



Qualification Pack

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RSC/Q8010: Assistant Machine Operator- Injection Moulding Plastic

Brief Job Description

The individual at work is responsible for assisting Machine Operator in performing injection moulding operations to produce good quality products from thermoplastic materials.

Personal Attributes

The job requires the individual to have good observational skills, and an eye for detail along with physical fitness to work for long hours.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [RSC/N8020: Assist in performing injection moulding operations](#)
2. [RSC/N5610: Coordinate and communicate effectively at the workplace](#)
3. [RSC/N5001: Carry out housekeeping](#)
4. [RSC/N5007: Carry out health and safety](#)
5. [RSC/N5603: Follow ethical and sustainable practices at the workplace](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Rubber
Sub-Sector	Plastic Manufacturing
Occupation	Production/Manufacturing Plastic Processing
Country	India
NSQF Level	3
Credits	14
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL

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Minimum Educational Qualification & Experience	8th grade pass with 1 year of (NTC/ NAC) after 8th OR 8th grade pass with 1 Year of experience OR 5th grade pass with 4 Years of experience
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	25/08/2025
NSQC Approval Date	25/08/2022
Version	1.0
Reference code on NQR	2022/CP/RCPSDC/06956
NQR Version	1

Remarks:

TBD

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RSC/N8020: Assist in performing injection moulding operations

Description

This OS unit is about assisting in preparation and performing injection moulding operational activities to manufacture good quality plastic products.

Scope

The scope covers the following :

- Assist in preparation for injection moulding operations
- Assist in injection moulding activities

Elements and Performance Criteria

Assist in preparation for injection moulding operations

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

- PC1.** identify requirements from the production schedule provided by the Machine Operator
- PC2.** procure required consumables and plastics materials for the injection moulding process as per instructions
- PC3.** obtain mould from tool room, if required
- PC4.** clean the mould, auxiliary tools, machinery and work area as per standards
- PC5.** perform pre-operational checks on the equipment including checking for the hazards as per standards
- PC6.** assist Machine Operator in determining setups, temperatures, and time settings required to mould, form, or cast plastic materials, as well as to plan production sequences
- PC7.** adjust machine controls, regulate moulding temperature, volume of plastic, moulding pressure, and time as per instructions and moulding procedures
- PC8.** arrange coolant and working of valves to circulate the coolant to cool and solidify plastic
- PC9.** assist in safely mounting and demounting the mould on the machine and optimize movement of mould platens

Assist in injection moulding activities

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

- PC10.** preheat the plastic granules/powder as required
- PC11.** mix plastics granules with additives (if any) before feeding into the hopper
- PC12.** fabricate large and small parts as per drawing and assemble parts as required
- PC13.** check if process is operating as per equipment specification in relation to temperature, cycle time, clamping pressure and mould temperature control
- PC14.** verify product weight as per specification and required quality standard
- PC15.** follow check-list to check quality of final product
- PC16.** assist the Machine Operator in troubleshooting machine faults, if any
- PC17.** prepare logs and records as per organizational standards

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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** procedure to identify requirements from the production plan
- KU2.** SOP to obtain required consumables, plastics materials, and mould
- KU3.** methods to conduct pre-operation checks on injection-moulding equipment
- KU4.** procedure to arrange mould for injection moulding process
- KU5.** methods of cleaning the apparatus and the components as per SOP
- KU6.** stages involved in injection moulding
- KU7.** types of plastic material used in injection moulding
- KU8.** types of additives to be mixed with plastic granules
- KU9.** principles of operation of injection moulding equipment
- KU10.** types of injection moulding machines
- KU11.** quality standards at each stage of production
- KU12.** type of records to be maintained and applicable format used for the same

Generic Skills (GS)

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

- GS1.** read job requirements from the job specification document
- GS2.** interact and communicate with senior or other organizational personnel as per requirement
- GS3.** write or fill log sheets, information and details as communicated by senior

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in preparation for injection moulding operations</i>	20	30	-	-
PC1. identify requirements from the production schedule provided by the Machine Operator	2	3	-	-
PC2. procure required consumables and plastics materials for the injection moulding process as per instructions	2	4	-	-
PC3. obtain mould from tool room, if required	2	4	-	-
PC4. clean the mould, auxiliary tools, machinery and work area as per standards	2	4	-	-
PC5. perform pre-operational checks on the equipment including checking for the hazards as per standards	2	3	-	-
PC6. assist Machine Operator in determining setups, temperatures, and time settings required to mould, form, or cast plastic materials, as well as to plan production sequences	3	3	-	-
PC7. adjust machine controls, regulate moulding temperature, volume of plastic, moulding pressure, and time as per instructions and moulding procedures	2	3	-	-
PC8. arrange coolant and working of valves to circulate the coolant to cool and solidify plastic	2	3	-	-
PC9. assist in safely mounting and demounting the mould on the machine and optimize movement of mould platens	3	3	-	-
<i>Assist in injection moulding activities</i>	20	30	-	-
PC10. preheat the plastic granules/powder as required	2	4	-	-
PC11. mix plastics granules with additives (if any) before feeding into the hopper	2	4	-	-
PC12. fabricate large and small parts as per drawing and assemble parts as required	2	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. check if process is operating as per equipment specification in relation to temperature, cycle time, clamping pressure and mould temperature control	3	3	-	-
PC14. verify product weight as per specification and required quality standard	3	4	-	-
PC15. follow check-list to check quality of final product	3	4	-	-
PC16. assist the Machine Operator in troubleshooting machine faults, if any	3	3	-	-
PC17. prepare logs and records as per organizational standards	2	4	-	-
NOS Total	40	60	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	RSC/N8020
NOS Name	Assist in performing injection moulding operations
Sector	Rubber
Sub-Sector	Plastic Manufacturing
Occupation	Production/Manufacturing Plastic Processing
NSQF Level	3
Credits	14
Version	1.0
Last Reviewed Date	NA
Next Review Date	25/08/2025
NSQC Clearance Date	25/08/2022

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RSC/N5610: Coordinate and communicate effectively at the workplace

Description

This OS unit is about communicating effectively with seniors, colleagues and others, coordinating with cross-functional teams at workplace as per standards.

Scope

The scope covers the following :

- Communicate effectively with colleagues and seniors
- Coordinate with cross-functional teams

Elements and Performance Criteria

Communicate effectively with colleagues and seniors

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

- PC1.** interact with colleagues and senior in a polite and professional manner
- PC2.** listen actively to the issues or requirements of colleagues and respond timely and appropriately
- PC3.** exhibit trust, support and respect to all colleagues and seniors
- PC4.** pass on essential information to the colleagues timely
- PC5.** maintain clarity, honesty and transparency while communicating with the seniors and colleagues
- PC6.** coordinate with seniors on work-related and behavioral feedback
- PC7.** comply with organization's policies and procedures for team work
- PC8.** seek clarification on the information provided by seniors, if needed
- PC9.** respect the personal and professional space of colleagues and superiors
- PC10.** report status of work as per the schedule to seniors and inform about any deviations or anomalies
- PC11.** provide information in the desired format and frequency

Coordinate with cross-functional teams

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

- PC12.** support colleagues of other departments for smooth work process, as required
- PC13.** coordinate with maintenance/engineering team for preventive and corrective maintenance, break down and calibration errors
- PC14.** provide inputs to the concerned stakeholders in periodic fence line review to detect non-compliance
- PC15.** coordinate with health and safety team for incident or authorized personnel, accident and emergency, if any

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** organizational policies on behavioural etiquette and professionalism
- KU2.** organizational policies on gender sensitive service practices at workplace
- KU3.** organizational hierarchy and reporting structure
- KU4.** importance of communicating clearly with other
- KU5.** effective ways of team coordination
- KU6.** key helpline numbers

Generic Skills (GS)

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

- GS1.** note down instructions received from the seniors
- GS2.** read and interpret written instructions

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicate effectively with colleagues and seniors</i>	28	44	-	-
PC1. interact with colleagues and senior in a polite and professional manner	2	4	-	-
PC2. listen actively to the issues or requirements of colleagues and respond timely and appropriately	2	4	-	-
PC3. exhibit trust, support and respect to all colleagues and seniors	2	4	-	-
PC4. pass on essential information to the colleagues timely	2	4	-	-
PC5. maintain clarity, honesty and transparency while communicating with the seniors and colleagues	2	4	-	-
PC6. coordinate with seniors on work-related and behavioral feedback	3	4	-	-
PC7. comply with organization's policies and procedures for team work	3	4	-	-
PC8. seek clarification on the information provided by seniors, if needed	3	4	-	-
PC9. respect the personal and professional space of colleagues and superiors	3	4	-	-
PC10. report status of work as per the schedule to seniors and inform about any deviations or anomalies	3	4	-	-
PC11. provide information in the desired format and frequency	3	4	-	-
<i>Coordinate with cross-functional teams</i>	12	16	-	-
PC12. support colleagues of other departments for smooth work process, as required	3	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. coordinate with maintenance/engineering team for preventive and corrective maintenance, break down and calibration errors	3	4	-	-
PC14. provide inputs to the concerned stakeholders in periodic fence line review to detect non-compliance	3	4	-	-
PC15. coordinate with health and safety team for incident or authorized personnel, accident and emergency, if any	3	4	-	-
NOS Total	40	60	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	RSC/N5610
NOS Name	Coordinate and communicate effectively at the workplace
Sector	Rubber
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	31/01/2024
Next Review Date	31/01/2029
NSQC Clearance Date	31/01/2024

Qualification Pack

RSC/N5001: Carry out housekeeping

Description

This NOS unit is about implementing housekeeping practices

Scope

The scope covers the following :

- Prepare for housekeeping practices
- Carry out housekeeping operations
- Perform post housekeeping activities

Elements and Performance Criteria

Prepare for housekeeping activities

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

- PC1.** inspect the area/s to identify the different types of surfaces that require cleaning
- PC2.** determine the material requirements for cleaning the areas inspected considering risk, time, efficiency and type of stain
- PC3.** ensure that cleaning equipment is in proper working condition
- PC4.** ensure that the suitable alternatives are selected for cleaning the areas, in case the appropriate equipment and materials are not available
- PC5.** ensure that the correct sequence/steps are followed for cleaning the area to avoid re-soiling clean areas and surfaces
- PC6.** ensure the usage of appropriate signage to inform about the cleaning activity being carried out
- PC7.** ensure adequate ventilation for the work being carried out
- PC8.** wear personal protective equipment suitable for the cleaning method and cleaning materials being used

Carry out housekeeping operations

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

- PC9.** ensure that the cleaning activity is carried out as per SOP
- PC10.** manage accidental damage, as per the workplace procedure, caused while carrying out the work
- PC11.** report to the appropriate person regarding difficulties in carrying out the work
- PC12.** identify and report to the appropriate person if any additional cleaning required that is outside one's responsibility or skill

Perform post housekeeping activities

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

- PC13.** ensure that housekeeping equipment and supplies are stored and maintained as per company standards
- PC14.** ensure that, on completion of the work, the area is left clean and dry as per the requirements

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- PC15.** ensure that the equipment, materials and personal protective equipment that were used, are returned to their respective places in appropriate manner
- PC16.** ensure appropriate disposal of the waste garnered from the cleaning activity
- PC17.** ensure that all necessary supplies or consumables are replenished as per the requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the different factors to determine what type of cleaning is required as per the surface
- KU2.** the level of hygiene required by workplace and why it is important to maintain them during your work
- KU3.** the methods and materials used for cleaning variety of surfaces
- KU4.** the types of cleansing agents that are not advisable to be mixed together
- KU5.** the importance of following manufacturer's instructions on cleaning agents
- KU6.** the most appropriate place to carry out test cleaning and why this should be done before using any new cleaning agents
- KU7.** the importance of attending trouble shooting
- KU8.** the importance of learning proper procedures and techniques
- KU9.** the correct sequence of cleaning activities for the work area
- KU10.** the implications of not following the organizational requirement of prior approval for undertaking the specific task
- KU11.** the importance of team work
- KU12.** knowledge of do's and don'ts (company's HR instructions)
- KU13.** health, safety and environment guidelines, legislation and regulations as applicable
- KU14.** the importance of Personal Protective Equipment (PPE)
- KU15.** the appropriate PPE for the work area, cleaning equipment, tools, materials and chemicals used
- KU16.** the implications of not following the defined procedures/work instructions
- KU17.** interpret coding/signage used in the organisation
- KU18.** the importance of optimal utilization of resources
- KU19.** the process of cleaning the surfaces without causing injury or damage
- KU20.** the importance of providing feedback for improvement
- KU21.** the escalation procedures for soils or stains that could not be removed
- KU22.** the rectification/solution of problems/conflicts for the smooth functioning of the organization
- KU23.** the procedures for reporting any unidentified soiling
- KU24.** the impact of poor practices on the individual's and organization's performance
- KU25.** the method to check the treated surface and equipment on completion of the cleaning process
- KU26.** the importance of completing the activities as per the schedule
- KU27.** the time taken in the cleaning activities
- KU28.** the procedures for disposing off or storing personal protective equipment



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KU29. the procedures for disposing off waste

KU30. the correct method for cleaning equipment and/or machinery used for the cleaning activities

Generic Skills (GS)

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

GS1. read and understand documentation clearly

GS2. apply problem-solving approach prior to resolve difficulties

GS3. communicate with all stakeholders in a polite and courteous manner using effective communication skills

GS4. write in English or any regional language

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for housekeeping activities</i>	22	31	-	-
PC1. inspect the area/s to identify the different types of surfaces that require cleaning	2	4	-	-
PC2. determine the material requirements for cleaning the areas inspected considering risk, time, efficiency and type of stain	4	4	-	-
PC3. ensure that cleaning equipment is in proper working condition	2	4	-	-
PC4. ensure that the suitable alternatives are selected for cleaning the areas, in case the appropriate equipment and materials are not available	3	4	-	-
PC5. ensure that the correct sequence/steps are followed for cleaning the area to avoid re-soiling clean areas and surfaces	4	5	-	-
PC6. ensure the usage of appropriate signage to inform about the cleaning activity being carried out	2	3	-	-
PC7. ensure adequate ventilation for the work being carried out	2	3	-	-
PC8. wear personal protective equipment suitable for the cleaning method and cleaning materials being used	3	4	-	-
<i>Carry out housekeeping operations</i>	9	13	-	-
PC9. ensure that the cleaning activity is carried out as per SOP	3	4	-	-
PC10. manage accidental damage, as per the workplace procedure, caused while carrying out the work	2	3	-	-
PC11. report to the appropriate person regarding difficulties in carrying out the work	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. identify and report to the appropriate person if any additional cleaning required that is outside one's responsibility or skill	2	3	-	-
<i>Perform post housekeeping activities</i>	9	16	-	-
PC13. ensure that housekeeping equipment and supplies are stored and maintained as per company standards	2	3	-	-
PC14. ensure that, on completion of the work, the area is left clean and dry as per the requirements	2	4	-	-
PC15. ensure that the equipment, materials and personal protective equipment that were used, are returned to their respective places in appropriate manner	2	4	-	-
PC16. ensure appropriate disposal of the waste garnered from the cleaning activity	1	3	-	-
PC17. ensure that all necessary supplies or consumables are replenished as per the requirement	2	2	-	-
NOS Total	40	60	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	RSC/N5001
NOS Name	Carry out housekeeping
Sector	Rubber
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	TBD
Version	3.0
Last Reviewed Date	31/01/2024
Next Review Date	31/01/2029
NSQC Clearance Date	31/01/2024

Qualification Pack

RSC/N5007: Carry out health and safety

Description

This unit is about maintaining health and safety of self and others at workplace.

Scope

The scope covers the following :

- Maintain safe and efficient workplace
- Follow appropriate emergency procedures
- Comply with standard safety procedures
- Participate in safety awareness campaigns

Elements and Performance Criteria

Maintain safe and efficient workplace

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

- PC1.** perform basic safety checks before operation of all machinery and equipment
- PC2.** report hazards identified during safety checks to the appropriate supervisor
- PC3.** use appropriate protective clothing/equipment/safety gear to carry out the related duties in accordance with the workplace policy
- PC4.** assess the risk prior to performing the jobs which involve manual handling
- PC5.** carry out work according to the recommended safe practices while ensuring minimum environmental damage
- PC6.** return the equipment and materials to the designated storage after every use
- PC7.** dispose off the waste safely as per the procedure in the designated area
- PC8.** plan and implement actions to reduce the risk to bystanders
- PC9.** monitor all the procedures and work instructions for controlling the risk

Follow appropriate emergency procedures

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

- PC10.** report accidents, incidents or problems, if any, without delay to an appropriate person
- PC11.** perform immediate necessary action as required to reduce the damage
- PC12.** follow procedures for dealing with accidents, fires and emergencies as per the company standards and workplace requirements
- PC13.** operate emergency equipment in accordance with manufacturers' specifications and workplace requirements
- PC14.** provide appropriate treatment to the patient's injuries in accordance with approved first aid techniques
- PC15.** clean, inspect/ test, refurbish, replace and store the first aid equipment as appropriate
- PC16.** report details of first aid administered in accordance with the workplace procedures

Comply with standard safety procedures

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

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- PC17.** comply with standard safety procedures while handling heavy/hazardous material, chemicals, machine, equipment, or sharp tool to avoid accidents
- PC18.** perform preventive actions to protect from leakages, water logging, pests, fire, pollution, etc.
- PC19.** ensure zero accidents, damages, or breach of company safety procedure
- PC20.** maintain the workplace organized, clean and hazard free

Participate in safety awareness campaigns

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

- PC21.** participate in the fire drills and other safety related workshops organized at the workplace
- PC22.** create awareness about first aid, evacuation and emergency procedures

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** which personal protective equipment and clothing should be worn and how it is maintained
- KU2.** the methods for minimizing environmental damage during work
- KU3.** how to use machines as per standard operating procedure
- KU4.** the correct and safe way to use materials and equipment required for work
- KU5.** the risks to health and safety and the measures to be taken to control those risks at workplace
- KU6.** how to contact local emergency services
- KU7.** the process of reporting accidents, incidents and problems to appropriate authorities
- KU8.** the emergency evacuation process and first aid procedures to be followed
- KU9.** the workplace procedures and requirements for the handling of workplace injuries/ illnesses
- KU10.** basic emergency first aid procedure
- KU11.** safe disposal methods for waste
- KU12.** how to handle hazardous materials, tools and equipment
- KU13.** importance of good housekeeping at the workplace
- KU14.** how to maintain work area safe and secure
- KU15.** general duties under the relevant health and safety legislation

Generic Skills (GS)

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

- GS1.** communicate with all stakeholders in a polite and courteous manner
- GS2.** read and understand documentation clearly
- GS3.** adopt problem-solving approach
- GS4.** suggest solutions to improve work processes
- GS5.** write in English/regional language
- GS6.** seek clarification as and when required

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain safe and efficient workplace</i>	9	32	-	-
PC1. perform basic safety checks before operation of all machinery and equipment	1	4	-	-
PC2. report hazards identified during safety checks to the appropriate supervisor	1	4	-	-
PC3. use appropriate protective clothing/equipment/safety gear to carry out the related duties in accordance with the workplace policy	1	3	-	-
PC4. assess the risk prior to performing the jobs which involve manual handling	1	4	-	-
PC5. carry out work according to the recommended safe practices while ensuring minimum environmental damage	1	4	-	-
PC6. return the equipment and materials to the designated storage after every use	1	4	-	-
PC7. dispose off the waste safely as per the procedure in the designated area	1	3	-	-
PC8. plan and implement actions to reduce the risk to bystanders	1	3	-	-
PC9. monitor all the procedures and work instructions for controlling the risk	1	3	-	-
<i>Follow appropriate emergency procedures</i>	12	22	-	-
PC10. report accidents, incidents or problems, if any, without delay to an appropriate person	2	4	-	-
PC11. perform immediate necessary action as required to reduce the damage	2	4	-	-
PC12. follow procedures for dealing with accidents, fires and emergencies as per the company standards and workplace requirements	2	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. operate emergency equipment in accordance with manufacturers' specifications and workplace requirements	2	3	-	-
PC14. provide appropriate treatment to the patient's injuries in accordance with approved first aid techniques	1	2	-	-
PC15. clean, inspect/ test, refurbish, replace and store the first aid equipment as appropriate	2	3	-	-
PC16. report details of first aid administered in accordance with the workplace procedures	1	2	-	-
<i>Comply with standard safety procedures</i>	5	12	-	-
PC17. comply with standard safety procedures while handling heavy/hazardous material, chemicals, machine, equipment, or sharp tool to avoid accidents	1	3	-	-
PC18. perform preventive actions to protect from leakages, water logging, pests, fire, pollution, etc.	2	3	-	-
PC19. ensure zero accidents, damages, or breach of company safety procedure	1	3	-	-
PC20. maintain the workplace organized, clean and hazard free	1	3	-	-
<i>Participate in safety awareness campaigns</i>	4	4	-	-
PC21. participate in the fire drills and other safety related workshops organized at the workplace	2	2	-	-
PC22. create awareness about first aid, evacuation and emergency procedures	2	2	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	RSC/N5007
NOS Name	Carry out health and safety
Sector	Rubber
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	TBD
Version	3.0
Last Reviewed Date	31/03/2022
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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RSC/N5603: Follow ethical and sustainable practices at the workplace

Description

This unit is about Greening of Jobs, PwD, and Behavioural Skills

Scope

The scope covers the following :

- Adopt resource conservation practices (Greening)
- Follow effective waste management practices
- Display behavioural Skills at workplace
- Adopt workplace practices and policies respecting gender and ability differences

Elements and Performance Criteria

Adopt resource conservation practices (Greening)

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

- PC1.** follow organizational policies for usage of alternate energy source, such as solar energy, for the site
- PC2.** ensure proper usage of fuels (such as diesel) to minimise pollution and conserve energy
- PC3.** use resources in a responsible manner
- PC4.** ensure water conservation practices at the workplace
- PC5.** carry out processes to prevent soil erosion during plantation and other related activities

Follow effective waste management practices

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

- PC6.** identify and segregate different types of waste such as recyclable, non-recyclable, and hazardous waste generated
- PC7.** store waste into different types of bins/containers or appropriate areas based on their categorisation
- PC8.** undertake disposal of non-recyclable waste appropriately as per the prescribed procedure
- PC9.** organise storage of recyclable and reusable material at identified location
- PC10.** ensure proper disposal of hazardous waste as per specified processes

Display behavioural Skills at workplace

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

- PC11.** ensure timely execution of the assigned tasks.
- PC12.** exhibit proper etiquette and emotional behaviour at workplace and among team members

Adopt workplace practices and policies respecting gender and ability differences

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

- PC13.** follow appropriate non verbal communications taking gender and disability of the person into consideration
- PC14.** communicate in a polite and appropriate manner irrespective of the ability and gender of the person

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PC15. ensure to provide work assistance/support to PwD team members and coordinate with them if needed or requested

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** alternate energy sources (such as solar and wind energy) and their advantages
- KU2.** alternate fuels (such as bio-fuel), their production and consumption for cluster sites
- KU3.** harmful effect (such as pollution) of using fuel such as diesel on the environment and ways to prevent it
- KU4.** efficient utilisation of resources
- KU5.** water harvesting techniques and common practices of conserving water
- KU6.** what is soil erosion and how to prevent it
- KU7.** different types of waste and the ways to categorize waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU8.** usage of different colours of dustbins for proper waste management and waste disposal methods
- KU9.** feedback from supervisor and deal in constructive manner
- KU10.** gender based and PwD concepts, issues and legislation and statutory laws, acts, and provisions defined for PwD
- KU11.** various medical conditions associated with PwD and rights and duties at the workplace with respect to PwD

Generic Skills (GS)

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

- GS1.** make timely decisions for efficient utilization of resources
- GS2.** write in English/regional language and complete written work with attention to detail
- GS3.** communicate effectively with colleagues
- GS4.** identify cause and effect of greening of jobs
- GS5.** maintain data on waste disposal at workplace
- GS6.** ensure punctuality, proper utilization of time and management workload efficiently
- GS7.** interact with all stakeholders in a polite and courteous manner
- GS8.** provide support in dealing with stress and anxiety help colleagues to work efficiently
- GS9.** create awareness about maintaining hygiene at workplace

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Adopt resource conservation practices (Greening)</i>	11	26	-	-
PC1. follow organizational policies for usage of alternate energy source, such as solar energy, for the site	3	3	-	-
PC2. ensure proper usage of fuels (such as diesel) to minimise pollution and conserve energy	2	6	-	-
PC3. use resources in a responsible manner	2	6	-	-
PC4. ensure water conservation practices at the workplace	2	5	-	-
PC5. carry out processes to prevent soil erosion during plantation and other related activities	2	6	-	-
<i>Follow effective waste management practices</i>	13	17	-	-
PC6. identify and segregate different types of waste such as recyclable, non-recyclable, and hazardous waste generated	3	4	-	-
PC7. store waste into different types of bins/containers or appropriate areas based on their categorisation	3	4	-	-
PC8. undertake disposal of non-recyclable waste appropriately as per the prescribed procedure	3	4	-	-
PC9. organise storage of recyclable and reusable material at identified location	2	3	-	-
PC10. ensure proper disposal of hazardous waste as per specified processes	2	2	-	-
<i>Display behavioural Skills at workplace</i>	5	5	-	-
PC11. ensure timely execution of the assigned tasks.	4	2	-	-
PC12. exhibit proper etiquette and emotional behaviour at workplace and among team members	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Adopt workplace practices and policies respecting gender and ability differences</i>	11	12	-	-
PC13. follow appropriate non verbal communications taking gender and disability of the person into consideration	4	4	-	-
PC14. communicate in a polite and appropriate manner irrespective of the ability and gender of the person	3	4	-	-
PC15. ensure to provide work assistance/support to PwD team members and coordinate with them if needed or requested	4	4	-	-
NOS Total	40	60	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	RSC/N5603
NOS Name	Follow ethical and sustainable practices at the workplace
Sector	Rubber
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	31/01/2024
Next Review Date	31/01/2029
NSQC Clearance Date	31/01/2024

Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 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
- 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. understand the significance of employability skills in meeting the job requirements

Constitutional values - Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

Qualification Pack

Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

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

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

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 basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

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- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	08/05/2025
Next Review Date	30/04/2028
NSQC Clearance Date	08/05/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).

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5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.

6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.

7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 50

(**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
RSC/N8020.Assist in performing injection moulding operations	40	60	0	0	100	30
RSC/N5610.Coordinate and communicate effectively at the workplace	40	60	-	-	100	15
RSC/N5001.Carry out housekeeping	40	60	-	-	100	15
RSC/N5007.Carry out health and safety	30	70	-	-	100	15
RSC/N5603.Follow ethical and sustainable practices at the workplace	40	60	-	-	100	15
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	10
Total	210	340	-	-	550	100



Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

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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.