

Qualification Pack



Green Hydrogen Procurement Manager

QP Code: LSC/Q3303

Version: 1.0

NSQF Level: 5.5

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LSC/Q3303: Green Hydrogen Procurement Manager

Brief Job Description

The individual in this job role is responsible for devising procurement strategies, selecting suppliers, and procuring clean energy and other raw materials for the production of Green Hydrogen. Additionally, they handle contracts and supplier relationships, prioritising safety and resource management in the workplace. This role demands meticulous planning, efficient execution, and a commitment to sustainability in energy management.

Personal Attributes

The individual must possess advanced analytical skills and be able to work and coordinate with others. They should also have good verbal and written communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [LSC/N3315: Strategize Green Hydrogen Procurement](#)
2. [LSC/N3316: Short-list suppliers and negotiate contracts](#)
3. [LSC/N3317: Manage Contracts and Stakeholders relationship](#)
4. [LSC/N3318: Manage Risk and ESG Compliance](#)
5. [LSC/N3319: Review Contract and Close Deals](#)
6. [LSC/N3320: Administer Routine Procurement Activities](#)
7. [LSC/N3926: Follow Safety and Security Guidelines for Green Hydrogen](#)
8. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Logistics
Sub-Sector	Supply Chain, Liquid Logistics
Occupation	Supply Chain Operations, Green Hydrogen Operations/ Handling

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Country	India
NSQF Level	5.5
Credits	20
Aligned to NCO/ISCO/ISIC Code	NCO-2015/1324
Minimum Educational Qualification & Experience	<p>Diploma (Completed PG Diploma in Logistics or Supply Chain) OR Completed 3 year UG degree with 2 Years of experience Relevant Experience in supply chain OR 2-year Diploma after 12th grade (in any field) with 3 Years of experience relevant experience in supply chain OR Previous relevant Qualification of NSQF Level ((5)) with 1.5 years of experience Relevant Experience in supply chain</p>
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	23 Years
Last Reviewed On	NA
Next Review Date	22/10/2027
NSQC Approval Date	22/10/2024
Version	1.0
Reference code on NQR	QG-5.5-TW-03310-2024-V1-LSC
NQR Version	1.0

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LSC/N3315: Strategize Green Hydrogen Procurement

Description

This OS is about strategies executed by a GH2 procurement manager.

Scope

The scope covers the following :

- Devise strategy
- Optimise cost for GH2 procurement
- Initiate GH2 procurement process

Elements and Performance Criteria

Devise strategy

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

- PC1.** Comprehend the company priorities to have a clear idea of the objectives of the business.
- PC2.** Establish short-term and long-term procurement goals, considering Life Cycle Assessment (LCA) and Total Cost of Ownership (TCO) principles.
- PC3.** Generate objectives for the procurement strategy in alignment with organisational goals.
- PC4.** Develop key Performance Indicators (KPIs) to measure the effectiveness of the procurement strategy, focusing on metrics such as carbon intensity, renewable energy percentage, and supply chain emissions.
- PC5.** Develop a timeline and action plan for executing the procurement strategy.
- PC6.** Conduct a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) of the green hydrogen market focusing on adoption rates, Electrolyser Technology Readiness Levels (TRL), etc.
- PC7.** Gather data on supplier capabilities, production capacities, and market prices using Market Intelligence Platforms and Hydrogen Trading Hubs.
- PC8.** Align procurement goals with the company's overall strategic objectives and sustainability commitments.

Optimise Cost for GH2 Procurement

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

- PC9.** Create detailed procurement budgets of the organisation incorporating Cost-Benefit Analysis (CBA) and Total Cost of Ownership (TCO) considerations.
- PC10.** Monitor spending and ensure procurement activities stay within budget.
- PC11.** Identify cost-saving opportunities in procurement through Value Engineering and Lean Procurement techniques.
- PC12.** Implement cost control measures avoiding bulk purchasing and long-term contracts.
- PC13.** Analyse financial data to inform procurement strategies and decisions.
- PC14.** Use financial metrics and tools to evaluate the cost-effectiveness of procurement activities, including Return on Investment (ROI) and Net Present Value (NPV) calculations of green hydrogen products.

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Initiate the GH2 procurement process

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

- PC15.** Work with the production, logistics, and finance teams to coordinate procurement activities and integrate them smoothly with Supply Chain Management (SCM) and Enterprise Resource Planning (ERP) systems.
- PC16.** Use Collaborative Planning, Forecasting, and Replenishment (CPFR) practices to ensure clear communication and coordination, avoiding delays and disruptions.
- PC17.** Implement a solid record-keeping system to maintain accurate and current procurement records using digital documentation and blockchain for traceability.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Material and service requirements for green hydrogen production.
- KU2.** Contract terms meet operational requirements and timelines.
- KU3.** Audit procurement processes for compliance.
- KU4.** Stakeholder management strategies.
- KU5.** Financial reporting and analysis.
- KU6.** Cost-saving opportunities in procurement.
- KU7.** Risk mitigation strategies.
- KU8.** Various methods of green hydrogen production (e.g., electrolysis, biomass gasification).
- KU9.** Cost-benefit analysis (CBA), Life Cycle Assessment (LCA) and Total Cost of Ownership (TCO) principles.
- KU10.** Carbon intensity, renewable energy percentage, and supply chain emissions.
- KU11.** Raw materials used (e.g., renewable energy sources, water, biomass).
- KU12.** Global trends, demand and supply dynamics, and key players in the green hydrogen market.
- KU13.** Principles of sustainable procurement (e.g., minimising environmental impact, ensuring social responsibility).
- KU14.** Certifications and standards relevant to sustainable procurement (e.g., ISO 20400).
- KU15.** Risk assessment methodologies (e.g., FMEA, SWOT analysis).
- KU16.** Various criteria used for supplier evaluation (e.g., quality standards, delivery capabilities, sustainability practices).
- KU17.** Value Engineering and Lean Procurement Techniques.
- KU18.** Procurement analysis software like SAP Ariba, Coupa, Jaggaer, Oracle Procurement Cloud, etc.
- KU19.** Legal aspects of procurement contracts, including terms, conditions, and penalties.
- KU20.** Effective budget management and cost optimisation.
- KU21.** Cybersecurity best practices and the ability to implement data protection.

Generic Skills (GS)

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



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- GS1.** Read manuals, work orders, health and safety instructions, etc.
- GS2.** Deliver exceptional customer service with a friendly, professional, and courteous demeanour.
- GS3.** Communicate effectively with customers and supervisors, both verbally and in writing.
- GS4.** Actively listen to and understand the needs of customers and colleagues.
- GS5.** Handle complaints and objections professionally.
- GS6.** Make informed decisions in response to customer inquiries and operational challenges.
- GS7.** Work effectively as part of a team to achieve common goals.
- GS8.** Plan and organise daily tasks to ensure efficient completion of work.
- GS9.** Use basic numeracy skills for data recording and analysis.
- GS10.** Foster positive relationships within the workplace.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Devise strategy</i>	16	24	-	4
PC1. Comprehend the company priorities to have a clear idea of the objectives of the business.	2	3	-	0.5
PC2. Establish short-term and long-term procurement goals, considering Life Cycle Assessment (LCA) and Total Cost of Ownership (TCO) principles.	2	3	-	0.5
PC3. Generate objectives for the procurement strategy in alignment with organisational goals.	2	3	-	0.5
PC4. Develop key Performance Indicators (KPIs) to measure the effectiveness of the procurement strategy, focusing on metrics such as carbon intensity, renewable energy percentage, and supply chain emissions.	2	3	-	0.5
PC5. Develop a timeline and action plan for executing the procurement strategy.	2	3	-	0.5
PC6. Conduct a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) of the green hydrogen market focusing on adoption rates, Electrolyser Technology Readiness Levels (TRL), etc.	2	3	-	0.5
PC7. Gather data on supplier capabilities, production capacities, and market prices using Market Intelligence Platforms and Hydrogen Trading Hubs.	2	3	-	0.5
PC8. Align procurement goals with the company's overall strategic objectives and sustainability commitments.	2	3	-	0.5
<i>Optimise Cost for GH2 Procurement</i>	11	23	-	4.5
PC9. Create detailed procurement budgets of the organisation incorporating Cost-Benefit Analysis (CBA) and Total Cost of Ownership (TCO) considerations.	2	8	-	0.5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. Monitor spending and ensure procurement activities stay within budget.	2	3	-	1.5
PC11. Identify cost-saving opportunities in procurement through Value Engineering and Lean Procurement techniques.	2	3	-	1
PC12. Implement cost control measures avoiding bulk purchasing and long-term contracts.	2	3	-	0.5
PC13. Analyse financial data to inform procurement strategies and decisions.	2	3	-	0.5
PC14. Use financial metrics and tools to evaluate the cost-effectiveness of procurement activities, including Return on Investment (ROI) and Net Present Value (NPV) calculations of green hydrogen products.	1	3	-	0.5
<i>Initiate the GH2 procurement process</i>	3	13	-	1.5
PC15. Work with the production, logistics, and finance teams to coordinate procurement activities and integrate them smoothly with Supply Chain Management (SCM) and Enterprise Resource Planning (ERP) systems.	1	5	-	0.5
PC16. Use Collaborative Planning, Forecasting, and Replenishment (CPFR) practices to ensure clear communication and coordination, avoiding delays and disruptions.	1	5	-	0.5
PC17. Implement a solid record-keeping system to maintain accurate and current procurement records using digital documentation and blockchain for traceability.	1	3	-	0.5
NOS Total	30	60	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3315
NOS Name	Strategize Green Hydrogen Procurement
Sector	Logistics
Sub-Sector	
Occupation	Supply Chain Operations
NSQF Level	5.5
Credits	2
Version	1.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQF Clearance Date	22/10/2024

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LSC/N3316: Short-list suppliers and negotiate contracts

Description

This OS is about short-listing suppliers and negotiating for clean energy procurement.

Scope

The scope covers the following :

- Negotiate with Clean Electricity Suppliers
- Negotiate with Grid Operators
- Short-list suppliers and negotiate contract
- Finalise negotiation and proceed with the order

Elements and Performance Criteria

Negotiate with Clean Electricity Suppliers

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

- PC1.** Research and understand current and projected clean electricity market prices.
- PC2.** Formulate a clear negotiation strategy outlining desired outcomes regarding pricing, contract terms, and sustainability commitments.
- PC3.** Communicate the anticipated volume and profile of clean electricity required for green hydrogen production throughout the contract term.
- PC4.** Negotiate a contract term that aligns with the green hydrogen production project timeline and provides enough stability for a clean electricity supply.
- PC5.** Devise concise Service Level Agreements (SLAs) outlining guaranteed uptime, power quality standards, and response times for potential disruptions.
- PC6.** Discuss the possibility of including clauses encouraging the supplier to invest in further renewable energy development or sustainable practices in their electricity generation processes.
- PC7.** Carefully review the finalised contract to ensure all agreed-upon terms are accurately reflected.

Negotiate with Grid Operators

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

- PC8.** Analyse the clean electricity demand for green hydrogen production and assess the existing grid infrastructure's capacity to handle the additional load.
- PC9.** Identify the closest grid interconnection point and evaluate the feasibility of connecting the green hydrogen production facility.
- PC10.** Work with the grid operator to finalise a formal grid interconnection agreement.
- PC11.** Negotiate fair and transparent fees for grid interconnection, considering factors like distance to the grid point, required infrastructure upgrades, and long-term benefits for the grid.

Short-list suppliers and negotiate contract

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

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- PC12.** Collect and analyse procurement data using software like SAP Ariba, Coupa, Jaggaer, Oracle Procurement Cloud, etc., to identify trends and opportunities for improvement.
- PC13.** Develop criteria for supplier selection, including sustainability and ethical considerations with a focus on Renewable Energy Source (RES) integration and Green Hydrogen Guarantees of Origin (GoO).
- PC14.** Conduct thorough evaluations of potential suppliers, including site visits and audits, ensuring compliance with ISO 14001 and ISO 45001 standards.
- PC15.** Assess the financial stability and reputation of potential suppliers.
- PC16.** Verify supplier credentials, certifications, and compliance with regulatory standards.
- PC17.** Confirm that the suppliers meet environmental and social responsibility criteria.
- PC18.** Ensure suppliers adhere to fair labour practices and human rights standards.
- PC19.** Prepare negotiation strategies to achieve the best terms and conditions, considering contract clauses for Renewable Power Purchase Agreements (PPA) and Green Hydrogen Offtake Agreements.
- PC20.** Ensure contracts include clear terms on quality, delivery schedules, and penalties for non-compliance.
- PC21.** Determine critical performance metrics such as responsiveness, delivery, quality, cost reduction, etc. and clearly outline processes to track performance.
- PC22.** Ensure that supplier performance metrics are SMART (specific, measurable, achievable, realistic, time-based) and based on business needs.
- PC23.** Implement performance monitoring systems to track supplier performance against agreed metrics.

Finalise negotiation and proceed with the order

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

- PC24.** Collaborate with internal sales and customer service teams to gather detailed green hydrogen order requirements, including desired volume, delivery schedule, and any specific quality certifications needed.
- PC25.** Analyse demand forecasts and green hydrogen production capacity to assess the feasibility of fulfilling the requested order quantities within the desired timeframe.
- PC26.** Negotiate realistic delivery schedules with the customer, considering feasibility assessments, potential lead times, and any identified risks.
- PC27.** Collaborate with logistics teams to understand available transportation options and associated costs based on the negotiated delivery schedule (e.g., expedited vs. standard shipping).
- PC28.** Negotiate contract terms with suppliers that ensure flexibility in order fulfilment, including options for adjusting order quantities within a pre-defined window or utilising alternative transportation routes if necessary.
- PC29.** Document all agreed-upon terms for order fulfilment, including quantities, delivery schedule, pricing, and any specific quality requirements in a formal contract with the chosen supplier and customer.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** Procurement software like SAP Ariba, Coupa, Jaggaer, Oracle Procurement Cloud, etc.
- KU2.** Renewable Energy Source (RES) integration and Green Hydrogen Guarantees of Origin (GoO).
- KU3.** ISO 14001 and ISO 45001 standards.
- KU4.** European Union Emissions Trading System (EU ETS) and Renewable Energy Directive (RED II).
- KU5.** International Labour Organization (ILO) and the United Nations Global Compact.
- KU6.** Renewable Power Purchase Agreements (PPA) and Green Hydrogen Offtake Agreements
- KU7.** Hydrogen Purity Standards (e.g., ISO 14687).
- KU8.** Supplier Relationship Management (SRM) tools.

Generic Skills (GS)

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

- GS1.** Read manuals, work orders, health and safety instructions, etc.
- GS2.** Deliver exceptional customer service with a friendly, professional, and courteous demeanour.
- GS3.** Communicate effectively with customers and supervisors, both verbally and in writing.
- GS4.** Actively listen to and understand the needs of customers and colleagues.
- GS5.** Handle complaints and objections professionally.
- GS6.** Make informed decisions in response to customer inquiries and operational challenges.
- GS7.** Work effectively as part of a team to achieve common goals.
- GS8.** Plan and organise daily tasks to ensure efficient completion of work.
- GS9.** Use basic numeracy skills for data recording and analysis.
- GS10.** Foster positive relationships within the workplace.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Negotiate with Clean Electricity Suppliers</i>	7	14	-	3.5
PC1. Research and understand current and projected clean electricity market prices.	1	2	-	0.5
PC2. Formulate a clear negotiation strategy outlining desired outcomes regarding pricing, contract terms, and sustainability commitments.	1	2	-	0.5
PC3. Communicate the anticipated volume and profile of clean electricity required for green hydrogen production throughout the contract term.	1	2	-	0.5
PC4. Negotiate a contract term that aligns with the green hydrogen production project timeline and provides enough stability for a clean electricity supply.	1	2	-	0.5
PC5. Devise concise Service Level Agreements (SLAs) outlining guaranteed uptime, power quality standards, and response times for potential disruptions.	1	2	-	0.5
PC6. Discuss the possibility of including clauses encouraging the supplier to invest in further renewable energy development or sustainable practices in their electricity generation processes.	1	2	-	0.5
PC7. Carefully review the finalised contract to ensure all agreed-upon terms are accurately reflected.	1	2	-	0.5
<i>Negotiate with Grid Operators</i>	4	8	-	1.5
PC8. Analyse the clean electricity demand for green hydrogen production and assess the existing grid infrastructure's capacity to handle the additional load.	1	2	-	0.5
PC9. Identify the closest grid interconnection point and evaluate the feasibility of connecting the green hydrogen production facility.	1	2	-	0.5
PC10. Work with the grid operator to finalise a formal grid interconnection agreement.	1	2	-	0.5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. Negotiate fair and transparent fees for grid interconnection, considering factors like distance to the grid point, required infrastructure upgrades, and long-term benefits for the grid.	1	2	-	-
<i>Short-list suppliers and negotiate contract</i>	12	24	-	3
PC12. Collect and analyse procurement data using software like SAP Ariba, Coupa, Jaggaer, Oracle Procurement Cloud, etc., to identify trends and opportunities for improvement.	1	2	-	0.5
PC13. Develop criteria for supplier selection, including sustainability and ethical considerations with a focus on Renewable Energy Source (RES) integration and Green Hydrogen Guarantees of Origin (GoO).	1	2	-	0.5
PC14. Conduct thorough evaluations of potential suppliers, including site visits and audits, ensuring compliance with ISO 14001 and ISO 45001 standards.	1	2	-	-
PC15. Assess the financial stability and reputation of potential suppliers.	1	2	-	-
PC16. Verify supplier credentials, certifications, and compliance with regulatory standards.	1	2	-	-
PC17. Confirm that the suppliers meet environmental and social responsibility criteria.	1	2	-	-
PC18. Ensure suppliers adhere to fair labour practices and human rights standards.	1	2	-	0.5
PC19. Prepare negotiation strategies to achieve the best terms and conditions, considering contract clauses for Renewable Power Purchase Agreements (PPA) and Green Hydrogen Offtake Agreements.	1	2	-	0.5
PC20. Ensure contracts include clear terms on quality, delivery schedules, and penalties for non-compliance.	1	2	-	-
PC21. Determine critical performance metrics such as responsiveness, delivery, quality, cost reduction, etc. and clearly outline processes to track performance.	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. Ensure that supplier performance metrics are SMART (specific, measurable, achievable, realistic, time-based) and based on business needs.	1	2	-	0.5
PC23. Implement performance monitoring systems to track supplier performance against agreed metrics.	1	2	-	0.5
<i>Finalise negotiation and proceed with the order</i>	7	14	-	2
PC24. Collaborate with internal sales and customer service teams to gather detailed green hydrogen order requirements, including desired volume, delivery schedule, and any specific quality certifications needed.	1	2	-	0.5
PC25. Analyse demand forecasts and green hydrogen production capacity to assess the feasibility of fulfilling the requested order quantities within the desired timeframe.	1	2	-	-
PC26. Negotiate realistic delivery schedules with the customer, considering feasibility assessments, potential lead times, and any identified risks.	1	2	-	0.5
PC27. Collaborate with logistics teams to understand available transportation options and associated costs based on the negotiated delivery schedule (e.g., expedited vs. standard shipping).	1	2	-	-
PC28. Negotiate contract terms with suppliers that ensure flexibility in order fulfilment, including options for adjusting order quantities within a pre-defined window or utilising alternative transportation routes if necessary.	1	3	-	0.5
PC29. Document all agreed-upon terms for order fulfilment, including quantities, delivery schedule, pricing, and any specific quality requirements in a formal contract with the chosen supplier and customer.	2	3	-	0.5
NOS Total	30	60	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3316
NOS Name	Short-list suppliers and negotiate contracts
Sector	Logistics
Sub-Sector	
Occupation	Supply Chain Operations
NSQF Level	5.5
Credits	3
Version	1.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQF Clearance Date	22/10/2024

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LSC/N3317: Manage Contracts and Stakeholders relationship

Description

This OS is about managing contracts, suppliers and stakeholders by a GH2 Procurement Manager.

Scope

The scope covers the following :

- Manage contracts
- Maintain relations with the suppliers
- Approve vendor/supplier change
- Manage stakeholders

Elements and Performance Criteria

Manage Contracts

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

- PC1.** Review and finalise contracts, ensuring all terms and conditions are clearly defined.
- PC2.** Maintain a centralised database of all contracts and agreements.
- PC3.** Regularly monitor suppliers' compliance with contracts using compliance tracking and automated reminder systems, supported by blockchain for transparency and traceability.

Maintain Relations with the Suppliers

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

- PC4.** Act as the main point of contact for handling objections, ensuring timely and effective issue resolution using conflict resolution frameworks and alternative dispute resolution techniques.
- PC5.** Establish a process for managing and resolving supplier disputes.
- PC6.** Develop relationship management strategies to engage and retain critical suppliers.
- PC7.** Regular meetings and performance reviews with suppliers, using SRM tools to track and analyse performance data against agreed SLAs and KPIs.
- PC8.** Work with suppliers to innovate and improve continuously through joint ventures, MoUs, and technology-sharing agreements.
- PC9.** Develop improvement plans with suppliers to address performance gaps.
- PC10.** Conduct a supplier performance analysis on the pre-determined metrics to assess suppliers.
- PC11.** Review performance analysis quarterly or on an annual basis as per the company's policy and standards.
- PC12.** Communicate performance expectations and current progress to suppliers and ensure that suppliers are undertaking corrective actions to improve performance.
- PC13.** Analyse the net costs of changing vendors, such as logistical issues, contract negotiations, price changes, lead times, and the effect on customers.
- PC14.** Work with suppliers to improve their ESG practices.

Approve vendor/supplier change

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

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- PC15.** Check the contracts and clauses for any penalties in the contract which need to be paid if the contract is broken and ensure there is enough stock in hand if the changeover isn't smooth.
- PC16.** Communicate with a nonperforming supplier and ensure incompetency is corrected within the stipulated timeline.
- PC17.** Confirm with senior management on supplier change if service level agreements are not being met and there are no improvements despite several warnings.
- PC18.** Discuss with suppliers the reasons for contract cancellations and take the appropriate steps as per company standards and regulations.

Manage Stakeholders

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

- PC19.** Ensure transparency and clarity in all communications.
- PC20.** Communicate information on the supplier's performance to other stakeholders and departments, such as the product manager, quality assurance department, etc., who are impacted by the performance of the supplier.
- PC21.** Map out all relevant stakeholders, including internal teams, suppliers, regulatory bodies, and community organisations.
- PC22.** Create strategies to engage each stakeholder group by addressing their specific needs and expectations while also aligning with the organisation's CSR policies.
- PC23.** Establish channels for stakeholders to provide feedback and raise concerns.
- PC24.** Create a process to resolve stakeholder issues promptly and effectively using Root Cause Analysis (RCA) and Corrective and Preventive Actions (CAPA).
- PC25.** Organise regular meetings and forums for stakeholder collaboration.
- PC26.** Make a list of suppliers with whom further collaboration, such as involvement in product development, higher level of integration, better financing terms, etc., would be a possibility.
- PC27.** Assess the supplier's potential collaboration opportunity based on supplier readiness and business priority.
- PC28.** Analyse the potential supplier's capabilities and strategic alignment based on the requirements of business.
- PC29.** Support senior management in negotiating mutually beneficial collaborative agreements with selected suppliers and stakeholders.
- PC30.** Review and approve the service level agreement document to ensure adherence to all agreed-upon terms and conditions.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Criteria used for evaluating supplier performance.
- KU2.** Fundamentals of contract management, including lifecycle and risk management.
- KU3.** Legal terminology and its implications.
- KU4.** Legal processes involved in dispute resolution.
- KU5.** SRM tools.
- KU6.** Various techniques for resolving disputes, such as mediation and arbitration.
- KU7.** The importance of collaboration and mutual benefit in supplier relationships.

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- KU8.** Methods for identifying and categorising stakeholders.
- KU9.** Organisation's CSR policies.
- KU10.** Root Cause Analysis (RCA) and Corrective and Preventive Actions (CAPA).

Generic Skills (GS)

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

- GS1.** Read manuals, work orders, health and safety instructions, etc.
- GS2.** Deliver exceptional customer service with a friendly, professional, and courteous demeanour.
- GS3.** Communicate effectively with customers and supervisors, both verbally and in writing.
- GS4.** Actively listen to and understand the needs of customers and colleagues.
- GS5.** Handle customer complaints and difficult situations professionally.
- GS6.** Make informed decisions in response to customer inquiries and operational challenges.
- GS7.** Work effectively as part of a team to achieve common goals.
- GS8.** Plan and organise daily tasks to ensure efficient completion of work.
- GS9.** Use basic numeracy skills for data recording and analysis.
- GS10.** foster positive relationships within the workplace.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Manage Contracts</i>	3	6	-	1.5
PC1. Review and finalise contracts, ensuring all terms and conditions are clearly defined.	1	2	-	0.5
PC2. Maintain a centralised database of all contracts and agreements.	1	2	-	0.5
PC3. Regularly monitor suppliers' compliance with contracts using compliance tracking and automated reminder systems, supported by blockchain for transparency and traceability.	1	2	-	0.5
<i>Maintain Relations with the Suppliers</i>	11	22	-	3.5
PC4. Act as the main point of contact for handling objections, ensuring timely and effective issue resolution using conflict resolution frameworks and alternative dispute resolution techniques.	1	2	-	0.5
PC5. Establish a process for managing and resolving supplier disputes.	1	2	-	0.5
PC6. Develop relationship management strategies to engage and retain critical suppliers.	1	2	-	0.5
PC7. Regular meetings and performance reviews with suppliers, using SRM tools to track and analyse performance data against agreed SLAs and KPIs.	1	2	-	0.5
PC8. Work with suppliers to innovate and improve continuously through joint ventures, MoUs, and technology-sharing agreements.	1	2	-	0.5
PC9. Develop improvement plans with suppliers to address performance gaps.	1	2	-	0.5
PC10. Conduct a supplier performance analysis on the pre-determined metrics to assess suppliers.	1	2	-	0.5
PC11. Review performance analysis quarterly or on an annual basis as per the company's policy and standards.	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. Communicate performance expectations and current progress to suppliers and ensure that suppliers are undertaking corrective actions to improve performance.	1	2	-	-
PC13. Analyse the net costs of changing vendors, such as logistical issues, contract negotiations, price changes, lead times, and the effect on customers.	1	2	-	-
PC14. Work with suppliers to improve their ESG practices.	1	2	-	-
<i>Approve vendor/supplier change</i>	4	8	-	1
PC15. Check the contracts and clauses for any penalties in the contract which need to be paid if the contract is broken and ensure there is enough stock in hand if the changeover isn't smooth.	1	2	-	0.5
PC16. Communicate with a nonperforming supplier and ensure incompetency is corrected within the stipulated timeline.	1	2	-	-
PC17. Confirm with senior management on supplier change if service level agreements are not being met and there are no improvements despite several warnings.	1	2	-	0.5
PC18. Discuss with suppliers the reasons for contract cancellations and take the appropriate steps as per company standards and regulations.	1	2	-	-
<i>Manage Stakeholders</i>	12	24	-	4
PC19. Ensure transparency and clarity in all communications.	1	2	-	0.5
PC20. Communicate information on the supplier's performance to other stakeholders and departments, such as the product manager, quality assurance department, etc., who are impacted by the performance of the supplier.	1	2	-	0.5
PC21. Map out all relevant stakeholders, including internal teams, suppliers, regulatory bodies, and community organisations.	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. Create strategies to engage each stakeholder group by addressing their specific needs and expectations while also aligning with the organisation's CSR policies.	1	2	-	-
PC23. Establish channels for stakeholders to provide feedback and raise concerns.	1	2	-	-
PC24. Create a process to resolve stakeholder issues promptly and effectively using Root Cause Analysis (RCA) and Corrective and Preventive Actions (CAPA).	1	2	-	-
PC25. Organise regular meetings and forums for stakeholder collaboration.	1	2	-	0.5
PC26. Make a list of suppliers with whom further collaboration, such as involvement in product development, higher level of integration, better financing terms, etc., would be a possibility.	1	2	-	0.5
PC27. Assess the supplier's potential collaboration opportunity based on supplier readiness and business priority.	1	2	-	0.5
PC28. Analyse the potential supplier's capabilities and strategic alignment based on the requirements of business.	1	2	-	0.5
PC29. Support senior management in negotiating mutually beneficial collaborative agreements with selected suppliers and stakeholders.	1	2	-	0.5
PC30. Review and approve the service level agreement document to ensure adherence to all agreed-upon terms and conditions.	1	2	-	0.5
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3317
NOS Name	Manage Contracts and Stakeholders relationship
Sector	Logistics
Sub-Sector	
Occupation	Supply Chain Operations
NSQF Level	5.5
Credits	3
Version	1.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQC Clearance Date	22/10/2024

Qualification Pack

LSC/N3318: Manage Risk and ESG Compliance

Description

This OS unit is about Risk Management and Environmental and Social Governance (ESG) Compliance incorporated by a GH2 Procurement manager.

Scope

The scope covers the following :

- Compliance with ESG and legal and regulatory requirements.
- Conduct a risk assessment of suppliers
- Undertake mitigation efforts
- Innovate new prospects and Continuous Improvement

Elements and Performance Criteria

Compliance with ESG and legal and regulatory requirements.

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

- PC1.** Monitor process compliance with relevant state, country, and international laws periodically, such as the Tamil Nadu Transparency in Tenders Act, 1998, and Karnataka Transparency in Public Procurement Act, 1999.
- PC2.** Monitor process compliance with organisational policies and procedures.
- PC3.** Review areas where compliance was not met and analyse the underlying reasons.
- PC4.** Implement corrective and preventive actions to achieve compliance.
- PC5.** Establish criteria for choosing suppliers that consider environmental and social responsibilities, using standards like the Global Reporting Initiative (GRI) and the Sustainability Accounting Standards Board (SASB).
- PC6.** Ensure ESG criteria align with organisational sustainability goals.
- PC7.** Monitor supplier compliance with ESG criteria using Environmental Management Systems (EMS) such as ISO 14001 and Social Accountability standards like SA8000.
- PC8.** Collaborate with suppliers to enhance their ESG practices and compliance through CSR and sustainability training.
- PC9.** Help suppliers meet ESG standards through technical support and capacity-building programs.
- PC10.** Assess suppliers' adherence to ESG criteria using tools such as Life Cycle Assessment (LCA) and Environmental Impact Assessments (EIA).

Conduct a risk assessment of suppliers

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

- PC11.** Conduct risk assessments to identify potential risks in procurement activities.
- PC12.** Analyse the risk factors most relevant to the business/company .
- PC13.** Assess potential risks such as supply shortages, price volatility, and regulatory changes.
- PC14.** Classify the various risks associated with suppliers, such as financial risks, legal risks, risks in terms of image, etc.

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- PC15.** Identify the suppliers who pose the most significant risk to the organisation.
- PC16.** Correlate the different data types to be collected for supplier risk assessment, such as supplier financial score, business continuity plans, Q S audits, lead time analysis, etc.
- PC17.** Develop suitable financial and non-financial risk assessment metrics such as order lead time, variance against budget, customer query time, delivery performance, pricing against market, etc., based on company objectives, culture, technology, and critical parameters.
- PC18.** Conduct a focused review of suppliers against the pre-determined risk assessment metrics.
- PC19.** Analyse the result of risk assessment and segment each supplier into risk categories such as high risk, medium risk and low risk.

Undertake mitigation efforts

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

- PC20.** Identify the attributes that are driving the risk rating and deploy strategies to mitigate risk in each category.
- PC21.** Deploy contingency plans and increase focus on high-risk suppliers.
- PC22.** Apply increased frequency and scrutiny of monitoring risk indicator trends such as frequent price hikes, lending institutions have significantly reduced supplier's line of credit, etc., for medium-risk suppliers.
- PC23.** Implement increased dialogue with supplier management for medium-risk suppliers.
- PC24.** Execute firm enforcement of terms and document variances at each level of suppliers.
- PC25.** Evaluate the impact and likelihood of identified risks.
- PC26.** Create risk mitigation plans to address identified risks.
- PC27.** Implement measures to minimise the effects of risks on procurement activities.
- PC28.** Regularly update risk management plans to match ISO 31000 guidelines as conditions change.
- PC29.** Ensure all GH2 procurement follows risk management guidelines to promote a culture that is aware of risks within the organisation.

Innovate New Prospects and Continuous Improvement

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

- PC30.** Identify areas for improvement in procurement activities.
- PC31.** Keep abreast of the latest trends, technologies, and best practices in green hydrogen procurement.
- PC32.** Incorporate industry innovations into procurement strategies.
- PC33.** Develop metrics to evaluate the effectiveness of innovation and improvement initiatives.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Global Reporting Initiative (GRI) and the Sustainability Accounting Standards Board (SASB).
- KU2.** ESG criteria and standards applicable to procurement activities.
- KU3.** ISO 14001 and SA8000.
- KU4.** The methods and tools for monitoring and reporting ESG compliance.
- KU5.** Different strategies for mitigating procurement risks.

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- KU6.** Organisation's risk management policies and standards.
- KU7.** Relevant regulatory requirements and standards for risk management in procurement.
- KU8.** Latest trends and best practices in green hydrogen procurement.
- KU9.** Methods for measuring the impact of innovation and improvement initiatives.
- KU10.** Principles and best practices for managing change within an organisation.
- KU11.** Business and performance of the company.
- KU12.** Knowledge repository and various projects done by the company.
- KU13.** Procedures for dealing with supplier returns.
- KU14.** Policy and procedure for organising tender/bids.
- KU15.** Risk and impact of not following defined work, safety and security procedures.
- KU16.** The IT system and ERP system of the organisation.

Generic Skills (GS)

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

- GS1.** Read manuals, work orders, health and safety instructions, etc.
- GS2.** Deliver exceptional customer service with a friendly, professional, and courteous demeanour.
- GS3.** Communicate effectively with customers and supervisors, both verbally and in writing.
- GS4.** Actively listen to and understand the needs of customers and colleagues.
- GS5.** Handle customer complaints and difficult situations professionally.
- GS6.** Make informed decisions in response to customer inquiries and operational challenges.
- GS7.** Work effectively as part of a team to achieve common goals.
- GS8.** Plan and organise daily tasks to ensure efficient completion of work.
- GS9.** Use basic numeracy skills for data recording and analysis.
- GS10.** Foster positive relationships within the workplace.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Compliance with ESG and legal and regulatory requirements.</i>	10	20	-	3.5
PC1. Monitor process compliance with relevant state, country, and international laws periodically, such as the Tamil Nadu Transparency in Tenders Act, 1998, and Karnataka Transparency in Public Procurement Act, 1999.	1	2	-	0.5
PC2. Monitor process compliance with organisational policies and procedures.	1	2	-	0.5
PC3. Review areas where compliance was not met and analyse the underlying reasons.	1	2	-	0.5
PC4. Implement corrective and preventive actions to achieve compliance.	1	2	-	-
PC5. Establish criteria for choosing suppliers that consider environmental and social responsibilities, using standards like the Global Reporting Initiative (GRI) and the Sustainability Accounting Standards Board (SASB).	1	2	-	-
PC6. Ensure ESG criteria align with organisational sustainability goals.	1	2	-	-
PC7. Monitor supplier compliance with ESG criteria using Environmental Management Systems (EMS) such as ISO 14001 and Social Accountability standards like SA8000.	1	2	-	0.5
PC8. Collaborate with suppliers to enhance their ESG practices and compliance through CSR and sustainability training.	1	2	-	0.5
PC9. Help suppliers meet ESG standards through technical support and capacity-building programs.	1	2	-	0.5
PC10. Assess suppliers' adherence to ESG criteria using tools such as Life Cycle Assessment (LCA) and Environmental Impact Assessments (EIA).	1	2	-	0.5
<i>Conduct a risk assessment of suppliers</i>	9	18	-	2

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. Conduct risk assessments to identify potential risks in procurement activities.	1	2	-	0.5
PC12. Analyse the risk factors most relevant to the business/company .	1	2	-	0.5
PC13. Assess potential risks such as supply shortages, price volatility, and regulatory changes.	1	2	-	0.5
PC14. Classify the various risks associated with suppliers, such as financial risks, legal risks, risks in terms of image, etc.	1	2	-	0.5
PC15. Identify the suppliers who pose the most significant risk to the organisation.	1	2	-	-
PC16. Correlate the different data types to be collected for supplier risk assessment, such as supplier financial score, business continuity plans, Q S audits, lead time analysis, etc.	1	2	-	-
PC17. Develop suitable financial and non-financial risk assessment metrics such as order lead time, variance against budget, customer query time, delivery performance, pricing against market, etc., based on company objectives, culture, technology, and critical parameters.	1	2	-	-
PC18. Conduct a focused review of suppliers against the pre-determined risk assessment metrics.	1	2	-	-
PC19. Analyse the result of risk assessment and segment each supplier into risk categories such as high risk, medium risk and low risk.	1	2	-	-
<i>Undertake mitigation efforts</i>	9	18	-	4.5
PC20. Identify the attributes that are driving the risk rating and deploy strategies to mitigate risk in each category.	1	2	-	0.5
PC21. Deploy contingency plans and increase focus on high-risk suppliers.	1	2	-	0.5

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. Apply increased frequency and scrutiny of monitoring risk indicator trends such as frequent price hikes, lending institutions have significantly reduced supplier's line of credit, etc., for medium-risk suppliers.	1	2	-	0.5
PC23. Implement increased dialogue with supplier management for medium-risk suppliers.	1	2	-	0.5
PC24. Execute firm enforcement of terms and document variances at each level of suppliers.	1	2	-	0.5
PC25. Evaluate the impact and likelihood of identified risks.	1	2	-	0.5
PC26. Create risk mitigation plans to address identified risks.	1	2	-	0.5
PC27. Implement measures to minimise the effects of risks on procurement activities.	1	2	-	0.5
PC28. Regularly update risk management plans to match ISO 31000 guidelines as conditions change.	0.5	1	-	0.5
PC29. Ensure all GH2 procurement follows risk management guidelines to promote a culture that is aware of risks within the organisation.	0.5	1	-	-
<i>Innovate New Prospects and Continuous Improvement</i>	2	4	-	-
PC30. Identify areas for improvement in procurement activities.	0.5	1	-	-
PC31. Keep abreast of the latest trends, technologies, and best practices in green hydrogen procurement.	0.5	1	-	-
PC32. Incorporate industry innovations into procurement strategies.	0.5	1	-	-
PC33. Develop metrics to evaluate the effectiveness of innovation and improvement initiatives.	0.5	1	-	-
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3318
NOS Name	Manage Risk and ESG Compliance
Sector	Logistics
Sub-Sector	
Occupation	Supply Chain Operations
NSQF Level	5.5
Credits	3
Version	1.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQC Clearance Date	22/10/2024

Qualification Pack

LSC/N3319: Review Contract and Close Deals

Description

This OS unit is about reviewing GH2 procurement contracts and closing deals.

Scope

The scope covers the following :

- Review Contracts
- Engage in Final Negotiation and Close Deals
- Manage Post-Contract Activities

Elements and Performance Criteria

Review Contracts

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

- PC1.** Examine all contract clauses related to price, delivery terms, payment schedules, and quality guarantees.
- PC2.** Ensure alignment with the company's green hydrogen procurement policies and sustainability goals.
- PC3.** Confirm that the contract terms are favourable and meet the strategic objectives of the company.
- PC4.** Collaborate with the legal team to review the final contract.
- PC5.** Secure necessary approvals from senior management or other relevant stakeholders.

Engage in Final Negotiation and Close Deals

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

- PC6.** Ensure that all internal processes for contract approval are followed.
- PC7.** Negotiate any final adjustments to terms, pricing, or delivery schedules.
- PC8.** Ensure that any changes are documented and agreed upon by both parties.
- PC9.** Present the final contract and critical terms to decision-makers for sign-off.

Manage Post-Contract Activities

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

- PC10.** Coordinate with the supplier to begin the fulfilment of contract terms.
- PC11.** Track delivery schedules and flag potential delays for proactive resolution.
- PC12.** Evaluate supplier performance and build solid relationships for future procurements.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Principles of contract law and legal terminology.
- KU2.** Environmental and social governance (ESG) criteria in supplier selection.

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- KU3.** Internal procurement policies and procedures.
- KU4.** Methods for documenting and formalising negotiated terms.
- KU5.** Potential risks associated with procurement contracts.
- KU6.** Pricing structures, payment schedules, and financial terms in contracts.
- KU7.** Basic project management principles relevant to procurement activities.

Generic Skills (GS)

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

- GS1.** Read manuals, work orders, health and safety instructions, etc.
- GS2.** Deliver exceptional customer service with a friendly, professional, and courteous demeanour.
- GS3.** Communicate effectively with customers and supervisors, both verbally and in writing.
- GS4.** Actively listen to and understand the needs of customers and colleagues.
- GS5.** Handle customer complaints and difficult situations professionally.
- GS6.** Make informed decisions in response to customer inquiries and operational challenges.
- GS7.** Work effectively as part of a team to achieve common goals.
- GS8.** Plan and organise daily tasks to ensure efficient completion of work.
- GS9.** Use basic numeracy skills for data recording and analysis.
- GS10.** Foster positive relationships within the workplace.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Review Contracts</i>	15	25	-	5
PC1. Examine all contract clauses related to price, delivery terms, payment schedules, and quality guarantees.	3	5	-	1
PC2. Ensure alignment with the company's green hydrogen procurement policies and sustainability goals.	3	5	-	1
PC3. Confirm that the contract terms are favourable and meet the strategic objectives of the company.	3	5	-	1
PC4. Collaborate with the legal team to review the final contract.	3	5	-	1
PC5. Secure necessary approvals from senior management or other relevant stakeholders.	3	5	-	1
<i>Engage in Final Negotiation and Close Deals</i>	12	20	-	3.5
PC6. Ensure that all internal processes for contract approval are followed.	3	5	-	1
PC7. Negotiate any final adjustments to terms, pricing, or delivery schedules.	3	5	-	1
PC8. Ensure that any changes are documented and agreed upon by both parties.	3	5	-	1
PC9. Present the final contract and critical terms to decision-makers for sign-off.	3	5	-	0.5
<i>Manage Post-Contract Activities</i>	3	15	-	1.5
PC10. Coordinate with the supplier to begin the fulfilment of contract terms.	1	5	-	0.5
PC11. Track delivery schedules and flag potential delays for proactive resolution.	1	5	-	0.5
PC12. Evaluate supplier performance and build solid relationships for future procurements.	1	5	-	0.5
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3319
NOS Name	Review Contract and Close Deals
Sector	Logistics
Sub-Sector	
Occupation	Supply Chain Operations
NSQF Level	5.5
Credits	2
Version	1.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQF Clearance Date	22/10/2024

Qualification Pack

LSC/N3320: Administer Routine Procurement Activities

Description

This unit is about overseeing routine procurement functions and ensuring targets are met.

Scope

The scope covers the following :

- Reviews and Approvals
- Support in purchasing activities
- Training and mentoring

Elements and Performance Criteria

Review and approvals

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

- PC1.** Review and approve purchasing requests by the production/product development department and finalise the time frames.
- PC2.** Approve the quantum of purchase for different categories of items to be purchased based on priority and lead time.
- PC3.** Support the executive in selecting the right supplier as per product specifications, quality, cost, and timeline requirements.
- PC4.** Approve mode and cost of transport in case of emergency material requirement plan.
- PC5.** Clarify queries on purchase orders/indents.
- PC6.** Review and approve purchase orders/indents and invoices.
- PC7.** Approve the material return process to resolve material shortages, quality issues and other discrepancies.
- PC8.** Prepare an overall report relating to the purchasing function for senior management.

Support in purchasing activities

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

- PC9.** Support in the design of purchasing policies, standards, and procedures to ensure smooth and transparent process flow.
- PC10.** Plan, organise, manage and evaluate purchasing activities of the organisation.
- PC11.** Facilitate resolution with quality, engineering, production, and other teams, departments, and external parties in case of any escalation or deviation.

Training and mentoring

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

- PC12.** Monitor and guide subordinates to ensure smooth operations.
- PC13.** Provide required support in terms of resources and process clarifications.
- PC14.** Ensure that ERP and IT tools are utilised according to Standard Operating Procedures (SOP).
- PC15.** Establish and evaluate key performance indicators to assess and enhance the efficiency of the purchasing function.

Qualification Pack

PC16. Facilitate training for subordinates on process improvements and develop their capabilities.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Principles of contract law and legal terminology.
- KU2.** Environmental and social governance (ESG) criteria in supplier selection.
- KU3.** Internal procurement policies and procedures.
- KU4.** Methods for documenting and formalising negotiated terms.
- KU5.** Potential risks associated with procurement contracts.
- KU6.** Pricing structures, payment schedules, and financial terms in contracts.
- KU7.** Basic project management principles relevant to procurement activities.

Generic Skills (GS)

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

- GS1.** Read manuals, work orders, health and safety instructions, etc.
- GS2.** Deliver exceptional customer service with a friendly, professional, and courteous demeanour.
- GS3.** Communicate effectively with customers and supervisors, both verbally and in writing.
- GS4.** Actively listen to and understand the needs of customers and colleagues.
- GS5.** Handle customer complaints and difficult situations professionally.
- GS6.** Make informed decisions in response to customer inquiries and operational challenges.
- GS7.** Work effectively as part of a team to achieve common goals.
- GS8.** Plan and organise daily tasks to ensure efficient completion of work.
- GS9.** Use basic numeracy skills for data recording and analysis.
- GS10.** Foster positive relationships within the workplace.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Review and approvals</i>	16	32	-	4.8
PC1. Review and approve purchasing requests by the production/product development department and finalise the time frames.	2	4	-	0.6
PC2. Approve the quantum of purchase for different categories of items to be purchased based on priority and lead time.	2	4	-	0.6
PC3. Support the executive in selecting the right supplier as per product specifications, quality, cost, and timeline requirements.	2	4	-	0.6
PC4. Approve mode and cost of transport in case of emergency material requirement plan.	2	4	-	0.6
PC5. Clarify queries on purchase orders/indents.	2	4	-	0.6
PC6. Review and approve purchase orders/indents and invoices.	2	4	-	0.6
PC7. Approve the material return process to resolve material shortages, quality issues and other discrepancies.	2	4	-	0.6
PC8. Prepare an overall report relating to the purchasing function for senior management.	2	4	-	0.6
<i>Support in purchasing activities</i>	6	12	-	1.8
PC9. Support in the design of purchasing policies, standards, and procedures to ensure smooth and transparent process flow.	2	4	-	0.6
PC10. Plan, organise, manage and evaluate purchasing activities of the organisation.	2	4	-	0.6
PC11. Facilitate resolution with quality, engineering, production, and other teams, departments, and external parties in case of any escalation or deviation.	2	4	-	0.6
<i>Training and mentoring</i>	8	16	-	3.4

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. Monitor and guide subordinates to ensure smooth operations.	2	4	-	0.6
PC13. Provide required support in terms of resources and process clarifications.	2	4	-	0.6
PC14. Ensure that ERP and IT tools are utilised according to Standard Operating Procedures (SOP).	2	4	-	0.6
PC15. Establish and evaluate key performance indicators to assess and enhance the efficiency of the purchasing function.	1	2	-	0.6
PC16. Facilitate training for subordinates on process improvements and develop their capabilities.	1	2	-	1
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3320
NOS Name	Administer Routine Procurement Activities
Sector	Logistics
Sub-Sector	
Occupation	Supply Chain Operations
NSQF Level	5.5
Credits	2
Version	1.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQC Clearance Date	22/10/2024

Qualification Pack

LSC/N3926: Follow Safety and Security Guidelines for Green Hydrogen

Description

This unit is about adhering to regulation and safety standards at the Green Hydrogen facility.

Scope

The scope covers the following :

- Compliance with GH2 regulations and standards
- Safety procedure and First aid

Elements and Performance Criteria

Compliance with GH2 Regulations and Standards

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

- PC1.** Stay informed about the latest hydrogen production, storage, and distribution regulations.
- PC2.** Keep away any ignition sources from hydrogen storage areas and maintain a strict no-smoking policy within this zone.
- PC3.** Follow signage and warnings for usage of hazardous areas and equipment.
- PC4.** Always wear appropriate cryogenic protective clothing, gloves and equipment when handling liquid hydrogen.
- PC5.** Report any non-compliance issues promptly to relevant personnel.
- PC6.** Adhere to safety protocols when using materials, tools, and equipment for handling GH2.
- PC7.** Follow established safety procedures for working with hydrogen, including permit systems, lockout/tagout procedures, and access controls.

Safety Procedures and First Aid

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

- PC8.** Activate alarms and evacuate personnel according to emergency plans, ensuring everyone's safety.
- PC9.** Provide clear and concise information about the incident to the emergency responders and rescue personnel.
- PC10.** Participate in regular emergency response drills and training, demonstrating competence and composure in simulated scenarios.
- PC11.** Use appropriate fire extinguishers compatible with hydrogen and fire hoses to isolate the fire at the source.
- PC12.** Respond promptly and effectively to emergencies and potential hydrogen leaks, including evacuation procedures, communication with emergency services, and implementation of emergency response plans.
- PC13.** Follow first aid instructions according to the type of injury/ incident.
- PC14.** Move yourself or the injured person away from the source of the cryogenic liquid or gas to stop further exposure.

Knowledge and Understanding (KU)

Qualification Pack

The individual on the job needs to know and understand:

- KU1.** Principles of hydrogen storage, and dispensing equipment.
- KU2.** Safety protocols and regulations governing the operation and storage of hydrogen.
- KU3.** Hydrogen fire, cryogenic temperatures and high-pressure systems.
- KU4.** Wearing cryogenic protective clothing.
- KU5.** Common signs of equipment malfunction, leaks, or pressure irregularities.
- KU6.** Interpretation of monitoring tools and indicators.
- KU7.** Electric equipment in hazardous areas/zones.
- KU8.** PASS technique of using a fire extinguisher.
- KU9.** Common safety hazards associated with green hydrogen.
- KU10.** Emergency shut-off systems and alarms.
- KU11.** Apply basic knowledge of MSDS used for KOH, H₂, O₂.

Generic Skills (GS)

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

- GS1.** Communicate clearly and concisely with colleagues, supervisors, and emergency services.
- GS2.** Collaborate effectively with maintenance personnel to diagnose and address equipment issues.
- GS3.** Actively listen to and consider feedback from colleagues and supervisors.
- GS4.** Make quick and informed decisions during emergencies.
- GS5.** Adapt to changing circumstances and unforeseen situations.
- GS6.** Remain up-to-date on the latest regulations and standards.
- GS7.** Maintain composure and clear thinking under pressure.
- GS8.** Evaluate risks and benefits before taking any action.
- GS9.** Utilize the principles of time management and organizational skills to prioritize tasks, manage workload, and meet deadlines effectively.
- GS10.** Engage in ongoing professional development for enhanced job performance.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Compliance with GH2 Regulations and Standards</i>	14	31	-	4
PC1. Stay informed about the latest hydrogen production, storage, and distribution regulations.	2	4	-	-
PC2. Keep away any ignition sources from hydrogen storage areas and maintain a strict no-smoking policy within this zone.	2	4	-	-
PC3. Follow signage and warnings for usage of hazardous areas and equipment.	2	5	-	1
PC4. Always wear appropriate cryogenic protective clothing, gloves and equipment when handling liquid hydrogen.	2	5	-	1
PC5. Report any non-compliance issues promptly to relevant personnel.	2	5	-	-
PC6. Adhere to safety protocols when using materials, tools, and equipment for handling GH2.	2	4	-	1
PC7. Follow established safety procedures for working with hydrogen, including permit systems, lockout/tagout procedures, and access controls.	2	4	-	1
<i>Safety Procedures and First Aid</i>	16	29	-	6
PC8. Activate alarms and evacuate personnel according to emergency plans, ensuring everyone's safety.	3	4	-	1
PC9. Provide clear and concise information about the incident to the emergency responders and rescue personnel.	3	4	-	1
PC10. Participate in regular emergency response drills and training, demonstrating competence and composure in simulated scenarios.	2	5	-	1
PC11. Use appropriate fire extinguishers compatible with hydrogen and fire hoses to isolate the fire at the source.	2	5	-	1

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. Respond promptly and effectively to emergencies and potential hydrogen leaks, including evacuation procedures, communication with emergency services, and implementation of emergency response plans.	2	4	-	1
PC13. Follow first aid instructions according to the type of injury/ incident.	2	3	-	1
PC14. Move yourself or the injured person away from the source of the cryogenic liquid or gas to stop further exposure.	2	4	-	-
NOS Total	30	60	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	LSC/N3926
NOS Name	Follow Safety and Security Guidelines for Green Hydrogen
Sector	Logistics
Sub-Sector	Port Terminals, ICD and CFS, Liquid Logistics
Occupation	Green Hydrogen Operations/ Handling
NSQF Level	5.5
Credits	2
Version	1.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQC Clearance Date	22/10/2024

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:

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- 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.

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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



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- 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

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Assessment Criteria

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

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

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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	08/05/2025
Next Review Date	30/04/2028
NSQC Clearance Date	08/05/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each 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 PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion
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 re-assessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

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(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Minimum Passing % at NOS Level: 50

(Please note: A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSC/N3315.Strategize Green Hydrogen Procurement	30	60	0	10	100	15
LSC/N3316.Short-list suppliers and negotiate contracts	30	60	0	10	100	15
LSC/N3317.Manage Contracts and Stakeholders relationship	30	60	0	10	100	15
LSC/N3318.Manage Risk and ESG Compliance	30	60	0	10	100	15
LSC/N3319.Review Contract and Close Deals	30	60	0	10	100	10
LSC/N3320.Administer Routine Procurement Activities	30	60	0	10	100	15
LSC/N3926.Follow Safety and Security Guidelines for Green Hydrogen	30	60	0	10	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	5
Total	230	450	0	70	750	100



Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

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