QUALIFICATION FILE

Editor

☒ **Short Term Training (STT)** ☐ **Long Term Training (LTT)** ☐ **Apprenticeship**

☐ **Upskilling** ☐ **Dual/Flexi Qualification** ☒ **For ToT** ☒ **For ToA**

☒ **General** ☐ **Multi-skill (MS)** ☐ **Cross Sectoral (CS)** ☐ **Future Skills** ☐ **OEM**

NCrF/NSQF Level: NSQF Level 4

Submitted By:

Media & Entertainment Skills Council

522-524, DLF Tower-A, Jasola, New Delhi

110025

Table of Contents

Editor

Section 1: Basic Details

1.	**Qualification Name**	Editor	
2.	**Sector/s**	**Media and Entertainment**	
3.	**Type of Qualification:** ☐ **New** ☒ **Revised** ☐ **Has Electives/Options** ☐ **OEM**	**NQR Code & version of existing/previous qualification:** 2019/ME/MESC/3434 V2.0	**Qualification Name of existing/previous version:**
4.	a. **OEM Name** b. **Qualification Name** (*Wherever applicable*)		
5.	**National Qualification Register (NQR) Code &Version** (*Will be issued after NSQC approval*)	2022/ME/MESC/05202 V3.0	**6. NCrF/NSQF Level:** NSQF Level 4
7.	**Award (Certificate/Diploma/Advance Diploma/ Any Other** (*Wherever applicable specify multiple entry/exits also & provide details in annexure*)	**Certificate**	
8.	**Brief Description of the Qualification**	Individuals at this job need to understand, cut/ re-cut, assemble and merge production raw material (such as footage, music, sound and images) into a sequential final output suitable for broadcasting	
9.	**Eligibility Criteria for Entry for Student/Trainee/Learner/Employee**	a. **Entry Qualification & Relevant Experience:**	

S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)
1	Class XII	one year of relevant experience
2	ITI (2 years after 10th)	one year of relevant experience

b. **Age:** <Please specify age only in case of any legal restrictions>

10.	**Credits Assigned to this Qualification, Subject to Assessment** (*as per National Credit Framework (NCrF)*)	15	**11. Common Cost Norm Category (I/II/III)** (*wherever applicable*): **II**
12.	**Any Licensing requirements for Undertaking Training on This Qualification** (*wherever applicable*)	NA	

13.	**Training Duration by Modes of Training Delivery** (Specify **Total Duration** as per selected training delivery modes and as per requirement of the qualification)	☒Offline ☐Online ☒Blended					
		Training Delivery Modes	**Theory (Hours)**	**Practical (Hours)**	**OJT Mandatory (Hours)**	**OJT Recommended (Hours)**	**Total (Hours)**
		Classroom (offline)	150	240	60		450
		Online					
		(Refer Blended Learning Annexure for details)					

14.	**Aligned to NCO/ISCO Code/s** (if no code is available mention the same)	NCO-2015/2641.0300
15.	**Progression path after attaining the qualification** (Please show Professional and Academic progression)	Sr. Editor Lead Editor
16.	**Other Indian languages in which the Qualification & Model Curriculum are being submitted**	**Hindi**
17.	**Is similar Qualification(s) available on NQR-if yes, justification for this qualification**	☐ Yes ☒ No URLs of similar Qualifications:
18.	**Is the Job Role Amenable to Persons with Disability**	☒ Yes ☐ No **If "Yes", specify applicable type of Disability:** LD
19.	**How Participation of Women will be Encouraged**	**The Qualification is Agnostic of Gender**
20.	**Are Greening/ Environment Sustainability Aspects Covered** (Specify the NOS/Module which covers it)	☐ Yes ☒ No
21.	**Is Qualification Suitable to be Offered in Schools/Colleges**	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No
22.	**Name and Contact Details of Submitting / Awarding Body SPOC** (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	**Name: Mohit Soni** **Position in the organization: Chief Executive Officer** **Address if different from above:** **Tel number(s): 01149048335/ 49048336** **E-mail address: ceo@mescindia.org**

23.	**Final Approval Date by NSQC:** 27/01/2022	**24. Validity Duration: 5 Years**	**25. Next Review Date:** 25/01/2027

Section 2: Module Summary

NOS/s of Qualifications
(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory **Pr.**-*Practical* **OJT**-*On the Job* **Man.**-*Mandatory* Training **Rec.**-*Recommended* **Proj.**-*Project*

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Understand requirements and plan workflow	MES/N3501	Core	4	3	30	60			90	30	70			100	25
2.	Manage equipment & material	MES/N3502	Core	4	3	30	60			90	30	70			100	30
3.	Edit the production	MES/N1403	Core	4	3	30	60			90	30	70			100	25
4.	Maintain Workplace Health and Safety	MES/N0104	Non-Core	4	2	30	30			60	30	70			100	10
5.	Employability Skills	DGT/VSQ/N0102	Non-Core	4	2	30	30			60	20	30			50	10
Duration (in Hours) / Total Marks					13	150	240	60		450	140	310			450	100

Elective NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
Duration (in Hours) / Total Marks																

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Optional NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version *(if applicable)*	Core/ Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) *(if applicable)*
1.																
2.																
Duration (in Hours) / Total Marks																

Assessment - Minimum Qualifying Percentage

*Please specify **any one** of the following:*

Minimum Pass Percentage – Aggregate at qualification level: 70 % *(Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)*

Minimum Pass Percentage – NOS/Module-wise: 70 % *(Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)*

Section 3: Training Related

1.	**Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	**Minimum Educational Qualifications:** Graduate **Domain Certification:** Certified for Job Role: "Editor" mapped to QP: "MES/Q1401", version 1.0. Minimum accepted score as per SSC guidelines is 80%. **Platform Certification:** Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "SSC/Q1402" with scoring of minimum 80%. **Experience:** The candidate should have a minimum of 3 years of work experience in the same job role. Candidate shouldbe able to communicate in English and local language. Candidate should have knowledge of equipment, tools, material, Safety, Health & Hygiene.
2.	**Master Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	**Minimum Educational Qualifications:** Graduate **Domain Certification:** Certified for Job Role: "Editor" mapped to QP: "MES/Q1401", version 1.0. Minimum accepted score as per SSC guidelines is 80%.

		Platform Certification: Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "SSC/Q1402" with scoring of minimum 80%. **Experience:** The candidate should have a minimum of 5 years of work experience in the same job role. Candidate shouldbe able to communicate in English and local language. Candidate should have knowledge of equipment, tools, material, Safety, Health & Hygiene.
3.	**Tools and Equipment Required for Training**	☒Yes ☐No (*If "Yes", details to be provided in Annexure*)
4.	**In Case of Revised Qualification, Details of Any Upskilling Required for Trainer**	

Section 4: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	**Minimum Educational Qualifications:** Graduate **Experience:** The candidate should have a minimum of 3 years of work experience in the same job role. Candidate should be able to communicate in English and local language. Candidate should have knowledge of equipment, tools, material, Safety, Health & Hygiene.
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	Post Graduate with 5 years of relevant work experience
3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	**Minimum Educational Qualifications:** Graduate **Experience:** The candidate should have a minimum of 5 years of work experience in the same job role. Candidate shouldbe able to communicate in English and local language. Candidate should have knowledge of equipment, tools, material, Safety, Health & Hygiene.
4.	**Assessment Mode** *(Specify the assessment mode)*	**Blended**

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5.	**Tools and Equipment Required for Assessment**	☒ Same as for training ☐ Yes ☐ No *(details to be provided in Annexure-if it is different for Assessment)*

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	**Latest Skill Gap Study (not older than 2 years) (Yes/No):** Yes
2.	**Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):** Yes
3.	**Government /Industry initiatives/ requirement (Yes/No):**
4.	**Number of Industry validation provided:**
5.	**Estimated nos. of persons to be trained and employed:**
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments:** If "No", why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	**Annexure:** NCrF/NSQF level justification based on NCrF level/NSQF descriptors *(Mandatory)*	*Annexure 1*
2.	**Annexure:** List of tools and equipment relevant for qualification *(Mandatory, except in case of online course)*	*Annexure 2*
3.	**Annexure:** Detailed Assessment Criteria *(Mandatory)*	*Annexure 4*
4.	**Annexure:** Assessment Strategy *(Mandatory)*	*Annexure 5*
5.	**Annexure:** Blended Learning *(Mandatory, in case selected Mode of delivery is "Blended Learning")*	*Annexure 3*
6.	**Annexure:** Multiple Entry-Exit Details *(Mandatory, in case qualification has multiple Entry-Exit)*	
7.	**Annexure:** Acronym and Glossary *(Optional)*	*Annexure 6*
8.	**Supporting Document:** Model Curriculum *(Mandatory – Public view)*	*Model Curriculum*
9.	**Supporting Document:** Career Progression *(Mandatory - Public view)*	
10.	**Supporting Document:** Occupational Map *(Mandatory)*	
11.	**Supporting Document:** Assessment SOP *(Mandatory)*	
12.	**Any other document you wish to submit:**	

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Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	1. Understand requirements and plan workflow 2. Manage equipment & material 3. Edit the production 4. Maintain workplace health and safety Description	Job holder needs to understand the postproduction requirements and plan the process and workflow. He should construct the approach and prepare and finalise the effort estimates and the work plan. Should prepare materials and equipment for the post production process, manage interim work products during post production and ensure work products are distribution/ exhibition ready as per the required technical specifications. He should edit the production and prepare the final output after editing. He should be able to cut production raw material and arrange them on a timeline to create a sequential output that meets production requirements. The job holder needs to understand the health, safety and security risks prevalent in the workplace and know the people responsible for maintaining health and safety, identify and report risks and comply with procedures in the event of an emergency.	**Level 4**
Professional and Technical Skills/ Expertise/ Professional Knowledge	1. Understand requirements and plan workflow 2. Manage equipment & material 3. Edit the production 4. Maintain workplace health and safety Description	Job holder must have a production vision and be clear about the objectives, expected outcomes and production channels; Postproduction objectives, expected outcomes and quality standards; the technical, budget and time constraints applicable; established data management and work flow systems and how to maintain quality control as production scales. Should understand Post-production	**Level 4**

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		techniques that would apply to the current production; The equipment and specialized software required like Avid, Final Cut Pro, After-effects, Quantel, Smoke, Flame, 3DS Max and sound cleaning software. He should know how to install the latest software patch updates so as to improve the workflow, translate script requirements and postproduction objectives into a schedule that could cover the workflow, key activities, deliverables and timelines, the implications of each activity on time, materials, equipment, manpower and budget, the impact of each activity on the entire process workflow, optimize the output, based on the production need, estimate the cost and time it would take to keeping in mind the intended visual style, differentiate between a creative call and technical requirement, domestic and International postproduction best practices prevalent in the industry. He should know the applicable copyright norms and intellectual property rights. Should be aware of the applicable health and safety	
Employment Readiness & Entrepreneurship **Skills & Mind-set/Professional Skill**	1. Understand requirements and plan workflow 2. Manage equipment & material 3. Edit the production 4. Maintain workplace health and safety Description	The job holder should be able to plan activities, workflow, resourcing and timelines in accordance to creative and technical requirements, use time management techniques and manage deadlines on time, work well in a fast paced environment; identify post production issues and find solutions to address them, have a keen eye for detail and maintain aesthetic sense towards the final output and appraise the quality for raw footage gathered to ensure that it is in line with the initial concept and quality standards. Should highlight any issues with the raw material and take steps to resolve them; identify and resolve equipment issues. He should be aware of editing theories, conventions and techniques of video	**Level 4**

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		editing, editing processes, merging and synchronising techniques, basis of editing and principles of continuity, raw material selection, sequencing of material, editing software and fact based information, live editing, domestic and international post production practices, save interim and final deliverables, format implications, appropriate modifications and applicable health and safety guidelines.	
Broad Learning Outcomes/Core Skill	1. Understand requirements and plan workflow 2. Manage equipment & material 3. Edit the production 4. Maintain workplace health and safety Description	An Editor should know and understand how to document post production requirements, decisions on the process involved, the project work plan, machine and software guidelines and other relevant areas. He should read and understand the script and determine requirements, emerging post production techniques, user manuals and tastes and preferences of the target audience and the market where the end product intends to be distributed. He should understand the director's creative vision and communicate with the team members, relay instructions, collaborate and resolve team issues. Read and understand the user and technical specifications gather and watch raw footage and references of work products and productions that could provide ideas and help conceptualise post production possibilities; discuss problems with the footage and solicit suggestions for resolving them	**Level 4**
Responsibility	1. Understand requirements and plan workflow 2. Manage equipment & material 3. Edit the production 4. Maintain workplace health and safety Description	The job holder needs to understand the director's vision, creative and technical requirements and expectations in terms of quality of deliverables and timelines; understand the way the story needs to be conveyed including the emotional graph, grammar of the	**Level 4**

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scene, motivational scenes and need for transitions.

Should determine key postproduction processes that would be involved to produce the desired outcome and chart-out the process workflow, and break down the work flow into tasks that can be performed on a daily basis; translate expectations into effort estimates for each process and prepare a work plan with respect to the time line, budget and technical viability.

He should gather raw footage and select relevant materials, ingest the footage and keep the software ready for use; save back-ups for interim work products; ensure final products are prepared in appropriate file formats and medium and clear logs and keep the equipment ready for use.

The editor should be able to visualise the flow of story idea, evaluate and select raw material, manage video, sound and image assets effectively, maintain accurate
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Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

     Batch Size:

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Video Camera		2
2	Adobe Premiere Or Any Video Editing Software		15
3	2.1 Multimedia Speakers		1
4	Headphones		15
5	80/90 Inches Short Throw Projector		1
6	High End Graphics Computer With Single Monitor		15

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Classroom Aids
The aids required to conduct sessions in the classroom are:

1. Laptops
2. Whiteboards and markers
3. Projector
4. Screen
5. Stationery

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile *(if available)*

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

1.
2.

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Content availability for previous versions of qualifications:

☐ Participant Handbook ☐ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available:

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Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET "Guidelines for Blended Learning for Vocational Education, Training & Skilling" available on:
https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	☐ Theory/ Lectures - Imparting theoretical and conceptual knowledge	LCD, Projector, Laptop, MSOffice Suite, Flipchart, whiteboard, Markers, wi-fi connectivity	50:50
2	☐ Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	☐ Showing Practical Demonstrations to the learners	LCD, Projector, Laptop, MSOffice Suite, various tools and software, computer camera, computer speakers, wi-fi connectivity	50:50
4	☐ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Computer systems for all students, printers, wi-fi connectivity	50:50
5	☐ Tutorials/ Assignments/ Drill/ Practice	Learning management system	0:100
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Online assessment portals, tablet for each student	0:100
7	☐ On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	Access to industry partner in relevant field	100:0

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
MES/N1401 **(Understand requirements and plan workflow)**	• PC1. Understand the Directors vision, creative and technical requirements and expectations in terms of deliverables and timelines	6	14		
	• PC2. Understand the way the story needs to be conveyed including the emotional graph, grammar of the scene, motivational points and need for transitions	6	14		
	• PC3. Determine key post-production processes that would be involved to produce the desired outcome and chart-out the process workflow (Supervisor)	6	14		

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	• PC4. Break-down the workflow into tasks that can be performed on a daily basis	6	14		
	• PC5. Translate expectations into effort estimates for each process and prepare a work plan, keeping in mind the impact on the production budget, timelines and technical viability (Supervisor)	6	14		
	Total Marks	**30**	**70**		
MES/N1402 **(Manage equipment & material)**	• PC1. Gather raw footage/material and select relevant material that can be used for post-production	11	29		
	• PC2. Ingest the footage/keep the material ready for the post-production process	8	17		
	• PC3. Ensure software/equipment is ready for use (e.g. Final Cut Pro, Avid, After-Effects and sound cleaning software)	3	7		
	• PC4. Save back-ups for interim work-products in the appropriate file formats	3	7		
	• PC5. Ensure final work-products are prepared in appropriate file formats (mp4, avi, wmv, mpg, mov etc.) And appropriate medium (DVD, film, tape, digital etc.) Compatible with intended distribution/exhibition mediums	3	7		
	• PC6. Clear logs/data and keep the software and equipment ready for future use	2	3		
	Total Marks	**30**	**70**		
MES/ N 1403 **(Edit the production)**	• PC1. Visualise the flow of the story idea and conceptualise possibilities	8	17		
	• PC2. Evaluate and select the production raw material (raw camera footage, dialogue, sound effects, graphics, special effects etc.) That can be used to create the required flow	6	14		
	• PC3. Manage video, sound and image assets effectively, maintaining accurate and up-to-date logs, audio track breakdowns and sound tracks.	6	14		
	• PC4. Cut, sequence and merge the material using digital software to create an output that meets guidelines and has the required attributes (pace, direction, style, mood, impact etc.) That would appeal to the target audience	4	11		
	• PC5. Prepare a rough cut to ensure the required standards for the deliverable are adhered to	3	7		
	• PC6. Ensure continuity in the final output	3	7		

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		30	70		
	Total Marks	**30**	**70**		
MES/N0104 **(Maintain workplace health and safety)**	• PC1. Understand and comply with the organisation's current health, safety and security policies and procedures	3	7		
	• PC2. Understand the safe working practices pertaining to own occupation	3	7		
	• PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises	2	3		
	• PC4. Participate in organization health and safety knowledge sessions and drills	2	3		
	• PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency	2	8		
	• PC6. Identify security signals e.g. Fire alarms and places such as staircases, fire warden stations, first aid and medical rooms	3	7		
	• PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety	3	7		
	• PC8. Ensure own personal health and safety, and that of others in the workplace though precautionary measures	3	7		
	• PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person	2	3		
	• PC10. Report any hazards outside the individual's authority to the relevant person in line with organizational procedures and warn other people who may be affected	3	7		
	• PC11. Follow organization's emergency procedures for accidents, fires or any other natural calamity in case of a hazard	2	8		
	• PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority	2	3		
	Total Marks	**30**	**70**		
Employability Skills	• *Introduction to Employability Skills*	1	1		
	• PC1. understand the significance of employability skills in meeting the jobrequirements	-	-		
	• *Constitutional values – Citizenship*	1	1		

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• PC2. identify constitutional values, civic rights,duties, personal values and ethics and environmentally sustainable practices	-	-		
• *Becoming a Professional in the 21st Century*	1	3		
• PC3. explain 21st Century Skills such as Self- Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and culturalawareness, emotional awareness, continuous learning mindset etc	-	-		
• *Basic English Skills*	2	3		
• PC4. speak with others using some basicEnglish phrases or sentences	-	-		
• *Communication Skills*	1	1		
• PC5. follow good manners while communicatingwith others	-	-		
• PC6. work with others in a team	-	-		
• *Diversity & Inclusion*	1	1		
• PC7. communicate and behave appropriatelywith all genders and PwD	-	-		
• PC8. report any issues related to sexualharassment	-	-		
• *Financial and Legal Literacy*	3	4		
• PC9. use various financial products and servicessafely and securely	-	-		
• PC10. calculate income, expenses, savings etc.	-	-		
• PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-		
• Essential Digital Skills	4	6		
• PC12. operate digital devices and use its features and applications securely and safely	-	-		
• PC13. use internet and social media platforms securely and safely	-	-		
• Entrepreneurship	3	5		

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	• PC14. identify and assess opportunities for potential business	-	-		
	• PC15. identify sources for arranging money and associated financial and legal challenges	-	-		
	• Customer Service	2	2		
	• PC16. identify different types of customers	-	-		
	• PC17. identify customer needs and address them appropriately	-	-		
	• PC18. follow appropriate hygiene and grooming standards	-	-		
	• Getting ready for apprenticeship & Jobs	1	3		
	• PC19. create a basic biodata	-	-		
	• PC20. search for suitable jobs and apply	-	-		
	• PC21. identify and register apprenticeship opportunities as per requirement	-	-		
	Total Marks	20	30		

Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

<1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on 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:

- Check the Assessment location, date and time
- 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.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

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- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module (which covers the job profile of Automotive Service Assistant Technician) will be assessed separately.
2. The candidate must score 60% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:

   • Videos of Trainees during OJT

   •

4. Assessment of each Module will ensure that the candidate is able to:

- Effective engagement with the customers
- Understand the working of various tools and equipment
- …..>

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.

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| Long Term Training | Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf |

Editor