



QUALIFICATION FILE

Sole Proprietorship Associate

- 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: 4

Submitted By:

Management & Entrepreneurship and Professional Skills Council (MEPSC)

20th Floor, Amba Deep, 14 Kasturba Gandhi Marg, New Delhi – 110001

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Section 1: Basic Details

Qualification Name	Sole Proprietorship Associate													
Sector/s	Office Support and Professional Skills													
Type of Qualification: <input type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: <i>(change to previous, once approved)</i> QG-04-OA-00109-2023-V1-MEPSC	Qualification Name of existing/previous version: Sole Proprietorship Associate, v1												
a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>	Sole Proprietorship Associates													
National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i>	QG-04-OA-00109-2023-V1-MEPSC	1. NCrF/NSQF Level: 4												
Award (Certificate/Diploma/Advance Diploma/ Any Other <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>	Certificate													
Brief Description of the Qualification	Sole proprietorship Associate are those professionals who are readily deployable in the consulting services. The Individual play an important role in providing information and assistance to those single individuals who wish to start their own entities. The individual provides services for Registration of PAN, TAN, DSC and GSTIN.													
Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S. No.</th> <th style="width: 55%;">Academic/Skill Qualification (with Specialization - if applicable)</th> <th style="width: 35%;">Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>10th grade pass and pursuing continuous schooling</td> <td>No experience</td> </tr> <tr> <td style="text-align: center;">2</td> <td>10th grade pass</td> <td>with 2 year relevant experience</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Previous relevant Qualification of NSQF Level 3.5</td> <td>with 1.5 years of relevant experience</td> </tr> </tbody> </table> b. Age: 18 years		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	10th grade pass and pursuing continuous schooling	No experience	2	10th grade pass	with 2 year relevant experience	3	Previous relevant Qualification of NSQF Level 3.5	with 1.5 years of relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)												
1	10th grade pass and pursuing continuous schooling	No experience												
2	10th grade pass	with 2 year relevant experience												
3	Previous relevant Qualification of NSQF Level 3.5	with 1.5 years of relevant experience												
Credits Assigned to this Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>	14 + 2(options)	2. Common Cost Norm Category (I/II/III) <i>(wherever applicable):</i> III												
Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>														

Training Duration by Modes of Training Delivery (<i>Specify Total Duration as per selected training delivery modes and as per requirement of the qualification</i>)	<input type="checkbox"/> Offline <input type="checkbox"/> Online <input checked="" type="checkbox"/> 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>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>87</td> <td>123</td> <td></td> <td></td> <td>210</td> </tr> <tr> <td>Online/ Blended</td> <td>87</td> <td>123</td> <td></td> <td></td> <td>210</td> </tr> </tbody> </table>	Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	87	123			210	Online/ Blended	87	123			210	(Refer Blended Learning Annexure for details) Total hours = 420				
	Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																		
Classroom (offline)	87	123			210																			
Online/ Blended	87	123			210																			
Aligned to NCO/ISCO Code/s (<i>if no code is available mention the same</i>)	NCO-2015/3339																							
Progression path after attaining the qualification (<i>Please show Professional and Academic progression</i>)	Start-up Support Executive																							
Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																							
Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																							
Is the Job Role Amenable to Persons with Disability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", specify applicable type of Disability: <i>Physical</i>																							
How Participation of Women will be Encouraged	Both men and women can equally participate																							
Are Greening/ Environment Sustainability Aspects Covered (<i>Specify the NOS/Module which covers it</i>)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																							
Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																							
Name and Contact Details of Submitting / Awarding Body SPOC (<i>In case of CS or MS, provide details of both Lead AB & Supporting ABs</i>)	Name: Col. Anil Kumar Pokhriyal Email: ceo@mepsc.in Contact No.: 011-24645100 Website: https://www.mepsc.in/																							
Final Approval Date by NSQC: 05/01/2023	3. Validity Duration: 36 months			4. Next Review Date: s																				

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

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/N SQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.s	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Plan for Sole Proprietorship	MEP/N120 5, v2	Core	4	3	40	50			90	40	60			100	15
2.	Apply for PAN, TAN, and DSC through the online process	MEP/N120 6, v2	Core	4	2	20	40			60	40	60			100	15
3.	Generate GSTIN	MEP/N120 7, v2	Core	4	1	20	10			30	40	60			100	15
4.	Registration of ESIC and EPFO	MEP/N120 8, v2	Core	4	1	15	15			30	40	60			100	10
5.	Enterprise registration and required licenses	MEP/N120 9, v3	Core	4	2	30	30			60	40	60			100	15
6.	Apply for current account and business loan	MEP/N121 0, v3	Core	4	2	15	45			60	40	60			100	10
7.	Apply health and safety practices at the workplace	MEP/N990 3, v5.0	Non-core	4	1	10	20			30	40	60			100	10
8.	Employability Skills (60 Hours)	DGT/VSQ/N0102, v1.0	Non-core	4	2	24	36			60	20	30			50	10
Duration (in Hours) / Total Marks						14	174	246		420	300	450			750	100

Optional NOS/s:Application of Computers

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Application of Computers	MEP/N0202 , v3.0	Non-Core	3	2	30	30			60	40	60			100	100
Duration (in Hours) / Total Marks					2	30	30			60	40	60			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: % (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

Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Trainer Prerequisites						
	Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
			Years	Specialization	Years	Specialization	
	Graduate Or CA or CS (intermediate, Sr. Articleship,		3		2		

	CMA, Intermediate					
	Trainer Certification					
	Domain Certification			Platform Certification		
	MEP/Q1203, v2.0 Sole Proprietorship Associate Minimum accepted score is 80%			MEP/Q2601, v3.0 Trainer (VET & Skills) Minimum accepted score is 80%		

Section 4: Assessment Related

Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Assessor Prerequisites						
	Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
			Years	Specialization	Years	Specialization	
	Graduate Or CA or CS (intermediate, Sr. Articleship, CMA, Intermediate		4		2		
	Assessor Certification						
	Domain Certification			Platform Certification			
MEP/Q1203, v2.0 Sole Proprietorship Associate Minimum accepted score is 80%			MEP/Q2701, v3.0 Assessor (VET & Skills) Minimum accepted score is 80%				

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided:
5.	Estimated nos. of persons to be trained and employed:
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: If “No”, why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors (Mandatory)â	Mentioned below
2.	Annexure: List of tools and equipment relevant for qualification (Mandatory, except in case of online course)	Mentioned below
3.	Annexure: Detailed Assessment Criteria (Mandatory)	Mentioned below
4.	Annexure: Assessment Strategy (Mandatory)	Mentioned below
5.	Annexure: Blended Learning (Mandatory, in case selected Mode of delivery is “Blended Learning”)â	Mentioned below
6.	Annexure: Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)â	NA
7.	Annexure: Acronym and Glossary (Optional)â	
8.	Supporting Document: Model Curriculum (Mandatory – Public view)â	yes
9.	Supporting Document: Career Progression (Mandatory - Public view)â	yes
10.	Supporting Document: Occupational Map (Mandatory)â	yes

11.	Supporting Document: Assessment SOP (Mandatory)â	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	Sole Proprietorship Associate is expected to be aware of tax proceedings and must offer assistance to the same. They are responsible to carry out financial assistance and possess good knowledge on it. The job holder is responsible towards acquiring licenses and provides assistance in its process. Sole Proprietor Consultant moulds an individual for planning, organising and managing a small business venture.	The Job holder is expected to mould and train different individuals for starting selfbusiness. Job holder assists individuals in doing necessary registrations for an individual to start a venture.	4
Professional and Technical Skills/ Expertise/ Professional Knowledge	Sole Proprietorship Associate is expected to be aware of the process and proceedings of tax, finance and licenses that a business will require to start an activity. Knowledge different types of ventures and their requisites are required	The job holder is expected to exhibit factual knowledge of tax management and different activities required in handling finance and licenses affairs. Further, the job holder should have specific knowledge about training and moulding individuals in business.	4
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Sole Proprietorship Associate is expected to possess skills to	The job holder is expected to recall and demonstrate practical skills in the	4

	mentor and support persons wishing to start a sole proprietorship.	affairs of tax, finance and must be well versed to train and support sole proprietorship	
Broad Learning Outcomes/Core Skill	Reasonably good in data collecting organising information, and logical communication: <ul style="list-style-type: none"> • prepare the relevant documents for the required registrations • carry out planned activities as per the prepared business plan • carry out the hiring of the staff/personnel on a contractual, freelance, full-time or part-time basis as per the requirement -read organisational guidelines and legal requirements	The job holder should be good at mathematical calculation, planning and documentation. The person should be good at analysing social, and political environment and be reasonably good in data collection, organising information, and logical communication.	
Responsibility	A Sole Proprietorship Associate is overall responsible for providing consultancy and support activities required for starting a sole proprietorship.	The job holder is responsible for exhibiting good knowledge in the fields of tax, finance, and acquiring licenses.	

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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	Internet connection		
2	Training app		
3	Computer or mobile		

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)
				attached			
				attached			
				attached			
				attached			

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2023	10000					
2024	10000					
2025	10000					

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:

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	<input checked="" type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	LCD, Projector, Laptop, MSOffice Suite, Flipchart, whiteboard, Markers, wi-fi connectivity	50:50
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	LCD, Projector, Laptop, MSOffice Suite, Flipchart, whiteboard, Markers, wi-fi connectivity	50:50
3	<input checked="" type="checkbox"/> Showing Practical Demonstrations to the learners	LCD, Projector, Laptop, MSOffice Suite, various tools and software, computer camera, computer speakers, wi-fi connectivity	50:50
4	<input checked="" type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Computer systems for all students, printers, wi-fi connectivity	50:50
5	<input checked="" type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	Learning management system	0:100
6	<input checked="" type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Online assessment portals, tablet for each student	0:100
7	<input checked="" type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	Access to industry partner in relevant field	100:0

Annexure: Detailed Assessment Criteria

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
MEP/N1205: Plan for Sole Proprietorship, v2.0	Examine Sole Proprietorship details	13	19		
	PC1. identify business or entity for sole Proprietorship				
	PC2. identify assistance required and resources				
	PC3. prepare a timeline of activities for the services to be given to the entity				
	Assist with Registrations	27	41		
	PC4. examine Statutory Laws				
	PC5. identify statutory requirements for registration				
	PC6. obtain necessary documents				
	PC7. fill all requisite forms in the portal				
	PC8. follow up application				
	PC9. respond to queries and document requests by the competent authority				
Total Marks	40	60			
MEP/N1206 Apply for PAN, TAN, and DSC through the online process, v2.0	Verification of Aadhar and other documents for the eligibility of the assessee	13	19		
	PC1. collect Aadhar and other necessary documents				
	PC2. verify Documents				
	PC3. validate Aadhar as per the norms				
	PC4. prepare application and documents for online submission				
	Apply for E-PAN and TAN	17	25		
	PC5. submit the application with requested documents for E-PAN and TAN				
	PC6. pay charges mentioned in the portal as per the guidelines				
	PC7. check the application status as mentioned in the application				
	PC8. generate or obtain E-PAN				
	PC9. obtain TAN through official communication				
Register for Digital Signature	10	16			
PC10. login to the portal and enrol for DSC					

	PC11. submit the application and attach the documents as per the norms				
	PC12. record and upload the video on the online platform as per the guidelines				
	Total Marks	40	60		
MEP/N1207: Generate GSTIN, v2.0	Apply for GSTIN	40	60		
	PC1. identify Applicability of GSTIN				
	PC2. identify required documents				
	PC3. submit the documents				
	PC4. obtain TRN number				
	PC5. register for GSTIN as per procedure				
	PC6. maintain applicable books and records				
	TOTAL MARKS	40	60		
MEP/N1208: Registration of ESIC and EPFO, v2.0	Application of ESIC and EPFO	40	60		
	PC1. examine necessary documents				
	PC2. prepare and maintain documents for submission				
	PC3. create the account and login				
	PC4. fill the application form for ESIC and EPFO as per the norms				
	PC5. submit the application after attaching necessary documents				
	PC6. follow-up the application				
	TOTAL MARKS	40	60		
MEP/N1209: Enterprise registration and required licenses, v3.0	Verify and prepare documents for Micro, Small and Medium Enterprises (MSME)	21	30		
	PC1. collect Aadhar and PAN for registration				
	PC2. prepare documents on employee details				
	PC3. maintain Memorandum of Association and Articles of Association				
	PC4. submit application for enterprise registration through online processes as per the set guidelines				
	Apply for D and O trade license	19	30		
	PC5. identify the types of trade licenses applicable for the organisation				
	PC6. fill the trade license Application and attach necessary documents				

	PC7.submit application to the appropriate authority, manually				
	PC8.pay the licenses fees as per the guidelines				
	TOTAL MARKS	40	60		
MEP/N1210: Apply for current account and Business loan, v3.0	Check the application form and supporting documents for the Current Account	18	27		
	PC1. obtain the right application forms				
	PC2. ensure all mandatory information is filled in appropriately				
	PC3. verify information filled in the application form				
	PC4. undertake money transfer of the minimum amount for activation				
	Prepare file for a business loan	22	33		
	PC5. identify the entity and its requirements				
	PC6.assemble PAN and other necessary documents				
	PC7. prepare project report and stock valuation statement				
	PC8. apply for bank over draft and cash credit				
	PC9. carry out necessary follow-up				
		TOTAL MARKS	40	60	
MEP/N9903: Apply health and safety practices at the workplace, V5.0	Apply relevant health and safety practices at the workplace	13	16		
	PC1. identify, control and report health and safety issues relating to immediate work environment according to procedures				
	PC2. follow procedures and instructions for dealing with hazards, within the scope of responsibilities and competencies	-	-		
	PC3. document and report all hazards, accidents and near-miss incidents as per set process	-	-		
	PC4. document safety records according to organisational policies	-	-		
	Maintain a healthy and hygienic environment	8	21		
	PC5. maintain the work area in a clean and tidy condition				
	PC6. ensure that the work area is sanitised as and when required	-	-		
	PC7. maintain personal hygiene	-	-		
	PC8. use appropriate personal protective equipment (PPE) where required	-	-		

	PC9. wash hands using soap and water or alcohol based sanitiser	-	-		
	PC10. report hygiene related concerns promptly to the relevant authority	-	-		
	Emergencies, rescue and first-aid procedures	-	-		
	PC11. administer appropriate first aid to victims wherever required e.g. in case of bleeding, burns, choking, electric shock, poisoning etc.	6	9		
	PC12. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments	-	-		
	PC13. perform rescue activity during an accident if applicable (e.g. if moving victim is advisable)	-	-		
	Follow fire safety requirements	-	-		
	PC14. follow fire safety practices	13	14		
	PC15. identify the type of fire and its stage	-	-		
	PC16. use the various appropriate fire extinguishers on different types of fires correctly	-	-		
	PC17. follow procedures to rescue victim of fire without endangering self	-	-		
	Total Marks	40	60		
DGT/VSQ/N0102: Employability Skills (60 Hours), V1.0	Introduction to Employability Skills	1	1		
	PC1 identify employability skills required for jobs in various industries	-	-		
	PC2 identify and explore learning and employability portals	-	-		
	Constitutional values – Citizenship	1	1		
	PC3 recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-		
	PC4 follow environmentally sustainable practices	-	-		

Becoming a Professional in the 21st Century	2	4		
PC5 recognize the significance of 21st Century Skills for employment	-	-		
PC6 practice the 21st Century Skills such as Self- Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-		
Basic English Skills	2	3		
PC7 use basic English for everyday conversation in different contexts, in person and over the telephone	-	-		
PC8 read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-		
PC9 write short messages, notes, letters, e-mails etc. in English	-	-		
Career Development & Goal Setting	1	2		
PC10 understand the difference between job and career	-	-		
PC11prepare a career development plan with short- and long-term goals, based on aptitude	-	-		
Communication Skills	2	2		
PC12 follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-		
PC13 work collaboratively with others in a team	-	-		
Diversity & Inclusion	1	2		
PC14 communicate and behave appropriately with all genders and PwD	-	-		
PC15 escalate any issues related to sexual harassment at workplace according to POSH Act	-	-		
Financial and Legal Literacy	2	3		
PC16 select financial institutions, products and services as per requirement	-	-		
PC17 carry out offline and online financial transactions, safely and securely	-	-		

PC18 identify common components of salary and compute income, expenses, taxes, investments etc	-	-		
PC19 identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-		
Essential Digital Skills	3	4		
PC20 operate digital devices and carry out basic internet operations securely and safely	-	-		
PC21 use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-		
PC22 use basic features of word processor, spreadsheets, and presentations	-	-		
Entrepreneurship	2	3		
PC23 identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-		
PC24 develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-		
PC25 identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-		
Customer Service	1	2		
PC26 identify different types of customers	-	-		
PC27 identify and respond to customer requests and needs in a professional manner.	-	-		
PC28 follow appropriate hygiene and grooming standards	-	-		
Getting ready for apprenticeship & Jobs	2	3		
PC29 create a professional Curriculum vitae (Résumé)	-	-		
PC30 search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-		
PC31 apply to identified job openings using offline /online methods as per requirement				

	PC32 answer questions politely, with clarity and confidence, during recruitment and selection				
	PC33 identify apprenticeship opportunities and register for it as per guidelines and requirements				
	Total Marks	20	30		
MEP/N0202: Application of computers, v 3.0	Identify parts of computer and storage devices	4	8		
	PC1. identify and describe various parts of computers like CPU, keyboard, monitor, etc.				
	PC2. identify different types of storage devices e.g. portable hard disks, flash drives, digital memory card and CDs/DVDs (latest removable devices).				
	Operate computer	6	14		
	PC3. plug the computer to power source and start it				
	PC4. install drivers and applications				
	PC5. access computer drives, directories, and folders				
	Use various computer applications	14	24		
	PC6. use different applications to maintain records and do calculations				
	PC7. use multimedia settings and applications to upload and download documents, audio and video files				
	PC8. carry out basic troubleshooting				
	PC9. coordinate with IT department/service provider for issues not under his/her purview				
	PC10. use e-mail to communicate and send documents				
	Follow safety and security guidelines	6	14		
PC11. follow electrical safety precautions while using computers					
PC12. follow the organisational access control and data security policies					
PC13. follow cyber security guidelines while storing, retrieving or communicating information					
TOTAL MARKS	30	70			

Annexure: Assessment Strategy

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. s