



Model Curriculum

QP Name: Automotive Assembly Master Technician

QP Code: ASC/Q3603

NSQF Level: 5

Automotive Skills Development Council
E-113, GF Floor, Okhla Industrial Area, Phase – III ,New Delhi – 110020

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Training Parameters

Sector	Automotive
Sub-Sector	Manufacturing
Occupation	Assembly Operation
Country	India
NSQF Level	5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7223.0401
Minimum Educational Qualification and Experience	10th Class with 4 Years of relevant experience OR Completed 3 years Diploma (after Class 10th) with 1 Year of relevant experience OR Completed 2 year Diploma (after Class 12th) OR Pursuing 2nd year of B.E/B.Tech and continuing education OR Certificate-NSQF (Automotive Assembly Lead Technician Level 4.5) with 3 Years of relevant experience
Pre-Requisite License or Training	
Minimum Job Entry Age	21 years
Last Reviewed On	29/07/2021
Next Review Date	29/07/2026
NSQC Approval Date	29/07/2021
Model Curriculum Creation Date	29/07/2021
Model Curriculum Valid Up to Date	29/07/2026
Minimum Duration of the Course	600 Hours 00 Minutes
Maximum Duration of the Course	600 Hours 00 Minutes

Program Overview

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

Training Outcomes

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

- Perform assembly of critical components of vehicle and post-assembly activities such as quality check and records keeping.
- Prepare shift plans, manage operational productivity and measure employee performance in the Shift/ Line on a day to day basis.
- Identify and implement process improvement techniques on the shop floor.
- Maintain quality standards and manage organizational resources efficiently and effectively.
- Work effectively and efficiently as per schedules and timelines.
- Implement safety practices.
- Use resources optimally to ensure less wastage and maximum conservation.
- Communicate effectively and develop interpersonal skills.

Compulsory Modules

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

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Bridge Module	05:00	00:00			05:00
Module 1: Introduction to the role of an Automotive Assembly Master Technician	05:00	0:00			05:00
ASC/N9810: Manage work and resources (Manufacturing) NOS Version No. – 1.0 NSQF Level – 5	15:00	40:00			55:00
Module 2: Manage work and resources according to safety and conservation standards	15:00	40:00			55:00
ASC/N9805 – Interpret engineering drawing NOS Version No. – 1.0 NSQF Level - 5	35:00	55:00			90:00

Module 3: Interpret engineering drawing	35:00	55:00			90:00
ASC/N3620 – Manage shop floor assembly operations and team NOS Version No. – 1.0 NSQF Level – 5	80:00	100:00			180:00
Module 4: Manage shop floor operations and team	80:00	100:00			180:00
ASC/N3616 – Plan and perform assembly of critical auto parts and aggregates NOS Version No. – 2.0 NSQF Level – 5	55:00	95:00	30:00		180:00
Module 5: Plan and perform assembly and post-assembly activities	55:00	95:00	30:00		180:00
DGT/VSQ/N0103-Employability Skills (90 hours) NOS Version No. – 1.0 NSQF Level – 5	36:00	54:00			90:00
Module 6: Introduction to Employability Skills	1:00	2:00			3:00
Module 7: Constitutional values - Citizenship	0.5:00	1:00			1.5:00
Module 8: Becoming a Professional in the 21st Century	2:00	3:00			5:00
Module 9: Basic English Skills	4:00	6:00			10:00
Module 10: Career Development & Goal Setting	1.5:00	2.5:00			4:00
Module 11: Communication Skills	4:00	6:00			10:00
Module 12: Diversity & Inclusion	1:00	1.5:00			2.5:00
Module 13: Financial and Legal Literacy	4:00	6:00			10:00
Module 14: Essential Digital Skills	8:00	12:00			20:00
Module 15: Entrepreneurship	3:00	4:00			7:00
Module 16: Customer Service	4:00	5:00			9:00
Module 17: Getting ready for apprenticeship & Jobs	3:00	5:00			8:00
Total Duration	226:00	344:00	30:00		600:00

Module Details

Module 1: Introduction to the role of an Automotive Assembly Master Technician

Bridge module

Terminal Outcomes:

- Discuss the role and responsibilities of an Automotive Assembly Master Technician.

Duration: <05:00>	Duration: <00:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List the role and responsibilities of an Automotive Assembly Master Technician. • Discuss the job opportunities for an Automotive Assembly Master Technician in the automobile industry. • Explain about Indian automotive manufacturing market. • List various automobile Original Equipment Manufacturers (OEMs) and different products/ models manufactured by them. • Discuss manufacturing standards, procedures, quality norms and standards, etc. followed in the company. • List different types of products manufactured by the company. • Discuss various functional processes like Procurement, Store management, inventory management, quality management and key contact points for query resolution etc. followed in an organisation. 	
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

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

Mapped to ASC/N9810, v1.0

Terminal Outcomes:

- Employ appropriate ways to maintain safe and secure working environment
- Apply material and energy conservation practices at the workplace.

Duration: <15:00>	Duration: <40:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss organisational procedures for health, safety and security and individual role and responsibilities related to the same. • List the potential workplace related risks, threats and hazards, their causes and preventions. • List personal protective equipment like safety gloves, glasses, shoes and mask used at the workplace. • List various types of fire extinguisher. • Identify various safety boards/ signs placed on the shop floor. • Explain 5S standards, procedures and policies followed at workplace. • Discuss organisational procedures to deal with emergencies and accidents at the workplace and importance of following them. • State the importance of conducting safety drills or training sessions. • Explain the process of filling daily check sheet for reporting to the concerned authorities about improvements done and risks identified. • Discuss how and when to report about potential hazards identified in the workplace and limits of responsibility for dealing with them. • Outline the importance of keeping workplace, equipment, restrooms etc. clean and sanitised. • Explain the importance of following hygiene and sanitation regulations developed by organisation at the workplace. • Discuss the importance of maintaining the availability of running water, hand wash 	<ul style="list-style-type: none"> • Apply appropriate ways to implement safety practices to ensure safety of people at the workplace. • Display the correct way of wearing and disposing PPE. • Demonstrate the use of fire extinguisher. • Demonstrate how to provide first aid procedure in case of emergencies. • Demonstrate how to evacuate the workplace in case of an emergency. • Employ various techniques for checking malfunctions in the machines with the support of maintenance team and as per Standard Operating Procedures (SOP). • Demonstrate to arrange tools/ equipment/ fasteners/ spare parts into proper trays, cabinets, lockers as mentioned in the 5S guidelines/work instructions. • Apply appropriate ways to organise safety drills or training sessions for others on the identified risks and safety practices. • Prepare a report about the health, safety and security breaches. • Apply appropriate ways to check that workplace, equipment, restrooms etc. are cleaned and sanitised. • Role play a situation to brief the team about the hygiene and sanitation regulations developed by organisation. • Demonstrate the correct way of washing hands using soap and water and alcohol-based hand rubs. • Apply appropriate methods to support the employees to cope with stress, anxiety etc. • Demonstrate proper waste collection and disposal mechanism depending upon

<p>and alcohol-based sanitizers at the workplace.</p> <ul style="list-style-type: none"> • Discuss the significance of conforming to basic hygiene practices such as washing hands, using alcohol based hand sanitizers or soap. • Recall ways of reporting advanced hygiene and sanitation issues to the concerned authorities. • Elucidate various stress and anxiety management techniques. • Discuss the significance of greening. • Classify different categories of waste for the purpose of segregation. • Differentiate between recyclable and non-recyclable waste. • Discuss various methods of waste collection and disposal. • List the various materials used at the workplace. • Explain organisational recommended norms for storage of tools, equipment and material. • Discuss the importance of efficient utilisation of material and water. • Explain basics of electricity and prevalent energy efficient devices. • Explain the processes to optimize usage of material and energy/electricity. • Enlist common practices for conserving electricity at workplace. 	<p>types of waste.</p> <ul style="list-style-type: none"> • Perform the steps involved in storage of tools, equipment and material after completion of work. • Employ appropriate ways to resolve malfunctioning (fumes/ sparks/ emission/ vibration/ noise) and lapse in maintenance of equipment as per requirements. • Perform the steps to prepare a sample material and energy audit reports. • Employ practices for efficient utilization of material and energy/electricity.
<p>Classroom Aids:</p> <p>Whiteboard, marker pen, projector</p>	
<p>Tools, Equipment and Other Requirements</p> <ul style="list-style-type: none"> • Housekeeping material: Cleaning agents, cleaning cloth, waste container, dust pan and brush set, liquid soap, hand towel, fire extinguisher • Safety gears: Safety shoes, ear plug, goggles, gloves, helmet, first-aid kit 	

Module 3: Interpret engineering drawing

Mapped to ASC/N9805, v1.0

Terminal Outcomes:

- Describe the basics of engineering drawing.
- Interpret the machine drawings and symbols for understanding the job requirements.

Duration: <35:00>	Duration: <55:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Identify uniqueness, dimensioning and important features of 2D and 3D shapes. • Identify types of lines, angles, points and their symmetry in shapes. • Differentiate between first angle and third angle projection. • Interpret 3 axis (x, y and z axis) of projection and machine symbols used in drawing. • Describe GD&T and use of its symbols in the drawings. • Identify required limits and tolerances of component from drawing. • Explain standards used in India for making assembly drawings. • Identify organisational drawing standards for interpreting the work requirements appropriately. 	<ul style="list-style-type: none"> • Read an object in first angle and third angle projection. • Demonstrate appropriate way of reading and interpreting the shapes (cones, cylinder, sphere, cuboid, etc) on to a 2D and 3D projection. • Interpret and read orthographic and isometric views. • Read GD&T symbols in the given drawing. • Employ appropriate ways of storing the drawings in a defined and appropriate place. • Role play a situation on how to communicate the changes in drawing to the concerned authority.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	
<ul style="list-style-type: none"> • Drawing tools • Engineering drawing handbook • Sample engineering drawings 	

Module 4: Manage shop floor operations and team

Mapped to ASC/N3620, v1.0

Terminal Outcomes:

- Demonstrate ways to implement process improvement techniques.
- Prepare shift rosters and production MIS reports.
- Perform various activities such as maintaining availability of material, arranging trainings and maintaining production data related to employee performance measurement and development.

Duration: <80:00> Theory – Key Learning Outcomes	Duration: <100:00> Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Elucidate procedure of planning manpower shift and preparing shift rosters on day to day basis as per the organisational norms and guidelines. • Discuss ways to reduce production losses and wastages in the production and increase minimum rejection of components during shift operation. • List improvement areas in the production line and corrective measures for following the identified gaps. • Explain process improvement techniques, Kaizens, TQM, Poka Yoke etc. and their impact on the production line to rectify the failure and gaps in the production process. • Identify ways for analysing breakdown trends and current maintenance process and areas of improvement in it. • Discuss corrective measures for reducing the breakdown and improving the maintenance process. • Describe use of ERP system for maintaining and updation production line data. • Discuss the documents and reports needed to maintain and prepare related to production process. • Discuss the importance and ways of involving employees in various engagement and development activities such as trainings, meets, brainstorming sessions, safety drills etc. organised in the plant. • List different types of information such as production targets, new guidelines, new processes etc. to be shared with team. 	<ul style="list-style-type: none"> • Prepare a plan for allocating manpower shifts based on the skills matrix. • Prepare shift rosters for the week and month based on the production plan to support the Shift In Charge/ Process head/ Shop head. • Apply appropriate ways for maintaining the information of leaves, IN-Out time and shift/ line overtime for the operators and helpers and sharing it with the concerned authorities. • Apply organisational specified procedures to send inventory requirements and follow up with the stores and purchase department for timely receipt of material. • Employ appropriate ways to maintain the movement and availability of required material, tools and equipment on shop floor within specified TAKT. • Demonstrate ways for using the resources and streamlining the activities effectively on shop floor. • Apply appropriate ways to communicate required information to other departments and resolving production related queries to achieve required production target and quality standards. • Role play a situation on how to implement ways to reduce losses and wastages and increase minimum rejection of components during shift operation. • Prepare MIS reports of daily and monthly production to match the production and target achieved and report to the production Incharge. • Apply appropriate ways to verify the correctness of production and material

<ul style="list-style-type: none"> • Discuss the importance of organising training sessions and making the team aware of the new processes, inputs and outputs. • Discuss organizational structure to be followed to escalate and resolve issues related to team personal grievances/ complaints etc. • List various grievance and problem solving tools utilized in an organisation. 	<ul style="list-style-type: none"> • movement related data entries in the system (manual/ ERP) for the line/ shift. • Prepare the preventive maintenance schedule for the shop/ line and execute it on time. • Employ ways to analyse the various data sheets and reports related to production, maintenance, manpower deployment etc. to support the In charge/ Engineer/ Shop Head. • Apply ways to analyse improvement areas in the production line and identify corrective measures for the identified gaps. • Show how to audit production process for capability of each operation. • Perform steps to prepare sample report on the non-compliances for the regulatory authorities. • Employ appropriate ways to implement Kaizens, TQM, Poka Yoke etc. in the production line. • Apply ways to analyse breakdown trends and current maintenance process and identify corrective measures for the identified gaps. • Perform steps to monitor and review the effectiveness of process improvement techniques and corrective actions on production and preparing reports for the regulatory authorities. • Role play a situation on how to encourage team members for suggesting process improvement measures and their implementation process. • Apply ways to conduct daily floor meeting/ morning meetings/ staff meetings and share information to team such as production targets, new guidelines, new processes etc. • Show how to organise training sessions for team to enhance their skills and knowledge. • Demonstrate organisational specified procedure to identify, escalate and resolve team problems/ work grievances/ complaints etc. • Role play a situation on how to counsel employees for any work related issues or any personal problems.
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Classroom Aids:

Whiteboard, marker pen, projector

Tools, Equipment and Other Requirements

- Basic tool box, Work bench with vice
- Sampling tools, sample rejection data
- Case studies, shift planning document or software

Module 5: Plan and perform assembly and post-assembly activities

Mapped to ASC/N3616, v2.0

Terminal Outcomes:

- Identify tools and equipment required for assembly operations.
- Prepare production plan and schedule to achieve production targets.
- Perform assembly of critical components of vehicle.
- Perform the steps to carry out post-assembly activities.

Duration: <55:00>	Duration: <95:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List various components and systems of a vehicle. • Discuss the information derived from the job orders, wiring diagrams and engineering drawings. • Discuss how to take inputs from the master assembly technician for production planning. • Explain various assembling operations such as bolting, tightening, riveting, fastening, adhesive clamping, crimping etc. • Discuss the impact of various assembly operations on the vehicle. • Illustrate the process flow of assembly operations. • List tools, measuring instruments and accessories required during assembling work. • Discuss the process of creating CLRI sheet and implementing it on production line . • Summarise the steps to be performed for setting of assembly apparatus and their parameters as per the requirements. • List the steps to be performed for writing program in case of robotic assembly method. • Discuss the importance of running idle cycle of program. • Outline the process of assembly of auto components by using mechanical, pneumatic, hydraulic and electrical controlled assembly tools. • List the steps to be performed for set and adjust all the safety and high precision items in the vehicle. • State the importance of maintaining the TAKT time assembly station and no 	<ul style="list-style-type: none"> • Role play a situation on how to give instructions to the lead technician about the production target and planning. • Perform the steps to prepare plan and schedule for assembly activities to meet the production target in co-ordination with the lead technician. • Read the assembly drawing, assembly Work Instructions, SOPs for identifying work requirements and selecting assembly method, equipment and apparatus. • Demonstrate the standard operating procedure to use tools, equipment and measuring instruments required during job. • Prepare a sample CLRI check sheet as per organisational guidelines. • Apply appropriate ways to implement CLRI check sheet effectively. • Perform steps to check that assembly apparatus is set as per the work instructions. • Show how to to set assembly parameters as per the work instructions. • Show how to write the assembly program in case of robotic assembly method. • Perform steps to run the idle cycle of program to test and validate its effectiveness and accuracy and modify it as per the requirements and SOPs/Work Instructions. • Demonstrate organizational specified procedure of all assembly operations such as bolting, riveting, tightening, wire stripping, crimping, soldering, high frequency welding etc. • Employ appropriate assembly method for assembling of auto components by using

<p>stoppage of assembly line.</p> <ul style="list-style-type: none"> • Discuss the do's and don'ts of the manufacturing process as per SOPs/ work instructions. • Discuss the tasks to be performed post-assembly. • Summarise the commonly occurring defects in the assembled vehicle. • Discuss the impact of defects on the quality of assembled vehicle. • Explain the inspection and testing methods for identifying the defects and checking the quality of assembled vehicle. • List the steps to be performed for quality check and testing of assembled vehicle. • Discuss the documents and records needed to be prepared and maintained related to assembly activities done. • Discuss the necessary precautions to avoid any hazard and accident during assembly activities. • Describe various parameters such as cycle time, sequencing, parameters, PPEs, inspection equipment and the fixture requirement need to be cover in SOP/WI. 	<p>mechanical, pneumatic, hydraulic and electrical controlled assembly tools.</p> <ul style="list-style-type: none"> • Demonstrate the use of screws, nuts, clamps, rivets for fitting the required components in vehicle. • Demonstrate the organizational specified procedure of set and adjust all the safety and high precision items in the vehicle. • Apply appropriate inspection and testing methods for identifying the defects and checking the quality of assembled vehicle. • Demonstrate how to check that errors and tagged and marked on assembled vehicles for repairing work. • Perform the steps involved in process of quality check and testing of all assembled mechanical and electrical components of vehicle and taking corrective actions to correct the defects. • Show how to record all the test observations and errors in the log books as per organisational guidelines. • Prepare a sample SOP/WI for a new component covering all the parameters as per organisational guidelines.
<p>Classroom Aids:</p>	
<p>Whiteboard, marker pen, projector</p>	
<p>Tools, Equipment and Other Requirements</p>	
<ul style="list-style-type: none"> • PPT's, teaching aids, assembly drawing / blue print, component assembly plan • Measuring and marking tools: Steel tape, steel rule, vernier calliper, micrometre, compass, divider, scriber, T Square, bevel protractor, pin set, torque meter etc. • Assembly tools and equipment: Riveting machine, drilling machine, riveting guns, pneumatic guns, fasteners, rubber seals, soldering iron, jigs, fixtures, adhesives • Components: Bolts, nuts, screws, wires, fasteners, connectors, sealants, adhesive bonding material etc. • Lifting devices: Hoists, cranes, bins, part trolleys, pallet trucks • Safety materials: Fire extinguisher, safety helmet, safety gloves, leather aprons, safety glasses, ear plug, safety shoes and first-aid kit • Cleaning material: Tip cleaner, wire brush (M.S.), cleaning agents, cleaning cloth, waste container, dust pan and brush set, liquid soap, hand towel 	

Module 6: Introduction to Employability Skills

Mapped to DGT/VSQ/N0103

Terminal Outcomes:

- Discuss about Employability Skills in meeting the job requirements

Duration: <1:00>	Duration: <2:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Outline the importance of Employability Skills for the current job market and future of work 	<ul style="list-style-type: none"> • List different learning and employability related GOI and private portals and their usage • Research and prepare a note on different industries, trends, required skills and the available opportunities
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 7: Constitutional values - Citizenship

Mapped to DGT/VSQ/N0103

Terminal Outcomes:

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

Duration: <0.5:00>	Duration: <1:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen. 	<ul style="list-style-type: none"> • Practice different environmentally sustainable practices
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 8: Becoming a Professional in the 21st Century

Mapped to DGT/VSQ/N0103

Terminal Outcomes:

- Demonstrate professional skills required in 21st century

Duration: <2:00>	Duration: <3:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss 21st century skills required for employment 	<ul style="list-style-type: none"> • Highlight the importance of practicing 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life • Create a pathway for adopting a continuous learning mindset for personal and professional development
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 9: Basic English Skills

Mapped to DGT/VSQ/N0103

Terminal Outcomes:

- Practice basic English speaking.

Duration: <4:00>	Duration: <6:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe basic communication skills • Discuss ways to read and interpret text written in basic English 	<ul style="list-style-type: none"> • Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone • Read and understand text written in basic English • Write a short note/paragraph / letter/e - mail using correct basic English
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 10: Career Development & Goal Setting

Mapped to DGT/VSQ/N0103

Terminal Outcomes:

- Demonstrate Career Development & Goal Setting skills.

Duration: <1.5:00>	Duration: <2.5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Identify well-defined short- and long-term goals 	<ul style="list-style-type: none"> • Create a career development plan
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 11: Communication Skills

Mapped to DGT/VSQ/N0103

Terminal Outcomes:

- Practice basic communication skills.

Duration: <4:00>	Duration: <6:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the importance of communication etiquette including active listening for effective communication 	<ul style="list-style-type: none"> • Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette • Write a brief note/paragraph on a familiar topic • Role play a situation on how to work collaboratively with others in a team
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 12: Diversity & Inclusion

Mapped to DGT/VSQ/N0103

Terminal Outcomes:

- Describe PwD and gender sensitisation.

Duration: <1:00>	Duration: <1.5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Discuss the significance of reporting sexual harassment issues in time 	<ul style="list-style-type: none"> Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 13: Financial and Legal Literacy

Mapped to DGT/VSQ/N0103

Terminal Outcomes:

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

Duration: <4:00>	Duration: <6:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Discuss various financial institutions, products, and services Explain the common components of salary such as Basic, PF, Allowances (HRA, TA, DA, etc.), tax deductions Discuss the legal rights, laws, and aids 	<ul style="list-style-type: none"> Demonstrate how to conduct offline and online financial transactions, safely and securely and check passbook/statement Calculate income and expenditure for budgeting
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 14: Essential Digital Skills

Mapped to DGT/VSQ/N0103

Terminal Outcomes:

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

Duration: <8:00>	Duration: <12:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the role of digital technology in day-to-day life and the workplace • Discuss the significance of displaying responsible online behavior while using various social media platforms 	<ul style="list-style-type: none"> • Demonstrate how to operate digital devices and use the associated applications and features, safely and securely • Demonstrate how to connect devices securely to internet using different means • Follow the dos and don'ts of cyber security to protect against cyber crimes • Create an e-mail id and follow e-mail etiquette to exchange e-mails • Show how to create documents, spreadsheets and presentations using appropriate applications • Utilize virtual collaboration tools to work effectively
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 15: Entrepreneurship

Mapped to DGT/VSQ/N0103

Terminal Outcomes:

- Describe opportunities as an entrepreneur.

Duration: <3:00>	Duration: <4:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the types of entrepreneurship and enterprises • Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan • Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement 	<ul style="list-style-type: none"> • Create a sample business plan, for the selected business opportunity

Classroom Aids:
Whiteboard, marker pen, projector
Tools, Equipment and Other Requirements

Module 16: Customer Service

Mapped to DGT/VSQ/N0103

Terminal Outcomes:

- Describe ways of maintaining customer.

Duration: <4:00>	Duration: <5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Classify different types of customers Discuss various tools used to collect customer feedback Discuss the significance of maintaining hygiene and dressing appropriately 	<ul style="list-style-type: none"> Demonstrate how to identify customer needs and respond to them in a professional manner
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 17: Getting ready for apprenticeship & Jobs

Mapped to DGT/VSQ/N0103

Terminal Outcomes:

- Describe ways of preparing for apprenticeship & jobs appropriately.

Duration: <3:00>	Duration: <5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Discuss the significance of maintaining hygiene and dressing appropriately for an interview List the steps for searching and registering for apprenticeship opportunities 	<ul style="list-style-type: none"> Draft a professional Curriculum Vitae (CV) Use various offline and online job search sources to find and apply for jobs Role play a mock interview
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
M.E/M.Tech	Mechanical/Automobile	4	Assembly	1	Assembly	NA
B.E/B.Tech	Mechanical/Automobile	6	Assembly	1	Assembly	NA
AMIE	Mechanical/Automobile	6	Assembly	1	Assembly	NA
Diploma	Mechanical/Automobile	8	Assembly	1	Assembly	NA

Trainer Certification	
Domain Certification	Platform Certification
“Automotive Assembly Master Technician, ASC/Q3603, version 2.0”. Minimum accepted score is 80%.	Recommended that the trainer is certified for the job role “Trainer (VET and Skills)”, Mapped to Qualification Pack: MEP/Q2601, V2.0” Minimum accepted score is 80%

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
M.E/M.Tech	Mechanical/Automobile	5	Assembly	1	Assembly	NA
B.E/B.Tech	Mechanical/Automobile	7	Assembly	1	Assembly	NA
AMIE	Mechanical/Automobile	7	Assembly	1	Assembly	NA
Diploma	Mechanical/Automobile	9	Assembly	1	Assembly	NA

Assessor Certification	
Domain Certification	Platform Certification
“Automotive Assembly Master Technician, ASC/Q3603, version 2.0”. Minimum accepted score is 80%.	Recommended that the Assessor is certified for the job role “Assessor (VET and Skills)”, Mapped to Qualification Pack: MEP/Q2701, V2.0” Minimum accepted score is 80%.

Assessment Strategy

1. Assessment System Overview:
 - Batches assigned to the assessment agencies for conducting the assessment on SDMS/SIP or email
 - Assessment agencies send the assessment confirmation to VTP/TC looping SSC
 - Assessment agency deploys the ToA certified Assessor for executing the assessment
 - SSC monitors the assessment process & records
2. Testing Environment:
 - Confirm that the centre is available at the same address as mentioned on SDMS or SIP
 - Check the duration of the training.
 - Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
 - If the batch size is more than 30, then there should be 2 Assessors.
 - Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
 - Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
 - Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
 - Check the availability of the Lab Equipment for the particular Job Role.
3. Assessment Quality Assurance levels / Framework:
 - Question papers created by the Subject Matter Experts (SME)
 - Question papers created by the SME verified by the other subject Matter Experts
 - Questions are mapped with NOS and PC
 - Question papers are prepared considering that level 1 to 3 are for the unskilled & semi-skilled individuals, and level 4 and above are for the skilled, supervisor & higher management
 - Assessor must be ToA certified & trainer must be ToT Certified
 - Assessment agency must follow the assessment guidelines to conduct the assessment
4. Types of evidence or evidence-gathering protocol:
 - Time-stamped & geotagged reporting of the assessor from assessment location
 - Centre photographs with signboards and scheme specific branding
 - Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
 - Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos
5. Method of verification or validation:
 - Surprise visit to the assessment location
 - Random audit of the batch
 - Random audit of any candidate
6. Method for assessment documentation, archiving, and access
 - Hard copies of the documents are stored
 - Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage
 - Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

References

Glossary

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

Acronyms and Abbreviations

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