



## **QUALIFICATION FILE**

### **Airport Safety Officer**

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**

## Table of Contents

Section 1: Basic Details .....	3
Section 2: Module Summary .....	5
NOS/s of Qualifications.....	5
Mandatory NOS/s:.....	5
Elective NOS/s: .....	5
Optional NOS/s:.....	6
Assessment - Minimum Qualifying Percentage.....	6
Section 3: Training Related.....	6
Section 4: Assessment Related.....	7
Section 5: Evidence of the need for the Qualification.....	7
Section 6: Annexure & Supporting Documents Check List.....	8
Annexure: Evidence of Level .....	9
Annexure: Tools and Equipment (Lab Set-Up) .....	13
Annexure: Industry Validations Summary.....	14
Annexure: Training & Employment Details .....	14
Annexure: Blended Learning .....	15
Annexure: Detailed Assessment Criteria .....	16
Annexure: Assessment Strategy .....	21
Annexure: Acronym and Glossary .....	22

## Section 1: Basic Details

1.	<b>Qualification Name</b>	Airport Safety Officer										
2.	<b>Sector/s</b>	Airport Operations, Cargo and Ground Handling										
3.	<b>Type of Qualification:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	<b>NQR Code &amp; version of existing/previous qualification:</b> <i>(change to previous, once approved)</i> QG-04-AA-04187-2025-V2-AASSC Version:3.0	<b>Qualification Name of existing/previous version:</b> Airport Safety Officer									
4.	<b>a. OEM Name</b> <b>b. Qualification Name</b> <i>(Wherever applicable)</i>	<b>b. Airport Safety Officer</b>										
5.	<b>National Qualification Register (NQR) Code &amp;Version</b> <i>(Will be issued after NSQC approval)</i>	QG-04-AA-04187-2025-V2-AASSC	<b>6. NCrf/NSQF Level: 4</b>									
7.	<b>Award (Certificate/Diploma/Advance Diploma/ Any Other</b> <i>(Wherever applicable specify multiple entry/exits also &amp; provide details in annexure)</i>	certificate										
8.	<b>Brief Description of the Qualification</b>	The Airport Safety Officer is responsible for maintaining a safe and secure environment within the airport premises, including airside and landside areas. Their duties involve regular inspections, hazard identification, monitoring compliance with safety procedures, and responding to emergencies such as accidents, spills, fires, or security breaches. They ensure that airport operations comply with aviation safety regulations, organizational protocols, and environmental standards. The crew coordinates ground handling teams, air traffic control, emergency response units, and maintenance personnel to proactively manage risks and uphold operational safety standards.										
9.	<b>Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</b>	<b>a. Entry Qualification &amp; Relevant Experience:</b> <table border="1" style="margin-left: 20px;"> <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>01</td> <td>12th Pass or Equivalent</td> <td></td> </tr> <tr> <td>02</td> <td>Previous NSQF Level of relevant Job role</td> <td>3 years of Relevant Experience</td> </tr> </tbody> </table> <b>b. Age: 18</b>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	01	12th Pass or Equivalent		02	Previous NSQF Level of relevant Job role	3 years of Relevant Experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)										
01	12th Pass or Equivalent											
02	Previous NSQF Level of relevant Job role	3 years of Relevant Experience										
10.	<b>Credits Assigned to this Qualification, Subject to Assessment</b> <i>(as per National Credit Framework (NCrF))</i>	15	<b>11. Common Cost Norm Category (I/II/III)</b> <i>(wherever applicable):</i> I									
12.	<b>Any Licensing requirements for Undertaking Training on This Qualification</b> <i>(wherever applicable)</i>	Nil										

13.	<b>Training Duration by Modes of Training Delivery</b> ( <i>Specify Total Duration as per selected training delivery modes and as per requirement of the qualification</i> )	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended					
		<b>Training Delivery Modes</b>	<b>Theory (Hours)</b>	<b>Practical (Hours)</b>	<b>OJT Mandatory (Hours)</b>	<b>OJT Recommended (Hours)</b>	<b>Total (Hours)</b>
		Classroom (offline)	185:00	210:00	60:00	00:00	450:00
		Online					
		<i>(Refer Blended Learning Annexure for details)</i>					
14.	<b>Aligned to NCO/ISCO Code/s</b> ( <i>if no code is available mention the same</i> )	NCO-2015/5414.0101					
15.	<b>Progression path after attaining the qualification</b> ( <i>Please show Professional and Academic progression</i> )	Safety Officer, Senior safety officer					
16.	<b>Other Indian languages in which the Qualification &amp; Model Curriculum are being submitted</b>	Nil					
17.	<b>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:					
18.	<b>Is the Job Role Amenable to Persons with Disability</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability:					
19.	<b>How Participation of Women will be Encouraged</b>	Women are encouraged in airport safety roles through diversity initiatives, mentorship programs, and equal opportunity policies. They receive specialized training and skill development, with flexible work arrangements supporting career advancement. Promoting female role models and addressing gender bias helps create a more inclusive environment in the aviation industry.					
20.	<b>Are Greening/ Environment Sustainability Aspects Covered</b> ( <i>Specify the NOS/Module which covers it</i> )	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
21.	<b>Is Qualification Suitable to be Offered in Schools/Colleges</b>	Schools <input type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
22.	<b>Name and Contact Details of Submitting / Awarding Body SPOC</b> ( <i>In case of CS or MS, provide details of both Lead AB &amp; Supporting ABs</i> )	Name: Aerospace and Aviation Sector Skill Council Email: touchdown@aassc.in Contact No.: 080-28398506 Website: https://www.aassc.in/					
23.	<b>Final Approval Date by NSQC: 08/05/2025</b>	<b>24. Validity Duration: 03 Years</b>			<b>25. Next Review Date: 08/05/2028</b>		

## 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 to the 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.	Ensure Airside Operations Safety through Inspections and Hazard Reporting	AAS/N4202 NOS Version No. – 1.0	core	4	6	70:00	80:00	30:00	00:00	180:00	40	60	-	-	100	35
2.	Implementation and Maintenance of Safety Management System	AAS/N4203 NOS Version No. – 1.0	core	4	4	50:00	55:00	15:00	00:00	120:00	48	52	-	-	100	30
3.	Manage Risks, and Conduct Compliance Audits	AAS/N4204: NOS Version No. – 1.0	core	4	4	50:00	55:00	15:00	00:00	120:00	48	52	-	-	100	30
4.	Employability Skills	DGT/VSQ/N0101: Nos Version No-1.0	Non-core	4	1	15:00	15:00	00:00	00:00	30:00	20	30	-	-	50	5
Duration (in Hours) / Total Marks											156	194	-	-	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.																
2.																

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)
<b>Duration (in Hours) / Total Marks</b>																

## 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.							Th.	Pr.	
5.																
6.																
7.																
8.																

## 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.	<b>Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	Graduate in Any Specialization with 2-3 years' Experience in Safety and Security
2.	<b>Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	Graduate in Any Specialization with 5-10 years' Experience in Safety and Security
3.	<b>Tools and Equipment Required for Training</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	<b>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</b>	Nil

### Section 4: Assessment Related

1.	<b>Assessor's Qualification and experience in relevant sector (in years)</b> <i>(as per NCVET guidelines)</i>	Graduate in Any Specialization with 2-3 years' Experience in Safety and Security
2.	<b>Proctor's Qualification and experience in relevant sector (in years)</b> <i>(as per NCVET guidelines)</i>	12 <sup>th</sup> pass with 2-3 years' Experience in Safety and Security
3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)</b> <i>(as per NCVET guidelines)</i>	Graduate in Any Specialization with 5-10 years' Experience in Safety and Security
4.	<b>Assessment Mode</b> <i>(Specify the assessment mode)</i>	Offline
5.	<b>Tools and Equipment Required for Assessment</b>	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> 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.	<b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b> No
2.	<b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b> Yes
3.	<b>Government /Industry initiatives/ requirement (Yes/No):</b> Yes
4.	<b>Number of Industry validation provided:</b> 1
5.	<b>Estimated nos. of persons to be trained and employed:</b> 1000
6.	<b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> Yes

## Section 6: Annexure & Supporting Documents Check List

*Specify Annexure Name / Supporting document file name*

1.	<b>Annexure:</b> NCrf/NSQF level justification based on NCrf level/NSQF descriptors ( <i>Mandatory</i> )	<i>Attached</i>
2.	<b>Annexure:</b> List of tools and equipment relevant for qualification ( <i>Mandatory, except in case of online course</i> )	<i>Attached</i>
3.	<b>Annexure:</b> Detailed Assessment Criteria ( <i>Mandatory</i> )	<i>Attached</i>
4.	<b>Annexure:</b> Assessment Strategy ( <i>Mandatory</i> )	<i>Attached</i>
5.	<b>Annexure:</b> Blended Learning ( <i>Mandatory, in case selected Mode of delivery is "Blended Learning"</i> )	<i>Nil</i>
6.	<b>Annexure:</b> Multiple Entry-Exit Details ( <i>Mandatory, in case qualification has multiple Entry-Exit</i> )	<i>Nil</i>
7.	<b>Annexure:</b> Acronym and Glossary ( <i>Optional</i> )	
8.	<b>Supporting Document:</b> Model Curriculum ( <i>Mandatory – Public view</i> )	<i>Attached</i>
9.	<b>Supporting Document:</b> Career Progression ( <i>Mandatory - Public view</i> )	<i>Attached</i>
10.	<b>Supporting Document:</b> Occupational Map ( <i>Mandatory</i> )	<i>Attached</i>
11.	<b>Supporting Document:</b> Assessment SOP ( <i>Mandatory</i> )	<i>Attached</i>
12.	<b>Any other document you wish to submit:</b>	<i>Nil</i>

## 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
<b>Professional Theoretical Knowledge/Process</b>	The Airport Safety Officer is to effectively monitor the safety of airport operations and report the violations	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. Airport Safety Crew is to effectively monitor the safety of airport operations and reporting the violations. Hence, it qualifies as a Level 5 Role. As the job holder does not require to work in a familiar predictable, routine situation of clear choice, for Ex: monitor the safe and secure operation of the airside environment in accordance with relevant regulations and company SOPs, ensure serviceability inspections are conducted in accordance with the requirements of the Aerodrome Operations Manual including the movement areas, airfield lighting etc. Hence the job cannot be pegged at level 4.	4
<b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>	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, airfield operations including driving standards, conduct of apron personnel, wearing safety equipment, investigating accidents, refueling work in progress, marshalling aircrafts and vehicle, organization's standard safety and working practices in relation to airfield operations and standards, report	The job holder is to have knowledge of facts, principles, processes and the general concepts in the field of Runway Operator. For ex: provide support regarding safety and security breaches and initiate appropriate actions, oversee the maintenance of all relevant SOP's, manuals, plans, procedures and guidelines, monitor effective airport operations are maintained including aircraft incident reporting, aircraft parking control, issuing of NOTAMs, monitoring and reporting of airside safety, preparation of project	4

	<p>on safety and security issues at the airport in accordance with the Civil Aviation Safety Regulations and Airport Operator's safety regulations, monitor compliance with the Airside Vehicle Control handbook and Driver Licensing etc.</p>	<p>MOWPs, monitor and update AIP information etc.,          Since all the above-mentioned areas are related, they have knowledge of facts, principles, processes and the general concepts in the field of Airport Safety, the role qualifies Level 4.          As the job holder requires, does not require to work in a familiar predictable, routine situation of clear choice. For ex:          He has to actively participate in the Airport Emergency Response process, keep the management informed of the effectiveness of bird control measures and recommend improvements where necessary to minimise the risk of bird strikes, work closely with the Manager Operations and Standards and the Projects and Planning team, oversee relevant on-airport aviation/airside project activity etc., therefore it cannot be pegged at level 4.</p>	
<p><b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b></p>	<p>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 of the airport safety, plan and organise work to achieve targets and deadlines, identify trends/common causes for errors and suggest possible solutions to the supervisor / management, , concentrate on task at hand and complete it without errors, apply balanced judgments to</p>	<p>The job holder is expected to have a range of cognitive and practical skills required to accomplish tasks and solve problems. As the Airport Safety Crew for instance undertakes safe and efficient operations of the airport, ensure operations comply with the safety standards set by the regulatory authorities, provide support regarding safety and security breaches and initiate appropriate actions 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 4.          As the job holder is not just expected to recall and demonstrate practical skills, routine and repetitive in a narrow range of</p>	<p>4</p>

	<p>different situations, understand types of faults occurring and how to deal with it, monitor efficient and safe functioning of all activities of the airport, monitor compliance to relevant statutory regulations and airport policies and guidelines, ability to identify and correct errors, analyse best possible solutions (cost, time, effort, etc.) suited for operations etc.,</p>	<p>applications using appropriate rules and tools. For ex: The job holder has not only applied balanced judgments to different situations, coordinate effective technical inspections and approach surveys (annually), tree trimming, friction testing and rubber removal, coordinate effective pavement inspections, maintenance procurement, works staging, and budgeting, monitor the Bird and Wildlife Management Plan, reporting and permits etc., Therefore, it cannot be pegged at level 3.</p>	
<p><b>Broad Learning Outcomes/Core Skill</b></p>	<p>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, 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, communicate clearly with supervisors and peers, review records or reports for clarity and completeness and maintain records or reports as required under the law and ensure compliance to safety standards set by the organisation, Interpret the safety standards ,</p>	<p>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, and reduce the risks , Prepare reports regarding the safe operations of the airport efficiency, respond to the day-to-day operational issues raised by various reporting teams, ensure hazards and incidents are identified and entered onto Airport Safety Management System (SMS), read and understand the organisation's procedures &amp; policies Hence, this role qualifies for Level 5. For ex: report on safety and security issues at</p>	<p>4</p>

	<p>read and understand the organisation's procedures &amp; policies etc.,</p>	<p>the airport in accordance with the Civil Aviation Safety Regulations and Airport Operator's safety regulations, ensure safety and security breaches are acted against and initiate appropriate actions, monitor effective airport operations are maintained including aircraft incident reporting, aircraft parking control, issuing of NOTAMs, monitoring and reporting of airside safety, preparation of project MOWPs, monitor and update AIP information etc.,</p>	
<p><b>Responsibility</b></p>	<p>The flight load controller is responsible for: Effectively monitor safety of airport operations and report the violations. Compulsory: 1.AAS/N4202: Ensure Airside Operations Safety through Inspections and Hazard Reporting 2.AAS/N4203: Implementation and Maintenance of Safety Management System 3. AAS/ N4204: Manage Risks and Conduct Compliance Audits 4. DGT/VSQ/N0101: Employability Skills</p>	<p>The job holder is responsible for only own work and learning. The job holder's activities include Maintain awareness of safety and security procedures, Monitor safety of airport operations and work effectively in a team It does comprise of some supervisory activities and is responsible for others' work and learning. Hence, this role qualifies for Level 4. For ex: The job holder is to actively participate in the Airport Emergency Response process, monitor airport tenants and stakeholder activities to ensure they are maintained within regulatory standards and assist with direction as required, provide quality internal and external customer service, brief the Manager Operations and Standards and / or the Manager Security and Emergency Planning immediately regarding all significant safety &amp; security matters etc.,</p>	<p>4</p>

## 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	Black/White Board & Markers		1
2	PC based projection system		1
3	Walkie talkie		5
4	Computer aided instructional packages (video films/software)		2
5	Concerned wall charts		4
6	personal protective equipment (PPE) (consisting of safety jacket & safety shoes)		10
7	Airport Environment Policy (Dummy)		1
8	Aerodrome Operations Manual (Dummy)		1
9	Airside Vehicle Control handbook		1
10	Airport Improvement Program (AIP) document		1
11	Safety Management System (SMS) document		1
12	Risk Management System document		1

## Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Black /White Board & Markers
2. PC based Projection System

## 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	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	300					
2026	300					
2027	400					

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	237	224	224									
2	2024	38	34	34									

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. State Scheme
2. Bvoc

### 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	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge		
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners		
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice		
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	<input type="checkbox"/> 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
<b>AAS/N4202: Ensure Airside Operations Safety through Inspections and Hazard Reporting</b>	<i>Conducting Airside Inspections</i>	20	30	-	-
	PC1. conduct regular inspections of airside areas including runways, taxiways, aprons, signage, lighting, and markings	4	6	-	-
	PC2. identify foreign object debris (FOD), surface damage, and other hazards that could affect aircraft and vehicular safety	4	6	-	-
	PC3. ensure all safety equipment and markings are present, functional, and compliant with regulatory standards	4	6	-	-
	PC4. verify that airside construction or maintenance works are cordoned off and compliant with safety protocols	4	6	-	-
	PC5. ensure safety procedures are followed by all personnel and vehicles operating in airside areas	4	6	-	-
	<i>Reporting and Hazard Mitigation</i>	20	30	-	-
	PC6. accurately document inspection findings in accordance with organizational protocols	4	6	-	-
	PC7. report hazards or breaches in safety protocols to relevant authorities promptly PC8. follow up on reported issues to ensure timely rectification and closure	4	6	-	-
	PC8. follow up on reported issues to ensure timely rectification and closure	4	6	-	-
	PC9. participate in safety meetings and briefings, and share updates related to airside safety	4	6	-	-
	PC10. support emergency response procedures in case of safety-related incidents	4	6	-	-
	<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-
	<b>AAS/N4203 - Implementation and Maintenance of Safety Management System</b>	<i>Understand the Safety Management System (SMS)</i>	16	18	-
PC1. Comprehend the purpose and importance of SMS in aviation.		4	4	-	-
PC2. Understand the four components of an SMS: Safety Policy, Safety Risk Management, Safety Assurance, and Safety Promotion.		3	4	-	-
PC3. Identify the regulatory requirements related to SMS (e.g., ICAO, DGCA).		3	4	-	-

	PC4. Recognize the roles and responsibilities of personnel in maintaining SMS	3	3		
	PC5. Understand the integration of SMS with organizational functions.	3	3		
	<i>Implement and operate the SMS</i>	16	18		
	PC6. Assist in developing safety policies and objectives.	4	4		
	PC7. Participate in hazard identification and risk assessment activities.	3	4		
	PC8. Help establish safety reporting systems and encourage safety reporting culture.	3	4		
	PC9. Monitor safety performance indicators	3	3		
	PC10. Maintain documentation and records related to SMS implementation	3	3		
	<i>Maintain and Improve SMS</i>	16	16	-	-
	PC11. Support internal safety audits and inspections.	4	4	-	-
	PC12. Identify areas for improvement in SMS processes	3	3	-	-
	PC13. Participate in safety training and communication initiatives.	3	3	-	-
	PC14. Assist in updating SMS procedures in response to operational changes or audit findings	3	3	-	-
	PC15. Contribute to fostering a positive safety culture.	3	3	-	-
	<b>NOS Total</b>	<b>48</b>	<b>52</b>	<b>-</b>	<b>-</b>
<b>AAS/ N4204: Manage Risks and Conduct Compliance Audits</b>	<i>Identify and Manage Risks</i>	22	24	-	-
	PC1. Understand types of risks in aviation operations (safety, operational, financial, legal).	4	4	-	-
	PC2. Identify potential hazards using systematic methods.	4	4	-	-
	PC3. Conduct risk assessments and evaluate consequences and likelihood.	4	4	-	-
	PC4. Implement appropriate risk control measures	4	4	-	-
	PC5. Monitor and review the effectiveness of risk mitigation actions.	3	4	-	-
	PC6. Document and report risk-related findings in compliance with organizational procedures.	3	4	-	-
	<i>Plan and Conduct Compliance Audits</i>	16	18	-	-
	PC7. Understand the objectives and scope of aviation compliance audits.	3	3	-	-

	PC8. Prepare audit checklists and plans based on relevant regulations and internal policies.	3	3	-	-
	PC9. Conduct compliance audits in an organized and impartial manner.	3	3	-	-
	PC10. Collect and verify audit evidence through observations, interviews, and document review	3	3	-	-
	PC11. Identify non-conformities and assess their impact on operations.	2	3	-	-
	PC12. Prepare audit reports with findings, root causes, and recommendations.	2	3	-	-
	<i>Ensuring Follow-up and Continuous Improvement</i>	10	10	-	-
	PC13. Support the development of corrective and preventive action plans (CAPA).	4	4	-	-
	PC14. Monitor implementation of corrective actions and validate closure.	3	3	-	-
	PC15. Contribute to organizational learning and continuous improvement through audit feedback.	3	3	-	-
	<b>NOS Total</b>	<b>48</b>	<b>52</b>	<b>-</b>	<b>-</b>
<b>DGT/VSQ/N0101: Employability Skills</b>	<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, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-

<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 &amp; 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 &amp; 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 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 processors, 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 &amp; 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	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-
<b>Grand Total</b>	<b>156</b>	<b>194</b>	-	-

NSQC

## Annexure: Assessment Strategy

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

*Mention the detailed assessment strategy in the provided template.*

### 1. Assessment System Overview:

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

### 2. Testing Environment:

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

### 3. Assessment 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

### 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
<b>National Occupational Standards (NOS)</b>	NOS defines the measurable performance outcomes required from an individual engaged in a particular task. They list what an individual performing that task should know and also do.
<b>Qualification</b>	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
<b>Qualification File</b>	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.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service or technology.
<b>Long Term Training</b>	Long-term skilling means any vocational training program undertaken for a year and above. <a href="https://ncvet.gov.in/sites/default/files/NCVET.pdf">https://ncvet.gov.in/sites/default/files/NCVET.pdf</a>