

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GREEN JOBS



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What are Occupational Standards (OS)?

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

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Introduction

Qualifications Pack- Portable Improved Cookstove Assembler

SECTOR: GREEN JOBS

SUB-SECTOR: Renewable Energy

OCCUPATION: Assembler

REFERENCE ID: SGJ/Q2102

ALIGNED TO: NCO-2004/ NIL

Portable Improved Cookstove Assembler is specialized in assembling and fitting components of portable improved cookstove.

Brief Job Description: He/she assembles and fits the various parts of the cookstove to manufacture the final product which meets performance and reliability standards. He /She incorporates quality craftsmanship and complies with all applicable standards.

Personal Attributes: This job require the individual to concentrate on the job at hand complete it without any accident and on time. He / She show strong work ethics, an ability to communicate with co-workers. He / She must possess lots of energy and shows willingness to work under time pressure.



Job Details	Qualifications Pack Code	SGJ/Q2102		
	Job Role	Portable Improved Cookstove Assembler This job role is applicable in both national and international scenarios		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Green Jobs	Drafted on	11/04/2016
	Sub-sector	Renewable Energy	Last reviewed on	24/05/2016
	Occupation	Assembler	Next review date	
	NSQC Clearance on	N.A		

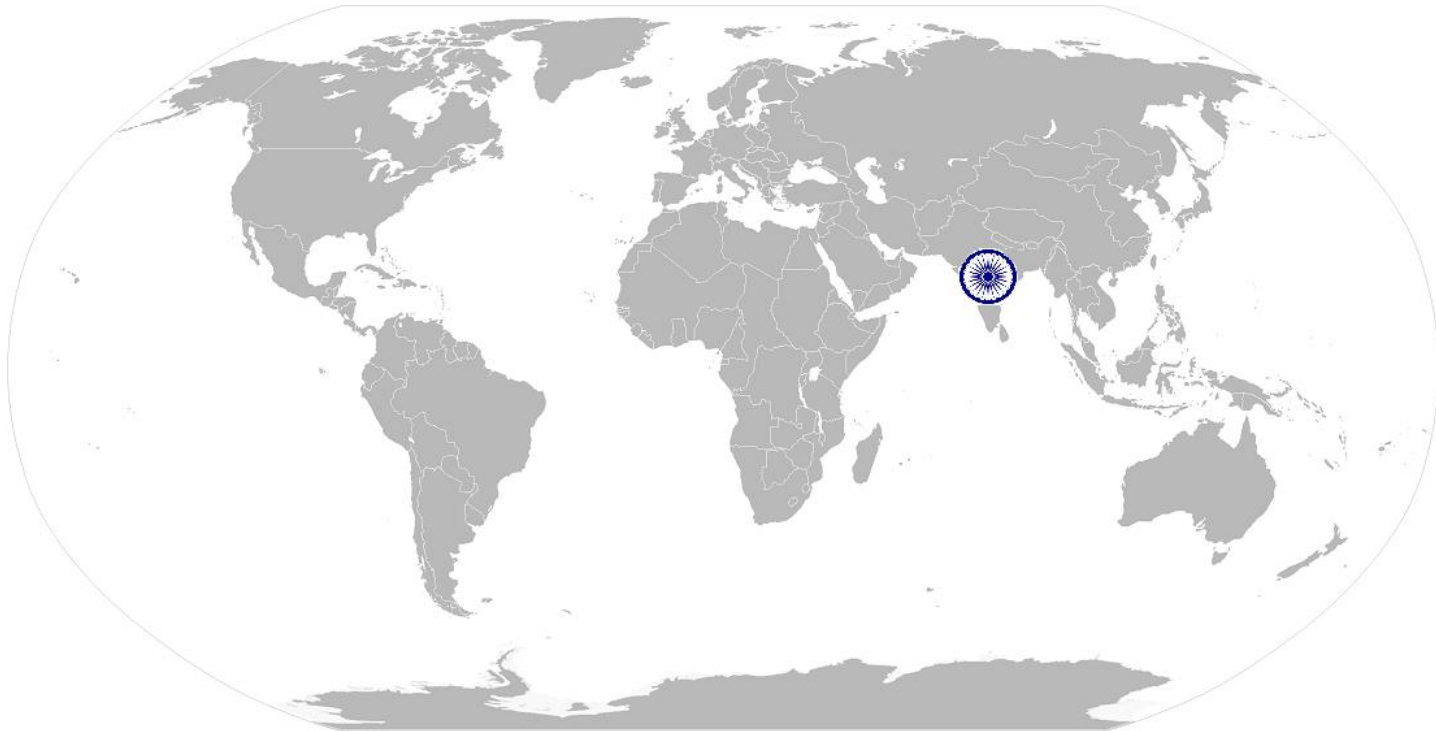
Job Role	SOLAR PV INSTALLER
Role Description	He/she assembles and fits various parts of the cookstove to manufacture the final product which meets performance and reliability standards. He /She incorporates quality craftsmanship and complies with all applicable standards.
NSQF level	3
Minimum Educational Qualifications	10 th pass
Maximum Educational Qualifications	Not Applicable.
Training (Suggested but not mandatory)	
Minimum Job Entry Age	18 years.
Experience	Not Required.
Applicable National Occupational Standards (NOS)	<p>Compulsory: SGJ/N2105: Collection of Different Parts of Portable Improved Cookstove SGJ/N2106: Assembling and fitting of components of Portable Improved Cookstove SGJ/N2107: Work Safety while Assembling and Fitting of Components</p> <p>Optional: Not Applicable.</p>
Performance Criteria	As described in the relevant OS units.



Definitions

Keywords/Term	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization
OS	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack	Qualifications Pack Code is a unique reference code that identifies a qualifications pack
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard, which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to conform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured And how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills or Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working 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.

National Occupational Standard



Overview

This unit is about collection of different components of portable improved cookstoves which are required to be assembled.

SGJ/ N 2105

Collection of Different Parts of Portable Improved Cookstove

Unit Code	SGJ / N2105
Unit Title (Task)	Collection of Different Parts of Portable Improved Cookstove
Description	This unit is about different parts of improved cookstoves which need to be assembled
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Assess the assembly area Collect and check different components and tools
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Assess the assembly area	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> PC1. Clean the area where collection and assembling will be done PC2. Ensure the assembly area is levelled PC3. Ensure adequate illumination
Collect and check different components and tools	<ul style="list-style-type: none"> PC4. Check the tools which are to be used PC5. Collect the different components which need to be assembled PC6. Check the components of improved cookstove PC7. Put the components in place
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company /organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Organization culture and set up. KA2. Organization documentation required if any. KA3. Safety and emergency procedure.
B. Technical Knowledge	The individual on the job needs to know and understand the following aspects: <ul style="list-style-type: none"> KB1. Use of tools like screw driver, wrench, hammer. KB2. Basic concepts of metal and its properties. KB3. Working of improved cookstove. KB4. Basic knowledge of mathematics and calculation. KB5. Do's and Don'ts of materials handling.
Skills	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Fill up documentation applicable to one's role.
	Reading Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA2. Read and understand vernacular/local language. SA3. Ability to read from different sources- books, signage, posters and brochures. SA4. Understand the nomenclature of various tools as per standards.
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA5. Express statements or information clearly so that others can hear and understand. SA6. Participate in and understand discussions. SA7. Respond appropriately to any queries. SA8. Communicate with supervisors and co-workers. 	

SGJ/ N 2105

Collection of Different Parts of Portable Improved Cookstove

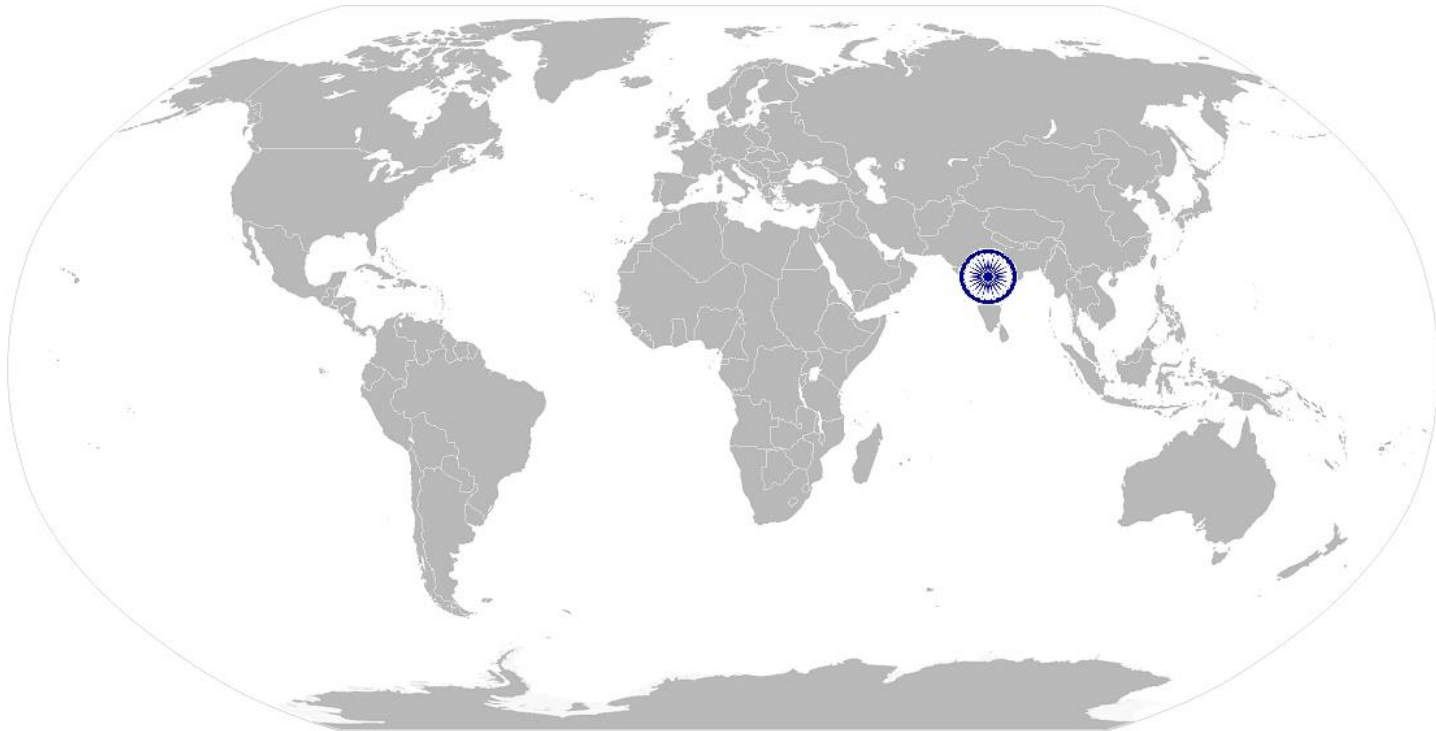
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Follow organization rule-based decision making process. SB2. Take decision with systematic course of actions and/or response.
	Plan and Organize
	The user/individual on the job needs to know and understand how to : SB3. Planning and organization of work to meet deadlines. SB4. Work constructively and collaboratively with others.
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB5. Maintain discipline in work and conduct. SB6. Manage relationships with customers with intent on satisfying its requirements for assembly process.
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB7. Recognize problems and search for solutions. SB8. Choose best methods to complete assigned tasks. SB9. Approach relevant authority when required.
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB10. Apply domain knowledge, observation to select course of action to perform tasks related to assembly of portable improved cookstove.
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB11. Evaluate information obtained from supervisor and co-workers to perform day to day activities. SB12. Ask questions for better understanding.

SGJ/ N 2105

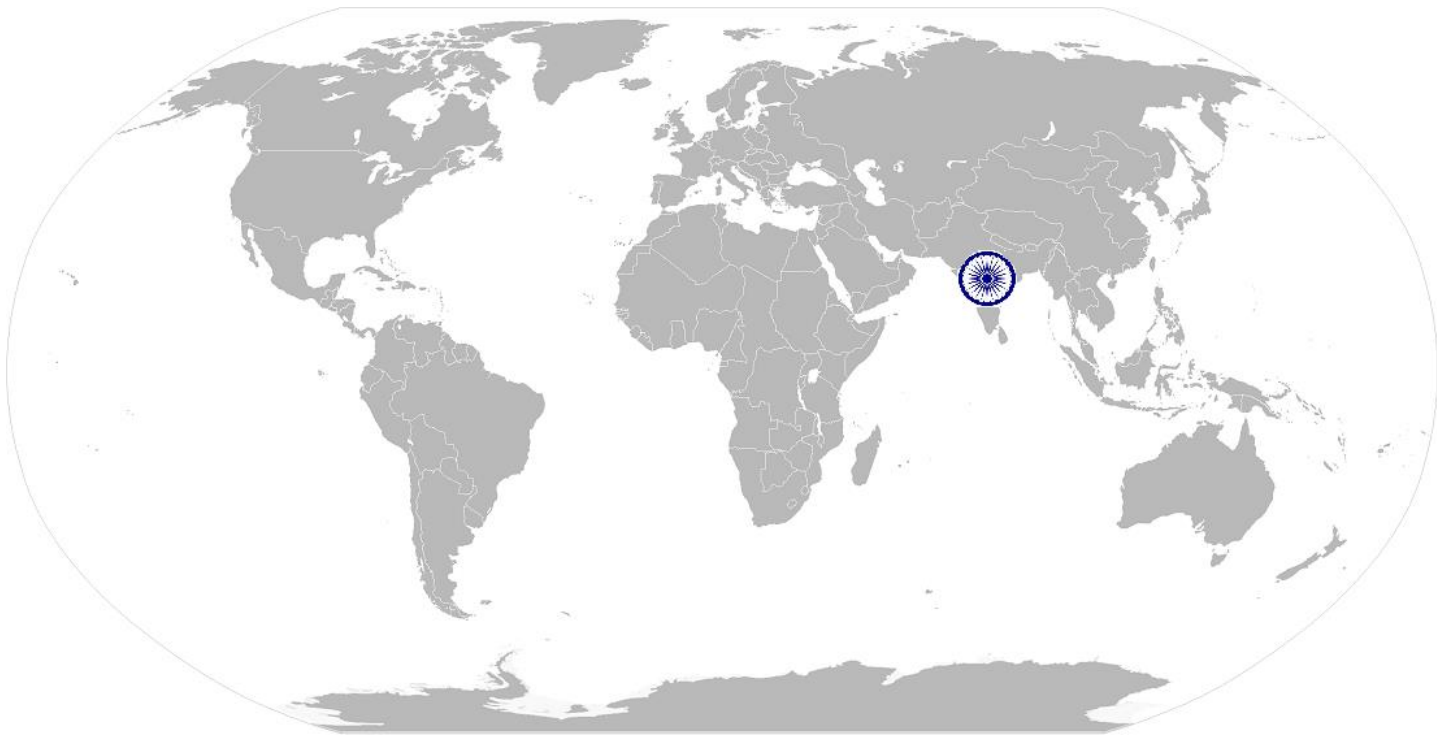
Collection of Different Parts of Portable Improved Cookstove

NOS Version Control

NOS Code	SGJ/N2105		
Credits (NSQF)	TBD	Version number	1.0
Industry Sector	Green Jobs	Drafted on	11/04/2016
Industry Sub-sector	Renewable Energy	Last reviewed on	24/05/2016
Occupation	Assembler	Next review date	



National Occupational Standard



Overview

This unit is about assembling and fitting of different components of portable improved cookstoves.

SGJ/ N 2106 Assembling and Fitting of Different Components of Portable Improved Cookstove

National Occupational Standard

Unit Code	SGJ / N2106
Unit Title (Task)	Assembling and Fitting of Different Components of Portable Improved Cookstove
Description	This unit is about assembling of different components of portable improved cookstoves.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Assemble outer frame • Assemble inner structure • Fit inner and outer body
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Assemble outer frame	PC1. Arrange all the outer parts which need to be assembled PC2. Fix the outer parts with bolts and screws PC3. Attach the heat guard to the side stand PC4. Fix the plate with company make, batch number and the technical details PC5. Clean outer body of the portable Improved cookstove
Assemble inner structure	PC6. Arrange all the inner parts which need to be assembled PC7. Fix inner parts PC8. Arrange and fix the ceramic stone/ combustion chamber and cast iron grate in the inner plate PC9. Fix the knob on the outer chamber gate
Fit inner and outer body	PC10. Arrange the inner and outer body close by PC11. Fit the inner body inside the outer body PC12. Fix the inner body parts and outer body parts with different tools PC13. Clean the product with dry cloth PC14. Lift the assembled cookstove carefully and store it at proper place
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company /organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Organization procedures and practices. KA2. Organization culture & set up. KA3. Document information using appropriate corporate forms.
B. Technical Knowledge	The individual on the job needs to know and understand the following aspects: <ul style="list-style-type: none"> KB1. Knowhow of use Tools and Tackles required for assembly. KB2. Basic concepts of metal and its properties. KB3. Assembling work on portable improved cookstove in accordance with relevant standards and regulations. KB4. Basic knowledge of mathematics and calculation. KB5. Do's and Don'ts of materials handling. KB6. Occupational health and safety (OHS) standards and associated risks when working on particular area.

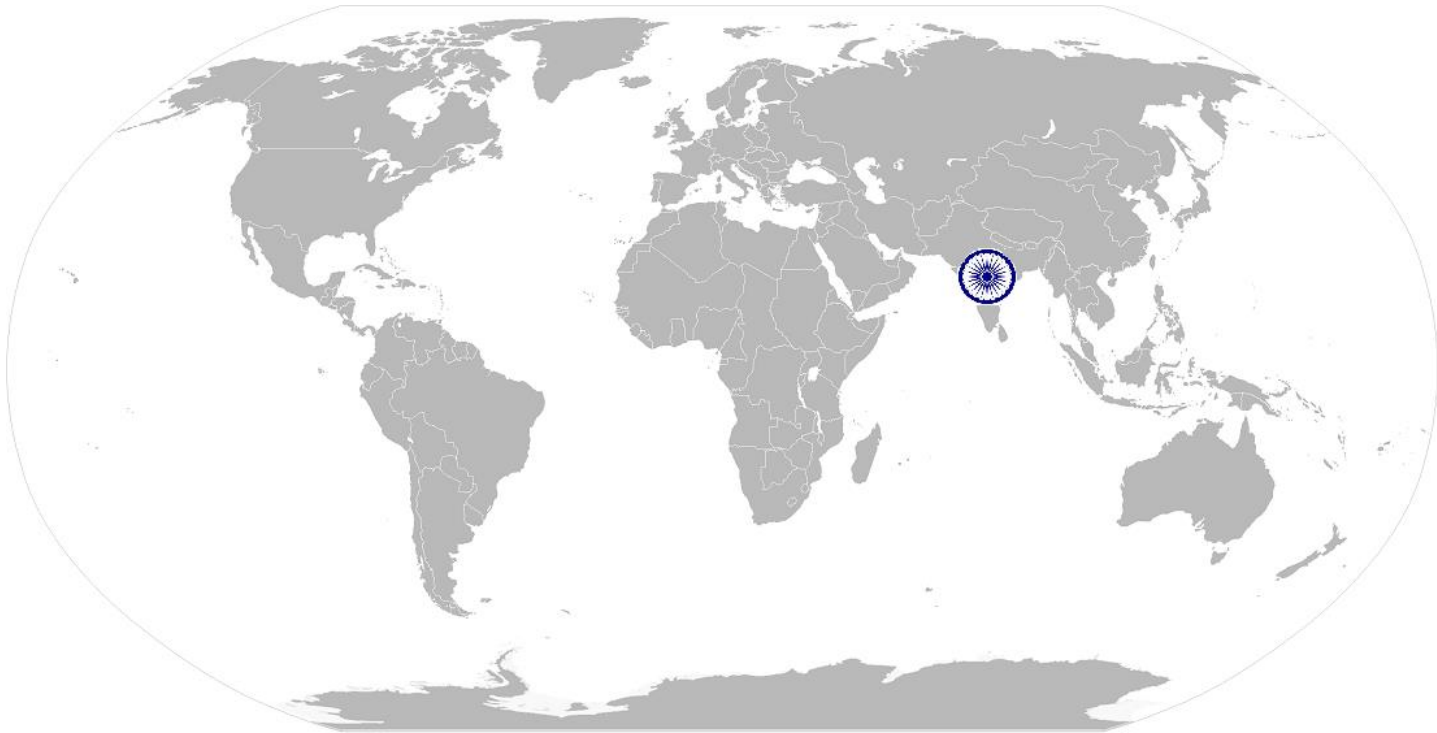
SGJ/ N 2106 Assembling and Fitting of Different Components of Portable Improved Cookstove

Skills	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Fill up documentation applicable to one's role.
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read and understand vernacular/local language. SA3. Ability to read from different sources- books, signage, posters and brochures. SA4. Understand the nomenclature of various tools as per standards.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. Express statements or information clearly so that others can hear and understand. SA6. Participate in and understand discussions. SA7. Respond appropriately to any queries. SA8. Communicate with supervisors and co-workers.
	B. Professional Skills
	Decision Making
The user/individual on the job needs to know and understand how to: SB1. Follow organization rule-based decision making process. SB2. Take decision with systematic course of actions and/or response.	
Plan and Organize	
The user/individual on the job needs to know and understand how to : SB3. Planning and organization of work to meet deadlines. SB4. Work constructively and collaboratively with others.	
Customer Centricity	
The user/individual on the job needs to know and understand how to: SB5. Maintain discipline in work and conduct. SB6. Manage relationships with customers with intent on satisfying its requirements for assembly process.	
Problem Solving	
The user/individual on the job needs to know and understand how to: SB7. Recognize problems and search for solutions. SB8. Choose best methods to complete assigned tasks. SB9. Approach relevant authority when required.	
Analytical Thinking	
The user/individual on the job needs to know and understand how to: SB10. Apply domain knowledge, observation to select course of action to perform tasks related to assembly of portable improved cookstove.	
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB11. Evaluate information obtained from supervisor and co-workers to perform day to day activities. SB12. Ask questions for better understanding.	

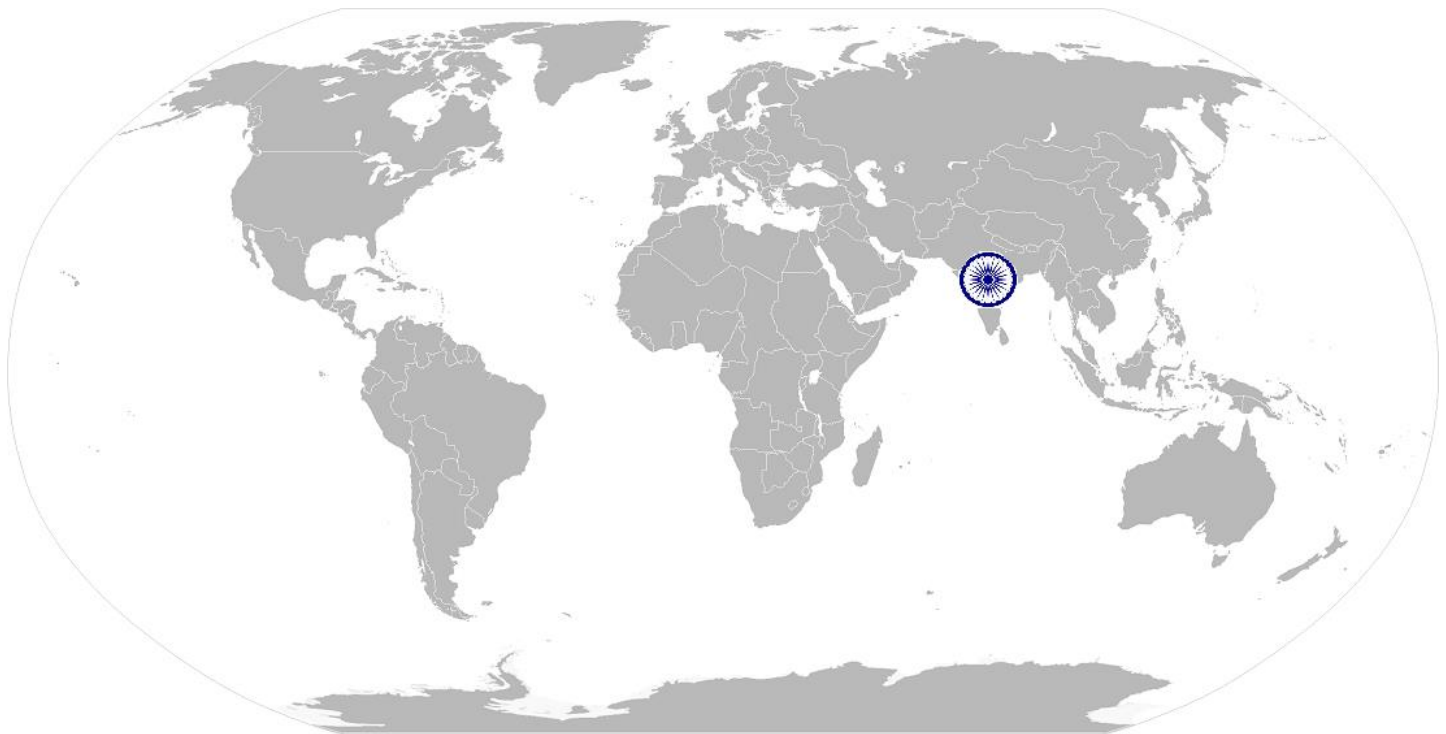
SGJ/ N 2106 Assembling and Fitting of Different Components of Portable Improved Cookstove

NOS Version Control

NOS Code	SGJ/N2106		
Credits (NSQF)	TBD	Version number	1.0
Industry Sector	Green Jobs	Drafted on	11/04/2015
Industry Sub-sector	Renewable Energy	Last reviewed on	24/05/2015
Occupation	Assembler	Next review date	



National Occupational Standard



Overview

This unit is about maintaining work safety while assembling and fitting of components for Improved Cookstove.

SGJ/ N 2107

Work Safety while Assembling and Fitting of Components

National Occupational Standard	Unit Code	SGJ / N2107
	Unit Title (Task)	Work Safety while Assembling and Fitting of Components
	Description	This unit is about maintaining work safety while assembling and fitting of components for Improved Cookstove.
	Scope	This OS unit/task covers the following: <ul style="list-style-type: none"> • Work Safety while collection of Raw Material • Work Safety while Assembling and Fitting of Components
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Work Safety while collection of Raw Material	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Identify precautions to be observed while collection of raw materials PC2. Safely handle the tools used for collection PC3. Demonstrate the use of personal protective equipments(PPE) PC4. Ensure proper hygiene
	Work Safety while Assembling and Fitting of Components	<ul style="list-style-type: none"> PC5. Demonstrate the standard safety operation while assembling and fitting of components for Improved Cookstove PC6. Handle the outer frame and inner part carefully PC7. Properly use tools while assembling and fitting PC8. Properly fit and avoid any loose fittings
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Organization culture & set up. KA2. Organization documentation required if any.
B. Technical Knowledge	<ul style="list-style-type: none"> KB1. Importance of PPE. KB2. Use and area of application of PPE. KB3. Standard safety operating procedures while collecting, assembling and fitting of components for Improved Cookstove. KB4. Use of First Aid Kit. 	
Skill(s)		
A. Core Skills/ Generic Skills	Writing skills	The individual on the job needs to know and understand: <ul style="list-style-type: none"> SA1. Fill up documentation applicable to one's role.
	Reading Skills	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA2. Read and understand vernacular/local language. SA3. Read and understand manuals, health and safety instructions. SA4. Understand the nomenclature of various tools as per standards.

SGJ/ N 2107

Work Safety while Assembling and Fitting of Components

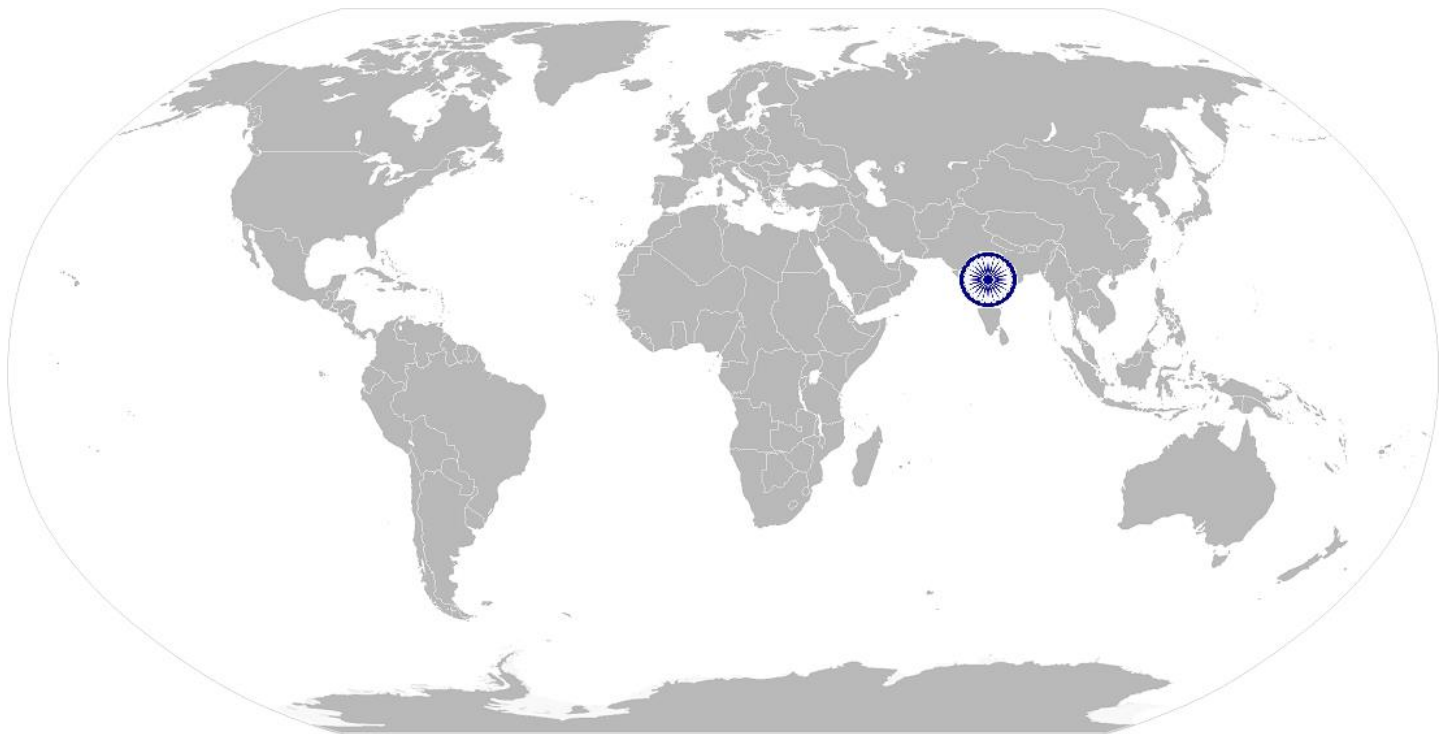
	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Express statements or information clearly so that others can hear and understand.</p> <p>SA6. Participate in and understand discussions.</p> <p>SA7. Respond appropriately to any queries</p>	
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Follow organization rule-based decision making process.</p> <p>SB2. Take decision with systematic course of actions and/or response.</p>	
	<p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to :</p> <p>SB3. Planning and organization of work to meet deadlines.</p> <p>SB4. Work constructively and collaboratively with others.</p>	
	<p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Maintain discipline in work and conduct.</p> <p>SB6. Manage relationships with customers with intent on satisfying its requirements for assembly process.</p>	
	<p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Recognize problems and search for solutions.</p> <p>SB8. Choose best methods to complete assigned tasks.</p>	
	<p>Analytical Thinking</p> <p>N.A</p>	
	<p>Critical Thinking</p> <p>N.A</p>	

SGJ/ N 2107

Work Safety while Assembling and Fitting of Components

NOS Version Control

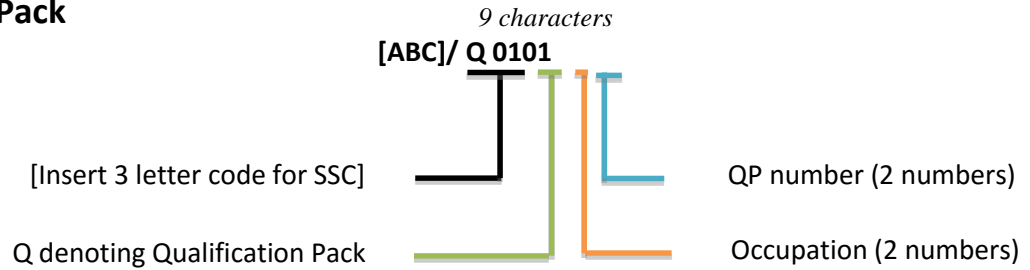
NOS Code	SGJ/N2107		
Credits (NSQF)	TBD	Version number	1.0
Industry Sector	Green Jobs	Drafted on	18/04/2015
Industry Sub-sector	Renewable Energy	Last reviewed on	24/05/2015
Occupation	Assembler	Next review date	



Annexure

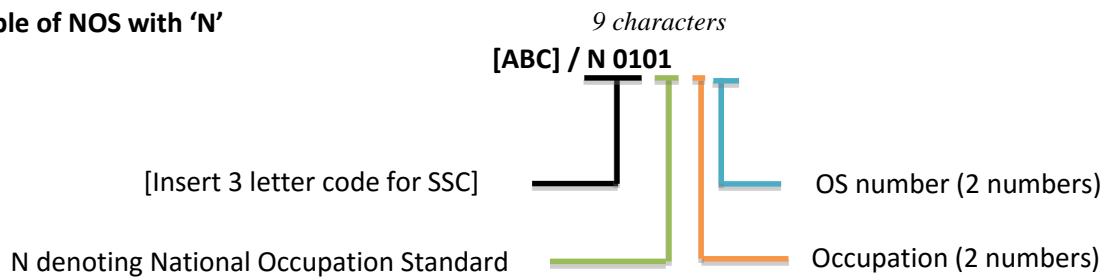
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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

Sub-sector	Range of Occupation numbers
Solar Photovoltaic	01-05
Solar Thermal	06-10
Wind	11-15
Hydro	16-20
Biomass	21-25
Geothermal	26-30
All Renewables (Cross-cutting/ Enabling Activities)	31-35
Alternative Fuel Transportation	36-40
Bio-fuels and Farming	40-45
Environmental Compliance and Sustainability Planning	46-50
Green Buildings	51-55
Energy Efficiency	56-60
Waste Management	61-65
Water and Wastewater Management	66-70
Co-generation	71-75
Other Green Jobs	76-99

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

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Improved Cookstove Assembler

Qualification Pack SGJ/Q2102

Sector Skill Council Green Jobs

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NOS	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
SGJ/N2105: Collection of different parts of Portable Improved Cookstove	PC1. Clean the area where collection and assembling will be done				
	PC2. Ensure the assembly area is levelled				
	PC3. Ensure adequate illumination				
	PC4. Check the tools which are to be used				
	PC5. Collect the different components which need to be assembled				
	PC6. Check the components of improved cookstove Put the components in place				
		TOTAL			
SGJ/N2106: Assembly and fittings of components of Portable Improved Cookstove	PC1. Arrange all the outer parts which need to be assembled				
	PC2. Fix the outer parts with bolts and screws				
	PC3. Attach the heat guard to the side stand				
	PC4. Fix the plate with company make, batch number and the technical detail				
	PC5. Clean outer body of the portable Improved cookstove				
	PC6. Arrange all the inner parts which need to be assembled				
	PC7. Fix inner parts				
	PC8. Arrange and fix the ceramic stone/ combustion chamber and cast iron grate in the inner plate				
	PC9. Fix the knob on the outer chamber gate				
	PC10. Arrange the inner and outer body close by				
	PC11. Fit the inner body inside the outer body				

	PC12.Fix the inner body parts and outer body parts with different tools			
	PC13.Clean the product with dry cloth			
	PC14.Lift the assembled cookstove carefully and store it at proper place			
		TOTAL		
SGJ/N2107: Work safety while assembling and fitting of components	PC1.Identify precautions to be observed while collection of raw materials			
	PC2.Safely handle the tools used for collection			
	PC3.Demonstrate the use of personal protective equipments(PPE)			
	PC4.Ensure proper hygiene			
	PC5.Demonstrate the standard safety operation while assembling and fitting of components for Improved Cookstove			
	PC6.Handle the outer frame and inner part carefully			
	PC7.Properly use tools while assembling and fitting			
	PC8.Properly fit and avoid any loose fittings			
		TOTAL		

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