



# Automotive Engine Repair Technician

QP Code: ASC/Q1409

Version: 2.0

NSQF Level: 4

Automotive Skills Development Council || 153, Gr Floor, Okhla Industrial Area, Phase - III, Leela Building

New Delhi - 110020





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## ASC/Q1409: Automotive Engine Repair Technician

#### **Brief Job Description**

The individual is responsible for the service, maintenance, repair and overhaul of vehicle's engine and allied aggregates (like turbocharger).

#### **Personal Attributes**

An individual in this job must have good communication and interpersonal skills. The person should be patient, organised, team-oriented, customer centric and have the ability to work for long hours in adverse conditions. The individual should be a keen observer and have an eye for detail and quality.

#### Applicable National Occupational Standards (NOS)

#### **Compulsory NOS:**

- 1. ASC/N9801: Organize work and resources (Service)
- 2. ASC/N9802: Interact effectively with colleagues, customers and others
- 3. ASC/N1418: Carry out service, repair and overhaul of vehicle engine and allied aggregates

#### Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Automotive Vehicle Service
Occupation	Technical Service and Repair
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7213.0201
Minimum Educational Qualification & Experience	10th Class OR Certificate-NSQF (Four Wheeler Service Assistant) with 1-2 Years of experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Driving License
Minimum Job Entry Age	18 Years





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## ASC/N9801: Organize work and resources (Service)

#### **Description**

This NOS unit is about implementing safety, planning work, adopting sustainable practices for optimising use of resources

#### Scope

The scope covers the following:

- Maintain safe and secure working environment
- Perform work as per quality standards
- · Health and hygiene
- Material/energy conservation practices
- Effective waste management practices

#### **Elements and Performance Criteria**

#### Maintain safe and secure working environment

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

- PC1. organise work as per organisation's current health, safety and security policies and procedures
- PC2. report any identified breaches in health, safety, and security policies and procedures to the designated person
- PC3. identify the risks and hazards associated with work activities, their causes and prevention

#### Perform work as per quality standards

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

- PC4. ensure work area is clean and tidy
- PC5. ensure that work is accomplished as per the requirements within the specified timeline
- PC6. ensure team goals are given preference over individual goals

#### Health and hygiene

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

- PC7. sanitize workstation and equipment regularly
- PC8. clean hands with soap, alcohol-based sanitizer regularly
- PC9. avoid contact with ill people and self-isolate in a similar situation
- PC10. wear and dispose PPEs regularly and appropriately
- PC11. report advanced hygiene and sanitation issues to appropriate authority
- PC12. follow stress and anxiety management techniques

#### Material/energy conservation practices

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

- PC13. identify ways to optimise usage of material in various tasks/activities/processes
- PC14. use resources, including water, in a responsible manner
- PC15. check for spills/leakages in various tasks/activities/processes





- PC16. plug spills/leakages and escalate to appropriate authority if unable to rectify
- PC17. carry out routine cleaning of tools, machines and equipment
- PC18. check if the equipment/machine is functioning normally before commencing work and rectify wherever required
- PC19. report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment
- PC20. ensure electrical equipment and appliances are properly connected and turned off when not in use

#### Effective waste management practices

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

- PC21. identify recyclable and non-recyclable, and hazardous waste generated
- PC22. segregate waste into different categories
- PC23. dispose non-recyclable waste appropriately
- PC24. deposit recyclable and reusable material at identified location
- PC25. follow processes specified for disposal of hazardous waste

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- **KU1.** organisation procedures for health, safety and security, and individual role and responsibilities in this context
- **KU2.** the organisations emergency procedures for different emergency situations and the importance of following the same
- KU3. evacuation procedures for workers and visitors
- **KU4.** how and when to report hazards as well as the limits of responsibility for dealing with hazards
- KU5. potential hazards, risks and threats based on the nature of work
- **KU6.** the implications of own work on the schedule and work of others
- KU7. efficient utilisation of material and water
- KU8. basics of electricity and prevalent energy efficient devices
- KU9. ways to recognise common electrical problems
- KU10. common practices of conserving electricity
- KU11. common sources of pollution and ways to minimize it
- **KU12.** categorisation of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU13. usage of different colours of dustbins
- KU14. waste management and methods of waste disposal
- KU15. significance of greening
- KU16. organisation's policies to maintain personal health and hygiene at workplace

#### Generic Skills (GS)

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





- GS1. read instructions/guidelines/standard operating procedures
- GS2. complete statutory documents relevant to safety and hygiene
- GS3. modify work practices to improve them
- GS4. ask for clarifications from superior about the job requirement
- GS5. work with supervisors/team members to carry out work related tasks
- GS6. complete tasks efficiently and accurately within stipulated time
- GS7. inform/report to concerned person in case of any problem
- **GS8.** make timely decisions for efficient utilization of resources
- GS9. write in at least one language and complete written work with attention to detail
- GS10. record data on waste disposal at workplace
- GS11. be punctual, utilize time and manage workload efficiently
- **GS12.** evaluate strategies to maintain, enhance or reduce the intensity of heightened emotional response





#### **Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Maintain safe and secure working environment	8	4	-	3
PC1. organise work as per organisation's current health, safety and security policies and procedures	-	2	-	1
PC2. report any identified breaches in health, safety, and security policies and procedures to the designated person	3	1	-	-
PC3. identify the risks and hazards associated with work activities, their causes and prevention	5	1	-	2
Perform work as per quality standards	12	8	-	6
PC4. ensure work area is clean and tidy	4	2	-	-
PC5. ensure that work is accomplished as per the requirements within the specified timeline	6	4	-	2
PC6. ensure team goals are given preference over individual goals	2	2	-	4
Health and hygiene	12	8	-	5
PC7. sanitize workstation and equipment regularly	2	2	-	2
PC8. clean hands with soap, alcohol-based sanitizer regularly	2	1	-	-
PC9. avoid contact with ill people and self-isolate in a similar situation	2	1	-	-
PC10. wear and dispose PPEs regularly and appropriately	2	2	-	1
PC11. report advanced hygiene and sanitation issues to appropriate authority	2	2	-	2
PC12. follow stress and anxiety management techniques	2	-	-	-
Material/energy conservation practices	10	4	-	3
PC13. identify ways to optimise usage of material in various tasks/activities/processes	2	-	-	1





Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. use resources, including water, in a responsible manner	2	-	-	-
PC15. check for spills/leakages in various tasks/activities/processes	-	1	-	-
PC16. plug spills/leakages and escalate to appropriate authority if unable to rectify	-	1	-	1
PC17. carry out routine cleaning of tools, machines and equipment	2	-	-	-
PC18. check if the equipment/machine is functioning normally before commencing work and rectify wherever required	-	1	-	1
PC19. report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment	2	1	-	-
PC20. ensure electrical equipment and appliances are properly connected and turned off when not in use	2	-	-	-
Effective waste management practices	8	6	-	3
PC21. identify recyclable and non-recyclable, and hazardous waste generated	2	-	-	1
PC22. segregate waste into different categories	-	2	-	-
PC23. dispose non-recyclable waste appropriately	2	2	-	1
PC24. deposit recyclable and reusable material at identified location	2	1	-	-
PC25. follow processes specified for disposal of hazardous waste	2	1	-	1
NOS Total	50	30	-	20





# National Occupational Standards (NOS) Parameters

NOS Code	ASC/N9801
NOS Name	Organize work and resources (Service)
Sector	Automotive
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	NA
NSQC Clearance Date	





## ASC/N9802: Interact effectively with colleagues, customers and others

#### **Description**

This NOS unit is about communicating with customers and colleagues/superiors, either in own work group or in other work groups within organisation.

#### Scope

The scope covers the following:

- Communicate effectively with colleagues, customers and others
- Interact with supervisor or superior

#### **Elements and Performance Criteria**

#### Communicate effectively with colleagues, customers and others

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

- PC1. maintain clear communication with colleagues, customers and others, wherever needed, through all means i.e. face-to-face, telephonic or written
- PC2. adjust communication styles to reflect gender and persons with disability (PwD) sensitivity
- PC3. work in a way that shows respect for colleagues and others
- PC4. follow the organisation's policies and procedures while working in a team
- PC5. respect personal space of colleagues and customers

#### Interact with supervisor or superior

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

- PC6. identify work requirements by receiving instructions from reporting supervisor
- PC7. escalate problems to supervisors that cannot be handled including repairs and maintenance of machine
- PC8. report the completed work
- PC9. rectify errors as per feedback

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- **KU1.** the importance of effective communication and establishing good working relationships with colleagues and supervisor
- **KU2.** different methods of communication as per the circumstances
- KU3. gender based concepts, issues and legislation

#### Generic Skills (GS)

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

GS1. read instructions/guidelines/procedures





- GS2. listen effectively and orally communicate information
- GS3. ask for clarification and advice from the concerned person
- GS4. maintain positive and effective relationships with colleagues and customers
- GS5. evaluate the possible solution(s) to the problem
- GS6. deliver consistent and reliable service to customers
- GS7. complete written work with attention to detail
- GS8. check that the work meets customer requirements





#### **Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Communicate effectively with colleagues, customers and others	36	11	-	14
PC1. maintain clear communication with colleagues, customers and others, wherever needed, through all means i.e. face-to-face, telephonic or written	8	-	-	4
PC2. adjust communication styles to reflect gender and persons with disability (PwD) sensitivity	8	-	-	-
PC3. work in a way that shows respect for colleagues and others	7	4	-	3
PC4. follow the organisation's policies and procedures while working in a team	7	4	-	3
PC5. respect personal space of colleagues and customers	6	3	-	4
Interact with supervisor or superior	14	19	-	6
PC6. identify work requirements by receiving instructions from reporting supervisor	7	4	-	-
PC7. escalate problems to supervisors that cannot be handled including repairs and maintenance of machine	-	5	-	3
PC8. report the completed work	7	5	-	-
PC9. rectify errors as per feedback	-	5	-	3
NOS Total	50	30	-	20





# National Occupational Standards (NOS) Parameters

NOS Code	ASC/N9802
NOS Name	Interact effectively with colleagues, customers and others
Sector	Automotive
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	NA
NSQC Clearance Date	





# ASC/N1418: Carry out service, repair and overhaul of vehicle engine and allied aggregates

#### **Description**

This NOS unit is about carrying out diagnosis of fault, service, repairs and overhaul of the engine and allied mechanical aggregates (like turbocharger).

#### Scope

The scope covers the following:

- Prepare for service, repair, overhaul of engine and allied aggregates
- Perform service, repair and overhaul of engine and allied aggregates
- Perform post service/repair activities

#### **Elements and Performance Criteria**

#### Prepare for service, repair, overhaul of engine and allied aggregates

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

- PC1. review the job card and understand work to be carried out
- PC2. identify the auto components related to the various aggregates in the vehicle
- PC3. identify the precise location of the faults in the engine and allied systems of the vehicle
- PC4. test ride the vehicle to assess the requirement of calibration, other adjustments and repairs if any, in the engine and allied systems
- PC5. diagnose any other direct or indirect faults in vehicle's engine and allied systems as per OEM SOP
- **PC6.** collect workshop tools/measuring devices/test equipment required for the job and check their condition/calibration
- **PC7.** report the malfunctions if any, in the tools/equipment to the person concerned for rectification
- PC8. inspect the components requiring replacement due to continuous wear and tear such as belts, timing chain, engine oil and filters
- PC9. remove and test engine and allied system components wherever applicable as per OEM SOP

#### Perform service, repair and overhaul of engine and allied aggregates

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

- PC10. report the malfunctions/repairs in the vehicle beyond own scope to the concerned person
- PC11. seek approval from relevant persons about repairs/overhauling which are economically or technically infeasible
- PC12. take precautions to avoid damage to the vehicle and its components while working on various aggregates
- PC13. use workshop tools/measuring devices/equipment required for the job as per OEM Standard Operating Procedure (SOP)
- PC14. remove parts relevant to engine and place them securely as specified by OEM
- PC15. dismantle engine and allied aggregates, if required and report additional repair requirement





- **PC16.** clean and condition dismantled components, including mechanical and electrical aggregates, prior to assembly
- PC17. inspect the machining/repair done by outside source/local machining garages
- PC18. perform repair/replacement/calibration/overhaul in engine/allied aggregates such as cylinder head, turbo charger, fuel pump, etc.
- PC19. refill/replace, as required, the appropriate grade of coolants, engine oil, other lubricant/fluids in the engine aggregates as per OEM guidelines
- **PC20.** maintain the documentation related to inspection, servicing and repair of the vehicle *Perform post service/repair activities*

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

- PC21. check the performance of vehicle/aggregate post repair and report to supervisor/service advisor if further inspection is required by another specialist
- PC22. ensure completeness of tasks assigned before releasing the vehicle for the next procedure
- PC23. dispose off materials such as old batteries, scrap of failed parts/aggregates as per organization's policies
- PC24. return leftover consumable/parts, tools/equipment to the person concerned and report if any malfunction observed
- PC25. perform scheduled checks, calibration and timely repairs for workshop tools, equipment and workstations

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- **KU1.** about the Automotive Industry in India, workshop structure and role and responsibilities of different people in the workshop
- **KU2.** SOPs regarding receiving vehicles, opening job card, allocation of work, invoicing, vehicle delivery, handling complaints etc
- KU3. different components/aggregates as well as auto component manufacturer's specifications
- KU4. basic technology used and functioning of various engine types (2/4 stroke, single/multi cylinder, air/water cooled etc.), fuel types (petrol, diesel, CNG,LPG, battery), allied aggregates, engine management system (including engine related electrical and electronic systems)
- **KU5.** various sources of information available for assessing service and repair requirements of the engine, allied aggregates, including diagnostic displays, visual inspections, test drives, vehicle/equipment manufacturer's specifications, SOP etc.
- **KU6.** safety precautions for equipment and components prescribed by the OEM such as preventing/dealing with oil spillage and inflammable materials
- KU7. types of errors or defects in the tools/equipment
- **KU8.** faults and failures in engine, allied aggregates (including electrical and mechanical systems) and other related units
- **KU9.** importance of proper disposal of failed components such as battery, non-deployed airbag etc and changed oil, lubricant, grease etc. in accordance with safety, health and environmental policies and regulations
- KU10. symptoms that necessitate replacement of parts/aggregates post dismantling





- KU11. safety, health and environmental policies and regulations for the work place as well as for automotive trade in general
- **KU12.** documentation required on the job (including job cards, work sheets, etc.) regarding the basic details of repair and service performed
- KU13. organisational and professional code of ethics and standards of practice
- KU14. SOPs for routine maintenance, service, repair and overhaul of vehicle's engine and allied aggregates as prescribed by the OEM
- **KU15.** identification codes, nomenclature of various engine components and aggregates in a vehicle
- KU16. SOP recommended by OEM for using tools and equipment related to engine and allied aggregate repair including use of special service tools, measuring instrument, testing equipment, dedicated and computer based diagnostic equipments, etc
- KU17. basic technology used in and functioning of various systems and components of the vehicle other than engine and allied aggregates such as clutch assembly, transmission system, steering system, brake system, suspension system, air-conditioning system etc.
- KU18. typical causes and symptoms of operational faults and failures of a vehicle which are related to engine and allied aggregates such as poor pickup, high engine oil consumption, low oil pressure, excessive black smoke, unusual noise from engine etc.
- **KU19.** the right materials for the job such as lubricants, seals, sealants, fittings, gaskets, joints, fasteners, etc.
- KU20. how to inspect the machined components or any other repair done from an outside source/local machining garages on the various engine aggregates (like machining of cylinder head, cylinder block)
- **KU21.** corrective action to be taken for common faults and failures in engine, allied aggregate and related systems
- KU22. working knowledge of computer

#### Generic Skills (GS)

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

- **GS1.** read and interpret workplace related documentation
- **GS2.** communicate using terms, names, grades and other nomenclature pertaining to the automotive trade
- **GS3.** analyse and apply the information gathered from observation, experience, reasoning or communication to act efficiently
- GS4. identify potential workplace problem and take suitable action
- GS5. read various sources of information available for assessing service and repair requirements
- GS6. write in English/regional language
- GS7. read policies and regulations pertinent to the job, including OEM guidelines, Health and Safety instructions etc. while working on the engine and its aggregates
- GS8. clearly communicate workplace information and ideas with workplace colleagues (verbal and non-verbal)
- **GS9.** analyse information and evaluate results to choose the appropriate solution and solve problems
- GS10. plan work according to the required schedule and location





#### **Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Prepare for service, repair, overhaul of engine and allied aggregates	9	18	-	6
PC1. review the job card and understand work to be carried out	-	1	-	-
PC2. identify the auto components related to the various aggregates in the vehicle	1	1	-	2
PC3. identify the precise location of the faults in the engine and allied systems of the vehicle	1	1	-	-
PC4. test ride the vehicle to assess the requirement of calibration, other adjustments and repairs if any, in the engine and allied systems	-	2	-	-
PC5. diagnose any other direct or indirect faults in vehicle's engine and allied systems as per OEM SOP	2	5	-	2
PC6. collect workshop tools/measuring devices/test equipment required for the job and check their condition/calibration	2	2	-	-
PC7. report the malfunctions if any, in the tools/equipment to the person concerned for rectification	-	1	-	-
PC8. inspect the components requiring replacement due to continuous wear and tear such as belts, timing chain, engine oil and filters	1	2	-	-
PC9. remove and test engine and allied system components wherever applicable as per OEM SOP	2	3	-	2
Perform service, repair and overhaul of engine and allied aggregates	16	22	-	9
PC10. report the malfunctions/repairs in the vehicle beyond own scope to the concerned person	-	2	-	-
PC11. seek approval from relevant persons about repairs/overhauling which are economically or technically infeasible	2	1	-	1
PC12. take precautions to avoid damage to the vehicle and its components while working on various aggregates	2	2	-	1





Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. use workshop tools/measuring devices/equipment required for the job as per OEM Standard Operating Procedure (SOP)	1	2	-	2
PC14. remove parts relevant to engine and place them securely as specified by OEM	1	2	-	2
PC15. dismantle engine and allied aggregates, if required and report additional repair requirement	2	2	-	1
PC16. clean and condition dismantled components, including mechanical and electrical aggregates, prior to assembly	1	2	-	-
PC17. inspect the machining/repair done by outside source/local machining garages	1	1	-	-
PC18. perform repair/replacement/calibration/overhaul in engine/allied aggregates such as cylinder head, turbo charger, fuel pump, etc.	3	5	-	-
PC19. refill/replace, as required, the appropriate grade of coolants, engine oil, other lubricant/fluids in the engine aggregates as per OEM guidelines	2	1	-	1
PC20. maintain the documentation related to inspection, servicing and repair of the vehicle	1	2	-	1
Perform post service/repair activities	5	10	-	5
PC21. check the performance of vehicle/aggregate post repair and report to supervisor/service advisor if further inspection is required by another specialist	-	3	-	2
PC22. ensure completeness of tasks assigned before releasing the vehicle for the next procedure	-	1	-	-
PC23. dispose off materials such as old batteries, scrap of failed parts/aggregates as per organization's policies	2	3	-	2
PC24. return leftover consumable/parts, tools/equipment to the person concerned and report if any malfunction observed	1	3	-	-
PC25. perform scheduled checks, calibration and timely repairs for workshop tools, equipment and workstations	2	-	-	1





Assessment Criteria for Outcomes	Theory	Practical	Project	Viva
	Marks	Marks	Marks	Marks
NOS Total	30	50	-	20





# National Occupational Standards (NOS) Parameters

NOS Code	ASC/N1418
NOS Name	Carry out service, repair and overhaul of vehicle engine and allied aggregates
Sector	Automotive
Sub-Sector	Automotive Vehicle Service
Occupation	Technical Service & Repair
NSQF Level	4
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	NA
NSQC Clearance Date	





### 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) (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 centre (as per assessment criteria below).
- 4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training centre based on these criteria.
- 5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
- 6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

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

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

#### **Assessment Weightage**

#### Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N9801.Organize work and resources (Service)	50	30	-	20	100	15
ASC/N9802.Interact effectively with colleagues, customers and others	50	30	-	20	100	10
ASC/N1418.Carry out inspection/tests/repairs/overhaul of engine and allied aggregates	30	50	-	20	100	75
Total	130	110	-	60	300	100





### **Acronyms**

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
PwD	Persons with Disability
OEM	Original Equipment Manufacturer
CNG	Compressed Natural Gas
LPG	Liquefied Petroleum Gas





## 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.
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.