Model Curriculum

Associate- F & A Complex

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SECTOR:	**IT-ITeS**
SUB-SECTOR:	**Business Process Management**
OCCUPATION:	**Finance & Accounting (F&A)**
REFERENCE ID:	**SSC/Q2302**
NSQF LEVEL:	**7**

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Associate- F & A Complex

Curriculum / Syllabus

This program is aimed at training candidates for the job of a **Associate- F & A Complex** in the **IT-ITeS** Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Associate- F & A Complex		
Qualification Pack Name & Reference ID.	Associate- F & A Complex SSC/Q2302		
Version No.	1.0	Version Update Date	31/01/2015
Pre-requisites to Training	Bachelor's Degree in Commerce/Accounts/Finance		
Training Outcomes	After completing this programme, participants will be able to: • Contribute to financial research and analysis • for clients • Create documents for knowledge sharing • Manage your work to meet requirements • Work effectively with colleagues • Maintain a healthy, safe and secure working • environment • Provide data/information in standard • formats • Develop your knowledge, skills and • competence		

This course encompasses all <u>Seven</u> National Occupational Standards (NOS) of **Associate- F & A Complex** Qualification Pack issued by **IT-ITeS Sector Skills Council NASSCOM**.

Sr. No.	Module	Theory Duration (hh:mm)	Practical Duration (hh:mm)	Key Learning Outcomes	Corresponding NOS Code	Equipment Required
1.	Contribute to financial research and analysis for clients	30:00	120:00	Candidates will be able to: • establish clearly the objectives and scope for the research and analysis • identify suitable sources of data/information for the secondary research • obtain advice and guidance from appropriate people to refine the methodological approach • access relevant data/information for research from your organization's knowledge base • obtain relevant data/information from suitable sources • validate data/information accurately identifying any anomalies	SSC/N2310	Refer to Unique Equipment Required

Sr. No.	Module	Theory Duration (hh:mm)	Practical Duration (hh:mm)	Key Learning Outcomes	Corresponding NOS Code	Equipment Required
				• obtain guidance from appropriate people on how to handle anomalies in data/information • consolidate data/information into standard templates and tools • conduct rule-based analysis on the data/information and draw justifiable inferences • review your analysis and inferences with appropriate people and incorporate their inputs • present findings to appropriate people through the agreed medium using standard templates and tools • update your organization's knowledge base with the findings • comply with your organization's policies, procedures, guidelines and client specific service level agreements when carrying out research and analysis		
2.	Create documents for knowledge sharing	17:00	33:00	Candidates will be able to: • establish with appropriate people the purpose, scope, formats and target audience for the documents • access existing documents, language standards, templates and documentation tools from your organization's knowledge base • liaise with appropriate people to obtain and verify the information required for the documents • confirm the content and structure of the documents with appropriate people • create documents using standard templates and agreed language standards • review documents with appropriate people and incorporate their inputs • submit documents for approval by appropriate people • publish documents in agreed formats	SSC/N0703	

Sr. No.	Module	Theory Duration (hh:mm)	Practical Duration (hh:mm)	Key Learning Outcomes	Corresponding NOS Code	Equipment Required
				• update your organization's knowledge base with the documents • comply with your organization's policies, procedures and guidelines when creating documents for knowledge sharing		
3.	Manage your work to meet requirements	11:00	39:00	Candidates will be able to: • establish and agree your work requirements with appropriate people • keep your immediate work area clean and tidy • utilize your time effectively • use resources correctly and efficiently • treat confidential information correctly • work in line with your organization's policies and procedures • work within the limits of your job role • obtain guidance from appropriate people, where necessary • ensure your work meets the agreed requirements	SSC/N9001	
4.	Work effectively with colleagues	10:00	40:00	Candidates will be able to: • communicate with colleagues clearly, concisely and accurately • work with colleagues to integrate your work effectively with theirs • pass on essential information to colleagues in line with organizational requirements • work in ways that show respect for colleagues • carry out commitments you have made to colleagues • let colleagues know in good time if you cannot carry out your commitments, explaining the reasons • identify any problems you have working with colleagues and take the initiative to solve these problems • follow the organization's policies and procedures for working with colleagues	SSC/N9002	
5.	Maintain a healthy, safe and secure working environment	7:00	18:00	Candidates will be able to: • comply with your organization's current health, safety and security policies and procedures	SSC/N9003	

Sr. No.	Module	Theory Duration (hh:mm)	Practical Duration (hh:mm)	Key Learning Outcomes	Corresponding NOS Code	Equipment Required
				• report any identified breaches in health, safety, and security policies and procedures to the designated person • identify and correct any hazards that you can deal with safely, competently and within the limits of your authority • report any hazards that you are not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected • follow your organization's emergency procedures promptly, calmly, and efficiently • identify and recommend opportunities for improving health, safety, and security to the designated person • complete any health and safety records legibly and accurately		
6.	Provide data/information in standard formats	15:00	35:00	Candidates will be able to: • establish and agree with appropriate people the data/information you need to provide, the formats in which you need to provide it, and when you need to provide it • obtain the data/information from reliable sources • check that the data/information is accurate, complete and up-to-date • obtain advice or guidance from appropriate people where there are problems with the data/information • carry out rule-based analysis of the data/information, if required • insert the data/information into the agreed formats • check the accuracy of your work, involving colleagues where required • report any unresolved anomalies in the data/information to appropriate people	SSC/N9004	

Sr. No.	Module	Theory Duration (hh:mm)	Practical Duration (hh:mm)	Key Learning Outcomes	Corresponding NOS Code	Equipment Required
				• provide complete, accurate and up-to-date data/information to the appropriate people in the required formats on time		
7.	Develop your knowledge, skills and competence	5:00	20:00	Candidates will be able to: • obtain advice and guidance from appropriate people to develop your knowledge, skills and competence • identify accurately the knowledge and skills you need for your job role • identify accurately your current level of knowledge, skills and competence and any learning and development needs • agree with appropriate people a plan of learning and development activities to address your learning needs • undertake learning and development activities in line with your plan • apply your new knowledge and skills in the workplace, under supervision • obtain feedback from appropriate people on your knowledge and skills and how effectively you apply them • review your knowledge, skills and competence regularly and take appropriate action	SSC/N9005	
	Total Duration:	**95:00**	**305:00**	**Unique Equipment Required:** Training room should be fully furnished with the following equipment / tools / accessories. Additional / specific resources, wherever applicable (e.g. Hardware, software) are indicated in the main text corresponding to relevant learning outcome. **Domain NOS requirements** • Oracle Fin / JD Edwards, SAS, SPSS, R, Tableau, MS-Excel • Access to financial data sources such as www.data.gov.in, CMIE Prowess • Access to online tools for data gathering and recording • Online survey tools (such as surveymonkey.com) • SPSS / SAS / R • MS-Visio, MS-Office, MS-Project • Versant/SVAR **Common requirements** • Comfortable seats with adequate lighting, controlled temperature and acoustics for training and learning • White Board, Markers and Eraser		

Sr. No.	Module	Theory Duration (hh:mm)	Practical Duration (hh:mm)	Key Learning Outcomes	Corresponding NOS Code	Equipment Required
				• Projector with screen • Flip chart with markers • Faculty's PC/Laptop with latest configuration and internet connection • Supporting software / applications for projecting audio, video, recording, • Presentation Tools to support learning activities: o Intranet o Email o IMs o Learning management system e.g. Moodle, Blackboard to enable blended learning • Microphone / voice system for lecture and class activities • Handy Camera • Stationery kit – Staples, Glue, Chart Paper, Sketch Pens, Paint Box, Scale, A4 Sheets • For IT Lab sessions: Computer Lab with 1:1 PC:trainee ratio and having internet connection, MS Office / Open office, Browser, Outlook / Any other Email Client and chat tools. • Assessment and Test Tools for day to day online Tests and Assessments • For team discussions: Adequate seating arrangement in full / half circle format for one or more teams as per planned team composition. • Reading Resources: Access to relevant sample documents and learning forums to enable self-study before and after each training session.		

Grand Total Course Duration: **400 Hours 0 Minutes**
*(This syllabus/ curriculum has been approved **IT-ITeS Sector Skills Council NASSCOM**.)*

Notes from IT-ITeS Sector Skills Council NASSCOM
1. This document outlines the broad scope of coverage. This should be linked with OBF and training delivery plan. OBF (Outcome based framework) reflects the pedagogy used to ensure an expected outcome. Training delivery plan focuses on the sequence of delivery.
2. Though many NOSs have some seemingly common outcomes, notably core/generic, professional and technical skills, it is imperative to understand the contextual difference between them. Training providers are advised to,
   a. Embed such skills development in the learning pedagogy for each expected outcome
   b. Prepare a detailed session plan for training delivery with focus on sequence and duration of training
3. Run a diagnostic test to assess prior learning of students and help trainers / students identify the need for gap training and suitable training methodology. Accordingly, more introductory level sessions may be included in guided or self-paced mode of learning. E.g. adding some sessions on Functional English or Use of Internet and MS Office.

Annexure1: Assessment Criteria

Assessment Criteria for <QP Name>	
Job Role	Associate- F & A Complex
Qualification Pack	SSC/Q2302
Sector Skill Council	IT-ITeS

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack (QP) will be created by the Sector Skill Council (SSC). Each performance criteria (PC) will be assigned Theory and Skill/Practical marks proportional to its importance in NOS.
2	The assessment will be conducted online through assessment providers authorised by SSC.
3	Format of questions will include a variety of styles suitable to the PC being tested such as multiple choice questions, fill in the blanks, situational judgment test, simulation and programming test.
4	To pass a QP, a trainee should pass each individual NOS. Standard passing criteria for each NOS is 70%.
5	For latest details on the assessment criteria, please visit www.sscnasscom.com.

Assessable Outcomes	Assessment criteria for the outcome	Total Mark	Out of	Theory	Skills Practical
1. SSC/N2310 (Contribute to financial research and analysis for clients)	PC1. establish clearly the objectives and scope for the research and analysis	**100**	5	5	0
	PC2. identify suitable sources of data/information for the secondary research		5	0	5
	PC3. obtain advice and guidance from appropriate people to refine the methodological approach		5	0	5
	PC4. access relevant data/information for research from your organization's knowledge base		5	0	5
	PC5. obtain relevant data/information from suitable sources		5	0	5
	PC6. validate data/information accurately identifying any anomalies		10	5	5
	PC7. obtain guidance from appropriate people on how to handle anomalies in data/information		5	0	5
	PC8. consolidate data/information into standard templates and tools		10	0	10
	PC9. conduct rule-based analysis on the data/information and draw justifiable inferences		25	5	20
	PC10. review your analysis and inferences with appropriate people and incorporate their inputs		10	0	10
	PC11. present findings to appropriate people through the agreed medium using standard templates and tools		5	0	5
	PC12. update your organization's knowledge base with the findings		5	0	5
	PC13. comply with your organization's policies, procedures, guidelines and client specific service level agreements when carrying out research and analysis		5	5	0
	Total		100	20	80
2.SSC/N0703 (Create documents for knowledge sharing)	PC1. establish with appropriate people the purpose, scope, formats and target audience for the documents	**100**	15	5	10
	PC2. access existing documents, language standards, templates and documentation tools from your organization's knowledge base		10	0	10

	PC3. liaise with appropriate people to obtain and verify the information required for the documents		5	0	5
	PC4. confirm the content and structure of the documents with appropriate people		10	10	0
	PC5. create documents using standard templates and agreed language standards		15	5	10
	PC6. review documents with appropriate people and incorporate their inputs		10	0	10
	PC7. submit documents for approval by appropriate people		5	5	0
	PC8. publish documents in agreed formats		10	0	10
	PC9. update your organization's knowledge base with the documents		10	0	10
	PC10. comply with your organization's policies, procedures and guidelines when creating documents for knowledge sharing		10	10	0
		Total	100	35	65
3.SSC/N9001 (Manage your work to meet requirements)	PC1. establish and agree your work requirements with appropriate people	**100**	7.5	0	7.5
	PC2. keep your immediate work area clean and tidy		15	7.5	7.5
	PC3. utilize your time effectively		15	7.5	7.5
	PC4. use resources correctly and efficiently		15	7.5	7.5
	PC5. treat confidential information correctly		7.5	0	7.5
	PC6. work in line with your organization's policies and procedures		15	0	15
	PC7. work within the limits of your job role		7.5	0	7.5
	PC8. obtain guidance from appropriate people, where necessary		7.5	0	7.5
	PC9. ensure your work meets the agreed requirements		10	0	10
		Total	100	22.5	77.5
4.SSC/N9002 (Work effectively with colleagues)	PC1. communicate with colleagues clearly, concisely and accurately	**100**	20	0	20
	PC2. work with colleagues to integrate your work effectively with theirs		10	0	10
	PC3. pass on essential information to colleagues in line with organizational requirements		10	10	0
	PC4. work in ways that show respect for colleagues		20	0	20
	PC5. carry out commitments you have made to colleagues		10	0	10
	PC6. let colleagues know in good time if you cannot carry out your commitments, explaining the reasons		10	10	0
	PC7. identify any problems you have working with colleagues and take the initiative to solve these problems		10	0	10

	PC8. follow the organization's policies and procedures for working with colleagues		10	0	10
		Total	100	20	80
5.SSC/N9003 (Maintain a healthy, safe and secure working environment)	PC1. comply with your organization's current health, safety and security policies and procedures	**100**	20	10	10
	PC2. report any identified breaches in health, safety, and security policies and procedures to the designated person		10	0	10
	PC3. identify and correct any hazards that you can deal with safely, competently and within the limits of your authority		20	10	10
	PC4. report any hazards that you are not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected		10	0	10
	PC5. follow your organization's emergency procedures promptly, calmly, and efficiently		20	10	10
	PC6. identify and recommend opportunities for improving health, safety, and security to the designated person		10	0	10
	PC7. complete any health and safety records legibly and accurately		10	0	10
		Total	100	30	70
6.SSC/N9004 (Provide data/information in standard formats)	PC1. establish and agree with appropriate people the data/information you need to provide, the formats in which you need to provide it, and when you need to provide it	**100**	15	15	0
	PC2. obtain the data/information from reliable sources		15	0	15
	PC3. check that the data/information is accurate, complete and up-to-date		15	5	10
	PC4. obtain advice or guidance from appropriate people where there are problems with the data/information		5	5	0
	PC5. carry out rule-based analysis of the data/information, if required		20	0	20
	PC6. insert the data/information into the agreed formats		10	0	10
	PC7. check the accuracy of your work, involving colleagues where required		10	0	10
	PC8. report any unresolved anomalies in the data/information to appropriate people		5	5	0
	PC9. provide complete, accurate and up-to-date data/information to the appropriate people in the required formats on time		5	0	5
		Total	100	30	70
7.SSC/N9005 (Develop your knowledge, skills and competence)	PC1. obtain advice and guidance from appropriate people to develop your knowledge, skills and competence	**100**	20	7	13
	PC2. identify accurately the knowledge and skills you need for your job role		14	7	7
	PC3. identify accurately your current level of knowledge, skills and competence and any learning and development needs		14	0	14

	PC4. agree with appropriate people a plan of learning and development activities to address your learning needs		7	0	7
	PC5. undertake learning and development activities in line with your plan		12	0	12
	PC6. apply your new knowledge and skills in the workplace, under supervision		12	0	12
	PC7. obtain feedback from appropriate people on your knowledge and skills and how effectively you apply them		7	0	7
	PC8. review your knowledge, skills and competence regularly and take appropriate action		14	7	7
		Total	100	21	79

Annexure2: Trainer Prerequisites for Job role: Associate- F & A Complex mapped to Qualification Pack: SSC/Q2302

Sr. No.	Area	Details
1	**Job Description**	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack SSC/Q2302.
2	**Personal Attributes**	Aptitude to conduct training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field. This job requires the individual to either work independently or in teams while being comfortable with making decisions pertaining to his/her area of work. The individual should be analytical and a logical thinker with high attention to detail.
3	**Minimum Educational Qualifications**	Bachelor's Degree in Commerce/Accounts/Finance
4a	**Domain Certification**	Minimum accepted score in SSC Assessment is 90% per NOS being taught in SSC/Q2302. Additional certification in Accounting tools such as Tally, Advanced MS-Excel Basic Understanding about ERP Accounting Platforms
4b	**Platform Certification**	Recommended that the Trainer is certified for the Job Role: "Trainer" mapped to the Qualification Pack: "SSC/Q1402". Minimum accepted score is 70% per NOS.
5	**Experience**	Field experience: Minimum 2 years' experience in the same domain Training experience: 1 year preferred