



Model Curriculum

QP Name: CNG Kit Fitment

Technician QP Code: ASC/Q1430

NSQF Level: 4

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

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Training Parameters

Sector	Automotive
Sub-Sector	Automotive Vehicle Service
Occupation	Technical Service & Repair
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3115.0602
Minimum Educational Qualification and Experience	11th with 1.5 year of relevant experience. Or 10th with 2-year NAC/NTC in the trade- Motor Mechanic Vehicle, Diesel Motor Mechanic. OR 10th Pass with 3 years relevant experience. OR Certificate-NSQF Level 3 with 3 Years of relevant experience
Pre-Requisite License or Training	Driving License and Basic Computer Skills
Minimum Job Entry Age	18 years
Last Reviewed On	18/02/2025
Next Review Date	18/02/2028
NSQC Approval Date	18/02/2025
Model Curriculum Creation Date	18/02/2025
Model Curriculum Valid Up to Date	18/02/2028
Minimum Duration of the Course	390 Hours 00 Minutes
Maximum Duration of the Course	390 Hours 00 Minutes

Program Overview

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

Training Outcomes

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

- Perform preparatory activities such as inspection of tools and equipment, arranging CNG kit components etc.
- Perform various CNG kit fitting and installation activities.
- Perform post-assembly operations such as cleaning and testing of vehicle.
- 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	0:00			05:00
Module 1: Introduction to the role of a CNG Kit Fitting Technician	05:00	0:00			05:00
ASC/N9801 - Organize Work and Resources (Service) NOS Version No. 1.0 NSQF Level 4	25:00	30:00	-	-	55:00
Module 2: Work effectively and efficiently	15:00	15:00	-	-	30:00
Module 3: Optimize resource Utilization	10:00	15:00	-	-	25:00
DGT/VSQ/N0101 - Employability Skills (30 hours) NOS Version No. – 1.0 NSQF Level – 4	12:00	18:00			30:00
Module 4: Introduction to Employability Skills	0.5:00	0.5:00			1:00
Module 5: Constitutional values – Citizenship	0.5:00	0.5:00			1:00
Module 6: Becoming a Professional in the 21st Century	0.5:00	0.5:00			1:00
Module 7: Basic English Skills	1:00	1:00			2:00
Module 8: Communication Skills	1.5:00	2.5:00			4:00

Module 9: Diversity & Inclusion	0.5:00	0.5:00			1:00
Module 10: Financial and Legal Literacy	1.5:00	2.5:00			4:00
Module 11: Essential Digital Skills	1:00	2:00			3:00
Module 12: Entrepreneurship	2.5:00	4.5:00			7:00
Module 13: Customer Service	1.5:00	2.5:00			4:00
Module 14: Getting ready for apprenticeship & Jobs	1:00	1:00			2:00
ASC/N1448 – Install and fit CNG Kit in the vehicle NOS Version No. – 1.0 NSQF Level - 4	85:00	185:00	30:00		300:00
Module 15: Prepare for CNG kit installation activities	45:00	85:00	15:00		145:00
Module 16: Perform CNG kit installation and post-installation activities	40:00	100:00	15:00		155:00
Total Duration	127:00	233:00	30:00		390:00

Module Details

Module 1: Introduction to the role of a CNG Kit Fitment Technician

Bridge module

Terminal Outcomes:

- Discuss the role and responsibilities of a CNG Kit Fitment Technician.

Duration: <05:00>	Duration: <00:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List the role and responsibilities of a CNG Kit Fitment Technician. • Discuss the job opportunities for a CNG Kit Fitment Technician in the automobile industry. • Explain about CNG vehicle manufacturing market. • Discuss the standard operating procedures (SOP) to be followed for detailing of vehicles and for using tools and equipment. • Outline the safety, health and environment policy to be followed for the automotive sector. • List the standard checklists and schedules recommended by OEM. • Discuss the documentation involved in the different processes such as job sheet, status report, etc. • Describe how to work as per organisational policies and professional code of conduct. 	
Classroom Aids:	
Whiteboard, marker pen, projector, standard checklists and schedules samples	
Tools, Equipment and Other Requirements	

Module 2: Work Effectively and Efficiently

Mapped to ASC/N9801, v1.0

Terminal Outcomes:

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

Duration: <15:00>	Duration: <15:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Outline the organizational structure to be followed to report about health, safety and security breaches to the concerned authorities. • List the potential workplace related risks and hazards, their causes and preventions. • State the methods to keep the work area clean and tidy. • Discuss how to complete the given work within the stipulated time period. • Explain how to maintain a proper balance between team and individual goals. • Discuss epidemics and pandemics and their impact on society at large. • Discuss the significance of conforming to basic hygiene practices such as washing hands, using alcohol-based hand sanitizers. • Discuss the use of proper PPE for maintaining health and hygiene at workplace and the process of wearing/discarding them. • Define self-quarantine or self-isolation. • Discuss the importance of identifying and reporting symptoms to the concerned authorities. • Explain the significance of following prescribed rules and guidelines during an epidemic or a pandemic. • Discuss organizational hygiene and sanitation guidelines and ways of reporting breaches/gaps if any. • Discuss the ways of dealing with stress and anxiety during an epidemic or a pandemic. 	<ul style="list-style-type: none"> • Perform routine cleaning of tools, equipment and machines. • Employ various techniques for checking malfunctions in the equipment as per Standard Operating Procedure (SOP). • Apply basic housekeeping practices to ensure that the work area is clean, such as mopping spills and leaks, cleaning grease stains etc. • Demonstrate how to evacuate the workplace in case of an emergency. • 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. • Display the correct way of wearing and removing PPE such as face masks, hand gloves, face shields, PPE suits, etc. • Demonstrate appropriate social and behavioural etiquette (greeting and meeting people, spitting/ coughing/ sneezing, etc.). • Prepare a list of relevant hotline/ emergency numbers.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	
<ul style="list-style-type: none"> • Personal Protection Equipment: safety glasses, head protection, rubber gloves, safety footwear, warning signs and tapes, fire extinguisher and first aid kit 	

Sanitization kit, disinfectants, alcohol-based sanitizers, different types of face masks, shields suits etc

Module 3: Optimize Resource Utilization

Mapped to ASC/N9801, v1.0

Terminal Outcomes:

- Use the resources efficiently.
- Apply conservation practices at the workplace.

Duration: <10:00>	Duration: <15:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the ways to optimize usage of resources. • Discuss various methods of waste management and its disposal. • 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 the common sources of pollution and ways to minimize it. 	<ul style="list-style-type: none"> • Perform basic checks to identify any spills and leaks and that need to be plugged /stopped. • Demonstrate different disposal techniques depending upon different 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 material and water • Use energy efficient electrical appliances and devices to ensure energy conservation
Classroom Aids:	
White board/black board marker/chalk, duster, computer or Laptop attached to LCD projector	
Tools, Equipment and Other Requirements	
Different type of waste bins to collect and segregate waste for disposal	

Module 4: Introduction to Employability Skills

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Discuss about Employability Skills in meeting the job requirements

Duration: <0.5:00>	Duration: <0.5:00>
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"> Demonstrate Employability Skills
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 5: Constitutional values - Citizenship

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

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

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

Module 6: Becoming a Professional in the 21st Century

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Demonstrate professional skills required in 21st century

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

Module 7: Basic English Skills

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Practice basic English speaking.

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

Module 8: Communication Skills

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Practice basic communication skills.

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

Module 9: Diversity & Inclusion

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Describe PwD and gender sensitisation.

Duration: <0.5:00>	Duration: <0.5:00>
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"> Show how to conduct oneself appropriately with all genders and PwD
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 10: Financial and Legal Literacy

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

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

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

Module 11: Essential Digital Skills

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

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

Duration: <1:00>	Duration: <2:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> 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
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 12: Entrepreneurship

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Describe opportunities as an entrepreneur.

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

Module 13: Customer Service

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Describe ways of maintaining customer.

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

Module 14: Getting ready for apprenticeship & Jobs

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Describe ways of preparing for apprenticeship & Jobs appropriately.

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

Module 15: Prepare for CNG kit installation activities

Mapped to ASC/N1448, v1.0

Terminal Outcomes:

- Identify tools and equipment required for CNG kit installation
- Perform the steps to carry out preparatory activities such as selection and inspection of tools and equipment, inspection of CNG kit components for defects etc.

Duration: <45:00>	Duration: <85:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Elaborate characteristics of CNG and advantages of using CNG as fuel. • Discuss difference in Petrol and CNG fitted vehicles. • List various CNG kit components specified by manufacturer suitable for different brand/vehicle type/model/engine type. • Describe basic technology used and functioning of various CNG kit components. • Discuss the information derived from the job card, CNG Kit manufacturer specifications etc. related to installation of CNG kit. • Describe the selection criteria of CNG kit components on the basis of brand/model/variant of the vehicle. • List tools, equipment and CNG kit component required during work. • Summarise the steps to be performed for checking the tools, equipment and CNG kit component before use. • Describe various methods of calibration, safety checks pre and post CNG kit fitment. 	<ul style="list-style-type: none"> • Demonstrate the standard operating procedure to use tools and equipment required during work. • Demonstrate organisational procedure of collecting tools, equipment and CNG kit component required for work. • Apply appropriate ways to check the tools, equipment and CNG kit component for defects before use. • Apply appropriate ways to validate and diagnose faults in CNG kit components. • Demonstrate organisational procedure of reporting the defects/ malfunctions in the tools, equipment & CNG kit components to the concerned person. • Role play a situation on how to co- ordinate with the concerned vendor/supplier for arranging the required CNG kit and its components.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

- PPT's, teaching aids, job card, CNG kit components
- **Measuring and marking tools:** Steel tape, steel rule, vernier calliper, micrometre, divider, scribe, T Square, bevel protractor etc.
- **Assembly tools and equipment:** Riveting machine, drilling machine, rubber seals, soldering iron, adhesives etc.
- **Components:** Bolts, nuts, screws, wires, fasteners, connectors, sealants etc.
- **Safety materials:** Fire extinguisher, safety gloves, aprons, safety glasses, helmet, safety shoe and first-aid kit
- **Cleaning material:** Tip cleaner, wire brush (M.S.), cleaning agents, cleaning cloth, waste container, dust pan and brush set, liquid soap, hand towel

Module 16: Perform CNG kit installation and post- installation activities

Mapped to ASC/N1448, v1.0

Terminal Outcomes:

- Demonstrate various activities for fitting and installation of CNG kit components.
- Perform steps to carry out post-installation activities.

Duration: <40:00>	Duration: <100:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the necessary precautions to be taken to avoid any hazard and accident during CNG kit installation activities. • Outline process of fitment and installation of the latest CNG kit components w.r.t a particular brand/vehicle model/engine type. • Discuss various provisions in vehicles to install CNG kit. • List the steps to be performed for fitting and installing the CNG kit in the vehicle. • Discuss government norms for installing CNG kit in BS6 petrol vehicles • Outline the process of assembly operations such as bolting, riveting, tightening, wire stripping, crimping, etc. • Discuss the impact of various assembly operations on the final output. • Discuss the need of appropriate calibration/ tuning of engine after installation of CNG kit. • Recall the tasks to be performed post-installation of CNG kit. • List the steps to be performed for checking that all CNG kit components installed, fitted and functioning properly. • Discuss maintenance requirement of CNG Kit components. • Recall organisational recommended procedure for returning leftover consumable/ parts, tools/ equipment etc after completion of work. • List different methods for disposing off packing wraps/ box/ covers and other material. • Summarise the documents and records needed to be prepared and maintained related to CNG kit installation. 	<ul style="list-style-type: none"> • Employ appropriate fitting method for fitting the CNG kit in the vehicle. • Demonstrate procedure of fitting the CNG kit in BS6 petrol vehicles. • Apply appropriate ways to make holes/cuts on metal sheet, plastic, fabric etc., for fitting CNG kit components. • Show how to remove dummy plugs, covers, old/damaged/defective parts and clean surrounding areas before starting installation work. • Demonstrate organizational specified procedure of fitting the electrical/ electronic components of CNG kit and making the wire connections as per WI. • Demonstrate organizational specified procedure of all assembly operations such as bolting, riveting, tightening, wire stripping, crimping, etc. • Employ appropriate assembly method for assembling all the components of the CNG Kit in vehicle in their correct positions. • Demonstrate the use of screws, nuts, clamps etc. to join the components. • Apply appropriate ways to check calibration/ tuning of engine after installation of CNG kit. • Apply appropriate ways to check that all CNG kit components installed, fitted and functioning properly. • Show how to assess the CNG kit functioning and engine performance on both petrol and CNG modes through road trial. • Apply appropriate ways to communicate features, functioning, precautions and maintenance requirements of CNG Kit to the customer. • Demonstrate the organisational procedure involved in returning leftover consumable/ parts, tools/ equipment etc. after completion of work.

	Show how to dispose packing wraps/ box/ covers and other material as per organisational guidelines.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	
<ul style="list-style-type: none"> • PPT's, teaching aids, job card, CNG kit components • Measuring and marking tools: Steel tape, steel rule, vernier calliper, micrometre, divider, scribe, T Square, bevel protractor etc. • Assembly tools and equipment: Riveting machine, drilling machine, rubber seals, soldering iron, adhesives etc. • Components: Bolts, nuts, screws, wires, fasteners, connectors, sealants etc. • Safety materials: Fire extinguisher, safety gloves, aprons, safety glasses, helmet, safety shoe and first-aid kit • Cleaning material: Tip cleaner, wire brush (M.S.), cleaning agents, cleaning cloth, waste container, dust pan and brush set, liquid soap, hand towel 	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI	Automobile Engineering/ Mechanical Engineering/ Motor Vehicle Mechanic	3	Automotive Service	1	Automotive Service	NA
ITI	Automobile Engineering/ Mechanical Engineering/ Motor Vehicle Mechanic	4	Automotive Service	0	Automotive Service	NA
Diploma	Automobile Engineering/ Mechanical Engineering/ Motor Vehicle Mechanic	3	Automotive Service	1	Automotive Service	NA
Diploma	Automobile Engineering/ Mechanical Engineering/ Motor Vehicle Mechanic	4	Automotive Service	0	Automotive Service	NA
Certificate- NSQF Level 5	Four Wheeler Master Technician	3	Automotive Service	1	Automotive Service	NA

Trainer Certification	
Domain Certification	Platform Certification
"CNG Kit Fitment Technician, ASC/Q1430, version 1.0". Minimum accepted score is 80%.	Recommended that the trainer is certified for the job role "Trainer (VET and Skills)", Mapped to Qualification Pack: MEP/Q2601, V2.0" Minimum accepted score is 80%

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI	Automobile Engineering/ Mechanical Engineering/ Motor Vehicle Mechanic	4	Automotive Service	1	Automotive Service	NA
ITI	Automobile Engineering/ Mechanical Engineering/ Motor Vehicle Mechanic	5	Automotive Service	0	Automotive Service	NA
Diploma	Automobile Engineering/ Mechanical Engineering/ Motor Vehicle Mechanic	4	Automotive Service	1	Automotive Service	NA
Diploma	Automobile Engineering/ Mechanical Engineering/ Motor Vehicle Mechanic	5	Automotive Service	0	Automotive Service	NA
Certificate-NSQF Level 6	Four Wheeler Master Technician	4	Automotive Service	1	Automotive Service	NA

Assessor Certification	
Domain Certification	Platform Certification
"CNG Kit Fitment Technician, ASC/Q1430, version 1.0". Minimum accepted score is 80%.	Recommended that the Assessor is certified for the job role "Assessor (VET and Skills)", Mapped to Qualification Pack: MEP/Q2701, V2.0" Minimum accepted score is 80%.

Assessment Strategy

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

- Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

References

Glossary

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

Acronyms and Abbreviations

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