



QUALIFICATION FILE

Medical Records Assistant

- Short Term Training (STT) Long Term Training (LTT) Apprenticeship
 Upskilling Dual/Flexi Qualification For ToT For ToA

- General Multi-skill (MS) Cross Sectoral (CS) Future Skills OEM

NCrF/NSQF Level: 4

Submitted By:

Healthcare Sector Skill Council

Office No. 520-521, 5th Floor, DLF Tower A, Jasola, New Delhi - 110025, India

Table of Contents

Section 1: Basic Details	3
Section 2: Module Summary	6
NOS/s of Qualifications.....	6
Mandatory NOS/s:	6
Elective NOS/s:	7
Optional NOS/s:	7
Assessment - Minimum Qualifying Percentage.....	7
Section 3: Training Related.....	7
Section 4: Assessment Related.....	9
Section 5: Evidence of the need for the Qualification.....	10
Section 6: Annexure & Supporting Documents Check List.....	10
Annexure: Evidence of Level	11
Annexure: Tools and Equipment (Lab Set-Up)	14
Annexure: Industry Validations Summary.....	15
Annexure: Training & Employment Details	15
Annexure: Blended Learning	17
Annexure: Detailed Assessment Criteria	17
Annexure: Assessment Strategy	19
Annexure: Acronym and Glossary	20

Section 1: Basic Details

1.	Qualification Name	Medical Records Assistant																																		
2.	Sector/s	Healthcare Sector Skill Council																																		
3.	Type of Qualification: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: <i>(change to previous, once approved)</i> 2021/HLT/HSSC/04106, V2.0	Qualification Name of existing/previous version: Medical Records Assistant																																	
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>																																			
5.	National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i>	QG-04-HE-00660-2023-V1.1-HSSC	6. NCrf/NSQF Level: 4																																	
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other) <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>	Skill Certificate																																		
8.	Brief Description of the Qualification	The individual compiles, processes, and maintains medical records of patients in a manner which meets the medical, administrative, ethical, legal, and regulatory requirements of the health care system following its latest coding systems and standards.																																		
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12th Grade Pass with Science</td> <td></td> </tr> <tr> <td></td> <td>Or</td> <td></td> </tr> <tr> <td>2</td> <td>Completed 2nd year of the 3-year regular diploma after 10th</td> <td></td> </tr> <tr> <td></td> <td>Or</td> <td></td> </tr> <tr> <td>3</td> <td>10th Grade Pass</td> <td>with 2 years relevant experience</td> </tr> <tr> <td></td> <td>Or</td> <td></td> </tr> <tr> <td>4</td> <td>11th Grade pass</td> <td>with 1-year relevant experience</td> </tr> <tr> <td></td> <td>Or</td> <td></td> </tr> <tr> <td>5</td> <td>Previous relevant Qualification of NSQF Level 3.5</td> <td>with 1.5-year relevant experience</td> </tr> <tr> <td></td> <td>Or</td> <td></td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	12th Grade Pass with Science			Or		2	Completed 2nd year of the 3-year regular diploma after 10th			Or		3	10th Grade Pass	with 2 years relevant experience		Or		4	11th Grade pass	with 1-year relevant experience		Or		5	Previous relevant Qualification of NSQF Level 3.5	with 1.5-year relevant experience		Or	
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																																		
1	12th Grade Pass with Science																																			
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	Or																																			
3	10th Grade Pass	with 2 years relevant experience																																		
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4	11th Grade pass	with 1-year relevant experience																																		
	Or																																			
5	Previous relevant Qualification of NSQF Level 3.5	with 1.5-year relevant experience																																		
	Or																																			

		6	Previous relevant qualification of NSQF Level 3	with 3 years of relevant experience																		
		b. Age: <18 Years>																				
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	49	11. Common Cost Norm Category (I/II/III) (wherever applicable): II																			
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	Not Applicable																				
13.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>420</td> <td>240</td> <td>840</td> <td>NA</td> <td>1500</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> (Refer Blended Learning Annexure for details)			Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	420	240	840	NA	1500	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																	
Classroom (offline)	420	240	840	NA	1500																	
Online																						
14.	Aligned to NCO/ISCO Code/s (if no code is available mention the same)	NCO-2015/3252.0101																				
15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	Progression will be possible in both academic as well as professional area as: Progression to Diploma/Degree qualifications in the relevant field after training. (NCAHP)																				
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																				
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																				
18.	Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability:																				
19.	How Participation of Women will be Encouraged	Healthcare is a field where equal opportunity and participation of women is being given as patients could belong to all genders.																				
20.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																				
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																				
22.	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Mr. Ashish Jain Email: ashish.jain@healthcare-ssc.in Website: www.healthcare-ssc.in Contact No.: 011-40505850,011 41017346																				

23.	Final Approval Date by NSQC: <i>29/01/2021</i>	24. Validity Duration: 5 years	25. Next Review Date: 29/01/2026
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NSQC Approved

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory Pr.-Practical OJT-On the Job Man.-Mandatory Training Rec.-Recommended Proj.-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks						
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)	
1.	Bridge Module				4.5	35	40	60	0	135	0	0	0	0	0	0	
2.	Review patient's records for completeness	HSS/N5501, V2.0	Core	4	10	75	45	180	0	300	40	50	30	40	160	10	
3.	Maintain disease registries and clinical database	HSS/N5502, V2.0	Core	4	12	105	75	180	0	360	48	100	30	40	218	20	
4.	Maintain medical records for necessary compliances	HSS/N5508, V2.0	Core	4	9	60	30	180	0	270	126	60	60	80	326	20	
5.	Store medical records and maintain its confidentiality	HSS/N5509, V2.0	Core	4	9.5	70	35	180	0	285	84	60	30	40	214	20	
6.	Maintain interpersonal relationship with patients, colleagues and others	HSS/N9615, V2.0	Non-Core	4	1.5	05	10	30	0	45	13	0	0	0	13	10	
7.	Maintain professional & medico-legal conduct	HSS/N9616, V2.0	Non-Core	4	1.5	10	5	30	0	45	19	0	0	0	19	10	
8.	Employability Skills	DGT/VSQ/N 0102, V1.0	Non-Core	4	2	60	0	0	0	60	20	30	0	0	50	10	
Duration (in Hours) / Total Marks						50	420	240	840	0	1500	350	300	150	200	1000	100

Elective NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
Duration (in Hours) / Total Marks																

Optional NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
Duration (in Hours) / Total Marks																

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 70 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: _____ % (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer’s Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Medical Graduate (MBBS) with 1 year experience working with geriatrics and 1 year of teaching experience. Or B.Sc. (Nursing/Post Basic Bsc Nursing) with 2 year experience working with geriatrics and 1 year of teaching experience
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		<p>Or Diploma General Nursing and Midwife (GNM) with 2 year experience and 1 year of teaching experience</p> <p>Or</p> <p>Diploma (MRD) with 3 year experience and 1 year of teaching experience</p> <p>Or</p> <p>Diploma in pharmacy with 4 year experience and 1 year of teaching experience</p> <p>Or</p> <p>Medical Coder with 4 year experience and 1 year of teaching experience</p>
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	<p>Medical Graduate (MBBS) with 3 year experience working with geriatrics and 2 year of teaching experience.</p> <p>Or</p> <p>B.Sc. (Nursing/Post Basic Bsc Nursing) with 4 year experience working with geriatrics and 2 year of teaching experience</p> <p>Or</p> <p>Diploma General Nursing and Midwife (GNM) with 4 year experience and 2 year of teaching experience</p> <p>Or</p> <p>Diploma (MRD) with 4 year experience and 2 year of teaching experience</p> <p>Or</p> <p>Diploma in pharmacy with 5 year experience and 2 year of teaching experience</p> <p>Or</p> <p>Medical Coder with 6 year experience and 2 year of teaching experience</p>
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Medical Graduate (MBBS) with 3 year experience working with geriatrics and 2 year of teaching experience. Or B.Sc. (Nursing/Post Basic Bsc Nursing) with 4 year experience working with geriatrics and 2 year of teaching experience Or Diploma General Nursing and Midwife (GNM) with 4 year experience and 2 year of teaching experience Or Diploma (MRD) with 4 year experience and 2 year of teaching experience Or Diploma in pharmacy with 5 year experience and 2 year of teaching experience Or Medical Coder with 6 year experience and 2 year of teaching experience
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Diploma/Graduate
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Medical Graduate (MBBS) with 3 year experience working with geriatrics and 3 year of teaching experience. Or B.Sc. (Nursing/Post Basic Bsc Nursing) with 4 year experience working with geriatrics and 3 year of teaching experience Or Diploma General Nursing and Midwife (GNM) with 4 year experience and 3 year of teaching experience Or Diploma (MRD) with 4 year experience and 3 year of teaching experience Or Diploma in pharmacy with 5 year experience and 3 year of teaching experience

		Or Medical Coder with 6 year experience and 3 year of teaching experience
4.	Assessment Mode (<i>Specify the assessment mode</i>)	Blended (Theory: Online, Practical and Viva: Blended)
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No (<i>details to be provided in Annexure-if it is different for Assessment</i>)

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): No
3.	Government /Industry initiatives/ requirement (Yes/No):
4.	Number of Industry validation provided:
5.	Estimated nos. of persons to be trained and employed:
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Yes If "No", why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors (<i>Mandatory</i>)	Yes
2.	Annexure: List of tools and equipment relevant for qualification (<i>Mandatory, except in case of online course</i>)	Yes
3.	Annexure: Detailed Assessment Criteria (<i>Mandatory</i>)	Yes
4.	Annexure: Assessment Strategy (<i>Mandatory</i>)	Yes
5.	Annexure: Blended Learning (<i>Mandatory, in case selected Mode of delivery is "Blended Learning"</i>)	No
6.	Annexure: Multiple Entry-Exit Details (<i>Mandatory, in case qualification has multiple Entry-Exit</i>)	No
7.	Annexure: Acronym and Glossary (<i>Optional</i>)	Yes
8.	Supporting Document: Model Curriculum (<i>Mandatory – Public view</i>)	Yes

9.	Supporting Document: Career Progression (<i>Mandatory - Public view</i>)	Yes
10.	Supporting Document: Occupational Map (<i>Mandatory</i>)	Yes
11.	Supporting Document: Assessment SOP (<i>Mandatory</i>)	Yes
12.	Any other document you wish to submit:	

Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	Work in familiar, predictable, routine, situation of clear choice. <ul style="list-style-type: none"> • check that all patient related forms are completed, properly identified and authenticated, and that all necessary information is present • ensure to keep track of surgeries, transplant, etc. and update relevant records • ensure that patient information is disclosed to authorized person only • ensure that medical records in the department are kept secured and in strict confidentiality • identify any problems with team members and other people and take the initiative to solve these problems • work within organizational systems and requirements as appropriate to one's role • maintain competence within one's role and field of practice • evaluate and reflect on the quality of one's work and make continuing improvements • identify potential hazards and breaches of safe work practices 	The Medical Record Assistant during the job works in familiar, predictable, routine, and situation of clear choice. Refer to the evidences provided in the adjacent column. Hence it falls under Level 4.	4
Professional and Technical Skills/ Expertise/ Professional Knowledge	Factual knowledge of field of knowledge or study. <ul style="list-style-type: none"> • record the documentation using computers as per organizational policy and procedures • correlation of laboratory test results, procedures, and treatments with diagnosis or seek the help of nurse or concerned doctor • how to maintain the patient records in HIMS • provide the correct disease code using ICD coding guidelines 	The Medical Record Assistant should have practical skills which are routine and repetitive and should use quality concepts. Refer to the evidences provided in the adjacent column. Hence it falls under Level 4.	4

	<ul style="list-style-type: none"> • maintain and record the data for patients suffering from different disease e.g. heart disease patients, cancer patient, etc. • enter the medical records data in computer • review various medical records • maintain the record of medico legal cases following organization's protocols • keep and maintain the record files for required duration as per statutory requirements and guidelines • ensure that patient information is disclosed to authorized person only • ensure that medical records in the department are kept secured and in strict confidentiality • storage duration of different files i.e. for normal cases, death case and medico-legal case, and for cases related to transplant • take special care to reserve the safety of records and protect them from insects, termites and prevent them from being exposed to heat, fire, dampness and dust 		
<p>Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill</p>	<p>Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts</p> <ul style="list-style-type: none"> •review various medical records • ensure to keep track of surgeries, transplant, etc. and update relevant records • store and retain the medical records as per the organization protocol and review them for completion • confirm that the needs of the individual have been met • ensure his/her work meets the agreed requirements 	<p>The Medical Record Assistant should have practical skills which are routine and repetitive and should use quality concepts.</p> <p>Refer to the evidences provided in the adjacent column. Hence it falls under Level 4.</p>	<p>4</p>
<p>Broad Learning Outcomes/Core Skill</p>	<ul style="list-style-type: none"> • obtain additional information or complete the forms and files when the information is missing by communicating with physicians and other health care professionals • record the documentation using computers as per organizational policy and procedures • maintain and record the data for patients suffering from different disease e.g. heart disease patients, cancer patient, etc. • take required approval prior to destroying any old medical record • report any identified breaches in health, safety, and security procedures to the designated person 	<p>The Medical Record Assistant should have good communication skills both written and oral. He/ She should be able to solve basic arithmetic and algebraic principles and should have better understanding of social political and natural environment.</p> <p>Refer to the evidences provided in the adjacent column. Hence it falls under Level 4.</p>	<p>4</p>

	<ul style="list-style-type: none"> • respond to queries and information needs of all individuals 		
<p>Responsibility</p>	<ul style="list-style-type: none"> • collect the discharge notes or discharge file from concerned personnel/ department • provide the correct disease code using ICD coding guidelines • maintain and record the data for patients suffering from different disease e.g. heart disease patients, cancer patient, etc. • enter the medical records data in computer • review various medical records. • provide updated medical record data to government bodies for preparing census as per the regulations and policies • maintain updated and complete records of inpatient and OPD • ensure to keep track of surgeries, transplant, etc. and update relevant records • maintain the record of medico legal cases following organization's protocols • keep and maintain the record files for required duration as per statutory requirements and guidelines • enter the laboratory results in the report carefully, ensuring that all laboratory results are same as those in laboratory reports and no information is missing • complete any health and safety records legibly and accurately • identify and recommend opportunities for improving health, safety, and security to the designated person • promote and demonstrate good practice as an individual and as a team member at all times • identify and manage potential and actual risks to the quality and safety of practice 	<p>The Medical Record Assistant should know to take responsibility of own work and learning.</p> <p>Refer to the evidences provided in the adjacent column. Hence it falls under Level 4..</p>	<p>4</p>

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	OPD Folder		2
2	Bar Coder		1
3	Mobile Trolley		2
4	OPD Clinic Records Forms		2
5	OPD New Registration Forms		2
6	Paper Clips Triangular 30mm	box	1
7	Garbage Bag	box	1
8	Blank Paper	box	1
9	Record File Cabinet		2
10	Sample Pass to Register to issue documents		2
11	Sanitizer		2(500 ml)
12	Computer		5
13	Sample Softwares of Medical Records Data Management	on each system	1
14	Sample Forms and Formats	each	10
15	Different Colur Plastic Bags With Dustbins (Black)		1
16	CPR Manikin		1
17	Registers (Attendance)		1
18	Registers (Records)		1
19	Smoke Detector and alarm system		1
20	Scan Machine		1
21	Printer		2
22	Charts on ICD code		5
23	Electronic Motorized Compactor		1

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. AV Aids
2. Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed)
3. (all software should either be latest version or one/two version below)
4. UPS
5. Scanner cum Printer

6. Computer Tables
7. Computer Chairs
8. LCD Projector
9. White Board/Smart Board 1200mm x 900mm
10. Marker
11. Duster
12. Charts
13. Models
14. Flip Chart

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Quess Corp	Dr Umashankar Raju	DGM- Quality	Bengaluru	9148434266	umashankar.raju@quesscorp.com	
2	Bangalore Baptist Hospital	Dr Carolin Elizabeth George	Head, Community Health, Palliative care	Bengaluru	9972156838	carolinelizabethj@gmail.com	
3	Sunshine Global Hospital	Dr Biren Chauhan	COO	Gujarat	9833890515	birechauhan@sunshineglobalhospitals.com	
4	Vidyanta Skills	Mr Jaideep Herbert	COO	Gurugram	9717717736	Jaideep.herbert@vidyanta.com	
5	Narayana Hrudalaya	Dr Mahesh Kumar	Consultant-General Medicine	Bengaluru		Mahesh.kumar.dr@narayanahealth.com	
6	Sehgal Neo Hospital	Dr Narin Sehgal	Medical Director	Delhi	9871291660	narinsehgal@gmail.com	

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2023	100	50				
2024	200	100				
2025	300	150				

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
	2021-22	408	361	349									
	2022-23	706	689	655		280							
	2023-24	264	221	213		181							

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

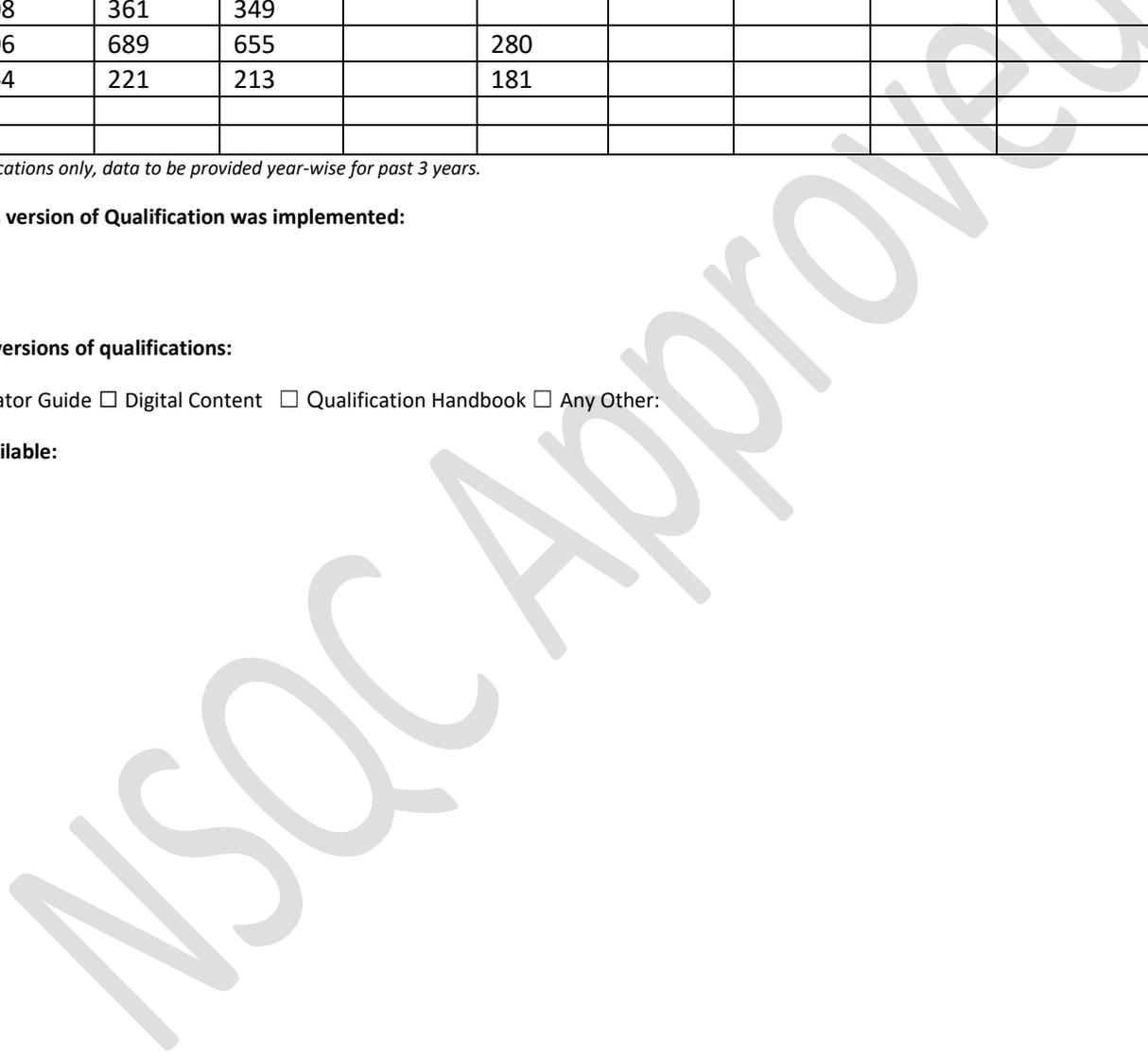
List Schemes in which the previous version of Qualification was implemented:

- 1.
- 2.

Content availability for previous versions of qualifications:

Participant Handbook Facilitator Guide Digital Content Qualification Handbook Any Other:

Languages in which Content is available:



Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge		
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners		
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice		
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks
HSS/N5501 Review patient records for completeness	Review patient records for completeness	40	50	30	40	160
	Nos Total	40	50	30	40	160
HSS/N5502 Maintain disease registries and clinical database	Maintain disease registry and clinical database	48	100	30	40	218
	Nos Total	48	100	30	40	218
HSS/N5508 Maintain medical record for statutory compliance, statistical compliance and medico-legal cases	Maintain the medical record for statutory compliance	53	20	30	30	133
	Maintain the medical record for statistical compliance	38	20	15	30	103
	Maintain the medical record for medico-legal cases	35	20	15	20	90
	Nos Total	126	60	60	80	326

HSS/N5509 Store medical records and maintain its confidentiality	Storage and retention of medical records	42	30	20	20	112
	Maintain confidentiality	42	30	10	20	102
	Total	84	60	30	40	214
HSS/N9615 Maintain a professional relationship with patients, colleagues and others	Communicate and maintain professional behavior with co-workers and patients and their families	5				5
	Work with other people to meet requirements	5				5
	Establish and manage requirements, planning and organizing work, ensuring accomplishment of the requirements	3				3
	Nos Total	13	0	0	0	13
HSS/N9616 Maintain professional & medico-legal conduct	Maintain professional behavior	5				5
	Act within the limit of one's competence and authority	7				7
	Follow the code of conduct and demonstrate best practices in the field	7				7
	Nos Total	19	0	0	0	19
DGT/VSQ/N0102, V1.0, Employability Skills (60 Hours)	Introduction to Employability Skills	1	1			
	Constitutional values – Citizenship	1	1			
	Becoming a Professional in the 21st Century	2	4			
	Basic English Skills	2	3			
	Career Development & Goal Setting	1	2			
	Communication Skills	2	2			
	Diversity & Inclusion	1	2			
	Financial and Legal Literacy	2	3			
	Essential Digital Skills	3	4			
	Entrepreneurship	2	3			
	Customer Service	1	2			
	Getting ready for apprenticeship & Jobs	2	3			
	NOS Total	20	30	0		50
	Grand Total	350	300	150	200	1000

Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

<1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module (which covers the job profile of Automotive Service Assistant Technician) will be assessed separately.
2. The candidate must score 60% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
 -
4. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment
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Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf