



# Model Curriculum

**QP Name: Mutual Fund Distributor**

**QP Code: BSC/Q3802**

**QP Version: 5.0**

**NSQF Level: 4**

**Model Curriculum Version: 5.0**

Banking, Financial Services & Insurance (BFSI) Sector Skill  
Council of India 1407, Lodha Supremus Powai, Opp Saki Vihar Telephone Exchange,  
Saki Vihar Road,

Powai Mumbai – 400072

# Training Parameters

<b>Sector</b>	BFSI
<b>Sub-Sector</b>	Fund Investment & Services
<b>Occupation</b>	Independent Financial Advisory and Agency
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/3311.0202
<b>Minimum Educational Qualification and Experience</b>	<p>12th grade pass with no experience</p> <p>OR</p> <p>Completed 2nd year of 3-year diploma (after 10th) with no experience</p> <p>OR</p> <p>11th Grade Pass with 1.5 year relevant experience</p> <p>OR</p> <p>10th Grade Pass with 3 years relevant experience</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level 3.5 with 1.5 years relevant experience</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level 3.0 with 3 years relevant experience</p>
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	7th Oct 2025
<b>Next Review Date</b>	7th Oct 2028
<b>NSQC Approval Date</b>	7th Oct 2025
<b>QP Version</b>	5.0
<b>Model Curriculum Creation Date</b>	7th Oct 2025
<b>Model Curriculum Valid Up to Date</b>	7th Oct 2028

<b>Model Curriculum Version</b>	5.0
<b>Minimum Duration of the Course</b>	480 Hours, 0 Minutes
<b>Maximum Duration of the Course</b>	480 Hours, 0 Minutes

# Program Overview

This section summarizes the end objectives of the program along with its duration.

## Training Outcomes

At the end of the program, the learner will be able to:

- Explain the structure, benefits, and risks of various mutual fund schemes, including equity, debt, hybrid, and sectoral funds.
- Demonstrate the process of identifying potential investors, assessing their financial goals, and recommending suitable mutual fund products.
- Perform the end-to-end procedure for mutual fund application submission, KYC documentation, and compliance with SEBI and AMFI regulations.

## Compulsory Modules

The table lists the modules, their duration and mode of delivery.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>BSC/N3810: Identify and approach potential clients</b> NOS Version - 2.0 NSQF Level - 4	30:00	40:00	50:00	-	120:00
Module 1: Introduction to the Banking Sector and the Job Role of Mutual Fund Distributor	10:00	0:00	00:00	-	10:00
Module 2: Identify and approach potential clients	20:00	40:00	50:00	-	110:00
<b>BSC/N3811: Assist clients in mutual fund application and KYC process</b> NOS Version - 2.0 NSQF Level - 4	30:00	40:00	50:00	-	120:00
Module 3: Assist clients in mutual fund application and KYC process	30:00	40:00	50:00	-	120:00

<b>BSC/N3820: Provide ongoing support for investment portfolio monitoring and redemptions</b> NOS Version - 2.0 NSQF Level - 4	30:00	40:00	50:00	-	120:00
Module 3: Provide ongoing support for investment portfolio monitoring and redemptions	30:00	40:00	50:00	-	120:00
<b>BSC/N3821: Ensure compliance and regulatory reporting</b> NOS Version - 2.0 NSQF Level - 4	10:00	20:00	30:00	-	60:00
Module 3: Ensure compliance and regulatory reporting	10:00	20:00	30:00	-	60:00
<b>DGT/VSQ/N0102, V2.0 Employability Skills (60 Hours)</b> NOS Version - 3.0 NSQF Level - 4	24:00	36:00	00:00	-	60:00
Module 4: Employability Skills	24:00	36:00	00:00	-	60:00
<b>Total Duration</b>	<b>124:00</b>	<b>176:00</b>	<b>180:00</b>	<b>-</b>	<b>480:00</b>

# Module Details

## Module 1: Introduction to the Banking Sector and the Job Role of Mutual Fund Distributor

Mapped to BSC/N3810, v1.0

### Terminal Outcomes:

- Outline the overview of Skill India Mission
- Discuss the banking industry and its sub-sectors
- Define the role and responsibilities of Mutual Fund Distributor

<b>Duration:</b> 10:00	<b>Duration:</b> 00:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>● Discuss the objectives and benefits of the Skill India Mission</li> <li>● Describe the scope of banking industry and its sub-sectors</li> <li>● Discuss job role and opportunities for a Mutual Fund Distributor</li> <li>● List the basic terminologies used in banking services</li> </ul>	NA
<b>Classroom Aids</b>	
Training Kit (Trainer Guide, Presentations), Whiteboard, Markers, Notebooks, Pens, Audio-visual training materials, Laptop with an Internet connection, projector or large screen, Speakers.	
<b>Tools, Equipment and Other Requirements</b>	
NA	

## Module 2: Identify and approach potential clients

Mapped to BSC/N3810, v1.0

### Terminal Outcomes:

- Identify potential investors through market research and lead generation techniques aligned with investment preferences and financial demographics.
- Explain the features, advantages, and associated risks of various mutual fund schemes to prospective investors in a clear and compliant manner.
- Assess investor profiles by evaluating financial goals, risk appetite, and time horizons to recommend suitable mutual fund products.
- Demonstrate the procedure to maintain accurate and up-to-date records of potential investors.

<b>Duration:</b> 32:00	<b>Duration:</b> 54:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>● Explain the concept of mutual funds and their structure, including types like equity, debt, hybrid, and sectoral funds.</li><li>● Describe the benefits of mutual fund investments such as diversification, liquidity, and professional management.</li><li>● Outline the risks associated with mutual fund investments including market, interest rate, and credit risks.</li><li>● Explain the importance of assessing investor profiles including risk appetite, financial goals, and investment timelines.</li><li>● Discuss regulatory requirements and disclosures such as fund-related fees, exit loads, and taxation implications.</li><li>● Identify the key elements of successful investor communication and how to address product-related queries.</li></ul>	<ul style="list-style-type: none"><li>● Demonstrate how to identify potential clients based on financial demographics and investment preferences.</li><li>● Use online platforms, referrals, and business networks to generate investor leads.</li><li>● Utilize conversational skills to engage with prospective investors (including HNIs and businesses) to explain mutual fund benefits and schemes.</li><li>● Employ appropriate techniques to evaluate client financial goals and match them with suitable mutual fund schemes.</li><li>● Show how to maintain a structured client database.</li><li>● Demonstrate how to follow up with potential investors effectively.</li><li>● Role-play to respond to common investor questions and concerns regarding mutual funds using appropriate communication techniques.</li></ul>
<b>Classroom Aids</b>	
Training Kit (Trainer Guide, Presentations), Whiteboard, Markers, Notebooks, Pens, Audio-visual training materials, Laptop with an Internet connection, projector or large screen, Speakers.	
<b>Tools, Equipment and Other Requirements</b>	

NA
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## Module 3: Assist clients in mutual fund application and KYC process

Mapped to BSC/N3811, v1.0

### Terminal Outcomes:

- Explain the procedures for submitting mutual fund applications, including SIP and lump sum options, in compliance with regulatory guidelines.
- Demonstrate the process of guiding investors to accurately complete mutual fund application forms and select appropriate investment preferences.
- Verify investor KYC documentation and validate information using SEBI-compliant methods such as Aadhaar-based e-KYC and in-person verification (IPV).
- Update investor KYC details in regulatory systems and resolve documentation discrepancies through proper client communication and support.

Duration: 60:00	Duration: 90:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"><li>● Explain the step-by-step procedure for mutual fund investments, including lump sum and SIP modes.</li><li>● Describe the significance of nominee selection, scheme preference, and investment amount in mutual fund applications.</li><li>● Outline SEBI guidelines for KYC compliance and different KYC verification modes (Aadhaar-based e-KYC, in-person verification).</li><li>● Explain the process of uploading investor KYC details to the regulatory database and addressing discrepancies.</li><li>● Discuss the importance of FATCA declarations and nominee registration in investment onboarding.</li><li>● Identify online platforms and tools used for KYC processing and mutual fund application submissions.</li></ul>	<ul style="list-style-type: none"><li>● Demonstrate how to guide investors in accurately filling out mutual fund application forms.</li><li>● Show how to check and validate completed application forms before submission.</li><li>● Collect and verify PAN, Aadhaar, bank details, and investor signatures as per KYC norms.</li><li>● Perform e-KYC or IPV verification steps using a demo digital interface or offline simulation.</li><li>● Display the process to submit mutual fund applications to Asset Management Companies (AMC) in physical or digital formats.</li><li>● Simulate updating KYC records and resolving discrepancies with appropriate client communication.</li></ul>
Classroom Aids	
Training Kit (Trainer Guide, Presentations), Whiteboard, Markers, Notebooks, Pens, Audio-visual training materials, Laptop with an Internet connection, projector or large screen, Speakers.	
Tools, Equipment and Other Requirements	
NA	

## Module 4: Provide ongoing support for investment portfolio monitoring and redemptions

Mapped to BSC/N3820, v2.0

### Terminal Outcomes:

- Analyze mutual fund portfolio performance using relevant indicators such as CAGR, rolling returns, and risk exposure reports.
- Demonstrate the use of digital tools and AMC platforms to monitor investments, generate performance reports, and track investor transactions.
- Facilitate portfolio rebalancing, scheme switches, and redemption processes based on changing client goals and market trends, ensuring compliance with regulatory norms.
- Explain the tax implications and exit load structures associated with mutual fund redemptions to help investors make informed decisions.

<b>Duration:</b> 60:00	<b>Duration:</b> 90:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>● Explain the concept and importance of portfolio monitoring for mutual fund investors.</li> <li>● Describe key mutual fund performance metrics such as CAGR, rolling returns, and Sharpe ratio.</li> <li>● Outline portfolio rebalancing principles and their role in maintaining risk-adjusted returns.</li> <li>● Explain the procedures and regulatory guidelines for mutual fund scheme switches and redemptions.</li> <li>● Discuss tax implications and exit load charges related to redemptions.</li> <li>● Describe investor protection guidelines and fraud prevention practices.</li> </ul>	<ul style="list-style-type: none"> <li>● Demonstrate how to track client mutual fund portfolios using AMC platforms and reports.</li> <li>● Use digital tools to analyze investment growth, asset allocation, and risk exposure.</li> <li>● Assist clients in reviewing and rebalancing portfolios based on risk appetite and market changes.</li> <li>● Guide clients through initiating mutual fund switch and redemption requests using online platforms.</li> <li>● Calculate short-term and long-term capital gains tax and exit load impacts on redemptions.</li> <li>● Show how to maintain and update client records related to transactions, rebalancing, and redemptions.</li> </ul>
<b>Classroom Aids</b>	
Training Kit (Trainer Guide, Presentations), Whiteboard, Markers, Notebooks, Pens, Audio-visual training materials, Laptop with an Internet connection, projector or large screen, Speakers.	
<b>Tools, Equipment and Other Requirements</b>	
NA	

## Module 5: Ensure compliance and regulatory reporting

Mapped to BSC/N3821, v2.0

### Terminal Outcomes:

- Interpret SEBI, AMFI, and other relevant regulatory guidelines to ensure compliance in mutual fund distribution activities.
- Document investor risk profiles, product suitability assessments, and regulatory communications accurately for audit and reporting purposes.
- Report mutual fund transactions and investor details in a timely and compliant manner to fund houses and regulatory bodies.
- Resolve investor grievances related to compliance issues by applying prescribed redressal procedures and legal norms.

Duration: 60:00	Duration: 90:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"><li>● Explain SEBI and AMFI regulatory frameworks governing mutual fund distribution and advisory.</li><li>● Describe anti-money laundering (AML) and Know Your Customer (KYC) norms in mutual fund operations.</li><li>● Discuss the legal significance of nominee registration, FATCA declarations, and investor profiling.</li><li>● Explain the investor grievance redressal mechanisms and procedures for dispute resolution.</li><li>● Outline the audit and inspection requirements by regulatory authorities.</li><li>● Identify the need for continuous professional development in staying updated with new norms.</li></ul>	<ul style="list-style-type: none"><li>● Demonstrate how to maintain documentation of investor risk profiles and product suitability.</li><li>● Show how to fill in and submit periodic mutual fund transaction reports to fund houses and regulators.</li><li>● Validate mutual fund transaction data for regulatory compliance.</li><li>● Demonstrate the process to record investor communication, risk disclosures, and compliance documentation.</li><li>● Role-play to participate in mock compliance audits or training sessions simulating regulatory updates.</li><li>● Simulate response to an investor grievance regarding a compliance-related issue.</li></ul>
<b>Classroom Aids</b>	
Training Kit (Trainer Guide, Presentations), Whiteboard, Markers, Notebooks, Pens, Audio-visual training materials, Laptop with an Internet connection, projector or large screen, Speakers.	
<b>Tools, Equipment and Other Requirements</b>	
NA	

## Module 6: Employability Skills

Mapped to DGT/VSQ/N0102 V2.0

### Terminal Outcomes:

- 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

Mandatory Duration: 60:00			
Location: On-Site			
S.No.	Module Name	Key Learning Outcomes	Duration (hours)
1.	Introduction to Employability Skills	Discuss the Employability Skills required for jobs in various industries List different learning and employability related GOI and private portals and their usage	1.5 Hours
2.	Constitutional values - Citizenship	Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen Show how to practice different environmentally sustainable practices.	1.5 Hours
3.	Becoming a Professional in the 21st Century	Discuss importance of relevant 21st century skills. Exhibit 21st century skills like Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life. Describe the benefits of continuous learning.	2.5 Hours
4.	Basic English Skills	Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone	10 Hours

		Read and interpret text written in basic English Write a short note/paragraph / letter/e -mail using basic English	
5.	Career Development & Goal Setting	Create a career development plan with well-defined short- and long-term goals	2 Hours
6.	Communication Skills	Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette. Explain the importance of active listening for effective communication Discuss the significance of working collaboratively with others in a team	5 Hours
7.	Diversity & Inclusion	Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD Discuss the significance of escalating sexual harassment issues as per POSH act.	2.5 Hours
8.	Basic English Skills	Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone Read and interpret text written in basic English Write a short note/paragraph / letter/e -mail using basic English	10 Hours
9.	Career Development & Goal Setting	Create a career development plan with well-defined short- and long-term goals	2 Hours
10.	Communication Skills	Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette. Explain the importance of active listening for effective communication Discuss the significance of working collaboratively with others in a team	5 Hours
11.	Diversity & Inclusion	Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD Discuss the significance of escalating sexual harassment issues as per POSH act.	2.5 Hours
12.	Financial and Legal Literacy	Outline the importance of selecting the right financial institution, product, and service Demonstrate how to carry out offline and online financial transactions, safely and securely List the common components of salary and compute income, expenditure, taxes, investments etc. Discuss the legal rights, laws, and aids	5 Hours
13.	Essential Digital Skills	Describe the role of digital technology in today's life Demonstrate how to operate digital devices and use the associated applications and features, safely and securely	10 Hours

		<p>Discuss the significance of displaying responsible online behaviour while browsing, using various social media platforms, e-mails, etc., safely and securely</p> <p>Create sample word documents, excel sheets and presentations using basic features</p> <p>Utilize virtual collaboration tools to work effectively</p>	
14.	Entrepreneurship	<p>Explain the types of entrepreneurship and enterprises</p> <p>Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan</p> <p>Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement</p> <p>Create a sample business plan, for the selected business opportunity</p>	7 Hours
15.	Customer Service	<p>Describe the significance of analysing different types and needs of customers</p> <p>Explain the significance of identifying customer needs and responding to them in a professional manner.</p> <p>Discuss the significance of maintaining hygiene and dressing appropriately</p>	5 Hours
16.	Getting Ready for apprenticeship & Jobs	<p>Create a professional Curriculum Vitae (CV)</p> <p>Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively</p> <p>Discuss the significance of maintaining hygiene and confidence during an interview</p> <p>Perform a mock interview</p> <p>List the steps for searching and registering for apprenticeship opportunities</p>	8 Hours

LIST OF TOOLS & EQUIPMENT FOR EMPLOYABILITY SKILLS		
Sl No.	Name of the Equipment	Quantity
1.	<p>Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed)</p> <p>(all software should either be latest version or one/two version below)</p>	As required
2.	UPS	As required
3.	Scanner cum Printer	As required

4.	Computer Tables	As required
5.	Computer Chairs	As required
6.	LCD Projector	As required
7.	White Board 1200mm x 900mm	As required
<i>Note: Above Tools &amp; Equipment not required, if Computer LAB is available in the institute.</i>		

## Module 7: On-the-Job Training

Mapped to Traditional Mask Maker, BSC/Q3802

<b>Mandatory Duration: 140:00</b>	<b>Recommended Duration: 00:00</b>
<b>Location: On-Site</b>	
<b>Terminal Outcomes</b> <ul style="list-style-type: none"><li>● Identify potential clients using financial demographics and investment preference analysis tools.</li><li>● Generate investor leads through digital platforms, referrals, and business networking.</li><li>● Engage prospective investors, including HNIs, by presenting mutual fund schemes using effective communication techniques.</li><li>● Evaluate client financial goals, risk appetite, and investment timelines to match with suitable mutual fund products.</li><li>● Maintain an organized and updated client database for follow-up and relationship management.</li><li>● Follow up with potential investors using structured communication to support conversion.</li><li>● Respond to common investor queries regarding mutual fund features, benefits, and risks through live or simulated interactions.</li><li>● Track client mutual fund portfolios using AMC platforms and provide performance updates.</li><li>● Analyze portfolio metrics such as investment growth, asset allocation, and risk exposure using digital tools.</li><li>● Assist clients in rebalancing portfolios and executing mutual fund switch or redemption transactions.</li><li>● Calculate exit loads and capital gains taxes on redemption requests and explain the implications to clients.</li><li>● Document all transactions, portfolio adjustments, and reinvestment strategies in client records.</li><li>● Verify and maintain investor risk profiles and product suitability documentation as per regulatory standards.</li><li>● Submit periodic reports on mutual fund transactions to fund houses and regulatory bodies.</li><li>● Record investor communication logs, disclosures, and compliance-related documentation systematically.</li><li>● Simulate responses to investor grievances and participate in mock compliance audits or regulatory update sessions.</li></ul>	



# Annexure

## Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Banking, Financial Service and Insurance/Retail Asset Management	5	Banking, Financial Service and Insurance/Retail Asset Management	1	Banking, Financial Service and Insurance/Retail Asset Management	NA

Trainer Certification	
Domain Certification	Platform Certification
Job Role “ <b>Mutual Fund Distributor</b> ”, “BSC/Q3802, v5.0”, Minimum accepted score is 80%	Job Role: “ <b>Trainer (VET and Skills)</b> ”, “MEP/Q2601” v2.0, Minimum accepted score is 80%.

## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Banking, Financial Service and Insurance/Retail Asset Management	5	Banking, Financial Service and Insurance/Retail Asset Management	1	Banking, Financial Service and Insurance/Retail Asset Management	NA

Assessor Certification	
Domain Certification	Platform Certification
Job Role “ <b>Mutual Fund Distributor</b> ”, “BSC/Q3802, v5.0”, Minimum accepted score is 80%	Job Role: “ <b>Assessor (VET and Skills)</b> ”, “MEP/Q2701” v2.0, Minimum accepted score is 80%

## Assessment Strategy

### 1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SDSM/SIP or email.
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC.
- The assessment agency deploys the ToA certified Assessor for executing the assessment.
- SSC monitors the assessment process & records.

### 2. Testing Environment:

- Confirm that the centre is available at the same address as mentioned on SDMS or SIP.
- Check the duration of the training.
- Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
- Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
- Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
- Check the availability of the Lab Equipment for the particular Job Role.

### 3. Assessment Quality Assurance levels / Framework:

- Question papers created by the Subject Matter Experts (SME).
- Question papers created by the SME verified by the other subject Matter Experts.
- Questions are mapped with NOS and PC.
- Question papers are prepared considering that level 1 to 3 are for the unskilled & semi- skilled individuals, and level 4 and above are for the skilled, supervisor & higher management.
- An assessor must be ToA certified & the trainer must be ToT Certified.
- The assessment agency must follow the assessment guidelines to conduct the assessment.

### 4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location.
- Center photographs with signboards and scheme-specific branding.
- Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period.
- Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos.

### 5. Method of verification or validation:

- A surprise visit to the assessment location.
- A random audit of the batch.
- Random audit of any candidate.

### 6. Method for assessment documentation, archiving, and access:

- Hard copies of the documents are stored.

- Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage.
- Soft copies of the documents & photographs of the assessment are stored in the Hard Drives.

# References

## Glossary

Term	Description
<b>Declarative Knowledge</b>	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
<b>Key Learning Outcome</b>	A key learning outcome is a statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
<b>OJT (M)</b>	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on-site
<b>OJT (R)</b>	On-the-job training (Recommended); trainees are recommended the specified hours of training on-site
<b>Procedural Knowledge</b>	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work or produce a tangible work output by applying cognitive, affective or psychomotor skills.
<b>Training Outcome</b>	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
<b>Terminal Outcome</b>	The terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome.

## Acronyms and Abbreviations

Term	Description
NOS	National Occupational Standard (s)
NSQF	National Skills Qualifications Framework
OJT	On-the-job Training
QP	Qualifications Pack

PwD	People with Disability
PPE	Personal Protective Equipment

