APPRENTICESHIP CURRICULUM (OPTIONAL TRADE)

Hydrocarbon Sector Skill Council

Executive HR – Oil & Gas

Course Code: CO022400027

☒**NAPS** ☐**Non-NAPS**

NSQF Level: 4

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Course Details

1.	**Course Name**	Executive HR – Oil & Gas
2.	**Course Code**	CO022400027
3.	**Apprenticeship Training Duration:** *(2 to 4 weeks of BT is embedded in this duration as per the requirement of the establishment)*	**Months: 12 months**
	Remarks	
4.	**Credit**	**40**
5.	**NSQF Level** (*Mandatory for NAPS*)	4 **NSQC Approval Date: 30/11/2023**

6.	**Related NSQF aligned qualification details**	**S. No.**	**QP/ Qualification/ NOS Name (As applicable)**	**QP/ NOS Code & Version**	**NQR Code**
		1	Executive HR – Oil & Gas	HYC/Q9402 & Version 1.0	QG-04-HY-01368-2023-V1-HSSCI

7.	**Brief Job Role Description**	The HR Executive maintains employee data for the Human Resource (HR) department and compiles all necessary payroll data, enters it into the organization's data system, calculates each employee's respective pay, computing statutory and tax related entitlements and deductions and co-ordinates with the accounts department for disbursements and fund transfers.
8.	**NCO-2015 Code & Occupation** (*Access the NCO 2015 volumes from:*	NCO/ 2015/1212
9.	**Minimum Eligibility Criteria** *(Educational and/ or Technical Qualification)*	Completed 3rd year of 3-Year of UG(BBA) after 12th OR Completed 2nd year of 3-year of UG(BBA) after 12th and pursuing 3rd year of UG
10.	**Entry Age for Apprenticeship**	20 Years
11.	**Any Licensing Requirements** (*wherever applicable*)	NA

12.	Is the Job Role amenable to Persons with Disability	☐ Yes ☒ No

If yes, check the applicable type of Disability

☐ Locomotor Disability	☐ Leprosy Cured Person	☐ Cerebral Palsy	☐ Dwarfism	☐ Muscular Dystrophy
☐ Acid Attack Victims	☐ Blindness	☐ Low Vision	☐ Deaf	☐ Hard of Hearing
☐ Speech and Language Disability	☐ Intellectual Disability	☐ Specific Learning Disabilities	☐ Autism Spectrum Disorder	☐ Mental Illness
☐ Multiple Sclerosis	☐ Parkinson's Disease	☐ Haemophilia	☐ Thalassemia	☐ Sickle Cell Disease
☐ Multiple Disabilities				

13.	Submitting Body Details	**Name: Hydrocarbon Sector Skill Council** **E-mail ID: ceo@hsscindia.in** **Contact Number: 9872176558**
14.	Certifying Body	Hydrocarbon Sector Skills Council
15.	Employment Avenues/Opportunities	Oil & Gas sector
16.	Career Progression	Senior Executive
17.	Trainer's Qualification & Experience:	Post Graduate in HR/MBA in HR with 3 years of relevant industry experience and 1 year of Training/Assessment experience. Or Graduate in HR with 5 years of relevant industry experience and 1 year of Training/Assessment experience.

18.	Curriculum Creation Date	21/02/2024
19.	Curriculum Valid up to Date	20/02/2027

Module Details

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
1.	**NOS Name –** Carry Out hiring and recruitment process **NOS Code -** HYC/N9404 **Version –** 1.0	**Bridge Module -** Introduction to the Hydrocarbon Sector • Describe the oil and natural gas sector and its subsectors. • Explain the importance of Executive HR in oil and gas industry • Explain general discipline in the classroom (Do's & Don'ts) **Perform hiring and recruitment process** • Explain how to assist in job preparation • Describe assisting in publishing advertisement in national & local platform • Explain how to assist in searching application of candidates from various source • Describe coordinating in sorting of application of candidates • Describe sending call letters to the shortlisted candidates • Demonstrate coordinating for interview exercise • Demonstrate how to send offer letters to finalized candidates • Describe how to assist in joining formalities of candidates • Explain collecting documents from candidates • Describe conducting induction program and training session for candidate • Explain informing to the reporting officer about new employee	20	40	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
2.	**NOS Name –** Maintain employee records for compensation and benefits calculations **NOS Code -** HYC/N9405 **Version –** 1.0	• Explain preparing records of new employees (Record of new employees: e.g. employee name, ID, team details, compensation details, date of birth, address, etc.) • Describe updating records of existing employees to reflect changes (Changes: new designation, change in pay band, salary structure, department, etc.) • Describe maintaining attendance record • Describe updating leave details of employees into the database. • Demonstrate calculating monetary impact of leave without pay and overtime details of employees and update records accordingly • Explain maintaining performance records • Explain how to maintain conflict and grievance record • Describe how to record and update the resignation details of the employees • Explain submitting employee status to various departments as per organizational procedure • Demonstrate calculating salary and benefits for full and final settlement • Describe preparing full and final settlement letter and forward to relevant authority for approval • Demonstrate calculating tax, PF, ESI etc. as per statutory norms	20	40	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
3.	**NOS Name- Process statutory entitlements for entitlements for finalizing compensation and benefits** **NOS Code** - HYC/N9406 **Version -** 1.0	• Explain how to issue the correct regulatory documentation where entitlement to statutory payments is applicable/not applicable or cease • Explain determining staff's entitlement to statutory payments and benefits. (Statutory payments: Provident Fund (PF), Employees State Insurance (ESI), Professional Tax etc.) • Demonstrate calculating exceptional payments and deductions in accordance with organisational requirements, within agreed timelines • Demonstrate applying relevant PF deduction (PF deduction: Employees contribution, employers' contribution, minimum and maximum PF deduction allowed, government website through which payment is to be made, eligibility criteria etc.) • Demonstrate how to apply relevant processes regarding ESI deduction (Processes regarding ESI deduction: Employees contribution, employers' contribution, minimum and maximum ESI deduction allowed, government website through which payment is to be made, applicability of ESI provisions to employees with salary as limited by present rules etc.) • Describe how to enter the amount due in respect of redundancy in the payroll system, to ensure timely payments and appropriate tax treatment • Explain how to process PF nomination, PF-withdrawal and PF-transfer documents	**20**	**40**	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		• Demonstrate calculating various salary components as per tax and non-tax components of salary package • Demonstrate preparing payroll of the employee • Demonstrate maintaining MIS report using computer •				
4.	**NOS Name- Working effectively in a team** **NOS Code** - HYC/N9301 **Version -** 1.0	**Effective team work** • Describe methods to communicate clearly with the colleagues, supervisor and reporting authorities • Explain how to share information in line with organizational requirements • Explain the importance of supporting and respecting colleagues and other members of the organization without any bias based on gender, culture, disability etc. • Describe fulfilling commitments made to colleagues • Explain how to inform team members timely, if timelines can't be met • Describe ways/methods to resolve interpersonal conflict • Explain the importance of gender-neutral behavior while interacting with others	20	30	70	70
5.	**NOS Name-** Maintain health, safety and security procedures **NOS Code** - HYC/N9302	**Practice health and safety measures** • Explain importance of using PPE like face mask, hand gloves, goggle, protective clothing/equipment, etc. at workplace. • Explain how to monitor the health and safety of self and other team members • Explain how to identify possible causes of risk or accident in	24	46	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
	Version - 1.0	the workplace • Explain the hazard and risk associated with mishandling various tools and equipment. • Show the correct way to lift heavy objects. • Demonstrate how to follow safety signages **Follow fire safety procedures** • Demonstrate how to use fire extinguishers • Demonstrate various rescue techniques • Explain the good housekeeping practices to prevent any hazard • Describe list issues concerning the safety in work place • Explain how to record and report all incidents, damages or injury • Explain how to follow the applicable regulations and codes as per safety standard • Describe how to prepare incident reports. **Follow emergencies, rescue and first-aid procedures** • Explain how to provide appropriate first aid to victims in an emergency situation • Demonstrate basic techniques of bandaging • Demonstrate how to respond promptly and appropriately to an accident • Perform rescue activity during an accident in real or simulated environments				

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		• Demonstrate correct method to rescue injured people and others during an emergency				
5	**NOS Name-Employability Skills** **NOS Code** - HYC/N0101 **Version -** 1.0	• 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	20	30	70	70
	Total Marks		124	226	70	70

Glossary

Term	Description
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 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 (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.
Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements that together specify the technical, generic, professional and organizational specific knowledge that an individual need 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 (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 atleast 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.

Acronyms

Acronym	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
OS	Occupational Standard(s)
QP	Qualifications Pack
KU	Knowledge and understanding
GS	Generic Skills
DMA	Direct Marketing Agent
PNG	Piped Natural Gas
FAQ	Frequently Asked Questions
BP	Business Partner
KYC	Know Your Consumer
FAB	Feature Advantage Benefit

Annexure 1: Tools and Equipment

List of Tools and Equipment

The tools and equipment required are:

S. No.	Tool / Equipment Name	Specification
1	Computers and Software	NA
2	Financial Reports and Statements	NA
3	Payroll Software	NA
4	Valuation Tools	NA
5	Financial Models	NA
6	Financial Statement Templates	NA

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Projector
2. Computer/laptops
3. Internet connectivity
4. Whiteboard

Annexure 2: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the apprentice on the requiredcompetencies of the program.

The overall assessment strategy and specific arrangements, which have put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.

The assessment of candidates/trainees will be on the basis on assessment outcome/assessment criteria of the Qualification. In the assessment criteria for each NOS marks have been defined for theoretical and practical skills, on which the candidate will be assessed. The emphasis is on 'learning-by-doing' and performance criteria is based on the practical demonstration of skills and knowledge.

Theory/Knowledge test – This section will test the trainee on his/her knowledge on the subject/trade. The test will be carried out online/offline with a set of random Question paper that include multiple choice questions in multilingual, True/False Statement, audio-video question etc. The Question Bank will be developed by Subject Matter Experts (SME) of the hydrocarbon sector and these questions again be vetted by the Industry Experts, each performance criteria have its marks for theory based on the level of question i.e. easy, medium and difficult.

Practical/Demonstration Test – This stage involves the face-to-face interaction between Assessor and each trainee. The practical knowledge will be tested through trade test which demonstrates the skill required for the job, by which assessor would be able to evaluate the trainee for his/her practical knowledge on respective Qualification.

To ensure the maximum possible consistency in the assessment by different assessors at different locations, orientation of the assessors is also required about the stages involved in the assessment and the assessor role in the assessment process. The assessor must have knowledge of the following concepts before assessment:

- Qualification Pack Structure
- Guidance for the assessor to conduct theory and practical assessments
- Guidance for trainees to be given by assessor before the start of the assessments.
- Guidance on assessments process, practical brief with steps of operations practical observation checklist

- Practical/Demonstration Test guidance for uniformity and consistency.
- Guidance on assessment evidence collection (signed attendance copy, verification of the authenticity of the candidate by checking the photo IDcard, Photographs-while assessment undergoing etc.)

The empaneled assessment agencies will be instructed to hire assessors with integrity, reliability and fairness. Each assessor shall sign a document withits assessment agency by which they commit themselves to comply with the rules of confidentiality and conflict of interest, independence from commercial and other interests that would compromise impartiality of the assessments. The assessment agencies are instructed to ideally have assessor with sufficient amount of relevant industry experience related to Qualification. The assessors will also have scrutinized and have to undergo orientation of assessment framework, competency-based assessments etc.

Apprenticeship Curriculum: NAPS

Annexure 3: Mode of Training

The following Modules/NOS may also be delivered online for which the resources are provided in the given table.

S. No.	Module Name/NOS Name (As Per Curriculum)	Name of Mapped Online Component	URL of Mapped Online Component
	NA	NA	NA

Infra requirement:

- **NA**