Model Curriculum

QP Name: Firefighter

QP Code: MEP/Q7301

QP Version: 3.0

NSQF Level: 4

Model Curriculum Version: 3.0

Management & Entrepreneurship and Professional Skills Council (MEPSC)
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Training Parameters

Sector	Management
Sub-Sector	Private Security
Occupation	Fire-Fighting
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/ 5411.0100
Minimum Educational Qualification and Experience	10th grade pass
Minimum Level of Education for Training inSchool	10th grade pass **For Male** (Minimum) - Height: 165 cm (Relaxable by 5 cms in the case of Garhwalis, Assamese Gorkha and member ofthe Schedule tribes); Chest: 81 cm Unexpanded and 86 cmExpanded (Fully expanded with minimum of 5 cm Expansion); Weight: min. 50 kgs. **For Female** (Minimum) - Height: 157 cm (Relaxable by 2.5cm in the case of Garhwalis, Assamese Gorkha and member of the Scheduled tribes); Weight: 46 kgs. **Medical Standard** - a) Visual: Better eye - 6/6 (Eligible vision - 6/6 only) Worse eye- 6/12; b) Colour Vision :- No colour blindness.; c) The candidate must not have knock- nee, flat feet, squint eyes and stammering. d) Must be in good mental and bodily health and free from any physicaldefect. (Source: National Fire Service College, Nagpur)
Pre-Requisite License or Training	
Minimum Job Entry Age	18 years
Last Reviewed On	24/02/2022
Next Review Date	24/02/2025
NSQC Approval Date	24/02/2022
QP Version	3.0
Model Curriculum Creation Date	24/02/2022
Model Curriculum Valid Up to Date	24/02/2025
Model Curriculum Version	3.0
Minimum Duration of the Course	630 hrs
Maximum Duration of the Course	630 hrs + 150 hrs OJT (Recommended)

Program Overview

Training Outcomes

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

- Identify type of fire and response required.
- Use portable extinguisher to put out small fires.
- Describe how to keep big fires under control till arrival of help and equipment.
- Identify types and features of firefighting systems.
- Explain ways to respond to fires, hazards and other emergencies.
- Operate various firefighting systems.
- Explain how to carry out rescue operation at an incident site.
- Explain different types of medical first-aid that has to be given to rescued victims.
- Demonstrate inspection of installed fire safety equipment and systems for operational readiness.
- Describe gender mainstreaming and inclusivity practices.
- Explain ways to conserve material and energy.
- Apply health and safety procedures at the workplace.
- Explain ways of working effectively in a team as a fire-fighter.

Compulsory Modules

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

NOS and Module Details	Theory Duration (Hours)	Practical Duration (Hours)	On-the-Job Training Duration (Mandatory) (Hours)	On-the- Job Training Duration (Recommended) (Hours)	Total Duration (Hours)
MEP/N7301 **Identify types of fire and response required** **NOS Version No.3** **NSQF Level 4**	**30:00**	**60:00**	**00:00**	**00:00**	**90:00**
Module 1: Introduction to Skill India and the role of a Firefighter Physical training Drill	02:00 00:00 00:00	00:00 04:00 04:00	-	-	10:00
Module 2: Identify type of fire and response required	28:00	52:00			80:00
MEP/N7302 **Carry out first-aid firefighting using portableextinguishers** **NOS Version No.3** **NSQF Level 4**	**30:00**	**60:00**	**00:00**	**00:00**	**90:00**
Module 3: Carry out first-aid firefighting using portable extinguishers	30:00	60:00	-	-	90:00

MEP/N7303 **Respond to the fire incident using firefightingsystems** **NOS Version No.3** **NSQF Level 4**	**60:00**	**90:00**	**00:00**	**00:00**	**150:00**
Module 4: Respond to the fire incident using firefighting systems	60:00	90:00	-	-	150:00
MEP/N7304 **Carry out rescue operationand administer medical first-aid** **NOS Version No.3** **NSQF Level 4**	**30:00**	**60:00**	**00:00**	**00:00**	**90:00**
Module 5: Rescue operation and medical first-aid	30:00	60:00	-	-	90:00
MEP/N7305 **Inspect installed fire safety equipment and systems and ensure their operational readiness** **NOS Version No.3** **NSQF Level 4**	**30:00**	**60:00**	**00:00**	**00:00**	**90:00**
Module 6: Inspect for operationalreadiness of fire safety equipment and systems	30:00	60:00	-	-	90:00
MEP/N7306 **Maintain health and safetyof self and others as a firefighter** **NOS Version No.3** **NSQF Level 4**	**15:00**	**15:00**	**00:00**	**00:00**	**30:00**
Module 7: Maintain health and safetyof self and others as a firefighter	15:00	15:00	-	-	30:00
MEP/N7307 **Work effectively in a teamas a firefighter at the workplace** **NOS Version No.3** **NSQF Level 4**	**15:00**	**15:00**	**00:00**	**00:00**	**30:00**
Module 8: Work effectively in a team as a firefighter	15:00	15:00	-	-	30:00
DGT/VSQ/N0102: **Employability Skills** **NOS Version No.1** **NSQF Level 4**	**24:00**	**36:00**	**00:00**	**00:00**	**60:00**
Module 9: Introduction to Employability Skills	00:30	01:00	-	-	01.30
Module 10: Constitutional values - Citizenship	00:30	01:00	-	-	01.30

Module 11: Becoming a Professional in the 21st Century	01:00	01:30	-	-	02.30
Module 12: Basic English Skills	04:00	06:00	-	-	10:00
Module 13: Career Development & Goal Setting	01:00	01:00	-	-	02:00
Module 14: Communication Skills	02:00	03:00	-	-	05:00
Module 15: Diversity & Inclusion	01:00	01:30	-	-	02.30
Module 16: Financial and Legal Literacy	02:00	03:00	-	-	05:00
Module 17: Essential Digital Skills	04:00	06:00	-	-	10:00
Module 18: Entrepreneurship	03:00	04:00	-	-	07:00
Module 19: Customer Service	02:00	03:00	-	-	05:00
Module 20: Getting Ready for Apprenticeship & Jobs	03:00	05:00	-	-	08:00
On The Job Training			-	150:00	**150:00**
Total Duration	**234:00**	**396:00**	**00:00**	**150:00**	**780:00**

Module Details

Module 1: Introduction to Skill India and the role of Firefighter
MEP/N7301, Ver 3.0

Terminal Outcomes:

- Give an overview of Skill India Mission.
- Explain the role of Firefighter.
- Discuss the scope of the sector, sub-sector and the available employment opportunities.

Duration: 02:00	Duration: 08:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Discuss the Skill India Mission and its objectives. - Describe the role of a Firefighter and the required competencies. - Discuss common organisational structures, hierarchy and reporting relationships. - Discuss career progression options for a firefighter. - List training and development opportunities available for Firefighter.	- Demonstrate different physical fitness activities. - Carry out drill as per the drill chart.

Classroom Aids:
Computer, printer, projector, white board/ flip chart, marker and duster. Internet connection and online training platform.

Tools, Equipment and Other Requirements
PT field, running track, vertical rope, beam, 9" ditch, balance, mat, Drill ground, full length mirror, drill charts

Module 2: Identify type of fire and response required
Mapped to MEP/N7301, Ver 3.0

Terminal Outcome:

- Describe fire procedures at different organisations.
- Explain various fire terminologies and types of fire.
- Demonstrate use of various fire detection systems.

Duration: *28:00*	**Duration**: *52:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe fire procedures at the workplace of different kinds of organisations: - watch room procedures, - fire-prevention procedures, - fire-fighting procedures, - fire-drill procedures, - writing of occurrence book, - maintenance of documents (duty register, fire reports, logbooks, hose book, stock registers), etc. - Identify layout of premises, critical assets, areas and hazards in the assigned premises - Identify fire points, fire alarms, location of hydrants, etc. in the assigned premises. - Describe various types of automatic fire detection cum alarm systems. - Describe the operation of fire alarm panel board and area annunciation panel board. - Describe different types of fire situations and ways to handle them/response: - electrical fire, chemical fire, forest fires, - gas based fires, arson fire, explosives fire, - industrial fires, port fires, - oil terminal fires, oil refinery fires, oil platform fires, oil tender fires, - oxygen tender fires, LPG bottling plant fires, thermal power station fires, - Describe the three methods of fire extinguishment, i.e. cooling, smothering and starvation.	- Identify the following and demonstrate how they are used and explain when and why to use it. - smoke detector, - heat detector, - light/ flame detector, - gas detectors, - quartzoid bulb type and fusible type sprinkler head detector. - Demonstrate monitoring of fire alarm systems by interpreting alarm indicators - Role play duties to be performed on the way to the location of the fire, after being intimated about it. - Draw and explain: - fire triangle, basics of fire tetrahedron, - dynamics of spread of fires, - classification of fire, - flammable and combustible liquids and gases, flash point, - ignition temperature, - auto ignition temperature, - flammability range, explosive limits. - Demonstrate communication sequence and procedures for fire intimation. - Identify response to the fire as per the level and type of fire, hazard situation and standard operating procedures for the incident slides shown to you.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet connection, online training platform app/link.	
Tools, Equipment and Other Requirements	
Fire alarm system, Hydrants, Security control room kit, Automatic Fire Detection cum Alarm System (Smoke detector, Heat detector, Light/ Flame detector, Gas Detectors, Quartzoid bulb type and fusible type sprinkler head detector).	

Module 3: Carry out first-aid firefighting using portable extinguishers
Mapped to MEP/ N7302, Ver 3.0

Terminal Outcome:

- Explain managing fire using portable extinguishers.
- Demonstrate control of fire using portable extinguishers.

Duration: *30:00*	Duration: *60:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain suitability of fire extinguishers and its use as per type of fire and fire situation. - describe common control operations, containment and confinement operations for small fires as well as fire incidents. - Explain purpose of first-aid fire-fighting. - Describe the elements of fire control like ground cover fire components, vehicular fire components, flammable liquids fire components, flammable gases fire components. - Describe characteristics of first-aid fire-fighting equipment. - Explain procedures for evacuation and removal of items. - Discuss smoke inhalation dangers in a building. - Describe watch room procedures and mobilization. - Describe the process of securing area of immediate emergency.	- Practice correct use of different fire extinguishers. - Deliver information to authorized personnel about the exact situation as observed while following organizational protocol for the hypothetical situation given to you. - Select first-aid fire extinguishers for the fire incidents in the slides shown to you and explain how to extinguish fire. (portable fire-extinguishers, wet blankets, sand-bucket, etc). - Demonstrate measures used to confine and control small fires. - Use public address system to make announcements to bystanders and building occupants. - Give instructions on placement of hose and water spraying to contain fire. - Clear key assets, machinery and equipment from emergency area to where it is safe. - Report fire details on call to control room or fire-brigade team. - Prepare a report on the fire incident.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet connection, (installed) online training platform	
Tools, Equipment and Other Requirements	
Public address system, firefighting equipment such as pumps, hose, various types of fire extinguishers Personal Protective Equipment; Personal Protective Clothing, Smoke detector, Heat detector	

Module 4: Respond to the fire incident using firefighting systems
Mapped to MEP/N7303, Ver 3.0

Terminal Outcome:

- Demonstrate use of various firefighting systems.
- Demonstrate correct response to fire situations.
- Describe salvage and recovery operations.
- Describe material and energy conservation practices.

Duration: 60:00	Duration: 90:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe the water supply and distribution system including direct pumping and gravity systems, main trunk, secondary and service lines. - Explain the impact of hydraulics, normal operating pressures, static pressures, floor pressures and effective streams of water on water pipes. - Explain the principal characteristics of pressure and pressure head - Describe the various types of pump and primers used in fire services. - Explain the role of foam as an extinguishing media, properties of foam and techniques of fire extinguishment by foam, foam making equipment - Describe the functioning of fixed firefighting systems such as hydrants, sprinklers, standpipe, deluge, fixed foam auto, semi-auto protection systems. - Describe the use of various monitors used by fire fighters such as water monitors, self-aspirating foam monitors, portable ground monitors, elevated monitors, oscillating monitors, remote controlled operated monitors. - List the duties after firefighting and salvage work - Explain methods of protecting material goods and removal of damaged goods. - Describe process for maximum use of materials and minimum wastage.	- Calculate the capacity of tanks of different shapes and sizes. - Calculate area and weight of different objects and determine space, manpower or machinery required to shift them. - Operate manual, semi-automatic and automatic fire fighting systems and explain - Operate nozzles and valves to control water as per as per the requirement of the fire situation. - Operate non-hand-controlled fire-fighting equipment. - Demonstrate safe evacuation procedures, evacuation of survivors and removal of bodies. - Demonstrate correct use of different PPE and Self-Contained Breathing Apparatus (SCBA). - Demonstrate use of different tools, gears and other equipment. - Perform: - fire drills - Hose drill - Hydrant operation drill - Pump drill - Ropes, ladders and extension ladders - Demonstrate water relays, using water tender and special appliances.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet, online training platform installed on computer, synchronous and asynchronous tools	

Tools, Equipment and Other Requirements
Fire Extinguishers (Stored pressure Type Fire Extinguisher, Mechanical Foam type Fire Extinguisher, CO2 Type Extinguisher, BC Type Fire Extinguisher, ABC Type Fire Extinguisher); All types of Branches Or Nozzles; Fire Hose, Hose reel system, Nitrogen Cylinder, Hose Box, Suction Hose; Firefighting Point complete set; Suction Wrench, Metal Strainer, Basket Strainer; All Types of small gears; BA Set (Negative & Positive Pressure); Gas Cylinder; Steel Back plates; All types of Couplings; Hydrant-Stand Pipe Type; Fire Trays; Manual call point; Entry suit/Proximity Suit; Extension Ladder; Ropes 100 ft Long, Lines 100 ft Long; Personal Protective Equipment; Personal Protective Clothing; Personal Fall Arrest System (PFAS); Tripod, Pulley, Suspended Scaffold; Plastic Tunnel (Sewer Rescue Drill); Body Harness, Collecting Breeching, Dividing Breeching(Hand control); Hydrant Key & Bar (with hydrant Spindle); Adapter for Air Store Pressure; Hydraulic Pressure Testing Machine; Sprinklers head; a water supply and distribution system; Fire alarm system; Security control room kit; Emergency rescue equipment; Body and respiratory protection gears (PPEs and SCBA); Pump and primers (Portable Fire Pump/TFP, Control Panel-Model-pump, centrifugal pumps, reciprocating primer and gas ejector primers); Manual, semi-automatic and automatic fire fighting systems; Standpipe; Deluge; Auto, semi-auto protection systems; Fire detection and alarm systems (Smoke detector, Heat detector, Light/ Flame detector, Gas Detectors, Quartzoid bulb type and fusible type sprinkler head detector)

Module 5: Rescue operation and medical first-aid
Mapped to MEP/N7304, Ver 3.0

Terminal Outcome:

- Describe rescue procedures under various rescue situations.
- Demonstrate rescue operation and administration of first-aid.

Duration: *30:00*	Duration: *60:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe various types of materials and their characteristics under fire conditions. - State emergency scene safety measures and measures to be taken for various rescue situations. - Describe the rescue procedures of trapped victims with low/ high probability of survival. - Explain ways to assess the situation requiring rescue with respect to type of causality, number of people involved, criticality, condition of the area, etc. - Discuss suitable rescue equipment for specific situations from the available rescue equipment at the assigned premises. - Explain locations of assembly/muster points, escape exits, escape routes, etc., codes of various emergency alarms and signals. - Describe rescue techniques as per standard operating procedures. - Explain how to assess situation to determine need for self-evacuation or external assistance. - Discuss assessing the condition of the casualty in order to identify medical emergencies and trauma conditions. - Describe ways to carry out rescue on land, at heights and in water, using fall protection equipment.	- Demonstrate methods used to rescue trapped persons in high rise buildings, lifts, sewer, under vehicle, debris of collapsed building material and hazardous places. - Demonstrate prompt communication to the relevant stakeholders. - Use cutting, lifting and other rescue equipment/tools as per standard operating procedures. - Analyse floor plan at each floor and prepare plan for rescue and evacuation. - Demonstrate lower and lift self, equipment and causalities using ropes, lines and extension ladders. - Demonstrate medical first-aid for smoke inhalation. - Role play calling for professional help and explaining victim status to health professional. - Role play updating health personnel on special cases like pregnant women and PWD.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet, online training platform installed on computer, synchronous and asynchronous tools	
Tools, Equipment and Other Requirements	
Emergency rescue equipment, Body and respiratory protection gears (PPEs & SCBA). Hydraulic rescue tools like cutters, spreaders and rams; Mannequins for medical first responders	

Module 6: Inspect for operational readiness of fire safety equipment and systems
Mapped to MEP/N7305, Ver 3.0

Terminal Outcome:

- Describe inspection of fire safety equipment and systems and ensuring their operational readiness.

Duration: 30:00	Duration: 60:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• List parameters to be inspected to ensure operational readiness of fire safety equipment and systems. • Explain preparation of inventory of fire safety equipment and systems in assigned area. • Describe what aspects to be Inspected of different fire safety equipment and systems. • Elaborate coordinating with maintenance team and procurement team. • Describe ways to store safety equipment and systems at station level as per manufacturer's guidelines. • Elucidate documentation after inspection and maintenance of fire safety equipment and systems in assigned area.	• Prepare inspection schedule to inspect various fire equipment. • Demonstrate inspection of all the fire safety equipment and systems including ropes and ladders. • Prepare testing report. • Prepare report on tools and equipment deterioration and damages. • Complete documentation of the inspection of the hypothetical inspection carried out.

Classroom Aids:
Computer, printer, projector, white board/ flip chart, marker and duster. Internet, online training platform installed on computer, synchronous and asynchronous tools

Tools, Equipment and Other Requirements
Fire Extinguishers (Stored pressure Type Fire Extinguisher, Mechanical Foam type Fire Extinguisher, CO2 Type Extinguisher, BC Type Fire Extinguisher, ABC Type Fire Extinguisher); All types of Branches Or Nozzles; Fire Hose, Hose reel system, Nitrogen Cylinder, Hose Box, Suction Hose; Firefighting Point complete set; Suction Wrench, Metal Strainer, Basket Strainer; All Types of small gears; BA Set (Negative & Positive Pressure); Gas Cylinder; Steel Back plates; All types of Couplings; Hydrant-Stand Pipe Type; Fire Trays; Manual call point; Entry suit/Proximity Suit; Extension Ladder; Ropes 100 ft Long, Lines 100 ft Long; Personal Protective Equipment; Personal Protective Clothing; Personal Fall Arrest System (PFAS); Tripod, Pulley, Suspended Scaffold; Plastic Tunnel (Sewer Rescue Drill); Body Harness, Collecting Breeching, Dividing Breeching (Hand control); Hydrant Key & Bar (with hydrant Spindle); Adapter for Air Store Pressure; Hydraulic Pressure Testing Machine;

Sprinklers head; a water supply and distribution system;
Fire alarm system; Security control room kit; Emergency rescue equipment;
Body and respiratory protection gears (PPEs and SCBA);
Pump and primers (Portable Fire Pump/TFP, Control Panel-Model-pump, centrifugal pumps, reciprocating primer and gas ejector primers);
Manual, semi-automatic and automatic fire fighting systems;
Standpipe; Deluge; Auto, semi-auto protection systems;
Fire detection and alarm systems (Smoke detector, Heat detector, Light/ Flame detector, Gas Detectors, Quartzoid bulb type and fusible type sprinkler head detector)
Self-contained breathing apparatus (SCBA), Fire breathers, resuscitation apparatus; Exercise and lifting equipment; Flux Meter, Dosi Meter; Cut model of fire Extinguisher/Fire Pump, Fire Suit, Fire tender(One for the institute); Rescue Van (One for the Institute); Foam Making equipment(Foam Making Branches, Inline inductor,MFG-5,MFG-10,Medium/High Ex.Generator), fixed foam
Salvage equipment
First aid kit with all contents

Module 7: Maintain health and safety of self and others as a firefighter
Mapped to MEP/N7306, Ver 3.0

Terminal Outcome:
- Describe the application of health and safety practices at the workplace.
- Explain personal health and hygiene practices.

Duration: _15:00_	Duration: _15:00_
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Elaborate on the key components of the safety triad. - Explain the five components that make up the accident chain. - Explain formal and informal procedures of basic industrial safety management. - Discuss common procedures for handling hazardous chemicals. - Explain safety management system (SMS). - Discuss disaster management and response plan. - Describe different Personal Protective Equipment (PPE), their function and their maintenance. - Describe the types, components, functions, use, testing and maintenance of self-contained breathing apparatus (SCBA). - Describe workplace hygiene practices and hygiene related concerns. - Explain dietary control and safe practices to prevent infections. - List situations that may lead to accidents at the workplace and ways to prevent them. - Elaborate on emergencies in office, in public places and those created by miscreants. - Describe the steps of emergency procedures during accidents/fire or other hazardous situations. - Explain the significance of safety signs.	- Demonstrate correct use of PPE and SCBA. - Demonstrate how to maintain personal hygiene at the workplace. - Demonstrate correct handwashing. - Apply the appropriate ways to keep the workplace neat and tidy. - Demonstrate the first aid procedure to be given in different situations. - Dramatize (role-play) the emergency procedures during accidents or hazardous situations. - Examine the types of safety signs and explain their significance. - Prepare a sample report to track the breaches in safety, accidents and hazards.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet, online training platform installed on computer, synchronous and asynchronous tools	
Tools, Equipment and Other Requirements	
Personal Protective Equipment (Helmet(Type A,B,C), Laser Welding Safety Goggles, Face Shield, Face mask, Welding Shield, Ear Muff, Ear plug, Canal Caps, Safety Shoes, Asbestos Gloves, Hand Gloves(Rubber), Dust Mask); Personal Protective Clothing (Safety Shirt, Safety Trouser, Safety Jacket, Cooling Vest, Gum Boots, Safety Belt); Personal Fall Arrest System(PFAS)	

Module 8: Work effectively in a team as a firefighter
Mapped to MEP/N7307, Ver 3.0

Terminal Outcome:

- Describe communicating effectively in a team.
- Demonstrate interacting effectively with people during an emergency.
- Demonstrate operation of communication systems and equipment.

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Elaborate the importance of fire and emergency drills. - Discuss protocol for working in a team during emergency situations. - Explain various communication modes for diverse situations. - Describe signs of stress and ways to handle it. - Discuss how to manage stress in a team member during emergency operation. - Describe non-operational and operational communication processes. - Describe effective non-verbal communication techniques. - Describe conflict resolution strategies - Elaborate group dynamics and its role.	- Practice conducting mock fire and emergency drill. - Use loudspeaker to manage crowd during emergency, giving clear instructions. - Use walkie-talkie to coordinate between team members outside a building and those inside a building. - Give and receive instructions concisely and clearly within a team during a rescue. - Demonstrate giving instructions clearly and concisely to occupants of a premise on evacuating the building and going to the designated assembly point.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet, online training platform installed on computer, synchronous and asynchronous tools	
Tools, Equipment and Other Requirements	
Various communication systems: Telephone, Radio, Loudspeakers, Microphone, walkie-talkie etc.	

Module 9: Introduction to Employability Skills
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:
- Discuss about Employability Skills in meeting the job requirements

Duration: 00:30	Duration: 01:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the Employability Skills required for jobs in various industries.	• List different learning and employability related GOI and private portals and their usage.
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 10: Constitutional values - Citizenship
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:

- Discuss about constitutional values to be followed to become a responsible citizen

Duration: *00:30*	Duration: *01:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen	• Show how to practice different environmentally sustainable practices.
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 11: Becoming a Professional in the 21st Century
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:
- Demonstrate professional skills required in 21st century

Duration: 01:00	Duration: 01:30
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Discuss importance of relevant 21st century skills. - Describe the benefits of continuous learning.	Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 12: Basic English Skills
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:
- Practice basic English speaking

Duration: 04:00	Duration: 06:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss need of basic English skills	• Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone. • Read and interpret text written in basic English. • Write a short note/paragraph / letter/e - mail using basic English.
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 13: Career Development & Goal Setting
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:

- Understand the importance of career development & goal setting

Duration: 01:00	Duration: 01:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain the importance of career development & goal setting	• Create a career development plan with well-defined short- and long-term goals
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 14: Communication Skills
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:

- Practice basic communication skills

Duration: 02:00	Duration: 03:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain the importance of active listening for effective communication - Discuss the significance of working collaboratively with others in a team	Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 15: Diversity & Inclusion
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:

- Describe PwD and gender sensitization

Duration: _01:00_	Duration_: 01:30_
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the significance of escalating sexual harassment issues as per POSH act.	• Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 16: Financial and Legal Literacy
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:

- Describe ways of managing expenses, income, and savings

Duration: 02:00	Duration: 03:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- List the common components of salary and compute income, expenditure, taxes, investments etc. - Discuss the legal rights, laws, and aids.	- Outline the importance of selecting the right financial institution, product, and service. - Demonstrate how to carry out offline and online financial transactions, safely and securely.
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 17: Essential Digital Skills
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:

- Demonstrate procedure of operating digital devices and associated applications safely

Duration: 04:00	Duration: 06:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Describe the role of digital technology in today's life • Demonstrate how to operate digital devices and use the associated applications and features, safely and securely. • Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely.	• Create sample word documents, excel sheets and presentations using basic features. • Utilize virtual collaboration tools to work effectively.
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 18: Entrepreneurship
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:

- Demonstrate procedure of operating digital devices and associated applications safely

Duration: *03:00*	Duration: *04:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain the types of entrepreneurships and enterprises - Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan. - Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement.	Create a sample business plan, for the selected business opportunity.
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 19: Customer Service
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:
- Demonstrate procedure of operating digital devices and associated applications safely

Duration: 02:00	Duration: 03:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe the significance of analyzing different types and needs of customers - Explain the significance of identifying customer needs and responding to them in a professional manner. - Discuss the significance of maintaining hygiene and dressing appropriately	Demonstrate how to deal with different customers and their needs
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 20: Getting ready for apprenticeship & jobs
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:

- Describe ways of preparing for apprenticeship & Jobs appropriately

Duration: *03:00*	**Duration**: *05:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Discuss the significance of maintaining hygiene and confidence during an interview. - List the steps for searching and registering for apprenticeship opportunities.	- Create a professional Curriculum Vitae (CV) - Perform a mock interview - Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Annexure

Trainer Requirements

Trainer Prerequisites					
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	*Specialization*	*Years*	*Specialization*	
Graduate/Diploma		2 years	Firefighter	3-4 Years	Firefighter	Height and other personal attributes as specified in National Fire Service College, Nagpur

Trainer Certification	
Domain Certification	Platform Certification
MEP/Q7301, V3.0, Firefighter Minimum accepted score is 70%.	MEP/Q2601, V3.0, Trainer Minimum accepted score is 80%.

Assessor Requirements

Assessor Prerequisites					
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training/Assessment Experience**		**Remarks**
		Years	*Specialization*	*Years*	*Specialization*	
Graduate/Diploma		2 years	Firefighter	3-4 Years	Firefighter	Height and other personal attributes asspecified in National Fire Service College, Nagpur

Assessor Certification	
Domain Certification	**Platform Certification**
MEP/Q7301, V3.0, Firefighter Minimum accepted score is 70%.	MEP/Q2701, V3.0, Assessor Minimum accepted score is 80%.

Assessment strategy

1. Assessment System Overview:

- Assessment will be carried out by assessment partners with no link to training partners. Based on the results of assessment, MEPSC will certify the learners. The assessor has to pass an online assessment of theoretical knowledge of the job role and be approved by MEPSC.
- The assessment will have both theory and practical components in 40:60 ratio.
- While theory assessment is summative and a written exam; practical will involve demonstrations of applications and presentations of procedures and other components. Practical assessment will also be summative in nature.

2. Testing Environment:

- Training partner must share the batch start date and end date, number of trainees and the job role.
- Assessment will be fixed for a day after the end date of training. It could be next day or later. Assessment will be conducted at the training venue.
- Room where assessment is conducted will be set with proper seating arrangements with enough space to prevent copying.
- Question bank of theory and practical will be prepared by assessment agency and approved by MEPSC. From this set of questions, assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial question, etc. which will test the trainee on the theoretical knowledge of the subject.
- The theory and practical assessments will be carried out on same day. If number of candidates are many, more assessors and venue will be organized on same day of the assessment.
- Presentation will be one mode of assessment and so computers and LCD projector will be available for assessment. Viva will be used to gauge trainees' confidence and correct knowledge in handling job situations like interacting with clients and colleagues.
- The question paper will be pre-loaded in the computer, and it will be in the language requested by the training partner.

3. Assessment Quality Assurance levels/Framework:

- Assessor must go through orientation program organized by Assessment Agency. The training will give an overview to the assessors on the overall framework of QP evaluation. Assessor will also be given a NOS and PC level overview of each QP as applicable. Overall structure of assessment and objectivity of the marking scheme will be explained to them.
- The giving of marks will be driven by an objective framework which will maintain standardization of marking scheme. The weightages given to each module will be adhered to in the question paper.
- For practical, the instructions for taking the test are clearly written on the board in the lab or shared with the candidates verbally.

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Unless the trainee is registered, the person cannot undergo assessment. To further ensure that the person registered is the person appearing for assessment, id verification will be carried out. Adhar card number is part of registering the candidate for training. This will form the basis of further verification during the assessment.
- Assessor conducts the assessment in accordance with the assessment guidelines and question bank as per the job role.
- The assessor carries tablet with the loaded questions. This tablet is geotagged and so it is monitored to check their arrival and completion of assessment. The training partner will also intimate the time of arrival of the assessor and time of leaving the venue.
- The assessment will be video recorded and submitted to MEPSC. Video of the practical session is prepared and submitted to MEPSC.
- Random spot checks/audit is conducted by MEPSC assigned persons to check the quality of assessment.
- Assessment agency will be responsible to put details in SID   .
- MEPSC will also validate the data and result received from the assessment agency.

6. Method for assessment documentation, archiving, 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 MEPSC assessment team. After upload, only MEPSC can access this data.
- MEPSC approves the results within a week and uploads on SID.

References

Glossary

Term	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Key Learning Outcome	Key learning outcome is the statement of what a 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 outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do **upon the completion of the training**.
Terminal Outcome	Terminal 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.

Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.

Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
EEE	English, Employability and Entrepreneurship
PPE	Personal Protective Equipment
SCBA	Self Contained Breathing Apparatus
NCO	National Classification of Occupations
NQR	National Qualification Register