

Qualification Pack



Driver Trainer-LMV

QP Code: ASC/Q9708

Version: 3.0

NSQF Level: 4.5

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Qualification Pack

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ASC/Q9708: Driver Trainer-LMV

Brief Job Description

The individual at work prepares for the training, trains LMV vehicle drivers and carries out evaluation and assessment of trainee drivers as per the standard assessment criteria.

Personal Attributes

The job requires the individual to have strong communication, organizational, interpersonal and demonstration skills. The person must be result-oriented with keen observational skills and an eye for detail.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [ASC/N9816: Manage work and resources \(Road Transportation\)](#)
2. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)
3. [ASC/N9704: Drive responsibly and ensure road worthiness of vehicle](#)
4. [ASC/N9717: Prepare for training](#)
5. [ASC/N9718: Train LMV vehicle drivers](#)
6. [ASC/N9606: Ensure roadworthiness of Electric Vehicle \(EV\)](#)

Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Road Transportation
Occupation	Driving
Country	India
NSQF Level	4.5
Credits	12
Aligned to NCO/ISCO/ISIC Code	NCO-2015/5165.0101

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Minimum Educational Qualification & Experience	12th Class with 4 Years of experience as LMV driver/Taxi Driver OR Graduate (any discipline) with 1 Year of experience of relevant experience OR Certificate-NSQF (Taxi Driver Level 4) with 2 Years of experience of experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	1 year old LMV licence mandatory as per CMVR act
Minimum Job Entry Age	20 Years
Last Reviewed On	NA
Next Review Date	27/08/2027
NSQC Approval Date	27/08/2024
Version	3.0
Reference code on NQR	QG-4.5-AU-02946-2024-V2-ASDC
NQR Version	2

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ASC/N9816: Manage work and resources (Road Transportation)

Description

This OS unit is about ensuring a safe and secure working environment, working as per quality standard, following sustainable practices and managing waste effectively.

Scope

The scope covers the following :

- Maintain safe and secure working environment
- Ensure work as per quality standards
- Material/energy/electricity conservation practices
- Effective waste management/recycling 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.** report any breaches in health, safety and security policies and procedures to the designated person
- PC3.** conduct regular checks of the vehicle to avoid any accident
- PC4.** ensure that all the tools/equipment/spare parts are arranged as per standard procedures
- PC5.** follow standard procedures in case of emergency
- PC6.** make sure work area is kept clean and tidy

Ensure work as per quality standards

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

- PC7.** identify work requirements and comply with the same
- PC8.** identify work that fails the requirements, specified quality standards and ensure timely corrective action is taken
- PC9.** implement ways to manage time, resources and cost-effectively
- PC10.** take accountability for timely completion of the task
- PC11.** analyse and validate the problem accurately and communicate different possible solutions to the problem

Material/energy/electricity conservation practices

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

- PC12.** identify processes where material and energy/electricity utilization can be optimized
- PC13.** identify possibilities of using renewable energy and environment friendly fuels
- PC14.** checks for spills/leakages around the work area periodically and take corrective actions or escalate to the appropriate authority if unable to rectify

Effective waste management/recycling practices

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

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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

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 organisations 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.** how and when to report hazards as well as the limits of responsibility for dealing with hazards
- KU6.** various types of safety signs and their meaning
- KU7.** appropriate first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.
- KU8.** relevant standards, procedures and policies related to 5S followed in the company
- KU9.** the various materials used and their storage norms
- KU10.** importance of efficient utilisation of material and water
- KU11.** basics of electricity and prevalent energy efficient devices
- KU12.** common practices of conserving electricity
- KU13.** common sources and ways to minimize pollution
- KU14.** categorisation of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU15.** waste management techniques
- KU16.** significance of greening

Generic Skills (GS)

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>	16	8	-	7
PC1. identify hazardous activities and the possible causes of risks or accidents in the workplace	2	-	-	1
PC2. report any breaches in health, safety and security policies and procedures to the designated person	2	2	-	1
PC3. conduct regular checks of the vehicle to avoid any accident	3	2	-	1
PC4. ensure that all the tools/equipment/spare parts are arranged as per standard procedures	4	2	-	2
PC5. follow standard procedures in case of emergency	3	-	-	1
PC6. make sure work area is kept clean and tidy	2	2	-	1
<i>Ensure work as per quality standards</i>	18	12	-	7
PC7. identify work requirements and comply with the same	2	-	-	1
PC8. identify work that fails the requirements, specified quality standards and ensure timely corrective action is taken	4	3	-	2
PC9. implement ways to manage time, resources and cost-effectively	4	3	-	2
PC10. take accountability for timely completion of the task	4	3	-	1
PC11. analyse and validate the problem accurately and communicate different possible solutions to the problem	4	3	-	1
<i>Material/energy/electricity conservation practices</i>	10	3	-	4
PC12. identify processes where material and energy/electricity utilization can be optimized	3	-	-	1
PC13. identify possibilities of using renewable energy and environment friendly fuels	3	-	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. checks for spills/leakages around the work area periodically and take corrective actions or escalate to the appropriate authority if unable to rectify	4	3	-	2
<i>Effective waste management/recycling practices</i>	6	7	-	2
PC15. ensure recyclable, non-recyclable and hazardous wastes are segregated as per SOP	3	4	-	1
PC16. ensure proper mechanism is followed while collecting and disposing of non-recyclable, recyclable and reusable waste	3	3	-	1
NOS Total	50	30	-	20

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N9816
NOS Name	Manage work and resources (Road Transportation)
Sector	Automotive
Sub-Sector	Road Transportation
Occupation	Generic
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	27/08/2024
Next Review Date	27/08/2027
NSQC Clearance Date	27/08/2024

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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>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
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	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
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	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
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	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
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	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
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	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
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	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
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	-	-	-	-
NOS Total	20	30	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	27/08/2024
Next Review Date	27/08/2027
NSQC Clearance Date	27/08/2024

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ASC/N9704: Drive responsibly and ensure road worthiness of vehicle

Description

This OS unit is about examining the vehicle, conforming to standard driving practices, following traffic rules and regulations and managing vehicle faults while driving on the route to reach safely and on time.

Scope

The scope covers the following :

- Examine the vehicle before the trip
- Drive the LMV conforming to the standard driving practices
- Follow traffic rules and regulation
- Manage vehicle faults

Elements and Performance Criteria

Examine the vehicle before the trip

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

- PC1.** inspect and conform the vehicle's condition as per health and safety guidelines before starting the trip
- PC2.** ensure the vehicle meets the legal and compliance requirements like pollution test, load limit, etc.
- PC3.** perform routine maintenance checks on the vehicle for tyre pressure, fuel (Petrol/diesel/CNG) level, working of headlights and brakes, CNG cylinder valves etc.
- PC4.** check vehicle service record for any history of technical defects or immediate need for servicing like oil/filter change, etc.
- PC5.** prepare a to-do list for repair requirement, if any
- PC6.** record all deviations observed while carrying out checks
- PC7.** report actual or potential defects/deviations to the senior driver/owner/service supervisor
- PC8.** determine roadworthiness of the vehicle and use another vehicle if the current vehicle is found unfit
- PC9.** confirm all gauges and warning lights are functioning properly before moving the vehicle

Drive the LMV conforming to the standard driving practices

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

- PC10.** perform pre-driving activities like shoulder checking, adjusting IRVM/ ORVM and releasing of handbrakes, etc.
- PC11.** insert or press the ignition key/button to start the vehicle
- PC12.** coordinate gear changes, if any, with appropriate use of clutch/acceleration and steering control
- PC13.** maneuver the vehicle safely and responsibly while regulating the speed in all weather and road conditions by coordinating the operation of all controls
- PC14.** use the accelerator, steering control and brakes correctly for safe driving, stopping and parking the vehicle

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PC15. ensure maximum fuel (Petrol/diesel/CNG) efficiency while driving

Follow traffic rules and regulation

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

PC16. follow guidelines on the road while driving like avoiding excessive honking, driving on high beam, loud music, etc.

PC17. maintain a safe distance from other vehicles

PC18. ensure the vehicle is within the prescribed speed limits at all times and avoid road hog

PC19. ensure proper parking at appropriate spots

PC20. adhere to local and state specific driving laws and traffic regulations, including overloading

PC21. turn off ignition at red lights or after parking the vehicle to enhance fuel efficiency

Manage vehicle faults

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

PC22. monitor and respond correctly to gauges, warning lights, CNG leakage etc. while driving

PC23. ensure to stop the vehicle at a safe place in case of any malfunction and turn off the ignition

PC24. carry out a quick diagnostic check

PC25. carry out minor adjustments or temporary repairs like replacement/top-up of oil, change of tyres/wipers, etc. if possible

PC26. report the exact nature of the problem to the supervisor to get appropriate help from the command office

PC27. take the vehicle to the service point for corrective action in case of major defect or accident

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. organization's policies on roadworthiness requirements, basic compliance to technical standards and safety requirements

KU2. quality norms and standards prescribed in the Quality Manual by the organization

KU3. standard check list to examine the vehicle before the trip

KU4. different sections and rules of Motor Vehicle Act, 1988

KU5. CMVR guidelines issued by MoRTH (Ministry of Road Transport & Highways)

KU6. guidelines issued by State Road Transport Authorities like RTOs

KU7. escalation procedure followed in the organization

KU8. basic functionalities of the technical equipment of the vehicle

KU9. safe and fuel-efficient driving techniques

KU10. basic troubleshooting techniques of the vehicle

KU11. latest traffic regulations

KU12. organizational procedure to take the vehicle to the service/repair point for corrective action like parts replacements

Generic Skills (GS)

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

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- GS1.** read safety instructions/guidelines/procedures
- GS2.** communicate effectively with the passengers, supervisors and colleagues
- GS3.** comply with all rules and regulations
- GS4.** write in English/any one language
- GS5.** make timely decisions for efficient utilization of resources
- GS6.** complete tasks efficiently and accurately within stipulated time

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Examine the vehicle before the trip</i>	9	13	-	8
PC1. inspect and conform the vehicle's condition as per health and safety guidelines before starting the trip	1	1	-	1
PC2. ensure the vehicle meets the legal and compliance requirements like pollution test, load limit, etc.	1	2	-	1
PC3. perform routine maintenance checks on the vehicle for tyre pressure, fuel (Petrol/diesel/CNG) level, working of headlights and brakes, CNG cylinder valves etc.	1	3	-	1
PC4. check vehicle service record for any history of technical defects or immediate need for servicing like oil/filter change, etc.	1	1	-	1
PC5. prepare a to-do list for repair requirement, if any	1	1	-	1
PC6. record all deviations observed while carrying out checks	1	1	-	1
PC7. report actual or potential defects/deviations to the senior driver/owner/service supervisor	1	1	-	1
PC8. determine roadworthiness of the vehicle and use another vehicle if the current vehicle is found unfit	1	2	-	-
PC9. confirm all gauges and warning lights are functioning properly before moving the vehicle	1	1	-	1
<i>Drive the LMV conforming to the standard driving practices</i>	8	13	-	6
PC10. perform pre-driving activities like shoulder checking, adjusting IRVM/ ORVM and releasing of handbrakes, etc.	1	1	-	1
PC11. insert or press the ignition key/button to start the vehicle	2	3	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. coordinate gear changes, if any, with appropriate use of clutch/acceleration and steering control	1	2	-	1
PC13. maneuver the vehicle safely and responsibly while regulating the speed in all weather and road conditions by coordinating the operation of all controls	2	3	-	1
PC14. use the accelerator, steering control and brakes correctly for safe driving, stopping and parking the vehicle	1	2	-	1
PC15. ensure maximum fuel (Petrol/diesel/CNG) efficiency while driving	1	2	-	1
<i>Follow traffic rules and regulation</i>	7	14	-	3
PC16. follow guidelines on the road while driving like avoiding excessive honking, driving on high beam, loud music, etc.	1	2	-	-
PC17. maintain a safe distance from other vehicles	2	3	-	1
PC18. ensure the vehicle is within the prescribed speed limits at all times and avoid rod hog	1	2	-	-
PC19. ensure proper parking at appropriate spots	1	2	-	1
PC20. adhere to local and state specific driving laws and traffic regulations, including overloading	1	3	-	1
PC21. turn off ignition at red lights or after parking the vehicle to enhance fuel efficiency	1	2	-	-
<i>Manage vehicle faults</i>	6	10	-	3
PC22. monitor and respond correctly to gauges, warning lights, CNG leakage etc. while driving	2	1	-	-
PC23. ensure to stop the vehicle at a safe place in case of any malfunction and turn off the ignition	1	2	-	1
PC24. carry out a quick diagnostic check	-	2	-	1
PC25. carry out minor adjustments or temporary repairs like replacement/top-up of oil, change of tyres/wipers, etc. if possible	1	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC26. report the exact nature of the problem to the supervisor to get appropriate help from the command office	1	2	-	1
PC27. take the vehicle to the service point for corrective action in case of major defect or accident	1	2	-	-
NOS Total	30	50	-	20

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N9704
NOS Name	Drive responsibly and ensure road worthiness of vehicle
Sector	Automotive
Sub-Sector	Road Transportation
Occupation	Driving
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	27/08/2024
Next Review Date	27/08/2027
NSQC Clearance Date	27/08/2024

Qualification Pack

ASC/N9717: Prepare for training

Description

This OS unit is about performing basic technical checks on a vehicle before the training, identifying training delivery requirements, organizing training environment to provide training to the LMV vehicle drivers.

Scope

The scope covers the following :

- Perform basic technical checks on the vehicle
- Identify training delivery requirements
- Organize training environment

Elements and Performance Criteria

Perform basic technical checks on the vehicle

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

- PC1.** follow standard check list to ensure correct levels of engine oil, coolant, battery fluid level, brake oil level, water in windshield storage tank, the position of gear lever, rear differential, and working of clutch
- PC2.** inspect all the tyres including spare tyre for inflation with checks made by pressure gauge to ensure correct pressure readings
- PC3.** ensure all vehicle lights, wiper, steering and horn are in good working condition and report to the authorized person in case of any malfunctioning
- PC4.** check the tool box and ensure availability of all the hand tools including jack, props, wheel choke, etc.
- PC5.** inspect the exterior and interior parts of the vehicle properly for any damages to outer body panels, head/tail/interior lights, front and rear wind shield, other glass parts and door mirrors

Identify training delivery requirements

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

- PC6.** obtain details of the trainee from authorized sources
- PC7.** identify group and individual trainee driver needs, and relevant characteristics using available information, documentation and resources
- PC8.** assess training environment through venue, available tools, equipment's, materials, space, layout and proper seating arrangements, stationery, etc.
- PC9.** identify constraints impacting training delivery and relevant risks
- PC10.** assist senior management with session plans or activity cum lesson plan

Organize training environment

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

- PC11.** modify existing training session plans received, if required
- PC12.** arrange and set up the training tools, equipment and material required during the training sessions

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- PC13.** document the training session plans for each segment of the learning program in prescribed and standard templates
- PC14.** ensure training area is risk free and equipped with necessary health and safety resources like fire extinguishers, safety signage, clean toilets, dry flooring, security arrangements, etc.
- PC15.** ensure availability of adequate training material, facility, tools and equipment

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** check list to conduct basic checks on the vehicle
- KU2.** minimum pressure to be maintained in all vehicle tyre
- KU3.** how to ensure working condition of vehicles head/tail/interior lights, wiper and horn
- KU4.** types of tools to be kept in tool box
- KU5.** procedure to check for any damages of the vehicle
- KU6.** point of contact to inform in case of any technical deficiencies
- KU7.** organizational training and assessment system policies and procedures such as candidate selection, rationale and purpose of competency-based assessment
- KU8.** training documentation to determine acceptable standards of knowledge and performance required from the trainee drivers
- KU9.** how to set up training facilities, training equipment and tools
- KU10.** competency based curriculum documents and learning materials
- KU11.** subjects to be included in training program
- KU12.** methods to prepare lesson plan for the classroom training
- KU13.** methods to prepare or modify session plan
- KU14.** prescribed and standard session plan template

Generic Skills (GS)

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

- GS1.** read and interpret safety instructions/guidelines/procedures, presentation slides, handouts, trainers guides and participant handbook, etc.
- GS2.** fill up the session plan template
- GS3.** communicate effectively with the colleagues and seniors
- GS4.** make timely decisions for efficient utilization of resources

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform basic technical checks on the vehicle</i>	10	20	-	8
PC1. follow standard check list to ensure correct levels of engine oil, coolant, battery fluid level, brake oil level, water in windshield storage tank, the position of gear lever, rear differential, and working of clutch	2	4	-	2
PC2. inspect all the tyres including spare tyre for inflation with checks made by pressure gauge to ensure correct pressure readings	2	4	-	2
PC3. ensure all vehicle lights, wiper, steering and horn are in good working condition and report to the authorized person in case of any malfunctioning	2	4	-	2
PC4. check the tool box and ensure availability of all the hand tools including jack, props, wheel choke, etc.	2	4	-	1
PC5. inspect the exterior and interior parts of the vehicle properly for any damages to outer body panels, head/tail/interior lights, front and rear wind shield, other glass parts and door mirrors	2	4	-	1
<i>Identify training delivery requirements</i>	10	11	-	6
PC6. obtain details of the trainee from authorized sources	2	-	-	2
PC7. identify group and individual trainee driver needs, and relevant characteristics using available information, documentation and resources	2	-	-	1
PC8. assess training environment through venue, available tools, equipment's, materials, space, layout and proper seating arrangements, stationery, etc.	2	4	-	1
PC9. identify constraints impacting training delivery and relevant risks	2	4	-	1
PC10. assist senior management with session plans or activity cum lesson plan	2	3	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Organize training environment</i>	10	19	-	6
PC11. modify existing training session plans received, if required	2	4	-	1
PC12. arrange and set up the training tools, equipment and material required during the training sessions	2	4	-	2
PC13. document the training session plans for each segment of the learning program in prescribed and standard templates	2	3	-	1
PC14. ensure training area is risk free and equipped with necessary health and safety resources like fire extinguishers, safety signage, clean toilets, dry flooring, security arrangements, etc.	2	4	-	1
PC15. ensure availability of adequate training material, facility, tools and equipment	2	4	-	1
NOS Total	30	50	-	20

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N9717
NOS Name	Prepare for training
Sector	Automotive
Sub-Sector	Road Transportation
Occupation	Driving
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	27/08/2024
Next Review Date	27/08/2027
NSQC Clearance Date	27/08/2024

Qualification Pack

ASC/N9718: Train LMV vehicle drivers

Description

This OS unit is about imparting training for LMV driver and performing post-training activities, evaluating and assessing trainee as per ASDC assessment criteria and maintaining record of conducted training.

Scope

The scope covers the following :

- Impart training
- Perform post-training activities
- Evaluate and assess trainee
- Maintain record of training

Elements and Performance Criteria

Impart training

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

- PC1.** make sure that training schedule is prepared considering the number of participants to be trained and course duration defined in all the model curriculum (MC)
- PC2.** check and ensure that each trainee enrolled for the course have gone through standard pre-evaluation process
- PC3.** ensure classroom training consists of written, oral, visual and if required audio visual modes
- PC4.** deliver the training using effective and appropriate pedagogy as per the course content and participants
- PC5.** conduct practical training sessions on set route for practicing/testing the participants on vehicle driving
- PC6.** maintain the discipline during the practical training session and ensure that all the trainees drive the vehicle within the designated locations only make sure all the trainees follow safety guidelines during practical training
- PC7.** improve and enrich the content with the help of senior management, if required
- PC8.** complete training within the scheduled time
- PC9.** monitor trainee driver's progress to ensure achievement of training outcomes and fulfillment of individual trainee driver needs

Perform post-training activities

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

- PC10.** address the queries and doubts of the participants
- PC11.** provide appropriate feedback to the participants
- PC12.** store and maintain relevant records related to training
- PC13.** ensure cleanliness and tidiness of the training area/vehicle
- PC14.** secure equipment and tools in safe places in accordance with procedures

Evaluate and assess trainee

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

- PC15.** observe and evaluate trainee driver's performance constantly on both theory and practical grounds as per performance criteria to be achieved and provide feedback
- PC16.** record and share feedback on trainee driver performance with management as well as the trainee driver
- PC17.** ensure availability of necessary and adequate tools, equipment and materials for conducting the assessment as per participating candidates
- PC18.** explain the purpose of the formative assessment to the trainee driver and assessment criteria before conducting the assessment
- PC19.** assess the trainees as per assessment criteria using various modes of assessment
- PC20.** record the assessment process using the technology while conducting assessment activities such as video evidence of skills/performance, recording of oral evidence, computer-based/online testing, etc.
- PC21.** complete trainee driver assessment records accurately and submit or process as required in the specified timeframes

Maintain records of the training

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

- PC22.** maintain and store trainee driver records according to organizational requirements
- PC23.** document the results accurately on paper templates and/or online forms and templates as prescribed
- PC24.** secure, label and pack the evidence accurately as per standard procedures adopted by the training organization

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** individual training needs and requirements
- KU2.** effective pedagogies to deliver training
- KU3.** subject matter and content design
- KU4.** methods to effectively utilize the training resources
- KU5.** classroom training aids such as written, oral, visual, audiovisual, etc.
- KU6.** standard procedure to conduct theory as well as practical training
- KU7.** organizational health and safety guidelines
- KU8.** SOP to coordinate with senior management
- KU9.** post-training activities
- KU10.** scheduled time for the training
- KU11.** procedure to conduct an assessment of the trained driver as per ASDC assessment criteria
- KU12.** performance evaluation methodologies
- KU13.** SOP to record trainee drivers performance feedback
- KU14.** necessary and adequate tools, equipment and materials for conducting an assessment
- KU15.** purpose of the formative assessment
- KU16.** methods to record assessment procedures

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- KU17.** SOP to maintain trainee driver assessment details
- KU18.** records to be maintained during the training
- KU19.** different sections and rules of Motor Vehicle Act, 1988
- KU20.** CMVR guidelines issued by MoRTH (Ministry of Road Transport & Highways)

Generic Skills (GS)

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

- GS1.** fill requisite details for the trainee drivers
- GS2.** write emails to interact with colleagues trainee driver
- GS3.** communicate effectively with the trainee drivers, colleagues and management
- GS4.** suggest improvements (if any) in current ways of training

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Impart training</i>	15	24	-	9
PC1. make sure that training schedule is prepared considering the number of participants to be trained and course duration defined in all the model curriculum (MC)	1	2	-	1
PC2. check and ensure that each trainee enrolled for the course have gone through standard pre-evaluation process	2	3	-	1
PC3. ensure classroom training consists of written, oral, visual and if required audio visual modes	2	3	-	1
PC4. deliver the training using effective and appropriate pedagogy as per the course content and participants	2	3	-	1
PC5. conduct practical training sessions on set route for practicing/testing the participants on vehicle driving	2	2	-	1
PC6. maintain the discipline during the practical training session and ensure that all the trainees drive the vehicle within the designated locations only make sure all the trainees follow safety guidelines during practical training	2	3	-	1
PC7. improve and enrich the content with the help of senior management, if required	1	2	-	1
PC8. complete training within the scheduled time	2	3	-	1
PC9. monitor trainee driver's progress to ensure achievement of training outcomes and fulfillment of individual trainee driver needs	1	3	-	1
<i>Perform post-training activities</i>	5	8	-	5
PC10. address the queries and doubts of the participants	1	2	-	1
PC11. provide appropriate feedback to the participants	1	2	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. store and maintain relevant records related to training	1	-	-	1
PC13. ensure cleanliness and tidiness of the training area/vehicle	1	2	-	1
PC14. secure equipment and tools in safe places in accordance with procedures	1	2	-	1
<i>Evaluate and assess trainee</i>	7	17	-	5
PC15. observe and evaluate trainee driver's performance constantly on both theory and practical grounds as per performance criteria to be achieved and provide feedback	1	3	-	1
PC16. record and share feedback on trainee driver performance with management as well as the trainee driver	1	2	-	-
PC17. ensure availability of necessary and adequate tools, equipment and materials for conducting the assessment as per participating candidates	1	3	-	1
PC18. explain the purpose of the formative assessment to the trainee driver and assessment criteria before conducting the assessment	1	2	-	1
PC19. assess the trainees as per assessment criteria using various modes of assessment	1	2	-	1
PC20. record the assessment process using the technology while conducting assessment activities such as video evidence of skills/performance, recording of oral evidence, computer-based/online testing, etc.	1	2	-	1
PC21. complete trainee driver assessment records accurately and submit or process as required in the specified timeframes	1	2	-	-
<i>Maintain records of the training</i>	3	1	-	1
PC22. maintain and store trainee driver records according to organizational requirements	1	-	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23. document the results accurately on paper templates and/or online forms and templates as prescribed	1	1	-	-
PC24. secure, label and pack the evidence accurately as per standard procedures adopted by the training organization	1	-	-	-
NOS Total	30	50	-	20

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N9718
NOS Name	Train LMV vehicle drivers
Sector	Automotive
Sub-Sector	Road Transportation
Occupation	Driving
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	27/08/2024
Next Review Date	27/08/2027
NSQC Clearance Date	27/08/2024

Qualification Pack

ASC/N9606: Ensure roadworthiness of Electric Vehicle (EV)

Description

This NOS unit is about ensuring the roadworthiness of Electric vehicles before the trip and follow the relevant guidelines.

Scope

The scope covers the following :

- Ensure roadworthiness of Electric Vehicle
- Follow CMVR and State guidelines

Elements and Performance Criteria

Ensure roadworthiness of Electric Vehicle

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

- PC1.** identify the basics of driving an Electric Vehicle as against an Internal Combustion (IC) Engine
- PC2.** ensure the availability of tools required for the basic maintenance of the EV as mentioned in the Work Instructions/SOPs
- PC3.** ensure optimum charging in Electric Vehicle
- PC4.** apply the OEM's Standard Operating Procedures (SOP) to identify the basic electrical/electronic faults
- PC5.** identify maximum level of vehicle battery charging and different charging sockets
- PC6.** identify dashboard's signs, signals, sensors, switches, gauges, Human Machine Interface (HMI) & Electronic Instrument Cluster (EIC)
- PC7.** complete required statutory documents relevant to safety
- PC8.** inform to concerned person in case of any problem

CMVR and state guidelines

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

- PC9.** follow CMVR (Central Motor Vehicle Rules) guidelines issued by MoRTH (Ministry of Road Transport & Highways)
- PC10.** follow guidelines issued by RTOs and safety guidelines for EV issued by relevant authorities

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** basic functionalities and driving techniques of the Electric Vehicle
- KU2.** CMVR guidelines issued by MoRTH
- KU3.** guidelines issued by RTOs and safety guidelines for EV issued by relevant authorities
- KU4.** quality norms and standards prescribed in the Instructional Manual or SOP

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- KU5.** types of charging connector and time required for a full charge using either fast or slow chargers
- KU6.** various type of batteries used in the EV and their maintenance procedures
- KU7.** different functions related to battery
- KU8.** usage of lights, ignition, electronic and air-conditioning systems etc. at various stages of battery
- KU9.** related electronic systems including active and passive safety systems specific to EV
- KU10.** different type of tools used to diagnose technical faults
- KU11.** standard symbols and singages used in the EV

Generic Skills (GS)

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

- GS1.** read safety instructions/guidelines
- GS2.** complete tasks efficiently and accurately within stipulated time
- GS3.** make timely decisions for efficient utilization of resources
- GS4.** write in English/any one language

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure roadworthiness of Electric Vehicle</i>	24	40	-	15
PC1. identify the basics of driving an Electric Vehicle as against an Internal Combustion (IC) Engine	3	6	-	2
PC2. ensure the availability of tools required for the basic maintenance of the EV as mentioned in the Work Instructions/SOPs	3	5	-	2
PC3. ensure optimum charging in Electric Vehicle	3	5	-	2
PC4. apply the OEM's Standard Operating Procedures (SOP) to identify the basic electrical/electronic faults	3	5	-	2
PC5. identify maximum level of vehicle battery charging and different charging sockets	3	4	-	2
PC6. identify dashboard's signs, signals, sensors, switches, gauges, Human Machine Interface (HMI) & Electronic Instrument Cluster (EIC)	3	5	-	2
PC7. complete required statutory documents relevant to safety	4	5	-	2
PC8. inform to concerned person in case of any problem	2	5	-	1
<i>CMVR and state guidelines</i>	6	10	-	5
PC9. follow CMVR (Central Motor Vehicle Rules) guidelines issued by MoRTH (Ministry of Road Transport & Highways)	3	5	-	3
PC10. follow guidelines issued by RTOs and safety guidelines for EV issued by relevant authorities	3	5	-	2
NOS Total	30	50	-	20

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N9606
NOS Name	Ensure roadworthiness of Electric Vehicle (EV)
Sector	Automotive
Sub-Sector	Road Transportation
Occupation	Driving
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	27/08/2024
Next Review Date	27/08/2027
NSQC Clearance Date	27/08/2024

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.
7. Assessment conducted only after permanent driving license.

Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

(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/N9816.Manage work and resources (Road Transportation)	50	30	-	20	100	15
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	0	0	50	10
ASC/N9704.Drive responsibly and ensure road worthiness of vehicle	30	50	-	20	100	15
ASC/N9717.Prepare for training	30	50	-	20	100	25
ASC/N9718.Train LMV vehicle drivers	30	50	-	20	100	25
ASC/N9606.Ensure roadworthiness of Electric Vehicle (EV)	30	50	-	20	100	10
Total	190	260	-	100	550	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
ORVM	Outside Rear View Mirror
GPS	Global Positioning System
CMVR	Central Motor Vehicles Rules
RTO	Regional Transport Authority
MORTH	Ministry of Road Transport & Highways
RTO	Regional Transport Office
CMVR	Central Motor Vehicles Rules
HMI	Human Machine Interface
EIC	Electronic Instrument Cluster
ORVM	Outside Rear View Mirror
GPS	Global Positioning System
CMVR	Central Motor Vehicles Rules
RTO	Regional Transport Authority
MORTH	Ministry of Road Transport & Highways
RTO	Regional Transport Office
CMVR	Central Motor Vehicles Rules
HMI	Human Machine Interface
EIC	Electronic Instrument Cluster

Qualification Pack

Glossary

Sector	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.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	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.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	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.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
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.
Scope	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.

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Knowledge and Understanding (KU)	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.
Organisational Context	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.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	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.
Electives	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.
Options	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.