



Model Curriculum

Iron & Steel-Fitter: Electrical Assembly

SECTOR: IRON & STEEL
**SUB-SECTOR: STEEL, SPONGE – IRON, FERRO ALLOYS,
RE ROLLERS**
OCCUPATION: ELECTRICAL MAINTENANCE
REF ID: ISC/Q1001
NSQF LEVEL: 3



  

Certificate

**CURRICULUM COMPLIANCE TO
QUALIFICATION PACK – NATIONAL OCCUPATIONAL
STANDARDS**

is hereby issued by the

INDIAN IRON AND STEEL SECTOR SKILL COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/Qualification Pack: **'Iron & Steel – Fitter: Electrical Assembly' QP No. 'ISC/ Q 1001NSQF Level 3'**

Date of Issuance: December 22nd, 2015

Valid up to: December 21st, 2016

** Valid up to the next review date of the Qualification Pack*


Authorized Signatory
(Indian Iron and Steel Sector Skill Council)



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Fitter: Electrical Assembly

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Fitter: Electrical Assembly”, in the “Iron & Steel” Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Fitter: Electrical Assembly		
Qualification Pack Name & Reference ID.	Iron & Steel – Fitter: Electrical Assembly ISC/Q1001		
Version No.	1.0	Version Update Date	7-7-2016
Pre-requisites to Training	Minimum qualification – 12 th standard (Science) / ITI Pass		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Prepare for assembling operation • Assemble the electrical components • Perform post - assembly activities • Carry out housekeeping • Carry out reporting and documentation • Carry out quality checks • Carry out problem identification and escalation • Use basic health and safety practices at the workplace • Work effectively with others 		

This course encompasses 9 out of 9 National Occupational Standards (NOS) of “Fitter: Electrical Assembly” Qualification Pack issued by “Indian Iron & Steel Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Over view of Iron & Steel Industry</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code</p>	<ul style="list-style-type: none"> • Understanding Iron & steel industry • Understanding types of Iron & Steel Industry • Understanding products of Iron & Steel industry • Activities in Iron & Steel Industry 	PPTs of Iron and steel manufacturing, Charts showing the same
2	<p>Occupational, Health and Safety (OHAS)</p>	<ul style="list-style-type: none"> • Understanding the Occupational health & Safety • Understanding of work related hazards. • Documentation for Health and safety 	PPTs for OHAS related to Job Role, Display Material for PPEs



Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 16:00</p> <p>Corresponding NOS Code ISC/N0008</p>	<ul style="list-style-type: none"> Working at Heights, confined spaces Solutions for fire at work place 	related to Job Role, Safety Material
3	<p>5S & House keeping</p> <p>Theory Duration (hh:mm) 06:00</p> <p>Practical Duration (hh:mm) 16:00</p> <p>Corresponding NOS Code ISC/N1004</p>	<ul style="list-style-type: none"> Identification of bottlenecks in functioning of work place Various methods of housekeeping both pre-work & post-work as well 	PPTs of 5S, Display Charts of 5S, Audit Checklists of 5S
4	<p>Hand tools, measuring instruments</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 08:00</p> <p>Corresponding NOS Code ISC/N1002, ISC/N1003</p>	<ul style="list-style-type: none"> Knowing of tools Work wise recognition of tools Diagnosing the common defects of tools Using of hand tools Using of measuring instruments 	PPTs of various hand tools and display of same calibration tools & precision measuring instruments
5	<p>Common Electrical Machines & their working in Iron and Steel Industry</p> <p>Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 16:00</p> <p>Corresponding NOS Code ISC/N1002, ISC/N1003 & ISC/N1004</p>	<ul style="list-style-type: none"> Knowing following machines and understanding their workings Motors & pumps Compressors & Generators Electrical Panel & EOT Cranes 	Display charts and physical Motors Pumps, Compressors and Panels



Sr. No.	Module	Key Learning Outcomes	Equipment Required
6	<p>Assembling and dismantling of common machines on the worksite</p> <p>Theory Duration (hh:mm) 24:00</p> <p>Practical Duration (hh:mm) 115:00</p> <p>Corresponding NOS Code ISC/N1002, ISC/N1003</p>	<ul style="list-style-type: none"> Understanding the engineering drawings Prepare equipment to perform the assembling of components Ensure material appropriateness for assembly Ensuring housekeeping and safety on the shop floor Proper identification of tools and tackles Correct handling of tools and tackles Documentation of defects and reporting's 	Electrical machines display/ Drawings/ Blueprints, Tools and Equipment's, Different types of cables, switch, socket, relay, MCB, Contactors etc., Electrical machines
7	<p>Post -Assembly Activities</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 24:00</p> <p>Corresponding NOS Code ISC/N1003</p>	<ul style="list-style-type: none"> Testing of assembled machine/equipment/electrical panels Disposal of waste Ensuring housekeeping and safety on the shop-floor 	Lubricant and coolant
8	<p>Carry out Housekeeping</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 08:00</p> <p>Corresponding NOS Code ISC/N1004</p>	<ul style="list-style-type: none"> Preparing for Housekeeping Activities Carry out Housekeeping Activities Post Housekeeping Activities 	Material and Equipment for cleaning
9	<p>Carry out reporting and documentation</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code ISC/N1005</p>	<ul style="list-style-type: none"> Reporting Documentation Recording Information Security 	Sample Documents for reporting, documentation and recording



Sr. No.	Module	Key Learning Outcomes	Equipment Required
10	<p>Carry out quality checks</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 08:00</p> <p>Corresponding NOS Code ISC/N1006</p>	<ul style="list-style-type: none"> Carrying out quality checks to identify problems Take corrective actions Reporting the result 	<p>Sample quality</p> <p>Controlling formats</p>
11	<p>Carry out problem identification and escalation</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 08:00</p> <p>Corresponding NOS Code ISC/N1007</p>	<ul style="list-style-type: none"> Identify problems across: <ul style="list-style-type: none"> Materials Products Equipment Others Take corrective action Escalation of unresolved identified problems 	<p>Sample Documents for reporting, documentation and recording</p>
12	<p>Use basic health and safety practices at the workplace</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 08:00</p> <p>Corresponding NOS Code ISC/N0008</p>	<ul style="list-style-type: none"> Health and safety procedures Fire safety procedures Emergencies, rescue and first aid procedures 	<p>PPE, Different Type of Safety Sign, First Aid Box, Safety instrument and clothing, Step Ladder, Sample Accident reports ,Fire Extinguishers, Items required for fire extinguisher and fire Safety</p>
13	<p>Work effectively with others</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code ISC/N0009</p>	<ul style="list-style-type: none"> Ensure appropriate communication with superiors, peers and others as applicable at work place Demonstrate appropriate behaviour and etiquette at work place 	<p>Communication skills PPTs, Posters Team management posters</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Total Duration Theory Duration 75:00 Practical Duration 235:00	Unique Equipment Required: <ul style="list-style-type: none"> • Sample Electrical Drawing, Blueprints, • Basic Electrician Tools and Equipment's, • Hand tools such as files, pliers etc • Precessions measuring instruments such as Micro meter, Venire calliper & various gauges • Different types of cables, switch, socket, relay, MCB, Contactors etc. • Electrical Panels and Different Machines such as motors, generators, pumps, compressors • Assembling tools Lubricant and coolant • Material and Equipment for cleaning • Sample Documents, • Sample quality Controlling formats • Personal protective Equipment's and clothes • Different Type of Safety Sign, First Aid Box, Safety instrument and clothing, • Step Ladder, Sample Accident reports , • Fire Extinguishers, • Items required for fire extinguisher and fire Safety 	

Grand Total Course Duration: **310Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by [Indian Iron and Steel Sector Skills Council](#))

Trainer Prerequisites for Job role: “Iron & Steel-Fitter: Electrical assembly” mapped to Qualification Pack: “ISC/Q1001”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ISC/Q1001”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	Min. ITI Electrical pass and preferably passed from Craftsman Training Institute/Advanced Training Institute or Diploma Electrical
4a	Domain Certification	Certified for Job Role: “Iron & Steel -Fitter : Electrical Assembly” mapped to QP: “ISC/Q1001”. Minimum accepted score is 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/1402”. Minimum accepted score is 80%.
5	Experience	Min. 5 years industry experience and minimum 2 years’ experience as Trained or untrained for same Job Role/ Trade



Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Iron & Steel – Fitter: Electrical Assembly
Qualification Pack	ISC/Q1001
Sector Skill Council	Indian Iron & Steel Sector Skill Council

Sr. No.	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 centre (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria.
5	To pass the Qualification Pack, every trainee should score a minimum of 60% 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.

Assessment outcome	Assessment criteria	Total marks	Out of	Marks allocation	
				Theory	Skills practical
ISC/N1001: Prepare for assembling operation	PC1. Understand assembly blueprints, engineering drawings and other specifications to identify the sequence of activities required to assemble the machine	150	10	5	5
	PC2. Read and interpret engineering drawings to ensure correct limits, tolerance and fits of equipment components		10	5	5
	PC3. Report and rectify cases of inappropriate information in design documents as per organizational procedures		7	3	4
	PC4. Identify tools and equipment required to perform the assembling of Components		5	2	3
	PC5. Collect tools required during the assembling process		4	0	4
	PC6. Ensure that tools match the desired specifications		5	2	3



Assessment outcome	Assessment criteria	Total marks	Out of	Marks allocation	
				Theory	Skills practical
	PC7. Ensure tools and equipment required for assembly are free from physical damage and ready for operation		5	2	3
	PC8. Report damaged / defective components of equipment as per the escalation matrix		8	2	6
	PC9. Ensure the calibration status of all measuring equipment and instruments		8	2	6
	PC10. Prepare the foundation base as per the job requirements i.e. cleaning using hand files, scraper etc.		10	4	6
	PC11. Use braces, jacks, clamps, ropes or bolt straps to hold parts in position		5	2	3
	PC12. Collect work pieces/ components to be assembled		4	2	2
	PC13. Ensure that each material is in the correct quantity		4	2	2
	PC14. Ensure, by visual inspection, that work pieces are of desired quality (free of rust, type of metal, etc.)		8	2	6
	PC15. Ensure that paint, grease, rust, or other contaminants are removed from work pieces		4	2	2
	PC16. Smoothen out the metal work piece prior to assembling		8	2	6
	PC17. Ensure that no delays are caused as a result of improper preparation and failure to identify problems		4	2	2
	PC18. Ensure housekeeping and safety in work area		4	0	4
	PC19. Ensure that the exhaust systems are used to maintain the concentration levels of various particulate matters remain within limits		4	0	4



Assessment outcome	Assessment criteria	Total marks	Out of	Marks allocation	
				Theory	Skills practical
	PC20. Ensure use of mask during grinding to avoid inhaling the dust		4	0	4
	PC21. Ensure that the loose and torn clothes are not worn during working hours		4	0	4
	PC22. Ensure using hoist or forklift for lifting heavy materials to avoid physical injury		5	2	3
	PC23. Adhere to all other safety norms (like wearing shoes, gloves, safety goggles etc)		5	2	3
	PC24. Ensure that unpermitted materials such as fuels, paints etc are removed from the work area		5	2	3
	PC25. Comply with health, safety, environment guidelines, regulations etc in accordance with organizational SOP		5	2	3
	PC26. Identify any potential health hazards or dangers and escalate to supervisor as per organizational SOP		5	2	3
	NOS Total Marks	Total	150	51	99
ISC/N1002: Assemble the electrical components	PC1. Ensure all tools and equipment required during assembly are ready for operation	150	8	2	6
	PC2. Ensure the calibration status of all measuring equipment and instruments		8	4	4
	PC3. Prepare control cables, electrical components like MCB's, Contactors, Relays etc. as per drawing requirement		20	5	15
	PC4. Lift and move components using handling equipment such as hoist or crane or manual methods		8	2	6
	PC5. Use file, chisel and grind parts to align or level the components to be assembled as per the design/manufacturers' specifications		10	0	10



Assessment outcome	Assessment criteria	Total marks	Out of	Marks allocation	
				Theory	Skills practical
	PC6. Demonstrate use of machinery such as insulation testers, multi meters, etc knife to cut or bore holes in the structure		10	0	10
	PC7. Demonstrate use of tools such as saws, cutting torches, pipe thread or benders to cut, thread or bend parts as per the specifications		14	4	10
	PC8. Fasten mechanical components/ subassemblies together using screws, bolts, and collars using hand/ power tools		11	4	7
	PC9. Set and adjust linkages, tensions and clearances of assembled components to specifications using fixed gauges and hand tools		11	4	7
	PC10. Use of wires, stripers, crimping tools and other insulated tools		5	2	3
	PC11. Ensure housekeeping and safety in work area		5	2	3
	PC12. Ensure that the exhaust systems are used to maintain the concentration levels of various particulate matters remain within limits		5	2	3
	PC13. Ensure use of mask during grinding to avoid inhaling the dust		5	2	3
	PC14. Ensure that the loose and torn clothes are not worn during working hours		5	2	3
	PC15. Ensure using hoist or forklift for lifting heavy materials to avoid physical injury		5	2	3
	PC16. Adhere to all other safety norms (like wearing electrical safety shoes, gloves, safety goggles etc.)		5	2	3
	PC17. Comply with health, safety, environment guidelines, regulations etc. in accordance with organizational SOP		5	2	3



Assessment outcome	Assessment criteria	Total marks	Out of	Marks allocation	
				Theory	Skills practical
	PC18. Identify any potential health hazards or dangers and escalate to supervisor as per organizational SOP		5	2	3
	PC 19. Ensure use of insulated hand gloves and electrical safety shoes		5	2	3
	NOS Total Marks	Total	150	45	150
ISC/N1003: Perform post - assembly activities	PC1. Connect the hydraulic, electrical and other components of the machine/electrical panels	100	10	3	7
	PC2. Add lubricants and coolants into moving parts as per specifications		10	3	7
	PC3. Carry out functional test of assembled machine/electrical panels to ensure it performs as per desired performance criteria		10	3	7
	PC4. Identify and rectify the problem areas during the functional tests		10	3	7
	PC5. Check the panel interlock and protection logic		10	3	7
	PC6. Dispose-off waste material as per waste disposal procedures laid down by the company		5	2	3
	PC7. Carry out disposal of waste material safely		4	2	2
	PC8. Ensure housekeeping and safety in work area		4	0	4
	PC9. Ensure that the exhaust systems are used to maintain the concentration levels of various particulate matters remain within limits		4	0	4
	PC10. Ensure that the loose and torn clothes are not worn during working hours		4	0	4
	PC11. Ensure using hoist or forklift for lifting heavy materials to avoid physical injury		4	0	4
	PC12. Adhere to all other safety norms (like wearing electrical shoes, gloves, safety goggles etc.)		4	0	4



Assessment outcome	Assessment criteria	Total marks	Out of	Marks allocation	
				Theory	Skills practical
	PC13. Remove unpermitted materials such as fuels, paints etc. from the work area		6	2	4
	PC14. Comply with health, safety, environment guidelines, regulations etc. in accordance with organizational SOP		5	2	3
	PC15. Identify any potential health hazards or dangers and escalate to supervisor as per organizational SOP		5	2	3
	NOS Total Marks	Total	100	27	73
ISC/N1004: Carry out housekeeping	PC1. Inspect the area while taking into account various surfaces	50	2	1	1
	PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain		2	1	1
	PC3. Ensure that the cleaning equipment is in proper working condition		2	1	1
	PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person		2	1	1
	PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces		2	1	1
	PC6. Inform the affected people about the cleaning activity		2	1	1
	PC7. Display the appropriate signage for the work being conducted		2	1	1
	PC8. Ensure that there is adequate ventilation for the work being carried out		3	1	2
	PC9. Wear the personal protective equipment required for the cleaning method and materials being used		3	1	2
	PC10. Use the correct cleaning method for the work area, type of soiling and		2	1	1



Assessment outcome	Assessment criteria	Total marks	Out of	Marks allocation	
				Theory	Skills practical
	surface				
	PC11. Carry out cleaning activity without disturbing others		2	1	1
	PC12. Deal with accidental damage, if any, caused while carrying out the work		2	1	1
	PC13. Report to the appropriate person any difficulties in carrying out your work		2	1	1
	PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill		2	1	1
	PC15. Ensure that there is no oily substance on the floor to avoid slippage		2	1	1
	PC16. Ensure that no scrap material is lying around		2	1	1
	PC17. Maintain and store housekeeping equipment and supplies		4	1	3
	PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process		4	1	3
	PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements		2	1	1
	PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored		2	1	1
	PC21. Dispose the waste garnered from the activity in an appropriate manner		2	1	1
	PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean		2	1	1



Assessment outcome	Assessment criteria	Total marks	Out of	Marks allocation	
				Theory	Skills practical
	the equipment thoroughly				
	NOS Total Marks	Total	50	22	28
ISC/N1005: Carry out reporting and documentation	PC1. Report data/problems/incidents as applicable in a timely manner	50	5	2	3
	PC2. Report to the appropriate authority as laid down by the company		5	2	3
	PC3. Follow reporting procedures as prescribed by the company		5	2	3
	PC4. Identify documentation to be completed relating to one's role		5	2	3
	PC5. Record details accurately in an appropriate format		5	2	3
	PC6. Complete all documentation within stipulated time according to company procedure		5	2	3
	PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly		5	2	3
	PC8. Make sure documents are available to all appropriate authorities to inspect		5	2	3
	PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures		5	2	3
	PC10. Inform the appropriate authority of requests for information received		5	2	3
	NOS Total Marks	Total	50	20	30
ISC/N1006: Carry out quality checks	PC1. Ensure that total range of checks are regularly and consistently performed	150	8	3	5
	PC2. Use appropriate measuring instruments, equipment, tools, accessories etc. as required		8	3	5



Assessment outcome	Assessment criteria	Total marks	Out of	Marks allocation		
				Theory	Skills practical	
	PC3. Identify non-conformities to quality assurance standards		10	5	5	
	PC4. Identify potential causes of non-conformities to quality assurance standards		16	6	10	
	PC5. Identify impact on final product due to non-conformance to company standards		16	6	10	
	PC6. Evaluating the need for action to ensure that problems do not recur		14	6	8	
	PC7. Suggest corrective action to address problem		14	6	8	
	PC8. Review effectiveness of corrective action		10	5	5	
	PC9. Interpret the results of the operator level quality check correctly		10	5	5	
	PC10. Inform any non-conformity to the appropriate authority within the stipulated time		5	2	3	
	PC11. Record of results of action taken		10	5	5	
	PC12. Record adjustments not covered by established procedures for future reference		10	5	5	
	PC13. Review effectiveness of action taken		10	5	5	
	PC14. Follow reporting procedures where the cause of defect cannot be identified		9	6	3	
	NOS Total Marks		Total	150	68	82
ISC/N1007: Carry out problem identification and escalation	PC1. Identify defects/indicators of problems		100	3	0	3
	PC2. Identify any wrong practices that may lead to problems		3	0	3	



Assessment outcome	Assessment criteria	Total marks	Out of	Marks allocation	
				Theory	Skills practical
	PC3. Identify practices that may impact the final product quality		3	0	3
	PC4. Identify if the problem has occurred before		2	0	2
	PC5. Identify other operations that might be impacted by the problem		2	0	2
	PC6. Ensure that no delays are caused as a result of failure to escalate problems		3	0	3
	PC7. Take appropriate materials and sample to conduct tests		7	2	5
	PC8. Evaluate results to confirm suspected reasons for non-conformance (where required)		5	2	3
	PC9. Consider possible reasons for identification of problems		4	2	2
	PC10. Consider applicable corrections and formulate corrective action		5	2	3
	PC11. Formulate action in a timely manner		5	2	3
	PC12. Communicate problem/remedial action to appropriate parties		4	2	2
	PC13. Take corrective action in a timely manner		4	2	2
	PC14. Report/document problem and corrective action in an appropriate manner		4	2	2
	PC15. Monitor corrective action		5	2	3
	PC16. Evaluate implementation of corrective action taken to determine if the problem has been resolved		4	2	2
	PC17. Ensure that corrective action selected is viable and practical		5	2	3



Assessment outcome	Assessment criteria	Total marks	Out of	Marks allocation	
				Theory	Skills practical
	PC18. Ensure that correct solution is identified to an identified problem		4	2	2
	PC19. Take corrective action for problems identified according to the company procedures		5	2	3
	PC20. Ensure that no delays are caused as a result of failure to take necessary action		5	2	3
	PC21. Escalate problem as per laid down escalation matrix		4	2	2
	PC22. Escalate the problem within stipulated time		4	2	2
	PC23. Escalate the problem in an appropriate manner		5	2	3
	PC24. Ensure that no delays are caused as a result of failure to escalate problems		5	2	3
	NOS Total Marks		Total	100	36
ISC/N0008: Use basic health and safety practices at the workplace	PC1. Use protective clothing/equipment for specific tasks and work conditions	150	9	4	5
	PC2. State the name and location of people responsible for health and safety in the workplace		6	1	5
	PC3. State the names and location of documents that refer to health and safety in the workplace		2	1	1
	PC4. Identify job-site hazardous work and state possible causes of risk or accident in the workplace		8	4	4
	PC5. Carry out safe working practices while dealing with hazards to ensure the safety of self and others state methods of accident prevention in the work environment of the job role		6	1	5



Assessment outcome	Assessment criteria	Total marks	Out of	Marks allocation	
				Theory	Skills practical
	PC6. State location of general health and safety equipment in the workplace		6	1	5
	PC7. Inspect for faults, set up and safely use steps and ladders in general use		6	1	5
	PC8. Work safely in and around trenches, elevated places and confined areas		6	1	5
	PC9. Lift heavy objects safely using correct procedures		6	1	5
	PC10. Apply good housekeeping practices at all times		2	1	1
	PC11. Identify common hazard signs displayed in various areas		6	5	1
	PC12. Retrieve and/or point out documents that refer to health and safety in the workplace		5	1	4
	PC13. Use the various appropriate fire extinguishers on different types of fires correctly		9	4	5
	PC14. Demonstrate rescue techniques applied during fire hazard		8	4	4
	PC15. Demonstrate good housekeeping in order to prevent fire hazards		2	1	1
	PC16. Demonstrate the correct use of a fire extinguisher		6	1	5
	PC17. Demonstrate how to free a person from electrocution		6	1	5
	PC18. Administer appropriate first aid to victims as required e.g. in case of bleeding, burns, choking, electric shock, poisoning etc.		8	3	5
	PC19. Demonstrate basic techniques of bandaging		6	1	5



Assessment outcome	Assessment criteria	Total marks	Out of	Marks allocation	
				Theory	Skills practical
	PC20. Respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments		7	2	5
	PC21. Perform and organize loss minimization or rescue activity during an accident in real or simulated environments		6	1	5
	PC22. Administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases		6	1	5
	PC23. Demonstrate the artificial respiration and the CPR Process		6	1	5
	PC24. Participate in emergency procedures		6	1	5
	PC25. Complete a written accident/incident report or dictate a report to another person, and send report to person responsible		4	1	3
	PC26. Demonstrate correct method to move injured people and others during an emergency		2	1	1
	NOS Total Marks	Total	150	45	105
ISC/N0009: Work effectively with others	PC1. Accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required	100	10	5	5
	PC2. Accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt		10	5	5
	PC3. Provide information to others clearly, at a pace and in a manner that helps them to understand		10	0	10



Assessment outcome	Assessment criteria	Total marks	Out of	Marks allocation	
				Theory	Skills practical
	PC4. Display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible		10	5	5
	PC5. Consult with and assist others to maximize effectiveness and efficiency in carrying out tasks		10	5	5
	PC6. Display appropriate communication etiquette while working		10	0	10
	PC7. Display active listening skills while interacting with others at work		10	0	10
	PC8. Use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism		10	5	5
	PC9. Demonstrate responsible and disciplined behaviors at the workplace		15	5	10
	PC10. Escalate grievances and problems to		5	0	5
	NOS Total Marks	Total	100	30	70
	Grand Total	1000	1000	344	656
	Percentage Weightage:			50%	50%
	Minimum Pass% to qualify (aggregate):			60%	