Model Curriculum

QP Name: Security Guard

QP Code: MEP/Q7101

QP Version: 3.0

NSQF Level: 3

Model Curriculum Version: 1.0

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Training Parameters

Sector	Management & Entrepreneurship and Professional Skills
Sub-Sector	Security
Occupation	Private Security
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/ 5414.0501
Minimum Educational Qualification and Experience	10th pass **Standard of physical fitness for security guards.-** (i) Height, 160 cms (Female 150 cms), weight according to standard table of height and weight, chest 80 cms with an expansion of 4 cms (for females no minimum requirement for chest measurement). (ii) Eye sight: Far sight vision 6/6, near vision 0.6/0.6 with or without correction, free from colour blindness (iii) Free from knock knee and flat foot (iv) Hearing: Free from defect
Minimum Level of Education for Training in School	8th pass
Pre-Requisite License or Training	
Minimum Job Entry Age	18 years
Last Reviewed On	17/11/2022
Next Review Date	17/11/2025
NSQC Approval Date	17/11/2022
QP Version	3.0
Model Curriculum Creation Date	17/11/2022
Model Curriculum Valid Up to Date	17/11/2025
Model Curriculum Version	1.0
Minimum Duration of the Course	300 hrs + 60 hrs OJT
Maximum Duration of the Course	420 hrs + 60 hrs OJT

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:

- Carry out security tasks in accordance with basic security practices.
- Describe legal requirements covering the unarmed security practices.
- Explain aspects of private guarding service to people, property, premises and businesses.
- Describe gender mainstreaming and inclusivity practices.
- Explain ways to conserve material and energy.
- Discuss domain-specific security tasks in commercial and industrial deployments.
- Explain mechanisms for controlling access to guarded premises.
- Demonstrate carrying out screening and search operations.
- Demonstrate traffic controlling and parking management.
- Elucidate security escort duties.
- Explain health and safety hazards, its prevention and management.
- Apply principles of professional practice.
- Prepare professional development plan.
- Use modern technologies as security guard

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
Bridge Module Introduction to Skill India Mission and the role of Security Guard	**4:00 hrs**	**0:00 hrs**	--	--	**4:00 hrs**
MEP/N7101 Perform security tasks in accordance with basic security practices **NOS Version No.2** **NSQF Level 3**	**12:00 hrs**	**40:00 hrs**	--		**52:00 hrs**
Security practices and tasks	12:00 hrs	12:00 hrs			24:00 hrs
Physical training	0:00	8:00			8:00 hrs
Drill	0:00	8:00			8:00 hrs
Unarmed combat	0:00	12:00			12:00 hrs
MEP/N7103 Provide guarding services to people, property and premises **NOS Version No.2** **NSQF Level 3**	**18:00 hrs**	**18:00 hrs**	--		**36:00 hrs**

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Provide guarding services to people, property and premises	18:00 hrs	18:00 hrs	--		**36:00 hrs**
MEP/N7104 Control access to the assigned premises NOS Version No.2 NSQF Level 3	**16:00 hrs**	**16:00 hrs**			**32:00 hrs**
Control access	16:00 hrs	16:00 hrs			**32:00 hrs**
MEP/N7105 Carry out screening and search activities to maintain security NOS Version No.2 NSQF Level 3	**12:00 hrs**	**12:00 hrs**			**24:00 hrs**
Screening and search activities	12:00 hrs	12:00 hrs			**24:00 hrs**
MEP/N7106 Control parking in designated areas NOS Version No.2 NSQF Level 3	**12:00 hrs**	**12:00 hrs**			**24:00 hrs**
Control parking	12:00 hrs	12:00 hrs			**24:00 hrs**
MEP/N9903 Apply health and safety practices at the workplace NOS Version No.4 NSQF Level 4	**8:00 hrs**	**12:00 hrs**			**20:00 hrs**
Apply health and safety practices at the workplace	8:00 hrs	12:00 hrs			**20:00 hrs**
MEP/N9912 Apply principles of professional practice at the workplace NOS Version No.1 NSQF Level 5	**8:00 hrs**	**10:00 hrs**			**18:00 hrs**
Principles of professional practice at the workplace	8:00 hrs	10:00 hrs			**18:00 hrs**
Employability Skills	30				**30:00 hrs**
Total Duration	**90:00 hrs**	**150:00 hrs**	**--**	**60:00 hrs**	**240:00 hrs + 60 hrs OJT**

Elective Modules

The table lists the modules and their duration corresponding to the Elective NOS of the QP.

Elective 1: Security Guard-Unarmed

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
MEP/N7107 **Provide security escort** **NOS Version No.2** **NSQF Level 3**	**24:00 hrs**	**36:00 hrs**			**60:00 hrs**
Provide security escort	24:00 hrs	36:00 hrs			**60:00 hrs**
Total Duration	**24:00 hrs**	**36:00 hrs**			**60:00 hrs**

Elective 2: Security Guard-Armed (Freshers)

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
MEP/N7113 Observe safety norms while handling firearms **NOS Version No.2** **NSQF Level 3**	**24:00 hrs**	**36:00 hrs**			60:00 hrs
Safe handling of firearms	24:00 hrs	36:00 hrs			**60:00 hrs**
Total Duration	**24:00 hrs**	**36:00 hrs**			60:00 hrs

Optional Modules

The table lists the modules and their duration corresponding to the Optional NOS of the QP.

Option 1: Application of Computers

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
MEP/N0202 **Application of Computers** **NOS Version No. 2** **NSQF Level 3**	**24:00 hrs**	**36:00 hrs**			**60:00 hrs**
Application of Computers	24 :00 hrs	36:00 hrs	--		**60:00 hrs**
Total Duration	**24:00 hrs**	**36:00 hrs**	--		**60:00 hrs**

Module Details

Module 1: Introduction to Skill India Mission and the role of Security Guard
Bridge Module

Terminal Outcomes:

- Give an overview of Skill India Mission.
- Explain the role of Security Guard.
- Discuss the scope of the sector, sub-sector and the available employment opportunities.

Duration: 04:00	Duration: 00:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Discuss the Skill India Mission and its objectives. - Describe the role and competencies required to be a Security Guard. - Discuss common organisational structures, hierarchy and reporting relationships. - Explain employment opportunities and job progression.	
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet connection and online training platform.	
Tools, Equipment and Other Requirements	

Module 2: Perform security tasks in accordance with basic security practices
Mapped to MEP/N7101, V 2.0

Terminal Outcome:

- Explain guarding duties in private security.
- Describe responding to risks, threats and security breaches.
- Carry out physical training, drill and unarmed combat.
- Discuss regulatory and legal requirements.

Duration: *12:00*	Duration: *40:00*
Security practices and tasks: 12:00 Physical Training: 0:00 Drill: 0:00 Unarmed Combat: 0:00	12:00 8:00 8:00 12:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe private security sector and guarding duties. - Describe security organisations and their functions. - Explain possible risks and threats and ways to respond to them. - Describe badge of rank of police and military personnel. - Describe various arms used by police and perpetrators. - Explain ways to identify improvised explosive devices. - Explain domain-specific security tasks in commercial and industrial deployments. - Discuss regulatory and legal requirements. - Differentiate between legal and illegal activities. - Explain right to private defence, important body and property offences and cognisable and non-cognisable offences. - Explain internal police investigation, summons and warrants.	- Demonstrate different physical fitness activities. - Carry out drill as per the drill chart. - Demonstrate unarmed combat techniques. - Dramatise responding to risks and threats. - Examine the given explosive device and identify areas where improvisation was done by miscreants. - Demonstrate giving evidence in court. - Prepare a first information report for lodging complaint.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet connection, online training platform app/link.	
Tools, Equipment and Other Requirements	
PT field, running track, vertical rope, beam, 9" ditch, balance, mat, Drill ground, full length mirror, drill charts, lathi, baton, other weapons, dummy explosive device	

Module 3: Provide guarding services to people, property and premises

Mapped to MEP/ N7103, V 2.0

Terminal Outcome:

- Describe guarding services to people, property and premises.
- Demonstrate searching assigned premises to identify security issues.

Duration: *18:00*	Duration: *18:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe categories of people who need guarding and type of guarding required. - Explain movable and immovable property and other assets that need guarding. - Describe risk and threats to life, property and premises and possible security breaches. - Explain process of search operation in designated premises. - Describe guarding and observation tasks and process. - Discuss types of patrolling and associated activities. - Discuss security registers, incident reports and reporting protocols. - Explain material and energy conservation practices. - Describe detention of suspect, protection of evidence and prevention of evidence tampering. - Discuss the need of ensuring inclusivity and equality while dealing with people irrespective of gender, culture and religion. - Explain ways of ensuring person's right to dignity and privacy.	- Demonstrate guarding of entry and exit points. - Demonstrate taking and giving briefing and instructions. - Demonstrate use of security equipment for surveillance and screening. - Use walkie talkie to ask supervisor on action to be taken for a security issue you noticed during search of premises (Focus on clear and specific communication). - Demonstrate stress busting exercises that you can do on duty. Dramatize managing verbal conflict with customers or miscreants amicably/calm and composed manner. - Demonstrate smooth movement of persons with disability.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet connection, (installed) online training platform	
Tools, Equipment and Other Requirements	
Personal protective equipment – helmet, goggles, gloves, ERP jacket, boots, knee cap, carabiner, torch, rope, ladder; Forms for recording incidents; screening and surveillance equipment, walkie-talkie	

Module 4: Control access
Mapped to MEP/N7104, V 2.0

Terminal Outcome:

- Discuss ways to control entry and exit from premises.
- Demonstrate use of access control equipment.
- Describe process for receiving mail and courier after office hours.

Duration: *16:00*	Duration: *16:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe organisational procedure for access control. - Discuss types of visitors, vehicles and materials entering the premises and the procedure for their examination. - Explain document and identity verification process. - Describe various records that has to be maintained. - Explain ways that miscreants and criminals will adopt to gain entry to premises. - Discuss process for receiving mail and courier and handling of suspicious mail and packets.	- Demonstrate issue of permits and passes for the entry of persons, vehicles and materials. - Demonstrate directing visitors to the waiting area. - Dramatise/Role play handling of situations and incidents during access control. - Demonstrate use of equipment and interpretation of signals.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet, online training platform installed on computer, synchronous and asynchronous tools	
Tools, Equipment and Other Requirements	
Access control equipment– Gate, barrier, etc,, notices and placards, sample of ID cards, visitor/ vehicle/ material forms and passes	

Module 5: Screening and search activities
Mapped to MEP/N7105, V 2.0

Terminal Outcome:

- Elaborate screening and search activities.
- Demonstrate screening of people.

Duration: *12:00*	Duration: *12:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain various tasks and activities at the location of screening people. - Explain searching persons using equipment and manually. - Describe vehicle search and screening duties. - Discuss persons and vehicles exempted from screening. - Describe identifying suspicious objects in vehicles and operating procedures for handling them.	- Demonstrate management of people at the screening site. - Demonstrate using various screening equipment. - Demonstrate physical search of vehicle.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet, online training platform installed on computer, synchronous and asynchronous tools	
Tools, Equipment and Other Requirements	
Screening & search equipment – hand-held metal detector, doorframe metal detector, under chassis inspection mirror, torch, chart of prohibited items	

Module 6: Control Parking
Mapped to MEP/N7106, V 2.0

Terminal Outcome:

- Explain activities required for managing parking.
- Describe identification of irregularities and hazards in the parking area.
- Demonstrate control of parking in designated area.

Duration: 12:00	Duration: 12:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Discuss importance of activities like familiarising with layout, capacity, traffic, lighting and other infrastructure and conditions in parking area - Describe different types of parking areas and their entry and exit routes. - Explain checking of conditions at the parking area and preparing for anticipated consequences. - Explain signages and fixtures in the parking area. - Discuss irregularities and hazards in the parking area and ways to resolve them. - Describe procedures to follow on sporting irregularities and hazards. - Discuss formalities to be followed for different vehicles and their occupants.	- Demonstrating directing and assisting drivers in parking vehicles. - Demonstrate use of protective gear and security, safety and communication equipment necessary for operations. - Demonstrate instructing drivers on exiting the parking area after parking. - Display registers and enter required information.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet, online training platform installed on computer, synchronous and asynchronous tools	
Tools, Equipment and Other Requirements	
Chart of parking layout, traffic markings, signals, cones, barriers, marking tape, signage, jackets, batons, whistle, lights, and communication. Chart on traffic signals and symbols.	

Module 7: Apply health and safety practices at the workplace

Mapped to MEP/N9903, V 4.0

Terminal Outcome:

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

Duration: *8:00*	Duration: *12:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe workplace hygiene practices and hygiene related concerns. - Explain correct handwashing and sanitising process. - List first aid box items and their use. - List situations that may lead to accidents at the workplace and ways to prevent them. - Elaborate on emergencies in office, in public places and those created by miscreants. - Describe the steps of emergency procedures during accidents/fire or other hazardous situations. - Describe the role of guards and other stakeholders during emergency situations. - Explain the significance of safety signs. - Describe different types of fire extinguishers.	- Demonstrate how to maintain personal hygiene at the workplace. - Demonstrate correct handwashing. - Apply the appropriate ways to keep the workplace neat and tidy. - Demonstrate the first aid procedure to be given in different situations. - Dramatize (role-play) the emergency procedures during accidents or hazardous situations. - Select the appropriate fire extinguishers for the different classes of fires.

Classroom Aids:
Computer, printer, projector, white board/ flip chart, marker and duster. Internet, online training platform installed on computer, synchronous and asynchronous tools

Tools, Equipment and Other Requirements
Personal protective equipment (such as mask and helmet) Fire extinguishers (Class A,B,C,D & K fires: extinguishers may contain water, sand, foam, dry powder, CO2, or wet chemical), first aid box (sterile dressings, plasters, disposable sterile gloves, scissors, anti-septic wipes, thermometer)

Module 8: Principles of professional practice at the workplace
Mapped to MEP/N9912, V 1.0

Terminal Outcome:

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

Duration: 8:00	Duration: 10:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe professional appearance and behaviour. - Differentiate between personal and professional goals and how to develop them. - Describe the importance of continuous learning professional development plan. - Describe the policies related to non-discrimination and rights of the clients. - Distinguish between unethical conduct, inappropriate behaviour and harassment at workplace using sample situations. - Discuss situations that may lead to conflict of interest and ways to resolve them. - Discuss conflict resolution and ways to avoid conflicts.	- Practice professional appearance. - Dramatize (role-play) professional behaviour. - Prepare personal and professional goal and a sample professional development plan. - Demonstrate ways of communicating with team members and different stakeholders in a professional manner. - Prepare strategies for handling unethical conduct, inappropriate behaviour and harassment at workplace.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet, online training platform installed on computer, synchronous and asynchronous tools	
Tools, Equipment and Other Requirements	

Elective Modules

Elective 1: Security Guard-Unarmed

Module 9: Provide Security Escort
Mapped to MEP/N7107, V 2.0

Terminal Outcome:

- Explain risks and threats during escorting.
- Describe handling of risks and incidents during escort duty.
- Demonstrate proper escorting procedures.

Duration: *24:00*	Duration: *36:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain responsibilities of security guard as unarmed security escort. - Elaborate on persons and departments security guard has to coordinate. - Describe organisational procedures with respect to security escort. - Describe preparation for security escort like checking vehicles and equipment. - Explain preparing and checking documents required for the assignment. - Discuss possible risks/ incidents during escort duty - Elaborate solutions and proper handling of untoward incidents during escort duty.	- Demonstrate use of equipment for surveillance during security escort. - Dramatise/role play handling of the incident of the hypothetical situation given to you. - Demonstrate how to escort the person or vehicle to safety when a mob blocks the road.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet, online training platform installed on computer, synchronous and asynchronous tools	
Tools, Equipment and Other Requirements	
Duty chart, first aid kit, route chart, torch, walkie-talkie, mobile, communication diagram, baton and other non- lethal weapons Hypothetical situation for role play	

Module 10: Safe handling of firearms
Mapped to MEP/N7113, V 2.0

Terminal Outcome:

- Explain functioning and maintenance of firearms.
- Demonstrate storage of firearms and ammunition.
- Describe process safe handling of firearms.

Duration: *28:00*	Duration: *52:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain functioning of firearms, ammunition and maintenance requirements. - Discuss safe storage of firearms and ammunition. - Describe safety norms with regards to firearms. - Explain misfires' handling procedures. - Describe documents related to firearms and their upgradation rules. - Explain licensing requirements for firearms. - Explain importance of vigilance during duty. - Elaborate practices to prevent misfires.	- Practice use of fire arms. - Demonstrate securing of firearms and ammunition when not in use. - identify illegal/defective/modified firearm and ammunition from the ones provided to you.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet, online training platform installed on computer, synchronous and asynchronous tools	
Tools, Equipment and Other Requirements	
Charts on firearm safety, appropriate firearm (s), firing range, illegal/defective/modified firearm and ammunition, sample of weapon licence	

Module 11: Employability Skills
Mapped to: Employability Skills, 30 hours

S. No	Module Name	Duration (hours)
1.	Introduction to Employability Skills	1
2.	Constitutional values - Citizenship	1
3.	Becoming a Professional in the 21st Century	1
4.	Basic English Skills	2
5.	Communication Skills	4
6.	Diversity & Inclusion	1
7.	Financial and Legal Literacy	4
8.	Essential Digital Skills	3
9.	Entrepreneurship	7
10.	Customer Service	4
11.	Getting ready for apprenticeship &	2
	Total	**30**

Key Learning Outcomes:

Introduction to Employability Skills Duration: 1 Hour
After completing this programme, participants will be able to:
1. Discuss the importance of Employability Skills in meeting the job requirements

Constitutional values - Citizenship   Duration: 1 Hour
2. Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.
3. Show how to practice different environmentally sustainable practices

Becoming a Professional in the 21st Century   Duration: 1 Hours
4. Discuss 21st century skills.
5. Display positive attitude, self -motivation, problem solving, time management skills and continuous learning mindset in different situations.

Basic English Skills   Duration: 2 Hours
6. Use appropriate basic English sentences/phrases while speaking

Communication Skills   Duration: 4 Hour
7. Demonstrate how to communicate in a well -mannered way with others.
8. Demonstrate working with others in a team

Diversity & Inclusion   Duration: 1 Hour
9. Show how to conduct oneself appropriately with all genders and PwD
10. Discuss the significance of reporting sexual harassment issues in time

Financial and Legal Literacy Duration: 4 Hours
11. Discuss the significance of using financial products and services safely and securely.
12. Explain the importance of managing expenses, income, and savings.
13. Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws

Essential Digital Skills   Duration: 3 Hours
14. Show how to operate digital devices and use the associated applications and features, safely and securely
15. Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely

Entrepreneurship   Duration: 7 Hours

16. Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges

Customer Service   *Duration: 4 Hours*
17. Differentiate between types of customers
18. Explain the significance of identifying customer needs and addressing them
19. Discuss the significance of maintaining hygiene and dressing appropriately

Getting ready for apprenticeship & Jobs   *Duration: 2 Hours*
20. Create a biodata
21. Use various sources to search and apply for jobs
22. Discuss the significance of dressing up neatly and maintaining hygiene for an interview
23. Discuss how to search and register for apprenticeship opportunities

Option 1: Application of Computers

Module 11: Application of computers
Mapped to MEP/N0202, v2.0

Terminal Outcome:

- Demonstrate preparation, storage, retrieval and communication of data/ information using computers
- Demonstrate using new technologies for security management

Duration: *24:00*	Duration: *36:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Identify and describe various parts of computers like CPU, keyboard, monitor, etc. - List different types of storage devices e.g. portable hard disks, flash drives, digital memory card and CDs/DVDs (latest removable devices). - Explain different functions and features of the various software and multimedia applications. - Describe the use of Internet to search for information and communication. - Discuss cyber security guidelines to be followed while storing, retrieving or communicating information online. - Describe steps to be followed for minor trouble shooting. - Discuss the importance of data security and confidentiality. - Explain electrical safety precautions to be taken while using computers. - Explain use of technology for security management.	- Demonstrate how to start computers. - Create sample documents using MS Word and Spread sheet Applications. - Demonstrate the steps of saving and storing of documents, accessing stored data or files and opening of documents on computer. - Use multimedia applications to upload and download audio and video files. - Use internet to search for required content. - Apply the use of email etiquette for communication. - Employ checks to ensure electrical safety in the place where computer is set-up. - Demonstrate identifying the source of false alarm. - Demonstrate how to monitor electronic access control.
Classroom Aids:	
Computer, projector, white board/ flip chart, marker and duster	
Tools, Equipment and Other Requirements	
Internet connection Extra Computers that participants can share/use in groups of 3-5	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	*Specialization*	*Years*	*Specialization*	
Class 12		2-3 Years	Security	2Years		

Trainer Certification	
Domain Certification	**Platform Certification**
MEP/Q7101, V3.0 Security Guard Minimum accepted score is 80%.	MEP/Q2601, V2.0 Trainer (VET and Skills)Minimum accepted score is 80%.

Assessor Requirements

Assessor Prerequisites					
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training/Assessment Experience**		**Remarks**
		Years	*Specialization*	*Years*	*Specialization*	
Class 12		2-3 Years	Security	2 Years		

Assessor Certification	
Domain Certification	**Platform Certification**
MEP/Q7101, V3.0 Security Guard Minimum accepted score is 80%.	MEP/Q2701, V2.0 Assessor (VET and Skills)Minimum accepted score is 80%.

Assessment strategy

Assessment system Overview

Assessment will be carried out by assessment partners having no link to training partners. Based on the results of assessment, MEPSC will certify the learners. Before assessing any training, the Assessor has to pass the job role and assessor certification.

The assessment will have both theory and practical components in 40:60 ratio.

While theory assessment is summative and a written exam; practical assessment will involve demonstrations of applications and presentations of procedures and other components. Practical assessment will also be summative in nature.

Testing Environment

Training partner has to share the batch start date and end date, number of trainees and the job role to the assessment partner.

Assessment will be fixed for a day after the end date of training. It could be next day or later. Assessment will be conducted at the training venue. However, trainer or training partner members will not be allowed to be present during the assessment.

Room where assessment is conducted will be set with proper seating arrangements with enough space to prevent copying.

Question bank of theory and practical will be prepared by assessment agency or assigned vendors and approved by MEPSC. From this set of questions, assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial question, essay etc. which will test the trainees on their theoretical knowledge of the subject.

The theory and practical assessments will be carried out on the same day. The question paper is pre-loaded in the computer and it will be in the language requested by the training partner.

Presentation will be one mode of assessment and so computers and LDC projector will be available for assessment. Viva will also be used to gauge trainee's confidence and correct knowledge in handling job role.

Assessment Quality Assurance framework

Assessor has to go through orientation program organized by Assessment Agency. This would give an overview to the assessors on the overall framework of QP evaluation. Assessor shall be given a NOS and PC level overview of each QP as applicable. Overall structure of assessment and objectivity of the marking scheme will be explained to them.

Marks and the questions in the test are guided by an objective framework which will maintain standardization of marking scheme.

In case of many candidates to be accommodated in one venue for theory assessment, caution is taken not to let the candidates who completed test to meet those who have not. Once the first batch has moved out of the knowledge- based assessment area, the second batch will be taken from the main waiting area and seated in the respective seats for their knowledge -based assessment.

For practical assessment, the instructions for taking the test are clearly written on the board in the lab or shared with the candidates verbally.

The assessment will be video recorded and submitted to MEPSC. The training partner will intimate the time of arrival of the assessor and time of leaving the venue. Additionally, it is recorded in the computer/tablet used for assessment.

Methods of Validation

Unless the trainee is registered and attended all the days of the training, the person cannot undergo assessment. To further ensure that the person registered is the person appearing for assessment, id verification is carried out. Adhar card number is part of registering the candidate for training. This will form the basis of further verification during the assessment.

Assessor conducts the assessment in accordance with the assessment guidelines and question bank pertaining to the job role.

The assessor carries tablet with the loaded questions. This tablet is geotagged and so it is monitored to check their arrival and completion of assessment.

Video of the practical session is prepared and submitted to MEPSC by the assessor or assessment agency.

Random spot checks/audit is conducted by MEPSC assigned persons to check the quality of assessment and to identify any breaches in the guidelines.

Assessment agency will be responsible to put details of the assessment in SIP.

MEPSC will validate the data and result received from the assessment agency.

Method of assessment documentation and access

The assessment agency will upload the result of assessment in the SIP portal. The data cannot be accessible for making changes by the assessment agency after the upload. The assessment data will be validated by MEPSC assessment team. After upload, only MEPSC can access this data.

MEPSC approves the results within a week and uploads final result on SIP.

Term	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
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.
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.

Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.

Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
EEE	English, Employability and Entrepreneurship
NCO	National Classification of Occupations
NQR	National Qualification Register