



Model Curriculum

QP Name: Automotive Maintenance Technician - Electrical

QP Code: ASC/Q6803

NSQF Level: 3

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	Plant and Equipment Maintenance
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3113.0102
Minimum Educational Qualification and Experience	8th Class pass and pursuing continuous schooling in regular school with vocational subject. OR 8th Class pass with 2 years relevant experience. OR 8th Class pass + 2-year NTC/NAC OR 10th Class pass OR Certificate-NSQF (Automotive Maintenance Assistant Level 2.5) with 1 Year of Experience
Pre-Requisite License or Training	NA
Minimum Job Entry Age	19 years
Last Reviewed On	25/03/2021
Next Review Date	25/03/2026
NSQC Approval Date	25/03/2021
Model Curriculum Creation Date	25/03/2021
Model Curriculum Valid Up to Date	25/03/2026
Minimum Duration of the Course	420 Hours 00 Minutes
Maximum Duration of the Course	420 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.

- Identify the various equipment and machinery used in the maintenance process.
- Conduct breakdown maintenance of the electrical and electronic systems of the equipment in the plant by following organizational policies and procedures.
- Maintain records, documents and reports related to the maintenance activities done on the equipment.
- Work effectively and efficiently as per schedules and timelines.
- Implement safety practices.
- Optimize the use of resources to ensure less wastage and maximum conservation.

Compulsory Modules

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

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Bridge Module	05:00	00:00			05:00
Module 1: Introduction to the role of an Automotive Maintenance Technician-Electrical	5:00	0:00			5:00
ASC/N9803 – Organize work and resources (Manufacturing) NOS Version No. – 1.0 NSQF Level – 3	15:00	40:00			55:00
Module 2: Organize work and resources according to safety and conservation standards	15:00	40:00			55:00
ASC/N6804 – Perform maintenance of electrical and electronic systems of the equipment NOS Version No. – 2.0 NSQF Level - 3	105:00	165:00	30:00		300:00
Module 3: Prepare for maintenance of electrical and electronic systems of the	45:00	65:00	30:00		140:00

equipment					
Module 4: Perform maintenance of electrical and electronic systems of the equipment	60:00	100:00			160:00
DGT/VSQ/N0102 - Employability Skills (60 hours) NOS Version No. – 1.0 NSQF Level – 3	24:00	36:00			60:00
Module 5: Introduction to Employability Skills	0.5:00	1:00			1.5:00
Module 6: Constitutional values - Citizenship	0.5:00	1:00			1.5:00
Module 7: Becoming a Professional in the 21st Century	1:00	1.5:00			2.5:00
Module 8: Basic English Skills	4:00	6:00			10:00
Module 9: Career Development & Goal Setting	1:00	1:00			2:00
Module 10: Communication Skills	2:00	3:00			5:00
Module 11: Diversity & Inclusion	1:00	1.5:00			2.5:00
Module 12: Financial and Legal Literacy	2:00	3:00			5:00
Module 13: Essential Digital Skills	4:00	6:00			10:00
Module 14: Entrepreneurship	3:00	4:00			7:00
Module 15: Customer Service	2:00	3:00			5:00
Module 16: Getting ready for apprenticeship & Jobs	3:00	5:00			8:00
Total Duration	149:00	241:00	30:00		420:00

Module Details

Module 1: Introduction to the role of an Automotive Maintenance Technician-Electrical

Bridge module

Terminal Outcomes:

- Discuss the role and responsibilities of an Automotive Maintenance Technician-Electrical.

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 Maintenance Technician-Electrical. • Discuss the job opportunities of an Automotive Maintenance Technician-Electrical. • Explain about Indian automotive manufacturing market. • List various automobile Original Equipment Manufacturers (OEMs) and different products/ models manufactured by them. • Discuss the maintenance standards and procedures followed in organisation. • Identify the standard checklists and schedules recommended by OEM. 	
Classroom Aids:	
Whiteboard, marker pen, projector, standard checklists and schedules	
Tools, Equipment and Other Requirements	

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

Mapped to ASC/N9803 v1.0

Terminal Outcomes:

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

Duration: <15:00>	Duration: <40:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List the potential workplace related risks and hazards, their causes and preventions. • Identify PPE to be used at workplace. • Identify various warning signs used at the workplace. • Describe appropriate strategies to deal with emergencies and accidents at the workplace. • Outline the organizational structure to be followed to report about health, safety and security breaches to the concerned authorities. • Discuss the importance of keeping work area clean and tidy. • Discuss the significance of conforming to basic hygiene practices such as washing hands, using alcohol based hand sanitizers or soap. • Discuss organizational hygiene and sanitation guidelines and ways of reporting breaches/gaps if any to the concerned authorities. • Discuss the ways of dealing with stress and anxiety. • Discuss how to complete the given work within the stipulated time period. • Explain how to maintain a proper balance between team and individual goals. • Explain 5S guidelines at workplace. • List the various materials used at the workplace. • Explain organisational recommended procedure for storage of tools, equipment and material after completion of work. • Explain the ways to optimize usage of resources. • Discuss various methods of waste management and its disposal. 	<ul style="list-style-type: none"> • Apply appropriate safety practices to ensure safety of people at the workplace • Display the correct way of wearing and removing PPE such as face masks, hand gloves, face shields, PPE suits, etc. • Demonstrate the use of fire extinguisher. • Apply basic first aid procedure in case of emergencies. • Perform routine cleaning of tools, equipment and machines. • Employ various techniques for checking malfunctions in the equipment as per Standard Operating Procedure (SOP). • Show how to sanitize and disinfect one's work area regularly. • Demonstrate the correct way of washing hands using soap and water. • Demonstrate the correct way of sanitizing hands using alcohol-based hand rubs. • Demonstrate how to evacuate the workplace in case of an emergency. • Demonstrate sorting of materials, tools and equipment and spare parts after completion of work. • Demonstrate the steps involved in storage of tools, equipment and material after completion of work. • Perform basic checks to identify any spills and leaks and that need to be plugged /stopped. • Demonstrate different disposal techniques depending upon types of waste. • Employ different ways to check if equipment/machines are functioning as per requirements and report malfunctioning, if observed. • Employ ways for efficient utilization of

<ul style="list-style-type: none"> • List the different categories of waste for the purpose of segregation • Differentiate between recyclable and non-recyclable waste • State the importance of using appropriate colour dustbins for different types of waste. • Discuss common practices for conserving electricity at workplace. • Discuss the common sources of pollution and ways to minimize it. 	<p>material and water.</p>
<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: Prepare for maintenance of electrical and electronic systems of the equipment

Mapped to ASC/N6804 v2.0

Terminal Outcomes:

- Identify tools and equipment required for maintenance of electrical and electronic systems of the equipment.
- Discuss the importance of coordinating with supervisor or operator for identifying issues in equipment and planning of maintenance activities.
- Read the maintenance schedule and checklist for planning of maintenance activities.

Duration: <45:00>	Duration: <65:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Define maintenance. • Classify various types of maintenance. • Discuss the information derived from the job order, equipment drawing, wiring diagrams and user manual of equipment. • Recall the information mentioned in the maintenance checklist and schedule regarding the maintenance work. • List tools, equipment, accessories, consumables and spare parts required during the maintenance work. • Explain the operation, testing and maintenance process of PLC, SCADA, electrical and electronic elements. • Discuss the organisational process of collecting and storing consumables, spare parts, tools etc. from the store. 	<ul style="list-style-type: none"> • Read the job order, equipment drawing, wiring diagrams and user manual for identifying the information about the equipment to be used for service and repairing. • Role play a situation on co-ordinating with the operator or supervisor for getting information about the unusual conditions noticed in equipment. • Read the maintenance schedule and checklist for identifying the maintenance activities. • Demonstrate the standard operating procedure to use consumables, tools and equipment required during maintenance of electrical and electronic systems of the equipment. • Role play a situation on how to coordinate with the superior for planning the maintenance activities as per maintenance schedule and checklist and confirming the same.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	
<ul style="list-style-type: none"> • PPTs of wiring diagrams and mechanical drawings • Hand Tools: Hammer ball peen, screw driver set, files, torque, wrenches, drills, taps. • Testing equipment: Vernier calliper, micrometer, feeler gauges, steel ruler, measuring tape, multimeter, voltmeter, ammeters ohm meter, battery testing equipment, neon light and oscilloscope • Wire stripper, crimping tool, soldering gun. • Electronic components: resistor, capacitor, diode, IC, cables, fasteners, connectors. • Electrical motors, controls, sensors, fuses, Programable Logic Controller (PLC) 	

Module 4: Perform maintenance of electrical and electronic systems of the equipment

Mapped to ASC/N6804 v2.0

Terminal Outcomes:

- Demonstrate inspection, testing, maintenance and repairing of electrical and electronic systems of the equipment.
- Demonstrate how to conduct trials of the equipment for checking any abnormalities in the functioning of equipment.

Duration: <60:00>	Duration: <100:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List the commonly occurring faults/failures in electrical and electronic systems of the equipment and corrective actions taken to resolve them. • List the steps to be performed for dismantling the equipment for inspection, cleaning, repairing or replacing the consumables, spare parts and faulty components as per SOP. • Explain the process of checking the internal conditions of the equipment with the specified quality standards. • Discuss breakdown maintenance process. • Explain methods of inspecting the charge leakage, short circuit in parts, breakage of wires and clamps, unusual contact of electrical wires with moving parts, erratic/problematic etc. in the equipment. • List different methods for disposing off waste material and scrap. • Discuss the necessary precautions to avoid any hazard and accident during maintenance activities. • Explain the process of assembling back the equipment as per SOP. • Summarise the documents, records and information to be maintained related to the maintenance and repairing done. • Explain the process of evaluating the equipment specified parameters for no abnormalities on increased duty conditions. 	<ul style="list-style-type: none"> • Demonstrate organizational specified procedure of dismantling the equipment and repairing or replacing the consumables, spare parts and faulty components as per SOP. • Employ appropriate ways of checking the internal conditions of wiring, motherboards etc. to test the working status and expected conditions of equipment. • Show how to conduct breakdown maintenance and inspect the charge leakage, short circuit in parts, breakage of wires and clamps, unusual contact of electrical wires with moving parts etc. in the equipment. • Perform the steps of cleaning, repairing or replacing the electrical and electronic system of the equipment. • Show how to dispose waste as per organisational guidelines. • Demonstrate organizational specified procedure of assembling back the equipment and preparing it for trials as per SOP. • Display how to shift and install the equipment for next process. • Prepare records and documents related to repairs carried out, time taken and unplanned tasks encountered during maintenance activities. • Employ appropriate ways for conducting trials and running few cycles of equipment on increased duty conditions for checking any abnormalities in its functioning.

	<ul style="list-style-type: none"> • Show how to change the maintenance due/status sticker on the equipment. • Prepare a report for the superiors about the maintenance activity done.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	
<ul style="list-style-type: none"> • PPTs of wiring diagrams and mechanical drawings • Hand Tools: Hammer ball peen, screw driver set, files, torque, wrenches, drills, taps. • Measuring equipment: Vernier calliper, micrometer, feeler gauges, steel ruler, measuring tape, multimeter. • Electrical testing equipment: volt meter, ammeters ohm meter, battery testing equipment, neon light and oscilloscope • Wire stripper, crimping tool, soldering gun. • Electronic components: resistor, capacitor, diode, IC, cables, fasteners, connectors. • Electrical motors, controls, sensors, fuses, Programable Logic Controller (PLC) • PPE: Gloves, safety shoes, goggles, ear plugs, safety helmet 	

Module 5: Introduction to Employability Skills

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

- Discuss about Employability Skills in meeting the job requirements

Duration: <0.5:00>	Duration: <1:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the importance of Employability Skills in meeting the job requirements 	<ul style="list-style-type: none"> • List different learning and employability related GOI and private portals and their usage
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 6: Constitutional values - Citizenship

Mapped to DGT/VSQ/N0102

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, 	<ul style="list-style-type: none"> • Show how to practice different

duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.	environmentally sustainable practices
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 7: Becoming a Professional in the 21st Century

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

- Demonstrate professional skills required in 21st century

Duration: <1:00>	Duration: <1.5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss 21st century skills. • Describe the benefits of continuous learning 	<ul style="list-style-type: none"> • Exhibit 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.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 8: Basic English Skills

Mapped to DGT/VSQ/N0102

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 interpret text written in basic English Write a short note/paragraph / letter/e - mail using basic English
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 9: Career Development & Goal Setting

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

- Demonstrate Career Development & Goal Setting skills.

Duration: <1:00>	Duration: <1:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Discuss need of career development plan 	<ul style="list-style-type: none"> Demonstrate how to communicate in a well-mannered way with others. Create a career development plan with well-defined short- and long-term goals
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 10: Communication Skills

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

- Practice basic communication skills.

Duration: <2:00>	Duration: <3:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Explain the importance of active listening for effective communication Discuss the significance of working 	<ul style="list-style-type: none"> Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette

collaboratively with others in a team	
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 11: Diversity & Inclusion

Mapped to DGT/VSQ/N0102

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 12: Financial and Legal Literacy

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

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

Duration: <2:00>	Duration: <3:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> List the common components of salary and compute income, expenditure, taxes, investments etc. Discuss the legal rights, laws, and aids 	<ul style="list-style-type: none"> Outline the importance of selecting the right financial institution, product, and service Demonstrate how to carry out offline and online financial transactions, safely and securely

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

Module 13: Essential Digital Skills

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

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

Duration: <4:00>	Duration: <6:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the role of digital technology in today's life • Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely 	<ul style="list-style-type: none"> • Show how to operate digital devices and use the associated applications and features, safely and securely • Create sample word documents, excel sheets and presentations using basic features • Utilize virtual collaboration tools to work effectively
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 14: Entrepreneurship

Mapped to DGT/VSQ/N0102

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 	<ul style="list-style-type: none"> • Create a sample business plan, for the

<p>enterprises</p> <ul style="list-style-type: none"> • 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 	<p>selected business opportunity</p>
<p>Classroom Aids:</p>	
<p>Whiteboard, marker pen, projector</p>	
<p>Tools, Equipment and Other Requirements</p>	

Module 15: Customer Service

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

- Describe ways of maintaining customer.

<p>Duration: <2:00></p>	<p>Duration: <3:00></p>
<p>Theory – Key Learning Outcomes</p>	<p>Practical – Key Learning Outcomes</p>
<ul style="list-style-type: none"> • Explain the significance of identifying customer needs and addressing them. • Explain the significance of identifying customer needs and responding to them in a professional manner. • Discuss the significance of maintaining hygiene and dressing appropriately. 	<ul style="list-style-type: none"> • Demonstrate how to maintain hygiene and dressing appropriately.
<p>Classroom Aids:</p>	
<p>Whiteboard, marker pen, projector</p>	
<p>Tools, Equipment and Other Requirements</p>	

Module 16: Getting ready for apprenticeship & Jobs

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

- Describe ways of preparing for apprenticeship & Jobs appropriately.

<p>Duration: <3:00></p>	<p>Duration: <5:00></p>
<p>Theory – Key Learning Outcomes</p>	<p>Practical – Key Learning Outcomes</p>
<ul style="list-style-type: none"> • Discuss the significance of maintaining hygiene and confidence during an interview • List the steps for searching and registering for apprenticeship opportunities 	<ul style="list-style-type: none"> • Create a professional Curriculum Vitae (CV) • Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals

	respectively
	<ul style="list-style-type: none">• Perform 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	
ITI	Electrical/Electronics	5	Maintenance	1	Maintenance	NA
ITI	Electrical/Electronics	6	Maintenance	0	Maintenance	NA
Certificate NSQF- Level 6	Automotive Maintenance Master Technician	3	Maintenance	1	Maintenance	NA
Diploma	Electrical/Electronics	3	Maintenance	1	Maintenance	NA
Diploma	Electrical/Electronics	4	Maintenance	0	Maintenance	NA

Trainer Certification	
Domain Certification	Platform Certification
<p>“Automotive Maintenance Technician-Electrical, ASC/Q6803, version 2.0”. Minimum accepted score is 80%.</p>	<p>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%</p>

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI	Electrical/Electronics	6	Maintenance	1	Maintenance	NA
ITI	Electrical/Electronics	7	Maintenance	0	Maintenance	NA
Certificate NSQF- Level 6	Automotive Maintenance Master Technician	4	Maintenance	1	Maintenance	NA
Diploma	Electrical/Electronics	4	Maintenance	1	Maintenance	NA
Diploma	Electrical/Electronics	5	Maintenance	0	Maintenance	NA

Assessor Certification	
Domain Certification	Platform Certification
<p>“Automotive Maintenance Technician-Electrical, ASC/Q6803, version 2.0”. Minimum accepted score is 80%.</p>	<p>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%</p>

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