



IT - ITeS SSC  
**NASSCOM**



# Model Curriculum

**QP Name: TECHNICAL WRITER**

**QP Code: SSC/Q0505**

**QP Version: 2.0**

**NSQF Level: 4**

**Model Curriculum Version: 1.0**

IT-ITeS Sector Skills Council NASSCOM | Plot No – 7, 8, 9 & 10, Sector 126, Noida, UP.  
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## Training Parameters

<b>Sector</b>	IT-ITeS
<b>Sub-Sector</b>	IT Services
<b>Occupation</b>	Application Development
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/ 2641.0902
<b>Minimum Educational Qualification and Experience</b>	12th Class with 1 year of relevant experience in technical writing, blogging OR ITI with 1 year of relevant experience OR 10th Class with 3 years of relevant experience
<b>Pre-Requisite License or Training</b>	Courses/certifications/trainings in technical writing/instructional design
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	13-09-2021
<b>Next Review Date</b>	13-09-2024
<b>NSQC Approval Date</b>	27-01-2022
<b>QP Version</b>	2.0
<b>Model Curriculum Creation Date</b>	13-09-2021
<b>Model Curriculum Valid Up to Date</b>	13-09-2024
<b>Model Curriculum Version</b>	1.0
<b>Minimum Duration of the Course</b>	400 hours
<b>Maximum Duration of the Course</b>	400 hours

# Program Overview

This section summarizes the end objectives of the program along with its duration.

## Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills.

- Explain data analysis, rule-based analysis, computer data dissemination and the software applicable for documentation purpose.
- Identify the purpose, scope, formats, and target audience for the documents.
- Monitor, test, and design plans for error mitigation related to editorial problems and document preparation using MS Office, Visio, etc.
- Extract relevant data/information from documents to analyse defects and mitigate the errors.
- Demonstrate different ways of drafting publication by involving multiple assets like technical teams, software, managers, subject matter experts, etc.
- Comprehend the types of software used for knowledge sharing using documentation principle.
- Identify the quality standards that are taken into consideration for document coding.
- Demonstrate effective communication and collaboration with colleagues.
- Apply measures to maintain standards of health and safety at the workplace.
- Use different approaches to effectively manage and share data and information
- Develop strong relationships at the workplace through effective communication and conflict management.
- Identify best practices to maintain an inclusive, environmentally sustainable workplace.

## Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration (In Hours)	Practical Duration (In Hours)	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration (In Hours)
Module 1 (Bridge Module): IT-ITeS/BPM industry – An Introduction	02:00	02:00	00:00	00:00	04:00
<b>SSC/N0703 Create documents for knowledge sharing NOS Version No. 2 NSQF Level 7</b>	67:00	164:00	00:00	00:00	231:00
Module 2: Technical skills for document sharing	15:00	30:00	00:00	00:00	45:00



Module 3: Create documents for knowledge sharing	15:00	30:00	00:00	00:00	45:00
Module 4: Common issues with document sharing	15:00	30:00	00:00	00:00	45:00
Module 5: Coding and IT requirement	11:00	35:00	00:00	00:00	46:00
Module 6: Types of documents for knowledge sharing	06:00	20:00	00:00	00:00	26:00
Module 7: Quality assurance for knowledge sharing	05:00	19:00	00:00	00:00	24:00
<b>SSC/N9001 Manage your work to meet requirements NOS Version No. 2 NSQF Level 4</b>	08:00	32:00	00:00	00:00	40:00
Module 8: Manage your work to meet requirements	08:00	32:00	00:00	00:00	40:00
<b>SSC/N9002 Work effectively with colleagues NOS Version No. 2 NSQF Level 4</b>	08:00	32:00	00:00	00:00	40:00
Module 9: Work effectively with colleagues	08:00	32:00	00:00	00:00	40:00
<b>SSC/N9003 Maintain a healthy, safe and secure working environment NOS Version No. 2 NSQF Level 4</b>	05:00	25:00	00:00	00:00	30:00
Module 10: Managing Health and Safety	05:00	25:00	00:00	00:00	30:00
<b>SSC/N9004 Provide data/information in standard formats NOS Version No. 1 NSQF Level 4</b>	05:00	25:00	00:00	00:00	30:00
Module 11: Workplace Data Management	05:00	25:00	00:00	00:00	30:00
<b>SSC/N9014 Implement &amp; Improve the Gender Sensitivity, PWD (Person/People with Disability) Sensitivity and Greening NOS Version No. 1 NSQF Level 4</b>	05:00	20:00	00:00	00:00	25:00
Module 12: Inclusive and Environmentally Sustainable Workplaces	05:00	20:00	00:00	00:00	25:00
<b>Total Duration</b>	<b>100:00</b>	<b>300:00</b>	<b>00:00</b>	<b>00:00</b>	<b>400:00</b>

# Module Details

## Module 1: IT-ITeS/BPM Industry – An Introduction

### Bridge Module

#### Terminal Outcomes:

- Comprehend various delivery models used in the IT-Application development industry.

Duration:02:00(In Hours)	Duration:02:00(In Hours)
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the relevance of the IT-ITeS sector. Identify the career path for a Technical Writer</li> </ul>	<ul style="list-style-type: none"> <li>• Collate information, evidence, and articles regarding the IT- ITeS/application development industry, through internet searching.</li> <li>• Categorize key applications for using technical writing services.</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
<b>Tools, Equipment and Other Requirements:</b>	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated)	

## Module 2: Technical Skills for Document Sharing

Mapped to SSC/N0703, v2.0

### Terminal Outcomes:

- Examine the current growth and development standards in the IT-BPM industry for a technical writer.
- Explain data analysis, rule-based analysis, computer data dissemination and the software applicable for documentation purpose.

Duration:15:00(In Hours)	Duration:30:00(In Hours)
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Identify the objectives and scope of the analysis pertaining to that of a processor.</li> <li>• Identify suitable data sources for information gathering.</li> <li>• Discuss the purpose, scope, formats, and target audience for the documents.</li> <li>• Comply with the organization’s policies, procedures and guidelines when creating documents for knowledge sharing.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate methods to handle anomalies in data using software management tool.</li> <li>• Organize the work element into meaningful documents by proper abstraction and categories suited to standard templates.</li> <li>• Examine the results of their analysis according to analysis guidelines.</li> <li>• Create standard templates and tools used for documenting records.</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
<b>Tools, Equipment and Other Requirements:</b>	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Access to Customer survey tools (e.g., Survey Monkey, Google Consumer survey), data analysis tools such as Templates and filled sample documents for project charter, requirements specifications MS-Visio	

### Module 3: Create Documents for Knowledge Sharing

Mapped to SSC/N0703, v2.0

#### Terminal Outcomes:

- Identify the purpose, scope, formats, and target audience for the documents.
- Illustrate proper ways of maintaining confidentiality of storing security and back up files for future use.

Duration:15:00(In Hours)	Duration:30:00(In Hours)
<b>Theory – Key Learning Outcomes</b> <ul style="list-style-type: none"> <li>• Access existing documents, language standards, templates, and documentation tools from the organization’s knowledge base.</li> <li>• Comply with the organization’s policies, procedures while knowledge sharing.</li> <li>• Confirm and modify the content and structure of the documents with assistance from experts/trainers.</li> </ul>	<b>Practical – Key Learning Outcomes</b> <ul style="list-style-type: none"> <li>• Demonstrate how to structure and classify statistical business data.</li> <li>• Create documents using agreed language standards.</li> <li>• Review documents with content team and incorporate their inputs.</li> <li>• Deliver documents for approval by higher authority.</li> <li>• Construct proper updated data and disseminate relevant information to others.</li> <li>• Examine the information required for the documents by comparing them with the ones recorded previously.</li> </ul>
<b>Classroom Aids:</b> Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
<b>Tools, Equipment and Other Requirements:</b> Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Access to Customer survey tools (e.g., Survey Monkey, Google Consumer survey), data analysis tools such as MS-Excel, SPSS, MatLab, R Audio / Video / text Recording tools, Google Analytic Access to a variety of journals, data sites and databases for international / national govt, competitive and other related data e.g., CMIE Prowess, National Census data, Bureau of Labor and Statistics for various countries, forrester.com, marketresearch.com	



## Module 4: Common Issues with Document Sharing

Mapped to SSC/N0703, v2.0

### Terminal Outcomes:

- Extract relevant data/information from documents to analyse defects and mitigate the errors.

<b>Duration:15:00(In Hours)</b>	<b>Duration:30:00(In Hours)</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the importance of obtaining approval for documents before publishing.</li> <li>• Modify version control and approvals for management procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the process of corrections to documents for common editorial problems and errors, like deviations, factual accuracies, linguistic mistakes, discrepancies, ambiguities in content, etc.</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
<b>Tools, Equipment and Other Requirements:</b>	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Access to Customer survey tools (e.g., survey monkey, google consumer survey), data analysis tools such as Templates and filled sample documents for project charter, requirements specifications MS-Visio	

## Module 5: Coding and IT Requirement

Mapped to SSC/N0703, v2.0

### Terminal Outcomes:

- Demonstrate different ways of drafting publication by involving multiple assets like technical teams, software, managers, subject matter experts, etc.
- Discuss different ways of structuring documents and how to select the best structure.

<b>Duration:11:00(In Hours)</b>	<b>Duration:35:00(In Hours)</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the purpose and scope of the coding work.</li> <li>• Identify the different styles used in documents that includes organization’s house style and use of templates.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to operate document preparation tools like MS Office and Visio.</li> <li>• Organize data to disseminate relevant information post configuration.</li> <li>• Demonstrate data protection standards to keep data secure using software locking, preventing physical data breach, checking data accessibility, etc.</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
<b>Tools, Equipment and Other Requirements:</b>	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Access to Customer survey tools (e.g., Survey Monkey, Google Consumer survey), data analysis tools such as Templates and filled sample documents for project charter, requirements specifications MS-Visio	



## Module 6: Types of Documents for Knowledge Sharing

Mapped to SSC/N0703, v2.0

### Terminal Outcomes:

- Comprehend the types of software used for knowledge sharing using documentation principle.

<b>Duration:06:00(In Hours)</b>	<b>Duration:20:00(In Hours)</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss about the various types of documents used for coding documents.</li> <li>• Discuss coding standards with experts/trainers including line managers, subject experts, and document owners.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate work skills for coding case studies, project artifacts, reports, minutes, policies, work instructions, etc.</li> <li>• Evaluate the functional differences between various types of documents and how it impacts their coding.</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
<b>Tools, Equipment and Other Requirements:</b>	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Access to Customer survey tools (e.g., Survey Monkey, Google Consumer survey), data analysis tools such as Templates and filled sample documents for project charter, requirements specifications MS-Visio	

## Module 7: Quality Assurance for Knowledge Sharing

Mapped to SSC/N0703, v2.0

### Terminal Outcomes:

- Identify the quality standards that are taken into consideration for document coding.
- Collate the types of predictions that can be made using various documentation methods.

Duration:05:00(In Hours)	Duration:19:00(In Hours)
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Differentiate between Documentation process standards, Document standards and Document interchange standards</li> <li>• Discuss coding standards with appropriate people including line managers, subject experts, and document owners.</li> </ul>	<ul style="list-style-type: none"> <li>• Give a demonstration of how working instructions, forms, SOP's, and reports are used under coding standards</li> <li>• Examine the structure of coding process for statistical analysis, software document, QA report, etc.</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
<b>Tools, Equipment and Other Requirements:</b>	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Access to Customer survey tools (e.g., survey monkey, google consumer survey), data analysis tools such as MS-Excel, SPSS, MatLab, R Audio / Video / text Recording tools, Google Analytic Access to a variety of journals, data sites and databases for international / national govt, competitive and other related data e.g., CMIE Prowess, National Census data, Bureau of Labor and Statistics for various countries, forrester.com, marketresearch.com	

## Module 8: Manage your Work to meet Requirements

Mapped to SSC/N9001, v2.0

### Terminal Outcomes:

- Define the scope of work.
- Demonstrate effective work planning principles.
- Recognize the importance of using time and resources effectively.

<b>Duration:08:00(In Hours)</b>	<b>Duration:32:00(In Hours)</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the role, responsibilities, and limits of the responsibilities.</li> <li>• Discuss the importance of gathering detailed work requirements and prioritizing work areas.</li> <li>• Identify commonly made mistakes in the prioritized work areas.</li> <li>• Explain the importance of completing work accurately.</li> </ul>	<ul style="list-style-type: none"> <li>• Analyse needs, requirements, and dependencies in order to meet the work requirements.</li> <li>• Apply resource management principles and techniques.</li> <li>• Demonstrate the ways to maintain an organized work area.</li> <li>• Apply effective time management principles.</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
<b>Tools and Other Requirements:</b>	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Outlook / Any other Email Client, and chat tools	

## Module 9: Work Effectively with Colleagues

Mapped to SSC/N9002, v2.0

### Terminal Outcomes:

- Explain the methods and mechanisms for effective communication.
- Explain the importance of effective collaboration at workplace.

<b>Duration:08:00(In Hours)</b>	<b>Duration:32:00(In Hours)</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the principles of clear communication.</li> <li>• Outline the importance of being a good listener and adhering to the commitments.</li> <li>• Identify challenges and pain points related to work distribution while working in a team.</li> <li>• Explain the importance of distributing and sharing workloads.</li> </ul>	<ul style="list-style-type: none"> <li>• Use oral, written, and non-verbal communication skills in a variety of forms to construct thoughts and ideas effectively.</li> <li>• Demonstrate professional behaviour at workplace.</li> <li>• Demonstrate effective team mentorship.</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
<b>Tools and Other Requirements:</b>	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Outlook / Any other Email Client, and chat tools Social networking tool / LMS tool to enable blog posts or discussion board, Instant messenger, chat, and email tools to enable mock exercises.	

## Module 10: Managing Health and Safety

Mapped to SSC/N9003, v2.0

### Terminal Outcomes:

- Describe how to maintain a health, safe and secure environment at workplace.

<b>Duration:05:00(In Hours)</b>	<b>Duration:25:00(In Hours)</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>Discuss the importance of complying with organizational health, safety and security policies and procedures.</li> <li>Discuss possible roles and responsibilities that an employee can take up with respect to workplace safety management.</li> <li>Evaluate sample organizational emergency procedures.</li> <li>Identify mechanisms to improve workplace health, safety, and security.</li> <li>Label appropriate personal protective equipment needed for a job role.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate the identification of possible breaches in health, safety, and security policies.</li> <li>Document health, safety, and security breaches.</li> <li>Design a contingency plan for emergency situations like fire, short circuit, accidents, earthquake, etc.</li> <li>Demonstrate the use of First Aid, CPR, and safety evacuation process as part of routine operations.</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
<b>Tools and Other Requirements:</b>	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Outlook / Any other Email Client, and chat tools A sample health and safety policy document, Emergency broadcast system and mock emergency signage in the appropriate areas of the training institute	



## Module 11: Workplace Data Management

Mapped to SSC/N9004, v2.0

### Terminal Outcomes:

- Describe how data / information can be managed effectively.

<b>Duration:05:00(In Hours)</b>	<b>Duration:25:00(In Hours)</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>Discuss data privacy in terms of sharing and retrieving data from different sources.</li> <li>Discuss the significance of providing accurate and up-to-date information on time.</li> <li>Identify the database management tools and importance of CRM database.</li> </ul>	<ul style="list-style-type: none"> <li>Apply the concepts behind information and knowledge management.</li> <li>Perform rule-based analysis of data/information.</li> <li>Format the data/information into required types/forms.</li> <li>Demonstrate effective data management.</li> <li>Use CRM databases to record and extract information.</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
<b>Tools and Other Requirements:</b>	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Outlook / Any other Email Client, and chat tools Social networking tool / LMS tool to enable blog posts or discussion board, Instant messenger, chat and email tools to enable mock exercises.	



## Module 12: Inclusive and Environmentally Sustainable Workplaces

Mapped to SSC/N9014, v1.0

### Terminal Outcomes:

- Illustrate sustainable practices at workplace for energy efficiency and waste management.
- Apply different approaches to maintain gender equality and increase inclusiveness for PwD.

Duration:05:00(In Hours)	Duration:20:00(In Hours)
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe different approaches for efficient energy resource utilisation and waste management.</li> <li>• Describe the importance of following the diversity policies.</li> <li>• Identify stereotypes and prejudices associated with people with disabilities and the negative consequences of prejudice and stereotypes.</li> <li>• Discuss the importance of promoting, sharing, and implementing gender equality and PwD sensitivity guidelines at organization level.</li> </ul>	<ul style="list-style-type: none"> <li>• Practice the segregation of recyclable, non-recyclable and hazardous waste generated.</li> <li>• Demonstrate different methods of energy resource use optimization and conservation.</li> <li>• Demonstrate essential communication methods in line with gender inclusiveness and PwD sensitivity.</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard and Markers Chart paper and sketch pens LCD Projector and Laptop for presentations	
<b>Tools and Other Requirements:</b>	
Labs equipped with the following: PCs/Laptops Internet with Wi-Fi (Min 2 Mbps Dedicated) Microphone / voice system for lecture and class activities	

## Annexure

### Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
12 <sup>th</sup> Pass	NA	Minimum 2 years' experience in the IT services domain.		1 year preferred	Minimum 2 years' experience in the technical writing industry.	Additional certification in writing/instructional design.

Trainer Certification	
Domain Certification	Platform Certification
Minimum accepted score in SSC Assessment is 80% per NOS being taught in "SSC/Q0505, V 2.0"	Recommended that the trainer is certified for the Job role "Trainer" mapped to the Qualification Pack "MEP/Q2601".  Minimum accepted score is 80% aggregate

## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate in any discipline		2	Experience that involves client interaction	1-2	Experience that involves client interaction	

Assessor Certification	
Domain Certification	Platform Certification
Not Applicable	

## Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the learner on the required competencies of the program.

### Assessment System Overview

A uniform assessment of job candidates as per industry standards facilitates progress of the industry by filtering employable individuals while simultaneously providing candidates with an analysis of personal strengths and weaknesses.

### Assessment Criteria

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 the proportion of marks for Theory and Skills Practical for each PC.

The assessment for the theory part will be based on a knowledge bank of questions created by the SSC. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.

Guidelines for Assessment			
Testing Environment	Tasks and Functions	Productivity	Teamwork
<ul style="list-style-type: none"> <li>Carry out assessments under realistic work pressures that are found in the normal industry workplace (or simulated workplace).</li> <li>Ensure that the range of materials, equipment, and tools that learners use are current and of the type routinely found in the normal industry workplace (or simulated workplace) environments.</li> </ul>	<ul style="list-style-type: none"> <li>Assess that all tasks and functions are completed in a way, and to a timescale, that is acceptable in the normal industry workplace.</li> <li>Assign workplace (or simulated workplace) responsibilities that enable learners to meet the requirements of the NOS.</li> </ul>	<ul style="list-style-type: none"> <li>Productivity levels must be checked to ensure that it reflects those that are found in the work situation being replicated.</li> </ul>	<ul style="list-style-type: none"> <li>Provide situations that allow learners to interact with the range of personnel and contractors found in the normal industry workplace (or simulated workplace).</li> </ul>

### Assessment Quality Assurance framework

NASSCOM provides two assessment frameworks NAC and NAC-Tech.

#### NAC (NASSCOM Assessment of Competence)

NAC follows a test matrix to assess Speaking & Listening, Analytical, Quantitative, Writing, and Keyboard skills of candidates appearing for assessment.

## **NAC-Tech**

NAC-Tech test matrix includes assessment of Communication, Reading, Analytical, Logical Reasoning, Work Management, Computer Fundamentals, Operating Systems, RDBMS, SDLC, Algorithms & Programming Fundamentals, and System Architecture skills.

### **Methods of Validation**

To pass a QP, a trainee should score an average of 70% across generic NOS' and a minimum of 70% for each technical NOS. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

### **Method of assessment documentation and access**

The assessment agency will upload the result of assessment in the portal. The data will not be accessible for change by the assessment agency after the upload. The assessment data will be validated by SSC assessment team. After upload, only SSC can access this data.

## References

### Glossary

Term	Description
<b>Key Learning Outcome</b>	Key learning outcome is the statement of what the learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcomes is specified in terms of knowledge, understanding (theory) and skills (practical application).
<b>Training Outcome</b>	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
<b>Terminal Outcome</b>	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome.
<b>National Occupational Standards</b>	National Occupational Standard specify the standard of performance an individual must achieve when carrying out a function in the workplace.
<b>Persons with Disability</b>	Persons with Disability are those who have long-term physical, mental, intellectual, or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on equal basis with others.
<b>Integrated Development Environment</b>	An integrated development environment is a software application that provides comprehensive facilities to computer programmers for software development.

## Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skill Qualification Framework
NSQC	National Skill Qualification Committee
NOS	National Occupational Standards
SSC	Skill Sectors Council
NASSCOM	National Association of Software & Service Companies
PWD	Persons with Disability
IDE	Integrated Development Environment