

## Qualification Pack



# Goods Packaging Machine Operator

QP Code: LSC/Q2216

Version: 3.0

NSQF Level: 4

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## Qualification Pack

### Contents

LSC/Q2216: Goods Packaging Machine Operator .....	3
<i>Brief Job Description</i> .....	3
Applicable National Occupational Standards (NOS) .....	3
<i>Compulsory NOS</i> .....	3
<i>Qualification Pack (QP) Parameters</i> .....	3
LSC/N2201: Prepare for Packaging .....	5
LSC/N2202: Perform Packaging .....	11
LSC/N2203: Carry out Labelling .....	17
LSC/N2204: Perform Post Packaging Activities .....	21
LSC/N2205: Maintain Health, Safety and Security measures for operating packaging equipment ....	25
LSC/N2104: To Carry Out Housekeeping .....	29
DGT/VSQ/N0102: Employability Skills (60 Hours) .....	35
Assessment Guidelines and Weightage .....	42
<i>Assessment Guidelines</i> .....	42
<i>Assessment Weightage</i> .....	43
Acronyms .....	44
Glossary .....	45

## Qualification Pack

### LSC/Q2216: Goods Packaging Machine Operator

#### Brief Job Description

Goods Packaging Machine Operators are also known as Goods Packaging Operators or Packaging Operators. Individuals in this role are responsible for operating packaging equipment to pack goods and pasting labels onto the sealed packing cases. In case of large scale operations, the labelling operation might be done by a separate person.

#### Personal Attributes

This job requires the individual to work well with his/her team and achieve joint goals. The individual must be able to prioritize and execute tasks within scheduled time limits. The individual should be able to maintain high concentration levels throughout his/her shift.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [LSC/N2201: Prepare for Packaging](#)
2. [LSC/N2202: Perform Packaging](#)
3. [LSC/N2203: Carry out Labelling](#)
4. [LSC/N2204: Perform Post Packaging Activities](#)
5. [LSC/N2205: Maintain Health, Safety and Security measures for operating packaging equipment](#)
6. [LSC/N2104: To Carry Out Housekeeping](#)
7. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Logistics
<b>Sub-Sector</b>	Warehousing (Storage & Packaging)
<b>Occupation</b>	Packaging
<b>Country</b>	India
<b>NSQF Level</b>	4

## Qualification Pack

<b>Credits</b>	16
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2004/8290.20
<b>Minimum Educational Qualification &amp; Experience</b>	<p>11th Class OR Diploma (Completed 1st year of 3-year diploma (after 10th) and pursuing regular diploma) OR 10th Class (plus 1-year NTC/ NAC) OR 8th Class (plus 2-year NTC + 1 Year NAC ) OR 8th Class (plus 1-year NTC + 1-Year NAC plus CITS) OR 10th Class (and pursuing continuous schooling) OR 10th Class with 2 Years of experience relevant experience OR Certificate-NSQF (Warehouse associate - level 3 with minimum education as 5th Grade pass) with 2 Years of experience relevant experience</p>
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	Trained in operating machines
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	25/11/2024
<b>NSQC Approval Date</b>	25/11/2021
<b>Version</b>	3.0
<b>Reference code on NQR</b>	2022/TLW/LSC/06862
<b>NQR Version</b>	1.0

## Qualification Pack

### LSC/N2201: Prepare for Packaging

#### Description

This unit is about preparing for packaging

#### Scope

The scope covers the following :

- Obtain information required for packaging
- Prepare packaging area
- Assess requirements and collect necessary items
- Get the packaging equipment ready

#### Elements and Performance Criteria

##### *Obtain information required for packaging*

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

- PC1.** get the shift schedule and the total number of packages required by the end of the day from supervisor
- PC2.** understand the number of packages required for each type of product
- PC3.** collect a list with details of type of packaging material, size of packaging case to be used and desirable weight range of each product from the supervisor.
- PC4.** understand variations among packages of different products.

##### *Prepare packaging area*

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

- PC5.** remove any unnecessary items from the area to make space for the items to be packaged.
- PC6.** perform a quick safety inspection of the workplace.
- PC7.** clean up any spills or breakages

##### *Assess requirements and collect necessary items*

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

- PC8.** assess the Personal Protective Equipment (PPE) required based on the product and the work environment
- PC9.** collect and wear all the necessary ppe.
- PC10.** collect any small packaging equipment such as tape gun and check its condition

##### *Get the packaging equipment ready*

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

- PC11.** check the condition of packaging equipment such as cartoners, tray packer, blister packer, overwrappers, etc. make any setting changes that are required to ensure the machines are working well
- PC12.** ensure there is sufficient tape and other sealants. load them into the packaging machine
- PC13.** switch on packaging equipment and ensure that that it is warmed up and ready for packaging. note the temperature, speed, etc

## Qualification Pack

- PC14.** perform a trial to ensure that the machine is working well.
- PC15.** recalibrate machine setting if required to ensure that work will be done properly.
- PC16.** report to the supervisor if there is a problem that could not be fixed.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** knowledge of organizational products, policies and procedures
- KU2.** role and responsibilities of colleagues on the shop floor
- KU3.** procedures for dealing with loss or damage to goods
- KU4.** risk and impact of not following defined procedures/work instructions
- KU5.** nature and characteristics of components being packaged
- KU6.** knowledge of all relevant safety and security procedures
- KU7.** knowledge of entire shop floor activities and persons in charge of each function
- KU8.** knowledge of coding system being used by the organization for labelling
- KU9.** knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies
- KU10.** knowledge of controls and parameters that need to be set to operate the packaging machine
- KU11.** knowledge of possible packaging machine problems and solutions
- KU12.** knowledge of packing materials that can be used for different products
- KU13.** types of workplace hazards that one can encounter on the job and safe operating practices
- KU14.** ability to judge damaged items
- KU15.** knowledge of unique characteristics of items such as hazard, handling method to be used etc.
- KU16.** knowledge of how to use packaging equipment such as cartoners, tray packer, blister packer, overwrappers, etc. as well as labelling equipment.

## Generic Skills (GS)

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

- GS1.** fill out status reports, shift status reports, damage reports, etc.
- GS2.** fill out any complaint/insurance related forms for damaged goods
- GS3.** read labels and understand the codes as per company procedures
- GS4.** read and understand handling instructions and records.
- GS5.** read safety manuals and safety signs on the shop floor
- GS6.** communicate clearly with supervisors and peers
- GS7.** regularly communicate with all employees in the chain of activities on the shop floor to ensure activities are running smoothly
- GS8.** provide advice and guidance to peers and juniors
- GS9.** act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations

## Qualification Pack

- GS10.** ability to make a judgment as to whether the packaging equipment is in good condition or not.
- GS11.** adjust according to volume, capacity and manpower needs during peak and non-peak hours
- GS12.** prioritize and execute tasks within the scheduled time limits
- GS13.** maintain schedules and punctuality. avoid absenteeism
- GS14.** be a team player and achieve joint goals
- GS15.** flexibility to re-assess schedule in case of delays/additional orders
- GS16.** understand the customer requirements and ensure that they are met.
- GS17.** identify trends/common causes for errors and suggest possible solutions to the supervisor
- GS18.** handle day to day problems like delays, staffing shortage, etc.
- GS19.** suggest methods to streamline the packaging process.
- GS20.** ability to identify the packaged product and paste all the required labels onto it.
- GS21.** ability to concentrate on task at hand and complete it without errors

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Obtain information required for packaging</i>	<b>5</b>	<b>20</b>	-	-
<b>PC1.</b> get the shift schedule and the total number of packages required by the end of the day from supervisor	1	4	-	-
<b>PC2.</b> understand the number of packages required for each type of product	1	4	-	-
<b>PC3.</b> collect a list with details of type of packaging material, size of packaging case to be used and desirable weight range of each product from the supervisor.	2	8	-	-
<b>PC4.</b> understand variations among packages of different products.	1	4	-	-
<i>Prepare packaging area</i>	<b>4</b>	<b>16</b>	-	-
<b>PC5.</b> remove any unnecessary items from the area to make space for the items to be packaged.	1	4	-	-
<b>PC6.</b> perform a quick safety inspection of the workplace.	1	4	-	-
<b>PC7.</b> clean up any spills or breakages	2	8	-	-
<i>Assess requirements and collect necessary items</i>	<b>4</b>	<b>16</b>	-	-
<b>PC8.</b> assess the Personal Protective Equipment (PPE) required based on the product and the work environment	1	4	-	-
<b>PC9.</b> collect and wear all the necessary ppe.	1	4	-	-
<b>PC10.</b> collect any small packaging equipment such as tape gun and check its condition	2	8	-	-
<i>Get the packaging equipment ready</i>	<b>7</b>	<b>28</b>	-	-



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> check the condition of packaging equipment such as cartoners, tray packer, blister packer, overwrappers, etc. make any setting changes that are required to ensure the machines are working well	1	4	-	-
<b>PC12.</b> ensure there is sufficient tape and other sealants. load them into the packaging machine	1	4	-	-
<b>PC13.</b> switch on packaging equipment and ensure that that it is warmed up and ready for packaging. note the temperature, speed, etc	1	4	-	-
<b>PC14.</b> perform a trial to ensure that the machine is working well.	1	4	-	-
<b>PC15.</b> recalibrate machine setting if required to ensure that work will be done properly.	1	4	-	-
<b>PC16.</b> report to the supervisor if there is a problem that could not be fixed.	2	8	-	-
<b>NOS Total</b>	<b>20</b>	<b>80</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSC/N2201
<b>NOS Name</b>	Prepare for Packaging
<b>Sector</b>	Logistics
<b>Sub-Sector</b>	Warehousing (Storage & Packaging)
<b>Occupation</b>	Packaging
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	25/11/2024
<b>NSQF Clearance Date</b>	25/11/2021

## Qualification Pack

### LSC/N2202: Perform Packaging

#### Description

This unit is about performing packaging

#### Scope

The scope covers the following :

- Seal the packages
- Dealing with issues and common packaging machine problems

#### Elements and Performance Criteria

##### *Seal the packages*

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

- PC1.** check that the goods to be packed are in their appropriate packaging cases.
- PC2.** ensure that the packaging cases are lined up and ready on the conveyor belt of the packaging machine
- PC3.** use the packaging equipment to seal the packaging cases in an optimal manner
- PC4.** weigh the package to determine if it is within the allowed limits.
- PC5.** report errors and discrepancies, if any to supervisor.
- PC6.** remove sealed package from the packaging machine
- PC7.** follow guidelines with respect to handling, move sealed packages to the labelling area or handover to carpenters if required.
- PC8.** perform labelling or handover sealed package to a labeler for labelling as per company policy

##### *Dealing with issues and common packaging machine problems*

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

- PC9.** if there is a machine jam or the conveyor gets stuck, press the reset button and perform the corrective measures.
- PC10.** if the machine stops because the sealant got over, reload the sealant.
- PC11.** if a package was missed during sealing, identify it and place it near the end of the line to be sealed again
- PC12.** ensure machine is not operated beyond rated capacity in case of breakdown
- PC13.** for any other issues, including accidents report to the supervisor

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** knowledge of organizational products, policies and procedures
- KU2.** role and responsibilities of colleagues on the shop floor
- KU3.** procedures for dealing with loss or damage to goods

## Qualification Pack

- KU4.** risk and impact of not following defined procedures/work instructions
- KU5.** nature and characteristics of components being packaged
- KU6.** knowledge of all relevant safety and security procedures
- KU7.** knowledge of entire shop floor activities and persons in charge of each function
- KU8.** knowledge of coding system being used by the organization for labelling
- KU9.** knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies.
- KU10.** knowledge of controls and parameters that need to be set to operate the packaging machine
- KU11.** knowledge of possible packaging machine problems and solutions.
- KU12.** knowledge of packing materials that can be used for different products.
- KU13.** types of workplace hazards that one can encounter on the job and safe operating practices
- KU14.** ability to judge damaged items.
- KU15.** knowledge of unique characteristics of items such as hazard, handling method to be used etc.
- KU16.** knowledge of how to use packaging equipment such as cartoners, tray packer, blister packer, overwrappers, etc. as well as labelling equipment

## Generic Skills (GS)

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

- GS1.** fill out status reports, shift status reports, damage reports, etc.
- GS2.** fill out any complaint/insurance related forms for damaged goods
- GS3.** read labels and understand the codes as per company procedures
- GS4.** read and understand handling instructions and records.
- GS5.** read safety manuals and safety signs on the shop floor
- GS6.** communicate clearly with supervisors and peers
- GS7.** regularly communicate with all employees in the chain of activities on the shop floor to ensure activities are running smoothly
- GS8.** provide advice and guidance to peers and juniors
- GS9.** act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
- GS10.** ability to make a judgment as to whether the packaging equipment is in good condition or not.
- GS11.** adjust according to volume, capacity and manpower needs during peak and non-peak hours
- GS12.** prioritize and execute tasks within the scheduled time limits
- GS13.** maintain schedules and punctuality. avoid absenteeism.
- GS14.** be a team player and achieve joint goals.
- GS15.** flexibility to re-assess schedule in case of delays/additional orders
- GS16.** understand the customer requirements and ensure that they are met.
- GS17.** identify trends/common causes for errors and suggest possible solutions to the supervisor
- GS18.** handle day to day problems like delays, staffing shortage, etc.
- GS19.** suggest methods to streamline the packaging process.



## Qualification Pack

- GS20.** ability to identify the packaged product and paste all the required labels onto it
- GS21.** ability to concentrate on task at hand and complete it without errors

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Seal the packages</i>	<b>13</b>	<b>52</b>	-	-
<b>PC1.</b> check that the goods to be packed are in their appropriate packaging cases.	1	4	-	-
<b>PC2.</b> ensure that the packaging cases are lined up and ready on the conveyor belt of the packaging machine	1	4	-	-
<b>PC3.</b> use the packaging equipment to seal the packaging cases in an optimal manner	2	8	-	-
<b>PC4.</b> weigh the package to determine if it is within the allowed limits.	2	8	-	-
<b>PC5.</b> report errors and discrepancies, if any to supervisor.	2	8	-	-
<b>PC6.</b> remove sealed package from the packaging machine	1	4	-	-
<b>PC7.</b> follow guidelines with respect to handling, move sealed packages to the labelling area or handover to carpenters if required.	2	8	-	-
<b>PC8.</b> perform labelling or handover sealed package to a labeler for labelling as per company policy	2	8	-	-
<i>Dealing with issues and common packaging machine problems</i>	<b>7</b>	<b>28</b>	-	-
<b>PC9.</b> if there is a machine jam or the conveyor gets stuck, press the reset button and perform the corrective measures.	2	8	-	-
<b>PC10.</b> if the machine stops because the sealant got over, reload the sealant.	2	8	-	-
<b>PC11.</b> if a package was missed during sealing, identify it and place it near the end of the line to be sealed again	1	4	-	-
<b>PC12.</b> ensure machine is not operated beyond rated capacity in case of breakdown	1	4	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. for any other issues, including accidents report to the supervisor	1	4	-	-
<b>NOS Total</b>	<b>20</b>	<b>80</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSC/N2202
<b>NOS Name</b>	Perform Packaging
<b>Sector</b>	Logistics
<b>Sub-Sector</b>	Warehousing (Storage & Packaging)
<b>Occupation</b>	Packaging
<b>NSQF Level</b>	4
<b>Credits</b>	3
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	25/11/2024
<b>NSQ Clearance Date</b>	25/11/2021



## Qualification Pack

### LSC/N2203: Carry out Labelling

#### Description

This unit is about carrying out labelling

#### Scope

The scope covers the following :

- Prepare for labelling
- Collect sealed packages, label and move them

#### Elements and Performance Criteria

##### *Preparing for labelling*

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

- PC1.** Understand labelling schedule, products being labelled and number of labelled packages required by the end of the day from the supervisor.
- PC2.** Get information on the type and size of packing cases used for each product.
- PC3.** Determine what labels are required.
- PC4.** Collect all the required labels from the supervisor
- PC5.** Inform supervisor to place orders for more labels if insufficient.

##### *Collect sealed packages, label and move them*

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

- PC6.** Collect sealed packages from the labelling area
- PC7.** Identify the product contained in the packing case
- PC8.** Paste all the required labels onto the packing case in the right areas.
- PC9.** Verify that all required labels have been pasted onto the packing case in the right areas
- PC10.** Move labelled packages to the finished packages area. Remove any unnecessary items from the area to make space for the items to be packaged

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** knowledge of organizational products, policies and procedures
- KU2.** role and responsibilities of colleagues on the shop floor
- KU3.** procedures for dealing with loss or damage to goods
- KU4.** risk and impact of not following defined procedures/work instructions
- KU5.** nature and characteristics of components being packaged
- KU6.** knowledge of all relevant safety and security procedures
- KU7.** knowledge of entire shop floor activities and persons in charge of each function

## Qualification Pack

- KU8.** knowledge of coding system being used by the organization for labelling
- KU9.** knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies
- KU10.** knowledge of controls and parameters that need to be set to operate the packaging machine
- KU11.** knowledge of possible packaging machine problems and solutions.
- KU12.** knowledge of packing materials that can be used for different products
- KU13.** types of workplace hazards that one can encounter on the job and safe operating practices
- KU14.** ability to judge damaged items.
- KU15.** knowledge of unique characteristics of items such as hazard, handling method to be used etc.
- KU16.** knowledge of how to use packaging equipment such as cartoners, tray packer, blister packer, overwrappers, etc. as well as labelling equipment.

## Generic Skills (GS)

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

- GS1.** fill out status reports, shift status reports, damage reports, etc.
- GS2.** fill out any complaint/insurance related forms for damaged goods
- GS3.** read labels and understand the codes as per company procedures
- GS4.** read and understand handling instructions and records.
- GS5.** read safety manuals and safety signs on the shop floor
- GS6.** communicate clearly with supervisors and peers
- GS7.** regularly communicate with all employees in the chain of activities on the shop floor to ensure activities are running smoothly
- GS8.** provide advice and guidance to peers and juniors
- GS9.** act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
- GS10.** ability to make a judgment as to whether the packaging equipment is in good condition or not
- GS11.** adjust according to volume, capacity and manpower needs during peak and non-peak hours
- GS12.** prioritize and execute tasks within the scheduled time limits
- GS13.** maintain schedules and punctuality. avoid absenteeism.
- GS14.** be a team player and achieve joint goals.
- GS15.** flexibility to re-assess schedule in case of delays/additional orders
- GS16.** understand the customer requirements and ensure that they are met.
- GS17.** identify trends/common causes for errors and suggest possible solutions to the supervisor
- GS18.** handle day to day problems like delays, staffing shortage, etc.
- GS19.** suggest methods to streamline the packaging process.
- GS20.** ability to identify the packaged product and paste all the required labels onto it.
- GS21.** ability to concentrate on task at hand and complete it without errors

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparing for labelling</i>	<b>11</b>	<b>40</b>	-	-
<b>PC1.</b> Understand labelling schedule, products being labelled and number of labelled packages required by the end of the day from the supervisor.	2	5	-	-
<b>PC2.</b> Get information on the type and size of packing cases used for each product.	2	8	-	-
<b>PC3.</b> Determine what labels are required.	4	16	-	-
<b>PC4.</b> Collect all the required labels from the supervisor	2	5	-	-
<b>PC5.</b> Inform supervisor to place orders for more labels if insufficient.	1	6	-	-
<i>Collect sealed packages, label and move them</i>	<b>9</b>	<b>40</b>	-	-
<b>PC6.</b> Collect sealed packages from the labelling area	1	4	-	-
<b>PC7.</b> Identify the product contained in the packing case	1	6	-	-
<b>PC8.</b> Paste all the required labels onto the packing case in the right areas.	2	8	-	-
<b>PC9.</b> Verify that all required labels have been pasted onto the packing case in the right areas	4	16	-	-
<b>PC10.</b> Move labelled packages to the finished packages area. Remove any unnecessary items from the area to make space for the items to be packaged	1	6	-	-
<b>NOS Total</b>	<b>20</b>	<b>80</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSC/N2203
<b>NOS Name</b>	Carry out Labelling
<b>Sector</b>	Logistics
<b>Sub-Sector</b>	Warehousing (Storage & Packaging)
<b>Occupation</b>	Packaging
<b>NSQF Level</b>	4
<b>Credits</b>	3
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	25/11/2024
<b>NSQ Clearance Date</b>	25/11/2021

## Qualification Pack

### LSC/N2204: Perform Post Packaging Activities

#### Description

This unit is about post packaging activities

#### Scope

The scope covers the following :

- Carry out housekeeping
- Report to management

#### Elements and Performance Criteria

##### *Obtain information required for packaging*

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

- PC1.** switch off packaging equipment
- PC2.** dispose damaged labels and packing cases.
- PC3.** perform a quick safety inspection of the packaging and labelling areas
- PC4.** clean up any spills or breakages
- PC5.** return any PPE and equipment used to their storage racks.
- PC6.** clean and inspect the packaging equipment to ensure that it is fit for the next day's operations

##### *Prepare packaging area*

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

- PC7.** notify supervisor regarding any concerns faced at work such as delays due to machine stops, damaged packages, etc.
- PC8.** provide feedback regarding damage if any, delays in packaging and labelling, inability to meet an order, etc.
- PC9.** complete any forms as required by management such as packaging machine status, shift status, etc.

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** knowledge of organizational products, policies and procedures
- KU2.** role and responsibilities of colleagues on the shop floor
- KU3.** procedures for dealing with loss or damage to goods
- KU4.** risk and impact of not following defined procedures/work instructions
- KU5.** nature and characteristics of components being packaged
- KU6.** knowledge of all relevant safety and security procedures
- KU7.** knowledge of entire shop floor activities and persons in charge of each function
- KU8.** knowledge of coding system being used by the organization for labelling

## Qualification Pack

- KU9.** knowledge of standard operating procedures (sops) and how to react in emergencies.
- KU10.** knowledge of controls and parameters that need to be set to operate the packaging machine.
- KU11.** knowledge of possible packaging machine problems and solutions
- KU12.** knowledge of packing materials that can be used for different products.
- KU13.** types of workplace hazards that one can encounter on the job and safe operating practices
- KU14.** ability to judge damaged items
- KU15.** knowledge of unique characteristics of items such as hazard, handling method to be used etc.
- KU16.** knowledge of how to use packaging equipment such as cartoners, tray packer, blister packer, overwrappers, etc. as well as labelling equipment

## Generic Skills (GS)

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

- GS1.** fill out status reports, shift status reports, damage reports, etc.
- GS2.** fill out any complaint/insurance related forms for damaged goods
- GS3.** read labels and understand the codes as per company procedures
- GS4.** read and understand handling instructions and records.
- GS5.** read safety manuals and safety signs on the shop floor
- GS6.** communicate clearly with supervisors and peers
- GS7.** regularly communicate with all employees in the chain of activities on the shop floor to ensure activities are running smoothly
- GS8.** provide advice and guidance to peers and juniors
- GS9.** act objectively , rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
- GS10.** ability to make a judgment as to whether the packaging equipment is in good condition or not
- GS11.** adjust according to volume, capacity and manpower needs during peak and non-peak hours
- GS12.** prioritize and execute tasks within the scheduled time limits
- GS13.** maintain schedules and punctuality. avoid absenteeism.
- GS14.** be a team player and achieve joint goals.
- GS15.** flexibility to re-assess schedule in case of delays/additional orders
- GS16.** understand the customer requirements and ensure that they are met
- GS17.** identify trends/common causes for errors and suggest possible solutions to the supervisor
- GS18.** handle day to day problems like delays, staffing shortage, etc.
- GS19.** suggest methods to streamline the packaging process.
- GS20.** ability to identify the packaged product and paste all the required labels onto it.
- GS21.** ability to concentrate on task at hand and complete it without errors

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Obtain information required for packaging</i>	<b>14</b>	<b>52</b>	-	-
<b>PC1.</b> switch off packaging equipment	2	8	-	-
<b>PC2.</b> dispose damaged labels and packing cases.	4	8	-	-
<b>PC3.</b> perform a quick safety inspection of the packaging and labelling areas	2	10	-	-
<b>PC4.</b> clean up any spills or breakages	2	8	-	-
<b>PC5.</b> return any PPE and equipment used to their storage racks.	2	8	-	-
<b>PC6.</b> clean and inspect the packaging equipment to ensure that it is fit for the next day's operations	2	10	-	-
<i>Prepare packaging area</i>	<b>11</b>	<b>23</b>	-	-
<b>PC7.</b> notify supervisor regarding any concerns faced at work such as delays due to machine stops, damaged packages, etc.	4	8	-	-
<b>PC8.</b> provide feedback regarding damage if any, delays in packaging and labelling, inability to meet an order, etc.	4	8	-	-
<b>PC9.</b> complete any forms as required by management such as packaging machine status, shift status, etc.	3	7	-	-
<b>NOS Total</b>	<b>25</b>	<b>75</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSC/N2204
<b>NOS Name</b>	Perform Post Packaging Activities
<b>Sector</b>	Logistics
<b>Sub-Sector</b>	Warehousing (Storage & Packaging)
<b>Occupation</b>	Packaging
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	25/11/2024
<b>NSQF Clearance Date</b>	25/11/2021



## Qualification Pack

# LSC/N2205: Maintain Health, Safety and Security measures for operating packaging equipment

## Description

This unit is about Health, Safety and Security measures

## Scope

The scope covers the following :

- Maintain Health, Safety and Security measures during all activities

## Elements and Performance Criteria

### *Maintain health, safety and security measures during all activities*

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

- PC1.** comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc
- PC2.** wear all safety equipment including protective gear, helmets etc. when checking inbound/outbound consignments.
- PC3.** follow organization procedures with respect to documentation.
- PC4.** recognize and report unsafe conditions and practices.
- PC5.** in case of signs of any emergency situation or accident or breach of safety immediately follow organizational protocol to deploy action
- PC6.** identify reasons for occurrence of incident
- PC7.** capture reasons and response/action taken into incident report/note to manager
- PC8.** report any deviations from standard protocol along with reasons (if any)
- PC9.** visually inspect the activity area and equipment for appropriate and safe condition.
- PC10.** adhere to the standard operating procedures (SOP) of the company.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** knowledge of organizational products and procedures
- KU2.** procedures for dealing with loss or damage to goods
- KU3.** risk and impact of not following defined procedures/ work instructions
- KU4.** knowledge of computer systems used for documentation in the organization.
- KU5.** knowledge of all relevant safety and security procedures
- KU6.** knowledge of Standard Operating Procedures (SOPs) and how to react in emergencies
- KU7.** knowledge of how to prepare the required documents and the number of copies needed
- KU8.** knowledge of transport companies the organization works with and their processes
- KU9.** knowledge of processes involved in inbound and outbound transport

## Qualification Pack

- KU10.** knowledge of legal requirements, rules and regulations to be followed while preparing forms and documents
- KU11.** knowledge of each form required for inbound/outbound transport
- KU12.** knowledge of details to be filled into each form.
- KU13.** knowledge to use the computer for electronic documentation
- KU14.** types of workplace hazards that one can encounter on the job and safe operating practices
- KU15.** knowledge of possible difficulties in documentation.

## Generic Skills (GS)

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

- GS1.** note down details regarding documentation for each inbound and outbound consignment
- GS2.** fill out forms, inspection checklists for inbound and outbound consignments
- GS3.** prepare detailed reports for management
- GS4.** read and follow instructions in the checklists
- GS5.** read and understand details required in the forms
- GS6.** communicate clearly with managers and peers
- GS7.** regularly communicate with all employees to ensure activities are running smoothly
- GS8.** provide advice and guidance to peers and juniors
- GS9.** act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
- GS10.** adjust according to volume, capacity and manpower needs during peak and non-peak hours
- GS11.** prioritize and execute tasks within the scheduled time limits
- GS12.** maintain schedules and punctuality. avoid absenteeism.
- GS13.** be a team player and achieve joint goals
- GS14.** flexibility to re-assess schedule in case of delays/additional orders
- GS15.** understand the customer requirements and ensure that they are met.
- GS16.** identify trends/common causes for errors and suggest possible solutions to the transport manager.
- GS17.** help resolve any documentation issues faced by the truck drivers en route.
- GS18.** handle day to day problems like delays, staffing shortage, etc.
- GS19.** suggest methods to streamline the documentation process
- GS20.** ability to check that all the forms required in the checklist have been filled out and are ready
- GS21.** ability to concentrate on task at hand and complete it without errors

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain health, safety and security measures during all activities</i>	<b>30</b>	<b>70</b>	-	-
<b>PC1.</b> comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc	3	7	-	-
<b>PC2.</b> wear all safety equipment including protective gear, helmets etc. when checking inbound/outbound consignments.	3	7	-	-
<b>PC3.</b> follow organization procedures with respect to documentation.	3	7	-	-
<b>PC4.</b> recognize and report unsafe conditions and practices.	3	7	-	-
<b>PC5.</b> in case of signs of any emergency situation or accident or breach of safety immediately follow organizational protocol to deploy action	3	7	-	-
<b>PC6.</b> identify reasons for occurrence of incident	3	7	-	-
<b>PC7.</b> capture reasons and response/action taken into incident report/note to manager	3	7	-	-
<b>PC8.</b> report any deviations from standard protocol along with reasons (if any)	3	7	-	-
<b>PC9.</b> visually inspect the activity area and equipment for appropriate and safe condition.	3	7	-	-
<b>PC10.</b> adhere to the standard operating procedures (SOP) of the company.	3	7	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSC/N2205
<b>NOS Name</b>	Maintain Health, Safety and Security measures for operating packaging equipment
<b>Sector</b>	Logistics
<b>Sub-Sector</b>	Warehousing (Storage & Packaging)
<b>Occupation</b>	Packaging
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	25/11/2024
<b>NSQC Clearance Date</b>	25/11/2021

## Qualification Pack

### LSC/N2104: To Carry Out Housekeeping

#### Description

This unit is about carrying out housekeeping activities

#### Scope

The scope covers the following :

- Preparing for housekeeping activities
- Carry out housekeeping activities
- Post housekeeping activities

#### Elements and Performance Criteria

##### *Preparing for housekeeping activities*

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

- PC1.** inspect the area while taking into account various surfaces
- PC2.** identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain
- PC3.** ensure that the cleaning equipment is in proper working condition
- PC4.** select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person
- PC5.** plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces
- PC6.** inform the affected people about the cleaning activity
- PC7.** display the appropriate signage for the work being conducted
- PC8.** ensure that there is adequate ventilation for the work being carried out
- PC9.** wear the personal protective equipment required for the cleaning method and materials being used

##### *Carry out Housekeeping*

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

- PC10.** use the correct cleaning method for the work area, type of soiling and surface
- PC11.** carry out cleaning activity without disturbing others
- PC12.** deal with accidental damage, if any, caused while carrying out the work
- PC13.** report to the appropriate person any difficulties in carrying out your work
- PC14.** identify and report to the appropriate person any additional cleaning required that is outside ones responsibility or skill

##### *Post housekeeping activities*

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

- PC15.** ensure that there is no oily substance on the floor to avoid slippage
- PC16.** ensure that no scrap material is lying around
- PC17.** maintain and store housekeeping equipment and supplies

## Qualification Pack

- PC18.** follow workplace procedures to deal with any accidental damage caused during the cleaning process
- PC19.** ensure that, on completion of the work, the area is left clean and dry and meets requirements
- PC20.** return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored
- PC21.** dispose the waste garnered from the activity in an appropriate manner
- PC22.** dispose of used and un-used solutions according to manufacturers instructions, and clean the equipment thoroughly

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the levels of hygiene required by workplace and why it is important to maintain them during your work
- KU2.** how to inspect a work area to decide what cleaning it needs
- KU3.** methods and materials that used for cleaning variety of surfaces kb4
- KU4.** the types of cleansing agents that are not to be mixed together
- KU5.** the correct method for cleaning equipment and/or machinery used during your work
- KU6.** the importance of personal protective equipment
- KU7.** appropriate personal protective equipment for the work area, cleaning equipment, tools, materials and chemicals used
- KU8.** the correct sequence for cleaning the work area
- KU9.** the time taken by the treatment to work
- KU10.** the importance of following manufacturer's instructions on cleaning agents
- KU11.** the most appropriate place to carry out test cleans and why this should be done before applying treatments
- KU12.** the importance of applying treatments evenly and the effect of not doing this
- KU13.** process of cleaning the surfaces without causing injury or damage
- KU14.** the method to check the treated surface and equipment on completion of cleaning
- KU15.** procedures for reporting any unidentified soiling
- KU16.** procedures for disposing off waste
- KU17.** procedures for disposing off or storing personal protective equipment
- KU18.** escalation procedures for soils or stains that could not be removed

## Generic Skills (GS)

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

- GS1.** construct simple sentences and express ideas clearly through written communication
- GS2.** fill up appropriate technical forms, process charts, activity logs in required format of the company

## Qualification Pack

- GS3.** write simple letters, mails, etc
- GS4.** read and understand manuals, health and safety instructions, memos, reports etc
- GS5.** read images, graphs, diagrams
- GS6.** understand the various color codes, as per company nomenclature
- GS7.** express statements, opinions or information clearly so that others can hear and understand
- GS8.** participate in and understand the main points of simple discussions
- GS9.** respond appropriately to any queries
- GS10.** communicate with supervisor
- GS11.** handle cleaning equipment
- GS12.** handle cleaning agents
- GS13.** handle scrap
- GS14.** handle chemicals and other material
- GS15.** select the appropriate cleaning compound for different jobs, sections of the shop floor
- GS16.** suggest improvements(if any) in process based on experience

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparing for housekeeping activities</i>	<b>16</b>	<b>24</b>	-	-
<b>PC1.</b> inspect the area while taking into account various surfaces	1	3	-	-
<b>PC2.</b> identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain	1	3	-	-
<b>PC3.</b> ensure that the cleaning equipment is in proper working condition	2	3	-	-
<b>PC4.</b> select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person	2	3	-	-
<b>PC5.</b> plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces	2	2	-	-
<b>PC6.</b> inform the affected people about the cleaning activity	2	2	-	-
<b>PC7.</b> display the appropriate signage for the work being conducted	2	2	-	-
<b>PC8.</b> ensure that there is adequate ventilation for the work being carried out	2	3	-	-
<b>PC9.</b> wear the personal protective equipment required for the cleaning method and materials being used	2	3	-	-
<i>Carry out Housekeeping</i>	<b>10</b>	<b>15</b>	-	-
<b>PC10.</b> use the correct cleaning method for the work area, type of soiling and surface	2	3	-	-
<b>PC11.</b> carry out cleaning activity without disturbing others	2	3	-	-
<b>PC12.</b> deal with accidental damage, if any, caused while carrying out the work	2	3	-	-



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> report to the appropriate person any difficulties in carrying out your work	2	3	-	-
<b>PC14.</b> identify and report to the appropriate person any additional cleaning required that is outside ones responsibility or skill	2	3	-	-
<i>Post housekeeping activities</i>	<b>14</b>	<b>21</b>	-	-
<b>PC15.</b> ensure that there is no oily substance on the floor to avoid slippage	2	3	-	-
<b>PC16.</b> ensure that no scrap material is lying around	2	3	-	-
<b>PC17.</b> maintain and store housekeeping equipment and supplies	2	3	-	-
<b>PC18.</b> follow workplace procedures to deal with any accidental damage caused during the cleaning process	2	3	-	-
<b>PC19.</b> ensure that, on completion of the work, the area is left clean and dry and meets requirements	2	3	-	-
<b>PC20.</b> return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored	2	3	-	-
<b>PC21.</b> dispose the waste garnered from the activity in an appropriate manner	2	3	-	-
<b>PC22.</b> dispose of used and un-used solutions according to manufacturers instructions, and clean the equipment thoroughly	-	-	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	LSC/N2104
<b>NOS Name</b>	To Carry Out Housekeeping
<b>Sector</b>	Logistics
<b>Sub-Sector</b>	Warehousing (Storage & Packaging)
<b>Occupation</b>	Packaging
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	27/01/2025
<b>NSQF Clearance Date</b>	27/01/2022

## Qualification Pack

### DGT/VSQ/N0102: Employability Skills (60 Hours)

#### Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

#### Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

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

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

##### *Constitutional values - Citizenship*

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

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

##### *Basic English Skills*

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

## Qualification Pack

- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

### *Career Development & Goal Setting*

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

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

### *Communication Skills*

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

### *Diversity & Inclusion*

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

### *Financial and Legal Literacy*

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

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

### *Essential Digital Skills*

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

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

### *Entrepreneurship*

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

### *Customer Service*

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

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

## Qualification Pack

**PC28.** follow appropriate hygiene and grooming standards

*Getting ready for apprenticeship & Jobs*

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

**PC29.** create a professional Curriculum vitae (Résumé)

**PC30.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

**PC31.** apply to identified job openings using offline /online methods as per requirement

**PC32.** answer questions politely, with clarity and confidence, during recruitment and selection

**PC33.** identify apprenticeship opportunities and register for it as per guidelines and requirements

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills and different learning and employability related portals

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

**KU4.** Twenty first (21st) century skills and their importance

**KU5.** how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

**KU6.** importance of career development and setting long- and short-term goals

**KU7.** about effective communication

**KU8.** POSH Act

**KU9.** Gender sensitivity and inclusivity

**KU10.** different types of financial institutes, products, and services

**KU11.** how to compute income and expenditure

**KU12.** importance of maintaining safety and security in offline and online financial transactions

**KU13.** different legal rights and laws

**KU14.** different types of digital devices and the procedure to operate them safely and securely

**KU15.** how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

**KU16.** how to identify business opportunities

**KU17.** types and needs of customers

**KU18.** how to apply for a job and prepare for an interview

**KU19.** apprenticeship scheme and the process of registering on apprenticeship portal

## Generic Skills (GS)

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

**GS1.** read and write different types of documents/instructions/correspondence

**GS2.** communicate effectively using appropriate language in formal and informal settings



## Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

## Qualification Pack

### Assessment Criteria

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

**Qualification Pack**

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



**Qualification Pack**

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0102
<b>NOS Name</b>	Employability Skills (60 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/09/2025
<b>NSQC Clearance Date</b>	29/09/2022

## 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 validated and approved 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. To pass the Qualification Pack, every trainee should score a minimum of 70% for NSQF level 4 & above job roles and 50% for NSQF level 1 to 3 job roles.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

### Minimum Aggregate Passing % at QP Level : 70

## Qualification Pack

(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
LSC/N2201.Prepare for Packaging	20	80	-	-	100	20
LSC/N2202.Perform Packaging	20	80	-	-	100	20
LSC/N2203.Carry out Labelling	20	80	-	-	100	20
LSC/N2204.Perform Post Packaging Activities	25	75	-	-	100	10
LSC/N2205.Maintain Health, Safety and Security measures for operating packaging equipment	30	70	-	-	100	10
LSC/N2104.To Carry Out Housekeeping	40	60	-	-	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
<b>Total</b>	<b>175</b>	<b>475</b>	<b>-</b>	<b>-</b>	<b>650</b>	<b>100</b>



## Qualification Pack

### Acronyms

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

## Qualification Pack

### Glossary

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

## Qualification Pack

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