

Qualification Pack



Maintenance Technician- Service Workshop

QP Code: ASC/Q1601

Version: 1.0

NSQF Level: 4

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

Qualification Pack

Contents

| | |
|--------------------------------------------------------------------------|----|
| ASC/Q1601: Maintenance Technician- Service Workshop | 3 |
| <i>Brief Job Description</i> | 3 |
| Applicable National Occupational Standards (NOS) | 3 |
| <i>Compulsory NOS</i> | 3 |
| <i>Qualification Pack (QP) Parameters</i> | 3 |
| ASC/N0001: Plan and organise work to meet expected outcomes | 5 |
| ASC/N0002: Work effectively in a team | 9 |
| ASC/N0003: Maintain a healthy, safe and secure working environment | 13 |
| ASC/N1601: Maintain tools and equipment | 17 |
| Assessment Guidelines and Weightage | 23 |
| <i>Assessment Guidelines</i> | 23 |
| <i>Assessment Weightage</i> | 23 |
| Acronyms | 25 |
| Glossary | 26 |

Qualification Pack

ASC/Q1601: Maintenance Technician- Service Workshop

Brief Job Description

A Maintenance Technician maintains and manages tools and equipment used in the workshop

Personal Attributes

An individual on this job should primarily be methodological and systematic in his way of working to manage and maintain the various tools and equipments in the workshop. The individual should be systems and process oriented person to ensure adherence to proper usage of the special tools and other sophisticated equipments along with making sure that the correct calibration is done in a timely manner. The individual should be a quick decision maker to immediately identify the correct tool to perform the required maintenance & repair.

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/N1601: Maintain tools and equipment](#)

Qualification Pack (QP) Parameters

| | |
|-----------------------------------------------------------|----------------------------------------------------------------|
| Sector | Automotive |
| Sub-Sector | Automotive Vehicle Service |
| Occupation | Workshop operations |
| Country | India |
| NSQF Level | 4 |
| Aligned to NCO/ISCO/ISIC Code | NCO-2015/7231.0101 |
| Minimum Educational Qualification & Experience | 10th Class with Not applicable of experience Not applicable |
| Minimum Level of Education for Training in School | |

Qualification Pack

| | |
|------------------------------------------|---------------------|
| Pre-Requisite License or Training | On the job training |
| 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 |

Qualification Pack

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

Qualification Pack

- 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

Qualification Pack

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 | - | - |

Qualification Pack

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 |

Qualification Pack

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

Qualification Pack

- 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

Qualification Pack

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 | - | - |

Qualification Pack

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 |

Qualification Pack

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

Qualification Pack

- 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

Qualification Pack

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 | - | - |

Qualification Pack

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 |

Qualification Pack

ASC/N1601: Maintain tools and equipment

Description

This OS unit is about an individual maintaining tools and equipment required for efficient running of the workshop.

Scope

This unit/task covers the following:

- prepare a comprehensive list of tools and equipment's regularly used in the workshop and maintain them
- manage records & documentations related to all the tools and equipment

Elements and Performance Criteria

Maintain tools & equipments used in the workshop

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

- PC1.** . manage record of tools and equipment
- PC2.** . prepare a list of tools that needs to be purchased or repaired as per the OEM guidelines basis the technician workload and vehicular population
- PC3.** . ensure there is no gap as per the OEM requirements basis the technician workload and vehicular population in the workshop
- PC4.** . maintain the tools and equipment to be used in workshop on a daily basis
- PC5.** . inspect tools and equipment to detect losses, defects, wear or breakage
- PC6..** document the required timelines within which the tools/ equipments need calibration
- PC7.** . calibrate the tools and equipment as per the requirement
- PC8.** . document the timelines when the tools needs to be recalibrated and
- PC9..** perform minor repair including lubricating parts and equipment, replacing bulbs and fuses, tightening screws and welding
- PC10..** request for replacement, order or repair of major parts, tools, and equipment
- PC11.** . maintain proper inventory, time, budget and expenditure records of parts
- PC12..** clean, wash, wax, paint and varnish (wherever required) on various equipment, and tools
- PC13..** keep equipment in a safe, clean and orderly condition
- PC14..** keep time and budget records within the prescribed limit sanctioned for themaintenance of various tools and equipment
- PC15..** clean, lubricate, adjust, service and maintain stationary and moving parts in power tools and equipment
- PC16..** replace worn out or defective tools and equipment to maintain proper inventory
- PC17..** repair or modify training aids, hand tools and equipment
- PC18..** perform a regular check and scheduled maintenance for tools and equipment

Qualification Pack

- PC19.** ensure that trainings organized by the OEM from time-to-time are attended and knowledge levels are upgraded (esp. in case of maintenance of the various tools including special tools)

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures of the organisation/ dealership for inspection, servicing and repair of vehicles
- KU2.** standard operating procedures of the tool or equipment manufacturer/ dealership for maintenance of tools and equipment
- KU3.** documentation requirements for each procedure carried out as part of roles and responsibilities
- KU4.** specific timelines for recalibration of various tools and service schedules of the various equipment
- KU5.** organisational and professional code of ethics and standards of practice
- KU6.** safety and health policies and regulations for the workplace as well as for automotive trade in general (e.g. safe practices while working in pits/ under vehicles)
- KU7.** the operating procedure and usage of equipment and tools at appropriate place
- KU8.** the procedure and workshop protocols to be followed to order any tools and equipment or to carry out schedule maintenance
- KU9.** the proper methods and procedures to be followed for maintaining and cleaning the equipment as per the guidelines of the equipment manufacturer
- KU10.** the instructions given by manufacturing company for maintaining tools and equipment through preventive cleaning or any other way as mentioned by the manufacturer
- KU11.** the maintenance of following tools and equipment : hand and power tooling specialist tool for removal/adjustment storage racks protective covers measuring devices plastics repair equipment sealing equipment adhesive equipment heating equipment welding equipment, including oxy, arc, MIG and TIG vehicle cleaning equipment service workshop manuals product manuals hydraulic breaker tooling, line oilers, filters and gauges, alternator starting motor bench testers paint mixers key cutters multi-meters load testers brake and drum lathes fuel injector cleaners ignition module test instruments
- KU12.** the maintenance methods such as: a. routine maintenance to tooling and equipment as per schedules b. labelling faulty tooling and equipment c. minor repairs to tooling and equipment d. the chocking, jacking and supporting of machines on level and incline planes
- KU13.** the type of personal protective equipment required to carry out the maintenance safely
- KU14.** how to recalibrate various tools either in the workshop or from external vendors as per the manufacturer guidelines
- KU15.** how to operate the various equipment within the specified tolerance levels as per the guidelines and includes
- KU16.** the methods of gauging and assessing faults in tools and equipment
- KU17.** the areas for safe storage of tools and equipment
- KU18.** how to store the hand tools especially, sharp parts should be placed with face downward or be placed in a sheath to avoid danger

Qualification Pack

Generic Skills (GS)

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

- GS1.** maintain records pertaining to work schedule/ plans/ specification related to the use and maintenance of workplace tools and equipment
- GS2.** write in at least one language
- GS3.** read instructions regarding work schedule/ plans/ specification related to maintenance of workplace tools and equipment
- GS4.** read the detailed method of using a particular tool/ equipment through the information in the catalogue
- GS5.** interact with the service advisor and other technicians
- GS6.** communicate the damage caused to tools and equipment to the manufacture and understand the way ti can be repaired/ replaced
- GS7.** specify the corrective measures required to repair/maintain the tools and equipment
- GS8.** communicate the usage of special tools or new equipment to the technicians and others using it in the workshop
- GS9.** interact with team members to work efficiently
- GS10.** decide which tool to be issued to the technician for the specific work requirements
- GS11.** decide which tool or equipment needs maintenance
- GS12.** decide which vendor to contact for the recalibration of the tools and servicing of the equipment
- GS13.** plan work assigned on a daily basis and provide estimates of time required for each piece of work
- GS14.** schedule recalibration to be done according to the documented timelines
- GS15.** ensure that customer needs are assessed and service or maintance of the vehicle is done using the appropriate tools/ equipment
- GS16.** inspect damaged tools and equipment and decide repairs and corrective action to be undertaken
- GS17.** inspect equipment to ensure proper working order and take any corrective actions
- GS18.** evaluate the complexity of tasks to determine if any special tool is required for the repair or maintenance
- GS19.** evaluate the information gathered from the workshop to assess the need for any additional tools and equipment to carry out repairs

Qualification Pack

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <i>Maintain tools & equipments used in the workshop</i> | 20 | 80 | - | - |
| PC1. . manage record of tools and equipment | 1 | 2 | - | - |
| PC2. . prepare a list of tools that needs to be purchased or repaired as per the OEM guidelines basis the technician workload and vehicular population | 1 | 2 | - | - |
| PC3. . ensure there is no gap as per the OEM requirements basis the technician workload and vehicular population in the workshop | 1 | 3 | - | - |
| PC4. . maintain the tools and equipment to be used in workshop on a daily basis | 1 | 6 | - | - |
| PC5. . inspect tools and equipment to detect losses, defects, wear or breakage | 1 | 4 | - | - |
| PC6.. document the required timelines within which the tools/ equipments need calibration | 1 | 3 | - | - |
| PC7. . calibrate the tools and equipment as per the requirement | 2 | 6 | - | - |
| PC8. . document the timelines when the tools needs to be recalibrated and | 1 | 3 | - | - |
| PC9.. perform minor repair including lubricating parts and equipment, replacing bulbs and fuses, tightening screws and welding | 1 | 6 | - | - |
| PC10.. request for replacement, order or repair of major parts, tools, and equipment | 1 | 4 | - | - |
| PC11. . maintain proper inventory, time, budget and expenditure records of parts | 1 | 4 | - | - |
| PC12.. clean, wash, wax, paint and varnish (wherever required) on various equipment, and tools | 1 | 5 | - | - |
| PC13.. keep equipment in a safe, clean and orderly condition | 1 | 5 | - | - |

Qualification Pack

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| PC14.. keep time and budget records within the prescribed limit sanctioned for the maintenance of various tools and equipment | 1 | 4 | - | - |
| PC15.. clean, lubricate, adjust, service and maintain stationary and moving parts in power tools and equipment | 1 | 6 | - | - |
| PC16.. replace worn out or defective tools and equipment to maintain proper inventory | 1 | 5 | - | - |
| PC17.. repair or modify training aids, hand tools and equipment | 1 | 5 | - | - |
| PC18.. perform a regular check and scheduled maintenance for tools and equipment | 1 | 4 | - | - |
| PC19. . ensure that trainings organized by the OEM from time-to-time are attended and knowledge levels are upgraded (esp. in case of maintenance of the various tools including special tools) | 1 | 3 | - | - |
| NOS Total | 20 | 80 | - | - |

Qualification Pack

National Occupational Standards (NOS) Parameters

| | |
|----------------------------|------------------------------|
| NOS Code | ASC/N1601 |
| NOS Name | Maintain tools and equipment |
| Sector | Automotive |
| Sub-Sector | Automotive Vehicle Service |
| Occupation | Workshop Operations |
| NSQF Level | 4 |
| Credits | TBD |
| Version | 1.0 |
| Last Reviewed Date | 24/06/2013 |
| Next Review Date | 24/06/2015 |
| NSQC Clearance Date | |

Qualification Pack

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 % : 70

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 | 15 |
| ASC/N1601.Maintain tools and equipment | 20 | 80 | - | - | 100 | 60 |

Qualification Pack

| National Occupational Standards | Theory Marks | Practical Marks | Project Marks | Viva Marks | Total Marks | Weightage |
|---------------------------------|--------------|-----------------|---------------|------------|-------------|------------|
| Total | 95 | 305 | - | - | 400 | 100 |

Qualification Pack

Acronyms

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

Qualification Pack

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. |

Qualification Pack

| | |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |