QUALIFICATION FILE

Factory Compliance Auditor

☒ 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: 5

Submitted By:

Apparel, Made-ups & Home Furnishing Sector Skill Council

3rd floor, Flat No. A-312 To A-323, Somdatt Chamber-I,

Bhikaji Cama Place,

Africa Avenue,

New Delhi - 110066

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Section 1: Basic Details

<table>
<tr><td>1.</td><td>Qualification Name</td><td colspan="2">Factory Compliance Auditor</td></tr>
<tr><td>2.</td><td>Sector/s</td><td colspan="2">Apparel</td></tr>
<tr><td>3.</td><td>Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options ☐OEM</td><td>NQR Code & version of existing/previous qualification: 2021/APR/AMHSSC/04778, Version 2.0</td><td>Qualification Name of existing/previous version:
Factory Compliance Auditor</td></tr>
<tr><td>4.</td><td>a. OEM Name
b. Qualification Name
(Wherever applicable)</td><td colspan="2">NA</td></tr>
<tr><td>5.</td><td>National Qualification Register (NQR) Code &Version
(Will be issued after NSQC approval)</td><td>QG-05-AP-01779-2024-V1.1-AMHSSC, Version 3.0</td><td>6. NCrF/NSQF Level: 5</td></tr>
<tr><td>7.</td><td>Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)</td><td colspan="2">Certificate</td></tr>
<tr><td>8.</td><td>Brief Description of the Qualification</td><td colspan="2">A Factory Compliance Auditor is responsible for conducting regular audits in the apparel factory to check if the unit is functioning in accordance to the industry regulations, standards and policies. The Compliance Auditor prepares a detailed report of the audit findings with remarks on system adequacy, system conformance or deviation if any, and overall system performance. He/she is responsible for helping protect the organization's assets by conducting internal audits and inspections to ensure that the equipment and operations are in compliance with laws, corporate guidelines, best practices, and contractual agreements.</td></tr>
<tr><td>9.</td><td>Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</td><td colspan="2">a. Entry Qualification & Relevant Experience:
b.
<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>Completed 1st year of 3-year/ 4-years UG
(With legal/social/technical specialization)</td><td>1 year relevant experience</td></tr>
<tr><td>2</td><td>Previous relevant Qualification of NSQF Level 4.5</td><td>1.5 year relevant experience</td></tr>
</table>
c. Age: 20 years</td></tr>
</table>

<table>
<tr><td></td><td></td><td colspan="2"></td></tr>
<tr><td>10.</td><td>Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))</td><td>18</td><td>11. Common Cost Norm Category (I/II/III) (wherever applicable): Category I</td></tr>
<tr><td>12.</td><td>Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)</td><td colspan="2">NA</td></tr>
<tr><td>13.</td><td>Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</td><td colspan="2">☒Offline ☐Online ☐Blended
<table>
<tr><th>Training Delivery Modes</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>OJT Mandatory (Hours)</th><th>OJT Recommended (Hours)</th><th>Total (Hours)</th></tr>
<tr><td>Classroom (offline)</td><td>210</td><td>330</td><td>0</td><td>0</td><td>540</td></tr>
<tr><td>Online</td><td></td><td></td><td></td><td></td><td></td></tr>
</table>
(Refer Blended Learning Annexure for details)</td></tr>
<tr><td>14.</td><td>Aligned to NCO/ISCO Code/s (if no code is available mention the same)</td><td colspan="2">NCO-2015/7543.4001</td></tr>
<tr><td>15.</td><td>Progression path after attaining the qualification (Please show Professional and Academic progression)</td><td colspan="2">Compliance Manager</td></tr>
<tr><td>16.</td><td>Other Indian languages in which the Qualification & Model Curriculum are being submitted</td><td colspan="2">Hindi</td></tr>
<tr><td>17.</td><td>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</td><td colspan="2">☐ Yes ☒ No URLs of similar Qualifications:</td></tr>
<tr><td>18.</td><td>Is the Job Role Amenable to Persons with Disability</td><td colspan="2">☐ Yes ☒ No
If “Yes”, specify applicable type of Disability: NA</td></tr>
<tr><td>19.</td><td>How Participation of Women will be Encouraged</td><td colspan="2">Skilled women workforce will find jobs with organised apparel exporters, manufacturers.</td></tr>
<tr><td>20.</td><td>Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)</td><td colspan="2">☒ Yes ☐ No</td></tr>
<tr><td>21.</td><td>Is Qualification Suitable to be Offered in Schools/Colleges</td><td colspan="2">Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No</td></tr>
<tr><td>22.</td><td>Name and Contact Details of Submitting / Awarding Body SPOC
(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</td><td colspan="2">Name: Amit Singh, Priya Mathur
Email: jdqs@sscamh.com, jdqs1@sscamh.com Contact No.: 09599929121, 8810692673
Website: www.sscamh.com</td></tr>
<tr><td>23.</td><td>Final Approval Date by NSQC: 30/12/2021</td><td>24. Validity Duration: 36 Months</td><td>25. Next Review Date 30/12/2024</td></tr>
</table>

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/NSQF 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	Follow regulatory and company's rules and Greening of Job Roles	AMH/N1705 V2.0	Core	5	2	30	30	0	0	60	6	21	0	3	30	8%
2	Evaluate information to determine compliance with standards	AMH/N2201 V2.0	Core	5	3	45	45	0	0	90	20	70	0	10	100	25%
3	Prepare audit report	AMH/N2202 V2.0	Non Core	5	5	51	99	0	0	150	20	70	0	10	100	25%
4	Check compliance with product protocol	AMH/N2203 V2.0	Non Core	5	4	30	90	0	0	120	14	49	0	7	70	18%
5	Maintain a healthy, safe and secure working environment with Gender and PwD Sensitization	AMH/N2204 V2.0	Non Core	5	2	30	30	0	0	60	10	35	0	5	50	12%
6	Employability Skills	DGT/VSQ/N0102 V 1.0	Non Core	4	2	24	36	0	0	60	20	30	0	0	50	12%
Duration (in Hours) / Total Marks					18	210	330	0	0	540	90	275	0	35	400	100%

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: NA % *(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)*	Diploma with 4 Year of relevant industry experience in Compliance OR Graduation with 3 Year of relevant industry experience in Compliance OR Post graduate diploma with 2 Year of relevant industry experience in Compliance OR Post Graduate with 1 Year of relevant industry experience in Compliance
2.	**Master Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	Diploma with 4 Year of relevant industry experience in Compliance OR Graduation with 3 Year of relevant industry experience in Compliance OR Post graduate diploma with 2 Year of relevant industry experience in Compliance OR Post Graduate with 1 Year of relevant industry experience in Compliance
3.	**Tools and Equipment Required for Training**	☒Yes ☐No (*If "Yes", details to be provided in Annexure) Refer Annexure*
4.	**In Case of Revised Qualification, Details of Any Upskilling Required for Trainer**	NA

Section 4: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	ITI with 4 Year of relevant industry experience in Compliance OR Diploma with 4 Year of relevant industry experience in Compliance OR Graduation with 3 Year of relevant industry experience in Compliance OR Post graduate diploma with 2 Year of relevant industry experience in Compliance OR Post Graduate with 1 Year of relevant industry experience in Compliance
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	ITI with 4 Year of relevant industry experience in Compliance OR Diploma with 4 Year of relevant industry experience in Compliance OR Graduation with 3 Year of relevant industry experience in Compliance OR Post graduate diploma with 2 Year of relevant industry experience in Compliance OR Post Graduate with 1 Year of relevant industry experience in Compliance
3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	ITI with 4 Year of relevant industry experience in Compliance OR Diploma with 4 Year of relevant industry experience in Compliance OR Graduation with 3 Year of relevant industry experience in Compliance OR Post graduate diploma with 2 Year of relevant industry experience in Compliance OR Post Graduate with 1 Year of relevant industry experience in Compliance
4.	**Assessment Mode** *(Specify the assessment mode)*	**Offline**
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):** Yes
4.	**Number of Industry validation provided:** 30
5.	**Estimated nos. of persons to be trained and employed:** 211
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments:** *Ministry Of Textiles is Line Ministry of AMHSSC.* If "No", why: NA

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

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	• He is required to review security polices, user access controls and risk management procedures and prepares an audit checklist . For this he has to visit the factory and use the audit checklist to observe, gather information and evaluate the conformance with standards. He should be able to verify the information received form relevant people , and collect evidence for observations and audit findings. He should meet . • He is required to make a report on the areas of concern or non-conformities . • He should communicate the relevant findings with integrity to the concerned people and fin ally ensure that all compliance points are checked and evaluated and meet the requirement.	• **Advanced multidisciplinary and specialized knowledge** • **Proficient in interdisciplinary knowledge including tech with specialized expertise in related fields; knowledgeable in emerging trends, change management, and problem-solving** The skill of a Factory Compliance Auditor requires him to review an organization's adherence to regulatory guidelines.	5
Professional and Technical Skills/ Expertise/ Professional Knowledge	• He should be able to plan and prepare audit, collect the background information, compiling checklist. He should know how to plan on-site activities conduct an opening meeting ,collect audit evidence through gathering information, observations and interviews, and sampling. • He should know the procedure of evaluating the audit evidence, compiling a compliance audit report, developing a follow-up action program and conducting regulatory review.	**Proficiently skilled in advanced cognitive abilities, project management, techno-commercial aspects, and future adaptability, with social intelligence.** A Factory Compliance Auditor should have the knowledge and ability to conduct audits in accordance with this handbook and any other internal work procedures.	5
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	• He plans and organizes work to achieve targets and deadlines. • He consults and coordinates for effective delivery, applies problem solving approaches in different situations. • He refers anomalies to the particular personnel and seeks clarification on problems from others. • He analyzes needs, requirements and dependencies in order to meet work requirements. • He conducts meeting and seeks participation of	**Dynamic leader with exceptional organizational, communication and mentoring skills, capable of driving innovation for optimal group performance.** A Factory Compliance Auditor makes Identifies situation that need escalation on quality issues.	5

	members from Quality, Production, Audit or any other team for effective solutions • He provides opinions on work in a detailed and constructive way to the concerned personnel. • He maintains accurate records and documentation of the same. • He works independently and collaboratively and takes appropriate decisions related to responsibilities. • He practices a customer service oriented approach.		
Broad Learning Outcomes/Core Skill	• He follows manuals/procedures/and compliance policies and regularly updates actively with modifications through written print and mail communication (digital). • He listens effectively and accurately communicates the work related matters and reacts proactively especially on critical issues. • He plans and manages work routine based on company procedure. • He positively influences his team members into following procedures. • He should have good analytical and report writing and presentation skills.	**Judgment in complex problems** **Applies advanced technical skills, monitors critical parameters, evaluates and improves processes, and solves complex problems with evidence-based judgment in complex problems.** A Factory Compliance Auditor fills in the information required to communicate the level of quality and communicates with others in writing using accurate terminology.	5
Responsibility	• The Compliance Auditor prepares a detailed report of the audit findings with remarks on system adequacy, system conformance or deviation if any, and overall system performance. • He is responsible for his own work and learning and full responsibility of other's work and learning	A Factory Compliance Auditor is responsible for conducting regular audits in the factory to check if the unit is functioning in accordance to the industry regulations, standards and policies. Accountable leader effectively manages independent units/projects, delegates, supervises and drives change with full responsibility & team building. Should be responsible for his or her own designs He is fully responsible for the output of the group and the development.	5

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	Computer With Computer Table And Chairs and peripherals		5
2	Computer softwares	as per requirement	
3	Printer		1
4	Projector /LCD		1
5	Books related to Company Law, Factory Compliance		1
6	Books related to Human Resource		1
7	Documents(eg: audit check list, techpack etc., related to Factory Compliance)		1
8	Dustbin		1
9	Fire Extinguisher		1
10	Student's Chair With Table Arm		30
11	Teacher's Table & Chair		1
12	Defect lists & samples and fabric correct and defected (garments, made ups and home furnishing)		4
13	Students Notes		30
14	Fabric/trims and accessories		10
15	First Aid		1
16	White/Black Board + Marker		1
17	Duster		1

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed)
2. (all software should either be latest version or one/two version below)As required
3. UPS As required
4. Scanner cum Printer As required
5. Computer Tables As required

6. Computer Chairs As required
7. LCD Projector As required
8. White Board 1200mm x 900mm As required

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 of Representative	Designation	State	Email Id	Contact number
1	Raymond	Chinappa Reddy	Senior Manager- Product Development	Maharashtra	chinappareddy@raymond.in	9833024241
2	Shahi Exports	Anjani Kumar Mishra	Manager Trainings and Development	Haryana	anjani.mishra@shahi.co.in	7739404959
3	LUX Industries	Buvana M	HR Manager	Tamilnadu	info@luxinnerwear.com	+913340402121
4	RBR Garment private limited	P Kartikeyan	Manager HR and Admin	Tamilnadu	reach@rbrindia.com	9626244447
5	Fashionknits	Nushrath R.	HR Manager	Tamilnadu	nusrathr@fashionknits.net	0421-4337473
6	AR Enterprises	Rajiv Kumar	Director	Punjab	NA	9872985505
7	Ammaiyappar Tex	A Bala.	HR-Admin	Tamilnadu	vhktex@yahoo.co.in	08056262651
8	Vardhman Nishimbo	Richika Rana	HR Manager	Punjab	dlsharma@vardhman.com	081466 25707
9	Aathava Garments pvt ltd.	Ganesh Kumar J	Manager	Tamilnadu	info@aathavagarments.com	0422-2565716
10	CMV Global Clothings	A Vallargu	Sr. HR Manager	Tamilnadu	info@cmvglobalclothings.com	08098201090
11	Cotton Blossom	Sashi Kumar K	HR Manager	Tamilnadu	info@cotonblossom.org	0421 4349 100
12	Trident	Nasreen Ahmed	Head Product Development	Punjab	nasreenshmed@tridentindia.com	9878999237
13	SHRI HARI PROCESS	Shanmugam Ramasamy	Admin Manager	Tamilnadu	infra@cibiintl.com	04294225426
14	SRI ARUL TEX	SELLAPPA GOUNDER	Director	Tamilnadu	srinu_ca2002@yahoo.co.in	098425 99455
15	DHANA TEXTILES	MUTHUSAMY DHANABALAN	Director	Tamilnadu	madhavan707@gmail.com	8048372427
16	JEGA GARMENTS	Murugan Cibi	Admin	Tamilnadu	murugan.cibi@gmail.com	9688277455

17	Rubrics Exports	Ganpathi R	HR Manager	Tamilnadu	rubricexports@hotmail.com	8048372003
18	Bayport	Amit Sharma	Category Head	Ahmedabad	amitsharma@bayport.com	9582038033
19	BEST Corporation	S Seshathri	President	Tamilnadu	best@bestcorp.in	421398 0000
20	Little BABA Oswal	Keshav Singh	Manager	Punjab	NA	08872994443
21	RUSTA	Amitoj Bal	Sourcing Manager	Delhi	Amitoj.bal@rusta.com	9873000263
22	Orient Fashion	Gagan	HR Manager	Delhi	gagan@ocfit.in	9991840624
23	Sahu Exports	D Kumar	Manager	Delhi	dkumar@sahuexports.com	8048372919
24	Toram Creations	Karthik R	Key Accounts Manager	Tamilnadu	we@toram.in	98946 64599
25	SK COTTON	Vaibhav Vaishnav	Managing Director	Maharashtra	skumarcot@gmail.com	8788053726
26	SNQS International Pvt Ltd.	N Balamurgan	General Manager	Tamilnadu	logu@snqsintl.com	0421-4390000
27	CTA Apparels	Sridhar	HR Manager	Delhi	sridhar@ctaapparels.com	0120 478 5330
28	KGI CLOTHING	Mr Murugan	HR Manager	Andhra pradesh	info@kgiclothing.in	09176660000
29	MSR Garments	K Suresh	HR Manager	Andhra Pradesh	suresh@msrgarments.com	089390 44650
30	Network Clothing	Suresh H	HR Head	Tamilnadu	network@md2.vsnl.net.in	0421 226 2022

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
2023	67	43	60	39	NA	NA
2024	70	45	63	41	NA	NA
2025	74	48	66	43	NA	NA

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
Version 2.0	2022	64	62	61	41	60	59	58	39	NA	NA	NA	NA
Version 1.0	2021	61	59	58	39	57	57	55	37	NA	NA	NA	NA
Version 1.0	2020	57	57	55	37	55	54	52	35	NA	NA	NA	NA

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. PMKVY
2. DDUGKY
3. NULM

Content availability for previous versions of qualifications:

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

Languages in which Content are available:

Hindi

Annexure: Detailed Assessment Criteria

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

AMH/N1705: Follow regulatory and company's rules and Greening of Job Roles					
PC	**Assessment Criteria for Outcomes**	**Theory Marks**	**Practical Marks**	**Project Marks**	**Viva Marks**
PC1	Seek and obtain clarifications on policies and procedures; and greening solutions from the supervisoror other authorized personnel and carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.	2	4	-	0.5
PC2	Apply and follow these policies andprocedures within the work practices and inculcate sustainable consumption practices	1	7	-	1
PC3	Provide support to the supervisor andteam members in enforcing these considerations and support adaptation to more environmentally friendly processes and actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes	1	3	-	0.5
PC4	Identify and report any possibledeviation to these requirements.	2	7	-	1
	NOS Total	**6**	**21**	**-**	**3**
AMH/N2201: Evaluate information to determine compliance with standards					
PC	**Assessment Criteria for Outcomes**	**Theory Marks**	**Practical Marks**	**Project Marks**	**Viva Marks**
PC1	Be updated with the system/industryregulations, policies and guidelines	1	2	-	1

PC2	Prepare an audit checklist	3	10	-	1
PC3	Collect, analyse and evaluate the previous audit records and standards which will be used to check the compliance	3	10	-	1
PC4	Make a note of the areas to focus on whenconducting the audit based on the previous records/audit history	1	6	-	1
PC5	Collect the necessary tools/referencepapers and other materials that would be required for conducting compliance audit	3	4	-	1
PC6	Confirm and communicate the complianceaudit plan with the relevant people	1	2	-	0.5
	Conduct compliance audit at the factory	**8**	**36**	**-**	**4.5**
PC7	Visit the factory and use the audit checklist to observe, gather information and evaluate the conformance with standards	1	4	-	-
PC8	Verify the information received, and collect evidence for observations and audit findings	1	8	-	1
PC9	Meet the relevant people associated with the factory operations & management and advise on the compliance standards	1	3	-	-
PC10	Make a note of all observations and findings, and highlight the areas of concern or non-conformities	2	10	-	1
PC11	Communicate the audit findings to the relevant people	1	2	-	1
PC12	Maintain integrity and confidentiality in the audit process	1	1	-	1

PC13	ensure all compliance points are checkedand evaluated	1	8	-	0.5
	NOS Total	**20**	**70**	**-**	**10**
AMH/N2202: Prepare Audit Report					
PC	**Assessment Criteria for Outcomes**	**Theory Marks**	**Practical Marks**	**Project Marks**	**Viva Marks**
PC1	Assess and critically analyze the information gathered duringthe audit.	1	7	-	1
PC2	Categorize the findings as conformance tostandards or non-conformance, as the case maybe, for each of the areas inspected as per audit checklist.	4	10	-	1
PC3	Attach supporting documents or fill indetails regarding evidence.	4	4	-	1
PC4	Identify and classify the non-conformancesas major/minor or observation.	4	10	-	1
PC5	Put in remarks and recommendations foreach of the non-conformances or deviations.	1	20	-	1
PC6	Ensure all areas of compliances arecovered in the audit report.	1	10	-	1
PC7	Use an approved template to create theaudit report.	1	2	-	0.5
PC8	Ensure the audit report is prepared andsubmitted on time to the concerned people, after the on-site audit.	1	2	-	1
	Record Keeping	**3**	**5**	**-**	**2.5**
PC9	Keep the audit report in safe and securecondition	1	2	-	1
PC10	Store the audit report in such a way thatit can be retrieved whenever required.	1	2	-	1
PC11	Maintain confidentiality of the auditreport, wherever applicable.	1	1	-	0.5
	NOS Total	**20**	**70**	**-**	**10**

AMH/N2203: Check compliance with product protocol					
PC	**Assessment Criteria for Outcomes**	**Theory Marks**	**Practical Marks**	**Project Marks**	**Viva Marks**
PC1	Refer & analyze the product protocol with a reference sample to evaluate if the instructions & specifications given in the pro tocol have been followed	3	5	-	1
PC2	Evaluate the fabric / accessories / quality reports tested internally or externally	2	12	-	1
PC3	Checks points where quality control has been exercised in consultation with the immediate supervisor	3	20	-	1
PC4	Communicate to all concerned the relevant standards with reference to the product protocol.	1	2	-	1
PC5	Ensure that the standards have been clearly understood and seek confirmation of the same.	2	4	-	1
PC6	Communicate proactively if the systems are not producing the desired outcome.	1	2	-	1
PC7	Keep all the reference samples and reference manuals accessible and in a good condition.	2	4	-	1
	NOS Total	**14**	**49**	**-**	**7**
AMH/N2204: Maintain a healthy, safe and secure working environment with Gender and PwD Sensitization					
PC	**Assessment Criteria for Outcomes**	**Theory Marks**	**Practical Marks**	**Project Marks**	**Viva Marks**
PC1	Comply with health and safety related instructions applicable to the workplace and ensure gender equality and PwD (people with disability) security	2	7	-	1
PC2	Use and maintain personal protective equipment where required during inspection	2	9	-	1
PC3	Carry out own activities in line with approved guidelines and procedures and actively participate in training sensitization programs for gender and PwD awareness	1	3	-	0.5
PC4	Monitor the workplace and work processes for potential risks and threats.	1	3	-	0.5
PC5	Report hazards and potential risks/ threats to supervisors or other authorized personnel	1	1	-	1
PC6	Take action based on instructions in the event of fire, emergencies or accidents.	2	8	-	0.5
PC7	Follow organization procedures for shutdown and evacuation when required	1	4	-	0.5
	NOS Total	**10**	**35**	**-**	**5**

DGT/VSQ/N0102 EMPLOYABILITY SKILLS (60 Hours)					
PC	**Assessment Criteria for Outcomes**	**Theory Marks**	**Practical Marks**	**Project Marks**	**Viva Marks**
	Introduction to Employability Skills	1	1	0	0
PC1	Identify employability skills required for jobs in various industries				
PC2	Identify and explore learning and employability portals				
	Constitutional values – Citizenship	1	1	0	0
PC3	Recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.				
PC4	Follow environmentally sustainable practices				
	Becoming a Professional in the 21st Century	2	4	0	0
PC5	Recognize the significance of 21st Century Skills for employment				
PC6	Practice the 21st Century Skills such as Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life				
	Basic English Skills	2	3	0	0
PC7	Use basic English for everyday conversation in different contexts, in person and over the telephone				
PC8	Read and understand routine information, notes, instructions, mails, letters etc. written in English				
PC9	Write short messages, notes, letters, e-mails etc. in English				
	Career Development & Goal Setting	1	2	0	0
PC10	Understand the difference between job and career				
PC11	Prepare a career development plan with short- and long-term goals, based on aptitude				
	Communication Skills	2	2	0	0
PC12	Follow verbal and non-verbal communication etiquette and active listening techniques in various settings				
PC13	Work collaboratively with others in a team				
	Diversity & Inclusion	1	2	0	0
PC14	Communicate and behave appropriately with all genders and PwD				
PC15	Escalate any issues related to sexual harassment at workplace according to POSH Act				

	Financial and Legal Literacy	2	3	0	0
PC16	Select financial institutions, products and services as per requirement				
PC17	Carry out offline and online financial transactions, safely and securely				
PC18	Identify common components of salary and compute income, expenses, taxes, investments etc				
PC19	Identify relevant rights and laws and use legal aids to fight against legal exploitation				
	Essential Digital Skills	3	4	0	0
PC20	Operate digital devices and carry out basic internet operations securely and safely				
PC21	Use e- mail and social media platforms and virtual collaboration tools to work effectively				
PC22	Use basic features of word processor, spreadsheets, and presentations				
	Entrepreneurship	2	3	0	0
PC23	Identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research				
PC24	Develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion				
PC25	Identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity				
	Customer Service	1	2	0	0
PC26	Identify different types of customers				
PC27	Identify and respond to customer requests and needs in a professional manner.				
PC28	Follow appropriate hygiene and grooming standards				
	Getting ready for apprenticeship & Jobs	2	3	0	0
PC29	Create a professional Curriculum vitae (Résumé)				
PC30	Search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively				
PC31	Apply to identified job openings using offline /online methods as per requirement				
PC32	Answer questions politely, with clarity and confidence, during recruitment and selection				
PC33	Identify apprenticeship opportunities and register for it as per guidelines and requirements				
	NOS Total	20	30	0	0
	GRAND Total	**90**	**275**	**0**	**35**

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:

- 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.
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