



Model Curriculum

QP Name: Ambulance Driver

QP Code: ASC/Q9706

QP Version: 2.0

NSQF Level: 4

Model Curriculum Version:1.0

Automotive Skill Development Council || 153, GF, Okhla Industrial Area,
Phase 3, New Delhi 110020

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Training Parameters

Sector	Automotive
Sub-Sector	Road Transportation
Occupation	Ambulance Driver
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/833
Minimum Educational Qualification and Experience	8th Class with 3 years relevant driving experience OR Certificate-NSQF (Light Motor Vehicle Level 3) with 2 Year of relevant experience
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
QP Version	2.0
Model Curriculum Creation Date	30/09/2021
Model Curriculum Valid Up to Date	30/09/2024
Model Curriculum Version	1.0
Minimum Duration of the Course	380 Hours, 0 Minutes
Maximum Duration of the Course	380 Hours, 0 Minutes

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner will be able to:

- Perform the steps to drive an ambulance and commercial vehicle while conforming to the standard rules and regulations.
- Apply health, hygiene, and safety practices at the workplace.
- Perform the tasks to utilize the resources in a responsible manner.
- Employ appropriate practices to communicate effectively with customer, colleagues, and superiors to achieve a smooth workflow.

Compulsory Modules

The table lists the modules, their duration and mode of delivery.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Bridge Module	04:00	00:00	00:00	00:00	04:00
Module 1: Introduction to Automotive Industry and Ambulance Driver	04:00	00:00	00:00	00:00	04:00
ASC/N9809 – Organize Work and Resources (Road Transportation) NOS Version No. 1.0 NSQF Level 3	16:00	24:00	00:00	00:00	40:00
Module 7 Maintain Health, Hygiene and Safety Standard at the Workplace	12:00	16:00	00:00	00:00	28:00
Module 8: Perform Waste Disposal and Material Conservation Activities	04:00	08:00	00:00	00:00	12:00
ASC/N9808 – Interact Effectively with Colleagues and Customers (Road Transportation) NOS Version No. 1.0 NSQF Level 3	16:00	24:00	00:00	00:00	40:00

Module 9:Maintain Effective Communication at the Workplace	16:00	24:00	00:00	00:00	40:00
ASC/ N9607 – Ensure Road Worthiness and Drive a Heavy Motor Vehicle (HMV) Safely NOS Version No. 1.0 NSQF Level 4	64:00	136:00	00:00	00:00	200:00
Module 2:Examine Roadworthiness of the Vehicle and Drive the Commercial Vehicle as per Standard	32:00	72:00	00:00	00:00	104:00
Module 3:Adhere to the Traffic Rules and Perform Basic Troubleshooting	24:00	52:00	00:00	00:00	76:00
Module 4:Drive the Passenger to the Destination	08:00	12:00	00:00	00:00	20:00
ASC/ N9609 – Assess Road and Service Worthiness of Ambulance NOS Version No. 1.0 NSQF Level 4	24:00	52:00	00:00	00:00	76:00
Module 5:Ensure Roadworthiness of the Ambulance	24:00	52:00	00:00	00:00	76:00
ASC/ N9611 – Take Patient to the Destination NOS Version No. 1.0 NSQF Level 4	08:00	12:00	00:00	00:00	20:00
Module 6:Drive the Patient to the Destination Safely	08:00	12:00	00:00	00:00	20:00
Total Duration	132:00	248:00	00:00	00:00	380:00

Module Details

Module 1: Introduction to Automotive Industry and Ambulance Driver

Bridge Module

Terminal Outcomes:

- Outline the overview of Skill India Mission
- Describe the scope of Automotive Industry
- Define the role and responsibilities of an Ambulance Driver

Duration:04:00	Duration:00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the objectives and benefits of the Skill India Mission • Describe the scope of Indian Automotive Industry and its sub-sectors • Explain basic terminologies and road safety signs, traffic signals used in Road Transport and Driving industry • Discuss job roles, responsibilities and opportunities for an Ambulance Driver in the Automotive Industry • Explain standard code of ethics and professional practices to be adhered by an Ambulance Driver 	NA
Classroom Aids	
Whiteboard, Flip Chart, Markers, Duster, Projector, Laptop with charger, Projector screen, Power Point Presentation, 2.1 Laptop External Speakers.	
Tools, Equipment and Other Requirements	
NA	

Module 2: Examine Roadworthiness of the Commercial Vehicle and Drive the CMV as per Standard

Mapped to ASC/N9607, v 1.0

Terminal Outcomes:

- Perform the steps to examine the roadworthiness of the commercial vehicles.
- Demonstrate the pre-driving and driving activities conforming to the CV standard driving practices.

Duration:32:00	Duration:72:00
<p>Theory – Key Learning Outcomes</p> <ul style="list-style-type: none"> • Discuss the legal, technical, and safety compliance requirements, like pollution test, load limit, height and length of body etc., roadworthiness parameters and quality norms and standards for Commercial Vehicles. • Describe various checkpoints and items of a vehicle examination checklist • Elaborate on the methods of examining the vehicle before and after the trip • Discuss basic functionalities of the technical/medical equipment installed in the vehicle • Explain effective safe and fuel-efficient driving techniques. • Discuss the standard escalation procedure regarding vehicle defects or deviation. • State the significance of closing and locking all doors before moving the vehicle 	<p>Practical – Key Learning Outcomes</p> <ul style="list-style-type: none"> • Employ appropriate inspection techniques to check the vehicle as per health and safety guidelines and perform routine maintenance checks on the vehicle for correct tyre pressure, fuel (Petrol/diesel/CNG) level, working of headlights and brakes, CNG cylinder valves, trolley, latches, gauges, warning lights, etc. • Apply appropriate practices to check vehicle service record for any history of technical defects or immediate need for servicing like oil/filter change, air suspension etc. • Create sample deviation report as per observation while carrying out internal/external checks on vehicle • Dramatize a situation to report defects/deviations to the concerned persons • Demonstrate how to check the roadworthiness of the commercial vehicles • Show how to perform pre-driving activities like shoulder checking, adjusting IRVM/ ORVM, parking camera and releasing of handbrakes, etc. • Demonstrate the procedure to drive a commercial vehicle by starting the vehicle using the key or pressing the ignition switch, coordinating gear changes, clutch/acceleration and steering appropriately for safe driving
<p>Classroom Aids</p> <p>Training kit (Trainer guide, Presentations), White board, Marker, Projector screen, Power Point Presentation Laptop with charger, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.</p>	

Tools, Equipment and Other Requirements
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Commercial Motor Vehicle (Ambulance), Sample compliance requirements, like pollution test, load limit, oxygen cylinder etc.

Module 3: Adhere to the Traffic Rules and Perform Basic Troubleshooting

Mapped to ASC/N9607, v 1.0

Terminal Outcomes:

- Describe the local and state specific traffic rules and regulations.
- Demonstrate basic troubleshooting in case of any malfunction in the vehicle.
- Explain the procedure of reporting the malfunction of the vehicle to the Supervisor.

Duration: 24:00	Duration: 52:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the relevant rules and sections of Motor Vehicle Act, 1988 as well as CMVR guidelines as stipulated by MoRTH and State Road Transport Authorities like RTOs • State the significance of following local and state specific driving laws and traffic regulations, including overloading • List the latest traffic laws and state and federal transit regulations • Discuss basic troubleshooting techniques for Commercial Vehicle used in emergency situations • Explain the standard procedure to take the vehicle to the service/repair point for corrective action like parts replacements, etc. 	<ul style="list-style-type: none"> • Apply appropriate practices to adhere to traffic rules like avoiding excessive honking, passing through a railway crossing, taking U-turns, passing an over bridge, etc. while driving the vehicle • Employ proper practices for keeping safe distance from other vehicles, avoiding rod hogging and maintaining prescribed speed limits while driving • Demonstrate how to park the commercial vehicles at their appropriate spots and turn off the ignition at red lights or after parking the vehicle to attain better fuel efficiency • Demonstrate how to check and respond appropriately to gauges, warning lights, unusual sound/vibrations, CNG leakage etc. while driving. • Show how to stop the vehicle at a safe place and perform a diagnostic check in case of any malfunction in the vehicle • Demonstrate how to wash the vehicle, clean windshield, etc. during halts and perform minor adjustments or temporary repairs like replacement/top-up of oil, tyres air pressure, etc., as required • Role play on how to report the exact nature of the problem to the Supervisor to get appropriate help from the command office.
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, Projector, Laptop with charger, Presentation, Participant Handbook and Related Standard Operating Procedures, External Speakers.	

Tools, Equipment and Other Requirements

Commercial Motor Vehicle (Ambulance), Related spare parts, Sample traffic signals and Road signs.

Module 4: Drive the Passenger to the Destination

Mapped to ASC/N9607, v 1.0

Terminal Outcomes:

- Perform the tasks to drive the passenger safely to the destination.
- Explain the procedure of reporting and documentation related to the job role.

Duration: 08:00	Duration: 12:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • State the significance of following a specific timetable and driving on a planned route during the duty hours • Discuss standard reporting and documentation policies for a CV Driver 	<ul style="list-style-type: none"> • Apply appropriate practices to ensure boarding and securing vehicle before starting the trip • Role play on how to communicate with Hospital to confirm payment mode from patient or people accompanying him/her before starting the trip • Apply proper procedure to ensure patient safety during the journey, and while boarding and de-boarding • Employ appropriate procedure to report unruly behaviour of passengers accompanying the patient, delays or any other issues during the journey/route to the command office
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, Projector, Laptop with charger, Presentation, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.	
Tools, Equipment and Other Requirements	
Commercial Motor Vehicle (Ambulance), Related spare parts, etc.	

Module 5: Ensure Roadworthiness of the Ambulance

Mapped to ASC/N9709, v 1.0

Terminal Outcomes:

- Perform the steps to examine the roadworthiness of the ambulance
- Describe the reporting and closing procedure at the start and end of the duty respectively
- Apply appropriate practices to coordinate with the vehicle control room
- Discuss the standard escalation procedure of any issue to the supervisor

Duration:24:00	Duration:52:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the basic legal and compliance related requirements, such as CMVR guidelines as stipulated by MoRTH, State Road Transport Authorities like RTOs, and other safety, security and environmental guidelines, etc. for an ambulance • Discuss the standard policies regarding duty, reporting, and associated compliances to be adhered by an Ambulance Driver • Describe various types and usage of PPE kit like face masks, hand gloves, use of sanitizer, etc. and the importance of using these. • Explain different types of ambulances and the equipment required in each type of the ambulance • Elaborate on various types of faults in the ambulance and expected deviations. • State the importance of getting the oxygen cylinder refilled if it is empty. • Discuss about various types of the checklist required to inspect ambulance and equipment and the standard procedures to check the stretcher, and rescue equipment. • Explain the standard procedures to coordinate with the control room/Hospital/depot/branch office/authorized person. • State the importance of closing the call at the control room post dropping of the passenger as per duty closure and procedure 	<ul style="list-style-type: none"> • Dramatize a situation on how to report to duty on time as per schedule and complete the closure procedure at the end of the duty. • Apply appropriate practices to use proper uniform and PPE like masks, gloves, etc. as per standards. • Employ appropriate practices to ensure the ambulance meets the basic legal and compliance requirements, such as CMVR guidelines from MoRTH, guidelines issued by Road Transport Authorities (like RTOs, etc.), and other safety, security and environmental guidelines, etc. • Show how to carry out a diagnostic check to identify any technical defects or immediate need for servicing, like oil/filter change, coolant and fuel levels and flat tyre, etc. • Prepare a sample deviation report as per observation while carrying out basic checks of the ambulance • Demonstrate how to check oxygen level in the cylinder • Apply appropriate inspection method to check the stretcher for durability, physical damages, wheels locks, legs folding, etc. and the rescue equipment such as hammer, cutter, etc. • Show how to ensure that all equipment is checked by a paramedic as per the checklist and type of ambulance (AIS125 document) • Employ appropriate practices to make sure the ventilator system, nebulizer and all other equipment is working properly as per standards, in case of an

<ul style="list-style-type: none"> • State the significance of informing the delay to the concerned person 	<p>I.C.U. ambulance</p> <ul style="list-style-type: none"> • Show how to obtain the details of the patient , route and traffic condition from control room. • Apply appropriate practices to coordinate with control room or concerned person regarding status of previous journey on completion, inability to reach the pickup point, vehicle breakdown, accident, minor altercation, etc., as required • Dramatize a situation on how to report the vehicle defects, roadworthiness of the ambulance and about incidents like accidents, breakdowns, minor altercation, etc. during the day, if any to the supervisor or the authorized person as per the standards.
<p>Classroom Aids</p>	
<p>Training kit (Trainer guide, Presentations), White board, Marker, Projector screen, Power Point Presentation Laptop with charger, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.</p>	
<p>Tools, Equipment and Other Requirements</p>	
<p>Rescue equipment, like hammer, cutter, etc. Stretcher, Oxygen Cylinder, and other equipment of different ambulance, Sample deviation report, Sample format of checklists, etc.</p>	

Module6: Drive the Patient to the Destination Safely

Mapped to ASC/N9711, v 1.0

Terminal Outcomes:

- Perform the steps to rescue the patient or transfer the patient to the ambulance, as required
- Apply appropriate driving practices to drive the ambulance safely to the hospital or appropriate destination

Duration:08:00	Duration:12:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the scientific methods to rescue the patient and to load and unload the stretcher in the ambulance • Discuss the procedure to check the equipment placement in the ambulance • State the importance of keeping the ambulance doors closed/locked and ensuring all the equipment are fitted properly, as per the standards • Elaborate the safety procedures and traffic regulation to be followed while driving an ambulance • Explain the safe driving procedure for an ambulance and the ways to drive the patient appropriately • Discuss various methods to select appropriate route and significance of choosing a shorter but appropriate route • Explain the standard procedure to coordinate with control room • Discuss the general conduct on the road applicable for an Ambulance Driver 	<ul style="list-style-type: none"> • Apply appropriate practices to check and confirm the patient's details and reach at the pick-up point. • Show how to rescue, if required and transfer the patient in the ambulance • Employ appropriate practices to comply with the proper safety guidelines like wearing seat belt, keeping door and windows closed, using inner and outer rear view mirror and wearing PPE kit, etc. • Show how to pick the patient and drop to the hospital or at the desired destination • Demonstrate the procedure of safe driving in compliance with the ambulance driving standards and norms, such as starting the ambulance, switching on the siren during traffic, using emergency lane, keeping safe speed and distance, taking short but appropriate route, following the rules related to general public on the road, etc. • Apply appropriate practices to choose the destination route of the patient pickup and hospital/diagnostic centre considering the traffic conditions and distance • Demonstrate how to start and adjust air conditioning/blower as per the requirement • Role play on how to coordinate with control room for another ambulance, in case of any emergency/breakdown/malfunction or in case of an accident/traffic jam/roadblock, etc.

	<ul style="list-style-type: none"> • Show how to pull out the patients on a stretcher with the help of the assistant or paramedic doctor after stopping the ambulance and reaching at the destination
<p>Classroom Aids</p>	
<p>Training kit (Trainer guide, Presentations), White board, Marker, Projector screen, Power Point Presentation Laptop with charger, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.</p>	
<p>Tools, Equipment and Other Requirements</p>	
<p>Stretcher, Ambulance and its equipment, etc.</p>	

Module 7: Maintain Health, Hygiene and Safety Standard at the Workplace

Mapped to ASC/N9809, v 1.0

Terminal Outcomes:

- Employ appropriate health, hygiene, and safety practices at workplace

Duration:12:00	Duration:16:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the ways to organize work as per standard health, safety and security policy and procedures. • Outline the concept and importance of personal and workplace hygiene. • Explain the ways to clean and sanitize the vehicle and related equipment. • List vital points to be checked to ensure proper functioning of the vehicle before commencing work. • List the causes of risks and potential hazards in the workplace and ways to prevent them. • List the components of the first-aid kit. • State the importance of self-isolation in the context of epidemic or pandemic situation. • Outline the purpose and usage of various Personal Protective Equipment (PPE) required at the workplace. • Recall the helpline number related to the women safety. • Explain the procedure to report accident, hazard and any health-related issues as per SOP. 	<ul style="list-style-type: none"> • Employ appropriate ways to keep vehicle clean, hygienic and hazard free. • Apply appropriate practices to check and ensure proper functioning of vehicle before commencing work. • Employ appropriate practices to check and ensure all equipment of the vehicle is properly connected before commencing the work • Prepare a sample report for vehicle repair and maintenance requirements as well as safety breaches. • Role play on how to report hygiene and sanitation issues to appropriate authority • Demonstrate how to provide first-aid in case of an accident. • Apply appropriate corrective measures in case of accident • Demonstrate the correct ways of washing hands using soap and water as well as sanitize them with alcohol-based sanitizers. • Show how to use and dispose of relevant protective equipment as per tasks and work conditions.
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, Projector screen, Power Point Presentation Laptop with charger, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.	
Tools, Equipment and Other Requirements	
Personal Protection Equipment: Safety glasses, Sanitization kit, Hand gloves, Face masks, Safety shield, Fire extinguisher, First aid kit, etc.	

Module8: Perform Waste Disposal and Material Conservation Activities

Mapped to ASC/N9809, v 1.0

Terminal Outcomes:

- Employ effective waste management practices
- Discuss various conservation practices at the workplace

Duration:04:00	Duration:08:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • State the significance of greening. • List the common sources of pollution and ways to minimize it. • Discuss various types of waste (like dry, wet, recyclable, non-recyclable and items of single-use plastics) and usage of different colours of dustbins according to the waste type. • Elaborate the importance of using the material and water effectively and efficiently at the workplace. • List the ways to optimize usage of fuel (Petrol/diesel/CNG) in the vehicle. • Explain different methods to checkspills/leakages of fuel (Petrol/diesel/CNG), oil/coolant or water from the vehicle. 	<ul style="list-style-type: none"> • Demonstrate waste disposal procedures at the workplace depending on the types of waste. • Apply appropriate techniques to check and plug spills/leakages in the vehicle. • Dramatize a situation on how to escalate vehicle poor fuel economy, decrease in oil level, coolant or any water/oil leakage issues to appropriate authority. • Show how to use resources in a responsible manner.
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, Projector screen, Power Point Presentation Laptop with charger, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.	
Tools, Equipment and Other Requirements	
Different type of waste bins to collect and segregate waste for disposal	

Module9: Maintain Effective Communication at Workplace

Mapped to ASC/N9808, v 1.0

Terminal Outcomes:

- Explain professional protocols and etiquette of effective communication to be followed with customers, colleagues, and superiors.
- Discuss various ways to show sensitization towards different age groups, gender and persons with disabilities.

Duration:16:00	Duration:24:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the importance of professionalism, etiquette, ethical behaviour and gender sensitive service practices at the workplace. • State the importance of effective communication and procedure for establishing good working relationships with supervisor and customers. • State the importance of identifying work requirements on the basis of instructions received from the supervisor. • Discuss the standard policy with regards to Persons with disability. • Discuss the importance of adhering to the policies related to physical and verbal Sexual harassment at workplace. • Explain the importance of showing respect to personal space of others. • Discuss different ways of escalating unresolved problems and analysing feedback from superiors as well as from customers. 	<ul style="list-style-type: none"> • Demonstrate the standard procedure to welcome and greet the customers. • Role play a situation on how to address customers dissatisfactions and complaints effectively. • Role play a situation on how to communicate with customers, colleagues and others of different ages, genders and differently abled people as well as per specification. • Role play on how to escalate unresolved problems to superiors. • Dramatize a situation on how to report the completed trips and other data to the supervisor
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, Projector screen, Power Point Presentation Laptop with charger, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.	
Tools, Equipment and Other Requirements	
Sample of escalation matrix and Organisation structure.	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Any Discipline	3	Driving	1	Driving	NA
Graduate	Any Discipline	4	Driving	0	Driving	NA
I.T.I	Mechanic Motor Vehicle	3	Driving	1	Driving	NA
I.T.I	Mechanic Motor Vehicle	4	Driving	0	Driving	NA

Trainer Certification	
Domain Certification	Platform Certification
“Ambulance Driver”, “ASC/Q9706, Version 2.0”, Minimum accepted score is 80%	“Trainer”, “MEP/Q2601, V1.0” with a scoring of minimum 80%

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Any Discipline	4	Driving	1	Driving	NA
Graduate	Any Discipline	5	Driving	0	Driving	NA
I.T.I	Mechanic Motor Vehicle	4	Driving	1	Driving	NA
I.T.I	Mechanic Motor Vehicle	5	Driving	0	Driving	NA

Assessor Certification	
Domain Certification	Platform Certification
“Ambulance Driver”, “ASC/Q9706, Version 2.0”, Minimum accepted score is 80%	“Assessor”, “MEP/Q2701, V1.0” with the scoring of minimum 80%

Assessment Strategy

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

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SDSM/SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records
- If the batch size is more than 30, then there should be 2 Assessors.

2. Testing Environment: Assessor must:

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

3. Assessment Quality Assurance levels / Framework:

- Question papers created by the Subject Matter Experts (SME)
- Question papers created by the SME should be verified by the other subject Matter Experts along with the approval required from SSC
- Questions are mapped with NOS and PC
- Question papers are prepared considering that level 1 to 3 is for the unskilled & semi-skilled individuals, and level 4 and above are for the skilled, supervisor & higher management
- Assessor must be ToA certified
- 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 and are stored in the Hard Drives

References

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 organization.
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.

<p>Knowledge and Understanding (KU)</p>	<p>Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.</p>
<p>Organizational Context</p>	<p>Organizational context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.</p>
<p>Technical Knowledge</p>	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
<p>Core Skills/Generic Skills (GS)</p>	<p>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.</p>
<p>Electives</p>	<p>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.</p>
<p>Options</p>	<p>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.</p>

Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
OS	Occupational Standard
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
TVET	Technical and Vocational Education and Training
SOP	Standard Operating Procedure
OEM	Original Equipment Manufacturer
PPE	Personal Protective Equipment
GPS	Global Positioning System
RTO	Regional Transport Office
CMVR	Central Motor Vehicles Rules
HMI	Human Machine Interface
EIC	Electronic Instrument Cluster