

Model Curriculum

Light Motor Vehicle Driver Level 3

SECTOR: AUTOMOTIVE

SUB-SECTOR: ROAD TRANSPORTATION

OCCUPATION: DRIVING

REF ID: ASC/Q9702

NSQF LEVEL: 3



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 "**Light Motor Vehicle Driver L3**" QP No: "**ASC/Q9702 Level 3**"

Date of Issuance: June 28th, 2018

Valid up to: May 30th, 2020*

*Valid up to the next review date of the Qualification Pack


Authorized Signatory
(Automotive Skills Development Council)

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Light Motor Vehicle Driver Level 3

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Light Motor Vehicle Driver Level 3”, in the “Automotive” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Light Motor Vehicle Driver Level 3		
Qualification Pack Name & Reference ID.	ASC/Q9702		
Version No.	1.0	Version Update Date	28-06-2018
Pre-requisites to Training	Preferably Class VIII		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Assess road and service worthiness of vehicle:Service Manual requirements,CMVR guidelines, Additional HSE requirements, Pre-operational conditions, Organization structure, Escalation procedure, pre- operational checks of equipment’s and vehicle. • Drive safely on the assigned route including long distance trips: the driver must be able to confirm to standard driving practices to ensure safety of life and material, traffic and regulatory norms and dealing with people in challenging condition. The individual should be able to attend breakdowns or mal functioning and carry out adjustment or minor repairs • Practice HSE and security related guidelines: Get well versed with health and safety measures, Individual Safety, PPE usage, security procedures, Quick Emergency Responses, First Aid, Fire Safety 		

This course encompasses 3 out of 3 National Occupational Standards (NOS) of “Light Motor Vehicle Driver Level 3” Qualification Pack issued by “Automotive Skills Development Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Ensuring road worthiness of vehicle.</p> <p>Theory Duration (hh:mm) 25:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code ASC/N9703</p>	<ul style="list-style-type: none"> • Ensure the vehicle road worthiness as per rule book of STUs, CMVR guidelines for RTO and other environmental requirements • Supervise and ensure basic technical check of vehicle before the trip. • Record all deviations observed while carrying out technical checks or servicing like oil/filter change, coolant and fuel levels and tyre inflation levels, during the trip. • Escalate vehicle defects to the senior driver or supervisor or owner. • Follow company’s policies on vehicle road worthiness requirement. Read and understand technical standards of vehicle operation in terms of fuel system and other control systems in vehicle.. 	<ul style="list-style-type: none"> • Laptop, White board, Marker, Projector, Screen, • Driving Simulator, vehicles with dual control for driving practices , aggregates cut sections for practical training, driving training track, failed engine and chassis part Road signage charts, tyre inflator and tyre lever spanner sets, screw driver set, air pressure gauge , eye testing apparatus, vernier calliper and micrometer, automatic traffic signal. • Complete set of tool box and other accessories such as air compressor with grease gun, box spanner battery charger • First Aid Box, Fire Extinguisher, Personal Productive Equipment (PPE)
2	<p>Drive safely on the assigned route within limited geography</p> <p>Theory Duration (hh:mm) 55:00</p> <p>Practical Duration (hh:mm) 50:00</p> <p>Corresponding NOS Code ASC/N9704</p>	<ul style="list-style-type: none"> • Confirm that all checks have been carried out for road worthiness of the vehicle and all papers relevant to vehicles and goods are available including driving license. • Understand and Coordinate the operation of all controls to manoeuvre the vehicle safely and responsibly in all condition such as parking, overtaking, reversing, gear changing, bad weather condition and hill driving. • Check the brakes, accelerator, and steering control of the vehicle. • Monitor and respond correctly to gauges, warning lights and other aids when driving. • Assist other drivers who require help and take help where needed • Practice good driving habits for obtaining fuel efficiency and non-usage of mobile phones while driving • Plan and drive based on traffic and road conditions using radio links/navigation aids if available. • Follow safe driving techniques and traffic regulations such as correct signalling, speed and distance, signs and road 	<ul style="list-style-type: none"> • Laptop, White board, Marker, Projector, Screen, • Driving Simulator, vehicles with dual control for driving practices , aggregates cut sections for practical training, driving training track, failed engine and chassis part Road signage charts, tyre inflator and tyre lever spanner sets, screw driver set, air pressure gauge , eye testing apparatus, vernier calliper and micrometer, automatic traffic signal. • Complete set of tool box and other accessories such as air compressor with grease gun, box spanner battery charger • First Aid Box, Fire Extinguisher, Personal Productive Equipment (PPE)

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>markings etc.</p> <ul style="list-style-type: none"> Resolve conflict while dealing with the owner and the passengers. Give preference and right of road usage to children, elderly and differently abled. Comply with related rules, regulations and practices for handling general public issues. Understand different parts and system of an automobiles, their specification, functions and working principles Understand simple diagnostic procedure and do minor/emergency repair of the vehicle. 	
3	<p>Practice HSE and security related guidelines</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code ASC/N0012</p>	<ul style="list-style-type: none"> Identify and report potential safety issues while driving. Follow safety standards. Ensure cleanliness and hygiene of vehicle. Escalate issues related to cleanliness, hygiene issues and hazardous material to concern department. Follow instructions or guidelines for preventing danger or damage for the vehicle and report any abnormal observation. Understand and ensure that the vehicle meets the emission norms. Identify steps of emergency procedures for accident, fire, passenger, client related issues. 	<p>Laptop, White board, Marker, projector, heavy motor vehicle, Fire Extinguisher, First aid kit, Waste bins, PPE</p> <ul style="list-style-type: none"> Case Study - Audio/video <p>Training charts</p>
	<p>Total Duration</p> <p>Theory Duration (hh:mm) 100:00</p> <p>Practical Duration (hh:mm) 100:00</p>	<p>Unique Equipment Required:</p> <p>Laptop, White board, Marker, Projector, Screen, Driving Simulator, vehicles with dual control for driving practices , aggregates cut sections for practical training, driving training track, failed engine and chassis part Road signage charts, tyre inflator and tyre lever , spanner sets, screw driver set, air pressure gauge , eye testing apparatus, vernier calliper and micrometer, automatic traffic signal. Complete set of tool box and other accessories such as air compressor with grease gun, box spanner battery charger First Aid Box, Fire Extinguisher, Personal Productive Equipment (PPE), Case Study - Audio/video ,Training charts</p>	

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

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

Trainer Prerequisites for Job role: "Light Motor Vehicle Driver Level 3" mapped to Qualification Pack: "ASC/Q9702, Version 1.0"

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack " <u>ASC/Q9702, Version 1.0</u> ".
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	Graduate/ITI with LMV driving license
4a	Domain Certification	Certified for Job Role: " <u>Light Motor Vehicle Driver Level 3</u> ", mapped to QP: " <u>ASC/Q9702, Version 1.0</u> ". The minimum accepted score should be as per the decision of the respective SSC guidelines.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: " <u>Trainer</u> ", mapped to the Qualification Pack: " <u>MEP/ Q0102</u> ". Minimum accepted score as per MEPSC guidelines is 80%.
5	Experience	Minimum 2 to 3 years in driving

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Light Motor Vehicle Driver L 3
Qualification Pack	ASC/Q9702, V1.0
No. Of NOS	2 Role specific ,1 generic

NOS Title/ NOS Elements	NOS & Performance Criterion Description		Marks allocation	
			Viva	Practical
ASC/N 9703	Assess and ensure road worthiness of the vehicle	Theory		
Vehicle road worthiness	To be competent , the user/individual on the job must be able to: PC1. check that the vehicle meets basic legal and compliance related requirements as per : <ul style="list-style-type: none"> • the organization guidelines e.g. rule books of STUs • CMVR guidelines from MoRTH and other guidelines issued by Road Transport Authorities like RTOs • any other safety, security and environmental guidelines PC2. check vehicle service record indicative of any history of technical defects or immediate need for servicing like oil/filter change PC3. record any other deviations observed during the trip		15	25
Basic technical check before the trip	PC4. supervise and ensure all basic technical checks have been carried out as per standard organization check list /procedure		12	17
Escalation of technical problem	PC5. report actual or possible defects to the senior driver or owner or service supervisor in enough detail so they can diagnose the problem PC6. in consultation with owner conclude about the road worthiness of vehicle and if found unfit to decide to use another vehicle.		13	18
	subtotal		40	60
ASC/N 9704	Drive safely on the assigned route within	Theory	Viva	Practical

	limited geographies			
Conformance to standard driving practices	<p>To be competent , the user/individual on the job must be able to:</p> <p>PC1. conform to standard driving practices covering such as</p> <ul style="list-style-type: none"> ▪ confirm all checks have been carried out for road worthiness of the vehicle. ▪ confirm all papers and documents including driving licence, vehicle documents and documents related to goods etc. are available. ▪ fasten seat belt start the vehicle and before moving re confirm all gauges are functioning. ▪ after starting , but within few meters of moving ,to check the brakes. ▪ change gear smoothly and in good time; coordinate the change of gears with steering control and acceleration 		25	35

	<ul style="list-style-type: none"> ▪ use the accelerator, steering control and brakes correctly to regulate speed and bring the vehicle to a stop safely ▪ Co-ordinate the operation of all controls to manoeuvre the vehicle safely and responsibly in all weather and road conditions in forward gear. In reverse gear to take help of assistant. ▪ use the windows, wipers, demisters and climate and ventilation controls so that you can see clearly ▪ monitor and respond correctly to gauges, warning lights and other aids when driving ▪ in case of any malfunctioning or breakdown, to immediately attend to the problem by : <ul style="list-style-type: none"> -stopping the vehicle at a safe place -carrying out a quick diagnostic check -carrying out minor adjustments or temporary repairs if possible -asking for help in case of major problems by accurately reporting the exact nature of problem so that adequate help is made available ▪ at all times while driving to practice good driving habits of gear change, acceleration and braking to ensure obtaining maximum fuel efficiency. ▪ Non usage of mobile phones while driving 			
Conformance to traffic regulation	PC2. conform to state specific traffic regulations such as <ul style="list-style-type: none"> ▪ change lanes safely at appropriate speed and observing traffic conditions ▪ overtake other road users legally, safely and by using correct signaling ▪ at all times observe the speed and distance in relation to vehicles ahead, 			

	<p>behind and on the sides and maintain a safe distance from other vehicles.</p> <ul style="list-style-type: none"> ▪ signal your intentions correctly to other road users within a safe, systematic routine ▪ respond appropriately to all permanent and temporary traffic signals, signs and road markings as well as hand signals of traffic policeman. ▪ use indicators and arm signals to signal intentions as per the traffic requirements ▪ Use the parking light when stationary, where needed ▪ select a safe, legal and convenient place to stop; secure the vehicle safely on gradients using hand brakes and wheel choke ▪ check for oncoming cyclists, pedestrians and other traffic before opening your door ▪ remain calm and composed during difficult situations like traffic jam, accidents and strictly avoid any feud with fellow commuters and other public. 		20	45
General conduct on the road, with owner	<p>PC3. Give preference and right of road usage to children, elderly and differently abled.</p> <p>PC4. Comply with any related rules, regulations and practices for handling general public issues as well as show consideration towards stray animals.</p> <p>PC5. Be extra careful when negotiating traffic, slopes and when required to park in limited space.</p> <p>PC6. Take care of owners belongings in the vehicle and maintain the vehicle in neat and clean condition</p> <p>PC7. Be pleasant in dealing with the owner and the passengers.</p>		10	0
			5	15
	subtotal		60	95
ASC/N 0012	Practice HSE and security related guidelines	Theory	Viva	Practical
Communicating	To be competent, the user/individual on the job			

potential accident points	<p>must be able to:</p> <p>PC1. spot and report potential safety issues while driving</p> <p>PC2. follow rules and regulations laid down by transport authorities</p> <p>PC3. follow company policy and rules to avoid safety, health and environmental problems</p>		3	5
Cleanliness and hygiene	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC4. ensure cleanliness of vehicle</p> <p>PC5. escalate issues related to cleanliness and hygiene issues to concern department</p> <p>PC6. escalate issues related to hazardous material (if not reported in case of goods transport) to concerned authority – internal and external</p>		0	5
Limit damage to people/client and public	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC7. take immediate and effective action to limit the danger or damage, without increasing the danger or threat to yourself or others</p> <p>PC8. follow instructions or guidelines for limiting danger or damage</p> <p>PC9. escalate the issue immediately if you cannot deal effectively with the danger</p> <p>PC10. give clear information or instructions to others to allow them to take appropriate action</p> <p>PC11. record and report details of the danger in line with operator guidelines</p> <p>PC12. report any difficulties you have keeping to your organization’s health and safety instructions or guidelines, giving full and accurate details</p> <p>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.</p> <p>PC14. Get the waste from routine cleaning,</p>		4	5

	changed spare parts etc. disposed off as per environmental norms.			
	subtotal		12	20
	Total	40	112	175