# Model Curriculum

**QP Name: Polisher**

**Optional: Polisher - Manual**

**QP Code: CSC/Q0113**

**Version: 3.0**

**NSQF Level: 2**

**Model Curriculum Version: 3.0**

Capital Goods Skill Council || Awfis Space Solutions Pvt. Ltd, 1st Floor, L-29, Outer Circle, Connaught Place, New Delhi – 110001

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# Training Parameters

| | |
|---|---|
| **Sector** | Capital Goods |
| **Sub-Sector** | Machine Tools, Dies, Moulds and Press Tools, Plastics Manufacturing Machinery, Textile Manufacturing Machinery, Process Plant Machinery,Electrical and Power Machinery, Light Engineering Goods |
| **Occupation** | Coating and Painting |
| **Country** | India |
| **NSQF Level** | 2 |
| **Aligned to NCO/ISCO/ISIC Code** | NCO-2015/7224.0801 |
| **Minimum Educational Qualification and Experience** | Ability to read and write |
| **Pre-Requisite License or Training** | NA |
| **Minimum Job Entry Age** | 18 Years |
| **Last Reviewed On** | 26/05/2022 |
| **Next Review Date** | 26/05/2025 |
| **NSQC Approval Date** | 26/05/2022 |
| **QP Version** | 3.0 |
| **Model Curriculum Creation Date** | 26/05/2022 |
| **Model Curriculum Valid Up to Date** | 26/05/2025 |
| **Model Curriculum Version** | 3.0 |
| **Minimum Duration of the Course** | 210 Hours 00 Minutes |
| **Maximum Duration of the Course** | 270 Hours 00 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 should have acquired the listed knowledge and skills to:

- Explain the importance of following the health and safety practices at work.
- Demonstrate ways to coordinate with co-workers to achieve work efficiency.
- Demonstrate the process of carrying out polishing using the relevant machinery, tools and equipment.

**Option 1: Polisher - Manual**

At the end of the program, the learner should have acquired the listed knowledge and skills.

- Demonstrate the process of carrying out polishing manually.

## Compulsory Modules

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

| NOS and Module Details | Theory Duration | Practical Duration | On-the-Job Training Duration (Mandatory) | On-the-Job Training Duration (Recommended) | Total Duration |
|---|---|---|---|---|---|
| **CSC/N1335 Follow the health and safety practices at work** **NSQF Level- 3** | **25:00** | **35:00** | **0:00** | **00:00** | **60:00** |
| Module 1: Introduction to the role of a Polisher | 05:00 | 0:00 | 0:00 | 00:00 | 05:00 |
| Module 2: Health and safety practices | 20:00 | 35:00 | 0:00 | 00:00 | 55:00 |
| **CSC/N1336 Coordinate with co-workers to achieve work efficiency** **NSQF Level- 3** | **10:00** | **20:00** | **0:00** | **00:00** | **30:00** |
| Module 3: Process of coordinating with co-workers to achieve work efficiency | 10:00 | 20:00 | 0:00 | 00:00 | 30:00 |
| **CSC/N0113 Carry out polishing using the relevant machinery, tools and equipment** **NSQF Level- 2** | **30:00** | **30:00** | **0:00** | **00:00** | **60:00** |
| Module 4: Process of carrying out polishing using | 30:00 | 30:00 | 0:00 | 00:00 | 60:00 |

| NOS and Module Details | Theory Duration | Practical Duration | On-the-Job Training Duration (Mandatory) | On-the-Job Training Duration (Recommended) | Total Duration |
|---|---|---|---|---|---|
| the relevant machinery, tools and equipment | | | | | |
| **DGT/VSQ/N0101 - Employability Skills (30 hours) NSQF Level – 2** | **12:00** | **18:00** | **0:00** | **00:00** | **30:00** |
| Module 5: Introduction to Employability Skills | 0.5:00 | 0.5:00 | 0:00 | 00:00 | 1:00 |
| Module 6: Constitutional values - Citizenship | 0.5:00 | 0.5:00 | 0:00 | 00:00 | 1:00 |
| Module 7: Becoming a Professional in the 21st Century | 0.5:00 | 0.5:00 | 0:00 | 00:00 | 1:00 |
| Module 8: Basic English Skills | 1:00 | 1:00 | 0:00 | 00:00 | 2:00 |
| Module 9: Communication Skills | 1.5:00 | 2.5:00 | 0:00 | 00:00 | 4:00 |
| Module 10: Diversity & Inclusion | 0.5:00 | 0.5:00 | 0:00 | 00:00 | 1:00 |
| Module 11: Financial and Legal Literacy | 1.5:00 | 2.5:00 | 0:00 | 00:00 | 4:00 |
| Module 12: Essential Digital Skills | 1:00 | 2:00 | 0:00 | 00:00 | 3:00 |
| Module 13: Entrepreneurship | 2.5:00 | 4.5:00 | 0:00 | 00:00 | 7:00 |
| Module 14: Customer Service | 1.5:00 | 2.5:00 | 0:00 | 00:00 | 4:00 |
| Module 15: Getting ready for apprenticeship & Jobs | 1:00 | 1:00 | 0:00 | 00:00 | 2:00 |
| **Total Duration** | **77:00** | **103:00** | **30:00** | **00:00** | **210:00** |

## Optional Modules

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

| NOS and Module Details | Theory Duration | Practical Duration | On-the-Job Training Duration (Mandatory) | On-the-Job Training Duration (Recommended) | Total Duration |
|---|---|---|---|---|---|
| **CSC/N0703 Carry out manual polishing on various metals and metal alloy components NOS Version- 2.0 NSQF Level- 2** | **25:00** | **35:00** | **0:00** | **00:00** | **60:00** |
| Module 16: Process of carrying out manual polishing on various metals and metal alloy components | 25:00 | 35:00 | 0:00 | 00:00 | 60:00 |

| Total Duration | 25:00 | 35:00 | 0:00 | 00:00 | 60:00 |

# Module Details

## Module 1: Introduction to the role of a Polisher
*Bridge Module*

**Terminal Outcomes:**

- Discuss the job role of a Polisher.

| Duration: 05:00 | Duration: 0:00 |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>Describe the size and scope of the capital good industry and its sub-sectors.</li><li>Discuss the role and responsibilities of a Polisher.</li><li>Identify various employment opportunities for a Polisher.</li></ul> | |
| **Classroom Aids** | |
| Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop, Video Films | |
| **Tools, Equipment and Other Requirements** | |
| NA | |

# Module 2: Health and safety Practices

*Mapped to CSC/N1335 v2.0*

**Terminal Outcomes:**

- Demonstrate ways to maintain personal health and safety.
- Describe the process of assisting in hazard management.
- Explain how to check the first aid box, firefighting and safety equipment.
- Describe the process of assisting in waste management.
- Explain the importance of following the fire safety guidelines.
- Explain the importance of following the emergency and first-aid procedures.
- Demonstrate the process of carrying out relevant documentation and review.

| Duration: 20:00 | Duration: 35:00 |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>Explain the recommended practices to be followed to ensure protection from infections and transmission to others, such as the use of hand sanitiser and face mask.</li><li>Explain the importance and process of checking the work conditions, assessing the potential health and safety risks, and take appropriate measures to mitigate them.</li><li>Explain the importance and process of selecting and using the appropriate PPE relevant to the task and work conditions.</li><li>Explain the recommended techniques to be followed while lifting and moving heavy objects to avoid injury.</li><li>Explain the importance of following the manufacturer's instructions and workplace safety guidelines while working on heavy machinery, tools and equipment.</li><li>Explain the importance and process of identifying existing and potential hazards at work.</li><li>Describe the process of assessing the potential risks and injuries associated with the various hazards.</li><li>Explain how to prevent or minimise different types of hazards.</li></ul> | <ul><li>Demonstrate the use of appropriate Personal Protective Equipment (PPE) relevant to the task and work conditions.</li><li>Demonstrate how to handle hazardous materials safely.</li><li>Demonstrate the process of testing the firefighting and various safety equipment to ensure they are in usable condition.</li><li>Demonstrate the process of recycling and disposing different types of waste appropriately.</li><li>Demonstrate how to use the appropriate type of fire extinguisher to extinguish different types of fires safely.</li><li>Demonstrate how to administer appropriate first aid to the injured personnel.</li><li>Demonstrate the process of performing Cardiopulmonary Resuscitation (CPR) on a potential victim of cardiac arrest.</li><li>Demonstrate the process of carrying out appropriate documentation following a health and safety incident at work, including all the required information.</li></ul> |

- Explain how to handle and store hazardous materials safely.

- Explain the importance of ensuring the first aid box is updated with the relevant first aid supplies.

- Describe the process of checking and testing the firefighting and various safety equipment to ensure they are in a usable condition.

- Explain the criteria for segregating waste into appropriate categories.

- Describe the appropriate methods for recycling recyclable waste.

- Describe the process of disposing of the non-recyclable waste safely and the applicable regulations.

- Explain the use of different types of fire extinguishers to extinguish different types of fires.

- State the recommended practices to be followed for a safe rescue during a fire emergency.

- Explain how to request assistance from the fire department to extinguish a serious fire.

- Explain the appropriate practices to be followed during workplace emergencies to ensure safety and minimise loss to organisational property.

- State the common health and safety hazards present in a work environment, associated risks, and how to mitigate them.

- State the safe working practices to be followed while working at various hazardous sites and using electrical equipment.

- Explain the importance of ensuring easy access to firefighting and safety equipment.

- Explain the appropriate preventative and remedial actions to be taken in the case of exposure to toxic materials, such as poisonous

chemicals and gases.

- Explain various causes of fire in different work environments and the recommended precautions to be taken to prevent fire accidents.

- Describe different methods of extinguishing fire.

- List different materials used for extinguishing fire.

- Explain the applicable rescue techniques to be followed during a fire emergency.

- Explain the importance of placing safety signs and instructions at strategic locations in a workplace and following them.

- Explain different types of first aid treatment to be provided for different types of injuries.

- State the potential injuries associated with incorrect manual handling.

- Explain how to move an injured person safely.

- State various hazards associated with the use of various machinery, tools, implements, equipment and materials.

- Explain the importance of ensuring no obstruction and free access to fire exits.

- Explain how to free a person from electrocution safely.

- Explain how to administer appropriate first aid to an injured person.

- Explain how to perform Cardiopulmonary Resuscitation (CPR).

- Explain the importance of coordinating with the emergency services to request urgent medical assistance for persons requiring professional medical attention or hospitalisation.

- State the appropriate documentation

| | |
|---|---|
| to be carried out following a health and safety incident at work, and the relevant information to be included.<br><br>• Explain the importance and process of reviewing the health and safety conditions at work regularly or following an incident.<br><br>• Explain the importance and process of implementing appropriate changes to improve the health and safety conditions at work. | |

**Classroom Aids**

Computer, Projection Equipment, PowerPoint Presentation and Software, Facilitator's Guide, Participant's Handbook.

**Tools, Equipment and Other Requirements**

Personal Protective Equipment, Cleaning Equipment and Materials, Sanitizer, Soap, Mask

# Module 3: Process of coordinating with co-workers to achieve work efficiency

## Mapped to NOS CSC/N1336 v2.0

**Terminal Outcomes:**

- Demonstrate ways to Work and communicate effectively with co-workers.
- Discuss ways to promote diversity and inclusion at the workplace.

| Duration: 10:00 | Duration: 20:00 |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>Explain the importance and process of effective communication in the workplace.</li><li>Explain the barriers to effective communication and how to overcome them.</li><li>Explain the importance of teamwork in an organisation's and individual's success.</li><li>Explain the importance of active listening in the work environment.</li><li>State the appropriate techniques to be followed for active listening.</li><li>Explain the importance of tone and pitch ineffective communication.</li><li>Explain the importance of avoiding casual expletives and unpleasant terms while communicating professional circles.</li><li>Explain the importance of maintaining discipline and ethical behaviour at work.</li><li>**State** the common reasons for interpersonal conflict and how to resolve them.</li><li>Explain the importance of developing effective working relationships for professional success.</li><li>Describe the process of expressing and addressing grievances appropriately and effectively.</li><li>Explain the importance and process of planning daily tasks to ensure their timely completion and efficient use of</li></ul> | <ul><li>Demonstrate the process of preparing the relevant documents and reports as per the supervisor's instructions, providing appropriate information clearly and systematically.</li><li>Demonstrate how to mentor and assist subordinates in the execution of their work responsibilities.</li><li>Demonstrate the process of using various resources efficiently to ensure maximum utilisation and minimum wastage.</li><li>Demonstrate how to communicate clearly and politely to ensure effective communication with co-workers.</li><li>Demonstrate appropriate verbal and non-verbal communication that is respectful of genders and disability.</li></ul> |

- time.

- Explain the importance of adhering to the limits of authority at work.

- Explain the importance of following the applicable quality standards and timescales at work.

- Explain the importance of coordinating with co-workers to achieve the work objectives efficiently.

- Explain the relevant documentation requirements.

- Explain the importance of providing appropriate information clearly and systematically in work documents.

- State the escalation matrix to be followed to deal with out of authority tasks and concerns.

- Explain the importance and process of mentoring and assisting subordinates in the execution of their work responsibilities.

- Explain how to identify possible disruptions to work prevent them.

- Explain how to use various resources efficiently to ensure maximum utilisation and minimum wastage.

- Explain the recommended practices to be followed at work to avoid and resolve conflicts at work.

- Explain the importance and process of efficient and timely dissemination of information to the authorised personnel.

- Explain the procedure to report inappropriate behaviour e.g., harassment.

| Classroom Aids: |
| --- |
| Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop |

| Tools, Equipment and Other Requirements |
| --- |
| NA |

## Module 4: Process of carrying out polishing using the relevant machinery, tools and equipment
### Mapped to CSC/N0113 v2.0

**Terminal Outcomes:**

- Describe the process of preparing for polishing operations.
- Demonstrate the process of carrying out polishing operations.
- Demonstrate various practices for effective resource optimisation.

| Duration: 30:00 | Duration: 30:00 |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>Explain different types of metals, metal alloys and non-metals.</li><li>Explain the concepts and benefits of Industry 4.0 and Industrial Internet of Things (IIoT).</li><li>State the terminology used in polishing procedures.</li><li>List the hazards associated with carrying out the mechanical finishing/polishing process and how to deal with them effectively.</li><li>Explain the use of the relevant PPE for carrying out mechanical polishing activities.</li><li>Explain how to identify various mechanical polishing process faults such as pitting, erosion of substrate, inconsistent polishing, perforation and incorrect colour.</li><li>Explain the use of different types of polishing machinery</li><li>Describe the process of polishing different types of materials such as cast iron; zinc/zinc alloys; bronze; low-carbon, low alloy, high yield, stainless steels; clad and coated materials; aluminium/aluminium alloys; copper/copper alloys, etc.</li><li>Explain different types of tools and equipment required for adjusting the settings on polishing machines to achieve the required surface finish.</li><li>Describe the process of setting operational performance parameters</li></ul> | <ul><li>Demonstrate the process of setting up the relevant machinery appropriately for carrying out polishing.</li><li>Demonstrate the process of setting the workpiece using the appropriate positioning or holding devices as per job requirements.</li><li>Demonstrate the process of carrying out polishing as per the standard procedure.</li><li>Demonstrate the process of carrying out the appropriate mechanical polishing processes such as Vibro finishing, barrelling, fluidized bed polishing, vapour blasting, rotary polishing and shot blasting as per the requirement.</li><li>Demonstrate the process of carrying out minor repair and maintenance of the polishing tools and equipment and store them safely in the designated storage area.</li><li>Demonstrate the use of various industry 4.0 manufacturing technologies.</li><li>Show how to dispose of the industrial waste appropriately in compliance with the relevant environmental regulations and organisational policies.</li><li>Demonstrate the process of carrying out the necessary documentation such as job cards, progress and incident reports, as per the</li></ul> |

such as speed, smoothness, time on the polishing machine on polishing machines.

- Explain the importance and process of monitoring the equipment settings and functioning during the mechanical polishing process.

- Explain different types of finishing and polishing methods and techniques.

- Explain the criteria for selecting different types of machinery, methods and techniques for finishing and polishing different types of surfaces.

- Explain the importance of using the polishing machinery, tools and equipment according to the manufacturers' instructions.

- Explain the effect of using different types and grades of abrasive media on surface finish.

- Explain the importance of following specified polishing sequences and procedures.

- Explain the importance of determining the surface finish requirements before starting the polishing operations.

- Explain the importance of determining the suitability of abrasive media with the workpiece before starting the polishing operations.

- Explain the importance and process of securing the workpiece/raw material using the appropriate work holding devices and mechanisms.

- Explain how to check the common surface imperfections/defects and non-conformance to specifications.

- State common problems encountered during the polishing process and how to resolve them.

- Explain different types of surface imperfections/defects that can be

organisational procedure.

- Demonstrate various practices to optimise the usage of various resources such as water and electricity.

removed/repaired by mechanical finishing/polishing processes.

- Describe the process of handling components with surface imperfections/defects that cannot be removed/repaired.

- Explain the importance of removing all the polished components from the equipment before polishing the next batch.

- Describe the relevant mechanical polishing processes, such as vibro finishing, barreling, fluidized bed polishing; vapour blasting; rotary polishing; shot blasting, grid blasting, etc.

- Explain the importance of storing the machinery, tools and equipment safely at the designated storage after use.

- Explain the benefits of resource optimisation.

**Classroom Aids**

Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop

**Tools, Equipment and Other Requirements**

Vibratory Bowl, Finishing Machine, Rotating Barrel Machines, Swirling Fluidized Bed Polishing Machine, Vapour Blasting Machines, Rotary Polishing Machine, Shot Blasting Machine, Surface Finish Equipment, Personal Protective Equipment (PPE).

## Module 5: Process of carrying out manual polishing on various metals and metal alloy components
### Mapped to CSC/N0703 v2.0

**Terminal Outcomes:**

- Describe the process of preparing for manual polishing.
- Demonstrate the process of carrying out manual polishing.
- Explain the importance of using resources optimally.

| Duration: 50:00 | Duration: 70:00 |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>Explain the concepts and benefits of Industry 4.0 and Industrial Internet of Things (IIoT).</li><li>State the surface imperfections/ defects that can be removed/ repaired through manual polishing.</li><li>List various hazards associated with carrying out the manual polishing, and how to minimise them.</li><li>List different types of polishable metals, metal alloys and non-metals.</li><li>Explain the use of the terminology associated with polishing procedures.</li><li>Explain the use of different types of polishing media for polishing different types of materials, such as alumina, aluminium oxide, silicon carbide, diamond dust, Tripoli, calcium oxide, iron oxide, etc.</li><li>Describe different types of relevant polishing methods and the criteria for selecting one.</li><li>List different types of polishing equipment.</li><li>List different types of compounds/ abrasives used in polishing.</li><li>Explain the effects of different types and grades of polishing media on surface finish.</li><li>Explain the importance of following specific polishing sequence and procedures.</li><li>Explain the importance and process</li></ul> | <ul><li>Demonstrate the process of setting up abrasive belts, grinding wheels and mops according to the requirement.</li><li>Demonstrate the process of installing polishing mops and buffs following the standard procedure.</li><li>Demonstrate the process of setting the component/ workpiece using the appropriate positioning and work holding device.</li><li>Demonstrate the process of carrying out manual polishing as per the required specifications.</li><li>Demonstrate the use of various industry 4.0 manufacturing technologies.</li><li>Demonstrate the process of carrying out minor repair and maintenance of the polishing tools and equipment.</li><li>Show how to dispose of the industrial waste appropriately in compliance with the relevant environmental regulations and organisational policies.</li><li>Demonstrate the process of carrying out relevant documentation such as job card, progress and incident reports as per the organisational procedure.</li><li>Show how to use the various resources optimally in various tasks and processes.</li></ul> |

of checking the suitability of different materials with the selected abrasive.

- Explain the importance and process of securing the workpiece/component appropriately using the relevant work holding device.

- Explain how to identify common surface imperfections/defects and non-conformance to specifications.

- Explain how to resolve common issues experienced while polishing a variety of materials.

- List the appropriate action to be taken in case the surface imperfections/defects on a workpiece/ component cannot be removed/repaired.

- Explain the importance of carrying out regular repair and maintenance of the tools and equipment and storing them at the designated storage after use.

- Explain the benefits and methods of resource optimisation.

**Classroom Aids**

Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop

**Tools, Equipment and Other Requirements**

Various Metal Samples, Personal Protective Equipment (PPE), Abrasive Belt for Grinders, Pedestal Grinders and Polishers, Flat Wheels, Fabric Mops and Brushes, Flexible Drive Appliances, Buffing Compounds, Cutting Compounds, Work Holding Devices, Surface Finish Equipment.

# Annexure

## Trainer Requirements

| Trainer Prerequisites | | | | | |
|---|---|---|---|---|---|
| Minimum Educational Qualification | Specialization | Relevant Industry Experience | | Training Experience | | Remarks |
| | | Years | Specialization | Years | Specialization | |
| Diploma /Degree | Diploma /Degree in Mechanical Engineering | 4 | Polisher - Machine | 0 | | Practical skills and knowledge required in the relevant field |

| Trainer Certification | |
|---|---|
| **Domain Certification** | **Platform Certification** |
| Certified for Job Role: "**Polisher**" mapped to QP: "CSC/Q0113, v2.0". The minimum accepted score is 80% | Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q2601". The Minimum accepted as per respective SSC guidelines is 80%. |

## Assessor Requirements

| Assessor Prerequisites | | | | | |
|---|---|---|---|---|---|
| Minimum Educational Qualification | Specialization | Relevant Industry Experience | | Training/Assessment Experience | | Remarks |
| | | *Years* | *Specialization* | *Years* | *Specialization* | |
| Diploma /Degree | Diploma /Degree in Mechanical Engineering | 4 | Polisher – Machine | 0 | | Practical skills and knowledge required in the relevant field |

| Assessor Certification | |
|---|---|
| **Domain Certification** | **Platform Certification** |
| Certified for Job Role: "**Polisher**" mapped to QP: "CSC/Q0113, v2.0". The minimum accepted score is 80% | Certified for the Job Role: "Assessor" (VET and skills, mapped to the Qualification Pack: "MEP/Q2701, v2.0", with a minimum score of 80%. |

## Assessment Strategy

1. Assessment System Overview:
   - Batches assigned to the assessment agencies for conducting the assessment on SDMS/SIP or email
   - Assessment agencies send the assessment confirmation to VTP/TC looping SSC
   - The assessment agency deploys the ToA certified Assessor for executing the assessment
   - SSC monitors the assessment process & records

2. Testing Environment

   To ensure a conducive environment for conducting a test, the trainer will:
   - 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 10 a.m. and 5 p.m. respectively
   - Ensure there are 2 Assessors if the batch size is more than 30.
   - 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 levels 1 to 3 are for the unskilled & semi-skilled individuals, and levels 4 and above are for the skilled, supervisor & higher management
   - The assessor must be ToA certified and the trainer must be ToT Certified
   - The 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:

   To verify the details submitted by the training centre, the assessor will undertake:
   - A surprise visit to the assessment location
   - A random audit of the batch
   - A random audit of any candidate

6. Method for assessment documentation, archiving, and access

   To protect the assessment papers and information, the assessor will ensure:
   - Hard copies of the documents are stored

- Soft copies of the documents & photographs of the assessment are uploaded/accessed from Cloud Storage
- Soft copies of the documents & photographs of the assessment are stored on the Hard drive

# References

## Glossary

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

## Acronyms and Abbreviations

| Term | Description |
|------|-------------|
| NOS | National Skills Qualification Committee |
| NSQF | National Skills Qualification Framework |
| OJT | On-the-Job Training |
| OMR | Optical Mark Recognition |
| PC | Performance Criteria |
| PwD | Persons with Disabilities |
| QP | Qualification Pack |
| SDMS | Skill Development & Management System |
| SIP | Skill India Portal |
| SSC | Sector Skill Council |
| TC | Trainer Certificate |
| ToA | Training of Assessors |
| ToT | Training of Trainers |
| TP | Training Provider |