

Qualification Pack



Home Stay Host

QP Code: THC/Q0504

Version: 1.0

NSQF Level: 5

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THC/Q0504: Home Stay Host

Brief Job Description

The individual at work prepares the home to share it with the guests, hosts the guests, and ensures providing them a wonderful experience of staying at home away from home.

Personal Attributes

The job requires the individual to be hospitable, patient, polite, and service-oriented with great interpersonal and communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [THC/N0508: Prepare for hosting the guests](#)
2. [THC/N0509: Host the guests](#)
3. [THC/N9902: Ensure effective communication and service standards at workplace](#)
4. [THC/N9910: Ensure to maintain organisational confidentiality and guest's privacy](#)
5. [THC/N9907: Monitor and maintain health, hygiene and safety at workplace](#)

Qualification Pack (QP) Parameters

Sector	Tourism & Hospitality
Sub-Sector	Hotels
Occupation	Guest House/Dharamshala/Lodge/Hostel Operations/Homestay
Country	India
NSQF Level	5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL

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Minimum Educational Qualification & Experience	12th Class/I.T.I (two years after class 10th) OR 12th Class/I.T.I (one year after class 10th with one year of relevant experience) OR Certificate-NSQF (Level-4 Guest House Caretaker) with 1 Year of experience in hospitality
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	30/09/2021
Next Review Date	30/09/2024
NSQC Approval Date	30/09/2021
Version	1.0
Reference code on NQR	2021/TH/THSC/04579
NQR Version	1

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THC/N0508: Prepare for hosting the guests

Description

This OS unit is about registering the home stay for business, furnishing hosting space, and handling online bookings of the home stay.

Scope

The scope covers the following :

- Register the home stay
- Furnish the hosting space
- Handle online bookings

Elements and Performance Criteria

Register the home stay

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

- PC1.** identify the area in the house that can be put up to share with the guests
- PC2.** survey the current trends and forecast for the profitability of the business
- PC3.** identify various state and local rules, regulations, and permissions to be taken
- PC4.** survey the guest's preferences for the location and the pricing of the nearby home stays
- PC5.** get necessary permissions and register the accommodation as per the government policy
- PC6.** determine the pricing for the accommodation
- PC7.** register the accommodation on the online platforms for the guests to view and book
- PC8.** provide description of the home stay along with the photographs, amenities, pricing, available dates, etc.

Furnish the hosting space

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

- PC9.** prepare a home manual mentioning the house rules, amenities, and other general information
- PC10.** ensure the house is presentable and comfortable for the guests
- PC11.** renovate the space like plastering, western toilets, whitewashing, etc., if required
- PC12.** rooms should be well-proportioned as per guest accommodation
- PC13.** ensure adequate ventilation and lighting in the rooms
- PC14.** place clean and comfortable bedding in the rooms
- PC15.** make sure bathrooms have all the necessary amenities like running water, geyser, buckets, mugs, etc.
- PC16.** place the necessary kitchen supplies and equipment in the guest kitchen like pots, plates, cups, potable water, dishwashing soap, etc.
- PC17.** furnish the living area with adequate furniture and other facilities
- PC18.** ensure other facilities and essentials like electricity backup, wi-fi, laundry facility etc., if appropriate

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Handle online bookings

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

- PC19.** respond to online booking queries promptly
- PC20.** accept the bookings at the earliest as per the availability
- PC21.** check for any special request from the guest well in advance
- PC22.** manage and update the calendar as per the guest bookings

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** various survey methods for business start-ups in home stay business
- KU2.** legal and regulatory requirements for home stay hosting
- KU3.** guest profile analysis
- KU4.** process to register the accommodation for home stay hosting
- KU5.** pricing strategies
- KU6.** procedure to list the accommodation on online platforms
- KU7.** procedure to prepare manuals for guests
- KU8.** ways to make a home look attractive and presentable
- KU9.** concept of lighting and ventilation
- KU10.** amenities and facilities in a guest room
- KU11.** tools, equipment, and appliance used in the kitchen
- KU12.** handling procedure of online booking portals

Generic Skills (GS)

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

- GS1.** communicate effectively with the guests
- GS2.** manage time effectively for prompt and to improve guest service
- GS3.** identify immediate or temporary solutions to resolve delay or other problems during registration, stay, or check-out of guests
- GS4.** plan, prioritize, and sequence work operations to increase efficiency

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Register the home stay</i>	15	15	-	5
PC1. identify the area in the house that can be put up to share with the guests	-	-	-	-
PC2. survey the current trends and forecast for the profitability of the business	-	-	-	-
PC3. identify various state and local rules, regulations, and permissions to be taken	-	-	-	-
PC4. survey the guest's preferences for the location and the pricing of the nearby home stays	-	-	-	-
PC5. get necessary permissions and register the accommodation as per the government policy	-	-	-	-
PC6. determine the pricing for the accommodation	-	-	-	-
PC7. register the accommodation on the online platforms for the guests to view and book	-	-	-	-
PC8. provide description of the home stay along with the photographs, amenities, pricing, available dates, etc.	-	-	-	-
<i>Furnish the hosting space</i>	15	15	-	8
PC9. prepare a home manual mentioning the house rules, amenities, and other general information	-	-	-	-
PC10. ensure the house is presentable and comfortable for the guests	-	-	-	-
PC11. renovate the space like plastering, western toilets, whitewashing, etc., if required	-	-	-	-
PC12. rooms should be well-proportioned as per guest accommodation	-	-	-	-
PC13. ensure adequate ventilation and lighting in the rooms	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. place clean and comfortable bedding in the rooms	-	-	-	-
PC15. make sure bathrooms have all the necessary amenities like running water, geyser, buckets, mugs, etc.	-	-	-	-
PC16. place the necessary kitchen supplies and equipment in the guest kitchen like pots, plates, cups, potable water, dishwashing soap, etc.	-	-	-	-
PC17. furnish the living area with adequate furniture and other facilities	-	-	-	-
PC18. ensure other facilities and essentials like electricity backup, wi-fi, laundry facility etc., if appropriate	-	-	-	-
<i>Handle online bookings</i>	10	10	-	7
PC19. respond to online booking queries promptly	-	-	-	-
PC20. accept the bookings at the earliest as per the availability	-	-	-	-
PC21. check for any special request from the guest well in advance	-	-	-	-
PC22. manage and update the calendar as per the guest bookings	-	-	-	-
NOS Total	40	40	-	20

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National Occupational Standards (NOS) Parameters

NOS Code	THC/N0508
NOS Name	Prepare for hosting the guests
Sector	Tourism & Hospitality
Sub-Sector	Hotels
Occupation	Guest House/Dharamshala/Lodge/Hostel Operations/Homestay
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
NSQC Clearance Date	30/09/2021

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THC/N0509: Host the guests

Description

This OS unit is about, welcoming and assisting the guests to ensure pleasant experience, preparing and serving meals and checking-out the guests.

Scope

The scope covers the following :

- Assist guests before check-in
- Welcome the guests
- Assist guests during the stay
- Prepare and serve meals
- Check-out the guests

Elements and Performance Criteria

Assist guests before check-in

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

- PC1.** equip the guest with all the relevant information, including how to reach the accommodation, recommended items to carry/pack, etc.
- PC2.** coordinate with the guests for check-in time
- PC3.** inform the guest about the self-check-in process, if applicable
- PC4.** attend to guests queries for any information related to travel delay or others

Welcome the guests

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

- PC5.** greet and welcome the guests, personally, if possible
- PC6.** make the guests feel at home by incorporating a welcome note, welcome drink, etc.
- PC7.** check-in the guests as per the procedure
- PC8.** collect mandatory information and documents from the guests
- PC9.** collect advance money from the guests if the booking is not pre-paid
- PC10.** escort the guests to the room
- PC11.** inform the guests about the usage of various appliances and equipment
- PC12.** explain the home rules to the guests
- PC13.** inform the guests of the menu card, if available, or other meal services available
- PC14.** show around the space including the kitchen and living area to the guests

Assist guests during the stay

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

- PC15.** inform the guests of the local attractions with maps and photographs, etc.
- PC16.** cater to any special request from the guests
- PC17.** interact with the guests periodically and ask if they need any help or suggestions

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- PC18.** ensure the rooms are cleaned on daily basis or as per guest request
- PC19.** ensure availability of self or any help at all times during the stay of the guest
- PC20.** refrain from intruding into the guest privacy
- PC21.** inform the guest about various day to day activities and other events happening in the local community
- PC22.** provide first aid and or other medical assistance, if needed

Prepare and serve meals

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

- PC23.** suggest the local cuisine prepared at the premises to the guests
- PC24.** take orders from the guests well in advance
- PC25.** ensure guests' tastes and preferences are considered while preparation of the meals
- PC26.** make sure the table is set up attractively and appropriately
- PC27.** ensure cleanliness in the dining area at all times
- PC28.** serve the meals as per standards

Check-out the guests

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

- PC29.** confirm the date and time of departure of the guest
- PC30.** prepare the master bill for the entire stay
- PC31.** collect payment from the guests, if already not paid
- PC32.** take guest's feedback regarding their stay
- PC33.** ensure the guest's feedback is incorporated

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** how to coordinate with the guests
- KU2.** procedure to welcome the guests
- KU3.** guest registration process
- KU4.** regulatory requirements for guest registration/check-in and check-out
- KU5.** acceptable identity / proof documents for guest check-in
- KU6.** digital payment methods
- KU7.** places and events of local attraction
- KU8.** checklist for guest room cleanliness
- KU9.** preparation of local cuisine
- KU10.** procedure to layout and set the dining table
- KU11.** standard procedure to serve the guests
- KU12.** invoice processing procedure
- KU13.** procedure to take and incorporate feedback
- KU14.** the local language, cuisine, culture, etc.
- KU15.** first-aid procedures

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Generic Skills (GS)

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

- GS1.** communicate effectively with the guests
- GS2.** manage time effectively for prompt and to improve guest service
- GS3.** identify immediate or temporary solutions to resolve delay or other problems during registration, stay, or check-out of guests
- GS4.** plan, prioritize, and sequence work operations to increase efficiency

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist guests before check-in</i>	5	5	-	-
PC1. equip the guest with all the relevant information, including how to reach the accommodation, recommended items to carry/pack, etc.	-	-	-	-
PC2. coordinate with the guests for check-in time	-	-	-	-
PC3. inform the guest about the self-check-in process, if applicable	-	-	-	-
PC4. attend to guests queries for any information related to travel delay or others	-	-	-	-
<i>Welcome the guests</i>	10	10	-	5
PC5. greet and welcome the guests, personally, if possible	-	-	-	-
PC6. make the guests feel at home by incorporating a welcome note, welcome drink, etc.	-	-	-	-
PC7. check-in the guests as per the procedure	-	-	-	-
PC8. collect mandatory information and documents from the guests	-	-	-	-
PC9. collect advance money from the guests if the booking is not pre-paid	-	-	-	-
PC10. escort the guests to the room	-	-	-	-
PC11. inform the guests about the usage of various appliances and equipment	-	-	-	-
PC12. explain the home rules to the guests	-	-	-	-
PC13. inform the guests of the menu card, if available, or other meal services available	-	-	-	-
PC14. show around the space including the kitchen and living area to the guests	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist guests during the stay</i>	10	10	-	5
PC15. inform the guests of the local attractions with maps and photographs, etc.	-	-	-	-
PC16. cater to any special request from the guests	-	-	-	-
PC17. interact with the guests periodically and ask if they need any help or suggestions	-	-	-	-
PC18. ensure the rooms are cleaned on daily basis or as per guest request	-	-	-	-
PC19. ensure availability of self or any help at all times during the stay of the guest	-	-	-	-
PC20. refrain from intruding into the guest privacy	-	-	-	-
PC21. inform the guest about various day to day activities and other events happening in the local community	-	-	-	-
PC22. provide first aid and or other medical assistance, if needed	-	-	-	-
<i>Prepare and serve meals</i>	10	10	-	5
PC23. suggest the local cuisine prepared at the premises to the guests	-	-	-	-
PC24. take orders from the guests well in advance	-	-	-	-
PC25. ensure guests' tastes and preferences are considered while preparation of the meals	-	-	-	-
PC26. make sure the table is set up attractively and appropriately	-	-	-	-
PC27. ensure cleanliness in the dining area at all times	-	-	-	-
PC28. serve the meals as per standards	-	-	-	-
<i>Check-out the guests</i>	5	5	-	5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC29. confirm the date and time of departure of the guest	-	-	-	-
PC30. prepare the master bill for the entire stay	-	-	-	-
PC31. collect payment from the guests, if already not paid	-	-	-	-
PC32. take guest's feedback regarding their stay	-	-	-	-
PC33. ensure the guest's feedback is incorporated	-	-	-	-
NOS Total	40	40	-	20

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National Occupational Standards (NOS) Parameters

NOS Code	THC/N0509
NOS Name	Host the guests
Sector	Tourism & Hospitality
Sub-Sector	Hotels
Occupation	Guest House/Dharamshala/Lodge/Hostel Operations/Homestay
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
NSQC Clearance Date	30/09/2021

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THC/N9902: Ensure effective communication and service standards at workplace

Description

This OS unit is about communicating effectively, maintaining standards of etiquette at workplace, and engaging with guests to provide specific services.

Scope

The scope covers the following :

- Promote effective communication
- Maintain professional etiquette
- Ensure rendering of specific services as per the guests' requirements

Elements and Performance Criteria

Promote effective communication

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

- PC1.** greet the guests promptly and appropriately as per organization's procedure
- PC2.** communicate with the guests in a polite and professional manner
- PC3.** build effective yet impersonal relationship with guests
- PC4.** identify guests' dissatisfactions and address complaints effectively
- PC5.** inform guests of any issue/problem well in advance
- PC6.** seek feedback from the guests and incorporate them to improve the guest experience
- PC7.** ensure essential information is passed on in a timely manner
- PC8.** ensure team members to maintain etiquette while interacting with each other
- PC9.** ensure the team members provide feedback to their peers

Maintain professional etiquette

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

- PC10.** ensure self and team members report to work on time
- PC11.** use the guests' names as many times as possible during the conversation with proper salutation
- PC12.** maintain personal integrity & ethical behaviour
- PC13.** make sure personal hygiene is maintained by self and others at all times
- PC14.** ensure self and team members adhere to the dress code as per organizational policy
- PC15.** respect privacy of others at the workplace

Ensure rendering of specific services as per the guests' requirements

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

- PC16.** provide assistance to Persons with Disability, if asked
- PC17.** ensure self and team members comply to the organizational policies towards Persons with Disability

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- PC18.** make sure gender and age sensitive service practices are followed at all times
- PC19.** ensure compliance to the organizational policies related to prevention of sexual harassment, both physical and verbal by self and team members
- PC20.** support PwD team members in overcoming any challenges faced at work
- PC21.** make sure the workplace is accessible for the Persons with Disability

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational policies on behavioural etiquette and professionalism
- KU2.** organizational policies on gender sensitive service practices at workplace
- KU3.** organizational reporting and hierarchy structure
- KU4.** documentation policy and procedures of the organization
- KU5.** service quality standards as per organizational policies
- KU6.** complaint handling policy and procedures
- KU7.** SOP on personal hygiene
- KU8.** procedure of giving and receiving feedback positively
- KU9.** specific requirements of different age-groups of guests
- KU10.** age and gender specific etiquette
- KU11.** organizational policy with regards to Persons with disability
- KU12.** significance of professional etiquette and behaviour

Generic Skills (GS)

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

- GS1.** read job sheets, organization policy documents, information displayed at the workplace and comments received from the supervisor or guest
- GS2.** fill up documentation pertaining to job requirement
- GS3.** interact with team members to work efficiently
- GS4.** communicate effectively with the guests
- GS5.** spot and report potential areas of disruption to work process proactively
- GS6.** improve work processes by incorporating guest feedback
- GS7.** motivate self and colleagues to work effectively

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Promote effective communication</i>	20	20	-	10
PC1. greet the guests promptly and appropriately as per organization's procedure	-	-	-	-
PC2. communicate with the guests in a polite and professional manner	-	-	-	-
PC3. build effective yet impersonal relationship with guests	-	-	-	-
PC4. identify guests' dissatisfactions and address complaints effectively	-	-	-	-
PC5. inform guests of any issue/problem well in advance	-	-	-	-
PC6. seek feedback from the guests and incorporate them to improve the guest experience	-	-	-	-
PC7. ensure essential information is passed on in a timely manner	-	-	-	-
PC8. ensure team members to maintain etiquette while interacting with each other	-	-	-	-
PC9. ensure the team members provide feedback to their peers	-	-	-	-
<i>Maintain professional etiquette</i>	10	10	-	5
PC10. ensure self and team members report to work on time	-	-	-	-
PC11. use the guests' names as many times as possible during the conversation with proper salutation	-	-	-	-
PC12. maintain personal integrity & ethical behaviour	-	-	-	-
PC13. make sure personal hygiene is maintained by self and others at all times	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. ensure self and team members adhere to the dress code as per organizational policy	-	-	-	-
PC15. respect privacy of others at the workplace	-	-	-	-
<i>Ensure rendering of specific services as per the guests' requirements</i>	10	10	-	5
PC16. provide assistance to Persons with Disability, if asked	-	-	-	-
PC17. ensure self and team members comply to the organizational policies towards Persons with Disability	-	-	-	-
PC18. make sure gender and age sensitive service practices are followed at all times	-	-	-	-
PC19. ensure compliance to the organizational policies related to prevention of sexual harassment, both physical and verbal by self and team members	-	-	-	-
PC20. support PwD team members in overcoming any challenges faced at work	-	-	-	-
PC21. make sure the workplace is accessible for the Persons with Disability	-	-	-	-
NOS Total	40	40	-	20

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National Occupational Standards (NOS) Parameters

NOS Code	THC/N9902
NOS Name	Ensure effective communication and service standards at workplace
Sector	Tourism & Hospitality
Sub-Sector	Hotels/Restaurant, Tours and Travels, Facility Management, Cruise
Occupation	Generic
NSQF Level	6
Credits	TBD
Version	2.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

Qualification Pack

THC/N9910: Ensure to maintain organisational confidentiality and guest's privacy

Description

This unit is about ensuring that confidentiality of the organisational information and the privacy of the guests is maintained at all times.

Scope

The scope covers the following :

- Ensure organisational confidentiality
- Ensure guests' privacy

Elements and Performance Criteria

Maintain organisational confidentiality

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

- PC1.** prevent leak of new plans and designs to competitors
- PC2.** ensure protection of employee information
- PC3.** prevent leak of organisation's policies like pricing strategies, revenue management policies, marketing plans etc.
- PC4.** take immediate and appropriate action in case of any IPR violation
- PC5.** make sure that the subordinates report any infringement observed by anyone in the organisation to the immediate supervisor
- PC6.** protect sensitive data with strong passwords and change passwords on a regular basis
- PC7.** ensure policies around confidential information are followed by all staff members

Maintain guests' privacy

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

- PC8.** ensure the team refrains from infringing upon guest's professional deals and plans
- PC9.** make sure guest's personal information and financial data is protected all times
- PC10.** ensure proper disposal of guest's information like booking details, credit card slips etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** basics of IPR Laws, Trademark Laws, Patent Laws, etc. in the country, and penalties associated with them
- KU2.** organisation's policies on intellectual property rights and confidential information
- KU3.** organisation's product, service or design patents
- KU4.** how Intellectual property protection is important for competitiveness of an organisation
- KU5.** guidelines for crafting effective SOPs regarding IPR

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KU6. procedure for disposal of confidential documents

KU7. confidential data protection methods

Generic Skills (GS)

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

GS1. read and follow IPR and related information documents

GS2. manage communication regarding IPR infringement, prevention, and management

GS3. identify measures that can prevent potential infringements within the team

GS4. evaluate organisation policies and procedures and assess its robustness to prevent IPR infringements

GS5. analyse the impact of IPR infringement on the guests and the organization

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain organisational confidentiality</i>	6	3	-	3
PC1. prevent leak of new plans and designs to competitors	-	-	-	-
PC2. ensure protection of employee information	-	-	-	-
PC3. prevent leak of organisation's policies like pricing strategies, revenue management policies, marketing plans etc.	-	-	-	-
PC4. take immediate and appropriate action in case of any IPR violation	-	-	-	-
PC5. make sure that the subordinates report any infringement observed by anyone in the organisation to the immediate supervisor	-	-	-	-
PC6. protect sensitive data with strong passwords and change passwords on a regular basis	-	-	-	-
PC7. ensure policies around confidential information are followed by all staff members	-	-	-	-
<i>Maintain guests' privacy</i>	4	2	-	2
PC8. ensure the team refrains from infringing upon guest's professional deals and plans	-	-	-	-
PC9. make sure guest's personal information and financial data is protected all times	-	-	-	-
PC10. ensure proper disposal of guest's information like booking details, credit card slips etc.	-	-	-	-
NOS Total	10	5	-	5

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National Occupational Standards (NOS) Parameters

NOS Code	THC/N9910
NOS Name	Ensure to maintain organisational confidentiality and guest's privacy
Sector	Tourism & Hospitality
Sub-Sector	Hotels/Restaurant, Tours and Travels, Facility Management, Cruise
Occupation	Generic
NSQF Level	6
Credits	TBD
Version	4.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

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THC/N9907: Monitor and maintain health, hygiene and safety at workplace

Description

This OS unit is about ensuring a hazard free working environment along with maintaining health and hygiene and adoption of sustainable practices at workplace.

Scope

The scope covers the following :

- Ensure personal and workplace hygiene
- Maintain safe and secure working environment
- Follow effective waste management and recycling practices at workplace

Elements and Performance Criteria

Ensure personal and workplace hygiene

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

- PC1.** ensure that self and team's work area is clean and tidy
- PC2.** ensure washing and sanitizing hands at regular intervals using hand wash & alcohol-based sanitizers by self as well as team members
- PC3.** make sure workplace is cleaned with appropriate cleaning solution and disinfectants as recommended
- PC4.** ascertain cleaning of the crockery and other articles as per established standards
- PC5.** monitor sanitization of all tools, equipment and machine touch-points at regular intervals
- PC6.** ensure that the trashcans are cleared regularly following the cleanliness and maintenance schedule
- PC7.** maintain personal hygiene and ensure the team members do the same
- PC8.** report to the concerned authority in case any co-worker is unwell
- PC9.** report personal health issues related to injury, food, air and infectious disease and avoid going to work if unwell

Maintain safe and secure working environment

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

- PC10.** ensure safety procedures are followed while handling materials, tools, acids etc. and lifting or moving equipment and supplies
- PC11.** ensure use of appropriate PPE (gloves, three layered masks, long gown, headwear, glasses, goggles, footwear, etc.) by self and others at all times
- PC12.** make sure first aid procedures are followed appropriately
- PC13.** identify hazards at the workplace and report to the concerned person in time

Follow effective waste management and recycling practices at workplace

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

- PC14.** identify and segregate recyclable, non-recyclable and hazardous waste at workplace

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- PC15.** segregate waste into different coloured dustbins
- PC16.** handle waste as per SOP
- PC17.** recycle waste wherever applicable
- PC18.** dispose of PPEs in a plastic bag, sealed and labelled as infectious waste

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational policies on safety procedures at workplace
- KU2.** procedure to maintain cleanliness standards at workplace
- KU3.** compliance norms for established health and hygiene procedures at workplace
- KU4.** importance of preventive health check-up and healthy living
- KU5.** purpose and usage of PPE such as gloves, protective goggles, masks, etc.
- KU6.** basic first aid procedures
- KU7.** methods to minimize accidental risks
- KU8.** the significance of safe handling of chemicals, acids, etc. for cleaning
- KU9.** instructions for operating and handling equipment as per standard
- KU10.** emergency procedures to be followed in case of a mishappening such as fire accidents, etc.

Generic Skills (GS)

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

- GS1.** read organizational policy documents, manuals, instructions and information displayed at the workplace
- GS2.** fill in relevant forms, formats and checklist accurately
- GS3.** communicate effectively with visitors, co-workers and supervisors
- GS4.** analyze importance of personal hygiene
- GS5.** analyze the impact of not adhering to the health and safety procedures

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure personal and workplace hygiene</i>	15	15	-	5
PC1. ensure that self and team's work area is clean and tidy	-	-	-	-
PC2. ensure washing and sanitizing hands at regular intervals using hand wash & alcohol-based sanitizers by self as well as team members	-	-	-	-
PC3. make sure workplace is cleaned with appropriate cleaning solution and disinfectants as recommended	-	-	-	-
PC4. ascertain cleaning of the crockery and other articles as per established standards	-	-	-	-
PC5. monitor sanitization of all tools, equipment and machine touch-points at regular intervals	-	-	-	-
PC6. ensure that the trashcans are cleared regularly following the cleanliness and maintenance schedule	-	-	-	-
PC7. maintain personal hygiene and ensure the team members do the same	-	-	-	-
PC8. report to the concerned authority in case any co-worker is unwell	-	-	-	-
PC9. report personal health issues related to injury, food, air and infectious disease and avoid going to work if unwell	-	-	-	-
<i>Maintain safe and secure working environment</i>	10	10	-	5
PC10. ensure safety procedures are followed while handling materials, tools, acids etc. and lifting or moving equipment and supplies	-	-	-	-
PC11. ensure use of appropriate PPE (gloves, three layered masks, long gown, headwear, glasses, goggles, footwear, etc.) by self and others at all times	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. make sure first aid procedures are followed appropriately	-	-	-	-
PC13. identify hazards at the workplace and report to the concerned person in time	-	-	-	-
<i>Follow effective waste management and recycling practices at workplace</i>	5	10	-	5
PC14. identify and segregate recyclable, non-recyclable and hazardous waste at workplace	-	-	-	-
PC15. segregate waste into different coloured dustbins	-	-	-	-
PC16. handle waste as per SOP	-	-	-	-
PC17. recycle waste wherever applicable	-	-	-	-
PC18. dispose of PPEs in a plastic bag, sealed and labelled as infectious waste	-	-	-	-
NOS Total	30	35	-	15

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	THC/N9907
NOS Name	Monitor and maintain health, hygiene and safety at workplace
Sector	Tourism & Hospitality
Sub-Sector	Hotels/Restaurant, Tours and Travels, Facility Management, Cruise
Occupation	Generic
NSQF Level	6
Credits	TBD
Version	2.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score a minimum of 70% of % aggregate marks to successfully clear the assessment.

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7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
THC/N0508.Prepare for hosting the guests	40	40	-	20	100	25
THC/N0509.Host the guests	40	40	-	20	100	25
THC/N9902.Ensure effective communication and service standards at workplace	40	40	-	20	100	20
THC/N9910.Ensure to maintain organisational confidentiality and guest's privacy	10	5	-	5	20	10
THC/N9907.Monitor and maintain health, hygiene and safety at workplace	30	35	-	15	80	20
Total	160	160	-	80	400	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) 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 (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.