

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

NSDA Reference

To be added by NSDA

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Automotive Skills Development Council

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List of documents submitted in support of the Qualifications File

1. Career Map of Auto E Rickshaw Driver Assistant Service Technician- Annexure 1
2. QP ASC/Q 9719-Annexure 2

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SUMMARY

Qualification Title	Auto / E Rickshaw Driver Assistant Service Technician
Qualification Code	ASC/Q 9719
Nature and purpose of the qualification	<p>This is a Qualification Pack (QP) containing National Occupational Standards for the job role – Auto / E Rickshaw Driver Assistant Service Technician</p> <p>The main purpose of the qualification and the target learners is to get unemployed people into work and to upgrade the skills of people already in work.</p>
Body/bodies which will award the qualification	Automotive Skills Development Council
Body which will accredit providers to offer courses leading to the qualification	Automotive Skills Development Council
Body/bodies which will carry out assessment of learners	
Occupation(s) to which the qualification gives access	Auto / E Rickshaw Driver Assistant Service Technician
Licensing requirements	Yes
Level of the qualification in the NSQF	4
Anticipated volume of training/learning required to complete the qualification	500 hours
Entry requirements and/or recommendations	<p>Minimum Educational Qualifications - 8th Std Pass 0 years if ASDC Driver Assistant or Car Washer Certificate</p> <p>or</p> <p>2 months as driver assistant</p> <p>or</p> <p>2 months as car washer/ vehicle cleaner</p> <p>Minimum Job Entry Age- 18 years</p>
Progression from the qualification	<p>This entry should refer to one or more of the following:</p> <ul style="list-style-type: none"> - access to other qualifications at the same NSQF level -NA - access to related qualification(s) at the next NSQF level – Taxi Dirver, Service Technician L-4,5,6
Planned arrangements for the Recognition of Prior learning (RPL)	Work is under progress
International	Not Yet Established

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comparability where known			
Date of planned review of the qualification. 20/10/2018			
Formal structure of the qualification			
Title of component and identification code.	Mandatory/Optional	Estimated size (learning hours)	Level
ASC/N9703 Assess and ensure road worthiness of the vehicle	Mandatory	76	4
ASC/N9716 Drop the customer safely using the quickest route for Auto rickshaw	Mandatory	67	4
ASC/N1401 Assist in service, maintenance and repair of the vehicle	Mandatory	147	4
ASC/N0001 Plan and organize work to meet expected outcomes	Mandatory	50	4
ASC/N0002 Work effectively in a team	Mandatory	50	4
ASC/N0003 Maintain a healthy, safe and secure working environment	Mandatory	50	4
ASC/N0012 Practice HSE and security related guidelines	Mandatory	60	4

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum Document or a Qualification Pack.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

1. QP ASC/Q 9719- Annexure 2

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SECTION 1

ASSESSMENT

Body/Bodies which will carry out assessment:

If there will be more than one assessment body for this qualification, give details.

ASDC will conduct assessment through ASDC-accredited assessment agency and ASDC-approved assessors.

- 1 Manipal – City & Guilds Pvt Ltd
- 2 Honda Motor India Pvt. Ltd.
- 3 TATA Motors
- 4 KAMT
- 5 Mettl-Assessment Science Expert
- 6 India Skills Pvt. Ltd.
- 7 Green Arrows Safety Management (P) Ltd.
- 8 The Indian Institute of Welding
- 9 Multi Skills Assessors Guild
- 10 Prima Competencies Pvt. Ltd.

- 11 TRENDSETTERS SKILL ASSESSORS PRIVATE LIMITED
- 12 VR Skill & HR Solutions
- 13 Ace Assessments Pvt. Ltd.
- 14 Cognix Knowledge Services (P) Ltd
- 15 Confederation of Indian Industry
- 16 Skills Mantra Edutech Consulting India Pvt. Ltd.

How will RPL assessment be managed and who will carry it out?

Give details of how RPL assessment for the qualification will be carried out and quality assured.

The RPL assessment will be carried out through pre assessment, identifying the skills gaps, provide bridge training to cover the competency gap and then conduct final assessment of the candidates.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.

Assessment documents:

Quality Assurance - Assessment & Certification

ASDC Certificate is Auto industry's own certificate and the certificate is expected to carry an assurance of quality. Therefore, the certified candidate should be able to demonstrate all round skills as expected by industry standard ie ASDC NOS/QP.

In order to achieve this objective ASDC needed to have an approach that is process driven whereby the outcomes meet the quality objectives and also display consistency.

Certification is the outcome of Assessment Process. The Process in turn is derived from an overall strategy.

ASDC Assessment Strategy

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ASDC Assessment Strategy has two components:

- 1 Broad Guidelines provided by NSDC QRC (*Qualifications Registration Committee*)
- 2 ASDC's own *sector specific* overarching strategy, covering all job roles.
 - Any specific assessment approach relating to a particular job role.

1 Broad Guidelines provided by NSDC QRC (*Qualifications Registration Committee*):

- a. Assessment to be conducted by SSC as per competency output defined in the NOS/QP and the assessment criteria provided in the NOS/QP
- b. Assessment to be carried out by a third party Assessment Body duly affiliated to the SSC.
- c. Practical and face to face Viva evaluations, where applicable, to be carried out only by the SSC approved assessor deployed by the Assessing Body deputed by SSC for the given assessment.
- d. Cut off marks for certification could be in the vicinity of 70% level but individual SSC to refine & modify this criteria to suit the sectorial needs.
- e. Assessing Body to declare results with due concurrence of the SSC.

2 ASDC's own sector specific strategy covering all job roles :

- 2.1 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:
 - i. Theory/Knowledge test
 - ii. Practical demonstration test
 - iii. Face to Face Viva
- 2.2 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.
- 2.3 ASDC assessor would be conducting Practical and Viva as per the criteria provided in the NOS/QP.
- 2.4 ASDC assessor would be carrying out Practical assessment for job roles such as in sales by way of role playing method.

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2.5 ASDC cut offs for accepting a candidate for certification:

Automotive industry has already attained a level of globalization and is on the way to becoming even more integrated into the global supply chains with a big focus by OEMs on sourcing from India. This translates to expectation of high quality skills. In fact, the global integration process would start putting demands on skill quality standards to be in line with transnational standards.

2.6 Also there is an ever increasing quality demands placed by domestic customers.

2.7 Further, the structuring of our industry is such that the different organizations spread across the OEM,

Tier1,

2 manufacturing spectrum are expected to follow common quality standards. Similarly, OEMs and their Dealerships and Service Workshops also require to follow common quality standards. This implies that employees need to follow technical discipline, team work and quality processes.

2.8 ASDC aims to build a quality brand for its certification that clearly meets our industry's expectations.

2.9 The other important consideration is the Level notification by NSQF (National Skills Qualifications Framework) which provides a structure of skills ladder to be followed in the country. This ladder describes the entire skills space to be covered in 10 levels from Level 1 (for mostly menial jobs) and upto Level 10(for mostly strategy level jobs)

2.10 Keeping above points in mind ASDC evolved an acceptance criteria as follows:

- Broadly, overall cut offs to be :

Level 1	60%
Level 2	65%
Level 3	70%
Level 4-10	75%

- Specific Theory/Practical/Viva cut offs to be as per detailed matrix for each QP.

2.11 In line with international practice there is a provision for moderation of marks to account for borderline cases. This process also covers differential moderation possibility across Theory/ Practical/ Viva.

2.12 Moderation could also be necessitated owing to variation between assessors and strictness in marking. This moderation to be carried out by concerned Assessing Body in consultation with ASDC.

2.13 In addition to recording markings of the candidate evaluation, the Assessor will also be recording general observations for every batch as per ASDC format. This record will be useful in carrying out (2.11-2.12) above.

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- Any specific assessment approach relating to a particular job role:
 - o ASDC could consider *only* online test for some job roles such as in Design Engineering /Quality
- ASDC assessment process would also provision a suitable re-evaluation mechanism which would offer a fair chance to the TP/candidates for Obtaining an accurate outcome.
- ASDC assessment process would also provision re assessment of a batch in case the TP has enough reason to opt for this on payment of the due assessment fee.

Assessment Process

- ASDC Training Partner will intimate ASDC for readiness of a batch for assessment preferably 15 days before the intended assessment.
- Within 3 working days ASDC will finalize an Assessing Partner for carrying out the assessment
- Assessing Partner will deploy one or more ASDC approved assessor For carrying out the assessment.
- Theory/Knowledge test of the approximate duration of 30-60 minutes will be conducted online for which the online link will be generated by the ASDC Technology Partner and shared with Assessment Partner.
- Online test will be conducted in the presence of ASDC assessor.(*ASDC is encouraging development of technology enabled proctoring and when this is ready, the online test could be conducted without requiring human proctoring*)
- Exception to an online test in favour of Paper Test would be subject to non-availability of requisite broad band and/or hardware device. Moreover, this could be allowed only after ascertain genuinity of request.
- ASDC assessor would be conducting Practical and Viva as per the criteria provided in the NOS/QP.
- ASDC Assessment Partner will ensure that the assessor to be deployed has complete understanding of the ASDC Assessment Process and the QP/NOS relevant to the assessment.
- Assessor would be reaching the venue well in time and review and on the ground verify the batch information already provided by TP.
- Assessor will then proceed to conduct the assessment as per ASDC Format starting with the attendance.
- Assessor would be capturing Viva and Practical marks on a device that has ASDC assessment link. Technology systems deployed in ASDC assessment process have provision for instantly capturing assessor evaluations in only the standard NOS/QP aligned format.
- In addition to recording markings of the evaluation, the Assessor will also be recording general observations for every batch as per ASDC format as appended below. This record will be useful

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in carrying out result review process.

Result Processing

- ASDC Assessment Partner responsible for Technology Platform will convert the assessment data captured by Assessor on the device into result matrix and share the same with ASDC
- ASDC Assessment cell will view the results for compliance to process and / or need for moderation in consultation with the Assessing Partner to arrive at final result for the batch as per ASDC acceptance Criteria.
- Assessing Partner will publish finalized results on data base for viewing of the Training Partner
- ASDC would issue a certificate after due verifications of candidate authenticity by way of a unique identification number such as Aadhaar.
- Certificates will be shared preferably in digital form with Training Partners
- Training Partners would be authorized to distribute certificate to candidates after printing them on a standard sheet as per ASDC template.

Re-evaluation of batch result

- Results once published will be treated as final. However, as per ASDC Assessment Strategy, there is need for provisioning a re-evaluation of results if desired by a TP essentially to cover a case where the TPs internal assessments are at large variance with the results.
- Re-evaluation will be done batch wise.
- ASDC Assessment cell will carry out re-evaluation in two steps:
 - o Check for totalling error, if any
 - o Use statistical tools where required to establish a pattern and extent of borderline cases.
 - o Refer to the Assessor feed back form for the given batch
 - o Use a weightage reference table to establish priority of type of assessment eg Theory or Practical or Viva
 - o Where required, share the findings with Assessment Partner for review and concurrence.
 - o Establish a modified range of acceptance based on above
 - o In case of need for moderation based on assessor level variation, to consult the Assessing Partner/Assessor and facilitate moderated values.
 - o Re do the results based on above process
 - o Share the revised results with TP

Quality Assurance & Audit

While the Assessment Process based on a well-defined strategy as above, does have an in built quality assurance, ASDC also has a plan that augments assurance.

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This entails a Quality Audit process as defined below :

There will be a 2 tier Audit of the assessment process:

Tier 1 Audit

- 1 ASDC Assessor will be required to submit a report for each assessment carried out. This report will be as per ASDC format as described in the Assessment Process. The format of the report aims to capture details of the Training Delivery process, soft & hard infrastructure, Training of Trainer, industry connect and overall approach to training delivery vis a vis expectations of ASDC QP/NOS.
- 2 Each Assessment Partner is required to carry out and submit Tier 1 audit reports as per a plan and frequency agreed with ASDC.
- 3 ASDC will continuously review the Tier 1 audit reports for any alarming observation or trend.
- 4 ASDC will develop and execute a suitable action plan to redress the situation as deemed necessary for a given case.

Tier 2 Audit

- 1 ASDC to carry out a Tier 2 level Audit as per a plan being developed.
 - a. Tier 2 audit will be carried out by a third party contracted by ASDC for the purpose.
 - b. Tier 2 audit will provide adequate coverage for variables such as Assessing Partner, Assessor, TP and geographical variations.
- 2 ASDC Assessment cell to review audit findings at least once every month or on sos basis.
- 3 Based on review findings as in 2 above, ASDC to decide on a suitable corrective action plan and execute the same.
- 4 ASDC to record directional needs for refinement of Assessment process specially for incorporation of Technology that could enhance reliability and speed of assessments.

Please attach any documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

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ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – i.e Learning Outcomes to be assessed, assessment criteria and the means of assessment.

Job Role: Auto / E Rickshaw Driver Assistant Service Technician

Qualification Pack: ASC/Q 9719

Sector Skill Council: Automotive Skills Development Council

Guidelines for Assessment:

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 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 this criteria.
5. To pass the Qualification Pack, every trainee should score a minimum of aggregate 70% in the Qualification Pack.
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

CRITERIA FOR ASSESSMENT OF TRAINEES

Title of Component:

Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
ASC/N9703 Assess and ensure road worthiness of the vehicle	PC1. check that the vehicle meets basic legal and compliance related requirements	100			9
	PC2. check vehicle service record indicative of any history of technical defects or immediate need for servicing like oil/filter change				9
	PC3. record all deviations observed while carrying out PC1 and PC2				9
	PC4. record any other deviations observed during the trip				8

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	PC5. ensure all basic technical checks have been carried out as per standard organization or vehicle manual check list /procedure				9
	PC6.verify availability of fuel / charge for the vehicle				8
	PC7. report actual or possible defects to the senior driver or service supervisor in enough detail so they can diagnose the problem				9
	PC8. conclude about the road worthiness of vehicle in consultation with superiors and decide to use another vehicle if so required				9
	All KA, KB for the NOS			30	
		Total	100	30	70
ASC/N9716 Drop the customer safely using the quickest route for Auto rickshaw	PC1.confirm all checks have been carried out for road worthiness of the vehicle	100			2
	PC2.confirm all papers and documents including driving license, vehicle documents and documents related to goods etc are available				2
	PC3.ensure extra care while carrying school children, that they are seated properly without limbs exposed outside				1
	PC4.start the vehicle and before moving re confirm all gauges are functioning including MCT and in built navigation system if available				2
	PC5. for electrical vehicles verify before throttling for Parking brake release and ensure that Lever is in Forward position				2
	PC6. apply throttle (increase/decrease in speed) gradually for better control, maximising the range and for longevity of electric motor and circuits				2
	PC7. ensure to drive within the safe speed limit of 25 kmph or as legislated.This will ensure safe stopping distance				1
	PC8.after starting but within few meters of moving to check the brakes				1
	PC9.change gear smoothly and in good time; coordinate the change of gears with steering control and acceleration				2

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PC10.use the accelerator, steering control and brakes correctly to regulate speed and bring the vehicle to a stop safely			1
PC11.coordinate 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/ a passerby			2
PC12.use the wiper controls so that you can see clearly			2
PC13.monitor and respond correctly to gauges, warning lights and other aids when driving			1
PC14.in case of any malfunctioning or breakdown, to immediately attend to the problem			2
PC15.understand the routine trips			2
PC16.after reaching the pickup point,confirm the name with the customer and greet the customer appropriately			2
PC17.load the passenger's luggage (if any) in the vehicle			1
PC18.offer help for boarding to elderly or differently abled customers			2
PC19.point out to customer any newspapers,magazines,entertainment media available on vehicle			2
PC20.in case of adverse weather conditions like rains, ensure side entry areas are covered with water-proof/resistant sheets to avoid inconvenience to passengers			2
PC21.check with the passenger about his destination and start the fare meter and show the starting reading to the customer			2
PC22.select the destination route of the passenger considering the traffic condition and distance			2
PC23.start and check passenger and ensure they are seated properly and move			2
PC24.drive through the selected route without violating any traffic norms			2

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	PC25. If unsure about the route use GPS device, if available or stop and ask for directions from locals				2
	PC26.avoid unnecessary honking and avoid using high beam lights in city				2
	PC27.en-route, pay toll charges if any, and collect from customer along with fare				2
	PC28.do not use mobile phone while driving				2
	PC29.do not indulge in unnecessary talk with customer and specially avoid topics involving politics or communal issues				2
	PC30.to an out station customer do point out any landmark on the route				2
	PC31.stop the vehicle and the fare meter and help customers in de-boarding Safely taking special care in case of elderly and differently abled				2
	PC32.collect the fare based on the reading that is displayed on the meterorbasedon fare prior settled with customer. Fare may be collected in cash. Be sure to return balance				2
	PC33.change to customer strictly as per fare calculations				2
	PC34.do not demand any tips but accept thankfully if the customer offers				2
	PC35.unload the luggage from the vehicle if any and hand it over to the passenger. Verify no valuables or belongings of the customer have been left in the vehicle				2
	PC36.wish the customer appropriately before parting				1
	PC37.conformance to state specific traffic regulations				3
	PC38.give preference and right of road usage to children, elderly and differently abled. Comply with any related rules, regulations and practices for handling general public issues as well as show consideration towards stray animals				2
	All KA, KB for the NOS			30	
		Total	100	30	70

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ASC/N1401 Assist in service, maintenance and repair of the vehicle	PC1.collect and safely handover personal belongings of customer like phone, pen, documents etc, at the time of taking a vehicle for servicing or repairs	100			4
	PC2.place the vehicle on a suitable platform, before the painting actually starts				4
	PC3.assist in organising the secure parking area and moving vehicles around as directed				4
	PC4.lift raw materials, finished products, and packed items, manually or using hoists				4
	PC5.understand the autocomponent manufacturer specifications related to the various components/ aggregates in the vehicle				4
	PC6.ensure that service, maintenance and repair activities are carried out on the vehicle without causing damage to any other other aggregate/ component				4
	PC7.run errands at the direction of the senior technician such as gettingfetchingparts,tools, gauges, instruments, fixtures, workshop supplies, taking vehicles to dealerships etc.				3
	PC8.assist in performing service or repair of vehicles under supervision of senior technician				6
	PC9.dismantle aggregates like wheels,suspension system, steering column,brakingsystem,engine assembly etc.				10
	PC10.count and report serviced or repaired vehicles to determine if product orders are complete				3
	PC11.assist in maintaining and managing the workshop, tools, equipment and machinery in required conditions				4
	PC12.follow standard operating procedures specially vehicle service manuals for using workshop tools and equipments				4
	PC13.ensure any malfunctions or repair requirements observed in vehicles (and beyond own scope of work) are reported to the concerned person				4
	PC14.ensure any malfunctions observed in tools and equipments are reported to the concerned persons				4

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	PC15.assist in fitting and balancing the replaced and refitted parts				4
	PC16.ensure that trainings organized by the OEM from time-to-time are attended and knowledge levels are upgraded (esp. in case of newly launched products, product refreshes)				4
	All KA, KB for the NOS			30	
		Total	100	30	70
ASC/N0001 Plan and organise work to meet expected outcomes	PC1.keep immediate work area clean and tidy	100			7
	PC2.treat confidential information as per the organisation's guidelines				8
	PC3.work in line with organisation's policies and procedures				8
	PC4.work within the limits of job role				8
	PC5.obtain guidance from appropriate people, where necessary				8
	PC6.ensure work meets the agreed requirements				7
	PC7.establish and agree on work requirements with appropriate people				9
	PC8.manage time, materials and cost effectively				8
	PC9. use resources efficiently with minimal wastage				7
	All KA, KB for the NOS			30	
		Total	100	30	70
ASC/N0002 Work effectively in a team	PC1.maintain clear communication with colleagues (by all means including face-to-face, telephonic as well as written)	100			9
	PC2.work with colleagues to integrate work				8
	PC3.pass on information to colleagues in line with organisational requirements both through verbal as well as non-verbal means				9
	PC4.work in ways that show respect for colleagues				8
	PC5.carry out commitments made to colleagues				9

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	PC6.let colleagues know in good time if cannot carry out commitments, explaining the reasons				9
	PC7.identify problems in working with colleagues and take the initiative to solve these problems				9
	PC8.follow the organisation's policies and procedures for working with colleagues				9
	All KA, KB for the NOS			30	
		Total	100	30	70
ASC/N0003 Maintain a healthy, safe and secure working environment	PC1.comply with organisation's current health, safety and security policies and procedures	100			9
	PC2.report any identified breaches in health, safety, and security policies and procedures to the designated person				9
	PC3. coordinate with other resources at the workplace to achieve healthy, safe and secure environment for all incorporating government norms esp. for emergency situations like fires, earthquakes etc.				9
	PC4. identify and correct any hazards like illness, accidents, fires or any other natural calamity within the limits of individual's authority				9
	PC5.report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected				9
	PC6.follow organisation's emergency procedures for accidents, fires or any other natural calamity				8
	PC7.identify and recommend opportunities for improving health, safety, and security to the designated person				8
	PC8. complete health and safety records , ensure procedures are well defined				9
	All KA, KB for the NOS				30
		Total	100	30	70
ASC/N0012 Practice HSE and security related	PC1.spot and report potential safety issues while driving	100			5
	PC2.follow rules and regulations laid down by transport authorities				5

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guidelines	PC3.follow company policy and rules to avoid safety, health and environmental problems				5	
	PC4.ensure cleanliness of vehicle				5	
	PC5.escalate issues related to cleanliness and hygiene issues to concern department				5	
	PC6.escalate issues related to hazardous material (if not reported in case of goods transport) to concerned authority – internal and external				5	
	PC7.take immediate and effective action to limit the danger or damage, without increasing the danger or threat to yourself or others				5	
	PC8.follow instructions or guidelines for limiting danger or damage				5	
	PC9.escalate the issue immediately e.g. to police control room if you cannot deal effectively with the danger				5	
	PC10.give clear information or instructions to others to allow them to take appropriate action				5	
	PC11.record and report details of the danger in line with operator guidelines/manual				5	
	PC12.report any difficulties you have keeping to your organization’s health and safety instructions or guidelines, giving full and accurate details				5	
	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				5	
	PC14.get the waste from routine cleaning, changed spare parts etc. disposed off as per environmental norms				5	
		All KA, KB for the NOS			30	
			Total	100	30	70
ASC/N0021 Maintain 5S at the work premises	PC1.follow the sorting process and check that the tools, fixtures & jigs that are lying on workstations are the ones in use and un-necessary items are not cluttering the workbenches or work surfaces	100			3	
	PC2.ensure segregation of waste in hazardous/ non Hazardous waste as per the sorting work instructions				3	

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PC3.follow the technique of waste disposal and waste storage in the proper bins as per SOP			3
PC4.segregate the items which are labeled as red tag items for the process area and keep them in the correct places			3
PC5.sort the tools/ equipment/ fasteners/ spare parts as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/ work instructions			3
PC6.ensure that areas of material storage areas are not overflowing			2
PC7.properly stack the various types of boxes and containers as per the size/ utility to avoid any fall of items/ breakage and also enable easy sorting when required			3
PC8.return the extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area			3
PC9.follow the floor markings/ area markings used for demarcating the various sections in the plant as per the prescribed instructions and standards			3
PC10.follow the proper labeling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists			3
PC11.check that the items in the respective areas have been identified as broken or damaged			3
PC12.follow the given instructions and check for labeling of fluids, oils. lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc.			3
PC13.make sure that all material and tools are stored in the designated places and in the manner indicated in the 5S instructions			3
PC14.check whether safety glasses are clean and in good condition			2
PC15.keep all outside surfaces of recycling containers are clean			2

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	PC16.ensure that the area has floors swept, machinery clean and generally clean. In case of cleaning, ensure that proper displays are maintained on the floor which indicate potential safety hazards				3
	PC17.check whether all hoses, cabling & wires are clean, in good condition and clamped to avoid any mishap or mix up				3
	PC18.ensure workbenches and work surfaces are clean and in good condition				2
	PC19.follow the cleaning schedule for the lighting system to ensure proper illumination				3
	PC20.store the cleaning material and equipment in the correct location and in good condition				3
	PC21.ensure self-cleanliness - clean uniform, clean shoes, clean gloves, clean helmets, personal hygiene				3
	PC22.follow the daily cleaning standards and schedules to create a clean working environment				3
	PC23.attend all training programs for employees on 5 S				3
	PC24.support the team during the audit of 5 S				3
	PC25.participate actively in employee work groups on 5S and encourage team members for active participation				4
	PC26.follow the guidelines for What to do and What not to do to build sustainability in 5S as mentioned in the 5S check lists/ work instructions				3
	All KA, KB for the NOS			25	
		Total	100	25	75

Means of assessment 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 proportion of marks for Theory and Skills Practical for each PC.

The assessment for the theory part will be based on knowledge bank of questions created by the SSC.

Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below.)

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Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria.

Means of assessment 2 Viva / face to face interview and practical test to be carried out by ASDC assessor as per the QP Assessment Criteria. (Please refer section 1)

Pass/Fail

To pass the Qualification Pack, every trainee should score an aggregate of 70% in the qualification pack. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

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SECTION 2

EVIDENCE OF LEVEL

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OPTION A

Title/Name of qualification/component:		Level:	
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
Process			
Professional knowledge			
Professional skill			
Core skill			
Responsibility			

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OPTION B

Title/Name of qualification/component: Auto / E Rickshaw Driver Assistant Service Technician		Level: 4	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	The Process is about an individual to ensure the vehicle road worthiness, driving safety and dropping passengers taking the shortest route, collecting the requisite fare and attending to any minor break down during the trip.	The Driver need to assess road worthiness and choice if it is ok to take a trip or not. He is required to drive safely while dropping the passenger & collect fare as a routine activity. He needs to be familiar with road signs, driving rules and other regulations. The process addresses level 4 requirement.	4
Professional knowledge	This requires knowledge of road worthiness safety rules and safe driving techniques specially related to driver/passenger's road safety. Also the operator needs to have knowledge about repairing minor fault.	For the operator to perform in a safe manner factual knowledge about safety rules, CMVR, regulations, navigation system (GPS), checks required before declaring road worthiness of the vehicle are required. Needs to know correctly the fare rates to change form customer. The detail knowledge makes it eligible for level 4	4
Professional skill	Required to evaluate fitness of vehicle, safety driving of passengers, collecting fare and attending to minor breakdowns and repairing also co-ordination with control room & sensitive handling of customers is to be ensured in the task.	The operator needs factual knowledge of safe driving rules, road worthiness requirement, traffic regulations, rules for general road usage & code of conduct for customer of all age groups. To deliver good quality service to customers minor repairs should be carried out by operator. It is therefore level 4 of NSQF.	4
Core skill	Requires to need technical standard of vehicles and write issues relating to vehicle or trip. Also be able to read service instructions while repairing and make report . during the trip the operator needs to communication with customers and public in courteous manner	To prefer the job of during E- Rickshaw reading, writing and oral communications is required in absolute clarity. for calculating fare simple arithmetic knowledge is necessary also sensitively to old people or children is required during trips.	4

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Title/Name of qualification/component: Auto / E Rickshaw Driver Assistant Service Technician			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		All the above requirement makes it level 4	
Responsibility	The Operator is required to assess the road worthiness of the vehicle also to ensure public and passengers safety while driving and also attend to any break down during the trip. During the end he calculates the fare & collect the same.	The operator is fully responsible for declaring the road worthiness of the vehicle, safety dropping of customers and minor repair of vehicle including fare collections The responsibility is therefore of level 4	4

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SECTION 3

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

This job role was identified during industry engagement for development of Occupational Map.

The total number of industry validations for this QP are:

Large =10

Medium=10

Small=11

What is the estimated uptake of this qualification and what is the basis of this estimate?

Skill GAP analysis carried out by a reputed research agency provided a broad estimate of demand. The report can be referred in the Common Files. ASDC is taking initiative to develop a labour market information database that would peg the demand more accurately- job role wise as well as based on geographical spread. Key enabler segments for the core segments of the Automotive Industry include Auto Insurance, Financiers, Mechanics, and Auto Dealers etc.

Based on the current growth profile in the Indian auto Industry, it is expected that an additional 2~2.5 million employment opportunities per annum will be created in the Indian auto industry over the next decade. The details below provide the manpower requirement at various levels:

- Skill Level 1 – 4 , people, Demand for such manpower is expected to be around 15 – 18 lakh per annum.
- Skill Level 5 -6 people working as supervisors on the shop floor. Demand for such manpower if expected to be around 4 lakh per annum.
- Skill Level 5- 7 people includes primarily engineers (B.E., M. Tech., MS), working in managerial grade, and demand for such manpower is expected to be around 1 lakh per annum.
- Skill Level 6-10 people are executives, including engineers and doctorates, and demand for such manpower is expected to be around 0.5 lakh per annum.

What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF?

The qualification discussed above is checked for any duplication across sectors and given the qualification niche to ASDC sector, there is no duplication or already existing similar qualifications

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

The comments, feedback and suggestions were collected through interaction with industry. The same will be compiled and justifiable changes will be incorporated in the next/updated version of the QP. This QP is set to be revised post 24th November 2018.

Please attach any documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

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SECTION 4

EVIDENCE OF PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

1. Discussing the growth trajectory within each occupation after studying organisational charts of various industry players across small, medium and large scale organizations.
2. Exploring various lateral career opportunities for the discussed qualification
3. Ensuring that there is a clear role up in terms of performance criteria qualification experience and skill requirement from lower NSQF Level to higher levels in the hierarchy.

Please refer to attached career path as per annexure 1 which clearly defines the career path.

Please attach any documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

1. Career Map of Auto / E Rickshaw Driver Assistant Service Technician- Annexure 1
2. QP ASDC/Q 9719- Annexure 2

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Annexure 1: Career Map

	Mechanical/Electrical Service & Repair
LEVEL 10	
LEVEL 9	
LEVEL 8	
LEVEL 7	Service Supervisor (ASC/ Q 1412)
LEVEL 6	Automotive Service Technician Level 6 (ASC/ Q 1404)
LEVEL 5	Automotive Service Technician Level 5 (ASC/ Q 1403)
LEVEL 4	Automotive Service Technician (2 &3 Wheelers) (ASC/ Q 1411) & Automotive Service Technician Level 4 (1402)/Taxi Driver
LEVEL 3	Auto / E Rickshaw Driver Assistant Service Technician ASC/Q9719

Annexure 2: QP ASDC/Q9719