



Model Curriculum

QP Name: Automotive Press Shop Assistant

QP Code: ASC/Q3401

QP Version: 3.0

NSQF Level: 2

Automotive Skills Development Council | E-113, Okhla Industrial Estate, Phase- III,
New Delhi – 110020

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Training Parameters

Sector	Automotive
Sub-Sector	Manufacturing
Occupation	Sheet Metal Forming
Country	India
NSQF Level	2
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7211.0102
Minimum Educational Qualification and Experience	8th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 years
Last Reviewed On	08 May 2025
Next Review Date	08 May 2028
NSQC Approval Date	08 May 2025
QP Version	3.0
Model Curriculum Creation Date	08 May 2025
Model Curriculum Valid Up to Date	08 May 2028
Model Curriculum Version	3.0
Minimum Duration of the Course	270 Hours 00 Minutes
Maximum Duration of the Course	270 Hours 00 Minutes

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills.

- Support the press shop technician in preparatory activities such as lifting of workpiece, inspection of tools and equipment etc.
- Support the press shop technician during press shop operations and post-pressing operations.
- Work effectively and efficiently as per schedules and timelines.
- Implement safety practices.
- Optimize the use of resources to ensure less wastage and maximum conservation.

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
ASC/N9803 – Organize work and resources (Manufacturing) NOS Version No. – 3.0 NSQF Level – 2	30:00	30:00			60:00
Module 1: Introduction to the role of an Automotive Press Shop Assistant	5:00	0:00			5:00
Module 2: Organize work and resources according to safety and conservation standards	25:00	30:00			55:00
ASC/N3401 – Support the press shop technician during pressing operations NOS Version No. – 3.0 NSQF Level - 2	60:00	90:00	30:00		180:00
Module 3: Prepare for press shop operations	30:00	30:00	10:00		70:00
Module 4: Support in pressing and post-pressing operations	30:00	60:00	20:00		110:00
DGT/VSQ/N0101 - Employability Skills (30 hours)	12:00	18:00	0:00		30:00

NOS Version No. – 1.0 NSQF Level – 2					
Module 5: Introduction to Employability Skills	0.5:00	0.5:00	0:00		1:00
Module 6: Constitutional values - Citizenship	0.5:00	0.5:00	0:00		1:00
Module 7: Becoming a Professional in the 21st Century	0.5:00	0.5:00	0:00		1:00
Module 8: Basic English Skills	1:00	1:00	0:00		2:00
Module 9: Communication Skills	1.5:00	2.5:00	0:00		4:00
Module 10: Diversity & Inclusion	0.5:00	0.5:00	0:00		1:00
Module 11: Financial and Legal Literacy	1.5:00	2.5:00	0:00		4:00
Module 12: Essential Digital Skills	1:00	2:00	0:00		3:00
Module 13: Entrepreneurship	2.5:00	4.5:00	0:00		7:00
Module 14 Customer Service	1.5:00	2.5:00	0:00		4:00
Module 15: Getting ready for apprenticeship & Jobs	1:00	1:00	0:00		2:00
Total Duration	102:00	138:00	30:00		270:00

Module Details

Module 1: Introduction to the role of an Automotive Press Shop Assistant

Mapped to ASC/N9803, v1.0

Terminal Outcomes:

- Discuss the role and responsibilities of an Automotive Press Shop Assistant.

Duration: <05:00>	Duration: <00:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> List the role and responsibilities of an Automotive Press Shop Assistant. Discuss the job opportunities of an Automotive Press Shop Assistant in an automobile industry. Explain about Indian automotive market. List various automobile Original Equipment Manufacturers (OEMs) and different products/ models manufactured by them. Discuss the standards and procedures involved in the different processes of press shop. Identify the standard checklists and schedules recommended by OEM. 	
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 2: Organize work and resources according to safety and conservation standards

Mapped to ASC/N9803, v1.0

Terminal Outcomes:

- Employ appropriate ways to maintain safe and secure working environment.
- Perform work as per the quality standards.
- Apply conservation practices at the workplace.

Duration: <25:00>	Duration: <30:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> List the potential workplace related risks and hazards, their causes and preventions. Identify PPE to be used at workplace. Identify various warning signs used at the workplace. Describe appropriate strategies to deal with emergencies and accidents at the workplace. Outline the organizational structure to be followed to report about health, safety and security breaches to the concerned authorities. Discuss the importance of keeping work area clean and tidy. Discuss the significance of conforming to basic hygiene practices such as washing hands, using alcohol based hand sanitizers or soap. Discuss organizational hygiene and sanitation guidelines and ways of reporting breaches/gaps if any to the concerned authorities. Discuss the ways of dealing with stress and anxiety. Discuss how to complete the given work within the stipulated time period. Explain how to maintain a proper balance between team and individual goals. Explain 5S guidelines at workplace. List the various materials used at the workplace. Explain organisational recommended procedure for storage of tools, equipment and material after completion of work. Explain the ways to optimize usage of resources. 	<ul style="list-style-type: none"> Apply appropriate safety practices to ensure safety of people at the workplace Display the correct way of wearing and removing PPE such as face masks, hand gloves, face shields, PPE suits, etc. Demonstrate the use of fire extinguisher. Apply basic first aid procedure in case of emergencies. Perform routine cleaning of tools, equipment and machines. Employ various techniques for checking malfunctions in the equipment as per Standard Operating Procedure (SOP). Show how to sanitize and disinfect one's work area regularly. Demonstrate the correct way of washing hands using soap and water. Demonstrate the correct way of sanitizing hands using alcohol-based hand rubs. Demonstrate how to evacuate the workplace in case of an emergency. Demonstrate sorting of materials, tools and equipment and spare parts after completion of work. Demonstrate the steps involved in storage of tools, equipment and material after completion of work. Perform basic checks to identify any spills and leaks and that need to be plugged /stopped. Demonstrate different disposal techniques depending upon types of waste. Employ different ways to check if equipment/machines are functioning as per

- Discuss various methods of waste management and its disposal.
- List the different categories of waste for the purpose of segregation
- Differentiate between recyclable and non-recyclable waste
- State the importance of using appropriate colour dustbins for different types of waste.
- Discuss common practices for conserving electricity at workplace.
- Discuss the common sources of pollution and ways to minimize it.

requirements and report malfunctioning, if observed.

- Employ ways for efficient utilization of material and water.

Classroom Aids:

Whiteboard, marker pen, projector

Tools, Equipment and Other Requirements

- Housekeeping material: Cleaning agents, cleaning cloth, waste container, dust pan and brush set, liquid soap, hand towel, fire extinguisher
- Safety gears: Safety shoes, ear plug, goggles, gloves, helmet, first-aid kit

Module 3: Prepare for press shop operations

Mapped to ASC/N3401, v2.0

Terminal Outcomes:

- Identify tools and equipment required for press shop operations.
- Perform the steps to carry out preparatory activities such as lifting of workpiece, collection and inspection of tools and equipment etc.

Duration: <30:00>	Duration: <30:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Elucidate various types of pressing processes. Discuss do's and don'ts of the manufacturing process. List different types of presses used in industry. Describe the pressing process, including their designs, uses and basic repair and maintenance of different types of presses. List the tools, pressing machine, equipment, consumables and input materials required during pressing work. Discuss the organisational process of collecting, arranging and storing the tools, die, pressing machine, equipment, consumables and input materials from the store. Summarise the steps to be performed for checking the input material, die, tools and equipment before use. Discuss pressing machine parameters such as cushion setting, clearance height settings, etc. and their impact on output. Summarise the steps to be performed for setting of the pressing machine and its parameters as per requirements. Discuss ways for safe handling and no damage of work pieces and machine auxiliaries during loading and unloading. 	<ul style="list-style-type: none"> Demonstrate the standard operating procedure to use tools, pressing machine, equipment, consumables, die and input materials required during pressing work. Show how to collect the required tools, die, pressing machine, equipment, consumables and input materials from the store. Apply appropriate ways of checking the input material, tools and equipment for defects before use. Show how to clean the tools and pressing apparatus before use. Display how to lubricate the machine, die and raw material by using grease. Demonstrate how to support the press shop technician in checking of the functioning of various components of pressing machine Demonstrate how to support the press shop technician in setting of the pressing machine and its parameters as per the requirements. Show how to load/feed the work pieces/blanks and machine auxiliaries securely on the machine apparatus manually or by using lifting equipment.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	
<ul style="list-style-type: none"> PPT's, teaching aids, drawing / blue print, work order Raw Materials: Coils, strips, sheet & tubes 	

- **Tools:** Allen key set, circlip plier (diff sizes), diamond file die clamp / spacers/bolts, flat file rough/finished, hammer, long nose plier(15qm), loose punch, spanner set, scribes, surface grinding machine
- **Machines:** Bending & pneumatic press, drilling machine, hydraulic press, lathe machine, mechanical power press (30/60T)
- **Consumables:** Emery paper (different grades), lubricants, grease
- Different type of dies
- Work table with bench vice
- **Safety materials:** Fire extinguisher, safety gloves, aprons, safety glasses, helmet, safety shoe and first-aid kit
- **Cleaning material:** Wire brush (M.S.), cleaning agents, cleaning cloth, waste container, dust pan and brush set, liquid soap, hand towel

Module 4: Support in pressing and post-pressing operations

Mapped to ASC/N3401, v2.0

Terminal Outcomes:

- Demonstrate how to support technician during press shop operations.
- Perform steps to carry out post-pressing activities.

Duration: <30:00>	Duration: <60:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss correct way of holding tools during the pressing operations. • List consumables and accessories required during the pressing work. • Discuss the process of unloading and placing the work pieces on the designated place as per the work instructions. • Describe finishing processes like deburring, buffing, etc. • Discuss the safety practices to avoid any hazard and accident during pressing process. • Discuss the tasks to be performed post-pressing. • Summarise the commonly occurring defects in the pressed pieces. • Discuss the impact of defects on the quality of pressed pieces. • Explain the inspection methods for identifying the defects and checking the quality of pressed pieces as per the control plan. • Discuss the process of segregating, tagging and storing of damaged and ok workpieces as per organisational guidelines. • Discuss various cleaning methods to clean the tools, equipment and work area. • List different methods for disposing off waste material. • Describe the working of automated feeders and emergency stop systems in mechanical and hydraulic presses. • Explain safety features such as light curtains, interlocks, and proximity sensors used in press shop environments. • Identify key visual defects in pressed parts using sample quality standards or defect tags. 	<ul style="list-style-type: none"> • Show how to hold the tools during pressing operations in the correct manner and safely. • Perform the steps of unloading work pieces from pressing machine and placing them on the trolley/bin by using lifting tools. • Demonstrate how to support the technician in finishing processes. • Demonstrate how to support the assembly operator in inspection for identifying the defects and checking the quality of finished pieces. • Show how to support welding operator in segregating, tagging and storing of the pressed pieces as per organisational guidelines. • Apply appropriate ways to clean the work area. • Show how to dispose waste as per organisational guidelines. • Support in the setup and simulation of automated feeders and demonstrate how e-stop works in case of emergency. • Demonstrate basic safety system checks including light curtain alignment or interlock functionality (mock setup). • Tag sample defective parts post-pressing using pictorial defect checklist provided. • Scan a barcode/RFID tag and update the job status using a digital terminal (simulated). • Show methods to optimize material layout before pressing to reduce scrap and perform shutdown as per checklist.

- Explain the role of barcode/RFID systems for work tracking and traceability in pressing operations.
- Discuss material waste reduction techniques and basic shut-down procedures for energy conservation.

Classroom Aids:

Whiteboard, marker pen, projector

Tools, Equipment and Other Requirements

- PPT's, teaching aids, drawing / blue print, work order
- **Raw Materials:** Coils, strips, sheet & tubes
- **Tools:** Allen key set, circlip plier (diff sizes), diamond file die clamp / spacers/bolts, flat file rough/finished, hammer, long nose plier(15qm), loose punch, spanner set, scribes, surface grinding machine
- **Machines:** Bending & pneumatic press, drilling machine, hydraulic press, lathe machine, mechanical power press (30/60T)
- **Consumables:** Emery paper (different grades), lubricants, grease
- Different type of dies
- Work table with bench vice
- **Safety materials:** Fire extinguisher, safety gloves, aprons, safety glasses, helmet, safety shoe and first-aid kit
- **Cleaning material:** Wire brush (M.S.), cleaning agents, cleaning cloth, waste container, dust pan and brush set, liquid soap, hand towel

Module 5: Introduction to Employability Skills

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Discuss about Employability Skills in meeting the job requirements

Duration: <0.5:00>	Duration: <0.5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none">Discuss the importance of Employability Skills in meeting the job requirements	<ul style="list-style-type: none">Demonstrate Employability Skills
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 6: Constitutional values - Citizenship

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Discuss about constitutional values to be followed to become a responsible citizen

Duration: <0.5:00> Theory – Key Learning Outcomes	Duration: <0.5:00> Practical – Key Learning Outcomes
<ul style="list-style-type: none">Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.	<ul style="list-style-type: none">Show how to practice different environmentally sustainable practices
Classroom Aids: Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 7: Becoming a Professional in the 21st Century

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Demonstrate professional skills required in 21st century

Duration: <0.5:00>	Duration: <0.5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss 21st century skills. 	<ul style="list-style-type: none"> • Display positive attitude, self - motivation, problem solving, time management skills and continuous learning mindset in different situations.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 8: Basic English Skills

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Practice basic English speaking.

Duration: <1:00> Theory – Key Learning Outcomes	Duration: <1:00> Practical – Key Learning Outcomes
<ul style="list-style-type: none">• Discuss need of basic English skills.	<ul style="list-style-type: none">• Use appropriate basic English sentences/phrases while speaking
Classroom Aids: Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 9: Communication Skills

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Practice basic communication skills.

Duration: <1.5:00>	Duration: <2.5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss need of communication skills • Describe importance of team work 	<ul style="list-style-type: none"> • Demonstrate how to communicate in a well -mannered way with others. • Demonstrate working with others in a team
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 10: Diversity & Inclusion

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Describe PwD and gender sensitisation.

Duration: <0.5:00> Theory – Key Learning Outcomes	Duration: <0.5:00> Practical – Key Learning Outcomes
<ul style="list-style-type: none">• Discuss the significance of reporting sexual harassment issues in time	<ul style="list-style-type: none">• Show how to conduct oneself appropriately with all genders and PwD
Classroom Aids: Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 11: Financial and Legal Literacy

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Describe ways of managing expenses, income, and savings.

Duration: <1.5:00>	Duration: <2.5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Discuss the significance of using financial products and services safely and securely. Explain the importance of managing expenses, income, and savings. Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws 	<ul style="list-style-type: none"> Demonstrate ways of managing expenses, income, and savings.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 12: Essential Digital Skills

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Demonstrate procedure of operating digital devices and associated applications safely.

Duration: <1:00> Theory – Key Learning Outcomes	Duration: <2:00> Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely 	<ul style="list-style-type: none"> • Show how to operate digital devices and use the associated applications and features, safely and securely
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 13: Entrepreneurship

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Describe opportunities as an entrepreneur.

Duration: <2.5:00>	Duration: <4.5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges 	<ul style="list-style-type: none"> Demonstrate ways for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 14: Customer Service

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Describe ways of maintaining customer.

Duration: <1.5:00> Theory – Key Learning Outcomes	Duration: <2.5:00> Practical – Key Learning Outcomes
<ul style="list-style-type: none">Differentiate between types of customers.Explain the significance of identifying customer needs and addressing them.Discuss the significance of maintaining hygiene and dressing appropriately.	<ul style="list-style-type: none">Show how to maintain hygiene and dressing appropriately.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 15: Getting ready for apprenticeship & Jobs

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Describe ways of preparing for apprenticeship & Jobs appropriately.

Duration: <1:00>	Duration: <1:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Discuss the significance of dressing up neatly and maintaining hygiene for an interview Discuss how to search and register for apprenticeship opportunities 	<ul style="list-style-type: none"> Create a biodata Use various sources to search and apply for jobs
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI	Turner/Fitter/Electrician	3	Turner/Fitter/Electrician	1	Turner/Fitter/Electrician	NA
ITI	Turner/Fitter/Electrician	4	Turner/Fitter/Electrician	0	Turner/Fitter/Electrician	NA
Diploma	Mechanical/Electrical/Automobile	2	Mechanical/Electrical/Automobile	1	Mechanical/Electrical/Automobile	NA
Diploma	Mechanical/Electrical/Automobile	3	Mechanical/Electrical/Automobile	0	Mechanical/Electrical/Automobile	NA

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role “Automotive Press Shop Assistant” mapped to QP: “ASC/Q3401, version 3.0”. Minimum accepted score is 80%.	Certified for the Job Role: “Trainer (Vet and Skills)”, mapped to the Qualification Pack: “MEP/Q2601, v2.0”. The minimum accepted score as per MEPSC guidelines is 80%.

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI	Turner/Fitter/Electrician	4	Turner/Fitter/Electrician	1	Turner/Fitter/Electrician	NA
ITI	Turner/Fitter/Electrician	5	Turner/Fitter/Electrician	0	Turner/Fitter/Electrician	NA
Diploma	Mechanical/Electrical/Automobile	3	Mechanical/Electrical/Automobile	1	Mechanical/Electrical/Automobile	NA
Diploma	Mechanical/Electrical/Automobile	4	Mechanical/Electrical/Automobile	0	Mechanical/Electrical/Automobile	NA

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role “Automotive Press Shop Assistant” mapped to QP: “ASC/Q3401, version 3.0”. Minimum accepted score is 80%.	Certified for the Job Role: “Assessor (Vet and Skills)”, mapped to the Qualification Pack: “MEP/Q2701, v2.0”. The minimum accepted score as per MEPSC guidelines is 80%.

Assessment Strategy

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SDMS/SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Confirm that the centre is available at the same address as mentioned on SDMS or SIP
- Check the duration of the training.
- Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
- Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
- Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
- Check the availability of the Lab Equipment for the particular Job Role.

3. Assessment Quality Assurance levels / Framework:

- Question papers created by the Subject Matter Experts (SME)
- Question papers created by the SME verified by the other subject Matter Experts
- Questions are mapped with NOS and PC
- Question papers are prepared considering that level 1 to 3 are for the unskilled & semi-skilled individuals, and level 4 and above are for the skilled, supervisor & higher management
- Assessor must be ToA certified & trainer must be ToT Certified
- Assessment agency must follow the assessment guidelines to conduct the assessment

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding
- Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
- Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos

5. Method of verification or validation:

- Surprise visit to the assessment location
- Random audit of the batch
- Random audit of any candidate

6. Method for assessment documentation, archiving, and access

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

- Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

References

Glossary

Term	Description
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome.

Acronyms and Abbreviations

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
SOP	Standard Operating Procedure
WI	Work Instructions
PPE	Personal Protective equipment