



## Qualification Pack

# Locksmith

QP Code: CSC/N0321

Version: 1.0

NSQF Level: 2.5

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## Qualification Pack

### Contents

CSC/N0321: Locksmith.....	3
<i>Brief Job Description</i> .....	3
Applicable National Occupational Standards (NOS) .....	3
<i>Compulsory NOS</i> .....	3
<i>Qualification Pack (QP) Parameters</i> .....	3
CSC/N0321: Locksmith.....	5
Assessment Guidelines and Weightage.....	20
<i>Assessment Guidelines</i> .....	20
<i>Assessment Weightage</i> .....	20
Acronyms.....	22
Glossary .....	23

## Qualification Pack

### CSC/N0321: Locksmith

#### Brief Job Description

The incumbent at this job performs various operations like installation, adjustment and repairing operation of locks and duplication of keys, changing of lock combination and bypassing of locks.

#### Personal Attributes

undefined

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [CSC/N0321: Locksmith](#)

#### Qualification Pack (QP) Parameters

Sector	Capital Goods
Sub-Sector	
Occupation	Fabrication, Fitting and Assembly
Country	
NSQF Level	2.5
Credits	1.5
Aligned to NCO/ISCO/ISIC Code	
Minimum Educational Qualification & Experience	Existing Vishwakarmas duly verified as per the Scheme
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	Years
Last Reviewed On	NA



## Qualification Pack

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## Qualification Pack

### CSC/N0321: Locksmith

#### Description

The incumbent at this job performs various operations like installation, adjustment and repairing operation of locks and duplication of keys, changing of lock combination and bypassing of locks.

#### Scope

The scope covers the following :

- Overview of PM Vishwakarma Scheme
- Upskilling on working with the listed modern Tool- kit for Locksmith to perform operations using modern tools
- Digital Literacy
- Financial Literacy
- Marketing and Branding
- Self-Employment

#### Elements and Performance Criteria

##### *Overview of PM Vishwakarma Scheme: Introduction to PM Vishwakarma scheme*

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

- PC1.** Hon'ble Prime Minister's vision for artisans and craftspeople, who work with their hands and tools, are usually self-employed and are generally considered to be a part of the informal or unorganized sector of the economy
- PC2.** Understanding of the scheme objective - to improve the quality and reach to ensure that the Vishwakarmas are integrated with the domestic and global value chains
- PC3.**
- Explain the scheme components:
    - o Recognition: PM Vishwakarma Certificate and ID Card
    - o Skill Upgradation
    - o Toolkit Incentive
    - o Credit Support
    - o Incentive for Digital Transactions
    - o Marketing Support
- PC4.** List the 18 trades covered under the scheme

##### *Overview of PM Vishwakarma Scheme: Benefits under PM Vishwakarma scheme*

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

- PC5.** Importance of the PM Vishwakarma Certificate and ID Card, emphasizing their role in giving artisans a unique identity and validating their skills and legacy
- PC6.** Highlight the core aim of Basic Training to enable the Vishwakarmas to improve their skill levels through exposure to modern tools and best practices, designs, introduction to the larger value chain of the sector; digital, financial, and soft skills; and imbued with marketing and entrepreneurial knowledge
- PC7.** Discuss the importance of digital and financial literacy in today's era and how these open new avenues

## Qualification Pack

- PC8. Offer insights into the various ways the 1 lakh loan can be utilized for buying advanced tools, attending specialized workshops, or setting up a small workspace
- PC9. Highlight the core aim of Advanced Training: discuss the transition from an artisan to an entrepreneur, hands-on training on advanced tools
- PC10. Discuss the option for availing 2 lakh loan and the potential areas of its investment
- PC11. Discuss the importance of self-assessment: to check their achievements against the identified goals and upskill to stay updated in one's craft and business
- PC12. Understand the credit and market support provided under the scheme

### *Overview of PM Vishwakarma Scheme: Processes and procedures*

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

- PC13. Discuss the complete application procedure, including where and how to apply
- PC14. Explain how the scheme will reach out to them for various skill-enhancing opportunities.
- PC15. Elaborate on market support
- PC16. The Scheme envisages to incentivize digital transactions undertaken importance of digital transactions and the incentives they would receive for adopting this modern method
- PC17. List other Government schemes which may cater to their various requirements
- PC18. Facilitate linking the beneficiaries with the suitable exporters and traders operating under this sector

### *Carryout installation, adjustment, repairing, key duplication, bypassing and changing of combination in different types of locks*

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

- PC19. Demonstrate the use of Air hydraulic rivetter to make rivets easily
- PC20. Use key cutting machine to duplicate keys without much difficulty and with accuracy
- PC21. Explain the use of safety equipments like gloves, goggles and helmet
- PC22. Explain the safe storage of tools and equipment when not in use
- PC23. Dispose of waste as per the environmental requirements

### *Digital Literacy: Basics of using mobile phones (Feature phones and Smart Phones)*

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

- PC24. Identify and name basic parts of a smart phone and feature phone
- PC25. Switch on and off the phone along with inserting sim card, charging the phone
- PC26. Configure phone settings such as setting passwords, saving and transferring contacts, adjusting display, volume, mobile data, hotspot, back up etc.
- PC27. Transfer data from one mobile to another, recharge phones
- PC28. Use camera features like photos and video recording and other features like dictation and voice recording
- PC29. Use of one phone number especially for government schemes, banking, Aadhar etc.

### *Digital Literacy: Using basic Internet and mobile applications*

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

- PC30. Installing and configure applications such as whatsapp, gmail, google maps, paytm and other social media applications such as facebook and youtube
- PC31. Using WhatsApp effectively
- PC32. Creating a gmail account

## Qualification Pack

- PC33. Geo-tag your location your workshop/office location, shop
- PC34. Setting up of account, and Upload and share content on social media like Facebook, You tube, Instagram etc.
- PC35. Use platforms for skilling and learning, including government portals
- PC36. Basics of Online Shopping and using digital payment modes such as Paytm, credit card etc.

### *Digital Literacy: Privacy and security related to Internet and mobile phone*

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

- PC37. Identify and save oneself from cyber frauds
- PC38. Use social media appropriately and ethically
- PC39. Safeguard mobile phones and data by using passwords, not clicking on suspicious links and sharing data securely

### *Financial Literacy: Importance of being financially literate*

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

- PC40. Understand simple financial terms such as payments, receipts, income, expenses, etc.
- PC41. Know about business related financial transactions for taking decisions
- PC42. Setting short term, medium term, and long-term financial goals
- PC43. Understand the importance of savings and expenses

### *Financial Literacy: Process of opening and operating a bank account*

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

- PC44. Difference between savings and current account
- PC45. Process of opening a bank account
- PC46. Know-about required KYC documents like Aadhaar, PAN, GST, MSME certificate etc.
- PC47. Operate and manage bank accounts

### *Financial Literacy: Applying and managing loans*

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

- PC48. Understanding of secured and unsecured loans
- PC49. Process of applying for loans
- PC50. Understanding the repayment schedule of the loan based on the interest rate and duration
- PC51. Impact of delayed payment of loan instalment

### *Financial Literacy: Using digital tools for receipts and payments*

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

- PC52. Using UPI for digitally receiving and making payments
- PC53. Using QR Codes for digitally receiving and making payments
- PC54. Use internet and mobile banking for fund transfer and payment
- PC55. Perform transactions using ATM cum debit cards and credit cards, Rupay Card, etc.

### *Financial Literacy: Selecting savings and insurance products*

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

- PC56. Explain different saving products
- PC57. Select appropriate saving products
- PC58. Explain different types of insurance plans and products

### *Financial Literacy: Preparing and maintaining Bahi- Khata (Book-keeping)*

## Qualification Pack

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

PC59. Creating accounts for Bahi- Khata (Book-keeping)

PC60. Maintain Bahi-Khata

PC61. Prepare income statement

*Financial Literacy: Awareness and prevention of financial frauds*

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

PC62. Identify potential fraudulent transactions

PC63. Apply preventive measures to avoid financial frauds

*Financial Literacy: Filing complaints on business related issues with appropriate authority*

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

PC64. Reporting of fraud to the appropriate authority

*Marketing and Branding: Know the benefits of marketing and branding for products and services*

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

PC65. Give accurate meaning for branding, marketing, and sales

PC66. Provide the reason for obtaining quality certifications like ISI mark, Agmark, and Hallmark

PC67. Create photographs and videos that effectively represent the overall brand identity

PC68. Use social media platforms effectively for marketing of products and services

PC69. Select preferred social media, online or traditional marketing platforms/ channel as per the needs of the customer

PC70. Include geotagged videos and pictures appropriately to enhance the advertisement's effectiveness

PC71. Design and develop printed marketing materials (pamphlets, brochures, banners) that are visually appealing and informative

PC72. Plan and implement promotional offers and campaigns customized to local festive seasons and special occasions

*Marketing and Branding: Engaging with customers to establish long-term relationships*

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

PC73. Maintain a well-groomed and presentable appearance and behavior

PC74. Engage effectively with customers to gather information about their specific needs

PC75. Identify and confirm customers' expectations

PC76. Recognize the value of customer feedback in improving products and services

PC77. Gather feedback from customers that will help in improving customer service

PC78. Develop long term relationship with customers to increase business profitability

PC79. Evaluate the effectiveness of incentive plans, deals, offers etc. in retaining and engaging customers

*Marketing and Branding: Physical and digital marketplaces*

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

PC80. Conduct market research to identify marketplaces relevant to the products and services

PC81. Define the terms Physical and Digital marketplace

PC82. Give the benefits of setting up shops, and stalls in events like melas, exhibitions, trade shows, etc.

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**PC83.** Demonstrate the process of registering and listing the products or services on the digital marketplaces

**PC84.** Use of social media platforms effectively for the sale of goods and services

*Marketing and Branding: Benefits of doing business collectively*

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

**PC85.** Identify the benefits of collectively doing Business

**PC86.** Apply the best practices of the organizations like “Amul”, “Lijjat”, “Javed Habib” etc. for coming together to produce a product or service and help people get out of poverty

**PC87.** Give an overview on these success stories that has helped these companies succeed, grow, and remain in business

*Self-Employment: Introduction to Self-Employment*

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

**PC88.** Explain the meaning of self-employment and its benefits

**PC89.** Identify and categorize various types of self-employments

*Self-Employment: Making a plan for small business*

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

**PC90.** Create a plan for a small business with defined goals, customers, costs, competitors, resource utilization etc.

**PC91.** Develop a cost sheet planning the utilization of INR 1 Lakh loan amount to start their business and the roadmap ahead.

**PC92.** Summarize the legal pre-requisites set by the local authority for starting and operating a small business.

*Self-Employment: Managing and expanding business*

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

**PC93.** Manage effectively and efficiently various resources such as money, labour, raw materials, tools and machinery, etc. using the loan fund and mitigate risks

**PC94.** Develop ways to increase sales, maintain quality of products and services and healthy customer relations

*Self-Employment: Knowing government schemes and using E-commerce platforms*

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

**PC95.** Identify various relevant Government schemes for small businesses and self-employed individuals and explain their terms and conditions

**PC96.** List various e-commerce platforms such as on ONDC, Amazon, Flipkart, India Mart, Urban Clap, Yes Madam, etc. and register as vendor on the same

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** PM Vishwakarma Scheme vision, components, benefits, and beneficiaries

**KU2.** tools and apparatus i.e. air hydraulic rivetter, angle grinder, key cutting machine etc. required during work

**KU3.** SOP for using tools and apparatus i.e. air hydraulic rivetter, angle grinder, key cutting machine etc.

## Qualification Pack

- KU4. components of safe locking systems
- KU5. principles of system and component function of locks
- KU6. correct selection of door locking devices
- KU7. procedures to disassemble/reassemble locks
- KU8. different techniques for cutting and duplicating keys
- KU9. procedure for making duplicate key using key cutting machine
- KU10. how to prevent or minimise different types of hazards
- KU11. the importance and process of selecting and using the appropriate PPE relevant to the task and work conditions
- KU12. the criteria for segregating waste into appropriate categories
- KU13. the process of disposing of the non-recyclable waste safely and the applicable regulations
- KU14. Basic features of smart and feature phones and various apps
- KU15. Basics of privacy and security related to Internet and Mobile Phone
- KU16. Basic arithmetic calculations
- KU17. Basic accounting concepts
- KU18. Awareness of financial frauds and authorities handling them
- KU19. Differences between Marketing, Branding and Sales
- KU20. Different marketing tools and platforms
- KU21. Techniques to build good customer relationships
- KU22. Methods and benefits of doing collective business
- KU23. Awareness about self-employment and its benefits
- KU24. Components of a Business Plan for a small unit
- KU25. Different Government schemes and e-commerce platforms

## Generic Skills (GS)

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

- GS1. communicate effectively using appropriate language
- GS2. behave politely and appropriately with all
- GS3. perform basic calculations
- GS4. solve problems effectively
- GS5. be careful and attentive at work and maintain safety norms
- GS6. use time effectively
- GS7. maintain hygiene and sanitation

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Overview of PM Vishwakarma Scheme: Introduction to PM Vishwakarma scheme</i>	-	-	-	5
PC1. Hon'ble Prime Minister's vision for artisans and craftspeople, who work with their hands and tools, are usually self-employed and are generally considered to be a part of the informal or unorganized sector of the economy	-	-	-	-
PC2. Understanding of the scheme objective - to improve the quality and reach to ensure that the Vishwakarmas are integrated with the domestic and global value chains	-	-	-	-
PC3. <ul style="list-style-type: none"> <li>• Explain the scheme components:</li> <li>• o Recognition: PM Vishwakarma Certificate and ID Card</li> <li>• o Skill Upgradation</li> <li>• o Toolkit Incentive</li> <li>• o Credit Support</li> <li>• o Incentive for Digital Transactions</li> <li>• o Marketing Support</li> </ul>	-	-	-	-
PC4. List the 18 trades covered under the scheme	-	-	-	-
<i>Overview of PM Vishwakarma Scheme: Benefits under PM Vishwakarma scheme</i>	-	-	-	10
PC5. Importance of the PM Vishwakarma Certificate and ID Card, emphasizing their role in giving artisans a unique identity and validating their skills and legacy	-	-	-	-
PC6. Highlight the core aim of Basic Training to enable the Vishwakarmas to improve their skill levels through exposure to modern tools and best practices, designs, introduction to the larger value chain of the sector; digital, financial, and soft skills; and imbibed with marketing and entrepreneurial knowledge	-	-	-	-
PC7. Discuss the importance of digital and financial literacy in today's era and how these open new avenues	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC8. Offer insights into the various ways the 1 lakh loan can be utilized for buying advanced tools, attending specialized workshops, or setting up a small workspace	-	-	-	-
PC9. Highlight the core aim of Advanced Training: discuss the transition from an artisan to an entrepreneur, hands-on training on advanced tools	-	-	-	-
PC10. Discuss the option for availing 2 lakh loan and the potential areas of its investment	-	-	-	-
PC11. Discuss the importance of self-assessment: to check their achievements against the identified goals and upskill to stay updated in one's craft and business	-	-	-	-
PC12. Understand the credit and market support provided under the scheme	-	-	-	-
<i>Overview of PM Vishwakarma Scheme: Processes and procedures</i>	-	-	-	5
PC13. Discuss the complete application procedure, including where and how to apply	-	-	-	-
PC14. Explain how the scheme will reach out to them for various skill-enhancing opportunities.	-	-	-	-
PC15. Elaborate on market support	-	-	-	-
PC16. The Scheme envisages to incentivize digital transactions undertaken importance of digital transactions and the incentives they would receive for adopting this modern method	-	-	-	-
PC17. List other Government schemes which may cater to their various requirements	-	-	-	-
PC18. Facilitate linking the beneficiaries with the suitable exporters and traders operating under this sector	-	-	-	-
<i>Carryout installation, adjustment, repairing, key duplication, bypassing and changing of combination in different types of locks</i>	20	70	-	10

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC19. Demonstrate the use of Air hydraulic rivetter to make rivets easily	-	-	-	-
PC20. Use key cutting machine to duplicate keys without much difficulty and with accuracy	-	-	-	-
PC21. Explain the use of safety equipments like gloves, goggles and helmet	-	-	-	-
PC22. Explain the safe storage of tools and equipment when not in use	-	-	-	-
PC23. Dispose of waste as per the environmental requirements	-	-	-	-
<i>Digital Literacy: Basics of using mobile phones (Feature phones and Smart Phones)</i>	<b>10</b>	<b>20</b>	-	-
PC24. Identify and name basic parts of a smart phone and feature phone	-	-	-	-
PC25. Switch on and off the phone along with inserting sim card, charging the phone	-	-	-	-
PC26. Configure phone settings such as setting passwords, saving and transferring contacts, adjusting display, volume, mobile data, hotspot, back up etc.	-	-	-	-
PC27. Transfer data from one mobile to another, recharge phones	-	-	-	-
PC28. Use camera features like photos and video recording and other features like dictation and voice recording	-	-	-	-
PC29. Use of one phone number especially for government schemes, banking, Aadhar etc.	-	-	-	-
<i>Digital Literacy: Using basic Internet and mobile applications</i>	<b>10</b>	<b>30</b>	-	-
PC30. Installing and configure applications such as whatsapp, gmail, google maps, paytm and other social media applications such as facebook and youtube	-	-	-	-
PC31. Using WhatsApp effectively	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC32. Creating a gmail account	-	-	-	-
PC33. Geo-tag your location your workshop/office location, shop	-	-	-	-
PC34. Setting up of account, and Upload and share content on social media like Facebook, You tube, Instagram etc.	-	-	-	-
PC35. Use platforms for skilling and learning, including government portals	-	-	-	-
PC36. Basics of Online Shopping and using digital payment modes such as Paytm, credit card etc.	-	-	-	-
<i>Digital Literacy: Privacy and security related to Internet and mobile phone</i>	10	20	-	-
PC37. Identify and save oneself from cyber frauds	-	-	-	-
PC38. Use social media appropriately and ethically	-	-	-	-
PC39. Safeguard mobile phones and data by using passwords, not clicking on suspicious links and sharing data securely	-	-	-	-
<i>Financial Literacy: Importance of being financially literate</i>	-	-	-	5
PC40. Understand simple financial terms such as payments, receipts, income, expenses, etc.	-	-	-	-
PC41. Know about business related financial transactions for taking decisions	-	-	-	-
PC42. Setting short term, medium term, and long-term financial goals	-	-	-	-
PC43. Understand the importance of savings and expenses	-	-	-	-
<i>Financial Literacy: Process of opening and operating a bank account</i>	-	-	-	10
PC44. Difference between savings and current account	-	-	-	-
PC45. Process of opening a bank account	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC46. Know-about required KYC documents like Aadhaar, PAN, GST, MSME certificate etc.	-	-	-	-
PC47. Operate and manage bank accounts	-	-	-	-
<i>Financial Literacy: Applying and managing loans</i>	-	-	-	10
PC48. Understanding of secured and unsecured loans	-	-	-	-
PC49. Process of applying for loans	-	-	-	-
PC50. Understanding the repayment schedule of the loan based on the interest rate and duration	-	-	-	-
PC51. Impact of delayed payment of loan instalment	-	-	-	-
<i>Financial Literacy: Using digital tools for receipts and payments</i>	-	-	-	10
PC52. Using UPI for digitally receiving and making payments	-	-	-	-
PC53. Using QR Codes for digitally receiving and making payments	-	-	-	-
PC54. Use internet and mobile banking for fund transfer and payment	-	-	-	-
PC55. Perform transactions using ATM cum debit cards and credit cards, Rupay Card, etc.	-	-	-	-
<i>Financial Literacy: Selecting savings and insurance products</i>	-	-	-	5
PC56. Explain different saving products	-	-	-	-
PC57. Select appropriate saving products	-	-	-	-
PC58. Explain different types of insurance plans and products	-	-	-	-
<i>Financial Literacy: Preparing and maintaining Bahi-Khata (Book-keeping)</i>	-	-	-	5
PC59. Creating accounts for Bahi- Khata (Book-keeping)	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC60. Maintain Bahi-Khata	-	-	-	-
PC61. Prepare income statement	-	-	-	-
<i>Financial Literacy: Awareness and prevention of financial frauds</i>	-	-	-	3
PC62. Identify potential fraudulent transactions	-	-	-	-
PC63. Apply preventive measures to avoid financial frauds	-	-	-	-
<i>Financial Literacy: Filing complaints on business related issues with appropriate authority</i>	-	-	-	2
PC64. Reporting of fraud to the appropriate authority	-	-	-	-
<i>Marketing and Branding: Know the benefits of marketing and branding for products and services</i>	-	15	-	5
PC65. Give accurate meaning for branding, marketing, and sales	-	-	-	-
PC66. Provide the reason for obtaining quality certifications like ISI mark, Agmark, and Hallmark	-	-	-	-
PC67. Create photographs and videos that effectively represent the overall brand identity	-	-	-	-
PC68. Use social media platforms effectively for marketing of products and services	-	-	-	-
PC69. Select preferred social media, online or traditional marketing platforms/ channel as per the needs of the customer	-	-	-	-
PC70. Include geotagged videos and pictures appropriately to enhance the advertisement's effectiveness	-	-	-	-
PC71. Design and develop printed marketing materials (pamphlets, brochures, banners) that are visually appealing and informative	-	-	-	-
PC72. Plan and implement promotional offers and campaigns customized to local festive seasons and special occasions	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Marketing and Branding: Engaging with customers to establish long-term relationships</i>	-	5	-	5
PC73. Maintain a well-groomed and presentable appearance and behavior	-	-	-	-
PC74. Engage effectively with customers to gather information about their specific needs	-	-	-	-
PC75. Identify and confirm customers' expectations	-	-	-	-
PC76. Recognize the value of customer feedback in improving products and services	-	-	-	-
PC77. Gather feedback from customers that will help in improving customer service	-	-	-	-
PC78. Develop long term relationship with customers to increase business profitability	-	-	-	-
PC79. Evaluate the effectiveness of incentive plans, deals, offers etc. in retaining and engaging customers	-	-	-	-
<i>Marketing and Branding: Physical and digital marketplaces</i>	-	10	-	5
PC80. Conduct market research to identify marketplaces relevant to the products and services	-	-	-	-
PC81. Define the terms Physical and Digital marketplace	-	-	-	-
PC82. Give the benefits of setting up shops, and stalls in events like melas, exhibitions, trade shows, etc.	-	-	-	-
PC83. Demonstrate the process of registering and listing the products or services on the digital marketplaces	-	-	-	-
PC84. Use of social media platforms effectively for the sale of goods and services	-	-	-	-
<i>Marketing and Branding: Benefits of doing business collectively</i>	-	-	-	5

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC85. Identify the benefits of collectively doing Business	-	-	-	-
PC86. Apply the best practices of the organizations like “Amul”, “Lijjat”, “Javed Habib” etc. for coming together to produce a product or service and help people get out of poverty	-	-	-	-
PC87. Give an overview on these success stories that has helped these companies succeed, grow, and remain in business	-	-	-	-
<i>Self-Employment: Introduction to Self-Employment</i>	<b>5</b>	<b>5</b>	-	-
PC88. Explain the meaning of self-employment and its benefits	-	-	-	-
PC89. Identify and categorize various types of self-employments	-	-	-	-
<i>Self-Employment: Making a plan for small business</i>	<b>10</b>	<b>20</b>	-	-
PC90. Create a plan for a small business with defined goals, customers, costs, competitors, resource utilization etc.	-	-	-	-
PC91. Develop a cost sheet planning the utilization of INR 1 Lakh loan amount to start their business and the roadmap ahead.	-	-	-	-
PC92. Summarize the legal pre-requisites set by the local authority for starting and operating a small business.	-	-	-	-
<i>Self-Employment: Managing and expanding business</i>	<b>10</b>	<b>30</b>	-	-
PC93. Manage effectively and efficiently various resources such as money, labour, raw materials, tools and machinery, etc. using the loan fund and mitigate risks	-	-	-	-
PC94. Develop ways to increase sales, maintain quality of products and services and healthy customer relations	-	-	-	-
<i>Self-Employment: Knowing government schemes and using E-commerce platforms</i>	<b>5</b>	<b>15</b>	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC95. Identify various relevant Government schemes for small businesses and self-employed individuals and explain their terms and conditions	-	-	-	-
PC96. List various e-commerce platforms such as on ONDC, Amazon, Flipkart, India Mart, Urban Clap, Yes Madam, etc. and register as vendor on the same	-	-	-	-
<b>NOS Total</b>	<b>80</b>	<b>240</b>	<b>-</b>	<b>100</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

NOS Code	CSC/N0321
NOS Name	Locksmith
Sector	Capital Goods
Sub-Sector	Light Engineering Goods, Machine Tools
Occupation	Fabrication, Fitting and Assembly
NSQF Level	2.5
Credits	1.5
Version	1.0
Last Reviewed Date	21/09/2023
Next Review Date	14/09/2028
NSQC Clearance Date	21/09/2023

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for this NOS 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.
3. Assessment will be conducted for this NOS
4. To pass this NOS, every trainee should score a minimum of 50% in aggregate.

**Minimum Aggregate Passing % at QP Level : 50**

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

### Assessment Weightage



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Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CSC/N0321.Locksmith	80	240	-	100	420	100
<b>Total</b>	<b>80</b>	<b>240</b>	<b>-</b>	<b>100</b>	<b>420</b>	<b>100</b>

## 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

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar / related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.

## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	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.
<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.