

QUALIFICATION FILE

Sheet Metal Worker - Hand Tools and Manually Operated Machines

(Optional: Grinder - Hand and Handheld Power Tools)

☐ 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: 2

Submitted By:

Capital Goods and Strategic Skill Council

39, 1st Floor, Samyak Tower, Pusa Road, New Delhi-110005

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Section 1: Basic Details

1.	Qualification Name	Sheet Metal Worker - Hand Tools and Manually Operated Machines (Optional: Grinder - Hand and Handheld Power Tools)											
2.	Sector/s	Capital Goods and Manufacturing											
3.	Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: (change to previous, once approved) QG-02-CG-00193-2023-CGSC v3.0		Qualification Name of existing/previous version: Sheet Metal Worker - Hand Tools and Manually Operated Machines									
4.	a. OEM Name b. Qualification Name (Wherever applicable)												
5.	National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval)	QG-02-CG-03938-2025-V2-CGSSC V4.0	6. NCrf/NSQF Level: 2										
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate											
8.	Brief Description of the Qualification	The incumbent in the job is responsible for performing basic sheet metal cutting, forming and assembly operations.											
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <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>Ability to read and write, wherever required</td> <td>Not Required</td> </tr> <tr> <td>2</td> <td>No formal Education</td> <td>Not Required</td> </tr> </tbody> </table>			S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	Ability to read and write, wherever required	Not Required	2	No formal Education	Not Required
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)											
1	Ability to read and write, wherever required	Not Required											
2	No formal Education	Not Required											

		b. Age: <As per Govt. Norms>																						
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	7	11. Common Cost Norm Category (I/II/III) (wherever applicable): I																					
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)																							
13.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	☒ Offline ☐ Online ☐ Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>OJT Mandatory (Hours)</th><th>Viva (Hours)</th><th>Total (Hours)</th></tr> </thead> <tbody> <tr> <td>Classroom (offline)</td><td>77</td><td>103</td><td>30</td><td>-</td><td>210</td></tr> <tr> <td>Online</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> (Refer Blended Learning Annexure for details)					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	Viva (Hours)	Total (Hours)	Classroom (offline)	77	103	30	-	210	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	Viva (Hours)	Total (Hours)																			
Classroom (offline)	77	103	30	-	210																			
Online																								
14.	Aligned to NCO/ISCO Codes (if no code is available mention the same)	NCO-2015/7224.0102																						
15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	Fitter-fabrication-L3 Fitter - Mechanical Maintenance -L4																						
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	No																						
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:																						
18.	Is the Job Role Amenable to Persons with Disability	☐ Yes ☒ No If "Yes", specify applicable type of Disability:																						
19.	How Participation of Women will be Encouraged	Yes via Industry or College Engagement																						
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: Ridhima Sharma Email : technicaladvisors@cgssc.org Website: www.cgssc.org Contact No.: +91-8882907092																						
23.	Final Approval Date by NSQC: 30th April 2025	24. Validity Duration: 3 Years		25. Next Review Date: 30th April 2028																				

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 Vi-Viva

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/N SQF 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.	Bridge Module & Follow the health and safety practices at work	CSC/N1335 NOS Version; 2.0	Non-Core	3	2	25	35	-	-	60	30	70	-	-	100	15
2.	Coordinate with co-workers to achieve work efficiency.	CSC/N1336: Version No. 2.0	Non-Core	3	1	10	20	-	-	30	30	70	-	-	100	15
3.	Perform basic sheet metal cutting, forming and assembly operations	CSC/N0301 – Version No. – 3.0	Core	2	3	30	30	30	-	90	30	50	-	20	100	50
4.	Employability Skills (30 hours)	DGT/VSQ/N 0101 - Version No. – 1.0	Non-Core	2	1	12	18	-	-	30	20	30	-	-	50	20
Duration (in Hours) / Total Marks					7	77	103	30	-	210	110	220	-	20	350	100

Elective NOS/s:

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.																
2.																
Duration (in Hours) / Total Marks																

Optional NOS/s:

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.	Grind surface using hand and hand-held power tools	CSC/N0302 : Version 2.0	Core	2	2	25	35	-	-	60	30	50	-	20	100	30
2.																
Duration (in Hours) / Total Marks					2	25	35	-	-	60	30	50	-	20	100	30

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)	Diploma in Mechanical/ Fitter with 2 years of relevant industry experience specialization in Fitting/Assembly and 1 year of training experience specialization in Fitting/Assembly B. Tech in Mechanical with 1 year of relevant industry experience specialization in Fitting/Assembly and 1 year of training experience specialization in Fitting/Assembly
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	B. Tech in Mechanical/ Electronics/ Mechatronics with 6 years of relevant experience. M. Tech in Mechanical/ Electronics/ Mechatronics with 4 years of relevant 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

	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Diploma in Mechanical/ Fitter with 2 years of relevant industry experience specialization in Fitting/Assembly and 1 year of assessment experience specialization in Fitting/Assembly. B.E/B. Tech in Mechanical/ Fitter with 2 years of relevant industry experience specialization in Fitting/Assembly and 1 year of assessment experience specialization in Fitting/Assembly.
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Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	B. Tech in Mechanical/ Electronics/ Mechatronics with 6 years of relevant experience. M. Tech in Mechanical/ Electronics/ Mechatronics with 4 years of relevant experience.
Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	B. Tech in Mechanical/ Electronics/ Mechatronics with 8 years of relevant experience. M. Tech in Mechanical/ Electronics/ Mechatronics with 4 years of relevant experience.
Assessment Mode (Specify the assessment mode)	Formative, Summative & Skill Assessment
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): No
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): No (Industry driven)
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 11
5.	Estimated nos. of persons to be trained and employed: 124
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Yes If "No", why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors (Mandatory)	Q File
2.	Annexure: List of tools and equipment relevant for qualification (Mandatory, except in case of online course)	Q File

3.	Annexure: Detailed Assessment Criteria (<i>Mandatory</i>)	Q File
4.	Annexure: Assessment Strategy (<i>Mandatory</i>)	Q File
5.	Annexure: Blended Learning (<i>Mandatory, in case selected Mode of delivery is "Blended Learning"</i>)	NA
6.	Annexure: Multiple Entry-Exit Details (<i>Mandatory, in case qualification has multiple Entry-Exit</i>)	NA
7.	Annexure: Acronym and Glossary (<i>Optional</i>)	Available
8.	Supporting Document: Model Curriculum (<i>Mandatory – Public view</i>)	Attached
9.	Supporting Document: Career Progression (<i>Mandatory - Public view</i>)	Attached
10.	Supporting Document: Occupational Map (<i>Mandatory</i>)	Attached
11.	Supporting Document: Assessment SOP (<i>Mandatory</i>)	Available in QP
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	Wide-ranging specialized theoretical learning requirements • Process of preparing the sheet metal working equipment • Process of conducting sheet metal working • Process of carrying out fault management • Process of inspecting the workpiece for quality check • Process of segregation and storage of output	The job involves a range of theoretical understanding and practical skills as can be seen from the job requirements given in the adjacent cell. The skills include setting, adjusting and operating sheet metal working apparatus and carrying out sheet metal working on given work piece	2

Professional and Technical Skills/ Expertise/ Professional Knowledge	• Understand the concepts of sheet metal working. • Knowledge of relevant tools and equipment for conducting sheet metal working process. • Knowledge of sheet metal working process. • Able to understand how to minimise risks from the hazards associated with carrying out fitting and fabrication	As indicated by the knowledge and understanding requirements mentioned in the adjacent cell, the job holder needs to have a wide range of information for fabrication of component by sheet metal working process.	2
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	• Plan the sheet metal working activities and prepare the appropriate schedules • Perform the operational/function checks • Carry out relevant documentation manually and/ or electronically • Determine the sheet metal working parameters • Operate fitting and fabrication apparatus for welding activities	As indicated by the performance criteria in the adjacent cell, the job holder needs to have wide-ranging practical skills for fabrication of component by sheet metal working activities.	2
Broad Learning Outcomes/Core Skill	Logical and mathematical skills • Follow the technical specification and appropriate procedures. • Perform work-related calculations Collecting and organising information • Use the standard templates and tools for documenting work • Collect the relevant information concerning sheet metal working activities and carry out the appropriate documentation.	The job holder requires logical and relevant skills for conducting sheet metal working activities. As indicated by the performance criteria in the adjacent cell, the job involves conducting the sheet metal working on various metals as per drawing and job order requirement.	2

Responsibility	• Responsible for determining the work requirements • Responsible for planning the sheet metal working activities • Responsible for carrying out sheet metal working process. • Responsible for inspecting and testing the produced workpieces. • Responsible for preparing and updating the relevant documents.	The incumbent in the job is responsible for performing basic sheet metal cutting, forming and assembly operations.	2
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Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 20-25 Nos

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Chairs/Tables	Standard	25
2	Computer with internet	Standard	25
3	LCD projector with screen	Standard	1
4	Trainer chair and Table	Standard	1
5	Demonstration table pin up boards	Standard	1
6	White board with marker	Standard	1

7	Work bench with vice	Standard	1
8	Power hacksaw	Standard	1
9	mechanical fasteners	Standard	1
10	Measuring Instruments	Standard	1
11	Mechanical Hand Tools	Standard	1
12	Fire Extinguisher	Standard	1
13	Safety Gloves (Rubber)	Standard	25
14	Ear Plugs	Standard	25
15	Safety Shoes & Helmet	Standard	25
16	Goggles	Standard	25
17	First-Aid Kit	Standard	2

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Computer / Laptop
2. Whiteboard and marker
3. Projector

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	Wangfeng Aluminium Wheel (India) Pvt. Ltd.	Sanjeev Chaudhary	HR Head	Plot No. 15 to 18, Sec-8, Industrial Model TWP, Bawal, Haryana - 123501	8750231400		
2	Palak Plastic Pvt.Ltd.	Hem Chander Yadav	Director	Plot No. 25, Sec-3, Phase 1, IMT, Bawal, Rewari, Haryana - 123501	0124-4019506	palakplastic@gmail.com	
3	Hay Industry	Harshit Yadav	HR Head	504/4, Gali No. 4, Near Rajendra Hospital, Om Nagar, Gurugram, Haryana-122001	9212154114	industryhay@gmail.com	
4	AG Enterprises	Durgesh Gupta	Manager -HR	Room No. 1, 2 nd Floor, Plot No. 345, Sector-08, IMT, Manesar, Gurugram Haryana -122051	8750279555	bd@agenterpriseshr.com	
5	Hans Enterprises	OP Yadav	Sr. OP Manager	Cyberwalk, Plot No. CP 9, Tower E, GF, Cabin No4, Sec-5, IMT, Manesar, Gurugram Haryana	8750801333	Enterprisesans@gmail.com	
6	Palak Plastic Pvt.Ltd.	Sunil Kumar	Director	Plot No.345, Sec-8, IMT, Manesar, Gurugram Haryana-122051	9810075433	sunilyadav7143@gmail.com	
7	Revent	Krishnakant Shukla	DGM-Training	Forging Division, unit 2nd, Begumpur, Khataula, Post Office-Khandsa,, Gurugram , Haryana-122004	9262708933	Krishnakant.shukla@reventengineering.com	
8	Sudhir Foundation	Ravi Prakash	DGM-Training	Plot No.93, Sector-8, IMT, Manesar, Gurugram , Haryana-122051	7988101508	965sudhirfoundation@gmail.com	

9	JBM Group	Rajeev Kumar Sharma	VP-Head Skill Development – JBM Group	JBM Auto Limited, Skill Development Centre, Plot No.16, sector-20B, Faridabad, (Haryana)- 121007	8860281177	Rajeev.sharma@jbmgrou.com	
10	Subros	Pawan Yadav	HR Head	Plot No. 395-396, Sec-8, Phase-3, IMT Manesar, Gurugram, - 122050	9818148609	p.yadav@subros.com	
11	Texmaco	Rajeev Gupta	Chief Business Officer	Belgharia, 24 Parganas(North), Kolkata-700056	7042644994	Rajeev.gupta@texmaco.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
2025-2026	3502	34	350	3	35	0
2026-2027	3853	37	385	4	39	0
2027-2028	4238	41	424	4	42	0

Data to be provided year-wise for next 3 years

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

	Year	Total Candidates	Women	People with Disability
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Qualification Version		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
	FY2022-2023	0	0	0	0	0	0	0	0	0	0	0	0
	FY2023-2024	0	0	0	0	0	0	0	0	0	0	0	0
	FY2024-2025	3184	44	44	31	318	4	4	3	32	0	0	0

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 4.0 CSM STT
2. Non PMKVY
3. TNSDC
4. Fee Based
5. NABARD
6. MSSDS
7. GSDM
8. SDIS Orissa State Skilling Scheme
9. NULM
10. SDIS DDU GKY

Content availability for previous versions of qualifications: No

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

Languages in which Content is available: no

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>

Annexure: Detailed Assessment Criteria

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

CSC/N1335: Follow the health and safety practices at the work

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain personal health and safety</i>	7	12	-	-
PC1. follow the recommended practices to ensure protection from infections and transmission to others, such as the use of hand sanitiser and face mask	2	3	-	-
PC2. check the work conditions, assess the potential health and safety risks, and take appropriate measures to mitigate them	1	2	-	-

PC3. select and use the appropriate Personal Protective Equipment (PPE) relevant to the task and work conditions	1	2	-	-
PC4. follow the recommended techniques while lifting and moving heavy objects to avoid injury	1	3	-	-
PC5. follow the manufacturer's instructions and workplace safety guidelines while working on heavy machinery, tools and equipment	2	2	-	-
<i>Assist in hazard management</i>	4	10	-	-
PC6. identify existing and potential hazards at work	1	1	-	-
PC7. assess the potential risks and injuries associated with the identified hazards	1	3	-	-
PC8. coordinate with the supervisor or other relevant personnel to prevent or minimise the identified hazards	1	3	-	-
PC9. handle hazardous materials safely and store them in the designated storage	1	3	-	-
<i>Check the first aid box, firefighting and safety equipment</i>	3	7	-	-
PC10. check the first aid box to ensure it is updated with the relevant first aid supplies	1	2	-	-

PC11. check and test the firefighting and various safety equipment to ensure they are in usable condition	1	3	-	-
PC12. coordinate with the supervisor for the repair and replacement of firefighting and safety equipment	1	2	-	-
<i>Assist in waste management</i>	3	8	-	-
PC13. segregate waste into appropriate categories	1	3	-	-
PC14. recycle the recyclable waste appropriately	1	3	-	-
PC15. dispose of the non-recyclable waste in an environment-friendly manner, complying with the applicable regulations	1	2	-	-
<i>Follow the fire safety guidelines</i>	3	12	-	-
PC16. use the appropriate type of fire extinguisher to extinguish different types of fires safely	1	4	-	-
PC17. follow the recommended practices for a safe rescue during a fire emergency	1	4	-	-
PC18. coordinate with the fire department to request assistance to extinguish a serious fire	1	4	-	-
<i>Follow the emergency and first-aid procedures</i>	7	12	-	-

PC19. follow the organisational health and safety guidelines during workplace emergencies to ensure own and co-workers' safety	1	2	-	-
PC20. follow the recommended practices to minimise loss to organisational property during an emergency	1	3	-	-
PC21. follow the recommended procedure to free a person from electrocution	1	2	-	-
PC22. administer appropriate first aid to the injured personnel	1	2	-	-
PC23. perform Cardiopulmonary Resuscitation (CPR) on a potential victim of cardiac arrest	1	2	-	-
PC24. coordinate with the emergency services to request medical assistance for seriously injured/ ill personnel requiring professional medical attention or hospitalisation	2	1	-	-
<i>Carry out relevant documentation and review</i>	3	9	-	-
PC25. carry out appropriate documentation following a health and safety incident at work, including all the required information	1	3	-	-
PC26. coordinate with the relevant personnel to review health and safety conditions at work regularly or following an incident	1	3	-	-

PC27. assist in implementing appropriate changes to improve the health and safety conditions at work	1	3	-	-
NOS Total	30	70	-	-

CSC/N1336: Coordinate with co-workers to achieve work efficiency

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Work effectively with co-workers</i>	20	43	-	-
PC1. plan daily tasks at work to ensure their timely completion and efficient use of time	2	4	-	-
PC2. carry out work responsibilities adhering to the limits of authority	2	4	-	-
PC3. follow the supervisor's instructions to ensure adherence to the applicable quality standards and timescales	2	4	-	-
PC4. coordinate with the co-workers to achieve the work objectives efficiently	2	4	-	-

PC5. prepare the relevant documents and reports as per the supervisor's instructions, providing appropriate information clearly and systematically	2	4	-	-
PC6. coordinate with the supervisor or relevant personnel to deal with out of authority tasks and concerns	2	4	-	-
PC7. mentor and assist subordinates in the execution of their work responsibilities	2	4	-	-
PC8. identify possible disruptions to work through coordination with the relevant stakeholders and take appropriate preventive measures	2	4	-	-
PC9. use various resources efficiently to ensure maximum utilisation and minimum wastage	2	4	-	-
PC10. follow the recommended practices to avoid and resolve conflicts at work	1	4	-	-
PC11. follow the relevant organisational policies to ensure disciplined behaviour with maximum productivity at work	1	3	-	-
<i>Communicate effectively with co-workers</i>	6	15	-	-

PC12. follow the organisational policy for the efficient and timely dissemination of information to the authorised personnel	2	5	-	-
PC13. communicate clearly and politely to ensure effective communication with co-workers	2	5	-	-
PC14. follow the appropriate techniques for active listening during interactions	2	5	-	-
<i>Practice inclusion at work</i>	4	12	-	-
PC15. empathise with Persons with Disabilities (PwD)	2	6	-	-
PC16. adopt gender-neutral behaviour at work	2	6	-	-
NOS Total	30	70	-	100

CSC/N0301: Perform basic sheet metal cutting, forming and assembly operations

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for work</i>	8	10	-	6
PC1. identify work requirements by interpreting instructions received from supervisor or person in charge	1	2	-	1
PC2. identify and arrange tools, equipment, measuring instruments and material required for performing sheet metal cutting, forming and assembly operations as per specifications	3	2	-	3
PC3. check the tools, measuring instruments and equipment for any defects before use	2	3	-	1
PC4. check that all measuring equipment are within calibration date	1	2	-	1
PC5. use appropriate Personal Protective Equipment (PPE) for safe working in workshop	1	1	-	-
<i>Perform marking on the sheet metal</i>	6	10	-	4
PC6. prepare the sheet metal for marking out by cleaning, removing burrs and sharp edges and applying marking out medium on it	1	2	-	1

PC7. use a range of marking out equipment and mark the dimensions on the sheet metal materials by applying an appropriate method of marking out as per the instructions received	2	3	-	1
PC8. mark out a range of features (datum lines; cutting guidelines; square and rectangular profiles; circular and radial profiles; angles; holes linearly positioned, boxed and on pitch circles) on the sheet metal	2	3	-	2
PC9. obtain approval from supervisor or person in charge on marked out features and correct errors as per feedback received	1	2	-	-
<i>Perform sheet metal cutting and forming operations</i>	6	12	-	4
PC10. cut and shape the sheet metal materials to the required specification by performing appropriate cutting operations and techniques	2	4	-	1
PC11. use appropriate cutting hand and manually operated machine tools to cut the marked-out shape on the material with required finishing	1	2	-	1
PC12. perform various forming operations to produce sheet metal components of required shapes by using forming hand and manually operated machine tools	2	4	-	1
PC13. measure the cut and formed components and compare with the dimensions as prescribed in the work order and engineering drawing	1	2	-	1
<i>Perform sheet metal assembly operations</i>	7	13	-	5

PC14. assemble and secure the components in their correct positions by using appropriate assembly methods and techniques	2	4	-	2
PC15. use appropriate assembly and joining techniques to produce fabrications of required shape/geometry within ± 3.0 mm	2	4	-	1
PC16. produce products with various features, have secure and firm joints and are free from excessive tooling marks, deformation, cracking, sharp edges, slivers or burrs	1	2	-	1
PC17. follow the specified sheet metal cutting, forming and assembly sequence and procedure	-	1	-	-
PC18. monitor the sheet metal cutting, forming and assembly operation and identify any problems that occur	1	1	-	1
PC19. report to the supervisor about any problems faced or anticipated during the complete process	1	1	-	-
<i>Perform post-assembly activities</i>	3	5	-	1
PC20. prepare work completion reports and necessary documentation for the higher authorities	1	2	-	1
PC21. clean and store all the tools and equipment after completion of work	1	2	-	-
PC22. dispose scrap or waste material into the disposal area in accordance with the company's policies and environmental regulations	1	1	-	-

NOS Total	30	50	-	20
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CSC/N0302: Grind surface using hand and hand-held power tools

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for grinding operations</i>	12	17	-	8
PC1. identify work requirements by interpreting job specification document and instructions received from supervisor	1	1	-	1
PC2. report and rectify incorrect and inconsistent information in job specification documents as per organization procedures	1	1	-	-
PC3. select grinding method/technique as per the surface finish specifications and work requirements	1	1	-	1
PC4. select stones, wheels, files or other abrasives, according to materials, sizes and shapes of work- pieces, amount of stock to be removed, finishes specified, and steps in finishing and grinding process	1	2	-	1

PC5. identify and arrange tools, equipment, raw material (metals, metal alloys and non-metals) and consumables as per job requirements	3	2	-	2
PC6. check the tools and equipment for any defects before use	2	3	-	1
PC7. prepare the work area for the grinding operations as per SOP	1	2	-	-
PC8. perform grinding wheel dressing by using diamond cutter	1	2	-	1
PC9. measure and mark the specifications on the workpiece to ensure required grinding standards are achieved	1	2	-	1
PC10. use appropriate Personal Protective Equipment (PPE) for safe working in workshop	-	1	-	-
<i>Perform grinding operations</i>	11	20	-	7
PC11. trim or scrape work pieces by using appropriate hand or power tools like chisels, scrapers etc.	1	2	-	1
PC12. load and set work pieces onto equipment or work tables by using appropriate positioning and/or holding devices	2	3	-	1
PC13. carry out the grinding process by using appropriate hand and/or hand-held power grinding tools in accordance with standard operating procedures	2	3	-	2

PC14. monitor the grinding process and adjust, start, or stop the equipment if not working within standards	1	2	-	-
PC15. produce workpieces of required surface finish and specification as specified in work order and job card	2	4	-	1
PC16. monitor the grinding operation and identify any problems that occur during process	1	2	-	1
PC17. report to the supervisor about any problems faced or anticipated during the complete process	2	4	-	1
Perform post-grinding activities	7	13	-	5
PC18. check the surface finish of the grinded workpiece to ensure that the work-piece achieves the required characteristics and meets the finishing specification (Finishing parameters: texture, roughness)	2	4	-	2
PC19. identify common surface imperfections on the workpiece and correct them by following work instructions and SOP	2	4	-	1
PC20. prepare work completion reports and necessary documentation i.e. job card, progress records, incident reports etc. for the higher authorities as per SOP	1	2	-	1

PC21. clean and store all the tools and equipment after completion of work	-	1	-	-
PC22. dispose scrap or waste material into the disposal area in accordance with the company's policies and environmental regulations	1	1	-	1
PC23. perform routine maintenance of grinding tools and equipment after completion of work	1	1	-	-
NOS Total	30	50	-	20

DGT/VSQ/N0101- Employability Skills (30 Hrs)

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self- Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-

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	-	-	-	-
<i>Essential Digital Skills</i>	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	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-

PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

Assessment Parameters:

Assessment Plan:

1. Components of Assessment:

- Each subject will be assessed in three components: Theory (40% weightage), Practical (40% weightage), and On-job Training (OJT, 20% weightage).

2. Passing Parameters:

- To pass the semester, students must meet both the assessment parameters given below.

Parameter 1 - Weighted Semester Score:

- Students must achieve a minimum of 60% in the weighted average score across all three components (Theory, Practical, and OJT) for each subject.

Parameter 2 - Individual Component Score:

- Students need to score at least 40% in each individual component (Theory, Practical, and OJT) of every subject.

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:

Each module (which covers the job profile of Sheet Metal Worker - Hand Tools and Manually Operated Machines

1. (Optional: Grinder - Hand and Handheld Power Tools) 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