



Model Curriculum

QP Name: Driving Assistant

QP Code: ASC/Q9701

NSQF Level: 2

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	Road Transportation
Occupation	Driving
Country	India
NSQF Level	2
Aligned to NCO/ISCO/ISIC Code	NCO-2015/9122.0301
Minimum Educational Qualification and Experience	8th Class
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	180 Hours, 0 Minutes
Maximum Duration of the Course	180 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 will be able to:

- Apply health, hygiene, and safety practices at the workplace.
- Perform the tasks to utilize the resources in a responsible manner.
- Employ appropriate practices to communicate effectively with customer, colleagues, and superiors to achieve a smooth workflow.
- Perform the tasks of basic routine check of the vehicle as per standard rules and regulations.
- Employ proper techniques for assisting the driver in minor troubleshooting of the vehicle while conforming to the standard rules and regulations
- Apply appropriate practices to clean and wash the vehicle.

Compulsory Modules

The table lists the modules, their duration and mode of delivery.

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	00:00	-	05:00
Module 1: Introduction to Automotive Industry & Driving Assistant	05:00	00:00	00:00	-	05:00
ASC/N9809 – Organize Work and Resources (Road Transportation) NOS Version No. 1.0 NSQF Level 1	15:00	40:00	00:00	00:00	55:00
Module 2: Maintain Health, Hygiene and Safety Standard at the Workplace	10:00	20:00	00:00	00:00	30:00
Module 3: Perform Waste Disposal and Material Conservation Activities	05:00	20:00	00:00	00:00	25:00

ASC/ N9702 – Clean and Perform Basic Routine Checks on the Vehicle NOS Version No. 1.0 NSQF Level 1	25:00	20:00	15:00	-	60:00
Module 4: Perform the Activities of Cleaning and Washing the Vehicle	15:00	10:00	15:00	-	40:00
Module 5: Perform Basic Technical Check and Assist the Driver in Repair Work	10:00	10:00	00:00	-	20:00
ASC/N9606 – Ensure Roadworthiness of Electric Vehicles (EV) NOS Version No. 2.0 NSQF Level 3	05:00	25:00	00:00	00:00	30:00
Module 6: Ensure Roadworthiness of the Electric Vehicle and Conform to CMVR and State Guideline	05:00	25:00	00:00	00:00	30:00
DGT/VSQ/N0101 - Employability Skills (30 hours) NOS Version No. – 1.0 NSQF Level – 1	12:00	18:00			30:00
Module 7: Introduction to Employability Skills	0.5:00	0.5:00			1:00
Module 8: Constitutional values - Citizenship	0.5:00	0.5:00			1:00
Module 9: Becoming a Professional in the 21st Century	0.5:00	0.5:00			1:00
Module 10: Basic English Skills	1:00	1:00			2:00
Module 11: Communication Skills	1.5:00	2.5:00			4:00
Module 12: Diversity & Inclusion	0.5:00	0.5:00			1:00
Module 13: Financial and Legal Literacy	1.5:00	2.5:00			4:00
Module 14: Essential Digital Skills	1:00	2:00			3:00
Module 15: Entrepreneurship	2.5:00	4.5:00			7:00
Module 16: Customer Service	1.5:00	2.5:00			4:00

Module 17: Getting ready for apprenticeship & Jobs	1:00	1:00			2:00
Total Duration	62:00	103:00	15:00	-	180:00

Module Details

Module 1: Introduction to Automotive Industry & Driving Assistant

Bridge Module

Terminal Outcomes:

- Outline the overview of Skill India Mission
- Describe the scope of Automotive Industry
- Define the role and responsibilities of Driving Assistant

Duration: 05:00	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Discuss the objectives and benefits of the Skill India Mission ● Describe the scope of Indian Automotive Industry and its sub-sectors ● Explain basic terminologies and road safety signs used in Road Transport and Automotive industry ● Discuss job role, responsibilities and opportunities for a Driving Assistant in the Automotive Industry ● Explain standard code of ethics and professional practices to be adhered by a Driving Assistant 	NA
Classroom Aids	
Whiteboard, Flip Chart, Markers, Duster, Projector, Laptop with charger, Projector screen, Power Point Presentation, 2.1 Laptop External Speakers.	
Tools, Equipment and Other Requirements	
NA	

Module 2: Maintain Health, Hygiene and Safety Standard at the Workplace

Mapped to ASC/N9809, v 1.0

Terminal Outcomes:

- Employ appropriate health, hygiene, and safety practices at workplace

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Discuss the ways to organize work as per standard health, safety and security policy and procedures. Outline the concept and importance of personal and workplace hygiene. Explain the ways to clean and sanitize the vehicle and related equipment. List vital points to be checked to ensure proper functioning of the vehicle before commencing work. List the causes of risks and potential hazards in the workplace and ways to prevent them. List the components of the first-aid kit. State the importance of self-isolation in the context of epidemic or pandemic situation. Outline the purpose and usage of various Personal Protective Equipment (PPE) required at the workplace. Recall the helpline number related to the women safety. Explain the procedure to report accident, hazard and any health-related issues as per SOP. 	<ul style="list-style-type: none"> Employ appropriate ways to keep vehicle clean, hygienic and hazard free. Apply appropriate practices to check and ensure proper functioning of vehicle before commencing work. Employ appropriate practices to check and ensure all equipment of the vehicle is properly connected before commencing the work Prepare a sample report for vehicle repair and maintenance requirements as well as safety breaches. Role play on how to report hygiene and sanitation issues to appropriate authority Demonstrate how to provide first-aid in case of an accident. Apply appropriate corrective measures in case of accident Demonstrate the correct ways of washing hands using soap and water as well as sanitize them with alcohol-based sanitizers. Show how to use and dispose of relevant protective equipment as per tasks and work conditions.
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, Projector screen, Power Point Presentation Laptop with charger, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.	
Tools, Equipment and Other Requirements	
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/N9809, v 1.0

Terminal Outcomes:

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

Duration: 05:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • State the significance of greening. • List the common sources of pollution and ways to minimize it. • Discuss various types of waste (like dry, wet, recyclable, non-recyclable and items of single-use plastics) and usage of different colours of dustbins according to the waste type. • Elaborate the importance of using the material and water effectively and efficiently at the workplace. • List the ways to optimize usage of fuel (Petrol/diesel/CNG) in the vehicle. • Explain different methods to check spills/leakages of fuel (Petrol/diesel/CNG), oil/coolant or water from the vehicle. 	<ul style="list-style-type: none"> • Demonstrate waste disposal procedures at the workplace depending on the types of waste. • Apply appropriate techniques to check and plug spills/leakages in the vehicle. • Dramatize a situation on how to escalate vehicle poor fuel economy, decrease in oil level, coolant or any water/oil leakage issues to appropriate authority. • Show how to use resources in a responsible manner.
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, Projector screen, Power Point Presentation Laptop with charger, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.	
Tools, Equipment and Other Requirements	
Different type of waste bins to collect and segregate waste for disposal	

Module 4: Perform the Activities of Cleaning and Washing the Vehicle

Mapped to ASC/N9702, v 2.0

Terminal Outcomes:

- Demonstrate the cleaning and washing activities of the vehicle as per standard procedure.

Duration: 15:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the procedure to wash external structure of the vehicle such as the outer body, tyres, windshield, outside rear view mirror, etc. • Explain procedure to be performed on the vehicle prior to washing like rubbing foam on surface, using liquid to clean surface, remove dirt/debris etc. Discuss the precautions to be taken while washing a vehicle and protecting paint and other vital components, ensuring that the water does not enter inside engine chamber,, spark plug, starter motor, alternator, horn, distributor etc. • List the types of surfactants and cloth to be used for the vehicle cleaning process • Describe procedure to clean the internal parts of the vehicle like dashboard, instrument panel, seats, steering wheel, floor mats, roof etc. 	<ul style="list-style-type: none"> • Show how to check for water supply in the pipe and ensure optimum pressure is maintained through the nozzle after starting the water supply source • Demonstrate how to wash external body of the vehicle such as doors, side panels, roof, tyres, windshield, outside rear view mirror, etc. thoroughly with running water to remove settled dirt/dust • Show how to rub the surfactant (washing liquid) on the wet external surface of the vehicle properly using a micro fiber cloth to clean settled dirt and spray the running water evenly on the surfactant applied parts of the vehicle to wash out the residue deposited on the vehicle completely • Demonstrate how to wipe and dry the external body of the vehicle with clean micro fiber cloth as well as the internal parts like dashboard, instrument panel, seats, steering wheel, floor mats, roof etc. • Apply proper practice for ensuring that there are no visible stains/marks on the vehicle after washing • Dramatize how to report loose/broken/missing parts like floor mats, wheel cover, mountings, seals, bolts/nuts, chassis fasteners, etc. or scratches/dents to the authorized person
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, Projector Screen, Laptop with charger, Power Point Presentation, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.	
Tools, Equipment and Other Requirements	
Vehicle and its spare parts, Surfactants, Microfiber cloth, etc.	

Module 5: Perform Basic Technical Check and Assist the Driver in Repair Work

Mapped to ASC/N9702, v 2.0

Terminal Outcomes:

- Apply appropriate practices to perform basic technical check on the vehicle as per standard procedure.
- Employ applicable inspection methods to check the interior and exterior of the vehicle for any damage.
- Apply appropriate practices to assist the driver in maintaining logs, servicing or minor repairs

Duration: 10:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Describe the procedure to perform technical checks on a vehicle ● Discuss the standard checklist for ensuring correct levels of the engine oil, coolant, battery fluid level, brake oil, power steering, windshield storage tank and proper functioning of brake/clutch ● List the constituents of a tool box ● Discuss the importance for informing the driver in case of any problem observed during the routine check-up of the vehicle in any of the checkpoints ● State the significance of keeping and providing the required tools and equipment to the driver for rectifying any fault/repairs ● Discuss the procedure of assisting driver in maintaining logs, servicing or minor repairs 	<ul style="list-style-type: none"> ● Show how to check correct levels of the engine oil, coolant, battery fluid level, brake oil, windshield storage tank, power steering oil and proper functioning of brake/clutch ● Demonstrate how to check vehicle tyres for any wear, optimum depth of the tyre thread and spare tyre air pressure ● Apply appropriate inspection techniques to check proper functioning of all lights, wipers, and horn as well as exterior and interior parts of the vehicle properly for any damages to body panels, windshield, door glass, and mirrors ● Show how to check the tool box and confirm the availability of all the hand tools including jack, props, wheel choke, etc. ● Dramatize a situation on how to report to the driver in case of any malfunctioning or any problem observed during the routine check-up of the vehicle in any of the checkpoints ● Show how to assist the driver in strenuous jobs like lifting of vehicle by jack in case of punctured tyre replacement, opening of screws and fixtures for lights, wiper, loading/unloading of goods, etc. ● Demonstrate how to provide assistance to the driver in filling the engine oil/brake oil/coolant and other fluids to ensure optimum levels for proper functioning and maintain a list of all

	deliveries
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, Projector, Laptop with charger, Presentation, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.	
Tools, Equipment and Other Requirements	
Vehicle, Related spare parts, Toolbox, etc.	

Module 6: Ensure Roadworthiness of the Electric Vehicle and Conform to CMVR and State Guidelines

Mapped to ASC/N9606, v 1.0

Terminal Outcomes:

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

Duration: 05:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the CMVR guidelines issued by MoRTH, RTOs and other relevant authorities for the Electric Vehicle. • Explain the quality norms and standards prescribed for the EV in the Instructional Manual or Standard Operating system (SOP). • 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 • Discuss the basic functionalities and driving techniques of the Electric Vehicle (EV). • List the required tools required for the basic maintenance of the EV • Compare between the basics of driving an Electric Vehicle as against an Internal Combustion (IC) Engine vehicle. • Describe various types of batteries used in the EV and their maintenance procedures. • Discuss different functions of a battery • State the types of charging connector and time required for a full charge using either fast or slow chargers. • Discuss related electronic systems including active and passive safety systems specific to EV. • State the importance of applying the OEM's Standard Operating Procedures (SOP) while identifying the basic electrical faults in the EV. • Discuss various tools and their usage to diagnose technical faults in the EV. • Identify the standard symbols and signages used in the EV 	<ul style="list-style-type: none"> • 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. • Show how to charge an Electric Vehicle and ensure optimum charging. • Demonstrate how to use the lights, ignition, electronic and air-conditioning systems etc. • . • Demonstrate how to identify the basic electrical/electronic faults in the EV. • Prepare sample statutory documentation relevant to safety.

Classroom Aids

Training kit (Trainer guide, Presentations), White board, Marker, Projector, Laptop with charger, Presentation, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.

Tools, Equipment and Other Requirements

Electrical Vehicle and Related spare parts.

Module 6: 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 7: 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 8: 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 9: 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 10: 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 11: 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 12: 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 13: 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 14: 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 15: 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 16: 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	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
12th	Any discipline	2	Driving	1	Driving	Should have 5 years old driving license of the same category
12th	Any discipline	3	Driving	0	Driving	
Certificate-NSQF LEVEL-4	Commercial Vehicle Driver/ Taxi Driver/ Auto Rickshaw Driver/ Forklift Operator	2	Driving	1	Driving	

Trainer Certification	
Domain Certification	Platform Certification
"Driving Assistant", "ASC/Q9701, Version 2.0", 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 Experience		Remarks
		Years	Specialization	Years	Specialization	
12th	Any discipline	3	Driving	1	Driving	Should have 5 years old driving license of the same category
12th	Any discipline	4	Driving	0	Driving	
Certificate- NSQF LEVEL 4	Commercial Vehicle Driver/ Taxi Driver/ Auto Rickshaw Driver/ Forklift Operator	3	Driving	1	Driving	

Assessor Certification	
Domain Certification	Platform Certification
"Driving Assistant", "ASC/Q9701, Version 2.0", 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

This section includes the processes involved in identifying, gathering and interpreting information to evaluate the learner on the required competencies of the program.

1. Assessment System Overview:
 - Batches assigned to the assessment agencies for conducting the assessment on SDSM/SIP or email
 - Assessment agencies send the assessment confirmation to VTP/TC looping SSC
 - Assessment agency deploys the ToA certified Assessor for executing the assessment
 - SSC monitors the assessment process & records
 - If the batch size is more than 30, then there should be 2 Assessors.
2. Testing Environment: Assessor must:
 - 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.
 - 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.
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 and are stored in the Hard Drives

References

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.

Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
OS	Occupational Standard
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
TVET	Technical and Vocational Education and Training
SOP	Standard Operating Procedure
OEM	Original Equipment Manufacturer
PPE	Personal Protective Equipment
GPS	Global Positioning System
RTO	Regional Transport Office
CMVR	Central Motor Vehicles Rules
HMI	Human Machine Interface
EIC	Electronic Instrument Cluster