

QUALIFICATION FILE

Airline Flight Load Controller

☒ 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: 5

Submitted By:

**Aerospace And Aviation Sector Skill Council
AASSC, C/o Dynamatic Manufacturing Ltd,
Plot No. V77 & 78, 1st Main Road, 2nd stage
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Section 1: Basic Details

1.	Qualification Name	Airline Flight Load Controller														
2.	Sector/s	Airline														
3.	Type of Qualification: ☐ New ☐ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: (change to previous, once approved) QG-05-AA-03904-2025-V2-AASSC 3.0		Qualification Name of existing/previous version: Airline Flight Load Controller & Version 2.0												
4.	a. OEM Name b. Qualification Name (Wherever applicable)	Airline Flight Load Controller														
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-05-AA-03904-2025-V2-AASSC	6. NCrf/NSQF Level: 5													
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	An Airline Flight Load Controller ensures safe and efficient loading of aircraft by managing cargo and passenger distribution. This role requires knowledge of aircraft weight and balance principles, as well as relevant safety regulations. The position typically demands strong attention to detail and proficiency in flight planning software.														
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 in science</td> <td>with (math's & Physics)</td> </tr> <tr> <td>2</td> <td>10th Grade Pass</td> <td>with 3 Years relevant Experience</td> </tr> <tr> <td>3</td> <td>Previous relevant qualification of NSQF Level 4</td> <td>with Minimum 3 Years Experience.</td> </tr> </tbody> </table> b. Age: 18			S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	12th Grade Pass/Equivalent in science	with (math's & Physics)	2	10th Grade Pass	with 3 Years relevant Experience	3	Previous relevant qualification of NSQF Level 4	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 in science	with (math's & Physics)														
2	10th Grade Pass	with 3 Years relevant Experience														
3	Previous relevant qualification of NSQF Level 4	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)	Nil														

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>)	☒ 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>OJT Recommended (Hours)</th><th>Total (Hours)</th></tr> </thead> <tbody> <tr> <td>Classroom (offline)</td><td>120:00</td><td>150:00</td><td>120:00</td><td>00:00</td><td>390:00</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)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	120:00	150:00	120:00	00:00	390:00	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)														
Classroom (offline)	120:00	150:00	120:00	00:00	390:00														
Online																			
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>)	Airline flight load Controller, Senior Flight Load Controller																		
16. Other Indian languages in which the Qualification & Model Curriculum are being submitted	Nil																		
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	To encourage women's participation as Airline Flight Load Controllers, awareness programs and aviation scholarships should be promoted. Collaboration with airlines for internships, mentorship programs, and flexible training options can boost interest. Implementing gender-inclusive hiring policies, workplace safety measures, and government incentives will further support women's entry into this field.																		
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.: 080-28398506 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.	Follow safety and security procedures	AAS/N0502 NOS Version No. – 2.0	Core	3	2	15:00	25:00	20:00	00:00	60:00	48	52	-	-	100	15
2.	Pre-departure planning	AAS/N0602 NOS Version No. – 2.0	Core	5	4.5	35:00	50:00	50:00	00:00	135:00	43	57	-	-	100	40
3.	Post departure flight closure	AAS/N0607 NOS Version No. – 2.0	Core	5	4.5	40:00	45:00	50:00	00:00	135:00	40	60	-	-	100	40
4.	Employability Skills	DGT/VSQ/N0102- NOS Version No. – 1.0	Non-core	4	2	30:00	30:00	00:00	00:00	60:00	20	30	-	-	50	5
Duration (in Hours) / Total Marks					13	120:00	150:00	120:00	00:00	390:00	151	199	-	-	350	100

Elective NOS/s:

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.																

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)
2.																
Duration (in Hours) / Total Marks																

Optional NOS/s:

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.																
Duration (in Hours) / Total Marks																

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.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate in Any Specialization with 2-3 years' Experience in Flight load Controller
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate in Any Specialization with 5-10 years' Experience in Flight load Controller
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	Nil
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Section 4: Assessment Related

	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Graduate in Any Specialization with 2-3 years' Experience in Flight load Controller
	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Diploma in Any Specialization with 2 years' Experience in Relevant field
	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Graduate in Any Specialization with 5-10 years' Experience in Flight load Controller
	Assessment Mode (Specify the assessment mode)	Online or offline
	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): Yes
3.	Government /Industry initiatives/ requirement (Yes/No):
4.	Number of Industry validation provided:
5.	Estimated nos. of persons to be trained and employed: 1000
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 <i>(Mandatory)</i>	Attached
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Attached
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Attached
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Attached
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is "Blended Learning")</i>	
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	
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>	Attached
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	The Load controller calculates aircraft's take-off weight, landing weight and its centre of gravity, plans the position of luggage and cargo in aircraft's holds and calculates how much cargo will need to be offloaded should the aircraft exceed its maximum operational weight.	The job holder is expected to have related to the job that requires well developed skill, with clear choice of procedures in a familiar context. The job holder is responsible for the controller calculating aircraft's take-off weight, landing weight and its center of gravity, plans the position of luggage and cargo in aircraft's holds and calculates how much cargo will need to be offloaded should the aircraft exceed its maximum operational weight. Hence, it qualifies as a Level 5 Role. As the job holder requires does not require to work in a familiar predictable, routine situation of clear choice, for Ex : For the Pre-departure planning he/she has to plan the loading of	

		aircraft, Ensure the aircraft is within the prescribed safety limits., For that he/she calculate aircraft's take-off weight, landing weight and its centre of gravity which varies on the aircraft load, plans the position of luggage and cargo in aircraft's holds and calculate how much cargo will need to be offloaded should the aircraft exceed its maximum operational weight, plan the distribution of passenger load and cargo load to achieve safe operations of the intended flight the job role, he/she has to issue the loading plan to the loading areas of baggage and cargo cannot be pegged at level 4.	5
Professional and Technical Skills/ Expertise/ Professional Knowledge	The 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	The job holder is to have knowledge of facts, principles, processes and the general concepts in the field of Airline Flight Load Controller. For ex: issue the loading plan to the loading areas of baggage and cargo, gather the fuel uplift weight from the relevant stakeholder , calculate the total load for an aircraft, perform checks with total load on aircraft on ensure the aircraft is in safe operating limits during its intended flight etc., Since all the above mentioned areas are related have knowledge of facts, principles, processes and the general concepts in the field of Airline Flight Load Controller, the role qualifies for Level 5. As the job holder requires, does not require to work in a familiar predictable, routine situation of clear choice. For ex: The weight of the cargo and hence the C.G of the aircraft changes which is not constant every time , He also has to know the legal requirements in relation to aircraft mass and balance, terminology, He is responsible for perform trials to ascertain the trim of the aircraft during its intended flight with total load	5

	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	including fuel , confirm the aircraft is able to meet the requirement of Maximum Take Off Weight and Maximum Landing Weight for the intended flight, take decisions on last minute offloading of load in case of threat to safety of the aircraft, He is turn the 'supervisor' of the aircraft loading during the flight, Airport codes and documents related to the aircraft and load including mass and balance, type of load, aircraft areas, pallets, unit load devices and special loads, the significance of aircraft mass and balance limits and where to	
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	The 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, monitor efficient functioning of all activities, prioritize and execute tasks in within the scheduled time limits, take the	The job holder is expected to have a range of cognitive and practical skills required to accomplish tasks and solve problems. As the Load controller undertakes load distribution and calculation to ensure intended flight operates with the safety envelope as prescribed in the organisations operations manual., confirm the aircraft is able to meet the requirement of Maximum Take Off Weight and Maximum Landing Weight for the intended flight, perform necessary last minute adjustments within the acceptable norms as per organisation and regulatory policies, take decisions on last minute offloading of load in case of threat to safety of the aircraft etc., All these activities are mostly of a nature to have a range of cognitive and practical skills required to accomplish tasks and solve problems in performing these activities. Hence, qualifying the role for a Level 5. As the job holder is not just expected to recall and demonstrate practical skills, routine and repetitive in a narrow range of applications using appropriate rules and tools. For ex: The job holder has not only apply balanced judgments to different situations, Ability to make a judgment on	5

	most appropriate remedial action when hazards are identified on the airfield, Ability to make a judgment on the loading of the cargo & space utilization keeping the safety of aircraft in mind, Plan for efficient space utilization, Monitor smooth functioning of all activities, Prioritize and execute tasks in within the scheduled time limits, Maintain effective relationship with the customers	the loading of the cargo & space utilization keeping the safety of aircraft in mind, Plan for efficient space utilization, understand types of faults occurring and how to deal with it, monitor efficient functioning of all activities, prioritise and execute tasks in within the scheduled time limits, take the most appropriate remedial action when hazards are identified on the airfield, monitor smooth functioning of all activities, Prioritise and execute tasks in within the scheduled time limits etc., Therefore, it cannot be pegged at level 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, Fill any forms related to loading of the aircraft , Prepare reports regarding the load planning efficiency, Interpret the safety standards , read and understand the organisation's procedures & policies	The job holder is expected to have mathematical skills, understanding of some skill of collecting and organising information, communication. 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, read airside safety instructions, read airside parking regulations, communicate clearly with supervisors and peers, Fill any forms related to loading of the aircraft , Prepare reports regarding the load planning efficiency, Interpret the safety standards , read and understand the organisation's procedures & policies Hence, this role qualifies for Level 5. For example: confirm operating parameters such as Dry Operating Weight (DOW), are in accordance with the operations manual, accept and document a special load using relevant documents (e.g., NOTOC) in line with organisation's procedures ensuring that the aircraft structural limitations are	5

		not exceeded, issue the loading instruction report (LIR) etc.,	
Responsibility	The flight controller is responsible for: Planning the load of an aircraft w.r.t seating passengers and the cargo such that the aircraft can take off, fly and land both safely and economically. Compulsory: 1. Follow safety and security procedures 2. Pre-departure planning 3. Post departure flight closure 4. Employability Skills	The job holder is responsible for only own work and learning. The job holder's activities include Planning the load of an aircraft w.r.t seating passengers and the cargo such that the aircraft can take off, fly and land both safely and economically, maintain awareness of safety and security procedures, Pre-departure planning, Post departure flight closure, effectively work in a team, Operate a vehicle airside (optional). It does comprise of some supervisory activities and is responsible for others' work and learning. Hence, this role qualifies for Level 5. For ex: Planning the load of an aircraft w.r.t seating passengers and the cargo such that the aircraft can take off, fly and land both safely and economically, he has to have knowledge in Predeparture planning of how to allocate load to aircraft compartments and maintain the required centre of gravity, sequence of en-route stations, if relevant, and the effects on load planning, loading procedures to account for sector requirements, priority loads, separation, restraint and special load requirements to minimize load handling and the requirement for load restraints and post departure flight closure, lose the flight in the departure control system being used by the airline and ensure the flight is closed without any errors.	5

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	PC/ laptop/ palmtop with flight control system software		10
7	First aid kit		3
8	Aircraft handling manual (AHM) of widely used aircraft		1
9	Basic fire safety aids		1

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. White/Black, board, Markers, computer and projector, trainer's guide, student handbook

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					
2026	300					
2027	500					

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
Version 2.0	2023	49	49	49									

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. BVoc
- 2.

Content availability for previous versions of qualifications:

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

Languages in which Content is available:

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET "Guidelines for Blended Learning for Vocational Education, Training & Skilling" available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	☐ Theory/ Lectures - Imparting theoretical and conceptual knowledge		

2	☐ Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	☐ Showing Practical Demonstrations to the learners		
4	☐ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	☐ Tutorials/ Assignments/ Drill/ Practice		
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	☐ On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure: Detailed Assessment Criteria

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

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Module 1: – Follow safety and security procedures	<i>Comprehending the safety and security procedures for conduct of operations</i>	48	52	-	-
	PC1. comply with the organisations safety and security policies and procedures	5	5	-	-
	PC2. comply with the regulatory guidelines on safe conduct of operations and maintenance of conditions to thwart any acts of unlawful interference	5	5	-	-
	PC3. report any identified breaches of safety, and security policies and procedures to the designated person	5	5	-	-
	PC4. coordinate with other resources at the workplace (within and outside the organisation) to achieve a safe and secure environment	10	10	-	-
	PC5. identify and mitigate any safety and security hazards like illness, accidents, fires or acts of unlawful interference if it falls within the limits of individuals authority	5	5	-	-
	PC6. report any hazards outside the individual's authority to the relevant person in line with organisational procedures and regulatory guidelines	10	10	-	-
	PC7. follow organisations emergency procedures for accidents, fires or acts of unlawful interference	3	2	-	-
	PC8. identify and recommend opportunities for improving health, safety, and security to the designated person	2	8	-	-

	PC9. Complete all health and safety records are updates and procedures well defined	3	2	-	-
	NOS Total	48	52	-	-
Module 2: Pre-departure planning	<i>Plan the loading of aircraft</i>	25	32	-	-
	PC1. gather all information related to the aircraft and specific flights and ascertain a zero-fuel weight figure for the aircraft and flight.	3	3	-	-
	PC2. confirm operating parameters such as Dry Operating Weight (DOW), are in accordance with the operations manual.	3	3	-	-
	PC3. perform trials on the estimated loads of the aircraft to check if the aircraft will operate within the safe trim limits during its intended flight	3	3	-	-
	PC4. plan the distribution of passenger load and cargo load to achieve safe operations of the intended flight	2	3	-	-
	PC5. issue the loading plan to the loading areas of baggage and cargo	2	3	-	-
	PC6. accept and document a special load using relevant documents (e.g. NOTOC) in line with organisations procedures ensuring that the aircraft structural limitations are not exceeded	2	3	-	-
	PC7. issue the loading instruction report (LIR) to the loading supervisor detailed the distribution of load on the aircraft in accordance with organisation and regulatory guidelines,	2	3	-	-
	PC8. gather the fuel uplift weight from the relevant stakeholder	2	3	-	-
	PC9. calculate the total load for an aircraft	2	3	-	-
	PC10. checks with total load on aircraft on ensure the aircraft is in safe operating limits during its intended flight	2	3	-	-
	PC11. complete documentation relating to the load and trim as per organisation and regulatory guidelines	2	2	-	-
	<i>Ensure the aircraft is within the prescribed safety limits</i>	18	25	-	-
	PC12. trials to ascertain the trim of the aircraft during its intended flight with zero fuel weight	3	4	-	-
	PC13. trials to ascertain the trim of the aircraft during its intended flight with total load including fuel	3	4	-	-
	PC14. necessary adjustments to loads when the aircraft is out of trim for its intended flight	3	4	-	-
	PC15. confirm the aircraft is able to meet the requirement of Maximum Take Off Weight and Maximum Landing Weight for the intended flight.	3	4	-	-
	PC16. perform necessary last-minute adjustments within the acceptable norms as per organisation and regulatory policies.	2	3	-	-
	PC17. take decisions on last minute offloading of load in case of threat to safety of the aircraft.	2	3	-	-
	PC18. ensure all required documents pertaining to load and trim are available in the prescribed format on the aircraft for its intended flight.	2	3	-	-

	NOS Total	43	57	-	-
Module 3: Post departure flight closure	<i>Post departure documentation and flight closure</i>	40	60	-	-
	PC1. Assimilate all required documents (e.g., load sheet, LIR, NOTOC, fuel uplift, passenger manifest, baggage/cargo list) to prepare the trip file in line with organisational and regulatory policies.	4	5	-	-
	PC2. Verify each document for accuracy, completeness, and ensure they all relate to the same aircraft and flight	4	5	-	-
	PC3. Identify and resolve any discrepancies found in post-departure documentation before finalising closure.	4	5	-	-
	PC4. Close the flight in the Departure Control System (DCS), ensuring that flight data is accurately entered and the system reflects correct flight status.	4	5	-	-
	PC5. Record actual off-block and airborne times and update in the system as per operational requirements.	3	5	-	-
	PC6. Communicate final departure details and flight closure status to stakeholders like airline operations, ATC, and ground handlers.	3	5	-	-
	PC7. File all required documents in the trip file, ensuring secure storage and adherence to archiving norms set by the organisation and regulators.	3	5	-	-
	PC8. Ensure all documentation complies with DGCA/ICAO/IATA and airline-specific regulatory guidelines.	3	5	-	-
	PC9. Report any issues, errors, or irregularities in documentation to the relevant authority or supervisor.	3	5	-	-
	PC10. Maintain logs or records of closed flights and submitted trip files for future audits or inspections.	3	5	-	-
	PC11. Assist during internal or external audits by retrieving and presenting closed trip files and documents.	3	5	-	-
	PC12. Ensure data privacy and protection practices are followed while handling sensitive flight documentation.	3	5	-	-
	NOS Total	40	60	-	-
Module 4: Employability Skills	<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-mail 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 as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and computing income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aid 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	151	199	-	-

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.
- Check the Assessment start and end time to be as 10:00 AM and 05:00 PM
- Check the Eligibility of Attendance

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

On the Job:

1. Each module (which covers the job profile of Aerospace CNC Machinist) 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
 - Answer Sheets of Question Banks
 - Assessing the Logbook entries of Trainees at Employer location
 - Employer Performance Feedback.
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

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