# NATIONAL EDUCATION POLICY-2020 Common Minimum Syllabus for all Uttarakhand

**State Universities and Colleges** 



# Syllabus Proposed 2023-24

# Sri Dev Suman Uttarakhand University Badshahithol, Tehri (Garhwal)

# पाठ्यक्रम निर्माण समिति, उत्तराखण्ड Curriculum Design Committee, Uttarakhand

क्र0 सं0	नाम एवं पद	
1	<b>प्रो0 एन0 के0 जोशी</b> कुलपति, श्रीदेव सुमन उत्तराखण्ड विश्वविद्यालय, टिहरी	अध्यक्ष
2	कुलपति, कुमाऊँ विश्वविद्यालय, नैनीताल	सदस्य
3	<b>प्रो0 जगत सिंह बिष्ट</b> कुलपति, सोबन सिंह जीना विश्वविद्यालय, अल्मोड़ा	सदस्य
4	<b>प्रो0 सुरेखा डंगवाल</b> कुलपति, दून विश्वविद्यालय, देहरादून	सदस्य
5	<b>प्रो0 ओ0 पी0 एस0 नेगी</b> कुलपति, उत्तराखण्ड मुक्त विश्वविद्यालय, हल्द्वानी	सदस्य
6	<b>प्रो. एम0 एस0 एम0 रावत</b> सलाहकार—रूसा, रूसा निदेशालय, देहरादून	सदस्य
7	<b>प्रो0 के0 डी0 पुरोहित</b> सलाहकार—रूसा, रूसा निदेशालय, देहरादून	सदस्य











# **Model Curriculum**

**QP Name: Naturalist (wildlife tourism)** 

QP Code: THC/Q4505

QP Version: 1.0

NSQF Level: 4.5

Tourism & Hospitality Skill Council || 404/407, 4th floor, Mercantile House, K.G. Marg, Connaught Place New







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# **Training Parameters**

Sector	Tourism & Hospitality	
Sub-Sector		
	Adventure Tourism	
Occupation	Land-Based Activities	
Country	India	
NSQF Level	4.5	
Aligned to NCO/ISCO/ISIC Code	NCO-2015/5113.9900	
Minimum Educational Qualification and Experience	12th Grade Pass OR Pursuing 1st year of UG OR Completed 2nd year of the 3-year diploma after 10 OR Pursuing 3rd year of 3-year diploma after 10th OR Pursuing 1st year of 2- year diploma after 12 <sup>th</sup> OR 10th Grade pass plus 3 years of vocational education & Training OR Previous Nature Guide, NSQF Level 4 and with minimum education as 8th Grade pass with 1 years of relevant experience	
Pre-Requisite License or Training	NA	
Minimum Job Entry Age	18 Years	
Last Reviewed On	29th September 2022	
Next Review Date	29th September 2025	
NSQC Approval Date	29th September 2022	
QP Version	1.0	
Model Curriculum Creation Date	29th September 2022	
Model Curriculum Valid Up to Date	29th September 2025	
Model Curriculum Version	1.0	









Minimum Duration of the Course	750 Hours, 0 Minutes (including OJT & 90 Hrs. Employability Skills)
Maximum Duration of the Course	750 Hours, 0 Minutes (including OJT & 90 Hrs. Employability Skills)









### **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 should have acquired the listed knowledge and skills.

- Prepare interpretive nature experiences at different locations across habitats in India
- Conduct interpretive nature experiences at different sites across habitats in India
- Ensure ethical and guided nature experiences
- Study Indian biodiversity: flora and fauna
- Create adequate interest to influence visitors towards sustainable lifestyles
- Assess and Mitigate Risks
- Communicate with Customer and Colleagues
- Follow Gender and Age Sensitive Practices
- Maintain Safe, Healthy and Hygienic Practices
- Follow and Maintain Green Practices

#### **Compulsory Modules**

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
THC/N8710: Conduct Nature Experiences for Guests NOS Version No. 1.0 NSQF Level 4.5	120.00	210.00	150.00	0.00	480.00
Module 1: Introduction to Eco Tours in Wildlife Tourism	02:00	00:00	00:00	00:00	2:00
Module 2: Interpret experience across different habitats in India	42:00	32:00	30:00	00:00	104:00
Module 3: Interpret nature experiences across habitats	28:00	130:00	48:00	00:00	206:00
Module 4: Ethical and guided nature experiences	18:00	18:00	24:00	00:00	60:00
Module 5: Indian biodiversity: Flora and Fauna	18:00	18:00	24:00	00:00	60:00









Module 6: Sustainable lifestyle	12:00	12:00	24:00	00:00	48:00
THC/N8709- Assess and Mitigate Risks NOS Version No. 1.0 NSQF Level 4.5	10:00	10:00	40:00	00:00	60:00
Module 7: Risk Assessment	10:00	10:00	40:00	00:00	60:00
THC/N9913 Communicate with Customers and Colleagues NOS Version No. 1.0 NSQF Level 5	05:00	05:00	20:00	00:00	30:00
Module 8: Effective Communication	05:00	05:00	20:00	00:00	30:00
THC/N9914 Follow Gender and Age Sensitive Practices NOS Version No. 1.0 NSQF Level 5	09:00	09:00	12:00	00:00	30:00
Module 9: Gender and Age Sensitivity	09:00	09:00	12:00	00:00	30:00
THC/N9915 Maintain Safe, Healthy and Hygienic Practices NOS Version No. 1.0 NSQF Level 5	06:00	06:00	18:00	00:00	30:00
Module 10: Health and Hygiene	06:00	06:00	18:00	00:00	30:00
THC/N9916 Follow and Maintain Green Practices NOS Version No. 1.0 NSQF Level 5	06:00	06:00	18:00	00:00	30:00
Module 11: Green Practices	06:00	06:00	18:00	00:00	24:00
Sub Total	156:00	246:00	258:00	00:00	660:00
DGT/VSQ/N0102: Employability Skills	90:00				90:00
Total Duration	246:00	246:00	258:00	00:00	750:00









### **Module Details**

#### Module 1: Introduction to Eco tours in Wildlife Tourism Mapped to: THC/N8710

- Explain the importance of nature walks, safaris in ecotourism
- List the industry SOPs in ecotourism
- Identify the hierarchy in ecotourism

Duration: 02:00	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Explain different types of tourism	NA
<ul> <li>Describe the importance of Eco tours as a part of adventure tourism</li> </ul>	
• Elaborate the hierarchy of job roles in Eco	
• tourism	
<ul> <li>List the industry practices in ecotourism</li> </ul>	
<ul> <li>Explain the roles and responsibilities of a naturalist in adventure tourism</li> </ul>	
<ul> <li>Describe the attributes required for a naturalist</li> </ul>	
Classroom Aids	
LCD Projector for PPT and Video Presentation, Spea	akers, and Whiteboard & marker
Tools, Equipment and Other Requirements	
NA	









#### Module 2: Prepare interpretive nature experiences at different habitats Mapped to: THC/N8710

- Be ready to confidently conduct a nature experience
- Prepare for a relevant nature activity (Safari, Nature Trail) suitable to guest expectations
- Provide and collect pre-trip information from guests and colleagues

Duration: 42:00	Duration: 32:00	
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes	
<ul> <li>List the different habitats in the country</li> <li>List the resources required for an effective nature experience</li> <li>Collect resource materials (videos, books, guides) for various natural history subjects, especially relevant to work sites</li> <li>Explain the local terrain, weather, seasonality</li> <li>List all the observations and information gathered during recce</li> <li>List pre-activity details to be shared with guests</li> <li>List pre-trip information to be collected from guests</li> <li>List the basic fitness levels and medical conditions required from guests for the nature activity</li> </ul>	<ul> <li>Prepare the financials for each nature activity</li> <li>Keep the naturalist kit updated and well maintained with relevant guidebooks, binoculars, notebook, etc.</li> <li>Work on self and groom yourself to be presentable to guests.</li> <li>Create a plan for nature activities including logistical requirements and planned routes</li> <li>Create and fill a sample pre-activity form using guest details collated from guest interactions</li> <li>Prepare plan for guest induction and welcome</li> <li>Deliver a clear and precise orientation and briefing before beginning activities</li> <li>Plan a recce of the route before the activity</li> </ul>	
Classroom Aids LCD Projector for PPT and Video Presentation, Spe	akers, and Whiteboard & marker	
Tools, Equipment and Other Requirements		
Binoculars, Hand lens , Lens cleaning kit, Field Guide – Birds , Field Guide – Butterflies , Bug Viewers, Logbooks		









#### Module 3: Interpret nature experiences at different habitats Mapped to: THC/N8710

- Conduct informative, holistic and fun nature experiences
- Achieve customer satisfaction with care and comfort
- Manage people with physical challenges disabilities

Duration: 28:00	Duration: 130:00	
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes	
<ul> <li>Describe the importance of maintaining clarity, honesty, and transparency with guests</li> <li>Discuss guest expectations from each experience</li> </ul>	<ul> <li>Role play briefing sessions with guests which includes information about location and landscape, expected spotting, daily animal movement news and planned duration</li> </ul>	
<ul> <li>Explain the dos and don'ts of communicating with guests</li> </ul>	<ul> <li>Role play of communicating a sighting to guests</li> </ul>	
<ul> <li>Explain how to handle people with disabilities.</li> </ul>	<ul> <li>Demonstrate packing and cleaning of naturalist kit and use of field guides</li> </ul>	
<ul> <li>Describe the importance of dealing with grievances effectively and in time</li> </ul>	<ul> <li>Role play on how to address guest grievances</li> </ul>	
<ul> <li>Focus on engaging with guest post the nature experience</li> </ul>	<ul> <li>Role play on how to resolve minor logistical problems</li> <li>Explain the basic processes in ecosystem</li> <li>Employ practices of LNT</li> </ul>	
	<ul> <li>Use of photos, videos and slide show techniques to engage with guests</li> </ul>	
Classroom Aids		
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker		
Tools, Equipment and Other Requirements		
Local area physical maps, Walkie talkie/radio, Internet		









#### Module 4: Ethical and responsible guided experience Mapped to: THC/N8710

- Ensure the guests follow the do's and don'ts, based on governing body rules
- Enforce firmly all ethical tourism practices whether or not implemented by governing body
- Understand local culture and sensitivities of local partners

Duration: 18:00	Duration:18:00	
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes	
<ul> <li>Learn rules and regulations laid out by governing bodies of each work site- core forest, buffer, lodge premise, etc</li> </ul>	<ul> <li>Role play on how to steer guest behaviour politely and cheerfully while in the wilderness</li> </ul>	
<ul> <li>Discuss ethical principles of nature tourism in general and about that particular location</li> </ul>	<ul> <li>Role play in story telling about fair practices followed by locals</li> </ul>	
<ul> <li>Discuss with the guests about local nature related folklore/beliefs</li> </ul>	<ul> <li>Demonstrate at least one citizen science portal</li> </ul>	
	• Explain the basic processes in ecosystem	
	<ul> <li>Role play ethical dilemma scenarios</li> </ul>	
Classroom Aids		
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker		
Tools, Equipment and Other Requirements		
Citizen Science Portal, Topographic Maps, Compass		









#### Module 5: Indian biodiversity: flora and fauna Mapped to: THC/N8710

#### **Terminal Outcomes:**

- Get an understanding of the vast biodiversity of Indian flora and fauna
- Create interest and love towards nature
- Provide only accurate information backed with sound knowledge about nature and wildlife

Duration: 18:00	Duration:18:00	
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes	
<ul> <li>List common and local flora and fauna species</li> </ul>	<ul> <li>Demonstrate how to spot species of birds and trees</li> </ul>	
<ul> <li>Deliver clearly, concisely and interestingly; information about common processes in plants- photosynthesis, pollination, dispersal,</li> </ul>	<ul> <li>Describe various species of flora and fauna found locally and across the country</li> </ul>	
parasitism, etc. • Talk about common traits of fauna: mammal, bird, butterflies, insects, spider, reptiles, and	<ul> <li>Identify and recognize the common traits of mammal, bird, insect, spider, reptiles and amphibians</li> </ul>	
amphibians <ul> <li>Explain role of different components in</li> </ul>	<ul> <li>Discuss and identify the different habitats of India and Protected Areas</li> </ul>	
nature and in individual ecosystems. • Talk about associations between various	<ul> <li>Use of correct technical language and terminology to describe flora and fauna</li> </ul>	
<ul><li>elements of nature</li><li>Discuss about resources where guest can learn more in detail about Indian biodiversity</li></ul>	<ul> <li>Observe and understand the role of different components in nature and in individual ecosystems.</li> </ul>	
	<ul> <li>Record observations through journaling, bird list, camera pictures and videos</li> </ul>	
	<ul> <li>Contribute to at least one citizen science portal</li> </ul>	
Classroom Aids		
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker		

#### **Tools, Equipment and Other Requirements**

Guidebook- Mammals, Guidebook- Trees, Guidebook – Insects, Guide book - Amphibians









### Module 6: Sustainable lifestyle

Mapped to: THC/N8710

- Know the ways of living a sustainable lifestyle
- Contribute to conservation through small changes in travel and lifestyles- do your bit

Duration: 12:00	Duration: 12:00	
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes	
<ul> <li>Discuss with the guests' sustainable practices and exchange notes</li> </ul>	<ul> <li>Observe in nature the impacts of poor practices</li> </ul>	
<ul> <li>Make guests aware of sustainability practices practiced by the company/lodge/individual to form good will and connections</li> <li>Discuss ways to reduce one's own carbon</li> </ul>	<ul> <li>Discuss when and where sustainable alternatives can be explored</li> <li>Learn the skill of waste segregation, upcycle and native plant gardening</li> </ul>	
footprint and change one's habits	<ul> <li>Observe in nature the impact of sustainable lifestyle</li> </ul>	
Classroom Aids		
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker		
Tools, Equipment and Other Requirements		
Note book		









#### Module 7: Risk Assessment Mapped to: THC/N8709

#### **Terminal Outcomes:**

• Assess risk and handle emergencies

Duration: 10:00	Duration: 10:00	
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes	
<ul> <li>Explain safety measures to be followed for insect bites and animal attacks</li> </ul>	<ul> <li>Practice how to use emergency equipment such as spinal board, etc.</li> </ul>	
<ul> <li>Describe safety emergency evacuation plan and protocols during vehicle breakdowns and</li> </ul>	<ul> <li>Demonstrate wilderness first aid and CPR techniques</li> </ul>	
<ul><li>natural calamities such as landslides, etc.</li><li>Explain emergency evacuation plan and protocols during health-related emergencies.</li></ul>	<ul> <li>Role play evacuation procedure to be followed during natural disasters, animal attacks or vehicle breakdown</li> </ul>	
<ul> <li>Explain how to conduct risk assessment during nature trails</li> </ul>		
Classroom Aids		
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker		

#### Tools, Equipment and Other Requirements

First aid kits, Emergency Equipment, Safety Equipment, Fire Safety Equipment: Fire Extinguisher









#### Module 8: Effective Communication Mapped to: THC/N9913

#### **Terminal Outcomes:**

• Provide different age and gender specific guest service

Duration: 05:00	Duration: 05:00			
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes			
<ul> <li>Identify the importance of trust, support and respect to colleagues and superiors</li> <li>Describe how to identify and resolve potential and existing conflicts with colleagues</li> <li>Explain the methods for effective communication with various people</li> <li>Describe the importance of effective listening, use of appropriate voice tone and pitch for communication</li> <li>Explain the importance of guest satisfaction</li> </ul>	<ul> <li>Demonstrate professional etiquette while greeting the office staff and guests</li> <li>Role Play on how to converse with office staff and guests</li> <li>Role play how to handle guest concerns effectively</li> </ul>			
and guest feedback				
Classroom Aids LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker				
Tools, Equipment and Other Requirements				
NA				









#### Module 9: Gender and Age Sensitivity Mapped to: THC/N9914

#### **Terminal Outcomes:**

• Provide different age and gender specific customer service

Theory – Key Learning OutcomesPractical – Key Learning Outcomes• Explain different needs and wants of each category of customer, e.g., for an infant, for a young woman, for an old person, for others• Role play appropriate behavioral etiquettes towards all ages, genders and differently abled people as per specification• Describe behavioral etiquette while dealing with women• Isist the safety measures available for female colleagues and customers• Specification• Discuss the importance of being vigilant for potential breach of safety of women, children or elderly people• Classroom AidsLCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	Duration: 09:00	Duration: 09:00				
<ul> <li>category of customer, e.g., for an infant, for a young woman, for an old person, for others</li> <li>Describe behavioral etiquette while dealing with women</li> <li>List the safety measures available for female colleagues and customers</li> <li>Discuss the importance of being vigilant for potential breach of safety of women, children or elderly people</li> <li>Classroom Aids</li> </ul>	Theory – Key Learning Outcomes	Practical – Key Learning Outcomes				
potential breach of safety of women, children or elderly people Classroom Aids	<ul> <li>category of customer, e.g., for an infant, for a young woman, for an old person, for others</li> <li>Describe behavioral etiquette while dealing with women</li> <li>List the safety measures available for female colleagues and customers</li> </ul>	etiquettes towards all ages, genders and differently abled people as per				
	potential breach of safety of women,					
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	Classroom Aids					
	LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker					
Tools, Equipment and Other Requirements	Tools, Equipment and Other Requirements					
N/A	N/A					









#### Module 10: Health and Hygiene Mapped to: THC/N9915

#### **Terminal Outcomes:**

- Follow standard safety procedures to avoid work hazards
- Ensure cleanliness around workplace
- Follow personal hygiene practices and take precautionary health measures

Duration: 06:00	Duration: 06:00		
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes		
<ul> <li>Identify possible hazards in the work areas and take necessary steps to eliminate or minimize them</li> <li>Discuss the need for personal and workplace hygiene and methods to maintain the same</li> <li>Explain the importance of preventive health check-ups and vaccinations</li> </ul>	<ul> <li>Demonstrate the procedure for routine cleaning, sanitization and storing of tools, equipment, and other articles</li> <li>Keep work area clean, hygienic and hazard free</li> <li>Demonstrate ergonomic lifting, bending or moving equipment and supplies</li> <li>Demonstrate use of personal protective Equipment</li> <li>Perform emergency procedures using fire safety equipment, first aid equipment</li> <li>Identify hazard symbols related to general warning, health hazard, biohazard, harmful irritant, poison/toxic material, carcinogen hazard, electrical hazard, hot surface, low temperature warning symbol</li> <li>Demonstrate the use of safety equipment for fire safety, physical safety, first aid equipment</li> </ul>		
	equipment such as Automated External Defibrillator (AED)		
Classroom Aids			

#### LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker

#### **Tools, Equipment and Other Requirements**

Physical Safety Equipment, Personal Protective Equipment, Fire Safety Equipment, First Aid Equipment









#### Module 11: Green Practices Mapped to: THC/N9916

- Follow material conservation and eco-friendly practices
- Ensure effective waste management/recycling practices

Duration: 06:00	Duration: 06:00			
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes			
<ul> <li>Explain different types of wastewaters</li> <li>Describe methods to manage non-recyclable waste</li> <li>Explain the need for following eco-friendly practices</li> <li>Explain common sources of pollution and ways to minimize them</li> </ul>	<ul> <li>Demonstrate material conservation practices like using dead, dry fallen sticks instead of big logs for bonfire etc.</li> <li>Demonstrate methods to dispose-off non-recyclable waste appropriately</li> <li>Employ appropriate methods to reuse and recycle waste</li> </ul>			
Classroom Aids	•			
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker				
Tools, Equipment and Other Requirements				
Waste Bins				









#### Module 12: On-the-Job Training

#### Mapped to Naturalist (wildlife tourism)

Mandatory Duration: 258:00	Recommended Duration: 00:00			
Location: On Site				
Terminal Outcomes				
a variety of sites	and safaris in an ethical and responsible manner in			
<ul> <li>Lead guests who can have a wide rar</li> </ul>	nge of interests			
<ul> <li>Influence the participants to develop natural world.</li> </ul>	bond with nature, broaden interests about			
<ul> <li>Collate pre-activity information, incluguest information, for a guiding activity</li> </ul>				
• Practice how to show sensitization to	Practice how to show sensitization towards people with disabilities			
Assess risks and handle emergencies	Assess risks and handle emergencies during a nature guiding activity			
Communicate effectively with guests	Communicate effectively with guests and colleagues			
• Provide customized age and gender-	specific customer service			
• Follow standard safety procedures to	o avoid work hazards			
Ensure cleanliness around the workp	place			
Take precautionary health measures				
Follow material conservation practices				
<ul> <li>Ensure effective and eco-friendly waste management/recycling practices</li> </ul>				
	ticipants to adopt a sustainable lifestyle			









### Annexure

#### **Trainer Requirements**

Trainer Prerequisites						
Minimum Educational	Specialization	Relevant Industry Experience		Training Experience		Remarks
Qualification		Years	Specialization	Years	Specialization	
Class 12th Pass/ I.T.I. or Certificate/ Diploma/ Degree/PhD And Valid Certificate of a Standard Advanced First Aid Training Program including CPR from a reputed	Naturalist Nature Guide	5 Years 10 Years	Naturalist Nature Guide	1	Naturalist	Relevant experience is required in the domain of natural history and nature interpretation, not in ecotourism alone. <b>Mandatory:</b> Experience in the generic Ecotourism sector does not count as domain experience.
institution						Experience must be in the domain of natural history and nature interpretation. Valid Certificate of a Standard First Aid Training Program including CPR from a reputed institution and a Naturalist Certificate.

Trainer Certification				
Domain Certification	Platform Certification			
"Naturalist (wildlife tourism)", "THC/QXXX" v1.0", Minimum accepted score is 80%	"Trainer", "MEP/Q2601" with a scoring of minimum 80%			



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#### **Assessor Requirements**

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Class 12th Pass/ I.T.I.	Naturalist	5 Years	Naturalist	1	Naturalist	Relevant experience is required in the domain
or Certificate/ Diploma/ Degree/PhD And Valid Certificate of a Standard Advanced First Aid Training Program including CPR from a reputed institution	Nature Guide	10 Years	Nature Guide			of natural history and nature interpretation, not in ecotourism alone. <b>Mandatory:</b> Experience in the generic Ecotourism sector does not count as domain experience. Experience must be in the domain of natural history and nature interpretation. Valid Certificate of a Standard First Aid Training Program including CPR from a reputed institution and a Naturalist Certificate.

Assessor Certification				
Domain Certification	Platform Certification			
"Naturalist (wildlife tourism)", "THC/QXXX1" with a scoring of minimum 80%	"Assessor", "MEP/Q2701" 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 SDSM/SIP or email
  - Assessment agencies send the assessment confirmation to VTP/TC looping SSC
  - Assessment agency deploys the ToA certified Assessor for executing the assessment
  - SSC monitors the assessment process & records
  - If the batch size is more than 30, then there should be 2 Assessors.
- 2. Testing Environment: Assessor must:
  - Confirm that the centre is available at the same address as mentioned on SDMS or SIP
  - Check the duration of the training.
  - Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
  - Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
  - Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
  - Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
  - Check the availability of the Lab Equipment for the particular Job Role.
- 3. Assessment Quality Assurance levels / Framework:
  - Question papers created by the Subject Matter Experts (SME)
  - Question papers created by the SME should be verified by the other subject Matter Experts along with the approval required from THSC
  - Questions are mapped with NOS and PC
  - Question papers are prepared considering that level 1 to 3 is for the unskilled & semiskilled individuals, and level 4 and above are for the skilled, supervisor & higher management
  - Assessor must be ToA certified
  - Assessment agency must follow the assessment guidelines to conduct the assessment
- 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
  - Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
  - Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos
- 5. Method of verification or validation:
  - Surprise visit to the assessment location
  - Random audit of the batch









• Random audit of any candidate

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored
- Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage and are stored in the Hard Drives









#### 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).
(M) TLO	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 <b>upon the completion of the training</b> .
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do <b>upon the completion of a module.</b> 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
WAFA	Wilderness First Aid