



# Model Curriculum

**QP Name: Driver Trainer - LMV**

**QP Code: ASC/Q9708**

**NSQF Level: 4.5**

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

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## Training Parameters

<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Road Transportation
<b>Occupation</b>	Driving
<b>Country</b>	India
<b>NSQF Level</b>	4.5
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/5165.0101
<b>Minimum Educational Qualification and Experience</b>	12th with 4 years as LMV driver/Taxi Driver OR Graduate (any discipline) with 1 Years of relevant experience OR Certificate-NSQF (Taxi Driver Level 4) with 2 Years of experience
<b>Pre-Requisite License or Training</b>	1 year old LMV license mandatory as per CMVR act
<b>Minimum Job Entry Age</b>	20 years
<b>Last Reviewed On</b>	27-08-2024
<b>Next Review Date</b>	27-08-2027
<b>NSQC Approval Date</b>	27-08-2024
<b>Model Curriculum Creation Date</b>	27-08-2024
<b>Model Curriculum Valid Up to Date</b>	27-08-2027
<b>Minimum Duration of the Course</b>	360 Hours 00 Minutes
<b>Maximum Duration of the Course</b>	360 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.

- Apply health, hygiene, and safety practices at the workplace
- Discuss effective electricity conservation and waste management
- Employ appropriate practices to communicate effectively with customer, colleagues, and superiors to achieve a smooth workflow
- Perform the steps to drive the vehicle while conforming to the standard rules and regulations
- Apply proper process of preparing for training of LMV vehicle drivers
- Employ appropriate procedure to provide training for LMV vehicle drivers

### 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/N9816 – Manage Work and Resources (Road Transportation)</b> <b>NOS Version No. 1.0 NSQF Level 4.5</b>	<b>25:00</b>	<b>35:00</b>	-	-	<b>60:00</b>
Module 1: Introduction to Automotive Industry and Driver Trainer	05:00	00:00	-	-	05:00
Module 2: Ensure Safety, Security and Quality Standard at the Workplace	10:00	20:00	-	-	30:00
Module 3: Perform Waste Disposal and Material Conservation Activities	10:00	15:00	-	-	25:00
<b>ASC/ N9704 – Drive Responsibly and Ensure Road Worthiness of Vehicle</b> <b>NOS Version No. 1.0 NSQF Level 4.5</b>	<b>20:00</b>	<b>30:00</b>	<b>10:00</b>		<b>60:00</b>
Module 4: Examine Roadworthiness of the Vehicle and Drive the LMV as per Standard	10:00	15:00	05:00		30:00
Module 5: Adhere to the Traffic Rules and Basic Troubleshooting Practices	10:00	15:00	05:00		30:00
<b>ASC/N9717-Prepare for</b>	<b>20:00</b>	<b>40:00</b>	<b>00:00</b>		<b>60:00</b>

<b>Training NOS Version No. 2.0 NSQF Level 4.5</b>					
Module 6: Prepare for Training	20:00	40:00	00:00		60:00
<b>ASC/N9718- Train LMV Vehicle Drivers Version No. 2.0 NSQF Level 4.5</b>	<b>20:00</b>	<b>30:00</b>	<b>10:00</b>		<b>60:00</b>
Module 7: Conduct Training	10:00	15:00	05:00		30:00
Module 8: Perform Post-training Activities and Maintain Records	10:00	15:00	05:00		30:00
<b>ASC/N9606 – Ensure Roadworthiness of Electric Vehicles (EV) NOS Version No. 2.0 NSQF Level 4.5</b>	<b>20:00</b>	<b>30:00</b>	<b>10:00</b>		<b>60:00</b>
Module 9: Ensure Roadworthiness of the Electric Vehicle and Conform to CMV and State Guideline	20:00	30:00	10:00		60:00
<b>DGT/VSQ/N0102 - Employability Skills (60 hours) NOS Version No. – 1.0 NSQF Level – 4.5</b>	<b>24:00</b>	<b>36:00</b>			<b>60:00</b>
Module 10: Introduction to Employability Skills	0.5:00	1:00			1.5:00
Module 11: Constitutional values - Citizenship	0.5:00	1:00			1.5:00
Module 12: Becoming a Professional in the 21st Century	1:00	1.5:00			2.5:00
Module 13: Basic English Skills	4:00	6:00			10:00
Module 14: Career Development & Goal Setting	1:00	1:00			2:00
Module 15: Communication Skills	2:00	3:00			5:00
Module 16: Diversity & Inclusion	1:00	1.5:00			2.5:00
Module 17: Financial and Legal Literacy	2:00	3:00			5:00
Module 18: Essential Digital Skills	4:00	6:00			10:00
Module 19: Entrepreneurship	3:00	4:00			7:00
Module 20: Customer Service	2:00	3:00			5:00
Module 21: Getting ready for apprenticeship & Jobs	3:00	5:00			8:00
<b>Total Duration</b>	<b>134:00</b>	<b>196:00</b>	<b>30:00</b>		<b>360:00</b>

## Module Details

### Module 1: Introduction to Automotive Industry and Driver Trainer

*Mapped to ASC/N9816, v1.0*

#### Terminal Outcomes:

- Outline the overview of Skill India Mission
- Describe the scope of Automotive Industry
- Define the role and responsibilities of Driver Trainer-LMV

<b>Duration:</b> <05:00>	<b>Duration:</b> <00:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the objectives and benefits of the Skill India Mission</li> <li>• Describe the scope of Indian Automotive Industry and its sub-sectors</li> <li>• Explain basic terminologies and road safety signs used in Road Transport and Driving industry</li> <li>• Discuss job role and opportunities for a Driver Trainer in the Automotive Industry</li> <li>• Explain standard code of ethics and professional practices to be adhered by a Driver Trainer</li> </ul>	
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Module 2: Ensure Safety, Security and Quality Standard at the Workplace

### Mapped to ASC/N9816, v1.0

#### Terminal Outcomes:

- Explain the standard ways to deal with workplace hazards
- Describe the ways to minimize potential risks and accidents
- Apply appropriate practices to escalate any breach in health, safety and security policies

<b>Duration:</b> <10:00>	<b>Duration:</b> <20:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Elaborate the standard health, safety, security and emergency procedure to be followed by a Chauffeur</li> <li>• Discuss various hazardous activities at the workplace, causes of workplace hazards, risks and accidents, preventive measures to be taken as well as the procedures to deal with the same</li> <li>• State the importance of proper arrangement of all the tools, equipment, spare parts, etc. as per standards</li> <li>• Describe various methods to implement ways to manage time, resources and cost effectively</li> <li>• State the significance of taking accountability for timely completion of tasks</li> <li>• Discuss the standard procedure to report the hazards as well as limits of responsibility to deal with these hazards</li> <li>• Explain various types of safety signs and their meaning</li> <li>• Discuss relevant standards, procedures and policies related to 5S to be followed during working hours</li> <li>• Discuss the usage of the various materials and their storage norms</li> </ul>	<ul style="list-style-type: none"> <li>• Apply appropriate practices to identify various hazardous activities and possible causes of risks or accidents at the workplace</li> <li>• Roleplay on how to report breaches in health, safety and security policies and procedures during performing duty and escalate it to the designated person</li> <li>• Apply appropriate inspection methods to check the vehicle to avoid potential accident like, tyre air pressure, headlights working brakes, suspension as per standards</li> <li>• Demonstrate standard procedures to be followed in case of emergencies and the evacuation procedures for workers and visitors</li> <li>• Apply appropriate practices to ensure cleanliness in the work area</li> <li>• Employ appropriate practices to identify work requirements</li> <li>• Perform the activities to identify the work that does not comply with the requirements and quality standards and ensure corrective action for the same</li> <li>• Apply appropriate practices to analyse and validate the problem accurately and provide solution by communicating with the concerned person</li> <li>• Demonstrate appropriate first aid treatment in case of emergency, like bleeding, minor burns, eye injuries etc.</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	
Personal Protection Equipment: Safety glasses, Sanitization kit, Hand gloves, Face masks, Safety shield, Fire extinguisher, First aid kit, etc.	

## Module 3: Perform Waste Disposal and Material Conservation Activities

### Mapped to ASC/N9816, v1.0

#### Terminal Outcomes:

- Employ effective waste management practices
- Discuss various conservation practices at the workplace

<b>Duration: 08:00</b>	<b>Duration: 16:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• State the significance of greening</li> <li>• Describe the procedure and importance of efficient utilisation of resources like material and water</li> <li>• Discuss the basics of electricity and use of prevalent energy efficient devices</li> <li>• List the common practices for conserving electricity</li> <li>• Explain the common sources of pollution and ways to minimize it</li> <li>• Categorize types of waste, such as dry, wet, recyclable, non-recyclable items of single-use plastics, etc.</li> <li>• Explain to adopt effective waste management techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Apply appropriate practices to identify processes where material and energy/electricity utilization can be optimized</li> <li>• Roleplay on how to identify possibilities of using renewable energy and environment friendly fuels</li> <li>• Apply appropriate inspection method to checks for spills/leakages at the workplace</li> <li>• Show how to take corrective actions for spillage and leakage and escalate the issues of spillage or leakage to appropriate authority if unable to rectify</li> <li>• Apply appropriate practices to ensure recyclable, non-recyclable and hazardous wastes are segregated as per standards and standard mechanism is followed while collecting and disposing of non-recyclable, recyclable and reusable waste</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	
Different type of waste bins to collect and segregate waste for disposal	



## Module 4: Examine Roadworthiness of the Vehicle and Drive the LMV as per Standard

### Mapped to ASC/N9704, v2.0

#### Terminal Outcomes:

- Perform the steps to examine the roadworthiness of the vehicles.
- Demonstrate the pre-driving and driving activities conforming to the LMV standard driving practices.

<b>Duration:</b> <10:00>	<b>Duration:</b> <15:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the legal, technical, safety and compliance requirements, like pollution test, load limit, etc. as well as roadworthiness parameters for Light Motor Vehicles.</li> <li>• Discuss the quality norms and standards prescribed in the Quality Manual by the organization.</li> <li>• Describe basic functionalities of the technical equipment of the vehicle.</li> <li>• State the importance of examining the standard check list for the vehicle before the trip.</li> <li>• Describe safe and fuel-efficient driving techniques.</li> <li>• Explain the standard escalation procedure regarding vehicle defects or deviation.</li> </ul>	<ul style="list-style-type: none"> <li>• Apply appropriate techniques to perform routine checks on the vehicle for tyre pressure, fuel. (Petrol/diesel/CNG) level, working of headlights and brakes, CNG cylinder valves, gauges, warning lights, etc.</li> <li>• Employ appropriate practices to check vehicle service record for any history of technical defects or immediate need for servicing like oil/filter change, etc.</li> <li>• Prepare sample deviation report as per observation while carrying out checks</li> <li>• Draft a sample to-do list for repair requirement.</li> <li>• Demonstrate how to check the roadworthiness of the vehicle.</li> <li>• Create a sample report regarding actual or potential defects and deviations in the vehicle.</li> <li>• Display pre-driving activities like shoulder checking, adjusting IRVM/ ORVM and releasing of handbrakes, etc.</li> <li>• Demonstrate the procedure of safe driving starting from inserting or pressing the ignition key/button.</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	
Light Motor Vehicle, Sample compliance requirements, like pollution test, load limit, etc.	

## Module 5: Adhere to the Traffic Rules and Basic Troubleshooting Practices

### Mapped to ASC/N9704, v2.0

#### Terminal Outcomes:

- Describe the local and state specific traffic rules and regulations.
- Demonstrate basic troubleshooting in case of any malfunction in the vehicle.
- Explain the procedure of reporting the malfunction of the vehicle to the Supervisor.

<b>Duration:</b> <10:00>	<b>Duration:</b> <15:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the related rules and sections of Motor Vehicle Act, 1988 as well as CMVR guidelines as stipulated by MoRTH and State Road Transport Authorities like RTOs.</li> <li>• List the local and state specific driving laws and traffic regulations, including overloading.</li> <li>• Discuss the road and traffic guidelines while driving, like avoiding excessive honking, speed, driving on high beam, loud music, and maintaining safe distance from other vehicles, keeping the vehicle within the prescribed speed limit at all times, etc.</li> <li>• Discuss basic troubleshooting techniques for Light Motor Vehicle.</li> <li>• Explain the standard procedure to take the vehicle to the service/repair point for corrective action, like parts replacements.</li> </ul>	<ul style="list-style-type: none"> <li>• Apply appropriate practices to adhere to traffic rules while driving the vehicle.</li> <li>• Demonstrate how to stop and park the vehicle at appropriate spots.</li> <li>• Demonstrate how to monitor and respond appropriately to gauges, warning lights, CNG leakage etc. while driving.</li> <li>• Show how to carry out a diagnostic check and conduct basic troubleshooting in case of any malfunction in the vehicle.</li> <li>• Role play on how to report the exact nature of the problem to the Supervisor to get appropriate help from the command office.</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	
Light Motor Vehicle, Related spare parts, Sample traffic signals and Road signs.	

## Module 6: Prepare for Training

### Mapped to ASC/N9717, v2.0

#### Terminal Outcomes:

- Perform the steps to check the vehicles and related before training
- Apply proper process to assess and arrange training environment requirements like venue, tools, equipment, materials, space, layout and seating arrangements, stationery, etc.
- Describe the methods for preparing and modify of session plan for the class room training

Duration: <20:00>	Duration: <40:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Discuss the standard checklist for conducting basic checks on the vehicle and ensuring correct levels of the engine oil, coolant, battery fluid level, brake oil level, water in windshield storage tank, position of gear lever, rear differential, and working of clutch</li> <li>• State minimum pressure to be maintained in all vehicle's tyre</li> <li>• List the types of tools to be kept in tool box</li> <li>• Explain the procedure to check for any damages in the vehicle, ensuring all vehicle lights, wiper, steering and horn are in good working condition and report to the authorized person in case of any malfunctioning</li> <li>• Explain standard training and assessment system policies and procedures such as candidate selection, rationale and purpose of competency- based assessment as well as training documentation to determine acceptable standards of knowledge and performance required from the trainee drivers</li> <li>• Discuss the procedure to obtain details of the trainees from authorized sources and identify them on the basis of group and individual trainee driver needs, and relevant characteristics</li> <li>• Describe the methods to prepare and modify lesson and session plans for the classroom training</li> <li>• Elaborate the procedure to set up training facilities, training equipment and tools during training session</li> <li>• State the significance of ensuring the</li> </ul>	<ul style="list-style-type: none"> <li>• Show how to inspect all the tyres including spare tyre for inflation with checks made by pressure gauge to ensure correct pressure readings</li> <li>• Apply appropriate inspection techniques to check proper functioning of all vehicle lights, wipers, steering and horn as well as exterior and interior parts of the vehicle properly for any damages to outer body panels, head/tail/interior lights, front and rear wind shield, other glass parts and door mirrors</li> <li>• Apply proper process to assess training environment through venue, available tools, equipment's, materials, space, layout and proper seating arrangements, stationery, etc. as well as identify constraints impacting training delivery and relevant risks</li> <li>• Employ proper practices to assist senior management with session plans or activity cum lesson plan</li> <li>• Prepare a sample session plan and modify a pre-existing plan</li> <li>• Apply appropriate procedure to document the training session plans for each segment of the learning program in prescribed and standard templates</li> </ul>

<p>availability of adequate training material, facility, tools and equipment to ascertain risk free, and well- equipped training area with necessary health and safety resources</p> <ul style="list-style-type: none"> <li>List competency-based curriculum documents, learning materials and subjects to be included in training programme</li> </ul>	
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	
Vehicle and Related spare parts, tools, equipment etc., Sample session plans or activity cum lesson plan	

## Module 7: Conduct Training

### Mapped to ASC/N9718, v2.0

#### Terminal Outcomes:

- Apply proper process to ensure that training schedule as per the number of participants to be trained and course duration defined in model curriculum (MC)
- Describe the methods of classroom training aids such as written, oral, visual, audio visual, etc.
- Employ proper practices to complete training within scheduled time

Duration: <10:00>	Duration: <15:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Discuss individual training needs and requirements</li> <li>• State the significance of ensuring the preparation of training schedule is as per the number of participants to be trained and prescribed duration in the MC</li> <li>• State the significance of checking and ensuring that each trainee enrolled for the course have gone through standard pre-evaluation process</li> <li>• Explain various classroom training aids such as written, oral, visual, audio visual, etc. and effective methods to utilize the training resources.</li> <li>• Describe effective pedagogies, subject matter and content design methods for training</li> <li>• Explain the standard procedure to conduct theory as well as practical training</li> <li>• Discuss the standard procedure to improve and enrich the content in coordination with senior management</li> <li>• Outline the importance of completing training within scheduled time</li> </ul>	<ul style="list-style-type: none"> <li>• Roleplay how to deliver the training using effective and appropriate pedagogy as per the course content and participants</li> <li>• Show how to conduct practical training sessions on set route for practicing/testing the participants on vehicle driving</li> <li>• Dramatize a situation to maintain the discipline during the practical training session and ensure that all the trainees drive the vehicle within the designated locations only and follow health and safety guidelines during practical training</li> <li>• Apply proper methods to monitor trainee driver's progress to ensure achievement of training outcomes and fulfilment of individual trainee driver needs</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	
Vehicle, Sample list of trainee and MC	

## Module 8: Perform Post-training Activities and Maintain Records

### Mapped to ASC/N9718, v2.0

#### Terminal Outcomes:

- Describe the post-training activities, such as address the queries, clear doubts and provide feedback to the participants etc.
- Apply proper procedure to conduct assessment of the trained driver as per ASDC assessment criteria
- Employ appropriate process to maintain and store trainee driver records according to requirements

Duration: <10:00>	Duration: <15:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Discuss various post-training activities</li> <li>• State the importance of ensuring cleanliness and tidiness of the training area/vehicle</li> <li>• Describe the procedure to conduct assessment of the trained driver as per ASDC assessment criteria</li> <li>• Explain effective performance evaluation methodologies and procedure to record trainee driver's performance feedback</li> <li>• State the significance of ensuring availability of necessary and adequate tools, equipment and materials for conducting assessment as per participating candidates</li> <li>• Describe the effective methods to record assessment procedures and maintain trainee driver assessment details</li> <li>• List the trainee driver records to be maintained during the training as per standard</li> <li>• State the significance of completing trainee driver assessment records accurately and submit or process in the specified timeframes</li> </ul>	<ul style="list-style-type: none"> <li>• Role play on how to address the queries and doubts of the participants and provide them appropriate feedback</li> <li>• Apply proper process to store and maintain relevant records related to training and secure equipment and tools in safe places</li> <li>• Roleplay on how to observe and evaluate trainee driver's performance constantly on both theory and practical grounds as per performance criteria and provide feedback</li> <li>• Show how to record and share feedback on trainee driver performance with management as well as the trainee driver</li> <li>• Dramatize how to explain the purpose of the formative assessment to the trainee driver and assessment criteria before conducting the assessment</li> <li>• Apply proper process to assess the trainees as per assessment criteria using various modes of assessment</li> <li>• Employ appropriate methods to record the assessment process using the technology while conducting assessment activities such as video evidence of skills/performance, recording of oral evidence, computer- based/online testing, etc.</li> <li>• Prepare a sample document for the results of the participants on paper templates, online forms and templates</li> <li>• Apply appropriate practices to secure, label and pack the evidence accurately as per standard procedures</li> </ul>
<b>Classroom Aids:</b>	

Whiteboard, marker pen, projector

**Tools, Equipment and Other Requirements**

Sample training relevant records, Sample list of queries related to training, Required tools, equipment and materials for candidates, Sample assessment records , Sample template for document the results

## Module 9: Ensure Roadworthiness of the Electric Vehicle and Conform to CMVR and State Guidelines

*Mapped to ASC/N9606, v1.0*

### Terminal Outcomes:

- Perform the steps to examine the roadworthiness of the Electrical Vehicle.
- Describe CMVR and State Guidelines related to Electrical Vehicle.

Duration: <20:00>	Duration: <30:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Describe the CMVR guidelines issued by MoRTH, RTOs and other relevant authorities for the Electric Vehicle.</li> <li>• Explain the quality norms and standards prescribed for the EV in the Instructional Manual or Standard Operating system (SOP).</li> <li>• State the importance of ensuring the availability of required tools for the basic maintenance of the EV as mentioned in as per the Work Instructions/SOPs</li> <li>• Discuss the basic functionalities and driving techniques of the Electric Vehicle (EV).</li> <li>• List the required tools required for the basic maintenance of the EV</li> <li>• Compare between the basics of driving an Electric Vehicle as against an Internal Combustion (IC) Engine vehicle.</li> <li>• Describe various types of batteries used in the EV and their maintenance procedures.</li> <li>• Discuss different functions of a battery</li> <li>• State the types of charging connector and time required for a full charge using either fast or slow chargers.</li> <li>• Discuss related electronic systems including active and passive safety systems specific to EV.</li> <li>• State the importance of applying the OEM's Standard Operating Procedures (SOP) while identifying the basic electrical faults in the EV.</li> <li>• Discuss various tools and their usage to diagnose technical faults in the EV.</li> <li>• Identify the standard symbols and signages used in the EV</li> </ul>	<ul style="list-style-type: none"> <li>• Apply appropriate practices to identify related dashboard's signs, signals, sensors, switches, gauges, Human Machine Interface (HMI) and Electronic Instrument Cluster (EIC) related to the EV.</li> <li>• Show how to charge an Electric Vehicle and ensure optimum charging.</li> <li>• Demonstrate how to use the lights, ignition, electronic and air-conditioning systems etc.</li> <li>• Demonstrate how to identify the basic electrical/electronic faults in the EV.</li> <li>• Prepare sample statutory documentation relevant to safety.</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	



### Tools, Equipment and Other Requirements

Electrical Vehicle and Related spare parts.

## Module 10: Introduction to Employability Skills

### *Mapped to DGT/VSQ/N0102*

#### Terminal Outcomes:

- Discuss about Employability Skills in meeting the job requirements

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

## Module 11: Constitutional values - Citizenship

*Mapped to DGT/VSQ/N0102*

### Terminal Outcomes:

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

<b>Duration:</b> <0.5:00>	<b>Duration:</b> <1:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• 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 12: Becoming a Professional in the 21st Century

### Mapped to DGT/VSQ/N0102

#### Terminal Outcomes:

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

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

## Module 13: Basic English Skills

### Mapped to DGT/VSQ/N0102

#### Terminal Outcomes:

- Practice basic English speaking.

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

## Module 14: Career Development & Goal Setting

### Mapped to DGT/VSQ/N0102

#### Terminal Outcomes:

- Demonstrate Career Development & Goal Setting skills.

<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 career development plan</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to communicate in a well-mannered way with others.</li> <li>• Create a career development plan with well-defined short- and long-term goals</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Module 15: Communication Skills

### Mapped to DGT/VSQ/N0102

#### Terminal Outcomes:

- Practice basic communication skills.

<b>Duration:</b> <2:00>	<b>Duration:</b> <3:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>Explain the importance of active listening for effective communication</li> <li>Discuss the significance of working collaboratively with others in a team</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Module 16: Diversity & Inclusion

### Mapped to DGT/VSQ/N0102

#### Terminal Outcomes:

- Describe PwD and gender sensitisation.

<b>Duration:</b> <1:00>	<b>Duration:</b> <1.5:00>
<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>Demonstrate how to behave, communicate, and 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 17: Financial and Legal Literacy

### Mapped to DGT/VSQ/N0102

#### Terminal Outcomes:

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

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



## Module 18: Essential Digital Skills

### Mapped to DGT/VSQ/N0102

#### Terminal Outcomes:

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

<b>Duration:</b> <4:00>	<b>Duration:</b> <6:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the role of digital technology in today's life</li> <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> <li>• Create sample word documents, excel sheets and presentations using basic features</li> <li>• Utilize virtual collaboration tools to work effectively</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Module 19: Entrepreneurship

### Mapped to DGT/VSQ/N0102

#### Terminal Outcomes:

- Describe opportunities as an entrepreneur.

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

## Module 20: Customer Service

### Mapped to DGT/VSQ/N0102

#### Terminal Outcomes:

- Describe ways of maintaining customer.

<b>Duration:</b> <2:00>	<b>Duration:</b> <3:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>Explain the significance of identifying customer needs and addressing them.</li> <li>Explain the significance of identifying customer needs and responding to them in a professional manner.</li> <li>Discuss the significance of maintaining hygiene and dressing appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate 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 21: Getting ready for apprenticeship & Jobs

### Mapped to DGT/VSQ/N0102

#### Terminal Outcomes:

- Describe ways of preparing for apprenticeship & Jobs appropriately.

<b>Duration:</b> <3:00>	<b>Duration:</b> <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 maintaining hygiene and confidence during an interview</li> <li>List the steps for searching and registering for apprenticeship opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Create a professional Curriculum Vitae (CV)</li> <li>Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively</li> <li>Perform a mock interview</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	Industry	
ITI	Mechanic Motor Vehicle	5	Industry	1	Industry	NA
ITI	Mechanic Motor Vehicle	6	Industry	0	Industry	NA
Graduate	Any discipline	4	Industry	1	Industry	NA
Graduate	Any discipline	5	Industry	0	Industry	NA

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role “Driver Trainer - LMV” mapped to QP: “ASC/Q9708, version 2.0”. Minimum accepted score is 80%.	Certified for the Job Role: “Trainer (Vet and Skills)”, mapped to the Qualification Pack: “MEP/Q2601, v2.0”. The minimum accepted score as per MEPSC guidelines is 80%.

## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI	Mechanic Motor Vehicle	6	Industry	1	Industry	NA
ITI	Mechanic Motor Vehicle	7	Industry	0	Industry	NA
Graduate	Any discipline	5	Industry	1	Industry	NA
Graduate	Any discipline	6	Industry	0	Industry	NA

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role “Driver Trainer - LMV” mapped to QP: “ASC/Q9708, version 2.0”. Minimum accepted score is 80%.	Certified for the Job Role: “Assessor (Vet and Skills)”, mapped to the Qualification Pack: “MEP/Q2701, v2.0”. The minimum accepted score as per MEPSC guidelines 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
<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 upon the completion of the training.
<b>Terminal Outcome</b>	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

<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>SOP</b>	Standard Operating Procedure
<b>WI</b>	Work Instructions
<b>PPE</b>	Personal Protective equipment