



## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TELECOM INDUSTRY

Wh	at are	9	
Occu	patio	nal	
Stand	lards	OS	?

- Solution OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the understanding

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## Introduction

## **Qualifications Pack-Field Sales Executive (FSE)**

**SECTOR:** TELECOM

**SUB-SECTOR:** Service Provider

**OCCUPATION:** Sales & Distribution

**REFERENCE ID:** TEL/Q0200

**Field Sales Executive (FSE)** is known as Feet on Street (FOS)/Distributor Sales Executive (DSE)/ Distributor Sales Representative (DSR).

**Brief Job Description:** Individual at this job visits retail outlets to deliver prepaid telecom products/services to retailers, as per daily Route/Beat Plan. Individual is also responsible to achieve monthly revenue target, increase width and depth of distribution, adhere to process compliance for new customer enrollment and increase customer base.

**Personal Attributes:** This job role requires the individual to be smart & presentable as per organizational grooming guidelines; must be fluent in regional language; must be a quick learner and have strong customer focus; must be adaptable to change and know how to manage relationships; in time with the pulse of the market; willing to work for long hours with enthusiasm; target focused and possess active listening skills.





Qualifications Pack Code	TEL/Q0200		
Job Role	Field Sales Executive (FSE)		
Credits(NVEQF/NVQ F/NSQF) [OPTIONAL]		Version number	1.0
Sector	Telecom	Drafted on	26/02/2013
Sub-sector	Service Provider	Last reviewed on	24/05/2013
Occupation	Sales & Distribution	Next review date	31/05/2015

Job Role	Field Sales Executive
Role Description	Deliver stock to retailers and increase outlet universe, to cover entire population in the assigned territory.
NVEQF/NVQF level	4
Minimum Educational Qualifications	10+2 or equivalent
Maximum Educational Qualifications	Graduate in any stream
Training (Suggested but not mandatory)  Experience	Negotiation and Selling Skills Basics of telecom (Entry level requirement)
Applicable National Occupational Standards (NOS)	0-1 year of work experience  (Click to open the below hyperlinks)  Compulsory:  1. TEL/N0200 (Pre-sales preparation)  2. TEL/N0201 (Increase customer base and revenue)  3. TEL/N0202 (Increase distribution width)  4. TEL/N0203 (Process compliance)  Optional:  5. TEL/N0110 (Data expertise)
Performance Criteria	As described in the relevant OS units





Keywords /Terms	Description
A4 Sheeter	It is a paper sheet which displays newly introduced offers/schemes.
Beat Plan	The daily plan of visiting the existing and prospective outlets as per timetable or schedule.
BHR	It is a process, which displays Month till Date (MTD) sales achievement records of retailers/distributors.
Core Skills or Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Churn rate	Churn rate, as it relates to mobile network carriers, is the percentage of subscribers in a given time frame that cease to use the company's services for one reason or another. It is used as an indicator of the health of a company's subscriber base. The lower the churn rate, the better the outlook of the company.
Danglers	It's a merchandising material which creates brand visibility in shops/outlets.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Distribution	The movement of goods and services from the organization through a distribution channel, right up to the final customer/consumer/user and the movement of payment in the opposite direction, right up to the original producer or supplier It's a merchandise fibre board which ceartes brand visibility for a service provider
Flex Board	in an outlet.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Inventory turns	The number of times that your inventory cycles or turns over per year/month. It is one of the most commonly used Supply Chain Metrics.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge.
MTD (Month till date)	Month-till-date (MTD) is a period starting at the beginning of the current month and ending at the current date. Month-till-date is used in many contexts, mainly for recording results of an activity in the time between a date (exclusive, since this day may not yet be "complete") and the beginning of the current month. In the context of finance, MTD is often provided in financial statements detailing the performance of a business entity. Providing current MTD results, as well as MTD results for one or more past months as of the same date, allows owners, managers, investors, and other stakeholders to compare the company's current performance to that of past periods.



## Qualifications Pack For Field Sales Executive



MNP (Mobile Number Portability)	Helps mobile phone users to change from one mobile network operator to another, without having to change their mobile phone number.
NOS (National Occupational Standards)	NOS are Occupational Standards which apply uniquely in the Indian context.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
OS (Occupational Standards)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Primary Recharge	It is prepaid recharge value/amount (Talk time, VAS, validity) to distributor from service provider .
QP (Qualifications Pack)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Route Plan	Route is a geographical location mapped to a sales executive. It may constist one or more beats depending no. of outlets.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Secondary Recharge	It is recharge value (Talk time, VAS, validity etc.) transferred from distributor to retailer's prepaid account.
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Service Provider	It is an entity, which provides all types of telecom products or services to potential users.
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Sub-sector	Service provider denots or deals with all type of connections.
TAT (Turn around time)	The time taken to resolve a request or a complaint of the customer
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities
Telecom	Is a communication sector consisting of companies who provide telephonic communication facilities to the public.



## Qualifications Pack For Field Sales Executive



Tertiary Recharge	It is recharge amount (Talk time, VAS, validity etc.) transferred from retailer to a customer's prepaied account.
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an ' $\mathbf{O}$ ' or an ' $\mathbf{N}$ '.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
VAS (Value added service)	In the telecom industry, on a conceptual level, value-added services add value to the standard service offering, spurring the subscriber to use their phone more and allowing the operator to drive up their ARPU. For mobile phones, while technologies like SMS, MMS and data access were historically usually considered value-added services, but in recent years SMS, MMS and data access have more and more become core services, and VAS therefore has beginning to exclude those services.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.

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ARPU	Average Revenue Per User
BHR	Business health report
CEF	Customer enrollment form
ERC	Electronic recharge
FAB	Features advantage benefits
FOS	Feet on street
FR	First Recharge
FSE	Field sales executive
KYC	Know your customer
MTD	Month Till Date
PEF	Prepaid enrollment Form
PRC	Paper recharge coupons
ROI	Return on investment
SLA	Service level agreement
SMS	Short messaging services
TAT	Turn around time
TM	Team Manager
TSM	Territory Sales Manager

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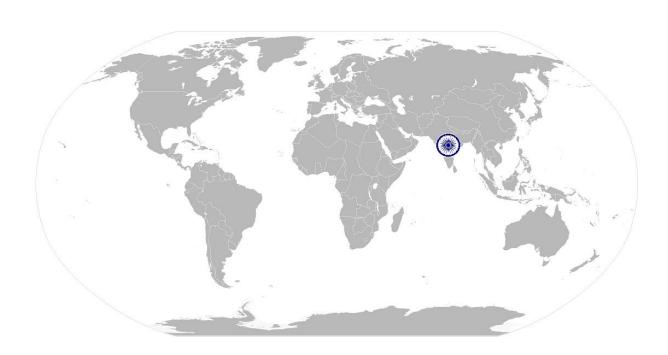






TEL/N0200 Pre-Sales Preparation

## National Occupational Standard



## **Overview**

This unit is about pre-planning done by sales executive to achieve monthly/weekly/daily sales objective.



## National Occupational Standards



### Pre-Sales Preparation

Unit Code Unit Title (Task) Pre-Sales Preparation This OS unit is about preparing self to achieve monthly/weekly/daily sales objective Scope This unit/task covers following:	
(Task)  Pre-Sales Preparation  Description  This OS unit is about preparing self to achieve monthly/weekly/daily sales objective	
Scope This unit/task covers following:	e
Key Stakeholders:	
• sales executive	
team sales manager (TSM)	
• distributor	
Pre-sales preparation to achieve sales objective:	
• monthly	
weekly	
• daily	
Performance Criteria (PC) w.r.t. the Scope:	
Element Performance Criteria	
To be competent, the user/individual on the job must be able to:	
PC1. organize self by organizational growning guidelines/standards	
PC2. split monthly sales target (revenue, new activations etc.) into weekly ar	d
daily sales target	
PC3. obtain and design action plan to achieve daily sales objective from	
TSM/Area Manager	
PC4. update self about latest retailer schemes/ offers	
PC5. collect merchandise from distributor point	
PC6. calculate MTD sales achieved against monthly target	
PC7. proceed per pre-defined Route and Beat Plan	
Knowledge and Understanding:	
A. Organizational The user/individual on the job needs to know and understand:  Context	
(Knowledge of the KA1. importance of punctuality and organizational grooming guidelines	
KA2 organizational standards values policies and processes	
company / KA2. Organizational standards, values, policies and processes  KA3. significance of monthly sales targets	
organization and its	
processes)	
B. Technical The user/individual on the job needs to know and understand:	
Knowledge	
KB1. significance of daily pre-sales meeting KB2. basic arithmetic & numeric calculations for MTD sales	
KB3. current schemes/offers for retailers and subscribers	
KB4. merchandising elements such as danglers, flex boards, standees, gates	
KB5. pre-defined Route and Beat Plan	







TEL/N0200 Pre-Sales Preparation

		·	
Ski	ills (S)		
Α.	Core Skills/	Reading Skills	
	Generic Skills	The user/individual on the job needs to know and understand how to:	
		SA1. keep abreast with latest technologies by reading brochures, pamphlets and daily briefing sheets	
		Writing Skills	
		The user/individual on the job needs to know and understand how to:	
		SA2. draft an action plan to achieve sales target, in regional language	
		Oral Communication (Listening and Speaking skills)	
		The user/individual on the job needs to know and understand how to:	
		SA3. converse in basic English and regional language with TSM and distributor,	
		to share retailer's feedback/suggestions/inputs	
В.	Professional Skills	Analytical skills	
Б.	Professional Skills	•	
		The user/individual on the job needs to know and understand how to:  SB1. gather MTD sales figures to identify reasons for low sales achievement analyze the trends of business using BTS utilization model (low, medium and high utilization sites)	







### **Pre-Sales Preparation**

## **NOS Version Control:**

NOS Code	TEL/N0200		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1.0
Industry	Telecom	Drafted on	26/02/2013
Industry Sub-sector	Service provider	Last reviewed on	24/05/2013
		Next review date	31/05/2015









Increase customer base and revenue

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# National Occupational Standard



## **Overview**

This unit is about visiting daily Beat Plan, to increase customer base for achieving monthly/weekly/daily revenue target.







#### Increase customer base and revenue

Unit Code	TEL/N0201
Unit Title (Task)	Increase customer base and revenue
Description	This OS unit is about dealing with retailers to accomplish monthly/weekly/daily revenue and customer base target
Scope	This unit/task covers the following: Key stake holders:  • sales executive  • retailers
	Range of products and services:  • prepaid mobile connection and associated services  Methodology to achieve sales objective:  • influence retailers to buy more stock and focus on tertiary sales

## Performance Criteria (PC) w.r.t. the Scope:

Element	Performance Criteria
	PC1. arrange merchandise in retail outlets like posters, danglers etc., to create brand visibility PC2. draw retailer's attention PC3. monitor retailer card/register for secondary/tertiary sales PC4. perform BHR check on retailer's secondary/tertiary sales records PC5. observe outlet physically, to check stock availability PC6. ask questions to identify exact need of the retailer PC7. influence retailer by comparing products with competition and demonstrate benefit to retailers PC8. quote high selling retailer's sales achievement, to motivate others PC9. offer range of products/services to retailers PC10. provide agreed quantity of stock to retailers PC11. collect payment from retailers against delivered stock PC12. educate retailers about utility of all products/services PC13. organize and execute road shows
	PC12. educate retailers about utility of all products/services

Knowledge and Understanding		
A. Organizational Context	The user/individual on the job needs to know and understand:	
(Knowledge of the company / organization and its processes)	<ul> <li>KA1. organizational standards for making a sales call, during Beat Plan coverage</li> <li>KA2. regional customs and etiquettes to establish effective communication with retailers</li> </ul>	зe







### Increase customer base and revenue

B. Technical	The user/individual on the job needs to know and understand:		
Knowledge	, , , , , , , , , , , , , , , , , , , ,		
	KA3. merchandising/visibility norms to create brand visibility		
	KA4. USPs & strengths of products and services		
	KA5. FAB approach to highlight product/service		
	KA6. retailer's reporting formats such as retailer card, stock keeping register		
	KA7. BHR process to display MTD sales figures		
	KA8. probing techniques like open ended and close ended questions		
	KA9. process of range selling		
	KA3. process of range sening  KA10. well performing retailer sale's records for benchmarking		
	KA11. basic mathematical calculations		
	KA12. how to build rapport with retailers to influence and educate them		
	KA13. stock management including physical voucher and their expiry dates etc.		
	NATS. Stock management including physical vodence and their expiry dates etc.		
Skills (S)			
A. Core Skills/	Reading Skills		
Generic Skills	The user/individual on the job needs to know and understand how to:		
	The deel/marvadar on the job needs to know and understand now to.		
	SA1. read reporting formats such as retailer card, register to check sales		
	records		
	i cecius		
	Oral Communication (Listening and Speaking skills)		
	The user/individual on the job needs to know and understand how to:		
	SA2. comprehend local dialect to create comfort while conversing with		
	retailers		
B. Professional Skill	Objection Handling Skills		
	The user/individual on the job needs to know and understand how to:		
	SA3. listen to retailer's feedback/complaint/opinion		
	SA4. evaluate retailer's resistance as psychological or logical, and respond		
	appropriately		
	SA5. use rebuttals to assure and affirm retailers to clarify retailer's objections		



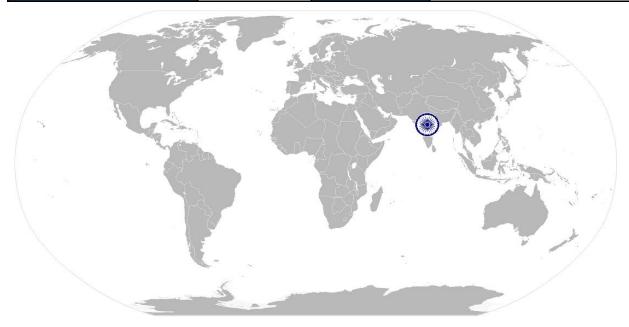




#### Increase customer base and revenue

## **NOS Version Control:**

NOS Code	TEL/N0201		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1.0
Industry	Telecom	Drafted on	26/02/2013
Industry Sub-sector	Service Provider	Last reviewed on	24/05/2013
		Next review date	31/05/2015



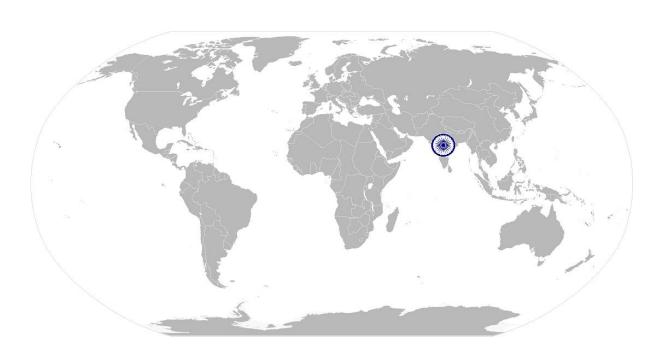






Increasing width of distribution

# National Occupational Standard



### Overview

This unit is about increasing width of distribution by enrolling new retailers, within assigned territory.







## Increasing width of distribution

linit Codo		
Unit Code	TEL/N0202	
Unit Title (Task)	Increasing width of distribution	
Scope Scope	This OS unit is about enrolling new retailers to sell prepaid telecom products/services  This OS unit/task covers following:  Key stake holders:  • sales executive  • retailers  Methodology to enroll new retail outlets:  • outlet selection  • offer value proposition  • negotiate and close sales call	
Performance Criteria (	PC) w.r.t. the Scope:	
Element	Performance Criteria	
	PC1. locate retail outlets with high footfall, to increase width of distribution identify decision maker and seek permission to discuss value proposition explain ROI to retailers by highlighting minimal investment and high inventory turns  PC4. propose/pitch range of products/services and demonstrate various associated processes  PC5. educate retailers about enrollment formalities  PC6. create brand visibility at the outlet by displaying merchandising material PC7. provide retailer/demo SIM card and collect documents	
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand:  KA1. organizational KYC guidelines, to enroll a new outlet  KA2. business etiquette like greeting and presenting visiting card	







TEL/N0202 Increasing width of distribution

B. Technical	The user/individual on the job needs to know and understand:			
Knowledge				
	KA3. outlet selection guidelines like prominent location, timings, high foot-fall			
	KA4. basic numeric and arithmetic calculations to explain ROI			
	KA5. range of products and associated processes like new number activation			
	and recharge transfer			
	KA6. importance of branding at outlets, using merchandising material like			
	posters, danglers, flex boards			
Skills (S)				
A. Core Skills/	Reading Skills			
Generic Skills	The user/ individual on the job needs to know and understand how to:			
	SA1. keep abreast with product/service changes through brochures and leaflets			
	Oral Communication (Listening and Speaking skills)			
	The user/individual on the job needs to know and understand how to:			
	The same of the sa			
	SA2. listen attentively the queries of the distributors			
	SA3. converse in regional dialect to band rapport with retailers			
B. Professional Skills	Negotiation Skills			
	The user/ individual on the job needs to know and understand how to:			
	The usery individual off the job needs to know and understand now to.			
	SA4. clarify retailers' doubts/objections to create win-win situation			
	SA4. clarify retailers' doubts/objections to create win-win situation			







## Increasing width of distribution

## **NOS Version Control:**

NOS Code	TEL/N0202		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1.0
Industry	Telecom	Drafted on	26/02/2013
Industry Sub-sector	Service Provider	Last reviewed on	05/07/2013
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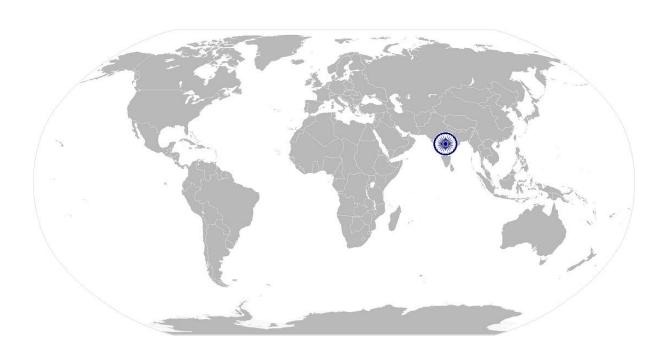




TEL/N0203 Process compliance

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# National Occupational Standard



## **Overview**

This unit is about complying with documentation and number activation process, as per TRAI guidelines.







### **Process compliance**

Unit Code	TEL/N0203
Unit Title (Task)	Process Compliance
Description	This OS unit is about documentation and process compliance, as per TRAI for activating prepaid mobile numbers
Scope	This unit/tasks covers following: Key stake holders:
Performance Criter	ria (PC)
Element	Performance Criteria
	PC1. educate retailers on mobile number activation process, MNP, recharge and recharge reversal, KYC norms, TRAI guidelines etc. PC2. validate customer enrollment forms for any discrepancies like use of whitener, signature mismatch, address mismatch PC3. collect and process documents for activation of mobile numbers PC4. respond to retailer issues and complaints
Knowledge and Un	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand:  KA1. job responsibilities to comply with KYC norms as per TRAI guidelines
B. Technical Knowledge	The user/individual on the job needs to know and understand:  KA2. functions of mobile handsets, to demonstrate number activation and other processes to retailers  KA3. activation and documentation process for different customers like local, outstation and foreign national







## **Process compliance**

Ski	lls (S)			
A.	Core Skills/	Reading Skills		
	Generic Skills	The user/individual on the job needs to know and understand how to:		
		SA1. keep abreast with activation and documentation process through leaflets and briefing sheets		
		Oral Communication (Listening and Speaking skills)		
		The user/individual on the job needs to know and understand how to:		
		SA2. converse in regional dialect to educate retailers about process compliance		
В.	Professional Skills	Time Management Skills		
	JAIII3	The user/individual on the job needs to know and understand how to:		
		SA3. manage time to collect documents, to avoid delay in activation		









### **Process compliance**

## **NOS Version Control:**

NOS Code	TEL/N0203		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1.0
Industry	Telecom	Drafted on	26/02/2013
Industry Sub-sector	Service Provider	Last reviewed on	05/07/2013
		Next review date	31/05/2015









TEL/N0110 Data expertise

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# National Occupational Standard



## **Overview**

This unit is about expertise in resolving data related queries, requests and complaints.



## National Occupational Standards



TEL/N0110

### **Data expertise**

Unit Code	TEL (NO.140
Unit Code	TEL/N0110
Unit Title (Task)	Data expertise
Description	This OS unit is about expertise in resolving data related Q R C
Scope	This unit/task covers the following:
	Key stakeholders:
	customer care executives
	• customers
	Resolving data related:
	• queries
	• requests
	• complaints
Performance Criteria(F	PC) w.r.t. the Scope:
Element	Performance Criteria
	To be competent, the user/individual on the job must be able to:
	PC1. resolve customer's data related issues
	PC2. reduce repeat walk-in/interactions customers with data related queries
Knowledge and Under	standing
A. Organizational	The user/individual on the job needs to know and understand:
Context	
(Knowledge of the	KA1. data related tariff plans, offers and schemes
company /	
organization and its processes)	
p. occoses,	
B. Technical	
Knowledge	The user/individual on the job needs to know and understand:
Miowicuge	KB1. latest handset models and their functioning
	KB2. top issues faced in operating system, handsets etc.
	KB3. latest technology prevalent in telecom for data







### **Data expertise**

Ski	Skills (S)		
Α.	Core Skills/	Reading Skills	
	Generic Skills	The user/ individual on the job needs to know and understand how to:	
		SA1. read data related tariffs, offers and schemes	
		Oral Communication (Listening and Speaking skills)	
		The user/individual on the job needs to know and understand how to:	
		SA2. interpret customer's requirement and suggest related product/offer/scheme	
В.	Professional Skills	Selling Skills	
		The user/individual on the job needs to know and understand how to:  SB1. pitch best suited data related plans and products to the customers	
		The user/individual on the job needs to know and understand how to:  SB2. identify issue by asking relevant questions and resolve customer's data related concern	







### Data expertise

## **NOS Version Control**:

NOS Code	TEL/N0110		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	1.0
Industry	Telecom	Drafted on	16/05/2013
Industry Sub-sector	Service Provider	Last reviewed on	16/05/2013
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