

Model Curriculum

Driving- Assistant

SECTOR: AUTOMOTIVE

SUB-SECTOR: ROAD TRANSPORTATION

OCCUPATION: DRIVING

REF ID: ASC/Q9701

NSQF LEVEL: 2



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

AUTOMOTIVE SKILLS DEVELOPMENT COUNCIL

for

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/Qualification Pack: Driving Assistant QP No. ASC/Q 9701 Level 2

Date of issuance: April 9th, 2016

Valid up to*: April 10th, 2018

*Valid up to the next review date of the Qualification Pack or the
"Valid up to" date mentioned above (whichever is earlier)

Authorised Signatory
(Automotive Skills Development Council)

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Driving Assistant

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Driving-Assistant”, in the “Automotive” Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Driving Assistant		
Qualification Reference ID.	ASC/Q9701, v1.0		
Version No.	1.0	Version Update Date	
Pre-requisites to Training	5th Standard passed, preferably		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Carry out cleaning of a vehicle: Carrying out routine daily washing and cleaning of the vehicle before the start of the trip as well as during the trip. • Perform routine checks for basic functioning of vehicle and provide assistance to driver in servicing or minor repair: Carry out basic technical checks on a vehicle like fluid levels in various systems, condition of tyres and spare tyre, working of lights and wipers, availability of tool kit and assist driver in minor repairs. • Work effectively in a team: Working effectively in a team, either in individual's own work group or in other work groups outside the organization. • Practice HSE and security related guidelines: Commitment towards reporting potential hazards, taking preventive measures to contain accidents in order to make the work environment safe for self ,colleagues, clients and public and maintain a clean working environment. 		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Driving Assistant” Qualification Pack issued by “Automotive Skills Development Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Cleaning of vehicles</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code ASC/N9702</p>	<p>At the end of the module the learner should be able to:-</p> <ul style="list-style-type: none"> Define vehicle model and its features Select the type of surfactant and cloth to be used for the cleaning process Explain the water pump Check for water supply in the pipe Identify the external structure of the vehicle like the body, tyres, windshield, rear view mirrors etc. Carry out cleaning of loose dust and dirt with the running water in pipe Inspect the vehicle to ensure that water did not enter into components like starter motor, alternator and horn Apply the surfactant on the previously washed external structure properly using a spongy cloth in order to clean the hard-to-remove stains Ensure that the stains are not visible on the vehicle after rubbing. Maintain the vehicle, and observe and report any loose/broken/missing parts like mountings, seals, chassis fasteners. Apply jet of running water on the surfactant after cleaning the vehicle in order to completely wash out the residue deposited on the vehicle. Ensure water does not enter into components like starter motor, alternator and horn while re-washing the vehicle with running water Inspect malfunctioning of the whole vehicle including parts like dashboard, instrument panel, seats, steering wheel, driver console by thoroughly wiping with a cloth Escalate and convey areas of concern to driver/supervisor Demonstrate various cleaning activity for various vehicle models in coordination with respective drivers Explain requisite knowledge with newly joined cleaners Plan cleaning activity to complete in scheduled time 	<p>Training kit (Trainer guide, PowerPoint presentation) Demo vehicle</p>
2	<p>Perform a routine check of basic functioning of vehicle</p>	<p>At the end of the module the learner should be able to:-</p>	<p>Training kit (Trainer guide, PowerPoint)</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>and provide assistance to driver in servicing or minor repairs</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code ASC/N9708</p>	<ul style="list-style-type: none"> Choose point of contact to inform in case of any technical deficiencies Identify documents required for inspection as per government regulations Match the vehicle model and its various technical features Inspect the operating criteria for all the points mentioned in the checklist Check the coolant, clutch, correct levels of engine and brake oil, and water is available in the wiper washer before the start of the trip Inspect all the tyres including spare tyre and ensure correct levels by deflating or inflating suitably Ensure all lights, wiper and horn are working and report to the driver/supervisor in case of any malfunctioning Check the tool box and ensure availability of hand tools including jack, props, wheel choke, etc. Inspect all exterior and interior parts of the vehicle for any damages to body panels, lights and wind shield, other glass parts and mirrors Discuss problem with the driver/supervisor Solve the problem by providing required tools and helping hand to the driver Carry out repairing and filling of the engine/brake/coolant oil and other fluids to ensure optimum levels as per technical standards of vehicle operation Adapt rectification guidelines Interpret past mistakes and identify potential problems 	<p>presentation) Demo vehicle, Insurance copy, Registration certificate, Fitness certificate, Emission certificate, Any other required permits, Standard tool kit</p>
3	<p>Work Effectively in a Team</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code ASC/N0002</p>	<p>At the end of the module the learner should be able to:-</p> <ul style="list-style-type: none"> Explain the organization structure Identify key people involved in day to day operations State roles and responsibilities of concerned authorities State the importance of communication in day to day operations Explain various types of communication like Speaking and Listening, Writing and reading State the importance of tone and body language in the communication 	<p>Training kit (Trainer guide, PowerPoint presentation)</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • Explain the importance of listening in communication • Communicate effectively with colleagues using all types of communication • State the importance of planning in achieving the target • Collaborate with colleagues to complete the task within the stipulated time • Seek help or advice from the supervisor • Pass on the required message to colleagues using verbal and non verbal communication • Stick to your commitments and inform stake holders if the work is getting delayed due to unavoidable circumstances • Forecast the problems that might arise and take remedial measures to avoid such problems • Demonstrate problem solving approach • Read instructions, guidelines and procedures • Deliver consistent and reliable service to the customers 	
4	<p>Practice HSE and security related guidelines Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code ASC/N0012</p>	<p>At the end of the module the learner should be able to:-</p> <ul style="list-style-type: none"> • Explain how to use appropriate equipment and alarm systems to limit danger • Discuss alternate routes in case of natural calamity, road construction works etc. • Define organization's instructions or guidelines relating to dealing with and reporting safety and emergency issues • Select action to limit danger • Identify methods of effective and appropriate communication • Outline various safety, cleanliness and emergency situations • Demonstrate various safety and emergency situations • Choose potential safety issues while driving • Summarize rules and regulations laid down by transport authorities • Examine company policy and rules to avoid safety, health and environmental problems • Inspect vehicle for cleanliness 	Training kit (Trainer guide, PowerPoint presentation)

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • Escalate issues related to cleanliness and hygiene issues to concern department • Identify issues related to hazardous material and report to the concerned authority – internal and external • Choose effective action to limit the danger or damage, without increasing the danger or threat to yourself or others • Analyse instructions or guidelines for limiting danger or damage • Discuss information or instructions with others for appropriate action • record and report details of the danger in line with operator guidelines • Check the exhaust as per the recommended guideline and ensure the vehicle meets the emission norms • Manage waste as per environmental norms • Communicate safety, cleanliness and emergency issues • Ensure safety equipment are kept in an organized manner • Organize the work area and keep the environment clean • Explain prescribed procedure to address safety and emergency issues • Analyse past mistakes regarding use of safety and emergency issues 	
	<p>Total Duration</p> <p>Theory Duration 70:00</p> <p>Practical Duration 130:00</p>	<p>Unique Equipment Required: Demo vehicle, detergents, RTO rules and regulations, Insurance copy, Registration certificate, Insurance certificate, Emission certificate etc.</p>	

Grand Total Course Duration: **200 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by Automotive Skills Development Council)

Trainer Prerequisites for Job role: “Driver Assistant” mapped to Qualification Pack: “ASC/Q9701, v1.0”

Sr. No.	Area	Details
1	Description	Driving Assistant is often called Cleaner or Helper. Individuals at this job need to assist the driver by doing the washing and cleaning of the external/internal structure of vehicle, maintaining up keep of tool box, assisting in minor repairs and running miscellaneous errands.
2	Personal Attributes	This job requires the individual to have continuous mobility as he would have to perform the job on the move for long hours. Individual must be reliable. The individual should preferably be able to speak in working Hindi since during trips, often he will have to be dealing with people across several states. The individual must also be medically fit and physically strong and maintain personal hygiene.
3	Minimum Educational Qualifications	10 th Standard pass, preferably
4a	Domain Certification	Certified for Job Role: “Driving Assistant” mapped to QP: “ASC/Q9701, v1.0”. Minimum accepted score is 80%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/ Q0102”. Minimum accepted score as per MEPSC guidelines is 80%.
5	Experience	4-5 years of experience in similar assignment

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Driver Assistant
Qualification Pack	ASC/Q9701, v1.0
Sector Skill Council	Automotive Skills Development Council

Sr. No.	Guidelines for Assessment
1	Assessment to be conducted by ASDC as per competency output defined in the NOS/QP and the assessment criteria provided in the NOS/QP
2	Assessment to be carried out by a third party Assessment Body duly affiliated to the SSC.
3	ASDC assessments will be comprehensive and cover all aspects of acquired knowledge, Practical skills and also basic ability to communicate. Accordingly, evaluation process would include: <ol style="list-style-type: none"> i. Theory/Knowledge test ii. Practical demonstration test iii. Face to Face Viva-Voce
4	Theory/Knowledge assessment will be carried out on line through a link provided For each assessment that generates a random paper from a bank of questions available at the back end. - Exception to an online test in favour of Paper Test would be subject to non-availability of requisite broad band and/or hardware. - On line test would be conducted in the presence of an ASDC assessor till web enabled proctoring is deployed.
5	ASDC assessor would be conducting Practical and Viva as per the criteria provided in the NOS/QP.
6	Cut off criteria for certification (Marks obtained in %): 80 %

Assessable Outcome	Assessment Criteria	Total Mark (500)	Out Of	Marks Allocation				
				Theory	Viva	Practical		
1.ASC/N9702 Carryout cleaning of a Vehicle	PC1.start the water pump and check for water supply in the pipe		125		12	18		
	PC2.thoroughly wash the external structure of the vehicle like the body, tyres, windshield , rear view mirrors etc. from the running water in pipe in order to clean the settled loose dust and dirt							
	PC3.while washing the vehicle with running water to ensure that water does not enter into components like starter motor, alternator and horn.							
	PC4.rub the surfactant on the previously washed external structure properly using a spongy cloth in order to clean the hard-to-remove stains						12	18
	PC5.ensure that the stains are not visible on the vehicle after rubbing.							
	PC6.while cleaning the vehicle, to observe and report any loose/broken/missing parts like mountings, seals, chassis fasteners.							
	PC7.after cleaning the vehicle, spray a jet of running water on the surfactant applied parts of vehicle in order to completely wash out the residue deposited on the vehicle.						15	30
	PC8.While re - washing the vehicle with running water, to ensure that water does not enter into components like starter motor, alternator and horn.							
	PC9.take a clean wiping cloth and thoroughly wipe the whole vehicle including parts like dashboard , instrument panel , seats ,steering wheel , driver console that cannot be surfactant cleaned as it would lead to malfunctioning							
	Total		125		39	88		
2.ASC/N9708 Perform routine check for basic functioning of vehicle and provide assistance to driver in servicing or minor repair	PC1.before start of the trip , refer a standard check list if available and ensure correct levels of engine oil, coolant clutch, brake oil water in wiper washer		125	125	34	56		
	PC2.check all the tyres including spare tyre for inflation with a pressure gauge and ensure correct levels by deflating or inflating suitably							
	PC3.check that all lights, wiper and horn are working and report to the Driver/supervisor in case of any malfunctioning							

Assessable Outcome	Assessment Criteria	Total Mark (500)	Out Of	Marks Allocation		
				Theory	Viva	Practical
	PC4.check the tool box and ensure availability of all the hand tools including jack, props ,wheel choke etc.					
	PC5.observe all exterior and interior parts of the vehicle for any damages to body panels, lights and wind shield , other glass parts and mirrors.					
	PC6.in case of any problem observed in any of the checkpoints, immediately inform the driver/supervisor					
	PC7.assist the driver in resolution of problem by providing him the required tools and equipment on the spot and physically lend him a helping hand in doing the strenuous jobs like lifting of vehicle by jack in case of punctured tyre replacement , opening of screws and fixtures for lights , wiper, tyres etc. while repairing and filling the engine/brake/coolant oil and other fluids to ensure optimum levels					
	Total		125		47	78
3.ASC/N0002 Work effectively in a team	PC1.maintain clear communication with Colleagues		125		41	84
	PC2.work with colleagues					
	PC3.pass on information to colleagues in line with organisational requirements					
	PC4.work in ways that show respect for colleagues					
	PC5.carry out commitments made to colleagues					
	PC6.let colleagues know in good time if cannot carry out commitments, explaining the reasons					
	PC7.identify problems in working with colleagues and take the initiative to solve these problems					
	PC8.follow the organisation's policies and procedures for working with colleagues					
	PC9.ability to share resources with other members as per priority of tasks					
	Total		125		41	84
4.ASC/N0012 Practice HSE and security related Guidelines	PC1.spot and report potential safety issues while driving		125		8	7
	PC2.follow rules and regulations laid down by transport authorities					
	PC3.follow company policy and rules to avoid safety, health and environmental problems					
	PC4.ensure cleanliness of vehicle					
	PC5.escalate issues related to					
					9	21

Assessable Outcome	Assessment Criteria	Total Mark (500)	Out Of	Marks Allocation		
				Theory	Viva	Practical
	cleanliness and hygiene issues to concern department					
	PC6.escalate issues related to hazardous material (if not reported in case of goods transport) to concerned authority – internal and external					
	PC7.take immediate and effective action to limit the danger or damage, without increasing the danger or threat to yourself or others					
	PC8.follow instructions or guidelines for limiting danger or damage					
	PC9.escalate the issue immediately if you cannot deal effectively with the danger					
	PC10.give clear information or instructions to others to allow them to take appropriate action					
	PC11.record and report details of the danger in line with operator guidelines		125		22	48
	PC12.report any difficulties you have keeping to your organization's health and safety instructions or guidelines, giving full and accurate details					
	PC13.Check the exhaust as per the recommended guideline and ensure the vehicle is meeting the emission norms. In case not get the vehicle re-tuned/adjusted.					
	PC14.Get the waste from routine cleaning, changed spare parts etc. disposed off as per environmental norms					
	Total		125		39	86
	Grand Total	500	500		166	334
	Percentage Weightage:				32	68
	Minimum Pass% to qualify (aggregate):				70	