



## QUALIFICATION FILE

### Golf Club Junior Technician (Fitting & Repair)

☒ 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: 3

Submitted By:

Sports, Physical Education, Fitness and Leisure Sector Skill Council (SPEFL-SC)  
207, DLF Galleria Mall, Mayur Vihar Extension, Delhi- 110091

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## Section 1: Basic Details

1.	<b>Qualification Name</b>	<b>Golf Club Junior Technician (Fitting &amp; Repair)</b>																
2.	<b>Sector/s</b>	<b>Sports</b>																
3.	<b>Type of Qualification:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	<b>NQR Code &amp; version of existing/previous qualification:</b> <i>(change to previous, once approved)</i> <b>NA</b>	<b>Qualification Name of existing/previous version:</b> <b>NA</b>															
4.	<b>a. OEM Name</b> <b>b. Qualification Name</b> <i>(Wherever applicable)</i>																	
5.	<b>National Qualification Register (NQR) Code &amp;Version</b> <i>(Will be issued after NSQC approval)</i>	QG-03-SP-00602-2023-V1-SPEFLSC	<b>6. NCrf/NSQF Level:</b> 3															
7.	<b>Award (Certificate/Diploma/Advance Diploma/ Any Other)</b> <i>(Wherever applicable specify multiple entry/exits also &amp; provide details in annexure)</i>	Certificate																
8.	<b>Brief Description of the Qualification</b>	Golf Club Junior Technician (Fitting & Repair) performs club fitting and club performance modifications. They alter, modify golf clubs as per the recommendations of the golf golfers or the coaches/ instructors to meet their specific requirement. The individuals in this role are also required to repair golf clubs and perform maintenance.																
9.	<b>Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</b>	<b>a. Entry Qualification &amp; Relevant Experience:</b> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>10th grade pass</td> <td></td> </tr> <tr> <td>2.</td> <td>9th grade pass</td> <td>1 Year of relevant experience</td> </tr> <tr> <td>3.</td> <td>8th grade pass</td> <td>2 Years of relevant experience</td> </tr> <tr> <td>4.</td> <td>5th grade pass</td> <td>5 Years of relevant experience</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	10th grade pass		2.	9th grade pass	1 Year of relevant experience	3.	8th grade pass	2 Years of relevant experience	4.	5th grade pass	5 Years of relevant experience
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10.	<b>Credits Assigned to this Qualification, Subject to Assessment</b> <i>(as per National Credit Framework (NCrF))</i>	12	<b>11. Common Cost Norm Category (I/II/III)</b> <i>(wherever applicable):</i> <b>NA</b>															

12.	<b>Any Licensing requirements for Undertaking Training on This Qualification</b> <i>(wherever applicable)</i>	NA																											
13.	<b>Training Duration by Modes of Training Delivery</b> <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <i>(Refer Blended Learning Annexure for details)</i> <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Man. (Hours)</th> <th>OJT Rec. (Hours)</th> <th>ES (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>60</td> <td>180</td> <td>90</td> <td>-</td> <td>30</td> <td>360</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Man. (Hours)	OJT Rec. (Hours)	ES (Hours)	Total (Hours)	Classroom (offline)	60	180	90	-	30	360	Online						
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Online																													
14.	<b>Aligned to NCO/ISCO Code/s</b> <i>(if no code is available mention the same)</i>	NCO-2015/3423.0200																											
15.	<b>Progression path after attaining the qualification</b> <i>(Please show Professional and Academic progression)</i>	Level-3 (Horizontal – Golf Caddie) Level-4(Vertical)- Caddie Master																											
16.	<b>Other Indian languages in which the Qualification &amp; Model Curriculum are being submitted</b>	Hindi																											
17.	<b>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																											
18.	<b>Is the Job Role Amenable to Persons with Disability</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If “Yes”, specify applicable type of Disability:</b>																											
19.	<b>How Participation of Women will be Encouraged</b>	Encouraging the participation of women in golf club junior technician roles, specifically in fitting and repair, requires a proactive approach to create an inclusive environment. Here are some strategies that can help promote and support women's involvement: <ol style="list-style-type: none"> <li>1. Organize workshops or events specifically targeting young girls and women, highlighting the technical aspects and career prospects in the field.</li> <li>2. Utilize social media platforms and online forums to showcase successful women in golf club fitting and repair, sharing their experiences and inspiring others.</li> <li>3. Establish mentorship programs where experienced female technicians can guide and support aspiring women in their career development.</li> <li>4. Actively recruit and advertise job openings to diverse communities, ensuring that women are aware of and encouraged to apply for these roles.</li> <li>5. Recognize and celebrate the contributions and achievements of women technicians through awards, incentives, and internal promotions.</li> </ol>																											

20.	<b>Are Greening/ Environment Sustainability Aspects Covered</b> <i>(Specify the NOS/Module which covers it)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
21.	<b>Is Qualification Suitable to be Offered in Schools/Colleges</b>	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
22.	<b>Name and Contact Details of Submitting / Awarding Body SPOC</b> <i>(In case of CS or MS, provide details of both Lead AB &amp; Supporting ABs)</i>	Name: Priya Dwivedi Email: Priya.dwivedi@sportsskills.in Contact No.: 011-47563351 Website: www.sportsskills.in	
23.	<b>Final Approval Date by NSQC: 23/06/2023</b>	24. Validity Duration: 3 Years	25. Next Review Date: 23/06/2026

## Section 2: Module Summary

## NOS/s of Qualifications

*(In exceptional cases these could be described as components)*

SPF/N1190: Understand the Game of Golf

SPF/N1167: Fit Golf Equipment

SPF/N1168: Restore Golf Equipment

SPF/N1169: Improve workplace resource usage

DGT/VSQ/N0101: Employability Skills (30 Hours)

## 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.	Understand the Game of Golf	SPF/N1190	Core	3	0.5	5	10	-		15	20	30			50	11
2.	Fit Golf Equipment	SPF/N1167	Core	3	4.5	15	60	60		135	50	100			150	33
3.	Restore Golf Equipment	SPF/N1168	Core	3	5	30	90	30		150	50	100			150	33
4.	Improve workplace resource usage	SPF/N1169	Non-core	3	1	10	20	-		30	20	30			50	11
5.	Employability Skills (30 Hours)	DGT/VSQ/N0101	Non-core	2	1	15	15	-		30	20	30			50	12
<b>Duration (in Hours) / Total Marks</b>					12	75	195	90		360	140	260			450	100

**Assessment - Minimum Qualifying Percentage**Please specify **any one** of the following:**Minimum Pass Percentage – Aggregate at qualification level: 50 %** (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)**Minimum Pass Percentage – NOS/Module-wise: 50 %** (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.	<b>Trainer's Qualification and experience in the relevant sector (in years)</b> (as per NCVET guidelines)	12 <sup>th</sup> Class with specialization in Golf Equipment Fitting and Repair with 1 years of academic/industry experience and 1 year of training experience.
2.	<b>Master Trainer's Qualification and experience in the relevant sector (in years)</b> (as per NCVET guidelines)	Graduation with specialization in Golf Equipment Fitting and Repair with 3 years of academic/industry experience and 2 year of training experience.
3.	<b>Tools and Equipment Required for Training</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	<b>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</b>	NA

**Section 4: Assessment Related**

1.	<b>Assessor's Qualification and experience in relevant sector (in years)</b> (as per NCVET guidelines)	12 <sup>th</sup> Class with specialization in Golf Equipment Fitting and Repair with 2 years of academic/industry experience and 1 year of training experience.
2.	<b>Proctor's Qualification and experience in relevant sector (in years)</b> (as per NCVET guidelines)	
3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)</b> (as per NCVET guidelines)	
4.	<b>Assessment Mode</b> (Specify the assessment mode)	<b>Theoretical and Practical Assessment</b>
5.	<b>Tools and Equipment Required for Assessment</b>	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> 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.	<b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b> Work in Progress
2.	<b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b>
3.	<b>Government /Industry initiatives/ requirement (Yes/No):</b> Yes
4.	<b>Number of Industry validation provided:</b> 11
5.	<b>Estimated nos. of persons to be trained and employed:</b> 200 in three years
6.	<b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> If "No", why: SPEFL-SC submitted the qualification for the line ministry concurrence.

## Section 6: Annexure &amp; Supporting Documents Check List

Specify Annexure Name / Supporting document file name

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

## 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
<b>Professional Theoretical Knowledge/Process</b>	The key responsibility of Golf Club Junior Technician (Fitting & Repair) is to perform club fitting and club performance modifications. They alter, modify golf clubs as per the recommendations of the golfers or the coaches/ instructors to meet their specific requirement. They also repair golf clubs and perform maintenance.	Work in familiar, predictable, routine, the situation of clear choice. Key tasks of a Golf Club Junior Technician (Fitting & Repair) include fitting the equipment for golfers. This is an activity of a routine nature in a situation of clear choice as demanded by the workplace.	3
<b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>	<p>The Golf Club Junior Technician (Fitting &amp; Repair) should be able to consult with golfers to identify and document preferences. They should be able to identify preferred equipment designs and fitting techniques to enhance the advanced performance requirements of golf</p> <p>The Golf Club Junior Technician (Fitting &amp; Repair) should have a knowledge of policies and procedures applicable to fitting and altering golf equipment. They should know the types of monitoring techniques: fitting systems and protocols, carry distance profiling, club specifications, software and technical equipment</p>	The Golf Club Junior Technician (Fitting & Repair) is responsible for completion of their own work and expected to learn and improve their performance on the job. They will require well developed practical and skills to complete their work such as fitting and altering golf equipment	3

<b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b>	<p>1. speak with others using some basic English phrases or sentences.</p> <p>2. follow good manners while communicating with others</p> <p>3. communicate and behave appropriately with all genders and PwD</p> <p>4. calculate income, expenses, savings etc.</p> <p>use internet and social media platforms securely and safely</p> <p>5. identify customer needs and address them appropriately</p>	Recall and demonstrate practical skill, routine and repetitive in a narrow range of application, using appropriate tools.	3
<b>Broad Learning Outcomes/Core Skill</b>	The Golf Club Junior Technician (Fitting & Repair) should be able to read and understand all usage and safety manuals of golf clubs. communicate in a clear and polite manner with clients. instruct users with clear and easy to understand instructions.	The person in charge should be able to read, write and do basic arithmetic to write down schedules and read and understand all usage and safety manuals of golf clubs	3
<b>Responsibility</b>	The key responsibility of Golf Club Junior Technician (Fitting & Repair) is to perform club fitting and club performance modifications. They alter, modify golf clubs as per the recommendations of the golfers or the coaches/ instructors to meet their specific requirement. They also repair golf clubs and perform maintenance.	Responsibility for own work and learning and some responsibility for others' works and learning. They are expected to understand the quality of the work that needs to be delivered.	3

## 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	Golf club set	Standards	2
2	Golf balls	Standards	30
3	Extension piece double end	Standards	30
4	Chop saw	Standards	1
5	Tour tapered golf iron shaft	Standards	30
6	Graphite shaft tip abrader	Standards	1
7	Graphite shaft pry bar	Standards	1
8	Putter shaft bending tube	Standards	1
9	Professional shaft remover	Standards	1
10	Club ferrule slicer and splitter	Standards	1
11	Club head reaming vice	Standards	1
12	Spring rod club grip remover	Standards	1
13	Hosel cleaning brush	Standards	1
14	Clubs new grip fitting kit	Standards	1
15	Ferrule installer	Standards	1
16	Soling kit upgrade	Standards	1
17	48" hot rod set	Standards	1
18	All-in-one golf gauge	Standards	1
19	50mm wide strip grip	Standards	1
20	Tungsten powder	Standards	1
21	Gloves	Standards	30
22	Safety goggles	Standards	30
23	Ladder	Standards	1

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Laptop
2. Whiteboard

Golf Club Junior Technician (Fitting &amp; Repair)

3. Marker
4. Projector
5. Chart paper
6. Clipboards
7. Height & Weight chart

## 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)
1	Capacita Connect	Sandeep Kumar	Business Development Manager	223, Pratap Nagar society, Vaishali Nagar, Jaipur	8750220812	Capacitaconnect.com	
2	EduSports	H. Noori	Manager, Training	HSR Layout, Bangalore-560102	8800963127	Hassan.noori@edusports.in	
3	India Hub E-Governance Pvt. Ltd.	Mipandeeep Singh	Director	Sector 41, Noida-201301	8826886990	Mipandeeep.singh@indiahub.com	
4.	ACME India	Santosh P. Channalwar	Director	Acme India Microsys Pvt Ltd, 1st Floor, Zunjarrao Building, Above Deccan Tailor, Zunjarrao Market, Kalyan West, Dist : Thane, Maharashtra, www.acmeskillsindia.com	9987933332	director@acmeskillsindia.com	
5	Proskills Global Skill Developers Pvt Ltd	Supriya Mishra	Operations Head	Proskills Global Skill Developers Pvt Ltd, A 005,004 Shree Krishna Villa, Near Durga Nagar Complex , Chinchpada,	7777052578	proskillsindia@gmail.com	

				Kalyan East, Dist : Thane, Maharashtra, www.proskillsindia.com			
6	Royal Garah Golf Club	M Ziaullah	President	Royal graham glf club, Indore, MP	7389786221	ziz@garah.org	
7	SportZVillage	Javed Khan	Head-Products & Training	SportzVillage, Brigade Mane Court, Koramangala Industrial Layout, Koramangala, Bangalore -560034, Karnataka	6363622556	javed.khan@sportzvillage.com	
8	The Bombay Presidency Golf Club Limited	Anant Hazra	Business Development Manager	Chembur, Bombay- 400074	+022- 50965000	info@bpgc-golf.com	
9	Eagleton	Chetan Meda	Managing Director	The Golf Resort , Banagalore-karnataka	8022631212	academy@eagletonindia.com	
10	Protouch Sports	Siya Manna	COO	Protouch Sports	9836508218/ 8420240000	coo@protouchsports.net / siyamanna04@gmail.com	
11	Boulder Hills Golf and Club	Kevin Kiran	Course Manager	Opp. ISB, Hyderabad, Telangana		playatbouldershdyd@gmail.com	

## Annexure: Training &amp; 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
1	50	50	10	10	-	-
2	75	75	15	15	-	-
3	75	75	15	15	-	-

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.

## Content availability for previous versions of qualifications:

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

## Languages in which Content is available:

## 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	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge		
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners		
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice		
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

## Annexure: Detailed Assessment Criteria

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

**SPF/N1190: Understand the Game of Golf**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Understand golf equipment, golf course and the game	14	21	-	-
PC1. identify the parts of a golf course – tee, fairway, green, rough, hazards, etc.	2	3	-	-
PC2. identify the types of golf course – links course, parkland course, championship course, etc.	2	3	-	-

PC3. identify numbers and significance of holes in a golf course	2	3	-	-
PC4. identify types and use of all golf equipment	2	3	-	-
PC5. identify how wind affects the flight and direction of the ball	2	3	-	-
PC6. classify various tasks involved during the game	2	3	-	-
PC7. select language and terms used in golf	2	3	-	-
Develop knowledge on the rules of the game	6	9	-	-
PC8. access and interpret the key rules of golf	1	2	-	-
PC9. use a range of resources to help develop knowledge of rules	1	2	-	-
PC10. identify different scores–pars, birdies, eagle and bogie	1	2	-	-
PC11. read the yardages of the course	1	1	-	-
PC12. identify golfer's need during the game	2	2	-	-
NOS Total	20	30	-	-

**SPF/N1167: Fit Golf Equipment**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Assess golfer equipment requirements	20	40	-	-
PC1. consult with golfers to identify and document preferences	2	4	-	-
PC2. observe golfers to identify and document ability levels	2	4	-	-
PC3. access and interpret golf equipment specifications to select equipment to meet golfer performance requirements	2	4	-	-

PC4. recommend golf equipment to golfers	2	4	-	-
PC5. access and interpret the key rules and etiquette requirements of golf	2	4	-	-
PC6. identify and assess factors which contribute to determining equipment specifications	2	4	-	-
PC7. identify variances in equipment design for an extensive variety of performance requirements	2	4	-	-
PC8. evaluate a variety of equipment designs and their suitability for a variety of swing types and golfer ability levels	2	4	-	-
PC9. identify preferred equipment designs and fitting techniques to enhance the advanced performance requirements of golf	2	4	-	-
PC10. identify and access resources required to carry out fittings	2	4	-	-
Adjust golf equipment to enhance performance	22	44	-	-
PC11. explain golf equipment fitting procedures to golfers and confirm developmental readiness for fitting	4	4	-	-
PC12. fit and adjust golf equipment according to manufacturer specifications	2	4	-	-
PC13. assess fitted golf equipment to confirm compliance with the rules of golf	2	4	-	-
PC14. monitor golfer performance during practice sessions to identify golfer performance problems related to equipment	2	4	-	-
PC15. recommend adapting, modifying and fitting golf equipment to address identified golfer performance problems	2	4	-	-
PC16. consult with golfers to confirm fitted golf equipment meets golfer performance requirements	2	4	-	-
PC17. explain fitting procedures to golfer using appropriate communication strategies and terminology	2	4	-	-
PC18. assess conditions to determine they are suitable to commence the fitting session	2	4	-	-

PC19. conduct fittings according to organisational policies and procedures and the rules, regulations and policies of golf	2	6	-	-
PC20. make final equipment recommendations according to golfer ability level, performance requirements and accepted best practice	2	6	-	-
<b>Maintain hygiene and sanitation</b>	<b>8</b>	<b>16</b>	<b>-</b>	<b>-</b>
PC21. ensure personal hygiene	2	4	-	-
PC22. ensure equipment, workshop, etc. are sanitized before and after the usage	2	4	-	-
PC23. guide others about hygiene and sanitation workplace requirements	2	4	-	-
PC24. report advanced hygiene and sanitation issues to appropriate authority	4	3	-	-
<b>Total Marks</b>	<b>50</b>	<b>100</b>	<b>-</b>	<b>-</b>

## SPF/N1168. Restore Golf Equipment

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>Repair and alter golf equipment</b>	<b>12</b>	<b>28</b>	<b>-</b>	<b>-</b>
PC1. consult with golfers to identify requirements for repair and alteration of golf equipment	3	7	-	-
PC2. assess golf equipment to determine type and scope of equipment repairs and alterations	3	7	-	-

PC3. select and source components and materials required to complete repairs and alterations	3	7	-	-
PC4. repair and alter golf equipment according to organisational policies, procedures and manufacturer specifications	3	7	-	-
Review equipment	26	49	-	-
PC5. monitor and analyse golfer performance to identify equipment-related performance gaps	3	7	-	-
PC6. identify and recommend golf equipment interventions to address performance gaps	3	7	-	-
PC7. modify golf equipment to enhance golfer performance	4	7	-	-
PC8. seek and respond to golfer feedback about equipment and performance requirements	4	7	-	-
PC9. identify aspects needing further emphasis or attention for intervention in future sessions	4	7	-	-
PC10. modify the equipment as required in response to golfer preferences and ongoing monitoring of practice sessions	4	7	-	-
PC11. give golfer the opportunity to comment and or ask questions	4	7	-	-
Work effectively with others	12	23	-	-
PC12. interact (verbal, non-verbal and written) in a gender, disability, and culturally sensitive manner	4	7	-	-
PC13. promote a safe and interactive environment	4	8	-	-
PC14. identify and report inappropriate behaviour (e.g. sexual harassment) to appropriate authority	5	8	-	-
NOS Total	50	100	-	-

**SPF/N1169: Improve workplace resource usage**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
conservation procedures for materials	4	12	-	-
PC1. determine ways to optimize usage of material including water in various tasks/activities/processes	1	3	-	-
PC2. examine various tasks/activities/processes for spills/leaks	1	3	-	-
PC3. eliminate spills/leaks and escalate to appropriate authorities if they cannot be corrected	1	3	-	-
PC4. conduct routine cleaning of tools, machines, and equipment	1	3	-	-
power conservation practices	8	10	-	-
PC5. determine ways to optimize usage of electricity/energy in various tasks/activities/processes	2	3	-	-
PC6. ensure if the equipment/machine is functioning normally before commencing work and rectify wherever required	2	2	-	-
PC7. report equipment malfunctions (fumes/sparks/emission/vibration/noise) and lapses in maintenance	2	2	-	-
PC8. ensure that all electrical equipment and appliances are correctly connected and turned off when not in use	2	2	-	-
waste management/recycling procedures	8	8	-	-
PC9. determine recyclable and non-recyclable, and hazardous waste generated	2	2	-	-
PC10. separate waste into different categories	2	2	-	-
PC11. discard non-recyclable waste appropriately	2	2	-	-
PC12. store recyclable and reusable materials in a designated spot	2	2	-	-
Total Marks	20	30	-	-

<b>DGT/VSQ/N0101: Employability Skills (30 Hours)</b>				
Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>Introduction to Employability Skills</b>	<b>1</b>	<b>1</b>		
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<b>Constitutional values – Citizenship</b>	<b>1</b>	<b>1</b>	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<b>Becoming a Professional in the 21st Century</b>	<b>1</b>	<b>3</b>	-	-
PC3. explain 21st Century Skills such as SelfAwareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc	-	-	-	-
<b>Basic English Skills</b>	<b>2</b>	<b>3</b>	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<b>Communication Skills</b>	<b>1</b>	<b>1</b>		
PC5. follow good manners while communicating with others	-	-		
PC6. work with others in a team	-	-	-	-
<b>Diversity &amp; Inclusion</b>	<b>1</b>	<b>1</b>	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<b>Financial and Legal Literacy</b>	<b>3</b>	<b>4</b>		
PC9. use various financial products and services safely and securely	-	-	-	-

PC10. calculate income, expenses, savings etc.	-	-		
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-		
<b>Essential Digital Skills</b>	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	-	-		
<b>Entrepreneurship</b>	3	5		
PC14. identify and assess opportunities for potential business	-	-		
PC15. identify sources for arranging money and associated financial and legal challenges	-	-		
<b>Customer Service</b>	2	2		
PC16. identify different types of customers	-	-		
PC17. identify customer needs and address them appropriately	-	-		
PC18. follow appropriate hygiene and grooming standards	-	-		
<b>Getting ready for apprenticeship &amp; Jobs</b>	1	3		
PC19. create a basic biodata	-	-		
PC20. search for suitable jobs and apply	-	-		
PC21. identify and register apprenticeship opportunities as per requirement	-	-		
<b>Total Marks</b>	<b>20</b>	<b>30</b>	-	-

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

## Glossary

Term	Description
<b>National Occupational Standards (NOS)</b>	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.
<b>Qualification</b>	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
<b>Qualification File</b>	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.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service or technology.
<b>Long Term Training</b>	Long-term skilling means any vocational training program undertaken for a year and above. <a href="https://ncvet.gov.in/sites/default/files/NCVET.pdf">https://ncvet.gov.in/sites/default/files/NCVET.pdf</a>