# Driver Trainer- LMV

QP Code: ASC/Q9708

Version: 2.0

NSQF Level: 5

Automotive Skills Development Council || 153, Gr Floor, Okhla Industrial Area, Phase – III, Leela Building
New Delhi – 110020

# Contents

# ASC/Q9708: Driver Trainer- LMV

## Brief Job Description

The individual at work prepares for the training, trains LMV vehicle drivers and carries out evaluation and assessment of trainee drivers as per the standard assessment criteria.

## Personal Attributes

The job requires the individual to have strong communication, organizational, interpersonal and demonstration skills. The person must be result-oriented with keen observational skills and an eye for detail.

## Applicable National Occupational Standards (NOS)

### Compulsory NOS:

1. ASC/N9816: Manage work and resources (Road Transportation)

2. ASC/N9817: Interact effectively with team, customers and others (Road Transportation)

3. ASC/N9704: Drive responsibly and ensure road worthiness of vehicle

4. ASC/N9717: Prepare for training

5. ASC/N9718: Train LMV vehicle drivers

## Qualification Pack (QP) Parameters

| | |
|---|---|
| Sector | Automotive |
| Sub-Sector | Road Transportation |
| Occupation | Driving |
| Country | India |
| NSQF Level | 5 |
| Aligned to NCO/ISCO/ISIC Code | NCO-2015/5165.0101 |

| | |
|---|---|
| **Minimum Educational Qualification & Experience** | ITI (Mechanic Diesel/Mechanic Motor Vehicle) with 5 Years of relevant driving experience<br><br>OR<br><br>Diploma/Degree (Mechanical/Automobile Engineering) with 5 Years of relevant driving experience<br><br>OR<br><br>Certificate-NSQF (Taxi Driver/Commercial Vehicle Driver Level 4) with 5 Years of relevant driving experience |
| **Minimum Level of Education for Training in School** | |
| **Pre-Requisite License or Training** | Valid LMV Permanent license |
| **Minimum Job Entry Age** | 20 Years |
| **Last Reviewed On** | 30/09/2021 |
| **Next Review Date** | 30/09/2024 |
| **NSQC Approval Date** | 30/09/2021 |
| **Version** | 2.0 |

# ASC/N9816: Manage work and resources (Road Transportation)

## Description

This OS unit is about ensuring a safe and secure working environment, working as per quality standard, following sustainable practices and managing wastE effectively.

## Scope

The scope covers the following :

- Maintain safe and secure working environment
- Ensure work as per quality standards
- Material/energy/electricity conservation practices
- Effective waste management/recycling practices

## Elements and Performance Criteria

### Maintain safe and secure working environment

To be competent, the user/individual on the job must be able to:

**PC1.**    identify hazardous activities and the possible causes of risks or accidents in the workplace

**PC2.**    report any breaches in health, safety and security policies and procedures to the designated person

**PC3.**    conduct regular checks of the vehicle to avoid any accident

**PC4.**    ensure that all the tools/equipment/spare parts are arranged as per standard procedures

**PC5.**    follow standard procedures in case of emergency

**PC6.**    make sure work area is kept clean and tidy

### Ensure work as per quality standards

To be competent, the user/individual on the job must be able to:

**PC7.**    identify work requirements and comply with the same

**PC8.**    identify work that fails the requirements, specified quality standards and ensure timely corrective action is taken

**PC9.**    implement ways to manage time, resources and cost-effectively

**PC10.** take accountability for timely completion of the task

**PC11.** analyse and validate the problem accurately and communicate different possible solutions to the problem

### Material/energy/electricity conservation practices

To be competent, the user/individual on the job must be able to:

**PC12.** identify processes where material and energy/electricity utilization can be optimized

**PC13.** identify possibilities of using renewable energy and environment friendly fuels

**PC14.** checks for spills/leakages around the work area periodically and take corrective actions or escalate to the appropriate authority if unable to rectify

### Effective waste management/recycling practices

To be competent, the user/individual on the job must be able to:

**PC15.** ensure recyclable, non-recyclable and hazardous wastes are segregated as per SOP

**PC16.** ensure proper mechanism is followed while collecting and disposing of non-recyclable, recyclable and reusable waste

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** organisation procedures for health, safety and security, individual role and responsibilities in this context

**KU2.** the organisations emergency procedures for different emergency situations and the importance of following the same

**KU3.** evacuation procedures for workers and visitors

**KU4.** how and when to report hazards as well as the limits of responsibility for dealing with hazards

**KU5.** how and when to report hazards as well as the limits of responsibility for dealing with hazards

**KU6.** various types of safety signs and their meaning

**KU7.** appropriate first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.

**KU8.** relevant standards, procedures and policies related to 5S followed in the company

**KU9.** the various materials used and their storage norms

**KU10.** importance of efficient utilisation of material and water

**KU11.** basics of electricity and prevalent energy efficient devices

**KU12.** common practices of conserving electricity

**KU13.** common sources and ways to minimize pollution

**KU14.** categorisation of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics

**KU15.** waste management techniques

**KU16.** significance of greening

## Generic Skills (GS)

User/individual on the job needs to know how to:

**GS1.** read safety instructions/guidelines

**GS2.** modify work practices to improve them

**GS3.** work with supervisors/team members to carry out work related tasks

**GS4.** complete tasks efficiently and accurately within stipulated time

**GS5.** inform/report to concerned person in case of any problem

**GS6.** make timely decisions for efficient utilization of resources

**GS7.** write reports such as accident report, in at least English/regional language

## Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| *Maintain safe and secure working environment* | **16** | **8** | **-** | **7** |
| PC1. identify hazardous activities and the possible causes of risks or accidents in the workplace | 2 | - | - | 1 |
| PC2. report any breaches in health, safety and security policies and procedures to the designated person | 2 | 2 | - | 1 |
| PC3. conduct regular checks of the vehicle to avoid any accident | 3 | 2 | - | 1 |
| PC4. ensure that all the tools/equipment/spare parts are arranged as per standard procedures | 4 | 2 | - | 2 |
| PC5. follow standard procedures in case of emergency | 3 | - | - | 1 |
| PC6. make sure work area is kept clean and tidy | 2 | 2 | - | 1 |
| *Ensure work as per quality standards* | **18** | **12** | **-** | **7** |
| PC7. identify work requirements and comply with the same | 2 | - | - | 1 |
| PC8. identify work that fails the requirements, specified quality standards and ensure timely corrective action is taken | 4 | 3 | - | 2 |
| PC9. implement ways to manage time, resources and cost-effectively | 4 | 3 | - | 2 |
| PC10. take accountability for timely completion of the task | 4 | 3 | - | 1 |
| PC11. analyse and validate the problem accurately and communicate different possible solutions to the problem | 4 | 3 | - | 1 |
| *Material/energy/electricity conservation practices* | **10** | **3** | **-** | **4** |
| PC12. identify processes where material and energy/electricity utilization can be optimized | 3 | - | - | 1 |
| PC13. identify possibilities of using renewable energy and environment friendly fuels | 3 | - | - | 1 |

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| **PC14.** checks for spills/leakages around the work area periodically and take corrective actions or escalate to the appropriate authority if unable to rectify | 4 | 3 | - | 2 |
| *Effective waste management/recycling practices* | **6** | **7** | **-** | **2** |
| **PC15.** ensure recyclable, non-recyclable and hazardous wastes are segregated as per SOP | 3 | 4 | - | 1 |
| **PC16.** ensure proper mechanism is followed while collecting and disposing of non-recyclable, recyclable and reusable waste | 3 | 3 | - | 1 |
| **NOS Total** | **50** | **30** | **-** | **20** |

## National Occupational Standards (NOS) Parameters

| | |
|---|---|
| **NOS Code** | ASC/N9816 |
| **NOS Name** | Manage work and resources (Road Transportation) |
| **Sector** | Automotive |
| **Sub-Sector** | Road Transportation |
| **Occupation** | Generic |
| **NSQF Level** | 5 |
| **Credits** | TBD |
| **Version** | 1.0 |
| **Last Reviewed Date** | 30/09/2021 |
| **Next Review Date** | 30/09/2024 |
| **Deactivation Date** | 30/09/2024 |
| **NSQC Clearance Date** | 30/09/2021 |

# ASC/N9817: Interact effectively with team, customers and others (Road Transportation)

## Description

This OS unit is about communicating effectively with customers and team members and ensuring equal treatment to all genders and PwD as per organizational standards

## Scope

The scope covers the following :

- Communicate effectively with team members
- Respect gender and ability differences

## Elements and Performance Criteria

### Communicate effectively with team members

To be competent, the user/individual on the job must be able to:

**PC1.**   greet the customers promptly and appropriately as per the organization's policy

**PC2.**   communicate with the customers in a polite and professional manner

**PC3.**   show respect for all team members and customers

**PC4.**   ensure clear communication of work requirements to the team members

**PC5.**   carry out commitments made to team members and let them know in good time if there is any discrepancy with reasons

### Interact with superiors

To be competent, the user/individual on the job must be able to:

**PC6.**   escalate problems to superiors that cannot be handled

**PC7.**   train the team members to report completed work and receive feedback on work done

**PC8.**   encourage team members to rectify errors as per feedback and minimize mistakes in future

### Respect gender and ability differences

To be competent, the user/individual on the job must be able to:

**PC9.**   ensure team shows sensitivity towards all genders and PwD

**PC10.**  respect personal space of colleagues and customers

**PC11.**  adjust communication styles to reflect gender sensitivity and sensitivity towards person with disability

**PC12.**  help PwD team members to overcome the challenges, if asked

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** the importance of effective communication and establishing good working relationships with team members and superiors

**KU2.**  different methods of communication as per the circumstances

**KU3.** gender based concepts, issues and legislation

**KU4.** organisation standards and guidelines to be followed for PwD

**KU5.** rights and duties at workplace with respect to PwD

**KU6.** organisation policies and procedures pertaining to written and verbal communication

## Generic Skills (GS)

User/individual on the job needs to know how to:

**GS1.** read safety instructions/guidelines

**GS2.** modify work practices to improve them

**GS3.** work with supervisors/team members to carry out work related tasks

**GS4.** complete tasks efficiently and accurately within stipulated time

**GS5.** make timely decisions for efficient utilization of resources

**GS6.** read instructions/guidelines/procedures

**GS7.** write in English/any one language

## Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| *Communicate effectively with team members* | **21** | **12** | **-** | **10** |
| PC1. greet the customers promptly and appropriately as per the organization's policy | 3 | 2 | - | 2 |
| PC2. communicate with the customers in a polite and professional manner | 3 | 2 | - | 2 |
| PC3. show respect for all team members and customers | 3 | 2 | - | 2 |
| PC4. ensure clear communication of work requirements to the team members | 6 | 3 | - | 2 |
| PC5. carry out commitments made to team members and let them know in good time if there is any discrepancy with reasons | 6 | 3 | - | 2 |
| *Interact with superiors* | **15** | **8** | **-** | **4** |
| PC6. escalate problems to superiors that cannot be handled | 6 | 3 | - | 2 |
| PC7. train the team members to report completed work and receive feedback on work done | 6 | 3 | - | 2 |
| PC8. encourage team members to rectify errors as per feedback and minimize mistakes in future | 3 | 2 | - | - |
| *Respect gender and ability differences* | **14** | **10** | **-** | **6** |
| PC9. ensure team shows sensitivity towards all genders and PwD | 3 | 2 | - | - |
| PC10. respect personal space of colleagues and customers | 4 | 2 | - | - |
| PC11. adjust communication styles to reflect gender sensitivity and sensitivity towards person with disability | 4 | 3 | - | 3 |
| PC12. help PwD team members to overcome the challenges, if asked | 3 | 3 | - | 3 |
| **NOS Total** | **50** | **30** | **-** | **20** |

## National Occupational Standards (NOS) Parameters

| | |
|---|---|
| **NOS Code** | ASC/N9817 |
| **NOS Name** | Interact effectively with team, customers and others (Road Transportation) |
| **Sector** | Automotive |
| **Sub-Sector** | Road Transportation |
| **Occupation** | Generic |
| **NSQF Level** | 5 |
| **Credits** | TBD |
| **Version** | 1.0 |
| **Last Reviewed Date** | 30/09/2021 |
| **Next Review Date** | 30/09/2024 |
| **Deactivation Date** | 30/09/2024 |
| **NSQC Clearance Date** | 30/09/2021 |

# ASC/N9704: Drive responsibly and ensure road worthiness of vehicle

## Description

This OS unit is about examining the vehicle, conforming to standard driving practices, following traffic rules and regulations and managing vehicle faults while driving on the route to reach safely and on time.

## Scope

The scope covers the following :

- Examine the vehicle before the trip
- Drive the LMV conforming to the standard driving practices
- Follow traffic rules and regulation
- Manage vehicle faults

## Elements and Performance Criteria

### *Examine the vehicle before the trip*

To be competent, the user/individual on the job must be able to:

**PC1.**   inspect and conform the vehicle's condition as per health and safety guidelines before starting the trip

**PC2.**   ensure the vehicle meets the legal and compliance requirements like pollution test, load limit, etc.

**PC3.**   perform routine maintenance checks on the vehicle for tyre pressure, fuel (Petrol/diesel/CNG) level, working of headlights and brakes, CNG cylinder valves etc.

**PC4.**   check vehicle service record for any history of technical defects or immediate need for servicing like oil/filter change, etc.

**PC5.**   prepare a to-do list for repair requirement, if any

**PC6.**   record all deviations observed while carrying out checks

**PC7.**   report actual or potential defects/deviations to the senior driver/owner/service supervisor

**PC8.**   determine roadworthiness of the vehicle and use another vehicle if the current vehicle is found unfit

**PC9.**   confirm all gauges and warning lights are functioning properly before moving the vehicle

### *Drive the LMV conforming to the standard driving practices*

To be competent, the user/individual on the job must be able to:

**PC10.** perform pre-driving activities like shoulder checking, adjusting IRVM/ ORVM and releasing of handbrakes, etc.

**PC11.** insert or press the ignition key/button to start the vehicle

**PC12.** coordinate gear changes, if any, with appropriate use of clutch/acceleration and steering control

**PC13.** maneuver the vehicle safely and responsibly while regulating the speed in all weather and road conditions by coordinating the operation of all controls

**PC14.** use the accelerator, steering control and brakes correctly for safe driving, stopping and parking the vehicle

**PC15.** ensure maximum fuel (Petrol/diesel/CNG) efficiency while driving

*Follow traffic rules and regulation*

To be competent, the user/individual on the job must be able to:

**PC16.** follow guidelines on the road while driving like avoiding excessive honking, driving on high beam, loud music, etc.

**PC17.** maintain a safe distance from other vehicles

**PC18.** ensure the vehicle is within the prescribed speed limits at all times and avoid rod hog

**PC19.** ensure proper parking at appropriate spots

**PC20.** adhere to local and state specific driving laws and traffic regulations, including overloading

**PC21.** turn off ignition at red lights or after parking the vehicle to enhance fuel efficiency

*Manage vehicle faults*

To be competent, the user/individual on the job must be able to:

**PC22.** monitor and respond correctly to gauges, warning lights, CNG leakage etc. while driving

**PC23.** ensure to stop the vehicle at a safe place in case of any malfunction and turn off the ignition

**PC24.** carry out a quick diagnostic check

**PC25.** carry out minor adjustments or temporary repairs like replacement/top-up of oil, change of tyres/wipers, etc. if possible

**PC26.** report the exact nature of the problem to the supervisor to get appropriate help from the command office

**PC27.** take the vehicle to the service point for corrective action in case of major defect or accident

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** organization's policies on roadworthiness requirements, basic compliance to technical standards and safety requirements

**KU2.** quality norms and standards prescribed in the Quality Manual by the organization

**KU3.** standard check list to examine the vehicle before the trip

**KU4.** different sections and rules of Motor Vehicle Act, 1988

**KU5.** CMVR guidelines issued by MoRTH (Ministry of Road Transport & Highways)

**KU6.** guidelines issued by State Road Transport Authorities like RTOs

**KU7.** escalation procedure followed in the organization

**KU8.** basic functionalities of the technical equipment of the vehicle

**KU9.** safe and fuel-efficient driving techniques

**KU10.** basic troubleshooting techniques of the vehicle

**KU11.** latest traffic regulations

**KU12.** organizational procedure to take the vehicle to the service/repair point for corrective action like parts replacements

## Generic Skills (GS)

User/individual on the job needs to know how to:

**GS1.** read safety instructions/guidelines/procedures

**GS2.** communicate effectively with the passengers, supervisors and colleagues

**GS3.** comply with all rules and regulations

**GS4.** write in English/any one language

**GS5.** make timely decisions for efficient utilization of resources

**GS6.** complete tasks efficiently and accurately within stipulated time

## Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| *Examine the vehicle before the trip* | 9 | 13 | - | 8 |
| **PC1.** inspect and conform the vehicle's condition as per health and safety guidelines before starting the trip | 1 | 1 | - | 1 |
| **PC2.** ensure the vehicle meets the legal and compliance requirements like pollution test, load limit, etc. | 1 | 2 | - | 1 |
| **PC3.** perform routine maintenance checks on the vehicle for tyre pressure, fuel (Petrol/diesel/CNG) level, working of headlights and brakes, CNG cylinder valves etc. | 1 | 3 | - | 1 |
| **PC4.** check vehicle service record for any history of technical defects or immediate need for servicing like oil/filter change, etc. | 1 | 1 | - | 1 |
| **PC5.** prepare a to-do list for repair requirement, if any | 1 | 1 | - | 1 |
| **PC6.** record all deviations observed while carrying out checks | 1 | 1 | - | 1 |
| **PC7.** report actual or potential defects/deviations to the senior driver/owner/service supervisor | 1 | 1 | - | 1 |
| **PC8.** determine roadworthiness of the vehicle and use another vehicle if the current vehicle is found unfit | 1 | 2 | - | - |
| **PC9.** confirm all gauges and warning lights are functioning properly before moving the vehicle | 1 | 1 | - | 1 |
| *Drive the LMV conforming to the standard driving practices* | 8 | 13 | - | 6 |
| **PC10.** perform pre-driving activities like shoulder checking, adjusting IRVM/ ORVM and releasing of handbrakes, etc. | 1 | 1 | - | 1 |
| **PC11.** insert or press the ignition key/button to start the vehicle | 2 | 3 | - | 1 |

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| **PC12.** coordinate gear changes, if any, with appropriate use of clutch/acceleration and steering control | 1 | 2 | - | 1 |
| **PC13.** maneuver the vehicle safely and responsibly while regulating the speed in all weather and road conditions by coordinating the operation of all controls | 2 | 3 | - | 1 |
| **PC14.** use the accelerator, steering control and brakes correctly for safe driving, stopping and parking the vehicle | 1 | 2 | - | 1 |
| **PC15.** ensure maximum fuel (Petrol/diesel/CNG) efficiency while driving | 1 | 2 | - | 1 |
| *Follow traffic rules and regulation* | 7 | 14 | - | 3 |
| **PC16.** follow guidelines on the road while driving like avoiding excessive honking, driving on high beam, loud music, etc. | 1 | 2 | - | - |
| **PC17.** maintain a safe distance from other vehicles | 2 | 3 | - | 1 |
| **PC18.** ensure the vehicle is within the prescribed speed limits at all times and avoid rod hog | 1 | 2 | - | - |
| **PC19.** ensure proper parking at appropriate spots | 1 | 2 | - | 1 |
| **PC20.** adhere to local and state specific driving laws and traffic regulations, including overloading | 1 | 3 | - | 1 |
| **PC21.** turn off ignition at red lights or after parking the vehicle to enhance fuel efficiency | 1 | 2 | - | - |
| *Manage vehicle faults* | 6 | 10 | - | 3 |
| **PC22.** monitor and respond correctly to gauges, warning lights, CNG leakage etc. while driving | 2 | 1 | - | - |
| **PC23.** ensure to stop the vehicle at a safe place in case of any malfunction and turn off the ignition | 1 | 2 | - | 1 |
| **PC24.** carry out a quick diagnostic check | - | 2 | - | 1 |
| **PC25.** carry out minor adjustments or temporary repairs like replacement/top-up of oil, change of tyres/wipers, etc. if possible | 1 | 1 | - | - |

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| PC26. report the exact nature of the problem to the supervisor to get appropriate help from the command office | 1 | 2 | - | 1 |
| PC27. take the vehicle to the service point for corrective action in case of major defect or accident | 1 | 2 | - | - |
| **NOS Total** | 30 | 50 | - | 20 |

## National Occupational Standards (NOS) Parameters

| | |
|---|---|
| **NOS Code** | ASC/N9704 |
| **NOS Name** | Drive responsibly and ensure road worthiness of vehicle |
| **Sector** | Automotive |
| **Sub-Sector** | Road Transportation |
| **Occupation** | Driving |
| **NSQF Level** | 3 |
| **Credits** | TBD |
| **Version** | 2.0 |
| **Last Reviewed Date** | 30/09/2021 |
| **Next Review Date** | 30/09/2024 |
| **Deactivation Date** | 30/09/2024 |
| **NSQC Clearance Date** | 30/09/2021 |

# ASC/N9717: Prepare for training

## Description

This OS unit is about performing basic technical checks on a vehicle before the training, identifying training delivery requirements, organizing training environment to provide training to the LMV vehicle drivers.

## Scope

The scope covers the following :

- Perform basic technical checks on the vehicle
- Identify training delivery requirements
- Organize training environment

## Elements and Performance Criteria

### Perform basic technical checks on the vehicle

To be competent, the user/individual on the job must be able to:

**PC1.** follow standard check list to ensure correct levels of engine oil, coolant, battery fluid level, brake oil level, water in windshield storage tank, the position of gear lever, rear differential, and working of clutch

**PC2.** inspect all the tyres including spare tyre for inflation with checks made by pressure gauge to ensure correct pressure readings

**PC3.** ensure all vehicle lights, wiper, steering and horn are in good working condition and report to the authorized person in case of any malfunctioning

**PC4.** check the tool box and ensure availability of all the hand tools including jack, props, wheel choke, etc.

**PC5.** inspect the exterior and interior parts of the vehicle properly for any damages to outer body panels, head/tail/interior lights, front and rear wind shield, other glass parts and door mirrors

### Identify training delivery requirements

To be competent, the user/individual on the job must be able to:

**PC6.** obtain details of the trainee from authorized sources

**PC7.** identify group and individual trainee driver needs, and relevant characteristics using available information, documentation and resources

**PC8.** assess training environment through venue, available tools, equipment's, materials, space, layout and proper seating arrangements, stationery, etc.

**PC9.** identify constraints impacting training delivery and relevant risks

**PC10.** assist senior management with session plans or activity cum lesson plan

### Organize training environment

To be competent, the user/individual on the job must be able to:

**PC11.** modify existing training session plans received, if required

**PC12.** arrange and set up the training tools, equipment and material required during the training sessions

**PC13.** document the training session plans for each segment of the learning program in prescribed and standard templates

**PC14.** ensure training area is risk free and equipped with necessary health and safety resources like fire extinguishers, safety signage, clean toilets, dry flooring, security arrangements, etc.

**PC15.** ensure availability of adequate training material, facility, tools and equipment

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** check list to conduct basic checks on the vehicle

**KU2.** minimum pressure to be maintained in all vehicle tyre

**KU3.** how to ensure working condition of vehicles head/tail/interior lights, wiper and horn

**KU4.** types of tools to be kept in tool box

**KU5.** procedure to check for any damages of the vehicle

**KU6.** point of contact to inform in case of any technical deficiencies

**KU7.** organizational training and assessment system policies and procedures such as candidate selection, rationale and purpose of competency-based assessment

**KU8.** training documentation to determine acceptable standards of knowledge and performance required from the trainee drivers

**KU9.** how to set up training facilities, training equipment and tools

**KU10.** competency based curriculum documents and learning materials

**KU11.** subjects to be included in training program

**KU12.** methods to prepare lesson plan for the classroom training

**KU13.** methods to prepare or modify session plan

**KU14.** prescribed and standard session plan template

## Generic Skills (GS)

User/individual on the job needs to know how to:

**GS1.** read and interpret safety instructions/guidelines/procedures, presentation slides, handouts, trainers guides and participant handbook, etc.

**GS2.** fill up the session plan template

**GS3.** communicate effectively with the colleagues and seniors

**GS4.** make timely decisions for efficient utilization of resources

## Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| *Perform basic technical checks on the vehicle* | **10** | **20** | **-** | **8** |
| **PC1.** follow standard check list to ensure correct levels of engine oil, coolant, battery fluid level, brake oil level, water in windshield storage tank, the position of gear lever, rear differential, and working of clutch | 2 | 4 | - | 2 |
| **PC2.** inspect all the tyres including spare tyre for inflation with checks made by pressure gauge to ensure correct pressure readings | 2 | 4 | - | 2 |
| **PC3.** ensure all vehicle lights, wiper, steering and horn are in good working condition and report to the authorized person in case of any malfunctioning | 2 | 4 | - | 2 |
| **PC4.** check the tool box and ensure availability of all the hand tools including jack, props, wheel choke, etc. | 2 | 4 | - | 1 |
| **PC5.** inspect the exterior and interior parts of the vehicle properly for any damages to outer body panels, head/tail/interior lights, front and rear wind shield, other glass parts and door mirrors | 2 | 4 | - | 1 |
| *Identify training delivery requirements* | **10** | **11** | **-** | **6** |
| **PC6.** obtain details of the trainee from authorized sources | 2 | - | - | 2 |
| **PC7.** identify group and individual trainee driver needs, and relevant characteristics using available information, documentation and resources | 2 | - | - | 1 |
| **PC8.** assess training environment through venue, available tools, equipment's, materials, space, layout and proper seating arrangements, stationery, etc. | 2 | 4 | - | 1 |
| **PC9.** identify constraints impacting training delivery and relevant risks | 2 | 4 | - | 1 |
| **PC10.** assist senior management with session plans or activity cum lesson plan | 2 | 3 | - | 1 |
| *Organize training environment* | **10** | **19** | **-** | **6** |

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| PC11. modify existing training session plans received, if required | 2 | 4 | - | 1 |
| PC12. arrange and set up the training tools, equipment and material required during the training sessions | 2 | 4 | - | 2 |
| PC13. document the training session plans for each segment of the learning program in prescribed and standard templates | 2 | 3 | - | 1 |
| PC14. ensure training area is risk free and equipped with necessary health and safety resources like fire extinguishers, safety signage, clean toilets, dry flooring, security arrangements, etc. | 2 | 4 | - | 1 |
| PC15. ensure availability of adequate training material, facility, tools and equipment | 2 | 4 | - | 1 |
| **NOS Total** | **30** | **50** | **-** | **20** |

## National Occupational Standards (NOS) Parameters

| | |
|---|---|
| NOS Code | ASC/N9717 |
| NOS Name | Prepare for training |
| Sector | Automotive |
| Sub-Sector | Road Transportation |
| Occupation | Driving |
| NSQF Level | 5 |
| Credits | TBD |
| Version | 2.0 |
| Last Reviewed Date | 30/09/2021 |
| Next Review Date | 30/09/2024 |
| Deactivation Date | 30/09/2024 |
| NSQC Clearance Date | 30/09/2021 |

# ASC/N9718: Train LMV vehicle drivers

## Description

This OS unit is about imparting training for LMV driver and performing post-training activities, evaluating and assessing trainee as per ASDC assessment criteria and maintaining record of conducted training.

## Scope

The scope covers the following :

- Impart training
- Perform post-training activities
- Evaluate and assess trainee
- Maintain record of training

## Elements and Performance Criteria

### Impart training

To be competent, the user/individual on the job must be able to:

**PC1.** make sure that training schedule is prepared considering the number of participants to be trained and course duration defined in all the model curriculum (MC)

**PC2.** check and ensure that each trainee enrolled for the course have gone through standard pre-evaluation process

**PC3.** ensure classroom training consists of written, oral, visual and if required audio visual modes

**PC4.** deliver the training using effective and appropriate pedagogy as per the course content and participants

**PC5.** conduct practical training sessions on set route for practicing/testing the participants on vehicle driving

**PC6.** maintain the discipline during the practical training session and ensure that all the trainees drive the vehicle within the designated locations only make sure all the trainees follow safety guidelines during practical training

**PC7.** improve and enrich the content with the help of senior management, if required

**PC8.** complete training within the scheduled time

**PC9.** monitor trainee driver's progress to ensure achievement of training outcomes and fulfillment of individual trainee driver needs

### Perform post-training activities

To be competent, the user/individual on the job must be able to:

**PC10.** address the queries and doubts of the participants

**PC11.** provide appropriate feedback to the participants

**PC12.** store and maintain relevant records related to training

**PC13.** ensure cleanliness and tidiness of the training area/vehicle

**PC14.** secure equipment and tools in safe places in accordance with procedures

### Evaluate and assess trainee

To be competent, the user/individual on the job must be able to:

**PC15.** observe and evaluate trainee driver's performance constantly on both theory and practical grounds as per performance criteria to be achieved and provide feedback

**PC16.** record and share feedback on trainee driver performance with management as well as the trainee driver

**PC17.** ensure availability of necessary and adequate tools, equipment and materials for conducting the assessment as per participating candidates

**PC18.** explain the purpose of the formative assessment to the trainee driver and assessment criteria before conducting the assessment

**PC19.** assess the trainees as per assessment criteria using various modes of assessment

**PC20.** record the assessment process using the technology while conducting assessment activities such as video evidence of skills/performance, recording of oral evidence, computer-based/online testing, etc.

**PC21.** complete trainee driver assessment records accurately and submit or process as required in the specified timeframes

*Maintain records of the training*

To be competent, the user/individual on the job must be able to:

**PC22.** maintain and store trainee driver records according to organizational requirements

**PC23.** document the results accurately on paper templates and/or online forms and templates as prescribed

**PC24.** secure, label and pack the evidence accurately as per standard procedures adopted by the training organization

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** individual training needs and requirements

**KU2.** effective pedagogies to deliver training

**KU3.** subject matter and content design

**KU4.** methods to effectively utilize the training resources

**KU5.** classroom training aids such as written, oral, visual, audiovisual, etc.

**KU6.** standard procedure to conduct theory as well as practical training

**KU7.** organizational health and safety guidelines

**KU8.** SOP to coordinate with senior management

**KU9.** post-training activities

**KU10.** scheduled time for the training

**KU11.** procedure to conduct an assessment of the trained driver as per ASDC assessment criteria

**KU12.** performance evaluation methodologies

**KU13.** SOP to record trainee drivers performance feedback

**KU14.** necessary and adequate tools, equipment and materials for conducting an assessment

**KU15.** purpose of the formative assessment

**KU16.** methods to record assessment procedures

**KU17.** SOP to maintain trainee driver assessment details

**KU18.** records to be maintained during the training

KU19. different sections and rules of Motor Vehicle Act, 1988

KU20. CMVR guidelines issued by MoRTH (Ministry of Road Transport & Highways)

## Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. fill requisite details for the trainee drivers

GS2. write emails to interact with colleagues trainee driver

GS3. communicate effectively with the trainee drivers, colleagues and management

GS4. suggest improvements (if any) in current ways of training

## Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| *Impart training* | 15 | 24 | - | 9 |
| PC1. make sure that training schedule is prepared considering the number of participants to be trained and course duration defined in all the model curriculum (MC) | 1 | 2 | - | 1 |
| PC2. check and ensure that each trainee enrolled for the course have gone through standard pre-evaluation process | 2 | 3 | - | 1 |
| PC3. ensure classroom training consists of written, oral, visual and if required audio visual modes | 2 | 3 | - | 1 |
| PC4. deliver the training using effective and appropriate pedagogy as per the course content and participants | 2 | 3 | - | 1 |
| PC5. conduct practical training sessions on set route for practicing/testing the participants on vehicle driving | 2 | 2 | - | 1 |
| PC6. maintain the discipline during the practical training session and ensure that all the trainees drive the vehicle within the designated locations only make sure all the trainees follow safety guidelines during practical training | 2 | 3 | - | 1 |
| PC7. improve and enrich the content with the help of senior management, if required | 1 | 2 | - | 1 |
| PC8. complete training within the scheduled time | 2 | 3 | - | 1 |
| PC9. monitor trainee driver's progress to ensure achievement of training outcomes and fulfillment of individual trainee driver needs | 1 | 3 | - | 1 |
| *Perform post-training activities* | 5 | 8 | - | 5 |
| PC10. address the queries and doubts of the participants | 1 | 2 | - | 1 |
| PC11. provide appropriate feedback to the participants | 1 | 2 | - | 1 |
| PC12. store and maintain relevant records related to training | 1 | - | - | 1 |

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| PC13. ensure cleanliness and tidiness of the training area/vehicle | 1 | 2 | - | 1 |
| PC14. secure equipment and tools in safe places in accordance with procedures | 1 | 2 | - | 1 |
| *Evaluate and assess trainee* | **7** | **17** | **-** | **5** |
| PC15. observe and evaluate trainee driver's performance constantly on both theory and practical grounds as per performance criteria to be achieved and provide feedback | 1 | 3 | - | 1 |
| PC16. record and share feedback on trainee driver performance with management as well as the trainee driver | 1 | 2 | - | - |
| PC17. ensure availability of necessary and adequate tools, equipment and materials for conducting the assessment as per participating candidates | 1 | 3 | - | 1 |
| PC18. explain the purpose of the formative assessment to the trainee driver and assessment criteria before conducting the assessment | 1 | 2 | - | 1 |
| PC19. assess the trainees as per assessment criteria using various modes of assessment | 1 | 2 | - | 1 |
| PC20. record the assessment process using the technology while conducting assessment activities such as video evidence of skills/performance, recording of oral evidence, computer-based/online testing, etc. | 1 | 2 | - | 1 |
| PC21. complete trainee driver assessment records accurately and submit or process as required in the specified timeframes | 1 | 2 | - | - |
| *Maintain records of the training* | **3** | **1** | **-** | **1** |
| PC22. maintain and store trainee driver records according to organizational requirements | 1 | - | - | 1 |
| PC23. document the results accurately on paper templates and/or online forms and templates as prescribed | 1 | 1 | - | - |

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| PC24. secure, label and pack the evidence accurately as per standard procedures adopted by the training organization | 1 | - | - | - |
| **NOS Total** | **30** | **50** | **-** | **20** |

## National Occupational Standards (NOS) Parameters

| | |
|---|---|
| **NOS Code** | ASC/N9718 |
| **NOS Name** | Train LMV vehicle drivers |
| **Sector** | Automotive |
| **Sub-Sector** | Road Transportation |
| **Occupation** | Driving |
| **NSQF Level** | 5 |
| **Credits** | TBD |
| **Version** | 2.0 |
| **Last Reviewed Date** | 30/09/2021 |
| **Next Review Date** | 30/09/2024 |
| **Deactivation Date** | 30/09/2024 |
| **NSQC Clearance Date** | 30/09/2021 |

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. 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. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.

2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.

3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.

4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training center (as per assessment criteria below).

5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.

6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

7. Assessment conducted only after permanent driving license.

**Minimum Aggregate Passing % at QP Level : 70**

(**Please note**: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

## Assessment Weightage

Compulsory NOS

| National Occupational Standards | Theory Marks | Practical Marks | Project Marks | Viva Marks | Total Marks | Weightage |
|---|---|---|---|---|---|---|
| ASC/N9816.Manage work and resources (Road Transportation) | 50 | 30 | - | 20 | 100 | 15 |
| ASC/N9817.Interact effectively with team, customers and others (Road Transportation) | 50 | 30 | - | 20 | 100 | 10 |
| ASC/N9704.Drive responsibly and ensure road worthiness of vehicle | 30 | 50 | - | 20 | 100 | 15 |
| ASC/N9717.Prepare for training | 30 | 50 | - | 20 | 100 | 30 |
| ASC/N9718.Train LMV vehicle drivers | 30 | 50 | - | 20 | 100 | 30 |
| **Total** | **190** | **210** | **-** | **100** | **500** | **100** |

## Acronyms

| NOS | National Occupational Standard(s) |
|---|---|
| NSQF | National Skills Qualifications Framework |
| QP | Qualifications Pack |
| TVET | Technical and Vocational Education and Training |
| ORVM | Outside Rear View Mirror |
| GPS | Global Positioning System |
| CMVR | Central Motor Vehicles Rules |
| RTO | Regional Transport Authority |
| MORTH | Ministry of Road Transport & Highways |

## Glossary

| | |
|---|---|
| **Sector** | Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests. |
| **Sub-sector** | Sub-sector is derived from a further breakdown based on the characteristics and interests of its components. |
| **Occupation** | Occupation is a set of job roles, which perform similar/ related set of functions in an industry. |
| **Job role** | Job role defines a unique set of functions that together form a unique employment opportunity in an organisation. |
| **Occupational Standards (OS)** | OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts. |
| **Performance Criteria (PC)** | Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task. |
| **National Occupational Standards (NOS)** | NOS are occupational standards which apply uniquely in the Indian context. |
| **Qualifications Pack (QP)** | QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code. |
| **Unit Code** | Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N' |
| **Unit Title** | Unit title gives a clear overall statement about what the incumbent should be able to do. |
| **Description** | Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for. |
| **Scope** | Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required. |
| **Knowledge and Understanding (KU)** | Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard. |

| | |
|---|---|
| **Organisational Context** | Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility. |
| **Technical Knowledge** | Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities. |
| **Core Skills/ Generic Skills (GS)** | Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles. |
| **Electives** | Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives. |
| **Options** | Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options. |