



## QUALIFICATION FILE

### Rescue Operation Head

- Short Term Training (STT)  Long Term Training (LTT)  Apprenticeship  
 Upskilling  Dual/Flexi Qualification  For ToT  For ToA
- General  Multi-skill (MS)  Cross Sectoral (CS)  Future Skills  OEM

NCrF/NSQF Level: 7

Submitted By:

**Sports, Physical Education, Fitness and Leisure Sector Skill Council (SPEFL-SC)  
207, DLF Galleria Mall, Mayur Vihar Extension, Delhi- 110091**

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## Section 1: Basic Details

1.	<b>Qualification Name</b>	<b>Rescue Operation Head</b>	
2.	<b>Sector/s</b>	<b>Sports</b>	
3.	<b>Type of Qualification:</b> <input checked="" type="checkbox"/> <b>New</b> <input type="checkbox"/> <b>Revised</b> <input type="checkbox"/> <b>Has Electives/Options</b> <input type="checkbox"/> <b>OEM</b>	<b>NQR Code &amp; version of existing/previous qualification:</b> <i>(change to previous, once approved)</i>	<b>Qualification Name of existing/previous version:</b>
4.	<b>a. OEM Name</b> <b>b. Qualification Name</b> <i>(Wherever applicable)</i>	<b>NA</b>	
5.	<b>National Qualification Register (NQR) Code &amp;Version</b> <i>(Will be issued after NSQC approval)</i>		<b>6. NCrF/NSQF Level:</b> 7
7.	<b>Award (Certificate/Diploma/Advance Diploma/ Any Other)</b> <i>(Wherever applicable specify multiple entry/exits also &amp; provide details in annexure)</i>	Certificate	
8.	<b>Brief Description of the Qualification</b>	A Rescue Operation Head is an individual who plans, supervises and leads the rescue operations during the aquatic emergencies. The individual is responsible for deploying the first responders of rescue unit, assessing the scale of the emergency and coordinate with authorities for further course of action.	
9.	<b>Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</b>	<b>a. Entry Qualification &amp; Relevant Experience:</b>	

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S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																					
1.	Completed 4-year UG degree	2 Years of experience working as a lifeguard – open water, beach captain, disaster management personnel, armed forces. Certification for disaster management from NDRF/any reputed organization is mandatory																					
2.	Completed 3-year UG degree	3 Years of experience working as a lifeguard – open water, beach captain, disaster management personnel, armed forces. Certification for disaster management from NDRF/any reputed organization is mandatory																					
5.	Certificate-NSQF (Level 6-Beach Captain)	3 Years of experience working as a lifeguard – open water, beach captain, disaster management personnel, armed forces																					
<b>b. Age: 18</b>																							
<b>10.</b>	<b>Credits Assigned to this Qualification, Subject to Assessment</b> (as per National Credit Framework (NCrF))	34																					
		<b>11. Common Cost Norm Category (I/II/III)</b> (wherever applicable): NA																					
<b>12.</b>	<b>Any Licensing requirements for Undertaking Training on This Qualification</b> (wherever applicable)	NA																					
<b>13.</b>	<b>Training Duration by Modes of Training Delivery</b> (Specify <b>Total Duration</b> as per selected training delivery modes and as per requirement of the qualification)	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended (Refer Blended Learning Annexure for details) <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Man. (Hours)</th> <th>OJT Rec. (Hours)</th> <th>ES (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>240</td> <td>450</td> <td>210</td> <td>-</td> <td>90</td> <td>1020</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Man. (Hours)	OJT Rec. (Hours)	ES (Hours)	Total (Hours)	Classroom (offline)	240	450	210	-	90	1020	Online						
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Man. (Hours)	OJT Rec. (Hours)	ES (Hours)	Total (Hours)																	
Classroom (offline)	240	450	210	-	90	1020																	
Online																							
<b>14.</b>	<b>Aligned to NCO/ISCO Code/s</b> (if no code is available mention the same)	NCO-2015/3423.0501																					

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15.	<b>Progression path after attaining the qualification</b> <i>(Please show Professional and Academic progression)</i>	Level-7 (Vertical)- Regional Head
16.	<b>Other Indian languages in which the Qualification &amp; Model Curriculum are being submitted</b>	Hindi
17.	<b>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>URLs of similar Qualifications:</b>
18.	<b>Is the Job Role Amenable to Persons with Disability</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If “Yes”, specify applicable type of Disability:</b>
19.	<b>How Participation of Women will be Encouraged</b>	Encouraging the participation of women in the Rescue Operation Head job role can be achieved through several strategies aimed at creating an inclusive and welcoming environment. Here are some ways to promote and support the participation of women as Rescue Operation Head : <ol style="list-style-type: none"> <li>1. Actively reach out to women's clubs, academies, and local communities to promote the Rescue Operation Head job role. Participate in career fairs, networking events, and beaches to engage with potential candidates.</li> <li>2. Offer training and development programs specifically designed to enhance the skills and knowledge required for the Rescue Operation Head job-role. Provide equal opportunities for women to participate in these programs, ensuring they have the necessary expertise to excel in the position.</li> <li>3. Establish mentorship programs that pair aspiring female Rescue Operation Heads with experienced professionals who can provide guidance, support, and career advice. Highlight successful women who have excelled in the field as role models and showcase their achievements to inspire and motivate others.</li> <li>4. Collaborate with organizations that promote women's empowerment and gender equality in rescue operations. Seek sponsorship and funding to support initiatives aimed at encouraging women's participation as Rescue Operation Head, such as scholarships or mentorship programs.</li> </ol>
20.	<b>Are Greening/ Environment Sustainability Aspects Covered</b> <i>(Specify the NOS/Module which covers it)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
21.	<b>Is Qualification Suitable to be Offered in Schools/Colleges</b>	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
22.	<b>Name and Contact Details of Submitting / Awarding Body SPOC</b> <i>(In case of CS or MS, provide details of both Lead AB &amp; Supporting ABs)</i>	<b>Name:</b> Priya Dwivedi <b>Email:</b> Priya.dwivedi@sportsskills.in <b>Contact No.:</b> 011-47563351 <b>Website:</b> www.sportsskills.in

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<b>23.</b>	<b>Final Approval Date by NSQC: 27/01/2022</b>	<b>24. Validity Duration: 3 Years</b>	<b>25. Next Review Date: 27/01/2025</b>
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Section 2: Module Summary

**NOS/s of Qualifications**

*(In exceptional cases these could be described as components)*

- SPF/N1144: Plan for aquatic emergencies
- SPF/N1145: Develop rescue strategy
- SPF/N1146: Manage search and rescue operations
- SPF/N1122: Maintain health and safety standards
- SGJ/N1702: Optimize resource utilization at workplace
- DGT/VSQ/N0104: Employability Skills (120 Hours)

**Mandatory NOS/s:**

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

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

S. No	NOS/Module Name	NOS/Module Code & Version <i>(if applicable)</i>	Core/Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) <i>(if applicable)</i>
1.	Plan for aquatic emergencies	SPF/N1144, v2.0	Core	7	5	45	75	30	-	150	80	70			150	18
2.	Develop rescue strategy	SPF/N1145, v2.0	Core	7	8	60	120	60	-	240	60	120			180	21
3.	Manage search and rescue operations	SPF/N1146, v2.0	Core	7	14	90	210	120	-	420	70	244			314	37
4.	Maintain health and safety standards	SPF/N1122, v2.0	Core	7	2	30	30	-	-	60	27	90			117	14
5.	Optimize resource utilization at workplace	SGJ/N1702, v1.0	Non-core	3	1	15	15	-	-	30	13	26			39	4
6.	Employability Skills (120 Hours)	DGT/VSQ/N0104, v1.0	Non-core	5	4	60	60	-	-	120	20	30			50	6
<b>Duration (in Hours) / Total Marks</b>				7	34	300	510	210		1020	270	580			850	100

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**Assessment - Minimum Qualifying Percentage**

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

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

**Minimum Pass Percentage – NOS/Module-wise: 70 %** (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

**Section 3: Training Related**

1.	<b>Trainer’s Qualification and experience in the relevant sector (in years)</b> (as per NCVET guidelines)	Graduate with specialization as rescue operation head with 2 years of academic/industry experience and 2 years of training experience.
2.	<b>Master Trainer’s Qualification and experience in the relevant sector (in years)</b> (as per NCVET guidelines)	Graduate with specialization as rescue operation head with 3 years of academic/industry experience and 2 years of training experience.
3.	<b>Tools and Equipment Required for Training</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If “Yes”, details to be provided in Annexure)
4.	<b>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</b>	NA

**Section 4: Assessment Related**

1.	<b>Assessor’s Qualification and experience in relevant sector (in years)</b> (as per NCVET guidelines)	Graduate with specialization as rescue operation head with 3 years of academic/industry experience and 3 years of training experience.
2.	<b>Proctor’s Qualification and experience in relevant sector (in years)</b> (as per NCVET guidelines)	
3.	<b>Lead Assessor’s/Proctor’s Qualification and experience in relevant sector (in years)</b> (as per NCVET guidelines)	
4.	<b>Assessment Mode</b> (Specify the assessment mode)	<b>Theoretical and Practical Assessment</b>
5.	<b>Tools and Equipment Required for Assessment</b>	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)



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Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	<b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b> Work in Progress
2.	<b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b>
3.	<b>Government /Industry initiatives/ requirement (Yes/No):</b> Yes
4.	<b>Number of Industry validation provided:</b> 11
5.	<b>Estimated nos. of persons to be trained and employed:</b> 200 in three years
6.	<b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> If “No”, why: SPEFL-SC submitted the qualification for the line ministry concurrence.

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	<b>Annexure:</b> NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	Yes
2.	<b>Annexure:</b> List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Yes
3.	<b>Annexure:</b> Detailed Assessment Criteria <i>(Mandatory)</i>	Yes
4.	<b>Annexure:</b> Assessment Strategy <i>(Mandatory)</i>	Yes
5.	<b>Annexure:</b> Blended Learning <i>(Mandatory, in case selected Mode of delivery is “Blended Learning”)</i>	-
6.	<b>Annexure:</b> Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	-
7.	<b>Annexure:</b> Acronym and Glossary <i>(Optional)</i>	Yes
8.	<b>Supporting Document:</b> Model Curriculum <i>(Mandatory – Public view)</i>	Yes
9.	<b>Supporting Document:</b> Career Progression <i>(Mandatory - Public view)</i>	Yes
10.	<b>Supporting Document:</b> Occupational Map <i>(Mandatory)</i>	Yes
11.	<b>Supporting Document:</b> Assessment SOP <i>(Mandatory)</i>	Yes
12.	<b>Any other document you wish to submit:</b>	

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 Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
<p><b>Professional Theoretical Knowledge/Process</b></p>	<p>A Rescue Operation Head must be able to plan, supervise and lead the rescue operations during the aquatic emergencies</p>	<p>A Rescue Operation Head require knowledge, skills and aptitudes that are needed to carry out lifeguarding sessions and maintain health and safety to prevent the issues that may arise due to negligence. Rescue Operation Head must be able to make choices about the best procedures to address problems.</p>	<p>7</p>

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<b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>	A Rescue Operation Head on the job needs to develop search and rescue strategy and techniques based on information available.	A Rescue Operation Head must have knowledge of facts, principles, processes and general concepts, in a field of work or study. The Rescue Operation Head is responsible for completion of their own work and expected to learn and improve their performance on the job. They will require well-developed practical and cognitive skills to complete their work such as responding to emergencies to save lives.	7
<b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b>	<ol style="list-style-type: none"> <li>1. speak with others using some basic English phrases or sentences.</li> <li>2. follow good manners while communicating with others</li> <li>3. communicate and behave appropriately with all genders and PwD</li> <li>4. calculate income, expenses, savings etc.</li> <li>use internet and social media platforms securely and safely</li> <li>5. identify customer needs and address them appropriately</li> </ol>	The Rescue Operation Head must possess a range of cognitive and practical skills required to give assistance to the rescue teams and solve problems by selecting and applying basic methods, tools, materials and information. Individuals employed to carry out these jobs will be expected to be able to communicate clearly .	7
<b>Broad Learning Outcomes/Core Skill</b>	A Rescue Operation Head on the job needs to comprehend all usage and safety manuals for rescue equipment	Desired mathematical skill; understanding of social, political; and some skill of collecting and organising information, communication. S/he must be able to communicate and demonstrate the previous knowledge and skills in the occupation, and know application of facts, principles, processes and general concepts in the occupation. They are expected to conduct themselves in ways which	7

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		show an understanding of the social and political environment.	
<b>Responsibility</b>	A Rescue Operation Head is responsible for preparing a rescue operation and develop a secondary plan.	Responsibility for own work and learning and some responsibility for others' works and learning. They are expected to understand the quality of the work that needs to be delivered. They are expected to operate hygienically and demonstrate an understanding of environmental issues. They will take account of health and safety issues as they affect the work they carry out or supervise.	7

**Annexure: Tools and Equipment (Lab Set-Up)**

List of Tools and Equipment

**Batch Size:**

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size	Mandatory Equipment
1	Throw-bags	Standard	10	Yes
2	life jackets	Standard	30	Yes
3	Rope	Standard	15	Yes
4	Oxygen mask	Standard	5	Yes
5	Reservoir bag	Standard	5	Yes

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6	Walky wireless phones	Standard	2	Yes
7	Kayak with oars	Standard	1	Yes
8	Communication Flags / Beach Safety Flags(Set)	Standard	1	Yes
9	Spine Board	Standard	2	Yes
10	Ladder	Standard	2	Yes
11	Safety goggles	Standard	30	Yes
12	Safety Gloves(nitrile/latex)	Standard	30	Yes
13	Alcohol-based sanitizer	Standard	10	Yes
14	IPC book	Digital & hard copy	3	Yes
15	Copy of POCSO (Protection of Children against Sexual Offences) and POSH (Prevention of Sexual Harassment) Acts	Digital & hard copy	3	Yes
16	Artificial resuscitation kit	Standard	3	Yes
17	Reaching pole/shepherd hook	Standard	5	Yes
18	Rescue Tubes	Standard	10	Yes
19	Ring buoy	Standard	4	Yes
20	Riverboard	Standard	2	Yes
21	Motor-watercraft/jet ski	Standard	1	Yes
22	Flood-boat	Standard	1	Yes
23	Binocular	Standard	5	Yes
24	Mic/Loudspeakers	Standard	3	Yes
25	Whistle	Standard	15	Yes
26	Inflatable mechanical boat/IRB	Standard	1	No
27	Motorized boat	Standard	1	No
28	First aid kit	Standard	5	No
29	Oxygen mask	Standard	5	Yes
30	Poles	Standard	10	Yes
31	Inflatable tubes	Standard	20	Yes
32	Radio	Standard	1	Yes

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33	GPS units	Standard	1	No
34	Navigation boats	Standard	1	Yes

**Classroom Aids**

The aids required to conduct sessions in the classroom are:

1. Laptop
2. Whiteboard
3. Marker
4. Projector
5. Chart paper
6. Clipboards
7. Height & Weight chart

**Annexure: Industry Validations Summary**

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

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID
1	WaterWorld	Vijay Kumar Sah	Founder Director	Maharashtra	9970005500	waterworldpune@gmail.com
2	Aquatic & Life Saving Association	Shekhar Batham	President	Madhya Pradesh	9229851833	shekharbatham049@gmail.com
3	AK Group Griffines	Jerry John Murphy	Manager	Maharashtra	9923095825	marketinggriffines@gmail.com
4	Youngistaan Global Foundation	Mehul Mistry	Director	Gujarat	8128896979	mehul12678@gmail.com
5	Karve Nagar-Artemes Swimming Club	Pooja Chavan	Manager	Maharashtra	8379813693	artimespool58@gmail.com
6	Spectro Aqua Engineering	Ashok G	Manager	Telangana	9347426572	spectro_venu@rediffmail.com
7	Vadgaon Budruk- Artemes Swimming Club	Suraj Pardeshi	Manager	Maharashtra	8668964136	artimespool41@gmail.com
8	Kalinga Surf Life Saving Society	Harry Rao	Founder Secretary	Odisha	8260777771	harry@kslss.com
9	Warje Artemes Club	Rohan Joshi	Manager	Maharashtra	9028940108	artimespool5@gmail.com

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10	Tamilnadu Life Saving Association	Sebastian Raj	Founder Trustee & Secretary	Tamilnadu	7397360089	irdmschennai@gmail.com
11	Blue Marine Aquatics Mumbai	Palany Samy	Owner & Manager	Maharashtra	9029556999	bmgroup99@gmail.com
12	Crystal Pools	Akshay Neelakanta	Manager	Maharashtra	9866494664	crystalpool@gmail.com
13	JD Sports Youth Foundation	Jayant J. Duple	Founder President	Maharashtra	9975590227	jdsportsfoundation@gmail.com
14	Rescue INDIA Sports & Safety Pvt Ltd	Rajesh Kale	Manager	Telangana	8143602229	rajkale29@gmail.com
15	Kavya Swimming Pool	Satish Murmure	Manager	Maharashtra	9860864318	kavyaswimming1@gmail.com
16	Learn 2 Swim	Kishor Mudliyar	Training Manager	Maharashtra	9356849516	learntoswim@gmail.com
17	Life Saving Telangana	Mahesh Vinod	Founder Director	Telangana	8146602229	lifesavingtelangana@gmail.com
18	Life Saving Palghar Mumbai	Dhananjay Navale	Founder & Director	Maharashtra	9167005962	lifesavingdomain@gmail.com
19	Quest Academy	Jehan Driver	Director	Tamilnadu	9820367412	info@quest-asia.com
20	Manchar Swimming Pool	Akshay Gujar	Manager	Maharashtra	9822752621	mancharpool07@gmail.com
21	National Institute of Swimming	Dr. Jayprakash S. Duple	Founder	Maharashtra	9975590226	aish.duple@gmail.com
22	Rahul Swimming Academy	Rahul Narwaria	Founder	Telangana	8374360078	rahulswimacademy@gmail.com
23	Pegasus Health Club	Rajesh Sharma	Manager	Maharashtra	7875819422	pegasusclub@mail.com
24	Olympus Swimming Pool	Akash Dhebe	Manager	Maharashtra	9922045453	Olympuspool01@gmail.com
25	Quest Expeditions Pvt Ltd	Upasana Mody	CEO	Tamilnadu	8879995551	upasna@questasia.com
26	Shree Gym & Swimming Pool	Swami Narayan	Manager	Maharashtra	8208912734	shreegym111@gmail.com
27	SKM Pool & Club	Suraj Kishore Mudliyar	Founder & CEO	Maharashtra	9307762528	skmpoolandclub@gmail.com
28	Life Saving Tamilnadu	P Raja	Founder	Tamilnadu	8148800004	rajalilifesavingindia@gmail.com
29	Wadia Park Swimming Pool	Sarvesh Deshmukh	Manager	Maharashtra	8623095825	wadiaparkpool@gmail.com
30	Indian Lifesaving & Lifesaving Sports Federation	Marie Wilson	General Secretary	Tamilnadu	9890145325	illsftraining@gmail.com

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**Annexure: Training & Employment Details**  
**Training and Employment Projections:**

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2023	50	50	10	10	-	-
2024	75	75	15	15	-	-
2025	75	75	15	15	-	-

*Data to be provided year-wise for next 3 years*

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

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed

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

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

- 1.
- 2.

**Content availability for previous versions of qualifications:**

Participant Handbook  Facilitator Guide  Digital Content  Qualification Handbook  Any Other:

**Languages in which Content is available:**



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 Annexure: Blended Learning

**Blended Learning Estimated Ratio & Recommended Tools:**

**Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling”**

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

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 Annexure: Detailed Assessment Criteria

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

***SPF/N1144: Plan for aquatic emergencies***

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b><i>Develop and lead team of first responders</i></b>	<b>36</b>	<b>30</b>	-	-
PC1. specify the team members required to respond for aquatic rescue operation	6	5	-	-
PC2. ensure all the crew members have required and updated certifications as life savers	6	5	-	-
PC3. ensure that the crew members' physical fitness program is adequate and effective	6	5	-	-
PC4. identify training needs of the crew members based on their strengths and areas of improvement	6	5	-	-
PC5. encourage equality and non-discrimination in terms of gender, abilities, religion and background	6	5	-	-
PC6. conduct mock-drills of rescue operation in a simulated environment	6	5	-	-
<b><i>Prepare, maintain and test rescue equipment</i></b>	<b>44</b>	<b>40</b>	-	-
PC7. maintain adequate number of equipment for immediate rescue response	4	5	-	-
PC8. conduct regular safety checks of the equipment and machines	4	5	-	-
PC9. isolate any unsafe equipment, machinery and report to maintenance team	6	5	-	-
PC10. record the maintenance schedule of equipment and machinery as per the safety standards	6	5	-	-

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PC11. ensure navigation equipment are in working condition (inland flood boats)	6	5	-	-
PC12. ensure adequate medical equipment like artificial resuscitation, oxygen mask, stretcher, etc. are readily available	6	5	-	-
PC13. ensure public address equipment such as loud speakers, mics, whistle are within reach	6	5	-	-
PC14. ensure communication devices such as radio, GPS units, mobile phones, are adequate for the team	6	5	-	-
<b>NOS Total</b>	<b>80</b>	<b>70</b>	-	-

***SPF/N1145: Develop rescue strategy***

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b><i>Prepare for rescue operation</i></b>	<b>40</b>	<b>80</b>	-	-
PC1. assess the search and rescue area, gather information on the scale of operation required	5	10	-	-
PC2. develop search and rescue strategy and techniques based on information available	5	10	-	-
PC3. identify rescue team members in accordance with strategy and nature of emergency	5	10	-	-
PC4. deploy navigation and rescue equipment as per the condition and the environment of the rescue area	5	10	-	-
PC5. ensure team members are briefed on the strategy and their specific role in the rescue operation	5	10	-	-

**QUALIFICATION FILE- STT**

PC6. allocate tasks to team members as per their level of competence and experience	5	10	-	-
PC7. establish communication system with each unit of rescue team	5	10	-	-
PC8. monitor performance of team members and strategy, as the scenario unfolds, to determine further requirements, if any	5	10	-	-
<b><i>Develop secondary rescue plans</i></b>	<b>20</b>	<b>40</b>	-	-
PC9. identify deployment of secondary rescue plan in conjunction with the primary plan (aerial rescue support, temporary mobility constructions, etc.)	5	10	-	-
PC10. apprise external agencies, government authorities and prepare for stand-by reinforcement	5	10	-	-
PC11. prepare evacuation plans based on weather forecast and risk assessment	5	10	-	-
PC12. establish mobile/temporary medical facility for rescued individuals till further help arrives	5	10	-	-
<b>NOS Total</b>	<b>60</b>	<b>120</b>	-	-

***SPF/N1146: Manage search and rescue operations***

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b><i>Navigate in an aquatic environment</i></b>	<b>14</b>	<b>58</b>	-	-
PC1. ensure the first unit to enter aquatic environment uses personal protective gears and tethered to a point	2	8	-	-

**QUALIFICATION FILE- STT**

PC2. undertake hazard identification drill such as sink holes, drains, deep gutters, etc. and mark them as unsafe zones	2	8	-	-
PC3. inspect and identify any floating or submerged hazards in the water like sharp objects, logs, etc.	2	8	-	-
PC4. identify submerged powerlines or current leaks and initiate immediate disconnection from its source	2	8	-	-
PC5. identify water contamination and exposure to any toxic chemicals	2	8	-	-
PC6. apply sandbagging, water diversion techniques to facilitate on foot navigation	2	10	-	-
PC7. create nearby ramps or launching points	2	8	-	-
<b><i>Undertake inland flood-boat operation</i></b>	<b>20</b>	<b>80</b>	-	-
PC8. conduct flood-boat pre-launch checks in accordance with the operational standards	2	8	-	-
PC9. ensure adequate rescue equipment like life jackets, throw-bags, inflatable tubes, poles, rope, etc. are loaded on the boat	2	8	-	-
PC10. ensure other essential equipment like public address equipment, binocular, torch, etc. are within reach	2	8	-	-
PC11. guide helmsman to follow planned route or course	2	8	-	-
PC12. use GPS equipment to monitor the positions of deployed flood-boats	2	8	-	-
PC13. coordinate with deployed flood-boats and call for withdraw/ change of course in case of no sightings of victims	2	8	-	-
PC14. report and prepare medical team for en- route and arrival of survivors or casualties if any	2	8	-	-

**QUALIFICATION FILE- STT**

PC15. ensure there are no signs of any harassment during the rescue operations	2	8	-	-
PC16. ensure entrapped casualties are extracted as per organizational policy	2	8	-	-
PC17. ensure all members of the rescue team are navigated back to the base location	2	8	-	-
<b><i>Support aerial rescue operation</i></b>	<b>16</b>	<b>50</b>	<b>-</b>	<b>-</b>
PC18. follow the process of requesting for aerial evacuation/ rescue support as per the legislation and regulations	2	10	-	-
PC19. establish communication systems with the ground and air team members	2	10	-	-
PC20. ensure communication systems are selected to provide optimum capability	4	10	-	-
PC21. ensure hazards such as topography, tall infrastructure, etc. are assessed and communicated to the aerial rescue team	4	10	-	-
PC22. brief aerial rescue team on target location, drop zones, etc	4	10	-	-
<b><i>Complete operation</i></b>	<b>8</b>	<b>32</b>	<b>-</b>	<b>-</b>
PC23. create a report of the operation and share with the appropriate authority	2	8	-	-
PC24. ensure all rescue equipment are recovered, cleaned and serviced as per the standards and manufacturer's guidelines	2	8	-	-
PC25. report equipment failure and/or deficiency if any	2	8	-	-

**QUALIFICATION FILE- STT**

PC26. recognize signs and symptoms of operational stress in self and others and take recovery measures	2	8	-	-
<b><i>Work effectively with others</i></b>	<b>12</b>	<b>24</b>	<b>-</b>	<b>-</b>
PC27. interact with everyone in a gender, disability, and culturally sensitive manner	2	4	-	-
PC28. ensure women, particularly, feel comfortable, and safe	2	4	-	-
PC29. ensure confidentiality of all survivors as well as of casualties is maintained	2	4	-	-
PC30. apply conflict management techniques to maintain positive interaction	2	4	-	-
PC31. identify and report inappropriate behavior (e.g. sexual harassment) to appropriate authority	2	4	-	-
PC32. address self and others conscious or unconscious gender bias	2	4	-	-
<b>NOS Total</b>	<b>70</b>	<b>244</b>	<b>-</b>	<b>-</b>

***SPF/N1122: Maintain health and safety standards***

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b><i>Maintain hygiene and sanitation</i></b>	<b>17</b>	<b>58</b>	<b>-</b>	<b>-</b>

## QUALIFICATION FILE- STT

PC1. ensure personal hygiene	2	8	-	-
PC2. ensure equipment, gym area, restrooms etc. are sanitized before and after the usage	2	8	-	-
PC3. guide others about hygiene and sanitation workplace requirements	2	8	-	-
PC4. check availability of running water, hand wash and alcohol-based sanitizers	2	6	-	-
PC5. ensure everyone (self, clients, assistants etc.) clean hands with soap or alcohol-based sanitizer, before and after the workout	2	6	-	-
PC6. ensure that clients who are ill do not attend the workout session	2	6	-	-
PC7. conduct routine hygiene and sanitation checks of gym area and equipment	3	8	-	-
PC8. report advanced hygiene and sanitation issues to appropriate authority	2	8	-	-
<b><i>Maintain safety</i></b>	<b>10</b>	<b>32</b>	-	-
PC9. advise clients of the facility's emergency procedures	2	6	-	-
PC10. ensure clients adhere to safety guidelines	2	6	-	-
PC11. provide first aid for minor injuries and refer severe injuries to qualified medical practitioner	3	10	-	-



**QUALIFICATION FILE- STT**

PC12. perform Cardiopulmonary Resuscitation (CPR) when required	3	10	-	-
<b>NOS Total</b>	<b>27</b>	<b>90</b>	-	-

***SGJ/N1702: Optimize resource utilization at workplace***

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b><i>Material conservation practices</i></b>	<b>4</b>	<b>8</b>		
PC1. identify ways to optimize usage of material including water in various tasks/activities/processes	1	2	-	-
PC2. check for spills/leakages in various tasks/activities/processes	1	2	-	-
PC3. plug spills/leakages and escalate to appropriate authority if unable to rectify	1	2	-	-
PC4. carry out routine cleaning of tools, machines and equipment	1	2	-	-
<b><i>Energy/electricity conservation practices</i></b>	<b>4</b>	<b>8</b>		
PC5. identify ways to optimize usage of electricity/energy in various tasks/activities/processes	1	2	-	-
PC6. check if the equipment/machine is functioning normally before commencing work and rectify wherever required	1	2	-	-
PC7. report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment	1	2	-	-
PC8. ensure electrical equipment and appliances are properly connected and turned off when not in use	1	2	-	-
<b><i>Effective waste management/recycling practices</i></b>	<b>5</b>	<b>10</b>		

**QUALIFICATION FILE- STT**

PC9. identify recyclable and non-recyclable, and hazardous waste generated	1	2	-	-
PC10. segregate waste into different categories	1	2	-	-
PC11. dispose non-recyclable waste appropriately	1	2	-	-
PC12. deposit recyclable and reusable material at identified location	1	2		
PC13. follow processes specified for disposal of hazardous waste	1	2	-	-
<b>NOS TOTAL</b>	<b>13</b>	<b>26</b>	-	-

**DGT/VSQ/N0104 : Employability Skills (120 Hours)**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b><i>Introduction to Employability Skills</i></b>	1	1	-	-
PC1. understand the significance of employability skills in meeting the current job market requirement and future of work	-	-	-	-
PC2. identify and explore learning and employability relevant portals	-	-	-	-
PC3. research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
<b><i>Constitutional values – Citizenship</i></b>	2	1	-	-
PC4. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. for personal growth and the nation's progress	-	-	-	-

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PC5. follow personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC6. follow and promote environmentally sustainable practices	-	-	-	-
<b><i>Becoming a Professional in the 21st Century</i></b>	2	3	-	-
PC7. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC8. 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	-	-	-	-
PC9. adopt a continuous learning mindset for personal and professional development	-	-	-	-
<b><i>Basic English Skills</i></b>	2	3	-	-
PC10. use English as a medium of formal and informal communication while dealing with topics of everyday conversation in different contexts	-	-	-	-
PC11. speak over the phone in English, in an audible manner, using appropriate greetings, opening, and closing statements both on personal and work front	-	-	-	-
PC12. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC13. write short messages, notes, letters, e-mails etc., using accurate English	-	-	-	-
<b><i>Career Development &amp; Goal Setting</i></b>	1	2	-	-
PC14. identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
PC15. prepare a career development plan with short- and long-term goals				

**QUALIFICATION FILE- STT**

	-	-	-	-
<b><i>Communication Skills</i></b>	2	3	-	-
PC16. follow verbal and non-verbal communication etiquette while communicating in professional and public settings	-	-	-	-
PC17. use active listening techniques for effective communication	-	-	-	-
PC18. communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
PC19. work collaboratively with others in a team	-	-	-	-
<b><i>Diversity &amp; Inclusion</i></b>	1	2	-	-
PC20. ensure personal behaviour, conduct, and use appropriate communication by taking gender into consideration	-	-	-	-
PC21. empathize with a PwD and aid a PwD, if asked	-	-	-	-
PC22. escalate any issues related to sexual harassment at the workplace in accordance with the POSH Act	-	-	-	-
<b><i>Financial and Legal Literacy</i></b>	2	3	-	-
PC23. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
PC24. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-
PC25. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC26. identify relevant rights and laws and use legal aids to fight against legal				

**QUALIFICATION FILE- STT**

exploitation	-	-	-	-
<b><i>Essential Digital Skills</i></b>	2	3	-	-
PC27. operate digital devices and use their features and applications securely and safely	-	-	-	-
PC28. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.	-	-	-	-
PC29. display responsible online behaviour while using various social media platforms	-	-	-	-
PC30. create a personal email account, send and process received messages as per requirement	-	-	-	-
PC31. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications	-	-	-	-
PC32. utilize virtual collaboration tools to work effectively	-	-	-	-
<b><i>Entrepreneurship</i></b>	2	3	-	-
PC33. identify different types of Entrepreneurship and Enterprises	-	-	-	-
PC34. use research and networking skills to identify and assess opportunities for potential business	-	-	-	-
PC35. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC36. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<b><i>Customer Service</i></b>	1	2	-	-
PC37. identify different types of customers	-	-	-	-

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PC38. identify and respond to customer requests and needs in a professional manner	-	-	-	-
PC39. use appropriate tools to collect customer feedback	-	-	-	-
PC40. follow appropriate hygiene and grooming standards	-	-	-	-
<b>Getting ready for apprenticeship &amp; Jobs</b>	2	4	-	-
PC41. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC42. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC43. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC44. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC45. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

**Annexure: Assessment Strategy**

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

*Mention the detailed assessment strategy in the provided template.*

**<1. Assessment System Overview:**

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email

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- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

**2. Testing Environment:**

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

**3. Assessment Quality Assurance levels/Framework:**

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

**4. Types of evidence or evidence-gathering protocol:**

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

**5. Method of verification or validation:**

- Surprise visit to the assessment location

**6. Method for assessment documentation, archiving, and access**

- Hard copies of the documents are stored

**On the Job:**

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

**QUALIFICATION FILE- STT**

Annexure: Acronym and Glossary

Acronym

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

Glossary

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