

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR SPORTS INDUSTRY

What are Occupational Standards (OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack – Physical Activity Trainer

SECTOR: SPORTS

SUB-SECTOR: Sports Fitness and Leisure

OCCUPATION: PHYSICAL ACTIVITY TRAINER

REFERENCE ID: SPF/Q1105

ALIGNED TO: NCO-2004/3475.15

Brief Job Description: A Physical Activity Trainer works in a school to teach age appropriate physical activities to build skills and fitness for children upto the age of 12 years. He assists in all other physical education and sports related events in the school.

Personal Attributes: Individuals should possess the passion for playing with children and be physically fit themselves. They should like to work in a school environment as a teacher. They should be self motivated, energetic, creative, active and of pleasant, calm and patient demeanour. They should have a positive approach, should demonstrate respect for children and commitment to their physical well being

Job Details

Qualifications Pack Code	SPF/Q1105		
Job Role	Physical Activity Trainer the job role is applicable for national/international scenarios		
Credits (NSQF)	TBD	Version number	1.0
Sector	Sports	Drafted on	21/01/2015
Sub-sector	Sports, Fitness & Leisure	Last reviewed on	22/01/2015
Occupation	Fitness Trainer	Next review date	21/01/2017
NSQC Clearance on*	Not Applicable		

Job Role	Physical Activity Trainer
Role Description	To teach age appropriate physical activities to build skills and fitness for children upto the age of 12 years. He assists in all other physical education and sports related events in the school.
NSQF level	4
Minimum Educational Qualifications*	Class XII
Maximum Educational Qualifications*	Graduate in Physical Education
Training (Suggested but not mandatory)	NA
Minimum Job Entry Age	As per Government rules
Experience	NA
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> SPF/N1113: Plan a school calendar of Physical Education SPF/N1114: Execute the activities planned in the school calendar SPF/N1115 Student Assessment, Monitoring and Evaluation of school programme Optional: Not Applicable
Performance Criteria	As described in the relevant OS units

Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses 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.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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 they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification 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.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization 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.

Acronyms

Keywords /Terms	Description
NOS	National Occupational Standards
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework
OS	Occupational Standard(s)
QP	Qualifications Pack

National Occupational Standard



Overview

This unit is about planning the school calendar for all the Sports activities.

Unit Code	SPF/N1113
Unit Title (Task)	Plan a school calendar of physical education
Description	This unit specifies performance criteria, knowledge and understanding, skills and abilities for planning a Physical Education programme for the year in a school.
Scope	<p>This unit covers the following</p> <ul style="list-style-type: none"> • design and plan physical activity classes for the year • sports facilities –maintenance and safety measures • plan sports events for the year
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Design and plan physical activity classes for the year	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Plan age appropriate physical activity classes aligned to the yearly objectives/ goals and integrate them into the time table</p> <p>PC2. Plan the play spaces and props and equipment required to execute the physical education class.</p>
Sports facilities – maintenance and safety measures	<p>PC3. Plan regular inspection of sports facilities for cleanliness, safety and usage</p> <p>PC4. Plan regular interaction with parents</p> <p>PC5. First aid and medical facilities should be checked and within reach</p>
Plan sports events for the year	<p>PC6: Identify the sporting events that need to be covered in an academic session</p> <p>PC7: Prepare a detail plan with material, resources and venues for each of the events</p> <p>PC8: Prepare a detail agenda for each of these events</p>
Knowledge and Understanding (K)	
B. Organizational Context	<p>The user/individual on the job needs to know and understand</p> <p>KA1. Vision, Mission and Values of the school.</p> <p>KA2. Goals and objectives of the school in general and in the specific context of “Physical Education”.</p> <p>KA3. Organization and reporting structure of the school</p> <p>KA4. The roles and responsibilities of physical education staff.</p> <p>KA5. The working culture in the school.</p> <p>KA6. Escalation matrix for reporting problems</p> <p>KA7. Emergency response to injury / accident</p> <p>KA8. Emergency evacuation procedure/ protocol followed by organization Business, Professional and Ethical code of conduct.</p>

C. Technical Knowledge	<p>The user/individual on the job needs to know and understand</p> <p>KB1. Age appropriate fundamental and sports skills KB2. Types of events in a Sports Day KB3. Flag hoisting, oath and march past. KB4. Mass displays. KB5. March past KB6. Skills, strategies and rules of Sports (football, basketball, cricket, volleyball) KB7. Ground markings for various Sports. KB8. Fixtures for tournaments KB9. Check lists for various events. KB10. Safety procedures during events. KB11. Maintenance of sports facilities KB12. Maintenance of props and equipment KB13. Basic First aid</p>
Skills (S)	
D. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to</p> <p>SA1. Prepare a yearly plan of Physical Education SA2. Document Children’s performance on a regular basis. SA3. Write an email to inform about an event , an incident, ask for permission, report about a grievance SA4. Seek permission for help and support of school resources and timings through written communication to school principal</p>
	Reading Skills
	<p>SA5. Read and comprehend all job related material like curriculum, rules of games. SA6. Read and comprehend school material that is relevant like policy, code of conduct. SA7: Read and comprehend Principal, Student and Parent feedback</p>
E. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to</p> <p>SB1. Identify and plan activities for the children based on their capabilities and inclinations SB2. Determine the corrective actions for slow and fast learners.</p>

	SB3. Decide if plans should be changed in the event of new inputs. SB4. Propose a plan of events based on school goals
	Plan and Organize
	SB5. The regular physical activity classes SB6. Special events like Sports Day, Grandparents Day, children's day etc.
	Customer Centricity
	SB7. Attend to children who are not engaged. SB8. Ensure children eat and drink well children SB9. Report to Parents the progress of their children SB10. Report to school authorities and parents any unusual event SB11. Ensure children are enjoying the PE classes SB12. Ensure that children are fit and healthy
	Analytical Skills
	SB13. Adapt classes creatively when children seem bored SB14. Notice non participating children and take action SB15. Focus on the class and not be distracted during class.
	Critical Thinking Skills
	SB16. In case of situations that are different from plan, ability to assess situation and act accordingly

NOS Version Control

NOS Code	SPF/N1113		
Credits(NSQF)	TBD	Version number	1.0
Industry	Sports	Drafted on	21/01/2015
Industry Sub-sector	Sports Fitness and Leisure	Last reviewed on	22/01/2015
Occupation	Physical Activity Trainer	Next review date	21/01/2017



National Occupational Standard



Overview

This unit is about executing all the activities listed in the school calendar.

Unit Code	SPF/N1114
Unit Title (Task)	Execute the activities planned in the school calendar
Description	This unit is about executing all the activities listed in the school calendar.
Scope	<p>This unit covers the following</p> <ul style="list-style-type: none"> conducting physical activity classes executing on all events listed in the year's calendar maintaining all sports facilities safe and hygienic
Performance Criteria(PC)	
Element	Performance Criteria
Conduct physical activity classes	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Conduct classes according to age groups with clear learning outcomes</p> <p>PC2. Ensure readiness, cleanliness and safety of the play area, props and equipment</p> <p>PC3. Teach children all aspects of Physical education; Lifestyle, hygiene, nutrition</p> <p>PC4. Engage all children</p>
Executing all events	<p>PC5. Train students for mass drills, march past, tournaments, competitions</p> <p>PC6. Execute Sports Day, Interschool tournament</p> <p>PC7. Execute events for Parents and Teachers</p>
Maintaining all sports facilities safe and hygienic	<p>PC8. Arrange first aid / medical emergency services in events</p> <p>PC9. Inspect all sports facilities for safety</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand</p> <p>KA1. Vision, Mission and Values of the school.</p> <p>KA2. Goals and objectives of the school in general and in the specific context of "Physical Education".</p> <p>KA3. Organization and reporting structure of the school</p> <p>KA4. The roles and responsibilities of physical education staff.</p> <p>KA5. The working culture in the school.</p> <p>KA6. Escalation matrix for reporting problems</p> <p>KA7. Emergency response to injury / accident</p> <p>KA8. Emergency evacuation procedure/ protocol followed by organization.</p>

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand</p> <p>KB1. Age appropriate fundamental and sports skills KB2. Types of events in a Sports Day KB3. Flag hoisting, oath and march past. KB4. Mass displays. KB5. March past KB6. Skills, strategies and rules of Sports (football, basketball, cricket, volleyball) KB7. Ground markings for various Sports. KB8. Fixtures for tournaments KB9. Check lists for various events. KB10. Safety procedures during events. KB11. Maintenance of sports facilities KB12. Maintenance of props and equipment KB13. Basic First aid</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to</p> <p>SA1. Prepare a yearly plan of Physical Education SA2. Document Children’s performance on a regular basis. SA3. Write an email to inform about an event , an incident, ask for permission, report about a grievance SA4. Seek permission for help and support of school resources and timings through written communication to school principal</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to</p> <ul style="list-style-type: none"> • SA5. Read and comprehend all job related material like curriculum, rules of games. • SA6. Read and comprehend school material that is relevant like policy, code of conduct. • SA7: Read and comprehend Principal, Student and Parent feedback <p>Oral Communication (Listening and Speaking skills)</p>

SPF/N1114

Execute the activities planned in the school calendar

	<p>The user/individual on the job needs to know and understand how to</p> <p>SA1. Able to give concise and clear instruction to children during an on ground activity SA2. Communicate with School colleagues and authorities SA3. Communicate with Parents SA4. Listen to children when they try to say something</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to</p> <p>SB1. Identify and plan activities for the children based on their capabilities and inclinations SB2. Determine the corrective actions for slow and fast learners. SB3. Decide if plans should be changed in the event of new inputs. SB4. Propose a plan of events based on school goals SB5. Handle a medical emergency</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand</p> <p>SB6. The regular physical activity classes SB7. Special events like Sports Day, Grandparents Day, children's day etc.</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to</p> <p>SB8. Attend to children who are not engaged. SB9. Ensure children eat and drink well children SB10. Report to Parents the progress of their children SB11. Report to school authorities and parents any unusual event SB12. Ensure children are enjoying the PE classes SB13. Ensure that children are fit and healthy</p>
	<p>Analytical Skills</p>
	<p>SB1. Adapt classes creatively when children seem bored SB2. Notice non participating children and take action SB3. Focus on the class and not be distracted during class.</p>
<p>Critical Thinking Skills</p>	
<p>SB1. SB 16. In case of situations that are different from plan, ability to assess situation and act accordingly</p>	

NOS Version Control

NOS Code	SPF/N1114		
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Industry	Sports	Drafted on	21/01/2015
Industry Sub-sector	Sports Fitness and Leisure	Last reviewed on	22/01/2015
Occupation	Physical Activity Trainer	Next review date	21/01/2017



National Occupational Standard

Overview

This unit is about assessing the student's skills and fitness and also assessing the success of the events in the school calendar

Unit Code	SPF/N1115
Unit Title (Task)	Student Assessment Monitoring and Evaluation of school programme
Description	This unit is about assessing the student's skills and fitness and also assessing the success of the events in the school calendar.
Scope	<p>This unit covers the following</p> <ul style="list-style-type: none"> Assessing the students Assessing the events Assessing the effectiveness of the whole program
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Assessing the students	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Educate students on battery of tests and conduct practice sessions PC2. Prepare the grounds and equipment for assessments PC3. Take care of first aid, medical emergency and safety during assessments PC4. Assess the students PC5. Capture data on excel and create reports for students and parents with improvement actions</p>
Assessing the events	<p>PC6. Take feedback from Principal, colleagues, students and parents on all events PC7. Document feedback and discuss with school authorities improvement actions</p>
Assessing the effectiveness of the whole program	<p>PC8. Document learning outcomes of classes and share with Parents and school authorities. PC9. Maintain incidents report PC10. Generate a quarterly report for the school management</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand</p> <p>KA1. The philosophy and requirements of the school regarding assessments and feedback KA2. The procedures to take permission for assessment and informing students and parents. KA3. The procedure for taking an approval for the design of a report</p>

	<p>card.</p> <p>KA4. The approvals required to engage other teachers to help during assessments.</p> <p>KA5. Key dates for which the report cards need to be available (Parent Teacher Meetings)</p> <p>KA6. Policies and expectations regarding recognition of top performers</p> <p>KA8. Reporting and documentation requirement of the school.</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand</p> <p>KB1. The battery of tests to be done for the various age groups in Skill and Fitness assessment.</p> <p>KB2. Norms to be used to qualify the level of performance of each student</p> <p>KB3. The correct method of performing each test</p> <p>KB4. The props, equipment and markings required for each test</p> <p>KB5. Time taken for each test so as to estimate time required for the entire class</p> <p>KB6. Safety during assessment</p> <p>KB7. How to take care of a medical emergency</p> <p>KB8. School students nutritional and lifestyle habits and its effect on their health and well being</p> <p>KB9. Basic knowledge of Microsoft office</p>
<p>Skills (S)</p>	
<p>C. Core Skills/ Generic Skills</p>	<p>The user/individual on the job needs to know and understand how to</p> <p>SA1. Maintaining student records</p> <p>SA2. Maintaining incident records</p> <p>SA3. Know basic computer and excel skills</p> <p>SA5. Effective communication skills</p>
<p>D. Professional Skills</p>	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to</p> <p>SB1. Handle a change in plan with respect to school time table in case of adverse weather or other events.</p> <p>SB2. Handle a medical emergency</p> <p>SB3. Inform on any in the school</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand</p> <p>SB1. The amount of time and effort required to conduct assessments based on which he/she can propose a plan.</p> <p>SB2. All requirements on the day of assessment like resources, props</p>

SPF/1115

Student Assessment Monitoring and Evaluation of school programme

	and equipment, water, medical help etc.
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to</p> <p>SB1. Motivate children to do their best</p> <p>SB2. Give positive and motivating feedback to children and parents</p> <p>SB3. Care for students who are injured or perform poorly</p>

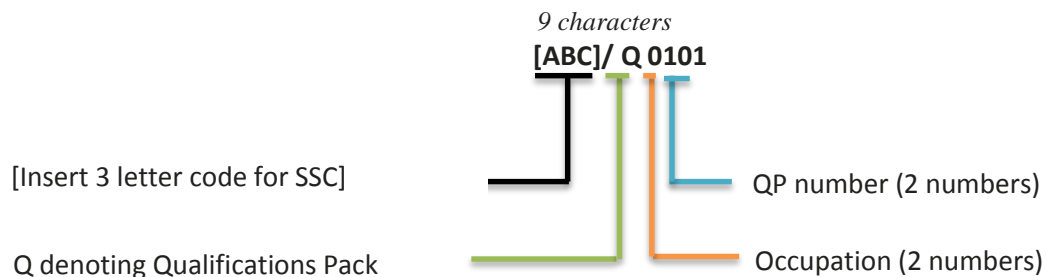
NOS Version Control

NOS Code	SPF/N1115		
Credits(NSQF)	TBD	Version number	1.0
Industry	Sports	Drafted on	21/01/2015
Industry Sub-sector	Sports Fitness and Leisure	Last reviewed on	22/01/2015
Occupation	Physical Activity Trainer	Next review date	21/01/2017

Annexure

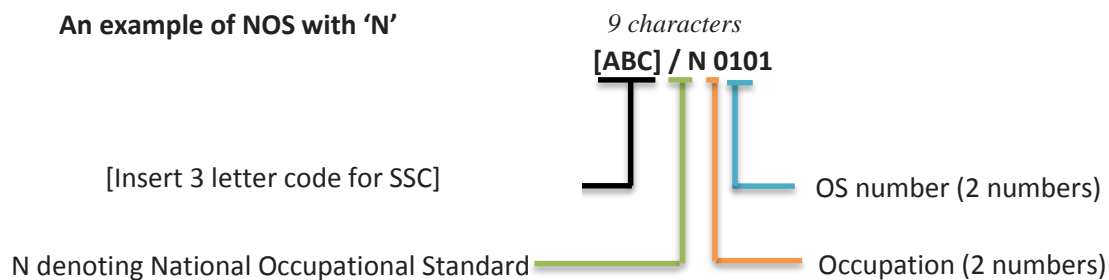
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Sports Science and Technology	01
Sports Medicine	02
Sports Broadcasting/Communications	03
Sports Grassroots	04
Sports Facilities	05
Sports Management	06
Sports Development	07
Sports Event Management	08
Sports Coaching	09
Sports Manufacturing	10
Sports Fitness & Leisure	11

Sequence	Description	Example
Three letters	Industry name	SPF
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Physical Activity Trainer

Qualification Pack: SPF/Q1105

Sector Skill Council: Sports, Physical Education, Fitness and Leisure Sector Skill Council

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 and skill practical part for each candidate at each examination/training center.
4. To pass the Qualification Pack, every trainee should score a minimum of 40% in every NOS overall 50% pass percentage.
5. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

		Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
1. SPF/N1113 Plan a school calendar of physical education	To be competent, the user/individual on the job must be able to	100	20	10	10
	PC1. Plan age appropriate physical activity classes aligned to the yearly objectives/ goals and integrate them into the time table				
	PC2. Plan the play spaces and props and equipment required to execute the Physical education class		20	10	10
	PC3. Plan regular inspection of sports facilities for Cleanliness, safety and usage		10	5	5
	PC4. Plan regular interaction with Parents		10	5	5
	PC5. First aid and medical facilities should be checked and within reach		10	5	5
	PC6: Identify the sporting events that need to be covered in an academic session		10	5	5
	PC7: Prepare a detail plan with material, resources and venues for each of the events		10	5	5
PC8: Prepare a detail agenda for each of these events	10	5	5		
		Total	100	50	50
2. SPF/N1114 (Execute the activities planned in	To be competent, the user/individual on the job must be able to	100	10	0	10
	PC1. Conduct effective classes according to age				

		Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
the school calendar)	groups with clear learning outcomes				
	PC2. Ensure readiness, cleanliness and safety of the play area, props and equipment		10	0	10
	PC3. Teach children all aspects of Physical education: Lifestyle, hygiene, nutrition		20	10	10
	PC4. Engage all children		10	0	10
	PC5. Train students for mass drills, march past, tournaments, competitions		10	0	10
	PC6. Execute Sports Day, Interschool tournament		10		10
	PC7. Execute events for Parents and Teachers		20	0	20
	PC8. Arrange first aid / medical emergency services in events		5	0	5
	PC9. Inspect all sports facilities for safety..		5	0	5
			100	10	90
3. SPF/N1115 Assessment Monitoring and Evaluation of school programme	To be competent, the user/individual on the job must be able to		10	0	10
	PC1. Educate students on battery of tests and conduct practice sessions				
	PC2. Prepare the grounds and equipment for assessments		5	0	5
	PC3. Take care of first aid, medical emergency and safety during assessments		10	0	10
	PC4. Assess the students	100	20	0	20
	PC5. Capture data on excel and create reports for students and parents with improvement actions		10	5	5
	PC6. Take feedback from Principal, colleagues, students and parents on all events		10	5	5
	PC7. Document feedback and discuss with school authorities improvement actions		10	5	5
	PC8. Document learning outcomes of classes and share with Parents and school authorities.		10	5	5
	PC9. Maintain incidents report		5	5	0
	PC10. Generate a quarterly report for the school management		10	10	0
		Total	100	35	65

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