



Model Curriculum

QP Name: Automotive Spare Parts Operations Assistant

QP Code: ASC/Q1501

NSQF Level: 2.5

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

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Training Parameters

Sector	Automotive
Sub-Sector	Automotive Vehicle Service
Occupation	Spare Parts Operations
Country	India
NSQF Level	2.5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/4321.0101
Minimum Educational Qualification & Experience	<p>5th Class pass with 4.5 years of relevant experience.</p> <p>OR</p> <p>8th Class Pass with 1.5 years of relevant experience</p> <p>OR</p> <p>9th Class pass</p> <p>OR</p> <p>Certificate-NSQF (Automotive Packing Assistant Level 2) with 1.5 Years of experience</p>
Pre-Requisite License or Training	NA
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	360 Hours, 0 Minutes
Maximum Duration of the Course	420 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.

- Work effectively and efficiently as per schedules and timelines.
- Implement safety practices.
- Optimize the use of resources.
- Communicate effectively using interpersonal skills.
- Identify the role, responsibilities and scope of work of an automotive spare parts operations assistant.
- Demonstrate how to store, issue and maintain spare parts under supervision.

Compulsory Modules

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

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Bridge Module	05:00	00:00			05:00
Module 1: Introduction to the role of Automotive Spare Parts Operations Assistant	05:00	0:00	-	-	05:00
ASC/N9801: Organize Work and Resources (Service) NOS Version No. 1.0 NSQF Level 2.5	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
ASC/N1501: Assist in storage, issuance and maintenance of spare parts NOS Version No. 2.0 NSQF Level 2.5	95:00	145:00	30:00	-	270:00
Module 4 : Provide Assistance for Managing Spare Parts	95:00	145:00	30:00	-	270:00
DGT/VSQ/N0101 - Employability Skills (30 hours) NOS Version No. – 1.0 NSQF Level – 2.5	12:00	18:00			30:00

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Module 5: Introduction to Employability Skills	0.5:00	0.5:00			1:00
Module 6: Constitutional values - Citizenship	0.5:00	0.5:00			1:00
Module 7: Becoming a Professional in the 21st Century	0.5:00	0.5:00			1:00
Module 8: Basic English Skills	1:00	1:00			2:00
Module 9: Communication Skills	1.5:00	2.5:00			4:00
Module 10: Diversity & Inclusion	0.5:00	0.5:00			1:00
Module 11: Financial and Legal Literacy	1.5:00	2.5:00			4:00
Module 12: Essential Digital Skills	1:00	2:00			3:00
Module 13: Entrepreneurship	2.5:00	4.5:00			7:00
Module 14: Customer Service	1.5:00	2.5:00			4:00
Module 15: Getting ready for apprenticeship & Jobs	1:00	1:00			2:00
Total Duration	137:00	193:00	30:00	-	360:00

Optional 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
ASC/N6114: Use of automation in logistics and material handling NOS Version No. 1.0 NSQF Level 2.5	20:00	40:00	-	-	60:00
Module 16: Work effectively and efficiently	20:00	40:00	-	-	60:00
Total Duration	20:00	40:00	-	-	60:00

Module Details

Module 1- Introduction to the Role of an Automotive Spare Parts Operations Assistant

Bridge Module

Terminal Outcomes:

- Identify the role, responsibilities and scope of work of an automotive spare parts operations assistant.
- Identify the importance of following process, policies, and procedures.

Duration: 05:00	Duration: 0:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the role and responsibilities of an automotive spare parts operations assistant. • List the schedules and checklists pertaining to spare parts use and repairs. • Explain about Automotive Industry in India, workshop structure and role and responsibilities of different people in the workshop. • Elaborate standard operating procedures (SOPs) regarding receiving vehicles, opening job card, allocation of work, invoicing, vehicle delivery, handling complaints etc. • Describe how to work as per organisational and professional code of ethics and standards of practice. • Outline the safety, health and environment policies to be followed for the automotive sector. • Discuss SOPs recommended by OEM w.r.t. spare parts storage, issuance and maintenance in the vehicle. 	
Classroom Aids:	
Laptop, white board, marker, projector	
Tools, Equipment and Other Requirements	
PPE kit, job card, protective covers of vehicle, hand tools, spare parts, equipment, etc.	

Module 2 - Work Effectively and Efficiently

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.

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

Module 3 - Optimize Resource Utilization

Mapped to NOS 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 - Provide Assistance for Managing Spare Parts

Mapped to NOS ASC/N1501, v2.0

Terminal Outcomes:

- Perform the steps for unloading and binning spare parts as per requirements.
- Carry out inventory/stock management at the storage facility.
- Demonstrate how to process orders under supervision.

Duration: 95:00	Duration: 145:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain how to collect job details and material requirements (spare parts, lubricants, fluids etc.) from the supervisor or other concerned departments. • Discuss the use of different components/aggregates and their specifications as per auto component manufacturer. • Interpret the storage layout, plan and guidelines. • Discuss the storage facility operations, procedures and processes with the supervisor. • Explain the SOPs recommended by OEM for using tools and equipment commonly used for packaging, loading and unloading of spare parts and items/materials. • Discuss necessary precautions to be considered while handling spare parts and lubricant/fluid containers during unloading/loading • List the tools, equipment and PPE for unloading/loading the spare parts, lubricant/fluid. • Emphasize on the importance of timely reporting any damages/discrepancies in materials received to the person concerned • Describe the guidelines and standards procedures for binning of spare parts and other items at the designated place and plan. • Highlight the significance of following the 5S principle for maintenance of the storage facility. • Explain how to use the spare parts catalogue for identifying part number as per a requirement and vehicle specification. 	<ul style="list-style-type: none"> • Demonstrate how to unload and bin spare parts, lubricant/fluid containers adhering to standards safety precautions and regulations and using correct techniques. • Implement proper ways of using appropriate tools, equipment and material to make tamper-proof packaging of cartons and label them as per requirement. • Perform the steps for unboxing received materials to ensure that it matches the invoice. • Employ proper techniques for disposal of left-over packing material after unloading and binning. • Demonstrate how to physically verify, under supervision, the received and stored inventory at regular intervals as per organisation's policy. • Implement appropriate ways for identifying damaged or dead/obsolete items to be moved/shifted to a least accessible location such that enough space is vacated for storing of moving stock at an easily accessible location. • Employ proper techniques for recording and documenting stock of damaged or dead/obsolete items as well as good items and segregate such items from moving items using storage boxes-bins, plastic separators. • Perform steps to carry out periodic maintenance and upkeep of spare, equipment, components and stored items, such as rotate tyre, in rack to avoid flat spot or other such damage. • Demonstrate how to read and interpret the requisition slip for locating and picking up correct spare parts as per requirements or

<ul style="list-style-type: none"> • Discuss with the supervisor how to process orders and move spare parts from one location to other as instructed. • Describe how to prepare for the next day based on appointments communicated by the supervisor and keep the spare parts and kit ready. • Emphasize on the importance of evidence for scrapping and disposing dead/obsolete items as per organisational norms and submit these to the supervisor. 	<ul style="list-style-type: none"> • as instructed by the supervisor. • Implement proper disposal methods for disposing scrap dead/obsolete items using suitable tools.
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Classroom Aids:

Laptop, white board, marker, projector

Tools, Equipment and Other Requirements

PPE kit, job card, protective covers of vehicle, hand tools, equipment, spare parts, etc.

Module 5: 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 6: 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 7: 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 8: 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 9: 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 10: 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 11: 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 12: 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 13: 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 14: 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 15: 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 16: Use of automation in logistics and material handling

Mapped to ASC/N6114, v1.0

Terminal Outcomes:

- Perform the steps to carry out picking and issuing of material from stores.

Duration: <20:00>	Duration: <40:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Illustrate layout of material storage locations in each plant. • Discuss how to collect the information from supervisor about the material picking and issuing tasks. • List the documents related to dispatch schedule and BOM for product/s being manufactured/shipped. • List the parts being used for manufacturing of each product. • Discuss the storage and preservation conditions required for each material. • List the steps to be performed for selecting and picking the parts from the storage bin of stores. • List the documents and items such as leaflets for usage, moisture restricting capsules, commercial papers, insurance documents etc. need to be kept with the spare parts /vehicles /aftermarket dispatches in the packing box. • Discuss the details such as shipping address with contact details, orientation of box etc. needed to be mentioned correctly on the box as per WI / customer documentation. • Discuss the selection criteria of appropriate material handling equipment for handling and lifting the parts. 	<ul style="list-style-type: none"> • Role play a situation on co-ordinating with supervisor for confirming the material storing, picking and issuing tasks. • Show how to check the functioning of robots before starting the work • Show how to feed the material storage data in the control system of the robots i.e. type of material, quantity, bin no. etc. by following SoP/WI • Demonstrate use of automated systems and robots to segregate items from one another using storage boxes-bins, plastic separators etc. • Show how to monitor the robots and ensure that they are storing the correct material in correct bin/place • Show how to monitor the control system and ensure that correct data of material storage is updating in the inventory through automated inventory management system • Demonstrate use of cleaning robots to dispose left over packing material as per organization's policies • Show how to assist supervisor in recording and maintaining data of stock records by following SoP/WI • Show how to feed the product/material picking details in the control system • Show how to monitor and ensure that robot is locating and picking correct product/material as per order/parts requisition slip/instructions • Show how to collect the product/material at collection point from the robot and release the product/material after checking and completing the required documentation • Show how to monitor the control system and ensure that correct data of material moving out is updating in the inventory through automated inventory

	management system
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	
<ul style="list-style-type: none"> • Material handling equipment: Trolley, forklift robot, automated inventory management system • Sample material/parts • Packing material: boxes, trolleys, strapping, rope • Sample documents for identifying materials from store and issuing material for shopfloor/dispatch • PPE: Gloves, safety shoes, goggles, ear plugs, safety helmet • Workshop safety: Fire extinguishers, first-aid kit 	

Annexure

Trainer Requirements

Trainer 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	Spare Parts Operations Lead Technician Level 5	2	Spare Parts	1	Spare Parts	NA

Trainer Certification	
Domain Certification	Platform Certification
“Automotive spare parts operations assistant”, QP: “ASC/Q1501”, minimum accepted score is 80%	Recommended that the trainer is certified for the job role “Trainer (VET and Skills)”, Mapped to Qualification Pack: MEP/Q2601, V2.0” Minimum accepted score is 80%

Assessor Requirements

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

Assessor Certification	
Domain Certification	Platform Certification
“Automotive spare parts operations assistant”, QP: “ASC/Q1501”, 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 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 – The assessor should:

- 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 are created by the Subject Matter Experts (SME)
- Question papers created by the SME are 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
PwD	Persons with Disability
OEM	Original Equipment Manufacturer