

Guidelines to create a job role description and learning outcomes, for Assessment and Creditisation of Apprentices under NATS

Guidelines to make a Job Description for a Job Role

1. **Title of the Job Role and NSQF level:** Clearly state the job title.
2. **Department:** Mention the department where the job is situated.
3. **Reports to:** Identify the position's reporting line.
4. **Job Purpose:** A brief overview of why the job exists and its primary goals.
5. **Key Responsibilities:** List 5-10 main tasks and responsibilities associated with the role.
6. **Qualifications:** Specify the necessary education, certifications, and experience.
7. **Skills and Abilities:** Detail the essential skills and abilities required for the position.
8. **Working Conditions:** Describe the working environment, such as office-based, remote, or fieldwork.
9. **Performance Metrics:** Outline how success in the role will be measured.
10. **Career Path:** Provide information on potential career progression from this role.

Guidelines to make Learning Outcomes

1. **Industry Knowledge:** Understanding of the specific industry and business.
2. **Technical Skills:** Proficiency in tools and technologies relevant to the role.
3. **Problem-Solving Skills:** Ability to troubleshoot and resolve issues.
4. **Communication Skills:** Effective verbal and written communication.
5. **Team Collaboration:** Experience working within a team environment.
6. **Project Management:** Skills in planning, executing, and closing projects.
7. **Time Management:** Ability to manage and prioritize tasks effectively.
8. **Leadership Skills:** Experience in leading or managing teams.
9. **Adaptability:** Flexibility to adapt to changing situations and environments.
10. **Customer Service:** Skills in handling customer inquiries and providing solutions.

Establishments can use the Template for the same

NSQF Level	
Name of the Job Role	
Job Description	Learning Outcomes
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

Note: These are suggestive guidelines; however, establishments are encouraged to make the job descriptions and learning outcomes as comprehensive as they can, aligning them with the on-the-job training that apprentices undergo at their respective establishments.