

Qualification Pack



Auto Body Technician Level 3

QP Code: ASC/Q1410

Version: 1.0

NSQF Level: 3

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

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ASC/Q1410: Auto Body Technician Level 3

Brief Job Description

An Auto Body Technician Level 3 assists in repair of vehicles by carrying out work on the body and frame of a vehicle because of damage mostly due to major/ minor dents on the body. The individual also assists the Body Specialist to carry out specialised denting related jobs in the body shop.

Personal Attributes

An individual on this job must have good interpersonal skills in addition to being a team player, as the job requires coordination with other Technicians. An individual on this job should also have good memory to recall the various tools used in the body shop and their storage location for easy retrieval. The individual must also have a technical bend of mind to have basic knowledge of vehicle structure and function to assist in the overall repairing dents and fabricating, assembling, or disassembling vehicle components

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [ASC/N0001: Plan and organise work to meet expected outcomes](#)
2. [ASC/N0002: Work effectively in a team](#)
3. [ASC/N0003: Maintain a healthy, safe and secure working environment](#)
4. [ASC/N1419: Assist in the repair and replacement of vehicle body and chassis components](#)

Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Automotive Vehicle Service
Occupation	Technical Service and Repair
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7213.0301
Minimum Educational Qualification & Experience	10th Class with Not applicable of experience Not applicable
Minimum Level of Education for Training in School	

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Pre-Requisite License or Training	On the job training: Desirable for ASDC Auto Body Technician Level 3 Certificate or ITI Diploma Compulsory for all other qualifications
Minimum Job Entry Age	18 Years
Last Reviewed On	10/06/2013
Next Review Date	31/03/2021
Deactivation Date	31/03/2021
NSQC Approval Date	20/07/2015
Version	1.0

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ASC/N0001: Plan and organise work to meet expected outcomes

Description

This NOS unit is about planning and organising an individuals work in order to complete it to the required standards on time.

Scope

This unit/task covers the following:

- work requirements including various activities, deliverables or work output required in the given time, maintain set quality standards
- appropriate use of resources (both material / equipment's and manpower)

Elements and Performance Criteria

Work requirements including various activities within the given time and set quality standards

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

- PC1.** keep immediate work area clean and tidy
- PC2.** treat confidential information as per the organisations guidelines
- PC3.** work in line with organisations policies and procedures
- PC4.** work within the limits of job role
- PC5.** obtain guidance from appropriate people, where necessary
- PC6.** ensure work meets the agreed requirements

Appropriate use of resources

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

- PC7.** establish and agree on work requirements with appropriate people
- PC8.** manage time, materials and cost effectively
- PC9.** use resources in a responsible manner

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organisations policies, procedures and priorities for area of work, role and responsibilities in carrying out that work
- KU2.** the limits of responsibilities and when to involve others
- KU3.** specific work requirements and who these must be agreed with
- KU4.** the importance of having a tidy work area and how to do this
- KU5.** how to prioritize workload according to urgency and importance and the benefits of this
- KU6.** the organisations policies and procedures for dealing with confidential information and the importance of complying with these
- KU7.** the purpose of keeping others updated with the progress of work

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- KU8.** who to obtain guidance from and the typical circumstances when this may be required
- KU9.** the purpose and value of being flexible and adapting work plans
- KU10.** how to complete tasks accurately by following standard procedures
- KU11.** technical resources needed for work and how to obtain and use these

Generic Skills (GS)

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

- GS1.** write in at least one language
- GS2.** read instructions, guidelines/procedures
- GS3.** ask for clarification and advice from appropriate persons
- GS4.** communicate orally with colleagues
- GS5.** make a decision on a suitable course of action appropriate for accurately completing the task within resources
- GS6.** agree objectives and work requirements
- GS7.** plan and organise work to achieve targets and deadlines
- GS8.** deliver consistent and reliable service to customers
- GS9.** check own work and ensure it meets customer requirements
- GS10.** anomalies to the concerned persons
- GS11.** analyse problems and identify work-arounds taking help from
- GS12.** apply own judgement to identify solutions in different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Work requirements including various activities within the given time and set quality standards</i>	16	47	-	-
PC1. keep immediate work area clean and tidy	2	9	-	-
PC2. treat confidential information as per the organisations guidelines	2	6	-	-
PC3. work in line with organisations policies and procedures	3	8	-	-
PC4. work within the limits of job role	3	6	-	-
PC5. obtain guidance from appropriate people, where necessary	3	7	-	-
PC6. ensure work meets the agreed requirements	3	11	-	-
<i>Appropriate use of resources</i>	9	28	-	-
PC7. establish and agree on work requirements with appropriate people	3	9	-	-
PC8. manage time, materials and cost effectively	3	11	-	-
PC9. use resources in a responsible manner	3	8	-	-
NOS Total	25	75	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N0001
NOS Name	Plan and organise work to meet expected outcomes
Sector	Automotive
Sub-Sector	Manufacturing and R&D, Sales and Service, Road Transportation
Occupation	Auto Components /Aggregates Repair
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	10/06/2013
Next Review Date	10/06/2015
NSQC Clearance Date	20/07/2015

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ASC/N0002: Work effectively in a team

Description

This NOS unit is about working effectively with colleagues, either in individuals own work group or in other work groups within organisation

Scope

This unit/task covers the following: Colleagues:

- Superiors
- Members of own work group
- People in other work groups within or outside the organisation Communicate:
- Face-to-face
- By telephone
- In writing

Elements and Performance Criteria

Effective communication

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

- PC1.** maintain clear communication with colleagues
- PC2.** work with colleagues
- PC3.** pass on information to colleagues in line with organisational requirements
- PC4..** work in ways that show respect for colleagues
- PC5.** carry out commitments made to colleagues
- PC6.** let colleagues know in good time if cannot carry out commitments, explaining the reasons
- PC7.** identify problems in working with colleagues and take the initiative to solve these problems
- PC8.** follow the organisations policies and procedures for working with colleagues
- PC9.** ability to share resources with other members as per priority of tasks

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organisations policies and procedures for working with colleagues, role and responsibilities in relation to this
- KU2.** the importance of effective communication and establishing good working relationships with colleagues
- KU3.** different methods of communication and the circumstances in which it is appropriate to use these
- KU4.** benefits of developing productive working relationships with colleagues
- KU5.** the importance of creating an environment of trust and mutual respect
- KU6.** whether not meeting commitments, will have implications on individuals and the organisation

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- KU7.** different types of information that colleagues might need and the importance of providing this information when it is required
- KU8.** the importance of problems, from colleagues perspective and how to provide support, where necessary, to resolve these

Generic Skills (GS)

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

- GS1.** complete well written work with attention to detail
- GS2.** read instructions, guidelines/procedures
- GS3.** listen effectively and orally communicate information
- GS4.** make decisions on a suitable course of action or response
- GS5.** plan and organise work to achieve targets and deadlines
- GS6.** check that the work meets customer requirements
- GS7.** deliver consistent and reliable service to customers
- GS8.** apply problem solving approaches in different situations
- GS9.** apply balanced judgements to different situations
- GS10.** apply good attention to detail
- GS11.** check that the work is complete and free from errors
- GS12.** get work checked by peers
- GS13.** work effectively in a team environment

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Effective communication</i>	25	75	-	-
PC1. maintain clear communication with colleagues	4	10	-	-
PC2. work with colleagues	2	7	-	-
PC3. pass on information to colleagues in line with organisational requirements	3	8	-	-
PC4.. work in ways that show respect for colleagues	3	8	-	-
PC5. carry out commitments made to colleagues	2	8	-	-
PC6. let colleagues know in good time if cannot carry out commitments, explaining the reasons	2	8	-	-
PC7. identify problems in working with colleagues and take the initiative to solve these problems	4	9	-	-
PC8. follow the organisations policies and procedures for working with colleagues	3	9	-	-
PC9. ability to share resources with other members as per priority of tasks	2	8	-	-
NOS Total	25	75	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N0002
NOS Name	Work effectively in a team
Sector	Automotive
Sub-Sector	Manufacturing and R&D, Sales and Service, Road Transportation
Occupation	Maintenance
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	23/09/2013
Next Review Date	30/09/2015
NSQC Clearance Date	28/09/2015

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ASC/N0003: Maintain a healthy, safe and secure working environment

Description

This NOS unit is about monitoring the working environment and making sure it meets requirements for health, safety and security

Scope

This unit/task covers the following:

- Resources (both material & manpower) needed to maintain a safe working environment as per the prevalent norms & government policies including emergency procedures for illness, accidents, fires or any other reason which may involve evacuation of the premises

Elements and Performance Criteria

Resources needed to maintain a safe, secure working environment

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

- PC1.** comply with organisations current health, safety and security policies and procedures
- PC2.** report any identified breaches in health, safety, and security policies and procedures to the designated person
- PC3..** Coordinate with other resources at the workplace to achieve the healthy, safe and secure environment for all incorporating all government norms esp. for emergency situations like fires, earthquakes etc.
- PC4.** identify and correct any hazards like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority
- PC5.** report any hazards outside the individuals authority to the relevant person in line with organisational procedures and warn other people who may be affected
- PC6.** follow organisations emergency procedures for accidents, fires or any other natural calamity
- PC7.** identify and recommend opportunities for improving health, safety, and security to the designated person
- PC8.** complete all health and safety records are updates and procedures well defined

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** legislative requirements and organisations procedures for health, safety and security and individuals role and responsibilities in relation to this
- KU2.** what is meant by a hazard, including the different types of health and safety hazards that can be found in the workplace
- KU3.** how and when to report hazards
- KU4.** the limits of responsibility for dealing with hazards

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- KU5.** the organisations emergency procedures for different emergency situations and the importance of following these
- KU6.** the importance of maintaining high standards of health, safety and security
- KU7.** implications that any non-compliance with health, safety and security may have on individuals and the organisation
- KU8.** different types of breaches in health, safety and security and how and when to report these
- KU9.** evacuation procedures for workers and visitors
- KU10.** how to summon medical assistance and the emergency services, where necessary
- KU11.** how to use the health, safety and accident reporting procedures and the importance of these

Generic Skills (GS)

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

- GS1.** complete accurate, well written work with attention to detail
- GS2.** read instructions, guidelines/procedures/rules
- GS3.** listen and orally communicate information
- GS4.** make decisions on a suitable course of action or response
- GS5.** plan and organise work to achieve targets and deadlines
- GS6.** build and maintain positive and effective relationships with colleagues and customers
- GS7.** apply problem solving approaches in different situations
- GS8.** analyse data and activities
- GS9.** apply balanced judgements to different situations
- GS10.** apply good attention to detail
- GS11.** check that the work is complete and free from errors
- GS12.** get work checked by peers
- GS13.** work effectively in a team environment

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Resources needed to maintain a safe, secure working environment</i>	25	75	-	-
PC1. comply with organisations current health,safety and security policies and procedures	3	9	-	-
PC2. report any identified breaches in health,safety, and security policies and procedures to the designated person	3	10	-	-
PC3.. Coordinate with other resources at the workplace to achieve the healthy, safe and secure environment for all incorporating all government norms esp. for emergency situations like fires,earthquakes etc.	3	10	-	-
PC4. identify and correct any hazards like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority	5	10	-	-
PC5. report any hazards outside the individuals authority to the relevant person in line with organisational procedures and warn other people who may be affected	3	9	-	-
PC6. follow organisations emergency procedures for accidents, fires or any other natural calamity	3	10	-	-
PC7. identify and recommend opportunities for improving health,safety, and security to the designated person	3	8	-	-
PC8. complete all health and safety records are updates and procedures well defined	2	9	-	-
NOS Total	25	75	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N0003
NOS Name	Maintain a healthy, safe and secure working environment
Sector	Automotive
Sub-Sector	Manufacturing and R&D, Sales and Service, Road Transportation
Occupation	Auto Components/Aggregates Repair
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	10/06/2013
Next Review Date	10/06/2015
NSQC Clearance Date	20/07/2015

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ASC/N1419: Assist in the repair and replacement of vehicle body and chassis components

Description

This NOS unit is about an Auto-Body Technician who is responsible for assisting repair and replacement of the vehicle chassis and body components and identifies any other repairs requirements in the vehicle as a result of damage to the body / chassis components (including the chassis frame)

Scope

This unit/task covers the following:

- assist senior body technician in the assessing the damage to vehicle
- assist in the repairs and replacement of vehicle chassis and body components in a vehicle and identify any additional repair requirements

Elements and Performance Criteria

Assist in repair & replacement of vehicle body and chassis components

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

- PC1.** . assist the senior body technician to assess the overall damage to vehicle body and chassis components
- PC2..** follow supervisors instructions as to which parts to restore or replace with respect to the auto body/ chassis components
- PC3.** . select, calibrate and use the appropriate tools and equipment for the body component/ chassis repair of the vehicle
- PC4.** . remove upholstery, accessories, electrical window-and-seat-operating equipment, and trim to gain access to vehicle bodies and fenders
- PC5.** . cut and tape plastic separating film to outside repair areas to avoid damaging surrounding surfaces during repair procedure, and remove tape and wash surfaces after repairs are complete
- PC6.** . assist in performing repair work under supervision of senior body technician such as: body panel repair minor structural damage major welded panels body components using lead wiping major sectional repair chassis/ frame and associated components
- PC7.** . assist in removal and replacement related work under supervision of Senior Body Technician such as: vehicle body panels, panel sections and ancillary fittings protector mouldings, transfers and decals mechanical units/assemblies electrical/electronic units/assemblies
- PC8..** install various vehicle component seals
- PC9.** . prepare surface and apply window tinting
- PC10.** . file, grind, sand and smooth fill or repair surfaces, using power tools and hand tools
- PC11..** assist in clamping frames and sections to alignment machines that use hydraulic pressure to align damaged components

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- PC12.** . assist in removal of damaged sections of vehicles using metal-cutting guns, air grinders and wrenches, and install replacement parts using wrenches or welding equipment
- PC13.** . assist in mixing polyester resins and hardeners to restore damaged areas
- PC14.** . assist in fitting and securing windows, vinyl roofs, and metal trim to vehicle bodies, using caulking guns, adhesive brushes, and mallets
- PC15.** . assist in filling small dents that cannot be worked out with plastic or solder
- PC16.** . assist in removal of small pits and dimples in body metal using pick hammers and punches
- PC17.** . ensure any malfunctions or repair requirements observed in vehicles (and beyond own scope of work) are reported to the concerned person
- PC18.** . ensure any malfunctions observed in tools and equipment are reported to the concerned person
- PC19.**.. clean work areas, using air hoses, to remove damaged material and discarded fiberglass strips used in repair procedures
- PC20.**.. ensure that trainings organized by the OEM from time-to-time are attended and knowledge levels are upgraded (esp. in case of newly launched products, product refreshes)

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures of the Organisation/ Dealership for inspection and repair of vehicles for the body/ chassis components
- KU2.** standard operating procedures for repair and replacement of automotive body parts mandated by the OEM
- KU3.** safety requirements for equipment and components (e.g. preventing/ dealing with oil spillage and inflammable materials)
- KU4.** standard operating procedures recommended by the Dealership/ Suppliers/OEM for using tools and equipment to be followed as per the manufacturer instructions (e.g. maintaining safety while using welding and soldering equipment)
- KU5.** documentation requirements for each procedure carried out as part of roles and responsibilities as specified by the organization
- KU6.** organisational and professional code of ethics and standards of practice
- KU7.** safety, health, environmental policies and regulations for the workplace as well as for Automotive trade in general (e.g. safe practices while working in pits/ under vehicles)
- KU8.** workplace policies and schedules for housekeeping activities and equipment maintenance
- KU9.** the tools and methods used to assess and confirm structural damage that cannot be determined through a visual inspection, including use of a tape measure or atram bar, a tram gauge, and self-centering gauges
- KU10.** the kind of tools and procedures required based on the damage sustained by the vehicle including: power tools and hand tools (e.g. hammers) air hoses various clamps, holding jigs, relevant special equipment
- KU11.** drills, drill bits, bolts, nuts and washers
- KU12.** the storage location for the tools and materials used in the workshop
- KU13.** the procedure for measurement of : length squareness flatness angles roundness depth clearances any measurements that can be taken from analogue or digital devices

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- KU14.** how to assist in repairing and fixing the following non-permanently attached body panels: wings doors bonnet boot lids & tail gates
- KU15.** the various welding techniques
- KU16.** The correct alignment of panels and components and the applicable methods
- KU17.** the various cleaning agents/sprays (de-waxing, detergents, degreasers, special purpose agents)
- KU18.** the appropriate tools required for structural repairs
- KU19.** the repair procedure to be followed for particular damage
- KU20.** the measures to be adopted to protect the vehicle from damage before, during and after removing and fitting activities
- KU21.** appropriate personal and vehicle protection to be used for various procedures

Generic Skills (GS)

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

- GS1.** record and document the basic details of repairs performed on various body and chassis aggregates/ components
- GS2.** write in at least one language
- GS3.** read work order, specification, etc. related to the job including instructions mentioned on the job card given by service advisor/supervisors
- GS4.** read any specific safety related guideline (applicable for CNG/ LPG/ Electric vehicle)
- GS5.** communicate the damage caused to vehicle and its body parts
- GS6.** interact with the customer/ service advisor and senior technicians
- GS7.** interact with team members including colleagues in the workshop to work efficiently
- GS8.** judge when to seek assistance from a superior
- GS9.** plan work according to the required schedule and location
- GS10.** ensure that customer needs regarding the denting and body/ chassis related jobs are assessed and satisfactory service is provided
- GS11.** inspect damaged vehicles and assist in repairs required
- GS12.** inspect equipment to ensure proper working order and take any corrective actions as required
- GS13.** ensure that all dents which cant be repaired to be referred to superiors to take an appropriate decision
- GS14.** check the usefulness of shop tools to see if they are suitable for work on new models of vehicles
- GS15.** evaluate the information gathered from the customer report/ job card and assess repairs

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in repair & replacement of vehicle body and chassis components</i>	20	80	-	-
PC1. . assist the senior body technician to assess the overall damage to vehicle body and chassis components	1	3	-	-
PC2.. follow supervisors instructions as to which parts to restore or replace with respect to the auto body/ chassis components	1	3	-	-
PC3. . select, calibrate and use the appropriate tools and equipment for the body component/ chassis repair of the vehicle	1	5	-	-
PC4. . remove upholstery, accessories, electrical window-and-seat-operating equipment, and trim to gain access to vehicle bodies and fenders	1	5	-	-
PC5. . cut and tape plastic separating film to outside repair areas to avoid damaging surrounding surfaces during repair procedure, and remove tape and wash surfaces after repairs are complete	1	5	-	-
PC6. . assist in performing repair work under supervision of senior body technician such as: body panel repair minor structural damage major welded panels body components using lead wiping major sectional repair chassis/ frame and associated components	1	5	-	-
PC7. . assist in removal and replacement related work under supervision of Senior Body Technician such as: vehicle body panels, panel sections and ancillary fittings protector mouldings, transfers and decals mechanical units/assemblies electrical/electronic units/assemblies	1	4	-	-
PC8.. install various vehicle component seals	1	5	-	-
PC9. . prepare surface and apply window tainting	1	5	-	-
PC10. . file, grind, sand and smooth fill or repair surfaces, using power tools and hand tools	1	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. . assist in clamping frames and sections to alignment machines that use hydraulic pressure to align damaged components	1	4	-	-
PC12. . assist in removal of damaged sections of vehicles using metal-cutting guns, air grinders and wrenches, and install replacement parts using wrenches or welding equipment	1	4	-	-
PC13. . assist in mixing polyester resins and hardeners to restore damaged areas	1	4	-	-
PC14. . assist in fitting and securing windows, vinyl roofs, and metal trim to vehicle bodies, using caulking guns, adhesive brushes, and mallets	1	4	-	-
PC15. . assist in filling small dents that cannot be worked out with plastic or solder	1	4	-	-
PC16. . assist in removal of small pits and dimples in body metal using pick hammers and punches	1	4	-	-
PC17. . ensure any malfunctions or repair requirements observed in vehicles (and beyond own scope of work) are reported to the concerned person	1	3	-	-
PC18. . ensure any malfunctions observed in tools and equipment are reported to the concerned person	1	3	-	-
PC19. . clean work areas, using air hoses, to remove damaged material and discarded fiberglass strips used in repair procedures	1	3	-	-
PC20. . ensure that trainings organized by the OEM from time-to-time are attended and knowledge levels are upgraded (esp. in case of newly launched products, product refreshes)	1	3	-	-
NOS Total	20	80	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N1419
NOS Name	Assist in the repair and replacement of vehicle body and chassis components
Sector	Automotive
Sub-Sector	Automotive Vehicle Service
Occupation	Technical Service & Repair
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	10/06/2013
Next Review Date	10/06/2015
NSQC Clearance Date	

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Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on 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 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. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Recommended Pass % : 65

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N0001.Plan and organise work to meet expected outcomes	25	75	-	-	100	10
ASC/N0002.Work effectively in a team	25	75	-	-	100	15
ASC/N0003.Maintain a healthy,safe and secure working environment	25	75	-	-	100	20

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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N1419.Assist in the repair and replacement of vehicle body and chassis components	20	80	-	-	100	55
Total	95	305	-	-	400	100

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

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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.

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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.