



Model Curriculum

QP Name: Service Technician (Heavy Motor Vehicle)

QP Code: ASC/Q1432

NSQF Level: 4

Automotive Skills Development Council | E-113, Okhla Industrial Estate, Phase- III,
New 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	10th Class + 2 Years NAC/NTC OR 11th Class with 1.5 years of relevant experience OR 10th Class pass with 3 years of relevant experience OR Certificate-NSQF (Four Wheeler Service Assistant Level 3) with 3 years of relevant experience
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 years
Last Reviewed On	27-08-2024
Next Review Date	27-08-2027
NSQC Approval Date	27-08-2024
Model Curriculum Creation Date	27-08-2024
Model Curriculum Valid Up to Date	27-08-2027
Minimum Duration of the Course	420 Hours 00 Minutes
Maximum Duration of the Course	420 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.

- Assist the lead technician in diagnosing and repairing faults in an electric vehicle.
- Perform routine service/maintenance/minor repairs of the heavy commercial 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
ASC/N9801 - Organize Work and Resources (Service) NOS Version No. 1.0 NSQF Level 4	25:00	35:00	-	-	60:00
Module 1: Introduction to the role of a Service Technician (Heavy Motor Vehicle)	05:00	00:00	-	-	05:00
Module 2: Work effectively and efficiently	10:00	20:00	-	-	30:00
Module 3: Optimize resource utilization	10:00	15:00	-	-	25:00
ASC/N1453: Carry out routine service or minor repairs a heavy commercial vehicle and assist in diagnosis NOS Version No. – 1.0 NSQF Level – 4	85:00	185:00	30:00		300:00
Module 4: Perform routine service and repairs of a Heavy Commercial Vehicle (HCV)	85:00	185:00	30:00		300:00
DGT/VSQ/N0102 - Employability Skills (60 hours) NOS Version No. – 1.0 NSQF Level – 4	24:00	36:00			60:00
Module 5: Introduction to Employability Skills	0.5:00	1:00			1.5:00
Module 6: Constitutional values - Citizenship	0.5:00	1:00			1.5:00
Module 7: Becoming a Professional in the 21st	1:00	1.5:00			2.5:00

Century					
Module 8: Basic English Skills	4:00	6:00			10:00
Module 9: Career Development & Goal Setting	1:00	1:00			2:00
Module 10: Communication Skills	2:00	3:00			5:00
Module 11: Diversity & Inclusion	1:00	1.5:00			2.5:00
Module 12: Financial and Legal Literacy	2:00	3:00			5:00
Module 13: Essential Digital Skills	4:00	6:00			10:00
Module 14: Entrepreneurship	3:00	4:00			7:00
Module 15: Customer Service	2:00	3:00			5:00
Module 16: Getting ready for apprenticeship & Jobs	3:00	5:00			8:00
Total Duration	134:00	256:00	30:00		420:00

Module Details

Module 1: Introduction to the role of a Service Technician (Heavy Motor Vehicle)

Mapped to ASC/N9801, v1.0

Terminal Outcomes:

- Discuss the role and responsibilities of a Heavy Commercial Vehicle (HCV) Service 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 Heavy Commercial Vehicle (HCV) Service Technician. Discuss the job opportunities for a Heavy Commercial Vehicle (HCV) Service Technician in the automobile industry. Explain about Indian auto manufacturing market. List various types of HCV's and different products/ models manufactured by Original Equipment Manufacturers (OEMs). Illustrate the workshop structure. Describe role and responsibilities of different people in the workshop. Discuss the maintenance standards and procedures followed in organisation. Identify the standard checklists and schedules recommended by OEM. 	
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: <10:00>	Duration: <20:00>
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: Perform routine service and repairing of a Heavy Commercial Vehicle (HCV)

Mapped to ASC/N1453, v1.0

Terminal Outcomes:

- Identify tools and equipment required for servicing and repairing.
- Demonstrate preparatory activities for diagnosing faults and repairing of a HCV.
- Demonstrate how to use different techniques for diagnosing faults and repairing an HCV.

Duration: <85:00>	Duration: <185:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List various components /aggregates and the manufacturer's specifications of a HCV. • Discuss basic technology used, functioning and interconnections of various systems and components of a HCV. • Recall fundamental terms, laws and principles of electricity used in HCV. • Explain legal regulations that need to be taken into account for handling electric vehicles. • Elucidate SOP for receiving vehicles, opening job card, allocation of work, invoicing, vehicle delivery, handling complaints, etc. • Discuss various sources of information available for assessing service and repair requirements of the vehicle. • Discuss standard schedules and checklists recommended by the OEM/ auto component manufacturer for servicing of heavy commercial vehicles. • List the types of tools and equipment used in different processes of an HCV maintenance. • List the activities need to perform for preparing a HCV for fault identification and repairing work. • Discuss the safety precautions need to follow during servicing and repairing of an HCV. • Discuss the symptoms of technical faults, their causes and rectification procedures in HCV. • Describe organizational/professional code of ethics and standards of practice. • Discuss the documents to be maintained w.r.t inspection, troubleshooting and 	<ul style="list-style-type: none"> • Analyse the job card to plan diagnostic activities as per the complaints mentioned in the job card. • Show how to collect workshop tools/ measuring devices/ equipment required for the job. • Apply appropriate ways to check the defects and calibration of tools/ measuring devices/ equipment before use. • Employ appropriate techniques to place the Heavy Commercial Vehicle (HCV) on suitable platform in the workshop designated as service/repair area. • Demonstrate how to use tools and equipment for inspection and repairing of faults in a HCV. • Demonstrate how to use computer, on-line application and OEM technical information/assistance portals. • Demonstrate how to check the electric vehicle for the service and repair requirements based on the job card. • Perform steps to report about malfunctions/repairs in the HCV beyond own scope to the concerned person. • Demonstrate how to conduct test drive of a HCV for assessing any servicing and repairing requirements by following instructions of Lead Service Technician. • Apply appropriate ways to check the inspect/test HCV system/component performance and for any faults. • Demonstrate how to test and inspect vehicle mechanical and electrical systems by following instructions of Lead Service Technician. • Apply appropriate ways to interpret and compare results of diagnostic inspections/

<p>diagnosis of faults.</p> <ul style="list-style-type: none"> Explain the health and safety measures and regulations w.r.t. equipment and components during fault diagnosis. 	<p>tests with vehicle specifications and regulatory requirements.</p> <ul style="list-style-type: none"> Prepare a report on the results of diagnosis or troubleshooting for lead technician by following organisational procedures. Employ various precautions and safety measures to ensure that no damage is caused to the vehicle during diagnosis. Demonstrate how to test electrical and electronic systems of a HCV by following SOP. Demonstrate how to dismantle the mechanical parts and systems of a HCV. Show how to clean and condition dismantled mechanical and electrical components of a HCV. Demonstrate how to perform service and repairing activities on the mechanical system of an HCV. Apply appropriate ways to check the performance of HCV/ aggregate post repair. Show how to return leftover components and tools to store and dispose waste material after completion of work by following organisational policies and procedures.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	
<ul style="list-style-type: none"> PPT's, teaching aids, job card, Heavy commercial vehicle Vehicle, various body parts, engine, tools and equipment, material, consumables, components/aggregates, lubricants, grease, oil, etc. Pressure indicators: fuel pressure testers, manifold gauge sets, oil pressure gauges, tire pressure gauges etc., pullers: ball joint separators, bearing pullers, gear puller tools, slide hammers etc., trim or moulding tools: carbon scrapers, gasket scrapers, scrapers, spoons etc., measuring equipment: vernier calipers, micrometre, feeler gauges, multi-metre, flow metre, temp gauge, dial gauge etc., other tools: hand tools, power tools, lifting/jacking equipment, tensioning equipment, security activator etc., tools for other tasks such as cleaning of vehicles, brake bleeding, wheel alignment, AC gas charging 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 5: Introduction to Employability Skills

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

- Discuss about Employability Skills in meeting the job requirements

Duration: <0.5:00>	Duration: <1:00>
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"> • List different learning and employability related GOI and private portals and their usage
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 6: Constitutional values - Citizenship

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

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

Duration: <0.5:00>	Duration: <1:00>
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/N0102

Terminal Outcomes:

- Demonstrate professional skills required in 21st century

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

Module 8: Basic English Skills

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

- Practice basic English speaking.

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

Module 9: Career Development & Goal Setting

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

- Demonstrate Career Development & Goal Setting skills.

Duration: <1:00>	Duration: <1:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss need of career development plan 	<ul style="list-style-type: none"> • Demonstrate how to communicate in a well-mannered way with others. • Create a career development plan with well-defined short- and long-term goals
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 10: Communication Skills

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

- Practice basic communication skills.

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

Module 11: Diversity & Inclusion

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

- Describe PwD and gender sensitisation.

Duration: <1:00>	Duration: <1.5:00>
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"> Demonstrate how to behave, communicate, and 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/N0102

Terminal Outcomes:

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

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

Module 13: Essential Digital Skills

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

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

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

Module 14: Entrepreneurship

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

- Describe opportunities as an entrepreneur.

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

Module 15: Customer Service

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

- Describe ways of maintaining customer.

Duration: <2:00>	Duration: <3:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Explain the significance of identifying customer needs and addressing them. Explain the significance of identifying customer needs and responding to them in a professional manner. Discuss the significance of maintaining hygiene and dressing appropriately. 	<ul style="list-style-type: none"> Demonstrate 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/N0102

Terminal Outcomes:

- Describe ways of preparing for apprenticeship & Jobs appropriately.

Duration: <3:00>	Duration: <5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Discuss the significance of maintaining hygiene and confidence during an interview List the steps for searching and registering for apprenticeship opportunities 	<ul style="list-style-type: none"> Create a professional Curriculum Vitae (CV) Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively Perform a mock interview
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	
ITI	Mechanic Motor Vehicle/Mechanic Auto Electrical and Electronics/ Diesel Mechanic	4	Industry	1	Industry	NA
ITI	Mechanic Motor Vehicle/Mechanic Auto Electrical and Electronics/ Diesel Mechanic	5	Industry	0	Industry	NA
Diploma	Mechanical / Automobile	3	Industry	1	Industry	NA
Diploma	Mechanical / Automobile	4	Industry	0	Industry	NA

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role “Heavy Commercial Vehicle (HCV) Service Technician” mapped to QP: “ASC/Q1432, 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/Mechanic Auto Electrical and Electronics/ Diesel Mechanic	5	Industry	1	Industry	NA
ITI	Mechanic Motor Vehicle/Mechanic Auto Electrical and Electronics/ Diesel Mechanic	6	Industry	0	Industry	NA
Diploma	Mechanical / Automobile	4	Industry	1	Industry	NA
Diploma	Mechanical / Automobile	5	Industry	0	Industry	NA

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role “Heavy Commercial Vehicle (HCV) Service Technician” mapped to QP: “ASC/Q1432, 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%.

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