QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR SPORTS INDUSTRY

SPEFL-SC
Sports, Physical Education Fitness & Leisure Skill Council

N·S·D·C National Skill Development Corporation

Contents

What are Occupational Standards(OS)?

➢ OS describe what individuals need to do, know and understand in order to carry out a particular job role or function

➢ OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack – Pool Lifeguard

SECTOR: SPORTS

SUB-SECTOR: Sports Fitness and Leisure

OCCUPATION: POOL Life Guard

REFERENCE ID: SPF/Q1104

ALIGNED TO: NCO-2004/3475.15

Brief Job Description: Lifeguards work at swimming pools to keep swimmers safe. Individuals in this role would observe and supervise swimming areas to prevent accidents. Responsibilities include making swimmers aware of dangerous situations, and in an emergency carrying out a rescue procedure.

Personal Attributes: Individuals should be physically fit and good swimmers. They should know about rescue operations with and without equipment. Individuals also require stamina and should have good endurance in swimming.

Qualifications Pack Code	SPF/Q1104		
Job Role	**Pool Life Guard** the job role is applicable for national/international scenarios		
Credits (NSQF)	TBD	**Version number**	1.0
Sector	Sports	**Drafted on**	21/01/2015
Sub-sector	Sports, Fitness & Leisure	**Last reviewed on**	22/01/2015
Occupation	Fitness Trainer	**Next review date**	21/01/2017
NSQC Clearance on*	**Not Applicable**		

Job Details (sidebar label)

Job Role	Pool Life Guard (pool guard, Beach Life Guard or Lifesavers)
Role Description	Take precautionary measures and rescue and recover victims
NSQF level **Minimum Educational Qualifications*** **Maximum Educational Qualifications***	4 10th class/be able to swim Graduate
Training (Suggested but not mandatory)	Swimming training required
Minimum Job Entry Age	As per Government rules
Experience	No experience necessary
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. SPF/N1111(Take precautionary measures) 2. SPF/N1112 (Rescue and Recover victims) 3. SPF/N1113(Maintain Health and Safety Measures) **Optional:** Not Applicable
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses 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.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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 they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification 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.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs 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.

Definitions

Acronyms

Keywords /Terms	Description
NOS	National Occupational Standards
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework
OS	Occupational Standard(s)
QP	Qualifications Pack

SPF/1112

NOS

National Occupational Standards

Rescuing and Recovering victims

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National Occupational Standard

Overview

This unit is about preparing for taking precautionary measures

Unit Code	SPF/N1111
Unit Title (Task)	**Prepare for Taking Precautionary Measures**
Description	This unit is about preparing for taking Precautionary Measures
Scope	This OS unit/task covers the following: • Assist management in defining plans for preventive lifeguarding • Observe safety and sanitary rules at the water body and precautionary rules for a safe water body • Work on in-service training, personal health and fitness.

Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Assist management in defining plans for preventive lifeguarding	To be competent, the user/individual on the job must be able to: PC1. Check water temperature, pH and chlorine levels in the pool PC2. Set up pool equipment and place safety equipment within reach of lifeguard station PC3. Set preventive measures for swimmers or guidelines for usage PC4. Define precautionary measures PC5. Set safety guidelines for swimmers to be followed at pool site
Observe safety and sanitary rules at the water body and precautionary rules for a safe water body	PC6. Ensure that precautionary measures are taken at pool PC7. Ensure maintenance of life saving equipment such as rings/ jackets/ poles and first aid kit PC8. Conduct regular audits of swimming pool water for clarity/visibility PC9. Ensure that appropriate signage and instructions is displayed on pool site PC10. Assist/provide instructions on various swimming strokes, jumps PC11. Demonstrate correct use of equipment according to the policies and procedures of the swimming center from time to time PC12. Monitor pool conditions and set up appropriate safety flags PC13. Provide a point of contact for people at the pool. PC14. Highlight the common types of injuries that might occur and affect the participants in water. PC15. Check all the gates at the closing time

Work on in-service training, personal health and fitness.	PC16. Advise people where and when they can swim safely
	PC17. Maintain his/ her physical fitness periodically in water and on land (Swim at least 500 meters every week without exception)
	PC18. Obtain training on upgraded equipment periodically
	PC19. Be informed on latest policies and procedures

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand:
	KA1. Organizational Procedure for accidents, safety training
	KA2. Types of pool equipment used by organization
	KA3. Types of emergency equipment such as self-breathing equipment, personal flotation devices available and location of the same
	KA4. Escalation matrix for reporting problems
	KA5. Emergency response teams aligned to organization
	KA6. Workplace lighting, machinery and other technical aspects
	KA7. Emergency evacuation procedure/ protocol followed by organization
	KA8. Relevant legal guidelines– for rescue of persons, first aid administration
	KA9. Roles and responsibilities of all individuals/teams involved in the organizational relevant to the Pool
	KA10. Guest rules/ rights for usage of pool
	KA11. First aid codes of practice
	KA12. Swimming requirements as per facility (length, breadth, size etc.)
B. Technical Knowledge	The user/individual on the job needs to know and understand:
	KB1. Emergency response procedures – how to provide CPR, use artificial breathing devices to resuscitate persons
	KB2. Administration of basic first aid
	KB3. Basic anatomy and physiology particularly related to chest, water related injuries etc.
	KB4. Knowledge of operating and maintaining aquatic equipment such as water filtration equipment, sanitation equipment etc.
	KB5. Usage of safety and flotation devices used by organization
	KB6. Safety and security guidelines for swimmer
	KB7. Various swimming techniques and strokes
	KB8. Ability to swim as per emergency training requirements
	KB9. Physical limitations and fitness requirements for rescue operations
	KB10. Safety signs and instructions for swimmers/pool users
	KB11. Location for storage of safety equipment
	KB12. Self-defense/ defense techniques required for rescue operations
	KB13. Factors contributing to aquatic emergencies to enable prompt and accurate assessment of emergency situations

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KB14. Accepted best practice principles of aquatic rescues to enable prompt and appropriate responses to major aquatic emergencies

KB15. Industry standards that enable the provision of a safe environment for client activities and appropriate response to emergencies

KB16. Hazardous behavior and activities that pose risks to clients and how to identify and deal with them quickly and safely

KB17. Conflict resolution techniques to deal with difficult or aggressive clients.

KB18. Occupational Health and Safety guidelines for lifting and carrying

Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/ individual on the job needs to know and understand how to: SA1. Develop pool safety guidelines/instructions SA2. Prepare concise reports and summary pool incidents/accident reports SA3. Fill in insurance forms etc.
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA4. Ability to read and understand all pool safety signs, safety instructions, pool usage guidelines SA5. Ability to read and understand all usage and safety manuals for pool equipment, safety equipment SA6. Ready and verify guest credentials for pool usage (if required)
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA7. Giving full attention to pool usage instructions, what other people are saying, taking time to understand the points made and responding to relevant questions SA8. Communicating in a clear and polite manner with pool users/swimmers when receiving enquiries or clarifications SA9. Instruct users with clear and easy to understand instructions for swimming/pool usage SA10. Communicating effectively with senior citizens and young children to maintain safety SA11. In case of emergency, communication skills to: • Assert group control • Reassure casualties and bystanders • Provide clear and accurate information to emergency authorities

B. Professional Skills	**Reasoning/Logical skills/ Analytical**
	The user/individual on the job needs to know and understand how to:
	SB1. Judge the probabilities and best response required for action.
	SB2. Apply logic to determine limitations for pool users (restriction to shallow end etc.)
	SB3. Based on user demographics, provide pool usage instructions to minimize accidents/problems
	SB4. Notice when something is wrong or is likely to go wrong.
	SB5. Develop rules or follow guidelines issues that have not been addressed before
	SB6. Identify problems, Develop, review, and apply solutions.
	SB7. Concentrate and not be distracted while performing a task.
	SB8. Assess Pool quality, maintenance required
	SB9. Recognize signs/factors which contribute to major aquatic emergencies
	SB10. In case of situations that are out of norm, ability to assess situation and act accordingly
	Organizational Skills
	The user/individual on the job needs to know and understand how to:
	SB11. Assess situation and provide instructions/follow directions to carry out emergency rescues/prevent accidents
	SB12. Work effectively as a team with emergency respondents, first aid medics etc.
	Mathematical Skills
	The user/individual on the job needs to know and understand how to:
	SB13. Add, subtract, multiply, and divide quickly and correctly.
	SB14. Maintain count of equipment, machinery, persons using pool etc.

NOS Version Control

NOS Code	SPF/N1111		
Credits(NSQF)	TBD	**Version number**	1.0
Industry	Sports	**Drafted on**	21/01/2015
Industry Sub-sector	Sports Fitness and Leisure	**Last reviewed on**	22/01/2015
Occupation	Lifeguard	**Next review date**	21/01/2017

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Overview

This unit is about Recovering and Rescuing Victims

Unit Code	SPF/N1112
Unit Title (Task)	Recover and Rescue victims
Description	This OS unit is about recovering and rescuing victims
Scope	The unit/ task covers the following: • Rescue victims, through direct and indirect life-saving assist • Recover submerged victims from various depths

Performance Criteria(PC)	
Element	**Performance Criteria**
Rescue victims, through direct and indirect life-saving assist	To be competent, the user/individual on the job must be able to: PC1. Patrol the edge of the pool or sit on an elevated chair at the poolside to keep a close watch on the pool and its users PC2. Advise swimmers on the use of the diving boards and slides PC3. Stop or discourage behavior which could be dangerous. Adopt defense tactics and water wrestling to prevent victim from being overpowering PC4. Stay alert for situations where swimmers could get into difficulties PC5. Supervise and make sure people stay in safe areas PC6. In case of danger to swimmer, deploy emergency response procedures PC7. Indirect system of saving using the lifesaving equipment PC8. Direct system of saving using personal approach to victim
Recover submerged victims from various depths	PC9. Perform rescue operations in case of accidents, drowning etc. PC10. Page for assistance in case of large scale accidents PC11. Call for first aid/medical assistance PC12. Provide basic first aid and medical treatment till arrival of medics PC13. Use life-saving techniques in emergencies such as resuscitation, bandaging etc.

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. Organizational Procedure for accidents, safety training KA2. Types of aquatic/pool equipment used by organization KA3. Types of emergency equipment such as self-breathing equipment, personal flotation devices available and location of the same KA4. Escalation matrix for reporting problems KA5. Emergency response teams aligned to organization

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	KA6. Workplace lighting, machinery and other technical aspects
	KA7. Emergency evacuation procedure/ protocol followed by organization
	KA8. Relevant legal guidelines– for rescue of persons, first aid administration
	KA9. Roles and responsibilities of all individuals/teams involved in the organizational relevant to the Pool
	KA10. Guest rules/ rights for usage of pool
	KA11. First aid codes of practice
	KA12. Swimming requirements as per facility (length, breadth, size etc.)
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Emergency response procedures – how to provide CPR, use artificial breathing devices to resuscitate persons KB2. Administration of basic first aid KB3. Basic anatomy and physiology particularly related to chest, water related injuries etc. KB4. Knowledge of operating and maintaining aquatic equipment such as water filtration equipment, sanitation equipment etc. KB5. Usage of safety and flotation devices used by organization KB6. Safety and security guidelines for swimmer KB7. Various swimming techniques and strokes KB8. Ability to swim as per emergency training requirements KB9. Physical limitations and fitness requirements for rescue operations KB10. Safety signs and instructions for swimmers/pool users KB11. Location for storage of safety equipment KB12. Self-defense/ defense techniques required for rescue operations KB13. Factors contributing to aquatic emergencies to enable prompt and accurate assessment of emergency situations KB14. Accepted best practice principles of aquatic rescues to enable prompt and appropriate responses to major aquatic emergencies KB15. Industry standards that enable the provision of a safe environment for client activities and appropriate response to emergencies KB16. Hazardous behaviour and activities that pose risks to clients and how to identify and deal with them quickly and safely KB17. Conflict resolution techniques to deal with difficult or aggressive clients. KB18. Occupational Health and Safety guidelines for lifting and carrying
Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/ individual on the job needs to know and understand how to: SA1. Develop pool safety guidelines/instructions SA2. Prepare concise reports and summary pool incidents/accident reports

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SA3.   Fill in insurance forms etc.

Reading Skills
The user/individual on the job needs to know and understand how to: SA4.   Ability to read and understand all pool safety signs, safety instructions, pool usage guidelines   SA5.   Ability to read and understand all usage and safety manuals for aquatic/pool equipment, safety equipment   SA6.   Ready and verify guest credentials for pool usage (if required)
Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand how to: SA7.   Giving full attention to pool usage instructions, what other people are saying, taking time to understand the points made and responding to relevant questions   SA8.   Communicating in a clear and polite manner with pool users/swimmers when receiving enquiries or clarifications   SA9.   Instruct users with clear and easy to understand instructions for swimming/pool usage   SA10. Communicating effectively with senior citizens and young children to maintain safety   SA11. In case of emergency, communication skills to: • Assert group control   • Reassure casualties and bystanders   • Provide clear and accurate information to emergency authorities

B. Professional Skills	**Reasoning/Logical skills/ Analytical**
	The user/individual on the job needs to know and understand how to: SB1. Judge the probabilities and best response required for action. SB2. Apply logic to determine limitations for pool users (restriction to shallow end etc.) SB3. Based on user demographics, provide pool usage instructions to minimize accidents/problems SB4. Notice when something is wrong or is likely to go wrong. SB5. Develop rules or follow guidelines issues that have not been addressed before SB6. Identify problems, Develop, review, and apply solutions.

	SB7. Concentrate and not be distracted while performing a task.
	SB8. Assess Pool quality, maintenance required
	SB9. Recognize signs/factors which contribute to major aquatic emergencies
	SB10. In case of situations that are out of norm, ability to assess situation and act accordingly
	Organizational Skills
	The user/individual on the job needs to know and understand how to:
	SB11. Assess situation and provide instructions/follow directions to carry out emergency rescues/prevent accidents
	SB12. Work effectively as a team with emergency respondents, first aid medics etc.
	Mathematical Skills
	The user/individual on the job needs to know and understand how to:
	SB13. Add, subtract, multiply, and divide quickly and correctly.
	SB14. Maintain count of equipment, machinery, persons using pool etc.

NOS Code	SPF/N1112		
Credits(NSQF)	TBD	Version number	1.0
Industry	Sports	Drafted on	21/01/2015
Industry Sub-sector	Sports Fitness and Leisure	Last reviewed on	22/01/2015
Occupation	Lifeguard	Next review date	21/01/2017

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Annexure

Nomenclature for QP and NOS

Qualifications Pack

9 characters
[ABC]/ Q 0101

[Insert 3 letter code for SSC]

QP number (2 numbers)

Q denoting Qualifications Pack

Occupation (2 numbers)
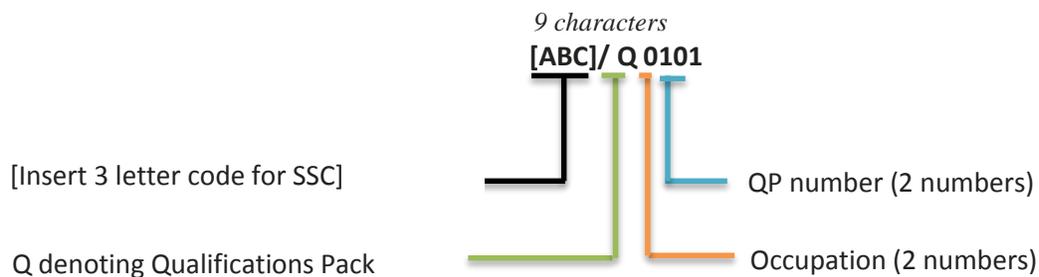
Occupational Standard

An example of NOS with 'N'

9 characters
[ABC] / N 0101

[Insert 3 letter code for SSC]

OS number (2 numbers)

N denoting National Occupational Standard

Occupation (2 numbers)
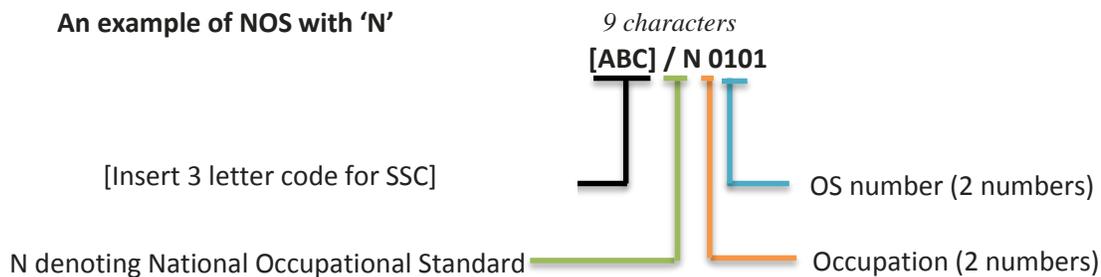
The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Sports Science and Technology	01
Sports Medicine	02
Sports Broadcasting/Communications	03
Sports Grassroots	04
Sports Facilities	05
Sports Management	06
Sports Development	07
Sports Event Management	08
Sports Coaching	09
Sports Manufacturing	10
Sports Fitness & Leisure	11

Sequence	Description	Example
Three letters	Industry name	SPF
Slash	/	/
Next letter	Whether **Q**P or **N**OS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Sports Masseur

Qualification Pack: SPF/Q1104

Sector Skill Council: Sports, Physical Education, Fitness and Leisure Sector Skill Council

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 proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

				Marks Allocation	
		Total Marks	Out of	Theory	Skills Practical
1. SPF/N1111 (Take Precautionary measures)	PC1. Check water temperature, pH and chlorine levels in the pool/water facility		10	2	8
	PC2. Set up pool equipment and place safety equipment within reach of lifeguard station		5	2	3
	PC3. Set preventive measures for swimmers or guidelines for usage		5	2	3
	PC4. Define precautionary measures	100	5	2	3
	PC5. Set safety guidelines for swimmers to be followed at pool site		5	2	3
	PC6. Ensure that precautionary measures are taken at pool		5	2	3
	PC7. Ensure maintenance of life saving equipment such as rings/ jackets/ poles and first aid kit		5	2	3

| | | Marks Allocation | | |
		Total Marks	Out of	Theory	Skills Practical
	PC8. Conduct regular audits of swimming pool water for clarity/visibility		5	2	3
	PC9. Ensure that appropriate signage and instructions is displayed on pool site		5	2	3
	PC10. Assist/provide instructions on various swimming strokes, jumps		10	2	8
	PC11. Demonstrate correct use of equipment according to the policies and procedures of the swimming center from time to time		10	2	8
	PC12. Monitor pool conditions and set up appropriate safety flags		5	2	3
	PC13. Provide a point of contact for people on the pool facility		5	2	3
	PC14. Advise people where and when they can swim safely		5	1	4
	PC15. Maintain his/ her physical fitness periodically in water and on land		5	1	4
	PC16. Obtain training on upgraded equipment periodically		5	1	4
	PC17. Be informed on latest policies and procedures		5	1	4
	Total		100	30	70
2. SPF/N1112 (Rescue and Recover Victims)	PC1. Patrol the edge of the pool or sit on an elevated chair at the poolside to keep a close watch on the pool and its users	100	5	2	3
	PC2. Advise swimmers on the use of the diving boards and slides		5	2	3
	PC3. Stop or discourage behavior which could be dangerous. Adopt defense tactics and water wrestling to prevent victim from being overpowering		5	2	3

		Total Marks	Out of	Theory	Skills Practical
				Marks Allocation	
	PC4. Stay alert for situations where swimmers could get into difficulties		5	2	3
	PC5. Supervise and make sure people stay in safe areas		5	2	3
	PC6. In case of danger to swimmer, deploy emergency response procedures		10	2	8
	PC7. Indirect system of saving using the lifesaving equipment		10	2	8
	PC8. Direct system of saving using personal approach to victim		10	2	8
	PC9. Perform rescue operations in case of accidents, drowning etc.		10	2	8
	PC10. Page for assistance in case of large scale accidents		10	2	8
	PC11. Call for first aid/medical assistance		5	2	3
	PC12. Provide basic first aid and medical treatment till arrival of medics		10	3	7
	PC13. Use life-saving techniques in emergencies such as resuscitation, bandaging etc.		10	2	8
	Total		**100**	**25**	**75**

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