QUALIFICATION FILE

Graphic Designer

☒ **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: NSQF Level 4

Submitted By:

Media & Entertainment Skills Council

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

110025

Table of Contents

Graphic Designer

Section 1: Basic Details

1.	**Qualification Name-**	Graphic Designer	
2.	**Sector/s-**	**Media & Entertainment**	
3.	**Type of Qualification:** ☐ **New** ☒ **Revised** ☐ **Has Electives/Options** ☐ **OEM**	**NQR Code & version of existing/previous qualification:** 2019/ME/MESC/3418 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/05452 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**	Graphic designer creates visual concepts, using computer software or by hand, to communicate ideas that inspire, inform, and captivate consumers. They develop the overall layout and production design for various applications such as advertisements, brochures, magazines, and corporate reports etc. with high visual impact.	
9.	**Eligibility Criteria for Entry for Student/Trainee/Learner/Employee**	a. **Entry Qualification & Relevant Experience:** <table><tr><th>S. No.</th><th>Academic/Skill Qualification (with Specialization - if applicable)</th><th>Required Experience (with Specialization - if applicable)</th></tr><tr><td>1</td><td>Class 12th</td><td>one year of relevant experience</td></tr><tr><td>2</td><td>Class 10th</td><td>three years of relevant experience</td></tr><tr><td>3</td><td>ITI /Diploma (2 years after 10th)</td><td>one year of relevant experience</td></tr></table> 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)*)	18	**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)	210	270	60		540
		Online					
		(Refer Blended Learning Annexure for details)					
14.	**Aligned to NCO/ISCO Code/s** *(if no code is available mention the same)*	NCO-2015/2166.0501
15.	**Progression path after attaining the qualification** *(Please show Professional and Academic progression)*	- Conceptualizer - Visualizer - Product Designer
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:** 24/02/2022	**24. Validity Duration:** 5 Years	**25. Next Review Date:** 23/02/2027

Section 2: Module Summary

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

Graphic Designer

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					Weightage (%) *(if applicable)*
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	
1.	Interpret Graphic Visualization brief	MES/N0601	Core	4	3	30	60			90	35	65			100	15
2.	Manage graphic tools	MES/N0602	Core	4	2	30	30			60	35	65			100	15
3.	Visualize and generate design	MES/N0603	Core	4	4	45	75			120	35	65			100	15
4.	Create & edit graphic designs	MES/N0604	Core	4	3	45	45			90	35	65			100	40
5.	Maintain Workplace Health and Safety	MES/N0104	Non-Core	4	2	30	30			60	46	54			100	5
6.	Employability Skills	DGT/VSQ/N0102	Non-Core	4	2	30	30			60	20	30			50	10
Duration (in Hours) / Total Marks					16	210	270	60		540	206	344			550	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					Weightage (%) *(if applicable)*
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	
1.																
2.																
Duration (in Hours) / Total Marks																

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:** Class XII **Domain Certification:** Certified for Job Role: "Graphic Designer" mapped to QP: "MES/Q0601", version 1.0. Minimum accepted score as per SSC guidelines is 70% **Platform Certification:** Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102" with scoring of minimum 80%. **Experience:** 5 years of minimum experience as an assistant graphic designer is required for this position. The Candidate should be able to communicate in English and local language. The 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:** Class XII **Domain Certification:** Certified for Job Role: "Graphic Designer" mapped to QP: "MES/Q0601", version 1.0. Minimum accepted score as per SSC guidelines is 70%

Graphic Designer

		Platform Certification: Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102" with scoring of minimum 80%.
		Experience: 7 years of minimum experience as an assistant graphic designer is required for this position. The Candidate should be able to communicate in English and local language. The 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:** Class XII

Experience: 5 years of minimum experience as an assistant graphic designer is required for this position. The Candidate should be able to communicate in English and local language. The 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*) | Graduate with 2 years of relevant experience |
| 3. | **Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** (*as per NCVET guidelines*) | **Minimum Educational Qualifications:** Class XII

Experience: 7 years of minimum experience as an assistant graphic designer is required for this position. The Candidate should be able to communicate in English and local language. The Candidate should have knowledge of equipment, tools, material, Safety, Health & Hygiene. |
| 4. | **Assessment Mode** (*Specify the assessment mode*) | **Blended** |

Graphic Designer

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:**	

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. Understanding and relate the base idea, theme and concept and design specification based on job brief. 2. Colour scheme, Logo, target audience, etc. 3. Determine the platform requirements of the project (Television, Film, Print, Gaming, etc.) (dimensions, operating platforms, client branding, etc.)	Considering the Job holder is expected to understand the above client needs before making design decisions and application of basic design principles the above job role is pegged at Level 4.	Level 4
Professional and Technical Skills/ Expertise/ Professional Knowledge	1. Expected to have knowledge about how to select the right editing/drawing software tools required for the job like Image Restoration, retouching techniques, designing, etc. 2. How to create graphic that is consistent with the creative look of the project and design the layout appropriate for the given product specification (Website, Game, Animation, Film, Advertising, Television, etc.)	Factual knowledge of tools.	Level 4
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	1. Equipped with logical skills like planning and priortise work according to the requirements and schedules. 2. Have a keen eye for detail and maintain an aesthetic sense towards colour Shapes, forms and software capabilities of the final output 3. Work well in a fast-paced environment 4. Plan the activities, workflow, resourcing and timelines in accordance to the creative and technical requirements 5. expected to be able to communicate clearly in speech and writing. 6. Appraise the quality of own work to ensure it is in line with the expected quality standards	Visualization, analysis, designing	Level 4

Graphic Designer

Broad Learning Outcomes/Core Skill	1. understand the user and technical specifications of equipment and software 2. Gather and watch stock material including photographs, Bitmaps, Clipart and Fonts 3. Gather references of work-products and productions that could provide ideas and help conceptualise possibilities for postproduction.	The job holder needs to possess Writing, Reading and Oral skills by way of specifying a concept, detailing it, using correct grammar, spelling, punctuation, spelling and phonetics, reading and understanding the concept briefs and other information, research the profile, characteristics and key elements of the concept and the target audience and discussing the goals and creative vision of the concept with the producer or director as required.	Level 4
Responsibility	1. Carries out his assigned functions like designing for websites, advertising, books, magazines, posters, computer games, product packaging, exhibitions and displays, corporate communications and corporate identity, i.e. giving organisations a visual 'brand'. 2. These designs created must match the concept and, medium of the brand or product, some of which will require them to make choices about the approaches they adopt. They also require to constantly improvising their approach based on their experience	Ensure that the work-products meet quality standards Therefore this is pegged at level 4.	Level 4

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Adobe Photoshop or GIMP Software		15
2	80/90 Inches Short Throw Projector with screen		1
3	High End Graphics Computer With Single Monitor		15

Graphic Designer

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.

Graphic Designer

Content availability for previous versions of qualifications:

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

Languages in which Content is available:

Graphic Designer

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:

Graphic Designer

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
MES/N0601 **(Interpret graphic visualisation brief)**	PC1. create design layout based on job brief (dimensions, operating platforms, etc.)	5	15		
	PC2. sketch visual themes as per project requirement and relate the base idea, theme and concept	5	15		
	PC3. identify client branding (color scheme, logo, target audience, etc.)	5	15		
	PC4. clarity of brand value and competitors	5	5		
	PC5. construct the visual platform as per project indicators (television, film, print, gaming etc.)	5	5		
	PC6. prepare graphics of theme based on project relevant to his / her job role (format, number, types, duplicates etc.)	5	5		
	PC7. combine images using layer masks and add text to designs	5	5		
Total Marks		35	65		
MES/N0602 **(Manage graphic tools)**	PC1. gather raw stock imageries / material (e.g. photographs, clipart, image filters) and select relevant material that can be used for production	5	15		
	PC2. sort and keep the material ready for the production process	5	15		
	PC3. ensure software / equipment is ready for use (e.g. photoshop, scanner, etc.)	5	5		
	PC4. create tools in line with pictorial representations (brush, pickers of different size and colors)	5	10		
	PC5. save back-ups for interim work-products in the appropriate file formats	5	10		
	PC6. ensure final work-products are prepared in appropriate file formats (e.g. psd, .ai, .cdr, etc.) and appropriate medium(e.g. dvd, cd and digital flash drives)	5	5		

	PC7. clear logs/data and keep the software and equipment ready for future use	5	5		
	Total Marks	**35**	**65**		
MES/N 0603 (Visualise and generate design)	PC1. collect relevant data to support design	5	15		
	PC2. list the design concept to be conceptualized	5	15		
	PC3. relate the concept with meaningful graphics	5	5		
	PC4. illuminate the design with indicative messages accurately	5	15		
	PC5. identify the elements of production relevant as per the creative brief and inputs provided	5	5		
	PC6. present the idea, theme and concept to the peers	5	5		
	PC7. configure exact vocal representation relevant to the data to support design	5	5		
	Total Marks	**35**	**65**		
MES/N0604 (Create and edit graphic design)	PC1. select graphic elements in accordance to the design idea	5	5		
	PC2. freeze the color choice based on the design idea	5	5		
	PC3. create graphics according to the design idea, requirements, specifications	5	5		
	PC4. create vector artworks and illustrations	5	15		
	PC5. select the color output based on the final style required	5	10		
	PC6. create single/multi page documents appropriate to the designs specification	5	10		
	PC7. prepare the final document as per the target platform specification	5	15		
	Total marks	**35**	**65**		
MES/N0104	PC1. maintain one's posture and position to minimize fatigue and the risk of injury	**5**	**5**		
	PC2. maintain first aid kit and keep oneself updated on the first aid procedures	**5**	**5**		
	PC3. identify and document potential risks like sitting postures while using computer, eye fatigues and other hazards at the workplace	**2**	**3**		
	PC4. accurately maintain accident reports	**2**	**3**		
	PC5. report health and safety risks/ hazards to concerned personnel	**5**	**5**		
	PC6. participate in organization's health and safety knowledge sessions and drills	**5**	**5**		

(Maintain workplace health and safety)	PC7. identify the people, responsible for health and safety at the workplace, including those to contact in case of an emergency	5	5		
	PC8. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms	5	5		
	PC9. identify aspects of workplace that could cause potential risk to own and others health and safety	2	3		
	PC10. ensure own personal health and safety, and that of others in the workplace though precautionary measures	2	3		
	PC11. identify and recommend opportunities for improving health, safety, and security to the designated person	2	3		
	PC12. 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	2	3		
	PC13. follow organisation's emergency procedures for accidents, fire or any other natural calamity in case of a hazard	2	3		
	PC14. 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	**46**	**54**		
Employability Skills	*Introduction to Employability Skills*	1	1		
	PC1. understand the significance of employability skills in meeting the jobrequirements	-	-		
	Constitutional values – Citizenship	1	1		
	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		
	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

Graphic Designer

- 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:

- 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

Graphic Designer

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.
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

Graphic Designer