# Model Curriculum

**QP Name: Commercial Vehicle Driver**

**QP Code: ASC/Q9703**

**QP Version: 1.0**

**NSQF Level: 4**

**Model Curriculum Version: 1.0**

Automotive Skill Development Council || 153, GF, Okhla Industrial Area, Phase 3, New Delhi 110020

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# Training Parameters

| | |
|---|---|
| **Sector** | Automotive |
| **Sub-Sector** | Road Transportation |
| **Occupation** | Driving |
| **Country** | India |
| **NSQF Level** | 3 |
| **Aligned to NCO/ISCO/ISIC Code** | NCO-2015/8322.0101 |
| **Minimum Educational Qualification and Experience** | 8th Class with 2 Years of experience as LMV driver OR Certificate-NSQF (Light Motor Vehicle Level 3) with 1 Year of experience |
| **Pre-Requisite License or Training** | Valid HMV Permanent license |
| **Minimum Job Entry Age** | 20 years |
| **Last Reviewed On** | 31/08/2021 |
| **Next Review Date** | 31/08/2024 |
| **NSQC Approval Date** | 31/08/2021 |
| **QP Version** | 2.0 |
| **Model Curriculum Creation Date** | 31/08/2021 |
| **Model Curriculum Valid Up to Date** | 31/08/2024 |
| **Model Curriculum Version** | 1.0 |
| **Minimum Duration of the Course** | 304 Hours, 0 Minutes |
| **Maximum Duration of the Course** | 304 Hours, 0 Minutes |

# Program Overview

This section summarizes the end objectives of the program along with its duration.

## Training Outcomes

At the end of the program, the learner will be able to:

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

## Compulsory Modules

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

| NOS and Module Details | Theory Duration | Practical Duration | On-the-Job Training Duration (Mandatory) | On-the-Job Training Duration (Recommended) | Total Duration |
|---|---|---|---|---|---|
| **Bridge Module** | **04:00** | **00:00** | **00:00** | **-** | **04:00** |
| Module 1: Introduction to Automotive Industry and Commercial Vehicle Driver | 04:00 | 00:00 | 00:00 | - | 04:00 |
| **ASC/N9809 – Organize Work and Resources (Road Transportation)** **NOS Version No. 1.0** **NSQF Level 3** | **16:00** | **24:00** | **00:00** | **-** | **40:00** |
| Module 2: Maintain Health, Hygiene and Safety Standard at the Workplace | 12:00 | 16:00 | 00:00 | - | 28:00 |
| Module 3: Perform Waste Disposal and Material Conservation Activities | 04:00 | 08:00 | 00:00 | - | 12:00 |
| **ASC/N9808 – Interact Effectively with Colleagues and** | **16:00** | **24:00** | **00:00** | **-** | **40:00** |

| | | | | | |
|---|---|---|---|---|---|
| **Customers (Road Transportation)** **NOS Version No. 1.0** **NSQF Level 3** | | | | | |
| Module 4: Maintain Effective Communication at the Workplace | 16:00 | 24:00 | 00:00 | - | 40:00 |
| **ASC/ N9607 – Ensure Road Worthiness and Drive a Heavy Motor Vehicle (HMV) Safely** **NOS Version No. 1.0** **NSQF Level 4** | **48:00** | **116:00** | **00:00** | **-** | **164:00** |
| Module 5: Examine Roadworthiness of the Vehicle and Drive the Commercial Vehicle as per Standard | 24:00 | 60:00 | 00:00 | - | 84:00 |
| Module 6: Adhere to the Traffic Rules and Perform Basic Troubleshooting | 16:00 | 40:00 | 00:00 | - | 56:00 |
| Module 7: Drive the Passenger to the Destination | 08:00 | 16:00 | 00:00 | - | 24:00 |
| **ASC/N9608 – Coordinate with the Command Office and Deliver Goods** **NOS Version No. 2.0** **NSQF Level 4** | **16:00** | **40:00** | **00:00** | **-** | **56:00** |
| Module 8: Perform the Activities of Coordinating with the Command Office and Deliver the Goods | 16:00 | 40:00 | 00:00 | - | 56:00 |
| **Total Duration** | **100:00** | **204:00** | **00:00** | **-** | **304:00** |

# Module Details

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

**Terminal Outcomes:**

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

| Duration: *04:00* | Duration: *00:00* |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>Discuss the objectives and benefits of the Skill India Mission</li><li>Describe the scope of Indian Automotive Industry and its sub-sectors</li><li>Explain basic terminologies and road safety signs used in Road Transport and Driving industry</li><li>Discuss job role and opportunities for a Commercial Vehicle Driver in the Automotive Industry</li><li>Explain standard code of ethics and professional practices to be adhered by a Commercial Vehicle Driver</li></ul> | NA |
| **Classroom Aids** | |
| Whiteboard, Flip Chart, Markers, Duster, Projector, Laptop with charger, Projector screen, Power Point Presentation, 2.1 Laptop External Speakers. | |
| **Tools, Equipment and Other Requirements** | |
| NA | |

## Module 2: Maintain Health, Hygiene and Safety Standard at the Workplace
### Mapped to ASC/N9809, v 1.0

**Terminal Outcomes:**

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

| Duration: *12:00* | Duration: *16:00* |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>Discuss different ways to organize work as per the standard health, safety and security policy and procedures.</li><li>Outline the concept and importance of personal and workplace hygiene.</li><li>Explain the ways to clean and sanitize the vehicle and related equipment.</li><li>List vital points to be checked to ensure proper functioning of the vehicle before commencing work.</li><li>List the causes of risks and potential hazards at the workplace and ways to prevent them.</li><li>List the components of the first-aid kit.</li><li>State the importance of self-isolation in the context of epidemic or pandemic situation.</li><li>Outline the purpose and usage of various Personal Protective Equipment (PPE)required at the workplace.</li><li>Recall the helpline number related to the women safety.</li><li>Explain the procedure to report accident, hazard and any health-related issues as per SOP.</li></ul> | <ul><li>Employ appropriate ways to keep vehicle clean, hygienic and hazard free.</li><li>Apply appropriate practices to check and ensure proper functioning of vehicle before commencing work.</li><li>Employ appropriate practices to check and ensure all warning lights are off of the before commencing the work</li><li>Prepare a sample report for vehicle repair and maintenance requirements as well as safety breaches.</li><li>Role play on how to report hygiene and sanitation issues to appropriate authority</li><li>Demonstrate how to provide first-aid in case of an accident.</li><li>Apply appropriate corrective measures in case of an accident</li><li>Demonstrate the correct ways of washing hands using soap and water as well as sanitize them with alcohol-based sanitizers.</li><li>Show how to use and dispose of relevant protective equipment as per tasks and work conditions.</li></ul> |
| **Classroom Aids** ||
| Training kit (Trainer guide, Presentations), White board, Marker, Projector screen, Power Point Presentation Laptop with charger, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers. ||
| **Tools, Equipment and Other Requirements** ||
| Personal Protection Equipment: Safety glasses, Sanitization kit, Hand gloves, Face masks, Safety shield, Fire extinguisher, First aid kit, etc. ||

## Module 3: Perform Waste Disposal and Material Conservation Activities
### *Mapped to ASC/N9809, v 1.0*

**Terminal Outcomes:**

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

| Duration: *04:00* | Duration: *08:00* |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>State the significance of greening.</li><li>List the common sources of pollution and ways to minimize it.</li><li>Discuss various types of waste (like dry, wet, recyclable, non-recyclable and items of single-use plastics) and usage of different colours of dustbins according to the waste type.</li><li>Elaborate the importance ofusing materials and water effectively and efficiently at the workplace.</li><li>List the ways to optimize usage of fuel (Petrol/diesel/CNG) in the vehicle.</li><li>Explain different methods to check spills/leakages of fuel (Petrol/diesel/CNG), oil/coolant or water from the vehicle.</li></ul> | <ul><li>Demonstrate waste disposal procedures at the workplace depending on the types of waste.</li><li>Apply appropriate techniques to check and plug spills/leakages in the vehicle.</li><li>Dramatize a situation on how to escalate vehicle poor fuel economy, decrease in oil level, coolant or any water/oil leakage issues to appropriate authority.</li><li>Show how to use resources in a responsible manner.</li></ul> |
| **Classroom Aids** | |
| Training kit (Trainer guide, Presentations), White board, Marker, Projector screen, Power Point Presentation Laptop with charger, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers. | |
| **Tools, Equipment and Other Requirements** | |
| Different type of waste bins to collect and segregate waste for disposal | |

# Module 4: Maintain Effective Communication at Workplace
## Mapped to ASC/N9808, v 1.0

**Terminal Outcomes:**

- Explain professional protocols and etiquette of effective communication to be followed with customers, colleagues, and superiors.
- Discuss various ways to show sensitization towards different age groups, gender and persons with disabilities.

| Duration: *16:00* | Duration: *24:00* |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>Discuss the importance of professionalism, etiquette, ethical behaviour and gender sensitive service practices at the workplace.</li><li>State the importance of effective communication and procedure for establishing good working relationships with supervisor and customers.</li><li>State the importance of identifying work requirements on the basis of instructions received from the supervisor.</li><li>Discuss the standard policy with regards to Persons with disability.</li><li>Discuss the importance of adhering to the policies related to physical and verbal Sexual harassment at workplace.</li><li>Explain the importance of showing respect to personal space of others.</li><li>Discuss different ways of escalating unresolved problems and analysing feedback from superiors as well as from customers.</li></ul> | <ul><li>Demonstrate the standard procedure to welcome and greet the customers.</li><li>Role play a situation on how to acknowledge and address customers dis-satisfactions and complaints effectively.</li><li>Role play a situation on how to communicate with customers, colleagues and others of different ages, genders and differently abled people.</li><li>Role play on how to escalate unresolved problems to superiors.</li><li>Dramatize a situation on how to report the completed trips and other data to the supervisor</li></ul> |

| **Classroom Aids** |
|---|
| Training kit (Trainer guide, Presentations), White board, Marker, Projector screen, Power Point Presentation Laptop with charger, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers. |

| **Tools, Equipment and Other Requirements** |
|---|
| Sample of escalation matrix and Organisation structure. |

ASDC
AUTOMOTIVE SKILLS DEVELOPMENT COUNCIL

Skill India
कौशल भारत - कुशल भारत

N·S·D·C
National
Skill Development
Corporation
Transforming the skill landscape

# Module 5: Examine Roadworthiness of the Commercial Vehicle and Drive the CMV as per Standard
## *Mapped to ASC/N9607, v 1.0*

**Terminal Outcomes:**

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

| Duration: *24:00* | Duration: *60:00* |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>Discuss the legal, technical, and safety compliance requirements, like pollution test, load limit, height and length of body etc., roadworthiness parameters and quality norms and standards for Commercial Vehicles.</li><li>Describe various checkpoints and items while examining the vehicle</li><li>Elaborate on the methods of examining the vehicle before and after the trip</li><li>Discuss basic functionalities of the technical aspects of the vehicle</li><li>Explain effective safe and fuel-efficient driving techniques.</li><li>Discuss the standard escalation procedure regarding vehicle defects or deviation.</li><li>State the significance of closing and locking all doors before moving the vehicle</li></ul> | <ul><li>Employ appropriate inspection techniques to check the vehicle as per health and safety guidelines and perform routine maintenance checks on the vehicle for tyre pressure, fuel (Petrol/diesel/CNG) level, working of headlights and brakes, CNG cylinder valves, trolly, door latches, gauges, warning lights, etc.</li><li>Apply appropriate practices to check vehicle service record for any history of technical defects or immediate need for servicing like oil/filter change, air suspension etc.</li><li>Create sample deviation report as per observation while carrying out internal/external checks on vehicle</li><li>Dramatize a situation to report defects/deviations to the concerned persons</li><li>Demonstrate how to check the roadworthiness of the commercial vehicles</li><li>Show how to perform pre-driving activities like shoulder checking, adjusting IRVM/ ORVM, parking camera and releasing of handbrakes, etc.</li><li>Demonstrate the procedure to drive a commercial vehicle by starting the vehicle using vehicle key or pressing the ignition switch, coordinating gear changes, clutch/acceleration and steering appropriately for safe driving</li></ul> |
| **Classroom Aids** ||
| Training kit (Trainer guide, Presentations), White board, Marker, Projector Screen, Laptop with charger, Power Point Presentation, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers. ||
| **Tools, Equipment and Other Requirements** ||

- Commercial Motor Vehicle, Sample compliance requirements, like pollutiotest, load limit, etc.

## Module 6: Adhere to the Traffic Rules and Perform Basic Troubleshooting
### Mapped to ASC/N9607, v 1.0

**Terminal Outcomes:**

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

| Duration: *16:00* | Duration: *40:00* |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>Discuss the relevant rules and sections of Motor Vehicle Act, 1988 as well as CMVR guidelines as stipulated by MoRTH and State Road Transport Authorities like RTOs</li><li>State the significance of following local and state specific driving laws and traffic regulations, including overloading limit</li><li>List the latest traffic laws and inter-state and federal transit regulations</li><li>Discuss basic troubleshooting techniques for Commercial Vehicle</li><li>Explain the standard procedure to take the vehicle to the service/repair point for corrective action like parts replacements, etc.</li></ul> | <ul><li>Apply appropriate practices to adhere to traffic rules like avoiding excessive honking, passing through a railway crossing, taking U-turns, passing an over bridge, etc. while driving the vehicle</li><li>Employ proper practices for keeping safe distance from other vehicles, avoiding rod hogging and maintaining prescribed speed limits while driving</li><li>Demonstrate how to park the commercial vehicles at their appropriate spots and turn off the ignition at red lights or after parking the vehicle to attain better fuel efficiency</li><li>Demonstrate how to check and respond appropriately to gauges, warning lights, unusual sound/vibrations, CNG leakage etc. while driving.</li><li>Show how to stop the vehicle at a safe place and perform a diagnostic check in case of any malfunction in the vehicle</li><li>Demonstrate how to wash the vehicle, clean windshield, etc. during halts and perform minor adjustments or temporary repairs like replacement/top-up of oil, tyres air pressure, etc., as required</li><li>Role play on how to report the exact nature of the problem to the Supervisor to get appropriate help from the command office.</li></ul> |
| **Classroom Aids** | |
| Training kit (Trainer guide, Presentations), White board, Marker, Projector, Laptop with charger, Presentation, Participant Handbook and Related Standard Operating Procedures, External Speakers. | |

**Tools, Equipment and Other Requirements**

Commercial Motor Vehicle, Related spare parts, Sample traffic signals and Road signs.

# Module 7: Drive the Passenger to the Destination
## *Mapped to ASC/N9607, v 1.0*

**Terminal Outcomes:**

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

| Duration: *08:00* | Duration: *16:00* |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>State the significance of following a specific timetable and driving on a planned route during the duty hours</li><li>Discuss standard reporting and documentation policies for a CV Driver</li></ul> | <ul><li>Apply appropriate practices to ensure boarding and securing the luggage of all passengers before starting the trip</li><li>Role play on how to communicate with ticket collector to confirm payment from passengers before starting the trip</li><li>Apply proper procedure to ensure passenger safety during the journey, and while boarding and de-boarding</li><li>Employ appropriate procedure to report unruly behaviour of passengers, delays or any other issues during the journey/route to the command office</li></ul> |
| **Classroom Aids** ||
| Training kit (Trainer guide, Presentations), White board, Marker, Projector, Laptop with charger, Presentation, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers. ||
| **Tools, Equipment and Other Requirements** ||
| Commercial Motor Vehicle, Related spare parts, ||

## Module 8: Perform the Activities of Coordinating with the Command Office and Deliver the Goods
### Mapped to ASC/N9608, v 1.0

**Terminal Outcomes:**

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

| Duration: *16:00* | Duration: *40:00* |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>Discuss standard policies regarding duty, reporting, and associated compliances for commercial vehicle driver</li><li>Describe different types and usage of PPE kit like face masks, hand gloves, sanitizer, dress code and code of conduct related to the duty</li><li>State the significance of informing the concerned person regarding the inability to reach the pickup point on time because of traffic jams, vehicle breakdown, etc. in case of any delay</li><li>Discuss standard procedures to coordinate with the control room/depot/branch office/authorized person during the duty</li><li>Explain the procedure to plan route for delivery</li><li>State the significance of following proper duty closure procedure on completion of responsibilities for the day</li><li>Explain the standard techniques for loading and unloading the goods</li><li>Describe the procedure for checking the invoice</li><li>Discuss vehicle inspection checklist and procedures</li><li>Describe the procedure of escalation during emergency situation</li></ul> | <ul><li>Apply appropriate procedure for obtaining duty schedule from the concerned person and report to duty on time as per the schedule</li><li>Employ applicable practices to wear proper uniform and PPE kit like masks, gloves, etc. as per standards</li><li>Role play a situation on how to liaise with the control room to get the details of the goods to pick up and information of traffic</li><li>Show how to check and confirm the details of the goods as per invoice, loading of goods, secured them by covering with waterproof/resistant sheets in case of rainfall</li><li>Apply appropriate procedure for unloading the goods and take the receipt of delivery after getting it checked by receiver</li><li>Role play on how to coordinate with the control room about the delivery status</li><li>Demonstrate how to perform trip-end activities at the control room post dropping of the goods with compliance to duty closure and procedure</li><li>Show how to check the vehicle for any defects</li><li>Dramatize how to report vehicle defects, incidents, accidents, breakdowns, minor altercation, etc. during the day, if any to the supervisor/authorized person</li></ul> |
| **Classroom Aids** | |

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

**Tools, Equipment and Other Requirements**

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

# Annexure

## Trainer Requirements

| Trainer Prerequisites | | | | | | |
|---|---|---|---|---|---|---|
| **Minimum Educational Qualification** | **Specialization** | **Relevant Industry Experience** | | **Training Experience** | | **Remarks** |
| | | *Years* | *Specialization* | *Years* | *Specialization* | |
| Graduate | Any discipline | 2 | Driving | 1 | Driving | Should have 5 years old driving license of the same category |
| Graduate | Any discipline | 3 | Driving | 0 | Driving | |
| ITI | Mechanic Motor Vehicle | 2 | Driving | 1 | Driving | |
| ITI | Mechanic Motor Vehicle | 3 | Driving | 0 | Driving | |

| Trainer Certification | |
|---|---|
| **Domain Certification** | **Platform Certification** |
| "Commercial Vehicle Driver", "ASC/Q9703, Version 1.0", Minimum accepted score is 80% | "Trainer", "MEP/Q2601, V1.0" with a scoring of minimum 80% |

## Assessor Requirements

| Assessor Prerequisites | | | | | | |
|---|---|---|---|---|---|---|
| Minimum Educational Qualification | Specialization | Relevant Industry Experience | | Training Experience | | Remarks |
| | | Years | Specialization | Years | Specialization | |
| Graduate | Any discipline | 3 | Driving | 1 | Driving | Should have 5 years old driving license of the same category |
| Graduate | Any discipline | 4 | Driving | 0 | Driving | |
| ITI | Mechanic Motor Vehicle | 3 | Driving | 1 | Driving | |
| ITI | Mechanic Motor Vehicle | 4 | Driving | 0 | Driving | |

| Assessor Certification | |
|---|---|
| Domain Certification | Platform Certification |
| "Commercial Vehicle Driver", "ASC/Q9703, Version 1.0", Minimum accepted score is 80% | "Assessor", "MEP/Q2701, V1.0" with the scoring of minimum 80% |

## Assessment Strategy

This section includes the processes involved in identifying, gathering and interpreting information to evaluate the learner on the required competencies of the program.

1. Assessment System Overview:

   - Batches assigned to the assessment agencies for conducting the assessment on SDSM/SIP or email
   - Assessment agencies send the assessment confirmation to VTP/TC looping SSC
   - Assessment agency deploys the ToA certified Assessor for executing the assessment
   - SSC monitors the assessment process & records
   - If the batch size is more than 30, then there should be 2 Assessors.

2. Testing Environment: Assessor must:

   - Confirm that the centre is available at the same address as mentioned on SDMS or SIP
   - Check the duration of the training.
   - Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
   - Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
   - Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
   - Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
   - Check the availability of the Lab Equipment for the particular Job Role.

3. Assessment Quality Assurance levels / Framework:

   - Question papers created by the Subject Matter Experts (SME)
   - Question papers created by the SME verified by the other subject Matter Experts
   - Questions are mapped with NOS and PC
   - Question papers are prepared considering that level 1 to 3 are for the unskilled & semi-skilled individuals, and level 4 and above are for the skilled, supervisor & higher management
   - Assessor must be ToA certified & trainer must be ToT Certified.

4. Types of evidence or evidence-gathering protocol:
   - Time-stamped & geotagged reporting of the assessor from assessment location
   - Centre photographs with signboards and scheme specific branding
   - Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
   - Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos

5. Method of verification or validation:
   - Surprise visit to the assessment location
   - Random audit of the batch
   - Random audit of any candidate

6. Method for assessment documentation, archiving, and access
   - Hard copies of the documents are stored

- Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage and are stored in the Hard Drives

## Glossary

| | |
|---|---|
| **Sector** | Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests. |
| **Sub-sector** | Sub-sector is derived from a further breakdown based on the characteristics and interests of its components. |
| **Occupation** | Occupation is a set of job roles, which perform similar/ related set of functions in an industry. |
| **Job role** | Job role defines a unique set of functions that together form a unique employment opportunity in an organization. |
| **Occupational Standards (OS)** | OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts. |
| **Performance Criteria (PC)** | Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task. |
| **National Occupational Standards (NOS)** | NOS are occupational standards which apply uniquely in the Indian context. |
| **Qualifications Pack (QP)** | QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code. |
| **Unit Code** | Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N' |
| **Unit Title** | Unit title gives a clear overall statement about what the incumbent should be able to do. |
| **Description** | Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for. |
| **Scope** | Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required. |

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

## Acronyms and Abbreviations

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