

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Agriculture Skill Council of India (ASCI)
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Name and contact details of individual dealing with the submission

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List of documents submitted in support of the Qualifications File

1. Qualifications Pack of Assistant Groundskeeper
2. Career Map of Assistant Groundskeeper
3. List of QP/NOS Validating companies

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SUMMARY

Qualification Title	Assistant Groundskeeper
Qualification Code	(AGR/Q0805)
Nature and purpose of the qualification	Nature of the qualification - a Qualification Pack (QP) The main purpose of the qualification - to train the incumbent for maintaining, protecting and enhancing grounds, lawns and other green areas
Body/bodies which will award the qualification	Agriculture Skill Council of India (ASCI)
Body which will accredit providers to offer courses leading to the qualification	Agriculture Skill Council of India (ASCI)
Body/bodies which will carry out assessment of learners	Agriculture Skill Council of India (ASCI)
Occupation(s) to which the qualification gives access	Assistant Groundskeeper
Licensing requirements	N/A
Level of the qualification in the NSQF	Level 3
Anticipated volume of training/learning required to complete	200 hours

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the qualification	
Entry requirements and/or recommendations	Class 5 preferably
Progression from the qualification	Gardener (Level 4)
Planned arrangements for the Recognition of Prior learning (RPL)	RPL assessment will be as per normal ASCI assessment process. (ASCI recognizes that there may be candidates who have prior learning experience in the Agriculture Sector and are desirous of being certified. Such candidates can apply to ASCI for testing and certification of their skills. Training Partners will be responsible for identifying and counselling candidates for RPL through mobilization camps and advertisements. The details of the RPL process have been defined by ASCI under the document- Guidelines for Recognition of Prior Learning under PMKVY)
International comparability where known	N/A
Date of planned review of the qualification.	31/10/2019

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Formal structure of the qualification				
Title of component and identification code.	Mandatory/ Optional	Estimated size (learning hours: Theory)	Estimated size (learning hours: Practical)	Level
Introduction: (Bridge Module)	Mandatory	5	5	3
AGR/N0815 Assist in preparation of the grounds	Mandatory	25	50	3
AGR/N0816 Assist in ground care and maintenance	Mandatory	25	60	3
AGR/N9903 Maintain health and safety at the workplace	Mandatory	10	20	3

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum Document or a Qualification Pack.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

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Give details of the document here:

1. Qualification Pack of Assistant Groundskeeper- Annexure

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SECTION 1

ASSESSMENT

Body/Bodies which will carry out assessment:

ASCI affiliated assessment bodies.

1. Aspiring Minds Pvt Ltd
2. Anant Learning & Development Pvt Ltd
3. Assess People Services India Pvt Ltd
4. Trendsetters Skill Assessors Pvt Ltd
5. Mettl
6. Manipal City & Guilds
7. SP Institute of Workforce Development
8. Multi Skill Assessor Guild

More Assessment Agencies are being empanelled to cover wider geographical area

How will RPL assessment be managed and who will carry it out?

RPL will be based on the same approved Qualification Pack and Assessment Criteria mentioned in the Qualification Pack and will be carried out as per normal ASCI assessment process. The Training Partner or any other authority as prescribed by the Steering Committee will identify and counsel candidates eligible for RPL through mobilization camps and advertisements. The mobilized candidates can be counselled, oriented about the standardized NSQF framework and basis their existing competency will be mapped against the suitable level of the concerned Job role for assessments. The candidates enrolled will be assessed by the Assessment Agency affiliated with the Sector Skill Council on the basis of assessment criteria decided by Sector Skill Council (SSC). The candidate will need to pass in the minimum assessment criteria of a particular QP decided by the SSC. Successfully assessed candidates with a valid Aadhaar or alternate ID (as per process) will be eligible for either “Full Qualification” or “Partial Qualification – NOS based Certification”.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

A robust technology enabled assessment methodology has been designed keeping in mind the geographical/Physical constraints and target segment which assess a trainee’s knowledge and skill set through three methods:

- An offline Tablet based test through the use of Multiple Choice Text and Picture based questions in vernacular languages
- Actual demonstration on the field
- Viva

ASCI’s assessment strategy:

- Question sets are developed as per the weightage of each NOS of the Qualification Pack.
- Assessment criteria for each Qualification Pack developed, in which each Performance

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criteria (PC) assigned marks based on NOS

- Question Bank is developed to assess the theoretical and practical knowledge. To ensure the quality, each trainee gets a different set of questions
- Empanelment of subject matter expert as assessor primarily from the Industry to assess trainee specifically on practical skills as per Industry demands
- Assessments are preferably conducted on tablets or pen or papers in regional languages according to the requirement.
- Questions are uploaded in the tablets only on the day of assessment
- It is ensured that TP/trainer are not present during assessment

Please attach any documents giving further information about assessment and/or RPL. Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

Give details of the document(s) here:

- Assessment criteria is available at the end of the Qualification Pack

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ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

Means of assessment 1
Means of assessment 2
Pass/Fail

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Title of Component: Assistant Groundskeeper

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Assistant Groundskeeper

Qualification Pack AGR/Q0805

Sector Skill Council Agriculture Skill Council of India

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 50% in aggregate
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

Assessment outcomes	Assessment criteria for outcomes	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
1. AGR/N0815: Assist in preparation of the grounds	PC1. acquire an understanding of the size of the ground as per area, building, location	100	9	3	6
	PC2. assist in designing of the ground as per location, planning: square, rectangular, circular, oval		9	3	6
	PC3. assist in preparation of the soil for laying the grass layer		9	3	6
	PC4. support in planning the drainage system for the grounds		9	3	6
	PC5. sow the required type of grass seeds, as per instructions		9	3	6
	PC6. remove the litter on the grounds on a regular basis		9	3	6
	PC7. assist in laying the turf as per the requirement of the activity		9	3	6
	PC8. assist in maintenance of the soil conditions for the turf		9	3	6

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	PC9. dress the turf with the required chemicals, as instructed, for prevention of diseases to the turf		9	2	7
	PC10. assist the groundskeeper in the regular inspection of turf		9	2	7
	PC11. water the turf on a regular basis, as per, instructions		10	2	8
			100	30	70
2.AGR/N0816: Assist in ground care and maintenance	PC1. dig areas for exposing weeds and insect pests to sunlight	100	12	4	8
	PC2. level area through application of FYM		12	4	8
	PC3. monitor proper slope for drainage of water from the ground		12	4	8
	PC4. carry out edging with hand shears and shimmers		12	4	8
	PC5. carry out weeding, trimming, mowing, watering and fertilizer application in ground on a regular basis		13	3	10
	PC6. carry out application of insecticides and pesticides as per the need, according to instructions		13	4	9
	PC7. assist in marking boundaries, tracks and other lines when the grounds are used for sports activities		13	4	9
	PC8. carry hedge cutting, maintenance of shrubs, plants and trees		13	3	10
			100	30	70
3. AGR/N9903 Maintain health and safety at the workplace	PC1. undertake basic safety checks before operation of all machinery and vehicles and report all potential hazards to the supervisor	100	6	2	4
	PC2. identify work for which protective clothing or equipment is required and perform those duties in accordance with workplace policy		7	2	5
	PC3. read and understand the hazards of use and contamination mentioned on the labels of pesticides/fumigants, etc.		7	2	5
	PC4. assess risks prior to performing manual handling jobs, and work according to currently recommended safe practices		7	2	5
	PC5. use equipment and materials safely and correctly and return the same to designated storage when not in use		7	2	5
	PC6. dispose off waste safely and correctly in a designated area		6	2	4
	PC7. recognize risks to bystanders and take action to reduce risk associated with jobs in the workplace		7	2	5
	PC8. perform work in a manner which minimizes environmental damage all procedures and ensure work		7	2	5

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	instructions for controlling risks are followed closely				
	PC9. report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger		7	2	5
	PC10. follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions for emergency evacuation		7	2	5
	PC11. follow emergency procedures to company standard / workplace requirements		6	2	4
	PC12. use emergency equipment in accordance with manufacturers' specifications and workplace requirements		7	2	5
	PC13. provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques		7	2	5
	PC14. recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate		6	2	4
	PC15. report details of first aid administered in accordance with workplace procedures.		6	2	4
			100	30	70
	GRAND TOTAL	300	300	90	210

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SECTION 2

EVIDENCE OF LEVEL

OPTION B

Title/Name of qualification/component: Assistant Groundskeeper			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	An Assistant Groundskeeper is responsible for maintaining, protecting and enhancing the grounds, lawns, meadows, greenways, gardens and plantings.	<p>The job holder is responsible for maintaining, protecting and enhancing the grounds, lawns, meadows, greenways, gardens and plantings. This involves performing limited range of activities which are predictable, and routine, such as assisting in preparation of grounds, assisting in ground care and maintenance, maintaining health and safety at the workplace. Since it does not involve working in a situation of clear choice, the role does not qualify for Level 4.</p> <p>The job role requires the job holder to perform limited range of activities which are predictable, and routine. For eg, s/he has to carry out maintenance of plants in poly bags, pots, transplant seedlings, rooted cuttings on a timely basis and carry out weeding, trimming, mowing, watering and fertilizer application in ground on a regular basis, assist in designing of the ground as per location, planning: square, rectangular, circular, oval, assist in preparation of the soil for laying the grass layer, assist in laying the turf as per the requirement of the activity, assist in maintenance of the soil conditions for the turf,</p>	3

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Title/Name of qualification/component: Assistant Groundskeeper		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		<p>dig areas for exposing weeds and insect pests to sunlight, level area through application of FYM, monitor proper slope for drainage of water from the ground, carry out application of insecticides and pesticides as per the need, according to instructions, assist in marking boundaries, tracks and other lines when the grounds are used for sports activities</p> <p>Hence this role cannot be pegged at Level 2.</p>	
Professional knowledge	The user/individual on the job needs to know and understand the types of garden layouts followed/used by the organization, types of procedures followed by the organization for maintenance of the garden, handling and care of equipments and implements available in the company for ground keeping work.	<p>The job holder is expected to know basic facts, process and processes and principles applied. For example, the job holder is expected to have basic knowledge of handling of seeds, preparation of cuttings, planting, intercultural operations in beds and poly, transplanting, potting mixture, potting-repotting, watering, etc, harvesting and collection of seeds, bulbs, tubers, their cleaning and packing for the use in next season, size and shape of the lawn, , beds and other elements, methods of planting & raising of ornamental plants, lawn establishment, application of manure, various intercultural operations for tidiness. Since the job holder is required to have only basic knowledge on all the above mentioned areas, the role qualifies for Level 3. Since it does not require the individual to have factual knowledge, it does not qualify for Level 4.</p> <p>The job role requires the job holder to know basic facts, processes and principles applied. For eg., s/he has to</p>	3

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Title/Name of qualification/component: Assistant Groundskeeper		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		<p>know how to carry out selection of grass and planting method, preparation of cuttings or care in seed sowing in raising lawn, mowing, weeding, water and fertilizer requirement, scrapping and rejuvenation of old lawns, use of hand, electric or petrol driven mowers, raising of lawns, paths, pavilion and care and maintenance of sprayers, tools and implements used in gardening.</p> <p>Hence it cannot be pegged at Level 2.</p>	
Professional skill	A assistant Groundskeeper on the job must have the knowledge and understanding of various professional skills like: Decision making skills, planning and organising, Critical thinking skills, customer centricity skills, analytical thinking skills etc.	<p>The job holder is expected to recall and demonstrate practical skill which is routine and repetitive in nature, and has a narrow range of application. For instance, the job holder has to decide on type of seed bed to be prepared and need for sand, FYM to be added, decide on type and extent of seed, cuttings and other planting material requirement for planting, enlist the items required for gardening of a particular site and the quantity thereof and decide on the type of ground grass suitable for the area and planting scheme</p> <p>All these activities are mostly repetitive and have a narrow range of application, hence qualifying the role for a Level 3. Since it does not require the job holder to use quality concepts, it does not qualify for Level 4.</p> <p>The job role requires the job holder to recall and demonstrate practical skill which is routine and repetitive in nature, and has a narrow range of application. For eg., s/he has to display decision making skills, plan and</p>	3

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Title/Name of qualification/component: Assistant Groundskeeper		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		organize, apply domain understanding and display common sense. Hence it cannot be pegged at Level 2.	
Core skill	A assistant Groundskeeper must have the knowledge and understanding of basic core skills like Reading skills, writing skills and oral and communication skills(Listening and speaking skills).	<p>The job holder is expected to have both oral and written communication skills with minimal clarity, have basic arithmetic and algebraic skills. For instance, s/he should be able to note down the information given by interior landscaper or any other senior, read the instructions about safe use of tools and equipments, communicate appropriately with team members, discuss task lists, schedules and activities. Hence, this role qualifies for Level 3. Since it does not require the job holder to display the grasp of knowledge of the language to communicate, it does not qualify for Level 4.</p> <p>The job role requires the job holder to have both oral and written communication skills with minimal clarity, have basic arithmetic and algebraic skills. S/he has to write name of the seed, plant and other input requirements for ground, read information given on the tags/ slips about the grass and listen to and understand given information. Hence it cannot be pegged at Level 2.</p>	3
Responsibility	An Assistant Groundskeeper is responsible for performing routine grounds tasks including watering, garden maintenance, trail and pond maintenance, weeding, mulching, applying fertilizers, operating grounds equipment and assisting with cleaning various maintenance areas.S/he is responsible for the care and	The job holder works under close supervision and holds only partial responsibility for his own work up to a certain defined limit. S/he is a semi-skilled worker who works under a supervisor and carries out activities such as add sand, fertilizer as per need to facilitate seed germination in nursery , use structures and portrays for enhanced and quick germination, as per the guidelines, raise cuttings	3

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Title/Name of qualification/component: Assistant Groundskeeper		Level: 3	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>maintenance of a particular tract of land, as an estate, a park, or a cemetery</p>	<p>and transplant plants in poly bags to facilitate shifting, assist in designing of the lawn as per location, planning: square, rectangular, circular, oval, provide support in changing the overall look of the lawn, dig areas for exposing weeds and insect pests to sunlight , level area through application of FYM, ensure application of insecticides and pesticides as per the need, create and maintain lawn, plant flowers, shrubs, trees, plant annuals, cuttings, bulbs, pot plants, hanging baskets, ensure proper space management in planting for mass and special effects, prepare potting mixture and planting , maintain plants in pots and ensure weeding, watering, identify common pests and diseases , spray pesticide, insecticide, fungicide, ensure care and maintenance of bonsai , prepare pits for decomposing leaves, and other biomass, create hillocks, ponds, rock garden, etc. for landscaping. Hence, this role qualifies for Level 3 as the job holder does not have full responsibility for his own work and learning.</p> <p>The job role requires the job holder to work under close supervision and hold partial responsibility for his own work up to a certain defined limit. S/he has to ensure transplanting of seedlings, dig out plants and transplant seedlings, rooted cuttings on a timely basis, ensure weeding, trimming, mowing, watering and fertilizer application in lawn on a regular basis. Hence it cannot be pegged at Level 2.</p>	

India-EU Skills Development project: Qualification File

SECTION 3 EVIDENCE OF NEED

What evidence is there that the qualification is needed?

While collecting data from the companies for the occupational map, we also took feedback from industry, training institutions which was collected with respect to roles for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the industry feels they face. Governing council of ASCI and Occupational Standards Committee which comprises of experts & senior leaders gave final approval and endorsement for the same.

According to industry interactions held, there has been a phenomenal increase in landscaping business, and consequently gardening, all across India in the past few years. The real estate activity has led to increased demands in the gardening profession. Landscaping market in India is premature and only 10% or less of the sector is organized. However, surging per capita income with changing and progressive lifestyle has led to a phenomenal increase in landscape and gardening market. Hence there is an increasing demand for skilled workers in this sector. In the coming years, the need for enhancing the aesthetics and beautification of urban areas will only increase. The government has also been laying special emphasis on developing green areas and parks. Green spaces have become the core of urban development and their maintenance has increased the need for gardeners/landscapers. Being formally skilled in the profession would also enable gardeners/landscapers to demand better wages/ salaries for their work.

What is the estimated uptake of this qualification and what is the basis of this estimate?

It is difficult to estimate uptake of this qualification at this stage as the sector not only is highly unorganized but also no in-depth skill-gap study has been done. The QP has been developed taking feedback from industry for demand though again sample size may not lend to accurate figures. Working closely with NSDA would indicate precise requirements.

What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF?

NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work and also our occupational map/QPs are put on ASCI & NSDC websites.

The QP for this role has been compared with NCVT courses and it has been found that NCVT does not have any specific course pertaining to assistant groundkeeper , whereas ASCI has a separate qualification pack for “Assistant groundkeeper ”

This QP has been developed keeping in mind the industry requirements.

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- What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?
- Any institution / individual is welcome to send feedback, which is recorded and considered during next review cycle.
- Communication will be sent for any feedback to all the main stakeholders/users one month prior to the review of the qualifications pack.
- A formal review is scheduled in three years' time

Please attach any documents giving further information about any of the topics above. Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

SECTION 4

EVIDENCE OF PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

Career path in agri sector is generally in terms of activities done & ownership of responsibility because they are primarily self-wage employment/entrepreneurship roles.

However, there are occupations in the organized segment (Agri Industries) in which career pathway has been identified as illustrated below (Annexure 1)

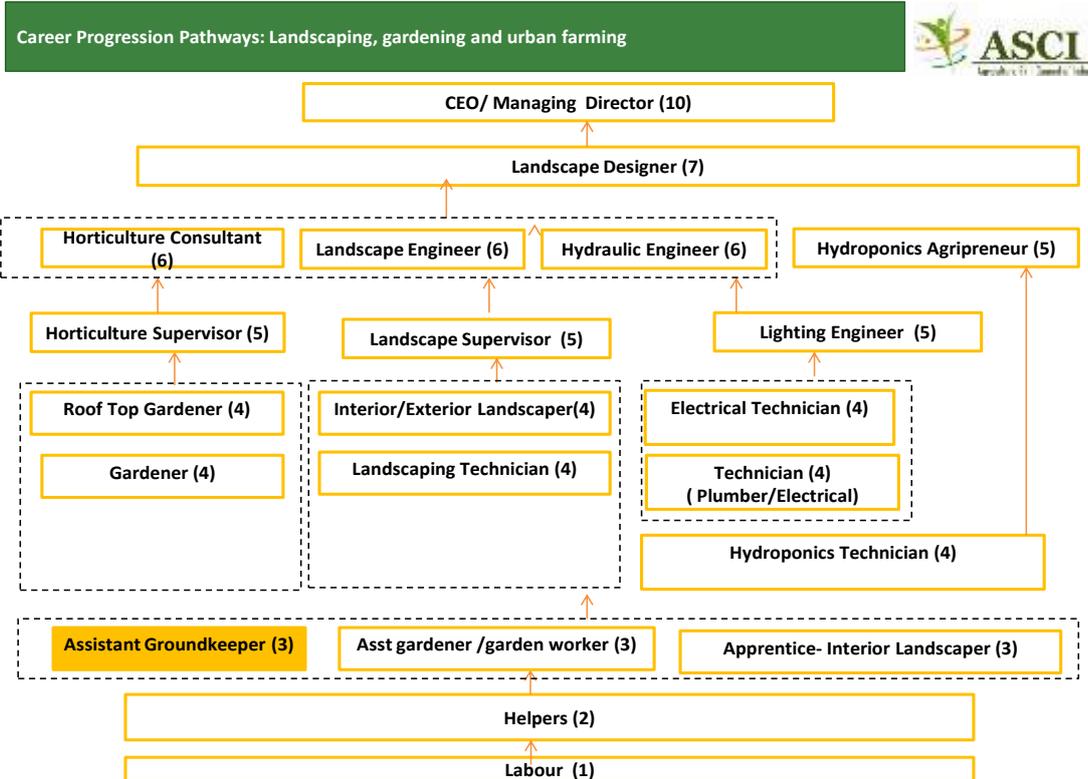
Please attach any documents giving further information about any of the topics above. Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

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Annexure 1: Career Map of Assistant Groundskeeper



Annexure 2: Qualification Pack of Assistant Groundskeeper (separate file)

Annexure 3: List of QP/NOS validating companies (separate file)

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ANNEX A

NSQF LEVEL DESCRIPTORS

LEVEL	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
1	Prepares person to/carry out process that are repetitive on regular basis require no previous practice,	Familiar with common trade terminology, instructional words, meanings and understanding.	Routine and repetitive, takes safety and security measures.	Reading and writing; addition, subtraction; personal financing; familiarity with social and religious diversity, hygiene and environment.	No responsibility; always works under continuous instruction and close supervision.
2	Prepares person to/carry out processes that are repetitive, on a regular basis, with little application of understanding, more of practice.	Material, tools and applications in a limited context, understands context of work and quality.	Limited service skills used in limited context; select and apply tools; assist in professional works with no variables; differentiate good and bad quality.	Receive and transmit written and oral messages, basic arithmetic, personal financing, understanding of social, political, and religious diversity, hygiene and environment.	No responsibility; works under instruction and close supervision.
3	Person may carry out a job which may require limited range of activities routine and predictable.	Basic facts, process and principle applied in trade of employment.	Recall and demonstrate practical skill, routine and repetitive in narrow range of application	Communication written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles, personal banking, basic understanding of social and natural environment.	Under close supervision. Some responsibility for own work within defined limit.

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LEVEL	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
4	Work in familiar, predictable, routine, situation of clear choice.	Factual knowledge of field of knowledge or study.	Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts.	Language to communicate written or oral, with required clarity, skill to basic arithmetic and algebraic principles, basic understanding of social political and natural environment.	Responsibility for own work and learning.
5	Job that requires well developed skill, with clear choice of procedures in familiar context.	Knowledge of facts, principles, processes and general concepts, in a field of work or study.	A range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying basic methods, tools, materials and information.	Desired mathematical skill; understanding of social, political; and some skill of collecting and organising information, communication.	Responsibility for own work and learning and some responsibility for others' works and learning.
6	Demands a wide range of specialised technical skill, clarity of knowledge and practice in broad range of activity involving standard and non-standard practices.	Factual and theoretical knowledge in broad contexts within a field of work or study.	A range of cognitive and practical skills required to generate solutions to specific problems in a field of work or study.	Reasonable good in mathematical calculation, understanding of social, political and reasonably good in data collecting organising information, and logical communication.	Responsibility for own work and learning and full responsibility for other's works and learning.
7	Requires a command of wide-ranging specialised theoretical and practical skills, involving	Wide-ranging factual and theoretical knowledge in broad contexts within a field of work or	Wide range of cognitive and practical skills required to generate solutions to specific	Good logical and mathematical skill understanding of social political and natural environment and organising	Full responsibility for output of group and development.

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LEVEL	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
	variable routine and non-routine contexts.	study.	problems in a field of work of study.	information, communication and presentation skill.	
8	Comprehensive, cognitive, theoretical knowledge and practical skills to develop creative solutions to abstract problems. Undertakes self-study; demonstrates intellectual independence, analytical rigour and good communication.			Exercise management and supervision in the context of work/study having unpredictable changes; responsible for the work of others.	
9	Advanced knowledge and skill. Critical understanding of the subject, demonstrating mastery and innovation, completion of substantial research and dissertation.			Responsible for decision making in complex technical activities involving unpredictable work/study situations.	
10	Highly specialised knowledge and problem solving skill to provide original contribution to knowledge through research and scholarship.			Responsible for strategic decisions in unpredictable complex situations of work/study.	

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ANNEX B

NSQF LEVEL OUTLINES

NSQF levels related to the labour market

Level 1: Work requiring knowledge, skills and aptitudes at level 1 will be routine, repetitive, and focused on limited tasks carried out under close supervision. In some sectors, people carrying out these job roles may be described as “helpers”.

Individuals in jobs which require level 1 qualifications **may** be expected to be able to read, write, add and subtract, but will not normally be required to have any previous knowledge or skills relating to the work¹.

When employed, they will be instructed in their tasks and expected to learn and use the common terminology of the trade and acquire the basic skills necessary for the work.

Job holders at this level will be expected to carry out the tasks they are given safely and securely and to use hygienic and environmentally friendly practices. This means that they will be expected to take some responsibility for their own health and safety and that of fellow workers.

In working with others, they will be expected to respect the different social and religious backgrounds of their fellow workers.

Level 2: Work requiring knowledge, skills and aptitudes at level 2 will also be routine and repetitive, and tasks will be carried out under close supervision. The individuals will not be expected to deal independently with variables which affect the carrying out of the work. People carrying out these work roles may be described as “assistants” and the range of tasks they carry out will be limited.

Individuals in jobs which require level 2 qualifications will normally be expected to be able to read and write, add and subtract. Their work may involve taking and passing on messages.

They may also be expected to have some previous experience, knowledge and skills in the occupation. When employed, they will be instructed in their tasks and expected to acquire the practical skills necessary to assist skilled workers and/or give a limited service to customers. They will learn about, and use, the materials, tools and applications required to carry out basic tasks in an occupation. They may have to select the appropriate materials, tools and/or applications to carry out tasks.

They will be expected to understand what constitutes quality in their job role and distinguish between good and bad quality in the context of the tasks they are given. Job holders at this level will be expected to carry out the tasks they are given safely and securely and to use hygienic and environmentally friendly practices. This means that they will be expected to take some responsibility for their own health and safety and that of fellow workers and, where appropriate, customers.

In working with others, they will be expected to respect the different social and religious backgrounds of their fellow workers, but their contribution to team work may be limited.

¹ In practice many workers at this level will have limited literacy and NOS and qualifications at this levels should reflect this – eg in relation to assessment.

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Level 3: Work requiring knowledge, skills and aptitudes at level 3 will be routine and predictable. Job holders will be responsible for carrying out a limited range of jobs under close supervision. Their work may require the completion of a number of related tasks. People carrying out these job roles may be described as “partly-skilled workers”.

Individuals in jobs which require level 3 qualifications will normally be expected to be able to communicate clearly in speech and writing and may be required to use arithmetic and algebraic processes. They will be expected to have previous knowledge and skills in the occupation and should know the basic facts, processes and principles applied in the trade for which they are qualified and be able to apply the basic skills of the trade to a limited range of straightforward jobs in the occupation.

They will be expected to understand what constitutes quality in their job role and more widely in the sector or sub-sector and to distinguish between good and bad quality in the context of the jobs they are given. Job holders at this level will be expected to carry out the jobs they are given safely and securely. They will work hygienically and in ways which show an understanding of environmental issues. This means that they will be expected to take responsibility for their own health and safety and that of fellow workers and, where appropriate, customers and/or clients.

In working with others, they will be expected to conduct themselves in ways which show a basic understanding of the social environment. They should be able to make a good contribution to team work.

Level 4: Work requiring knowledge, skills and aptitudes at level 4 will be carried out in familiar, predictable and routine situations. Job holders will be responsible for carrying out a range of jobs, some of which will require them to make choices about the approaches they adopt. They will be expected to learn and improve their practice on the job. People carrying out these jobs may be described as “skilled workers”.

Individuals in jobs which require level 4 qualifications should be able to communicate clearly in speech and writing and may be required to use arithmetic and algebraic processes. They will be expected to have previous knowledge and skills in the occupation in which they are employed, to appreciate the nature of the occupation and to understand and apply the rules which govern good practice. They will be able to make choices about the best way to carry out routine jobs where the choices are clear.

They will be expected to understand what constitutes quality in the occupation and will distinguish between good and bad quality in the context of their job roles. Job holders at this level will be expected to carry out their work safely and securely and take full account of the health and safety on colleagues and customers. They will work hygienically and in ways which show an understanding of environmental issues.

In working with others, they will be expected to conduct themselves in ways which show a basic understanding of the social and political environment. They should be able to guide or lead teams on work within their capability.

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Level 5: Work requiring knowledge, skills and aptitudes at level 5 will also be carried out in familiar situations, but also ones where problems may arise. Job holders will be able to make choices about the best procedures to adopt to address problems where the choices are clear.

Individuals in jobs which require level 5 qualifications will normally be responsible for the 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. They may also have some responsibility for others' work and learning. People carrying out these jobs may be described as "fully skilled workers" or "supervisors".

Individuals employed to carry out these jobs will be expected to be able to communicate clearly in speech and writing and may be required to apply mathematical processes. They should also be able to collect and organise information to communicate about the work. They will solve problems by selecting and applying methods, tools, materials and information.

They will be expected to have previous knowledge and skills in the occupation, and to know and apply facts, principles, processes and general concepts in the occupation.

They will be expected to understand what constitutes quality in the occupation and will distinguish between good and bad quality in the context of their work. They will be expected to operate hygienically and in ways which show an understanding of environmental issues. They will take account of health and safety issues as they affect the work they carry out or supervise.

In working with others, they will be expected to conduct themselves in ways which show an understanding of the social and political environment.

Level 6: Work requiring knowledge, skills and aptitudes at level 6 will require the use of both standard and non-standard practices. Job holders will carry out a broad range of work which will require a wide range of specialised technical skills backed by clear factual and theoretical knowledge.

Individuals in jobs which require level 6 qualifications will normally be responsible for the completion of their own work and expected to learn and improve their performance on the job. They are likely to have full responsibility for others' work and learning. People carrying out these jobs may be described as "master technicians" and "trainers".

Individuals employed to carry out these job roles will be expected to be able to communicate clearly in speech and writing and may be required to carry out mathematical calculations. They should also be able to collect data, organise information, and communicate logically about the work. They will solve problems by selecting and applying methods, tools, materials and information.

They will be expected to have broad factual and theoretical knowledge applying to practice within the occupation, and a range of practical and cognitive skills. They will be able to generate solutions to problems which arise in their practice.

They will be expected to understand what constitutes quality in the occupation and to distinguish between good and bad quality in the context of all aspects of their work. They will be expected to work in ways which show an understanding of environmental issues. They will take account of health and safety issues as they affect the work they carry out or manage.

In working with others, they will be expected to conduct themselves in ways which show an understanding of the social and political environment.

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Level 7: Work requiring knowledge, skills and aptitudes at level 7 will take place in contexts which combine the routine and the non-routine and are subject to variations. Job holders will carry out a broad range of work which requires wide-ranging specialised theoretical and practical skills.

Individuals in jobs which require level 7 qualifications will normally be responsible for the output and development of a work group within an organisation. People carrying out these job roles are likely to be graduates. They may be described as “managers” or “senior technicians”.

Individuals employed to carry out these job roles will be expected to be able to communicate clearly in speech and writing and are likely to be required to carry out mathematical calculations as part of their work. They should also be skilful in collecting and organising information to communicate logically about the work.

They will be expected to have wide-ranging factual and theoretical knowledge of practice within the occupation, and a wide range of specialised practical and cognitive skills. They will be able to generate solutions to problems which arise in their work.

They will be expected to understand what constitutes quality in the occupation and distinguish between good and bad quality in all aspects of their work. They will be expected to work in ways which show a good understanding of environmental issues. They will take account of health and safety issues as they affect the work they carry out and manage.

In working with others, they will be expected to conduct themselves in ways which show a good understanding of the social and political environment.

Level 8: Individuals in jobs which require level 8 qualifications will normally be responsible for managing the work of a team and developing the team. The work will involve dealing with unpredictable circumstances affecting the work.

Their work will require the use of comprehensive knowledge and understanding of the occupational field and a commitment to self-development.

They will normally need an ability to develop creative solutions to problems requiring abstract thought. They will be required to show intellectual independence and a rigorous analytical ability. They will need to be good communicators.

Level 9: Individuals in jobs which require level 9 qualifications will normally be responsible for complex decision-making in unpredictable contexts.

They will have to exercise senior responsibility in an organisation and show mastery of the issues in the occupation and the ability to innovate.

Their work will require the use of advanced knowledge and skill. They may make contributions to knowledge in their field through research.

Level 10: Job Individuals in jobs which require level 10 qualifications will normally be responsible for strategic decision-making. The context of their work will be complex and unpredictable.

They are likely to be responsible for an organisation or a significant division of an organisation. They will have to provide leadership.

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Their work will require highly specialised knowledge and problem-solving skills. They may make original contributions to knowledge in their field through research, scholarship or innovative practice.