

## Qualification Pack



# Automotive Quality Control Lead Inspector

QP Code: ASC/Q6305

Version: 3.0

NSQF Level: 4.5

Automotive Skills Development Council || 153, GF, Okhla Industrial Area, Phase 3  
New Delhi 110020 || email:paras@asdc.org.in

## Qualification Pack

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## Qualification Pack

### ASC/Q6305: Automotive Quality Control Lead Inspector

#### Brief Job Description

The individual is responsible for conducting validation and maintaining quality of the manufactured automotive products and related processes to deliver high quality products to customers.

#### Personal Attributes

The person should be patient, organised, team-oriented and have the ability to work for long hours in adverse conditions. They should be keen observers and have an eye for detail and quality.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [ASC/N9810: Manage work and resources \(Manufacturing\)](#)
2. [ASC/N6310: Calibrate and maintain the quality of parts and processes](#)
3. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Manufacturing
<b>Occupation</b>	Automotive Quality Assurance
<b>Country</b>	India
<b>NSQF Level</b>	4.5
<b>Credits</b>	17
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/1213.0101

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<b>Minimum Educational Qualification &amp; Experience</b>	10th Class with 3 Years of experience OR Completed 3-year diploma (after 10th) OR 2-year Diploma after 12th grade (in any field) OR B.E./B.Tech (1st year Pursuing) OR Certificate-NSQF (Electric Vehicle Quality Control Inspector Level 3.5) with 3 Years of experience with minimum education as 8th class pass
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	22 Years
<b>Last Reviewed On</b>	29/07/2021
<b>Next Review Date</b>	29/07/2026
<b>NSQC Approval Date</b>	29/07/2021
<b>Version</b>	3.0
<b>Reference code on NQR</b>	QG-4.5-AU-00693-2023-V1.1-ASDC
<b>NQR Version</b>	1.1

## Qualification Pack

### ASC/N9810: Manage work and resources (Manufacturing)

#### Description

This NOS unit is about implementing safety, planning work, adopting sustainable practices for optimising the use of resources.

#### Scope

The scope covers the following :

- Maintain safe and secure working environment
- Maintain Health and Hygiene
- Effective waste management practices
- Material/energy conservation practices

#### Elements and Performance Criteria

##### *Maintain safe and secure working environment*

To be competent, the user/individual on the job must be able to:

- PC1.** identify hazardous activities and the possible causes of risks or accidents in the workplace
- PC2.** implement safe working practices for dealing with hazards to ensure safety of self and others
- PC3.** conduct regular checks of the machines with support of the maintenance team to identify potential hazards
- PC4.** ensure that all the tools/equipment/fasteners/spare parts are arranged as per specifications/utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/work instructions
- PC5.** organise safety drills or training sessions to create awareness amongst others on the identified risks and safety practices
- PC6.** fill daily check sheet to report improvements done and risks identified
- PC7.** ensure that relevant safety boards/signs are placed on the shop floor for the safety of self and others
- PC8.** report any identified breaches in health, safety and security policies and procedures to the designated person

##### *Maintain Health and Hygiene*

To be competent, the user/individual on the job must be able to:

- PC9.** ensure workplace, equipment, restrooms etc. are sanitized regularly
- PC10.** ensure team is aware about hygiene and sanitation regulations and following them on the shop floor
- PC11.** ensure availability of running water, hand wash and alcohol-based sanitizers at the workplace
- PC12.** report advanced hygiene and sanitation issues to appropriate authority
- PC13.** follow stress and anxiety management techniques and support employees to cope with stress, anxiety etc
- PC14.** wear and dispose PPEs regularly and appropriately

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### *Effective waste management practices*

To be competent, the user/individual on the job must be able to:

**PC15.** ensure recyclable, non-recyclable and hazardous wastes are segregated as per SOP

**PC16.** ensure proper mechanism is followed while collecting and disposing of non-recyclable, recyclable and reusable waste

### *Material/energy conservation practices*

To be competent, the user/individual on the job must be able to:

**PC17.** ensure malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment are resolved effectively

**PC18.** prepare and analyze material and energy audit reports to decipher excessive consumption of material and water

**PC19.** identify possibilities of using renewable energy and environment friendly fuels

**PC20.** identify processes where material and energy/electricity utilization can be optimized

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** organisation procedures for health, safety and security, individual role and responsibilities in this context

**KU2.** the organisation's emergency procedures for different emergency situations and the importance of following the same

**KU3.** evacuation procedures for workers and visitors

**KU4.** how and when to report hazards as well as the limits of responsibility for dealing with hazards

**KU5.** potential hazards, risks and threats based on the nature of work

**KU6.** various types of fire extinguisher

**KU7.** various types of safety signs and their meaning

**KU8.** appropriate first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.

**KU9.** relevant standards, procedures and policies related to 5S followed in the company

**KU10.** the various materials used and their storage norms

**KU11.** importance of efficient utilisation of material and water

**KU12.** basics of electricity and prevalent energy efficient devices

**KU13.** common practices of conserving electricity

**KU14.** common sources and ways to minimize pollution

**KU15.** categorisation of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics

**KU16.** waste management techniques

**KU17.** significance of greening

## Generic Skills (GS)

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User/individual on the job needs to know how to:

- GS1.** read safety instructions/guidelines
- GS2.** modify work practices to improve them
- GS3.** work with supervisors/team members to carry out work related tasks
- GS4.** complete tasks efficiently and accurately within stipulated time
- GS5.** inform/report to concerned person in case of any problem
- GS6.** make timely decisions for efficient utilization of resources
- GS7.** write reports such as accident report, in at least English/regional language

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain safe and secure working environment</i>	<b>20</b>	<b>13</b>	-	<b>8</b>
<b>PC1.</b> identify hazardous activities and the possible causes of risks or accidents in the workplace	4	2	-	2
<b>PC2.</b> implement safe working practices for dealing with hazards to ensure safety of self and others	3	1	-	2
<b>PC3.</b> conduct regular checks of the machines with support of the maintenance team to identify potential hazards	2	2	-	1
<b>PC4.</b> ensure that all the tools/equipment/fasteners/spare parts are arranged as per specifications/utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/work instructions	3	2	-	1
<b>PC5.</b> organise safety drills or training sessions to create awareness amongst others on the identified risks and safety practices	2	-	-	-
<b>PC6.</b> fill daily check sheet to report improvements done and risks identified	2	2	-	-
<b>PC7.</b> ensure that relevant safety boards/signs are placed on the shop floor for the safety of self and others	2	2	-	1
<b>PC8.</b> report any identified breaches in health, safety and security policies and procedures to the designated person	2	2	-	1
<i>Maintain Health and Hygiene</i>	<b>13</b>	<b>7</b>	-	<b>5</b>
<b>PC9.</b> ensure workplace, equipment, restrooms etc. are sanitized regularly	3	2	-	1
<b>PC10.</b> ensure team is aware about hygiene and sanitation regulations and following them on the shop floor	2	1	-	-
<b>PC11.</b> ensure availability of running water, hand wash and alcohol-based sanitizers at the workplace	2	2	-	1



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> report advanced hygiene and sanitation issues to appropriate authority	1	1	-	1
<b>PC13.</b> follow stress and anxiety management techniques and support employees to cope with stress, anxiety etc	2	1	-	1
<b>PC14.</b> wear and dispose PPEs regularly and appropriately	3	-	-	1
<i>Effective waste management practices</i>	<b>6</b>	<b>4</b>	-	<b>1</b>
<b>PC15.</b> ensure recyclable, non-recyclable and hazardous wastes are segregated as per SOP	3	2	-	-
<b>PC16.</b> ensure proper mechanism is followed while collecting and disposing of non-recyclable, recyclable and reusable waste	3	2	-	1
<i>Material/energy conservation practices</i>	<b>11</b>	<b>6</b>	-	<b>6</b>
<b>PC17.</b> ensure malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment are resolved effectively	2	2	-	1
<b>PC18.</b> prepare and analyze material and energy audit reports to decipher excessive consumption of material and water	3	2	-	1
<b>PC19.</b> identify possibilities of using renewable energy and environment friendly fuels	3	1	-	2
<b>PC20.</b> identify processes where material and energy/electricity utilization can be optimized	3	1	-	2
<b>NOS Total</b>	<b>50</b>	<b>30</b>	-	<b>20</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ASC/N9810
<b>NOS Name</b>	Manage work and resources (Manufacturing)
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/09/2021
<b>Next Review Date</b>	30/09/2024
<b>NSQC Clearance Date</b>	30/09/2021

## Qualification Pack

### ASC/N6310: Calibrate and maintain the quality of parts and processes

#### Description

This OS unit is about performing inspection and calibration of testing and measuring equipment and maintaining the quality of the parts and processes

#### Scope

The scope covers the following :

- Perform calibration of measuring and testing equipment
- Perform audit of product and process
- Layout inspection by conventional method or 3D CMM(Coordinate Measuring Machine)

#### Elements and Performance Criteria

##### *Perform calibration of measuring and testing equipment*

To be competent, the user/individual on the job must be able to:

- PC1.** receive the measuring and testing equipment from vendors safely and ensure that they are validated and calibrated
- PC2.** prepare plan for the calibration, verification and validation of all the testing and measuring equipment as per the drawing and standards
- PC3.** select standard instruments to be used for measurement based on the range, precision levels and any limitations of profile of the equipment parts
- PC4.** conduct Measurement Systems Analysis (MSA) and Repeatability and Reproducibility (R&R) studies for all the measuring equipment to analyze the variation in measurement of equipment
- PC5.** inspect the details of dimensions, marking, material etc. as per the drawing by using higher accuracy methods for the specified range
- PC6.** review MSA and R&R readings, inspection reports and discard/ repair the measuring equipment which does not adhere to the required specification
- PC7.** discuss with the team and ensure that the countermeasures for equipment having R&R outside the acceptable range are implemented

##### *Perform audit of product and process*

To be competent, the user/individual on the job must be able to:

- PC8.** prepare annual plan for process and product audit and execute it on time
- PC9.** use appropriate validation techniques for audit of the regular and new parts and processes
- PC10.** resolve non-conformities identified in validation by discussion with manufacturing process owners and then correct or re-verify/re-validate the parts and processes
- PC11.** report to the senior management about issues and seek support/feedback from them as per the requirements

##### *Layout inspection by conventional method or 3D CMM(Coordinate Measuring Machine)*

To be competent, the user/individual on the job must be able to:

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- PC12.** select appropriate first principle method for verification of dimensions, profiles, parameters like surface finish, GD&T parameters e.g. roundness, concentricity etc., CMM, gauges like bore/air/ dial, slip gauges, etc., machine/fixture parameters in situ and mounted condition
- PC13.** conduct layout inspection of parts and processes as per the WI/SOP
- PC14.** observe, analyze and co-relate the inspection results/defects with part results
- PC15.** coordinate with the process owners for discussing the counter measures for rectification of defects and re-inspection
- PC16.** coordinate with NPD department and prepare the schedule for gauge verification/validation based on the requirements of the gauge
- PC17.** inspect and validate the gauges/jigs as per the drawing and confirms that fit and tolerance, function usage are within the specified range or not
- PC18.** maintain and update the records of inspection and validation process done as per SOP

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's quality inspection standards and processes
- KU2.** classification of testing and measuring equipment such as direct/indirect, precision/non-precision etc.
- KU3.** Standard Operating Procedures (SOP) recommended by OEM for using testing equipment, gauges and measuring instruments such as vernier, Micrometers, height gauge, surface plate and other precision equipment like surface roughness & CMM etc.
- KU4.** QMS system guidelines followed in the organization such as IATF-16949
- KU5.** how to check the calibration of measuring instruments, gauges etc.
- KU6.** manufacturing process being followed for each product
- KU7.** how to prepare preparing audit plan for parts and processes including Cp and Cpk studies
- KU8.** appropriate validation techniques
- KU9.** R&R and MSA gauge study procedures
- KU10.** APQP (Advanced Product Quality Planning) and PPAP (Production Part Approval Process) for new parts development
- KU11.** inspection checkpoints for the parts, product and process
- KU12.** documentation required regarding quality inspection process
- KU13.** basic operation of software such as SAP, ERP etc.
- KU14.** use of appropriate PPE, material handling equipment and tools for completing the inspection tasks

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read quality process related standard documents
- GS2.** communicate the inspection and validation activities requirements to the supervisor and co-workers

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- GS3.** prepare reports related to inspection process in English/regional language
- GS4.** recognise a workplace problem and take suitable action
- GS5.** analyse and apply the information gathered from observation, experience, reasoning or communication to act efficiently
- GS6.** complete the assigned tasks as per schedule
- GS7.** plan and organise work according to the work requirements

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform calibration of measuring and testing equipment</i>	<b>12</b>	<b>19</b>	-	<b>8</b>
<b>PC1.</b> receive the measuring and testing equipment from vendors safely and ensure that they are validated and calibrated	1	1	-	-
<b>PC2.</b> prepare plan for the calibration, verification and validation of all the testing and measuring equipment as per the drawing and standards	2	3	-	1
<b>PC3.</b> select standard instruments to be used for measurement based on the range, precision levels and any limitations of profile of the equipment parts	1	2	-	1
<b>PC4.</b> conduct Measurement Systems Analysis (MSA) and Repeatability and Reproducibility (R&R) studies for all the measuring equipment to analyze the variation in measurement of equipment	3	5	-	2
<b>PC5.</b> inspect the details of dimensions, marking, material etc. as per the drawing by using higher accuracy methods for the specified range	2	3	-	2
<b>PC6.</b> review MSA and R&R readings, inspection reports and discard/ repair the measuring equipment which does not adhere to the required specification	2	3	-	1
<b>PC7.</b> discuss with the team and ensure that the countermeasures for equipment having R&R outside the acceptable range are implemented	1	2	-	1
<i>Perform audit of product and process</i>	<b>7</b>	<b>11</b>	-	<b>3</b>
<b>PC8.</b> prepare annual plan for process and product audit and execute it on time	2	2	-	1
<b>PC9.</b> use appropriate validation techniques for audit of the regular and new parts and processes	2	4	-	1
<b>PC10.</b> resolve non-conformities identified in validation by discussion with manufacturing process owners and then correct or re-verify/re-validate the parts and processes	2	3	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> report to the senior management about issues and seek support/feedback from them as per the requirements	1	2	-	-
<i>Layout inspection by conventional method or 3D CMM(Coordinate Measuring Machine)</i>	<b>11</b>	<b>20</b>	-	<b>9</b>
<b>PC12.</b> select appropriate first principle method for verification of dimensions, profiles, parameters like surface finish, GD&T parameters e.g. roundness, concentricity etc., CMM, gauges like bore/air/ dial, slip gauges, etc., machine/fixture parameters in situ and mounted condition	2	3	-	2
<b>PC13.</b> conduct layout inspection of parts and processes as per the WI/SOP	2	3	-	1
<b>PC14.</b> observe, analyze and co-relate the inspection results/defects with part results	2	3	-	2
<b>PC15.</b> coordinate with the process owners for discussing the counter measures for rectification of defects and re-inspection	1	2	-	1
<b>PC16.</b> coordinate with NPD department and prepare the schedule for gauge verification/validation based on the requirements of the gauge	2	3	-	1
<b>PC17.</b> inspect and validate the gauges/jigs as per the drawing and confirms that fit and tolerance, function usage are within the specified range or not	1	4	-	1
<b>PC18.</b> maintain and update the records of inspection and validation process done as per SOP	1	2	-	1
<b>NOS Total</b>	<b>30</b>	<b>50</b>	-	<b>20</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ASC/N6310
<b>NOS Name</b>	Calibrate and maintain the quality of parts and processes
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Manufacturing
<b>Occupation</b>	Automotive Quality Assurance
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	29/07/2021
<b>Next Review Date</b>	29/07/2026
<b>NSQC Clearance Date</b>	29/07/2021



## Qualification Pack

### DGT/VSQ/N0102: Employability Skills (60 Hours)

#### Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

#### Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

To be competent, the user/individual on the job must be able to:

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

##### *Constitutional values - Citizenship*

To be competent, the user/individual on the job must be able to:

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

To be competent, the user/individual on the job must be able to:

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

##### *Basic English Skills*

To be competent, the user/individual on the job must be able to:

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- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

### *Career Development & Goal Setting*

To be competent, the user/individual on the job must be able to:

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

### *Communication Skills*

To be competent, the user/individual on the job must be able to:

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

### *Diversity & Inclusion*

To be competent, the user/individual on the job must be able to:

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

### *Financial and Legal Literacy*

To be competent, the user/individual on the job must be able to:

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

### *Essential Digital Skills*

To be competent, the user/individual on the job must be able to:

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

### *Entrepreneurship*

To be competent, the user/individual on the job must be able to:

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

### *Customer Service*

To be competent, the user/individual on the job must be able to:

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

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**PC28.** follow appropriate hygiene and grooming standards

*Getting ready for apprenticeship & Jobs*

To be competent, the user/individual on the job must be able to:

**PC29.** create a professional Curriculum vitae (Résumé)

**PC30.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

**PC31.** apply to identified job openings using offline /online methods as per requirement

**PC32.** answer questions politely, with clarity and confidence, during recruitment and selection

**PC33.** identify apprenticeship opportunities and register for it as per guidelines and requirements

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills and different learning and employability related portals

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

**KU4.** Twenty first (21st) century skills and their importance

**KU5.** how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

**KU6.** importance of career development and setting long- and short-term goals

**KU7.** about effective communication

**KU8.** POSH Act

**KU9.** Gender sensitivity and inclusivity

**KU10.** different types of financial institutes, products, and services

**KU11.** how to compute income and expenditure

**KU12.** importance of maintaining safety and security in offline and online financial transactions

**KU13.** different legal rights and laws

**KU14.** different types of digital devices and the procedure to operate them safely and securely

**KU15.** how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

**KU16.** how to identify business opportunities

**KU17.** types and needs of customers

**KU18.** how to apply for a job and prepare for an interview

**KU19.** apprenticeship scheme and the process of registering on apprenticeship portal

## Generic Skills (GS)

User/individual on the job needs to know how to:

**GS1.** read and write different types of documents/instructions/correspondence

**GS2.** communicate effectively using appropriate language in formal and informal settings

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- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> identify employability skills required for jobs in various industries	-	-	-	-
<b>PC2.</b> identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC3.</b> recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
<b>PC4.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>2</b>	<b>4</b>	-	-
<b>PC5.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC6.</b> practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC7.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
<b>PC8.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
<b>PC9.</b> write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> understand the difference between job and career	-	-	-	-
<b>PC11.</b> prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-
<b>PC12.</b> follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
<b>PC13.</b> work collaboratively with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>2</b>	-	-
<b>PC14.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC15.</b> escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>2</b>	<b>3</b>	-	-
<b>PC16.</b> select financial institutions, products and services as per requirement	-	-	-	-
<b>PC17.</b> carry out offline and online financial transactions, safely and securely	-	-	-	-
<b>PC18.</b> identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
<b>PC19.</b> identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	<b>3</b>	<b>4</b>	-	-
<b>PC20.</b> operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
<b>PC21.</b> use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
<b>PC22.</b> use basic features of word processor, spreadsheets, and presentations	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	<b>2</b>	<b>3</b>	-	-
<b>PC23.</b> identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
<b>PC24.</b> develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
<b>PC25.</b> identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	<b>1</b>	<b>2</b>	-	-
<b>PC26.</b> identify different types of customers	-	-	-	-
<b>PC27.</b> identify and respond to customer requests and needs in a professional manner.	-	-	-	-
<b>PC28.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
<b>PC29.</b> create a professional Curriculum vitae (Résumé)	-	-	-	-
<b>PC30.</b> search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
<b>PC31.</b> apply to identified job openings using offline /online methods as per requirement	-	-	-	-
<b>PC32.</b> answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
<b>PC33.</b> identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0102
<b>NOS Name</b>	Employability Skills (60 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/01/2024
<b>Next Review Date</b>	31/01/2027
<b>NSQC Clearance Date</b>	31/01/2024

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

### Minimum Aggregate Passing % at QP Level : 70



## Qualification Pack

**(Please note:** Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

### Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N9810.Manage work and resources (Manufacturing)	50	30	-	20	100	15
ASC/N6310.Calibrate and maintain the quality of parts and processes	30	50	-	20	100	75
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
<b>Total</b>	<b>100</b>	<b>110</b>	<b>-</b>	<b>40</b>	<b>250</b>	<b>100</b>

## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training

## Qualification Pack

### Glossary

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	Scope is a 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 quality of performance required.

## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment 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.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.