



Automotive Quality Control Inspector

QP Code: ASC/Q6303

Version: 3.0

NSQF Level: 3

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ASC/Q6303: Automotive Quality Control Inspector

Brief Job Description

The individual is responsible for the conducting inspection and maintaining quality of the manufactured automotive products and related processes to deliver high quality products to customers.

Personal Attributes

The person should be patient, organised, team-oriented and have the ability to work for long hours in adverse conditions. They should be keen observers and have an eye for detail and quality.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [ASC/N9803: Organize work and resources \(Manufacturing\)](#)
2. [ASC/N6303: Inspect and maintain the automotive product and process quality and implement corrective actions](#)
3. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Manufacturing Support
Occupation	Quality Assurance
Country	India
NSQF Level	3
Credits	15
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3139.5001

Minimum Educational Qualification & Experience	<p>8th grade pass and pursuing continuous schooling in regular school with vocational subject</p> <p>OR</p> <p>8th Class with 2 Years of experience</p> <p>OR</p> <p>8th grade pass with 2 years of NTC (Or NAC)</p> <p>OR</p> <p>10th Class</p> <p>OR</p> <p>Certificate-NSQF (Automotive Quality Control Assistant Level 2.5) with 1 Year of experience</p>
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	19 Years
Last Reviewed On	NA
Next Review Date	NA
NSQC Approval Date	
Version	3.0

ASC/N9803: Organize work and resources (Manufacturing)

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
- Health and hygiene
- Perform work as per quality standards
- Effective waste management practices
- Material/energy conservation 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.** identify hazardous activities and the possible causes of risks or accidents in the workplace
- PC2.** follow safe working practices while dealing with hazards to ensure safety of self and others
- PC3.** carry out routine check of the machine for identifying potential hazards
- PC4.** use appropriate protective clothing/equipment for specific tasks and work
- PC5.** follow safety hazards and preventive techniques during fire drill
- PC6.** report any identified breaches in health, safety and security policies and procedures to the designated person

Health and hygiene

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

- PC7.** ensure workstation and equipment are regularly clean and sanitized
- 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

Perform work as per quality standards

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

- PC13.** ensure that work is accomplished as per the requirements within the specified timeline
- PC14.** ensure team goals are given preference over individual goals

Effective waste management practices

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

- PC15.** follow the fundamentals of 5S for waste management
- PC16.** segregate waste into different categories

- PC17.** follow processes specified for disposal of hazardous waste
- PC18.** identify recyclable, non-recyclable and hazardous waste
- PC19.** dispose non-recyclable, recyclable and reusable waste appropriately at identified location

Material/energy conservation practices

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

- PC20.** identify ways to optimize usage of material in various tasks/activities/processes
- PC21.** check for spills/leakages in various tasks/activities/processes
- PC22.** plug spills/leakages and escalate to appropriate authority if unable to rectify
- PC23.** check if the equipment/machine is functioning normally before commencing work and rectify wherever required
- PC24.** report malfunctioning (fumes/ sparks/emission/vibration/noise) and lapse in maintenance of equipment
- PC25.** ensure electrical equipment and appliances are properly connected and turned off when not in use

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organisation procedures for health, safety and security, individual role and responsibilities in this context
- KU2.** the organisation's 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.** preventative and remedial actions to be taken in case of exposure to toxic material
- KU7.** various types of fire extinguisher
- KU8.** various types of safety signs and their meaning
- KU9.** appropriate first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.
- KU10.** relevant standards, procedures and policies related to 5S followed in the company
- KU11.** the various materials used and their storage norms
- KU12.** efficient utilisation of material and water
- KU13.** basics of electricity and prevalent energy efficient devices
- KU14.** common practices of conserving electricity
- KU15.** common sources and ways to minimize pollution
- KU16.** categorisation of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU17.** usage of different colors of dustbins
- KU18.** waste management techniques
- KU19.** significance of greening

Generic Skills (GS)

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

- GS1.** read safety instructions/guidelines
- GS2.** modify work practices to improve them
- GS3.** ask for clarifications from superior about the job requirement
- GS4.** work with supervisors/team members to carry out work related tasks
- GS5.** complete tasks efficiently and accurately within stipulated time
- GS6.** inform/report to concerned person in case of any problem
- GS7.** make timely decisions for efficient utilization of resources
- GS8.** write reports such as accident report, in at least English/regional language
- GS9.** be punctual and utilize time efficiently

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain safe and secure working environment</i>	11	5	-	7
PC1. identify hazardous activities and the possible causes of risks or accidents in the workplace	2	1	-	2
PC2. follow safe working practices while dealing with hazards to ensure safety of self and others	2	-	-	1
PC3. carry out routine check of the machine for identifying potential hazards	2	1	-	1
PC4. use appropriate protective clothing/equipment for specific tasks and work	2	1	-	1
PC5. follow safety hazards and preventive techniques during fire drill	2	1	-	1
PC6. report any identified breaches in health, safety and security policies and procedures to the designated person	1	1	-	1
<i>Health and hygiene</i>	7	5	-	2
PC7. ensure workstation and equipment are regularly clean and sanitized	2	2	-	1
PC8. clean hands with soap, alcohol-based sanitizer regularly	1	1	-	1
PC9. avoid contact with ill people and self-isolate in a similar situation	1	-	-	-
PC10. wear and dispose PPEs regularly and appropriately	1	-	-	-
PC11. report advanced hygiene and sanitation issues to appropriate authority	1	1	-	-
PC12. follow stress and anxiety management techniques	1	1	-	-
<i>Perform work as per quality standards</i>	5	3	-	2
PC13. ensure that work is accomplished as per the requirements within the specified timeline	2	2	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. ensure team goals are given preference over individual goals	3	1	-	1
<i>Effective waste management practices</i>	15	10	-	4
PC15. follow the fundamentals of 5S for waste management	3	2	-	1
PC16. segregate waste into different categories	2	1	-	-
PC17. follow processes specified for disposal of hazardous waste	2	2	-	1
PC18. identify recyclable, non-recyclable and hazardous waste	4	2	-	1
PC19. dispose non-recyclable, recyclable and reusable waste appropriately at identified location	4	3	-	1
<i>Material/energy conservation practices</i>	12	7	-	5
PC20. identify ways to optimize usage of material in various tasks/activities/processes	2	1	-	1
PC21. check for spills/leakages in various tasks/activities/processes	2	1	-	1
PC22. plug spills/leakages and escalate to appropriate authority if unable to rectify	2	1	-	-
PC23. check if the equipment/machine is functioning normally before commencing work and rectify wherever required	2	2	-	1
PC24. report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment	2	1	-	1
PC25. ensure electrical equipment and appliances are properly connected and turned off when not in use	2	1	-	1
NOS Total	50	30	-	20

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N9803
NOS Name	Organize work and resources (Manufacturing)
Sector	Automotive
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	31/03/2022
Next Review Date	24/06/2026
NSQC Clearance Date	24/06/2021

ASC/N6303: Inspect and maintain the automotive product and process quality and implement corrective actions

Description

This NOS unit is about the individual inspecting and maintaining the quality of the products and processes

Scope

The scope covers the following :

- Preparing for inspection process
- Perform inspection process
- Coordinate with the team and line incharge/supervisor

Elements and Performance Criteria

Preparing for inspection process

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

- PC1.** interpret the inspection check sheet and coordinate with the superior for confirming inspection tasks and inspection criteria based on the standards for product/process
- PC2.** identify and arrange testing equipment, measuring instruments, gauges, parts etc. required during the quality inspection process
- PC3.** ensure that tools, gauges and measuring instruments to be used for inspection process are calibrated

Perform inspection process

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

- PC4.** follow safety practices recommended by organisation during quality inspection process
- PC5.** conduct and guide the quality control assistant in conducting the visual inspection of part or product for scratches, dents, damages, packing etc. as per the norms and quality standards
- PC6.** conduct and guide the quality control assistant in conducting the dimensional and functional check of part or product by using inspection and measuring instrument such as vernier caliper, bore gauge, Go/NOGO gauge, micrometer etc.
- PC7.** judge the part or product through reference for feel, touch, sound, smell, etc. if the measurement is not possible
- PC8.** maintain and preserve the tested samples to track inspection history of automotive part or product tested and use it as defect/limit samples
- PC9.** ensure that the sticker/number/label is placed on the inspected automotive part or product
- PC10.** conduct automotive process inspection to verify the process control items by using pressure gauge, temperature gauge, voltmeter/ ammeter etc.
- PC11.** prepare first-off inspection report by referring to process inspection standard/process parameter sheet/control plan
- PC12.** record the observations of the inspection and update the records such as inspection report, charts in graphical pattern and other documents, manually or electronically as per the SOP
- PC13.** raise a scrap note and ensure that scrapped part or product in the scrap yard is disposed-off as per the organisational specified procedure

Co-ordinate with the team, and line incharge/supervisor

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

- PC14.** work as a CFT member of the team formed for problem solving and corrective actions pertaining to the products handled
- PC15.** collect data related to the problems identified during inspection process, analyse it with team and identify the corrective actions for clearing the discrepancies
- PC16.** coordinate with the respective process line leader/supervisor and implement corrective action for discrepancies identified in the inspection report
- PC17.** coordinate with the team and identify opportunities for improvements in productivity, quality, cost, safety and morale
- PC18.** verify the daily check items for e.g. poka yoke, mould functioning, fixture condition etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's quality inspection standards and processes
- KU2.** classification of measuring instruments such as direct/indirect, precision/non-precision etc.
- KU3.** Standard Operating Procedures (SOP) recommended by OEM for using testing equipment, gauges and measuring instruments such as vernier, Micrometers, height gauge, surface plate, etc.
- KU4.** QMS system guidelines followed in the organization such as IATF-16949
- KU5.** how to check the calibration of measuring instruments, gauges etc.
- KU6.** manufacturing process being followed for each product
- KU7.** inspection checkpoints for the parts, product and process
- KU8.** documentation required regarding quality inspection process
- KU9.** basic operation of software such as SAP, ERP etc.
- KU10.** use of appropriate PPE, material handling equipment and tools for completing the inspection tasks
- KU11.** problem solving & analysis tools like 8Ds, five why analysis etc.
- KU12.** Root Cause Analysis (RCA) techniques

Generic Skills (GS)

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

- GS1.** read quality process related standard documents
- GS2.** communicate the inspection activities requirements to the supervisor and co-workers
- GS3.** prepare reports related to inspection process in English/regional language
- GS4.** recognise a workplace problem and take suitable action
- GS5.** analyse and apply the information gathered from observation, experience, reasoning or communication to act efficiently
- GS6.** complete the assigned tasks as per schedule
- GS7.** plan and organise work according to the work requirements

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparing for inspection process</i>	10	9	-	4
PC1. interpret the inspection check sheet and coordinate with the superior for confirming inspection tasks and inspection criteria based on the standards for product/process	2	3	-	1
PC2. identify and arrange testing equipment, measuring instruments, gauges, parts etc. required during the quality inspection process	5	3	-	2
PC3. ensure that tools, gauges and measuring instruments to be used for inspection process are calibrated	3	3	-	1
<i>Perform inspection process</i>	15	30	-	12
PC4. follow safety practices recommended by organisation during quality inspection process	1	1	-	1
PC5. conduct and guide the quality control assistant in conducting the visual inspection of part or product for scratches, dents, damages, packing etc. as per the norms and quality standards	3	6	-	2
PC6. conduct and guide the quality control assistant in conducting the dimensional and functional check of part or product by using inspection and measuring instrument such as vernier caliper, bore gauge, Go/NOGO gauge, micrometer etc.	3	5	-	2
PC7. judge the part or product through reference for feel, touch, sound, smell, etc. if the measurement is not possible	2	4	-	1
PC8. maintain and preserve the tested samples to track inspection history of automotive part or product tested and use it as defect/limit samples	1	3	-	1
PC9. ensure that the sticker/number/label is placed on the inspected automotive part or product	1	1	-	-
PC10. conduct automotive process inspection to verify the process control items by using pressure gauge, temperature gauge, voltmeter/ ammeter etc.	2	3	-	2

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. prepare first-off inspection report by referring to process inspection standard/process parameter sheet/control plan	1	3	-	1
PC12. record the observations of the inspection and update the records such as inspection report, charts in graphical pattern and other documents, manually or electronically as per the SOP	1	3	-	1
PC13. raise a scrap note and ensure that scrapped part or product in the scrap yard is disposed-off as per the organisational specified procedure	-	1	-	1
<i>Co-ordinate with the team, and line incharge/supervisor</i>	5	11	-	4
PC14. work as a CFT member of the team formed for problem solving and corrective actions pertaining to the products handled	1	2	-	-
PC15. collect data related to the problems identified during inspection process, analyse it with team and identify the corrective actions for clearing the discrepancies	1	3	-	2
PC16. coordinate with the respective process line leader/supervisor and implement corrective action for discrepancies identified in the inspection report	1	2	-	1
PC17. coordinate with the team and identify opportunities for improvements in productivity, quality, cost, safety and morale	1	2	-	-
PC18. verify the daily check items for e.g. poka yoke, mould functioning, fixture condition etc.	1	2	-	1
NOS Total	30	50	-	20

National Occupational Standards (NOS) Parameters

NOS Code	ASC/N6303
NOS Name	Inspect and maintain the automotive product and process quality and implemet corrective actions
Sector	Automotive
Sub-Sector	Manufacturing Support
Occupation	Quality Assurance
NSQF Level	4
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/N0102: Employability Skills (60 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
- Career Development & Goal Setting
- 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.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values - Citizenship

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

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

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

- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.
- PC28.** follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

- PC29.** create a professional Curriculum vitae (Résumé)
- PC30.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
- PC31.** apply to identified job openings using offline /online methods as per requirement
- PC32.** answer questions politely, with clarity and confidence, during recruitment and selection
- PC33.** identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** need for employability skills and different learning and employability related portals
- 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 English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up
- KU6.** importance of career development and setting long- and short-term goals
- KU7.** about effective communication
- KU8.** POSH Act
- KU9.** Gender sensitivity and inclusivity
- KU10.** different types of financial institutes, products, and services
- KU11.** how to compute income and expenditure
- KU12.** importance of maintaining safety and security in offline and online financial transactions
- KU13.** different legal rights and laws
- KU14.** different types of digital devices and the procedure to operate them safely and securely
- KU15.** how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.
- KU16.** how to identify business opportunities
- KU17.** types and needs of customers
- KU18.** how to apply for a job and prepare for an interview
- KU19.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** read and write different types of documents/instructions/correspondence
- GS2.** communicate effectively using appropriate language in formal and informal settings
- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode

- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization 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. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-
<i>Entrepreneurship</i>	2	3	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
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) (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training centre based on these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

(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/N9803.Organize work and resources (Manufacturing)	50	30	-	20	100	15
ASC/N6303.Inspect and maintain the automotive product and process quality and implemet corrective actions	30	50	-	20	100	75
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
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
PPE	Personal Protective Equipment
PwD	Person with Disability
SOP	Standard Operating Practices
CFT	Customer Focus Team
RCA	Root Cause Analysis
PPE	Personal Protective Equipment
SAP	Systems Applications and Products
ERP	Enterprise Resource Planning
QMS	Quality Management System

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.