification Pack

ICE/CON/N0301: Read and Interpret Construction and Design Drawings

Description

This NOS covers the skills and knowledge required to read, interpret and apply information from construction and design drawings relevant to interior finishing works such as painting, tiling, marble installation, false ceiling and drywall installation and waterproofing. It includes understanding symbols, dimensions, layout details, levels, material specifications and installation requirements needed to execute finishing tasks as per project standards, safety norms and quality parameters.

Scope

The scope covers the following :

- Identify and Interpret Drawing Types and Symbols
- Extract Dimensional Information from Drawings
- Interpret Layouts, Sections, and Elevations
- Interpret Material Specifications and Technical Requirements
- Apply Drawing Information to Execute Work on Site

Elements and Performance Criteria

Identify and Interpret Drawing Types and Symbols

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

PC1. identify various types of construction drawings including architectural, structural, MEP, finishing and shop drawings

PC2. recognize and interpret common symbols, legends and notations used across finishing works

PC3. read title blocks to identify project details, drawing scale, revision number and dates.

PC4. interpret conventional symbols for walls, floors, ceilings, openings, utilities and finishes

PC5. identify symbols specific to painting (texture codes, paint types), tiling (patterns, tile sizes), marble cutting lines and ceiling grids

PC6. recognize waterproofing symbols such as membrane boundaries, lap directions and drainage points

PC7. interpret dimensioning conventions including linear, angular, radial and spot levels

PC8. identify tolerance markings and material references provided in drawings

PC9. interpret drawing scales and convert drawing measurements into actual site measurements

PC10. identify cross-reference markers such as section cuts, detail bubbles, elevation markers and notes

Extract Dimensional Information from Drawings

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

PC11. read dimensions for lengths, widths, heights and depths as shown in architectural and interior drawings.

PC12. interpret grid lines, datums and reference levels to determine the positioning of interior finishes.

PC13. extract tile layout dimensions including joint spacing, alignment grids and cutting margins.

PC14. identify marble slab dimensions, cutting marks, grain direction and matching patterns.

PC15. interpret ceiling height, soffit levels, suspension details and channel spacing as per ceiling drawings.

PC16. extract painting area dimensions for walls, ceilings, openings and special texture zones.

PC17. identify waterproofing dimensions including coverage area, lap lengths and termination heights.

PC18. verify measurement annotations and cross-check with scaling for accuracy.

PC19. interpret tolerances allowed for cut-to-size materials, movement joints and alignments.

PC20. document extracted measurements for site execution and material estimation.

Interpret Layouts, Sections and Elevations

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

PC21. read plan views to understand the overall area layout for finishing works.

PC22. interpret wall elevations for painting patterns, tile layouts, marble designs and cladding details.

PC23. interpret ceiling layouts including lighting cutouts, AC diffusers, service openings and panel arrangement.

PC24. read sectional details for tile bedding thickness, mortar layers, marble under-supports and ceiling levels.

PC25. interpret substrate preparation details such as waterproofing layers, bonding coats, primers and leveling compounds.

PC26. understand detail drawings showing joints, grooves, trims and corner treatments.

PC27. interpret interface details between finishes and MEP elements such as switches, pipes, conduits and fixtures.

PC28. identify slope directions, drainage points and fall requirements for wet-area waterproofing.

PC29. interpret expansion joint locations and sealing details in tiling, marble and drywall works.

PC30. read detail callouts and annotations to ensure correct alignment and installation sequence

Interpret Material Specifications and Technical Requirements

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

PC31. read and interpret material specifications provided in boqs, drawings and technical sheets.

PC32. identify paint type, finish category, number of coats and sheen levels as per specification notes.

PC33. interpret tile specifications such as grade, finish, thickness, pattern and joint width.

PC34. read technical data for marble type, thickness, edge finish, reinforcement and installation method.

PC35. identify ceiling materials including gypsum boards, metal channels, suspension systems and fastener details.

PC36. interpret waterproofing material requirements including primer, membrane type, coat thickness, curing time and reinforcement layers.

PC37. identify compatibility requirements between substrates and finishing materials.

PC38. interpret installation tolerances such as flatness, alignment, spacing and level differences.

PC39. read and interpret manufacturer recommendations and technical notes attached to drawings.

PC40. document material requirements extracted from drawings for procurement and site execution.

Apply Drawing Information to Execute Work on Site

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

PC41. mark reference points, baselines and working lines on site using drawing data.

PC42. transfer tile and marble layout grids from drawings to the site surface accurately.

PC43. mark ceiling suspension points, hanger positions, channel layout and light openings as per drawings.

PC44. mark painting boundaries, texture zones, colour transition points and stencil positions.

PC45. mark waterproofing termination lines, overlap areas and drainage slopes as indicated in drawings.

PC46. cross-check site measurements with drawing dimensions before installation.

PC47. identify discrepancies between site conditions and drawings and report to supervisor.

PC48. use tools such as laser levels, plumb lines and measuring tapes to ensure correct implementation of drawing details.

PC49. maintain documentation and marking records as required by the supervisor.

PC50. ensure implemented layouts match drawing specifications, tolerances and sequence of operations

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. company policies regarding quality, safety and work documentation.

KU2. workflow and reporting structure on site.

KU3. standard operating procedures for interior finishing work.

KU4. roles of site engineer, supervisor, quality inspector and safety officer.

KU5. approved drawing revision management and document control procedures.

KU6. escalation protocols for drawing discrepancies or unclear details.

KU7. standard tolerances and quality parameters for interior finishing works.

KU8. types of construction drawings such as floor plans, elevations, sections, tile layouts, marble patterns, waterproofing details, shop drawings.

KU9. symbols, legends, reference markers and dimensioning systems used in technical drawings.

KU10. understanding of scales, coordinate systems, gridlines and levels.

KU11. basic geometry and measurement techniques relevant to interior finishing.

KU12. material specifications for paint, tiles, marble, gypsum boards, drywall systems and waterproofing layers.

KU13. arrangement of ceiling systems including primary/secondary channels, suspension layout, cut-out locations.

KU14. tile & marble layout principles such as staggering, book-matching, vein-matching, cut tile logic, spacing.

KU15. waterproofing requirements such as slopes, laps, upturns, penetrations and detailing.

KU16. basic MEP understanding for coordinating finishing elements with mechanical, electrical and plumbing systems.

KU17. quality parameters such as alignment, evenness, flatness, levelness and joint width.

Generic Skills (GS)

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

GS1. communicate clearly with supervisors and team members regarding drawing details.

GS2. use basic mathematical skills to interpret scales, dimensions and material quantities.

GS3. read and understand technical English used in notes, specifications and legends.

GS4. use digital tools (mobile apps, pdfs, on-site digital drawings) to view and zoom drawing details.

GS5. record measurements, notes and changes accurately in logbooks or digital formats.

GS6. work collaboratively with painting, tiling, marble, ceiling and waterproofing teams.

GS7. apply problem-solving skills to address site-drawing mismatches.

GS8. maintain safety while interpreting and marking drawing details at heights or confined areas.

GS9. manage time effectively to complete marking and layout tasks as per schedule.

GS10. demonstrate professionalism, discipline and adherence to quality standards.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Identify and Interpret Drawing Types and Symbols	**6**	**12**	**-**	**2**
PC1. identify various types of construction drawings including architectural, structural, MEP, finishing and shop drawings	-	-	-	-
PC2. recognize and interpret common symbols, legends and notations used across finishing works	-	-	-	-
PC3. read title blocks to identify project details, drawing scale, revision number and dates.	-	-	-	-
PC4. interpret conventional symbols for walls, floors, ceilings, openings, utilities and finishes	-	-	-	-
PC5. identify symbols specific to painting (texture codes, paint types), tiling (patterns, tile sizes), marble cutting lines and ceiling grids	-	-	-	-
PC6. recognize waterproofing symbols such as membrane boundaries, lap directions and drainage points	-	-	-	-
PC7. interpret dimensioning conventions including linear, angular, radial and spot levels	-	-	-	-
PC8. identify tolerance markings and material references provided in drawings	-	-	-	-
PC9. interpret drawing scales and convert drawing measurements into actual site measurements	-	-	-	-
PC10. identify cross-reference markers such as section cuts, detail bubbles, elevation markers and notes	-	-	-	-
Extract Dimensional Information from Drawings	**6**	**12**	**-**	**2**
PC11. read dimensions for lengths, widths, heights and depths as shown in architectural and interior drawings.	-	-	-	-
PC12. interpret grid lines, datums and reference levels to determine the positioning of interior finishes.	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. extract tile layout dimensions including joint spacing, alignment grids and cutting margins.	-	-	-	-
PC14. identify marble slab dimensions, cutting marks, grain direction and matching patterns.	-	-	-	-
PC15. interpret ceiling height, soffit levels, suspension details and channel spacing as per ceiling drawings.	-	-	-	-
PC16. extract painting area dimensions for walls, ceilings, openings and special texture zones.	-	-	-	-
PC17. identify waterproofing dimensions including coverage area, lap lengths and termination heights.	-	-	-	-
PC18. verify measurement annotations and cross-check with scaling for accuracy.	-	-	-	-
PC19. interpret tolerances allowed for cut-to-size materials, movement joints and alignments.	-	-	-	-
PC20. document extracted measurements for site execution and material estimation.	-	-	-	-
Interpret Layouts, Sections and Elevations	**6**	**12**	**-**	**2**
PC21. read plan views to understand the overall area layout for finishing works.	-	-	-	-
PC22. interpret wall elevations for painting patterns, tile layouts, marble designs and cladding details.	-	-	-	-
PC23. interpret ceiling layouts including lighting cutouts, AC diffusers, service openings and panel arrangement.	-	-	-	-
PC24. read sectional details for tile bedding thickness, mortar layers, marble under-supports and ceiling levels.	-	-	-	-
PC25. interpret substrate preparation details such as waterproofing layers, bonding coats, primers and leveling compounds.	-	-	-	-
PC26. understand detail drawings showing joints, grooves, trims and corner treatments.	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC27. interpret interface details between finishes and MEP elements such as switches, pipes, conduits and fixtures.	-	-	-	-
PC28. identify slope directions, drainage points and fall requirements for wet-area waterproofing.	-	-	-	-
PC29. interpret expansion joint locations and sealing details in tiling, marble and drywall works.	-	-	-	-
PC30. read detail callouts and annotations to ensure correct alignment and installation sequence	-	-	-	-
Interpret Material Specifications and Technical Requirements	**6**	**12**	**-**	**2**
PC31. read and interpret material specifications provided in boqs, drawings and technical sheets.	-	-	-	-
PC32. identify paint type, finish category, number of coats and sheen levels as per specification notes.	-	-	-	-
PC33. interpret tile specifications such as grade, finish, thickness, pattern and joint width.	-	-	-	-
PC34. read technical data for marble type, thickness, edge finish, reinforcement and installation method.	-	-	-	-
PC35. identify ceiling materials including gypsum boards, metal channels, suspension systems and fastener details.	-	-	-	-
PC36. interpret waterproofing material requirements including primer, membrane type, coat thickness, curing time and reinforcement layers.	-	-	-	-
PC37. identify compatibility requirements between substrates and finishing materials.	-	-	-	-
PC38. interpret installation tolerances such as flatness, alignment, spacing and level differences.	-	-	-	-
PC39. read and interpret manufacturer recommendations and technical notes attached to drawings.	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC40. document material requirements extracted from drawings for procurement and site execution.	-	-	-	-
Apply Drawing Information to Execute Work on Site	**6**	**12**	**-**	**2**
PC41. mark reference points, baselines and working lines on site using drawing data.	-	-	-	-
PC42. transfer tile and marble layout grids from drawings to the site surface accurately.	-	-	-	-
PC43. mark ceiling suspension points, hanger positions, channel layout and light openings as per drawings.	-	-	-	-
PC44. mark painting boundaries, texture zones, colour transition points and stencil positions.	-	-	-	-
PC45. mark waterproofing termination lines, overlap areas and drainage slopes as indicated in drawings.	-	-	-	-
PC46. cross-check site measurements with drawing dimensions before installation.	-	-	-	-
PC47. identify discrepancies between site conditions and drawings and report to supervisor.	-	-	-	-
PC48. use tools such as laser levels, plumb lines and measuring tapes to ensure correct implementation of drawing details.	-	-	-	-
PC49. maintain documentation and marking records as required by the supervisor.	-	-	-	-
PC50. ensure implemented layouts match drawing specifications, tolerances and sequence of operations	-	-	-	-
NOS Total	**30**	**60**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	ICE/CON/N0301
NOS Name	Read and Interpret Construction and Design Drawings
Sector	Construction
Sub-Sector	
Occupation	Finishing Works
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

ICE/CON/N9901: Implement Safe Work Practices and Environmental Stewardship at Construction Sites

Description

This NOS focuses on enabling construction workers and supervisors to actively adopt safe work practices, promote environmental stewardship and ensure a hazard-free workplace through proactive risk management, sustainable resource usage and timely emergency response.

Scope

The scope covers the following :

- Conduct workplace safety inspections
- Apply safe operational practices
- Promote health, hygiene, and well-being
- Implement sustainability and environmental conservation measures
- Respond effectively to onsite emergencies

Elements and Performance Criteria

Conduct Workplace Safety Inspections

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

PC1. identify unsafe conditions such as improper scaffolding, poor lighting, open edges or obstructed pathways

PC2. assess task-specific risks involving tools, machinery, and hazardous materials

PC3. document safety observations and communicate them to the safety lead or supervisor

PC4. verify that safety controls such as guard rails, signages and access controls are in place

Apply Safe Operational Practices

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

PC5. use appropriate PPE and ensure correct fit before beginning any activity

PC6. follow safe operation procedures for cutting, lifting, mixing and power tools

PC7. implement ergonomic practices to reduce fatigue and prevent musculoskeletal injuries

PC8. maintain housekeeping standards by ensuring clean and clutter-free work areas

Promote Health, Hygiene and Well-Being

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

PC9. follow personal hygiene practices such as handwashing, clean clothing and proper hydration

PC10. identify signs of health issues such as heat stress, dehydration and respiratory discomfort

PC11. ensure availability and safe usage of sanitation facilities, drinking water and resting zones

PC12. report workplace illnesses or physical discomfort to the assigned authority

Implement Sustainability and Environmental Conservation Measures

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

PC13. follow procedures for safe storage and controlled use of chemicals, fuels and hazardous substances

PC14. practice material conservation by preventing spillage, wastage and improper handling
PC15. undertake waste segregation for recyclable, non-recyclable and hazardous waste
PC16. support measures for dust suppression, noise control and energy/water conservation

Respond Effectively to Onsite Emergencies

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

PC17. identify emergency alarms, muster points and evacuation routes
PC18. use basic firefighting equipment such as extinguishers, fire blankets and sand buckets where appropriate
PC19. assist in basic first-aid procedures including bleeding control, CPR and heat-stroke management
PC20. support emergency communication protocols and follow command instructions

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. workplace safety policies, EHS manuals and site-specific procedures
KU2. roles of safety personnel, supervisors and emergency response teams
KU3. documentation formats for safety reporting and compliance
KU4. internal escalation protocols for hazardous conditions or incidents
KU5. legal obligations related to occupational safety and environmental protection
KU6. types of workplace hazards chemical, physical, electrical, ergonomic and environmental
KU7. safe handling techniques for construction materials, tools and machinery
KU8. principles of PPE selection, inspection and maintenance
KU9. basics of first aid, CPR and firefighting methods
KU10. environmental management practices including waste reduction and pollution control
KU11. measures for heat-stress prevention, hydration management and fatigue control
KU12. ergonomics and safe manual handling techniques

Generic Skills (GS)

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

GS1. read and interpret safety signage, manuals and instructions
GS2. communicate safety findings and concerns clearly to team members
GS3. maintain basic documentation and reports for safety audits
GS4. use problem-solving skills to manage minor hazards or disruptions
GS5. collaborate effectively during drills, emergency situations and environmental initiatives
GS6. demonstrate awareness and discipline in following safe work practices consistently

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Conduct Workplace Safety Inspections	**6**	**12**	**-**	**2**
PC1. identify unsafe conditions such as improper scaffolding, poor lighting, open edges or obstructed pathways	-	-	-	-
PC2. assess task-specific risks involving tools, machinery, and hazardous materials	-	-	-	-
PC3. document safety observations and communicate them to the safety lead or supervisor	-	-	-	-
PC4. verify that safety controls such as guard rails, signages and access controls are in place	-	-	-	-
Apply Safe Operational Practices	**6**	**12**	**-**	**2**
PC5. use appropriate PPE and ensure correct fit before beginning any activity	-	-	-	-
PC6. follow safe operation procedures for cutting, lifting, mixing and power tools	-	-	-	-
PC7. implement ergonomic practices to reduce fatigue and prevent musculoskeletal injuries	-	-	-	-
PC8. maintain housekeeping standards by ensuring clean and clutter-free work areas	-	-	-	-
Promote Health, Hygiene and Well-Being	**6**	**12**	**-**	**2**
PC9. follow personal hygiene practices such as handwashing, clean clothing and proper hydration	-	-	-	-
PC10. identify signs of health issues such as heat stress, dehydration and respiratory discomfort	-	-	-	-
PC11. ensure availability and safe usage of sanitation facilities, drinking water and resting zones	-	-	-	-
PC12. report workplace illnesses or physical discomfort to the assigned authority	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Implement Sustainability and Environmental Conservation Measures	**6**	**12**	**-**	**2**
PC13. follow procedures for safe storage and controlled use of chemicals, fuels and hazardous substances	-	-	-	-
PC14. practice material conservation by preventing spillage, wastage and improper handling	-	-	-	-
PC15. undertake waste segregation for recyclable, non-recyclable and hazardous waste	-	-	-	-
PC16. support measures for dust suppression, noise control and energy/water conservation	-	-	-	-
Respond Effectively to Onsite Emergencies	**6**	**12**	**-**	**2**
PC17. identify emergency alarms, muster points and evacuation routes	-	-	-	-
PC18. use basic firefighting equipment such as extinguishers, fire blankets and sand buckets where appropriate	-	-	-	-
PC19. assist in basic first-aid procedures including bleeding control, CPR and heat-stroke management	-	-	-	-
PC20. support emergency communication protocols and follow command instructions	-	-	-	-
NOS Total	**30**	**60**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	ICE/CON/N9901
NOS Name	Implement Safe Work Practices and Environmental Stewardship at Construction Sites
Sector	Construction
Sub-Sector	
Occupation	Generic
NSQF Level	4
Credits	1
Version	1.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

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:

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.

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

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

Assessment Criteria

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

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

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

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	22/09/2026
Next Review Date	22/09/2031
NSQC Clearance Date	22/09/2026

ICE/CON/N0307: Level and Prepare Surfaces for Tiling Work

Description

This unit covers the skills and knowledge required to level and prepare surfaces for tiling by cleaning, smoothing, and applying primers, ensuring proper adhesion and alignment.

Scope

The scope covers the following :

- Inspect and clean surfaces for tiling
- Level and prepare surfaces for tiling

Elements and Performance Criteria

Inspect and clean surfaces for tiling

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

PC1. Inspect surfaces to identify unevenness, cracks, moisture issues, or loose materials that may affect tiling work.

PC2. Remove dust, dirt, grease, debris, or old adhesive residues using appropriate cleaning tools and techniques.

PC3. Repair cracks, holes, and other surface irregularities using fillers or patching compounds.

PC4. Assess moisture content in the substrate using moisture meters and address damp surfaces with moisture-resistant treatments.

PC5. Ensure proper ventilation during cleaning and preparation activities to aid drying and safety.

Level and prepare surfaces for tiling

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

PC6. Select appropriate tools, such as trowels, screeds, and leveling equipment, for surface preparation.

PC7. Apply surface leveling compounds or mortar to create a smooth and even substrate for tiling.

PC8. Check alignment and flatness of prepared surfaces using levels and straight edges.

PC9. Apply suitable primers or bonding agents to enhance tile adhesion, ensuring compatibility with substrate and tile type.

PC10. Allow prepared surfaces to cure or dry as per material guidelines before starting tiling work.

PC11. Maintain cleanliness and safety during surface preparation activities to ensure quality results.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Types of surfaces used for tiling, such as concrete, plaster, drywall, wood, and existing tiled substrates.

KU2. Common issues in surfaces, such as unevenness, cracks, moisture problems, and loose materials.

KU3. Tools and equipment used for surface cleaning, leveling, and preparation, such as scrapers, trowels, screeds, sanders, and moisture meters.

KU4. Methods for cleaning surfaces, including removing debris, dirt, grease, and old adhesives.

KU5. Techniques for repairing surface defects using fillers, patching compounds, or leveling materials.

KU6. Importance of moisture content and methods for measuring and addressing dampness in substrates.

KU7. Properties and types of primers, bonding agents, and their compatibility with surfaces and tiles.

KU8. Techniques for applying leveling compounds or mortar to achieve smooth, even surfaces.

KU9. Use of tools like straight edges, levels, and plumb lines to check surface alignment and flatness.

KU10. Curing and drying times for different surface preparation materials to ensure proper readiness for tiling.

KU11. Safety guidelines for handling tools, materials, and chemicals during surface preparation work.

KU12. Quality standards for surface preparation to ensure proper adhesion and alignment of tiles.

Generic Skills (GS)

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

GS1. Maintain accurate and updated records of materials, project timelines, and work progress.

GS2. Read and interpret project plans, specifications, and safety guidelines.

GS3. Communicate effectively and professionally with clients, architects, supervisors, and team members.

GS4. Listen attentively to instructions and feedback from stakeholders to deliver quality outcomes.

GS5. Plan daily tasks and workflow to meet deadlines while prioritizing critical project milestones.

GS6. Identify potential challenges or risks in interior finishing activities and implement mitigation strategies.

GS7. Respond promptly and appropriately to workplace emergencies, such as injuries or safety hazards.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Inspect and clean surfaces for tiling	**15**	**30**	**-**	**5**
PC1. Inspect surfaces to identify unevenness, cracks, moisture issues, or loose materials that may affect tiling work.	-	-	-	-
PC2. Remove dust, dirt, grease, debris, or old adhesive residues using appropriate cleaning tools and techniques.	-	-	-	-
PC3. Repair cracks, holes, and other surface irregularities using fillers or patching compounds.	-	-	-	-
PC4. Assess moisture content in the substrate using moisture meters and address damp surfaces with moisture-resistant treatments.	-	-	-	-
PC5. Ensure proper ventilation during cleaning and preparation activities to aid drying and safety.	-	-	-	-
Level and prepare surfaces for tiling	**15**	**30**	**-**	**5**
PC6. Select appropriate tools, such as trowels, screeds, and leveling equipment, for surface preparation.	-	-	-	-
PC7. Apply surface leveling compounds or mortar to create a smooth and even substrate for tiling.	-	-	-	-
PC8. Check alignment and flatness of prepared surfaces using levels and straight edges.	-	-	-	-
PC9. Apply suitable primers or bonding agents to enhance tile adhesion, ensuring compatibility with substrate and tile type.	-	-	-	-
PC10. Allow prepared surfaces to cure or dry as per material guidelines before starting tiling work.	-	-	-	-
PC11. Maintain cleanliness and safety during surface preparation activities to ensure quality results.	-	-	-	-
NOS Total	**30**	**60**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	ICE/CON/N0307
NOS Name	Level and Prepare Surfaces for Tiling Work
Sector	Construction
Sub-Sector	
Occupation	Finishing Works
NSQF Level	4
Credits	1
Version	1.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

ICE/CON/N0308: Measure and Cut Tiles as Per Layout Specifications

Description

This unit covers the skills and knowledge required to measure and cut tiles accurately according to layout drawings, ensuring precision in fitting and alignment.

Scope

The scope covers the following :

- Measure and mark tiles as per layout specifications
- Cut tiles to required sizes and shapes

Elements and Performance Criteria

Measure and mark tiles as per layout specifications

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

PC1. Review layout plans and specifications to determine tile measurements and cutting requirements.

PC2. Identify tile size, patterns, and orientations to suit the design and layout.

PC3. Use measuring tools such as measuring tapes, rulers, and squares to measure the tile dimensions accurately.

PC4. Mark cutting lines on tiles using pencils, markers, or scoring tools, ensuring precision for proper fit.

PC5. Plan the placement of tiles to reduce wastage and ensure visual alignment with layout specifications.

Cut tiles to required sizes and shapes

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

PC6. Select appropriate cutting tools, such as manual tile cutters, wet saws, angle grinders, or nippers, based on tile material and shape requirements.

PC7. Cut tiles along marked lines accurately to achieve desired sizes and shapes.

PC8. Perform straight cuts, angled cuts, curved cuts, and holes in tiles as per layout needs.

PC9. Smooth the edges of cut tiles using sandpaper or rubbing stones to avoid sharp edges and ensure a clean finish.

PC10. Check cut tiles for accuracy and ensure they fit within the intended layout before installation.

PC11. Follow safety procedures while handling tools and equipment to prevent injuries and tile breakage.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Types of tiles, such as ceramic, porcelain, glass, natural stone, and their specific cutting requirements.

KU2. Tools and equipment used for cutting tiles, including manual tile cutters, wet saws, angle grinders, and nippers.

KU3. Techniques for measuring and marking tiles accurately, including the use of measuring tapes, rulers, and squares.

KU4. Methods for cutting tiles, including straight cuts, diagonal cuts, notching, and curved cuts.

KU5. Importance of tile orientation, alignment, and visual consistency with layout specifications.

KU6. Techniques for smoothing tile edges using sandpaper, rubbing stones, or other finishing tools.

KU7. Methods for reducing material wastage through effective planning and accurate cutting.

KU8. Safety precautions for handling tile-cutting tools and avoiding tile breakage or personal injuries.

KU9. Properties of different tile materials and their impact on cutting techniques and tool selection.

KU10. Importance of verifying tile fit and accuracy before installation to ensure alignment with design specifications.

Generic Skills (GS)

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

GS1. Maintain accurate and updated records of materials, project timelines, and work progress.

GS2. Read and interpret project plans, specifications, and safety guidelines.

GS3. Communicate effectively and professionally with clients, architects, supervisors, and team members.

GS4. Listen attentively to instructions and feedback from stakeholders to deliver quality outcomes.

GS5. Plan daily tasks and workflow to meet deadlines while prioritizing critical project milestones.

GS6. Identify potential challenges or risks in interior finishing activities and implement mitigation strategies.

GS7. Respond promptly and appropriately to workplace emergencies, such as injuries or safety hazards.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Measure and mark tiles as per layout specifications	**15**	**30**	**-**	**5**
PC1. Review layout plans and specifications to determine tile measurements and cutting requirements.	-	-	-	-
PC2. Identify tile size, patterns, and orientations to suit the design and layout.	-	-	-	-
PC3. Use measuring tools such as measuring tapes, rulers, and squares to measure the tile dimensions accurately.	-	-	-	-
PC4. Mark cutting lines on tiles using pencils, markers, or scoring tools, ensuring precision for proper fit.	-	-	-	-
PC5. Plan the placement of tiles to reduce wastage and ensure visual alignment with layout specifications.	-	-	-	-
Cut tiles to required sizes and shapes	**15**	**30**	**-**	**5**
PC6. Select appropriate cutting tools, such as manual tile cutters, wet saws, angle grinders, or nippers, based on tile material and shape requirements.	-	-	-	-
PC7. Cut tiles along marked lines accurately to achieve desired sizes and shapes.	-	-	-	-
PC8. Perform straight cuts, angled cuts, curved cuts, and holes in tiles as per layout needs.	-	-	-	-
PC9. Smooth the edges of cut tiles using sandpaper or rubbing stones to avoid sharp edges and ensure a clean finish.	-	-	-	-
PC10. Check cut tiles for accuracy and ensure they fit within the intended layout before installation.	-	-	-	-
PC11. Follow safety procedures while handling tools and equipment to prevent injuries and tile breakage.	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	**30**	**60**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	ICE/CON/N0308
NOS Name	Measure and Cut Tiles as Per Layout Specifications
Sector	Construction
Sub-Sector	
Occupation	Finishing Works
NSQF Level	4
Credits	1
Version	1.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

ICE/CON/N0309: Install Standard Tiles and Prefabricated Tile Sheets

Description

This unit covers the skills and knowledge required to install standard tiles and prefabricated tile sheets on various surfaces, ensuring stability and adherence to design specifications.

Scope

The scope covers the following :

- Prepare for tile installation
- Install standard tiles and prefabricated tile sheets

Elements and Performance Criteria

Prepare for tile installation

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

PC1. Review layout plans, design specifications, and material requirements for tile installation.

PC2. Check surface readiness for tiling, ensuring it is clean, level, and primed for proper adhesion.

PC3. Select appropriate adhesives, grout, and tools based on the type of tiles and surface material.

PC4. Lay out tiles and prefabricated sheets to ensure proper alignment, spacing, and pattern accuracy.

PC5. Determine tile placement and starting points to minimize cutting and achieve visual consistency.

PC6. Set up tools and materials, ensuring accessibility and safety throughout the work process.

Install standard tiles and prefabricated tile sheets

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

PC7. Apply adhesives uniformly using appropriate tools such as trowels, ensuring correct thickness and coverage.

PC8. Fix standard tiles and prefabricated tile sheets onto the surface, pressing them firmly to achieve proper adhesion.

PC9. Use tile spacers to maintain consistent gaps and ensure alignment of tiles according to the layout plan.

PC10. Adjust tile positions as needed to maintain straight lines and design consistency.

PC11. Cut and fit tiles accurately around corners, edges, and fixtures to achieve seamless installation.

PC12. Install prefabricated tile sheets efficiently, ensuring uniform spacing and alignment.

PC13. Allow sufficient time for adhesive curing as per manufacturer guidelines.

PC14. Check for loose tiles and make necessary adjustments before applying grout.

PC15. Apply grout evenly into gaps using appropriate tools and remove excess grout for a clean finish.

PC16. Clean and polish the tile surface to remove adhesive and grout residues, ensuring a visually appealing result.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Types of tiles (standard and prefabricated sheets), adhesives, and grouts suitable for various surfaces.

KU2. Surface preparation techniques, including cleaning, leveling, and priming for proper adhesion.

KU3. Layout planning methods to ensure alignment, spacing, and minimal tile cutting.

KU4. Tools and equipment used for tile installation, including trowels, spacers, levels, and grout floats.

KU5. Techniques for applying adhesives uniformly and selecting appropriate coverage based on tile size and material.

KU6. Methods for fixing tiles and prefabricated tile sheets to achieve proper alignment and stability.

KU7. Techniques for cutting tiles to fit edges, corners, and fixtures while maintaining design consistency.

KU8. Importance of adhesive curing time and steps to check for tile stability.

KU9. Grouting techniques to ensure clean and uniform joints, including excess grout removal methods.

KU10. Methods for cleaning, polishing, and finishing tiled surfaces for a visually appealing outcome.

KU11. Safety guidelines for handling tools, adhesives, and tile materials during installation.

KU12. Common challenges in tile installation, such as uneven surfaces, tile misalignment, and corrective measures.

Generic Skills (GS)

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

GS1. Maintain accurate and updated records of materials, project timelines, and work progress.

GS2. Read and interpret project plans, specifications, and safety guidelines.

GS3. Communicate effectively and professionally with clients, architects, supervisors, and team members.

GS4. Listen attentively to instructions and feedback from stakeholders to deliver quality outcomes.

GS5. Plan daily tasks and workflow to meet deadlines while prioritizing critical project milestones.

GS6. Identify potential challenges or risks in interior finishing activities and implement mitigation strategies.

GS7. Respond promptly and appropriately to workplace emergencies, such as injuries or safety hazards

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Prepare for tile installation	**15**	**30**	**-**	**5**
PC1. Review layout plans, design specifications, and material requirements for tile installation.	-	-	-	-
PC2. Check surface readiness for tiling, ensuring it is clean, level, and primed for proper adhesion.	-	-	-	-
PC3. Select appropriate adhesives, grout, and tools based on the type of tiles and surface material.	-	-	-	-
PC4. Lay out tiles and prefabricated sheets to ensure proper alignment, spacing, and pattern accuracy.	-	-	-	-
PC5. Determine tile placement and starting points to minimize cutting and achieve visual consistency.	-	-	-	-
PC6. Set up tools and materials, ensuring accessibility and safety throughout the work process.	-	-	-	-
Install standard tiles and prefabricated tile sheets	**15**	**30**	**-**	**5**
PC7. Apply adhesives uniformly using appropriate tools such as trowels, ensuring correct thickness and coverage.	-	-	-	-
PC8. Fix standard tiles and prefabricated tile sheets onto the surface, pressing them firmly to achieve proper adhesion.	-	-	-	-
PC9. Use tile spacers to maintain consistent gaps and ensure alignment of tiles according to the layout plan.	-	-	-	-
PC10. Adjust tile positions as needed to maintain straight lines and design consistency.	-	-	-	-
PC11. Cut and fit tiles accurately around corners, edges, and fixtures to achieve seamless installation.	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. Install prefabricated tile sheets efficiently, ensuring uniform spacing and alignment.	-	-	-	-
PC13. Allow sufficient time for adhesive curing as per manufacturer guidelines.	-	-	-	-
PC14. Check for loose tiles and make necessary adjustments before applying grout.	-	-	-	-
PC15. Apply grout evenly into gaps using appropriate tools and remove excess grout for a clean finish.	-	-	-	-
PC16. Clean and polish the tile surface to remove adhesive and grout residues, ensuring a visually appealing result.	-	-	-	-
NOS Total	**30**	**60**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	ICE/CON/N0309
NOS Name	Install Standard Tiles and Prefabricated Tile Sheets
Sector	Construction
Sub-Sector	
Occupation	Finishing Works
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

ICE/CON/N0310: Apply Grouts and Sealants for Tiled Surfaces

Description

This unit covers the skills and knowledge required to apply grouts and sealants to tiled surfaces, ensuring a clean, finished appearance and durability.

Scope

The scope covers the following :

- Preparation of the surface and materials
- Application of grout and sealant
- Post-application cleaning and finishing

Elements and Performance Criteria

Preparation of the surface and materials

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

PC1. Review the work plan and specifications to understand the type of tiles and the required grout and sealant.

PC2. Ensure the surface of the tiled area is clean, dry, and free of debris before applying grout or sealant.

PC3. Prepare grout and sealant according to the manufacturer's instructions, ensuring the right consistency and quantity.

PC4. Choose the appropriate type of grout and sealant based on the material of the tiles (e.g., ceramic, porcelain, natural stone) and the environmental conditions.

Application of grout and sealant

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

PC5. Apply grout between the tiles using a rubber float or other suitable tools, ensuring an even distribution and complete filling of joints.

PC6. Use sufficient pressure to force grout into joints without damaging the tile surface.

PC7. Remove excess grout from the tile surface using the float at an angle, leaving the joints clean and full.

PC8. Allow the grout to set for the recommended time, ensuring proper curing.

PC9. Apply a thin, even layer of sealant to grout lines and the surrounding tile edges to prevent moisture ingress and staining.

PC10. Ensure that the sealant is applied smoothly and consistently, without over-application.

PC11. Allow the sealant to cure for the required time, ensuring no interference with the surrounding area.

Post-application cleaning and finishing

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

PC12. Clean the tile surface thoroughly after grout and sealant application, removing any residue or haze.

PC13. Ensure the grout lines are smooth and uniform, touching up where necessary to maintain a professional finish.

PC14. Inspect the completed work to ensure all grout joints are properly filled, sealant is evenly applied, and there is no excess residue.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Properties of different types of grout and sealants, including epoxy, cement-based, and silicone-based products.

KU2. Methods for preparing tiled surfaces to ensure effective adhesion of grout and sealant.

KU3. Application techniques for grout, including proper pressure and angles to avoid damage to tiles.

KU4. The importance of curing time for grout and sealant to ensure maximum durability.

KU5. Techniques for cleaning excess grout and sealant without damaging tiles.

KU6. Different types of sealants available and their suitability for specific environments (e.g., bathrooms, kitchens, outdoor areas).

KU7. Tools and equipment required for grout and sealant application, including rubber floats, trowels, and caulking guns.

KU8. Health and safety precautions when handling grouts, sealants, and cleaning chemicals.

KU9. Techniques for inspecting the final finish to ensure uniform grout joints and smooth sealant coverage.

KU10. Importance of allowing grout and sealant to cure fully before exposing them to moisture or heavy use.

KU11. Standards for grout line appearance, including uniformity, smoothness, and cleanliness.

KU12. Environmental factors that may affect the curing and durability of grouts and sealants, such as humidity and temperature.

Generic Skills (GS)

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

GS1. Maintain accurate and updated records of materials, project timelines, and work progress.

GS2. Read and interpret project plans, specifications, and safety guidelines.

GS3. Communicate effectively and professionally with clients, architects, supervisors, and team members.

GS4. Listen attentively to instructions and feedback from stakeholders to deliver quality outcomes.

GS5. Plan daily tasks and workflow to meet deadlines while prioritizing critical project milestones.

GS6. Identify potential challenges or risks in interior finishing activities and implement mitigation strategies.

GS7. Respond promptly and appropriately to workplace emergencies, such as injuries or safety hazards.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Preparation of the surface and materials	**10**	**20**	**-**	**3**
PC1. Review the work plan and specifications to understand the type of tiles and the required grout and sealant.	-	-	-	-
PC2. Ensure the surface of the tiled area is clean, dry, and free of debris before applying grout or sealant.	-	-	-	-
PC3. Prepare grout and sealant according to the manufacturer's instructions, ensuring the right consistency and quantity.	-	-	-	-
PC4. Choose the appropriate type of grout and sealant based on the material of the tiles (e.g., ceramic, porcelain, natural stone) and the environmental conditions.	-	-	-	-
Application of grout and sealant	**10**	**20**	**-**	**4**
PC5. Apply grout between the tiles using a rubber float or other suitable tools, ensuring an even distribution and complete filling of joints.	-	-	-	-
PC6. Use sufficient pressure to force grout into joints without damaging the tile surface.	-	-	-	-
PC7. Remove excess grout from the tile surface using the float at an angle, leaving the joints clean and full.	-	-	-	-
PC8. Allow the grout to set for the recommended time, ensuring proper curing.	-	-	-	-
PC9. Apply a thin, even layer of sealant to grout lines and the surrounding tile edges to prevent moisture ingress and staining.	-	-	-	-
PC10. Ensure that the sealant is applied smoothly and consistently, without over-application.	-	-	-	-
PC11. Allow the sealant to cure for the required time, ensuring no interference with the surrounding area.	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Post-application cleaning and finishing	**10**	**20**	**-**	**3**
PC12. Clean the tile surface thoroughly after grout and sealant application, removing any residue or haze.	-	-	-	-
PC13. Ensure the grout lines are smooth and uniform, touching up where necessary to maintain a professional finish.	-	-	-	-
PC14. Inspect the completed work to ensure all grout joints are properly filled, sealant is evenly applied, and there is no excess residue.	-	-	-	-
NOS Total	**30**	**60**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	ICE/CON/N0310
NOS Name	Apply Grouts and Sealants for Tiled Surfaces
Sector	Construction
Sub-Sector	
Occupation	Finishing Works
NSQF Level	4
Credits	1
Version	1.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

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 Practical Skills for each PC/ Element.

2. The assessment of 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. To pass the Qualification Pack, every trainee must score 70% on overall QP.

6. The Assessor shall check the outcome of the practices while evaluating the steps performed to achieve the outcome.

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 8hrs/batch (max. 30 candidates).

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/N0301.Read and Interpret Construction and Design Drawings	30	60	-	10	100	15
ICE/CON/N9901.Implement Safe Work Practices and Environmental Stewardship at Construction Sites	30	60	-	10	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	5
Total	**80**	**150**	**-**	**20**	**250**	**30**

Elective: 1 Tiling

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ICE/CON/N0307.Level and Prepare Surfaces for Tiling Work	30	60	-	10	100	15

Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ICE/CON/N0308.Measure and Cut Tiles as Per Layout Specifications	30	60	-	10	100	15
ICE/CON/N0309.Install Standard Tiles and Prefabricated Tile Sheets	30	60	-	10	100	20
ICE/CON/N0310.Apply Grouts and Sealants for Tiled Surfaces	30	60	-	10	100	20
Total	**120**	**240**	**-**	**40**	**400**	**70**