Model Curriculum

QP Name: Field Survey Enumerator

QP Code: MEP/Q0206

QP Version: 4.0

NSQF Level: 4

Model Curriculum Version: 4.0

Table of Contents

Training Parameters

Sector	Management
Sub-Sector	Office Management
Occupation	Office Support
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/4227
Minimum Educational Qualification and Experience	10th Grade Pass with 2 years relevant experience OR 11th Grade Pass with 1 year of relevant experience OR 11th Grade Pass and pursuing continuous schooling OR 10th-grade pass and pursuing continuous schooling (for a 2-year program) OR 12th-grade pass OR Pursuing 2nd year of 3-year regular Diploma (after 10th)
Minimum Level of Education for Training in School	10th grade
Pre-Requisite License or Training	
Minimum Job Entry Age	18 Years
Last Reviewed On	17/11/2022
Next Review Date	17/11/2025
NSQC Approval Date	17/11/2022
QP Version	4.0
Model Curriculum Creation Date	17/11/2022
Model Curriculum Valid Up to Date	17/11/2025
Model Curriculum Version	4.0
Minimum Duration of the Course	390 hrs
Maximum Duration of the Course	390 hrs

Program Overview

Training Outcomes

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

- Plan and prepare to conduct field work.
- Collect and manage data through field surveys.
- Verify and scrutinize background information and/or documentation of individuals through fieldwork.
- Manage work as a freelancer or independent worker.
- Apply health and safety practices at the workplace.
- Apply principles of professional practice at the workplace.
- Discuss the importance of Employability Skills

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
MEP/N0226 **Plan and prepare to conduct fieldwork** **NOS Version No. 2** **NSQF Level 4**	**30:00**	**60:00**	00:00	00:00	**90:00**
Module 1: Introduction to Skill India and the Job Role of a Field Survey Enumerator	04:00	00:00	00:00	00:00	04:00
Module 2: Plan and prepare to conduct fieldwork	26:00	60:00	00:00	00:00	86:00
MEP/N0227 **Collect and manage data through field survey** **NOS Version No. 2** **NSQF Level 4**	**30:00**	**30:00**	00:00	00:00	**60:00**
Module 3: Collect and manage data through fieldwork	30:00	30:00	00:00	00:00	60:00
MEP/N0228 **Verify and scrutinize background information and/ or documentation of**	**30:00**	**30:00**	00:00	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
individual through field work **NOS Version No. 3** **NSQF Level 4**					
Module 4: Verify and scrutinize background information and/or documentation of individuals through field work	30:00	30:00	00:00	00:00	60:00
MEP/N0230 **Manage work as a freelancer or independent worker** **NOS Version No.2** **NSQF Level 4**	**30:00**	**30:00**	00:00	00:00	**60:00**
Module 5: Manage work as a freelancer or independent worker	30:00	30:00	00:00	00:00	60:00
MEP/N9903 **Apply health and safety practices at the workplace** **NOS Version No.5** **NSQF Level 4**	**15:00**	**15:00**	00:00	00:00	**30:00**
Module 6: Workplace safety, rescue and first aid	15:00	15:00	00:00	00:00	30:00
MEP/N9912 **Apply principles of professional practice at the workplace** **NOS Version No.3** **NSQF Level 4**	**15:00**	**15:00**	00:00	00:00	**30:00**
Module 7: Principles of professional practice	15:00	15:00	00:00	00:00	30:00
DGT/VSQ/N0102: **Employability Skills (60 hours)** **NOS Version No.1** **NSQF Level 4**		**36:00**	**00:00**	**00:00**	**60:00**
Module 8: Introduction to Employability Skills	0:30	01:00	00:00	00:00	01.30

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Module 9: Constitutional values - Citizenship	0:30	01:00	00:00	00:00	01.30
Module 10: Becoming a Professional in the 21st Century	01:00	01:30	00:00	00:00	02.30
Module 11: Basic English Skills	04:00	06:00	00:00	00:00	10:00
Module 12: Career Development & 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 & Inclusion	01:00	01:30	00:00	00:00	02.30
Module 15: Financial and Legal Literacy	02:00	03:00	00:00	00:00	05:00
Module 16: Essential Digital Skills	04:00	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 & Jobs	03:00	05:00	00:00	00:00	08:00
Total Duration	**174:00**	**216:00**	**--**	**--**	**390:00**

Module Details

Module 1: Introduction to Skill India and the job role of a Field Survey Enumerator

Mapped to MEP/N0226, V 2.0

Terminal Outcomes:

- Give an overview of Skill India Mission
- Explain the role of the Field Survey Enumerator.
- Identify the organizational structure and functions of organizations carrying out field surveys.

Duration: *04:00*	**Duration:** *00:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Discuss the structure and functions of the skill development sector and Skill India Mission. - State the job role of the Field Survey Enumerator. - Describe the common organizational structures and functionalities of organizations conducting and handling field surveys.	
Classroom Aids:	
Computer, printer, projector, whiteboard/ flip chart, marker and duster, online training platform app/link	
Tools, Equipment, and Other Requirements:	
NA	

Module 2: Plan and prepare to conduct fieldwork
Mapped to MEP/N0226, V 2.0

Terminal Outcome:

- Explain planning to conduct fieldwork.
- Demonstrate calculations related to fieldwork and contracting.

Duration: *26:00*	Duration: *60:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• List various types of fieldwork that can be assigned. • Describe contracting and job commissioning requirements, processes, and documentation. • Explain the importance of planning and preparing before starting a job. • Discuss permissions, consents, or specific licenses that may be required for site access and fieldwork. • Explain locations, timelines, and quality measures. • List types and features of maps including GPS. • Explain various field surveying methods. • List the equipment and tools of data collection. • Describe data and document storage methods and formats.	• Calculate scales, distances, and bearings in map reading. • Access and read maps in print and digital modes for the sample data provided. • Calculate the time required to complete the fieldwork as per the sample specifications given. • Dramatise discussing the terms in the contract as well as other doubts and clarifications related to field work.
Classroom Aids:	
Computer, printer, projector, whiteboard/ flip chart, marker and duster, internet connection, online training platform app/link	
Tools, Equipment, and Other Requirements	
Data and document storage devices, digital and printed maps, and calculation sample scenarios.	

Module 3: Collect and manage data through field survey
Mapped to MEP/N0227, V 2.0

Terminal Outcomes:

- Describe the collection and management of data.
- Demonstrate conduct of field survey through mock survey.

Duration: 30:00	**Duration:** 30:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Define data requirements and identify relevant data sources. - Explain various data collection methods and techniques relative to requirements. - Prepare data collection sheets. - Describe various methods of disbursement. - Describe the importance of maintaining data confidentiality. - List common problems and challenges in data collection and required actions to address these. - Explain data analysis and interpretive techniques. - State the importance of communication protocols while communicating with clients.	- Demonstrate collecting data through various tools of data collection by practice sessions or mock surveys. - Demonstrate storing and transportation of collected data securely. - A partially filled questionnaire is left behind at a respondent's house. - Discuss how to handle the damage done by it like data leakage and other respondents preparing answers to the questions they will be asked. - Store digital data securely on a computer being used by many persons.
Classroom Aids:	
Computer, printer, projector, whiteboard/ flip chart, marker and duster, online training platform app/link	
Tools, Equipment, and Other Requirements:	
Different tools of data collection for mock survey, computer-assisted personal interviewing (CAPI)	

Module 4: Verify and scrutinize background information and/or documentation of individuals through fieldwork
Mapped to MEP/N0228, V 3.0

Terminal Outcome:

- Explain verification of documents and collection of documents for verification.
- Operate digital equipment used for document scrutiny or photographic evidence.

Duration: 30*:00*	**Duration:** *30:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain the importance of conducting data/documentation verification of individuals through fieldwork. • List common data/ document verification requirements. • List various modes of collection (digital/printed) of documentary evidence of field verification work done. • Describe ways to store the collected evidence securely. • List key points to check and verify from documents such as address proof, identify proofs, employment documentation, etc. • Describe the difficult situations that a field data/ document verifier may face and best practices for handling them. • Describe the importance of participating in documentation feedback information for the operations.	• Demonstrate preparing the status report in written as well as in digital formats. • Demonstrate providing feedback to clients about problems faced in the field and possibilities for improvements. • Roleplay dealing with a problem customer and answering difficult questions posed by the customer.
Classroom Aids:	
Computer, printer, projector, whiteboard/ flip chart, marker and duster, online training platform app/link	
Tools, Equipment, and Other Requirements:	
Sample situations, equipment for document collection and verification, computer-assisted personal interviewing (CAPI)	

Module 5: Manage work as a freelancer or independent worker
Mapped to MEP/N0230, V 2.0

Terminal Outcome:

- Explain freelancer or independent worker contract and work.
- Discuss managing freelance work and promoting own work.

Duration: *30:00*	Duration: *30:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Differentiate between freelancer and employee. - Describe systems that can help identify work opportunities at an early stage. - Discuss the ways to identify and access relevant networks and expert organizations to support freelance activity. - Discuss appropriate strategies to promote oneself to potential clients. - Describe various avenues for professional development. - State legislation and regulations that apply to freelancers and independent workers.	- Demonstrate promoting oneself and one's work to a prospective client. - Carry out a group discussion of the laws applicable to freelancers and ways to develop their terms and conditions of contract. - Prepare a draft budget and align activities in freelance work for the given hypothetical situation.
Classroom Aids:	
Computer, printer, projector, whiteboard/ flip chart, marker and duster, online training platform app/link	
Tools, Equipment and Other Requirements:	
Sample budget to practice preparation of budget	

Module 6: Workplace safety, rescue, and first aid
Mapped to MEP/N9903, V 5.0

Terminal Outcome:

- Describe the application of health and safety practices at the workplace.

Duration: *15:00*	Duration: *15:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe personal hygiene practices. - List first aid box items and their use. - List the situations that may lead to accidents at the workplace and ways to prevent them. - Describe the steps of emergency procedures during accidents/fire or other hazardous situations. - Identify safety signs. - Classify the various fire extinguishers for different types of fires.	- Demonstrate personal hygiene practices to be followed at the workplace. - Demonstrate appropriate first aid in different situations. - Practice emergency evacuation drills. - Demonstrate the use of fire extinguishers.
Classroom Aids:	
Computer, printer, projector, whiteboard/ flip chart, marker and duster, online training platform app/link	
Tools, Equipment, and Other Requirements	
Personal protective equipment (such as mask and helmet) Fire extinguishers (Class A, B, C, D & K fires: extinguishers may contain water, sand, foam, dry powder, CO2, or wet chemical), first aid box (sterile dressings, plasters, disposable sterile gloves, scissors, anti-septic wipes, thermometer)	

Module 7: Principles of Professional Practice
Mapped to MEP/N9912, V.3

Terminal Outcomes:
- Apply principles of professional practice like professional image, professional competence, discipline, ethics, and work effectiveness.
- Develop personal and professional development competencies.
- Distinguish between unethical conduct, inappropriate behavior, and conflict of interest.

Duration: *15:00*	Duration: *15:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the importance of having a professional appearance at the workplace. • Differentiate between appropriate and inappropriate business attire. • Discuss personal and professional goals. • Describe the importance of continuous learning and developing a professional development plan. • Describe the policies related to non-discrimination and rights of the clients. • Distinguish between unethical conduct, inappropriate behavior, and harassment in a workplace. • Describe situations that may lead to a conflict of interest. • Discuss ways to avoid and resolve conflicts.	• Develop a personal action plan to improve professional appearance. • Demonstrate aspects of professional behaviour in different situations. • Prepare a plan to work on personal and professional goals and development. • Prepare strategies for handling unethical conduct, inappropriate behaviour, and harassment in the workplace.
Classroom Aids:	
Computer, printer, projector, whiteboard/ flip chart, marker and duster, online training platform app/link	
Tools, Equipment, and Other Requirements	
Personal protective equipment (such as mask and helmet) Fire extinguishers (Class A, B, C, D & K fires: extinguishers may contain water, sand, foam, dry powder, CO2, or wet chemical), first aid box (sterile dressings, plasters, disposable sterile gloves, scissors, anti-septic wipes, thermometer)	

Module 8: Introduction to Employability Skills
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:

- Discuss Employability Skills in meeting the job requirements

Duration: *00:30*	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.
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment, and Other Requirements	

Module 9: Constitutional values - Citizenship
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:

- Discuss about constitutional values to be followed to become a responsible citizen

Duration: 00:30	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.
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

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

Terminal Outcomes:

- Demonstrate professional skills required in the 21st century

Duration: *01:00*	Duration: *01:30*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Discuss importance of relevant 21st century skills. - Describe the benefits of continuous learning.	Exhibit 21st-century skills like Self-Awareness, Behaviour 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.
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 11: Basic English Skills
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:

- Practice basic English speaking

Duration: *04:00*	Duration*: 06:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the need of basic English skills	• 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.
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment, and Other Requirements	

Module 12: Career Development & Goal Setting
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:

- Understand the importance of career development & goal setting

Duration: *01:00*	Duration*: 01:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain the importance of career development & goal-setting	• Create a career development plan with well-defined short- and long-term goals
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment, and Other Requirements	

Module 13: Communication Skills
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:

- Practice basic communication skills

Duration: 02:00	Duration: 03:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain the importance of active listening for effective communication • Discuss the significance of working collaboratively with others in a team	• Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 14: Diversity & Inclusion
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:

- Describe PwD and gender sensitization

Duration: *01:00*	Duration*: 01:30*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the significance of escalating sexual harassment issues as per the POSH act.	• Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD.
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment, and Other Requirements	

Module 15: Financial and Legal Literacy
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:

- Describe ways of managing expenses, income, and savings

Duration: 02:00	Duration: 03:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• List the common components of salary and compute income, expenditure, taxes, investments, etc. • Discuss the legal rights, laws, and aids.	• 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.
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment, and Other Requirements	

Module 16: Essential Digital Skills
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:

- Demonstrate procedure of operating digital devices and associated applications safely

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.
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment, and Other Requirements	

Module 17: Entrepreneurship
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:

- Demonstrate procedure of operating digital devices and associated applications safely

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 opportunity.
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment, and Other Requirements	

Module 18: Customer Service
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:

- Demonstrate procedure of operating digital devices and associated applications safely

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	Demonstrate how to deal with different customers and their needs
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Module 19: Getting ready for apprenticeship & jobs
Mapped to: DGT/VSQ/N0102

Terminal Outcomes:

- Describe ways of preparing for apprenticeship & Jobs appropriately

Duration: 03:00	Duration: 05:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Discuss the significance of maintaining hygiene and confidence during an interview. - List the steps for searching and registering for apprenticeship opportunities.	- Create a professional Curriculum Vitae (CV) - Perform a mock interview - Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
Classroom Aids	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
Tools, Equipment and Other Requirements	

Annexure

Trainer Requirements

<table>
<tr><th colspan="6">Trainer Prerequisites</th></tr>
<tr><th rowspan="2">Minimum Educational Qualification</th><th rowspan="2">Specialization</th><th colspan="2">Relevant Industry Experience</th><th colspan="2">Training Experience</th><th rowspan="2">Remarks</th></tr>
<tr><th>Years</th><th>Specialization</th><th>Years</th><th>Specialization</th></tr>
<tr><td>Graduate</td><td></td><td>2-3</td><td>Market Survey, Household Survey</td><td>2</td><td></td><td></td></tr>
</table>

Trainer Certification	
Domain Certification	**Platform Certification**
MEP/Q0206, V4.0 Field Survey Enumerator Minimum accepted score is 80%	MEP/Q2601, V3.0, Trainer (VET and Skills) Minimum accepted score is 80%

Assessor Requirements

Assessor Prerequisites					
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate		2-3	Market Survey, Household Survey	2		

Assessor Certification	
Domain Certification	Platform Certification
MEP/Q0206, V4.0, Field Survey Enumerator Minimum accepted score is 80%.	MEP/Q2701, V3.0, Assessor (VET and Skills) Minimum accepted score is 80%.

Assessment strategy

Assessment System Overview

- Assessment will be carried out by assessment partners with no link to training partners. Based on the results of assessment, MEPSC will certify the learners. Assessor has to pass online assessment of theoretical knowledge of the job role and approved by MEPSC.
- The assessment will have both theory and practical components in 40:60 ratio.
- While theory assessment is summative and a written exam; practical will involve demonstrations of applications and presentations of procedures and other components. Practical assessment will also be summative in nature

Testing Environment

- Training partner has to share the batch start date and end date, number of trainees, and the job role.
- Assessment will be fixed for a day after the end date of training. It could be the next day or later. Assessment will be conducted at the training venue.
- The room where the assessment is conducted will be set with proper seating arrangements with enough space to prevent copying.
- Question bank of theory and practical will be prepared by assessment agency and approved by MEPSC. From this set of questions, assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial question, etc. which will test the trainee on the theoretical knowledge of the subject.
- The theory and practical assessments will be carried out on same day. If number of candidates are many, more assessors and venue will be organized on same day of the assessment.
- Presentation will be one mode of assessment and so computers and LCD projector will be available for assessment. Viva will be used to gauge trainees' confidence and correct knowledge in handling job situations like interacting with clients and colleagues.
- The question paper will be pre-loaded in the computer and it will be in the language requested by the training partner.

Assessment Quality Assurance levels/Framework

- Assessor has to go through orientation program organized by Assessment Agency. The training will give an overview to the assessors on the overall framework of QP evaluation. Assessor will also be given a NOS and PC level overview of each QP as applicable. Overall structure of assessment and objectivity of the marking scheme will be explained to them.
- The giving of marks will be driven by an objective framework which will maintain standardization of marking scheme. The weightages given to each module will be adhered to in the question paper.
- For practical, the instructions for taking the test are clearly written on the board in the lab or shared with the candidates verbally.

Types of evidence or evidence-gathering protocol

- Time-stamped & geotagged reporting of the assessor from the assessment location
- Centre photographs with signboards and scheme-specific branding

Method of verification or validation

- Unless the trainee is registered, the person cannot undergo assessment. To further ensure that the person registered is the person appearing for assessment, id verification will be carried out. Adhar

card number is part of registering the candidate for training. This will form the basis of further verification during the assessment.

- Assessor conducts the assessment in accordance with the assessment guidelines and question bank as per the job role.
- The assessor carries tablet with the loaded questions. This tablet is geotagged and so it is monitored to check their arrival and completion of assessment. The training partner will also intimate the time of arrival of the assessor and time of leaving the venue.
- The assessment will be video recorded and submitted to MEPSC. Video of the practical session is prepared and submitted to MEPSC.
- Random spot checks/audit is conducted by MEPSC assigned persons to check the quality of assessment.
- The assessment agency will be responsible to put details in SID   .
- MEPSC will also validate the data and result received from the assessment agency.

Method for assessment documentation, archiving, and access

- The assessment agency will upload the result of assessment in the portal. The data will not be accessible for change by the assessment agency after the upload. The assessment data will be validated by MEPSC assessment team. After upload, only MEPSC can access this data.
- MEPSC approves the results within a week and uploads on SID.

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
TVET	Technical and Vocational Education and Training
PPE	Personal Protective Equipment
IPR	Intellectual Property Rights
ISO	The International Organization for Standardization
SOP	Standard Operating Procedure
KRA	Key Responsibility Area
KPI	Key Performance Indicator
PwD	Persons with Disability