

It's Objective, learning outcomes, Modules, assessments and material list

NAME OF THE COURSE: Assembly Line Operator

Submitted to: - Bihar Skill Development Mission, Labour Resources Department, GoB	Submitted By: -EFOS Edumarketers Private Limited
	Session: 2024-25 to 2029-30

Course Name: **Assembly Line Operator**

- Course Id- EFOS/ALO/1
- Candidate Eligibility :10th/12th/ Graduation/ITI/Diploma
- Age – Minimum 18 years
- Course Duration: 192(In hours)

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body: EFOS Edumarketers Private Limited

Registered Office - Citadel 1103 Eldeco Green Meadows, Sector-PI Greater Noida U.P-201308

Corporate Office at Block-A Sector-P3 Greater Noida Gautam Buddh Nagar Uttar Pradesh -201308,

Name and contact details of individual dealing with the submission.

Name : Dr. Akansha Jain

Position in the organization : Director.
Tel. number(s) (Mobile no.) : 9411409839/8744050874
Website : www.efos.in
E-mail address : akansha@efos.in

List of documents submitted in support of the Qualifications File

1. Curriculum Document

SUMMARY

Qualification Title	Certificate in Assembly Line Operator
Sector	Manufacturing
Qualification Code	EFOS/ALO/1

<p>Nature and purpose of the qualification</p>	<p>Nature</p> <p>192 hours Certificate Course in Assembly Line Operator</p> <p>Purpose</p> <p>Assembly Line Operator – The Certificate Course in Assembly Line Operator in the manufacturing sector aims to provide individuals with the skills and knowledge needed to work effectively on assembly lines. It covers technical skills, safety practices, quality control, teamwork, problem-solving, efficiency, and communication. The course prepares individuals for entry-level positions in manufacturing facilities.</p>
<p>Body/bodies which will award the qualification.</p>	<p>EFOS Edumarketers Private Limited</p>
<p>Occupation(s) to which the qualification gives access</p>	<p>Automobile Manufacturing, Electronic Manufacturing, Other Manufacturing</p>
<p>Minimum Age required</p>	<p>18 Years</p>
<p>Entry requirements and/or recommendations</p>	<p>10th/12th/Graduation/ITI/Diploma</p>

1. OBJECTIVE OF THE COURSE: -

To prepare individuals for successful careers in manufacturing by providing them with the practical skills, knowledge, and competencies needed to excel in this field.

2. LEARNING OUTCOMES: -

- Learn how to safely and effectively operate machinery and equipment commonly used in assembly line production, such as conveyor belts, robotic arms, and packaging machines.
- Adhere to standard operating procedures to ensure consistency, efficiency, and quality in the manufacturing process.
- Gain skills in inspecting and checking products for defects or irregularities, ensuring that only high-quality products reach the market.
- Troubleshoot common issues that may arise during production, such as equipment malfunctions or supply shortages, and implement solutions to minimize downtime.
- Participate in initiatives aimed at improving efficiency, reducing waste, and optimizing processes on the assembly line.

3. **MODULE- 192 Hours (CERTIFICATE PROGRAM IN ASSEMBLY LINE OPERATOR)**

DURATION: - 192 hours <u>CERTIFICATE PROGRAM IN ASSEMBLY LINE OPERATOR</u>	
MODULE CODE & NAMES	
1	Code: - EFOS/ALO/1/01 Module :- Introduction to the Role of Assembly Line Operator
RATIONALE & OBJECTIVE OF THE MODULES	List the role and responsibilities of an Assembly Line Operator
MODULE COMPETENCE	<ul style="list-style-type: none">• Definition of an Assembly Line Operator and its significance in manufacturing industry.• Discuss the various opportunities for an Assembly Line Operator in the manufacturing industry in terms of Career Progression.• Defining the uses of various Assembly Line Equipments and Industrial Tools used in the manufacturing sector.• Discuss the role and responsibilities of an Assembly Line Operator.• Familiarization with the processes involved in Assembly Line to make the candidates aware about the Assembly Line process of manufacturing industries.

2	Code :- EFOS/ALO/1/02 Module :-Labour Welfare Legislation
RATIONALE & OBJECTIVE OF THE MODULES	Understanding various Labour Welfare Acts and Rights
MODULE COMPETENCE	<ul style="list-style-type: none"> • Benefits guaranteed under various acts • Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's compensation Act, POSH. • Interpret applicable labor and industrial laws.
3	Code: - EFOS/ALO/1/03 Module :-Career Planning and Career Progression
RATIONALE & OBJECTIVE OF THE MODULES	<ul style="list-style-type: none"> • Understanding the importance of proper career mapping and its role in personal growth.
MODULE COMPETENCE	<ul style="list-style-type: none"> • Career Plan Identify the difference between job and career. • Basic Professional Skills Job roles available in respective trades. • Career Pathways Awareness of industries, and the respective professional pathways. • Search and apply for a job Awareness of higher education / up-skilling (short-term) options Steps involved in online application for Instructor course, Apprenticeship and different jobs in popular sites like theindiajobs.com, naukri.com, monsterindia.com, Govt. websites. • Personal finance literacy Planning, Saving, Tax, Govt. schemes for financial safety e.g. Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY), etc.
4	Code: - EFOS/ALO/1/04 Module :-Occupational Safety, Health and Environment Education
RATIONALE & OBJECTIVE OF THE MODULES	<ul style="list-style-type: none"> • Understanding the importance of safety and hygiene at workplace. • Understanding the importance of preserving a healthy environment.
MODULE COMPETENCE	<ul style="list-style-type: none"> • Safety and Health Introduction to Occupational Safety & health at work place, Occupational Hygiene. • Occupational Hazards Basic Hazards. Chemical, Physical (Electrical, Temperature, Illumination) Ergonomic, Biological, Vibro acoustic, Mechanical, Psychosocial Hazards, Prevention of hazards • Accident and Safety Different types of Personal Protective Equipment (PPE). Accident Prevention techniques. • First-aid Care of injured & Sick at the workplace. First-Aid & Transportation of sick people. • Basic provisions on safety and Health Basic provisions of safety & health.

	<ul style="list-style-type: none"> • Environmental Issues Introduction to Environment, ecosystem and factors causing imbalance Pollution and pollutants including liquid, gaseous, solid and hazardous waste Protecting the environment - Energy Conservation, ground water, global warming Responsibility about the environment Segregation and disposal of waste. • Environmental ethics Different actions people that affect others and the environment. • Disaster Management Types, causes & effects, areas in India that are prone to be affected, preparedness & mitigation, dos and don'ts- Before, During and After any Disaster, how to reduce man-made disasters.
--	---

5	Code: - EFOS/ALO/1/05 Module :- Life Skills, Behavioral Skills and Communication Skills
RATIONALE & OBJECTIVE OF THE MODULES	
MODULE COMPETENCE	<ul style="list-style-type: none"> • State the importance of work ethics and workplace etiquette • State the importance of effective communication and interpersonal skills. • Explain ways to maintain discipline at the workplace. • Discuss the common reasons for interpersonal conflict and ways of managing them effectively. • Discuss the importance of following organizational guidelines for dress code, time schedules, language usage and other behavioural aspects. • Explain the importance of working as per the workflow of the organization to receive instructions and report problems. • Explain the importance of conveying information/instructions as per defined protocols to the authorized persons/team members. • Explain the common workplace guidelines and legal requirements on non-disclosure and confidentiality of business-sensitive information. • Describe the process of reporting grievances and unethical conduct such data breach, sexual harassment at the workplace, etc. • Explain the concept and importance of gender sensitivity and equality. • Discuss ways to create sensitivity for different genders and Persons with Disabilities (PwD). • Discuss ways of dealing with

6	Code:- EFOS/ALO/1/06 Module :- Basic English and IT Literacy
----------	---

RATIONALE & OBJECTIVE OF THE MODULES	<ul style="list-style-type: none"> • Discuss about Employability Skills in meeting the job requirements • Describe opportunities as an entrepreneur. • Describe ways of preparing for apprenticeship & Jobs appropriately.
MODULE COMPETENCE	<ul style="list-style-type: none"> • Explain constitutional values, civic rights, responsibility towards society to become a responsible citizen. Discuss 21st century skills. • Explain use of basic English phrases and sentences. Demonstrate how to communicate in a well-behaved manner. • Demonstrate how to work with others • Demonstrate how to operate digital devices • Discuss the significance of Internet and Computer/ Laptops • Discuss the need for identifying business opportunities • Discuss about types of customers. • Discuss on creation of biodata • Discuss about apprenticeship and opportunities related to it.

7	Code:- EFOS/ALO/1/07 Module :-On-the-Job Training
RATIONALE & OBJECTIVE OF THE MODULES	Mapped to Assembly Line Operator
MODULE COMPETENCE	<ul style="list-style-type: none"> • Terminal Outcomes <ol style="list-style-type: none"> 1. Explain the fundamental concepts of electronics and electronics components 2. Identify tools and equipment required for preventive maintenance. 3. Prepare for kitting of modules for assembling. 4. Carry out kitting and assembly of modules 5. Carry out assembly of modules in component. 6. Interact and coordinate with supervisor and colleagues 7. Work as per the given timeline and quality standards 8. Maintain a safe, healthy and secure work environment

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction to the Role of Assembly Line Operator Theory Duration (03:00) Practical Duration (01:00) Corresponding NOS Code EFOS/ALO/1/01	The learners will be able to: <ul style="list-style-type: none"> Understand the roles and responsibilities of an Assembly Line Operator in the manufacturing sector. Familiarization with the tools and equipments used on Assembly Line during the manufacturing processes. Familiarization with the Safety processes and handling safety equipments. Get hands-on experience in manufacturing processes, machinery operation, quality control, and safety protocols. Discuss the various opportunities for an Assembly Line Operator in the industry in terms of career mapping and progression. Adhere to standard operating procedures to ensure consistency, efficiency, and quality in the manufacturing process. 	Laptop, white board, marker, projector, Conveyer Belt, Pallet Jack, Pallet Stackers, Platform Trucks, Heavy duty Cutting Scissors, Strapping Tighteners, Safety kits
Sr. No.	Module	Key Learning Outcomes	Equipment Required
2	Labour Welfare Legislation Theory Duration (03:00) Practical Duration (01:00) Corresponding NOS Code EFOS/ALO/1/02	The learners will be able to: <ul style="list-style-type: none"> Familiarization with Labour Welfare Legislation to make them aware about various Labour Acts and Laws. Familiarization with Fair Wages and Compensation Understanding the Protection of Workers' Rights. Discuss the various Social Security and Welfare Programs. Discuss the role Promotion of Social Justice and Equality. 	Laptop, white board, marker, projector
3	Career Planning and Career Progression	The learners should be able to: <ul style="list-style-type: none"> Define specific, measurable, achievable, relevant, and time-bound (SMART) career goals that align with their interests, skills, and values. 	Laptop, white board, marker, projector

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Theory Duration (03:00)</p> <p>Practical Duration (01:00)</p> <p>Corresponding NOS</p> <p>Code EFOS/ALO/1/03</p>	<ul style="list-style-type: none"> • Conduct self-assessments to identify strengths, weaknesses, interests, and preferences to make informed career decisions. • Research various career paths, industries, and job roles to understand potential opportunities and determine the best fit for their aspirations. • Create detailed action plans outlining the steps needed to achieve their career goals, including acquiring necessary skills, education, training, and experience. • Seek guidance from mentors, career counselors, and industry professionals to gain insights, advice, and support throughout their career journey. • Develop and maintain professional networks to expand opportunities, gain referrals, and stay informed about industry trends and job openings. 	
4	<p>Occupational Safety, Health and Environment Education</p> <p>Theory Duration (03:00)</p> <p>Practical Duration (01:00)</p> <p>Corresponding NOS</p> <p>Code EFOS/ALO/1/04</p>	<p>The learners should be able to:</p> <ul style="list-style-type: none"> • Recognize potential hazards in the workplace, including physical, chemical, biological, ergonomic, and psychosocial hazards. • Evaluate the level of risk associated with identified hazards to determine appropriate control measures and preventive actions. • Understand and follow established safety procedures, protocols, and regulations to minimize the risk of accidents, injuries, and occupational illnesses. • Select, use, and maintain personal protective equipment effectively to reduce exposure to workplace hazards and ensure personal safety. • Understand the importance of physical and mental health in the workplace and promote practices that support employee well-being and productivity. • Recognize the impact of industrial activities on the environment and implement measures to minimize pollution, conserve resources, and promote sustainability. • Communicate safety information, hazards, and procedures clearly and effectively to colleagues, supervisors, and other stakeholders to promote a culture of safety and accountability. 	Laptop, white board, marker, projector, First Aid Kit, Fire Extinguisher, Gloves, PPE kits

Sr. No.	Module	Key Learning Outcomes	Equipment Required
5	<p>Life Skills, Behavioral Skills and Communication Skills</p> <p>Theory Duration (10:00)</p> <p>Practical Duration (6:00)</p> <p>Corresponding NOS Code</p> <p>EFOS/ALO/1/05</p>	<p>The learners should be able to:</p> <ul style="list-style-type: none"> • Develop a sample plan to achieve organizational goals and targets. • Create a sample feedback form to obtain feedback from customers, colleagues etc. • Roleplay to demonstrate the use of professional language and behaviour that is respectful of PwD and all genders. • Apply organizational protocol on data confidentiality and sharing only with the authorized personnel. • State the importance of work ethics and workplace etiquette • State the importance of effective communication and interpersonal skills. • Explain ways to maintain discipline at the workplace. • Discuss the common reasons for interpersonal conflict and ways of managing them effectively. • Discuss the importance of following organisational guidelines for dress code, time schedules, language usage and other behavioural aspects. • Explain the importance of working as per the workflow of the organisation to receive instructions and report problems. • Explain the importance of conveying information/instructions as per defined protocols to the authorized persons/team members. • Explain the common workplace guidelines and legal requirements on non-disclosure and confidentiality of business-sensitive information. • Describe the process of reporting grievances and unethical conduct such data breach, sexual harassment at the workplace, etc. • Explain the concept and importance of gender sensitivity and equality. • Discuss ways to create sensitivity for different genders and Persons with Disabilities 	<p>Training kit (Trainer guide, Presentations), White board, Marker, projector, laptop.</p>

6	<p>Basic English and IT Literacy</p> <p>Theory Duration (10:00)</p> <p>Practical Duration (6:00)</p> <p>Corresponding NOS</p> <p>Code EFOS/ALO/1/06</p>	<p>The learners should be able to:</p> <ul style="list-style-type: none"> • Explain constitutional values, civic rights, responsibility towards society to become a responsible citizen. Discuss 21st century skills • Explaining different parts of speech in English Grammar. • Explain use of Basic English phrases and sentences. Demonstrate how to communicate in a well-behaved manner. • Demonstrate how to work with others • Demonstrate how to operate digital devices • Discuss the significance of Internet and Computer/ Laptops • Discuss the need for identifying business opportunities • Discuss about types of customers. • Discuss on creation of biodata 	<p>Computer, UPS, Scanner, Computer Tables, LCD Projector, Computer Chairs, White Board OR Computer Lab</p>
7	<p>On-the-Job Training</p> <p>Theory Duration (00:00)</p> <p>Practical Duration (144:00)</p> <p>Corresponding NOS</p> <p>Code EFOS/ALO/1/07</p>	<ul style="list-style-type: none"> • Terminal Outcomes <ol style="list-style-type: none"> 1. Explain the fundamental concepts of electronics and electronics components 2. Identify tools and equipment required for preventive maintenance. 3. Prepare for kitting of modules for assembling. 4. Carry out kitting and assembly of modules 5. Carry out assembly of modules in component. 6. Interact and coordinate with supervisor and colleagues 7. Work as per the given timeline and quality standards 	

4. Trainer Qualification & Experience: Diploma in Electrical Engineering with 3 years of industry experience and 2 years teaching experience

5. ASSESSMENT / EXAMINATION

Final External Assessment (Online Mode) – Will be conducted after completion of OJT using apps on Smartphones/Tablets. Assessment will be evaluated as per following norms:

Total	Theory	Practical / Viva/ Presentation
100	70	30