



Model Curriculum

QP Name: Assistant Fitter - Levelling, Alignment & Balancing

QP Code: ISC/Q 0905

QP Version: 5.0

NSQF Level: 3

Model Curriculum Version: 5.0

Indian Iron and Steel Sector Skill Council, Karigari Bhawan, 5th Floor, Room No-509, Plot No-B/7, Action Area-III, New Town, Rajarhat, Kolkata-700160



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Training Parameters

Sector	Iron & Steel
Sub-Sector	Steel, Sponge iron, Ferro Alloys, Re-Rollers, Refractory
Occupation	Mechanical Maintenance
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7233.0100
Minimum Educational Qualification and Experience	10th class Or 9th class with 1.5 year experience in relevant field Or 8th class with 2year NTC/NAC in relevant field Or 8th class with 3 years of experience in relevant field Or 5th class with 7.5 years of experience in relevant field
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18
Last Reviewed On	17/04/2025
Next Review Date	31/03/2028
NSQC Approval Date	01/04/2025
QP Version	5.0
Model Curriculum Creation Date	01/04/2025
Model Curriculum Valid Up to Date	31/03/2028
Model Curriculum Version	5.0
Minimum Duration of the Course	420 Hours
Maximum Duration of the Course	420 Hours



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 should have acquired the listed knowledge and skills.

- Interpret drawing/work instructions/SOPs for levelling, alignment and balancing work.
- Carry out preparatory activities such as lifting of machine, inspection of tools and equipment etc.
- Carry out levelling, alignment and balancing of equipment.
- Carry out post-work operations such as cleaning, inspection etc.
- Work effectively and efficiently as per schedules and timelines.
- Implement safety practices.
- Optimize the use of resources to ensure less wastage and maximum conservation.

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
ISC/N0008 – Use basic health and safety practices at the workplace NOS Version No. – 2.0 NSQF Level – 3	25:00	35:00			60:00
Module 1: Introduction to the job role	5:00	0:00			5:00
Module 2: Follow basic health and safety practices at the workplace	20:00	35:00			55:00
ISC/N0009 – Work effectively with others NOS Version No. – 2.0 NSQF Level - 3	10:00	20:00			30:00
Module 3: Effective communication and interpersonal skills at workplace	10:00	20:00			30:00
ISC/N0926 – Prepare for levelling, alignment and balancing work NOS Version No. – 5.0 NSQF Level - 3	30:00	60:00			90:00
Module 4: Prepare for levelling, alignment and balancing work	30:00	60:00			90:00



ISC/N0927 – Carryout the operation of levelling, balancing and alignment NOS Version No. – 5.0 NSQF Level - 3	30:00	60:00			90:00
Module 5: Perform levelling, balancing and alignment of machine	30:00	60:00			90:00
ISC/N0928 – Perform post-repairing activities NOS Version No. – 5.0 NSQF Level - 3	25:00	35:00			60:00
Module 6: Perform post-repairing activities	25:00	35:00			60:00
DGT/VSQ/N0101 - Employability Skills (30 hours) NOS Version No. – 1.0 NSQF Level – 2	12:00	18:00			30:00
Module 7: Introduction to Employability Skills	0.5:00	0.5:00			1:00
Module 8: Constitutional values - Citizenship	0.5:00	0.5:00			1:00
Module 9: Becoming a Professional in the 21st Century	0.5:00	0.5:00			1:00
Module 10: Basic English Skills	1:00	1:00			2:00
Module 11: Communication Skills	1.5:00	2.5:00			4:00
Module 12: Diversity & Inclusion	0.5:00	0.5:00			1:00
Module 13: Financial and Legal Literacy	1.5:00	2.5:00			4:00
Module 14: Essential Digital Skills	1:00	2:00			3:00
Module 15: Entrepreneurship	2.5:00	4.5:00			7:00
Module 16: Customer Service	1.5:00	2.5:00			4:00
Module 17: Getting ready for apprenticeship & Jobs	1:00	1:00			2:00
OJT			60:00		60:00
Total Duration	132:00	228:00	60:00		420:00



Module Details

Module 1: Introduction to job role

Mapped to ISC/N0008, v 2.0

Terminal Outcomes:

- Discuss the job role of an Assistant Fitter – Levelling, Alignment & Balancing.

Duration: 05:00	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none">• Describe the size and scope of the Iron and Steel industry and its various sub-sectors.• Discuss the various opportunities for an Assistant Fitter – Levelling, Alignment & Balancing in the Iron and Steel industry• List the role and responsibilities of an Assistant Fitter – Levelling, Alignment & Balancing.• Describe the organisational policies on incentives, delivery standards, pertinent to the job role.	
Classroom Aids	
Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop	
Tools, Equipment and Other Requirements	
NA	



Module 2: Follow basic health and safety practices at workplace

Mapped to ISC/N0008, v 2.0

Terminal Outcomes:

- Implement safety practices while performing tasks
- Optimise use of resources.

Duration: 25:00	Duration: 30:00
<p>Theory – Key Learning Outcomes</p> <ul style="list-style-type: none"> • State the importance of keeping the workplace clean, safe and tidy. • List different types of hazards, safety threats and the procedure to report it to the supervisor. • List the precautionary steps one needs to follow while handling hazardous materials. • State the importance of participating in fire drills and other safety workshops. • Explain the significance of conforming to basic hygiene practices such as washing hands, using alcohol-based hand sanitizers. • Discuss the importance of self-quarantine or self-isolation when infected with any disease. • List the different methods of cleaning, disinfection, sanitization, application of first aid etc. • Describe the fundamentals of 5S. • Discuss the importance of categorization of wastes into recyclable, non-recyclable and hazardous waste. • State the importance of using appropriate color dustbins for different types of waste. • Discuss the common sources of pollution and ways to minimize it. • Explain the importance of cleaning and storing the equipment as per SOP. 	<p>Practical – Key Learning Outcomes</p> <ul style="list-style-type: none"> • Display the correct way of using PPE. • Demonstrate how to evacuate the workplace in case of an emergency. • Show how to sanitize and disinfect one's work area regularly. • Show the correct way of washing hands using soap and water. • Demonstrate the correct way of sanitizing hands using alcohol-based hand rubs. • Demonstrate safe handling of tools and equipment during work. • Demonstrate warning labels, symbols and other related signages. • Perform basic checks to identify any spills and leaks and that need to be plugged /stopped. • Demonstrate the process of applying first-aid in case of any injury. • Apply different disposal techniques depending upon different types of waste. • Demonstrate different ways to clean and check if equipment/machines are functioning as per requirements and report malfunctioning, if observed. • Employ ways for efficient utilization of material and water.
<p>Classroom Aids</p> <p>Whiteboard and Markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations</p>	
<p>Tools, Equipment and Other Requirements</p> <p>Sample of escalation matrix, organisation structure, PPE, first-aid box, fire extinguisher, cleaning material, sanitizer</p>	



Module 3: Effective communication and interpersonal skills at workplace Mapped to ISC/N0009, v 2.0

Terminal Outcomes:

- Demonstrate techniques for effective communication with the stakeholders.
- Explain the importance of developing sensitivity towards different genders and differently abled people.

Duration: 10:00	Duration: 20:00
<p>Theory – Key Learning Outcomes</p> <ul style="list-style-type: none"> • Explain the importance of verbal and non-verbal communication at the workplace. • Describe the effective methods of sharing and seeking information and feedback at the workplace. • Explain the importance of teamwork. • Explain gender concepts (gender as a social construct, gender sensitivity, gender equality etc.), issues and applicable rules and policies. • Explain the procedure for completing work-related documentation. • Discuss about the different types of disabilities with their respective issues. • List health and safety requirements for persons with disability. • Describe the lawful rights, duties and benefits available at workplace for person with disability. • Explain the standard procedure of communication, and escalations of work-related issues, inappropriate behaviour at the workplace. • Explain the procedure to report inappropriate behaviour during work. 	<p>Practical – Key Learning Outcomes</p> <ul style="list-style-type: none"> • Demonstrate appropriate verbal and non-verbal communication that is respectful of genders and disability. • Demonstrate the procedure of reporting the work- and work-related issues. • Demonstrate using new ways to maintain good relationships with colleagues and supervisor. • Prepare a sample report to send the work status to the supervisor. • Demonstrate how to communicate with different genders and persons with disability (PwD) in a sensitive manner.
<p>Classroom Aids</p> <p>Whiteboard and Markers, Sketch pens, LCD Projector and Laptop for presentations, Charts and Videos on Workplace Communication</p>	
<p>Tools, Equipment and Other Requirements</p> <p>Workplace Records and Documents.</p>	



Module 4: Prepare for levelling, alignment and balancing work

Mapped to ISC/N0926, v 5.0

Terminal Outcomes:

- Identify the tools, equipment required for levelling, alignment and balancing work.
- Carry-out preparatory activities.

<i>Duration: 30:00</i>	<i>Duration: 60:00</i>
<p>Theory – Key Learning Outcomes</p> <ul style="list-style-type: none"> • Describe organisational process or procedure for levelling, alignment and balancing of a machine. • Discuss the information derived from the engineering drawings, wiring diagrams, component symbols, blueprints, job sheet etc. • Describe normal running characteristics of rotating equipment e.g. blower fan, motor, pump and gear box etc. • Explain levelling, alignment, static and dynamic balancing of rotating equipment. • List the tools, measuring instruments and equipment required during levelling, alignment and balancing work. • Describe the selection criteria of tools, measuring instruments and equipment required during levelling, alignment and balancing work. • Discuss the organisational process of collecting and arranging the tools, measuring instruments and equipment from the store. • Summarise the steps to be performed for checking the tools, measuring instruments, and equipment before use. • Discuss the necessary precautions to avoid any hazard and accident during levelling, alignment and balancing activities. 	<p>Practical – Key Learning Outcomes</p> <ul style="list-style-type: none"> • Read the drawing, component symbols and work orders for identifying work requirements, selecting and planning sequence of assembly operations. • Show how to interpret information from sections, views and scale of measurement used in drawing. • Show how to identify correct limits, tolerance and fits of machine through the machine drawing. • Demonstrate the standard operating procedure to use tools, measuring instruments and equipment required during levelling, alignment and balancing work. • Show how to select and arrange the required tools, measuring instruments, and equipment from the store. • Apply appropriate ways to check the tools, measuring instruments and equipment before use. • Show how to calibrate the tools, measuring instruments and equipment before use. • Demonstrate organisational procedure of reporting damaged / defective components of equipment and tools.
<p>Classroom Aids</p> <p>Whiteboard and Markers, Sketch pens, LCD Projector and Laptop for presentations</p>	
<p>Tools, Equipment and Other Requirements</p> <p>PPTs for various types of drawings, Blue prints, driving motor, pulleys Hand tools and lifting machines, various measuring instruments, Hand tools and special tools for the Levelling and alignment, Motors Pumps, Compressors and Electrical Panels, general Spares for motors, pumps, generators</p>	



Module 5: Perform levelling, alignment and balancing of machine

Mapped ISC/N0927, v5.0

Terminal Outcomes:

- Perform levelling, alignment and balancing of machine.

<i>Duration: 30:00</i>	<i>Duration: 60:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List the tools and equipment required for levelling, alignment and balancing process. • List the steps to be performed for to dismantling and assembling the equipment. • Summarise the steps to be performed for checking the equipment for any levelling, alignment and balancing problems. • List common problems in a rotating equipment and their causes and remedies. • Describe different types of balancing like vector method, stroboscope light method (dynamic balancing) etc. • Describe ways for correcting the levelling, alignment and balancing of the equipment. • Describe ways to monitor the temperature and vibration in machine. • Elaborate ways to analyse the temperature and vibration readings to identify any deviations. • Discuss the format and method of documenting the maintenance of machine. 	<ul style="list-style-type: none"> • Demonstrate the standard operating procedure to use tools, tackles, equipment and measuring instruments • Apply appropriate ways to check all the assembly check points of equipment and machine for defects and noting the observations as per SOP/WI. • Show how to dismantle and assemble the equipment as per the SOP/WI. • Apply appropriate ways to check the equipment for any levelling, alignment and balancing problems and rectify them as per SOP/WI. • Demonstrate organisational procedure of levelling of the equipment through dial gauge, spirit level, water level etc. • Demonstrate organisational procedure of alignment of equipment manually (by dial gauge) or by machine (laser driven shaft alignment). • Apply appropriate ways to check the static and dynamic balancing of equipment. • Demonstrate organisational procedure of static and dynamic balancing process by using balancing machine. • Apply appropriate ways to fasten the mechanical components/ subassemblies together. • Apply appropriate ways to set and adjust the linkages, tensions and clearances of assembled components to specified specifications. • Show how to monitor vibration and temperature in the machine by using appropriate vibration and temperature measuring instruments.



	<ul style="list-style-type: none">• Show how to read the gauges and record the temperature and vibration readings.• Apply appropriate methods to correct the temperature and vibration within the desired levels.• Prepare a report of repair and maintenance for supervisor.
Classroom Aids	
Whiteboard and Markers, Sketch pens, LCD Projector and Laptop for presentations	
Tools, Equipment and Other Requirements	
PPTs for various types of drawings, Blue prints, driving motor, pulleys Hand tools and lifting machines, various measuring instruments, Hand tools and special tools for the Levelling and alignment, Motors Pumps, Compressors and Electrical Panels, general Spares for motors, pumps, generators	



Module 6: Perform post-repairing activities

Mapped ISC/N0928, v5.0

Terminal Outcomes:

- Demonstrate testing of assembled machine/ equipment.
- Perform post-fitting activities like inspection, cleaning, storage etc.

<i>Duration: 25:00</i>	<i>Duration: 35:00</i>
<p>Theory – Key Learning Outcomes</p> <ul style="list-style-type: none"> • Describe post-maintenance processes like cleaning, inspection etc. • Explain methods of inspecting the machine for any defects. • List the commonly occurring defects and their remedies in the machine. • List the tools and equipment required for testing the machine/component. • Describe various checks that need to be made to ensure that equipment is safe and ready to use. • List the steps to be performed for conducting trial of the equipment. • Discuss the corrective actions to be taken like repair or replacement of component incase of any abnormality, vibration etc. • Discuss ways to clean and store the tools and equipment after completion of work. • State the importance of disposing the waste, scrap etc. after task completion. 	<p>Practical – Key Learning Outcomes</p> <ul style="list-style-type: none"> • Apply appropriate inspection methods to check the machine for any defects as per the WI. • Apply appropriate ways to check the machine for vibrations. • Employ appropriate ways for conducting trials and running few cycles of equipment to check any abnormalities in its functioning. • Show how to record the trial results as per SOP. • Apply appropriate ways to implement the corrective actions to resolve problems in machine. • Employ appropriate practices to clean and store the tools, equipment and process auxiliaries safely. • Apply appropriate ways to check the machine operations for any malfunctions/defects in the component and inform the supervisor/maintenance team for correction. • Prepare sample records consisting of information such as the type of tasks performed. • Demonstrate the procedure of disposing the waste generated and unwanted materials safely.
<p>Classroom Aids</p> <p>Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop</p>	
<p>Tools, Equipment and Other Requirements</p> <p>PPTs for various types of drawings, Blue prints, driving motor, pulleys Hand tools and lifting machines, various measuring instruments, Hand tools and special tools for the Levelling and alignment, Motors Pumps, Compressors and Electrical Panels, general Spares for motors, pumps, generators</p>	



Module 7: Introduction to Employability Skills

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Discuss about Employability Skills in meeting the job requirements

Duration: <0.5:00>	Duration: <0.5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none">• Discuss the importance of Employability Skills in meeting the job requirements	<ul style="list-style-type: none">• Demonstrate Employability Skills
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	



Module 8: Constitutional values - Citizenship

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Discuss about constitutional values to be followed to become a responsible citizen

Duration: <0.5:00>	Duration: <0.5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none">• Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.	<ul style="list-style-type: none">• Show how to practice different environmentally sustainable practices
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	



Module 9: Becoming a Professional in the 21st Century

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Demonstrate professional skills required in 21st century

Duration: <0.5:00>	Duration: <0.5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none">• Discuss 21st century skills.	<ul style="list-style-type: none">• Display positive attitude, self -motivation, problem solving, time management skills and continuous learning mindset in different situations.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	



Module 10: Basic English Skills

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Practice basic English speaking.

Duration: <1:00>	Duration: <1:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none">• Discuss need of basic English skills.	<ul style="list-style-type: none">• Use appropriate basic English sentences/phrases while speaking
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	



Module 11: Communication Skills

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Practice basic communication skills.

Duration: <1.5:00>	Duration: <2.5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none">• Discuss need of communication skills• Describe importance of team work	<ul style="list-style-type: none">• Demonstrate how to communicate in a well -mannered way with others.• Demonstrate working with others in a team
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	



Module 12: Diversity & Inclusion

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Describe PwD and gender sensitisation.

Duration: <0.5:00>	Duration: <0.5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none">Discuss the significance of reporting sexual harassment issues in time	<ul style="list-style-type: none">Show how to conduct oneself appropriately with all genders and PwD
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	



Module 13: Financial and Legal Literacy

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Describe ways of managing expenses, income, and savings.

Duration: <1.5:00>	Duration: <2.5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none">• Discuss the significance of using financial products and services safely and securely.• Explain the importance of managing expenses, income, and savings.• Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws	<ul style="list-style-type: none">• Demonstrate ways of managing expenses, income, and savings.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	



Module 14: Essential Digital Skills

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Demonstrate procedure of operating digital devices and associated applications safely.

Duration: <1:00>	Duration: <2:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none">• Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely	<ul style="list-style-type: none">• Show how to operate digital devices and use the associated applications and features, safely and securely
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	



Module 15: Entrepreneurship

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Describe opportunities as an entrepreneur.

Duration: <2.5:00>	Duration: <4.5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none">• Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges	<ul style="list-style-type: none">• Demonstrate ways for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	



Module 16: Customer Service

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Describe ways of maintaining customer.

Duration: <1.5:00>	Duration: <2.5:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none">• Differentiate between types of customers.• Explain the significance of identifying customer needs and addressing them.• Discuss the significance of maintaining hygiene and dressing appropriately.	<ul style="list-style-type: none">• Show how to maintain hygiene and dressing appropriately.
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	



Module 17: Getting ready for apprenticeship & Jobs

Mapped to DGT/VSQ/N0101

Terminal Outcomes:

- Describe ways of preparing for apprenticeship & Jobs appropriately.

Duration: <1:00>	Duration: <1:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none">• Discuss the significance of dressing up neatly and maintaining hygiene for an interview• Discuss how to search and register for apprenticeship opportunities	<ul style="list-style-type: none">• Create a biodata• Use various sources to search and apply for jobs
Classroom Aids:	
Whiteboard, marker pen, projector	
Tools, Equipment and Other Requirements	



On-the -Job-Training

Mapped to Assistant. Fitter - Levelling, Alignment & Balancing

Mandatory Duration: <60:00>	Recommended Duration: <00:00>
Location: On Site	
Terminal Outcomes <ul style="list-style-type: none">• Implement safety practices while performing tasks• Optimise use of resources.• Demonstrate techniques for effective communication with the stakeholders.• Explain the importance of developing sensitivity towards different genders and differently abled people.• Identify the tools, equipment required for levelling, alignment and balancing work.• Carry-out preparatory activities.• Perform levelling, alignment and balancing of machine• Demonstrate testing of assembled machine/ equipment.• Perform post-fitting activities like inspection, cleaning, storage etc.	



Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI	Fitter	5	Fitting Operations	1	Fitting Operations	
Diploma	Mechanical	3	Fitting operations	1	Fitting Operations	
Relevant CTS Course						

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Assistant Fitter – Levelling, Alignment & Balancing” mapped to QP: “ISC/Q0905”, v5.0 Minimum accepted score is 80%	Trainer is certified for the Job Role: “Trainer”(VET & Skills), mapped to Qualification Pack “MEP/Q2601” v2.0. Minimum accepted score is 80%



Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI	Fitter	5	Fitting Operations	1	Fitting Operations	
Diploma	Mechanical	3	Fitting operations	1	Fitting Operations	
Relevant CTS Course						

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Assistant Fitter – Levelling, Alignment & Balancing” mapped to QP: “ISC/Q0905”, v5.0 Minimum accepted score is 80%	Assessor is certified for the Job Role: “Assessor”(VET & Skills), mapped to Qualification Pack “MEP/Q2701” v2.0. Minimum accepted score is 80%



Assessment Strategy

1. Assessment System Overview:
 - Batches assigned to the assessment agencies for conducting the assessment on SDMS/SIP or email
 - Assessment agencies send the assessment confirmation to VTP/TC looping SSC
 - Assessment agency deploys the ToA certified Assessor for executing the assessment
 - SSC monitors the assessment process & records
2. Testing Environment:
 - 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.
 - If the batch size is more than 30, then there should be 2 Assessors.
 - Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
 - 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 verified by the other subject Matter Experts
 - Questions are mapped with NOS and PC
 - Question papers are prepared considering that level 1 to 3 are for the unskilled & semi-skilled individuals, and level 4 and above are for the skilled, supervisor & higher management
 - Assessor must be ToA certified & trainer must be ToT 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



- Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

References

Glossary

Term	Description
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training .
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module . A set of terminal outcomes help to achieve the training outcome.



Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
PPE	Personal Protective Equipment