



# Model Curriculum

**QP Name: GST Assistant**

**QP Code: BSC/Q8102**

**QP Version: 1.0**

**NSQF : 4**

**Model Curriculum Version: 1.0**

Banking, Financial Services & Insurance (BFSI) Sector Skill Council of India  
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# Table of Contents

Training Parameters .....	2
Program Overview .....	3
Training Outcomes.....	3
Compulsory Modules .....	3
Module 1: Introduction to GST Assistant.....	7
Module 2: Fundamentals of GST .....	8
Module 3: Taxable Event in GST.....	9
Module 4: Time, Value and Place of Supply Under GST.....	10
Module 5: Classification and Rate of GST .....	11
Module 6: RCM and Composition Scheme.....	12
Module 7: Input Tax Credit .....	13
Module 8: TDS & TCS Provision.....	14
Module 9: Basic Procedures In GST.....	15
Module 10: Registration Under GST.....	16
Module 11: Returns Under GST .....	17
Module 12: E-Way Bill .....	18
Module 13: Offence and Penalties.....	19
Module 14: Inspection, Search and Seizure.....	20
Module 15: Employability Skills.....	21
Annexure.....	22
Trainer Requirements.....	22
Assessor Requirements.....	23
Assessment Strategy.....	24
References.....	26
Glossary .....	26
Acronyms and Abbreviations .....	27

# Training Parameters

<b>Sector</b>	BFSI
<b>Sub-Sector</b>	LENDING, FUND INVESTMENT & SERVICES, PAYMENTS, BROKING, BFSI PROCESSING
<b>Occupation</b>	FINANCE & ACCOUNTS
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/3311.0202
<b>Minimum Educational Qualification and Experience</b>	Class 12th Pass + 6 months relevant work experience OR Class 10th Pass + ITI (2 years after Class 10th ) OR Class 10th Pass and pursuing continuous regular schooling OR 3 year Diploma ( after 10th) OR Previous relevant Qualification of NSQF level 3 + 2 years relevant work experience
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 years
<b>Last Reviewed On</b>	30/06/2022
<b>Next Review Date</b>	30/06/2025
<b>NSQC Approval Date</b>	30/06/2022
<b>QP Version</b>	1.0
<b>Model Curriculum Creation Date</b>	15/06/2022
<b>Model Curriculum Valid Up to Date</b>	30/06/2025
<b>Model Curriculum Version</b>	1.0
<b>Minimum Duration of the Course</b>	480 Hours, 0 Minutes
<b>Maximum Duration of the Course</b>	480 Hours, 0 Minutes

## Program Overview

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

### Training Outcomes

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

### Compulsory Modules

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

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory )	On-the-Job Training Duration (Recommended)	Total Duration
<b>BSC/N8106: Identifying Taxable Event</b> <b>NOS Version No. 1.0</b> <b>NSQF Level 4</b>	<b>44:00</b>	<b>64:00</b>	<b>72:00</b>	<b>00:00</b>	<b>180:00</b>
Module 1 Introduction to GST Assistant	04:00	00:00	00:00	00:00	04:00
Module 2: Fundamentals of GST	05:00	07:00	08:00	00:00	19:00
Module 3: Taxable Event in GST	05:00	07:00	08:00	00:00	19:00
Module 4: Time, Value and Place of supply under GST	05:00	07:00	08:00	00:00	19:00
Module 5: Classification and Rate of GST	05:00	07:00	08:00	00:00	19:00
Module 6: RCM and Composition Scheme	05:00	08:00	08:00	00:00	22:00
Module 7: Input Tax Credit	05:00	08:00	08:00	00:00	21:00
Module 12: E-Way Bill	05:00	07:00	08:00	00:00	21:00
Module 13: Offence and Penalties	03:00	07:00	08:00	00:00	21:00
Module 14: Inspection, Search and Seizure	02:00	06:00	08:00	00:00	21:00
<b>BSC/N8107: Maintaining Tax Records and Filing Tax Returns</b> <b>NOS Version No. 1.0</b> <b>NSQF Level 4</b>	<b>72:00</b>	<b>90:00</b>	<b>78:00</b>	<b>00:00</b>	<b>240:00</b>
Module 8: TDS & TCS Provision	20:00	25:00	18:00	00:00	63:00
Module 9: Basic Procedure in GST	16:00	25:00	20:00	00:00	61:00

Module 10: Registration Under GST	16:00	20:00	20:00	00:00	56:00
Module 11: Returns Under GST	20:00	20:00	20:00	00:00	60:00
<b>DGT/VSQ/N0102 V1.0</b> <b>Employability Skills</b> <b>NOS Version No. 1.0</b> <b>NSQF Level 4</b>	24:00	36:00	00:00	00:00	60:00
Module 15: Employability Skills	24:00	36:00	00:00	00:00	60:00
<b>Total Duration</b>	<b>150:00</b>	<b>180:00</b>	<b>150:00</b>	<b>00:00</b>	<b>480:00</b>

# Module Details

## Module 1: Introduction to the Banking Sector and the Job Role of GST Assistant

Mapped to BSC/N8106, v 1.0

### Terminal Outcomes:

- Outline the overview of Skill India Mission
- Discuss the Banking Industry and its sub-sectors
- Define the role and responsibilities of GST Assistant

<b>Duration: 04:00</b>	<b>Duration: 00:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the objectives and benefits of the Skill India Mission</li> <li>• Describe the scope of Banking Industry and its sub-sectors</li> <li>• Discuss job role and opportunities for a GST Assistant</li> <li>• List the basic terminologies used in banking services</li> </ul>	NA
<b>Classroom Aids</b>	
Whiteboard, Flip Chart, Markers, Duster, Projector, Laptop with charger, Projector screen, Power Point Presentation, 2.1 Laptop External Speakers.	
<b>Tools, Equipment and Other Requirements</b>	
NA	

# Module Details

## Module 2: Fundamentals of GST

Mapped to BSC/N8106, v 1.0

### Terminal Outcomes:

- A brief structural overview of IGST, CGST, SGST, UTGST
- Learning all the fundamental aspects of tax and conceptual overview of GST.
- Acquiring information on the merits of GST and its dual model

<b>Duration: 05:00</b>	<b>Duration: 07:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Background of GST</li> <li>• Discuss the Benefits of GST</li> <li>• Explain the Structure of GST</li> <li>• Detailed Description of IGST, CGST, SGST and UTGST</li> </ul>	
<b>Classroom Aids</b>	
Whiteboard, Flip Chart, Markers, Duster, Projector, Laptop with charger, Projector screen, Power Point Presentation, 2.1 Laptop External Speakers.	
<b>Tools, Equipment and Other Requirements</b>	
NA	

## Module 3: Taxable Event in GST

Mapped to BSC/N8106, v 1.0

### Terminal Outcomes:

- Overview of Supply under GST
- Analyze the Applicability of GST criteria to various context.

<b>Duration: 05:00</b>	<b>Duration: 07:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the overview of Supply</li> <li>• Detailed Discussion of Related person and Distinct person</li> <li>• Discuss the GST on fringe benefit to employees</li> <li>• Narrate Transaction Between principal and agent</li> <li>• Discuss GST on Land and Building</li> </ul>	
<b>Classroom Aids</b>	
Training kit (Trainer guide, Presentations), White board, Marker, Projector screen, Power Point Presentation Laptop with charger, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.	
<b>Tools, Equipment and Other Requirements</b>	
Customer’s FAQ, Sample comparative analysis report, etc.	

## Module 4: Time, Value and Place of Supply under GST

Mapped to BSC/N8106, v 1.0

### Terminal Outcomes:

- Conceptual understanding of supply
- Learning the basic aspects of supply as its Time, Place, and Value
- Acquires knowledge in respect of Supply of goods or service.

<b>Duration: 05:00</b>	<b>Duration: 07:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain Time of Supply</li> <li>• Discuss Time of Supply in other situations</li> <li>• Explain Place of Supply</li> <li>• Narrate Import and Export under GST</li> <li>• Detailed evaluation of transportation of goods</li> <li>• Explain Value of Supply</li> <li>• Discussion the Discount or incentives on supply</li> </ul>	
<b>Classroom Aids</b>	
Training kit (Trainer guide, Presentations), White board, Marker, Projector screen, Power Point Presentation Laptop with charger, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.	
<b>Tools, Equipment and Other Requirements</b>	
Sample customer portfolio, NFO (New Fund Offering)	

## Module 5: Classification and Rate of GST

Mapped to BSC/N8106, v 1.0

### Terminal Outcomes:

- Conceptual Understanding of goods and services
- Understanding the GST rates on Goods and Services
- Analysis the applicable rate of GST

<b>Duration: 05:00</b>	<b>Duration: 07:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the Types of goods and services</li> <li>• Narrate GST Rates on goods and services</li> <li>• Explain Change in Rate of Tax in respect of Supply of goods or services</li> </ul>	<ul style="list-style-type: none"> <li>• Calculation of GST for Goods and Services</li> </ul>
<b>Classroom Aids</b>	
Training kit (Trainer guide, Presentations), Whiteboard, Marker, Projector, Laptop, Presentation, and Participant Handbook	
<b>Tools, Equipment and Other Requirements</b>	
Sample form, formats, Related Standard Operating Procedures (as a part of PH), etc.	

## Module 6: RCM and Composition Scheme

Mapped to BSC/ N8106, v 1.0

### Terminal Outcomes:

- An overview on the concept of Reverse charge Mechanism
- Conceptual Understanding of Composition scheme
- Analyze the applicability of Reverse Charge Mechanism and Composition Scheme

<b>Duration: 05:00</b>	<b>Duration: 08:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain composite and mixed supply</li> <li>• Discuss Composition Levy</li> <li>• Narrate Exemption of Goods and services</li> <li>• Explain Reverse Charge Mechanism</li> <li>• Identify the applicability of Reverse Charge Mechanism</li> </ul>	<ul style="list-style-type: none"> <li>• Calculation of Reverse Charge Mechanism</li> <li>• Registration under composition Scheme</li> </ul>
<b>Classroom Aids</b>	
Training kit (Trainer guide, Presentations), Whiteboard, Marker, Projector, Laptop, Presentation, and Participant Handbook	
<b>Tools, Equipment and Other Requirements</b>	
Sample of escalation matrix, Organization structure	

## Module 7: Input Tax Credit

Mapped to BSC/ N8106, v 1.0

### Terminal Outcomes:

- Learning all the key aspects of the concepts and eligibility criteria of ITC
- Acquires knowledge on blocked credits and the methodology of credit reversal
- Learns about cash and credit ledger
- Learns about the ITC calculation and calculation of Credit and cash ledger

<b>Duration: 05:00</b>	<b>Duration: 08:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the Concept of Input Tax credit</li> <li>• Identify the eligibility for taking Input Tax Credit</li> <li>• Discuss Blocked Credits</li> <li>• Explain methods of Reversal of Credits</li> <li>• Explain the Cash Ledger</li> <li>• Describe the Credit Ledger</li> </ul>	<ul style="list-style-type: none"> <li>• Calculation of ITC</li> <li>• Calculation of Credit and Cash Ledger</li> <li>• Computation of Tax Liability</li> </ul>
<b>Classroom Aids</b>	
Training kit (Trainer guide, Presentations), Whiteboard, Marker, Projector, Laptop, Presentation, and Participant Handbook	

## Module 8: TDS and TCS Provision

Mapped to BSC/N8107, v 1.0

### Terminal Outcomes:

- Learning various aspects of tax
- Learning the concepts and calculation of TDS and TCS
- Conceptualized learning of the Filing of TDS and TCS

Duration: 20:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Explain Concepts of Tax Deducted at a source</li> <li>• Describe Tax Collected at a Source</li> <li>• Discuss the guidelines of deduction and deposit of TDS</li> </ul>	<ul style="list-style-type: none"> <li>• Computation of TDS and TCS under GST</li> </ul>
<b>Classroom Aids</b>	
Training kit (Trainer guide, Presentations), Whiteboard, Marker, Projector, Laptop, Presentation, and Participant Handbook	

## Module 9: Basic Procedure in GST

Mapped to BSC/ N8107, v 1.0

### Terminal Outcomes:

- Over view of different procedure in GST
- Conceptual Understanding Assessment and Audit Procedure
- Evaluate different documents and Records of GST

Duration: 16:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Discuss the Administration of GST</li> <li>• Describe Audit Procedure</li> <li>• Explain Assessment procedure</li> <li>• Narrate Financial Services under GST</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of Accounts and Other records</li> <li>• Preparation Tax Invoice</li> </ul>
Classroom Aids	
Training kit (Trainer guide, Presentations), Whiteboard, Marker, Projector, Laptop, Presentation, and Participant Handbook	

## Module 10: Registration Under GST

Mapped to BSC/ N8107, v 1.0

### Terminal Outcomes:

- Acquiring knowledge on the Key aspects on the concepts of GSTIN
- Learns on the benefits of GST registration
- Gains knowledge on the Applicability and Exemption of Registration
- Learns all the fundamental aspects of the Law of Registration
- Gains information on cancelation of Registration
- Learns to prepare documents for registration
- Learns all the key aspects of GST registration

<b>Duration: 16:00</b>	<b>Duration: 20:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss Concept of GSTIN</li> <li>• Describe Benefit of GST registration</li> <li>• Identify Applicability of GST registration</li> <li>• Exemption of Registration</li> <li>• Law of Registration</li> <li>• Documents for Registration</li> <li>• Narrate Cancelation of Registration</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare Documents for Registration</li> <li>• GST registration</li> </ul>
<b>Classroom Aids</b>	

Training kit (Trainer guide, Presentations), Whiteboard, Marker, Projector, Laptop, Presentation, and Participant Handbook

## Module 11: Returns Under GST

Mapped to BSC/ N8107, v 1.0

### Terminal Outcomes:

- Learns all the aspects of the filing of GSTR
- Acquires information regarding the Return after cancellation of GSTIN

<b>Duration: 20:00</b>	<b>Duration: 20:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe Furnishing of Returns</li> <li>• Explain Forms of GSTR</li> <li>• Discuss Revision of Returns</li> <li>• Explain Concept of NIL Return</li> <li>• Briefly Narrate GST Monthly Return</li> <li>• Explain steps of Quarterly Return</li> <li>• Describe Yearly Return</li> <li>• Discuss Return After Cancellation of GSTIN</li> </ul>	<ul style="list-style-type: none"> <li>• Practice Filing of GSTR with simulator</li> </ul>
<b>Classroom Aids</b>	
Training kit (Trainer guide, Presentations), Whiteboard, Marker, Projector, Laptop, Presentation, and Participant Handbook	

## Module 12: E-Way Bill

Mapped to BSC/ N8106, v 1.0

### Terminal Outcomes:

- Conceptual Understanding of E-way Bill
- Conceptualization Usage of E-way bill

<b>Duration: 05:00</b>	<b>Duration: 07:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain E-Way Bill</li> <li>• Discuss Applicability of E-Way Bill</li> <li>• Discuss the documents for E-way Bill</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of E-Way Bill</li> </ul>
<b>Classroom Aids</b>	
Training kit (Trainer guide, Presentations), Whiteboard, Marker, Projector, Laptop, Presentation, and Participant Handbook	

## Module 13: Offence and penalties

Mapped to BSC/ N8106, v 1.0

### Terminal Outcomes:

- A brief structural overview of the penalty on GST
- Conceptualization of appeal and revision in GST
- Enhances knowledge on legal concepts.

<b>Duration: 03:00</b>	<b>Duration: 07:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss Penalty and Late fees</li> <li>• Explain Appeal and Revision in GST</li> <li>• Describe Prosecution and compounding</li> <li>• Explain Provision Relating to Evidence</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare Documents for legal replies</li> </ul>
<b>Classroom Aids</b>	
Training kit (Trainer guide, Presentations), Whiteboard, Marker, Projector, Laptop, Presentation, and Participant Handbook	

## Module 14: Inspection, Search and Seizure

Mapped to BSC/ N8106, v 1.0

### Terminal Outcomes:

- Overview of the concept of Inspection
- Conceptualization of search and seizure
- 

<b>Duration: 02:00</b>	<b>Duration: 06:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Narrate Inspection</li> <li>• Describe Search and Seizure</li> </ul>	
<b>Classroom Aids</b>	
Training kit (Trainer guide, Presentations), Whiteboard, Marker, Projector, Laptop, Presentation, and Participant Handbook	

## Module 15: Employability Skills

Mapped to DGT/VSQ/N0102 V1.0

Terminal Outcomes:

- Introduction to employability skills
- Constitutional values - citizenship
- Becoming a professional in the 21st century
- Basic English skills
- Career development & goal setting
- Communication skills
- Diversity & inclusion
- Financial and legal literacy
- Essential digital skills
- Entrepreneurship
- Customer service
- Getting ready for apprenticeship & jobs

<b>Duration: 24:00</b>	<b>Duration: 36:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss employability skills required for jobs in various industries</li> <li>• Explain ways to explore learning and employability portals</li> <li>• Discuss the significance of legal values, including civic rights and duties, citizenship, responsibility towards society etc. And personal values and ethics such as honesty, integrity, caring and respecting others, etc.</li> <li>• Explain the significance of 21st century skills for employment</li> <li>• Describe the benefits of the continuous learning</li> <li>• Explain how to read and understand routine information, notes, instructions, mails, letters etc. Written in english</li> <li>• List the difference between job and career</li> <li>• Communicate and behave appropriately with all genders and pwd</li> <li>• Discuss how to escalate any issues related to sexual harassment at workplace according to poah act</li> <li>• List common components of salary and compute income, expenses, taxes, investments etc</li> <li>• Discuss relevant rights and laws and use legal aids to fight against legal exploitation</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to follow environmentally sustainable practices</li> <li>• Role play the 21st century skills such as self-awareness, behaviour skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. In personal and professional life</li> <li>• Practice the use basic english for everyday conversation in different contexts, in person and over the telephone</li> <li>• Write short messages, notes, letters, e-mails etc. In english</li> <li>• Prepare a sample career development plan with short- and long-term goals, based on aptitude</li> <li>• Practice following verbal and non-verbal communication etiquette and active listening techniques in various settings</li> <li>• Roleplay how to work collaboratively with others in a team</li> <li>• Roleplay how to escalate any issues related to sexual</li> </ul>

<ul style="list-style-type: none"> <li>• Identify and list different types of entrepreneurship and enterprises and assess opportunities for potential business through research</li> <li>• Identify and list sources of funding, anticipate, and mitigate any financial/legal hurdles for the potential business opportunity</li> <li>• Explain how to identify different types of customers</li> <li>• Identify and list apprenticeship opportunities and register for it as per guidelines and requirements</li> </ul>	<p>harassment at workplace according to poSH act</p> <ul style="list-style-type: none"> <li>• Show how to select financial institutions, products and services as per requirement</li> <li>• Practice how to carry out offline and online financial transactions, safely and securely</li> <li>• Operate digital devices and carry out basic internet operations securely and safely</li> <li>• Demonstrate the use of e-mail and social media platforms and virtual collaboration tools to work effectively</li> <li>• Practice the use of basic features of word processor, spreadsheets, and presentations</li> <li>• Develop a sample business plan and a work model, considering the 4Ps of marketing product, price, place and promotion</li> <li>• Role play how to respond to customer requests and needs in a professional manner</li> <li>• Show how to follow appropriate hygiene and grooming standards</li> <li>• Create a sample professional curriculum vitae (résumé)</li> <li>• Practice how to search for suitable jobs using reliable offline and online sources such as employment exchange, recruitment agencies, newspapers etc. And job portals, respectively</li> <li>• Show how to apply to identified job openings using offline /online methods as per requirement</li> <li>• Demonstrate how to answer questions politely, with clarity and confidence, during recruitment and selection</li> </ul>
<p><b>Classroom Aids:</b></p>	
<p>Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster</p>	
<p><b>Tools, Equipment and Other Requirements</b></p>	
<p>PPE, Basic Stationary, digital devices as per the requirement.</p>	

## Annexure

### Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Banking, Financial Services, and Insurance/ Retail Asset management	5	Banking, Financial Services, and Insurance/  Retail Asset management	1	Banking, Financial Services, and Insurance/  Retail Asset management	NA

Trainer Certification	
Domain Certification	Platform Certification
“GST Assistant”, BSC/Q8102, v 1.0”, Minimum accepted score is 80%	“Trainer(VET and Skills)”, mapped to Qualification Pack: “MEP/Q2601,v3.0” .The minimum accepted score is 80%.

## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Banking, Financial Services, and Insurance/ Retail Asset management	5	Banking, Financial Services, and Insurance/ Retail Asset management	1	Banking, Financial Services, and Insurance/ Retail Asset management	NA

Assessor Certification	
Domain Certification	Platform Certification
“GST Assistant”, BSC/Q8102, v1.0”, Minimum accepted score is 80%	“Assessor(VET and Skills)”, mapped to Qualification Pack: ”MEP/Q2701,v3.0” .The minimum accepted score is 80%.

## Assessment Strategy

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

### 1. Assessment System Overview:

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

### 2. Testing Environment: Assessor must:

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

### 3. Assessment Quality Assurance levels / Framework:

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

### 4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding
- Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
- Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos

### 5. Method of verification or validation:

- Surprise visit to the assessment location
- Random audit of the batch
- Random audit of any candidate

6. Method for assessment documentation, archiving, and access
  - Hard copies of the documents are stored
  - Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage and are stored in the Hard Drives

## References

## Glossary

Term	Description
<b>Declarative Knowledge</b>	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.
<b>Key Learning Outcome</b>	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).
<b>OJT (M)</b>	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
<b>OJT (R)</b>	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
<b>Procedural Knowledge</b>	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.
<b>Training Outcome</b>	Training outcome is a statement of what a learner will know, understand and be able to do <b>upon the completion of the training</b> .
<b>Terminal Outcome</b>	Terminal outcome is a statement of what a learner will know, understand and be able to do <b>upon the completion of a module</b> . A set of terminal outcomes help to achieve the training outcome.

## Acronyms and Abbreviations

<b>Term</b>	<b>Description</b>
<b>Qf</b>	Qualification
<b>NSQF</b>	National Skills Qualification Framework
<b>NOS</b>	National Occupational Standards
<b>TVET</b>	Technical and Vocational Education and Training
<b>DD</b>	Demand Draft
<b>GST</b>	Goods and Services Tax
<b>MIS</b>	Management Information System
<b>NEFT</b>	National Electronic Funds Transfer
<b>PAN</b>	Permanent Account Number
<b>TAT</b>	Turnaround time



