

NSQF QUALIFICATION FILE

Approved in 2nd NSQC, Meeting Date: 22nd Sept 2020

Rationalized in 24th NSQC, Meeting Date: 17-11-2022

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Automotive Skills Development Council

E-113, Gr Floor, Okhla Industrial Area, Phase – III, New Delhi – 110020

Name and contact details of individual dealing with the submission

Name: Mr. Arindam Lahiri

Position in the organisation: CEO

Address if different from above: Same as above

Tel number(s): 011-42599800

E-mail address: ceo@asdc.org.in

List of documents submitted in support of the Qualifications File

1. Qualification Pack:- ASC/Q1401
2. Documents related to QP Development (Refer to folder “Common Files”)
 - (i) RFP for QP Development
 - (ii) Supporting Document from GC meetings
 - (iii) Labour Market Survey
 - (iv) About the sector
 - (v) Occupational Map
 - (vi) List of Companies participating in QP Development Process
 - (vii) QRC Summary Sheet
 - (viii) Model Curriculum

NSQF QUALIFICATION FILE

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- SUMMARY

1	Qualification Title: Four Wheeler Service Assistant
2	Qualification Code, if any: ASC/Q1401
3	NCO code and occupation: NCO-2015/3115.0602 Technical Service & Repair
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term): Assist in repair, routine servicing and maintenance (including electrical and mechanical aggregates) of 4 wheeler vehicle. Short-term
5	Body/bodies which will award the qualification: Automotive Skills Development Council
6	Body which will accredit providers to offer courses leading to the qualification: Automotive Skills Development Council
7	Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy) : Yes
8	Occupation(s) to which the qualification gives access: Technical Service & Repair
9	Job description of the occupation: Four Wheeler Service Assistant is responsible for assisting service technician in repair, routine servicing and maintenance (including electrical and mechanical aggregates) of 4 wheeler vehicle
10	Licensing requirements: N/A
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided) : N/A
12	Level of the qualification in the NSQF: Level 3
13	Anticipated volume of training/learning required to complete the qualification: 390 Hours
14	Indicative list of training tools required to deliver this qualification: Vehicle, various body parts, engine, tools and equipment, material, mechanical and electrical components / aggregates, lubricants, grease, oil, etc. Feeler gauges, torque wrench, multi-meter, engineering rule (scale), battery charger, tester, hydrometer, tachometer etc. Fuel pressure testers, manifold gauge sets, oil pressure gauges, tire pressure gauges etc., and ball joint separators, bearing pullers, gear puller tools, slide hammers etc.

NSQF QUALIFICATION FILE

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Rationalized in 24th NSQC, Meeting Date: 17-11-2022

	Software and hardware for PUC check, PUC certificate, Documents of standard operating procedures (SOPs), Policy documents Protective Equipment: Safety shoes, safety gloves, safety helmet, safety jacket, safety mask Safety Equipment: Fire Drill Accessories, first aid kit, different types of fire extinguisher White board/ black board marker / chalk, duster, computer or Laptop attached to LCD projector		
15	Entry requirements and/or recommendations and minimum age: 5th Class pass with 4 years of relevant experience OR 8th Class with 1 year of relevant experience OR 9th Class pass OR Certificate-NSQF (Automotive Washer L2) with 2 years of relevant experience, 18 years		
16	Progression from the qualification (Please show Professional and academic progression) : Four Wheeler Service Technician (Level 4)		
17	Arrangements for the Recognition of Prior learning (RPL) : RPL will be based on the same approved Qualification Pack and Assessment Criteria mentioned in the Qualification Pack by Automotive Skills Development Council		
18	International comparability where known (research evidence to be provided) : No		
19	Date of planned review of the qualification: 22 th September, 2025		
21	Formal structure of the qualification Mandatory components		
(i)	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)	Level
1	Introduction to Role of an Four Wheeler Service Assistant	5	3
2	Organize work and resources (Service)	55	3

NSQF QUALIFICATION FILE

Approved in 2nd NSQC, Meeting Date: 22nd Sept 2020

Rationalized in 24th NSQC, Meeting Date: 17-11-2022

3	Assist in service, maintenance, and repair of the vehicle	300	3
4	Employability Skills (30 Hours)	30	3
	Sub Total (A)	390	

NSQF QUALIFICATION FILE

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Rationalized in 24th NSQC, Meeting Date: 17-11-2022

SECTION 1 ASSESSMENT

1	<p>Body/Bodies which will carry out assessment: Automotive Skills Development Council. Proposed Body/Bodies which will carry out assessment:</p> <table border="1" data-bbox="328 613 1334 1330"><tr><td>1</td><td>Eduvantage Pvt. Ltd.</td></tr><tr><td>2</td><td>Prima Competencies Pvt. Ltd.</td></tr><tr><td>3</td><td>Trendsetters Skill Assessors Pvt. Ltd.</td></tr><tr><td>4</td><td>VR Skill & HR Solutions</td></tr><tr><td>5</td><td>SP Institute of Workforce Development Private Limited</td></tr><tr><td>6</td><td>Induslynk training services pvt ltd</td></tr><tr><td>7</td><td>Kumar Agromeditech India Pvt. Ltd.</td></tr><tr><td>8</td><td>Ace Assessments Pvt. Ltd.</td></tr><tr><td>9</td><td>Greenarrows Safety Management (P) Ltd.</td></tr><tr><td>10</td><td>TCS iON</td></tr></table>	1	Eduvantage Pvt. Ltd.	2	Prima Competencies Pvt. Ltd.	3	Trendsetters Skill Assessors Pvt. Ltd.	4	VR Skill & HR Solutions	5	SP Institute of Workforce Development Private Limited	6	Induslynk training services pvt ltd	7	Kumar Agromeditech India Pvt. Ltd.	8	Ace Assessments Pvt. Ltd.	9	Greenarrows Safety Management (P) Ltd.	10	TCS iON
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2	<p>How will RPL assessment be managed and who will carry it out? The RPL assessment will be managed by selected assessment partners from the applications received</p>																				
3	<p>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</p> <p>The emphasis is on practical demonstration of skills and knowledge based on the performance criteria. The assessment papers are developed by Subject Matter Experts (SME) available with the Assessment Agency as per the performance and assessment criteria mentioned in the Qualification Pack. The assessment papers are also checked for the various outcome-based parameters such as quality, time taken, precision, tools & equipment</p>																				

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Rationalized in 24th NSQC, Meeting Date: 17-11-2022

	<p>requirement etc. The assessment results are backed by evidences collected by assessors.</p> <ol style="list-style-type: none">1. The assessor needs to collect a copy of the attendance for the training done under the scheme. The attendance sheets are signed and stamped by the In-charge / Head of the Training Centre.2. The assessor needs to verify the authenticity of the candidates by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central/Government. The same needs to be mentioned in the attendance sheet. In case of suspicion, the assessor should authenticate and cross verify trainee's credentials in the enrolment form.3. The assessor needs to punch the trainee's roll number on all the test pieces.4. The assessor can take a photograph of all the students along with the assessor standing in the middle and with the centre name/banner at the back as evidence.5. The assessor also needs to carry a photo ID card. <p>The assessment agencies are instructed to hire assessors with integrity, reliability and fairness. Each assessor shall sign a document with its assessment agency by which they commit themselves to comply with the rules of confidentiality and conflict of interest, independence from commercial and other interests that would compromise impartiality of the assessments.</p>
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Please attach most relevant and recent documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – i.e. Learning Outcomes to be assessed, assessment criteria and the means of assessment.

NSQF QUALIFICATION FILE

Approved in 2nd NSQC, Meeting Date: 22nd Sept 2020

Rationalized in 24th NSQC, Meeting Date: 17-11-2022

24. Assessment evidences

Title of Component: Four Wheeler Service Assistant

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Four Wheeler Service Assistant

Qualification Pack ASC/Q1401

Sector Skill Council Automotive Skills Development Council

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training centre based on these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Recommended Pass % : 65

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
ASC/N9801: Organize work and resources (Service)				
<i>Maintain safe and secure working environment</i>	8	4	-	3
PC1. organise work as per organisation's current health, safety and security policies and procedures	-	2	-	1

NSQF QUALIFICATION FILE

Approved in 2nd NSQC, Meeting Date: 22nd Sept 2020

Rationalized in 24th NSQC, Meeting Date: 17-11-2022

PC2. report any identified breaches in health, safety, and security policies and procedures to the designated person	3	1	-	-
PC3. identify the risks and hazards associated with work activities, their causes and prevention	5	1	-	2
<i>Perform work as per quality standards</i>	12	8	-	6
PC4. ensure work area is clean and tidy	4	2	-	-
PC5. ensure that work is accomplished as per the requirements within the specified timeline	6	4	-	2
PC6. ensure team goals are given preference over individual goals	2	2	-	4
<i>Health and hygiene</i>	12	8	-	5
PC7. sanitize workstation and equipment regularly	2	2	-	2
PC8. clean hands with soap, alcohol-based sanitizer regularly	2	1	-	-
PC9. avoid contact with ill people and self-isolate in a similar situation	2	1	-	-
PC10. wear and dispose PPEs regularly and appropriately	2	2	-	1
PC11. report advanced hygiene and sanitation issues to appropriate authority	2	2	-	2
PC12. follow stress and anxiety management techniques	2	-	-	-
<i>Material/energy conservation practices</i>	10	4	-	3
PC13. identify ways to optimise usage of material in various tasks/activities/processes	2	-	-	1
PC14. use resources, including water, in a responsible manner	2	-	-	-
PC15. check for spills/leakages in various tasks/activities/processes	-	1	-	-

NSQF QUALIFICATION FILE

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Rationalized in 24th NSQC, Meeting Date: 17-11-2022

PC16. plug spills/leakages and escalate to appropriate authority if unable to rectify	-	1	-	1
PC17. carry out routine cleaning of tools, machines and equipment	2	-	-	-
PC18. check if the equipment/machine is functioning normally before commencing work and rectify wherever required	-	1	-	1
PC19. report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment	2	1	-	-
PC20. ensure electrical equipment and appliances are properly connected and turned off when not in use	2	-	-	-
<i>Effective waste management practices</i>	8	6	-	3
PC21. identify recyclable and non-recyclable, and hazardous waste generated	2	-	-	1
PC22. segregate waste into different categories	-	2	-	-
PC23. dispose non-recyclable waste appropriately	2	2	-	1
PC24. deposit recyclable and reusable material at identified location	2	1	-	-
PC25. follow processes specified for disposal of hazardous waste	2	1	-	1
NOS Total	50	30	-	20
ASC/N1401: Assist in service, maintenance and repair of the vehicle				
<i>Assist in preparation for service, maintenance and repair of the vehicle</i>	10	14	-	6
PC1. assist in positioning the vehicle on a suitable platform for service, maintenance and repair	2	4	-	-
PC2. assist the seniors by running errands such as collecting/fetching the required special service tools, measuring instruments, vehicle parts, gauges, fixtures, workshop supplies, etc.	-	6	-	4

NSQF QUALIFICATION FILE

Approved in 2nd NSQC, Meeting Date: 22nd Sept 2020

Rationalized in 24th NSQC, Meeting Date: 17-11-2022

PC3. report the malfunctioning, if any, in tools/equipment to the concerned person for rectification	2	-	-	-
PC4. report the malfunctions/repairs beyond own scope to the concerned person for rectification	4	-	-	-
PC5. prepare the work area by cleaning and placement of tools/equipment in an organised manner	2	4	-	2
<i>Provide assistance for service, maintenance and repair/replacement of vehicle parts or aggregates</i>	18	22	-	9
PC6. identify the auto component/aggregate and their specifications	4	3	-	-
PC7. assist senior in visual inspection of the vehicle for any external impact/bend/leak/incorrect level/wear & tear	2	5	-	1
PC8. work carefully to ensure no damage is caused to any aggregate/component	4	-	-	-
PC9. comply with the Standard Operating Procedures and vehicle service manuals for repairing, servicing and using workshop tools and equipment	2	-	-	1
PC10. maintain documentation of each process as specified by OEM	2	2	-	1
PC11. assist senior in performing routine service/maintenance (inspect/correct/adjust/clean/lubricate) in vehicle/aggregate	-	6	-	1
PC12. perform routine service/maintenance (change/replenish/top-up - lubricants, fluids, coolant, filters etc.) and minor repair/replacement (wheels, wiper, mud flap, brake pad, brake shoes, wheel balancing etc.) in vehicle/aggregate under supervision of senior	2	-	-	3
PC13. assist in dismantling aggregate like suspension steering system, cooling system, engine gearbox etc.	2	6	-	2
<i>Perform pollution check</i>	2	14	-	5

NSQF QUALIFICATION FILE

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PC14. perform PUC (Pollution Under Control) check as per standard procedure using appropriate software and hardware	-	5	-	1
PC15. check the reading to confirm if these are within acceptable range and inform the concerned person about discrepancies, if any	2	4	-	2
PC16. check the previous PUC certificate for existing record or take data from registration certificate and enter details in software	-	3	-	-
PC17. prepare the PUC certificate	-	2	-	2
NOS Total	30	50	-	20

Employability Skills (30 hours)

S. No	Module Name	Assessment Marks
1.	Introduction to Employability Skills	2
2.	Constitutional values - Citizenship	2
3.	Becoming a Professional in the 21st Century	4
4.	Basic English Skills	5
5.	Communication Skills	2
6.	Diversity & Inclusion	2
7.	Financial and Legal Literacy	7
8.	Essential Digital Skills	10
9.	Entrepreneurship	8
10.	Customer Service	4
11.	Getting ready for Apprenticeship & Jobs	4
	Total	50

NSQF QUALIFICATION FILE

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Rationalized in 24th NSQC, Meeting Date: 17-11-2022

Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
Means of assessment 1 <ol style="list-style-type: none">1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below.)4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria.	
Means of assessment 2 Add boxes as required.	

NSQF QUALIFICATION FILE

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Rationalized in 24th NSQC, Meeting Date: 17-11-2022

Pass/Fail

1. To pass the Qualification Pack, every trainee should score a minimum of 65% in every NOS.
2. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

NSQF QUALIFICATION FILE

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SECTION 2

EVIDENCE OF LEVEL

Title/Name of qualification/component: Four Wheeler Service Assistant QP Code:-ASC/Q1401				Level: 3
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors		NSQF Level
Process	assist the service technician by running errands and performing service/repair/maintenance under supervision	Theoretical & Practical skill required for assisting in repairing/servicing 4-wheeler vehicles. Since the individual is required to take instructions from supervisors, hence this is level 3.		3
Professional knowledge	Knowledge related to conducting test drive to identify, diagnose and repair the vehicle in a scheduled manner	Factual and theoretical knowledge in the field of repairing/servicing of 4-wheeler vehicles. No deeper knowledge or skills are required for this individual, hence this is level 3.		3
Professional skill	<ul style="list-style-type: none">Identify the work requirement to schedule timely completion accordinglyApply the knowledge about the various systems/components/aggregates	Range of cognitive and practical skill required for the repairing/servicing of 4-wheeler vehicles. Hence this is level 3.		3

NSQF QUALIFICATION FILE

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	<ul style="list-style-type: none">• Demonstrate moving the vehicle around and the process of performing routine service of the vehicle• Follow the steps of repair and replacement of faulty parts as per standard operating procedures			
Core skill	Effective skill in writing, reading and oral communication (listening and speaking skills) with required clarity	Skill to communicate written or oral with required clarity, but not to manage/supervise others. Hence this is level 3.		3
Responsibility	Responsible for completing the assigned task, effective team working, safety of self and in workplace	Accountable for own work and learning in the domain of repairing/servicing of 4-wheeler vehicles and hence this is level 3.		3

NSQF QUALIFICATION FILE

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SECTION 3

EVIDENCE OF NEED

1	<p>What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?</p> <p>Feedback from industry was collected with respect to roles for which qualification pack development was to be prioritized.</p>
2	<p>What is the estimated uptake of this qualification and what is the basis of this estimate?</p> <p>Skills Gap analysis reports for industry demand Training duration w.r.t current and potential capacity envisaged for potential supply</p>
	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</p> <p>Yes</p>
3	<p>What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</p> <p>NSDC list of Approved and Under-Development QPs was checked prior to commencement of work.</p>
4	<p>What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here</p> <ul style="list-style-type: none">• Monitoring of results of assessments• Employer feedback will be sought

NSQF QUALIFICATION FILE

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SECTION 4

EVIDENCE OF PROGRESSION

1	<p>What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?</p> <ol style="list-style-type: none">1. Endorsed and accepted by the Industry players2. Formal recognition from the Industry players3. Horizontal and vertical mobility options are available
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Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

1. QP ASC/Q1401
2. MC ASC/Q1401