



# Model Curriculum

**QP Name: Auto Rickshaw Driver**

**QP Code: ASC/Q9713**

**QP Version: 2.0**

**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

<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Road Transportation
<b>Occupation</b>	Driving
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/8321.0101
<b>Minimum Educational Qualification and Experience</b>	8th Class with 1 year of experience of LMV driving or three wheeler driver OR Certificate NSQF (Level 3 Light Motor Vehicle Driver) with 6 months of experience
<b>Pre-Requisite License or Training</b>	Valid LMV Permanent license
<b>Minimum Job Entry Age</b>	18 years
<b>Last Reviewed On</b>	31/08/2021
<b>Next Review Date</b>	31/08/2024
<b>NSQC Approval Date</b>	31/08/2021
<b>QP Version</b>	2.0
<b>Model Curriculum Creation Date</b>	31/08/2021
<b>Model Curriculum Valid Up to Date</b>	31/08/2024
<b>Model Curriculum Version</b>	1.0
<b>Minimum Duration of the Course</b>	304 Hours, 0 Minutes
<b>Maximum Duration of the Course</b>	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 auto-rickshaw while conforming to the standard rules and regulations.
- Apply appropriate practices to drop off the customer safely at the destination.

### 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
<b>Bridge Module</b>	<b>04:00</b>	<b>00:00</b>	<b>00:00</b>	<b>00:00</b>	<b>04:00</b>
Module 1: Introduction to Automotive Industry & Light Motor Vehicle Driver	04:00	00:00	00:00	00:00	04:00
<b>ASC/N9809 – Organize Work and Resources (Road Transportation)</b> <b>NOS Version No. 1.0</b> <b>NSQF Level 3</b>	<b>16:00</b>	<b>24:00</b>	<b>00:00</b>	<b>00:00</b>	<b>40:00</b>
Module 2: Maintain Health, Hygiene and Safety Standard at the Workplace	12:00	16:00	00:00	00:00	28:00
Module 3: Perform Waste Disposal and Material Conservation Activities	04:00	08:00	00:00	00:00	12:00
<b>ASC/N9808 – Interact Effectively with Colleagues and Customers (Road Transportation)</b>	<b>16:00</b>	<b>24:00</b>	<b>00:00</b>	<b>00:00</b>	<b>40:00</b>

<b>NOS Version No. 1.0 NSQF Level 3</b>					
Module 4: Maintain Effective Communication at the Workplace	16:00	24:00	00:00	00:00	40:00
<b>ASC/ N9704 – Driving Light Motor Vehicle (LMV) Safely NOS Version No. 1.0 NSQF Level 3</b>	<b>40:00</b>	<b>84:00</b>	<b>00:00</b>	-	<b>124:00</b>
Module 5: Examine Roadworthiness of the Vehicle and Drive the LMV as per Standard	24:00	52:00	00:00	-	76:00
Module 6: Adhere to the Traffic Rules and Basic Troubleshooting Practices	16:00	32:00	00:00	-	48:00
<b>ASC/N9716 – Pick and Drop the Customer Safely and Collect the Fair NOS Version No. 2.0 NSQF Level 4</b>	<b>32:00</b>	<b>64:00</b>	<b>00:00</b>	<b>00:00</b>	<b>96:00</b>
Module 7: Coordinate with the Authorized Person	16:00	24:00	00:00	00:00	40:00
Module 8: Perform the Activities of Dropping off the Customer Safely at the Destination	16:00	40:00	00:00	00:00	56:00
<b>Total Duration</b>	<b>108:00</b>	<b>196:00</b>	<b>00:00</b>	<b>00:00</b>	<b>304:00</b>

# Module Details

## Module 1: Introduction to Automotive Industry & Auto Rickshaw Driver

### Bridge Module

#### Terminal Outcomes:

- Outline the overview of Skill India Mission
- Describe the scope of Automotive Industry
- Define the role and responsibilities of an Auto Rickshaw Driver

<b>Duration:</b> 04:00	<b>Duration:</b> 00:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <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 Automotive Driving industry</li> <li>• Discuss job roles, responsibilities and opportunities for an Auto Rickshaw Driver in the Automotive Industry</li> <li>• Explain standard code of ethics and professional practices to be adhered by an Auto Rickshaw Driver</li> </ul>	NA
<b>Classroom Aids</b>	
Whiteboard, Flip Chart, Markers, Duster, Projector, Laptop with charger, Projector screen, Power Point Presentation, 2.1 Laptop External Speakers.	
<b>Tools, Equipment and Other Requirements</b>	
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

<b>Duration: 12:00</b>	<b>Duration: 16:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the ways to organize work as per 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 in 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 style="list-style-type: none"> <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 equipment of the vehicle is properly connected 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 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>
<b>Classroom Aids</b>	
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.	
<b>Tools, Equipment and Other Requirements</b>	
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

<b>Duration:</b> 04:00	<b>Duration:</b> 08:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <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 of using the material 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 style="list-style-type: none"> <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>
<b>Classroom Aids</b>	
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.	
<b>Tools, Equipment and Other Requirements</b>	
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.

<b>Duration: 16:00</b>	<b>Duration: 24:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <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 style="list-style-type: none"> <li>• Demonstrate the standard procedure to welcome and greet the customers.</li> <li>• Role play a situation on how to 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 as well as per specification.</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>
<b>Classroom Aids</b>	
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.	
<b>Tools, Equipment and Other Requirements</b>	
Sample of escalation matrix and Organisation structure.	

## Module 5: Examine Roadworthiness of the Vehicle and Drive the LMV as per Standard

*Mapped to ASC/N9704, v 2.0*

### Terminal Outcomes:

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

<b>Duration: 24:00</b>	<b>Duration: 52:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the legal, technical, safety and compliance requirements, like pollution test, load limit, etc. as well as roadworthiness parameters for Light Motor Vehicles.</li> <li>• Discuss the quality norms and standards prescribed in the Quality Manual by the organization.</li> <li>• Describe basic functionalities of the technical equipment of the vehicle.</li> <li>• State the importance of examining the standard check list for the vehicle before the trip.</li> <li>• Describe safe and fuel-efficient driving techniques.</li> <li>• Explain the standard escalation procedure regarding vehicle defects or deviation.</li> </ul>	<ul style="list-style-type: none"> <li>• Apply appropriate techniques to perform routine checks on the vehicle for tyre pressure, fuel. (Petrol/diesel/CNG) level, working of headlights and brakes, CNG cylinder valves, gauges, warning lights, etc.</li> <li>• Employ appropriate practices to check vehicle service record for any history of technical defects or immediate need for servicing like oil/filter change, etc.</li> <li>• Prepare sample deviation report as per observation while carrying out checks</li> <li>• Draft a sample to-do list for repair requirement.</li> <li>• Demonstrate how to check the roadworthiness of the vehicle.</li> <li>• Create a sample report regarding actual or potential defects and deviations in the vehicle.</li> <li>• Display pre-driving activities like shoulder checking, adjusting IRVM/ ORVM and releasing of handbrakes, etc.</li> <li>• Demonstrate the procedure of safe driving starting from inserting or pressing the ignition key/button.</li> </ul>
<b>Classroom Aids</b>	
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.	
<b>Tools, Equipment and Other Requirements</b>	
Light Motor Vehicle, Sample compliance requirements, like pollution test, load limit, etc.	

## Module 6: Adhere to the Traffic Rules and Basic Troubleshooting Practices

### Mapped to ASC/N9704, v 2.0

#### 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.

<b>Duration: 16:00</b>	<b>Duration: 32:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the related 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>• List the local and state specific driving laws and traffic regulations, including overloading.</li> <li>• Discuss the road and traffic guidelines while driving, like avoiding excessive honking, speed, driving on high beam, loud music, and maintaining safe distance from other vehicles, keeping the vehicle within the prescribed speed limit at all times, etc.</li> <li>• Discuss basic troubleshooting techniques for Light Motor Vehicle.</li> <li>• Explain the standard procedure to take the vehicle to the service/repair point for corrective action, like parts replacements.</li> </ul>	<ul style="list-style-type: none"> <li>• Apply appropriate practices to adhere to traffic rules while driving the vehicle.</li> <li>• Demonstrate how to stop and park the vehicle at appropriate spots.</li> <li>• Demonstrate how to monitor and respond appropriately to gauges, warning lights, CNG leakage etc. while driving.</li> <li>• Show how to carry out a diagnostic check and conduct basic troubleshooting in case of any malfunction in the vehicle.</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>
<b>Classroom Aids</b>	
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.	
<b>Tools, Equipment and Other Requirements</b>	
Light Motor Vehicle, Related spare parts, Sample traffic signals and Road signs.	

## Module 7: Coordinate with the Authorised Person

### Mapped to ASC/N9716, v 2.0

#### Terminal Outcomes:

- Describe the appropriate reporting procedure at the duty.
- Employ applicable techniques to coordinate with customers or authorized person.
- Apply appropriate practices to report any issues to the supervisor.

<b>Duration: 16:00</b>	<b>Duration: 24:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss standard policies regarding duty, reporting and associated compliances for auto rickshaw driver</li> <li>• State the importance of reporting to duty on time as per schedule</li> <li>• Discuss dress code and code of conduct related to the duty</li> <li>• Describe types and usage of PPE kit like face masks, hand gloves, use of sanitizer, etc.</li> <li>• State the significance of informing the customer in advance regarding the inability to reach the pickup point on time in case of delay, heavy traffic jams, vehicle breakdown, road accidents etc.</li> <li>• Describe standard procedure for communicating with the supervisor/authorised person during duty hours</li> <li>• State the significance of following the standard procedures on completion of duty and other responsibilities for the day, e. g. parking the auto rickshaw at their dedicated zone, lock the auto rickshaw, engage hand brake, close auto fare meter, app and handing over the auto rickshaw key to the authorised person etc.</li> <li>• Discuss the standard escalation procedure followed during emergency situation</li> </ul>	<ul style="list-style-type: none"> <li>• Apply appropriate practices to wear proper uniform and batch as per standards and PPE kit like face masks, hand gloves, etc. at all times</li> <li>• Role play on how to coordinate with the customer to confirm pickup point location or take other relevant details, , and informing them about the estimated pickup time to reduce waiting time</li> <li>• Show how to check faults or detect any potential problem in a 3-wheeler/Auto Rickshaw</li> <li>• Apply appropriate practices to keep a record about the vehicle service schedule and coordinate with authorized person for periodic maintenance, if required</li> <li>• Apply proper procedure to inform the concerned authority in advance about the repair needed on the 3 wheeler/Auto Rickshaw for rectification of faults, if any</li> <li>• Employ appropriate procedures to report the incidents, accidents or minor altercations that took place during the day, if any to the concerned authority</li> </ul>
<b>Classroom Aids</b>	
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.	
<b>Tools, Equipment and Other Requirements</b>	
Auto Rickshaw and Related spare parts, Required PPE: Face mask, Gloves, etc.	

## Module 8: Perform the Activities of Dropping off the Customer Safely at the Destination

*Mapped to ASC/N9716, v 2.0*

### Terminal Outcomes:

- Apply appropriate practices to drop off the customer at the destination as per the standards.

<b>Duration: 16:00</b>	<b>Duration: 40:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe standard procedure for greeting and assisting the customer with luggage or entering and exiting the vehicle</li> <li>• Discuss the importance for covering the overhead luggage and side entry/exit areas of the auto rickshaw with waterproof/resistant sheets in case of rainfall to avoid inconvenience to the customer</li> <li>• State the significance of offering newspaper, magazines, or entertainment media to the customers and taking their permission to start the trip</li> <li>• Discuss the procedure for selecting appropriate/fastest route considering passenger safety, road traffic condition and distance</li> <li>• Elaborate the geographical area and different routes within the city</li> <li>• Describe the methods to calculate route fare as per the kilometres covered by the auto rickshaw within the city</li> </ul>	<ul style="list-style-type: none"> <li>• Role play a situation to meet and greet the guests as per the standards</li> <li>• Apply appropriate practices to confirm the details of the customers and destination before starting the trip</li> <li>• Show how to start the fare meter and confirm the starting reading to the passengers before beginning the trip</li> <li>• Demonstrate how to drive the 3-wheeler/Auto Rickshaw within the speed limit and without violating any traffic rules</li> <li>• Apply prescribed techniques to reach at the destination for dropping the customer and stop the vehicle appropriately displaying total fare on the auto fare meter</li> <li>• Role play on how to collect the fare based on the meter reading or prior settled fare with the customer, as applicable</li> </ul>
<b>Classroom Aids</b>	
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.	
<b>Tools, Equipment and Other Requirements</b>	
Auto Rickshaw and Related spare parts.	

# Annexure

## Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI	Motor Mechanic Vehicle/ Diesel Motor Mechanic	4	Driving	0	Driving	Should have 5 years old driving license of the same category
ITI	Motor Mechanic Vehicle/ Diesel Motor Mechanic	3	Driving	1	Driving	

Trainer Certification	
Domain Certification	Platform Certification
“Auto Rickshaw Driver”, “ASC/Q9713, Version 2.0”, 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	
ITI	Any discipline	4	Driving	1	Driving	Should have 5 years old driving license of the same category
ITI	Any discipline	5	Driving	0	Driving	

Assessor Certification	
Domain Certification	Platform Certification
“Auto Rickshaw Driver”, “ASC/Q9713, Version 2.0”, 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

## References

## Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.

<p><b>Knowledge and Understanding (KU)</b></p>	<p>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.</p>
<p><b>Organizational Context</b></p>	<p>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.</p>
<p><b>Technical Knowledge</b></p>	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
<p><b>Core Skills/Generic Skills (GS)</b></p>	<p>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.</p>
<p><b>Electives</b></p>	<p>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.</p>
<p><b>Options</b></p>	<p>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.</p>

## 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