

## Public Accountant

- Financial Accounting & Reporting
- Audit & Assurance
- Financial Planning & Advisory
- Strategic Management
- Tax Practice

The Institute of  
Certified Public Accountants



# Public Accountant

QP Code: MEP/Q5104

Version: 1.0

NSQF Level: 6

Management & Entrepreneurship and Professional Skills Council || F-04, Plot No. 212, Okhla Industrial Estate, Phase III  
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## MEP/Q5104: Public Accountant

### Brief Job Description

A Public Accountant or CPA is the person who effectively manages financial accounting and reporting, auditing, legal compliance, taxation, finance, and strategic management related functions of the entity and helps management in decision making and financial planning. This qualification leads to the professional membership of The Institute of Certified Public Accountants ([www.icpaindia.org](http://www.icpaindia.org))

### Personal Attributes

The individual must be well organized and possess strong interpersonal skills with the ability to work in coordination with different stakeholders. The person should also have excellent verbal and written communication skills. Must act ethically and should possess skills such as decision making, problem solving, critical thinking, working in teams or leading teams.

### Applicable National Occupational Standards (NOS)

#### Compulsory Noses

1. [MEP/N5123: Manage and advise on business regulatory compliances](#)
2. [MEP/N5124: Direct & indirect taxes planning & advisory including international taxes](#)
3. [MEP/N5125: Manage Corporate Financial Reporting](#)
4. [MEP/N5126: Assist in Audit & Assurance Services](#)
5. [MEP/N5127: Manage, Plan & Prepare for Financial Advice & Investment Decisions](#)
6. [MEP/N5128: Manage strategic decisions using budgeting & other management accounting techniques](#)
7. [MEP/N9903: Apply health and safety practices at the workplace](#)
8. [MEP/N9912: Apply principles of professional practice at the workplace](#)
9. [DGT/VSQ/N0103: Employability Skills \(90 Hours\)](#)

### Qualification Pack (QP) Parameters

<b>Sector</b>	Management
<b>Sub-Sector</b>	Entrepreneurship
<b>Occupation</b>	Entrepreneurial Skills

<b>Country</b>	India
<b>NSQF Level</b>	6
<b>Credits</b>	20
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO/2015 2619,3313 & 2411
<b>Minimum Educational Qualification &amp; Experience</b>	<p>Pursuing first year of 2-year PG program after completing 3 year UG degree (in relevant area) OR Pursuing PG diploma after 3 year UG degree (in relevant area) OR 12th grade Pass (with Commerce) with 4 Years of experience in relevant area OR Previous relevant Qualification of NSQF Level (5(Consultant -Chartered Tax Practitioner)) with 3 Years of experience in relevant area</p>
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	21 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	NA
<b>NSQC Approval Date</b>	
<b>Version</b>	1.0

## **MEP/N5123: Manage and advise on business regulatory compliances**

### **Description**

This OS unit is about becoming strategic business advisor in an organization especially MSMEs. Decision making using latest technology to establish, maintain and close businesses to remain legally compliant.

### **Scope**

The scope covers the following :

- Advising and incorporating a business entity, Prepare for periodic statutory compliances of various businesses, Explain and apply the laws relating to employment & doing compliances

### **Elements and Performance Criteria**

#### *Advising and incorporating a business entity*

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

- PC1.** identify the need/ purpose or goal of the client for establishing a business
- PC2.** advise client on selecting the suitable form of business
- PC3.** make the client aware of strategic advantages or disadvantages on legal forms
- PC4.** inform about compliances, costs or responsibilities associated with the entity formation
- PC5.** prepare a list of applicable documents for the formation
- PC6.** gather data required to file the forms
- PC7.** coordinate with concerned legal professional for certifications (if any)
- PC8.** submit forms and pay fees (if any) to start business entity
- PC9.** give all certificates/licenses to the client

#### *Prepare for periodic statutory compliances of various business entities (including closures)*

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

- PC10.** determine the business entity of the client/ employer
- PC11.** prepare a list of applicable compliances
- PC12.** gather MIS data required meet periodic compliances from the stakeholders
- PC13.** PC13. coordinate with concerned legal professional
- PC14.** submit MIS data and other required documentation to legal professional for final review

#### *Explain and apply the laws relating to employment & doing compliances*

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

- PC15.** prepare a monthly payroll sheet showing statutory deductions of PF,ESI,PT,TDS etc
- PC16.** pass salary journals in the books at the month end
- PC17.** generate monthly salary slips
- PC18.** prepare various statutory dues challans before the due dates
- PC19.** extract periodic MIS data for employees from the salary heads of accounts
- PC20.** verify newly joining, leaving data of employees during the period
- PC21.** maintain salary muster in specified format

- PC22.** file periodic statutory returns
- PC23.** generate Form 16 from the muster

### **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** laws affecting business entities
- KU2.** various types of entities with advantages and disadvantageous
- KU3.** registration, amendment and cancellation procedures of various entities
- KU4.** regulatory compliances
- KU5.** process of registering & cancelling an employer & employees under PF,ESI & PT Laws.
- KU6.** filing periodic returns & challans under PF,ESI, PT & TDS
- KU7.** calculation of Terminal benefits statement of employees retiring after from entity and file required forms under PF & ESI Acts
- KU8.** labour Laws compliances
- KU9.** law on foreign exchange

### **Generic Skills (GS)**

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

- GS1.** maintain work-related notes and records
- GS2.** communicate clearly and politely with co-workers and clients
- GS3.** plan and prioritize tasks to ensure timely completion
- GS4.** take quick decisions to deal with workplace emergencies/ accidents
- GS5.** listen attentively to understand the information/ instructions being shared by the speaker
- GS6.** identify possible disruptions to work and take appropriate preventive measures
- GS7.** coordinate with co-workers to achieve work objectives

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Advising and incorporating a business entity</i>	<b>10</b>	<b>10</b>	-	-
<b>PC1.</b> identify the need/ purpose or goal of the client for establishing a business	-	-	-	-
<b>PC2.</b> advise client on selecting the suitable form of business	-	-	-	-
<b>PC3.</b> make the client aware of strategic advantages or disadvantages on legal forms	-	-	-	-
<b>PC4.</b> inform about compliances, costs or responsibilities associated with the entity formation	-	-	-	-
<b>PC5.</b> prepare a list of applicable documents for the formation	-	-	-	-
<b>PC6.</b> gather data required to file the forms	-	-	-	-
<b>PC7.</b> coordinate with concerned legal professional for certifications (if any)	-	-	-	-
<b>PC8.</b> submit forms and pay fees (if any) to start business entity	-	-	-	-
<b>PC9.</b> give all certificates/licenses to the client	-	-	-	-
<i>Prepare for periodic statutory compliances of various business entities (including closures)</i>	<b>30</b>	<b>30</b>	-	-
<b>PC10.</b> determine the business entity of the client/ employer	-	-	-	-
<b>PC11.</b> prepare a list of applicable compliances	-	-	-	-
<b>PC12.</b> gather MIS data required meet periodic compliances from the stakeholders	-	-	-	-
<b>PC13.</b> PC13. coordinate with concerned legal professional	-	-	-	-
<b>PC14.</b> submit MIS data and other required documentation to legal professional for final review	-	-	-	-

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<i>Explain and apply the laws relating to employment &amp; doing compliances</i>	<b>10</b>	<b>10</b>	-	-
<b>PC15.</b> prepare a monthly payroll sheet showing statutory deductions of PF,ESI,PT,TDS etc	-	-	-	-
<b>PC16.</b> pass salary journals in the books at the month end	-	-	-	-
<b>PC17.</b> generate monthly salary slips	-	-	-	-
<b>PC18.</b> prepare various statutory dues challans before the due dates	-	-	-	-
<b>PC19.</b> extract periodic MIS data for employees from the salary heads of accounts	-	-	-	-
<b>PC20.</b> verify newly joining, leaving data of employees during the period	-	-	-	-
<b>PC21.</b> maintain salary muster in specified format	-	-	-	-
<b>PC22.</b> file periodic statutory returns	-	-	-	-
<b>PC23.</b> generate Form 16 from the muster	-	-	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-



## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N5123
<b>NOS Name</b>	Manage and advise on business regulatory compliances
<b>Sector</b>	Management
<b>Sub-Sector</b>	Entrepreneurship
<b>Occupation</b>	Entrepreneurial Skills
<b>NSQF Level</b>	6.5
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Next Review Date</b>	NA

## **MEP/N5124: Direct & indirect taxes planning & advisory including international taxes**

### **Description**

This OS unit is about becoming Income tax & GST professionals who manage compliances and tax planning

### **Scope**

The scope covers the following :

- Prepare for pre-return filing registrations under IT, Prepare statement of income and determine tax liabilities thereon, Prepare Income Tax Returns for various persons, Prepare IT-TDS/TCS returns, Prepare responses to various demand notices under IT, Prepare Scrutiny, Appeal & Revision applications in faceless assessment system in IT, Miscellaneous IT-Tax Audit & Other compliances on portal, Prepare for GST registrations & periodic GST returns, Prepare for various GST notices & communications, Prepare application for IEC code under Customs, Prepare export documentation & claim refund, Compute Import duty

### **Elements and Performance Criteria**

#### *Prepare for pre-return filing registrations*

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

- PC1.** gather the basic data of the client as per the type of the client
- PC2.** collect required Photo, ID, Address proofs as required
- PC3.** prepare PAN/TAN application form including correction applications
- PC4.** gather the required data of Firm/Trust/Society for registration (as applicable)
- PC5.** prepare and fill applicable registration form
- PC6.** identify the scenario in which no TDS deductions will be issued
- PC7.** apply for No TDS or reduced TDS rates certificate in appropriate form

#### *Prepare statement of income and determine tax liabilities thereon*

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

- PC8.** gather various financial and non financial data as required for return
- PC9.** compute the income of different types of persons (assessee) under various heads of income
- PC10.** allow various deductions & exemptions, rebates & reliefs
- PC11.** apply set off, carry forward and clubbing provisions
- PC12.** prepare a statement of Net Taxable Income
- PC13.** calculate Income Tax & Other Cess on it
- PC14.** prepare chalan of Income Tax in applicable form

#### *Prepare Income Tax Returns for various persons*

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

- PC15.** accept assignment and draft engagement letter
- PC16.** gather computation of Income statement & financial statements
- PC17.** extract relevant information from the data

**PC18.** download & Install ITR utility from the efilling portal

**PC19.** prepare & file Original/ Revised/ Belated/Updated Income Tax Return in appropriate form

**PC20.** validate the return form against validation utility for successful submission

*Prepare TDS/TCS returns*

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

**PC21.** extract financial data for periodic filing of TDS/TCS return from books of accounts

**PC22.** prepare periodic TDS/TCS liability statements

**PC23.** prepare challan in Form 281

**PC24.** collect deductee/Collectee's basic information

**PC25.** verify the PAN, TAN Details against records

**PC26.** download and Install return preparation utility from govt( NSDL) portal

**PC27.** fill in deductee/ Collectee records

**PC28.** validate challan and download verified file

**PC29.** attach the challan CSI file

**PC30.** validate the TDS/TCS return FVU file successfully in appropriate form

**PC31.** download consolidated statement file (Conso file) from TRACES website

**PC32.** import Conso File data into RPU to prepare revised return

**PC33.** identify mismatch in entries

**PC34.** make necessary corrections

**PC35.** prepare validated revised TDS/TCS return

*Prepare responses to various demand notices under IT*

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

**PC36.** identify the issues in non filer notice

**PC37.** gather required information for the compliance of the notices

**PC38.** prepare appropriate responses to demand notice

**PC39.** take corrective compliance actions along with responses by either

*Prepare Assessment, Appeal & Revision applications in faceless assessment system*

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

**PC40.** accept assignment and file authority letter

**PC41.** identify the issues in Assessment notice

**PC42.** extract required data from financials, Computations, Returns and other documents

**PC43.** prepare submission book for assessment work to authorities

**PC44.** identify Appeal grounds against assessment order

**PC45.** collect information and documents required

**PC46.** prepare ground of appeal and facts of case

**PC47.** submit evidences by filing affidavits

**PC48.** prepare paper book in responses to appeal filings

**PC49.** prepare stay of demand application

*Miscellaneous Tax Audit & Other compliances on portal*

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

**PC50.** collect financial statements, returns, challans and other evidences

**PC51.** verify for compliances of specified sections

**PC52.** report non compliant transactions

**PC53.** fill audit report forms

**PC54.** submit for review & submission of Tax Auditor (CA)

*Prepare for GST registrations*

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

**PC55.** identify various types of taxable entities

**PC56.** determine if business has crossed threshold limit for compulsory registration

**PC57.** check if voluntary registration provisions are applicable

**PC58.** collect information, documents required for gst registration

**PC59.** prepare appropriate registration form for different class of entities

*Prepare periodic GST Returns*

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

**PC60.** add the client to file as GST Practitioner on the portal

**PC61.** identify the timeline and required return form

**PC62.** gather data from the periodic financial statements and gst ledgers

**PC63.** generate MIS data in RD,URD, Inter/Intra State, Capital goods and services categories

**PC64.** verify the data against all Invoices/ E invoices, Eway bills and other vouchers details

**PC65.** prepare the outward Supplies Statement

**PC66.** prepare the inward supplies statement

**PC67.** reconcile the final ITC figures with auto populated figures on portal

**PC68.** post data into online portal or offline return utility

**PC69.** pay GST into various heads and file return

*Prepare responses to various GST notices & communications*

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

**PC70.** accept assignment and file authority letter

**PC71.** identify the issues in the notice

**PC72.** extract required data from financials, Computations, Returns and other documents

**PC73.** prepare submissions for assessment work to authorities

**PC74.** identify appeal grounds against assessment order

**PC75.** collect information and documents required

**PC76.** prepare ground of appeal and facts of case

**PC77.** submit evidences by filing affidavits

**PC78.** prepare paper book in responses to appeal filings

**PC79.** prepare stay of demand applications (if required)

*Prepare application for IEC code under Customs*

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

**PC80.** gather entity and ownership data for filing IEC application

**PC81.** go to DGFT portal and fill out online application form

**PC82.** pay required fees

**PC83.** submit the form

### *Prepare export documentation & claim refund*

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

- PC84.** gather export data
- PC85.** compute export duty eligible for drawback/ refund under customs and FTP schemes
- PC86.** file drawback/ refund application with evidences of export

### *Compute import duty*

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

- PC87.** gather import order data
- PC88.** compute Import duty on (including baggage's)
- PC89.** prepare payment challan

## **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** income Tax Act & Rules for the time being force
- KU2.** income under various heads and apply provisions of law to arrive at net tax liability and challan in form 280
- KU3.** Form 26AS,AIS,Form 16,16A
- KU4.** Income Tax registration Forms
- KU5.** ITR efilling process and CPC functions, Income Tax & TDS portal process and special filing process as Representative Assessee/ Legal Heir, ERI,other services, IT Return forms
- KU6.** TDS/TCS efilling process and RPU in Form 24Q/26Q/27Q/27EQ etc & also Correction procedure and challan preparation in Form 281
- KU7.** Non Filer Notices by CPC and compliances
- KU8.** how to prepare return u/s 119(2)(b), getting prlor permission for the same
- KU9.** how to file for assessments in faceless system
- KU10.** Audit Reports in Form 3CA/3CB/3CD, Form 10B, Form 6B
- KU11.** Misc Forms filing requirements of 15CA & 15CB & Form 3C for medical practitioners, MAT form 29B & 29C
- KU12.** Authorised Income Tax Practitioner related FORM 38,39,40
- KU13.** Income Tax Practice Manual
- KU14.** Central, State & Integrated GST Act & Rules
- KU15.** GST registration efilling and filing registration applications procedure
- KU16.** GST appeals , revision and advanced ruling provisions
- KU17.** Customs Act and Regulations, Foreign Trade Policy , Customs, DGFT,FTP Applicable Forms, application filing procedure for IEC code, its amendment and cancellation procedure, Import and export documentation, duty calculation and management and refund, duty draw back filings

## **Generic Skills (GS)**

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

- GS1.** maintain work-related notes and records
- GS2.** communicate clearly and politely with co-workers and clients
- GS3.** read the relevant literature to get information about the latest developments
- GS4.** plan and prioritize tasks to ensure timely completion
- GS5.** take quick decisions to deal with workplace emergencies/ accidents
- GS6.** listen attentively to understand the information/ instructions being shared by the speaker
- GS7.** identify possible disruptions to work and take appropriate preventive measures
- GS8.** coordinate with co-workers to achieve work objectives

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for pre-return filing registrations</i>	<b>5</b>	<b>5</b>	-	-
<b>PC1.</b> gather the basic data of the client as per the type of the client	-	-	-	-
<b>PC2.</b> collect required Photo, ID, Address proofs as required	-	-	-	-
<b>PC3.</b> prepare PAN/TAN application form including correction applications	-	-	-	-
<b>PC4.</b> gather the required data of Firm/Trust/Society for registration (as applicable)	-	-	-	-
<b>PC5.</b> prepare and fill applicable registration form	-	-	-	-
<b>PC6.</b> identify the scenario in which no TDS deductions will be issued	-	-	-	-
<b>PC7.</b> apply for No TDS or reduced TDS rates certificate in appropriate form	-	-	-	-
<i>Prepare statement of income and determine tax liabilities thereon</i>	<b>5</b>	-	-	-
<b>PC8.</b> gather various financial and non financial data as required for return	-	-	-	-
<b>PC9.</b> compute the income of different types of persons (assessee) under various heads of income	-	-	-	-
<b>PC10.</b> allow various deductions & exemptions, rebates & reliefs	-	-	-	-
<b>PC11.</b> apply set off, carry forward and clubbing provisions	-	-	-	-
<b>PC12.</b> prepare a statement of Net Taxable Income	-	-	-	-
<b>PC13.</b> calculate Income Tax & Other Cess on it	-	-	-	-
<b>PC14.</b> prepare chalan of Income Tax in applicable form	-	-	-	-
<i>Prepare Income Tax Returns for various persons</i>	<b>5</b>	-	-	-

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>PC15.</b> accept assignment and draft engagement letter	-	-	-	-
<b>PC16.</b> gather computation of Income statement & financial statements	-	-	-	-
<b>PC17.</b> extract relevant information from the data	-	-	-	-
<b>PC18.</b> download & Install ITR utility from the efilling portal	-	-	-	-
<b>PC19.</b> prepare & file Original/ Revised/ Belated/Updated Income Tax Return in appropriate form	-	-	-	-
<b>PC20.</b> validate the return form against validation utility for successful submission	-	-	-	-
<i>Prepare TDS/TCS returns</i>	<b>5</b>	-	-	-
<b>PC21.</b> extract financial data for periodic filing of TDS/TCS return from books of accounts	-	-	-	-
<b>PC22.</b> prepare periodic TDS/TCS liability statements	-	-	-	-
<b>PC23.</b> prepare challan in Form 281	-	-	-	-
<b>PC24.</b> collect deductee/Collectee's basic information	-	-	-	-
<b>PC25.</b> verify the PAN, TAN Details against records	-	-	-	-
<b>PC26.</b> download and Install return preparation utility from govt( NSDL) portal	-	-	-	-
<b>PC27.</b> fill in deductee/ Collectee records	-	-	-	-
<b>PC28.</b> validate challan and download verified file	-	-	-	-
<b>PC29.</b> attach the challan CSI file	-	-	-	-
<b>PC30.</b> validate the TDS/TCS return FVU file successfully in appropriate form	-	-	-	-
<b>PC31.</b> download consolidated statement file (Conso file) from TRACES website	-	-	-	-



<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>PC32.</b> import Conso File data into RPU to prepare revised return	-	-	-	-
<b>PC33.</b> identify mismatch in entries	-	-	-	-
<b>PC34.</b> make necessary corrections	-	-	-	-
<b>PC35.</b> prepare validated revised TDS/TCS return	-	-	-	-
<i>Prepare responses to various demand notices under IT</i>	<b>4</b>	-	-	-
<b>PC36.</b> identify the issues in non filer notice	-	-	-	-
<b>PC37.</b> gather required information for the compliance of the notices	-	-	-	-
<b>PC38.</b> prepare appropriate responses to demand notice	-	-	-	-
<b>PC39.</b> take corrective compliance actions along with responses by either	-	-	-	-
<i>Prepare Assessment, Appeal &amp; Revision applications in faceless assessment system</i>	<b>2</b>	<b>5</b>	-	-
<b>PC40.</b> accept assignment and file authority letter	-	-	-	-
<b>PC41.</b> identify the issues in Assessment notice	-	-	-	-
<b>PC42.</b> extract required data from financials, Computations, Returns and other documents	-	-	-	-
<b>PC43.</b> prepare submission book for assessment work to authorities	-	-	-	-
<b>PC44.</b> identify Appeal grounds against assessment order	-	-	-	-
<b>PC45.</b> collect information and documents required	-	-	-	-
<b>PC46.</b> prepare ground of appeal and facts of case	-	-	-	-
<b>PC47.</b> submit evidences by filing affidavits	-	-	-	-
<b>PC48.</b> prepare paper book in responses to appeal filings	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC49.</b> prepare stay of demand application	-	-	-	-
<i>Miscellaneous Tax Audit &amp; Other compliances on portal</i>	-	<b>5</b>	-	-
<b>PC50.</b> collect financial statements, returns, challans and other evidences	-	-	-	-
<b>PC51.</b> verify for compliances of specified sections	-	-	-	-
<b>PC52.</b> report non compliant transactions	-	-	-	-
<b>PC53.</b> fill audit report forms	-	-	-	-
<b>PC54.</b> submit for review & submission of Tax Auditor (CA)	-	-	-	-
<i>Prepare for GST registrations</i>	<b>5</b>	<b>5</b>	-	-
<b>PC55.</b> identify various types of taxable entities	-	-	-	-
<b>PC56.</b> determine if business has crossed threshold limit for compulsory registration	-	-	-	-
<b>PC57.</b> check if voluntary registration provisions are applicable	-	-	-	-
<b>PC58.</b> collect information, documents required for gst registration	-	-	-	-
<b>PC59.</b> prepare appropriate registration form for different class of entities	-	-	-	-
<i>Prepare periodic GST Returns</i>	<b>5</b>	<b>10</b>	-	-
<b>PC60.</b> add the client to file as GST Practitioner on the portal	-	-	-	-
<b>PC61.</b> identify the timeline and required return form	-	-	-	-
<b>PC62.</b> gather data from the periodic financial statements and gst ledgers	-	-	-	-
<b>PC63.</b> generate MIS data in RD,URD, Inter/Intra State, Capital goods and services categories	-	-	-	-
<b>PC64.</b> verify the data against all Invoices/ E invoices, Eway bills and other vouchers details	-	-	-	-

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>PC65.</b> prepare the outward Supplies Statement	-	-	-	-
<b>PC66.</b> prepare the inward supplies statement	-	-	-	-
<b>PC67.</b> reconcile the final ITC figures with auto populated figures on portal	-	-	-	-
<b>PC68.</b> post data into online portal or offline return utility	-	-	-	-
<b>PC69.</b> pay GST into various heads and file return	-	-	-	-
<i>Prepare responses to various GST notices &amp; communications</i>	<b>5</b>	<b>5</b>	-	-
<b>PC70.</b> accept assignment and file authority letter	-	-	-	-
<b>PC71.</b> identify the issues in the notice	-	-	-	-
<b>PC72.</b> extract required data from financials, Computations, Returns and other documents	-	-	-	-
<b>PC73.</b> prepare submissions for assessment work to authorities	-	-	-	-
<b>PC74.</b> identify appeal grounds against assessment order	-	-	-	-
<b>PC75.</b> collect information and documents required	-	-	-	-
<b>PC76.</b> prepare ground of appeal and facts of case	-	-	-	-
<b>PC77.</b> submit evidences by filing affidavits	-	-	-	-
<b>PC78.</b> prepare paper book in responses to appeal filings	-	-	-	-
<b>PC79.</b> prepare stay of demand applications (if required)	-	-	-	-
<i>Prepare application for IEC code under Customs</i>	<b>3</b>	<b>5</b>	-	-
<b>PC80.</b> gather entity and ownership data for filing IEC application	-	-	-	-
<b>PC81.</b> go to DGFT portal and fill out online application form	-	-	-	-

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>PC82.</b> pay required fees	-	-	-	-
<b>PC83.</b> submit the form	-	-	-	-
<i>Prepare export documentation &amp; claim refund</i>	<b>2</b>	<b>5</b>	-	-
<b>PC84.</b> gather export data	-	-	-	-
<b>PC85.</b> compute export duty eligible for drawback/ refund under customs and FTP schemes	-	-	-	-
<b>PC86.</b> file drawback/ refund application with evidences of export	-	-	-	-
<i>Compute import duty</i>	<b>4</b>	<b>5</b>	-	-
<b>PC87.</b> gather import order data	-	-	-	-
<b>PC88.</b> compute Import duty on (including baggage's)	-	-	-	-
<b>PC89.</b> prepare payment challan	-	-	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N5124
<b>NOS Name</b>	Direct & indirect taxes planning & advisory including international taxes
<b>Sector</b>	Management
<b>Sub-Sector</b>	Entrepreneurship
<b>Occupation</b>	Entrepreneurial Skills
<b>NSQF Level</b>	6.5
<b>Credits</b>	3
<b>Version</b>	1.0
<b>Next Review Date</b>	NA

## **MEP/N5125: Manage Corporate Financial Reporting**

### **Description**

This OS unit is about preparing financial statements of Corporate including business combinations & consolidated financial statements in accordance with national & international accounting standards and applicable legal framework. It also covers analysis of financials and application of fundamental ethical principles in accounting

### **Scope**

The scope covers the following :

- Prepare entity wise financial statements for non-corporates & not for profit entities ,Prepare financial statements for corporates as per Sch III of Companies Act 2013 ,Prepare consolidated financial statements ,Prepare ratio analysis report

### **Elements and Performance Criteria**

- *Prepare entity wise financial statements for non-corporates & not for profit entities*

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

- PC1.** identify the format & legal framework of preparation of financial statements of an entity
- PC2.** apply the accounting standards as specified by law in preparation of Financial Statements
- PC3.**
  - pass appropriate year end adjustment including rectifications or finding incomplete
  - records & closing entries from the trial balance
- PC4.** perform reconciliation statements & final accounts and present in applicable format

*Prepare financial statements for corporates as per Sch III of Companies Act 2013*

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

- PC5.** identify the format & legal framework of preparation of financial statements of an entity
- PC6.** apply the accounting standards as specified by law in preparation of Financial Statements
- PC7.** pass appropriate year end adjustment & closing entries from the trial balance
- PC8.** prepare final accounts and present Sch III format with notes to accounts

*Prepare consolidated financial statements*

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

- PC9.** gather the required information from the accounting data report or trial balance
- PC10.** identify the parent subsidiary relationship
- PC11.** apply the IFRS/accounting standards for business combination, consolidation, Joint Venture & Associates
- PC12.** post the balances and calculate majority and minority interest
- PC13.** make pre- and post-acquisition adjustments, Calculate goodwill
- PC14.** account for intercompany transactions
- PC15.** prepare consolidated balance sheet and profit and loss account and present format

*Prepare ratio analysis report*

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

- PC16.** identify information required to calculate the ratios

- PC17.** apply the formula and calculate the ratios
- PC18.** interpret ratio as per industry norms to management
- PC19.** prepare analysis report for the management

## **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** conceptual and regulatory framework for financial reporting
- KU2.** IFAC & Its Regulatory framework for preparation and presentation of financial statements
- KU3.** Indian Accounting Standards and its applicability as announced from time to time
- KU4.** IFRS Foundation & IFRS Issued, Its Comparison with Indian Accounting Standards
- KU5.** Professional and ethical behavior in corporate reporting
- KU6.** preparation of Corporate & Group Financials as per IFRS
- KU7.** companies including section 8 companies for Preparation Income Statement & Statement of Financial Position in accordance with schedule III of companies act 2013
- KU8.** fundamentals of financial accounting (Meaning, Purpose and Difference with Management accounting)
- KU9.** difference between revenue and capital transactions
- KU10.** various sources of financial documents (Bills, Vouchers, Challans etc)
- KU11.** measurement, valuation of Accounting policies & estimates
- KU12.** double entry books keeping system (Accounting equation including classification of accounts & types of accounts)
- KU13.** rules for preparation and finalization of books of accounts & preparation of Manufacturing, Trading & Profit & Loss Account, Balance Sheets of Sole Trader, Partnerships, Limited Liability Partnerships,
- KU14.** receipt & Payment Account to Income & Expenditure Account & Balance Sheet preparations for Trust, Societies, Cooperative Societies etc
- KU15.** Companies including section 8 companies for Preparation Income Statement & Statement of Financial Position in accordance with schedule III of companies act 2013 with notes to accounts & cash flow statement
- KU16.** MS Office in particular MS Excel & application of accounting softwares like Tally/SAP/ Xero/Quick books etc

## **Generic Skills (GS)**

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

- GS1.** maintain work-related notes and records
- GS2.** plan and prioritize tasks to ensure timely completion
- GS3.** take quick decisions to deal with workplace emergencies/ accidents
- GS4.** listen attentively to understand the information/ instructions being shared by the speaker
- GS5.** identify possible disruptions to work and take appropriate preventive measures
- GS6.** coordinate with co-workers to achieve work objectives

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
• <i>Prepare entity wise financial statements for non-corporates &amp; not for profit entities</i>	<b>10</b>	<b>10</b>	-	-
<b>PC1.</b> identify the format & legal framework of preparation of financial statements of an entity	-	-	-	-
<b>PC2.</b> apply the accounting standards as specified by law in preparation of Financial Statements	-	-	-	-
<b>PC3.</b> • pass appropriate year end adjustment including rectifications or finding incomplete • records & closing entries from the trial balance	-	-	-	-
<b>PC4.</b> perform reconciliation statements & final accounts and present in applicable format	-	-	-	-
<i>Prepare financial statements for corporates as per Sch III of Companies Act 2013</i>	<b>15</b>	<b>15</b>	-	-
<b>PC5.</b> identify the format & legal framework of preparation of financial statements of an entity	-	-	-	-
<b>PC6.</b> apply the accounting standards as specified by law in preparation of Financial Statements	-	-	-	-
<b>PC7.</b> pass appropriate year end adjustment & closing entries from the trial balance	-	-	-	-
<b>PC8.</b> prepare final accounts and present Sch III format with notes to accounts	-	-	-	-
<i>Prepare consolidated financial statements</i>	<b>20</b>	<b>20</b>	-	-
<b>PC9.</b> gather the required information from the accounting data report or trial balance	-	-	-	-
<b>PC10.</b> identify the parent subsidiary relationship	-	-	-	-
<b>PC11.</b> apply the IFRS/accounting standards for business combination, consolidation, Joint Venture & Associates	-	-	-	-
<b>PC12.</b> post the balances and calculate majority and minority interest	-	-	-	-



<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>PC13.</b> make pre- and post-acquisition adjustments, Calculate goodwill	-	-	-	-
<b>PC14.</b> account for intercompany transactions	-	-	-	-
<b>PC15.</b> prepare consolidated balance sheet and profit and loss account and present format	-	-	-	-
<i>Prepare ratio analysis report</i>	<b>5</b>	<b>5</b>	-	-
<b>PC16.</b> identify information required to calculate the ratios	-	-	-	-
<b>PC17.</b> apply the formula and calculate the ratios	-	-	-	-
<b>PC18.</b> interpret ratio as per industry norms to management	-	-	-	-
<b>PC19.</b> prepare analysis report for the management	-	-	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N5125
<b>NOS Name</b>	Manage Corporate Financial Reporting
<b>Sector</b>	Management
<b>Sub-Sector</b>	Entrepreneurship
<b>Occupation</b>	Entrepreneurial Skills
<b>NSQF Level</b>	6.5
<b>Credits</b>	3
<b>Version</b>	1.0
<b>Next Review Date</b>	NA

## **MEP/N5126: Assist in Audit & Assurance Services**

### **Description**

This OS unit is about preparing audit reports for senior auditors from planning, documentation, evidence to reporting state of auditing. It also covers Internal, Fraud Reporting/ Forensic Auditing

### **Scope**

The scope covers the following :

- Assist in preparation of different types statutory audit reports for range of entities ,Prepare tax audit reports,Prepare for Internal Audit and other non-assurance engagements

### **Elements and Performance Criteria**

#### *Assist in preparation of different statutory audit reporting of range of entities*

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

- PC1.** Perform the engagement acceptance process checks for Audit Firm
- PC2.** identify & apply the local statutory framework of an entity
- PC3.** gather last year financials and audit reports
- PC4.** prepare checklists, audit plan and distribute responsibilities within team
- PC5.** assess the audit risk and internal control weaknesses
- PC6.** gather audit evidences using vouching, verification and other techniques
- PC7.** document evidences to form the opinion
- PC8.** discuss the audit issues and findings with audit manager/ senior
- PC9.** resolve the issues with management by obtaining appropriate evidences
- PC10.** draft the report in accordance with standards to the stakeholders
- PC11.** complete the report publishing formalities

#### *Prepare Tax Audit Reports*

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

- PC12.** perform the engagement acceptance process checks for Audit Firm
- PC13.** identify & apply the Tax Audit framework of an entity
- PC14.** identify the form and reporting requirements under IT/GST Acts
- PC15.** gather last year financials and tax audit reports
- PC16.** prepare checklists, audit plan and distribute responsibilities within team
- PC17.** assess the audit risk and internal control weaknesses
- PC18.** gather audit evidences using vouching, verification and other techniques
- PC19.** document evidences to form the opinion
- PC20.** discuss the audit issues and findings with audit manager/ senior
- PC21.** resolve the issues with management by obtaining appropriate evidences
- PC22.** draft the report communicate with stakeholders
- PC23.** prepare for final submissions formalities

*Prepare for Internal Audit and other non-assurance engagements*

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

- PC24.** define scope of engagement & acceptance process checks for Audit Firm
- PC25.** identify & apply the reporting requirements based on type of assignments
- PC26.** gather information & financials, reports etc.
- PC27.** prepare checklists, audit plan and distribute responsibilities within team
- PC28.** assess the audit risk and internal control weaknesses
- PC29.** gather audit evidences using vouching, verification and other techniques
- PC30.** document evidences to form the opinion
- PC31.** discuss the audit issues and findings with audit manager/ senior
- PC32.** resolve the issues with management by obtaining appropriate evidences
- PC33.** draft the report communicate with management/ authorities

**Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** regulatory framework of different entities for statutory audit
- KU2.** International Audit & Assurance Standards
- KU3.** ICAIs Audit Standards & Guidance Notes as required by statutory auditors
- KU4.** professional and ethical behavior in auditing
- KU5.** preparation of audit reports
- KU6.** how to use computer aided audit tools and software

**Generic Skills (GS)**

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

- GS1.** maintain work-related notes and records
- GS2.** communicate clearly and politely with co-workers and clients
- GS3.** plan and prioritize tasks to ensure timely completion
- GS4.** take quick decisions to deal with workplace emergencies/ accidents
- GS5.** listen attentively to understand the information/ instructions being shared by the speaker

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in preparation of different statutory audit reporting of range of entities</i>	<b>30</b>	<b>30</b>	-	-
<b>PC1.</b> Perform the engagement acceptance process checks for Audit Firm	-	-	-	-
<b>PC2.</b> identify & apply the local statutory framework of an entity	-	-	-	-
<b>PC3.</b> gather last year financials and audit reports	-	-	-	-
<b>PC4.</b> prepare checklists, audit plan and distribute responsibilities within team	-	-	-	-
<b>PC5.</b> assess the audit risk and internal control weaknesses	-	-	-	-
<b>PC6.</b> gather audit evidences using vouching, verification and other techniques	-	-	-	-
<b>PC7.</b> document evidences to form the opinion	-	-	-	-
<b>PC8.</b> discuss the audit issues and findings with audit manager/ senior	-	-	-	-
<b>PC9.</b> resolve the issues with management by obtaining appropriate evidences	-	-	-	-
<b>PC10.</b> draft the report in accordance with standards to the stakeholders	-	-	-	-
<b>PC11.</b> complete the report publishing formalities	-	-	-	-
<i>Prepare Tax Audit Reports</i>	<b>10</b>	<b>10</b>	-	-
<b>PC12.</b> perform the engagement acceptance process checks for Audit Firm	-	-	-	-
<b>PC13.</b> identify & apply the Tax Audit framework of an entity	-	-	-	-
<b>PC14.</b> identify the form and reporting requirements under IT/GST Acts	-	-	-	-
<b>PC15.</b> gather last year financials and tax audit reports	-	-	-	-

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>PC16.</b> prepare checklists, audit plan and distribute responsibilities within team	-	-	-	-
<b>PC17.</b> assess the audit risk and internal control weaknesses	-	-	-	-
<b>PC18.</b> gather audit evidences using vouching, verification and other techniques	-	-	-	-
<b>PC19.</b> document evidences to form the opinion	-	-	-	-
<b>PC20.</b> discuss the audit issues and findings with audit manager/ senior	-	-	-	-
<b>PC21.</b> resolve the issues with management by obtaining appropriate evidences	-	-	-	-
<b>PC22.</b> draft the report communicate with stakeholders	-	-	-	-
<b>PC23.</b> prepare for final submissions formalities	-	-	-	-
<i>Prepare for Internal Audit and other non-assurance engagements</i>	<b>10</b>	<b>10</b>	-	-
<b>PC24.</b> define scope of engagement & acceptance process checks for Audit Firm	-	-	-	-
<b>PC25.</b> identify & apply the reporting requirements based on type of assignments	-	-	-	-
<b>PC26.</b> gather information & financials, reports etc.	-	-	-	-
<b>PC27.</b> prepare checklists, audit plan and distribute responsibilities within team	-	-	-	-
<b>PC28.</b> assess the audit risk and internal control weaknesses	-	-	-	-
<b>PC29.</b> gather audit evidences using vouching, verification and other techniques	-	-	-	-
<b>PC30.</b> document evidences to form the opinion	-	-	-	-
<b>PC31.</b> discuss the audit issues and findings with audit manager/ senior	-	-	-	-

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>PC32.</b> resolve the issues with management by obtaining appropriate evidences	-	-	-	-
<b>PC33.</b> draft the report communicate with management/ authorities	-	-	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N5126
<b>NOS Name</b>	Assist in Audit & Assurance Services
<b>Sector</b>	Management
<b>Sub-Sector</b>	Entrepreneurship
<b>Occupation</b>	Entrepreneurial Skills
<b>NSQF Level</b>	6.5
<b>Credits</b>	3
<b>Version</b>	1.0
<b>Next Review Date</b>	NA



## **MEP/N5127: Manage, Plan & Prepare for Financial Advice & Investment Decisions**

### **Description**

This OS unit is about preparing financial advisory report as senior financial manager. Involves making investment decisions, managing working capital & treasury, raising finance, preparing valuation for corporate mergers, restructuring

### **Scope**

The scope covers the following :

- Preparing MIS report for Working Capital Management, Preparing Bank Project Report for Term Loan Financing, Preparing Investment Appraisal Report, Preparing Treasury Management Report, Preparing Valuation Reports in case of Mergers & Restructuring of corporates, Preparing Financial plans for the clients

### **Elements and Performance Criteria**

#### *Preparing MIS report for Working Capital Management*

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

- PC1.** gather required raw data from the system for the period concerned
- PC2.** prepare projected financials
- PC3.** calculate working capital
- PC4.** prepare repayment schedule and apply banking ratios
- PC5.** add Credit monitoring analysis calculations
- PC6.** prepare & present MIS report to communicate the management

#### *Preparing Bank Project Report for Term Loan Financing*

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

- PC7.** gather required previous year financials
- PC8.** get the bank terms for financing
- PC9.** prepare projected financials
- PC10.** calculate working capital n term loan repayment schedules
- PC11.** calculate and incorporate banking ratios
- PC12.** prepare & present project report

#### *Preparing Investment Appraisal Report*

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

- PC13.** gather required financial and non-financial data from the system
- PC14.** gather required data from external sources
- PC15.** apply the Investment appraisal techniques
- PC16.** prepare Appraisal report to communicate the decision

#### *Preparing Treasury Management Report*

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

**PC17.** gather required financial and non-financial data from the system

**PC18.** gather required data from external sources

**PC19.** understand the role of treasury manager

**PC20.** assess the risk and organizations forex exposures

**PC21.** apply the hedging and other management techniques

**PC22.** prepare MIS report for management decision making

*Preparing Valuation Reports in case of Mergers & Restructuring of corporates*

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

**PC23.** gather required financial and non-financial data from the system

**PC24.** gather required data from external sources

**PC25.** apply the valuation techniques on financials

**PC26.** prepare report for making Merger/Restructuring decision

*Preparing financial plans for clients*

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

**PC27.** accept engagement ethically in accordance with competency and license

**PC28.** gather required financial and non-financial data from client

**PC29.** determine client's financial goal

**PC30.** apply securities, insurance, tax, estate and retirement planning methods

**PC31.** PC30. design investment plan accordingly

## **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

**KU1.** financial management function & environment

**KU2.** role and responsibilities of senior financial manager

**KU3.** working capital calculations & management techniques

**KU4.** investment Appraisal methods

**KU5.** sources of finances and funding options

**KU6.** business & Financial Assets Valuation techniques and methods

**KU7.** financial implications of Mergers & reconstructions

**KU8.** treasury-forex, Interest rate risk assessment & management techniques

**KU9.** financial Planning Module I & II & prescribed regulations of the profession

**KU10.** how to use computer aided tools and software for financial management

## **Generic Skills (GS)**

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

**GS1.** maintain work-related notes and records

**GS2.** communicate clearly and politely with co-workers and clients

**GS3.** plan and prioritize tasks to ensure timely completion

**GS4.** take quick decisions to deal with workplace emergencies/ accidents

- GS5.** listen attentively to understand the information/ instructions being shared by the speaker
- GS6.** identify possible disruptions to work and take appropriate preventive measures

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparing MIS report for Working Capital Management</i>	<b>5</b>	<b>5</b>	-	-
<b>PC1.</b> gather required raw data from the system for the period concerned	-	-	-	-
<b>PC2.</b> prepare projected financials	-	-	-	-
<b>PC3.</b> calculate working capital	-	-	-	-
<b>PC4.</b> prepare repayment schedule and apply banking ratios	-	-	-	-
<b>PC5.</b> add Credit monitoring analysis calculations	-	-	-	-
<b>PC6.</b> prepare & present MIS report to communicate the management	-	-	-	-
<i>Preparing Bank Project Report for Term Loan Financing</i>	<b>5</b>	<b>5</b>	-	-
<b>PC7.</b> gather required previous year financials	-	-	-	-
<b>PC8.</b> get the bank terms for financing	-	-	-	-
<b>PC9.</b> prepare projected financials	-	-	-	-
<b>PC10.</b> calculate working capital n term loan repayment schedules	-	-	-	-
<b>PC11.</b> calculate and incorporate banking ratios	-	-	-	-
<b>PC12.</b> prepare & present project report	-	-	-	-
<i>Preparing Investment Appraisal Report</i>	<b>10</b>	<b>10</b>	-	-
<b>PC13.</b> gather required financial and non-financial data from the system	-	-	-	-
<b>PC14.</b> gather required data from external sources	-	-	-	-
<b>PC15.</b> apply the Investment appraisal techniques	-	-	-	-
<b>PC16.</b> prepare Appraisal report to communicate the decision	-	-	-	-

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<i>Preparing Treasury Management Report</i>	<b>10</b>	<b>10</b>	-	-
<b>PC17.</b> gather required financial and non-financial data from the system	-	-	-	-
<b>PC18.</b> gather required data from external sources	-	-	-	-
<b>PC19.</b> understand the role of treasury manager	-	-	-	-
<b>PC20.</b> assess the risk and organizations forex exposures	-	-	-	-
<b>PC21.</b> apply the hedging and other management techniques	-	-	-	-
<b>PC22.</b> prepare MIS report for management decision making	-	-	-	-
<i>Preparing Valuation Reports in case of Mergers &amp; Restructuring of corporates</i>	<b>10</b>	<b>10</b>	-	-
<b>PC23.</b> gather required financial and non-financial data from the system	-	-	-	-
<b>PC24.</b> gather required data from external sources	-	-	-	-
<b>PC25.</b> apply the valuation techniques on financials	-	-	-	-
<b>PC26.</b> prepare report for making Merger/Restructuring decision	-	-	-	-
<i>Preparing financial plans for clients</i>	<b>10</b>	<b>10</b>	-	-
<b>PC27.</b> accept engagement ethically in accordance with competency and license	-	-	-	-
<b>PC28.</b> gather required financial and non-financial data from client	-	-	-	-
<b>PC29.</b> determine client's financial goal	-	-	-	-
<b>PC30.</b> apply securities, insurance, tax, estate and retirement planning methods	-	-	-	-
<b>PC31.</b> PC30. design investment plan accordingly	-	-	-	-

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>NOS Total</b>	<b>50</b>	<b>50</b>	<b>-</b>	<b>-</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N5127
<b>NOS Name</b>	Manage, Plan & Prepare for Financial Advice & Investment Decisions
<b>Sector</b>	Management
<b>Sub-Sector</b>	Entrepreneurship
<b>Occupation</b>	Entrepreneurial Skills
<b>NSQF Level</b>	6.5
<b>Credits</b>	3
<b>Version</b>	1.0
<b>Next Review Date</b>	NA

## **MEP/N5128: Manage strategic decisions using budgeting & other management accounting techniques**

### **Description**

This OS unit is about preparing periodic budgets and strategic reports for the organisation using various cost & management accounting techniques for cost control and performance management and evaluation

### **Scope**

The scope covers the following :

- Prepare budgets, Prepare strategic MIS report for the management

### **Elements and Performance Criteria**

#### *Prepare budgets*

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

- PC1.** identify the budgeting requirement
- PC2.** gather data from internal and external sources as necessary
- PC3.** prepare and present various types of budgets
- PC4.** calculate variances and compare with standards
- PC5.** report the measure to improve performances or save costs

#### *Prepare strategic MIS report for the management*

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

- PC6.** identify the scenario and possible areas of cost control and wealth/profit maximization
- PC7.** gather data from internal and external sources as necessary
- PC8.** apply various cost & management accounting techniques
- PC9.** devise a financial strategy aligned with entity goals
- PC10.** prepare advisory report on cost control and performance measurements

### **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** cost & management accounting function & environment
- KU2.** decision Making & CVP Analysis, Standard Costing Techniques etc.
- KU3.** budgeting as a cost control tool
- KU4.** strategic performance control, measurement & evaluation
- KU5.** how to use computer aided tools and software for management accounting

### **Generic Skills (GS)**

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



- GS1.** maintain work-related notes and records
- GS2.** communicate clearly and politely with co-workers and clients
- GS3.** plan and prioritize tasks to ensure timely completion
- GS4.** take quick decisions to deal with workplace emergencies/ accidents
- GS5.** listen attentively to understand the information/ instructions being shared by the speaker

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare budgets</i>	<b>15</b>	<b>15</b>	-	-
<b>PC1.</b> identify the budgeting requirement	-	-	-	-
<b>PC2.</b> gather data from internal and external sources as necessary	-	-	-	-
<b>PC3.</b> prepare and present various types pf budgets	-	-	-	-
<b>PC4.</b> calculate variances and compare with standards	-	-	-	-
<b>PC5.</b> report the measure to improve performances or save costs	-	-	-	-
<i>Prepare strategic MIS report for the management</i>	<b>35</b>	<b>35</b>	-	-
<b>PC6.</b> identify the scenario and possible areas of cost control and wealth/profit maximization	-	-	-	-
<b>PC7.</b> gather data from internal and external sources as necessary	-	-	-	-
<b>PC8.</b> apply various cost & management accounting techniques	-	-	-	-
<b>PC9.</b> device a financial strategy aligned with entity goals	-	-	-	-
<b>PC10.</b> prepare advisory report on cost control and performance measurements	-	-	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N5128
<b>NOS Name</b>	Manage strategic decisions using budgeting & other management accounting techniques
<b>Sector</b>	Management
<b>Sub-Sector</b>	Entrepreneurship
<b>Occupation</b>	Entrepreneurial Skills
<b>NSQF Level</b>	6.5
<b>Credits</b>	3
<b>Version</b>	1.0
<b>Next Review Date</b>	NA

## **MEP/N9903: Apply health and safety practices at the workplace**

### **Description**

This unit deals in detail with application of health and safety practices in the workplace

### **Scope**

The scope covers the following :

- Apply relevant health and safety practices at the workplace
- Maintain a healthy and hygienic environment
- Deal with emergency situations
- Follow fire safety requirements

### **Elements and Performance Criteria**

#### *Apply relevant health and safety practices at the workplace*

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

- PC1.** identify, control and report health and safety issues relating to immediate work environment according to procedures
- PC2.** follow procedures and instructions for dealing with hazards, within the scope of responsibilities and competencies
- PC3.** document and report all hazards, accidents and near-miss incidents as per set process
- PC4.** document safety records according to organisational policies

#### *Maintain a healthy and hygienic environment*

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

- PC5.** maintain the work area in a clean and tidy condition
- PC6.** ensure that the work area is sanitised as and when required
- PC7.** maintain personal hygiene
- PC8.** use appropriate personal protective equipment (PPE) where required
- PC9.** wash hands using soap and water or alcohol based sanitiser
- PC10.** report hygiene related concerns promptly to the relevant authority

#### *Emergencies, rescue and first-aid procedures*

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

- PC11.** administer appropriate first aid to victims wherever required e.g. in case of bleeding, burns, choking, electric shock, poisoning etc.
- PC12.** respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments
- PC13.** perform rescue activity during an accident if applicable (e.g. if moving victim is advisable)

#### *Follow fire safety requirements*

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

- PC14.** follow fire safety practices
- PC15.** identify the type of fire and its stage
- PC16.** use the various appropriate fire extinguishers on different types of fires correctly

**PC17.** follow procedures to rescue victim of fire without endangering self

### **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** Health Safety and Environment (HSE) practices
- KU2.** relevant Occupational Health and Safety (OHS) regulations
- KU3.** enterprise /site emergency procedures and techniques
- KU4.** waste and dangerous materials disposal procedures and practices
- KU5.** procedures for recording, reporting and maintenance of workplace safety and hygiene
- KU6.** meaning of hazards and risks
- KU7.** health and safety hazards commonly present in the work environment and related precautions
- KU8.** possible causes of risk, hazard or accident in the workplace
- KU9.** where to find all the general health and safety equipment in the workplace
- KU10.** various dangers associated with the use of electrical equipment
- KU11.** preventative and remedial actions to be taken in the case of exposure to toxic materials
- KU12.** importance of using protective clothing/equipment while working
- KU13.** precautionary activities to prevent the fire accident
- KU14.** various causes of fire
- KU15.** techniques of using the different fire extinguishers
- KU16.** different methods of extinguishing fire
- KU17.** different materials used for extinguishing fire
- KU18.** rescue techniques applied during a fire hazard
- KU19.** various types of safety signs and their meaning
- KU20.** appropriate basic first aid treatment relevant to the condition eg. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries
- KU21.** safe lifting and carrying practices

### **Generic Skills (GS)**

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

- GS1.** write Health and safety compliance report
- GS2.** interpret general health and safety guidelines
- GS3.** communicate general health and safety guidelines to co workers
- GS4.** take decision about the corrective action to be taken in case of any potential hazards

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Apply relevant health and safety practices at the workplace</i>	<b>13</b>	<b>16</b>	-	-
<b>PC1.</b> identify, control and report health and safety issues relating to immediate work environment according to procedures	4	3	-	-
<b>PC2.</b> follow procedures and instructions for dealing with hazards, within the scope of responsibilities and competencies	4	4	-	-
<b>PC3.</b> document and report all hazards, accidents and near-miss incidents as per set process	2	3	-	-
<b>PC4.</b> document safety records according to organisational policies	3	6	-	-
<i>Maintain a healthy and hygienic environment</i>	<b>8</b>	<b>21</b>	-	-
<b>PC5.</b> maintain the work area in a clean and tidy condition	1	5	-	-
<b>PC6.</b> ensure that the work area is sanitised as and when required	2	5	-	-
<b>PC7.</b> maintain personal hygiene	1	4	-	-
<b>PC8.</b> use appropriate personal protective equipment (PPE) where required	-	-	-	-
<b>PC9.</b> wash hands using soap and water or alcohol based sanitiser	2	3	-	-
<b>PC10.</b> report hygiene related concerns promptly to the relevant authority	2	4	-	-
<i>Emergencies, rescue and first-aid procedures</i>	<b>6</b>	<b>9</b>	-	-
<b>PC11.</b> administer appropriate first aid to victims wherever required e.g. in case of bleeding, burns, choking, electric shock, poisoning etc.	2	3	-	-
<b>PC12.</b> respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments	2	3	-	-

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>PC13.</b> perform rescue activity during an accident if applicable (e.g. if moving victim is advisable)	2	3	-	-
<i>Follow fire safety requirements</i>	<b>13</b>	<b>14</b>	-	-
<b>PC14.</b> follow fire safety practices	4	3	-	-
<b>PC15.</b> identify the type of fire and its stage	2	4	-	-
<b>PC16.</b> use the various appropriate fire extinguishers on different types of fires correctly	4	4	-	-
<b>PC17.</b> follow procedures to rescue victim of fire without endangering self	3	3	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N9903
<b>NOS Name</b>	Apply health and safety practices at the workplace
<b>Sector</b>	Management
<b>Sub-Sector</b>	Office Management & Professional Skills
<b>Occupation</b>	Office Support
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	4.0
<b>Last Reviewed Date</b>	30/06/2022
<b>Next Review Date</b>	28/02/2026
<b>NSQC Clearance Date</b>	28/02/2023



## **MEP/N9912: Apply principles of professional practice at the workplace**

### **Description**

This unit deals in detail with the application of principles of professional practice like professional image, professional competence, discipline, ethics and work effectiveness.

### **Scope**

The scope covers the following :

- Maintain a professional image and behaviour
- Maintain and enhance professional competence
- Work in a disciplined and ethical manner
- Work effectively with all stakeholders

### **Elements and Performance Criteria**

#### *Maintain a professional image and behaviour*

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

- PC1.** display appropriate professional appearance for the workplace
- PC2.** interact with team members, clients, vendors, visitors and other stakeholders in a Professional manner

#### *Maintain and enhance professional competence*

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

- PC3.** develop personal and professional goals and objectives
- PC4.** identify strengths and weaknesses in relation to goals and objectives
- PC5.** evaluate own capacity to meet goals and objectives
- PC6.** determine personal development needs to perform role as per desired standards
- PC7.** develop a professional development plan to enhance professional capabilities
- PC8.** document a professional practice plan designed to support the achievement of goals
- PC9.** select and implement development opportunities to support continuous learning and maintain currency of professional practice
- PC10.** research developments and trends impacting on professional practice and integrate information into work performance
- PC11.** seek feedback on performance from others and incorporate it to improve

#### *Work in a disciplined and ethical manner*

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

- PC12.** perform tasks to the required workplace standard
- PC13.** protect the rights of the client and organisation when delivering services
- PC14.** recognise potential ethical issues in the workplace and discuss with an appropriate person
- PC15.** recognise unethical conduct and report to an appropriate person
- PC16.** operate within an agreed ethical code of practice
- PC17.** maintain confidentiality as per the organisational guidelines

### *Work effectively with all stakeholders*

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

- PC18.** identify and obtain clarity regarding organisational, team and own goals
- PC19.** prioritise tasks at work as per organisational, team and own goals
- PC20.** plan to meet team performance targets and standards
- PC21.** monitor own and team performance as per agreed plan
- PC22.** share all relevant information with stakeholders in agreed formats and as per agreed timelines
- PC23.** work collaboratively with colleagues through sharing information and ideas and working together on agreed outcomes
- PC24.** recognise, avoid and/or address any conflict of interest
- PC25.** recognize and respond to inappropriate behaviour towards self or others in a professional manner and as per organisational policy (Inappropriate behaviour: violence, inappropriate language, verbal or physical abuse or bullying, insensitive verbal or physical behaviour in terms of cultural, racial, disability and gender-based insensitivities, dominant or overbearing behaviour, disruptive behaviour, non-compliance with safety instructions, unethical behaviour)

### **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** organisations HR systems, policies and procedures
- KU2.** organizational hierarchy and escalation matrix
- KU3.** organisational health safety and environment
- KU4.** work area inspection procedures and practices
- KU5.** importance of displaying professional appearance behaviour at all times
- KU6.** importance of developing personal and professional goals and objectives
- KU7.** importance of identifying strengths and weaknesses in relation to goals and objectives
- KU8.** how to identify strengths and weaknesses and evaluate own capacity to meet goals and objectives
- KU9.** how to determine personal development needs
- KU10.** importance of continuous learning and developing professional development plan
- KU11.** development opportunities to support continuous learning and maintain currency of professional practice
- KU12.** developments and trends impacting on professional practice
- KU13.** importance of taking and using feedback from colleagues and clients to identify and introduce, improvements in work performance
- KU14.** perform tasks to the required workplace standard
- KU15.** importance of discipline and ethics in a professional workplace
- KU16.** importance of recognising unethical conduct and reporting to appropriate authority
- KU17.** guidelines and legal requirements on disclosure and confidentiality
- KU18.** importance of collaboratively with colleagues through sharing information and ideas and working together on agreed outcomes

- KU19.** how to recognise, avoid and/or address any conflict of interest
- KU20.** types of inappropriate behaviours at the workplace and how to recognize them  
Inappropriate behaviour: violence, inappropriate language, verbal or physical abuse or bullying, insensitive verbal or physical behaviour in terms of cultural, racial, disability and gender-based insensitivities, dominant or overbearing behaviour, disruptive behaviour, non-compliance with safety instructions, unethical behaviour
- KU21.** how to respond to inappropriate behaviour towards self and others in a professional manner

## **Generic Skills (GS)**

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

- GS1.** prepare a personal development plan
- GS2.** read organisational guidelines and legal requirements
- GS3.** search and study from various information sources in order to learn about latest updates for self-development
- GS4.** read and interpret feedback received from peers
- GS5.** receive feedback from clients or concerned stake holders
- GS6.** communicate development plan with superiors
- GS7.** plan to meet own and team performance targets and standards
- GS8.** describe own role in achieving the goal
- GS9.** describe others role in achieving the goal
- GS10.** list activities, milestones and timelines
- GS11.** identify the support and resources needed to help work towards the goal.
- GS12.** plan and organise a personal development plan for self
- GS13.** provide quality services to all clients
- GS14.** display professional appearance and behaviours to all internal and external clients
- GS15.** use of conflict resolution and negotiation skills to identify critical points, issues, concerns and problems, identify options for changing behaviours
- GS16.** recognise, avoid and/or address any conflict of interest
- GS17.** identify own strengths and weaknesses with respect achieving performance standards on the job
- GS18.** identify inappropriate behaviour and how to deal with it

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain a professional image and behaviour</i>	<b>3</b>	<b>5</b>	-	-
<b>PC1.</b> display appropriate professional appearance for the workplace	1	2	-	-
<b>PC2.</b> interact with team members, clients, vendors, visitors and other stakeholders in a Professional manner	2	3	-	-
<i>Maintain and enhance professional competence</i>	<b>14</b>	<b>19</b>	-	-
<b>PC3.</b> develop personal and professional goals and objectives	2	2	-	-
<b>PC4.</b> identify strengths and weaknesses in relation to goals and objectives	1	2	-	-
<b>PC5.</b> evaluate own capacity to meet goals and objectives	2	2	-	-
<b>PC6.</b> determine personal development needs to perform role as per desired standards	1	2	-	-
<b>PC7.</b> develop a professional development plan to enhance professional capabilities	2	3	-	-
<b>PC8.</b> document a professional practice plan designed to support the achievement of goals	1	2	-	-
<b>PC9.</b> select and implement development opportunities to support continuous learning and maintain currency of professional practice	2	2	-	-
<b>PC10.</b> research developments and trends impacting on professional practice and integrate information into work performance	2	2	-	-
<b>PC11.</b> seek feedback on performance from others and incorporate it to improve	1	2	-	-
<i>Work in a disciplined and ethical manner</i>	<b>10</b>	<b>17</b>	-	-
<b>PC12.</b> perform tasks to the required workplace standard	2	3	-	-
<b>PC13.</b> protect the rights of the client and organisation when delivering services	2	3	-	-

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>PC14.</b> recognise potential ethical issues in the workplace and discuss with an appropriate person	2	3	-	-
<b>PC15.</b> recognise unethical conduct and report to an appropriate person	1	2	-	-
<b>PC16.</b> operate within an agreed ethical code of practice	1	3	-	-
<b>PC17.</b> maintain confidentiality as per the organisational guidelines	2	3	-	-
<i>Work effectively with all stakeholders</i>	<b>13</b>	<b>19</b>	-	-
<b>PC18.</b> identify and obtain clarity regarding organisational, team and own goals	2	2	-	-
<b>PC19.</b> prioritise tasks at work as per organisational, team and own goals	2	3	-	-
<b>PC20.</b> plan to meet team performance targets and standards	2	2	-	-
<b>PC21.</b> monitor own and team performance as per agreed plan	1	2	-	-
<b>PC22.</b> share all relevant information with stakeholders in agreed formats and as per agreed timelines	1	2	-	-
<b>PC23.</b> work collaboratively with colleagues through sharing information and ideas and working together on agreed outcomes	2	3	-	-
<b>PC24.</b> recognise, avoid and/or address any conflict of interest	1	2	-	-
<b>PC25.</b> recognize and respond to inappropriate behaviour towards self or others in a professional manner and as per organisational policy (Inappropriate behaviour: violence, inappropriate language, verbal or physical abuse or bullying, insensitive verbal or physical behaviour in terms of cultural, racial, disability and gender-based insensitivities, dominant or overbearing behaviour, disruptive behaviour, non-compliance with safety instructions, unethical behaviour)	2	3	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N9912
<b>NOS Name</b>	Apply principles of professional practice at the workplace
<b>Sector</b>	Management
<b>Sub-Sector</b>	Training and Assessment
<b>Occupation</b>	Training Delivery
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	30/06/2022
<b>Next Review Date</b>	28/02/2026
<b>NSQC Clearance Date</b>	28/02/2023

## **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
- 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

**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
- 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

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the current job market requirement and future of work	-	-	-	-
<b>PC2.</b> identify and explore learning and employability relevant portals	-	-	-	-
<b>PC3.</b> research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC4.</b> 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.	-	-	-	-
<b>PC5.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC6.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC7.</b> 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	-	-	-	-
<b>PC8.</b> adopt a continuous learning mindset for personal and professional development	-	-	-	-
<i>Basic English Skills</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-

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

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

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

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0103
<b>NOS Name</b>	Employability Skills (90 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	5
<b>Credits</b>	3
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	28/07/2025
<b>NSQC Clearance Date</b>	28/07/2022

## 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

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

<b>National Occupational Standards</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>	<b>Total Marks</b>	<b>Weightage</b>
MEP/N5123.Manage and advise on business regulatory compliances	50	50	-	-	100	10
MEP/N5124.Direct & indirect taxes planning & advisory including international taxes	50	50	-	-	100	15
MEP/N5125.Manage Corporate Financial Reporting	50	50	-	-	100	10
MEP/N5126.Assist in Audit & Assurance Services	50	50	-	-	100	10
MEP/N5127.Manage, Plan & Prepare for Financial Advice & Investment Decisions	50	50	-	-	100	15
MEP/N5128.Manage strategic decisions using budgeting & other management accounting techniques	50	50	-	-	100	10
MEP/N9903.Apply health and safety practices at the workplace	40	60	-	-	100	10



<b>National Occupational Standards</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>	<b>Total Marks</b>	<b>Weightage</b>
MEP/N9912.Apply principles of professional practice at the workplace	40	60	-	-	100	10
DGT/VSQ/N0103.Employability Skills (90 Hours)	20	30	-	-	50	10
<b>Total</b>	<b>400</b>	<b>450</b>	<b>-</b>	<b>-</b>	<b>850</b>	<b>100</b>

## Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training
<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.
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## 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.
<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.
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