Model Curriculum

QP Name: Automotive Press Shop Assistant

QP Code: ASC/Q3401

QP Version: 2.0

NSQF Level: 2

Model Curriculum Version: 1.0

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Training Parameters

Sector	Automotive
Sub-Sector	Manufacturing
Occupation	Sheet Metal Forming
Country	India
NSQF Level	2
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7211.0102
Minimum Educational Qualification and Experience	8th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 years
Last Reviewed On	31/08/2021
Next Review Date	31/08/2024
NSQC Approval Date	31/08/2021
QP Version	2.0
Model Curriculum Creation Date	31/08/2021
Model Curriculum Valid Up to Date	31/08/2024
Model Curriculum Version	1.0
Minimum Duration of the Course	270 Hours 00 Minutes
Maximum Duration of the Course	270 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.

- Support the press shop technician in preparatory activities such as lifting of workpiece, inspection of tools and equipment etc.
- Support the press shop technician during press shop operations and post-pressing operations.
- 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
Bridge Module	**05:00**	**00:00**			**05:00**
Module 1: Introduction to the role of an Automotive Press Shop Assistant	05:00	0:00			05:00
ASC/N9803 – Organize work and resources (Manufacturing) NOS Version No. – 1.0 NSQF Level – 3	**15:00**	**30:00**			**45:00**
Module 2: Organize work and resources according to safety and conservation standards	15:00	30:00			45:00
ASC/N9802 – Interact effectively with colleagues, customers and others NOS Version No. – 1.0 NSQF Level - 3	**15:00**	**25:00**			**40:00**
Module 3: Communicate effectively and efficiently	15:00	25:00			40:00
ASC/N3401 – Support the press shop technician during pressing operations NOS Version No. – 2.0 NSQF Level - 2	**60:00**	**120:00**			**180:00**
Module 4: Prepare for press shop operations	30:00	60:00			90:00
Module 5: Support in pressing and post-pressing operations	30:00	60:00			90:00
Total Duration	**95:00**	**175:00**			**270:00**

Module Details

Module 1: Introduction to the role of an Automotive Press Shop Assistant

Bridge module

Terminal Outcomes:

- Discuss the role and responsibilities of an Automotive Press Shop Assistant.

Duration: *<05:00>*	**Duration**: *<00:00>*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• List the role and responsibilities of an Automotive Press Shop Assistant. • Discuss the job opportunities of an Automotive Press Shop Assistant in an automobile industry. • Explain about Indian automotive market. • List various automobile Original Equipment Manufacturers (OEMs) and different products/ models manufactured by them. • Discuss the standards and procedures involved in the different processes of press shop. • Identify the standard checklists and schedules recommended by OEM.	
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	

Module 2: Organize work and resources according to safety and conservation standards

Mapped to ASC/N9803, v1.0

Terminal Outcomes:

- Employ appropriate ways to maintain safe and secure working environment.
- Perform work as per the quality standards.
- Apply conservation practices at the workplace.

Duration: *<15:00>*	**Duration**: *<30:00>*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• List the potential workplace related risks and hazards, their causes and preventions. • Identify PPE to be used at workplace. • Identify various warning signs used at the workplace. • Describe appropriate strategies to deal with emergencies and accidents at the workplace. • Outline the organizational structure to be followed to report about health, safety and security breaches to the concerned authorities. • Discuss the importance of keeping work area clean and tidy. • Discuss the significance of conforming to basic hygiene practices such as washing hands, using alcohol based hand sanitizers or soap. • Discuss organizational hygiene and sanitation guidelines and ways of reporting breaches/gaps if any to the concerned authorities. • Discuss the ways of dealing with stress and anxiety. • Discuss how to complete the given work within the stipulated time period. • Explain how to maintain a proper balance between team and individual goals. • Explain 5S guidelines at workplace. • List the various materials used at the workplace. • Explain organisational recommended procedure for storage of tools, equipment and material after completion of work. • Explain the ways to optimize usage of resources. • Discuss various methods of waste management and its disposal.	• Apply appropriate safety practices to ensure safety of people at the workplace • Display the correct way of wearing and removing PPE such as face masks, hand gloves, face shields, PPE suits, etc. • Demonstrate the use of fire extinguisher. • Apply basic first aid procedure in case of emergencies. • Perform routine cleaning of tools, equipment and machines. • Employ various techniques for checking malfunctions in the equipment as per Standard Operating Procedure (SOP). • 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. • Demonstrate how to evacuate the workplace in case of an emergency. • Demonstrate sorting of materials, tools and equipment and spare parts after completion of work. • Demonstrate the steps involved in storage of tools, equipment and material after completion of work. • Perform basic checks to identify any spills and leaks and that need to be plugged /stopped. • Demonstrate different disposal techniques depending upon 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.

• 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 common practices for conserving electricity at workplace. • Discuss the common sources of pollution and ways to minimize it.	
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	
• Housekeeping material: Cleaning agents, cleaning cloth, waste container, dust pan and brush set, liquid soap, hand towel, fire extinguisher • Safety gears: Safety shoes, ear plug, goggles, gloves, helmet, first-aid kit	

Module 3: Communicate Effectively and Efficiently

Mapped to ASC/N9802, v1.0

Terminal Outcomes:

- Use effective communication and interpersonal skills.
- Apply sensitivity while interacting with different genders and people with disabilities.

Duration: *<15:00>*	**Duration**: *<25:00>*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain the organizational structure for communicating with colleagues, seniors and others. • Discuss the ways to adjust the communication styles to reflect sensitivity towards gender and persons with disability (PwD). • Explain the importance of respecting personal space of colleagues. • State the procedure to receive work instructions and report problems to the supervisor. • List the various organizational policies and procedures to be followed at the workplace. • Describe different ways to rectify commonly occurring errors. • Explain the importance of complying with the instructions/guidelines and procedures while performing tasks related to the job specifications. • Discuss the importance of PwD and gender sensitization.	• Employ different means of communication depending upon the requirement while interacting with others. • Demonstrate using new ways to maintain good relationships with colleagues and supervisor. • Prepare a sample report to send the work status to the supervisor. • Demonstrate how to communicate with different genders and persons with disability (PwD) in a sensitive manner.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	
Sample of escalation matrix, organisation structure.	

Module 4: Prepare for press shop operations

Mapped to ASC/N3401, v2.0

Terminal Outcomes:

- Identify tools and equipment required for press shop operations.
- Perform the steps to carry out preparatory activities such as lifting of workpiece, collection and inspection of tools and equipment etc.

Duration: *<30:00>*	**Duration**: *<60:00>*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Elucidate various types of pressing processes. • Discuss do's and don'ts of the manufacturing process. • List different types of presses used in industry. • Describe the pressing process, including their designs, uses and basic repair and maintenance of different types of presses. • List the tools, pressing machine, equipment, consumables and input materials required during pressing work. • Discuss the organisational process of collecting, arranging and storing the tools, die, pressing machine, equipment, consumables and input materials from the store. • Summarise the steps to be performed for checking the input material, die, tools and equipment before use. • Discuss pressing machine parameters such as cushion setting, clearance height settings, etc. and their impact on output. • Summarise the steps to be performed for setting of the pressing machine and its parameters as per requirements. • Discuss ways for safe handling and no damage of work pieces and machine auxiliaries during loading and unloading.	• Demonstrate the standard operating procedure to use tools, pressing machine, equipment, consumables, die and input materials required during pressing work. • Show how to collect the required tools, die, pressing machine, equipment, consumables and input materials from the store. • Apply appropriate ways of checking the input material, tools and equipment for defects before use. • Show how to clean the tools and pressing apparatus before use. • Display how to lubricate the machine, die and raw material by using grease. • Demonstrate how to support the press shop technician in checking of the functioning of various components of pressing machine • Demonstrate how to support the press shop technician in setting of the pressing machine and its parameters as per the requirements. • Show how to load/feed the work pieces/blanks and machine auxiliaries securely on the machine apparatus manually or by using lifting equipment.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	
• PPT's, teaching aids, drawing / blue print, work order • **Raw Materials:** Coils, strips, sheet & tubes • **Tools:** Allen key set, circlip plier (diff sizes), diamond file die clamp / spacers/bolts, flat file rough/finished, hammer, long nose plier(15qm), loose punch, spanner set, scribers, surface grinding machine • **Machines:** Bending & pneumatic press, drilling machine, hydraulic press, lathe machine, mechanical power press (30/60T)	

- **Consumables:** Emery paper (different grades), lubricants, grease
- Different type of dies
- Work table with bench vice
- **Safety materials**: Fire extinguisher, safety gloves, aprons, safety glasses, helmet, safety shoe and first-aid kit
- **Cleaning material**: Wire brush (M.S.), cleaning agents, cleaning cloth, waste container, dust pan and brush set, liquid soap, hand towel

Module 5: Support in pressing and post-pressing operations

Mapped to ASC/N3401, v2.0

Terminal Outcomes:

- Demonstrate how to support technician during press shop operations.
- Perform steps to carry out post-pressing activities.

Duration: *<30:00>*	**Duration**: *<60:00>*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss correct way of holding tools during the pressing operations. • List consumables and accessories required during the pressing work. • Discuss the process of unloading and placing the work pieces on the designated place as per the work instructions. • Describe finishing processes like deburring, buffing, etc. • Discuss the safety practices to avoid any hazard and accident during pressing process. • Discuss the tasks to be performed post-pressing. • Summarise the commonly occurring defects in the pressed pieces. • Discuss the impact of defects on the quality of pressed pieces. • Explain the inspection methods for identifying the defects and checking the quality of pressed pieces as per the control plan. • Discuss the process of segregating, tagging and storing of damaged and ok workpieces as per organisational guidelines. • Discuss various cleaning methods to clean the tools, equipment and work area. • List different methods for disposing off waste material.	• Show how to hold the tools during pressing operations in the correct manner and safely. • Perform the steps of unloading work pieces from pressing machine and placing them on the trolley/bin by using lifting tools. • Demonstrate how to support the technician in finishing processes. • Demonstrate how to support the assembly operator in inspection for identifying the defects and checking the quality of finished pieces. • Show how to support welding operator in segregating, tagging and storing of the pressed pieces as per organisational guidelines. • Apply appropriate ways to clean the work area. • Show how to dispose waste as per organisational guidelines.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	
• PPT's, teaching aids, drawing / blue print, work order • **Raw Materials:** Coils, strips, sheet & tubes • **Tools:** Allen key set, circlip plier (diff sizes), diamond file die clamp / spacers/bolts, flat file rough/finished, hammer, long nose plier(15qm), loose punch, spanner set, scribers, surface grinding machine • **Machines:** Bending & pneumatic press, drilling machine, hydraulic press, lathe machine, mechanical power press (30/60T)	

- **Consumables:** Emery paper (different grades), lubricants, grease
- Different type of dies
- Work table with bench vice
- **Safety materials**: Fire extinguisher, safety gloves, aprons, safety glasses, helmet, safety shoe and first-aid kit
- **Cleaning material**: Wire brush (M.S.), cleaning agents, cleaning cloth, waste container, dust pan and brush set, liquid soap, hand towel

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training Experience**		**Remarks**
		Years	***Specialization***	***Years***	***Specialization***	
ITI	Turner/Fitter/ Electrician	2	Turner/ Fitter/Electrician	1	Turner/ Fitter/Electrician	NA
ITI	Turner/Fitter/ Electrician	3	Turner/Fitter/ Electrician	0	Turner/Fitter/ Electrician	NA
Diploma	Mechanical/ Electrical/ Automobile	1	Mechanical/Electrical/ Automobile	1	Mechanical/Electrical/ Automobile	NA
Diploma	Mechanical/ Electrical/ Automobile	2	Mechanical/Electrical/ Automobile	0	Mechanical/Electrical/ Automobile	NA

Trainer Certification	
Domain Certification	**Platform Certification**
"Automotive Press Shop Assistant, ASC/Q3401, version 2.0". Minimum accepted score is 80%.	"Trainer, MEP/Q2601 v1.0" Minimum accepted score is 80%.

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training/Assessment Experience**		**Remarks**
		Years	***Specialization***	***Years***	***Specialization***	
ITI	Turner/ Fitter/Electrician	3	Turner/ Fitter/Electrician	1	Turner/ Fitter/Electrician	NA
ITI	Turner/Fitter/ Electrician	4	Turner/Fitter/ Electrician	0	Turner/Fitter/ Electrician	**NA**
Diploma	Mechanical/Electrical/ Automobile	2	Mechanical/Electrical/ Automobile	1	Mechanical/Electrical/ Automobile	**NA**
Diploma	Mechanical/Electrical/ Automobile	3	Mechanical/Electrical/ Automobile	0	Mechanical/Electrical/ Automobile	**NA**

Assessor Certification	
Domain Certification	**Platform Certification**
"Automotive Press Shop Assistant, ASC/Q3401, version 2.0". Minimum accepted score is 80%.	"Assessor; MEP/Q2701 v1.0" Minimum accepted score 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