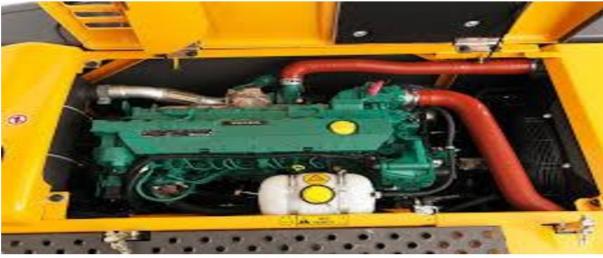


Qualification Pack



Junior Mechanic (Electrical/ Electronics/ Instrumentation)

QP Code: IES/Q1106

NSQF Level: 3

Infrastructure Equipment Skill Council || Infrastructure Equipment Skill Council, Avik Royale-First Floor
(Next of Vijaya Bank), No.6, 50 feet Main Road, Avalahalli Extension, Girinagar
Bengaluru 560026

Qualification Pack

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Qualification Pack

IES/Q1106: Junior Mechanic (Electrical/ Electronics/ Instrumentation)

Brief Job Description

The primary role of a Junior Mechanic (Electrical/Electronics/Instrumentation) is to assist in repair and maintenance for electrical / electronic assemblies and sub-assemblies to ensure equipments optimum functioning.

Personal Attributes

This job requires the individual to work independently as well as in teams. He should have analytical skills, problem solving attitude, high concentration levels. Junior Mechanic (Electrical/Electronics/Instrumentation) should have good hand-eye coordination, good eye-sight, no colour-blindness and should be able to complete precise and detailed work.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [IES/N1106: Assist in repair and maintenance of infrastructure equipments electrical/electronic/ instrumentation parts](#)
2. [IES/N7602: Comply with workshop health and safety guidelines](#)
3. [IES/N7801: Maintain the work area, tools and machine to support the operations](#)

Qualification Pack (QP) Parameters

Sector	Infrastructure Equipment
Sub-Sector	Equipment Service and spares
Occupation	Equipment Maintenance
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2004/NIL
Minimum Educational Qualification & Experience	8th Class
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years



Qualification Pack

Last Reviewed On	31/03/2015
Next Review Date	31/03/2020
NSQC Approval Date	18/06/2015
Version	1.0

Qualification Pack

IES/N1106: Assist in repair and maintenance of infrastructure equipments electrical/electronic/ instrumentation parts

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for activities that need to be assisting for testing, diagnosing, repairing and maintaining Electrical & Electronic components of the infrastructure equipment

Scope

This unit/task covers the following: Breakdown Repair Assistance Maintenance Work Assistance

Elements and Performance Criteria

Breakdown repair Assistance

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

- PC1.** assist in inspecting and testing electrical systems and equipment as per mechanics instructions
- PC2.** assist in visual inspections as per mechanics instruction
- PC3.** ensure availability of tools, spare parts, equipment and supplies for repair work
- PC4.** assist in installing new fuses, electrical cables, or power sources as required as per manufacturers manual
- PC5.** locate circuit defects such as blown fuses or malfunctioning transistors as per manufacturers manual
- PC6.** remove or repair circuit defects such as blown fuses or malfunctioning transistors as per manufacturers manual
- PC7.** assist to repair or replace defective wiring and relays in ignition, lighting, air- conditioning, and safety control systems, using electrician's tools as per manufacturers manual
- PC8.** assist in preparing parts list for procurement
- PC9.** handle and dispose waste based on environmental guidelines at the work place

Maintenance work Assistance

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

- PC10.** follow the maintenance schedule as per manufacturers manua
- PC11.** assist in replacing the scheduled spare parts as per mechanics instruction
- PC12.** replenish / change the consumables as per service manual
- PC13.** perform visual inspection to verify proper functioning of electronic/electrical components as per manufacturers manual
- PC14.** check the control panel for warning as per manufacturers manual
- PC15.** ensure cleaning of electronic components as per manufacturers manual

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

- KU1.** the organizations procedures and guidelines related to breakdown & maintenance services
- KU2.** the performance standards & procedures followed in the company
- KU3.** reporting structure in the company
- KU4.** escalation matrix for reporting unresolved problems
- KU5.** timeframe in which the complaint/problem should be resolved
- KU6.** work target and review mechanism with supervisor for obtaining/ giving feedback related to performance process
- KU7.** location of tools
- KU8.** contact person in case of queries on procedure or products
- KU9.** location and process for storage and disposal of waste material
- KU10.** safety policy of the company the user/individual on the job needs to know and understand:
- KU11.** the manufacturers specification of the electrical/electronics/instrumentation parts in use
- KU12.** various components of electrical/electronics/instrumentation systems
- KU13.** common symbols used in electrical/electronics/instrumentation circuit diagrams
- KU14.** techniques to read and interpret electrical/electronics/instrumentation circuit diagrams
- KU15.** techniques used to diagnose the faults through visual inspection
- KU16.** methods to maintain and correctly and safely charge different battery types
- KU17.** the specification and grades of lubricants
- KU18.** the method to identify which lubricant to use n which equipment
- KU19.** usage of safety devices, e.g. circuit protection, fuses, safety switches
- KU20.** usage of the control panel
- KU21.** methods to remove components from electrical/electronic system without damage to the components or surrounding structure
- KU22.** usage of a range of hand tools
- KU23.** techniques to check that the tools and equipment to be used are correctly calibrated, and are in a safe, tested and serviceable condition
- KU24.** methods to check that the tools and equipment to be used are correctly calibrated, and are in a safe, tested and serviceable condition
- KU25.** method to use all tools correctly, check and store after use
- KU26.** methods to lay the removed components out in a logical sequence to aid re-assembly
- KU27.** the expected outcomes of the tests being conducted
- KU28.** techniques to clean/service different electrical/electronic/instrumentation parts
- KU29.** the hazards associated with diagnosing and rectifying electrical/electronic/instrumentation faults
- KU30.** usage of tools and equipment to minimize & reduce any risk

Generic Skills (GS)

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

- GS1.** write, as required, in english or vernacular language

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- GS2.** record and document the basic details of repairs and maintenance performed on various aggregates/ components
- GS3.** read work orders, specifications etc. related to the job role
- GS4.** read the maintenance manual for understanding basic specifications of the equipment/ process to be undertaken
- GS5.** refer to operator and maintenance manuals to support work tasks
- GS6.** interact with the mechanic/ supervisors, as required, to seek clarifications and understand issues
- GS7.** evaluate the situation to decide on seeking assistance from manager/ peers
- GS8.** plan, prioritize and sequence work operations as per required schedule and location
- GS9.** organize and analyze information relevant to work
- GS10.** provide service of the highest order to ensure customer satisfaction
- GS11.** assist in repair and maintenance of equipment under the supervision of the mechanic
- GS12.** bring any noticeable issue in the component/sub assemblies currently working on or otherwise to the attention of the mechanic
- GS13.** evaluate the complexity of the tasks to determine if any assistance required from manager/ peers
- GS14.** analyse, evaluate and apply the information gathered from observation, experience, reasoning to act efficiently and effectively
- GS15.** write, as required, in english or vernacular language
- GS16.** record and document the basic details of repairs and maintenance performed on various aggregates/ components
- GS17.** read work orders, specifications etc. related to the job role
- GS18.** read the maintenance manual for understanding basic specifications of the equipment/ process to be undertaken
- GS19.** refer to operator and maintenance manuals to support work tasks
- GS20.** interact with the mechanic/ supervisors, as required, to seek clarifications and understand issues
- GS21.** evaluate the situation to decide on seeking assistance from manager/ peers
- GS22.** plan, prioritize and sequence work operations as per required schedule and location
- GS23.** organize and analyze information relevant to work
- GS24.** provide service of the highest order to ensure customer satisfaction
- GS25.** assist in repair and maintenance of equipment under the supervision of the mechanic
- GS26.** bring any noticeable issue in the component/sub assemblies currently working on or otherwise to the attention of the mechanic
- GS27.** evaluate the complexity of the tasks to determine if any assistance required from manager/ peers
- GS28.** analyse, evaluate and apply the information gathered from observation, experience, reasoning to act efficiently and effectively

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Breakdown repair Assistance</i>	7	23	-	-
PC1. assist in inspecting and testing electrical systems and equipment as per mechanics instructions	1	3	-	-
PC2. assist in visual inspections as per mechanics instruction	-	3	-	-
PC3. ensure availability of tools, spare parts, equipment and supplies for repair work	1	1	-	-
PC4. assist in installing new fuses, electrical cables, or power sources as required as per manufacturers manual	1	3	-	-
PC5. locate circuit defects such as blown fuses or malfunctioning transistors as per manufacturers manual	1	3	-	-
PC6. remove or repair circuit defects such as blown fuses or malfunctioning transistors as per manufacturers manual	1	3	-	-
PC7. assist to repair or replace defective wiring and relays in ignition, lighting, air- conditioning, and safety control systems, using electrician's tools as per manufacturers manual	1	3	-	-
PC8. assist in preparing parts list for procurement	1	3	-	-
PC9. handle and dispose waste based on environmental guidelines at the work place	-	1	-	-
<i>Maintenance work Assistance</i>	3	8	-	-
PC10. follow the maintenance schedule as per manufacturers manual	-	1	-	-
PC11. assist in replacing the scheduled spare parts as per mechanics instruction	-	1	-	-
PC12. replenish / change the consumables as per service manual	1	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. perform visual inspection to verify proper functioning of electronic/electrical components as per manufacturers manual	-	1	-	-
PC14. check the control panel for warning as per manufacturers manual	1	3	-	-
PC15. ensure cleaning of electronic components as per manufacturers manual	1	1	-	-
NOS Total	10	31	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	IES/N1106
NOS Name	Assist in repair and maintenance of infrastructure equipments electrical/electronic/ instrumentation parts
Sector	Infrastructure Equipment
Sub-Sector	Equipment Service and spares
Occupation	Equipment Maintenance
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	31/03/2015
Next Review Date	31/03/2017
NSQC Clearance Date	18/06/2015

Qualification Pack

IES/N7602: Comply with workshop health and safety guidelines

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for adhering to health and safety requirements at the service workshop during equipment maintenance.

Scope

This unit/task covers the following: Service workshop health and safety

Elements and Performance Criteria

Service workshop health and safety

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

- PC1.** comply with safety, health, security and environment related regulations/ guidelines as per organizational/ manufacturers policy
- PC2.** carry out maintenance operations as per the manufacturers and workshop related health and safety guidelines/ standard operating procedures
- PC3.** follow safety regulations and procedures with regard to service workshop hazards and risks
- PC4.** use appropriate protective clothing/ equipment for specific tasks and work conditions as per service manual
- PC5.** lift and carry tools/equipment/components safely using correct procedure as per the service manual
- PC6.** use appropriate tools in a proper manner as given in the service manual
- PC7.** keep the work area free from clutter and spillage
- PC8.** store equipment and tools back at designated place post use and inspect to make sure they are not left behind
- PC9.** handle the storage and disposal of hazardous materials and waste in compliance with health, safety and environmental guidelines
- PC10.** operate various grades of fire extinguishers, as applicable
- PC11.** support in administering basic first aid and report to concerned team members, as required, in case of an accident
- PC12.** respond promptly and appropriately to an accident/ incident or emergency situation, within limits of your role and responsibility
- PC13.** record and report details related to operations, incidents or accidents, as applicable

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** health, safety, environmental(hse) and security related policies/ guidelines of the organization
- KU2.** the importance of complying with health, safety, environmental and security guidelines during workshop operations

Qualification Pack

- KU3.** contact details of personnel responsible for health, safety and environment (she) related matters
- KU4.** location of workshop store, first aid station and safe assembly points
- KU5.** concerned personnel to reach out in case of emergencies and accidents/ incidents
- KU6.** reporting and documentation procedures for hse and security matters
- KU7.** manufacturers guidelines related to health and safety requirements
- KU8.** common types of health, safety, environment and security risks related to maintenance operations
- KU9.** types, use and importance of personal protective equipment (ppe) and other safety clothing
- KU10.** safe working practices to avoid common hazards and risks
- KU11.** safe working practices when working with tools and machines
- KU12.** safe working practices while working in different processes/ confined spaces
- KU13.** various dangers associated with the use of electrical equipment
- KU14.** various types of safety signs/ warnings and their meaning
- KU15.** guidelines for transport, storage and disposal of hazardous materials and waste
- KU16.** types of common hazards and risks at the workshop including fire, electrical, equipment related
- KU17.** knowledge of safe lockdown/ stop of machinery use in case of emergencies and incidents/ accidents
- KU18.** types of fire extinguishers and their use
- KU19.** common injuries and appropriate basic first aid treatment eg. electrical shock, bleeding, wounds, fractures, minor burns, eye injuries

Generic Skills (GS)

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

- GS1.** document and report any health and safety related incidents/ accidents
- GS2.** read all organizational and equipment related health and safety manuals and documents
- GS3.** read instructions, guidelines/procedures/rules
- GS4.** give clear instructions to coworkers, subordinates and others
- GS5.** make decisions on a suitable course of action or response in the event of any emergency, health and safety related incidents/accidents
- GS6.** plan and organize own work schedule, work area, tools, equipment and materials to minimise any risk for health and safety related incident/accident
- GS7.** build and maintain positive and effective relationships with colleagues and customers
- GS8.** identify immediate or temporary solutions to resolve delays
- GS9.** seek appropriate assistance from other sources to resolve problems
- GS10.** identify 'cause and effect' relations in own area of work
- GS11.** apply balanced judgment to different situations
- GS12.** document and report any health and safety related incidents/ accidents
- GS13.** read all organizational and equipment related health and safety manuals and documents

Qualification Pack

- GS14.** read instructions, guidelines/procedures/rules
- GS15.** give clear instructions to coworkers, subordinates and others
- GS16.** make decisions on a suitable course of action or response in the event of any emergency, health and safety related incidents/accidents
- GS17.** plan and organize own work schedule, work area, tools, equipment and materials to minimise any risk for health and safety related incident/accident
- GS18.** build and maintain positive and effective relationships with colleagues and customers
- GS19.** identify immediate or temporary solutions to resolve delays
- GS20.** seek appropriate assistance from other sources to resolve problems
- GS21.** identify 'cause and effect' relations in own area of work
- GS22.** apply balanced judgment to different situations

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Service workshop health and safety</i>	7	19	-	-
PC1. comply with safety, health, security and environment related regulations/ guidelines as per organizational/ manufacturers policy	1	1	-	-
PC2. carry out maintenance operations as per the manufacturers and workshop related health and safety guidelines/ standard operating procedures	-	3	-	-
PC3. follow safety regulations and procedures with regard to service workshop hazards and risks	1	1	-	-
PC4. use appropriate protective clothing/ equipment for specific tasks and work conditions as per service manual	1	1	-	-
PC5. lift and carry tools/equipment/components safely using correct procedure as per the service manual	1	3	-	-
PC6. use appropriate tools in a proper manner as given in the service manual	1	3	-	-
PC7. keep the work area free from clutter and spillage	1	1	-	-
PC8. store equipment and tools back at designated place post use and inspect to make sure they are not left behind	-	1	-	-
PC9. handle the storage and disposal of hazardous materials and waste in compliance with health, safety and environmental guidelines	-	1	-	-
PC10. operate various grades of fire extinguishers, as applicable	1	1	-	-
PC11. support in administering basic first aid and report to concerned team members, as required, in case of an accident	-	1	-	-
PC12. respond promptly and appropriately to an accident/ incident or emergency situation, within limits of your role and responsibility	-	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. record and report details related to operations, incidents or accidents, as applicable	-	1	-	-
NOS Total	7	19	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	IES/N7602
NOS Name	Comply with workshop health and safety guidelines
Sector	Infrastructure Equipment
Sub-Sector	Equipment Service and spares
Occupation	Equipment Maintenance
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	31/03/2015
Next Review Date	31/03/2017
NSQC Clearance Date	18/06/2015

Qualification Pack

IES/N7801: Maintain the work area, tools and machine to support the operations

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for activities that are needed to Maintain the work area, tools and machine to support the operations.

Scope

This unit/task covers the following: Work area / tools / machinery maintenance at work

Elements and Performance Criteria

Work area / tools / machinery maintenance at work

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

- PC1.** ensure safe handling of materials, machinery, equipment and tools
- PC2.** assist in carrying out checks to ensure the environmental conditions required are met
- PC3.** follow correct lifting and handling procedures
- PC4.** follow instructions with regard to materials to minimize waste
- PC5.** ensure a clean and hazard free working area
- PC6.** maintain tools and equipment as per organization guidelines and manufacturers instructions
- PC7.** report the need for maintenance and/or cleaning outside your area of responsibility
- PC8.** report unsafe equipment and other dangerous occurrences
- PC9.** ensure good condition of the appropriate machine guards for equipment
- PC10.** ensure use of appropriate cleaning equipment and methods appropriate for the work to be carried out
- PC11.** carry out cleaning according to schedules and limits of responsibility
- PC12.** ensure safe disposal of waste.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organizations procedures and guidelines related to breakdown & maintenance services
- KU2.** the performance standards & procedures followed in the company
- KU3.** reporting structure in the company
- KU4.** escalation matrix for reporting unresolved problems
- KU5.** timeframe in which the complaint/problem should be resolved
- KU6.** work target and review mechanism with supervisor for obtaining/ giving feedback related to performance process
- KU7.** location of tools
- KU8.** contact person in case of queries on procedure or products

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- KU9.** location and process for storage and disposal of waste material
- KU10.** safety policy of the company the user/individual on the job needs to know and understand:
- KU11.** work instructions and specifications and interpret them accurately
- KU12.** lifting and handling procedures
- KU13.** the importance of taking action when problems are identified
- KU14.** different ways of minimizing waste
- KU15.** different types of machine guards for equipment
- KU16.** the importance of running maintenance and regular cleaning
- KU17.** effects of contamination on products i.e. machine oil, dirt
- KU18.** maintenance procedures and manufacturers instructions
- KU19.** different types of cleaning equipment/ substances and their use

Generic Skills (GS)

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

- GS1.** write, as required, in english or vernacular language
- GS2.** read instructions, guidelines/procedures/rules
- GS3.** interact with the mechanic/ supervisors, as required, to seek clarifications and understand issues
- GS4.** evaluate the situation to decide on seeking assistance from superiors/ peers
- GS5.** organize and analyze information relevant to work
- GS6.** plan and organize work area, tools, equipment and materials to minimise any risk for health and safety related incident/accident
- GS7.** ensure that the service provided is of the highest order to ensure customer satisfaction
- GS8.** seek appropriate assistance from other sources to resolve problems
- GS9.** identify cause and effect relations in their area of work
- GS10.** write, as required, in english or vernacular language
- GS11.** read instructions, guidelines/procedures/rules
- GS12.** interact with the mechanic/ supervisors, as required, to seek clarifications and understand issues
- GS13.** evaluate the situation to decide on seeking assistance from superiors/ peers
- GS14.** organize and analyze information relevant to work
- GS15.** plan and organize work area, tools, equipment and materials to minimise any risk for health and safety related incident/accident
- GS16.** ensure that the service provided is of the highest order to ensure customer satisfaction
- GS17.** seek appropriate assistance from other sources to resolve problems
- GS18.** identify cause and effect relations in their area of work

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Work area / tools / machinery maintenance at work</i>	7	16	-	-
PC1. ensure safe handling of materials, machinery, equipment and tools	1	1	-	-
PC2. assist in carrying out checks to ensure the environmental conditions required are met	-	3	-	-
PC3. follow correct lifting and handling procedures	1	1	-	-
PC4. follow instructions with regard to materials to minimize waste	1	1	-	-
PC5. ensure a clean and hazard free working area	1	1	-	-
PC6. maintain tools and equipment as per organization guidelines and manufacturers instructions	1	3	-	-
PC7. report the need for maintenance and/or cleaning outside your area of responsibility	1	1	-	-
PC8. report unsafe equipment and other dangerous occurrences	-	1	-	-
PC9. ensure good condition of the appropriate machine guards for equipment	-	1	-	-
PC10. ensure use of appropriate cleaning equipment and methods appropriate for the work to be carried out	1	1	-	-
PC11. carry out cleaning according to schedules and limits of responsibility	-	1	-	-
PC12. ensure safe disposal of waste.	-	1	-	-
NOS Total	7	16	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	IES/N7801
NOS Name	Maintain the work area, tools and machine to support the operations
Sector	Infrastructure Equipment
Sub-Sector	Equipment Service and spares
Occupation	Equipment Maintenance
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	31/03/2015
Next Review Date	31/03/2017
NSQC Clearance Date	18/06/2015

Qualification Pack

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Recommended Pass % : 70

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
IES/N1106.Assist in repair and maintenance of infrastructure equipments electrical/electronic/ instrumentation parts	10	31	-	-	41	46
IES/N7602.Comply with workshop health and safety guidelines	7	19	-	-	26	29

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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
IES/N7801.Maintain the work area, tools and machine to support the operations	7	16	-	-	23	25
Total	24	66	-	-	90	100

Acronyms

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

Qualification Pack

Glossary

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

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