





# Assistant Electronic Mechanic

QP Code:ISC/Q1101

Version: 2.0

NSQF Level: 2

Indian Iron and Steel Sector Skill Council || Karigari Bhawan 5th Floor, Room No-509
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## ISC/Q1101: Assistant Electronic Mechanic

## **Brief Job Description**

The individual in this role performs assembling and wiring up electronic equipment and systems to mechanical equipment.

#### **Personal Attributes**

The person should be patient, organised, team-oriented and have the ability to work for long hours in adverse conditions. They must be able to plan and prioritise tasks effectively and have an eye for detail and quality.

## Applicable National Occupational Standards (NOS)

### **Compulsory NOS:**

- 1. ISC/N0008: Use basic health and safety practices at the workplace
- 2. ISC/N0009: Work effectively with others
- 3. ISC/N1101: Assemble and wire up electronic equipment and systems to mechanical equipment

## Qualification Pack (QP) Parameters

Sector	Iron & Steel
Sub-Sector	Steel, Sponge iron, Ferro Alloys, Re-Rollers, Refractory, Foundry
Occupation	Electronics & Instrumentation Maintenance
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7212.0201
Minimum Educational Qualification & Experience	8th Class Pass with 1 year of relevant experience OR 10th Class Pass
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	NA
NSQC Approval Date	
Version	2.0





## ISC/N0008: Use basic health and safety practices at the workplace

## **Description**

This OS unit is about following safety and adopting sustainable practices for optimising use of resources.

## Scope

The scope covers the following:

- Maintain safe and secure working environment
- Emergencies, rescue and first aid procedures
- · Health and hygiene
- Housekeeping and waste management
- Material and energy conservation

#### **Elements and Performance Criteria**

#### Maintain safe and secure working environment

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

- PC1. identify hazardous activities and the possible causes of risks or accidents in the workplace
- PC2. follow safe working practices while dealing with hazards to ensure safety of self and others
- PC3. use appropriate protective clothing/equipment for specific tasks and work
- PC4. follow appropriate safety practices while working in and around trenches, elevated places and confined areas
- PC5. lift heavy objects safely using correct procedures
- PC6. carry out routine check of the machine for identifying potential hazards
- **PC7.** report any identified breaches in health, safety and security policies and procedures to the designated person

#### Emergencies, rescue and first aid procedures

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

- PC8. use appropriate type of fire extinguisher
- PC9. apply appropriate rescue techniques during fire hazard
- **PC10.** provide appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.
- PC11. follow emergency procedures such as raising alarm, safe evacuation etc.
- PC12. attend safety training and fire drills to respond promptly during an emergency

## Health and hygiene

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

PC13. follow regular cleaning and disinfection practices at work place using appropriate techniques and materials





- PC14. follow hand hygiene practices at work place using appropriate techniques and materials
- PC15. report regarding the contagious illness of self or people in close contact
- PC16. avoid contact with ill people and self-isolate in a similar situation

#### Housekeeping and waste management

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

- PC17. follow the fundamentals of 5S for housekeeping
- PC18. ensure good housekeeping in order to prevent hazards and accidents
- PC19. store the material, tools and equipment in the correct location and in good condition
- PC20. segregate waste into different categories
- PC21. identify recyclable, non-recyclable and hazardous waste
- PC22. dispose non-recyclable, recyclable and reusable waste appropriately at identified location

## Material and energy conservation

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

- PC23. identify ways to optimize usage of material in various tasks/activities/processes
- PC24. check for spills/leakages in various tasks/activities/processes
- PC25. plug spills/leakages and escalate to appropriate authority if unable to rectify
- PC26. check if the equipment/machine is functioning normally before commencing work and rectify wherever required
- PC27. ensure electrical equipment and appliances are properly connected and turned off when not in use

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- **KU1.** organisation procedures for health, safety and security, individual role and responsibilities in this context
- KU2. the organisation's emergency procedures for different emergency situations and the importance of following the same
- KU3. evacuation procedures for workers and visitors
- KU4. how and when to report hazards
- KU5. potential hazards, risks and threats based on the nature of work
- KU6. preventative and remedial actions to be taken in case of exposure to toxic material
- KU7. various types of fire extinguisher
- KU8. various types of safety signs and their meaning
- **KU9.** appropriate first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.
- KU10. relevant standards, procedures and policies related to 5S followed in the company
- KU11. the various materials used and their storage norms
- KU12, efficient utilisation of material and water





- KU13. basics of electricity and prevalent energy efficient devices
- KU14. common practices of conserving electricity
- **KU15.** categorisation of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU16. usage of different colors of dustbins
- KU17. waste management techniques

## Generic Skills (GS)

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

- GS1. read safety instructions/guidelines
- GS2. modify work practices to improve them
- GS3. ask for clarifications from superior about the job requirement
- GS4. work with supervisors/team members to carry out work related tasks
- GS5. complete tasks efficiently and accurately within stipulated time
- GS6. inform/report to concerned person in case of any problem
- GS7. make timely decisions for efficient utilization of resources
- GS8. write reports such as accident report, in at least English/regional language
- GS9. be punctual and utilize time efficiently





## **Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Maintain safe and secure working environment	10	14	-	6
PC1. identify hazardous activities and the possible causes of risks or accidents in the workplace	2	2	-	1
PC2. follow safe working practices while dealing with hazards to ensure safety of self and others	2	3	-	1
PC3. use appropriate protective clothing/ equipment for specific tasks and work	1	2	-	1
PC4. follow appropriate safety practices while working in and around trenches, elevated places and confined areas	2	1	-	-
PC5. lift heavy objects safely using correct procedures	1	2	-	1
PC6. carry out routine check of the machine for identifying potential hazards	1	2	-	1
PC7. report any identified breaches in health, safety and security policies and procedures to the designated person	1	2	-	1
Emergencies, rescue and first aid procedures	6	9	-	5
PC8. use appropriate type of fire extinguisher	1	1	-	1
PC9. apply appropriate rescue techniques during fire hazard	1	2	-	1
PC10.provide appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.	2	2	-	1
PC11.follow emergency procedures such as raising alarm, safe evacuation etc.	1	2	-	1
PC12.attend safety training and fire drills to respond promptly during an emergency	1	2	-	1
Health and hygiene	2	6	-	2
PC13.follow regular cleaning and disinfection practices at work place using appropriate techniques and materials	1	2	-	1





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PC14.follow hand hygiene practices at work place using appropriate techniques and materials	1	2	-	1
PC15.report regarding the contagious illness of self or people in close contact	-	1	-	-
PC16.avoid contact with ill people and self-isolate in a similar situation	-	1	-	-
Housekeeping and waste management	7	12	-	5
PC17.follow the fundamentals of 5S for housekeeping	2	3	-	2
PC18.ensure good housekeeping in order to prevent hazards and accidents	1	2	-	-
PC19.store the material, tools and equipment in the correct location and in good condition	1	2	-	-
PC20.segregate waste into different categories	1	2	-	1
PC21.identify recyclable, non-recyclable and hazardous waste	1	1	-	1
PC22.dispose non-recyclable, recyclable and reusable waste appropriately at identified location	1	2	-	1
Material and energy conservation	5	9	-	2
PC23.identify ways to optimize usage of material in various tasks/activities/processes	1	2	-	-
PC24.check for spills/leakages in various tasks/activities/processes	1	2	-	1
PC25.plug spills/leakages and escalate to appropriate authority if unable to rectify	1	2	-	1
PC26.check if the equipment/machine is functioning normally before commencing work and rectify wherever required	1	2	-	-
PC27.ensure electrical equipment and appliances are properly connected and turned off when not in use	1	1	-	-
NOS Total	30	50	-	20





# National Occupational Standards (NOS) Parameters

NOS Code	ISC/N0008
NOS Name	Use basic health and safety practices at the work place
Sector	Iron & Steel
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	NA
NSQC Clearance Date	





## ISC/N0009: Work effectively with others

## **Description**

This OS unit is about communicating with colleagues/superiors and others, either in own work group or in other work groups within organisation.

## Scope

The scope covers the following:

- Communicate effectively with colleagues and others
- Interact with supervisor
- Follow appropriate behaviour at work place

#### **Elements and Performance Criteria**

#### Communicate effectively with colleagues and others

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

- PC1. coordinate with colleagues to share work, as per the workload in order to achieve team goals
- PC2. maintain clear communication with colleagues and others, wherever needed, through all means i.e. face-to-face, telephonic or written
- PC3. adjust communication styles to reflect gender and persons with disability (PwD) sensitivity
- PC4. respect all colleagues and co-workers
- PC5. resolve conflicts by communicating with colleagues and other departments

#### *Interact with supervisor*

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

- PC6. identify work requirements by receiving instructions from reporting supervisor
- PC7. escalate problems to supervisors that cannot be handled
- PC8. report the completed work
- PC9. interact with the reporting supervisor about any possible hazards and safety concerns

#### Follow appropriate behaviour at work place

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

- PC10. extend help to people with Disability (PwD) at workplace, if required
- PC11. empathize with people with disability
- PC12. adopt a gender neutral behavior
- PC13. adopt responsible and disciplined behaviours at the workplace

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:





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- KU1. the importance of effective communication and establishing good working relationships with colleagues and supervisor
- KU2. different methods of communication as per the circumstances
- KU3. importance of teamwork in organization and individual success
- KU4. various components of effective communication
- KU5. barriers to effective communication
- KU6. common reasons for interpersonal conflict
- KU7. what constitutes disciplined behaviour for a working professional
- KU8. gender concepts, issues & legislation
- KU9. organisational policies and procedures related to gender equality
- KU10. challenges faced by PWD and the ways to help them overcome the same

## Generic Skills (GS)

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

- GS1. read instructions/guidelines/procedures
- GS2. listen effectively and orally communicate information
- GS3. ask for clarification and advice from the concerned person
- GS4. maintain positive and effective relationships with colleagues
- GS5. evaluate the possible solution(s) to the problem
- GS6. spot and communicate potential areas of disruptions in the work process and report the same
- GS7. complete written work with attention to detail
- GS8. check that the work meets customer requirements





## **Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Communicate effectively with colleagues and others	13	20	-	9
PC1. coordinate with colleagues to share work, as per the workload in order to achieve team goals	3	5	-	2
PC2. maintain clear communication with colleagues and others, wherever needed, through all means i.e. face-to-face, telephonic or written	5	7	-	3
PC3. adjust communication styles to reflect gender and persons with disability (PwD) sensitivity	3	4	-	2
PC4. respect all colleagues and co-workers	1	2	-	1
PC5. resolve conflicts by communicating with colleagues and other departments	1	2	-	1
Interact with supervisor	8	14	-	6
PC6. identify work requirements by receiving instructions from reporting supervisor	2	3	-	1
PC7. escalate problems to supervisors that cannot be handled	2	3	-	2
PC8. report the completed work	2	3	-	1
PC9. interact with the reporting supervisor about any possible hazards and safety concerns	2	5	-	2
Follow appropriate behaviour at work place	9	16	-	5
PC10.extend help to people with Disability (PwD) at workplace, if required	2	4	-	2
PC11.empathize with people with disability	2	4	-	1
PC12.adopt a gender neutral behavior	2	4	-	1
PC13.adopt responsible and disciplined behaviours at the workplace	3	4	-	1
NOS Total	30	50	-	20





# National Occupational Standards (NOS) Parameters

NOS Code	ISC/N0009
NOS Name	Work effectively with others
Sector	Iron & Steel
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	NA
NSQC Clearance Date	





# ISC/N1101: Assemble and wire up electronic equipment and systems to mechanical equipment

## **Description**

This unit is about assisting supervisors/ operators for smooth operation at various job sites.

## Scope

This unit/task covers the following:

- Prepare for assembling work
- · Perform assembling and wiring activities
- Perform loading of software in the equipment
- Perform post-assembling activities

#### **Elements and Performance Criteria**

### Inspect worksite before starting the job

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

- PC1. identify the work to be done by interpreting the engineering drawings, wiring diagrams, blueprints, job sheet etc.
- PC2. identify tools, measuring instruments, equipment and electronic components required to perform the assembling of electronic equipment and its components
- PC3. select and arrange the right tools, measuring instruments, equipment and electronic components as per the SOP and job requirements
- PC4. check the tools, measuring instruments, equipment and electronic components are cleaned, free from any defects and functioning properly
- PC5. check and calibrate the tools and equipment before use

## Perform assembling and wiring activities

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

- PC6. follow safety practices during assembly process as per organisational SOP
- **PC7.** perform assembly operations and assemble electronic equipment and its components with the mechanical equipment as mentioned in drawing/blueprint
- PC8. use wires strippers, crimping tool and other insulated tools for wiring up the equipment
- PC9. secure the components by using the specified connectors and securing devices
- PC10. check the completed assembly to ensure that all operations have been completed and the finished assembly meets the required specification

## Perform loading of software in the equipment

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

PC11. select appropriate software for the equipment





- PC12. load software on the equipment in accordance with SOP/WI
- PC13. check the output of software by running compiler and debugger tools as per the SOP/WI
- PC14. check the functionality of the completed electronic assembly
- PC15. check the electronic equipment and its component for quality and non-conformities as per the WI
- PC16. conduct various tests such as continuity, short circuit testing, joint/crimp `pull-off' security, flashover testing, insulation resistance etc. on the equipment to ensure it performs as per desired performance criteria
- PC17. record observations/ readings as per the parameters mentioned in the testing manual/Work Instructions

## Perform post-assembling activities

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

- PC18. clean and store all the tools, machine and equipment after completion of work
- PC19. dispose scrap or waste material into the disposal area in accordance with the company's policies and environmental regulations
- PC20. report to the supervisor about any problems faced or anticipated during the complete process
- PC21. maintain and update all the records and reports related to assembling activities done as per the organisational guidelines

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. relevant standards, policies, and procedures followed in the company
- KU2. basic fundamentals of electricity and circuits
- KU3. organisational process or procedure for assembly and wiring
- **KU4.** how to read engineering drawing, wiring diagrams, sketches and electronic component symbols
- **KU5.** Standard Operating Procedures (SOP) recommended by OEM for using tools, tackles and equipment (e.g. soldering tools and equipment, crimp tools etc.)
- KU6. various electronic components used in a electronic equipment
- KU7. regulations and standards relevant to electronic wiring and assembly being undertaken
- KU8. different types of electronic wiring and insulation
- KU9. general principles of wiring and assembly
- KU10. the range of methods used, and key features of each method (e.g. tin/lead soldering, lead-free soldering systems, no-wash fluxing, crimping)
- **KU11.** various methods used for securing electronic wiring (e.g. heat shrink sleeves, strapping, cable ties, p-clips)
- **KU12.** how to recognize wiring types and sizes, their identification, coding and range of termination methods
- KU13. how to identify the types and read the values of electronic components (e.g. resistors, capacitors, diodes, integrated circuits, transformer, rectifier, oscilloscope, solenoid etc.) with particular reference to their polarity, orientation, colour coding, value, tolerance, working voltage/current

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## **Qualification Pack**



- KU14. how to do cable assembly
- KU15. anti-static precautions in relation to component handling during the wiring and assembly of electronic products
- **KU16.** testing and checking of equipment for continuity, short circuit testing, joint/crimp `pull-off' security, flashover testing, insulation resistance)
- KU17. calibration requirements for tools and equipment used in wiring (e.g. crimp tool test and selection for wire sizes, `pull-off' limits, meters for continuity and insulation resistance checks)
- KU18. how to handle multi-layered populated PCB's
- KU19. current and voltage distribution in series and parallel circuits
- KU20. impact of non-conformities on final assembly and their causes to quality assurance standards
- KU21. how to conduct trial of the equipment
- KU22. methods of storage and cleaning tools and equipment
- KU23. documentation required regarding assembling activities performed

## Generic Skills (GS)

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

- GS1. read work instructions and equipment manuals
- GS2. read and interpret drawings, work instructions, equipment manuals and process documents
- GS3. communicate the process requirements to the supervisor and co-workers
- GS4. attentively listen and comprehend the information given by the supervisor/team members
- GS5. write work related information in English/regional language
- GS6. recognise a workplace problem and take suitable action
- **GS7.** analyse and apply the information gathered from observation, experience, reasoning or communication to act efficiently
- GS8. plan and organise work according to the work requirements
- GS9. complete the assigned tasks with minimum supervision
- GS10. report to the supervisor or deal with a colleague individually, depending on the type of concern

#### **Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Prepare for assembling work	9	12	-	6
PC1. identify the work to be done by interpreting the engineering drawings, wiring diagrams, blueprints, job sheet etc.	1	2		1
PC2. identify tools, measuring instruments, equipment and electronic components required to perform the assembling of electronic equipment and its components	3	2		2





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PC3. select and arrange the right tools, measuring instruments, equipment and electronic components as per the SOP and job requirements	2	3		2
PC4. check the tools, measuring instruments, equipment and electronic components are cleaned, free from any defects and functioning properly	2	3		1
PC5. check and calibrate the tools and equipment before use	1	2		
Perform assembling and wiring activities	8	14		7
PC6. follow safety practices during assembly process as per organisational SOP	1	1		1
PC7. perform assembly operations and assemble electronic equipment and its components with the mechanical equipment as mentioned in drawing/blueprint	4	7		3
PC8. use wires strippers, crimping tool and other insulated tools for wiring up the equipment	1	2		1
PC9. secure the components by using the specified connectors and securing devices	1	2		1
PC10. check the completed assembly to ensure that all operations have been completed and the finished assembly meets the required specification	1	2		1
Perform loading of software in the equipment	9	16		6
PC11. select appropriate software for the equipment	1	2		1
PC12. load software on the equipment in accordance with SOP/WI	2	3		1
PC13. check the output of software by running compiler and debugger tools as per the SOP/WI	2	3		1
PC14. check the functionality of the completed electronic assembly	1	2		1
PC15. check the electronic equipment and its component for quality and non-conformities as per the WI	1	2		1
PC16. conduct various tests such as continuity, short circuit testing, joint/crimp `pull-off' security, flashover testing, insulation resistance etc. on the equipment to ensure it performs as per desired performance criteria	1	2		
PC17. record observations/ readings as per the parameters mentioned in the testing manual/Work Instructions	1	2		1
Perform post-assembling activities	4	8		1
PC18. clean and store all the tools, machine and equipment after completion of work	1	2		
PC19. dispose scrap or waste material into the disposal area in accordance with the company's policies and environmental regulations	1	2		
circuit testing, joint/crimp `pull-off' security, flashover testing, insulation resistance etc. on the equipment to ensure it performs as per desired performance criteria  PC17. record observations/ readings as per the parameters mentioned in the testing manual/Work Instructions  Perform post-assembling activities  PC18. clean and store all the tools, machine and equipment after completion of work  PC19. dispose scrap or waste material into the disposal area in accordance with the company's policies	1 4 1	2 8 2		





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PC20. report to the supervisor about any problems faced or anticipated during the complete process	1	2		
PC21. maintain and update all the records and reports related to assembling activities done as per the organisational guidelines	1	2		1
NOS Total	30	50	-	20





# National Occupational Standards (NOS) Parameters

NOS Code	ISC/N1101
NOS Name	Assemble and wire up electronic equipment and systems to mechanical equipment
Sector	Iron & Steel
Sub-Sector	Steel, Sponge iron, Ferro Alloys, Re-Rollers, Refractory, Foundry
Occupation	Electronics and Instrumentation Maintenance
NSQF Level	2
Credits	TBD
Version	2.0
Last Reviewed Date	
Next Review Date	
NSQC Clearance Date	





## Assessment Guidelines and Assessment Weightage

#### **Assessment Guidelines**

- 1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
- 2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
- 3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
- 4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
- 5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
- 6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level: 70

## Assessment Weightage

## Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ISC/N0008. Use basic health and safety practices at the work place	30	50	0	20	100	15
ISC/N0009. Work effectively with others	30	50	0	20	100	15
ISC/N1101. Assemble and wire up electronic equipment and systems to mechanical equipment	30	50	0	20	50	70
Total	90	150	0	60	300	100





# **Acronyms**

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





# Glossary

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





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