



# Model Curriculum

**QP Name: Automotive Body Repair Assistant**

**QP Code: ASC/Q1410**

**NSQF Level: 2.5**

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

# Table of Contents

Table of Contents.....	2
Training Parameters.....	3
Program Overview .....	4
Training Outcomes.....	4
Compulsory Modules.....	4
Module Details.....	6
Module 1- Introduction to the Role of Automotive Body Repair Assistant .....	6
Module 2 - Plan Work Effectively and Implement Safety Practices .....	7
Module 3 - Perform the repair on damaged vehicle.....	9
Module 4: Introduction to Employability Skills.....	11
Module 5: Constitutional values - Citizenship .....	12
Module 6: Becoming a Professional in the 21st Century.....	13
Module 7: Basic English Skills.....	14
Module 8: Communication Skills.....	15
Module 9: Diversity & Inclusion.....	16
Module 10: Financial and Legal Literacy.....	17
Module 11: Essential Digital Skills.....	18
Module 12: Entrepreneurship.....	19
Module 13: Customer Service.....	20
Module 14: Getting ready for apprenticeship & Jobs.....	21
Annexure.....	22
Trainer Requirements .....	22
Assessor Requirements.....	23
Assessment Strategy .....	24
References .....	26
Glossary.....	26
Acronyms and Abbreviations .....	27

# Training Parameters

<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Automotive Vehicle Service
<b>Occupation</b>	Technical Service & Repair
<b>Country</b>	India
<b>NSQF Level</b>	2.5
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7213.0301
<b>Minimum Educational Qualification &amp; Experience</b>	9th Class Pass OR 8th class pass with 1.5 years of relevant Experience OR 5th class pass with 4.5 years of relevant Experience OR Certificate-NSQF (Level 2) with 1.5 Years of experience
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 years
<b>Last Reviewed On</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQC Approval Date</b>	18/02/2025
<b>Model Curriculum Creation Date</b>	18/02/2025
<b>Model Curriculum Valid Up to Date</b>	18/02/2028
<b>Minimum Duration of the Course</b>	270 Hours, 0 Minutes
<b>Maximum Duration of the Course</b>	270 Hours, 0 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 role, responsibilities and scope of work of an automotive body repair assistant.
- Perform repair on vehicle body.
- Perform replacement of vehicle body components.
- Identify the repair requirements in vehicle due to external impact/collision.
- Manage work and resources according to safety and conservation standards.
- Communicate and develop interpersonal skills and also develop sensitization towards gender and person with disability.

### 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
<b>ASC/N9801: Organize work and resources (Service)</b> <b>NOS Version No. 1.0 NSQF Level 3</b>	<b>30:00</b>	<b>60:00</b>	-	-	<b>90:00</b>
Module 1: Introduction to the role of Automotive Body Repair Assistant	08:00	00:00	-	-	08:00
Module 2: Plan work effectively, implement safety practices and optimize resources	22:00	60:00	-	-	82:00
<b>ASC/N1419: Assist in automotive body repair service of a vehicle</b> <b>NOS Version No. 2.0 NSQF Level 3</b>	<b>65:00</b>	<b>85:00</b>	<b>1:00</b>	<b>1:00</b>	<b>150:00</b>
Module 3: Perform the repair on damaged vehicle	65:00	85:00	-	-	150:00
<b>DGT/VSQ/N0101 - Employability Skills (30 hours)</b> <b>NOS Version No. – 1.0 NSQF Level – 2</b>	<b>12:00</b>	<b>18:00</b>	<b>0:00</b>		<b>30:00</b>
Module 4: Introduction to Employability Skills	0.5:00	0.5:00	0:00		1:00

Module 5: Constitutional values - Citizenship	0.5:00	0.5:00	0:00		1:00
Module 6: Becoming a Professional in the 21st Century	0.5:00	0.5:00	0:00		1:00
Module 7: Basic English Skills	1:00	1:00	0:00		2:00
Module 8: Communication Skills	1.5:00	2.5:00	0:00		4:00
Module 9: Diversity & Inclusion	0.5:00	0.5:00	0:00		1:00
Module 10: Financial and Legal Literacy	1.5:00	2.5:00	0:00		4:00
Module 11: Essential Digital Skills	1:00	2:00	0:00		3:00
Module 12: Entrepreneurship	2.5:00	4.5:00	0:00		7:00
Module 13: Customer Service	1.5:00	2.5:00	0:00		4:00
Module 14: Getting ready for apprenticeship & Jobs	1:00	1:00	0:00		2:00
<b>Total Duration</b>	<b>107:00</b>	<b>163:00</b>	-	-	<b>270:00</b>

# Module Details

## Module 1- Introduction to the Role of Automotive Body Repair Assistant

Mapped to NOS ASC/N9801, v1.0

### Terminal Outcomes:

- Identify the role, responsibilities and scope of work of an automotive body repair assistant.
- Identify the importance of following process, policies, and procedures.

<b>Duration:</b> 08:00	<b>Duration:</b> 0:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the role and responsibilities of an automotive body repair assistant.</li> <li>• Identify the errands and activities needed to assist senior technicians such as fetching parts, tools, gauges, etc.</li> <li>• List the basics of assisting in moving and parking a 4-wheeler vehicle.</li> <li>• Identify the various parts / components (in and out) of vehicle chassis/body.</li> <li>• Identify the different locations of the workshops w.r.t platforms for service, repair, maintenance, washing, etc.</li> <li>• List the activities to be performed for maintaining / managing the workshop, including tools and equipment.</li> <li>• List the standard operating procedures (SOP) to be followed for service and minor repairs.</li> <li>• Identify the documentation involved in the process from service to delivery such as job sheet, status report, etc.</li> </ul>	
<b>Classroom Aids:</b>	
Laptop, white board, marker, projector	
<b>Tools, Equipment and Other Requirements</b>	
PPE kit, job card, protective covers of vehicle, hand tools, dent pullers and dent pulling equipment, sanding tools, new body panel, spare parts, hammer and dolly, etc.	

## Module 2 - Plan Work Effectively and Implement Safety Practices

Mapped to NOS ASC/N9801, v1.0

### Terminal Outcomes:

- Employ appropriate ways to maintain a safe and secure working environment
- Perform work as per the quality standards
- Use the resources efficiently.

<b>Duration: 22:00</b>	<b>Duration: 60:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List the potential workplace related risks and hazards, their causes and preventions.</li> <li>• Outline the organizational structure to be followed to report about health, safety and security breaches to the concerned authorities.</li> <li>• Describe the procedures to report accident and health related issues as per SOP</li> <li>• Identify the importance of standard operating procedures of the company w.r.t. privacy, confidentiality and security</li> <li>• List and explain work requirements to be followed by the team</li> <li>• List some common practices for efficiently utilisation of energy, material and water.</li> <li>• Discuss the specified quality standards w.r.t. work requirements and corrective action to be taken in case work fails to meet the requirements</li> <li>• Discuss the importance of conducting trainings in to develop work expertise</li> <li>• Discuss the importance of working as per the agreed and assigned requirement.</li> <li>• Identify the issues with process flow improvements, quality of output, product defects received from previous process, repairs and maintenance of tools and machinery and handle them</li> <li>• Define ways to optimize usage of resources</li> <li>• Discuss different set of problems along with their causes and possible solutions</li> <li>• Discuss the concept of waste management and methods of waste disposal</li> <li>• List the different categories of waste for the purpose of segregation</li> <li>• State the importance of timely completion of tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Illustrate practices to save cost and time.</li> <li>• Employ ways to ensure that the team complies with organisation’s health, safety policies and procedures.</li> <li>• Keep a check on the routine cleaning of tools, machine and equipment.</li> <li>• Employ different ways to ensure that the team periodically checks tools, equipment and machines.</li> <li>• Employ appropriate ways for judicious use of resources by team, such as electricity, water, etc.</li> <li>• Demonstrate checking for malfunctions in equipment and report as per SOP</li> <li>• Employ ways to ensure that the team periodically checks for spills and leaks and plug the same and keep work area clean and tidy.</li> <li>• Demonstrate segregation of hazardous waste</li> <li>• Show how to dispose non-recyclable waste and hazardous waste and ensure that they are followed by the team</li> <li>• Demonstrate how to follow the organisation’s emergency procedures for different emergencies.</li> <li>• Prepare a sample layout of the workshop with all the electrical, hydraulic and thermal equipment used.</li> </ul>

- Discuss the significance of sanitizing the workplace, equipment etc.
- Summarise hygiene and sanitation regulations.
- Discuss the ways of helping team members deal with stress and anxiety
- Explain various ways of time and cost management
- Discuss the use of proper PPE for maintaining health and hygiene at workplace and the process of wearing/discarding them.
- List some common electrical problems and practices of conserving electricity.
- State the importance of using appropriate color dustbins for different types of waste.
- Discuss organizational procedures for minimizing waste.
- Discuss the importance of maintaining quality and timely delivery of the services as per the goals set by the manager.
- Discuss the common sources of pollution and ways to minimize it.
- Discuss organization’s policies for maintaining personal health and hygiene at workplace.
- Discuss the significance of greening.
- List the requirements like running water, sanitizers, etc. to be checked beforehand at workplace.
- Recall the key performance indicators for the new tasks.

**Classroom Aids:**

White board/ black board marker / chalk, duster, computer or Laptop attached to LCD projector

**Tools, Equipment and Other Requirements**

Personal Protection Equipment: safety glasses, head protection, rubber gloves, safety footwear, warning signs and tapes, fire extinguisher and first aid kit



## Module 3 - Perform the repair on damaged vehicle

Mapped to NOS ASC/N1419, v2.0

### Terminal Outcomes:

- Assist the senior technician in auto body repair service of a vehicle.
- Assist in identifying the damage and replacement of the damaged vehicle components.

<b>Duration: 65:00</b>	<b>Duration: 85:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Identify the job card and the scope of work.</li> <li>• Describe about the Automotive Industry in India, workshop structure and role and responsibilities of different people in the workshop.</li> <li>• Explain the SOPs regarding receiving vehicles, opening job card, allocation of work, invoicing, vehicle delivery, handling complaints etc.</li> <li>• Describe the various body parts and panels of the vehicle.</li> <li>• Identify various consumable/material like seam sealers, abrasives, hand tools, manual and electric dent pullers, etc., and body panels.</li> <li>• Describe the type of sheet metal damage/defects their cause, prevention and rectification.</li> <li>• Describe the maintenance of required documentation.</li> <li>• Identify the different types of tools like hand tools, sandpaper, dent pullers and dent pulling equipment, sanding tools, etc. and its functions.</li> <li>• Describe the importance of inspection of surface finish post repair and report to supervisor/service advisor in case of any discrepancy.</li> <li>• Identify the requirement of different types of panels, spare parts and consumables to check and fix the vehicle.</li> <li>• Describe how to make reports of malfunctioning or repair beyond own scope to the concerned person for rectification.</li> <li>• Describe the importance of organized equipment and clean environment.</li> <li>• Explain the importance of safe and secure preventive measures like wearing PPE.</li> <li>• Describe the precautions to work on body panels to avoid damage to vehicle and its components.</li> </ul>	<ul style="list-style-type: none"> <li>• Illustrate the inspection to assess any damage to the vehicle.</li> <li>• Demonstrate how to position the vehicle on a platform.</li> <li>• Perform the positioning of protective covers over seat, steering and gear knob.</li> <li>• Demonstrate how to assess damage from different viewing angles by using different methods like touch and feel method.</li> <li>• Demonstrate how to use the tools.</li> <li>• Demonstrate the replacement of panels and other spare parts.</li> <li>• Demonstrate how to work on others parts to avoid damage to vehicle and its components.</li> <li>• Demonstrate the removal of upholstery, accessories, electrical window-and-seat-operating mechanism, trims, etc. to access body panels and place them securely.</li> <li>• Demonstrate the usage of suitable abrasive and sanding tools to remove paint beyond the damaged area by 1 – 2 inch.</li> <li>• Demonstrate the different types of technique to use equipment to fix dents, dimples and bulge in body metal.</li> <li>• Demonstrate the mixing procedure of body fillers/ putty as per recommended ratio.</li> <li>• Demonstrate the application of body fillers using spatula within feather edged area, cure and sand as specified by OEM.</li> <li>• Illustrate the application of various body seam sealers as specified by OEM.</li> </ul>

<ul style="list-style-type: none"> <li>• Describe the code of ethics and standards of practice.</li> <li>• Describe different types of technique and methods like rust prevention techniques, feather edging techniques, shrinking method, washer welding etc.to fix damage smoothly.</li> <li>• Identify the activities to be performed to protect the surface surrounding the damaged area prior to repair procedure.</li> <li>• Describe the importance of rechecking and ensuring the completeness of tasks before releasing the vehicle for the next procedure.</li> <li>• Explain the procedure of disposing of the waste material such as old abrasive paper, empty cans/tube etc., scrap of damage parts/panels as per organization’s policies.</li> <li>• Perform the return leftover consumable/parts, tools/equipment to the person concerned and report if any malfunction observed.</li> </ul>	
<p><b>Classroom Aids:</b></p>	
<p>Laptop, white board, marker, projector</p>	
<p><b>Tools, Equipment and Other Requirements</b></p>	
<p>PPE kit, job card, protective covers of vehicle, hand tools, dent pullers and dent pulling equipment, sanding tools, new body panel, spare parts, hammer and dolly, etc.</p>	

## Module 4: Introduction to Employability Skills

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

- Discuss about Employability Skills in meeting the job requirements

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

## Module 5: Constitutional values - Citizenship

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

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

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

## Module 6: Becoming a Professional in the 21st Century

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

- Demonstrate professional skills required in 21<sup>st</sup> century

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

## Module 7: Basic English Skills

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

- Practice basic English speaking.

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

## Module 8: Communication Skills

### *Mapped to DGT/VSQ/N0101*

#### Terminal Outcomes:

- Practice basic communication skills.

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

## Module 9: Diversity & Inclusion

### *Mapped to DGT/VSQ/N0101*

#### Terminal Outcomes:

- Describe PwD and gender sensitisation.

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

## Module 10: Financial and Legal Literacy

### *Mapped to DGT/VSQ/N0101*

#### Terminal Outcomes:

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

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

## Module 11: Essential Digital Skills

### *Mapped to DGT/VSQ/N0101*

#### Terminal Outcomes:

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

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

## Module 12: Entrepreneurship

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

- Describe opportunities as an entrepreneur.

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

## Module 13: Customer Service

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

- Describe ways of maintaining customer.

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

## Module 14: Getting ready for apprenticeship & Jobs

### *Mapped to DGT/VSQ/N0101*

#### Terminal Outcomes:

- Describe ways of preparing for apprenticeship & Jobs appropriately.

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



# Annexure

## Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI	Mechanic Motor Vehicle	2	Four Wheeler Service	1	Four Wheeler Service	NA
ITI	Mechanic Motor Vehicle	3	Four Wheeler Service	0	Four Wheeler Service	NA
Diploma	Automobile Engineering/ Mechanical Engineering	1	Four Wheeler Service	1	Four Wheeler Service	NA
Diploma	Automobile Engineering/ Mechanical Engineering	2	Four Wheeler Service	0	Four Wheeler Service	NA
Certificate- NSQF	Two/Four Wheeler Lead Technician Level 5	2	Four Wheeler Service	1	Four Wheeler Service	NA

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Automotive Body Repair Assistant” mapped to QP: “ASC/Q1410, v2.0”, minimum accepted score is 80%.	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the 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	
ITI	Mechanic Motor Vehicle	3	Four Wheeler Service	1	Four Wheeler Service	NA
ITI	Mechanic Motor Vehicle	4	Four Wheeler Service	0	Four Wheeler Service	NA
Diploma	Automobile Engineering/ Mechanical Engineering	2	Four Wheeler Service	1	Four Wheeler Service	NA
Diploma	Automobile Engineering/ Mechanical Engineering	3	Four Wheeler Service	0	Four Wheeler Service	NA
Certificate- NSQF	Two/Four Wheeler Master Technician Level 5	3	Four Wheeler Service	1	Four Wheeler Service	NA

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Automotive Body Repair Assistant” mapped to QP: “ASC/Q1410, v2.0”, minimum accepted score is 80%.	Recommended that the Assessor is certified for the Job Role: “Assessor”, mapped to the Qualification Pack: “MEP/Q2701, v2.0”.

## Assessment Strategy

### 1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SDSM/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
<b>Declarative Knowledge</b>	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.
<b>Key Learning Outcome</b>	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).
<b>OJT (M)</b>	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
<b>OJT (R)</b>	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
<b>Procedural Knowledge</b>	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.
<b>Training Outcome</b>	Training outcome is a statement of what a learner will know, understand and be able to do <b>upon the completion of the training</b> .
<b>Terminal Outcome</b>	Terminal outcome is a statement of what a learner will know, understand and be able to do <b>upon the completion of a module</b> . A set of terminal outcomes help to achieve the training outcome.

## Acronyms and Abbreviations

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training
<b>PwD</b>	Persons with Disability
<b>OEM</b>	Original Equipment Manufacturer