Model Curriculum

NOS Name: Essentials of Personal Finance

NOS Code: BSC/N3202

NOS Version: 1.0

NSQF Level: 4.5

Model Curriculum Version: 1.0

Table of Contents

Training Parameters

Sector	BFSI
Sub-Sector	Lending, Fund Investment & Services, Payments, Broking, BFSI Processing
Occupation	Finance and Accounts
Country	India
NSQF Level	4.5
Aligned to NCO/ISCO/ISIC Code	NA
Minimum Educational Qualification and Experience	Pursuing 1st year of 3 years/ 4 years UG and continuing education Or Completed 1st year of 3-year/ 4-years UG & equivalent
Pre-Requisite License or Training	NA
Minimum Job Entry Age	17 Years
Last Reviewed on	27/08/2024
Next Review Date	27/08/2027
NSQC Approval Date	27/08/2024
NOS Version	1.0
Model Curriculum Creation Date	27/08/2024
Model Curriculum Valid Up to Date	27/08/2027
Model Curriculum Version	1.0
Minimum Duration of the Course	60 Hours, 0 Minutes
Maximum Duration of the Course	60 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:

- Discuss the different type of Debt
- Discuss the different type of Insurance
- Elaborate Tax Planning
- Explain consumer awareness
- Discuss the forms and formats of PAN
- Describe Budgeting
- Identify ideas and analyze the applicability if income tax filing
- Identify and ensure GST Registration

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
BSC/N3202 – Essentials of Personal Finance **NOS Version No. 1.0** **NSQF Level 4.5**	**20:00**	**40:00**	**00:00**	**00:00**	**60:00**
Module 2: Essentials of Personal Finance	20:00	40:00	00:00	00:00	60:00
Total Duration	**20:00**	**40:00**	**00:00**	**00:00**	**60:00**

Module Details

Module 1: Essentials of Personal Finance
Mapped to BSC/N3202, v1.0

Terminal Outcomes:

- Open & Maintaining Bank Accounts
- Discuss & Understand Different types of Bank Account
- Discuss Different types of Investment options & Decision Making & Stock Market
- Discuss the relevance of taking Financial Decisions
- Understanding & safeguard finance frauds
- Describe Types of Income
- Apply Systematic Investment Plan
- Describe the Debt Management
- Discuss Tax planning
- Narrate GST registration and filing

Duration: 20:00	Duration: 40:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Discuss Different Types of Income - Elaborate Safeguard of your Income - Describe Spending - Explain Systematic Investment Plan (SIP) - Explain Finance Frauds and Safeguard - Describe source finance - discuss income tax for individual - Narrate ITR forms - Explain Net Present Value - Discuss types of Insurance - Describe Budgeting - Explain types of business and its registration	- Demonstrate e-PAN application (Simulator) - Illustrate PAN registration for filing ITR - Demonstrate filing of ITR (Simulator) - Calculate earnings with Practice tools - Opting finance options with Practice tools - Calculate Spending with Practice tools - Understand Systematic Investment Plan with Practice tools - Demonstrate calculation of Budget with practice tool - Illustrate Insurance with Practice tools - Demonstrate GST registration (Simulator)

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training Experience**		**Remarks**
		Years	*Specialization*	*Years*	*Specialization*	
Graduate	Banking, Financial Services, and Insurance/ Microfinance	2	Banking, Financial Services, and Insurance/ Microfinance	1	Banking, Financial Services, and Insurance/ Microfinance	

Trainer Certification	
Domain Certification	**Platform Certification**
"Essentials of Personal Finance", BSC/N3202, v 1.0, Minimum Accepted Score is 80%	" Trainer", MEP/Q2601, v3.0, with scoring of minimum 80%

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Banking, Financial Services, and Insurance/ Microfinance	3	Banking, Financial Services, and Insurance/ Microfinance	2	Banking, Financial Services, and Insurance/ Microfinance	

Assessor Certification	
Domain Certification	Platform Certification
"Essentials of Personal Finance", BSC/N3202, v 1.0, Minimum accepted score is 80%	"Assessor", MEP/Q2701, v 3.0 with the scoring of minimum 80%

Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the learner on the required competencies of the program.

1. Assessment System Overview:
   - Batches assigned to the assessment agencies for conducting the assessment on SID or email
   - Assessment agencies send the assessment confirmation to VTP/TC looping SSC
   - Assessment agency deploys the ToA certified Assessor / PROCTOR for executing the assessment
   - SSC monitors the assessment process & records

2. Testing Environment:
   - Check the Assessment location, date and time
   - 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.

3. Assessment Quality Assurance levels/Framework:
   - Question bank is created by the Subject Matter Experts (SME) are verified by BFSI SSC
   - Questions are mapped to the specified assessment criteria
   - Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:
   - Time-stamped & geotagged reporting of the assessor from assessment location
   - Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:
   - Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access
   - Hard copies of the documents are stored

References

Glossary

Term	Description
Declarative Knowledge	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.
Key Learning Outcome	Key learning outcome is the 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).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Procedural Knowledge	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.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do **upon the completion of the training**.
Terminal Outcome	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
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
TVET	Technical and Vocational Education and Training
SOP	Standard Operating Procedure
OH&S	Occupational Health and Safety
PPE	Personal Protective Equipment
HACCP	Hazard Analysis and Critical Control Points
ISO	International Standards Organization
KYC	Know Your Customer