



# Model Curriculum

**QP Name: Commercial Vehicle Driver**

Electives: Goods Transportation / Passenger Transportation

**QP Code: ASC/Q9703**

**NSQF Level: 3**

**MC Version: 5.0**

Automotive Skills Development Council  
E-113, GF Floor, Okhla Industrial Area, Phase – III, New Delhi – 110020

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# Training Parameters

<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Road Transportation
<b>Occupation</b>	Road Transportation (Driving)
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/8331.0301
<b>Minimum Educational Qualification and Experience</b>	10th Class + 1 year NAC/NTC OR 10th Class pass with 1.5 years of relevant experience OR 11th Class Pass with 1 year of relevant experience OR Certificate-NSQF (Light Motor Vehicle Level 2.5) with 1.5 Years of relevant experience
<b>Pre-Requisite License or Training</b>	1 year old LMV license mandatory as per CMVR act
<b>Minimum Job Entry Age</b>	19 years
<b>Last Reviewed On</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQC Approval Date</b>	18/02/2025
<b>Model Curriculum Creation Date</b>	18/02/2025
<b>Model Curriculum Valid Up to Date</b>	18/02/2028
<b>Minimum Duration of the Course</b>	360 Hours, 0 Minutes
<b>Maximum Duration of the Course</b>	420 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:

- Apply health, hygiene, and safety practices at the workplace.
- Perform the tasks to utilize the resources in a responsible manner.
- Employ appropriate practices to communicate effectively with customer, colleagues, and superiors to achieve a smooth workflow.
- Perform the steps to drive the Heavy Motor Vehicle (HMV) while conforming to the standard rules and regulations.
- Apply appropriate practices to coordinate with the command office and deliver the goods as per the standards.

### 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>ASC/N9809 – Organize Work and Resources (Road Transportation)</b> <b>NOS Version No. 1.0</b> <b>NSQF Level 3</b>	<b>20:00</b>	<b>40:00</b>	<b>00:00</b>	-	<b>60:00</b>
Module 1: Introduction to Automotive Industry and Light Motor Vehicle Driver	05:00	00:00	00:00	-	05:00
Module 2: Maintain Health, Hygiene and Safety Standards at the Workplace	11:00	20:00	00:00	-	31:00
Module 3: Perform Waste Disposal and Material Conservation Activities	04:00	20:00	00:00	-	24:00
<b>ASC/ N9607 – Ensure Road Worthiness and Drive a Heavy Motor Vehicle (HMV) Safely</b> <b>NOS Version No. 1.0</b> <b>NSQF Level 3</b>	<b>25:00</b>	<b>65:00</b>		-	<b>90:00</b>

Module 4: Examine Roadworthiness of the Vehicle and Drive the Commercial Vehicle as per Standard	20:00	45:00		-	65:00
Module 5: Adhere to the Traffic Rules and Perform Basic Troubleshooting	5:00	20:00		-	25:00
<b>ASC/N9606 – Ensure Roadworthiness of Electric Vehicles (EV) NOS Version No. 2.0 NSQF Level 3</b>	<b>30:00</b>	<b>60:00</b>	<b>00:00</b>	-	<b>90:00</b>
Module 6: Ensure Roadworthiness of the Electric Vehicle and Conform to CMVR and State Guideline	30:00	60:00	00:00	-	90:00
<b>DGT/VSQ/N0101 - Employability Skills (30 hours) NOS Version No. – 1.0 NSQF Level – 3</b>	<b>12:00</b>	<b>18:00</b>			<b>30:00</b>
Module 9: Introduction to Employability Skills	0.5:00	0.5:00			1:00
Module 10: Constitutional values – Citizenship	0.5:00	0.5:00			1:00
Module 11: Becoming a Professional in the 21st Century	0.5:00	0.5:00			1:00
Module 12: Basic English Skills	1:00	1:00			2:00
Module 13: Communication Skills	1.5:00	2.5:00			4:00
Module 14: Diversity & Inclusion	0.5:00	0.5:00			1:00
Module 15: Financial and Legal Literacy	1.5:00	2.5:00			4:00
Module 16: Essential Digital Skills	1:00	2:00			3:00
Module 17: Entrepreneurship	2.5:00	4.5:00			7:00
Module 18: Customer Service	1.5:00	2.5:00			4:00
Module 19: Getting ready for apprenticeship & Jobs	1:00	1:00			2:00
<b>OJT</b>			<b>30:00</b>		<b>30:00</b>
<b>Total Duration</b>	<b>87:00</b>	<b>183:00</b>	<b>30:00</b>	-	<b>300:00</b>

## Elective Modules

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

### Elective 1

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>ASC/N9612 – Perform cargo and goods delivery operations NOS Version No. 2.0 NSQF Level 3</b>	<b>20:00</b>	<b>40:00</b>	<b>00:00</b>	-	<b>60:00</b>
Module 7: Perform the Activities of Coordinating with the Command Office and Deliver the Goods	20:00	40:00	00:00	-	60:00
<b>Total Duration</b>	<b>20:00</b>	<b>40:00</b>	<b>00:00</b>	-	<b>60:00</b>

### Elective 2

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>ASC/N9613 – Perform heavy passenger vehicle operations NOS Version No.: 1.0 NSQF Level 3</b>	<b>20:00</b>	<b>40:00</b>	<b>00:00</b>	-	<b>60:00</b>
Module 8: Drive the Passenger to the Destination	20:00	40:00	00:00	-	60:00
<b>Total Duration</b>	<b>20:00</b>	<b>40:00</b>	<b>00:00</b>	-	<b>60:00</b>

# Module Details

## Module 1: Introduction to Automotive Industry and Commercial Vehicle Driver

*Mapped to ASC/N9809, v 1.0*

### Terminal Outcomes:

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

<b>Duration: 05:00</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 Indian Automotive Industry and its sub-sectors</li> <li>• Explain basic terminologies and road safety signs used in Road Transport and Driving industry</li> <li>• Discuss job role and opportunities for a Commercial Vehicle Driver in the Automotive Industry</li> <li>• Explain standard code of ethics and professional practices to be adhered by a Commercial Vehicle Driver</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 2: Maintain Health, Hygiene and Safety Standard at the Workplace

Mapped to ASC/N9809, v 1.0

### Terminal Outcomes:

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

<b>Duration: 11:00</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 different ways to organize work as per the standard health, safety and security policy and procedures.</li> <li>• Outline the concept and importance of personal and workplace hygiene.</li> <li>• Explain the ways to clean and sanitize the vehicle and related equipment.</li> <li>• List vital points to be checked to ensure proper functioning of the vehicle before commencing work.</li> <li>• List the causes of risks and potential hazards at the workplace and ways to prevent them.</li> <li>• List the components of the first-aid kit.</li> <li>• State the importance of self-isolation in the context of epidemic or pandemic situation.</li> <li>• Outline the purpose and usage of various Personal Protective Equipment (PPE) required at the workplace.</li> <li>• Recall the helpline number related to the women safety.</li> <li>• Explain the procedure to report accident, hazard and any health-related issues as per SOP.</li> </ul>	<ul style="list-style-type: none"> <li>• Employ appropriate ways to keep vehicle clean, hygienic and hazard free.</li> <li>• Apply appropriate practices to check and ensure proper functioning of vehicle before commencing work.</li> <li>• Employ appropriate practices to check and ensure all warning lights are off of the before commencing the work</li> <li>• Prepare a sample report for vehicle repair and maintenance requirements as well as safety breaches.</li> <li>• Role play on how to report hygiene and sanitation issues to appropriate authority</li> <li>• Demonstrate how to provide first-aid in case of an accident.</li> <li>• Apply appropriate corrective measures in case of an accident</li> <li>• Demonstrate the correct ways of washing hands using soap and water as well as sanitize them with alcohol-based sanitizers.</li> <li>• Show how to use and dispose of relevant protective equipment as per tasks and work conditions.</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>	
Personal Protection Equipment: Safety glasses, Sanitization kit, Hand gloves, Face masks, Safety shield, Fire extinguisher, First aid kit, etc.	

## Module 3: Perform Waste Disposal and Material Conservation Activities

*Mapped to ASC/N9809, v 1.0*

### Terminal Outcomes:

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

<b>Duration: 04:00</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>• State the significance of greening.</li> <li>• List the common sources of pollution and ways to minimize it.</li> <li>• Discuss various types of waste (like dry, wet, recyclable, non-recyclable and items of single-use plastics) and usage of different colours of dustbins according to the waste type.</li> <li>• Elaborate the importance of using materials and water effectively and efficiently at the workplace.</li> <li>• List the ways to optimize usage of fuel (Petrol/diesel/CNG) in the vehicle.</li> <li>• Explain different methods to check spills/leakages of fuel (Petrol/diesel/CNG), oil/coolant or water from the vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate waste disposal procedures at the workplace depending on the types of waste.</li> <li>• Apply appropriate techniques to check and plug spills/leakages in the vehicle.</li> <li>• Dramatize a situation on how to escalate vehicle poor fuel economy, decrease in oil level, coolant or any water/oil leakage issues to appropriate authority.</li> <li>• Show how to use resources in a responsible manner.</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>	
Different type of waste bins to collect and segregate waste for disposal	

## Module 4: Examine Roadworthiness of the Commercial Vehicle and Drive the CMV as per Standard

*Mapped to ASC/N9607, v 1.0*

### Terminal Outcomes:

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

<b>Duration: 20:00</b>	<b>Duration: 45:00</b>
<p><b>Theory – Key Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>• Discuss the legal, technical, and safety compliance requirements, like pollution test, load limit, height and length of body etc., roadworthiness parameters and quality norms and standards for Commercial Vehicles.</li> <li>• Describe various checkpoints and items while examining the vehicle</li> <li>• Elaborate on the methods of examining the vehicle before and after the trip</li> <li>• Discuss basic functionalities of the technical aspects of the vehicle</li> <li>• Explain effective safe and fuel-efficient driving techniques.</li> <li>• Discuss the standard escalation procedure regarding vehicle defects or deviation.</li> <li>• State the significance of closing and locking all doors before moving the vehicle</li> </ul>	<p><b>Practical – Key Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>• Employ appropriate inspection techniques to check the vehicle as per health and safety guidelines and perform routine maintenance checks on the vehicle for tyre pressure, fuel (Petrol/diesel/CNG) level, working of headlights and brakes, CNG cylinder valves, trolley, door latches, gauges, warning lights, etc.</li> <li>• Apply appropriate practices to check vehicle service record for any history of technical defects or immediate need for servicing like oil/filter change, air suspension etc.</li> <li>• Create sample deviation report as per observation while carrying out internal/external checks on vehicle</li> <li>• Dramatize a situation to report defects/deviations to the concerned persons</li> <li>• Demonstrate how to check the roadworthiness of the commercial vehicles</li> <li>• Show how to perform pre-driving activities like shoulder checking, adjusting IRVM/ORVM, parking camera and releasing of handbrakes, etc.</li> <li>• Demonstrate the procedure to drive a commercial vehicle by starting the vehicle using vehicle key or pressing the ignition switch, coordinating gear changes, clutch/acceleration and steering appropriately for safe driving</li> </ul>
<b>Classroom Aids</b>	
Training kit (Trainer guide, Presentations), White board, Marker, Projector Screen, Laptop with charger, Power Point Presentation, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.	
<b>Tools, Equipment and Other Requirements</b>	
<ul style="list-style-type: none"> <li>• Commercial Motor Vehicle, Sample compliance requirements, like pollution test, load limit, etc.</li> </ul>	

## Module 5: Adhere to the Traffic Rules and Perform Basic Troubleshooting

*Mapped to ASC/N9607, v 1.0*

### Terminal Outcomes:

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

<b>Duration: 5:00</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 the relevant rules and sections of Motor Vehicle Act, 1988 as well as CMVR guidelines as stipulated by MoRTH and State Road Transport Authorities like RTOs</li> <li>• State the significance of following local and state specific driving laws and traffic regulations, including overloading limit</li> <li>• List the latest traffic laws and inter-state and federal transit regulations</li> <li>• Discuss basic troubleshooting techniques for Commercial Vehicle</li> <li>• Explain the standard procedure to take the vehicle to the service/repair point for corrective action like parts replacements, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Apply appropriate practices to adhere to traffic rules like avoiding excessive honking, passing through a railway crossing, taking U-turns, passing an over bridge, etc. while driving the vehicle</li> <li>• Employ proper practices for keeping safe distance from other vehicles, avoiding rod hogging and maintaining prescribed speed limits while driving</li> <li>• Demonstrate how to park the commercial vehicles at their appropriate spots and turn off the ignition at red lights or after parking the vehicle to attain better fuel efficiency</li> <li>• Demonstrate how to check and respond appropriately to gauges, warning lights, unusual sound/vibrations, CNG leakage etc. while driving.</li> <li>• Show how to stop the vehicle at a safe place and perform a diagnostic check in case of any malfunction in the vehicle</li> <li>• Demonstrate how to wash the vehicle, clean windshield, etc. during halts and perform minor adjustments or temporary repairs like replacement/top-up of oil, tyres air pressure, etc., as required</li> <li>• Role play on how to report the exact nature of the problem to the Supervisor to get appropriate help from the command office.</li> </ul>
<b>Classroom Aids</b>	
Training kit (Trainer guide, Presentations), White board, Marker, Projector, Laptop with charger, Presentation, Participant Handbook and Related Standard Operating Procedures, External Speakers.	
<b>Tools, Equipment and Other Requirements</b>	
Commercial Motor Vehicle, Related spare parts, Sample traffic signals and Road signs.	

## Module 6: Ensure Roadworthiness of the Electric Vehicle and Conform to CMVR and State Guidelines

### Mapped to ASC/N9606, v 1.0

#### Terminal Outcomes:

- Perform the steps to examine the roadworthiness of the Electrical Vehicle.
- Describe CMVR and State Guidelines related to Electrical Vehicle.

<b>Duration: 30:00</b>	<b>Duration: 60:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the CMVR guidelines issued by MoRTH, RTOs and other relevant authorities for the Electric Vehicle.</li> <li>• Explain the quality norms and standards prescribed for the EV in the Instructional Manual or as per the Standard Operating Procedure (SOP).</li> <li>• State the importance of ensuring the availability of required tools for the basic maintenance of the EV per the operating manual.</li> <li>• Discuss the basic functionalities and techniques for driving an Electric Vehicle (EV).</li> <li>• List the tools required for the basic maintenance of the EV</li> <li>• Compare between the basics of driving, features available in an Electric Vehicle against an Internal Combustion (IC) Engine vehicle.</li> <li>• Describe various types of batteries used in the EV and their maintenance procedures.</li> <li>• Discuss different functions of the battery</li> <li>• State the types of charging connector and time required for achieving full charge using either fast or slow chargers.</li> <li>• Discuss related electronic systems including active and passive safety systems specific to EV.</li> <li>• State the importance of applying the OEM's Standard Operating Procedures (SOP) while identifying the basic electrical faults in the EV.</li> <li>• Discuss various tools and their usage to diagnose technical faults in the EV.</li> </ul>	<ul style="list-style-type: none"> <li>• Apply appropriate practices to identify related dashboard's signs, warning lights, signals, sensors, switches, gauges, Human Machine Interface (HMI) and Electronic Instrument Cluster (EIC) related to the EV.</li> <li>• Show how to charge an Electric Vehicle and ensure optimum charging of battery.</li> <li>• Demonstrate how to use appropriately vehicle lights, ignition, electronics, features and air-conditioning systems etc.</li> <li>• Demonstrate how to identify the basic electrical/electronic faults in the EV.</li> <li>• Prepare sample statutory documentation relevant to safety.</li> </ul>

<ul style="list-style-type: none"><li>Identify the standard symbols, warning signs and signages used in the EV.</li></ul>	
<b>Classroom Aids</b>	
Training kit (Trainer guide, Presentations), White board, Marker, Projector, Laptop with charger, Presentation, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.	
<b>Tools, Equipment and Other Requirements</b>	
Electrical Vehicle and Related spare parts.	

## Module 7: Perform the Activities of Coordinating with the Command Office and Deliver the Goods

*Mapped to ASC/N9612, v 1.0*

### Terminal Outcomes:

- Describe the reporting procedure for starting the duty.
- Perform the steps to deliver the goods and collect the receipt as per standard.
- Apply appropriate practices to report the issues to the supervisor.

<b>Duration: 20:00</b>	<b>Duration: 40:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss standard policies regarding duty, reporting, and associated compliances for commercial vehicle driver</li> <li>• Describe different types and usage of PPE kit like face masks, hand gloves, sanitizer, dress code and code of conduct related to the duty</li> <li>• State the significance of informing the concerned person regarding the inability to reach the pickup point on time because of traffic jams, vehicle breakdown, etc. in case of any delay</li> <li>• Discuss standard procedures to coordinate with the control room/depot/branch office/authorized person during the duty</li> <li>• Explain the procedure to plan route for delivery</li> <li>• State the significance of following proper duty closure procedure on completion of responsibilities for the day</li> <li>• Explain the standard techniques for loading and unloading the goods</li> <li>• Describe the procedure for checking the invoice</li> <li>• Discuss vehicle inspection checklist and procedures</li> <li>• Describe the procedure of escalation during emergency situation</li> </ul>	<ul style="list-style-type: none"> <li>• Apply appropriate procedure for obtaining duty schedule from the concerned person and report to duty on time as per the schedule</li> <li>• Employ applicable practices to wear proper uniform and PPE kit like masks, gloves, etc. as per standards</li> <li>• Role play a situation on how to liaise with the control room to get the details of the goods to pick up and information of traffic</li> <li>• Show how to check and confirm the details of the goods as per invoice, loading of goods, secured them by covering with waterproof/resistant sheets in case of rainfall</li> <li>• Apply appropriate procedure for unloading the goods and take the receipt of delivery after getting it checked by receiver</li> <li>• Role play on how to coordinate with the control room about the delivery status</li> <li>• Demonstrate how to perform trip-end activities at the control room post dropping of the goods with compliance to duty closure and procedure</li> <li>• Show how to check the vehicle for any defects</li> <li>• Dramatize how to report vehicle defects, incidents, accidents, breakdowns, minor altercation, etc. during the day, if any to the supervisor/authorized person</li> </ul>
<b>Classroom Aids</b>	

Training kit (Trainer guide, Presentations), White board, Marker, Projector, Laptop with charger, Presentation, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.

**Tools, Equipment and Other Requirements**

Commercial Vehicle, Required PPE: Face masks, Hand gloves, Sanitizer, Waterproof sheets, etc.

## Module 8: Drive the Passenger to the Destination

*Mapped to ASC/N9613, v 1.0*

### Terminal Outcomes:

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

<b>Duration: 20:00</b>	<b>Duration: 40:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss standard policies regarding duty, reporting and associated compliances for bus driver</li> <li>• State the importance of reporting to duty ontime as per schedule</li> <li>• Discuss dress code and code of conduct related to the duty</li> <li>• Describe types and usage of PPE kit like face masks, hand gloves, use of sanitizer, etc.</li> <li>• State the significance of informing the customer in advance regarding the inability to reach the pickup point on time in case of delay, heavy traffic jams, vehicle breakdown, road accidents etc.</li> <li>• Describe standard procedure for communicating with the supervisor/authorised person during duty hours</li> <li>• State the significance of following the standard procedures on completion of duty and other responsibilities for the day, e. g. parking the bus at their dedicated zone, lock the bus, engage hand brake, etc. key to the authorised person etc.</li> <li>• Discuss the standard escalation procedure followed during emergency situation</li> <li>• Discuss need of attending training sessions and meetings as required</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Apply appropriate practices to wear proper uniform and batch as per standards and PPE kit like face masks, hand gloves, etc. at all times</li> <li>• Show how to operate a bus safely and efficiently to transport passengers to various destinations</li> <li>• Show how to drive bus over specified routes or to specified destinations according to time schedules, complying with traffic regulations to ensure that passengers have a smooth and safe ride</li> <li>• Show how to park vehicles at loading areas so that passengers can board</li> <li>• Apply appropriate ways to greet the customer appropriately as per the standards</li> <li>• Show how to check details of passengers incase of pre-booking by following organizational procedures</li> <li>• Show how to collect fares and issue tickets or passes as needed</li> <li>• Show how to announce stops to passengers</li> <li>• Apply appropriate ways to assist passengers with boarding and exiting the bus</li> <li>• Apply appropriate ways to assist passengers, such as elderly or individuals with disabilities, on and off bus, ensure they are seated properly, help carry baggage, and answer questions about bus schedules or routes</li> <li>• Apply appropriate ways to communicate with other drivers as needed to coordinate routes and schedules</li> <li>• Demonstrate proper closure procedures on completion of responsibilities for the day, e. g. park the bus at a dedicated zone, lock the bus, engage hand brake, etc.</li> <li>• Apply appropriate practices to keep a</li> </ul>

	<p>record about the vehicle service schedule and coordinate with authorized person for periodic maintenance, if required</p> <ul style="list-style-type: none"> <li>• Apply proper procedure to inform the concerned authority in advance about the repair needed on the bus for rectification of faults, if any</li> <li>• Employ appropriate procedures to report the incidents, accidents or minor altercations that took place during the day, if any to the concerned authority</li> </ul>
<p><b>Classroom Aids</b></p>	
<p>Training kit (Trainer guide, Presentations), White board, Marker, Projector, Laptop with charger, Presentation, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.</p>	
<p><b>Tools, Equipment and Other Requirements</b></p>	
<p>Commercial Motor Vehicle, Related spare parts,</p>	

## Module 9: Introduction to Employability Skills

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

- Discuss about Employability Skills in meeting the job requirements

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

## Module 10: Constitutional values - Citizenship

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

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

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

## Module 11: Becoming a Professional in the 21st Century

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

- Demonstrate professional skills required in 21<sup>st</sup> century

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

## Module 12: Basic English Skills

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

- Practice basic English speaking.

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

## Module 13: Communication Skills

### Mapped to DGT/VSQ/N0101

**Terminal Outcomes:**

- Practice basic communication skills.

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

## Module 14: Diversity & Inclusion

### Mapped to DGT/VSQ/N0101

**Terminal Outcomes:**

- Describe PwD and gender sensitisation.

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

## Module 15: Financial and Legal Literacy

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

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

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

## Module 16: Essential Digital Skills

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

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

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

## Module 17: Entrepreneurship

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

- Describe opportunities as an entrepreneur.

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

## Module 18: Customer Service

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

- Describe ways of maintaining customer.

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

## Module 19: Getting ready for apprenticeship & Jobs

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

- Describe ways of preparing for apprenticeship & Jobs appropriately.

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

# Annexure

## Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Any discipline	2	Driving	1	Driving	Should have 5 years old driving license of the same category
Graduate	Any discipline	3	Driving	0	Driving	
ITI	Mechanic Motor Vehicle	<b>2</b>	<b>Driving</b>	<b>1</b>	<b>Driving</b>	
ITI	Mechanic Motor Vehicle	3	Driving	0	Driving	
Certificate -NSQF	Driver Trainer L4.5	2	Driving	1	Driving	

Trainer Certification	
Domain Certification	Platform Certification
“Commercial Vehicle Driver”, “ASC/Q9703, Version 5.0”, Minimum accepted score is 80%	Recommended that the trainer is certified for the job role “Trainer (VET and 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 Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Any discipline	3	Driving	1	Driving	Should have 5 years old driving license of the same category
Graduate	Any discipline	4	Driving	0	Driving	
ITI	Mechanic Motor Vehicle	3	Driving	1	Driving	
ITI	Mechanic Motor Vehicle	4	Driving	0	Driving	
Certificate -NSQF	Driver Trainer L 4.5	2	Driving	1	Driving	

Assessor Certification	
Domain Certification	Platform Certification
“Commercial Vehicle Driver”, “ASC/Q9703, Version 5.0”, Minimum accepted score is 80%	Recommended that the Assessor is certified for the job role “Assessor (VET and Skills)”, Mapped to Qualification Pack: MEP/Q2701, V2.0” 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 centre is available at the same address as mentioned on SDMS or SIP
- Check the duration of the training.
- Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
- Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
- Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
- Check the availability of the Lab Equipment for the particular Job Role.

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

- Question papers created by the Subject Matter Experts (SME)
- Question papers created by the SME 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.

### 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

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

<p><b>Knowledge and Understanding (KU)</b></p>	<p>Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.</p>
<p><b>Organizational Context</b></p>	<p>Organizational context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.</p>
<p><b>Technical Knowledge</b></p>	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
<p><b>Core Skills/Generic Skills (GS)</b></p>	<p>Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.</p>
<p><b>Electives</b></p>	<p>Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.</p>
<p><b>Options</b></p>	<p>Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.</p>

## Acronyms and Abbreviations

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