Model Curriculum

QP Name: Powder Coater

QP Code: PCS/Q5102

QP Version: 2.0

NSQF Level: 4

Model Curriculum Version: 1.0

Paints and Coatings Skill Council | G-3 Shreya House Premises Co-Op Society Limited, Pereira Hill, Off Andheri-Kurla Road, Opposite Guru Nanak Petrol Pump, Andheri East, Mumbai – 400099, Maharashtra, India.

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Training Parameters

Sector	PAINTS AND COATINGS
Sub-Sector	Application
Occupation	Industrial Paint Application
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO 2015 – 7131.0200, 7131.0030
Minimum Educational Qualification and Experience	8th Class Pass + ITI (2 years) and 2 years' experience Or 10th Class Pass with 2 years' experience Or 10th Class Pass + ITI (1 year after Class 10th) with 1 year experience Or 10th Class Pass + ITI (2 years after Class 10th) Or 10th Class Pass and pursuing continuous regular schooling Or 3-year Diploma (after 10th) Or 12th Class Pass and 6 months' experience Or Certified for Assistant Decorative Painter (NSQF level 3) and 2 years' experience
Prerequisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	31/03/2022
Next Review Date	31/03/2025
NSQC Approval Date	31/03/2022
Version	2.0
Model Curriculum Creation Date	31/03/2022
Model Curriculum Valid Up to Date	31/03/2025
Model Curriculum Version	1.0
Minimum Duration of the Course	570 Hours, 0 Minutes
Maximum Duration of the Course	570 Hours, 0 Minutes

Program Overview

This section summarises 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

- Explain the nature of work across the Paints and Coatings industry, the various subsectors, and their evolution.
- Discuss what is Powder Coating, it's features and benefits.
- Identify the role and responsibilities of a Powder Coater.
- Discuss the preparation and pre-treatment of the component before coating.
- Explain the application process of powder coating.
- Discuss how to clean and maintain the tools and equipment used for powder coating.
- Discuss the quality control activities.
- Demonstrate how to record and document all problems arising during quality analysis.
- Discuss how to comply with current health, safety and environmental policies and procedures.
- Discuss a plan of learning and development activities to address learning needs with appropriate people.

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
PCS/N5109 – Plan, prepare, pre-treat and coat the component with powder coating. **NOS Version No. 2.0** **NSQF Level 4**	130:00	230:00	60:00	00:00	**420:00**
Module 1 - Introduction to the sector and the job role of Powder Coater	04:00	00:00	00:00	00:00	**04:00**
Module 2 – Plan, prepare and pre-treat the components	56:00	93:00	25:00	00:00	**174:00**
Module 3 – Apply powder coating	45:00	87:00	25:00	00:00	**157:00**
Module 4 – Clean up and maintenance	25:00	50:00	10:00	00:00	**85:00**
PCS/N9901 – Co-ordinate with Colleagues and Customers **NOS Version No. 2.0** **NSQF Level 4**	10:00	20:00	00:00	00:00	**30:00**
Module 5 - Coordinate with supervisors, colleagues, and customers	10:00	20:00	00:00	00:00	**30:00**

PCS/N9902 – Maintain Standards of Product/ Service Quality **NOS Version No. 2.0** **NSQF Level 4**	10:00	20:00	00:00	00:00	**30:00**
Module 6 - Achieve customer satisfaction for given quality	10:00	20:00	00:00	00:00	**30:00**
PCS/N9903 – Maintain OH&S Standards and Follow Environmental Norms **NOS Version No. 2.0** **NSQF Level 4**	10:00	20:00	00:00	00:00	**30:00**
Module 7 - Achieve health, safety, and environmental standards	10:00	20:00	00:00	00:00	**30:00**
DGT/VSQ/N0102 – Employability Skills (60 hours) **NOS Version No. 1 NSQF Level 4**	**24:00**	**36:00**	**00:00**	**00:00**	**60:00**
Module 8 – Introduction to Employability Skills	00:50	01:00	00:00	00:00	01:50
Module 9 – Constitutional Values – Citizenship	00:50	01:00	00:00	00:00	01:50
Module 10 – Becoming a Professional in the 21st century	01:00	01:50	00:00	00:00	02:50
Module 11 – Basic English Skills	04:00	06:00	00:00	00:00	10:00
Module 12 – Career Development and Goal Setting	01:00	01:00	00:00	00:00	02:00
Module 13 – Communication Skills	02:00	03:00	00:00	00:00	05:00
Module 14 – Diversity and Inclusion	01:00	01:50	00:00	00:00	02:50
Module 15 – Financial and Legal Literacy	02:00	03:00	00:00	00:00	05:00
Module 16 – Essential Digital Skills	O4:00	06:00	00:00	00:00	10:00
Module 17 – Entrepreneurship	03:00	04:00	00:00	00:00	07:00
Module 18 – Customer Service	02:00	03:00	00:00	00:00	05:00
Module 19 – Getting ready for apprenticeship and jobs	03:00	05:00	00:00	00:00	08:00
Total Duration	**184:00**	**326:00**	**60:00**	**00:00**	**570:00**

Module Details

Module 1: Introduction to the sector and the job role of Powder Coater
Mapped to NOS PCS/N5109 v2.0

Terminal Outcomes:

- Discuss the Paints and Coatings sector in India.
- Identify the role and responsibilities of a Powder Coater.

Duration: *04:00*	Duration: *00:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Discuss the role and the importance of the Paints and Coatings industry in India. - List the various sub-sectors and occupations in the Paints and Coatings sector. - Discuss the range of powder coating commercially available in India. - Discuss the current and future trends in the Paints and Coatings sector. - Discuss the features including advantages of various powder coatings. - Describe the skills and competencies required for a Powder Coater. - Define the role and the career progression of a Powder Coater.	
Classroom Aids:	
Laptop, Whiteboard, Marker, Projector	

Module 2: Plan, prepare and pre-treat the components.
Mapped to NOS PCS/N5109 v2.0

Terminal Outcomes:

- Explain the process for preparation and pre-treatment of the substrate.

Duration: 56:00	Duration: 93:00 + Mandatory OJT: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
- Explain how to read the job card to identify the preparation, pre-treatment and powder coating to be applied. - List the checks to be conducted, on site, for assessment of hazards and other safety aspects and the measures to control it. - Discuss the parameters to check the suitability of the jigs/ hangers. - Explain the parameters of the component to be inspected before preparation and pre-treatment. - Explain the pre-treatment process for the given component. - Explain how to prepare the powder coating material and the coating booth for application. - Discuss the company's policies and occupational health and safety standards.	- Identify the type of preparation, pre-treatment and powder coating to be applied from the sample job card. - Conduct safety checks at the given site and implement measures to control it. - Demonstrate how to check the jigs/ hangers. - Show how to inspect the component visually and confirm it's suitability for further preparation and pre-treatment. - Identify the areas of the component required to be masked. - Demonstrate the masking of the component parts not required to be coated. - Prepare and pre-treat the given component as per the SOP. - Show the preparation and set up the process for application of the powder coating. - Use the appropriate of Personal Protective Equipment (PPE).
Classroom Aids:	
Laptop, Whiteboard, Marker, Projector, Tools for learning activities – Intranet, Email, IMs, Learning Management System (for example, Moodle, Blackboard, etc.) to enable blended learning	
Tools, Equipment and Other Requirements	
Powder Coating material, Application booth and equipment, Jigs/ hangers, Pre-treatment set up – Chemical and mechanical, Masking tape.	

Module 3: Apply powder coating
Mapped to NOS PCS/N5109 v2.0

Terminal Outcomes:

- Demonstrate how to apply powder coating.

Duration: *45:00*	Duration: *87:00 + Mandatory OJT: 25:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain how to set up the powder coating material and equipment for application. - Discuss the application equipment parameters to be set up before actual application. - List the film properties to be tested after application and curing of the powder coating. - Discuss the common quality defects on the coated component and measures to correct it.	- Set up the powder coating material and equipment for application. - Demonstrate the set up of the application parameters for the given application equipment. - Show the application of the powder coating, as recommended by the SOP and material and equipment supplier. - Cure/ dry the coating as recommended by the powder coating supplier. - Test the quality parameters like Dry Film Thickness (DFT), opacity, colour and finish. - Identify the defects in the coated component and rectify the same.
Classroom Aids:	
Laptop, Whiteboard, Marker, Projector, Tools for learning activities – Intranet, Email, IMs, Learning Management System (for example, Moodle, Blackboard, etc.) to enable blended learning	
Tools, Equipment and Other Requirements	
Powder coating material, Components for coating, Goggles, Dust masks, Gloves, Masking sheet, Painter's tape, Sanding tool, Sandpaper (various grits), Wire brush, Powder coating application equipment, Compressed air. Spray booth, DFT meter, Gloss-o-meter, Samples of film defects. Jigs/ hangers	

Module 4: Clean up and maintenance
Mapped to NOS PCS/N5109 v2.0

Terminal Outcomes:

- Demonstrate how to clean and maintain the tools and equipment.

Duration: 25:00	Duration: 50 :00 + Mandatory OJT: 10:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain the clean-up process of the work site, tools and equipment used for powder coating. - Discuss the powder recovery process. - Explain the precautions to be taken for safe handling and storage of the application equipment. - Discuss the process for cleaning the jigs/ hanger in order to maintain the transfer efficiency.	- Demonstrate the cleaning of the work area, tools and equipment after coating. - Show how to recover the excess powder coating from the spray area. - Demonstrate the precautions and care to be taken while handling the application equipment. - Clean the jigs/ hangers as per SOP. - Demonstrate safe disposal of the waste. - Demonstrate appropriate communication skills towards colleagues.
Classroom Aids:	
Laptop, Whiteboard, Marker, Projector, Tools for learning activities – Intranet, Email, IMs, Learning Management System (for example, Moodle, Blackboard, etc.) to enable blended learning	
Tools, Equipment and Other Requirements	
Powder coating, Coating booth, Component, Goggles, Dust masks, Gloves, Masking sheet, Painter's tape, Sanding tool, Sandpaper (various grits), Wire brush, Application equipment, Compressed air supply, Sanding block, Jigs/ Hangers Broom, Dustpan.	

Module 5: Coordinate with supervisors, colleagues, and customers
Mapped to NOS PCS/N9901 v2.0

Terminal Outcomes:

- Demonstrate effective communication with supervisors, colleagues and customers.

Duration: *10:00*	Duration: *20:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain the importance of effective communication and interpersonal skills. - Identify the common causes of interpersonal conflicts and ways to manage them effectively. - Explain the importance of Standard Operating Procedure (SOP) of the company with respect to quality, privacy, confidentiality and security. - Explain the need for implementing guidelines and practices pertaining to gender sensitivity at the workplace. - Explain different gender concepts such as gender roles, gender as a social construct, gender power relations etc. - Discuss the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. - Identify the need for implementing guidelines and practices pertaining to sensitivity towards Persons with Disabilities (PwD). - Explain the schemes available for PwD. - Explain the ways to help persons with disability overcome challenges.	- Demonstrate, via role play, effective working with colleagues and customers. - Demonstrate active listening skills in a role play. - Create sample reports as per standard templates - Draw a table to list the dos and don'ts of customer service - Demonstrate use of appropriate behaviour and language that is respectful of disability and gender.
Classroom Aids:	
Laptop, Whiteboard, Marker, Projector, Tools for learning activities – Intranet, Email, IMs, Learning Management System (for example, Moodle, Blackboard, etc.) to enable blended learning	
Tools, Equipment and Other Requirements	
Cases for study and analysis, Sample job order, Sample SOP comprising work output requirements, Quality standards, Delivery schedule, Targets, Performance indicators and Incentive policies	

Module 6: Achieve customer satisfaction for given quality
Mapped to NOS PCS/N9902 v2.0

Terminal Outcomes:

- Apply practices for customer satisfaction
- Demonstrate escalation of customer complaints and grievances to higher authorities, if required

Duration: *10:00*	Duration: *20:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain the steps involved in capturing customer expectations. • Explain the process for collecting customer feedback. • Discuss standard practices in customer orientation and quality adherence. • Discuss the importance of meeting quality standards and timelines in a team.	• Demonstrate understanding of customer expectations using role play. • Demonstrate collection of customer feedback using verbal and non-verbal communication. • Create a sample complaint register to record customer complaints. • Create a sample workflow to report customer issues/complaints to the concerned authorities and supervisors. • Demonstrate steps of escalating negative feedback to the supervisor or concerned authorities. • Perform lab tests to ensure quality adherence of the products. • Prepare a sample product quality test report.
Classroom Aids:	
Laptop, Whiteboard, Marker, Projector, Tools for learning activities – Intranet, Email, IMs, Learning Management System (for example, Moodle, Blackboard, etc.) to enable blended learning	
Tools, Equipment and Other Requirements	
Cases for study and analysis, Sample SOP comprising customer handling policies, Sample SOP comprising organisational policies related to inclusive practices, Sample quality policy documents, Samples of good and bad quality products	

Module 7: Achieve health, safety, and environmental standards
Mapped to NOS PCS/N9903 v2.0

Terminal Outcomes:

- Apply health and safety practices at the workplace
- Explain the pandemic precautions and guidelines

Duration: *10:00*	Duration: *20:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Discuss the composition of a basic first aid kit. - List the daily safety instructions and other safety procedures for work. - Explain the types of fire and the correct extinguishers to be used. - Identify eco-friendly products, tools and equipment. - Explain the importance and methods for efficient use of materials, water and energy. - Discuss the methods of waste segregation and disposal. - Explain the safety procedures for handling and use of hazardous materials, tools and equipment. - Explain the importance of following COVID-19/ pandemic safety guidelines - Discuss the components and use of a MSDS (Material Safety Data Sheet) - List the personal protective equipment required for protective and marine painting. - Explain the steps to be followed for prevention of workplace accident.	- Demonstrate, in a mock situation, the procedure to administer first aid. - Demonstrate fire-fighting techniques and evacuation process. - Demonstrate, in a role play, steps for eliminating or minimising health, safety and environmental hazards in the work areas. - Demonstrate ways of optimising the usage of resources (water, electricity, fuel, etc.). - Segregate waste into different categories (recyclable, non-recyclable, hazardous, etc.) - Demonstrate disposal of hazardous materials and waste as per local environmental norms/ company's policies. - Create a sample record all incidents/ accidents and first aid treatments. - Demonstrate the process of lifting and storing items to reduce the risk of injuries. - Demonstrate the measures to prevent the spread of the pandemic.
Classroom Aids:	
Laptop, Whiteboard, Marker, Projector, Tools for learning activities – Intranet, Email, IMs, Learning Management System (for example, Moodle, Blackboard, etc.) to enable blended learning	
Tools, Equipment and Other Requirements	
A sample of health and safety policy document, Material Safety Data Sheets (MSDS), Personal Protective Equipment (PPE) like Protective gloves, Insulated clothing, Safety mask, Hard helmet, Safety shoes, Safety goggles, etc., Instruction manual for safe handling and routine cleaning of tools, machines, and equipment, Samples of various categories of waste, Colour-coded bins and containers, Various symbols representing hazardous waste, Containers for disposing of chemical waste, Wastewater treatment/recycling unit, COVID-19 safety manual, Hazard reporting form, Accident reporting form, First-aid kit, Emergency broadcast system and Mock emergency signage in the appropriate areas of the training institute, Cases for study and analysis	

Module 8: Introduction to Employability Skills
Mapped to NOS DGT/VSQ/N0102 v1.0

Duration: *00:50*	Duration: *01:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the Employability Skills required for jobs in various industries	
• List different learning and employability related GOI and private portals and their usage	

Module 9: Constitutional Values - Citizenship
Mapped to NOS DGT/VSQ/N0102 v1.0

Duration: *00:50*	Duration: *01:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen	
• Show how to practice different environmentally sustainable practices.	

Module 10: Becoming a Professional in the 21st Century
Mapped to NOS DGT/VSQ/N0102 v1.0

Duration: *01:00*	Duration: *01:50*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss importance of relevant 21st century skills.	
• Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.	
• Describe the benefits of continuous learning	

Module 11: Basic English Skills
Mapped to NOS DGT/VSQ/N0102 v1.0

Duration: *04:00*	Duration: *06:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone.	
• Read and interpret text written in basic English.	
• Write a short note/paragraph / letter/e -mail using basic English.	

Module 12: Career Development & Goal Setting
Mapped to NOS DGT/VSQ/N0102 v1.0

Duration: *01:00*	Duration: *01:00*
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Create a career development plan with well-defined short- and long-term goals	

Module 13: Communication Skills
Mapped to NOS DGT/VSQ/N0102 v1.0

Duration: *02:00*	Duration: *03:00*
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.	
• Explain the importance of active listening for effective communication	
• Discuss the significance of working collaboratively with others in a team	

Module 14: Diversity and Inclusion
Mapped to NOS DGT/VSQ/N0102 v1.0

Duration: *01:00*	Duration: *01:50*
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD	
• Discuss the significance of escalating sexual harassment issues as per POSH act.	

Module 15: Financial and Legal Literacy
Mapped to NOS DGT/VSQ/N0102 v1.0

Duration: *02:00*	Duration: *03:00*
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Outline the importance of selecting the right financial institution, product, and service	
• Demonstrate how to carry out offline and online financial transactions, safely and securely	
• List the common components of salary and compute income, expenditure, taxes, investments etc.	
• Discuss the legal rights, laws and aids	

Module 16: Essential Digital Skills
Mapped to NOS DGT/VSQ/N0102 v1.0

Duration: *04:00*	Duration: *06:00*
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Describe the role of digital technology in today's life	
• Demonstrate how to operate digital devices and use the associated applications and features, safely and securely	
• Discuss the significance of displaying responsible online behaviour while browsing, using various social media platforms, e-mails, etc., safely and securely	
• Create sample word documents, excel sheets and presentations using basic features	
• utilize virtual collaboration tools to work effectively	

Module 17: Entrepreneurship
Mapped to NOS DGT/VSQ/N0102 v1.0

Duration: *03:00*	Duration: *04:00*
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Explain the types of entrepreneurship and enterprises	
• Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan	
• Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement	
• Create a sample business plan, for the selected business opportunityDescribe the role of digital technology in today's life	

Module 18: Customer Service
Mapped to NOS DGT/VSQ/N0102 v1.0

Duration: *02:00*	Duration: *03:00*
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Describe the significance of analyzing different types and needs of customers	
• Explain the significance of identifying customer needs and responding to them in a professional manner.	
• Discuss the significance of maintaining hygiene and dressing appropriately	

Module 19: Getting ready for Apprenticeship and jobs
Mapped to NOS DGT/VSQ/N0102 v1.0

Duration: 03:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Create a professional Curriculum Vitae (CV)	
• Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively	
• Discuss the significance of maintaining hygiene and confidence during an interview	
• Perform a mock interview	
• List the steps for searching and registering for apprenticeship opportunities	

Annexure

Trainer Requirements

Trainer Prerequisites					
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training Experience**		**Remarks**
		Years	*Specialization*	*Years*	*Specialization*	
Graduate/ Certified in relevant CITS course	Paint technology	2	Paint manufacturing and/ or application CITS Trainer for Paint technology	1	Paint manufacturing and/ or application CITS Trainer for Paint technology	Training experience preferable but not mandatory

Trainer Certification	
Domain Certification	**Platform Certification**
Certified for the job role "Powder Coater", mapped to the Qualification Pack "PCS/Q5102, V 2.0", issued by Paints and Coatings Skill Council. Minimum accepted score in SSC Assessment is 80%.	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q2601, v3". Minimum accepted score is 80%.

Assessor Requirements

Assessor Prerequisites					
Minimum Educational Qualification	**Specialisation**	**Relevant Industry Experience**		**Training/Assessment Experience**		**Remarks**
		Years	*Specialisation*	*Years*	*Specialisation*	
Graduate/ Certified in relevant CITS course	Paint technology	2	Paint manufacturing and/ or application CITS Trainer for Paint technology	1	Paint manufacturing and/ or application CITS Trainer for Paint technology	Training experience preferable but not mandatory

Assessor Certification	
Domain Certification	**Platform Certification**
Certified for the job role "Powder Coater", mapped to the Qualification Pack "PCS/Q5102, V 2.0", issued by Paints and Coatings Skill Council. Minimum accepted score in SSC Assessment is 80%.	Recommended that the assessor is certified for the job role "Assessor" mapped to the Qualification Pack "MEP/Q2701,v3". Minimum accepted score is 80%.

Assessment Strategy

1. Assessment System Overview:

   - Batches are assigned to the assessment agencies for conducting the assessment on SIP or email.
   - Assessment agencies send the assessment confirmation to VTP/TC looping SSC.
   - Assessment agency deploys the ToA certified Assessor for conducting the assessment.
   - SSC monitors the assessment process via video conferencing/ surprise visits and records.

2. Testing Environment:

   - Confirm that the centre is available at the same address as mentioned on SIP or email.
   - Check the duration of the training.
   - Check the Assessment Start and End time to be as 9 A.M. and 6 P.M.
   - If the batch size is more than 30, then there should be 2 Assessors.
   - Check that the allotted time to the candidates to complete Theory and Practical Assessment is correct.
   - Check the mode of assessment—Online (TAB/ Computer/ Smart Phone or Blended 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 and semi-skilled individuals, and level 4 and above are for the skilled, supervisor and higher management.
   - Assessor must be ToA certified and trainer must be ToT certified.
   - Assessment agency must follow the assessment guidelines to conduct the assessment.

4. Types of evidence or evidence-gathering protocol:

   - Time-stamped and 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 and geotagged assessment (Theory + Viva + Practical) photographs and 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 and photographs of the assessment are uploaded/accessed from Cloud Storage
   - Soft copies of the documents and photographs of the assessment are stored in the Hard Drives

References

Glossary

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

Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards