

Qualification Pack



Sports Goods Production Supervisor

QP Code: SPF/Q8105

Version: 1.0

NSQF Level: 5

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SPF/Q8105: Sports Goods Production Supervisor

Brief Job Description

Sports goods production supervisor, co-ordinate and schedule the activities of workers who prepare raw materials, assemble semi-finished goods, and operate production machines, in a production unit. They resolve work problems and recommend work measures to improve productivity and product quality. They are also expected to train staff in job duties, safety procedures and company policy.

Personal Attributes

Individuals in this role should have an excellent interpersonal skill, communication skill, and the ability to work with and lead team members. They must Demonstrate mature, respectful, fair and equitable behaviours in all interactions and situations.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [SPF/N8111: Prepare for Production of Sports Goods](#)
2. [SPF/N8112: Supervise the Production of Sports Goods](#)
3. [SPF/N8113: Manage Production Workers](#)
4. [SPF/N8114: Maintain Health and Safety at manufacturing workplace](#)
5. [SPF/N1169: Improve workplace resource usage](#)
6. [DGT/VSQ/N0103: Employability Skills \(90 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Sports
Sub-Sector	Sports Manufacturing
Occupation	Sports Manufacturing
Country	India
NSQF Level	5
Credits	17

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Aligned to NCO/ISCO/ISIC Code	NCO-2015/3122.9900
Minimum Educational Qualification & Experience	Completed 2nd year of UG (UG Diploma) (3 years/4 years) OR Pursuing 2nd year of UG (3 year/4years UG and continuing education) OR 12th grade Pass with 2 Years of experience OR 10th grade pass with 4 Years of experience OR Certificate-NSQF (Level 4) with 3 Years of experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	23/06/2026
NSQC Approval Date	23/06/2023
Version	1.0
Reference code on NQR	QG-05-SP-00610-2023-V1-SPEFLSC
NQR Version	1

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SPF/N8111: Prepare for Production of Sports Goods

Description

This unit is about planning for the production of sports goods in a factory

Scope

The scope covers the following :

- Plan production
- Manage Inventory

Elements and Performance Criteria

Plan Production

To be competent, the user/individual on the job must be able to:

- PC1.** participate in production meeting
- PC2.** provide update on status of work
- PC3.** review activities from previous days including incomplete projects
- PC4.** receive work orders and specifications
- PC5.** note requirements of custom/special orders
- PC6.** review project schedule including new projects, deadlines and timelines
- PC7.** prepare list/bill of materials based on production documents
- PC8.** ensure that work orders and production drawings are included
- PC9.** identify, if, any special orders required
- PC10.** review priorities
- PC11.** assign duties or projects to team members and staff
- PC12.** discuss inconsistencies, missing information and technical challenges with production manager to resolve issues
- PC13.** communicate production information to staff, next shift supervisor and production manager

Manage Inventory

To be competent, the user/individual on the job must be able to:

- PC14.** review inventory to ensure appropriate levels to produce orders
- PC15.** identify ways to improve inventory management, if appropriate
- PC16.** count and update the inventory
- PC17.** check accuracy of inventory documents (e.g., inventory database)
- PC18.** assign inventory tasks to staff
- PC19.** deal with faulty supplies as required (e.g., remove defective goods from inventory, contact supplier)
- PC20.** complete/adjust inventory report
- PC21.** report incidents that might have impact on availability of raw material

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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organisation standards and procedures followed for productivity and maintenance
- KU2.** production flow
- KU3.** production issues such as potential delays, quality
- KU4.** production activities such as cutting, machining, assembling, finishing, shipping, installing, etc.
- KU5.** skills, knowledge, attributes and other characteristics (SKAO) of employees
- KU6.** product components
- KU7.** accurate inventory levels for materials and supplies
- KU8.** inventory report details to be completed
- KU9.** inventory management and costing

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and interpret production documents (e.g., list/bill of materials)
- GS2.** read and interpret technical drawings
- GS3.** identify parts, hardware and tooling required
- GS4.** identify technical requirements and challenges
- GS5.** facilitate process improvements
- GS6.** prepare report

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plan Production</i>	19	39	-	-
PC1. participate in production meeting	1	3	-	-
PC2. provide update on status of work	1	3	-	-
PC3. review activities from previous days including incomplete projects	1	3	-	-
PC4. receive work orders and specifications	1	3	-	-
PC5. note requirements of custom/special orders	1	3	-	-
PC6. review project schedule including new projects, deadlines and timelines	1	3	-	-
PC7. prepare list/bill of materials based on production documents	1	3	-	-
PC8. ensure that work orders and production drawings are included	2	3	-	-
PC9. identify, if, any special orders required	2	3	-	-
PC10. review priorities	2	3	-	-
PC11. assign duties or projects to team members and staff	2	3	-	-
PC12. discuss inconsistencies, missing information and technical challenges with production manager to resolve issues	2	3	-	-
PC13. communicate production information to staff, next shift supervisor and production manager	2	3	-	-
<i>Manage Inventory</i>	18	24	-	-
PC14. review inventory to ensure appropriate levels to produce orders	2	3	-	-
PC15. identify ways to improve inventory management, if appropriate	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC16. count and update the inventory	2	3	-	-
PC17. check accuracy of inventory documents (e.g., inventory database)	2	3	-	-
PC18. assign inventory tasks to staff	2	3	-	-
PC19. deal with faulty supplies as required (e.g., remove defective goods from inventory, contact supplier)	2	3	-	-
PC20. complete/adjust inventory report	2	3	-	-
PC21. report incidents that might have impact on availability of raw material	4	3	-	-
NOS Total	37	63	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	SPF/N8111
NOS Name	Prepare for Production of Sports Goods
Sector	Sports
Sub-Sector	Sports Manufacturing
Occupation	Sports Manufacturing
NSQF Level	5
Credits	3
Version	1.0
Last Reviewed Date	NA
Next Review Date	23/06/2026
NSQF Clearance Date	23/06/2023

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SPF/N8112: Supervise the Production of Sports Goods

Description

This unit is about the management of manufacturing/production processes and related systems and methodologies

Scope

The scope covers the following :

- Support production activities
- Resolve, diagnose production related issues
- Supervise quality
- Recommend improvement to production process
- Work effectively with others

Elements and Performance Criteria

Support production activities

To be competent, the user/individual on the job must be able to:

- PC1.** design the fundamentals of manufacturing systems that are clearly communicated and effectively to the team members
- PC2.** hold production meetings
- PC3.** answer inquiries from team members
- PC4.** provide clarification on production documents, schedules, production techniques
- PC5.** re-assign personnel to tasks, if necessary
- PC6.** evaluate problems requiring re-work and assign re-work tasks
- PC7.** review production plans to account for re-work
- PC8.** reorganize production schedule, if necessary

Resolve, diagnose production related issues

To be competent, the user/individual on the job must be able to:

- PC9.** identify technical specification issues (e.g., calculation or dimension errors)
- PC10.** resolve issues related to production documents
- PC11.** identify problems with tools and equipment (e.g., programming issues, broken equipment maintenance issues, equipment replacement)
- PC12.** resolve issues related to changes in completion deadlines
- PC13.** resolve issues brought forward by customer complaints
- PC14.** provide guidance to team members related to rejects/defects and quality issues
- PC15.** discuss issues with supervisors of other departments (e.g., staff reassignment, quality issues with material or workmanship, production schedule issues, scheduling of emergency or preventative maintenance)
- PC16.** notify maintenance department to resolve issues
- PC17.** refer outstanding issues to production manager

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Supervise quality

To be competent, the user/individual on the job must be able to:

- PC18.** review quality checklists completed by employees
- PC19.** perform random inspection of products to verify quality standards during production process and on final product (e.g., measurement accuracy, quality of cuts, joints, compliance with work order, finishing machine/gun throughput)
- PC20.** determine status of reject products (e.g., repair or replace)
- PC21.** assign products requiring re-work into daily production schedule
- PC22.** prepare defects/rejects quality report
- PC23.** discuss quality issues with production manager

Recommend improvement to production process

To be competent, the user/individual on the job must be able to:

- PC24.** identify manufacturing/production opportunities for improvement (e.g., quality, cost efficiency, productivity)
- PC25.** evaluate impact of proposed solutions on other departments, customers and suppliers
- PC26.** participate in continuous improvement meetings with management, other supervisors and staff

Work effectively with others

To be competent, the user/individual on the job must be able to:

- PC27.** interact (verbal, non-verbal and written) in a gender, disability, and culturally sensitive manner
- PC28.** promote a safe and interactive environment

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** possible solutions to production problems (e.g., quality, delay in schedule, production techniques)
- KU2.** staff strengths and weaknesses (cross-training)
- KU3.** equipment repair
- KU4.** preventative maintenance operations
- KU5.** contract documents and requirements
- KU6.** quality assurance process
- KU7.** target quality of product
- KU8.** what constitutes a quality issue
- KU9.** when to remove goods from inventory
- KU10.** suppliers for specific materials and goods
- KU11.** importance of gender and its related concepts such as gender roles, gender equality, gender power relations etc.
- KU12.** POSH (Prevention of Sexual Harassment) Act

Generic Skills (GS)



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User/individual on the job needs to know how to:

- GS1.** read and interpret production plans
- GS2.** identify technical specification issues
- GS3.** identify solutions to production issues, customer complaints
- GS4.** communicate with team members, staff, production managers and other supervisors to solve production issues
- GS5.** organize personnel and tasks according to production needs
- GS6.** handle complaints
- GS7.** be organized

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Support production activities</i>	8	16	-	-
PC1. design the fundamentals of manufacturing systems that are clearly communicated and effectively to the team members	1	2	-	-
PC2. hold production meetings	1	2	-	-
PC3. answer inquiries from team members	1	2	-	-
PC4. provide clarification on production documents, schedules, production techniques	1	2	-	-
PC5. re-assign personnel to tasks, if necessary	1	2	-	-
PC6. evaluate problems requiring re-work and assign re-work tasks	1	2	-	-
PC7. review production plans to account for re-work	1	2	-	-
PC8. reorganize production schedule, if necessary	1	2	-	-
<i>Resolve, diagnose production related issues</i>	9	23	-	-
PC9. identify technical specification issues (e.g., calculation or dimension errors)	1	2	-	-
PC10. resolve issues related to production documents	1	2	-	-
PC11. identify problems with tools and equipment (e.g., programming issues, broken equipment maintenance issues, equipment replacement)	1	2	-	-
PC12. resolve issues related to changes in completion deadlines	1	2	-	-
PC13. resolve issues brought forward by customer complaints	1	3	-	-
PC14. provide guidance to team members related to rejects/defects and quality issues	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. discuss issues with supervisors of other departments (e.g., staff reassignment, quality issues with material or workmanship, production schedule issues, scheduling of emergency or preventative maintenance)	1	3	-	-
PC16. notify maintenance department to resolve issues	1	3	-	-
PC17. refer outstanding issues to production manager	1	3	-	-
<i>Supervise quality</i>	6	18	-	-
PC18. review quality checklists completed by employees	1	3	-	-
PC19. perform random inspection of products to verify quality standards during production process and on final product (e.g., measurement accuracy, quality of cuts, joints, compliance with work order, finishing machine/gun throughput)	1	3	-	-
PC20. determine status of reject products (e.g., repair or replace)	1	3	-	-
PC21. assign products requiring re-work into daily production schedule	1	3	-	-
PC22. prepare defects/rejects quality report	1	3	-	-
PC23. discuss quality issues with production manager	1	3	-	-
<i>Recommend improvement to production process</i>	3	9	-	-
PC24. identify manufacturing/production opportunities for improvement (e.g., quality, cost efficiency, productivity)	1	3	-	-
PC25. evaluate impact of proposed solutions on other departments, customers and suppliers	1	3	-	-
PC26. participate in continuous improvement meetings with management, other supervisors and staff	1	3	-	-
<i>Work effectively with others</i>	2	6	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC27. interact (verbal, non-verbal and written) in a gender, disability, and culturally sensitive manner	1	3	-	-
PC28. promote a safe and interactive environment	1	3	-	-
NOS Total	28	72	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	SPF/N8112
NOS Name	Supervise the Production of Sports Goods
Sector	Sports
Sub-Sector	Sports Manufacturing
Occupation	Sports Manufacturing
NSQF Level	5
Credits	4
Version	1.0
Last Reviewed Date	NA
Next Review Date	23/06/2026
NSQF Clearance Date	23/06/2023

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SPF/N8113: Manage Production Workers

Description

This unit is about adopting sustainable practices and optimizing use of resources, especially material, energy and waste, in day-to-day operations at work

Scope

The scope covers the following :

- Assist with staffing process
- Provide orientation and training to employees
- Assist with performance management
- Perform administrative duties
- Ensure health and safety at workplace

Elements and Performance Criteria

Assist with staffing process

To be competent, the user/individual on the job must be able to:

- PC1.** formulate a logistics planning framework to address the demands of the logistics processes
- PC2.** participate in the interview process of staff recruitment

Provide orientation and training to employees

To be competent, the user/individual on the job must be able to:

- PC3.** identify ways to optimize usage of material including water in various tasks/activities/processes
- PC4.** provide orientation to new employees such as provide tour of facilities, introduce new employees to co-workers, show new employees their workstation etc.
- PC5.** communicate applicable company policies and procedures such as human resources policies (attendance, leave requests, time sheets), health & safety policies, quality standards and company mandate & vision etc.
- PC6.** explain job description
- PC7.** review tasks to be performed on the job and explain terms and expectations of probationary period
- PC8.** identify knowledge and skill gaps for current and new employees including quality of work, skill level, technical skills etc.
- PC9.** evaluate knowledge gaps that cannot be filled by the company (e.g., external courses or training providers)
- PC10.** make recommendations/suggestions to human resources to establish learning plan
- PC11.** recommend internal development opportunities based on assessment of knowledge gaps within the team

Assist with performance management

To be competent, the user/individual on the job must be able to:

- PC12.** develop a set of effective warehousing and storage principles

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- PC13.** provide feedback to human resources on employee performance as required by company policies such as give constructive performance feedback and clearly explain strategies for improvement etc.
- PC14.** identify performance improvement opportunities
- PC15.** identify knowledge gaps
- PC16.** identify skills gaps
- PC17.** identify behaviour and attitude improvement opportunities
- PC18.** identify high potential employees
- PC19.** recommend candidates for promotion based on future company needs communicated by management, talent, employee interests, employee performance, employee interpersonal skills etc.
- PC20.** identify major and minor disciplinary incidents
- PC21.** discuss issues with employee/parties involved
- PC22.** document each incident with information, accident, date, people involved, etc.

Perform administrative duties

To be competent, the user/individual on the job must be able to:

- PC23.** approve leave requests (e.g., vacations, personal leave, family leave)
- PC24.** prepare timesheets
- PC25.** communicate reports to human resources or production manager

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the candidate requirements
- KU2.** how to evaluate candidates
- KU3.** the hiring criteria
- KU4.** the business need
- KU5.** the company orientation process
- KU6.** the materials, documents, etc. to provide to employees
- KU7.** the legislation, collective agreements or job descriptions/categories
- KU8.** the policies and procedures
- KU9.** the quality standards
- KU10.** the human resources policies
- KU11.** the codes of conduct
- KU12.** the provincial labour legislation

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and interpret production plans



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- GS2.** identify technical specification issues
- GS3.** identify solutions to production issues, customer complaints
- GS4.** communicate with team members, staff, production managers and other supervisors to solve production issues
- GS5.** organize personnel and tasks according to production needs
- GS6.** handle complaints
- GS7.** be organized

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist with staffing process</i>	2	6	-	-
PC1. formulate a logistics planning framework to address the demands of the logistics processes	1	3	-	-
PC2. participate in the interview process of staff recruitment	1	3	-	-
<i>Provide orientation and training to employees</i>	9	27	-	-
PC3. identify ways to optimize usage of material including water in various tasks/activities/processes	1	3	-	-
PC4. provide orientation to new employees such as provide tour of facilities, introduce new employees to co-workers, show new employees their workstation etc.	1	3	-	-
PC5. communicate applicable company policies and procedures such as human resources policies (attendance, leave requests, time sheets), health & safety policies, quality standards and company mandate & vision etc.	1	3	-	-
PC6. explain job description	1	3	-	-
PC7. review tasks to be performed on the job and explain terms and expectations of probationary period	1	3	-	-
PC8. identify knowledge and skill gaps for current and new employees including quality of work, skill level, technical skills etc.	1	3	-	-
PC9. evaluate knowledge gaps that cannot be filled by the company (e.g., external courses or training providers)	1	3	-	-
PC10. make recommendations/suggestions to human resources to establish learning plan	1	3	-	-
PC11. recommend internal development opportunities based on assessment of knowledge gaps within the team	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist with performance management</i>	11	33	-	-
PC12. develop a set of effective warehousing and storage principles	1	3	-	-
PC13. provide feedback to human resources on employee performance as required by company policies such as give constructive performance feedback and clearly explain strategies for improvement etc.	1	3	-	-
PC14. identify performance improvement opportunities	1	3	-	-
PC15. identify knowledge gaps	1	3	-	-
PC16. identify skills gaps	1	3	-	-
PC17. identify behaviour and attitude improvement opportunities	1	3	-	-
PC18. identify high potential employees	1	3	-	-
PC19. recommend candidates for promotion based on future company needs communicated by management, talent, employee interests, employee performance, employee interpersonal skills etc.	1	3	-	-
PC20. identify major and minor disciplinary incidents	1	3	-	-
PC21. discuss issues with employee/parties involved	1	3	-	-
PC22. document each incident with information, accident, date, people involved, etc.	1	3	-	-
<i>Perform administrative duties</i>	3	9	-	-
PC23. approve leave requests (e.g., vacations, personal leave, family leave)	1	3	-	-
PC24. prepare timesheets	1	3	-	-
PC25. communicate reports to human resources or production manager	1	3	-	-
NOS Total	25	75	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	SPF/N8113
NOS Name	Manage Production Workers
Sector	Sports
Sub-Sector	Sports Manufacturing
Occupation	Sports Manufacturing
NSQF Level	5
Credits	4
Version	1.0
Last Reviewed Date	NA
Next Review Date	23/06/2026
NSQC Clearance Date	23/06/2023

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SPF/N8114: Maintain Health and Safety at manufacturing workplace

Description

This unit is about ensuring the production of goods and services while observing safety, hygiene and sanitation practices for operations.

Scope

The scope covers the following :

- Develop safety measures at manufacturing processes
- Maintain personal hygiene and safety
- Maintain safety and efficiency of equipment

Elements and Performance Criteria

Develop safety measures at manufacturing processes

To be competent, the user/individual on the job must be able to:

- PC1.** apply suitable measures for protection of workers from chemicals, sharp objects, rotating machines, and loose items
- PC2.** perform visual checks to the safety components (such as protective clothing, machine leakages, gangways, electrical fittings.) prior to their use for concealed wiring purposes in order to ascertain their appropriate specifications and usability
- PC3.** demonstrate necessary checks around the workplace to ensure that the workplace is safe to conduct work
- PC4.** mark clearly on walls and floors where concealed hazards could be posing danger to workers
- PC5.** assist in planning and mark locations of gangways and electrical fixtures/fittings to be installed on walls
- PC6.** arrange machines in the workshop in a logical sequence to promote safe movement between workstations.
- PC7.** design safety and healthy schedule for specific workplaces

Maintain personal hygiene and safety

To be competent, the user/individual on the job must be able to:

- PC8.** create effective routines to ensure healthy and hygienic conditions during all workshop practice processes including transportation of materials within
- PC9.** design work premises that are constantly monitored/inspected for undesirable breaches in the protection provided by health and hygiene measures
- PC10.** perform safety checks before operation of any equipment
- PC11.** wear protective clothing and gear as and when required and ensure adherence to safety guidelines
- PC12.** report potential hazards to the manager immediately
- PC13.** create standard procedures to deal with accidents and emergency situations
- PC14.** use first aid kit as and when required and provide appropriate treatment in case of any injuries

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Maintain safety and efficiency of equipment

To be competent, the user/individual on the job must be able to:

- PC15.** identify recyclable and non-recyclable, and hazardous waste generated
- PC16.** analyse workshop equipment so that it is maintained to specifications at all times with frequent tests
- PC17.** perform routine checks/tests for occupational related infections
- PC18.** examine all equipment and tools used so that they are decontaminated, cleaned and switched off after use
- PC19.** restrict access only to authorised personnel
- PC20.** implement effective security measures for prevention of theft/sabotage

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** potential hazards, risks and threats based on the nature of work
- KU2.** organisation standards and procedures followed safety, hygiene and sanitation
- KU3.** personal hygiene and fitness requirements
- KU4.** job responsibilities/duties for following work place safety, hygiene and sanitation
- KU5.** personal protective equipment and clothing to be used
- KU6.** safe methods to use in materials and equipment handling
- KU7.** housekeeping methods and importance
- KU8.** safe disposal methods for waste
- KU9.** methods for minimising environmental damage
- KU10.** categorization of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU11.** waste management and methods of waste disposal
- KU12.** common sources of pollution and ways to minimize it
- KU13.** Different safety units/specifications like wattage, resistance, voltage, frequency, current, kWh, electrical systems, water pressure and their specifications etc.
- KU14.** sketches and diagrams for safety symbols and procedures on the equipment installation
- KU15.** different types of tools and electrical equipment
- KU16.** different types of measuring equipment and techniques
- KU17.** statutory provisions under relevant safety laws, environmental laws, electrical laws and rules prescribed by relevant authorities
- KU18.** hazards and safety aspects involved, and usage of relevant personal protective equipment
- KU19.** selection of appropriate equipment to work with Fire precautions such as fire drills
- KU20.** applicable rules set by the Government regulatory agencies
- KU21.** types of machines used in the in an organisation
- KU22.** types of lubricants and their recommended usage

Generic Skills (GS)



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User/individual on the job needs to know how to:

- GS1.** record data on waste disposal at workplace
- GS2.** complete statutory documents relevant to safety and hygiene
- GS3.** read Standard Operating Practices (SOP) documents
- GS4.** make timely decisions for efficient utilization of resources
- GS5.** complete tasks efficiently and accurately within stipulated time
- GS6.** work with supervisors/team members to carry out work related tasks

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Develop safety measures at manufacturing processes</i>	14	21	-	-
PC1. apply suitable measures for protection of workers from chemicals, sharp objects, rotating machines, and loose items	2	3	-	-
PC2. perform visual checks to the safety components (such as protective clothing, machine leakages, gangways, electrical fittings.) prior to their use for concealed wiring purposes in order to ascertain their appropriate specifications and usability	2	3	-	-
PC3. demonstrate necessary checks around the workplace to ensure that the workplace is safe to conduct work	2	3	-	-
PC4. mark clearly on walls and floors where concealed hazards could be posing danger to workers	2	3	-	-
PC5. assist in planning and mark locations of gangways and electrical fixtures/fittings to be installed on walls	2	3	-	-
PC6. arrange machines in the workshop in a logical sequence to promote safe movement between workstations.	2	3	-	-
PC7. design safety and healthy schedule for specific workplaces	2	3	-	-
<i>Maintain personal hygiene and safety</i>	14	21	-	-
PC8. create effective routines to ensure healthy and hygienic conditions during all workshop practice processes including transportation of materials within	2	3	-	-
PC9. design work premises that are constantly monitored/inspected for undesirable breaches in the protection provided by health and hygiene measures	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. perform safety checks before operation of any equipment	2	3	-	-
PC11. wear protective clothing and gear as and when required and ensure adherence to safety guidelines	2	3	-	-
PC12. report potential hazards to the manager immediately	2	3	-	-
PC13. create standard procedures to deal with accidents and emergency situations	2	3	-	-
PC14. use first aid kit as and when required and provide appropriate treatment in case of any injuries	2	3	-	-
<i>Maintain safety and efficiency of equipment</i>	12	18	-	-
PC15. identify recyclable and non-recyclable, and hazardous waste generated	2	3	-	-
PC16. analyse workshop equipment so that it is maintained to specifications at all times with frequent tests	2	3	-	-
PC17. perform routine checks/tests for occupational related infections	2	3	-	-
PC18. examine all equipment and tools used so that they are decontaminated, cleaned and switched off after use	2	3	-	-
PC19. restrict access only to authorised personnel	2	3	-	-
PC20. implement effective security measures for prevention of theft/sabotage	2	3	-	-
NOS Total	40	60	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	SPF/N8114
NOS Name	Maintain Health and Safety at manufacturing workplace
Sector	Sports
Sub-Sector	Sports Manufacturing
Occupation	Sports Manufacturing
NSQF Level	5
Credits	2
Version	1.0
Last Reviewed Date	NA
Next Review Date	23/06/2026
NSQC Clearance Date	23/06/2023

Qualification Pack

SPF/N1169: Improve workplace resource usage

Description

This unit is about increasing efficiencies and maximizing the use of materials, particularly resources, energy, and trash, in workplace operations.

Scope

The scope covers the following :

- conservation procedures for materials
- power conservation methods
- waste management/recycling procedures

Elements and Performance Criteria

conservation procedures for materials

To be competent, the user/individual on the job must be able to:

- PC1.** determine ways to optimize usage of material including water in various tasks/activities/processes
- PC2.** examine various tasks/activities/processes for spills/leaks
- PC3.** eliminate spills/leaks and escalate to appropriate authorities if they cannot be corrected
- PC4.** conduct routine cleaning of tools, machines, and equipment

power conservation practices

To be competent, the user/individual on the job must be able to:

- PC5.** determine ways to optimize usage of electricity/energy in various tasks/activities/processes
- PC6.** ensure if the equipment/machine is functioning normally before commencing work and rectify wherever required
- PC7.** report equipment malfunctions (fumes/sparks/emission/vibration/noise) and lapses in maintenance
- PC8.** ensure that all electrical equipment and appliances are correctly connected and turned off when not in use

waste management/recycling procedures

To be competent, the user/individual on the job must be able to:

- PC9.** determine recyclable and non-recyclable, and hazardous waste generated
- PC10.** separate waste into different categories
- PC11.** discard non-recyclable waste appropriately
- PC12.** store recyclable and reusable materials in a designated spot

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** potential hazards, risks and threats based on the nature of work
- KU2.** layout of the workstation and electrical and thermal equipment used
- KU3.** organizations' procedures for minimizing waste
- KU4.** efficient and inefficient utilization of material and water
- KU5.** ways of efficiently managing material and water in the process
- KU6.** basics of electricity and prevalent energy efficient devices
- KU7.** ways to recognize common electrical problems
- KU8.** common practices of conserving electricity
- KU9.** usage of different colours of dustbins
- KU10.** categorization of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU11.** waste management and methods of waste disposal
- KU12.** common sources of pollution and ways to minimize it

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** record data on waste disposal at workplace
- GS2.** complete statutory documents relevant to safety and hygiene
- GS3.** read Standard Operating Practices (SOP) documents
- GS4.** communicate with colleagues on the significance of greening of jobs
- GS5.** make timely decisions for efficient utilization of resources
- GS6.** complete tasks efficiently and accurately within stipulated time
- GS7.** work with supervisors/team members to carry out work related tasks
- GS8.** identify cause and effect of greening of jobs

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>conservation procedures for materials</i>	4	12	-	-
PC1. determine ways to optimize usage of material including water in various tasks/activities/processes	1	3	-	-
PC2. examine various tasks/activities/processes for spills/leaks	1	3	-	-
PC3. eliminate spills/leaks and escalate to appropriate authorities if they cannot be corrected	1	3	-	-
PC4. conduct routine cleaning of tools, machines, and equipment	1	3	-	-
<i>power conservation practices</i>	8	10	-	-
PC5. determine ways to optimize usage of electricity/energy in various tasks/activities/processes	2	3	-	-
PC6. ensure if the equipment/machine is functioning normally before commencing work and rectify wherever required	2	3	-	-
PC7. report equipment malfunctions (fumes/sparks/emission/vibration/noise) and lapses in maintenance	2	2	-	-
PC8. ensure that all electrical equipment and appliances are correctly connected and turned off when not in use	2	2	-	-
<i>waste management/recycling procedures</i>	8	8	-	-
PC9. determine recyclable and non-recyclable, and hazardous waste generated	2	2	-	-
PC10. separate waste into different categories	2	2	-	-
PC11. discard non-recyclable waste appropriately	2	2	-	-
PC12. store recyclable and reusable materials in a designated spot	2	2	-	-
NOS Total	20	30	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	SPF/N1169
NOS Name	Improve workplace resource usage
Sector	Sports
Sub-Sector	Sports
Occupation	Sports Coaching
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	23/06/2026
NSQF Clearance Date	23/06/2023

Qualification Pack

DGT/VSQ/N0103: Employability Skills (90 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

- PC1.** understand the significance of employability skills in meeting the current job market requirement and future of work
- PC2.** identify and explore learning and employability relevant portals
- PC3.** research about the different industries, job market trends, latest skills required and the available opportunities

Constitutional values - Citizenship

To be competent, the user/individual on the job must be able to:

- PC4.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC5.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

- PC6.** recognize the significance of 21st Century Skills for employment

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- PC7.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life
- PC8.** adopt a continuous learning mindset for personal and professional development

Basic English Skills

To be competent, the user/individual on the job must be able to:

- PC9.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC10.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC11.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

To be competent, the user/individual on the job must be able to:

- PC12.** identify career goals based on the skills, interests, knowledge, and personal attributes
- PC13.** prepare a career development plan with short- and long-term goals

Communication Skills

To be competent, the user/individual on the job must be able to:

- PC14.** follow verbal and non-verbal communication etiquette while communicating in professional and public settings
- PC15.** use active listening techniques for effective communication
- PC16.** communicate in writing using appropriate style and format based on formal or informal requirements
- PC17.** work collaboratively with others in a team

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

- PC18.** communicate and behave appropriately with all genders and PwD
- PC19.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

- PC20.** identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.
- PC21.** carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook
- PC22.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC23.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

- PC24.** operate digital devices and use their features and applications securely and safely
- PC25.** carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.
- PC26.** display responsible online behaviour while using various social media platforms

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- PC27.** create a personal email account, send and process received messages as per requirement
- PC28.** carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications
- PC29.** utilize virtual collaboration tools to work effectively

Entrepreneurship

To be competent, the user/individual on the job must be able to:

- PC30.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC31.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC32.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

To be competent, the user/individual on the job must be able to:

- PC33.** identify different types of customers and ways to communicate with them
- PC34.** identify and respond to customer requests and needs in a professional manner
- PC35.** use appropriate tools to collect customer feedback
- PC36.** follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

- PC37.** create a professional Curriculum vitae (Résumé)
- PC38.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
- PC39.** apply to identified job openings using offline /online methods as per requirement
- PC40.** answer questions politely, with clarity and confidence, during recruitment and selection
- PC41.** identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** need for employability skills and different learning and employability related portals
- KU2.** various constitutional and personal values
- KU3.** different environmentally sustainable practices and their importance
- KU4.** Twenty first (21st) century skills and their importance
- KU5.** how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up
- KU6.** importance of career development and setting long- and short-term goals
- KU7.** about effective communication
- KU8.** POSH Act
- KU9.** Gender sensitivity and inclusivity
- KU10.** different types of financial institutes, products, and services

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- KU11.** components of salary and how to compute income and expenditure
- KU12.** importance of maintaining safety and security in offline and online financial transactions
- KU13.** different legal rights and laws
- KU14.** different types of digital devices and the procedure to operate them safely and securely
- KU15.** how to create and operate an e- mail account
- KU16.** use applications such as word processors, spreadsheets etc.
- KU17.** how to identify business opportunities
- KU18.** types and needs of customers
- KU19.** how to apply for a job and prepare for an interview
- KU20.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and write different types of documents/instructions/correspondence in English and other languages
- GS2.** communicate effectively using appropriate language in formal and informal settings
- GS3.** behave politely and appropriately with all to maintain effective work relationship
- GS4.** how to work in a virtual mode, using various technological platforms
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the current job market requirement and future of work	-	-	-	-
PC2. identify and explore learning and employability relevant portals	-	-	-	-
PC3. research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC4. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC5. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC6. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC7. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
PC8. adopt a continuous learning mindset for personal and professional development	-	-	-	-
<i>Basic English Skills</i>	3	4	-	-
PC9. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC11. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-
PC12. identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
PC13. prepare a career development plan with short- and long-term goals	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings	-	-	-	-
PC15. use active listening techniques for effective communication	-	-	-	-
PC16. communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
PC17. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC18. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC19. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	5	-	-
PC24. operate digital devices and use their features and applications securely and safely	-	-	-	-
PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.	-	-	-	-
PC26. display responsible online behaviour while using various social media platforms	-	-	-	-
PC27. create a personal email account, send and process received messages as per requirement	-	-	-	-
PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications	-	-	-	-
PC29. utilize virtual collaboration tools to work effectively	-	-	-	-
<i>Entrepreneurship</i>	2	3	-	-
PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC33. identify different types of customers and ways to communicate with them	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC34. identify and respond to customer requests and needs in a professional manner	-	-	-	-
PC35. use appropriate tools to collect customer feedback	-	-	-	-
PC36. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC37. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC39. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC40. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC41. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0103
NOS Name	Employability Skills (90 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	5
Credits	3
Version	1.0
Last Reviewed Date	NA
Next Review Date	23/06/2026
NSQC Clearance Date	23/06/2023

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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 the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.

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7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
SPF/N8111.Prepare for Production of Sports Goods	37	63	0	0	100	20
SPF/N8112.Supervise the Production of Sports Goods	28	72	0	0	100	20
SPF/N8113.Manage Production Workers	25	75	0	0	100	20
SPF/N8114.Maintain Health and Safety at manufacturing workplace	40	60	0	0	100	20
SPF/N1169.Improve workplace resource usage	20	30	0	0	50	10
DGT/VSQ/N0103.Employability Skills (90 Hours)	20	30	-	-	50	10
Total	170	330	0	0	500	100



Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Qualification Pack

Glossary

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.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
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.