

QUALIFICATION FILE

Airline Ramp Executive

☒ 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:

Aerospace and Aviation Sector Skill Council

AASSC, C/o Dynamatic Manufacturing Ltd,

Plot No. V77 & 78, 1st Main Road, 2nd stage

Peenya Industrial Area, Bengaluru - 560058

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Section 1: Basic Details

1.	Qualification Name	Airline Ramp Executive													
2.	Sector/s	Aerospace and Aviation													
3.	Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: QG-04-AA-03901-2025-V2-AASSC Version: 3.0	Qualification Name of existing/previous version: Airline Ramp Executive												
4.	a. OEM Name b. Qualification Name (Wherever applicable)	Airline Ramp Executive													
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-04-AA-03901-2025-V2-AASSC	6. NCrF/NSQF Level: 4												
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	Airline Ramp Executive coordinates information and turnaround of an aircraft (arrival and departure).and Oversees ground handling operations, including, baggage and cargo handling, turnaround management, and ramp equipment maintenance. Ensures safety, efficiency, and compliance with protocols while responding to incidents and operating airside vehicles.													
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>12th Grade Pass /Equivalent</td> <td>-</td> </tr> <tr> <td>2</td> <td>10th grade pass</td> <td>with 3 years of experience</td> </tr> <tr> <td>3</td> <td>Previous relevant qualification of NSQF Level 3</td> <td>with minimum 3 Years Experience</td> </tr> </tbody> </table> b. Age:		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	12th Grade Pass /Equivalent	-	2	10th grade pass	with 3 years of experience	3	Previous relevant qualification of NSQF Level 3	with minimum 3 Years Experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)													
1	12th Grade Pass /Equivalent	-													
2	10th grade pass	with 3 years of experience													
3	Previous relevant qualification of NSQF Level 3	with minimum 3 Years Experience													
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	13	11. Common Cost Norm Category (I/II/III) (wherever applicable): I												
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA													

13.	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>)	Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)
		Classroom (offline)	150:00	180:00	60:00	00:00	390:00
		Online					
		(Refer Blended Learning Annexure for details)					
14.	Aligned to NCO/ISCO Code/s (<i>if no code is available mention the same</i>)	NCO-2015/ 1324.1100					
15.	Progression path after attaining the qualification (<i>Please show Professional and Academic progression</i>)	Senior Ramp Executive Airline Ramp Executive					
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	NA					
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	Encouraging women in airline ramp executive roles involves creating inclusive hiring practices, providing mentorship, and offering flexible work options. Additionally, promoting training, career advancement, and a supportive work environment can help increase participation.					
20.	Are Greening/ Environment Sustainability Aspects Covered (<i>Specify the NOS/Module which covers it</i>)	☐ 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 (<i>In case of CS or MS, provide details of both Lead AB & Supporting ABs</i>)	Name: Aerospace and Aviation Sector Skill Council Email: touchdown@aassc.in Contact No.: 08028398506 Website: https://www.aassc.in					
23.	Final Approval Date by NSQC:08/05/2025	24. Validity Duration: 3 years			25. Next Review Date: 30/04/2028		

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

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.	Operate a vehicle airside	AAS/N0702& 1.0	Core	4	2	20:00	30:00	10:00	00:00	60:00	40	60	-	-	100	15
2.	Prepare for aircraft arrival	AAS/N0601 – &2.0	Core	4	2	20:00	30:00	10:00	00:00	60:00	45	55	-	-	100	20
3.	Manage turnaround of aircraft at ramp	AAS/N0303& 2.0	Core	4	3	45:00	30:00	15:00	00:00	90:00	38	62	-	-	100	15
4.	Take action to deal with incidents, accidents, and emergencies in the aviation security environment	AAS/N0501& 2.0	Core	4	1	10:00	15:00	05:00	00:00	30:00	51	49	-	-	100	10
5.	Overseeing Ramp Baggage and Cargo Operations	AAS/N0646 &1.0	Core	4	2	20:00	30:00	10:00	00:00	60:00	40	60	-	-	100	15
6.	Managing and Maintaining Ramp Service Equipment	AAS/N0645& 1.0	Core	4	2	20:00	30:00	10:00	00:00	60:00	40	60	-	-	100	15
7.	Employability skills	DGT/VSQ/N0 101-& 1.0	Non-Core	2	1	15:00	15:00	00:00	00:00	30:00	20	30	-	-	50	10
Duration (in Hours) / Total Marks					13	150:00	180:00	60:00	00:00	390:00	274	376	-	-	650	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.																
Duration (in Hours) / Total Marks																

Assessment - Minimum Qualifying PercentagePlease 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.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate Any Specialization 2-3 years' industry experience in Ramp Airside and 2-3 years training experience in Ramp Airside
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate Any Specialization 5-10 years' industry experience in Ramp Airside and 5-10 years training experience in Ramp Airside
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) <i>(as per NCVET guidelines)</i>	Graduate Any Specialization 2-3 years' industry experience in Ramp Airside and 2-3 years training experience in Ramp Airside
2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Graduate Any Specialization 2-3 years' industry experience in Ramp Airside and 2-3 years training experience in Ramp Airside
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Graduate Any Specialization 5-10 years' industry experience in Ramp Airside and 5-10 years training experience in Ramp Airside
4.	Assessment Mode <i>(Specify the assessment mode)</i>	Blended
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☐ Yes ☐ No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

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): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validations provided: 2
5.	Estimated nos. of people to be trained and employed: 850
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Yes

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)	Attached
2.	Annexure: List of tools and equipment relevant for qualification (Mandatory, except in case of online course)	Attached
3.	Annexure: Detailed Assessment Criteria (Mandatory)	Attached
4.	Annexure: Assessment Strategy (Mandatory)	Attached
5.	Annexure: Blended Learning (Mandatory, in case selected Mode of delivery is "Blended Learning")	Na
6.	Annexure: Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)	Na
7.	Annexure: Acronym and Glossary (Optional)	Attached
8.	Supporting Document: Model Curriculum (Mandatory – Public view)	Attached
9.	Supporting Document: Career Progression (Mandatory - Public view)	Attached
10.	Supporting Document: Occupational Map (Mandatory)	Attached
11.	Supporting Document: Assessment SOP (Mandatory)	Attached
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	Airline Ramp Executive coordinates information and prepares for aircraft arrival, the turnaround of aircraft on stand & departure of the aircraft, loading and unloading of the aircraft, pushback of the aircraft.	The job holder is coordinating information and prepares for aircraft arrival, the turnaround of aircraft on stand & departure of the aircraft, loading and unloading of the aircraft, pushback of the aircraft. Hence, it qualifies as a Level 4 Role. Since it does not involve several choices to be made even in a familiar context, role does not qualify for Level 5. As the job role holder is expected to work in a familiar, predictable, routine situation of clear choice, for ex., coordinating information and preparing aircraft arrival, the turnaround of aircraft	4

Professional and Technical Skills/ Expertise/ Professional Knowledge	The user/individual on the job needs to know and understand how to: different types of breaches of safety and security and how and when to report these, evacuation procedures for workers and passengers, how to summon medical assistance and the emergency services, where necessary, how to use the health, safety and accident reporting procedures and the importance of these, regulatory guidelines on dealing with safety and security emergencies, organisation and regulatory procedures as they may apply to airside traffic ,airside safety instruction, airside safety areas (roads, manoeuvring areas, stands) in relation to license categories, airside signs and markings, aircraft crossing points , airport and stand layout , speed limits, airside parking regulations, regulations concerning reversing, low visibility notification and operating procedures, the effect that poor weather conditions including snow and ice, high winds, rain/surface water, lightning and heat on driving airside knowledge/understanding of the basics of theory of flight and the limitations that apply, aviation terminology and airport codes, standard ground times and minimum ground times, airline precision time schedules, standard turnaround plan for airline/aircraft, standard movement messages to include movement, load messages and	The job holder is expected to have factual knowledge of the field of airline ramp executive. For ex: different types of breaches of safety and security and how and when to report these, evacuation procedures for workers and passengers, how to summon medical assistance and the emergency services, where necessary, how to use the health, safety and accident reporting procedures and the importance of these, regulatory guidelines on dealing with safety and security emergencies, organisation and regulatory procedures as they may apply to airside traffic etc., Since all the above mentioned areas are related to factual knowledge in the field of knowledge, the role qualifies for Level 4. As the job holder requires factual knowledge of knowledge or study. For ex: different types of breaches of safety and security and how and when to report these, evacuation procedures for workers and passengers, how to summon medical assistance and the emergency services, where necessary, how to use the health, safety and accident reporting procedures and the importance of these, regulatory guidelines on dealing with safety and security emergencies, organisation and regulatory procedures as they may apply to airside traffic etc. Since all the above mentioned areas are related to factual knowledge in the field of knowledge, therefore it cannot be pegged at level 3	4
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	passenger service messages; and how to interpret them, Ground Service Equipment (GSE) requirements for the aircraft , safe working practices on the ramp, personal protective equipment required when working on the ramp, time management, airline or airport procedures to adopt whilst fueling is taking place , knowledge of the impact of adverse weather (high winds, icing conditions, lightening etc.) and actions to take for safe working and departure, procedures for loading bulk and containers and the potential effects of incorrect loading, procedures for checking the aircraft mass and balance documents to ensure that the aircraft limitations are not exceeded, procedures for checking the packing and loading of dangerous goods, restricted articles and special cargo; including passenger mobility aids and live animals, procedures for reporting incident/accidents/unsafe acts/near misses/breaches of security and Mandatory Occurrence Reports, legal responsibilities when dealing with emergencies, incidents or accidents. The possible emergencies, incidents or accidents an individual may have to deal with or advise colleagues on how to deal with for evacuation, passenger behavior, illness or death, stolen property, suspect or unclaimed baggage, suspicious items, natural disasters, fires and security alerts including terrorist threats, action that can be taken and the authority matrix, how to take actions to deal with emergencies, incidents or accidents, how to reduce as far as possible any possible risks in typical travel related emergencies, incidents or accidents, effect on customer		
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	service and goodwill in emergencies, incidents or accidents		
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	The user/individual on the job needs to know and understand how to: make decisions on a suitable course of action or response if permitted by the authority matrix, monitor efficient functioning of all activities, plan and organise work to achieve targets and deadlines, communicate with customers in a courteous manner, maintain effective relationship with the customers, identify trends/common causes for errors and suggest possible solutions to the supervisor / management, ability to identify and correct errors, analyse best possible solutions (cost, time, effort, etc.) suited for operations, concentrate on task at hand and complete it without errors, apply balanced judgments to different situations, understand types of faults occurring and how to deal with it, take the most appropriate remedial action when hazards are identified on the airfield, coordinate information and prepare for aircraft arrival, turnaround of aircraft on stand, check compliance with organisation procedures, Initiate action to mitigate an emergent risk/emergency situation, maintain effective customer relationship.	The job holder is expected to carry out routine and repetitive activities in a narrow range of applications, using appropriate rules and tools. For instance make decisions on a suitable course of action or response if permitted by the authority matrix, monitor efficient functioning of all activities, plan and organise work to achieve targets and deadlines, communicate with customers in a courteous manner, maintain effective relationship with the customers, identify trends/common causes for errors and suggest possible solutions to the supervisor / management, ability to identify and correct errors, analyse best possible solutions (cost, time, effort, etc.) suited for operations, concentrate on task at hand and complete it without errors, apply balanced judgments to different situations, understand types of faults occurring and how to deal with it, take the most appropriate remedial action when hazards are identified on the airfield, etc.,. All these activities are mostly repetitive and have a narrow range of applications, hence qualifying the role for a Level 4. As the job requires recall and demonstrate practical skills, routine and repetitive in narrow range application using appropriate rules and tools, using various media to communicate. For ex: maintain effective relationship with the customers, identify trends/common causes for errors and suggest possible solutions to the supervisor / management, ability to identify and correct errors, analyse best possible solutions (cost, time, effort, etc.) suited for operations, concentrate on task at hand and complete it without errors, apply balanced judgments to different situations, understand types of faults occurring and how to deal with it, take the most appropriate remedial action when hazards are identified on the airfield. Therefore, it cannot be pegged at level 3.	4

Broad Learning Outcomes/Core Skill	The individual on the job needs to know and understand how to:complete accurate, well written report in English language detailing the situations of emergency with attention to detail, Read instructions, guidelines/procedures/rules, Listen to and orally communicate information with all concerned, complete documents related to use of vehicle, interpret airport and stand layout, read airside safety instructions, read airside parking regulations, communicate clearly with supervisors and peers, regularly communicate with all employees in the chain of activities, to ensure efficient operations, share best practices with peers and juniors, fill any forms related to aircraft arrival, complete all relevant documents in line with organization requirements, read and understand organization procedure and policies, read and understand loading instructions, Write in English language a brief and concise report on the emergency and its handling.	The job holder is expected to complete accurate, well written report in English language detailing the situations of emergency with attention to detail, read instructions, guidelines/procedures/rules, listen to and orally communicate information with all concerned, complete documents related to use of vehicle, interpret airport and stand layout Hence, this role qualifies for Level 4. As the job requires language read airside parking regulations, communicate clearly with supervisors and peers, regularly communicate with all employees in the chain of activities, ensure efficient operations, share best practices with peers and juniors, fill any forms related to aircraft arrival, complete all relevant documents in line with organization requirements Therefore, it cannot be pegged at level 3.	4
Responsibility	Airline Ramp Executive's main responsibility includes Compulsory: 1. Operate a vehicle airside 2. Prepare for aircraft arrival 3. Manage turnaround of aircraft at ramp 4. Take action to deal with incidents, accidents and emergencies in the aviation security environment 5. Overseeing Ramp Baggage and Cargo Operations 6. Managing and Maintaining Ramp Service Equipment 7. Employability Skills	The job holder is responsible for only own work and learning. S/he is a skilled worker who carries out work activities in Following safety and security procedures, operating a vehicle airside, preparing for aircraft arrival, managing turnaround of aircraft at ramp, taking actions to deal with incidents, accidents and emergencies in the aviation security environment, Work Effectively in a Team. This job is about having responsibility for own working and learning. For ex: operating a vehicle at the airside, preparing for aircraft arrival, managing turnaround of aircraft at ramps, taking actions to deal with incidents, accidents and emergencies in the aviation security environment etc., Therefore it cannot be pegged at level 3	4

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	Black/White Board & Markers		1
2.	PC based projection system		1
3.	Computer aided instructional packages (video films/software)		1
4.	Concerned wall charts		1
5.	Personal protective equipment (PPE) (consisting of safety jacket, safety goggles, ear plugs, gloves & safety shoes)		10
6.	Cargo cart/dolly		1
7.	Cargo Loader (belt drive/scissor lift)		1
8.	First aid kit		3
9.	Aircraft handling manual (AHM) of widely used aircraft		1
10.	Unit Load Device (ULD)/Container		1
11.	Cargo Loader (belt drive/scissor lift)		1
12.	Crane		1
13.	Cargo Weigh scale		1
14.	Basic fire safety aids		1

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. White/Black, board, Markers, trainer's guide, student handbook
2. computer and 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	Air India SATS	MR. Srinivas Prasad G	L&D Manager	Air India SATS, Bangalore	9342525327	srinivas.prasad@aisats.in	
2	Jet Wings	Mr. Sanjay Aditya Singh	CEO & MD	Jet Wings	9954004007	ceo@jettwingsairways.com	

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	200	180	40	30	-	-
2026	300	270	60	50	-	-
2027	350	320	70	60	-	-

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
2	2022	155	152	146		-	-	-	-	-	-	-	-
2	2023	30	15	11		-	-	-	-	-	-	-	-

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. RPL

Content availability for previous versions of qualifications:

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

Languages in which Content is available:

English

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:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
AAS/N0702: Operate a vehicle airside	PC1. make sure that airside driving authorization/license is appropriate to the vehicle	2	3	-	-
	PC2. confirm that the vehicle is lit and marked according to airside driving requirements	2	3	-	-
	PC3. complete documents relating to using the vehicle in line with the organisation procedures	2	3	-	-
	PC4. manoeuvre the vehicle in a controlled manner in all conditions	2	3	-	-
	PC5. park the vehicle safely in appropriate areas in line with organisation procedures	2	3	-	-
	PC6. follow airside signage/ markings	2	3	-	-
	PC7. give priority to moving aircraft at all times	2	3	-	-
	PC8. maintain a safe distance between the vehicle and aircraft at all times as defined by regulatory guidelines	2	3	-	-
	PC9. make sure that all doors and shutters (were relevant) are closed while driving the vehicle	2	3	-	-
	PC10. reverse the vehicle according to organisational and regulatory guidelines	2	3	-	-
	PC11. Be constantly vigilant when driving	2	3	-	-
	PC12. wear appropriate Personal Protective Equipment (PPE) while driving	2	3	-	-
	PC13. secure vehicle loads in line with the organisation procedures	2	3	-	-
	PC14. carry an airside driving pass or license in line with the organisation procedures and regulatory guidelines	2	3	-	-
	PC15. take appropriate remedial action when foreign object debris (FOD) or spillage is seen on the airfield/apron	2	3	-	-
	PC16. report dangerous or unsafe practices to appropriate authority	2	3	-	-
	PC17. get rid of all waste products in line with the organisation procedures and regulatory guidelines	2	3	-	-

	PC18. provide unhindered access for emergency services at all times	2	3	-	-
	PC19. report all airside accidents and emergencies in line with organization procedures and regulatory guidelines	2	3	-	-
	PC20. respond to airside accidents and emergencies in line with organization procedures and regulatory guidelines	2	3	-	-
	NOS Total	40	60	-	-
AAS/N0601: Prepare for aircraft arrival	<i>Prepare for aircraft arrival</i>	45	55	-	-
	PC1. gather information about incoming aircraft from various stakeholders encompassing information of parking bay assigned, any special requirements such as ambulift or wheelchairs, the incoming load of passengers and cargo and mail on the flight	10	10	-	-
	PC2. perform a visual FOD (Foreign Object Debris) check of the proposed parking bay for the aircraft to ensure the parking area of the aircraft is free from any debris or loose object or an obstacle which can damage the aircraft	4	6	-	-
	PC3. ensure that the aircraft type selected in the VDGS matches the aircraft type incoming on the parking bay in case of visual docking guidance system (VDGS)	4	6	-	-
	PC4. ensure that all equipment and manpower including engineering technicians, loaders, cleaners, drivers are available at the parking bay of the aircraft as per the operational standards set by the organisation	10	10	-	-
	PC5. coordinate as a single point of contact for various stakeholders during aircraft turnaround to provide status and information as requested by each stakeholder	4	6	-	-
	PC6. comply with all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner	4	6	-	-
	PC7. comply with relevant safety, quality and environmental management policies, SOPs and controls to ensure a healthy and safe work environment	5	5	-	-
	PC8. discuss safety concerns openly and report them to the relevant supervisor	4	6	-	-
	NOS Total	45	55	-	-
	<i>Co-ordinate the turnaround of the aircraft on stand</i>	38	62	-	-

AAS/N0605: Manage turnaround of aircraft at ramp	PC1. calculate any revised Estimated Time of Departure (ETD)/Targeted Off Blocks Time (TOBT) using airline ground times when an aircraft is operating off schedule as per your organisation airline procedures	2	4	-	-
	PC2. check for problems that could affect the revised ETDs as per your organisation procedures	2	4	-	-
	PC3. interpret a standard movement message, decode and record on appropriate paperwork in line with organisation procedures for arriving aircraft	2	4	-	-
	PC4. collect any special requests from aircraft crew and ensure that these have been passed to the relevant departments as per the organisation procedures	2	4	-	-
	PC5. coordinate the progress of all service providers to ensure the scheduled departure time is met safely and efficiently	2	4	-	-
	PC6. record deficiencies in the departure process in line with organisation procedures and airline procedures	2	3	-	-
	PC7. complete a departure briefing with ramp and passenger staff in line with organisation procedures	2	3	-	-
	PC8. complete a departure briefing with aircraft operating flight deck and cabin crew in line with the organisation procedures	2	3	-	-
	PC9. complete all relevant documents accurately in line with the organisation procedures and timelines	2	3	-	-
	PC10. check and verify the loading and security of load in line with the organisation procedures	2	3	-	-
	PC11. check and verify the passengers boarded in line with the organisation procedures	2	3	-	-
	PC12. check and verify all relevant aircraft departure documents in line with the organisation procedures and regulatory guidelines	2	3	-	-
	PC13. update information relating to the final aircraft load to all necessary stakeholders in line with the organisation procedures	2	3	-	-
	PC14. confirm and communicate that the aircraft is ready for departure in line with the organisation procedures	2	3	-	-
	PC15. record aircraft departure time and communicate to all necessary stakeholders in line with organisation procedures	2	3	-	-
	PC16. analyse any departure delay and allocate/recommend responsibility in line with the organisation procedures	2	3	-	-

	PC17. process all relevant documents in line with the organisation procedures	2	3	-	-
	PC18. act on and report unsafe practices on the ramp in line with organisation procedures	2	3	-	-
	PC19. act on and report breaches or potential breaches of security and security access points	2	3	-	-
	NOS Total	38	62	-	-
AAS/N0501: Take action to deal with incidents, accidents and emergencies in the aviation security environment	<i>Take action to deal with incidents, accidents and emergencies</i>	51	49	-	-
	PC1. assess the probability and severity of emergency situations	10	10	-	-
	PC2. take action to deal with emergencies, incidents or accidents in line with its organisation's procedures and regulatory guidelines	10	10	-	-
	PC3. make sure the action planned does not increase the risk or threat to oneself and others	5	5	-	-
	PC4. consider the needs of others when taking action	5	5	-	-
	PC5. keep all the relevant and appropriate person(s) informed on action taken in line with organisation's procedures	6	4	-	-
	PC6. get help from the appropriate sources in situation that are outside your own authority or ability	10	10	-	-
	PC7. document all actions taken to mitigate risks/emergencies in line with organisation procedures and regulatory guidelines	5	5	-	-
	NOS Total	51	49	-	-
AAS/N0646: Overseeing Ramp Baggage and Cargo Operations	<i>Oversee Baggage and Cargo Handling Operations</i>	22	33	-	-
	PC1: Ensure that all baggage and cargo is correctly loaded and unloaded in line with company policies and procedures.	3	4	-	-
	PC2: Coordinate with the ground service providers to ensure the timely and efficient movement of baggage and cargo.	3	4	-	-
	PC3: Verify that all baggage is correctly tagged and loaded onto the correct flight.	2	3	-	-
	PC4: Confirm that cargo is properly secured and complies with safety and regulatory guidelines.	2	3	-	-

PC5: Check that baggage and cargo are handled in a manner that minimizes the risk of damage.	2	3	-	-
PC6: Coordinate with relevant authorities to clear any special cargo and dangerous goods in compliance with regulations.	2	3	-	-
PC7: Monitor and manage the use of ground support equipment (GSE) for baggage and cargo loading and unloading.	2	3	-	-
PC8: Ensure that all cargo and baggage are delivered to the correct destination or warehouse after offloading.	2	3	-	-
PC9: Document any issues or irregularities in baggage or cargo handling and escalate as needed.	2	3	-	-
PC10: Ensure that communication with other departments is maintained to track baggage and cargo movements.	2	3	-	-
<i>Manage Delays and Irregularities in Baggage and Cargo Handling</i>	10	15	-	-
PC11: Identify and address any issues causing delays in baggage or cargo handling operations.	2	3	-	-
PC12: Coordinate with relevant parties to resolve baggage/cargo discrepancies or delays.	2	3	-	-
PC13: Communicate any delays or issues to flight operations, ground staff, and relevant stakeholders.	2	3	-	-
PC14: Maintain accurate records of baggage or cargo irregularities, delays, and resolutions.	2	3	-	-
PC15: Implement corrective actions to avoid future baggage and cargo handling issues.	2	3	-	-
<i>Ensure Compliance with Safety and Security Regulations</i>	8	12	-	-
PC16: Oversee the implementation of safety measures in baggage and cargo handling to prevent accidents or injuries.	2	3	-	-
PC17: Ensure that all security checks are performed as per regulations for baggage and cargo.	2	3	-	-
PC18: Report any security breaches or unsafe practices in baggage and cargo operations to the appropriate authorities.	2	3	-	-
PC19: Ensure that dangerous goods, restricted items, and special cargo are handled according to the regulatory requirements.	2	3	-	-
Nos Total	40	60	-	-

AAS/N0645: Managing and maintaining Ramp Service Equipment	<i>Oversee Ramp Service Equipment Operations</i>	22	33	-	-
	PC1: Ensure all ramp service equipment (RSE) is operated and maintained according to company procedures and safety standards.	3	4	-	-
	PC2: Coordinate with ground service providers to ensure the timely availability and use of RSE for ramp operations.	3	4	-	-
	PC3: Monitor the performance of RSE to ensure efficient and safe operation.	2	4	-	-
	<i>PC4: Ensure RSE is used appropriately for its intended tasks (e.g., pushback tractors, conveyor belts, aircraft tugs).</i>	2	3	-	-
	PC5: Inspect equipment regularly for signs of wear or malfunction.	2	3	-	-
	PC6: Ensure that RSE is properly cleaned and maintained to ensure longevity and minimize operational failures.	2	3	-	-
	PC7: Verify that all required maintenance checks and repairs are performed in a timely manner.	2	3	-	-
	PC8: Ensure that all equipment meets regulatory standards and safety guidelines.	2	3	-	-
	PC9: Maintain an accurate inventory of RSE and ensure proper allocation for specific tasks.	2	3	-	-
	PC10: Track and document RSE usage and maintenance activities for operational records.	2	3	-	-
	<i>Manage Equipment Downtime and Irregularities</i>	10	15	-	-
	PC11: Identify and address any issues causing equipment downtime or malfunction.	2	3	-	-
	<i>PC12: Coordinate with maintenance teams to resolve RSE malfunctions and minimize disruption to ramp operations.</i>	2	3	-	-
	PC13: Communicate any delays or equipment issues to flight operations, ground staff, and relevant stakeholders.	2	3	-	-
	PC14: Maintain accurate records of RSE malfunctions, repairs, and maintenance schedules.	2	3	-	-
	PC15: Implement corrective actions to reduce the likelihood of future equipment failures or downtime.	2	3	-	-
	<i>Ensure Compliance with Safety and Security Regulations</i>	8	12	-	-
	PC16: Oversee the implementation of safety measures for the operation and maintenance of ramp service equipment to prevent accidents or injuries.	2	3	-	-

	PC17: Ensure that RSE operations comply with safety protocols, including the use of personal protective equipment (PPE) by ground crew.	2	3	-	-
	PC18: Report any safety breaches or unsafe practices involving ramp service equipment to the appropriate authorities.	2	3	-	-
	PC19: Ensure all equipment used on the ramp meets required security and regulatory standards.	2	3	-	-
	Nos Total	40	60	-	-
DGT/VSQ/N0101: Employability Skills (30 Hours)	<i>Introduction to Employability Skills</i>	1	1	-	-
	PC1. identify employability skills required for jobs in various industries	-	-	-	-
	PC2. identify and explore learning and employability portals	-	-	-	-
	<i>Constitutional values – Citizenship</i>	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	-	-	-	-
	<i>Becoming a Professional in the 21st Century</i>	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	-	-	-	-
	<i>Basic English Skills</i>	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	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	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	-	-	-	-
<i>Diversity & Inclusion</i>	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	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services such as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and Computer income, expenses, taxes, investments etc.	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	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	-	-	-	-
<i>Entrepreneurship</i>	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	-	-	-	-
	<i>Customer Service</i>	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	-	-	-	-
	<i>Getting ready for apprenticeship & Jobs</i>	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	-	-	-	-
	NOS Total	20	30	-	-
	GRAND TOTAL	274	376	-	-

Annexure: Assessment Strategy

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

All QP/NOS go through a rigorous review and approval process before they are finally ready to be utilized for skill training and assessment. The QP is assigned for assessment criteria to the various performance outcomes expected from the candidate. The assessment criteria is thoroughly examined and approved by independent industry experts, academic SMEs and regulatory bodies during the QP/NOS creation and approval.

Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. Under the Assessment Criteria in a QP/NOS, PCs are allotted against the following four methodologies:

- a. Theory: A theory assessment is a written/digital question paper that aims at assessing the knowledge of the candidate. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
- b. Practical: A practical assessment assesses the practical application/hands-on ability demonstrated by the candidate
- c. Viva: A viva voce is an oral questioning method where the assessor and candidate usually sit one- on-one. In addition to evaluating theoretical knowledge, this method also allows for assessment of soft skills, body language, etc
- d. Project: A project could include a variety of methods to assess the candidate such as an evaluation of the candidate's portfolio, inclusion of formative assessment marks, evaluations from OJT logs, or any other initiatives undertaken
 1. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
 2. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
 3. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion
 4. The assessment is done through the SSC accredited Assessment Agency platform.
 5. To pass the Qualification Pack, every trainee should score a minimum of 60% in aggregate
 6. The marks are allocated PC wise, however, every NOS will carry a weightage in the total marks allocated to the specific QP

The SSC uses the devised 'Assessment Blueprint' which is a detailed outline of the plan of action of assessment and as a document. It aims to enable stakeholders implementing skill assessments, like Sector Skill Councils, Assessment Agencies and other assessment regulation bodies to define the complex relationship between performance outcomes/assessment criteria, theory and practical items, difficulty levels, time and marks allocated to each question, assessment methodology and the evaluation thereof. The blueprints are used to design the assessment to measure the mastery of the standard(s), improve consistency across test forms, set goals and monitoring matrices for test forms, and

1. Assessment System Overview:
 - Batches assigned to the assessment agencies for conducting the assessment on SDSM/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:

- Confirm that the center is available at the same address as mentioned on SDMS or SIP
- Check the duration of the training.
- Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
- 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.
- Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
- Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
- Check the availability of the Lab Equipment for the particular Job Role.

3. Assessment Quality Assurance levels / Framework:

- Question bank and question paper created by the Subject Matter Experts (SME) from SSC certified Assessment Agency and the other In-house team of SSC
- Questions are mapped with NOS and PC
- Question papers are prepared considering that level 1 to 3 is for the unskilled & semi- skilled individuals, and level 4 and above are for the skilled, supervisor & higher management
- Assessor must be ToA certified & trainer must be ToT Certified
- Assessment agency must follow the assessment guidelines to conduct the assessment

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
- Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
- Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos

5. Method of verification or validation:

- Surprise visit to the assessment location
- Random audit of the batch
- Random audit of any candidate

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored
- Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage
- Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

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