



# Model Curriculum

**QP Name: Metal Inert Gas/ Metal Active Gas/ Gas Metal Arc Welder  
(MIG/MAG/GMAW)**

**QP Code: CSC/Q0209**

**QP Version: 3.0**

**NSQF Level: 4**

**Model Curriculum Version: 3.0**

Capital Goods Skill Council || 1st Floor, L-29, Outer Circle, Connaught Place New Delhi – 110001 ||  
[Email: coo@cgsc.in](mailto:coo@cgsc.in)

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## Training Parameters

<b>Sector</b>	Capital Goods
<b>Sub-Sector</b>	<ol style="list-style-type: none"> <li>1. Machine Tools</li> <li>2. Dies, Moulds and Press Tools</li> <li>3. Plastics Manufacturing Machinery</li> <li>4. Textile Manufacturing Machinery</li> <li>5. Process Plant Machinery</li> <li>6. Electrical and Power Machinery</li> <li>7. Light Engineering Goods</li> </ol>
<b>Occupation</b>	Welding and Cutting
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7212.0303
<b>Minimum Educational Qualification and Experience</b>	<p>10th Class Pass with 2 years of experience in the relevant field Or 10th Class Pass + NTC (welding) Or 12th Pass with 6 Months of experience in the relevant field Or Shielded Metal Arc Welder NSQF Level 3 with 2 years of experience in the relevant field</p>
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 years
<b>Last Reviewed On</b>	31/03/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Approval Date</b>	31/03/2022
<b>QP Version</b>	3.0
<b>Model Curriculum Creation Date</b>	31/03/2022
<b>Model Curriculum Valid Up to Date</b>	31/03/2025
<b>Model Curriculum Version</b>	3.0
<b>Minimum Duration of the Course</b>	570 Hours 00 Minutes
<b>Maximum Duration of the Course</b>	570 Hours 00 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 should have acquired the listed knowledge and skills.

- Perform preparatory activities such as identification of raw material, tools and equipment, lifting of workpiece, inspection of tools and equipment etc.
- Perform MIG/MAG welding process by following organisational procedure.
- Perform post-welding operations such as inspection, quality check, cleaning etc.
- Perform oxy gas cutting and plasma arc cutting process by following organisational procedure.
- Perform post- cutting operations such as inspection, quality check, cleaning etc.
- Work effectively and efficiently as per schedules and timelines.
- Implement safety practices.
- Optimize the use of resources to ensure less wastage and maximum conservation.

### Option 1: Flux cored Arc Welder (Semi-automatic)

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

- Perform preparatory activities such as identification of raw material, tools and equipment, lifting of workpiece, inspection of tools and equipment etc.
- Perform FCAW welding process by following organisational procedure.
- Perform post-welding operations such as inspection, quality check, cleaning etc.

### 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
<b>CSC/N1335 – Follow the health and safety practices at work</b> NOS Version- 2.0 NSQF Level- 3	25:00	35:00	0:00	00:00	60:00
Module 1: Introduction to the role of a Metal Inert Gas/ Metal Active Gas/ Gas Metal Arc Welder (MIG/MAG/ GMAW)	05:00	0:00	0:00	00:00	06:00
Module 2: Health and safety practices	20:00	35:00	0:00	00:00	55:00
<b>CSC/N0209 – Manually weld metals by using MIG/MAG welding</b>	70:00	70:00	40:00	00:00	140:00

<b>NOS Version No. – 2.0</b> <b>NSQF Level – 4</b>					
Module 3: Perform MIG/MAG welding process	70:00	70:00	40:00	00:00	140:00
<b>CSC/N0201 – Manually cut metal and metal alloys using oxy-fuel gases</b> <b>NOS Version No. – 2.0</b> <b>NSQF Level – 2</b>	<b>20:00</b>	<b>30:00</b>	<b>10:00</b>	<b>00:00</b>	<b>50:00</b>
Module 4: Perform oxy gas cutting operations	20:00	30:00	10:00	00:00	50:00
<b>CSC/N0207 – Manually cut metal materials using plasma arc</b> <b>NOS Version No. – 2.0</b> <b>NSQF Level – 3</b>	<b>20:00</b>	<b>30:00</b>	<b>10:00</b>	<b>00:00</b>	<b>50:00</b>
Module 5: Perform plasma arc cutting operations	20:00	30:00	10:00	00:00	50:00
<b>DGT/VSQ/N0102 - Employability Skills (60 hours)</b> <b>NOS Version No. – 1.0</b> <b>NSQF Level – 4</b>	<b>24:00</b>	<b>36:00</b>	<b>00:00</b>	<b>00:00</b>	<b>60:00</b>
Module 6: Introduction to Employability Skills	0.5:00	1:00	00:00	00:00	1.5:00
Module 7: Constitutional values - Citizenship	0.5:00	1:00	00:00	00:00	1.5:00
Module 8: Becoming a Professional in the 21st Century	1:00	1.5:00	00:00	00:00	2.5:00
Module 9: Basic English Skills	4:00	6:00	00:00	00:00	10:00
Module 10: Career Development & Goal Setting	1:00	1:00	00:00	00:00	2:00
Module 11: Communication Skills	2:00	3:00	00:00	00:00	5:00
Module 12: Diversity & Inclusion	1:00	1.5:00	00:00	00:00	2.5:00
Module 13: Financial and Legal Literacy	2:00	3:00	00:00	00:00	5:00
Module 14: Essential Digital Skills	4:00	6:00	00:00	00:00	10:00
Module 15: Entrepreneurship	3:00	4:00	00:00	00:00	7:00
Module 16: Customer Service	2:00	3:00	00:00	00:00	5:00
Module 17: Getting ready for apprenticeship & Jobs	3:00	5:00	00:00	00:00	8:00
<b>CSC/N0205 – Perform semi-automatic flux cored arc welding process to prepare joints</b> <b>NOS Version No. – 2.0</b> <b>NSQF Level – 4</b>	<b>45:00</b>	<b>75:00</b>	<b>30:00</b>	<b>00:00</b>	<b>120:00</b>
Module 13: Perform semi-automatic flux cored arc welding (FCAW) process	45:00	75:00	30:00	00:00	120:00

<b>Total Duration</b>	<b>204:00</b>	<b>276:00</b>	<b>90:00</b>	<b>00:00</b>	<b>570:00</b>
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## Module Details

### Module 1: Introduction to the role of a Metal Inert Gas/ Metal Active Gas/ Gas Metal Arc Welder (MIG/MAG/GMAW)

*Mapped to CSC/N1335 v2.0*

#### Terminal Outcomes:

- Discuss the role and responsibilities of a Metal Inert Gas/ Metal Active Gas/ Gas Metal Arc Welder (MIG/MAG/GMAW).

<b>Duration: 05:00</b>	<b>Duration: 00:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>List the role and responsibilities of a Metal Inert Gas/ Metal Active Gas/ Gas Metal Arc Welder (MIG/MAG/GMAW).</li> <li>Discuss the job opportunities of a Metal Inert Gas/ Metal Active Gas/ Gas Metal Arc Welder (MIG/MAG/GMAW).</li> <li>Describe the size and scope of the capital good industry and its sub-sectors.</li> <li>Explain about Indian capital goods manufacturing market.</li> <li>Discuss the standards and procedures involved in the different operations of welding.</li> </ul>	
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector, standard checklists and schedules	
<b>Tools, Equipment and Other Requirements</b>	

## Module 2: Health and safety Practices

### Mapped to CSC/N1335 v2.0

#### Terminal Outcomes:

- Demonstrate ways to maintain personal health and safety.
- Describe the process of assisting in hazard management.
- Explain how to check the first aid box, firefighting and safety equipment.
- Describe the process of assisting in waste management.
- Explain the importance of following the fire safety guidelines.



- Explain the importance of following the emergency and first-aid procedures.
- Demonstrate the process of carrying out relevant documentation and review.

Duration: 20:00	Duration: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Explain the recommended practices to be followed to ensure protection from infections and transmission to others, such as the use of hand sanitiser and face mask.</li> <li>• Explain the importance and process of checking the work conditions, assessing the potential health and safety risks, and take appropriate measures to mitigate them.</li> <li>• Explain the importance and process of selecting and using the appropriate PPE relevant to the task and work conditions.</li> <li>• Explain the recommended techniques to be followed while lifting and moving heavy objects to avoid injury.</li> <li>• Explain the importance of following the manufacturer’s instructions and workplace safety guidelines while working on heavy machinery, tools and equipment.</li> <li>• Explain the importance and process of identifying existing and potential hazards at work.</li> <li>• Describe the process of assessing the potential risks and injuries associated with the various hazards.</li> <li>• Explain how to prevent or minimise different types of hazards.</li> <li>• Explain how to handle and store hazardous materials safely.</li> <li>• Explain the importance of ensuring the first aid box is updated with the relevant first aid supplies.</li> <li>• Describe the process of checking and testing the firefighting and various safety equipment to ensure they are in a usable condition.</li> <li>• Explain the criteria for segregating waste into appropriate categories.</li> <li>• Describe the appropriate methods for recycling recyclable waste.</li> <li>• Describe the process of disposing of the non-recyclable waste safely and the applicable regulations.</li> <li>• Explain the use of different types of fire extinguishers to extinguish different types of fires.</li> <li>• State the recommended practices to be</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the use of appropriate Personal Protective Equipment (PPE) relevant to the task and work conditions.</li> <li>• Demonstrate how to handle hazardous materials safely.</li> <li>• Demonstrate the process of testing the firefighting and various safety equipment to ensure they are in usable condition.</li> <li>• Demonstrate the process of recycling and disposing different types of waste appropriately.</li> <li>• Demonstrate how to use the appropriate type of fire extinguisher to extinguish different types of fires safely.</li> <li>• Demonstrate how to administer appropriate first aid to the injured personnel.</li> <li>• Demonstrate the process of performing Cardiopulmonary Resuscitation (CPR) on a potential victim of cardiac arrest.</li> <li>• Demonstrate the process of carrying out appropriate documentation following a health and safety incident at work, including all the required information.</li> </ul>



followed for a safe rescue during a fire emergency.

- Explain how to request assistance from the fire department to extinguish a serious fire.
- Explain the appropriate practices to be followed during workplace emergencies to ensure safety and minimise loss to organisational property.
- State the common health and safety hazards present in a work environment, associated risks, and how to mitigate them.
- State the safe working practices to be followed while working at various hazardous sites and using electrical equipment.
- Explain the importance of ensuring easy access to firefighting and safety equipment.
- Explain the appropriate preventative and remedial actions to be taken in the case of exposure to toxic materials, such as poisonous chemicals and gases.
- Explain various causes of fire in different work environments and the recommended precautions to be taken to prevent fire accidents.
- Describe different methods of extinguishing fire.
- List different materials used for extinguishing fire.
- Explain the applicable rescue techniques to be followed during a fire emergency.
- Explain the importance of placing safety signs and instructions at strategic locations in a workplace and following them.
- Explain different types of first aid treatment to be provided for different types of injuries.
- State the potential injuries associated with incorrect manual handling.
- Explain how to move an injured person safely.
- State various hazards associated with the use of various machinery, tools, implements, equipment and materials.
- Explain the importance of ensuring no obstruction and free access to fire exits.
- Explain how to free a person from electrocution safely.

- Explain how to administer appropriate first aid to an injured person.
- Explain how to perform Cardiopulmonary Resuscitation (CPR).
- Explain the importance of coordinating with the emergency services to request urgent medical assistance for persons requiring professional medical attention or hospitalisation.
- State the appropriate documentation to be carried out following a health and safety incident at work, and the relevant information to be included.
- Explain the importance and process of reviewing the health and safety conditions at work regularly or following an incident.
- Explain the importance and process of implementing appropriate changes to improve the health and safety conditions at work.

#### **Classroom Aids**

Computer, Projection Equipment, PowerPoint Presentation and Software, Facilitator's Guide, Participant's Handbook.

#### **Tools, Equipment and Other Requirements**

Personal Protective Equipment, Cleaning Equipment and Materials, Sanitizer, Soap, Mask

## **Module 3: Perform MIG/MAG welding process**

### ***Mapped to CSC/N0209, v2.0***

#### **Terminal Outcomes:**

- Identify tools and equipment required for MIG/MAG welding operations.
- Perform the steps to carry out preparatory activities such as lifting of workpiece, inspection of tools and equipment, selection of workpiece etc.
- Demonstrate the process of MIG/MAG welding.
- Perform the steps to carry out post-welding activities.

**Duration: 70:00**

**Theory – Key Learning Outcomes**

**Duration: 70:00**

**Practical – Key Learning Outcomes**

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| <ul style="list-style-type: none"> <li>• Describe basic process of MIG/MAG welding.</li> <li>• List tools, measuring instruments, equipment, accessories, consumables and input material required during MIG/MAG welding work.</li> <li>• Explain the selection criteria of tools, equipment, accessories, consumables, measuring instruments and input material for the MIG/MAG welding work.</li> <li>• Discuss the organisational process of collecting and arranging tools, equipment, accessories, consumables, measuring instruments and input material from the store.</li> <li>• Summarise the steps to be performed for checking the input material, tools and equipment before use.</li> <li>• Describe different modes of metal transfer.</li> <li>• Describe purpose and correct use of anti-spatter compound.</li> <li>• Describe types of beads, characteristics and uses.</li> <li>• Discuss factors for determining weld bead shape.</li> <li>• Describe pre-purge and post-purge.</li> <li>• Discuss the importance of maintaining MIG/MAG welding parameters as per the Work Instructions (WI) and their impact on quality and quantity of output product.</li> <li>• List the steps to be performed for joint preparation process.</li> <li>• Discuss the impact of unstable welding arc on final output.</li> <li>• List the steps to be performed for MIG/MAG welding process.</li> <li>• Describe various MIG/MAG operations to produce different joints on different forms of metal.</li> <li>• Discuss the importance of monitoring process parameters during the welding and correcting them as per the requirements.</li> <li>• Describe finishing processes such as dimensions check, removing extra material, hammering workpiece into desired shape etc. as per the required specifications.</li> <li>• Discuss post welding processes like inspection, cleaning, maintenance etc.</li> <li>• Explain methods of inspecting the quality</li> </ul> | <ul style="list-style-type: none"> <li>• Read the drawing, WPS and job orders for identifying work requirements.</li> <li>• Apply appropriate ways of checking the input material, tools and equipment for defects before use.</li> <li>• Demonstrate the standard operating procedure to use tools, equipment and measuring instruments required during job.</li> <li>• Show how to prepare the materials and joint for welding process.</li> <li>• Apply appropriate ways to clean wire feeder and torch tip.</li> <li>• Show how to set the MIG/MAG welding apparatus and its parameters as per the work instructions.</li> <li>• Show how to set pre-purge with shielding gas.</li> <li>• Demonstrate the procedure of installing the work pieces and fixture on the apparatus and aligning with the electrodes.</li> <li>• Demonstrate organisational procedure of verifying set up by running test weld specimen.</li> <li>• Demonstrate organizational specified procedure of starting MIG/MAG machine and performing MIG/MAG welding process in all positions for producing different type of joints.</li> <li>• Show how to adjust wire stick-out and maintain correct angle of torch, travel speed, direction of weld and feed as per requirement during the welding operation.</li> <li>• Read the measurement gauges and monitor the process parameters to maintain the quality standards.</li> <li>• Employ appropriate ways of measuring and comparing welded piece dimensions with the specified dimensions in the job orders.</li> <li>• Apply appropriate ways to check and repair the extra material and bulges from the hammered welded piece to get the desired shape as per the required specifications.</li> <li>• Show how to shut down the welding equipment and remove the workpiece after completion of welding activities.</li> <li>• Demonstrate appropriate inspection method to check the quality of welded workpieces.</li> </ul> |
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<p>of welded workpieces.</p> <ul style="list-style-type: none"> <li>List the commonly occurring defects and their remedies in the welded workpieces.</li> <li>Describe various testing techniques like visual, destructive and non-destructive.</li> <li>Discuss the process of segregating, tagging and storing of damaged and ok workpieces as per organisational guidelines.</li> <li>List different methods for disposing off waste material and scrap.</li> <li>Discuss the necessary precautions to avoid any hazard and accident during welding activities.</li> </ul>	<ul style="list-style-type: none"> <li>Employ appropriate testing methods like destructive and non-destructive tests for checking the quality of welded workpiece.</li> <li>Demonstrate procedure to segregate, tag and store welded pieces as per organisational guidelines.</li> <li>Demonstrate organisational procedure of cleaning and storing all the tools, machine and equipment after completion of work.</li> <li>Employ appropriate ways for checking the machine operations for any defects in the component.</li> <li>Show how to dispose waste as per organisational guidelines.</li> <li>Perform steps to report to the supervisor about any problems faced or anticipated during the complete process.</li> </ul>
<p><b>Classroom Aids:</b></p>	
<p>Whiteboard, marker pen, projector</p>	
<p><b>Tools, Equipment and Other Requirements</b></p>	
<ul style="list-style-type: none"> <li>Basic tool box, Work bench with vice</li> <li>Hammer, Chisel set, Centre punch 9mm x 127mm, Dividers 20 cm, Wire brush 15 cm x 3.7 mm, Spark lighter, Number punch 6 mm and letter punch 6 mm, Scriber 15 cm, Tongs holding</li> <li>Steel rule, Screw driver set, Hacksaw frame adjustable 30 cm, Magnifying glass 15 cm, Weld measuring gauge fillet and butt, file set, Steel tape 182 cm flexible in case, Try square</li> <li>Rubber hose clips, Spindle key (for opening cylinder valve), Pressure regulator oxygen double stage, Pressure regulator acetylene regulator, Tip cleaner, Outfit spanner</li> <li>Power hacksaw, Portable grinder</li> <li>Power source, GMAW/MIG welding set</li> <li>Dye penetrant test kit, Ultrasonic testing kit, Magnetic particle testing kit, X-ray testing kit</li> <li>Hand book, job orders, work order, completion material requests, and Technical Reference Books.</li> <li><b>Safety materials:</b> Fire extinguisher, welding helmet, Leather sleeves, leather safety gloves, leather aprons, safety glasses with side shields, ear plug, safety shoes and first-aid kit</li> <li><b>Cleaning material:</b> Tip cleaner, wire brush (M.S.), cleaning agents, cleaning cloth, waste container, dust pan and brush set, liquid soap, hand towel</li> </ul>	

## Module 4: Perform oxy gas cutting operations

### Mapped to CSC/N0201, v2.0

#### Terminal Outcomes:

- Identify tools and equipment required for oxy gas cutting operations.
- Perform the steps to carry out preparatory activities such as lifting of workpiece, inspection of tools and equipment, selection of workpiece etc.
- Demonstrate the process of oxy gas cutting process.
- Perform the steps to carry out post-cutting activities.

Duration: 20:00

Duration: 30:00

Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Discuss basic principle of oxy gas cutting process.</li> <li>• Describe various cutting operations.</li> <li>• Describe properties of various materials such as mild steel, high tensile/special steel and other appropriate metal and used for gas cutting.</li> <li>• Discuss the information derived from the job orders, Welding Procedure Specification (WPS) and engineering drawings and identify the final product.</li> <li>• List tools, measuring instruments, equipment, accessories, consumables and input material required during oxy gas cutting work.</li> <li>• Explain the selection criteria of tools, equipment, accessories, consumables, measuring instruments and input material for the oxy gas cutting work.</li> <li>• Discuss the organisational process of collecting and arranging tools, equipment, accessories, consumables, measuring instruments and input material from the store.</li> <li>• Summarise the steps to be performed for checking the input material, tools and equipment before use.</li> <li>• Discuss the importance of maintaining cutting parameters as per the Work Instructions (WI) and their impact on quality and quantity of output product.</li> <li>• Discuss the need of flashback arrestor in the gas cutting setup.</li> <li>• Describe various types of flame such as neutral, carburizing and oxidizing and their impact on cutting.</li> <li>• Discuss effect of oil, grease, scale or dirt on the cutting process.</li> <li>• Describe methods to mark the measurements on the workpiece.</li> <li>• List the steps to be performed for oxy gas cutting process.</li> <li>• Describe various cutting operations or techniques to produce cuts on different forms of metal.</li> <li>• Explain the process of evaluating the irregularities of cut work piece as per the specified quality standards.</li> <li>• Discuss post cutting processes like inspection, cleaning, maintenance etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Read the drawing, WPS and job orders for identifying work requirements.</li> <li>• Apply appropriate ways of checking the input material, tools and equipment for defects before use.</li> <li>• Demonstrate the standard operating procedure to use tools, equipment and measuring instruments required during job.</li> <li>• Show how to prepare the work area for cutting activities.</li> <li>• Show how to set the oxy-gas cutting apparatus and cutting parameters as per the work instructions.</li> <li>• Perform steps to light, adjust and extinguish the cutting arc.</li> <li>• Apply appropriate ways to mark the correct measurements on the workpiece as specified in drawing or WPS.</li> <li>• Demonstrate organizational specified procedure of starting gas cutting machine and performing oxy gas cutting process.</li> <li>• Show how to adjust cylinder valves and regulator for operating pressure to achieve required specifications.</li> <li>• Demonstrate various cutting operations correctly and produce thermal cuts in various forms of material.</li> <li>• Employ appropriate ways of measuring and comparing cut piece dimensions with the specified dimensions in the job orders.</li> <li>• Show how to shut down the cutting equipment and remove the workpiece after completion of cutting activities.</li> <li>• Demonstrate appropriate inspection method to check the quality of cut workpieces.</li> <li>• Demonstrate procedure to segregate, tag and store cut pieces as per organisational guidelines.</li> <li>• Demonstrate organisational procedure of cleaning and storing all the tools, machine and equipment after completion of work.</li> <li>• Employ appropriate ways for checking the machine operations for any defects in the component.</li> <li>• Show how to dispose waste as per organisational guidelines.</li> <li>• Perform steps to report to the supervisor about any problems faced or anticipated</li> </ul>

- Explain methods of inspecting the quality of cut workpieces.
- List the commonly occurring defects and their remedies in the cut workpieces.
- Discuss effect of oil, grease, scale or dirt on the cutting process.
- Discuss the process of segregating, tagging and storing of damaged and ok workpieces as per organisational guidelines.
- List different methods for disposing off waste material and scrap.
- Discuss emergency procedures for backfires, flashback and other fires.
- Discuss the necessary precautions to avoid any hazard and accident during cutting activities.

during the complete process.

**Classroom Aids:**

Whiteboard, marker pen, projector

**Tools, Equipment and Other Requirements**

- Basic tool box, Work bench with vice
- Oxygen cylinder - 7m<sup>3</sup>, acetylene cylinder 6m<sup>3</sup>, oxygen pressure regulator; acetylene pressure regulator; flashback arrestors; cutting torch; rubber hoses; cutting nozzles; trolley to secure oxygen and acetylene cylinders; chain to secure oxygen and acetylene cylinders; lighter/ flint; spanner set; spindle key; non-return valves; spade guides; radius guide; bevel guide; gas welding/ cutting table 822 cm x 92 cm x 60 cm; surface plate; scribe - 15 cm; dividers 20 cm; calliper outside 15 cm; prick punch; chisel cold flat - 19 mm; centre punch – 9 mm x 127 mm; rule 60 cm; two fold; brass topped to read inches and mm; hammer scaling 0.25 kg with handle; steel rule - 30 cm to read inch and millimetre; Vernier calliper - digital - 0- 150 mm; ball peen hammer with handle - 0.25 kg; cross peen hammer with handle - 0.25 kg; holding tongs - 30 cm; wire brush – 15 cm x 3.7 cm and double ended spanner
- Hand book, job orders, work order, completion material requests, and Technical Reference Books.
- **Safety materials:** Fire extinguisher, welding helmet, Leather sleeves, leather safety gloves, leather aprons, safety glasses with side shields, ear plug, safety shoes and first-aid kit
- **Cleaning material:** Tip cleaner, wire brush (M.S.), cleaning agents, cleaning cloth, waste container, dust pan and brush set, liquid soap, hand towel

## Module 5: Perform plasma arc cutting operations

### Mapped to CSC/N0207, v2.0

**Terminal Outcomes:**

- Identify tools and equipment required for plasma arc cutting operations.
- Perform the steps to carry out preparatory activities such as lifting of workpiece, inspection of tools and equipment, selection of workpiece etc.
- Demonstrate the process of plasma arc cutting process.
- Perform the steps to carry out post-cutting activities.



Duration: 20:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Discuss basic principle of plasma arc cutting process and its process flow.</li> <li>• Describe various plasma arc cutting operations.</li> <li>• List tools, measuring instruments, equipment, accessories, consumables and input material required during plasma arc cutting work.</li> <li>• Explain the selection criteria of tools, equipment, accessories, consumables, measuring instruments and input material for the plasma arc cutting work.</li> <li>• Discuss the organisational process of collecting and arranging tools, equipment, accessories, consumables, measuring instruments and input material from the store.</li> <li>• Summarise the steps to be performed for checking the input material, tools and equipment before use.</li> <li>• Discuss the importance of maintaining plasma arc cutting parameters as per the Work Instructions (WI) and their impact on quality and quantity of output product.</li> <li>• Describe importance of torch to arc distance in relation to thickness of materials, types of torches and gases.</li> <li>• Discuss factors that impact nozzle life.</li> <li>• Describe methods to mark the measurements on the workpiece.</li> <li>• List the steps to be performed for plasma arc cutting process.</li> <li>• Describe various plasma arc cutting operations or techniques to produce cuts on different forms of metal.</li> <li>• Describe gouging and back gouging principles, methods and procedures.</li> <li>• Explain the process of evaluating the irregularities of cut work piece as per the specified quality standards.</li> <li>• Discuss post cutting processes like inspection, cleaning, maintenance etc.</li> <li>• Explain methods of inspecting the quality of cut workpieces.</li> <li>• List the commonly occurring defects and their remedies in the cut workpieces.</li> <li>• Discuss effect of oil, grease, scale or dirt on the cutting process.</li> <li>• Discuss the process of segregating, tagging</li> </ul>	<ul style="list-style-type: none"> <li>• Read the drawing, WPS and job orders for identifying work requirements.</li> <li>• Apply appropriate ways of checking the input material, tools and equipment for defects before use.</li> <li>• Demonstrate the standard operating procedure to use tools, equipment and measuring instruments required during job.</li> <li>• Show how to prepare the work area for plasma arc cutting activities.</li> <li>• Show how to set the plasma arc cutting apparatus and cutting parameters as per the work instructions.</li> <li>• Perform steps to light, adjust and extinguish the plasma arc cutting arc.</li> <li>• Apply appropriate ways to mark the correct measurements on the workpiece as specified in drawing or WPS.</li> <li>• Demonstrate organizational specified procedure of starting plasma arc cutting machine and performing plasma arc cutting process.</li> <li>• Demonstrate various plasma arc cutting operations correctly and produce thermal cuts in various forms of material.</li> <li>• Show how to maintain correct angles of torch and right speed for cutting during the cutting operations.</li> <li>• Employ appropriate ways of measuring and comparing cut piece dimensions with the specified dimensions in the job orders.</li> <li>• Show how to shut down the plasma arc cutting equipment and remove the workpiece after completion of cutting activities.</li> <li>• Demonstrate appropriate inspection method to check the quality of cut workpieces.</li> <li>• Demonstrate procedure to segregate, tag and store cut pieces as per organisational guidelines.</li> <li>• Demonstrate organisational procedure of cleaning and storing all the tools, machine and equipment after completion of work.</li> <li>• Employ appropriate ways for checking the machine operations for any defects in the component.</li> <li>• Show how to dispose waste as per</li> </ul>



<p>and storing of damaged and ok workpieces as per organisational guidelines.</p> <ul style="list-style-type: none"> <li>List different methods for disposing off waste material and scrap.</li> <li>Discuss emergency procedures for backfires, flashback and other fires.</li> <li>Discuss the necessary precautions to avoid any hazard and accident during cutting activities.</li> </ul>	<p>organisational guidelines.</p> <ul style="list-style-type: none"> <li>Perform steps to report to the supervisor about any problems faced or anticipated during the complete process.</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	
<ul style="list-style-type: none"> <li>Basic tool box, Work bench with vice</li> <li>Micro plasma welding machine - 25 ampere; plasma power source; pilot arc ignition system; torch; portable straight line cutter; profile cutting machine; air filter with regulator; burner; electrode; compressor; nozzle; electrode holder; contact tube; gas supply system; cooling system; earthing clamp; connecting leads and cable; air plasma cutting system with standard accessories and compressor</li> <li>Hand book, job orders, work order, completion material requests, and Technical Reference Books.</li> <li><b>Safety materials:</b> Fire extinguisher, welding helmet, Leather sleeves, leather safety gloves, leather aprons, safety glasses with side shields, ear plug, safety shoes and first-aid kit</li> <li><b>Cleaning material:</b> Tip cleaner, wire brush (M.S.), cleaning agents, cleaning cloth, waste container, dust pan and brush set, liquid soap, hand towel</li> </ul>	

## Module 6: Introduction to Employability Skills

### Mapped to DGT/VSQ/N0102

#### Terminal Outcomes:

- Discuss about Employability Skills in meeting the job requirements

<b>Duration:</b> <0.5:00>	<b>Duration:</b> <1:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Discuss the importance of Employability Skills in meeting the job requirements</li> </ul> | <ul style="list-style-type: none"> <li>List different learning and employability related GOI and private portals and their usage</li> </ul> |
|--|---|

**Classroom Aids:**

Whiteboard, marker pen, projector

**Tools, Equipment and Other Requirements**

## Module 7: Constitutional values - Citizenship

*Mapped to DGT/VSQ/N0102*

**Terminal Outcomes:**

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

**Duration:** <0.5:00>

**Theory – Key Learning Outcomes**

**Duration:** <1:00>

**Practical – Key Learning Outcomes**

<ul style="list-style-type: none"> <li>Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.</li> </ul>	<ul style="list-style-type: none"> <li>Show how to practice different environmentally sustainable practices</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Module 8: Becoming a Professional in the 21st Century

*Mapped to DGT/VSQ/N0102*

### Terminal Outcomes:

- Demonstrate professional skills required in 21<sup>st</sup> century

**Duration:** <1:00>

**Duration:** <1.5:00>

Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>Discuss 21st century skills.</li> <li>Describe the benefits of continuous learning</li> </ul>	<ul style="list-style-type: none"> <li>Exhibit 21st century skills like Self-Awareness, Behavior 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.</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Module 9: Basic English Skills

### Mapped to DGT/VSQ/N0102

#### Terminal Outcomes:

- Practice basic English speaking.

**Duration:** <4:00>

**Duration:** <6:00>

Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>Describe basic communication skills</li> <li>Discuss ways to read and interpret text written in basic English</li> </ul>	<ul style="list-style-type: none"> <li>Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone</li> <li>Read and interpret text written in basic English</li> <li>Write a short note/paragraph / letter/e - mail using basic English</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Module 10: Career Development & Goal Setting

### *Mapped to DGT/VSQ/N0102*

#### **Terminal Outcomes:**

- Demonstrate Career Development & Goal Setting skills.

<b>Duration:</b> <1:00>	<b>Duration:</b> <1:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>Discuss need of career development plan</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate how to communicate in a well-mannered way with others.</li> <li>Create a career development plan with well-defined short- and long-term goals</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Module 11: Communication Skills

*Mapped to DGT/VSQ/N0102*

### Terminal Outcomes:

- Practice basic communication skills.

<b>Duration:</b> <2:00>	<b>Duration:</b> <3:00>
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Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Explain the importance of active listening for effective communication</li> <li>• Discuss the significance of working collaboratively with others in a team</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Module 12: Diversity & Inclusion

*Mapped to DGT/VSQ/N0102*

### Terminal Outcomes:

- Describe PwD and gender sensitisation.

**Duration:** <1:00>

**Duration:** <1.5:00>



Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>Discuss the significance of reporting sexual harassment issues in time</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Module 13: Financial and Legal Literacy

### *Mapped to DGT/VSQ/N0102*

#### **Terminal Outcomes:**

- Describe ways of managing expenses, income, and savings.

<b>Duration:</b> <2:00>	<b>Duration:</b> <3:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>List the common components of salary and compute income, expenditure, taxes, investments etc.</li> <li>Discuss the legal rights, laws, and aids</li> </ul>	<ul style="list-style-type: none"> <li>Outline the importance of selecting the right financial institution, product, and service</li> <li>Demonstrate how to carry out offline and online financial transactions, safely and securely</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Module 14: Essential Digital Skills

### Mapped to DGT/VSQ/N0102

#### Terminal Outcomes:

- Demonstrate procedure of operating digital devices and associated applications safely.

<b>Duration:</b> <4:00>	<b>Duration:</b> <6:00>
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Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>Describe the role of digital technology in today's life</li> <li>Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely</li> </ul>	<ul style="list-style-type: none"> <li>Show how to operate digital devices and use the associated applications and features, safely and securely</li> <li>Create sample word documents, excel sheets and presentations using basic features</li> <li>Utilize virtual collaboration tools to work effectively</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Module 15: Entrepreneurship

*Mapped to DGT/VSQ/N0102*

### Terminal Outcomes:

- Describe opportunities as an entrepreneur.

**Duration:** <3:00>

**Duration:** <4:00>

Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Explain the types of entrepreneurship and enterprises</li> <li>• Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan</li> <li>• Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement</li> </ul>	<ul style="list-style-type: none"> <li>• Create a sample business plan, for the selected business opportunity</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Module 16: Customer Service

*Mapped to DGT/VSQ/N0102*

### Terminal Outcomes:

- Describe ways of maintaining customer.

<b>Duration:</b> <2:00>	<b>Duration:</b> <3:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the significance of identifying customer needs and addressing them.</li> <li>• Explain the significance of identifying customer needs and responding to them in a professional manner.</li> <li>• Discuss the significance of maintaining hygiene and dressing appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to maintain hygiene and dressing appropriately.</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## Module 17: Getting ready for apprenticeship & Jobs

### Mapped to DGT/VSQ/N0102

#### Terminal Outcomes:

- Describe ways of preparing for apprenticeship & Jobs appropriately.

<b>Duration:</b> <3:00>	<b>Duration:</b> <5:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the significance of maintaining hygiene and confidence during an interview</li> <li>• List the steps for searching and registering for apprenticeship opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Create a professional Curriculum Vitae (CV)</li> <li>• Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively</li> <li>• Perform a mock interview</li> </ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

## **Module 18: Perform semi-automatic flux cored arc welding (FCAW) process**

### ***Mapped to CSC/N0205, v2.0***

#### **Terminal Outcomes:**

- Identify tools and equipment required for FCAW welding operations.

- Perform the steps to carry out preparatory activities such as lifting of workpiece, inspection of tools and equipment, selection of workpiece etc.
- Demonstrate the process of FCAW welding.
- Perform the steps to carry out post-welding activities.

Duration: 45:00	Duration: 75:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Describe basic process of FCAW welding.</li> <li>• List tools, measuring instruments, equipment, accessories, consumables and input material required during FCAW welding work.</li> <li>• Explain the selection criteria of tools, equipment, accessories, consumables, measuring instruments and input material for the FCAW welding work.</li> <li>• Discuss the organisational process of collecting and arranging tools, equipment, accessories, consumables, measuring instruments and input material from the store.</li> <li>• Summarise the steps to be performed for checking the input material, tools and equipment before use.</li> <li>• Discuss the importance of maintaining FCAW welding parameters as per the Work Instructions (WI) and their impact on quality and quantity of output product.</li> <li>• List the steps to be performed for joint preparation process.</li> <li>• Discuss the impact of unstable welding arc on final output.</li> <li>• List the steps to be performed for FCAW welding process.</li> <li>• Describe various FCAW operations to produce different joints on different forms of metal.</li> <li>• Discuss the importance of monitoring process parameters during the welding and correcting them as per the requirements.</li> <li>• Describe finishing processes such as dimensions check, removing extra material, hammering workpiece into desired shape etc. as per the required specifications.</li> <li>• Discuss post welding processes like inspection, cleaning, maintenance etc.</li> <li>• Explain methods of inspecting the quality of welded workpieces.</li> <li>• List the commonly occurring defects and</li> </ul>	<ul style="list-style-type: none"> <li>• Read the drawing, WPS and job orders for identifying work requirements.</li> <li>• Apply appropriate ways of checking the input material, tools and equipment for defects before use.</li> <li>• Demonstrate the standard operating procedure to use tools, equipment and measuring instruments required during job.</li> <li>• Show how to prepare the materials and joint for welding process.</li> <li>• Apply appropriate ways to clean wire feeder and torch tip.</li> <li>• Show how to set the FCAW welding apparatus and its parameters as per the work instructions.</li> <li>• Show how to set pre-purge with shielding gas.</li> <li>• Demonstrate the procedure of installing the work pieces and fixture on the apparatus and aligning with the electrodes.</li> <li>• Apply appropriate ways to verify that heat treatment has been done on the work piece.</li> <li>• Demonstrate organizational specified procedure of starting FCAW machine and performing FCAW welding process in all positions for producing different type of joints.</li> <li>• Show how to adjust wire stick-out and maintain correct angle of torch, travel speed, direction of weld and feed as per requirement during the welding operation.</li> <li>• Read the measurement gauges and monitor the process parameters to maintain the quality standards.</li> <li>• Employ appropriate ways of measuring and comparing welded piece dimensions with the specified dimensions in the job orders.</li> <li>• Apply appropriate ways to check and repair the extra material and bulges from the hammered welded piece to get the</li> </ul>



<p>their remedies in the welded workpieces.</p> <ul style="list-style-type: none"> <li>• Describe various testing techniques like visual, destructive and non-destructive.</li> <li>• Discuss the process of segregating, tagging and storing of damaged and ok workpieces as per organisational guidelines.</li> <li>• List different methods for disposing off waste material and scrap.</li> <li>• Discuss the necessary precautions to avoid any hazard and accident during welding activities.</li> </ul>	<p>desired shape as per the required specifications.</p> <ul style="list-style-type: none"> <li>• Show how to shut down the welding equipment and remove the workpiece after completion of welding activities.</li> <li>• Demonstrate appropriate inspection method to check the quality of welded workpieces.</li> <li>• Employ appropriate testing methods like destructive and non-destructive tests for checking the quality of welded workpiece.</li> <li>• Demonstrate procedure to segregate, tag and store welded pieces as per organisational guidelines.</li> <li>• Demonstrate organisational procedure of cleaning and storing all the tools, machine and equipment after completion of work.</li> <li>• Employ appropriate ways for checking the machine operations for any defects in the component.</li> <li>• Show how to dispose waste as per organisational guidelines.</li> <li>• Perform steps to report to the supervisor about any problems faced or anticipated during the complete process.</li> </ul>
<p><b>Classroom Aids:</b></p>	
<p>Whiteboard, marker pen, projector</p>	
<p><b>Tools, Equipment and Other Requirements</b></p>	
<ul style="list-style-type: none"> <li>• Basic tool box, Work bench with vice</li> <li>• Hammer, Chisel set, Centre punch 9mm x 127mm, Dividers 20 cm, Wire brush 15 cm x 3.7 mm, Spark lighter, Number punch 6 mm and letter punch 6 mm, Scriber 15 cm, Tongs holding</li> <li>• Steel rule, Screw driver set, Hacksaw frame adjustable 30 cm, Magnifying glass 15 cm, Weld measuring gauge fillet and butt, file set, Steel tape 182 cm flexible in case, Try square</li> <li>• Rubber hose clips, Spindle key (for opening cylinder valve), Pressure regulator oxygen double stage, Pressure regulator acetylene regulator, Tip cleaner, Outfit spanner</li> <li>• Power hacksaw, Portable grinder</li> <li>• Power source, FCAW welding set</li> <li>• Dye penetrant test kit, Ultrasonic testing kit, Magnetic particle testing kit, X-ray testing kit</li> <li>• Hand book, job orders, work order, completion material requests, and Technical Reference Books.</li> <li>• <b>Safety materials:</b> Fire extinguisher, welding helmet, Leather sleeves, leather safety gloves, leather aprons, safety glasses with side shields, ear plug, safety shoes and first-aid kit</li> <li>• <b>Cleaning material:</b> Tip cleaner, wire brush (M.S.), cleaning agents, cleaning cloth, waste container, dust pan and brush set, liquid soap, hand towel</li> </ul>	

# Annexure

## Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Diploma	Mechanical	4	Welding	1	Welding	NA
B.E./B.Tech	Mechanical	3	Welding	1	Welding	NA
CITS Certificate	Welder	0	Welding	0	Welding	NA
CITS Certificate	Welder (Pipe)	0	Welding	0	Welding	NA
CITS Certificate	Welder (Structural)	0	Welding	0	Welding	NA
CITS Certificate	Welder (GMAW & GTAW)	0	Welding	0	Welding	NA

Trainer Certification	
Domain Certification	Platform Certification
<p>“Metal Inert Gas/ Metal Active Gas/ Gas Metal Arc Welder (MIG/MAG/GMAW), CSC/Q0209, version 3.0”.</p> <p>Minimum accepted score is 80%.</p>	<p>“Trainer, MEP/Q2601 v1.0”</p> <p>Minimum accepted score is 80%.</p>

## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Diploma	Mechanical	4	Welding	1	Welding	NA
B.E./B.Tech	Mechanical	3	Welding	1	Welding	NA

Assessor Certification	
Domain Certification	Platform Certification
“Metal Inert Gas/ Metal Active Gas/ Gas Metal Arc Welder (MIG/MAG/GMAW), CSC/Q0209, version 3.0”. Minimum accepted score is 80%.	“Assessor; MEP/Q2701 v1.0” Minimum accepted score is 80%.

## Assessment Strategy

1. Assessment System Overview:
  - Batches assigned to the assessment agencies for conducting the assessment on SDMS/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
2. Testing Environment:
  - 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.
  - If the batch size is more than 30, then there should be 2 Assessors.
  - 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
  - Assessment agency must follow the assessment guidelines to conduct the assessment
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
  - Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

## References

## Glossary

Term	Description
<b>Declarative Knowledge</b>	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.
<b>Key Learning Outcome</b>	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).
<b>OJT (M)</b>	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
<b>OJT (R)</b>	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
<b>Procedural Knowledge</b>	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.
<b>Training Outcome</b>	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
<b>Terminal Outcome</b>	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

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training
<b>SOP</b>	Standard Operating Procedure
<b>WI</b>	Work Instructions
<b>PPE</b>	Personal Protective equipment