QUALIFICATION FILE

Sports Goods Factory Manager

☒ 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: 6

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

<table>
<tr><td>1.</td><td>Qualification Name</td><td colspan="2">Sports Goods Factory Manager</td></tr>
<tr><td>2.</td><td>Sector/s</td><td colspan="2">Sports</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:
(change to previous, once approved)</td><td>Qualification Name of existing/previous version:</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-06-SP-00611-2023-V1-SPEFLSC</td><td>6. NCrF/NSQF Level: 6</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">Sports goods factory managers plan, direct and coordinate activities concerned with the production and distribution of sports goods. They plan details of production activities in terms of output quality and quantity, cost, time available and labour requirements. They may manage the production departments of large enterprises or be the managers of small manufacturing companies.</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:
<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>12th grade Pass</td><td>4 Years of relevant experience</td></tr>
<tr><td>2.</td><td>Certificate-NSQF (Level 5- Sports Goods Production Supervisor</td><td>3 Years of relevant experience</td></tr>
<tr><td>3.</td><td>Pursuing first year of 2-year PG program after completing 3-year UG degree</td><td></td></tr>
<tr><td>4.</td><td>Pursuing 1-year PG diploma after 3-year UG degree</td><td></td></tr>
<tr><td>5.</td><td>Completed 4th year UG (in case of 4-year UG)</td><td></td></tr>
<tr><td>6.</td><td>Pursuing 4th year UG (in case of 4-year UG) and continuing education</td><td></td></tr>
<tr><td>7.</td><td>Completed 3-Year UG Degree</td><td>1 year of relevant experience</td></tr>
</table></td></tr>
</table>

<table>
<tr><td></td><td></td><td colspan="2">b. Age: 18 Year</td></tr>
<tr><td>10.</td><td>Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))</td><td>22</td><td>11. Common Cost Norm Category (I/II/III)
(wherever applicable): NA</td></tr>
<tr><td>12.</td><td>Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)</td><td colspan="2"></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
(Refer Blended Learning Annexure for details)
<table>
<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>
<tr><td>Classroom (offline)</td><td>150</td><td>300</td><td>120</td><td>-</td><td>90</td><td>660</td></tr>
<tr><td>Online</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table></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-2015/3423.0200</td></tr>
<tr><td>15.</td><td>Progression path after attaining the qualification
(Please show Professional and Academic progression)</td><td colspan="2">Level-6 (Vertical)- Sports Goods Factory Head</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:</td></tr>
<tr><td>19.</td><td>How Participation of Women will be Encouraged</td><td colspan="2">In India, encouraging the participation of women in the sports goods factory head job-role requires addressing specific challenges and taking into account the prevalent scenarios. Here are some practical strategies that can be implemented:
1. Women-centric skill development programs: Collaborate with vocational training institutes and organizations to implement skill development programs specifically targeted at women interested in sports goods manufacturing. These programs should focus on practical training in providing women with the necessary skills to excel in the job-role.
2. Government incentives and support: Advocate for government incentives and support for companies hiring and training women in sports goods manufacturing.</td></tr>
</table>

		3. Collaborations with women's organizations: form partnerships with women's organizations and NGOs working towards women's empowerment.	
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: Priya Dwivedi** **Email: Priya.dwivedi@sportsskills.in** **Contact No.: 011-47563351** **Website: www.sportsskills.in**	
23.	**Final Approval Date by NSQC:** 23/06/2023	**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/N8115: Plan for the Production of Sports Goods
SPF/N8116: Develop Manufacturing systems and Processes
SPF/N8117: Manage Supply Chain of the Factory
SPF/N8114: Maintain Health and Safety at Workplace
SPF/N1169: Improve workplace resource usage
DGT/VSQ/N0103: Employability Skills (90 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.	Plan for the Production of Sports Goods	SPF/N8115	Core	6	3	30	45	15	-	90	25	75			100	18
2.	Develop Manufacturing systems and Processes	SPF/N8116	Core	6	6	50	85	45	-	180	48	102			150	27
3.	Manage Supply Chain of the Factory	SPF/N8117	Core	6	7	45	120	45	-	210	50	100			150	27
4.	Maintain Health and Safety at Workplace	SPF/N8114		5	2	15	30	15		60	40	60			100	18
5.	Improve workplace resource usage	SPF/N1169	Non-core	3	1	10	20	-	-	30	20	30			50	10
6.	Employability Skills (90 Hours)	DGT/VSQ/N0103	Non-core	5	3	45	45	-	-	90	20	30			50	10
Duration (in Hours) / Total Marks					22	195	345	120		660	183	367			550	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: 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)*	12th Class with specialization as a Sports goods factory manager with 1 years of academic/industry experience and 1 year of training experience.
2.	**Master Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	Graduation with specialization as a Sports goods factory manager with 3 years of academic/industry experience and 2 year of training experience.
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**	NA

Section 4: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	12th Class with specialization as a Sports goods factory manager with 3 years of academic/industry experience and 2 years of training experience.
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	
3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	
4.	**Assessment Mode** *(Specify the assessment mode)*	**Theoretical and Practical Assessment**

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):** Work in Progress
2.	**Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):**
3.	**Government /Industry initiatives/ requirement (Yes/No):** Yes
4.	**Number of Industry validation provided:** 15
5.	**Estimated nos. of persons to be trained and employed:** 500 in three years
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments:** If "No", why: SPEFL-SC submitted the qualification for the line ministry concurrence.

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)*	*Yes*
2.	**Annexure:** List of tools and equipment relevant for qualification *(Mandatory, except in case of online course)*	*Yes*
3.	**Annexure:** Detailed Assessment Criteria *(Mandatory)*	*Yes*
4.	**Annexure:** Assessment Strategy *(Mandatory)*	*Yes*
5.	**Annexure:** Blended Learning *(Mandatory, in case selected Mode of delivery is "Blended Learning")*	-
6.	**Annexure:** Multiple Entry-Exit Details *(Mandatory, in case qualification has multiple Entry-Exit)*	-
7.	**Annexure:** Acronym and Glossary *(Optional)*	*Yes*
8.	**Supporting Document:** Model Curriculum *(Mandatory – Public view)*	*Yes*
9.	**Supporting Document:** Career Progression *(Mandatory - Public view)*	*Yes*
10.	**Supporting Document:** Occupational Map *(Mandatory)*	*Yes*
11.	**Supporting Document:** Assessment SOP *(Mandatory)*	*Yes*

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	Sports Goods Factory Manager, co-ordinate and schedule the activities of workers who prepare raw materials, assemble semi-finished goods, and operate production machines, in a production unit. They resolve work problems and recommend work measures to improve productivity and product quality. They are also expected to train staff in job duties, safety procedures and company policy.	Work in familiar, predictable, routine, the situation of clear choice. Key tasks of a Sports Goods Production Supervisor are to prioritize and schedule the work in the most efficient order for the day.	6
Professional and Technical Skills/ Expertise/ Professional Knowledge	Sports Goods Factory Manager should have a knowledge of production issues such as potential delays, quality. They should also have a knowledge of Production activities such as cutting, machining, assembling, finishing, shipping, installing, etc. .	Sports Goods Factory Manager are 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.	6
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	1.speak with others using some basic English phrases or sentences. 2. follow good manners while communicating with others 3. communicate and behave appropriately with all genders and PwD 4. calculate income, expenses, savings etc. use internet and social media platforms securely and safely 5.identify customer needs and address them appropriately	Recall and demonstrate practical skill, routine and repetitive in a narrow range of application, using appropriate tools.	6
Broad Learning Outcomes/Core Skill	Sports Goods Factory Manager should be able to communicate in a clear and polite manner.	Desired mathematical skill; understanding of social, political; and some skill of collecting and organising information, communication.	6

		S/he must be able to communicate and demonstrate the previous knowledge and skills in the occupation, and know application of facts, principles, processes and general concepts in the occupation. They are expected to conduct themselves in ways which show an understanding of the social and political environment.	
Responsibility	The key responsibility of Sports Goods Factory Manager is to co-ordinate and schedule the activities of workers who prepare raw materials, assemble semi-finished goods, and operate production machines, in a production unit. They resolve work problems and recommend work measures to improve productivity and product quality.	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.	6

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	Stop Watch	Standard	2
2	Forklift	Standard	1
3	PPE Kit	Standard	30
4	Fire Extinguisher	Standard	2
5	Stretcher	Standard	1
6	Whistle	Standard	2
7	First aid kit	Basic essentials	1
8	Sanitizing agents	Hand sanitizer, disinfecting wipes	1 litre
9	Flags	Markers for holes	18
10	Gloves	Non-slip, breathable	30
11	Safety goggles	Impact-resistant	30
12	Ladder	Portable, adjustable	1

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Laptop

2. Whiteboard
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.	Cosco Polymers Industries Private Ltd.	Neeraj Jain	Managing Director	Roop Nagar, Delhi	011-23843000	mail@cosco.in	
2.	FICCI	Pranav Yadav	Assistant Director	Federation House, tansen marg, Delhi	9911132393	Pranav.yadav@ficci.com	
3.	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	
4.	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, Kalyan East, Dist : Thane, Maharashtra, www.proskillsindia.com	7777052578	proskillsindia@gmail.com	

5.	Kaahilan Pvt. Ltd.	Rajani kant	Chief Executive Officer	Housing Society, Mahada Colony, Andheri- Mumbai	98201154757	Rajni.kant@rozgarkhoj.com	
6.	Cosco India Limited	Nitian Yadav	Sales Representative	Roop Nagar, Delhi-110007	9999734533	mail@cosco.in	
7.	Nelco India Pvt. Ltd.	Abhishek Mishra	Zonal Head	Delhi Road, Meerut-250002	+91-121-2511149	sales@nelcoworld.com	
8.	Garg Sports Pvt. Ltd.	Manas Rastogi	Business Executive	Khasra No. 867, Village- Datawli,Meerut	080-486034373	info@gargsports.com	
9.	MPS Sports Equipment Pvt. Ltd.	Subhash Yadav	Chief	Vikas Nagar, Mehta Enclave, New Delhi	9136735802		
10.	SportsFitIndia	Sumit Saini	Customer Manager	Sector 5, Noida	9205303733	sales@sportsfitindia.com	
11.	Vinex	A Bhalla	Chief Executive for Production	A1/1Udyogpuram Industrial Estate, Delhi road, Meerut	+91-121-2441111	info@vinex.co.in	

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
1	150	150	40	40	-	-
2	150	150	40	40	-	-
3	200	200	50	50	-	-

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	☐Theory/ Lectures - Imparting theoretical and conceptual knowledge		
2	☐Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	☐Showing Practical Demonstrations to the learners		
4	☐Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	☐Tutorials/ Assignments/ Drill/ Practice		
6	☐Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	☐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/N8115: Plan for Production of Sports Goods

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Develop a production plan for manufacturing processes	5	15	-	-
PC1. design a clear production plan that is clearly communicated and effectively to the team members	1	3	-	-

PC2. design a plan that ensures usage rates are calculated, recorded and communicated to team members to monitor progress	1	3	-	-
PC3. develop and implement production plan for shifts	1	3	-	-
PC4. create a production plan that has a systems thinking outlook	1	3	-	-
PC5. design products with reference to available equipment/capacity and monitor the production processes	1	3	-	-
Create an effective maintenance schedule	8	24	-	-
PC6. design a maintenance schedule to ensure equipment availability and implement it according to the production plan	1	3	-	-
PC7. create a clear platform for linkage of maintenance types to the production process efficiency	1	3	-	-
PC8. a preventive maintenance program	1	3	-	-
PC9. prescribe maintenance engineering roles and responsibilities	1	3	-	-
PC10. maintain fundamental requirements of effective preventive maintenance	1	3	-	-
PC11. discuss with production workers' need to be conversant with the maintenance schedule and its specific activities	1	3	-	-
PC12. explain to production workers the life cycle of engineered products and the technologies for maintenance	1	3	-	-
PC13. design plant/equipment maintainability and availability through reliability and maintenance modelling	1	3	-	-
Apply lean management approach to enhance productivity	**7**	**21**	-	-
PC14. identify necessary process deviations, record them, analyse and take appropriate action	1	3	-	-
PC15. minimise barriers to meeting the production plan and take and corrective steps	1	3	-	-

PC16. create quality and productivity information that is analysed and communicated to team members to monitor progress and identify areas for progress	1	3	-	-
PC17. apply total quality management to highlight the importance of quality and waste management	1	3	-	-
PC18. support the team to improve process quality and productivity	1	3	-	-
PC19. build and foster relationships with suppliers and customers to create a lean enterprise	1	3	-	-
PC20. apply concurrent Engineering concepts to rapidly develop low cost, high quality, high quality products for lean production	1	3	-	-
Ensure new product development and sustainability	**5**	**15**	-	-
PC21. implement new growth platforms for innovations	1	3	-	-
PC22. adopt Innovative production strategies such as lean production methods	1	3	-	-
PC23. converge lean thinking and Total Productive Maintenance (TPM) to present a comprehensive blueprint for business-led change	1	3	-	-
PC24. create value long term planning of facilities, location and layout	1	3	-	-
PC25. execute Value Analysis (VA) and Value Engineering (VE) principles to promote innovations	1	3	-	-
NOS Total	25	75	-	-

SPF/N8116: Develop Manufacturing systems and Processes

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Design essentials of manufacturing systems	10	12	-	-
PC1. design the fundamentals of manufacturing systems that are clearly communicated and effectively to the team members	2	3	-	-
PC2. create integrated manufacturing and manufacturing systems designs	2	3	-	-
PC3. design usage rates that are calculated, recorded and communicated to team members to monitor progress	2	3	-	-

PC4. create modes of production and product diversification	4	3	-	-
Plan process systems for manufacturing	**16**	**24**	**-**	**-**
PC5. develop material and technological information flows in manufacturing systems	2	3	-	-
PC6. develop designs for both product planning and process planning to effectively manage the manufacturing process	2	3	-	-
PC7. create a clear platform for linkage of maintenance types to the production process efficiency	2	3	-	-
PC8. design an ergonomic layout to enable manufacturing optimisation	2	3	-	-
PC9. create maintenance engineering roles and responsibilities	2	3	-	-
PC10. train production workers to be conversant with the maintenance schedule and its specific activities	2	3	-	-
PC11. train production workers to understand the life cycle of engineered products and the technologies for maintenance	2	3	-	-
PC12. model plant/equipment maintainability and availability through reliability and maintenance	2	3	-	-
Create management and value systems for manufacturing	13	31	-	-
PC13. design a systems of managerial information flow in manufacturing systems to facilitate manufacturing	2	3	-	-
PC14. create an aggregate production plan with a long term multiple objectives	2	3	-	-
PC15. build teams that use production scheduling tools such PERT and CPM	1	3	-	-
PC16. analyse quality and productivity information and communicated to team members to monitor progress and identify areas for progress	1	3	-	-
PC17. design multiple product inventory management systems approach	1	3	-	-
PC18. introduce production control and quality engineering tools such as JIT and Quality Function Deployment (QFD) to improve systems performance	1	3	-	-

PC19. prepare value and cost flows in manufacturing systems to monitor value creation over time	1	3	-	-
PC20. create manufacturing cost and product cost structure to avoid production technologies that lead to product innovation failures	1	3	-	-
PC21. carry out profit planning and break-even analysis and capital investment analysis for manufacturing	1	3	-	-
PC22. create evaluation methods for capital investment to monitor and ensure growth in the organization	1	2	-	-
PC23. develop long term plans through facilities, location and layout design	1	2	-	-
Manage automation systems for manufacturing	**2**	**6**	**-**	**-**
PC24. use industrial automation through the use of Computer Integrated Manufacture (CIM) and Computer Aided Design (CAD) to enhance efficiency in the manufacturing processes	1	3	-	-
PC25. manage factory automation Computer Aided Designs and Computer Integrated Manufacture by using the automatic machine tools for mass production, numerically Controlled (NC) machines, machine tools, computer-controlled manufacturing systems, flexible Manufacturing System (FMS), automated assembly, automatic materials handling and automatic inspection and testing etc.	1	3	-	-
Manage information/ social systems for manufacturing	**6**	**18**	**-**	**-**
PC26. change pulleys if there are visible sign of wear or damage	1	3	-	-
PC27. apply fundamentals of information technology to enhance the development of a parts-oriented production information system	1	3	-	-
PC28. be conversant with the computer-based production management system	1	3	-	-
PC29. adopt best practices of manufacturing strategy and tactics to enhance operation effectiveness	1	3	-	-
PC30. develop industrial and manufacturing structure that enhance industrial efficiency	1	3	-	-
PC31. apply manufacturing excellence for future production perspectives	1	3	-	-

Work effectively with others	**3**	**9**	-	-
PC32. interact (verbal, non-verbal and written) in a gender, disability, and culturally sensitive manner	1	3	-	-
PC33. promote a safe and interactive environment	1	3	-	-
PC34. identify and report inappropriate behaviour (e.g. sexual harassment) to appropriate authority	1	3	-	-
NOS Total	50	100	-	-

SPF/N8117: Manage Supply Chain of the Factory

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Plan for logistics	**6**	**9**	**-**	**-**
PC1. formulate a logistics planning framework to address the demands of the logistics processes	2	3	-	-
PC2. create an integrated logistics network plan within the logistics management and organisation structure	2	3	-	-
PC3. formulate a management framework for usage of the manufacturing materials	2	3	-	-
Take procurement and inventory decisions	**16**	**35**	**-**	**-**
PC4. identify ways to optimize usage of material including water in various tasks/activities/processes	1	3	-	-
PC5. check for spills/leakages in various tasks/activities/processes	1	3	-	-
PC6. create warehouse operations, packaging and unit loads	1	3	-	-
PC7. design strategic issues affecting warehousing	1	2	-	-
PC8. decide different inventory requirements in the supply chain	1	2	-	-
PC9. set the procurement objectives	1	2	-	-
PC10. determine collaborative planning, forecasting and replenishment techniques	1	2	-	-

PC11. differentiate between inventory planning for manufacturing and inventory planning for retailing	1	2	-	-
PC12. list problems associated with the traditional approaches to inventory planning	1	2	-	-
PC13. design order picking and replenishment plans	1	2	-	-
PC14. create Performance monitoring in warehouse management and information	1	2	-	-
PC15. use information and communication technology in the supply chain	1	2	-	-
PC16. conduct benchmarking exercises in distribution operations	1	2	-	-
PC17. monitoring an outsourced logistics operation	1	2	-	-
PC18. provide measures for security and safety in distribution process	1	2	-	-
PC19. adopt logistics and environment best practice	1	2	-	-
Manage warehousing and storage	**18**	**36**	**-**	**-**
PC20. develop a set of effective warehousing and storage principles	1	2	-	-
PC21. manage inventory levels	1	2	-	-
PC22. check containers to check for special handling, damage or contamination of materials	1	2	-	-
PC23. store inventory received according to any special handling and production requirements	1	2	-	-
PC24. rotate raw materials and stock to minimise old and outdated inventory	1	2	-	-
PC25. prepare and distribute monitoring reports in a timely way	1	2	-	-
PC26. design multiple product inventory management systems approach	1	2	-	-
PC27. conduct research to determine viability of ventures for sources of materials and services	1	2	-	-
PC28. evaluate internal/external, local/global environments for threats or opportunities	1	2	-	-

PC29. compare costs/benefits of utilising local, national and/or international markets	1	2	-	-
PC30. develop forecasts and Set lot sizes, inventory levels and order lead-time	1	2	-	-
PC31. document forecasts using graphs and charts in written reports or master file for ordering levels	1	2	-	-
PC32. evaluate most appropriate and cost-effective carrier or method is used to distribute products	1	2	-	-
PC33. maintain inventory records by using appropriate computer codes, formatting, charts, spreadsheets, etc.	1	2	-	-
PC34. develop a production plan for customer order	1	2	-	-
PC35. record and summarise financial data	1	2	-	-
PC36. monitor tool/equipment certification regularly by reviewing documentation and through observation of use	1	2	-	-
PC37. calibrate tools and instruments accurately and correctly	1	2	-	-
Manage freight transport	**10**	**20**	**-**	**-**
PC38. establish availability of transport and capacity for various goods	1	2	-	-
PC39. carry out packing, crating, warehousing and storage duties in preparation for site specific program and shipment	1	2	-	-
PC40. oversee customer-based queues, plan and allocate tasks to meet configuration requirements	1	2	-	-
PC41. conduct a comparative analysis of in-house versus contracted- out operations	1	2	-	-
PC42. design logistics planning networks through logistics modelling	1	2	-	-
PC43. assessing and selecting modes of transport	1	2	-	-
PC44. use of Intermodal transport and impact of international trade	1	2	-	-

PC45. ensure adherence to legislation in road freight transport	1	2	-	-
PC46. provide measures for transportation of hazardous goods	1	2	-	-
PC47. establish and evaluate fleet management best practices	1	2	-	-
NOS Total	**50**	**100**	**-**	**-**

SPF/N8114: Maintain Health and Safety at manufacturing workplace

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Develop safety measures at manufacturing processes	14	21	-	-
PC1. apply suitable measures for protection of workers from chemicals, sharp objects, rotating machines, and loose items	2	3	-	-
PC2. perform visual checks to the safety components (such as protective clothing, machine leakages, gangways, electrical fittings.) prior to their use for concealed wiring purposes in order to ascertain their appropriate specifications and usability	2	3	-	-
PC3. demonstrate necessary checks around the workplace to ensure that the workplace is safe to conduct work	2	3	-	-
PC4. mark clearly on walls and floors where concealed hazards could be posing danger to workers	2	3	-	-
PC5. assist in planning and mark locations of gangways and electrical fixtures/fittings to be installed on walls	2	3	-	-
PC6. arrange machines in the workshop in a logical sequence to promote safe movement between workstations.	2	3	-	-
PC7. design safety and healthy schedule for specific workplaces	2	3	-	-
Maintain personal hygiene and safety	14	21	-	-

PC8. create effective routines to ensure healthy and hygienic conditions during all workshop practice processes including transportation of materials within	2	3	-	-
PC9. design work premises that are constantly monitored/inspected for undesirable breaches in the protection provided by health and hygiene measures	2	3	-	-
PC10. perform safety checks before operation of any equipment	2	3	-	-
PC11. wear protective clothing and gear as and when required and ensure adherence to safety guidelines	2	3	-	-
PC12. report potential hazards to the manager immediately	2	3	-	-
PC13. create standard procedures to deal with accidents and emergency situations	2	3	-	-
PC14. use first aid kit as and when required and provide appropriate treatment in case of any injuries	2	3	-	-
Maintain safety and efficiency of equipment	12	18	-	-
PC15. identify recyclable and non-recyclable, and hazardous waste generated	2	3	-	-
PC16. analyse workshop equipment so that it is maintained to specifications at all times with frequent tests	2	3	-	-
PC17. perform routine checks/tests for occupational related infections	2	3	-	-
PC18. examine all equipment and tools used so that they are decontaminated, cleaned and switched off after use	2	3	-	-
PC19. restrict access only to authorised personnel	2	3	-	-
PC20. implement effective security measures for prevention of theft/sabotage	2	3	-	-
NOS Total	40	60	-	-

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. seperate 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	-	-
NOS Total	**20**	**30**	-	-

DGT/VSQ/N0103: Employability Skills (90 Hours)

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Introduction to Employability Skills	**1**	**1**		
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
PC3. research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
Constitutional values – Citizenship	**1**	**1**	-	-
PC4. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
PC5. follow environmentally sustainable practices				
Becoming a Professional in the 21st Century	**1**	**3**	-	-
PC6. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC7. 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	-	-	-	-
PC8. adopt a continuous learning mindset for personal and professional development				
Basic English Skills	**3**	**4**	-	-
PC9. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC11. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
Career Development & Goal Setting	**1**	**2**	-	-
PC12. identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
PC13. prepare a career development plan with short- and long-term goals	-	-	-	-
Communication Skills	**2**	**2**	-	-
PC14. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC15. use active listening techniques for effective communication	-	-	-	-

PC16. communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
PC17. work collaboratively with others in a team	-	-	-	-
Diversity & Inclusion	**3**	**5**	-	-
PC18. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC19. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
Financial and Legal Literacy	**2**	**3**		
PC20. identify and select reliable institutions for various financial products and services such as bank account, de	-	-	-	-
PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-
PC22. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation			-	-
Essential Digital Skills	**3**	**5**	-	-
PC24. operate digital devices and use their features and applications securely and safely	-	-	-	-
PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.	-	-	-	-
PC26. display responsible online behaviour while using various social media platforms	-	-	-	-
PC27. create a personal email account, send and process received messages as per requirement	-	-	-	-
PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications	-	-	-	-
PC29. utilize virtual collaboration tools to work effectively	-	-	-	-
Entrepreneurship	**2**	**3**	-	-
PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
Customer Service	1	2	-	-
PC33. identify different types of customers and ways to communicate with them	-	-	-	-
PC34. identify and respond to customer requests and needs in a professional manner	-	-	-	-
PC35. use appropriate tools to collect customer feedback	-	-	-	-
PC36. follow appropriate hygiene and grooming standards	-	-	-	-

Getting ready for apprenticeship & Jobs	2	3	-	-
PC37. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC39. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC40. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC41. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS TOTAL	20	30	-	-

Annexure: Assessment Strategy

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

Mention the detailed assessment strategy in the provided template.

<1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

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

4. Types of evidence or evidence-gathering protocol:

- 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