

MODEL CURRICULUM



QP Name: ERGONOMICS SAFETY STEWARD

QP Code: SSD/Q0107

QP Version: 1.0

NSQF Level: 4.0

Model Curriculum Version: 1.0

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Training Parameters

Sectors	Hydrocarbon, Iron & steel, Mining, Power, Automotive, Construction, Chemical / Petrochemical and others.
Sub-Sector	-
Occupation	Occupational Safety Health & Environment (OSHE) Engineering & Management
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/2141.2600 Occupational Health and Safety Specialist.
Minimum Educational Qualification and Experience	Completed 12th grade with science or equivalent with 2-year in relevant experience OR Completed 3-year diploma (after 10th) with 2-year in relevant field OR Completed 2-year NTC (after 10th) with 2- year in relevant field OR Previous relevant qualification of NSQF level 3.5 with 1.5-year experience OR Previous relevant Qualification of NSQF level 3.0 with 3-year experience.
Pre-Requisite License or Training	Nil
Minimum Job Entry Age	18 years
Last Reviewed On	31-01-2024
Next Review Date	31-01-2027
Version	1.0
NSQC Approval Date	31-01-2024
Model Curriculum Creation Date	31-01-2024
Model Curriculum Valid Up to Date	31-01-2027
Model Curriculum Version	1.0
Minimum Duration of the Course	450 Hours
Maximum Duration of the Course	450 Hours



Program Overview

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

Training Outcomes

After completing the program, the participant will be able to:-

- Understand ergonomics basic principle and its application.
- Identify ergonomic hazards in workstations, equipment, tools, and processes
- Evaluate the risk levels associated with ergonomic hazards and musculoskeletal disorders (MSDs)
- Identify ergonomic risk factors, evaluate the risk levels, severity, frequency, and duration of exposure to ergonomic risk factors.
- Evaluate the effectiveness of existing control measures, data and feedback analysis, and identify gaps in the existing control measures.
- Develop ergonomic assessment and risk assessment methods
- Understand the importance of ergonomic safety schemes in the workplace.
- Understand workplace design principles, appropriate acoustics, lighting, ventilation, and temperature control for workplace design and identify the need for ergonomics solutions through workplace assessments, observation, and analysis of injury data.
- Develop ergonomic solutions and safety programs in the workplace.
- Develop control measures and evaluate the effectiveness of the ergonomic safety scheme.
- Understand practical aspect of ergonomic principle, demonstrate practical application of ergonomics
- Develop an ergonomic safety training program in the workplace and evaluate the effectiveness of the ergonomic safety training program.
- Plan of resources for work and communicate to concerned subordinates, co-workers and superiors.
- Provide necessary support to subordinates, coordinate with co-workers and liaise with superiors and monitor.
- Set up emergency protocols and implement them at the working workplace.



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
SSD/N0126, v1.0 : Ergonomics Hazards at Workplace.	45:00 Hours	45:00 Hours	00:00 Hours	00:00 Hours	90:00 Hours
Module 1: Introduction to Training Program, Overview, assessments, role of Ergonomic Safety Steward, employment opportunities in Industries.	04:00 Hours	00:00 Hours	00:00 Hours	00:00 Hours	04:00 Hours
Module 2: Ergonomic hazards, identification, assessment of associated risks in the workplace, principles of ergonomics, recognition of potential hazards, evaluation of the risk levels to prevent workplace injuries	41:00 Hours	45:00 Hours	00:00 Hours	00:00 Hours	86:00 Hours
SSD/N0127, V1.0 : Evaluation of risk associated with ergonomic hazard.	45:00 Hours	25:00 Hours	20:00 Hours	00:00 Hours	90:00 Hours
Module 3: Ergonomic risk factors, their identification & evaluation of the risk levels, severity, frequency, and duration of exposure to ergonomic risk factors, evaluation of the effectiveness of existing control measures, existing data, feedback, identification of gaps in the existing control measures, develop standard ergonomic assessment and risk assessment methods	45:00 Hours	25:00 Hours	20:00 Hours	00:00 Hours	90:00 Hours
SSD/N0128, V1.0 : Hazard Identification and Risk	45:00 Hours	25:00 Hours	20:00 Hours	00:00 Hours	90:00 Hours



Assessment					
Module 4: Importance of ergonomic safety scheme in the workplace, workplace design principles, appropriate acoustics, lighting, ventilation, temperature, control for workplace design; identification of need of ergonomics solutions through workplace assessments, observation, and analysis of injury data; developing ergonomic solutions and safety program in the workplace, developing control measures to mitigate ergonomic hazards and reduce the risk of injury, evaluation of the effectiveness of the ergonomic safety scheme	45:00 Hours	25:00 Hours	20:00 Hours	00:00 Hours	90:00 Hours
SSD/N0129, V1.0 : Ergonomic safety training programs.	30:00 Hours	20:00 Hours	10:00 Hours	00:00 Hours	60:00 Hours
Module 5: Ergonomic principles, practical and theoretical aspect of ergonomic principles, practical application of ergonomics; development of ergonomic safety training program, control measures & monitoring of training program; evaluation of the effectiveness of the ergonomic safety training program and improvement.	30:00 Hours	20:00 Hours	10:00 Hours	00:00 Hours	60:00 Hours
SSD/N0104, V1.0 : Plan, Organize and Emergency protocols	30:00 Hours	20:00 Hours	10:00 Hours	00:00 Hours	60:00 Hours
Module 6: Planning and organizing to provide a safe working environment for workers and set emergency protocols and measure in case of any	30:00 Hours	20:00 Hours	10:00 Hours	00:00 Hours	60:00 Hours



unforeseen and incidents or accidents to minimize the damages & losses					
DGT/VSQ/N0102: Employability Skills	30:00 Hours	30:00 Hours	00:00 Hours	00:00 Hours	60:00 Hours
Module 7: Understand scope in employment, financial dealing, digital literacy and communication with employer or customer	30:00 Hours	30:00 Hours	00:00 Hours	00:00 Hours	60:00 Hours
Total Duration	225:00 Hours	165:00 Hours	60:00 Hours	00:00 Hours	450:00 Hours



Module Details

Module 1: Introduction to Training Program, Overview, assessments, role of Ergonomic Safety Steward, employment opportunities in Industries
Mapped to SSD/N0126, v1.0

Terminal Outcomes:

- Discuss the role of Ergonomic Safety Steward role, sectors & industries.
- Employment opportunities, career development & International opportunities.
- Course approach, duration, training & assessment processes.

Duration: 04:00	Duration: 00:00
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
<ul style="list-style-type: none">● Role & responsibilities of Ergonomic Safety Steward● Iceberg theory of safety● Career progression in the occupation.● Industries for Employment & international opportunities for employment.● Training approach & methodology.● Assessment process & Certification.● The assistance provided by AB/TP/LMIS in employment	
Classroom Aids:	
Black/White Board, Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements	
Nil	



Module 2: Ergonomic hazards, identification, assessment of associated risks in the workplace, principles of ergonomics, recognition of potential hazards, evaluation of the risk levels to prevent workplace injuries

Mapped to SSD/N0126, v1.0

Terminal Outcomes:

- Understanding of ergonomics basic principle and its application.
- Identification of ergonomic hazards in workstations, equipment, tools, and processes.
- Evaluation of the risk levels associated with ergonomic hazards.
- Understanding of factor to reduce musculoskeletal disorders (MSDs)

Duration: 41 Hours	Duration: 45 Hours
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
<ul style="list-style-type: none">● Concept of ergonomics, associated hazards, its importance, the moral & financial importance; safety against the ergonomics hazards at workplace.● Principles of ergonomics and its importance in promoting worker well-being.● Application of ergonomic principle in design of workplace, tools & equipment.● Ergonomics hazards at the workplace like repetition, awkward posture, stationary position noise, and work stress.● Ergonomic hazards due equipment layout, lifting, pushing and pulling (manual handling), confined space, forceful motion, direct pressure, vibration, extreme temperature,● Ergonomic hazards due to systems and computer programs, work stress, workplace design, lighting, cold temperature.● Musculoskeletal disorders, inflammatory mechanism behind development of musculoskeletal disorders, chronic and acute● Jobs/tasks associated with MSDs hazards.	<ul style="list-style-type: none">● Apply ergonomics principle and find ergonomics hazards.● Apply ergonomics principles and design of workplace and working with tools & equipment.● Find ergonomic hazards due equipment layout, lifting, pushing and pulling (manual handling), confined space, forceful motion, direct pressure, vibration, extreme temperature and present.● Find ergonomic hazards due to systems and computer programs, work stress, workplace design, lighting, cold temperature● Find & list musculoskeletal disorders, and mechanism behind development of musculoskeletal disorders.● Find jobs/tasks associated with MSDs hazards and make a presentation explaining reasons.



<ul style="list-style-type: none">• MSDs symptoms and risk factors; muscle weakness or discomfort, tingling or numbness; swelling, inflammation, stiffness, pain or burning sensation.	
Classroom Aids:	
Black/White Board, Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements	
Workstation with accessories.	

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Module 3: Ergonomic risk factors, their identification & evaluation of the risk levels, severity, frequency, and duration of exposure to ergonomic risk factors, evaluation of the effectiveness of existing control measures, existing data, feedback, identification of gaps in the existing control measures, develop standard ergonomic assessment and risk assessment methods

Mapped to SSD/N0127, v1.0

Terminal Outcomes:

- Identification of ergonomic risk factors.
- Evaluation the risk levels, severity, frequency, and duration of exposure to ergonomic risk factors.
- Evaluation the effectiveness of existing control measures, existing data and feedback.
- Identification of gaps in the existing control measures.
- Development of standard ergonomic assessment and risk assessment methods.

Duration: 45 Hours	Duration: 25 Hours
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
<ul style="list-style-type: none">● Basic factors affecting ergonomics risks & hazards; repetition, awkward posture, stationary position noise, work stress, equipment layout, lifting, pushing and pulling, confined space, forceful motion, direct pressure, vibration, extreme temperature, work stress, lighting etc.● Conditions, situations and working environment affecting or contributing towards risk factors.● Analysis of contributing risk factors in ergonomics risks and hazards and development of methods of standard risk evaluation for risk factors.● Evaluation parameters of risk factor, learn risk assessment tools, risk assessment checklist.● Review methodology of workplace processes and tasks to identify potential ergonomic hazards.	<ul style="list-style-type: none">● Identify basic factors, conditions, situations affecting ergonomics hazards at the workplace and find risk factors.● Analyze contributing risk factors in ergonomics risks and hazards and develop a method of risk evaluation.● Prepare evaluation parameters of risk factor for risk assessment and prepare checklist for gap evaluation in ergonomic safety scheme.● Prepare a review methodology for ergonomics control in the organization.● Prepare ergonomic controls to mitigate the identified risks; control measures based on the severity of identified risks and present.



<ul style="list-style-type: none">• Factors affecting and means to determine level of risk of ergonomic hazard (low, medium, high).• Ergonomic controls to mitigate the identified risks; control measures based on the severity of identified risks.• Implementation plans for control measures, interventions with the implementation plan.• Monitoring methodology to check effectiveness of control measures and evaluation of control measures.• Measurement of outcomes and modification of control measures.	
Classroom Aids:	
Black/White Board, Computer, Projection Equipment, MS office & Design & drafting software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements	
Workstation with accessories.	



Module 4: Importance of ergonomic safety scheme in the workplace, workplace design principles, appropriate acoustics, lighting, ventilation, temperature, control for workplace design; identification of need of ergonomics solutions through workplace assessments, observation, and analysis of injury data; developing ergonomic solutions and safety program in the workplace, developing control measures to mitigate ergonomic hazards and reduce the risk of injury, evaluation of the effectiveness of the ergonomic safety scheme

Mapped to SSD/N0128, v1.0

Terminal Outcomes:

- Understanding the importance of ergonomic safety schemes in the workplace.
- Understanding of workplace design principles, appropriate acoustics, lighting, ventilation and temperature control for workplace design
- Identification of the need for ergonomics solutions through workplace assessments, observation and analysis of injury data.
- Developing ergonomic solutions and safety programs in the workplace.
- Developing control measures (action taken to prevent, eliminate or reduce hazard) to mitigate ergonomic hazards and reduce the risk of injury.
- Evaluation of the effectiveness of the ergonomic safety scheme and identifying optimal equipped work tools.

Duration: 45 Hours	Duration: 25 Hours
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
<ul style="list-style-type: none"> ● Ergonomic principles used in designing of workstations and equipment to reduce ergonomic risk factors and identify gaps in existing workplace by gap analysis. ● Factors, reasons & needs affecting preparation of ergonomics safety scheme and solutions. ● Factors Ergonomic principles used in designing of workstations and equipment to reduce ergonomic risk factors and identify gaps in existing workplace by gap analysis. ● Factors & steps for preparation of action plan for implementing control measures and hierarchy of controls. ● Designing workplace to reduce ergonomics risk repetition, awkward posture, stationary position noise, and work stress. ● Factor for workplace design to reduce ergonomics risk in equipment layout, lifting, pushing and pulling (manual handling), 	<ul style="list-style-type: none"> ● Design workstation to reduce ergonomic risk factors stating ergonomics principles. ● Find factors affecting the preparation of ergonomics safety schemes and solutions. ● Give hierarchy of controls in ergonomics safety scheme implementation. ● Design evaluation technique of the ergonomic safety scheme and interpretation of data. ● Design method & procedure for maintaining continuous ergonomic safety solutions. ● Discuss & present methodology & procedures for maintaining continual ergonomic safety for all.



<p>confined space, forceful motion, direct pressure, vibration, extreme temperature,</p> <ul style="list-style-type: none">• Periodic evaluations of the ergonomic safety scheme.• Interpreting data to evaluate the effectiveness of the ergonomic safety program and improvement measures.• Hierarchy of controls for ergonomic hazards and risks. (Hierarchy of control- 1. Elimination,2. Substitution,3. Isolation,4. Engineering and Administration control, 5.PPE control)• Methodology & procedures for maintaining continual ergonomic safety solutions.• Documents & maintenance of ergonomic safety program & communication.	
Classroom Aids:	
Black/White Board, Computer, Projection Equipment, MS office & Design & drafting software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements	
Workstation with accessories.	

Module 5: Ergonomic principles, practical and theoretical aspect of ergonomic principles, practical application of ergonomics; development of ergonomic safety training program, control measures & monitoring of training program; evaluation of the effectiveness of the ergonomic safety training program and improvement

Mapped to SSD/N0129, v1.0

Terminal Outcomes:

- Understanding of practical and theoretical aspects of ergonomic principle.
- Demonstration of practical application of ergonomics
- Development of an ergonomic safety training program in the workplace.
- Development of control measures & monitoring process of training program.
- Evaluation of effectiveness of the ergonomic safety training program, and continuous improvement and review.



Duration: 30 Hours	Duration: 20 Hours
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
<ul style="list-style-type: none">● Practical and theoretical aspect of ergonomic principle; physical, cognitive and organizational ergonomics.● Safety needs & gaps preparation for ergonomics safety training program.● Development of plan for implementing training program and hierarchy of controls.● Development of training scheme to employees on ergonomic hazards and risks and control measures● Periodic evaluations of the ergonomic safety training program.● Analysis and interpreting of data to evaluate the effectiveness of the ergonomic safety training program and improvement measures.● Hierarchy of controls for implementing; measurement of effectiveness of training scheme.● Methodology & procedures for continuous ergonomic safety training program & maintenance of records & documents.	<ul style="list-style-type: none">● Prepare safety needs & gaps for ergonomics safety training program.● Develop training schemes for employees on ergonomic hazards and risks.● Develop plan and hierarchy of controls for implementing training programs.● Develop method for periodic evaluations of the ergonomic safety training program, interpretation of data, evaluation of effectiveness of the training program.
Classroom Aids:	
Black/White Board, Computer, Projection Equipment, MS office & Design & drafting software, Facilitator’s Guide, Participant’s Handbook.	
Tools, Equipment and Other Requirements	
Workstation with accessories.	

Module 6: Planning and organizing to provide a safe working environment for workers and set emergency protocols and measure in case of any unforeseen and incidents or accidents to minimize the damages & losses

Mapped to SSD/N0104, v1.0

Terminal Outcomes:



- Planning of resources for own work and communication to concerned subordinates, co-workers and superiors.
- Provide necessary support to subordinates, coordinate with co-workers and liaise with superiors and monitor.
- Setting up emergency protocols and implementing them at working places to minimize the loss in case of any incident or accident.

Duration: 30 Hours	Duration: 20 Hours
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
<ul style="list-style-type: none"> ● Introduction to planning of resources for own work and communication to concerned subordinates, co-workers and superiors. ● Introduction to hierarchy of organization and modes of communication to team members. ● Introduction to identifying the task and distribution among subordinates, supervision and coordination among the team members for readiness in sync with overall task & timelines. ● Introduction to supervision and monitoring of a task to ensure timely completion of such work. ● Setting up emergency protocols and implementing them at working places to minimize the loss in case of any incident or accident. ● Setting up evacuation plans, evacuation drills, assembly area emergency communication & guidance. 	<ul style="list-style-type: none"> ● Make a presentation on planning of resources and communication to concerned subordinates, co-workers and superiors. ● Prepare necessary support to subordinates, coordinate with co-workers and liaison with superiors and monitoring. ● Set up emergency protocols and implement them at working places to minimize loss in case of any incident or accident.
Classroom Aids:	
Black/White Board, Computer, Projection Equipment, MS office & Design & drafting software, Facilitator’s Guide, Participant’s Handbook.	
Tools, Equipment and Other Requirements	
Safety goggles, Full face shield, Leather gloves , Puncture resistant gloves, Chemical resistant gloves, Electrically insulated latex gloves, Safety helmets/hard hats, Ear plugs, Ear muffs, Safety shoes, Safety gumboots, High visibility jackets, N95 masks, Double filter half face mask, Double filter full face mask, SCBA – Self-contained breathing apparatus, Safety harness, Lanyard, Fall arrestor, CO2 Fire extinguisher, Dry Chemical Powder Fire extinguisher, Fire hydrant system, Multiple gas detector, TDS Meter	

Module 7: Understand scope in employment, financial dealing, digital literacy and communication with employer or customer



Mapped to DGT/VSQ/N0102

Terminal Outcomes:

- Describe the traits of individual at workplace
- Demonstrate apply employability and entrepreneurship skills at workplace

Duration: 30:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the importance of employability skills in meeting the job requirements. • Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen. • Discuss 21st century skills. • Display positive attitude, self - motivation, problem solving, time management skills and continuous learning mindset in different situations. • Discuss the significance of reporting sexual harassment issues in time • Discuss the significance of using financial products and services safely and securely. • Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws • Explain the importance of managing expenses, income, and savings. • Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely • Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges • Differentiate between types of customers • Explain the significance of identifying customer needs and addressing them 	<ul style="list-style-type: none"> • Show how to practice different environmentally sustainable practices • Use appropriate basic English sentences/phrases while speaking • Demonstrate how to communicate in a well -mannered way with others • Demonstrate working with others in a team • Show how to conduct oneself appropriately with all genders and PwD • Show how to operate digital devices and use the associated applications and features, safely and securely • Create a biodata • Use various sources to search and apply for jobs



<ul style="list-style-type: none"> • Discuss the significance of maintaining hygiene and dressing appropriately • Discuss the significance of dressing up neatly and maintaining hygiene for an interview • Discuss how to search and register for apprenticeship opportunities 	
Classroom Aids:	
<ul style="list-style-type: none"> • Black/White Board, Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator’s Guide, Participant’s Handbook. 	
Tools, Equipment and Other Requirements	
<ul style="list-style-type: none"> • Laptop/computer, internet, mobile 	

On The Job Training Plan: Ergonomic Safety Steward

Evaluation of risk associated with ergonomic hazard : 20 Hours
Key Learning Outcomes
<ul style="list-style-type: none"> • Identify ergonomic risk factors and carry out risk assessment. • Evaluate the effectiveness of existing control measures. • Identify gaps in the existing control measures.
Development of Ergonomics Safety Solutions and Implementation : 20 Hours
Key Learning Outcomes
<ul style="list-style-type: none"> • Find existing ergonomic safety schemes in the workplace and the effectiveness. • Identify the need for ergonomics solutions through workplace assessments, observation, and analysis of injury data. • Develop ergonomic solutions and safety programs in the workplace. • Develop control measures and hierarchy of control.
Ergonomic safety training programs. : 10 Hours
Key Learning Outcomes
<ul style="list-style-type: none"> • Develop ergonomic safety training program, control measures & monitoring of training program. • Develop steps to evaluate the effectiveness of the training program.
Plan, Organize and Emergency protocols : 10 hours
Key Learning Outcomes



- Plan resources and communication methods to subordinates, co-workers and superiors.
- Prepare necessary support to subordinates, coordinate with co-workers and liaison with superiors and monitoring.
- Set up emergency protocols and implement them at working places to minimize loss in case of any incident or accident.

Total Duration of OJT – 60 Hours (8 days)

- **Project Work (To be assigned by Trainer – 50 Marks)**

NSQC Approved

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI/12 th Pass	Any domain	8	Safety Domain	0	-	
Graduate in any discipline / Diploma in Engineering	Civil, Mechanical, Manufacturing, Mining, Production, Industrial, Chemical, Safety, Petroleum Engineering, Mathematics, Physics degree and others	4	Safety Domain	0	-	
M. Tech/ B. Tech	Civil, Mechanical, Manufacturing, Mining, Production, Industrial, Chemical, Safety, Petroleum Engineering and others.	2	Safety Domain	0	-	

Trainer Certification	
Domain Certification	Platform Certification
Certified as Trainer for the Job Role: "SSD/Q0107 v1.0: Ergonomic Safety Steward" or higher qualification as per career progression by SSDF. The minimum accepted score is 80%.	Recommended that the Trainer is certified for the Job Role: "Trainer (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2601 v2.0". The minimum score of 80%.

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI/12 th Pass	Any domain	8	Safety Domain	0	-	
Graduate in any discipline / Diploma in Engineering	Civil, Mechanical, Manufacturing, Mining, Production, Industrial, Chemical, Safety, Petroleum Engineering, Mathematics, Physics degree and others	4	Safety Domain	0	-	
M. Tech/ B. Tech	Civil, Mechanical, Manufacturing, Mining, Production, Industrial, Chemical, Safety, Petroleum Engineering and others.	2	Safety Domain	0	-	

Assessor Certification	
Domain Certification	Platform Certification
Certified as assessor for the QP: “SSD/Q0107 v1.0: Ergonomic Safety Steward” or higher qualification as per career progression. The minimum accepted score is 80%.	Recommended that the Assessor is certified for the Job Role: “Assessor (VET and Skills)”, mapped to the Qualification Pack: “MEP/Q2701 v2.0”. The minimum accepted score is 80%.



Assessment Strategy

The assessment will be based on the concept of third-party assessments through certified assessors with empanelled Assessment Agencies of NCVET. The certification of each assessor will be done by SSDF through a process of selection, training, assessment & certification through training of the assessor's program.

The assessments will include both formative & summative. The progressive assessments will be through a trainer during the progress of the training. The summative assessments will be carried by the assessor through assessment agencies.

The assessment process will find whether the candidate or professional is competent or not to perform the job as per expected performance criteria. The assessment plan contains the following information:

- a) Assessment elements – Competencies based on performance criteria of each NOS.
- b) Methods of assessment – Written test (online/offline), viva and practical/ field exercises.
- c) Time of assessment – The assessment will be done both formative and summative (post orientation/training) of candidates.
- d) Place i.e., context of the assessment - The assessment will be conducted through theory, viva voce and practical/ field exercises, on simulators and will be both online or offline modes.
- e) The criteria for decision making– It will be based on assessment criteria & guidelines as given the qualification pack.
- f) Questions – The written questions, viva & practical questions will be set to cover all aspects of performance criteria and would have been validated from experts in the subject matter.
- g) Passing criteria & gradings – The passing criteria & gradings will be as per passing criteria given for each NOS and Guidelines for Assessment.

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 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 Standard
AB	Awarding Body
AA	Assessment Agency
TP	Training Partner