

QUALIFICATIONS PACK –NATIONAL OCCUPATIONAL STANDARDS FOR IT-BPM INDUSTRY

What are National Occupational Standards (NOS)?

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

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Introduction

Qualifications Pack-Analyst

SECTOR: IT-ITeS

SUB-SECTOR: IT Services

OCCUPATION: IT Consulting

REFERENCE ID: SSC/Q0701

ALIGNED TO: NCO-2015/ 2511.0150

Analyst in the IT-ITeS Industry is also known as a Business Analyst, Associate Consultant.

Brief Job Description: Individuals at this job understand the client's business requirements and translate them into technology requirements for the technology consultants. They act as facilitators in the process of solutioning and development of the end product/service.

Personal Attributes: This job requires the individual to work in teams. The individual should also be able to demonstrate excellent skills for communication, data analysis and interpretation, and stakeholder management. The individual should be willing to travel depending on the business requirements.

Job Details	Qualifications Pack Code	SSC/Q0701		
	Job Role	Analyst This job role is applicable in both national and international scenarios		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	IT-ITes	Drafted on	30/04/2013
	Sub-sector	IT Services	Last reviewed on	31/03/2017
	Occupation	IT Consulting	Next review date	31/03/2018
	NSQC Clearance on	20/07/2015		

Job Role	Analyst (Business Analyst, Associate Consultant)
Role Description	Individuals at this job understand the client's business requirements and translate them into technology requirements for the technology consultants. They act as facilitators in the process of solutioning and development of the end product/service.
NVEQF/NSVQF level	7
Minimum Educational Qualifications	Bachelor's Degree in Science/Technology/Computers/Business
Maximum Educational Qualifications	Master's Degree in Science/Technology/Computers/Business
Training (Suggested but not mandatory)	Trainings/courses in basic computers/IT, IT services
Minimum Job Entry Age	18 years
Experience	0-2 years of work experience/internship in Consulting or Application Deployment etc.
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> SSC/ N 0701 (Support requirements and As-Is analyses for IT projects) SSC/ N 0702 (Support preparation of To-Be situations and roadmaps for IT projects) SSC/ N 0703 (Create documents for knowledge sharing) SSC/ N 9001 (Manage your work to meet requirements) SSC/ N 9002 (Work effectively with colleagues) SSC/ N 9003 (Maintain a healthy, safe and secure working environment) SSC/ N 9004 (Provide data/information in standard formats) SSC/ N 9005 (Develop your knowledge, skills and competence) Optional: Not Applicable
Performance Criteria	As described in the relevant NOS units

Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack (QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the 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 the quality of performance required.
Knowledge and	Knowledge and Understanding are statements which together specify the



Understanding	technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.

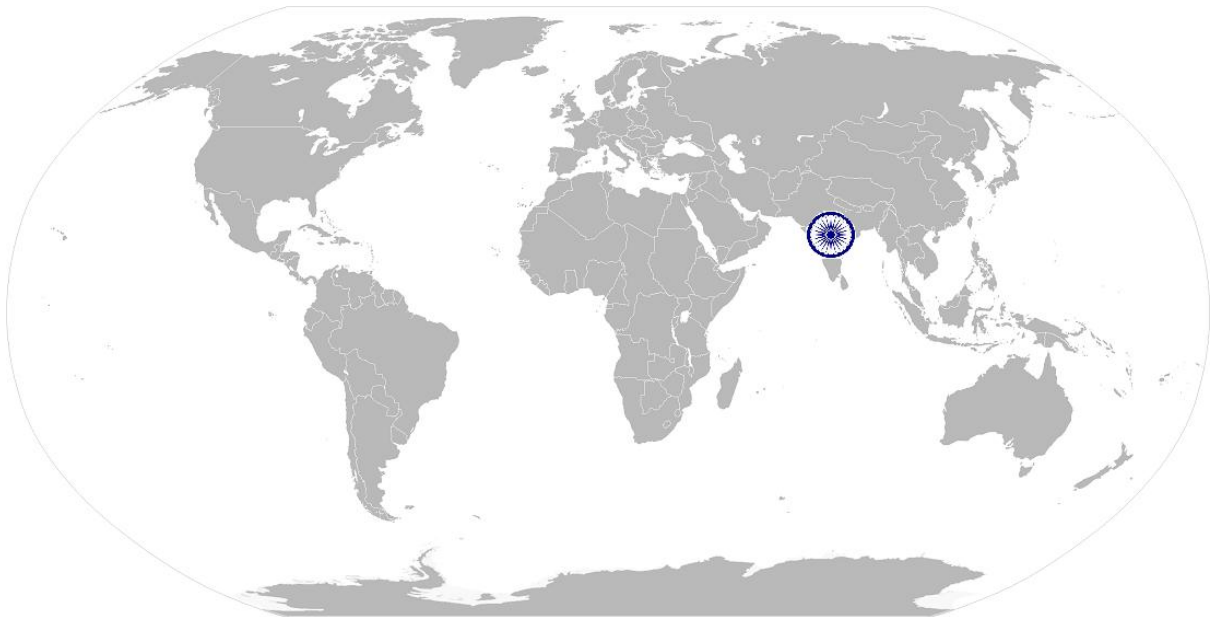
Acronyms

Keywords /Terms	Description
IT-ITeS	Information Technology - Information Technology enabled Services
BPM	Business Process Management
BPO	Business Process Outsourcing
KPO	Knowledge Process Outsourcing
LPO	Legal Process Outsourcing
IPO	Information Process Outsourcing
BCA	Bachelor of Computer Applications
B.Sc.	Bachelor of Science
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labour and Employment
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework
NSQF	National Skill Qualification Framework

SSC/N0701

Support As-Is analysis for IT projects

National Occupational Standard




Overview

This unit is about supporting the IT consulting team to clarify requirements and describe As-Is situations of IT projects

SSC/N0701

Support As-Is analysis for IT projects

Applicable NOS Unit

Unit Code	SSC/N0701
Unit Title (Task)	Support As-Is analysis for IT projects
Description	This unit is about supporting the IT consulting team to clarify requirements and describe As-Is situations of IT projects.
Scope	<p>This unit/task covers the following:</p> <p>As-Is analysis may cover:</p> <ul style="list-style-type: none"> functional landscape IT landscape people processes practices tools <p>Appropriate people:</p> <ul style="list-style-type: none"> line manager sales team consulting team subject matter experts clients end user 
Performance Criteria (PC) w.r.t. the Scope	
	<p>To be competent, you must be able to:</p> <p>PC1. establish your role and responsibilities in supporting As-Is analysis for IT projects</p> <p>PC2. obtain sufficient data/information from sales team to be able to describe project requirements</p> <p>PC3. identify any issues with project requirements and obtain clarification of these issues from appropriate people</p> <p>PC4. summarize project requirements using standard templates and tools</p> <p>PC5. obtain sufficient, relevant documents/artifacts from clients to be able to describe As-Is situations</p> <p>PC6. identify any issues with the documents/artifacts and obtain clarification of these issues from appropriate people</p> <p>PC7. extract relevant data/information from documents/artifacts</p> <p>PC8. structure relevant data/information in formats suitable for analysis using standard templates and tools</p> <p>PC9. review data/information with appropriate people and incorporate their inputs</p>

SSC/N0701

Support As-Is analysis for IT projects

	<p>PC10. contribute to analysis and presentation of As-Is situations, where required</p> <p>PC11. obtain advice and guidance on As-Is analysis from appropriate people, where required</p> <p>PC12. comply with your organization's policies, standards, procedures and guidelines when supporting As-Is analysis</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. your organization's policies, standards, procedures and guidelines for undertaking As-Is analysis for IT products and your role and responsibilities in relation to this</p> <p>KA2. your organization's processes, guidelines, templates and tools for describing/summarizing project requirements</p> <p>KA3. who to involve when supporting As-Is analysis and who to approach for advice and guidance when required</p> <p>KA4. how to identify issues with project requirements and who to seek clarification from</p> <p>KA5. different information, documents/artifacts and data that contribute to As-Is analysis and how to obtain these</p> <p>KA6. issues that may affect documents/artifacts and who to seek clarification from</p> <p>KA7. how to obtain and use input from others to improve As-Is analysis</p> <p>KA8. methods and techniques used when working with others</p> <p>KA9. standard tools and templates available and how to use these</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. types of data/information relevant to As-Is analysis and how to extract this from the available information</p> <p>KB2. different ways of structuring information suitable for analysis and how to select the best method</p> <p>KB3. how to analyze data/information in order to describe As-Is situations</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>You need to know and understand how to:</p> <p>SA1. complete accurate well written work with attention to detail</p> <p>SA2. communicate with others in writing</p>
	Reading Skills
	<p>You need to know and understand how to:</p> <p>SA3. read guidelines/procedures/rules and service level agreements</p>
	Oral Communication (Listening and Speaking skills)
	<p>You need to know and understand how to:</p> <p>SA4. listen effectively and orally communicate information accurately</p>

SSC/N0701

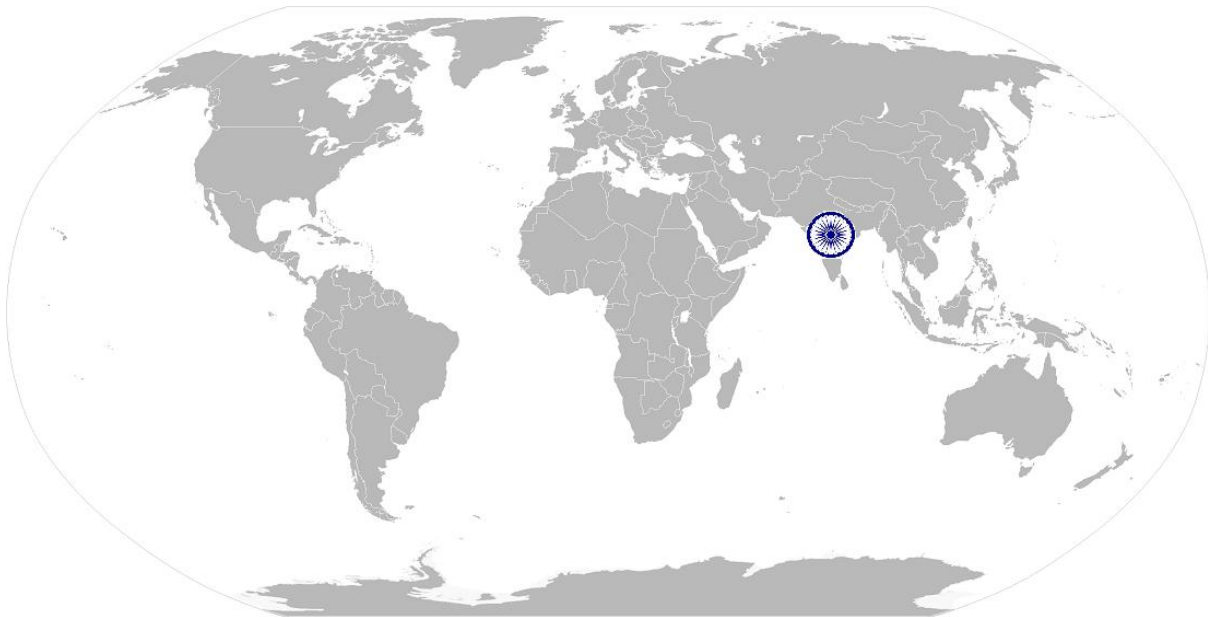
Support As-Is analysis for IT projects

	SA5. ask for clarification and advice from others
B. Professional Skills	Decision Making
	You need to know and understand how to:
	SB1. identify anomalies in data
	Plan and Organize
	You need to know and understand how to:
	SB2. plan and organize your work to achieve targets and deadlines
	CustomerCentricity
	You need to know and understand how to:
	SB3. build and maintain positive and effective relationships with customers
	SB4. check that your own and/or your peers' work meets customer requirements
	Problem Solving
	You need to know and understand how to:
	SB5. seek clarification on problems from others
	SB6. refer anomalies to the line manager
	SB7. apply problem-solving approaches in different situations
	Analytical Thinking
	You need to know and understand how to:
	SB8. analyze data and activities
	SB9. configure data and disseminate relevant information to others
	SB10. pass on relevant information to others
	Critical Thinking
	You need to know and understand how to:
	SB11. provide opinions on work in a detailed and constructive way
	SB12. apply balanced judgments to different situations
	Attention to Detail
	You need to know and understand how to:
	SB13. check your work is complete and free from errors
C. Technical Skills	Team Working
	You need to know and understand how to:
	SB14. work effectively in a team environment
	SB15. work independently and collaboratively
	You need to know and understand how to:
	SC1. use information technology effectively to input and/or extract data accurately
	SC2. store and retrieve information
	SC3. identify and refer anomalies in data
	SC4. keep up to date with changes, procedures and practices in your role

SSC/N0701
NOS Version Control

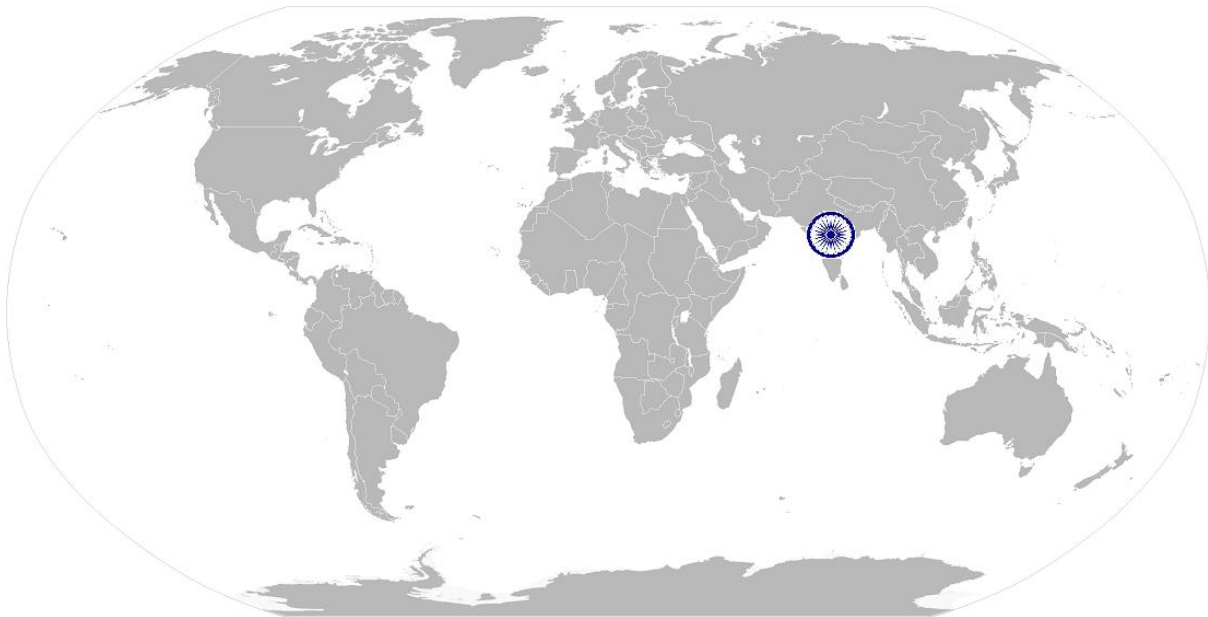
Support As-Is analysis for IT projects

NOS Code	SSC/N0701		
Credits(NSQF)	TBD	Version number	1.0
Industry	IT-ITes	Drafted on	30/04/2013
Industry Sub-sector	IT Services	Last reviewed on	31/01/2015
		Next review date	31/03/2016



SSC/N0702Support preparation of To-Be situations and roadmaps for IT projects

National Occupational Standard

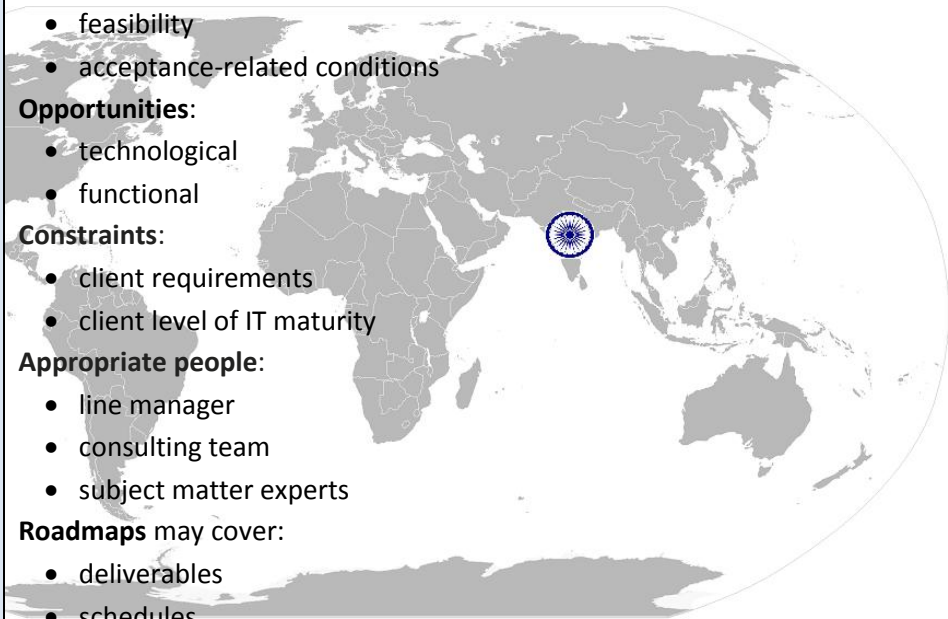


Overview

This unit is about supporting the IT consulting team to prepare To-Be situations and roadmaps for IT projects

SSC/N0702 Support preparation of To-Be situations and roadmaps for IT projects


Applicable NOS Unit

Unit Code	SSC/N0702
Unit Title (Task)	Support preparation of To-Be situations and roadmaps for IT projects
Description	This unit is about supporting the IT consulting team to prepare To-Be situations and roadmaps for IT projects.
Scope	<p>This unit/task covers the following:</p> <p>To-Be situations may cover:</p> <ul style="list-style-type: none"> functional landscape IT landscape people processes tools feasibility acceptance-related conditions <p>Opportunities:</p> <ul style="list-style-type: none"> technological functional <p>Constraints:</p> <ul style="list-style-type: none"> client requirements client level of IT maturity <p>Appropriate people:</p> <ul style="list-style-type: none"> line manager consulting team subject matter experts <p>Roadmaps may cover:</p> <ul style="list-style-type: none"> deliverables schedules people processes tools technologies 
Performance Criteria (PC) w.r.t. the Scope	
	<p>To be competent, you must be able to:</p> <p>PC1. establish your role and responsibilities in supporting the preparation of To-Be situations and roadmaps for IT projects</p> <p>PC2. undertake sufficient research to identify the range of opportunities and constraints relevant to IT projects</p> <p>PC3. analyze relevant opportunities and constraints to identify optimal To-Be</p>

SSC/N0702Support preparation of To-Be situations and roadmaps for IT projects

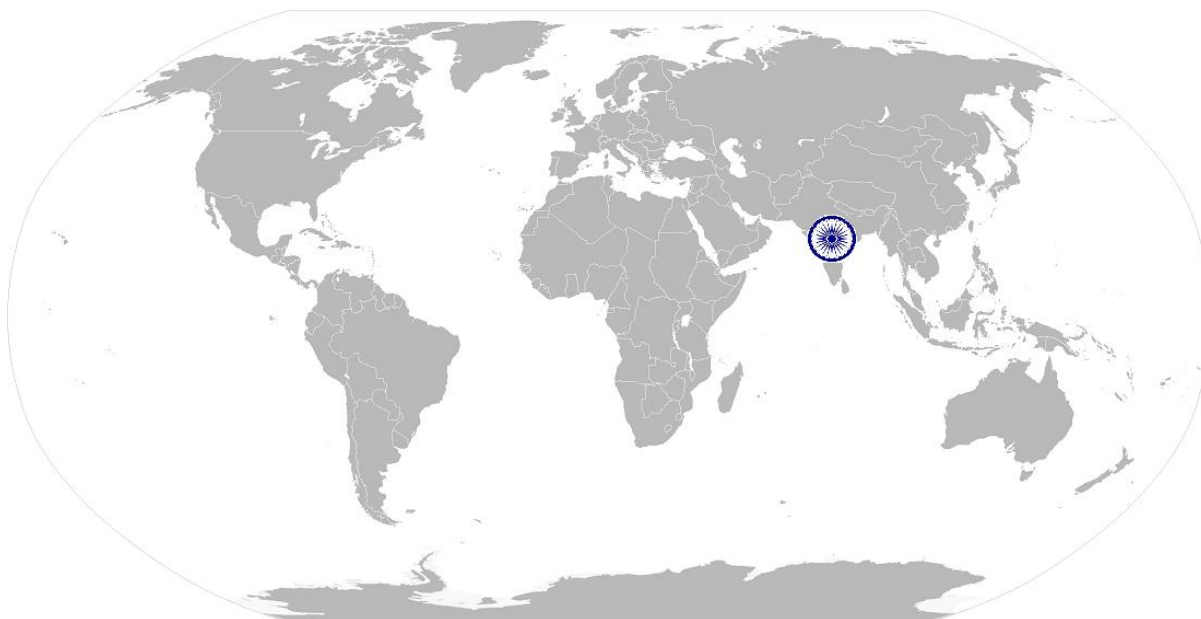
	<p>situations</p> <p>PC4. present To-Be situations to appropriate people using standard templates and tools</p> <p>PC5. incorporate inputs from appropriate people into To-Be situations for presentation to clients</p> <p>PC6. contribute to preparing roadmaps to arrive at To-Be situations, where required</p> <p>PC7. obtain advice and guidance on To-Be situations and roadmaps for IT projects from appropriate people, where required</p> <p>PC8. comply with your organization's policies, standards, procedures and guidelines when supporting preparation of To-Be situations and roadmaps for IT projects.</p>
Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p>	<p>You need to know and understand:</p> <p>KA1. your organization's policies, standards, procedures and guidelines for preparing To-Be situations and roadmaps for IT products and your role and responsibilities in relation to this</p> <p>KA2. different types of To-Be situations and road maps and how these apply to IT projects</p> <p>KA3. who to involve when supporting the preparation of To-Be situations and who to approach for advice and guidance when required</p> <p>KA4. sources of information about opportunities and constraints for IT projects and how to access these</p> <p>KA5. how to obtain and use input from others to improve To-Be situations</p> <p>KA6. methods and techniques used when working with others</p> <p>KA7. standard tools and templates available and how to use these</p> <p>KA8. the Intellectual Property (IP) policies relevant to the industry</p>
<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <p>KB1. types of opportunities and constraints and how to analyze these for IT projects</p> <p>KB2. different ways of presenting To-Be situations and how to select the best method</p> <p>KB3. different types of roadmaps and how they contribute to achieving To Be situations</p> <p>KB4. information/data that can be included when developing roadmaps and how to source this</p>
Skills (S)	
A. Core Skills/	Writing Skills
	You need to know and understand how to:

SSC/N0702 Support preparation of To-Be situations and roadmaps for IT projects

Generic Skills	SA1. complete accurate well written work with attention to detail
	SA2. communicate with others in writing
	Reading Skills
	You need to know and understand how to: SA3. read guidelines/procedures/rules and service level agreements
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA4. listen effectively and orally communicate information accurately SA5. ask for clarification and advice from others
B. Professional Skills	Decision Making
	You need to know and understand how to: SB1. identify anomalies in data SB2. make a decision on a suitable course of action
	Plan and Organize
	You need to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	You need to know and understand how to:  SB4. check that your own and/or your peers' work meets customer requirements SB5. meet and exceed customer expectations SB6. build and maintain positive and effective relationships with customers
	Problem Solving
	You need to know and understand how to: SB7. apply problem-solving approaches in different situations SB8. seek clarification on problems from others SB9. refer anomalies to the line manager
	Analytical Thinking
	You need to know and understand how to: SB10. analyze data and activities SB11. configure data and disseminate relevant information to others SB12. pass on relevant information to others
	Critical Thinking
	You need to know and understand how to: SB13. provide opinions on work in a detailed and constructive way
	Attention to Detail
	You need to know and understand how to: SB14. check your work is complete and free from errors SB15. get your work checked by others

SSC/N0702Support preparation of To-Be situations and roadmaps for IT projects

	Team Working
	<p>You need to know and understand how to:</p> <p>SB16. work independently and collaboratively</p> <p>SB17. work effectively in a team environment</p> <p>SB18. contribute to the quality of team working</p>
C. Technical Skills	<p>You need to know and understand how to:</p> <p>SC1. use information technology effectively to input and/or extract data accurately</p> <p>SC2. agree objectives and work requirements</p> <p>SC3. store and retrieve information</p> <p>SC4. network with colleagues</p> <p>SC5. keep up to date with changes, procedures and practices in your role</p>





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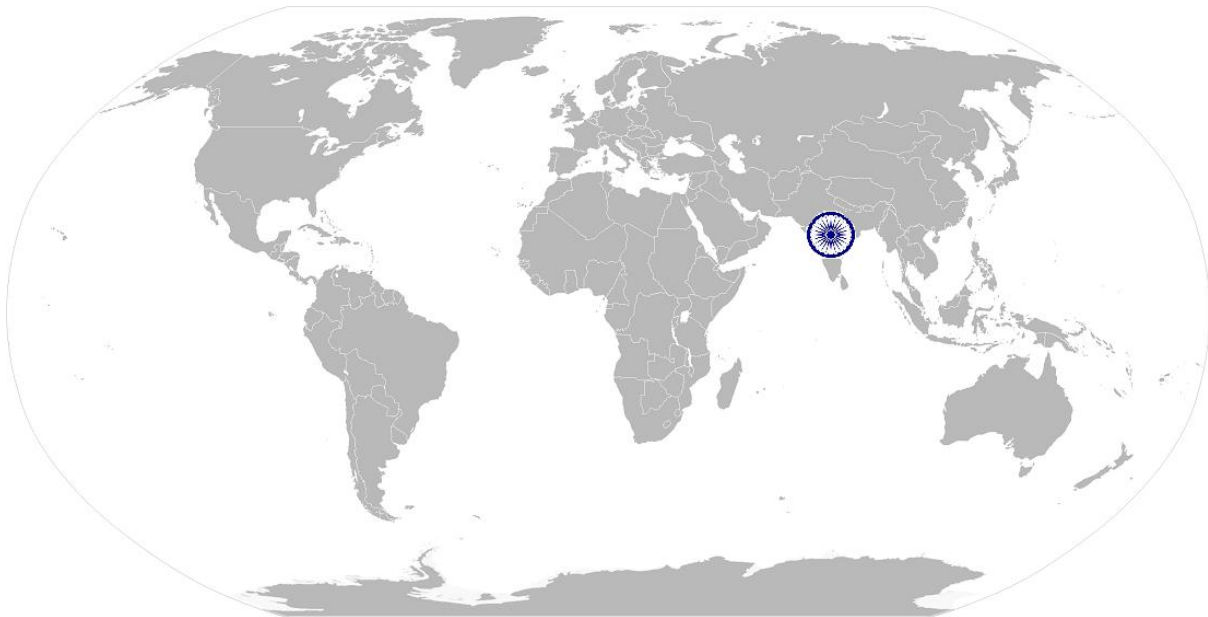
NOS
National Occupational Standards

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
National
Skill Development
Corporation
Transforming the skill landscape

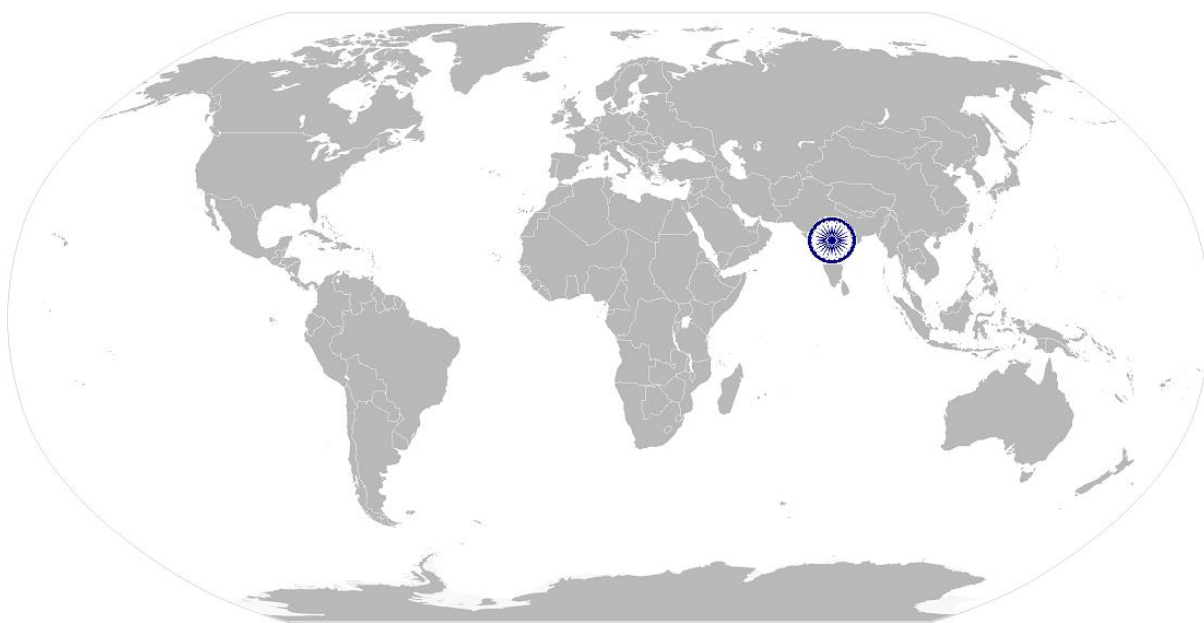
SSC/N0702 Support preparation of To-Be situations and roadmaps for IT projects
NOS Version Control

NOS Code	SSC/N0702		
Credits(NSQF)	TBD	Version number	1.0
Industry	IT-ITes	Drafted on	30/04/2013
Industry Sub-sector	IT Services	Last reviewed on	31/01/2015
		Next review date	31/03/2016



SSC/N0703 Create documents for knowledge sharing

National Occupational Standard



Overview

This unit is about creating documents, such as case studies, best practices, white papers and how-to-guides for sharing knowledge with internal or external stakeholders.

SSC/N0703 Create documents for knowledge sharing

Applicable NOS Unit

Unit Code	SSC/N0703
Unit Title (Task)	Create documents for knowledge sharing
Description	<p>This unit is about creating documents (such as case studies, best practices, project artifacts, reports, minutes, policies, procedures, work instructions etc.) for sharing knowledge with internal or external stakeholders.</p> <p>This unit is not intended to cover technical documents or documents to support the deployment and use of products/applications, which are covered in different standards.</p>
Scope	<p>This unit/task covers the following:</p> <p>Appropriate people:</p> <ul style="list-style-type: none"> • line manager • commissioners of documents • subject matter experts • shop floor technicians/ operators
Performance Criteria (PC) w.r.t. the Scope	
	<p>To be competent, you must be able to:</p> <p>PC1. establish with appropriate people the purpose, scope, format and target audience for the documents</p> <p>PC2. access existing documents, language standards, templates and documentation tools from your organization's knowledge base</p> <p>PC3. liaise with appropriate people to obtain and verify the information required for the documents</p> <p>PC4. confirm the content and structure of the documents with appropriate people</p> <p>PC5. create documents using standard templates and agreed language standards</p> <p>PC6. review documents with appropriate people and incorporate their inputs</p> <p>PC7. submit documents for approval by appropriate people</p> <p>PC8. publish documents in agreed formats</p> <p>PC9. update your organization's knowledge base with the documents</p> <p>PC10. comply with your organization's policies, procedures and guidelines when creating documents for knowledge sharing.</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and	<p>You need to know and understand:</p> <p>KA1. your organization's policies, procedures and guidelines for creating documents for knowledge sharing</p> <p>KA2. the purpose and scope of the work to be carried out and the importance of keeping within these boundaries</p> <p>KA3. who to involve when developing documents and their roles and</p>

SSC/N0703 Create documents for knowledge sharing

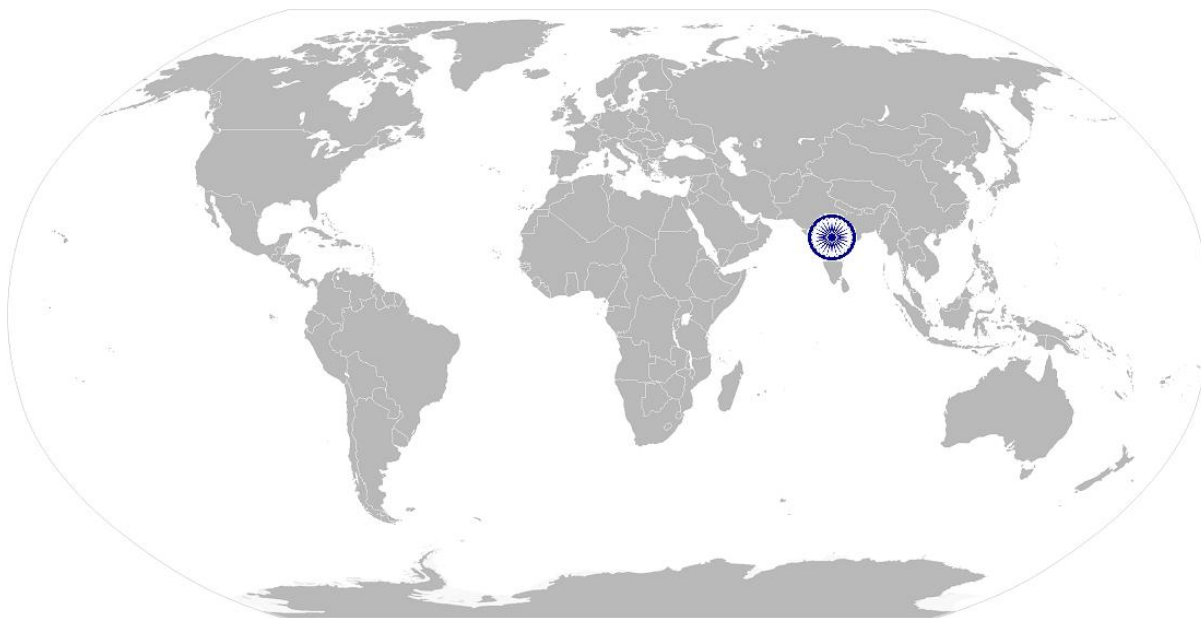
its processes)	<p>responsibilities</p> <p>KA4. intended audiences for documents</p> <p>KA5. your organization's knowledge base and how to access and update this</p> <p>KA6. the importance of verifying information obtained for documents and how to do this</p> <p>KA7. the importance of reviewing documents with others</p> <p>KA8. how to use feedback to improve documents</p> <p>KA9. your organization's processes and procedures for approving and publishing documents</p> <p>KA10. methods and techniques used when working with others</p> <p>KA11. tools, templates and language standards available and how to use these</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. the purpose and scope of the work to be carried out and the importance of keeping within these boundaries</p> <p>KB2. sources of information and reference materials for creating documents</p> <p>KB3. different styles used in documents, including:</p> <ul style="list-style-type: none"> • your organization's house style • types and styles of documents • templates <p>KB4. different ways of structuring documents and how to select the best structure for the agreed content</p> <p>KB5. how to check and make corrections to documents for common editorial problems and errors, including:</p> <ul style="list-style-type: none"> • deviations • factual accuracies • linguistic mistakes • discrepancies • errors • ambiguities in content • formatting <p>KB6. the importance of obtaining approval for documents and who to obtain this from</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>You need to know and understand how to:</p> <p>SA1. complete accurate well written work with attention to detail</p> <p>SA2. communicate with others in writing</p>
	Reading Skills

SSC/N0703 Create documents for knowledge sharing

	You need to know and understand how to: SA3. follow guidelines/procedures/rules and service level agreements
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA4. listen effectively and orally communicate information accurately SA5. ask for clarification and advice from others
B. Professional Skills	Decision Making
	You need to know and understand how to: SB1. identify anomalies in data SB2. make a decision on a suitable course of action SB3. do time management SB4. do multi-tasking
	Plan and Organize
	You need to know and understand how to: SB5. plan and organize your work to achieve targets and deadlines
	CustomerCentricity
	You need to know and understand how to: SB6. checkthatyour own and/or your peers work meets customer requirements SB7. work effectively in a customer facing environment SB8. build and maintain positive and effective relationships with customers
	Problem Solving
	You need to know and understand how to: SB9. seek clarification on problems from others SB10. apply problem-solving approaches in different situations SB11. refer anomalies to the line manager
	Analytical Thinking
	You need to know and understand how to: SB12. analyze data and activities SB13. configure data and disseminate relevant information to others SB14. pass on relevant information to others
	Critical Thinking
	You need to know and understand how to: SB15. provide opinions on work in a detailed and constructive way SB16. apply balanced judgments to different situations
	Attention to Detail
	You need to know and understand how to: SB17. check your work is complete and free from errors SB18. get your work checked by others

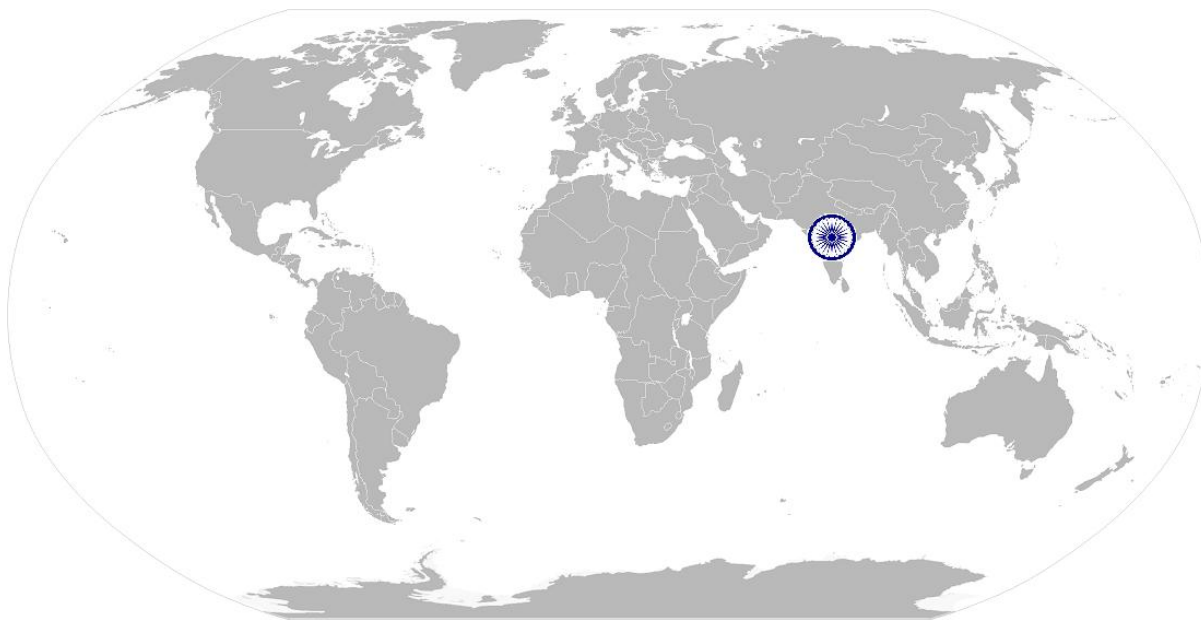
SSC/N0703 Create documents for knowledge sharing

	Team Working
	<p>You need to know and understand how to:</p> <p>SB19. work independently and collaboratively</p> <p>SB20. work effectively in a team environment</p> <p>SB21. contribute to the quality of team work</p>
C. Technical Skills	<p>You need to know and understand how to:</p> <p>SC1. use information technology effectively to input and/or extract data accurately</p> <p>SC2. identify and refer anomalies in data</p> <p>SC3. store and retrieve information</p> <p>SC4. agree to objectives and work requirements</p> <p>SC5. keep up to date with changes, procedures and practices in your role</p>



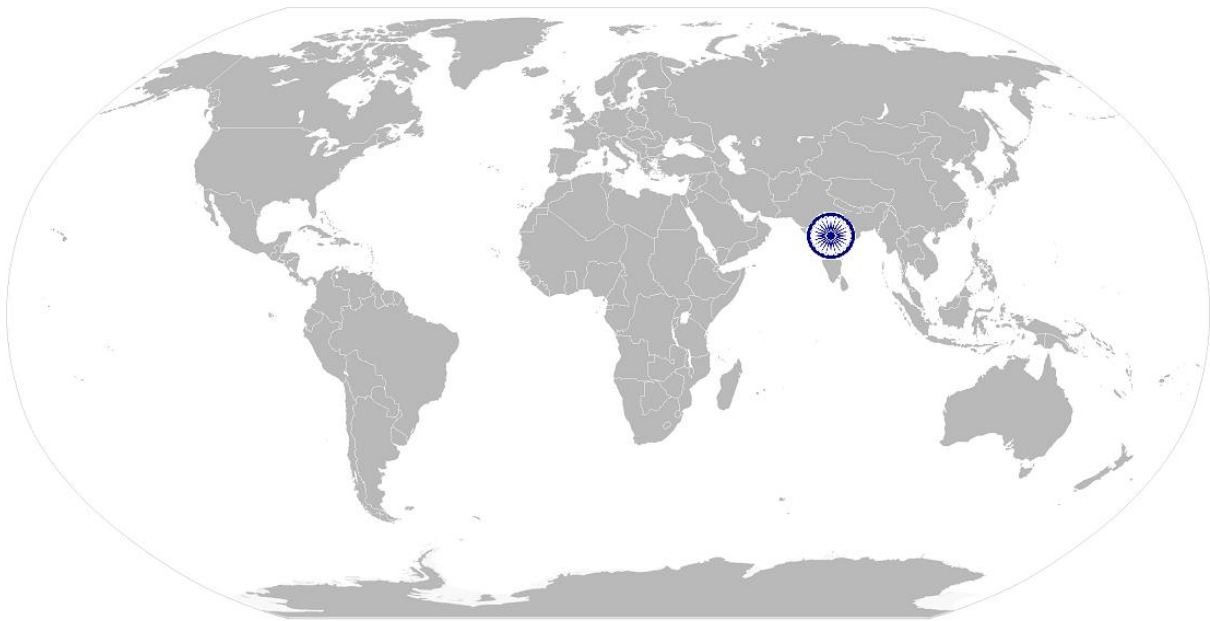
SSC/N0703 Create documents for knowledge sharing
NOS Version Control

NOS Code	SSC/N0703		
Credits(NSQF)	TBD	Version number	1.0
Industry	IT-ITeS	Drafted on	30/04/2013
Industry Sub-sector	IT Services	Last reviewed on	31/01/2015
		Next review date	31/03/2016



SSC/N9001Manage your work to meet requirements

National Occupational Standard



Overview

This unit is about planning and organizing your work in order to complete it to the required standards on time

SSC/N9001Manage your work to meet requirements

Applicable NOS Unit

Unit Code	SSC/N9001
Unit Title (Task)	Manage your work to meet requirements
Description	This unit is about planning and organizing your work in order to complete it on time and as per the required standard.
Scope	<p>This unit/task covers the following:</p> <p>Work requirements:</p> <ul style="list-style-type: none"> activities (what you are required to do) deliverables (the outputs of your work) quantity (the volume of work you are expected to complete) standards (what is acceptable performance, including compliance with Service Level Agreements) timing (when your work needs to be completed) <p>Appropriate people:</p> <ul style="list-style-type: none"> line manager the person requesting the work members of the team/department members from other teams/departments <p>Resources:</p> <ul style="list-style-type: none"> equipment materials information
Performance Criteria (PC) w.r.t. the Scope	
	<p>To be competent on the job, you must be able to:</p> <p>PC1. establish and agree your workrequirements with appropriate people</p> <p>PC2. keep your immediate work area clean and tidy</p> <p>PC3. utilize your time effectively</p> <p>PC4. use resources correctly and efficiently</p> <p>PC5. treat confidential information correctly</p> <p>PC6. work in line with your organization's policies and procedures</p> <p>PC7. work within the limits of your job role</p> <p>PC8. obtain guidance from appropriate people, where necessary</p> <p>PC9. ensure your work meets the agreed requirements</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. your organization's policies, procedures and priorities for your area of work and your role and responsibilities in carrying out your work</p> <p>KA2. limits of your responsibilities and when to involve others</p> <p>KA3. your specific work requirements and who these must be agreed with</p> <p>KA4. the importance of having a tidy work area and how to do this</p> <p>KA5. how to prioritize your workload according to urgency and importance and the benefits of this</p>

SSC/N9001Manage your work to meet requirements

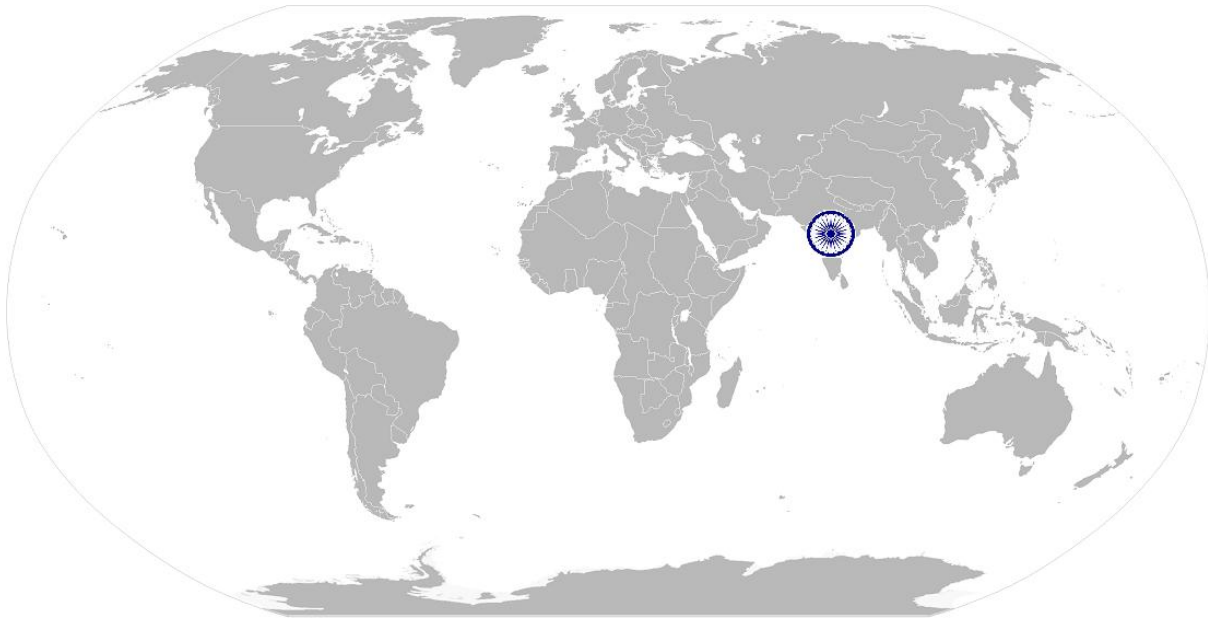
	<p>KA6. your organization's policies and procedures for dealing with confidential information and the importance of complying with these</p> <p>KA7. the purpose of keeping others updated with the progress of your work</p> <p>KA8. who to obtain guidance from and the typical circumstances when this may be required</p> <p>KA9. the purpose and value of being flexible and adapting work plans to reflect change</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. the importance of completing work accurately and how to do this</p> <p>KB2. appropriate timescales for completing your work and the implications of not meeting these for you and the organization</p> <p>KB3. resources needed for your work and how to obtain and use these</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>You need to know and understand how to:</p> <p>SA1. complete accurate work with attention to detail</p>
	Reading Skills
	<p>You need to know and understand how to:</p> <p>SA2. read instructions, guidelines, procedures, rules and service level agreements</p>
	Oral Communication (Listening and Speaking skills)
	<p>You need to know and understand how to:</p> <p>SA3. ask for clarification and advice from line managers</p> <p>SA4. communicate orally with colleagues</p>
B. Professional Skills	Decision Making
	<p>You need to know and understand how to:</p> <p>SB1. make a decision on a suitable course of action</p>
	Plan and Organize
	<p>You need to know and understand how to:</p> <p>SB2. plan and organize your work to achieve targets and deadlines</p> <p>SB3. agree objectives and work requirements</p>
	CustomerCentricity
	<p>You need to know and understand how to:</p> <p>SB4. deliver consistent and reliable service to customers</p> <p>SB5. check that your own work meets customer requirements</p>
	Problem Solving
	<p>You need to know and understand how to:</p> <p>SB6. refer anomalies to the line manager</p> <p>SB7. seek clarification on problems from others</p>

SSC/N9001Manage your work to meet requirements

	Analytical Thinking
	You need to know and understand how to: SB8. provide relevant information to others SB9. analyze needs, requirements and dependencies in order to meet your work requirements
	Critical Thinking
	You need to know and understand how to: SB10. apply judgments to different situations
	Attention to Detail
	You need to know and understand how to: SB11. check your work is complete and free from errors SB12. get your work checked by peers
	Team Working
	You need to know and understand how to: SB13. work effectively in a team environment
C. Technical Skills	You need to know and understand how to: SC1. use information technology effectively, to input and/or extract data accurately SC2. identify and refer anomalies in data SC3. store and retrieve information SC4. keep up to date with changes, procedures and practices in your role

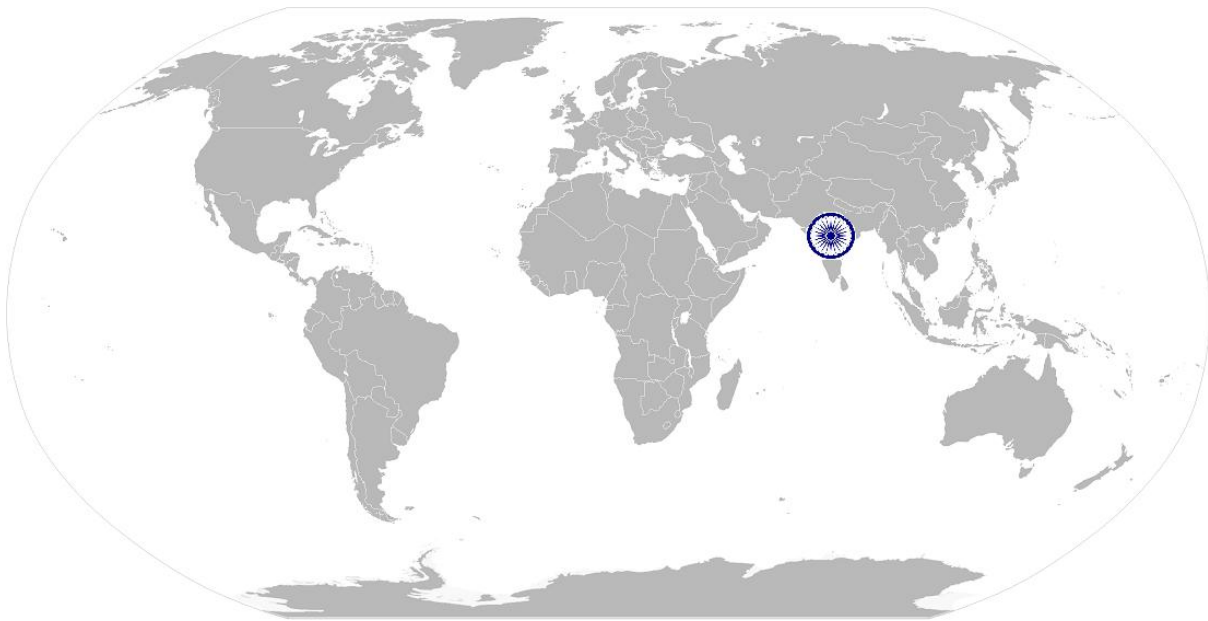
SSC/N9001Manage your work to meet requirements
NOS Version Control

NOS Code	SSC/N9001		
Credits(NSQF)	TBD	Version number	1.0
Industry	IT-ITeS	Drafted on	30/04/2013
Industry Sub-sector	IT Services	Last reviewed on	31/01/2015
		Next review date	31/03/2016



SSC/N9002 Work effectively with colleagues

National Occupational Standard



Overview

This unit is about working effectively with colleagues, either in your own work group or in other work groups within your organization.

SSC/N9002 Work effectively with colleagues

Applicable NOS Unit

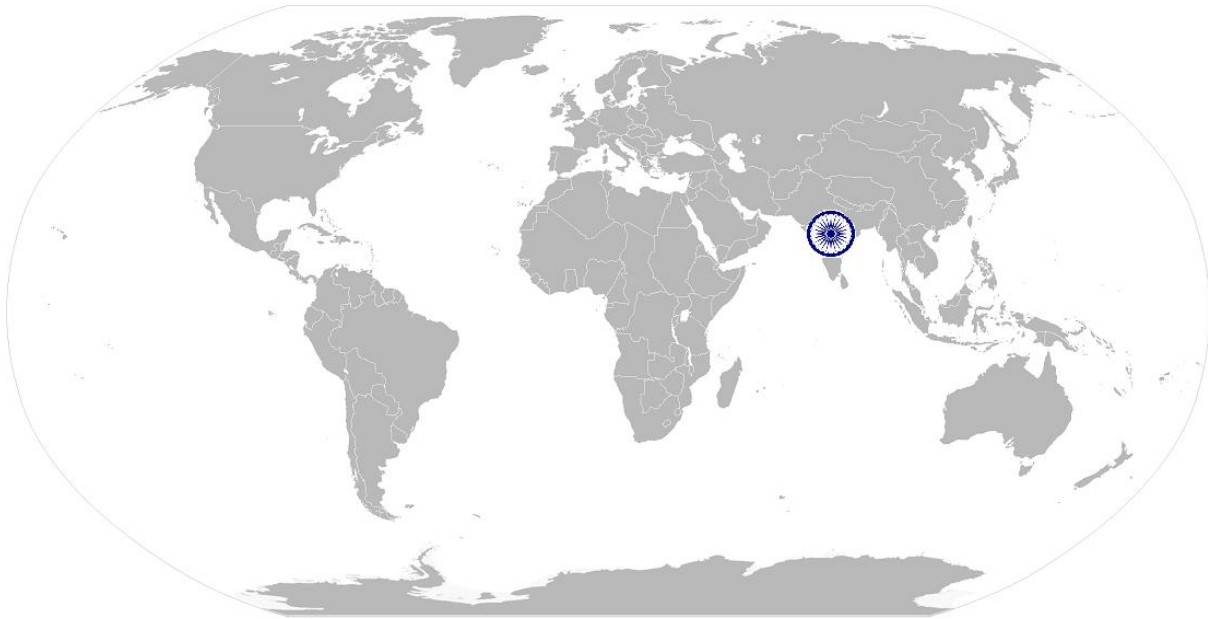
Unit Code	SSC/N9002
Unit Title (Task)	Work effectively with colleagues
Description	This unit is about working effectively with colleagues, either in your own work group or in other work groups within your organization.
Scope	<p>This unit/task covers the following:</p> <p>Colleagues:</p> <ul style="list-style-type: none"> line manager members of your own work group people in other work groups in your organization <p>Communicate:</p> <ul style="list-style-type: none"> face-to-face by telephone in writing
Performance Criteria (PC) w.r.t. the Scope	
	<p>To be competent, you must be able to:</p> <p>PC1. communicate with colleagues clearly, concisely and accurately</p> <p>PC2. work with colleagues to integrate your work effectively with them</p> <p>PC3. pass on essential information to colleagues in line with organizational requirements</p> <p>PC4. work in ways that show respect for colleagues</p> <p>PC5. carry out commitments you have made to colleagues</p> <p>PC6. let colleagues know in good time if you cannot carry out your commitments, explaining the reasons</p> <p>PC7. identify any problems you have working with colleagues and take the initiative to solve these problems</p> <p>PC8. follow the organization's policies and procedures for working with colleagues</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. your organization's policies and procedures for working with colleagues and your role and responsibilities in relation to this</p> <p>KA2. the importance of effective communication and establishing good working relationships with colleagues</p> <p>KA3. different methods of communication and the circumstances in which it is appropriate to use these</p> <p>KA4. benefits of developing productive working relationships with colleagues</p> <p>KA5. the importance of creating an environment of trust and mutual respect in an environment where you have no authority over those you are working with</p> <p>KA6. where you do not meet your commitments, the implications this will have on individuals and the organization</p>
B. Technical	You need to know and understand:

SSC/N9002 Work effectively with colleagues

Knowledge	<p>KB1. different types of information that colleagues might need and the importance of providing this information when it is required</p> <p>KB2. the importance of understanding problems from your colleague's perspective and how to provide support, where necessary, to resolve these</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to:
	SA1. complete accurate, well written work with attention to detail
	SA2. communicate effectively with colleagues in writing
	Reading Skills
	You need to know and understand how to:
B. Professional Skills	SA3. read instructions, guidelines, procedures, rules and service level agreements
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to:
	SA4. listen effectively and orally communicate information accurately
	SA5. ask for clarification and advice from line managers
	Decision Making
	You need to know and understand how to:
	SB1. make a decision on a suitable course of action
	Plan and Organize
	You need to know and understand how to:
	SB2. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	You need to know and understand how to:
	SB3. check that your own work meets customer requirements
	SB4. deliver consistent and reliable service to customers
	Problem Solving
	You need to know and understand how to:
	SB5. apply problem solving approaches in different situations
	Critical Thinking
	You need to know and understand how to:
	SB6. apply balanced judgments to different situations
	Attention to Detail
	You need to know and understand how to:
	SB7. check your work is complete and free from errors
	SB8. get your work checked by peers
	Team Working
	You need to know and understand how to:

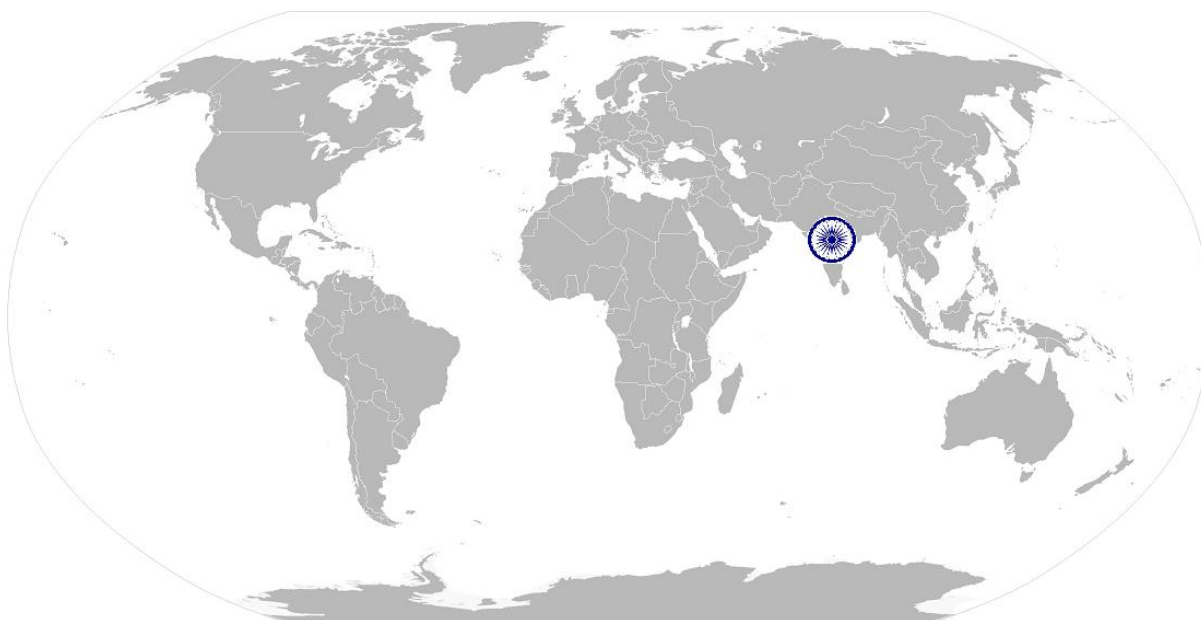
SSC/N9002 Work effectively with colleagues

	<p>SB9. work effectively in a team environment</p> <p>SB10. work effectively with colleagues and other teams</p> <p>SB11. treat other cultures with respect</p>
C. Technical Skills	<p>You need to know and understand how to:</p> <p>SC1. identify and refer anomalies</p> <p>SC2. reach agreements with colleagues</p> <p>SC3. keep up to date with changes, procedures and practices in your role</p>



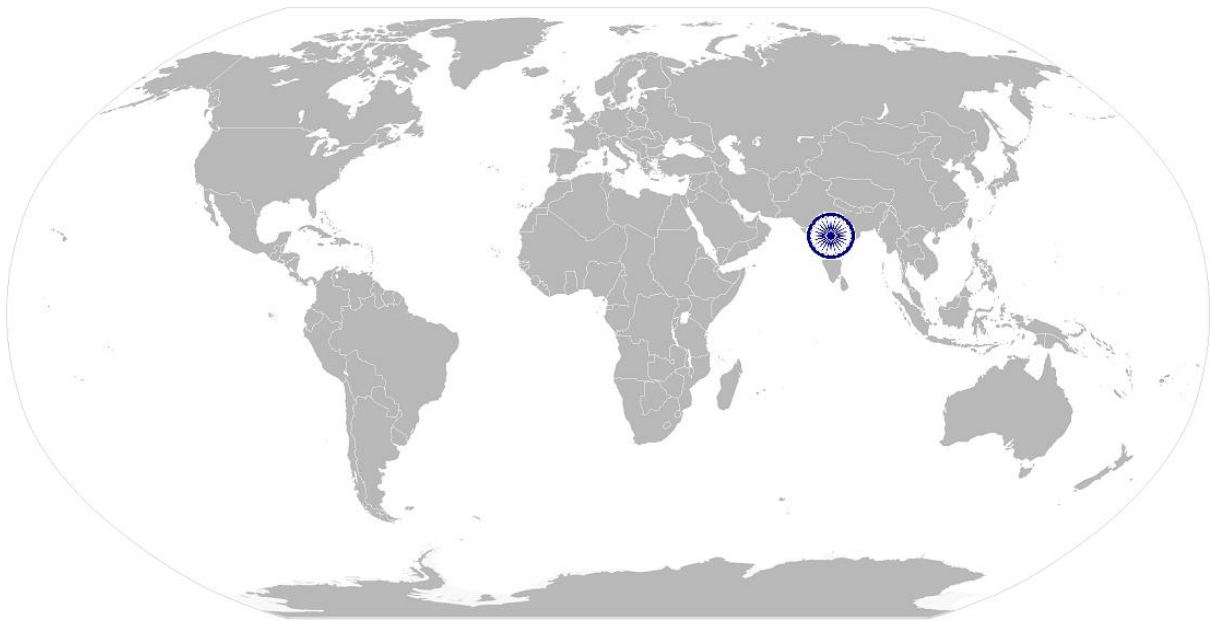
SSC/N9002 Work effectively with colleagues
NOS Version Control

NOS Code	SSC/N9002		
Credits(NSQF)	TBD	Version number	1.0
Industry	IT-ITeS	Drafted on	30/04/2013
Industry Sub-sector	IT Services	Last reviewed on	31/01/2015
		Next review date	31/03/2016



SSC/N9003 Maintain a healthy, safe and secure working environment

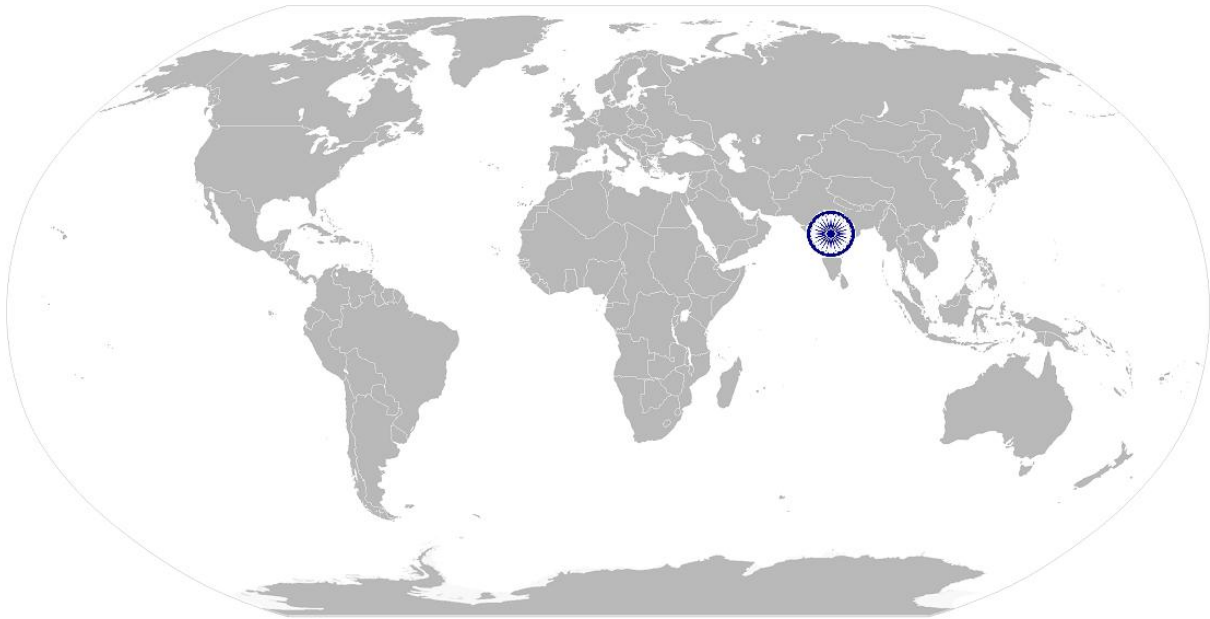
National Occupational Standard



Overview

This unit is about monitoring the working environment and making sure it meets requirements for health, safety and security.

SSC/N9003 Maintain a healthy, safe and secure working environment



SSC/N9003 Maintain a healthy, safe and secure working environment

Applicable NOS Unit

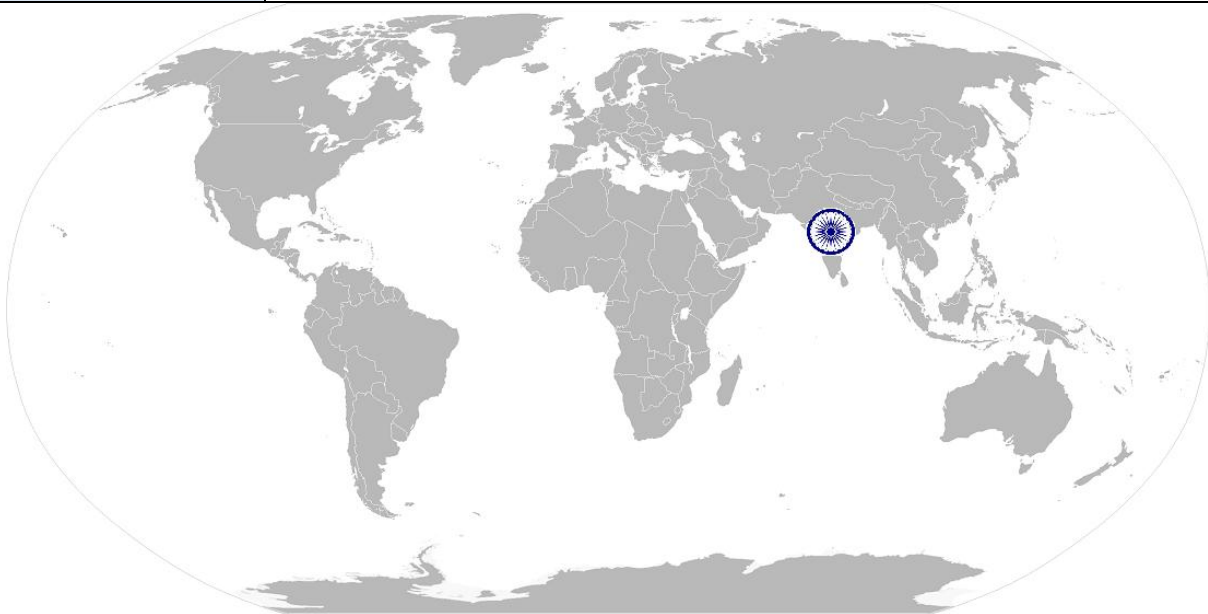
Unit Code	SSC/N9003
Unit Title (Task)	Maintain a healthy, safe and secure working environment
Description	This unit is about monitoring your working environment and making sure it meets requirements for health, safety and security.
Scope	<p>This unit/task covers the following:</p> <p>Emergency procedures:</p> <ul style="list-style-type: none"> • illness • accidents • fires • other reasons to evacuate the premises • breaches of security
Performance Criteria (PC) w.r.t. the Scope	
	<p>To be competent, you must be able to:</p> <p>PC1. comply with your organization's current health, safety and security policies and procedures</p> <p>PC2. report any identified breaches in health, safety, and security policies and procedures to the designated person</p> <p>PC3. identify and correct any hazards that you can deal with safely, competently and within the limits of your authority</p> <p>PC4. report any hazards that you are not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected</p> <p>PC5. follow your organization's emergency procedures promptly, calmly, and efficiently</p> <p>PC6. identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>PC7. complete any health and safety records legibly and accurately</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. legislative requirements and organization's procedures for health, safety and security and your role and responsibilities in relation to this</p> <p>KA2. what is meant by a hazard, including the different types of health and safety hazards that can be found in the workplace</p> <p>KA3. how and when to report hazards</p> <p>KA4. limits of your responsibility for dealing with hazards</p> <p>KA5. your organization's emergency procedures for different emergency situations and the importance of following these</p> <p>KA6. the importance of maintaining high standards of health, safety and security</p> <p>KA7. implications that any non-compliance with health, safety and security may have on individuals and the organization</p>

SSC/N9003 Maintain a healthy, safe and secure working environment

B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. different types of breaches in health, safety and security and how and when to report these</p> <p>KB2. evacuation procedures for workers and visitors</p> <p>KB3. how to summon medical assistance and the emergency services, where necessary</p> <p>KB4. how to use the health, safety and accident reporting procedures and the importance of these</p> <p>KB5. government agencies in the areas of safety, health and security and their norms and services</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>You need to know and understand how to:</p> <p>SA1. complete accurate, well written work with attention to detail</p>
	Reading Skills
	<p>You need to know and understand how to:</p> <p>SA2. read instructions, guidelines, procedures, rules and service level agreements</p>
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	Decision Making
	<p>You need to know and understand how to:</p> <p>SB1. make a decision on a suitable course of action</p>
	Plan and Organize
	<p>You need to know and understand how to:</p> <p>SB2. plan and organize your work to meet health, safety and security requirements</p>
	CustomerCentricity
	<p>You need to know and understand how to:</p> <p>SB3. build and maintain positive and effective relationships with colleagues and customers</p>
	Problem Solving
	<p>You need to know and understand how to:</p> <p>SB4. apply problem solving approaches in different situations</p>
	Analytical Thinking
	<p>You need to know and understand how to:</p> <p>SB5. analyze data and activities</p>
	Critical Thinking
	<p>You need to know and understand how to:</p>

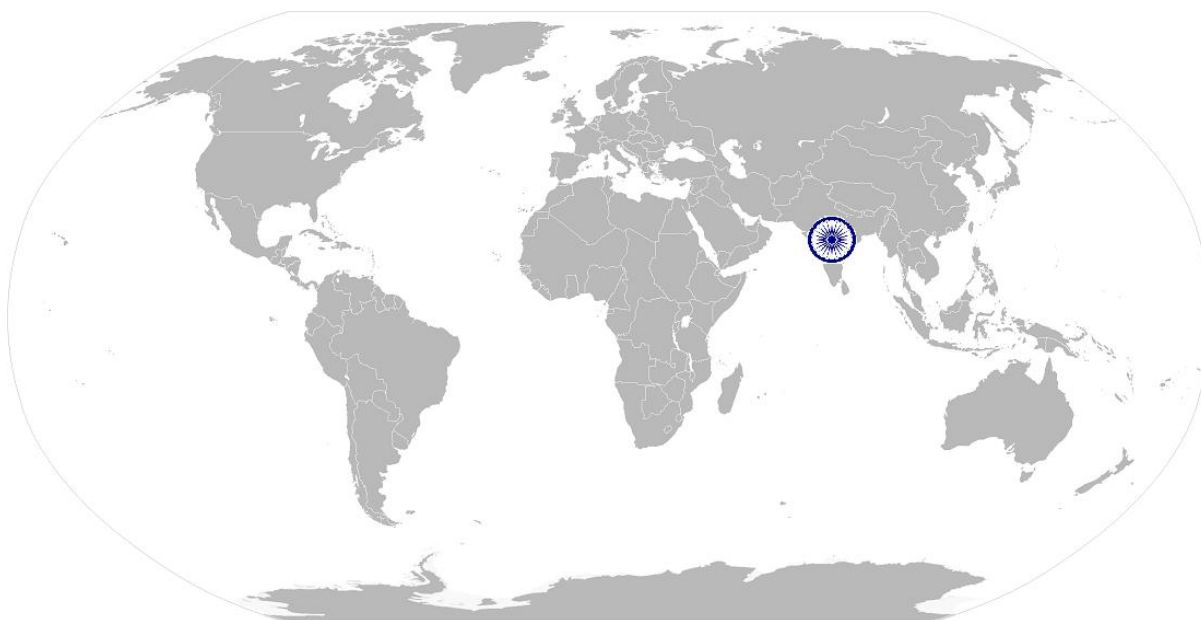
SSC/N9003 Maintain a healthy, safe and secure working environment

	SB6. apply balanced judgments to different situations
	Attention to Detail
	You need to know and understand how to:
	SB7. check your work is complete and free from errors
	SB8. get your work checked by peers
	Team Working
	You need to know and understand how to:
	SB9. work effectively in a team environment
C. Technical Skills	You need to know and understand how to:
	SC1. identify and refer anomalies
	SC2. help reach agreement with colleagues
	SC3. keep up to date with changes, procedures and practices in your role



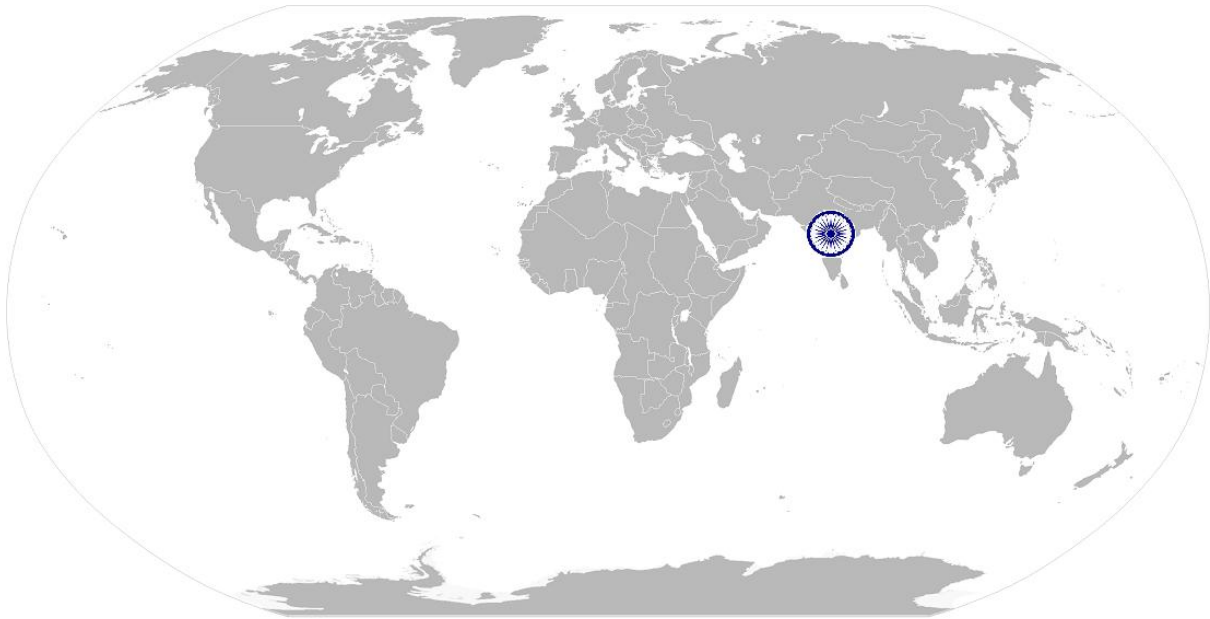
SSC/N9003 Maintain a healthy, safe and secure working environment
NOS Version Control

NOS Code	SSC/N9003		
Credits(NSQF)	TBD	Version number	1.0
Industry	IT-ITeS	Drafted on	30/04/2013
Industry Sub-sector	IT Services	Last reviewed on	31/01/2015
		Next review date	31/03/2016



SSC/N9004 Provide data/information in standard formats

National Occupational Standard



Overview

This unit is about providing specified data/information related to your work in templates or other standard formats

SSC/N9004 Provide data/information in standard formats


Applicable NOS Unit

Unit Code	SSC/N9004
Unit Title (Task)	Provide data/information in standard formats
Description	This unit is about providing specified data/information related to your work in templates or other standard formats.
Scope	<p>This unit/task covers the following:</p> <p>Appropriate people:</p> <ul style="list-style-type: none"> • line manager • members of your own work group • people in other work groups in your organization • subject matter experts <p>Data/information:</p> <ul style="list-style-type: none"> • quantitative • qualitative <p>Sources:</p> <ul style="list-style-type: none"> • within your organization • outside your organization <p>Formats:</p> <ul style="list-style-type: none"> • paper-based • electronic
Performance Criteria (PC) w.r.t. the Scope	
	<p>To be competent, you must be able to:</p> <p>PC1. establish and agree with appropriate people the data/information you need to provide, the formats in which you need to provide it, and when you need to provide it</p> <p>PC2. obtain the data/information from reliable sources</p> <p>PC3. check that the data/information is accurate, complete and up-to-date</p> <p>PC4. obtain advice or guidance from appropriate people where there are problems with the data/information</p> <p>PC5. carry out rule-based analysis of the data/information, if required</p> <p>PC6. insert the data/information into the agreed formats</p> <p>PC7. check the accuracy of your work, involving colleagues where required</p> <p>PC8. report any unresolved anomalies in the data/information to appropriate people</p> <p>PC9. provide complete, accurate and up-to-date data/information to the appropriate people in the required formats on time</p>
Knowledge and Understanding (K)	
A. Organizational	You need to know and understand:

SSC/N9004 Provide data/information in standard formats

Context (Knowledge of the company/ organization and its processes)	KA1. your organization's procedures and guidelines for providing data/information in standard formats and your role and responsibilities in relation to this KA2. the knowledge management culture of your organization KA3. your organization's policies and procedures for recording and sharing information and the importance of complying with these KA4. the importance of validating data/information before use and how to do this KA5. procedures for updating data in appropriate formats and with proper validation KA6. the purpose of the CRM database KA7. how to use the CRM database to record and extract information KA8. the importance of having your data/information reviewed by others KA9. the scope of any data/information requirements including the level of detail required KA10. the importance of keeping within the scope of work and adhering to timescales
B. Technical Knowledge	You need to know and understand: KB1. data/information you may need to provide including the sources and how to do this KB2. templates and formats used for data/information including their purpose and how to use these KB3. different techniques used to obtain data/information and how to apply these KB4. how to carry out rule-based analysis on the data/information KB5. typical anomalies that may occur in data/information KB6. who to go to in the event of inaccurate data/information and how to report this
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. complete accurate, well written work with attention to detail
	Reading Skills
	You need to know and understand how to: SA2. read instructions, guidelines, procedures, rules and service level agreements
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA3. listen effectively and orally communicate information accurately
B. Professional Skills	Decision Making
	You need to know and understand how to: SB1. follow rule-based decision-making processes SB2. make a decision on a suitable course of action

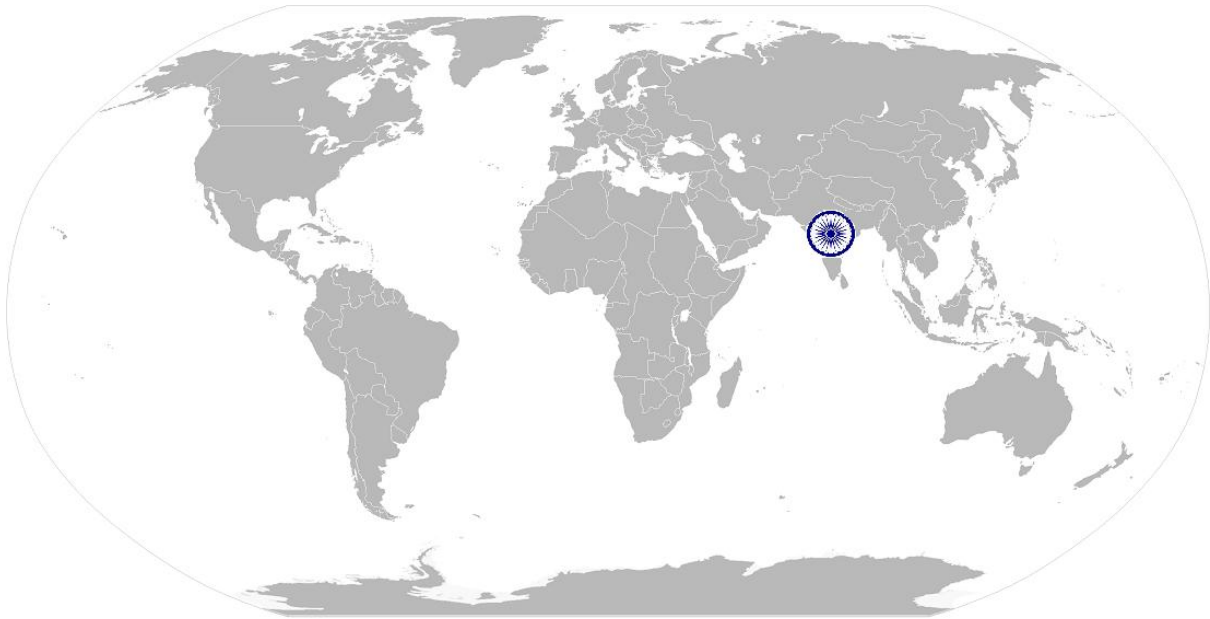
SSC/N9004 Provide data/information in standard formats

	Plan and Organize
	You need to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	CustomerCentricity
	You need to know and understand how to: SB4. check that your own work meets customer requirements SB5. meet and exceed customer expectations
	Problem Solving
	You need to know and understand how to: SB6. apply problem solving approaches in different situations
	Analytical Thinking
	You need to know and understand how to: SB7. configure data and disseminate relevant information to others
	Critical Thinking
	You need to know and understand how to: SB8. apply balanced judgments to different situations
	Attention to Detail
	You need to know and understand how to:  SB9. check your work is complete and free from errors SB10. get your work checked by peers
C. Technical Skills	Team Working
	You need to know and understand how to: SB11. work effectively in a team environment
	You need to know and understand how to:
	SC1. use information technology effectively, to input and/or extract data accurately
	SC2. validate and update data
	SC3. identify and refer anomalies in data
	SC4. store and retrieve information
	SC5. share information using standard formats and templates
	SC6. keep up to date with changes, procedures and practices in your role

SSC/N9004 Provide data/information in standard formats

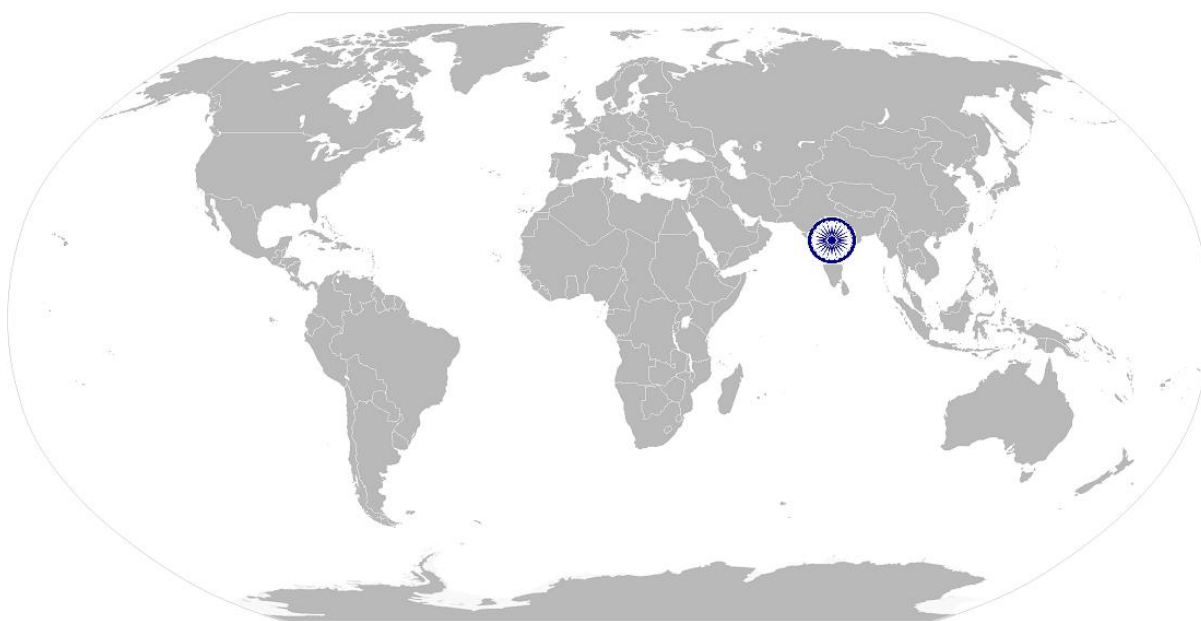
NOS Version Control

NOS Code	SSC/N9004		
Credits(NSQF)	TBD	Version number	1.0
Industry	IT-ITeS	Drafted on	30/04/2013
Industry Sub-sector	IT Services	Last reviewed on	31/01/2015
		Next review date	31/03/2016



SSC/N9005 Develop your knowledge, skills and competence

National Occupational Standard



Overview

This unit is about taking action to ensure you have the knowledge and skills you need to perform competently in your current job role and to take on new responsibilities, where required.

SSC/N9005 Develop your knowledge, skills and competence

Applicable NOS Unit	Unit Code	SSC/N9005
	Unit Title (Task)	Develop your knowledge, skills and competence
	Description	<p>This unit is about taking action to ensure you have the knowledge and skills you need to perform competently in your current job role and to take on new responsibilities, where required.</p> <p><i>Competence</i> is defined as: the application of knowledge and skills to perform to the standards required.</p>
	Scope	<p>This unit/task covers the following:</p> <p>Appropriate people may be:</p> <ul style="list-style-type: none"> • line manager • human resources specialists • learning and development specialists • peers <p>Job role:</p> <ul style="list-style-type: none"> • current responsibilities as defined in your job description • possible future responsibilities <p>Learning and development activities:</p> <ul style="list-style-type: none"> • formal education and training programs, leading to certification • non-formal activities (such as private study, learning from colleagues, project work), designed to meet learning and development objectives but without certification <p>Appropriate action may be:</p> <ul style="list-style-type: none"> • undertaking further learning and development activities • finding further opportunities to apply your knowledge and skills
	Performance Criteria (PC) w.r.t. the Scope	
		<p>To be competent, you must be able to:</p> <p>PC1. obtain advice and guidance from appropriate people to develop your knowledge, skills and competence</p> <p>PC2. identify accurately the knowledge and skills you need for your job role</p> <p>PC3. identify accurately your current level of knowledge, skills and competence and any learning and development needs</p> <p>PC4. agree with appropriate people on a plan of learning and development activities to address your learning needs</p> <p>PC5. undertake learning and development activities in line with your plan</p> <p>PC6. apply your new knowledge and skills in the workplace, under supervision</p> <p>PC7. obtain feedback from appropriate people on your knowledge and skills and how effectively you apply them</p>

SSC/N9005 Develop your knowledge, skills and competence

	PC8. review your knowledge, skills and competence regularly and take appropriate action
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. your organization's procedures and guidelines for developing your knowledge, skills and competence and your role and responsibilities in relation to this</p> <p>KA2. the importance of developing your knowledge, skills and competence to you and your organization</p> <p>KA3. different methods used by your organization to review skills and knowledge including:</p> <ul style="list-style-type: none"> • training needs analyses • skills needs analyses • performance appraisals <p>KA4. how to review your knowledge and skills against your job role using different methods and analyses</p> <p>KA5. different types of learning and development activities available for your job role and how to access these</p> <p>KA6. how to produce a plan to address your learning and development needs, who to agree it with and the importance of undertaking the planned activities</p> <p>KA7. different types of support available to help you plan and undertake learning and development activities and how to access these</p> <p>KA8. why it is important to maintain records of your learning and development</p> <p>KA9. methods of obtaining and accepting feedback from appropriate people on your knowledge skills and competence</p> <p>KA10. how to use feedback to develop in your job role</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. the knowledge and skills required in your job role</p> <p>KB2. your current learning and development needs in relation to your job role</p> <p>KB3. different types of learning styles and methods including those that help you learn best</p> <p>KB4. the importance of taking responsibility for your own learning and development</p> <p>KB5. to the importance of learning and practicing new concepts, theory and how to apply these in the work environment or on samples.</p> <p>KB6. how to explore sample problems and apply solutions</p>
Skills (S)	
A. Core Skills/	Writing Skills

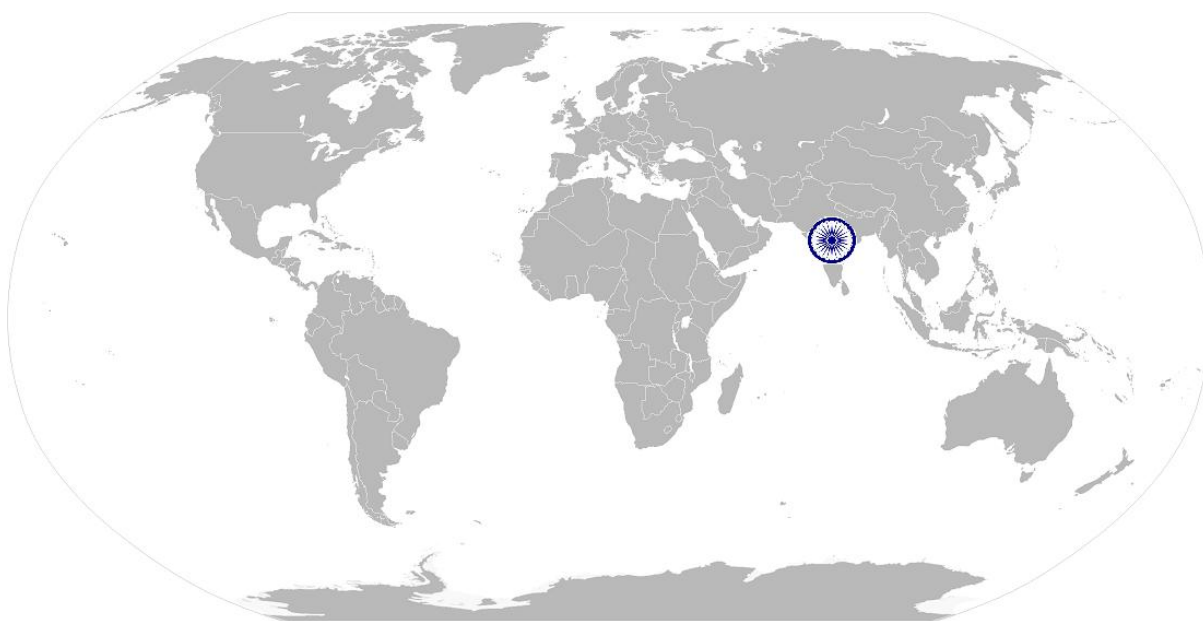
SSC/N9005 Develop your knowledge, skills and competence

Generic Skills	You need to know and understand how to: SA1. communicate with colleagues in writing
	Reading Skills
	You need to know and understand how to: SA2. read instructions, guidelines and procedures
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA3. ask for clarification and advice from line managers
B. Professional Skills	Decision Making
	You need to know and understand how to: SB1. make a decision on a suitable course of action
	Plan and Organize
	You need to know and understand how to: SB2. plan and organize your work to achieve targets and deadlines
	CustomerCentricity
	You need to know and understand how to: SB3. check that your own work meets customer requirements
	Problem Solving
	You need to know and understand how to: SB4. refer anomalies to the line manager
	Analytical Thinking
	You need to know and understand how to: SB5. analyze data and activities
	Critical Thinking
	You need to know and understand how to: SB6. apply balanced judgments to different situations
	Attention to Detail
	You need to know and understand how to: SB7. check your work is complete and free from errors SB8. get your work checked by peers
	Team Working
	You need to know and understand how to: SB9. work effectively in a team environment
C. Technical Skills	You need to know and understand how to: SC1. use information technology effectively SC2. agree objectives and work requirements SC3. keep up to date with changes, procedures and practices in your role

SSC/N9005 Develop your knowledge, skills and competence

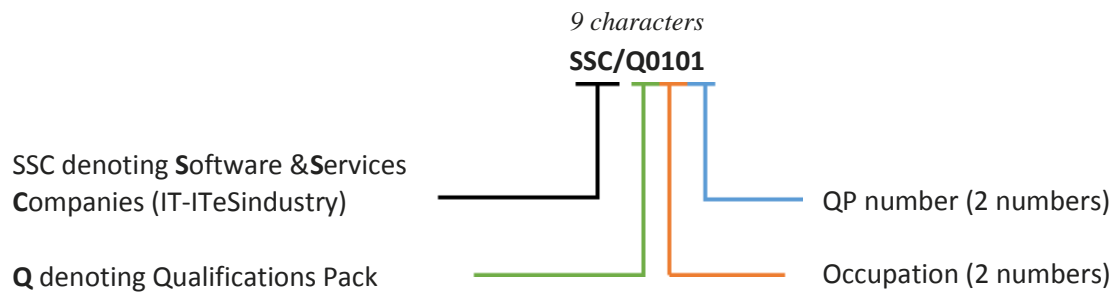
NOS Version Control

NOS Code	SSC/N9005		
Credits(NSQF)	TBD	Version number	1.0
Industry	IT-ITes	Drafted on	30/04/2013
Industry Sub-sector	IT Services	Last reviewed on	31/01/2015
		Next review date	31/03/2016

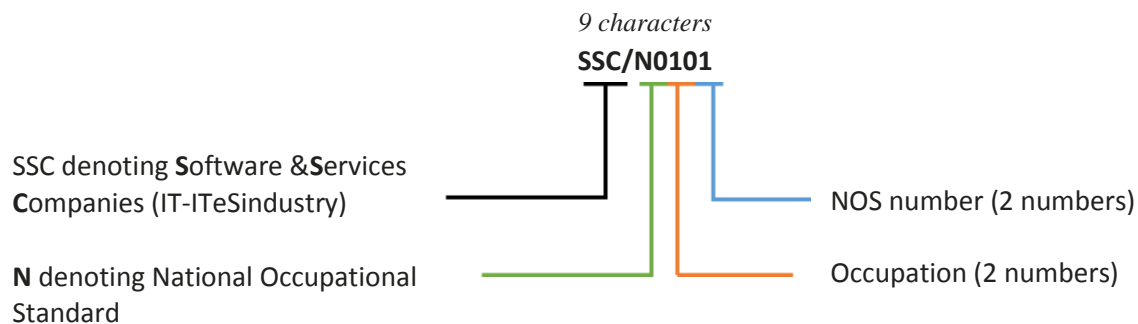


Nomenclature for QP and NOS Units

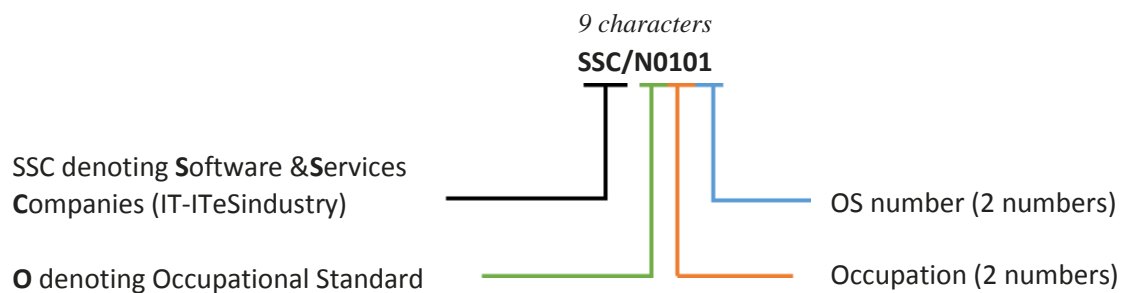
Qualifications Pack



National Occupational Standard



Occupational Standard



It is important to note that an OS unit can be denoted with either an 'O' or an 'N'.

- If an OS unit denotes 'O', it is an OS unit that is an international standard. An example of OS unit denoting 'O' is SSC/O0101.
- If an OS unit denotes 'N', it is an OS unit that is a national standard and is applicable only for the Indian IT-ITeS industry. An example of OS unit denoting 'N' is SSC/N0101

Nomenclature for QP and NOS Units

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

Sub-Sector	Range of Occupation numbers
IT Service(ITS)	01-20
Business Process Management (BPM)	21-40
Engg. and R&D(ERD)	41-60
Software Products(SPD)	61-80

Sequence	Description	Example
Three letters	Industry name (Software&Service Companies)	SSC
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation Code	01
Next two numbers	OS number	01

Criteria for Assessment of Trainees

Job Role	Analyst
Qualification Pack	SSC/Q0701
Sector Skill Council	IT-ITes

Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack (QP) will be created by the Sector Skill Council (SSC). Each performance criteria (PC) will be assigned Theory and Skill/Practical marks proportional to its importance in NOS.
2. The assessment will be conducted online through assessment providers authorised by SSC.
3. Format of questions will include a variety of styles suitable to the PC being tested such as multiple choice questions, fill in the blanks, situational judgement test, simulation and programming test.
4. To pass a QP, a trainee should pass each individual NOS. Standard passing criteria for each NOS is 70%.
5. For latest details on the assessment criteria, please visit www.sscnasscom.com.

				Marks Allocation	
Assessment Outcomes	Assessment Criteria for Outcomes	Total Mark	Out of	Theory	Skills Practical
1.SSC/N0701 (Support As-Is analysis for IT projects)	PC1. establish your role and responsibilities in supporting As-Is analysis for IT projects	100	5	5	0
	PC2. obtain sufficient data/information from sales teams to be able to describe project requirements		5	5	0
	PC3. identify any issues with project requirements and obtain clarification of these issues from appropriate people		5	5	0
	PC4. summarize project requirements using standard templates and tools		5	0	5
	PC5. obtain sufficient, relevant documents/artifacts from clients to be able to describe As-Is situations		10	0	10
	PC6. identify any issues with the documents/artifacts and obtain clarification of these issues from appropriate people		10	0	10
	PC7. extract relevant data/information from documents/artifacts		10	0	10
	PC8. structure relevant data/information in formats suitable for analysis using standard templates and tools		10	0	10
	PC9. review data/information with appropriate people and incorporate their inputs		10	0	10
	PC10. contribute to analysis and presentation of As-Is situations, where required		10	0	10

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	PC11. obtain advice and guidance on As-Is analysis from appropriate people, where required		10	10	0
	PC12. comply with your organization's policies, standards, procedures and guidelines when supporting As-Is analysis		10	0	10
		Total	100	25	75
2.SSC/N0702 (Support preparation of To-Be situations and roadmaps for IT projects)	PC1. establish your role and responsibilities in supporting the preparation of To-Be situations and roadmaps for IT projects	100	10	10	0
	PC2. undertake sufficient research to identify the range of opportunities and constraints relevant to IT projects		15	0	15
	PC3. analyze relevant opportunities and constraints to identify optimal To-Be situations		15	0	15
	PC4. present To-Be situations to appropriate people using standard templates and tools		15	0	15
	PC5. incorporate inputs from appropriate people into To-Be situations for presentation to clients		10	10	0
	PC6. contribute to preparing roadmaps to arrive at To-Be situations, where required		15	0	15
	PC7. obtain advice and guidance on To-Be situations and roadmaps for IT projects from appropriate people, where required		10	10	0
	PC8. comply with your organization's policies, standards, procedures and guidelines when supporting preparation of To-Be situations and roadmaps for IT projects.		10	0	10
		Total	100	30	70
3.SSC/N0703 (Create documents for knowledge sharing)	PC1. establish with appropriate people the purpose, scope, formats and target audience for the documents	100	5	5	0
	PC2. access existing documents, language standards, templates and documentation tools from your organization's knowledge base		15	0	15
	PC3. liaise with appropriate people to obtain and verify the information required for the documents		5	5	0
	PC4. confirm the content and structure of the documents with appropriate people		10	0	10
	PC5. create documents using standard templates and agreed language standards		25	0	25
	PC6. review documents with appropriate people and incorporate their inputs		10	0	10
	PC7. submit documents for approval by		5	5	0

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	appropriate people				
	PC8. publish documents in agreed formats		5	5	0
	PC9. update your organization's knowledge base with the documents		5	5	0
	PC10. comply with your organization's policies, procedures and guidelines when creating documents for knowledge sharing		15	0	15
		Total	100	25	75
4.SSC/N9001 (Manage your work to meet requirements)	PC1. establish and agree your workrequirements with appropriate people	100	6.25	0	6.25
	PC2. keep your immediate work area clean and tidy		12.5	6.25	6.25
	PC3. utilize your time effectively		12.5	6.25	6.25
	PC4. use resources correctly and efficiently		18.75	6.25	12.5
	PC5. treat confidential information correctly		6.25	0	6.25
	PC6. work in line with your organization's policies and procedures		12.5	0	12.5
	PC7. work within the limits of your job role		6.25	0	6.25
	PC8. obtain guidance from appropriate people , where necessary		6.25	0	6.25
	PC9. ensure your work meets the agreed requirements		18.75	6.25	12.5
		Total	100	25	75
5.SSC/N9002 (Work effectively with colleagues)	PC1. communicate with colleagues clearly, concisely and accurately	100	20	0	20
	PC2. work with colleagues to integrate your work effectively with theirs		10	0	10
	PC3. pass on essential information to colleagues in line with organizational requirements		10	10	0
	PC4. work in ways that show respect for colleagues		20	0	20
	PC5. carry out commitments you have made to colleagues		10	0	10
	PC6. let colleagues know in good time if you cannot carry out your commitments, explaining the reasons		10	10	0
	PC7. identify any problems you have working with colleagues and take the initiative to solve these problems		10	0	10
	PC8. follow the organization's policies and procedures for working with colleagues		10	0	10
		Total	100	20	80
6.SSC/N9003 (Maintain a healthy, safe and secure working environment)	PC1. comply with your organization's current health, safety and security policies and procedures	100	20	10	10

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	PC2. report any identified breaches in health, safety, and security policies and procedures to the designated person		10	0	10
	PC3. identify and correct any hazards that you can deal with safely, competently and within the limits of your authority		20	10	10
	PC4. report any hazards that you are not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected		10	0	10
	PC5. follow your organization's emergency procedures promptly, calmly, and efficiently		20	10	10
	PC6. identify and recommend opportunities for improving health, safety, and security to the designated person		10	0	10
	PC7. complete any health and safety records legibly and accurately		10	0	10
		Total	100	30	70
7.SSC/N9004 (Provide data/information in standard formats)	PC1. establish and agree with appropriate people the data/information you need to provide, the formats in which you need to provide it, and when you need to provide it	100	12.5	12.5	0
	PC2. obtain the data/information from reliable sources		12.5	0	12.5
	PC3. check that the data/information is accurate, complete and up-to-date		12.5	6.25	6.25
	PC4. obtain advice or guidance from appropriate people where there are problems with the data/information		6.25	0	6.25
	PC5. carry out rule-based analysis of the data/information, if required		25	0	25
	PC6. insert the data/information into the agreed formats		12.5	0	12.5
	PC7. check the accuracy of your work, involving colleagues where required		6.25	0	6.25
	PC8. report any unresolved anomalies in the data/information to appropriate people		6.25	6.25	0
	PC9. provide complete, accurate and up-to-date data/information to the appropriate people in the required formats on time		6.25	0	6.25
		Total	100	25	75
8.SSC/N9005 (Develop your knowledge, skills and competence)	PC1. obtain advice and guidance from appropriate people to develop your knowledge, skills and competence	100	10	0	10
	PC2. identify accurately the knowledge and skills you need for your job role		10	0	10
	PC3. identify accurately your current level of knowledge, skills and competence and any learning and development needs		20	10	10

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	PC4. agree with appropriate people a plan of learning and development activities to address your learning needs		10	0	10
	PC5. undertake learning and development activities in line with your plan		20	10	10
	PC6. apply your new knowledge and skills in the workplace, under supervision		10	0	10
	PC7. obtain feedback from appropriate people on your knowledge and skills and how effectively you apply them		10	0	10
	PC8. review your knowledge, skills and competence regularly and take appropriate action		10	0	10
		Total	100	20	80