

**Job Role** Domestic Biometric Data Operator

**Qualification Pack** SSC/Q2213

**Sector Skill Council** IT ITeS

**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. In case a trainee passes one or more but not all NOSs, the trainee is eligible to take subsequent assessment on the balance NOSs to pass the QP.
6. [www.sscnasscom.com](http://www.sscnasscom.com).

		Marks Allocation			
		Total Mark	Out of	Theory	Skills Practical
1. SSC/N3023 (Undertake Bio-Metric data entry and processing.)	PC1. collect and enter data from hand-written applications of individuals into a	120	5	0	5
	PC2. collect and enter valid demographic data of individuals including proof of address, identity proof, etc.		5	0	5
	PC3. ensure proper capture of facial expression and iris of individuals		35	10	25
	PC4. ensure proper capture of fingerprint data of individuals		15	5	10
	PC5. track processing time for each individual		2.5	2.5	0
	PC6. review and verify captured biometric data of individuals by interacting with supervisor		2.5	0	2.5
	PC7. ensure all biometric documentation is complete and in the appropriate order		5	0	5
	PC8. ensure proper safeguarding of all documents		2.5	2.5	0
	PC9. assist individuals with routine questions. refers less routine questions and problems to the supervisor		2.5	0	2.5

*Criteria for Assessment of Trainees*

	PC10. compare transcribed data, as displayed on a visual screen, with the source document and corrects any errors		5	0	5
	PC11. obtain help or advice from appropriate people if the problem is outside his/her area of competence or experience		5	0	5
	PC12. determines the cause of error message while entering data and makes appropriate corrections		5	0	5
	PC13. perform biometrics processing to include prints, electronic photographs, electronic signatures, and press print		2.5	0	2.5
	PC14. maintains files of source documents or other information relative to data entered;		5	5	0
	PC15. performs various related functions to insure that the computer is maintained in a neat and orderly manner		10	10	0
	PC16. may perform various back-up or relief clerical duties as needed (i.e., switchboard, receptionist, fingerprinting, etc.)		2.5	0	2.5
	PC17. perform general administrative duties using discretion and answer telephone, routes callers, takes messages, and provides information to customers		2.5	0	2.5
	PC18. comply with relevant standards, policies, procedures and guidelines when dealing with basic IT service requests/incidents		7.5	0	7.5
		<b>Total</b>	<b>120</b>	<b>35</b>	<b>85</b>
<b>2. SSC/N9001 (Manage your work to meet requirements)</b>	PC1. establish and agree your work requirements with appropriate people		10	5	5
	PC2. keep your immediate work area clean and tidy		5	0	5
	PC3. utilize your time effectively		5	5	0
	PC4. use resources correctly and efficiently		5	2.5	2.5
	PC5. treat confidential information correctly	<b>40</b>	5	0	5
	PC6. work in line with your organization's policies and procedures		2.5	0	2.5
	PC7. work within the limits of your job role		2.5	0	2.5
	PC8. obtain guidance from appropriate people, where necessary		2.5	0	2.5
	PC9. ensure your work meets the agreed requirements		2.5	0	2.5
		<b>Total</b>	<b>40</b>	<b>12.5</b>	<b>27.5</b>
<b>4.SSC/N9003 (Maintain a healthy, safe and secure working environment)</b>	PC1. comply with your organization's current health, safety and security policies and procedures	<b>40</b>	10	5	5

*Criteria for Assessment of Trainees*

	PC2. report any identified breaches in health, safety, and security policies and procedures to the designated person		5	0	5
	PC3. identify and correct any hazards that you can deal with safely, competently and within the limits of your authority		10	5	5
	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		5	0	5
	PC5. follow your organization's emergency procedures promptly, calmly, and efficiently		5	0	5
	PC6. identify and recommend opportunities for improving health, safety, and security to the designated person		2.5	0	2.5
	PC7. complete any health and safety records legibly and accurately		2.5	0	2.5
		<b>Total</b>	40	10	30