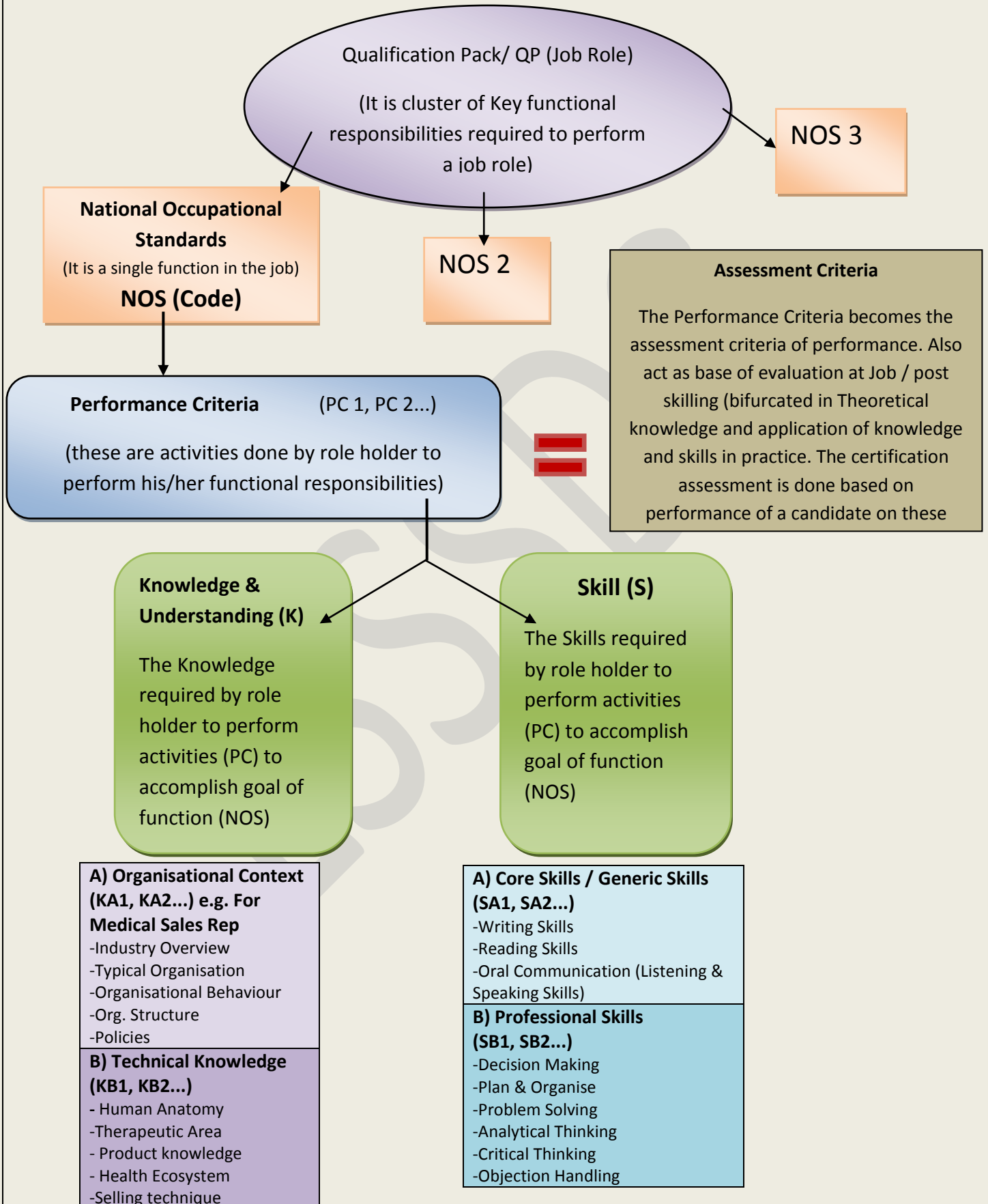


SELF HELP DOCUMENT for Understanding QUALIFICATION PACK

Structure of a Typical Qualification Pack



Frequently Asked Questions

Q1. What is Qualification Pack?

Ans 1. A qualification Pack is a document which mentions and consolidates the qualifications required for a Job Role Holder. Every QP has a shelf life to enable the document relevant to industry

The information Included in a QP is given as below (Taking the example of Medical Sales Representative):

Page 1

1. Sector: Defines the Industry this QP belongs to
2. Sub Sector: Defines the one segment of Industry this QP belongs to (there can be more than one segments in an Industry)
3. Occupation: Defines the Occupation/ Job stream / department of the Job
4. Aligned to: the section defines the alignment to NCO-2004 to enable the reference with National Classification of Occupations listed by Govt. Of India and NIC-2008 to enable reference with National Industrial Classification listed by Govt. Of India
5. Purpose of Job: Defines why this role exist in the Organization
6. Brief Job Description: Defines a holistic overview of job specifications and functions
7. Personal Attributes: Defines the personal attributes of an Ideal role holder

Page 2

8. NSQF Level: The Job Role has been mapped to National Skill Qualification Framework which defines the competency level required by Job holder in 5 factors (capability to deal with a simple/complex process, professional knowledge, professional skills, core skills and responsibility in a job role)
9. Minimum and Maximum Educational Qualification: Required for an entry in the job role
10. Training: Any Training/ Certification Requirement
11. Experience: Any Previous Experience (if Required)
12. Occupational Standard: Defines the Compulsory (MUST across industry) functions and Optional (depends on any demographic factor) functions under the Job Role.
A occupational standard (OS) is a set of information listed in a structured format to define the boundaries of a single function of Job Role. Once the occupational standard gets an approval by competent authority the same is then referred as national occupational standard (NOS). Every OS has a shelf life to enable the document relevant to industry

Page 4-5

The Glossary and terminology is given for the ready reference while reading the document

Page 6 to Page 20

The NOSs have been defined with details

Page 21-22

Discusses how the nomenclature is framed for coding of QP & NOS

Page 23- 24

Assessment Criteria: The each Performance criteria becomes the evaluation criteria for a candidate. And the evaluation is decided on Theoretical knowledge and Practical assessment (application of theoretical knowledge and skills in scenario based assessment)

Q2. How can a Role Holder use the QP document for Skill Development?

Ans 2: For skill Development perspective the Role holder must need to know the following:

1. Know the functional area to perform: Each NOS listed is a functional area for performance
2. Know the Knowledge and Skills Expected in each job function: Refer the Knowledge & Understanding and Skills Section in each NOS. There can be overlap of skills in NOSs but it is important to know how and where to use that skill while performing an activity (Performance Criteria) .
3. An in-depth knowledge about the activities to be performed in a function: Refer to Performance criteria given in each NOS, as the performance criteria are mapped to element of scope, it gives a better understand of the function to role holder.

Once he is aware about the above he/she should do a self check

4. Self Evaluation: Refer to the Assessment Criteria table given in last two pages of any QP. Follow a self evaluation on each performance criteria (Theory refers to assessment of most of theoretical concepts/knowledge section, while practical is more of skills and application of theoretical concept in practice).

Post self evaluation; identify the performance criteria where one believes he/she is not able to do justice and then refer the applicable NOS section of knowledge and skills which he/she requires to upgrade.