

# Nepal Industrial and Business Sector Occupational Standard (OS) Of Expedition Leader Level-2



In jointly implemented by



## **Occupational classification linkage with NSCO**

**Occupational Title: Expedition Leader**

**Level: 2 (Foreman Level)**

**Sector: Tourism**

**Sub – Sector: Trekking, Mountaineering & Expedition**

**OS ID No: TR-007-078**

**Major Group: 6**

**Sub-major Group: 65**

**Minor Group: 653**

**Unit Group: 6531**

**Occupation Specific Employers Panel:**

S.N.	Name	Designation	Organization
1.	Mr. Kul Bahadur Gurung	Founder	Alliance Treks & Expedition Pvt. Ltd.
2.	Mr. Lakpa Futi Sherpa	Founder	Luxury DMC Travels
3.	Mr. Dipesh Babu Subedi	Proprietor	Himalaya Seekers Treks and Expedition Pvt. Ltd
4.	Mr. Krishna Prasad Acharya	Proprietor	Ethical Trekking Nepal
5.	Ms. Nimi Sherpa	Managing Director	Alpine Trekking Pvt. Ltd.
6.	Mr. Kami Rinji Sherpa	Managing Director	Shangrila Reisen Pvt. Ltd.
7.	Mr. Tej Gurung	Managing Director	Nepal Alternative Treks and Expeditions Pvt. Ltd.
8.	Mr. Jiban Ghimire	Managing Director	Shangrila Nepal Treks and Expedition
9.	Mr. Nabin Tirtal	Managing Director	Expedition Himalaya Company Pvt. Ltd.
10.	Mr. Lhakpa Norbu Sherpa	Founder	Alpine Trekking Pvt. Ltd.
11.	Ms. Meena Sherpa	Managing Director	Sherpa Society Pvt. Ltd.
12.	Mr. Dambar Parajuli	CEO	Prestige Adventure Pvt. Ltd.

**Expert Workers Panel:**

S.N.	Name	Designation	Organization
1.	Mr. San Kumar Jugjali	Expedition Leader	Lama Reisen Expedition
2.	Mr. Pemba Ongchhu Sherpa	Expedition Leader	Alpine Outdoors & Expedition Guide Pvt. Ltd.
3.	Mr. Tshiring Jangbu Sherpa	Expedition Leader	Alpine Guide Sherpa Trekking & Expedition
4.	Mr. Nirma Rai	Expedition Leader	Nirma Rai Trekking & Expedition
5.	Mr. Karma Geljen Sherpa	Expedition Leader	Langtang Ri Expedition
6.	Mr. Kami Rinji Sherpa	Expedition Leader	Shangrila Reisen Pvt. Ltd.
7.	Ms. Kalpana Maharjan	Expedition Leader	Experience Outdoors Nepal Pvt. Ltd.
8.	Mr. Dawa Tashi Sherpa	Expedition Leader	Higher Path Treks & Expeditions
9.	Mr. Tshering Pande Bhote	Expedition Leader	Top Himalayan Guides Pvt. Ltd.
10.	Ms. Maya Sherpa	Expedition Leader	Outware Treks and Expedition
11.	Mr. Lopsang Sherpa	Expedition Leader	Himalayan Ascent
12.	Mr. Tul Singh Gurung	Expedition Leader	Himalaya Summit Club

**OS Development Workshop Facilitated by:**

S.N.	Name	Designation	Organization
1.	Mr. Tararaj Luitel	Facilitator	Freelancer
2.	Mr. Ajit Ranabhat	Co-facilitator/Recorder	Freelancer

**OS Reviewed by ELMS Tourism Sector Working Group:**

S.N.	Name	Designation	Representation (Organization)
1.	Ms. Sarita Lama	General Secretary	FNCCI (TAAN)
2.	Ms. Pampha Devi Dhamala	National Council Member & Chair of Tourism Committee	CNI
3.	Ms. Roshani Upadhyaya	Sr. Vice President CWEC	FNCSI
4.	Mr. Youbraj Shrestha	Executive Member	HAN
5.	Mr. Prabesh Aryal	Sector Expert	ELMS

**OS Verified by ELMS Technical Advisory Committee:**

S.N.	Name	Designation	Organization
1.	Dr. Mahesh Nath Parajuli	Professor	KU
2.	Mr. Kul Bahadur Phadera	Under secretary	MoEST
3.	Mr. Pravat Uprety	Associate Prof.	TU
4.	Mr. Kishor KC	Statistics Officer	CBS
5.	Ms. Sarada Ghimire	Dy. Director	CTEVT, Curriculum Div.
6.	Mr. Keshab Ghimire	Dy. Director	CTEVT, NSTB

**OS Recommended by ELMS Coordination Committee:**

S.N.	Name	Designation	Organization
1.	Mr. Rabin Kumar Shrestha	Focal Person/Ex EC member	FNCCI
2.	Mr. Sumit Kumar Kedia	Executive committee member	FNCCI
3.	Mr. Birendra Raj Pandey	Vice –president	CNI
4.	Mr. Megh Nath Neupane	Senior – Consultant	CNI
5.	Ms. Shobha Gurung	Vice president	FNCSI
6.	Mr. Mohan Katuwal	Vice president	FNCSI
7.	Mr. Binayak Shah	Senior-vice president	HAN
8.	Mr. Sajjan Shakya	Secretary General	HAN
9.	Mr. Nicholas Pandey	Senior Vice President	FCAN
10.	Mr. Roshan Dahal	General Secretary	FCAN

**OS Approved by ELMS Board:**

S.N.	Name	Designation	Organization
11.	Mr. Shekhar Golchha	President	FNCCI
12.	Mr. Vishnu Kumar Agarwal	President	CNI
13.	Mr. Shyam Prasad Giri	President	FNCSI
14.	Ms. Srijana Rana	President	HAN
15.	Mr. Rabi Singh	President	FCAN
16.	Mr. Chandra Kanta Adhikari	Member Secretary	ELMS

**Occupational Description:**

Expedition leader leads climbs through approved route, takes alternative routes on situational demand, instructs expedition members in proper technique, gives gear recommendations, navigates terrain, and, of course, rescues at time of trouble. Expedition leader, in particular, are trained on issues such as first aid, altitude sickness, rescue methods, and more. Providing weather information, elevation and temperature, ensuring necessary gears are carried, managing food and camp, communicating and coordinating and arranging evacuations are major chores of expedition leader. In this line of occupation, they are desired to be physically and mentally fit and well informed on technologies applicable during expedition.

As per Nepal Mountaineering Association, 6525 expedition guide are black book holder, 4520 are blue book holder and 2345 are red book holder. As such, in total 13390, expedition leaders are licensed, however, more than 50% are either in abroad or non-functional. It is expected that 1 climbing tourist brings job for 3 climbing guides. If the situation is normal and we produce 500 leaders every year than the demand for expedition leader could be addressed. Currently 75 IMG- International Mountaineering Guides are operational in Nepal.

The occupation Expedition Leader Level-2 describes the individual with required knowledge for applying basic method of performance, knowledge to select tools, equipment and materials appropriate for the given task. He/she possess the ability to apply basic theory and principle of the common duties and tasks to solve the given assignment. Further, the performer has ability to act independently in simple core skills and can work under the supervision of supervisor for some higher level of tasks to ensure the technicality as a co-worker. This individual has to devise and supervises assistant worker and labour in the team. Nepal's industrial & business sector expects Individual reserving set level of skills, knowledge and attitudes which reflect for the improvement of production/services and workers' productivity.

**Occupational and environmental safety:**

Wastage management is a big challenge during expedition including the human waste. Strict rules and regulation for the waste management is in place and monitoring of rules and regulations is also done by the local government, however, refundable cost for waste management is nonfunctional. Whatever wastages are carried should be brought back. Pack in pack out is minimum eight kg from each traveler. In this line of occupation knowledge on waste management, ecofriendly practices, conservation values and practices, and knowledge on biodiversity is desired.

**Minimum Job Entry Requirement:**

As per the labour law the Nepalese citizen aged 18 years and above and competent as per this occupation standards are eligible to enter in this occupation. To cope the required knowledge and tasks performance standard of this occupation the minimum academic qualification desired is + 2 completed.

**Worker's traits:**

The desired workers traits are mentally and physically fit and strong, disciplined, quick decision maker, prompt responsive to the situation, good team player, high level of passionate /courageous, comfortable with expedition gears, sound technological knowledge, good interpersonal skills, adhering to professional ethics, positive attributes , leadership skill, rescue management, conflict handling skill and exhibiting time management.

**Occupational career path:**

- **Above the Position-** Senior Expedition Leader: Level 3
- **Current Position-** Expedition Leader : Level-2
- **Below the Position-** Assistant - Expedition Leader: Level-1

**Abbreviation used:**

Task Level	Rating number and their meaning
Significance	: 1-Important; 2-Moderately important; 3-Highly important;
Ease	: 1-Easy; 2-Moderately easy; 3-Very easy;
Occurrence	: 1-Rarely occurred; 2-Moderately occurred; 3-Frequently occurred.

N/A	: Not Applicable
OS	: Occupation Standard
FNCCI	: Federation of Nepalese Chamber of Commerce & Industries
CNI	: Confederation of Nepalese Industries
FNCSI	: Federation of Nepalese Cottage & Small Industries
FCAN	: Federation of Construction Association Nepal
HAN	: Hotel Association Nepal
ELMS	: Employers Led Market Secretariat
SWG	: Sector Working Group
TAC	: Technical Advisory Committee
SOP	: Standard Operating Procedure
KU	: Kathmandu University
MoEST	: Ministry of Education, Science & Technology
TU	: Tribhuvan University
CBS	: Central Bureau of Statistics
CTEVT	: Council of Technical Education and Vocational Training
NSTB	: National Skill Testing Board
Div	: Division
PPE	: Personal Protective Equipment

### List of duties and tasks of the occupation:

Soft skills Area:			
S.N.	Duty statements	Task Number.	Task statements
1.	Demonstrate positive attitudes	1. 2. 3. 4. 5.	Manage time Exhibit empathy Keep work ethics Respond assignment Receive / give feedback and feed forward
2.	Exhibit interpersonal skills	6. 7. 8. 9.	Listen others Communicate with others Coordinate with others Perform net-working
3.	Demonstrate occupational leadership	10. 11. 12. 13. 14.	Exhibit behavior of team player Make decision Solve problem Take responsibility and accountability Develop work plan of Expedition Leader
Core skills Area:			
S.N.	Duty statements	Task Number	Task statements
4.	Receive itinerary and preparation	15. 16. 17. 18. 19. 20. 21. 22.	Receive itinerary Prepare expedition gears and equipment's Manage expedition staff members Manage food Arrange expedition first aid kit Receive/Check necessary documents for expedition Prepare budget( inclusive/exclusive) Manage transportation
5.	Conduct trip	23. 24. 25. 26. 27.	Assess risk factor Organize/build team Provide/share information Observe health condition of expedition members Manage accommodation
6.	Manage Camp	28. 29. 30. 31. 32.	Select camp site Set up camp Store gears in the camp Store food/ingredients in the camp Manage waste
7.	Manage food	33. 34. 35.	Prepare menu for base camp Orient kitchen crew Inspect prepared food items
8.	Provide rescue in emergency situation	36. 37. 38.	Conduct case study Provide first aid Handle rescue and recovery
9.	Perform coordination	39.	Coordinate/communicate with company

		40.	Coordinate/communicate with staff member
		41.	Coordinate/communicate with concerned authorities
10.	Conduct climbing trip	42.	Select/fix route
		43.	Assess whether condition
		44.	Deliver gears and foods in higher camps
		45.	Acclimatize expedition team
		46.	Summit peak
11.	Conclude expedition/trip	47.	Pack up camps
		48.	Celebrate farewell dinner
		49.	Receive feedback from the guest
		50.	Submit final report
		51.	Conduct final departure
		52.	Handover gears to the company
12.	Manage conflict	53.	Handle conflict
		54.	Handle discrimination

## Task Competency Standard

### Soft Skills Area:

<b>Task number:</b>	<b>1</b>		
<b>Task statement:</b>	<b>Manage time</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Regular duty hours and work plan</li> </ul> <b>Task:</b> Manage time <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Exhibited punctuality;</li> <li>Task completed within the given time frame;</li> <li>Task performed as per the given work plan.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Importance of time management;</li> <li>Work priority and rescheduling as per the urgency;</li> <li>Points to be consider while managing time during duty hours.</li> </ul>		

<b>Task number:</b>	<b>2</b>		
<b>Task statement:</b>	<b>Exhibit empathy</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	2	1
<b>Terminal performance standard:</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Any incident (Problems, awkward situation or unusual situation) of customer or team members</li> </ul> <b>Task:</b> Exhibit empathy <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Expressed feelings (body language, gesture, posture, facial expression) as per the given incident during the performance;</li> <li>Acted accordingly as per the feelings.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance empathy;</li> <li>Different situation of empathy exhibition;</li> <li>Points to be consider while exhibiting empathy.</li> </ul>		

<b>Task number:</b>	<b>3</b>		
<b>Task statement:</b>	<b>Adopt work ethics of the occupation</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Occupational ethics and Code of conduct of organization;</li> <li>Standard operating procedure (SOP).</li> </ul> <b>Task:</b> Keep work ethics <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Given occupational ethics and organizational code of conduct is followed;</li> <li>SOP is followed;</li> <li>Performer is satisfied and motivated in the occupation.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance work ethics;</li> <li>Occupational work ethics;</li> </ul>		



	<ul style="list-style-type: none"> <li>Code of conducts of organization or SOP.</li> </ul>		
<b>Task number:</b>	<b>4</b>		
<b>Task statement:</b>	<b>Respond assignment</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Any assignment or task order</li> </ul> <b>Task:</b> Respond assignment <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Prompt response is exhibited;</li> <li>Assignment noted;</li> <li>Assignment completed within the agreed time.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Importance of timely response;</li> <li>Time requirement any assignment;</li> <li>Manner of interaction with others;</li> <li>Types of work and urgency.</li> </ul>		
<b>Task number:</b>	<b>5</b>		
<b>Task statement:</b>	<b>Receive / give feedback and feed forward</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Any assignment or task order</li> </ul> <b>Task:</b> Receive / give feedback and feed forward <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Performer listen actively;</li> <li>Noted feed forward and feedback;</li> <li>Firstly given positive feedback objectively;</li> <li>Secondly given developmental feedback objectively;</li> <li>Digestible amount of feedback is considered.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance of feed forward and feedback;</li> <li>Types of feedback;</li> <li>Techniques of receiving and giving feed forward and feedback.</li> </ul>		
<b>Task number:</b>	<b>6</b>		
<b>Task statement:</b>	<b>Listen others</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Customer or team member is complaining / reporting</li> </ul> <b>Task:</b> Listen others <b>Time:</b> NA <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Performer listen actively;</li> <li>Nodded the head during listening;</li> <li>Asked for clarification;</li> <li>Noted the complaint or reporting;</li> <li>Reporter or complainer is satisfied with his/her listening attitude.</li> </ul>		

<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Importance of active listening;</li> <li>• Differences between active listening and hearing;</li> <li>• Techniques of active listening.</li> </ul>
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<b>Task number:</b>	<b>7</b>		
<b>Task statement:</b>	<b>Communicate with others</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>• Information to be communicated;</li> <li>• Relevant audience.</li> </ul> <b>Task:</b> Communicate with others <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Clear and audible voice is listen;</li> <li>• Communicated with pleasant vocal;</li> <li>• Natural visual expressions are exhibited during the communication;</li> <li>• Information shared is concise and complete.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of effective communication;</li> <li>• Effective communication model;</li> <li>• Types of communication;</li> <li>• Means of communication;</li> <li>• Techniques of effective communication.</li> </ul>		

<b>Task number:</b>	<b>8</b>		
<b>Task statement:</b>	<b>Coordinate with others</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>• Agenda or issue or information to be coordinated;</li> <li>• Team members or relevant stakeholders;</li> <li>• Means of coordination.</li> </ul> <b>Task:</b> Coordinate with others <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Coordination is done per the given agenda, issues or information to be shared;</li> <li>• Coordination is done per the target receivers;</li> <li>• Coordination is done per the given means of coordination.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Meaning and importance coordination;</li> <li>• Means of coordination;</li> <li>• Techniques of effective coordination.</li> </ul>		

<b>Task number:</b>	<b>9</b>		
<b>Task statement:</b>	<b>Perform net-working</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	2

<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Assignment;</li> <li>• Job description.</li> </ul> <b>Task:</b> Perform net-working <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Service delivery met the standard of the organization;</li> <li>• Additional service procurement is found easily.</li> </ul>
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of networking;</li> <li>• Means of networking;</li> <li>• Techniques of effective networking.</li> </ul>

<b>Task number:</b>	<b>10</b>		
<b>Task statement:</b>	<b>Exhibit behavior of team player</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	1	2
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Assignment;</li> <li>• Working team.</li> </ul> <b>Task:</b> Exhibit behavior of team player <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Team members are encouraged;</li> <li>• Taken collective ownership;</li> <li>• Possessed cooperative and assertiveness;</li> <li>• Taken responsibility and accountability.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of team work;</li> <li>• Characteristics of good team player;</li> <li>• Phases of team formation;</li> <li>• Tips of effective team work.</li> </ul>		

<b>Task number:</b>	<b>11</b>		
<b>Task statement:</b>	<b>Make decision</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Any assignment with possible unusual situation during the process;</li> <li>• Problem or case and time frame.</li> </ul> <b>Task:</b> Make decision <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Decision taken within given time frame;</li> <li>• Desired result achieved;</li> <li>• Decision considered efficient use of time, money and resources.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of decision making;</li> <li>• Simple decision making process.</li> </ul>		

<b>Task number:</b>	<b>12</b>		
<b>Task statement:</b>	<b>Solve problem</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3

<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Any problem or case and time frame</li> </ul> <b>Task:</b> Solve problem <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Problems are solved in given time frame;</li> <li>Desired result is achieved;</li> <li>Considered the efficient use of time, money and resources.</li> </ul>
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance of problem solving;</li> <li>List of potential problems in the occupation (Expedition Leader);</li> <li>General problem solving techniques.</li> </ul>

<b>Task number:</b>	<b>13</b>		
<b>Task statement:</b>	<b>Take responsibility and accountability</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Assignment;</li> <li>Job description.</li> </ul> <b>Task:</b> Take responsibility and accountability <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Exhibited dedication to the assignment;</li> <li>Attempted to complete the assignment as per the set standard;</li> <li>Taken ownership of results.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning of responsibility and accountability;</li> <li>Importance of responsibility and accountability for Expedition Leader.</li> </ul>		

<b>Task number:</b>	<b>14</b>		
<b>Task statement:</b>	<b>Develop work plan of Expedition Leader</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>List of tasks and their priority order;</li> <li>Planning forms and format;</li> <li>Job description.</li> </ul> <b>Task:</b> Develop work plan of Expedition Leader <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Plan is developed as per the given tasks;</li> <li>Planning is done in given forms and format;</li> <li>Tasks are planned based on priority order or sequence;</li> <li>Considered efficient use of resources (time, money, and people).</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning of planning;</li> <li>Importance of planning;</li> <li>Different planning tools;</li> <li>Points to be considered while planning.</li> </ul>		

<b>Core Skills Area</b>	
<b>Task number:</b>	<b>15</b>
<b>Task statement:</b>	<b>Receive itinerary</b>

Level of task:	Significance	Ease	Occurance
	3	3	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Any expedition assignment;</li> <li>Agreement with the company.</li> </ul> <b>Task:</b> Receive itinerary <b>Time:</b> 1 hour <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Duration and date is fixed;</li> <li>Day to day plan is featured;</li> <li>Altitude and destination is fixed ;</li> <li>Distance is mentioned.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of itinerary;</li> <li>Elements / contents of itinerary e.g. location, weather condition, altitude, risk factors, distance, geographical status, break spots, time allocation; local culture of the route, rules and regulations, legal process;</li> <li>Inclusion &amp; exclusion of the package;</li> <li>Group size.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Expedition season is prime;</li> <li>Itinerary is not damaged;</li> <li>Itinerary is clearly understood.</li> </ul>		
<b>Tools, equipment and materials:</b>	Itinerary document, pen, envelope		

<b>Task number:</b>	<b>16</b>		
<b>Task statement:</b>	<b>Prepare expedition gears and equipment's</b>		
Level of task:	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Given itinerary;</li> <li>Check list of gears and equipment's.</li> </ul> <b>Task:</b> Prepare expedition gears and equipment's <b>Time:</b> 7 days <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Equipment and gears are arranged as per the checklist and itinerary.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Types and qualities of gears, tools, equipment's, and materials;</li> <li>Quantity required as per the group size;</li> <li>List of the gears, tools, equipment's and materials.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Equipment are not damaged;</li> <li>Equipment are in proper working condition;</li> <li>Packaging is done properly.</li> </ul>		
<b>Tools, equipment and materials:</b>	Checklist, safety wears, team members, packing materials,		

<b>Task number:</b>	<b>17</b>		
<b>Task statement:</b>	<b>Manage expedition staff members</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Itinerary;</li> <li>Group size.</li> </ul> <b>Task:</b> Manage expedition staff members <b>Time:</b> 7 days <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>List of recruited staff members are recruited;</li> <li>Members are found healthy, honest, skilled, physically/mentally fit, and punctual, demonstrates positive attitude, experienced, cooperative, friendly, committed and possess good communication skill.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance of expedition team members;</li> <li>Qualities of staff members;</li> <li>Quantity required as per the group size;</li> <li>Labor law.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Quality member selection is of prime importance;</li> <li>Selection is done based on experience and group size.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Documents, communication device.</li> </ul>		

<b>Task number:</b>	<b>18</b>		
<b>Task statement:</b>	<b>Manage food</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Itinerary;</li> <li>Group size;</li> <li>Feeding habit(food choice) of members;</li> <li>List of foods.</li> </ul> <b>Task:</b> Manage food <b>Time:</b> 7 days <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The preparation is done as per the given food list, group size and itinerary;</li> <li>Foods are not expired;</li> <li>Safe packaging is insured;</li> <li>Storage is properly done.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance of food management;</li> <li>Way of packing different types of food;</li> <li>Food hygiene and allergic;</li> <li>Quantity required as per the group size and choice;</li> <li>List of food required during expedition/ common food ingredients and types;</li> <li>High altitude food items.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Expiry date is checked;</li> <li>Packaging is properly done;</li> <li>Food are properly stored;</li> <li>Food selection is done as per the altitude.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Food list, food items, packaging materials.</li> </ul>		

<b>Task number:</b>	<b>19</b>		
<b>Task statement:</b>	<b>Arrange expedition first aid kit</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Itinerary/ Checklist;</li> <li>Group size;</li> <li>Health condition of members.</li> </ul> <b>Task:</b> Arrange expedition first aid kit <b>Time:</b> 5 days <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>First aid kit is filled with medicines as per the checklist, group size, and health condition of members.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance of first aid kit;</li> <li>List of medicines, tools and equipment's in a first aid kit box;</li> <li>Application of expedition first aid kit.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Expiry date is checked;</li> <li>Ensure medicines are as per the checklist;</li> <li>Personal health problems of the group is understood.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Checklist of medicine, checklist of tools and equipment;</li> <li>Medicines, equipment, tools, packaging kit.</li> </ul>		

<b>Task number:</b>	<b>20</b>		
<b>Task statement:</b>	<b>Receive/Check necessary documents for expedition</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Any expedition assignment;</li> <li>Before expedition/ trip.</li> </ul> <b>Task:</b> Manage necessary documents <b>Time:</b> 1-2 day <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>All necessary updated documents are checked and received.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Necessary documents required for the expedition;</li> <li>Meaning and Importance of documents required;</li> <li>Types of documents required.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Documents are complete;</li> <li>Documents are valid;</li> <li>Documents are safely kept;</li> <li>Filing is done properly;</li> <li>Official copy is maintained.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>File, documents, pen, stamp, and checklist.</li> </ul>		

<b>Task number:</b>	<b>21</b>		
<b>Task statement:</b>	<b>Prepare budget- Inclusive / Exclusive</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Agreement with the company on expedition trip;</li> <li>2 Days before start of expedition/ trip.</li> </ul> <b>Task:</b> Prepare budget- Inclusive / Exclusive <b>Time:</b> 1-2 working days <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Budget prepared is as per the itinerary ;</li> <li>Both parties are agreed;</li> <li>Inclusion and exclusion is clear.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of budget;</li> <li>Budget Heading/ Checklist.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Budget heading is clear;</li> <li>Budget amount is as per the itinerary / agreement / group size.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Checklist, envelope</li> <li>Electronics media, calculator,</li> </ul>		

<b>Task number:</b>	<b>22</b>		
<b>Task statement:</b>	<b>Manage transportation</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Before start of expedition/ trip;</li> <li>Route and mode of transportation;</li> </ul> <b>Task:</b> Manage transportation. <b>Time:</b> 1-2 days <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Vehicles are made available for transportation;</li> <li>Tickets are reconfirmed;</li> <li>Agreement is done with the vehicle owner/company;</li> <li>Vehicle reached at pick up and drop off point.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Types of transportation service providers and their contact number/address;</li> <li>Arrival and departure, time, date and location.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Means of transportation is clean and comfortable for travel;</li> <li>Means of transportation is in proper condition;</li> <li>Means of transportation is timely available.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Electronic devices;</li> <li>Modes of transportation</li> </ul>		



<b>Task number:</b>	<b>23</b>		
<b>Task statement:</b>	<b>Assess risk factor</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Before start of expedition/ trip;</li> <li>• Route condition;</li> <li>• Seasonal environment condition.</li> </ul> <b>Task:</b> Assess risk factor <b>Time:</b> 1-2 days <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Pre information received on environmental condition and route;</li> <li>• Alternatives plans are prepared.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Types of risk factor that may arise;</li> <li>• Ways of avoiding possible risk.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>• Clear information on route condition is received</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• Electronic devices</li> </ul>		

<b>Task number:</b>	<b>24</b>		
<b>Task statement:</b>	<b>Organize/build team</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Before expedition trip</li> </ul> <b>Task:</b> Organize/build team <b>Time:</b> 1-2 hour <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Jobs are allocated as per their responsibility;</li> <li>• Briefing is done;</li> <li>• Team is got ready for expedition.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of team formulation;</li> <li>• Roles and responsibilities of team member;</li> <li>• Reasons for division of groups;</li> <li>• Communication skill;</li> <li>• Motivational skill.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>• Team member understands their responsibilities clearly;</li> <li>• Health condition of team members are assessed;</li> <li>• Communication is done clearly;</li> <li>• Team work.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• Checklist.</li> </ul>		

<b>Task number:</b>	<b>25</b>		
<b>Task statement:</b>	<b>Provide/share information</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>During expedition trip;</li> <li>Daily basis.</li> </ul> <b>Task:</b> Provide/share information <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Information is found correct and factual;</li> <li>Team member clearly understand the shared information;</li> <li>Information is shared in a right time and right place.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Potential risk and hazards;</li> <li>Environmental condition;</li> <li>Rules and regulations/ Do's and Dont's;</li> <li>Flora and fauna;</li> <li>Culture and religion.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Factual information is shared;</li> <li>Communication is done clearly;</li> <li>Communication is done in a soft language;</li> <li>Avoid usage of rough words.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Microphone, mike, walkie-talkie, phone, electronic devices.</li> </ul>		

<b>Task number:</b>	<b>26</b>		
<b>Task statement:</b>	<b>Observe health condition of expedition members</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	3	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>During expedition trip;</li> <li>Daily basis.</li> </ul> <b>Task:</b> Observe health condition of expedition members <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Necessary action is taken as per the health condition;</li> <li>Expedition members are found physically &amp; mentally fit and fine.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance of first aid;</li> <li>Observation capacity of health condition;</li> <li>Judging the situation;</li> <li>Decision making.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Check personal medical certificate of each member clearly before travel;</li> <li>Observe health condition of each member on daily basis;</li> <li>Be updated with the health condition of each member daily;</li> <li>Ensure all the members are fit for travel.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>First aid kit, medical certificate;</li> <li>PAC bag, Oxygen set.</li> </ul>		

<b>Task number:</b>	<b>27</b>		
<b>Task statement:</b>	<b>Manage accommodation</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>During the expedition trip.</li> </ul> <b>Task:</b> Manage accommodation <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Booking is confirmed;</li> <li>Reconfirmation is received.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Types of accommodation facilities available in the route;</li> <li>Condition and capacity.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Accommodation is spacious and clean;</li> <li>Food and place is hygienic;</li> <li>Safe place is chosen;</li> <li>Accommodation is as per client's preference.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Expedition team member list;</li> <li>Accommodation facilities;</li> <li>Electronic devices.</li> </ul>		

<b>Task number:</b>	<b>28</b>		
<b>Task statement:</b>	<b>Select camp site</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Camping spot;</li> <li>Base camp;</li> <li>Higher camp.</li> </ul> <b>Task:</b> Select camp site <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Selection criteria is met;</li> <li>Space is found adequate;</li> <li>Safe spot is identified.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Selection criteria;</li> <li>Space required.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Ensure selected site is free from potential hazard such as wind direction, avalanche, far from water resources;</li> <li>Camp site is far from water resource (at least 50m).</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Selection criterion checklist.</li> </ul>		

<b>Task number:</b>	<b>29</b>		
<b>Task statement:</b>	<b>Set up camp</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Camp site;</li> <li>• Base camp;</li> <li>• Higher camp.</li> </ul> <b>Task:</b> Set camp <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Camp is set as per the standard.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Camp set up criterion;</li> <li>• Types of tents, gears, equipment's, accessories.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>• Handle tents, gears, equipment's cautiously;</li> <li>• Avoid self-injury;</li> <li>• Avoid hazards during stay;</li> <li>• Avoid injuries while fixing camp;</li> <li>• Consider possible natural disaster during stay;</li> <li>• Waste Management.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• Tents, gears, equipment's.</li> </ul>		

<b>Task number:</b>	<b>30</b>		
<b>Task statement:</b>	<b>Store gears in the camp</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Base camp;</li> <li>• Higher camp;</li> <li>• Camp site and gears.</li> </ul> <b>Task:</b> Store gears in the camp <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Group gears are safely stored;</li> <li>• Personal gears are safely stored.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Types and qualities of gear;</li> <li>• Required numbers in different camps;</li> <li>• Store and usage of gears.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>• Handle gears cautiously;</li> <li>• Ensure gears are safe from heat and water;</li> <li>• Ensure gears are safe from biological factor.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• Drum, sack, plastic;</li> <li>• Box, store tent, tarpaulin.</li> </ul>		

<b>Task number:</b>	<b>31</b>		
<b>Task statement:</b>	<b>Store food/ingredients in the camp</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Base camp;</li> <li>• Higher camp;</li> <li>• Food / Ingredients.</li> </ul> <b>Task:</b> Store food/ingredients in the camp <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Food / ingredients are taken as per the requirement of group size;</li> <li>• Food/ingredients are safely stored.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Storage principle of perishable and non- perishable food ingredients;</li> <li>• Types of food required in high and low altitude.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>• Handle food cautiously;</li> <li>• Neat and clean storage.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• Drum, sack, plastic;</li> <li>• Box, cooler box;</li> <li>• Store tent, tarpaulin.</li> </ul>		

<b>Task number:</b>	<b>32</b>		
<b>Task statement:</b>	<b>Manage waste</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Production of degradable and non-degradable waste.</li> </ul> <b>Task:</b> Manage waste <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Degradable &amp; non-degradable waste is separated;</li> <li>• Pack in pack out is done as per the checklist.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of waste management;</li> <li>• Impact of waste in environment;</li> <li>• Types of waste;</li> <li>• Separation and packing of waste;</li> <li>• Concerned authorities for handover.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>• Separate wastage carefully;</li> <li>• Pack the waste properly;</li> <li>• Carry and transport safely/ clearly;</li> <li>• Handover carefully to authorized organization.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• Drum, sack;</li> <li>• Disposable bag, box;</li> <li>• Rope, zipper,</li> </ul>		

<b>Task number:</b>	<b>33</b>		
<b>Task statement:</b>	<b>Prepare menu for base camp</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Group size;</li> <li>Veg and Non veg/ Vegan.</li> </ul> <b>Task:</b> Prepare menu for base camp <b>Time:</b> 1 hour <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Hygienic and Nutritious menu is prepared.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Types of recipe;</li> <li>Food hygiene and nutrition.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Consider food allergies situation while preparing the menu.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Pen, paper;</li> <li>White board.</li> </ul>		

<b>Task number:</b>	<b>34</b>		
<b>Task statement:</b>	<b>Orient kitchen crew</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	3	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Group size;</li> <li>Veg and non-veg/ vegan.</li> </ul> <b>Task:</b> Orient kitchen crew <b>Time:</b> 1 hour <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Kitchen crew understood and followed the given menu</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Types of menu/ recipe;</li> <li>Cooking knowledge;</li> <li>Food hygiene and nutrition.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Ensure kitchen crew clearly understands the menu ordered</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Menu</li> </ul>		

<b>Task number:</b>	<b>35</b>		
<b>Task statement:</b>	<b>Inspect prepared food items</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	3	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Menu;</li> <li>Prepared food.</li> </ul> <b>Task:</b> Inspect prepared food items <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Foods are well cooked;</li> <li>Hygienic food is prepared;</li> <li>Food is prepared as per the menu;</li> <li>Food safety protocol is followed;</li> <li>Hygienic food is served.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Types of menu/ recipe;</li> <li>Inspection knowledge;</li> </ul>		

	<ul style="list-style-type: none"> <li>Food hygiene and nutrition.</li> </ul>
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Ensure food is well cooked;</li> <li>Ensure kitchen crew follows the menu;</li> <li>Ensure kitchen is clean after cooking;</li> <li>Ensure food safety protocol is followed.</li> </ul>
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Menu , kitchen equipment, serving plates</li> </ul>

<b>Task number:</b>	<b>36</b>		
<b>Task statement:</b>	<b>Conduct case study</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	1	2
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Accident;</li> <li>Natural disaster / hazards;</li> <li>Altitude and other sickness;</li> <li>Poisoning cases.</li> </ul> <b>Task:</b> Conduct case study <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Case study is conducted;</li> <li>Report is prepared;</li> <li>Necessary action is taken.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Importance and need of conducting case study;</li> <li>Causes of case;</li> <li>General symptoms;</li> <li>First aid knowledge.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Identify causes precisely;</li> <li>Assess correctly.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Paper, pen, communication devices</li> </ul>		

<b>Task number:</b>	<b>37</b>		
<b>Task statement:</b>	<b>Provide first aid</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	1	2
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Minor accident ;</li> <li>Natural disaster / hazards;</li> <li>Altitude and other sickness;</li> <li>Poisoning cases.</li> </ul> <b>Task:</b> Provide first aid <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>First aid is provided as per the case;</li> <li>Report is submitted to concerned;</li> <li>Referral is done.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of first aid treatment;</li> <li>Application of First aid method;</li> <li>Types of cases;</li> <li>Basic sign and symptoms of given cases.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Be alert at the time of giving first aid treatment;</li> <li>Treatment is provided on time;</li> </ul>		

	<ul style="list-style-type: none"> <li>• Manage referral cases.</li> </ul>
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• First aid kit, communication devices , PPE, record book, pen</li> </ul>

<b>Task number:</b>	<b>38</b>		
<b>Task statement:</b>	<b>Handle rescue and recovery</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	1	2
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <b>Major</b> <ul style="list-style-type: none"> <li>• Accident;</li> <li>• Natural disaster / hazards;</li> <li>• Altitude and other sickness;</li> <li>• Poisoning cases;</li> <li>• Death case.</li> </ul> <b>Task:</b> Handle rescue and recovery <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Rescue team is mobilized;</li> <li>• Injured are evacuated;</li> <li>• Case study report is provided to concerned authorities;</li> <li>• Liaison officer and company are timely informed on death case.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Meaning and importance;</li> <li>• Methods of rescue;</li> <li>• Necessary precautions to be taken while applying rescue operation;</li> <li>• Geographical and climatic knowledge.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>• Timely inform concerned authorities;</li> <li>• Quick mobilization of rescue team and prompt action.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• Communication devices, stretcher, transportation means</li> </ul>		

<b>Task number:</b>	<b>39</b>		
<b>Task statement:</b>	<b>Coordinate/communicate with company</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	3	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Issues and matters to be communicated.</li> </ul> <b>Task:</b> Coordinate with company <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Communication is done in time;</li> <li>• Communication is clear and understandable;</li> <li>• Company responds to the issues communicated.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of effective communication;</li> <li>• Method and modes of communication ;</li> <li>• Matters to be communicated with company;</li> <li>• Reasons/ causes.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>• Ensure communication devices are functional every time;</li> <li>• Avoid unnecessary communication;</li> <li>• Ensure message are conveyed in a clear and understandable manner.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• Communication devices.</li> </ul>		



<b>Task number:</b>	<b>40</b>		
<b>Task statement:</b>	<b>Coordinate/communicate with staff members</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	3	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Issues and matters to be communicated with staff members.</li> </ul> <b>Task:</b> Coordinate/communicate with staff members <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Communication is done in time;</li> <li>Communication is clear and understandable;</li> <li>Staff members responds to the issues communicated.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance of effective communication;</li> <li>Method and modes of communication ;</li> <li>Matters to be communicated with staff members;</li> <li>Reasons/ Causes.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Ensure communication devices are functional every time;</li> <li>Avoid unnecessary communication;</li> <li>Ensure message are conveyed in a clear and understandable manner.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Electronic devices.</li> </ul>		

<b>Task number:</b>	<b>41</b>		
<b>Task statement:</b>	<b>Coordinate/communicate with concerned authorities</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	3	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Issues and matters to be communicated with concerned authorities.</li> </ul> <b>Task:</b> Coordinate/communicate with concerned authorities <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Communication is done in time;</li> <li>Communication is clear and understandable;</li> <li>Concerned authorities responded to the issues communicated.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance of effective communication;</li> <li>Method and modes of communication ;</li> <li>Matters to be communicated with concerned authorities such as embassy, national park and conservation, family members, local bodies, government offices.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Ensure communication devices are functional every time;</li> <li>Avoid unnecessary communication;</li> <li>Ensure message are conveyed in a clear and understandable manner.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Electronic devices.</li> </ul>		

<b>Task number:</b>	<b>42</b>		
<b>Task statement:</b>	<b>Select/ fix route</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Client's interest;</li> <li>As mentioned in the permit;</li> <li>Situational (weather condition).</li> </ul>		

	<b>Task:</b> Select/fix route <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Route is selected as per the permit;</li> <li>Safe and convenient route is selected;</li> <li>Route selection criterion is met.</li> </ul>
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Climatic condition;</li> <li>Alternative routes;</li> <li>Potential risk;</li> <li>Types of gears.</li> </ul>
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Ensure climatic condition is favorable for travel;</li> <li>Recheck gears and equipment's;</li> <li>Choose the route as mentioned in the permit.</li> </ul>
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Technical gears, compass, map, binocular.</li> </ul>

<b>Task number:</b>	<b>43</b>		
<b>Task statement:</b>	<b>Assess weather condition</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>All time.</li> </ul> <b>Task:</b> Assess weather condition <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Decision is made as per the weather condition.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Climatic condition/metrology ;</li> <li>Usage of digital device.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Updated weather condition should be received;</li> <li>Digital devices should be in a proper working condition.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Digital devices such as satellite phone;</li> <li>Mobile phone.</li> </ul>		

<b>Task number:</b>	<b>44</b>		
<b>Task statement:</b>	<b>Deliver gears and food in higher camps</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	1	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Higher camps are fixed.</li> </ul> <b>Task:</b> Deliver gears and food in higher camps <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Gears and foods are delivered as per the checklist;</li> <li>Gears and foods are delivered safely.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Types of gears;</li> <li>Types of food required in higher camps;</li> <li>Team mobilization.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Handle gears and food safely;</li> <li>Store delivered gears/foods safely.</li> <li>Avoid mishaps during transportation.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Bag pack.</li> </ul>		

<b>Task number:</b>	<b>45</b>		
<b>Task statement:</b>	<b>Acclimatize expedition team</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	1	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Climatic adjustment.</li> </ul> <b>Task:</b> Acclimatize expedition team <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Expedition team can - climb high, sleep low;</li> <li>Climb high , sleep low process is followed;</li> <li>Expedition team adjusted with the climate.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance of acclimatization;</li> <li>Process of acclimatization;</li> <li>Altitude sickness;</li> <li>Preventive measures on altitude sickness;</li> <li>First aid treatment.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Avoid mishap/ injuries during acclimatization;</li> <li>Avoid altitude sickness;</li> <li>Rehydrate expedition team;</li> <li>Ensure expedition team eats well;</li> <li>Keep expedition team warm.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>First aid kit, GPS, Altimeter</li> </ul>		

<b>Task number:</b>	<b>46</b>		
<b>Task statement:</b>	<b>Summit peak</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	1	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Achieve goal;</li> <li>To accomplish mission.</li> </ul> <b>Task:</b> Summit peak <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Expedition team ascended the peak;</li> <li>Summit evidences are captured;</li> <li>Expedition team descended safely;</li> <li>Liaison officer and company is informed.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Process and procedure;</li> <li>Photography and videography;</li> <li>GPS Marking and usage and replacement of Oxygen cylinder;</li> <li>Expedition leading knowledge.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Avoid mishap/ injuries during summit process;</li> <li>Ensure oxygen cylinders are carried;</li> <li>Ensure safety gears are carried ;</li> <li>Check health condition of team;</li> <li>Ensure high food are enough for expedition team;</li> <li>Safety protocol is followed.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>First aid kit, GPS, Altimeter, oxygen cylinder, flag, camera, video, high food, gears.</li> </ul>		

<b>Task number:</b>	<b>47</b>		
<b>Task statement:</b>	<b>Pack up camps</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	1	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Expedition complete.</li> </ul> <b>Task:</b> Pack up camps <b>Time:</b> 5-7 days <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Camp sites are clean;</li> <li>Gears are collected and packed as per the checklist ;</li> <li>Garbage is packed.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Process and procedure;</li> <li>Knowledge of packing.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Follow pack in pack out;</li> <li>Ensure all gears are not left behind;</li> <li>Follow checklist;</li> <li>Ensure garbage are packed safely.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Sacks, drum, box, bag, zip-log.</li> </ul>		

<b>Task number:</b>	<b>48</b>		
<b>Task statement:</b>	<b>Celebrate farewell dinner</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	3	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Last day of expedition.</li> </ul> <b>Task:</b> Celebrate farewell dinner <b>Time:</b> 1 day/ evening <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Felicitation is done;</li> <li>Certificates are distributed;</li> <li>Gratitude is extended;</li> <li>Event is celebrated happily.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance of organizing farewell dinner;</li> <li>Event management and organization skill.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Ensure all expedition team are informed;</li> <li>Necessary documents and celebrating materials are available;</li> <li>Everyone is safe during celebration;</li> <li>Avoid mishaps.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Certificates, khada, garland, souvenirs, food and beverages.</li> </ul>		

<b>Task number:</b>	<b>49</b>		
<b>Task statement:</b>	<b>Receive feedback from the guest</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	3	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Upon completion of expedition.</li> </ul> <b>Task:</b> Receive feedback from the guest <b>Time:</b> 1 day <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Feedback is received;</li> <li>Feedback is taken.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance of feedback.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Receive suggestions positively and accept;</li> <li>Avoid harassment to clients.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Feedback form.</li> </ul>		

<b>Task number:</b>	<b>50</b>		
<b>Task statement:</b>	<b>Submit final report</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	3	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Upon completion of expedition.</li> </ul> <b>Task:</b> Submit final report <b>Time:</b> 1 day/evening <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Report is found as per the format;</li> <li>Factual information is provided;</li> <li>Report is accepted.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance;</li> <li>Report writing skill;</li> <li>content required.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Include fact information's in the report;</li> <li>Submit report timely;</li> <li>Ensure report is clear and acceptable.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Electronic devices, report format, pen, note book, paper.</li> </ul>		

<b>Task number:</b>	<b>51</b>		
<b>Task statement:</b>	<b>Conduct final departure</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Upon completion of expedition.</li> </ul> <b>Task:</b> Conduct final departure <b>Time:</b> 1 day <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Guest are aware of immigration rules and regulations;</li> <li>Transportation till the destination point is well managed;</li> <li>Guest reached airport on time;</li> </ul>		

	<ul style="list-style-type: none"> <li>Guest is safely dropped at airport.</li> </ul>
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Immigration rules and regulations;</li> <li>Mode of transportation.</li> </ul>
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Guest collects all his belonging;</li> <li>Guest is safely dropped to airport/destination point;</li> <li>Guest are correctly informed on flight details.</li> </ul>
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Transportation mode, mala, khada, souvenirs.</li> </ul>

<b>Task number:</b>	<b>52</b>		
<b>Task statement:</b>	<b>Handover gears to the company</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Upon completion of expedition;</li> <li>Checklist.</li> </ul> <b>Task:</b> Handover gears to the company <b>Time:</b> 1 week <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Gears are well checked before handover;</li> <li>Separation is done before handover( damaged/undamaged );</li> <li>Gears are handed over as per the checklist.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Types of gears;</li> <li>Marking tag;</li> <li>Packing.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Gears are handled carefully and separated;</li> <li>Gears are as per the checklist.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>All expedition gears, checklist, packing bags.</li> </ul>		

<b>Task number:</b>	<b>53</b>		
<b>Task statement:</b>	<b>Handle conflict</b>		
<b>Level of task:</b>	Significance	Ease	Occurance
	3	1	2
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Unpleasant situation;</li> <li>Conflicting matter between expedition team ,community, company, local government/ bodies;</li> <li>Misunderstanding.</li> </ul> <b>Task:</b> Handle conflict <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Unpleasant situation is handled;</li> <li>Harmony is created.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Possible causes of conflict;</li> <li>Conflict handling skill;</li> <li>Ambiguous rules and regulations;</li> <li>Conflict of law between central and local government.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Avoid mishaps;</li> <li>Avoid injuries;</li> <li>Ensure Local rules and regulation is followed;</li> </ul>		

	<ul style="list-style-type: none"> <li>• Immediately report to concerned authorities;</li> <li>• Report tourist police if necessary.</li> </ul>
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• Means of communication.</li> </ul>

<b>Task number:</b>	<b>54</b>		
<b>Task statement:</b>	<b>Handle discrimination</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	2
<b>Terminal performance standard:</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Code of conduct not followed;</li> <li>• Misbehaving situation.</li> </ul> <p><b>Task:</b> Handle discrimination  <b>Time:</b> N/A  <b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• Code of conduct is followed,</li> <li>• Harmony is created.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Possible causes of gender discrimination;</li> <li>• Handling skill;</li> <li>• Types of conflicting situation;</li> <li>• Types of discrimination;</li> <li>• Reporting skill;</li> <li>• Communication skill.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>• Avoid misunderstanding;</li> <li>• Avoid misbehave;</li> <li>• Follow code of conduct;</li> <li>• Avoid discrimination, gender, religious, caste, social status;</li> <li>• Financial status , race, etc</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• Communication media;</li> <li>• Pen, paper;</li> <li>• Digital media.</li> </ul>		





**Establishing an Employer led  
Labour Market Secretariat**

Pachali Shahid Shukra FNCCI  
Milan Marg, Teku, Kathmandu

**Phone:** 01-5362061

**Email:** [info@elms.com.np](mailto:info@elms.com.np)

**Website:** [elms.com.np](http://elms.com.np)