



# QUALIFICATION PACK - OCCUPATIONAL STANDARDS FOR STRATEGIC MANUFACTURING INDUSTRY



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### What are Occupational Standards (OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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## Introduction

### Qualifications Pack - Structural Fabricator - Ship

**SECTOR:** STRATEGIC MANUFACTURING

**SUB-SECTOR:** Ship Building & Ship Repair

**OCCUPATION:** Manufacturing

**REFERENCE ID:** SMC/ Q 4301

**ALIGNED TO:** NCO-2015/ NIL, ISCO - NIL

**Brief Job Description:** **Structural Fabricator** fabricates, positions, aligns and fits part of hull and internal structures of ship using machines and workshop tools. He works under close supervision for proper assembly and integration of fabricated structures.

**Personal Attributes:** The individual has to organize own work which may be routine or repetitive in nature. He should have basic communication (written and oral) and arithmetic skills. Also, understanding the initiative to improve efficiency and effectiveness in work.



Qualifications Pack for Structural fabricator

Job Details

<b>Qualifications Pack Code</b>	<b>SMC/ Q 4301</b>		
<b>Job Role</b>	<b>Structural Fabricator</b>		
<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	Strategic Manufacturing	<b>Drafted on</b>	<b>05/11/2016</b>
<b>Sub-sector</b>	Ship Building and Ship Repair	<b>Last reviewed on</b>	<b>13/09/2017</b>
<b>Occupation</b>	Manufacturing	<b>Next review date</b>	<b>12/09/2020</b>
<b>NSQC Clearance on</b>	<b>NA</b>		

<b>Job Role</b>	<b>Structural fabricator</b>
<b>Role Description</b>	Structural Fabricator fabricates, positions, aligns and fits part of hull and internal structures of ship using machines and workshop tools. He works under close supervision for proper assembly and integration of fabricated structures.
<b>NSQF level</b>	3
<b>Minimum Educational Qualifications</b>	10 <sup>th</sup> standard
<b>Maximum Educational Qualifications</b>	N/A
<b>Prerequisite License or Training</b>	N/A
<b>Minimum Job Entry Age</b>	18 years
<b>Experience</b>	No previous experience is required
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory NOS:</b></p> <ol style="list-style-type: none"> <li><a href="#">SMC/N 4301 Carry out structural fabrication (Shipbuilding)</a></li> <li><a href="#">SMC/N 9103 Work effectively in a collaborative environment</a></li> <li><a href="#">SMC / N 9104 Maintain safe, hygiene and secure environment</a></li> </ol>
<b>Performance Criteria</b>	As described in the relevant OS units



## Qualifications Pack for Structural fabricator

### Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interest. 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 In an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique Employment opportunity in an organization.
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 they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification 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
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization 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 or Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working 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.



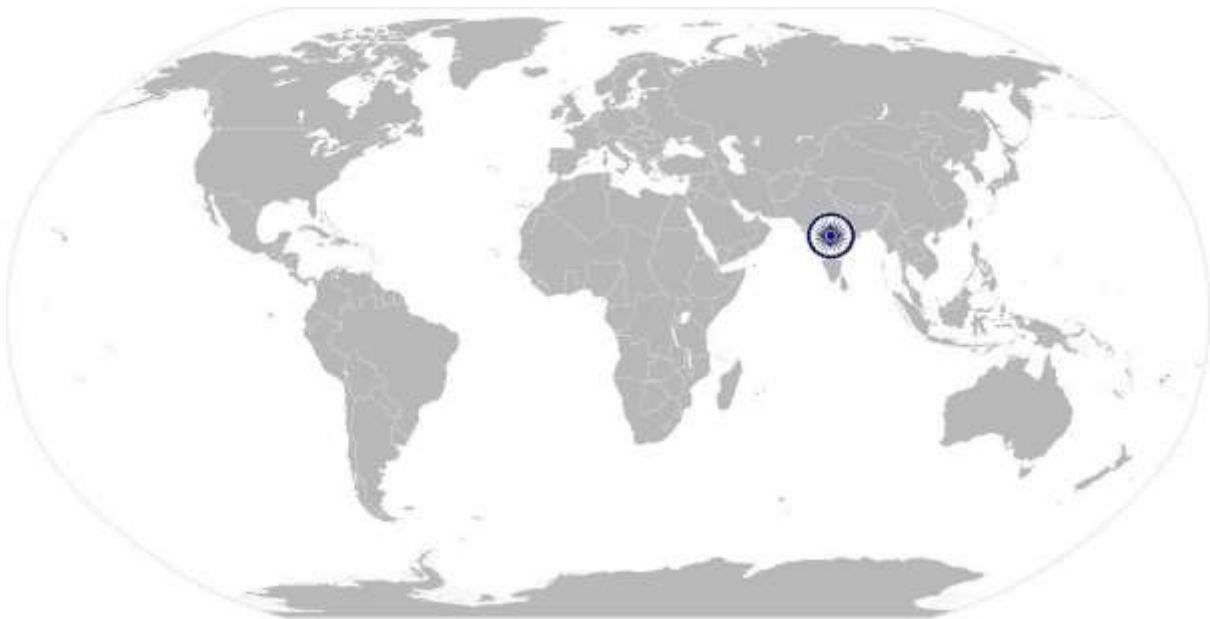
## Qualifications Pack for Structural fabricator

### Acronyms

Keywords /Terms	Description
SMSSC	Strategic Manufacturing Sector Skill Council
NOS	National Occupational Standards
NSQF	National Skills Qualification Framework
NVEQF	National Vocational Educational Qualification Framework
NVQF	National Vocational Qualification Framework
OS	Occupational Standards
PC	Performance Criteria
QP	Qualification Pack
SSC	Sector Skills Council



# National Occupational Standard



## Overview

This unit is about carrying out structural fabrication



SMC/N 4301

Carry out structural fabrication (Shipbuilding)

National Occupational Standard

<b>Unit Code</b>	<b>SMC/N 4301</b>
<b>Unit Title (Task)</b>	<b>Carry out structural fabrication (Shipbuilding)</b>
<b>Description</b>	This unit is about carrying out structural fabrication (Shipbuilding) under close supervision and in accordance to Work Plan Instructions (WPI)
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Use of fabrication tools and machines to carry out structural fabrication</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Use fabrication tools and machines to carry out structural fabrication</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. assemble, fit and install prefabricated metal parts and components to build up the ship in accordance to assembly guides</p> <p>PC2. carry out mending, grinding, chiseling and bending of the pre-fabricated parts</p> <p>PC3. carry out drills to bend, cut or form metal components</p> <p>PC4. fit and remove the studs</p> <p>PC5. mark curved and bent plates and sections</p> <p>PC6. cut plates on lanco and pug cutting machines</p> <p>PC7. cut steel plates for transferring to the ship</p> <p>PC8. use angle steel "stiffeners" to reinforce steel plates</p> <p>PC9. treat steel plate by shot blasting using automatic machines</p> <p>PC10. assemble and fit metal sections and plates together to form complete units or sub-units such as frames, plates, girders and chutes</p> <p>PC11. assemble structures, trusses, loose tanks and riveted joints</p> <p>PC12. tack weld the steel plates into required places to secure its position before the entire perimeter is welded</p> <p>PC13. use tack welding and bolting to form complete units</p> <p>PC14. align and fit parts according to specifications using jacks, turn buckles, wedges, drift pins and hammers</p> <p>PC15. move, align and set assemblies and components into position using lifting devices like cranes and pulley</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. procedures followed in the company relevant to own employment and performance conditions</p> <p>KA2. relevant occupational health and safety requirements applicable in the work place</p> <p>KA3. importance of working in clean and safe environment</p> <p>KA4. own job role and responsibilities and sources for information pertaining to employment terms, job role</p> <p>KA5. reporting structure, inter-dependent functions, lines and procedures in the work area</p>



SMC/N 4301

Carry out structural fabrication (Shipbuilding)

<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. knowledge of basic ship floatation theory and area, volume etc</p> <p>KB2. tools and equipment used in the cutting and preparing the pipes/metal sheets/deck fittings</p> <p>KB3. type of welding to be used based on the kind of pipes/metal sheets/deck fittings</p> <p>KB4. types of tools and equipment to check the work piece and the measuring equipment that is used</p> <p>KB5. types of measuring equipment</p> <p>KB6. methods of tacking and forming</p> <p>KB7. the importance of leaving the work area and equipment in a safe and clean condition on completion of fitting activities</p> <p>KB8. how to fill up the reports, checklists and complete documentation</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. prepare and maintain documentation</p> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read vernacular/english language</p> <p>SA3. read and understand instructions health and safety regulations</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. participate in and understand the main points of simple discussions</p> <p>SA5. communicate with peers and superiors</p>
<p><b>B. Professional Skills</b></p>	<p><b>Teamwork</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. work constructively and collaboratively with others</p> <p>SB2. organize own work schedules to meet deadlines</p>

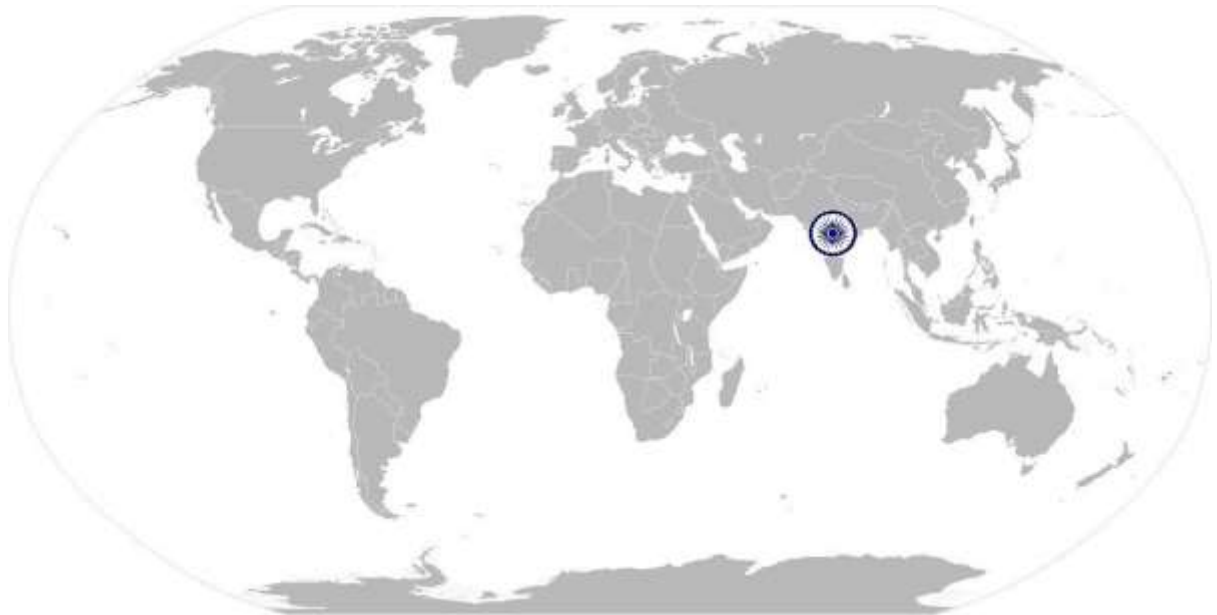


SMC/N 4301

Carry out structural fabrication (Shipbuilding)

## NOS Version Control

NOS Code	SMC/N 4301		
Credits (NSQF)	TBD	Version number	1.0
Industry	Strategic Manufacturing	Drafted on	05/11/2016
Industry Sub-sector	Ship Building & Ship Repair	Last reviewed on	13/09/2017
Occupation	Manufacturing	Next review date	12/09/2020

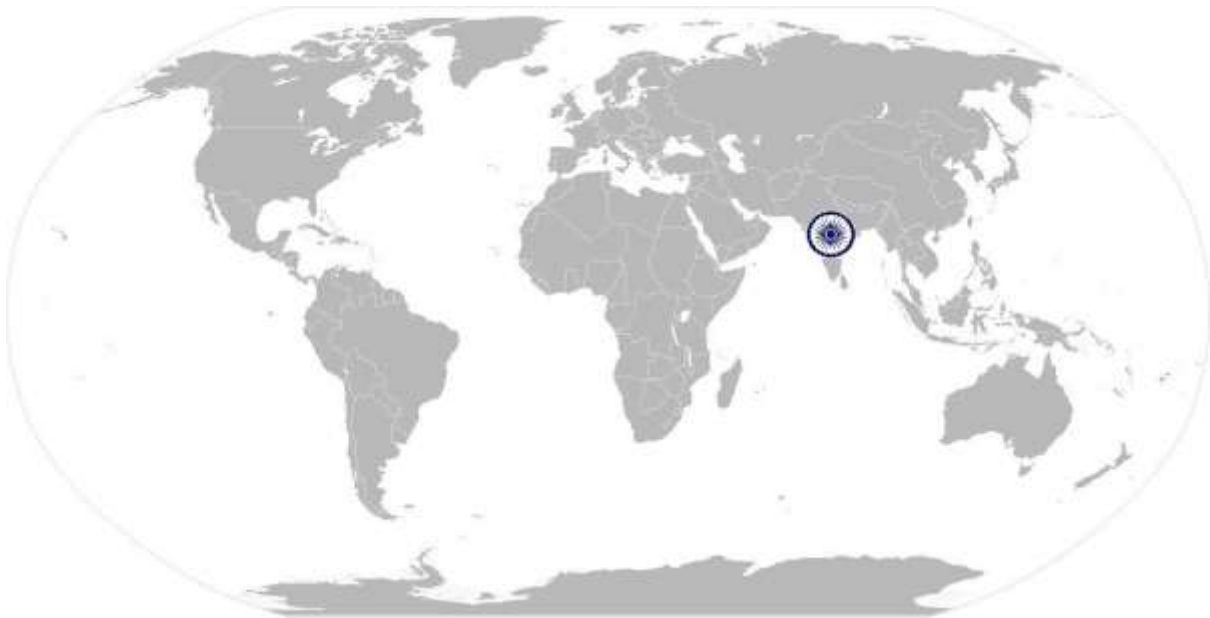


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# National Occupational Standard



## Overview

This unit covers basic practices for effective working with others at the work place, such as communication, etiquette, discipline, listening, handling conflict and grievances.



SMC/N 9103

Work effectively in a collaborative environment

National Occupational Standard	<b>Unit Code</b>	SMC/N 9103
	<b>Unit Title (Task)</b>	Work effectively in a collaborative environment
	<b>Description</b>	This unit covers basic practices for working effectively with others in a collaborative environment, such as team work and cooperation, awareness of team and organisational goals, sharing of information, communicating effectively using appropriate etiquettes and behaviour, and interpersonal relations.
	<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Activities covered:</p> <ul style="list-style-type: none"> <li>• Working effectively in a team</li> <li>• Etiquette and behaviors for:             <ul style="list-style-type: none"> <li>• understanding &amp; sharing information with others to enable efficient delivery of work</li> <li>• communicating with other members and people internal or external to the organization</li> </ul> </li> <li>• Interpersonal relations</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>		
<b>Element</b>	<b>Performance Criteria</b>	
<b>Working effectively in a team</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. define own work and responsibilities</p> <p>PC2. understand individual goals</p> <p>PC3. understand work requirements</p> <p>PC4. collaborate and integrate own work with other people's work</p> <p>PC5. consult with others to achieve smooth workflow and help in maximising effectiveness and efficiency in carrying out tasks</p> <p>PC6. carry out any commitments made to others</p> <p>PC7. seek ways of improvement of work</p> <p>PC8. learn skills from others that help in performing the work efficiently and share own skills with them, which may benefit their work</p> <p>PC9. work together as a single unit to ensure efficiency in work</p> <p>PC10. ensure proper care is given to a fellow worker in case of an accident</p>	



SMC/N 9103

**Work effectively in a collaborative environment**

<p><b>Etiquette and behaviors for sharing information and communicating effectively</b></p>	<p>To be competent, the user/ individual must be able to:</p> <p>PC11. receive information and instructions accurately from the supervisor and colleagues</p> <p>PC12. seek clarifications where required without disruption of own or others work</p> <p>PC13. communicate with other people clearly and effectively</p> <p>PC14. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism</p> <p>PC15. display active listening skills while interacting with others at work and receiving feedback</p> <p>PC16. demonstrate responsible and disciplined behavior</p>
<p><b>Interpersonal relations</b></p>	<p>To be competent, the user/ individual must be able to:</p> <p>PC17. develop understanding, goodwill and trust with team members</p> <p>PC18. resolve individual disagreements with the concerned person</p>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>A. Organizational Context</b> (Knowledge of the organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. procedures followed in the company relevant to own employment</p> <p>KA2. reporting structure, inter-dependent functions, lines and procedures in the work area</p> <p>KA3. effective working relationships with both internal and external the people with which the individual is required to interact</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. importance of developing effective working relationships</p> <p>KB2. importance of building rapport through collaboration and mutual support</p> <p>KB3. importance of knowledge sharing for effective working</p> <p>KB4. importance of effective communication in the workplace</p> <p>KB5. value and importance of active listening and assertive communication</p> <p>KB6. importance of avoiding casual expletives and unpleasant terms while communicating in professional circles</p> <p>KB7. importance of communicating clearly and effectively with people face-to-face, by telephone and in writing</p> <p>KB8. types of working relationships that help people to work well together and the types of relationships that need to be avoided</p> <p>KB9. importance of discipline for professional success</p> <p>KB10. importance and ways of managing interpersonal conflict effectively</p> <p>KB11. expressing and addressing grievances appropriately and effectively</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. prepare and maintain documentation</p>
	<p><b>Reading Skills</b></p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read vernacular/English language</p>	



SMC/N 9103

**Work effectively in a collaborative environment**

	SA3. read and understand manuals and health and safety instructions SA4. read various colour codes, as per standard electrical, mechanical and civil nomenclature
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA5. express statements or information clearly so that others can hear and understand SA6. participate in and understand the main points of simple discussions SA7. communicate with employees
<b>B. Professional Skills</b>	<b>Team working skills</b>
	The user/individual on the job needs to know and understand how to: SB1. work constructively and collaboratively with others SB2. build rapport and cooperative relationships with internal team members and other departments for effective completion of work





SMC/N 9103

Work effectively in a collaborative environment

## NOS Version Control

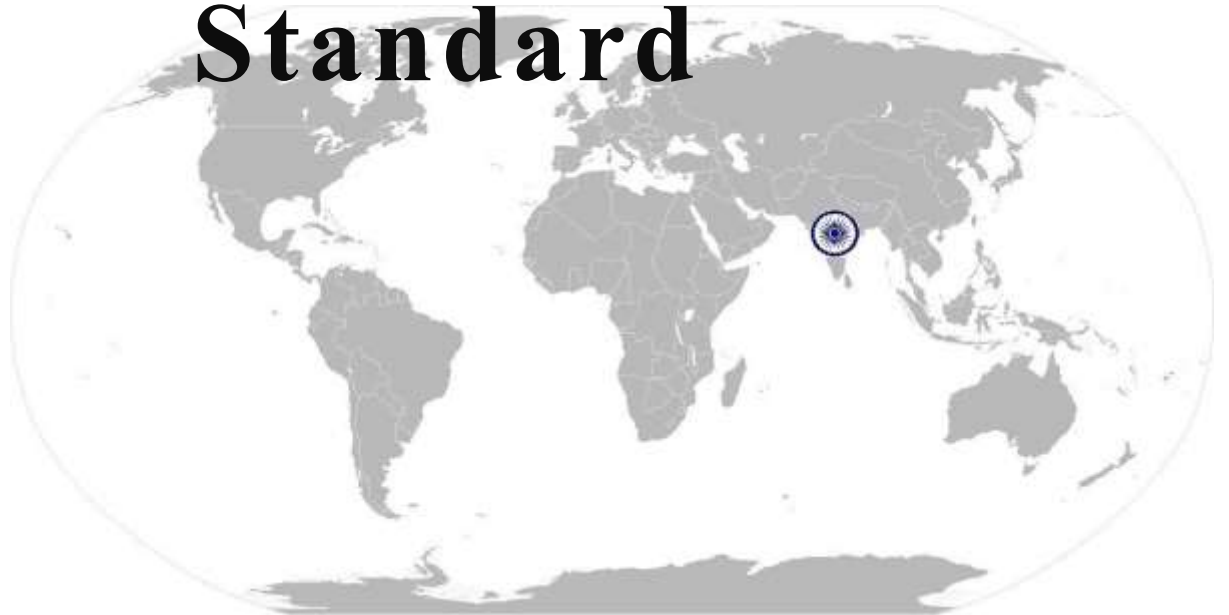
<b>NOS Code</b>	SMC/N 9103		
<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Strategic Manufacturing	<b>Drafted on</b>	05/11/2016
<b>Industry Sub-sector</b>	Common	<b>Last reviewed on</b>	13/09/2017
<b>Occupation</b>	Common	<b>Next review date</b>	12/09/2020

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# National Occupational Standard



## Overview

This unit covers procedures and practices to be followed to maintain a healthy, safe and secure work environment.



SMC/N 9104

Maintain a healthy, safe and secure working environment

National Occupational Standard

<b>Unit Code</b>	<b>SMC/N 9104</b>
<b>Unit Title (Task)</b>	<b>Maintain a healthy, safe and secure working environment</b>
<b>Description</b>	This unit is about maintaining a healthy, safe and secure work environment. It covers responsibilities towards self, others, assets and the environment.
<b>Scope</b>	This unit/task covers the following: Activities covered: <ul style="list-style-type: none"> <li>• maintain healthy workplace environment</li> <li>• maintain safe and secure environment</li> <li>• emergencies, rescue and first-aid procedures</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Maintain healthy workplace</b>	To be competent ,the user/individual on the job must be able to: PC1. maintain cleanliness and hygiene PC2. wear clean and appropriate clothing, footwear and headgear PC3. follow health and hygiene procedures in all the work at all times
<b>Maintain safe and secure environment</b>	To be competent, the user/individual on the job must be able to: PC4. keep a look out for hazards in the workplace related to equipment, personal clothing, etc PC5. use protective clothing/equipment for specific tasks & work conditions PC6. report any accidents or near accidents quickly and accurately to the proper person
<b>Emergencies, rescue and first-aid procedures</b>	To be competent ,the user/individual on the job must be able to: PC7. administer appropriate first aid to victims where required eg. in case of bleeding, burns, choking, electric shock, poisoning etc. PC8. demonstrate basic techniques of bandaging PC9. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments PC10. participate in emergency procedures and move injured people and others during an emergency
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the organization and its processes)	The user/individual on the job needs to know and understand: KA1. responsibilities under the organization’s health, safety and security standards KA2. why it is important to work in a healthy, safe and hygienic way
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. general rules on hygiene that one must follow KB2. understand the physical signs and reactions related to exposures to such



SMC/N 9104

**Maintain a healthy, safe and secure working environment**

	<p>hazards</p> <p>KB3. knowledge of entry and exit of vessel and evacuation procedures in case of an emergency</p> <p>KB4. how to dispose waster material in ship</p> <p>KB5. knowledge of precautions to be taken while working with working machine tools</p> <p>KB6. knowledge of precautions to be taken to be taken while working in heights like safety nets, length of rope and other safety practices in marine industry</p> <p>KB7. awareness of work going on in surrounding areas</p> <p>KB8. awareness of gases generated on board of ship</p> <p>KB9. awareness of toxic gases in confined spaces</p> <p>KB10. safe lifting and handling techniques to be followed</p> <p>KB11. organization's security procedures and why these are important</p> <p>KB12. importance of using protective clothing/equipment while working</p> <p>KB13. potential injuries and ill health associated with incorrect manual handling</p> <p>KB14. various types of safety signs and what they mean</p> <p>KB15. content of written accident report</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	SA1. The user/ individual on the job needs to know and understand how to: SA2. prepare and maintain documentation
	<b>Reading Skills</b>
	SA3. The user/individual on the job needs to know and understand how to: SA4. read vernacular/english language SA5. read and understand manuals health and safety instructions SA6. read various colour codes, as per standard electrical, mechanical and civil nomenclature
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA7. express statements or information clearly so that others can hear and understand SA8. participate in and understand the main points of simple discussions SA9. communicate with employees
<b>B. Professional Skills</b>	<b>Organisation skills</b>
	The user/individual on the job needs to know and understand how to: SB1. organize work schedule to meet deadlines SB2. work constructively and collaboratively with others





SMC/N 9104

Maintain a healthy, safe and secure working environment

## NOS Version Control

NOS Code	SMC/N 9104		
Credits (NSQF)	TBD	Version number	1.0
Industry	Strategic Manufacturing	Drafted on	05/11/2016
Industry Sub-sector	Common	Last reviewed on	13/09/2017
Occupation	Common	Next review date	12/09/2020



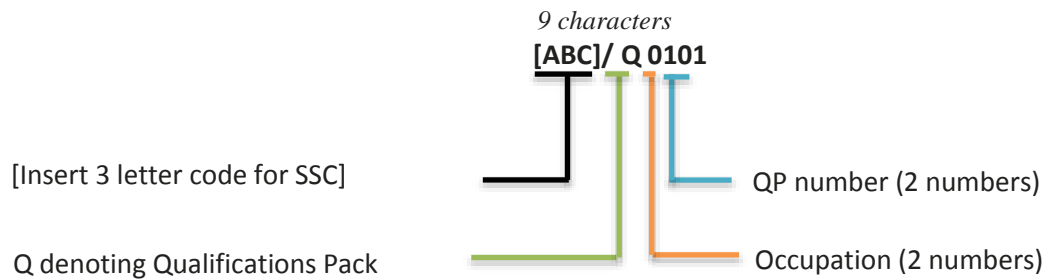
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## Annexure

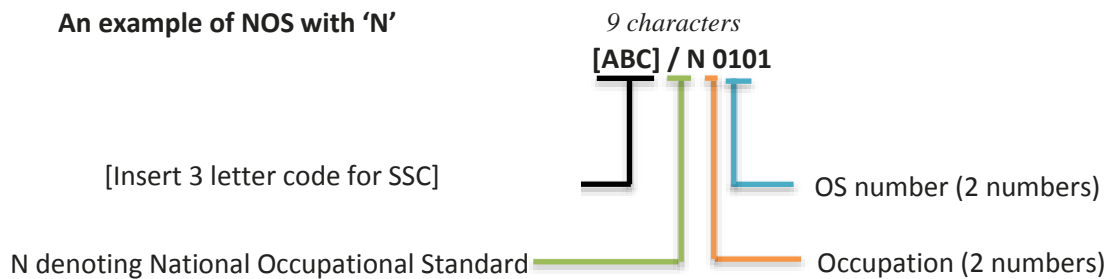
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'



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The following acronyms/codes have been used in the nomenclature above:

Sub sectors	Range of occupation numbers
Defence Equipment - Land & Naval Systems	01-30
Ship building & Ship breaking	31-60
Electronic Security Equipment Manufacturing	61-75
Safety & Fire Fighting Equipment	76-90
Common	91-94

Sequence	Description	Example
Three letters	Industry name	SMC
Slash	/	/
Next letter	Whether QP or NOS	Q or N
Next two numbers	Occupation code	1
Next two numbers	OS number	1

Note :

- The range of occupation numbers have been decided based on the number of existing and future occupations in a segment



**CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role:** Structural fabricator

**Qualification Pack:** SMC/Q 4301

**Sector Skill Council:** Strategic Manufacturing Sector Skill Council

**Guidelines for Assessment**

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. 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 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 this criterion.
6. To pass the Qualification Pack , every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS Total Marks: 300				Marks Allocation	
Assessment outcomes	Assessment criteria for outcomes	Total Marks	Out Of	Theory	Skills/ Practical
SMC/N 4301 Carry out structural fabrication, (Shipbuilding)	PC1. assemble, fit and install prefabricated metal parts and components to build up the ship	100	7	2	5
	PC2. carry out mending, grinding, chiseling and bending of the pre fabricated parts		9	3	6
	PC3. carry out drills to bend, cut or form metal components		9	3	6
	PC4. fit and remove the studs		6	2	4
	PC5. mark curved and bent plates and sections		5	2	3
	PC6. cut plates on lanco and pug cutting machines		5	2	3
	PC7. cut steel plates for transferring to the ship		10	3	7



## Qualifications Pack for Structural fabricator



<b>Compulsory NOS</b> Total Marks: 300				<b>Marks Allocation</b>	
Assessment outcomes	Assessment criteria for outcomes	Total Marks	Out Of	Theory	Skills/ Practical
	PC8. use angle steel "stiffeners" to reinforce steel plates		5	2	3
	PC9. treat steel plate by shot blasting using automatic machines		6	2	4
	PC10. assemble and fit metal sections and plates together to form complete units or sub-units such as frames, plates, girders and chutes		7	2	5
	PC11. assemble structures, trusses, loose tanks and riveted joints		5	1	4
	PC12. tack weld the steel plates into required places to secure its position before the entire perimeter is welded		6	2	4
	PC13. use tack welding and bolting to form complete units		6	2	4
	PC14. align and fit parts according to specifications using jacks, turn buckles, wedges, drift pins and hammers		7	2	5
	PC15. move, align and set assemblies and components into position using lifting devices like cranes and pulley		7	2	5
		<b>Total</b>	<b>100</b>	<b>32</b>	<b>68</b>
<b>SMC/N 9103</b> Work effectively in a collaborative environment	PC1. define own work and responsibilities	<b>100</b>	6	2	4
	PC2. understand organisational, individual and team goals		6	2	4
	PC3. understand work requirements and assigned targets		6	2	4
	PC4. collaborate and integrate own work with other people's work		6	2	4



## Qualifications Pack for Structural fabricator



<b>Compulsory NOS</b> <b>Total Marks: 300</b>				<b>Marks Allocation</b>	
<b>Assessment outcomes</b>	<b>Assessment criteria for outcomes</b>	<b>Total Marks</b>	<b>Out Of</b>	<b>Theory</b>	<b>Skills/ Practical</b>
	PC5. consult with others to achieve smooth workflow and help in maximising effectiveness and efficiency in carrying out tasks		6	2	4
	PC6. carry out any commitments made to others		6	2	4
	PC7. seek ways of improvement of work		6	2	4
	PC8. learn skills from others that help in performing the work efficiently and share own skills with them, which may benefit their work		6	2	4
	PC9. work together as a single unit to ensure efficiency in work		6	2	4
	PC10. ensure proper care is given to a fellow worker in case of an accident		6	2	4
	PC11. receive information and instructions accurately from the supervisor and colleagues		5	2	3
	PC12. seek clarifications where required without disruption of own or others work		5	2	3
	PC13. communicate with other people clearly and effectively		5	1	4
	PC14. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism		5	1	4
	PC15. display active listening skills while interacting with others at work and receiving feedback		5	1	4
	PC16. demonstrate responsible and disciplined behavior		5	1	4
	PC17. develop understanding, goodwill and trust with team members		5	1	4
	PC18. resolve individual disagreements with the concerned person		5	1	4
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>



Compulsory NOS Total Marks: 300				Marks Allocation	
Assessment outcomes	Assessment criteria for outcomes	Total Marks	Out Of	Theory	Skills/ Practical
<b>SMC/N 9104</b> Maintain a healthy, safe and secure working environment	PC1. maintain cleanliness and hygiene	<b>100</b>	10	4	6
	PC2. wear clean clothing		10	4	6
	PC3. follow health procedures		10	4	6
	PC4. keep a look out for hazards		10	4	6
	PC5. use protective clothing/equipment		10	4	6
	PC6. report any accidents or near accidents quickly and accurately to the proper person		10	4	6
	PC7. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments		10	3	7
	PC8. participate in emergency procedures and move injured people and others in correct method during an emergency		10	3	7
	PC9. administer appropriate first aid to victims where required eg. in case of bleeding, burns, choking, electric shock, poisoning etc.		10	3	7
	PC10. demonstrate basic techniques of bandaging		10	3	7
		<b>Total</b>	<b>100</b>	<b>36</b>	<b>64</b>