



Automotive Spare Parts Operations Assistant

QP Code: ASC/Q1501

Version: 3.0

NSQF Level: 2.5

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ASC/Q1501: Automotive Spare Parts Operations Assistant

Brief Job Description

The individual needs to assist in packing, storing and maintaining inventory in a storage facility.

Personal Attributes

An individual in this job should be a keen observer and have an eye for detail and quality. They should be organised, team-oriented, customer centric, able to multi-task and have the ability to work for long hours in adverse conditions. The person must have good communication and interpersonal skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [ASC/N9801: Organize work and resources \(Service\)](#)
2. [ASC/N1501: Assist in storage, issuance and maintenance of spare parts](#)
3. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Automotive Vehicle Service
Occupation	Spare Parts Operations
Country	India
NSQF Level	2.5
Credits	12
Aligned to NCO/ISCO/ISIC Code	NCO-2015/4321.0101

Minimum Educational Qualification & Experience	<p>8th Class with 1 Year of experience relevant experience OR Certificate-NSQF (Automotive Packing Assistant Level 2) with 1 Year of experience of experience OR 5th Class with 4 Years of experience OR 9th Class OR Certificate-NSQF (Automotive Packing Assistant Level 2) with 1 Year of experience</p>
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed On	NA
Next Review Date	NA
NSQC Approval Date	
Version	3.0

ASC/N9801: Organize work and resources (Service)

Description

This NOS unit is about implementing safety, planning work, adopting sustainable practices for optimising use of resources

Scope

The scope covers the following :

- Maintain safe and secure working environment
- Perform work as per quality standards
- Health and hygiene
- Material/energy conservation practices
- Effective waste management practices

Elements and Performance Criteria

Maintain safe and secure working environment

To be competent, the user/individual on the job must be able to:

- PC1.** organise work as per organisation's current health, safety and security policies and procedures
- PC2.** report any identified breaches in health, safety, and security policies and procedures to the designated person
- PC3.** identify the risks and hazards associated with work activities, their causes and prevention

Perform work as per quality standards

To be competent, the user/individual on the job must be able to:

- PC4.** ensure work area is clean and tidy
- PC5.** ensure that work is accomplished as per the requirements within the specified timeline
- PC6.** ensure team goals are given preference over individual goals

Health and hygiene

To be competent, the user/individual on the job must be able to:

- PC7.** sanitize workstation and equipment regularly
- PC8.** clean hands with soap, alcohol-based sanitizer regularly
- PC9.** avoid contact with ill people and self-isolate in a similar situation
- PC10.** wear and dispose PPEs regularly and appropriately
- PC11.** report advanced hygiene and sanitation issues to appropriate authority
- PC12.** follow stress and anxiety management techniques

Material/energy conservation practices

To be competent, the user/individual on the job must be able to:

- PC13.** identify ways to optimise usage of material in various tasks/activities/processes
- PC14.** use resources, including water, in a responsible manner
- PC15.** check for spills/leakages in various tasks/activities/processes

- PC16.** plug spills/leakages and escalate to appropriate authority if unable to rectify
- PC17.** carry out routine cleaning of tools, machines and equipment
- PC18.** check if the equipment/machine is functioning normally before commencing work and rectify wherever required
- PC19.** report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment
- PC20.** ensure electrical equipment and appliances are properly connected and turned off when not in use

Effective waste management practices

To be competent, the user/individual on the job must be able to:

- PC21.** identify recyclable and non-recyclable, and hazardous waste generated
- PC22.** segregate waste into different categories
- PC23.** dispose non-recyclable waste appropriately
- PC24.** deposit recyclable and reusable material at identified location
- PC25.** follow processes specified for disposal of hazardous waste

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organisation procedures for health, safety and security, and individual role and responsibilities in this context
- KU2.** the organisations emergency procedures for different emergency situations and the importance of following the same
- KU3.** evacuation procedures for workers and visitors
- KU4.** how and when to report hazards as well as the limits of responsibility for dealing with hazards
- KU5.** potential hazards, risks and threats based on the nature of work
- KU6.** the implications of own work on the schedule and work of others
- KU7.** efficient utilisation of material and water
- KU8.** basics of electricity and prevalent energy efficient devices
- KU9.** ways to recognise common electrical problems
- KU10.** common practices of conserving electricity
- KU11.** common sources of pollution and ways to minimize it
- KU12.** categorisation of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU13.** usage of different colours of dustbins
- KU14.** waste management and methods of waste disposal
- KU15.** significance of greening
- KU16.** organisation's policies to maintain personal health and hygiene at workplace

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read instructions/guidelines/standard operating procedures
- GS2.** complete statutory documents relevant to safety and hygiene
- GS3.** modify work practices to improve them
- GS4.** ask for clarifications from superior about the job requirement
- GS5.** work with supervisors/team members to carry out work related tasks
- GS6.** complete tasks efficiently and accurately within stipulated time
- GS7.** inform/report to concerned person in case of any problem
- GS8.** make timely decisions for efficient utilization of resources
- GS9.** write in at least one language and complete written work with attention to detail
- GS10.** record data on waste disposal at workplace
- GS11.** be punctual, utilize time and manage workload efficiently
- GS12.** evaluate strategies to maintain, enhance or reduce the intensity of heightened emotional response

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain safe and secure working environment</i>	8	4	-	3
PC1. organise work as per organisation's current health, safety and security policies and procedures	-	2	-	1
PC2. report any identified breaches in health, safety, and security policies and procedures to the designated person	3	1	-	-
PC3. identify the risks and hazards associated with work activities, their causes and prevention	5	1	-	2
<i>Perform work as per quality standards</i>	12	8	-	6
PC4. ensure work area is clean and tidy	4	2	-	-
PC5. ensure that work is accomplished as per the requirements within the specified timeline	6	4	-	2
PC6. ensure team goals are given preference over individual goals	2	2	-	4
<i>Health and hygiene</i>	12	8	-	5
PC7. sanitize workstation and equipment regularly	2	2	-	2
PC8. clean hands with soap, alcohol-based sanitizer regularly	2	1	-	-
PC9. avoid contact with ill people and self-isolate in a similar situation	2	1	-	-
PC10. wear and dispose PPEs regularly and appropriately	2	2	-	1
PC11. report advanced hygiene and sanitation issues to appropriate authority	2	2	-	2
PC12. follow stress and anxiety management techniques	2	-	-	-
<i>Material/energy conservation practices</i>	10	4	-	3
PC13. identify ways to optimise usage of material in various tasks/activities/processes	2	-	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. use resources, including water, in a responsible manner	2	-	-	-
PC15. check for spills/leakages in various tasks/activities/processes	-	1	-	-
PC16. plug spills/leakages and escalate to appropriate authority if unable to rectify	-	1	-	1
PC17. carry out routine cleaning of tools, machines and equipment	2	-	-	-
PC18. check if the equipment/machine is functioning normally before commencing work and rectify wherever required	-	1	-	1
PC19. report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment	2	1	-	-
PC20. ensure electrical equipment and appliances are properly connected and turned off when not in use	2	-	-	-
<i>Effective waste management practices</i>	8	6	-	3
PC21. identify recyclable and non-recyclable, and hazardous waste generated	2	-	-	1
PC22. segregate waste into different categories	-	2	-	-
PC23. dispose non-recyclable waste appropriately	2	2	-	1
PC24. deposit recyclable and reusable material at identified location	2	1	-	-
PC25. follow processes specified for disposal of hazardous waste	2	1	-	1
NOS Total	50	30	-	20

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N9801
NOS Name	Organize work and resources (Service)
Sector	Automotive
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	28/04/2025
NSQC Clearance Date	28/04/2022

ASC/N1501: Assist in storage, issuance and maintenance of spare parts

Description

This OS unit is about assisting in packaging, storing and maintaining inventory and labelling the spare parts for easy retrieval.

Scope

The scope covers the following :

- Perform unloading and binning of spare parts as per layout
- Maintain inventory and storage facility
- Assist in processing orders
- Assist in scraping damaged or obsolete material

Elements and Performance Criteria

Perform unloading and binning of spare parts as per layout

To be competent, the user/individual on the job must be able to:

- PC1.** identify work requirement and material (spare parts, lubricants, fluids etc.) as per the instructions given by supervisor
- PC2.** take precautions to avoid damage to spare parts, lubricant/fluid containers during unloading/loading and handling
- PC3.** use suitable tools, equipment, PPE and technique for unloading/loading the spare parts, lubricant/fluid
- PC4.** carry out unboxing of received consignment and tally material as per invoice
- PC5.** report if notice any damage/discrepancies in received consignment to the person concerned
- PC6.** follow guidelines and carry out binning of items to designated place as per storage plan

Maintain inventory and storage facility

To be competent, the user/individual on the job must be able to:

- PC7.** dispose left over packing material as per organization's policies
- PC8.** follow 5S and maintain storage facility as per storage guideline/instruction given by supervisor
- PC9.** assist supervisor to carry out physical inventory verification on regular intervals as per organisation's policy
- PC10.** identify damaged, dead/obsolete items and move to a separate, difficult to reach location and make room for moving stock
- PC11.** maintain documentation related to identified damaged or dead/obsolete items
- PC12.** segregate items from one another using storage boxes-bins, plastic separators etc., If mixed storage (several different parts in one location) cannot be avoided
- PC13.** carry out periodic maintenance required for items stored such as rotate tyre in rack to avoid flat spot
- PC14.** assist the supervisor in maintaining complete and up-to-date stock records

Assist in processing orders

To be competent, the user/individual on the job must be able to:

- PC15.** use spare parts catalogue to identify the appropriate part number required for a particular vehicle
- PC16.** assist supervisor in processing orders by moving spare parts from one location to other as instructed
- PC17.** locate and pick correct part as per repair order/parts requisition slip/instructions by supervisor
- PC18.** pre pull spare parts and prepare kit for vehicle appointment scheduled for next day, wherever applicable
- PC19.** use appropriate tools, equipment and material to make tamper-proof packaging of cartons and label them as per requirement

Assist in scraping damaged or obsolete material

To be competent, the user/individual on the job must be able to:

- PC20.** segregate dead/obsolete items as per organisation's policy and supervisor instruction
- PC21.** use suitable tools and technique to scrap dead/obsolete items, adhering to organisation's guideline, local law and regulations regarding disposal
- PC22.** assist supervisor to collect evidence of scrapping and disposing the dead/obsolete items

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** about the Automotive Industry in India, workshop structure and role and responsibilities of different people in the workshop
- KU2.** SOPs regarding receiving vehicles, opening job card, allocation of work, invoicing, vehicle delivery, handling complaints etc.
- KU3.** different components/aggregates as well as auto component manufacturer's specifications
- KU4.** storage layout, plan and guidelines
- KU5.** about storage facility operations, procedures and processes
- KU6.** organisational and professional code of ethics and standards of practice
- KU7.** safety, health policies and regulations for the workplace and for automotive trade in general
- KU8.** SOP recommended by OEM for using tools and equipment related to packaging, loading and unloading
- KU9.** about handling, periodic maintenance and care of various spare parts/material/fluids during storage
- KU10.** systems and procedures for parts storage, parts packaging and labelling
- KU11.** various personal protective equipment required for loading/unloading, handling, material and their usage
- KU12.** safety requirements for upkeep of spare, equipment and components as prescribed by the OEM
- KU13.** spare parts terminology and codes
- KU14.** arrangement required for effective space utilisation
- KU15.** 5S principle
- KU16.** spare parts scraping policies for dead/obsolete items and evidence collection

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in English/regional language
- GS2.** read and interpret workplace related documentation
- GS3.** interpret the needs of customers by understanding the key issues
- GS4.** communicate using terms, names, grades and other nomenclature pertaining to the automotive trade
- GS5.** analyse and apply the information gathered from observation, experience, reasoning or communication to act efficiently
- GS6.** identify potential workplace problem and take suitable action
- GS7.** plan and organise work according to the principles of 5S

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform unloading and binning of spare parts as per layout</i>	4	11	-	5
PC1. identify work requirement and material (spare parts, lubricants, fluids etc.) as per the instructions given by supervisor	1	2	-	2
PC2. take precautions to avoid damage to spare parts, lubricant/fluid containers during unloading/loading and handling	-	1	-	1
PC3. use suitable tools, equipment, PPE and technique for unloading/loading the spare parts, lubricant/fluid	1	3	-	-
PC4. carry out unboxing of received consignment and tally material as per invoice	1	2	-	-
PC5. report if notice any damage/discrepancies in received consignment to the person concerned	-	1	-	1
PC6. follow guidelines and carry out binning of items to designated place as per storage plan	1	2	-	1
<i>Maintain inventory and storage facility</i>	12	16	-	6
PC7. dispose left over packing material as per organization's policies	1	1	-	-
PC8. follow 5S and maintain storage facility as per storage guideline/instruction given by supervisor	2	3	-	2
PC9. assist supervisor to carry out physical inventory verification on regular intervals as per organisation's policy	1	2	-	-
PC10. identify damaged, dead/obsolete items and move to a separate, difficult to reach location and make room for moving stock	2	2	-	1
PC11. maintain documentation related to identified damaged or dead/obsolete items	1	2	-	-
PC12. segregate items from one another using storage boxes-bins, plastic separators etc., If mixed storage (several different parts in one location) cannot be avoided	2	3	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. carry out periodic maintenance required for items stored such as rotate tyre in rack to avoid flat spot	2	2	-	2
PC14. assist the supervisor in maintaining complete and up-to-date stock records	1	1	-	-
<i>Assist in processing orders</i>	10	15	-	6
PC15. use spare parts catalogue to identify the appropriate part number required for a particular vehicle	3	3	-	2
PC16. assist supervisor in processing orders by moving spare parts from one location to other as instructed	1	3	-	-
PC17. locate and pick correct part as per repair order/parts requisition slip/instructions by supervisor	2	4	-	2
PC18. pre pull spare parts and prepare kit for vehicle appointment scheduled for next day, wherever applicable	1	3	-	-
PC19. use appropriate tools, equipment and material to make tamper-proof packaging of cartons and label them as per requirement	3	2	-	2
<i>Assist in scraping damaged or obsolete material</i>	4	8	-	3
PC20. segregate dead/obsolete items as per organisation's policy and supervisor instruction	1	3	-	1
PC21. use suitable tools and technique to scrap dead/obsolete items, adhering to organisation's guideline, local law and regulations regarding disposal	2	3	-	2
PC22. assist supervisor to collect evidence of scrapping and disposing the dead/obsolete items	1	2	-	-
NOS Total	30	50	-	20

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N1501
NOS Name	Assist in storage, issuance and maintenance of spare parts
Sector	Automotive
Sub-Sector	Automotive Vehicle Service
Occupation	Spare Part Operations
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	31/08/2021
Next Review Date	31/08/2024
NSQC Clearance Date	31/08/2021

DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

To be competent, the user/individual on the job must be able to:

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

To be competent, the user/individual on the job must be able to:

PC4. speak with others using some basic English phrases or sentences

Communication Skills

To be competent, the user/individual on the job must be able to:

PC5. follow good manners while communicating with others

PC6. work with others in a team

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

To be competent, the user/individual on the job must be able to:

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

To be competent, the user/individual on the job must be able to:

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

KU10. how to compute income and expenses

KU11. importance of maintaining safety and security in financial transactions

- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-
PC10. calculate income, expenses, savings etc.	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 65

(**Please note:** Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N9801.Organize work and resources (Service)	50	30	-	20	100	20
ASC/N1501.Assist in storage, issuance and maintenance of spare parts	30	50	-	20	100	75
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	5
Total	100	110	-	40	250	100

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
PwD	Persons with Disability
SOP	Standard Operating Procedure
PPE	Personal Protective Equipment
OEM	Original Equipment Manufacturer

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 organisation.
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 organisational specific knowledge that an individual needs in order to perform to the required standard.

Organisational Context	Organisational context includes the way the organisation 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.