



# Model Curriculum

**QP Name: Quality Analysis & Reliability Supervisor (Semiconductor)**

**QP Code: ELE/Q0120**

**QP Version: 3.0**

**NSQF Level: 5**

**Model Curriculum Version: 3.0**

Electronics Sector Skills Council of India || 155, 2nd Floor, ESC House, Okhla Industrial Area - Phase 3, New Delhi – 110020

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## Training Parameters

|                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sector</b>                                           | Electronics                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Sub-Sector</b>                                       | Semiconductor & Components                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Occupation</b>                                       | Quality Assurance                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Country</b>                                          | India                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>NSQF Level</b>                                       | 5                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Aligned to NCO/ISCO/ISIC Code</b>                    | NCO-2015/7543.0803                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Minimum Educational Qualification and Experience</b> | <p>Completed 2nd year of UG (UG Diploma) (Physics/ Electronics /Electrical/Mechanical) with 1.5 years of Relevant Experience</p> <p>OR</p> <p>Completed 3 year diploma after 10th (Electronics /Electrical/ Mechanical) with 3 Years of Relevant Experience</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level (4.5) with 1.5 years of Relevant Experience</p> <p># Relevant Experience in Semiconductor &amp; Components.</p> |
| <b>Pre-Requisite License or Training</b>                | NA                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Minimum Job Entry Age</b>                            | 18 Years                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Last Reviewed On</b>                                 | 01.05.2025                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Next Review Date</b>                                 | 31.10.2025                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>NSQC Approval Date</b>                               | 08.05.2025                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>QP Version</b>                                       | 3.0                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Model Curriculum Creation Date</b>                   | 01.05.2025                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Model Curriculum Valid Up to Date</b>                | 31.10.2025                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Model Curriculum Version</b>                         | 3.0                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Minimum Duration of the Course</b>                   | 570 Hours                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Maximum Duration of the Course</b>                   | 570 Hours                                                                                                                                                                                                                                                                                                                                                                                                                                  |

## 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:

- Describe the process of Semiconductor Manufacturing, Assembly, Testing & Packaging evaluating customer requirements and computer issues.
- Demonstrate the evaluation process of customer requirements and semiconductors processing.
- Demonstrate the uses of all standards related to quality Analysis & Reliability
- Demonstrate the process of Implementation of all Quality Standards with Documentation
- Demonstrate various practices to be followed to maintain health and safety at work.

### 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>ELE/N0128: Check the Internal Quality</b>                       | <b>66:00</b>    | <b>54:00</b>       | <b>30:00</b>                             | <b>00:00</b>                               | <b>150:00</b>  |
| Module 1: Internal Quality Assurance                               | 66:00           | 54:00              | 30:00                                    | 00:00                                      | 150:00         |
| <b>ELE/N0129: Check the Customer Quality</b>                       | <b>30:00</b>    | <b>60:00</b>       | <b>30:00</b>                             | <b>00:00</b>                               | <b>120:00</b>  |
| Module 2: Customer Quality                                         | 30:00           | 60:00              | 30:00                                    | 00:00                                      | 120:00         |
| <b>ELE/N0130: Analysis Data</b>                                    | <b>30:00</b>    | <b>30:00</b>       | <b>60:00</b>                             | <b>00:00</b>                               | <b>120:00</b>  |
| Module 3: Data Analysis                                            | 30:00           | 30:00              | 60:00                                    | 00:00                                      | 120:00         |
| <b>ELE/N0131: Knowledge of Quality &amp; Reliability Equipment</b> | <b>30:00</b>    | <b>30:00</b>       | <b>60:00</b>                             | <b>00:00</b>                               | <b>120:00</b>  |
| Module 4: Quality & Reliability Equipment Knowledge                | 30:00           | 30:00              | 60:00                                    | 00:00                                      | 120:00         |
| <b>DGT/VSQ/N0102: Employability Skills (60 Hours)</b>              | <b>24:00</b>    | <b>36:00</b>       | <b>00:00</b>                             | <b>00:00</b>                               | <b>60:00</b>   |
| Module 5: Employability Skills (60 Hours)                          | 24:00           | 36:00              | 00:00                                    | 00:00                                      | 60:00          |
| <b>Total Duration</b>                                              | <b>180:00</b>   | <b>210:00</b>      | <b>180:00</b>                            | <b>00:00</b>                               | <b>570:00</b>  |

# Module Details

## Module 1: Internal Quality Assurance

*Mapped to ELE/N0128*

### Terminal Outcomes:

- State the role and responsibilities of an Internal Quality

| Duration: 66:00                                                                                                                                                                                                                                                                                                             | Duration: 54:00                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Theory – Key Learning Outcomes                                                                                                                                                                                                                                                                                              | Practical – Key Learning Outcomes                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"> <li>• Define the process variation spec. for each step.</li> <li>• Support to Set Up process Tolerances</li> <li>• Understanding of Manufacturing Equipment's for Each process Step</li> <li>• Collect regular data using statistical software and Monitor Yield at each step</li> </ul> | <ul style="list-style-type: none"> <li>• Release DOE to fix</li> <li>• Set Up process Tolerances</li> <li>• Prepare quality flow and procedures for New and existing processes</li> <li>• 8D Reports, Statistical Tools JMP etc, DMAC, APQP, 7S etc</li> </ul> |
| Classroom Aids                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                |
| Training Kit - Trainer guide, Presentations, Whiteboard, Marker, projector, laptop                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                |
| Tools, Equipment and Other Requirements                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                |
| NA                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                |

## Module 2: Customer Quality

### Mapped to ELE/N0129

#### Terminal Outcomes:

- Describe the process of standard implementations for customer quality
- Demonstrate the process of verification all Parameters

| Duration: 30:00                                                                                                                                                                                                                                                                                                                                                                      | Duration: 60:00                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Theory – Key Learning Outcomes                                                                                                                                                                                                                                                                                                                                                       | Practical – Key Learning Outcomes                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>• Fix Process Flow for related process Step for any customer failure if failure is real</li> <li>• Through Knowledge of JEDEC Standards.</li> <li>• Support to Set Up equipment's and tools calibrations</li> <li>• How to Get quality Certifications</li> <li>• Prepare quality flow and procedures for New and existing Products</li> </ul> | <ul style="list-style-type: none"> <li>• 8D Reports, Statistical Tools JMP etc, DMAC, APQP, 7S etc</li> <li>• Demonstrate the use of relevant PPE such as an ESD wrist strap to protect from Electrostatic Discharge (ESD) and other electrical hazards.</li> <li>• Collect regular data using statistical software and Monitor Yield at each step</li> </ul> |
| Classroom Aids                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                               |
| Training kit (Trainer guide, Presentations). Whiteboard, Marker, projector, laptop                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                               |
| Tools, Equipment and Other Requirements                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                               |
| Quality Tools and Standards                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                               |

## Module 3: Data Analysis

### Mapped to ELE/N0130

- Describe the process of Improvements for Product Quality by defining parameters.
- Demonstrate the process of Yield Tracking & Improvement
- Demonstrate the process of cost and Productivity Improvement

| Duration: 30:00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Duration: 30:00                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Theory – Key Learning Outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Practical – Key Learning Outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>• Describe the process of improvements for product quality by defining parameters</li> <li>• Describe the process of Yield Tracking &amp; Improvement</li> <li>• Describe the process of Cost and productivity Improvement</li> <li>• Describe all the die dimensions, Stacking Combinations &amp; wire bonding parameters</li> <li>• Describe the design of Experiments (DOE) Expertise</li> <li>• Description on Understanding of working principal of machines to improve UPH</li> </ul> | <ul style="list-style-type: none"> <li>• Demonstrate the use of relevant tools and equipment for the Die Attach Process.</li> <li>• Demonstrate the process of Wire Bonding Process</li> <li>• Demonstrate the process of installing different types of computer OS and software.</li> <li>• Demonstrate the process of testing for the correct functioning.</li> <li>• Show how to carry out troubleshooting for the common issues identified after verification of Parameters</li> </ul> |
| <b>Classroom Aids</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Training kit (Trainer guide, Presentations). Whiteboard, Marker, projector, laptop                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Tools, Equipment and Other Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Data Analysis Reports                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## Module 4: Quality & Reliability Equipment Knowledge

### Mapped to ELE/N0131

#### Terminal Outcomes:

- Knowledge about all tools and equipment's useful for Quality Analysis and to implement Quality Standards.
- Knowledge about all tools and equipment's useful for Reliability Testing and to implement Quality Standards.

|                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Duration: 30:00</b>                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Duration: 30:00</b>                                                                                                                                                                                                                                                                                                                                                       |
| <b>Theory – Key Learning Outcomes</b>                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Practical – Key Learning Outcomes</b>                                                                                                                                                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>• MSL related to tool Operation and process set up</li> <li>• HAST (BHAST/UHAST) related to tool Operation and process set up</li> <li>• TCT related to tool Operation and process set up</li> <li>• STHT related to tool Operation and process set up</li> <li>• HALT related to tool Operation and process set up</li> <li>• Thermal Shock related to tool Operation and process set up</li> </ul> | <ul style="list-style-type: none"> <li>• TEST related to tool Operation and process set up</li> <li>• Burning related to tool Operation and process set up</li> <li>• Warpage Measurement (Shad moiré etc) related to tool Operation and process set up</li> <li>• DLR Board level reliability (Temp. &amp; Voltage) related to tool Operation and process set up</li> </ul> |
| <b>Classroom Aids</b>                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                              |
| Training kit (Trainer guide, Presentations)                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Tools, Equipment and Other Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                              |
| Equipment's related to Quality Analysis and Reliability                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                              |

## Module 5: Employability Skills (60 Hours)

Mapped to DGT/VSQ/N0102

### Terminal Outcomes:

- Discuss about Employability Skills in meeting the job requirements
- Describe opportunities as an entrepreneur.
- Describe ways of preparing for apprenticeship & Jobs appropriately.

| Duration: 24:00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Duration: 36:00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Theory – Key Learning Outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Practical – Key Learning Outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>• Explain constitutional values, civic rights, responsibility towards society to become a responsible citizen</li> <li>• Discuss 21<sup>st</sup> century skills</li> <li>• Explain use of basic English phrases and sentences.</li> <li>• Demonstrate how to communicate in a well-behaved manner</li> <li>• Demonstrate how to work with others</li> <li>• Demonstrate how to operate digital devices</li> <li>• Discuss the significance of Internet and Computer/ Laptops</li> <li>• Discuss the need for identifying business opportunities</li> <li>• Discuss about types of customers.</li> <li>• Discuss on creation of biodata</li> <li>• Discuss about apprenticeship and opportunities related to it.</li> </ul> | <ul style="list-style-type: none"> <li>• List different learning and employability related GOI and private portals and their usage</li> <li>• Show how to practice different environmentally sustainable practices.</li> <li>• Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, etc.</li> <li>• Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone</li> <li>• Demonstrate how to communicate in a well-mannered way with others.</li> <li>• Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette</li> <li>• Utilize virtual collaboration tools to work effectively</li> <li>• Demonstrate how to maintain hygiene and dressing appropriately.</li> <li>• Perform a mock interview</li> </ul> |
| Classroom Aids                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Tools, Equipment and Other Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Computer, UPS, Scanner, Computer Tables, LCD Projector, Computer Chairs, White Board<br>OR<br>Computer Lab                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## Module 6: On-the-Job Training

### Mapped to Quality Analysis and Reliability Supervisor (Semiconductor)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>Mandatory Duration: 180:00</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Recommended Duration: 00:00</b> |
| <b>Location: On Site</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                    |
| <b>Terminal Outcomes</b> <ol style="list-style-type: none"> <li>1. Explain the functions of a computer and its peripherals.</li> <li>2. List the preliminary tasks involved in the repair and maintenance of a computer and its peripherals.</li> <li>3. Demonstrate how to perform preliminary checks on a computer and its peripherals.</li> <li>4. Perform steps to inspect the computer and its peripherals to identify defective modules/ components.</li> <li>5. Perform repair and maintenance activities as per the Service Level Agreement (SLA).</li> <li>6. Perform steps to test the functioning of computers and its peripherals after repair.</li> <li>7. Communicate product and service-related information to the customer.</li> <li>8. Employ appropriate practices to interact and coordinate with supervisor and colleagues.</li> <li>9. Perform assigned work within the turnaround time and as per the defined quality standards.</li> <li>10. Demonstrate how to maintain a healthy, safe and secure working environment.</li> </ol> |                                    |

## Annexure

### Trainer Requirements

| Trainer Prerequisites                                  |                                      |                              |                                  |                     |                |         |
|--------------------------------------------------------|--------------------------------------|------------------------------|----------------------------------|---------------------|----------------|---------|
| Minimum Educational Qualification                      | Specialization                       | Relevant Industry Experience |                                  | Training Experience |                | Remarks |
|                                                        |                                      | Years                        | Specialization                   | Years               | Specialization |         |
| Diploma/ Degree/ ITI/ Certified in relevant CITS Trade | (Electrical/Electronics/ Mechanical) | 2                            | Quality Management - Electronics | 1                   | Electronics    |         |

| Trainer Certification                                                                                           |                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Domain Certification                                                                                            | Platform Certification                                                                                                                                                                                                          |
| “Quality Analysis and Reliability Supervisor (Semiconductor)”, “ELE/Q0120, v3.0”, Minimum accepted score is 80% | Recommended that the Trainer is certified for the <b>Quality Analysis and Reliability Supervisor (Semiconductor)</b> “Trainer (VET and Skills)”, mapped to the Qualification Pack: “MEP/Q2601, V2.0”, with minimum score of 80% |

## Assessor Requirements

| Assessor Prerequisites                                 |                                      |                              |                                  |                                |                |         |
|--------------------------------------------------------|--------------------------------------|------------------------------|----------------------------------|--------------------------------|----------------|---------|
| Minimum Educational Qualification                      | Specialization                       | Relevant Industry Experience |                                  | Training/Assessment Experience |                | Remarks |
|                                                        |                                      | Years                        | Specialization                   | Years                          | Specialization |         |
| Diploma/ Degree/ ITI/ Certified in relevant CITS Trade | (Electrical/Electronics/ Mechanical) | 3                            | Quality Management - Electronics | 1                              | Electronics    |         |

| Assessor Certification                                                                                          |                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Domain Certification                                                                                            | Platform Certification                                                                                                                                                                                                            |
| “Quality Analysis and Reliability Supervisor (Semiconductor)”, “ELE/Q0120, v3.0”, Minimum accepted score is 80% | Recommended that the Assessor is certified for the <b>Quality Analysis and Reliability Supervisor (Semiconductor)</b> “Assessor (VET and Skills)”, mapped to the Qualification Pack: “MEP/Q2701, V2.0”, with minimum score of 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
- The assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

### 2. Testing Environment

To ensure a conducive environment for conducting a test, the trainer will:

- 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 10 a.m. and 5 p.m. respectively
- Ensure there are 2 Assessors if the batch size is more than 30.
- 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
- The assessor must be ToA certified and the trainer must be ToT Certified
- The 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:

To verify the details submitted by the training centre, the assessor will undertake:

- A surprise visit to the assessment location
- A random audit of the batch
- A random audit of any candidate

### 6. Method for assessment documentation, archiving, and access

To protect the assessment papers and information, the assessor will ensure:

- 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 on the Hard drive

## 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</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                                                                                                                                                                                                                                                           |
| <b>Training Outcome</b>      | Training outcome is a statement of what a learner will know, understand and be able to do <b>upon the completion of the training</b> .                                                                                                                                                                                            |
| <b>Terminal Outcome</b>      | Terminal outcome is a statement of what a learner will know, understand and be able to do <b>upon the completion of a module</b> . A set of terminal outcomes help to achieve the training outcome.                                                                                                                               |

## Acronyms and Abbreviations

| Term | Description                                    |
|------|------------------------------------------------|
| DC   | Direct Current                                 |
| ISO  | International Organization for Standardization |
| NCO  | National Occupational Standards                |
| NOS  | National Skills Qualification Committee        |
| NSQF | National Skills Qualification Framework        |
| OJT  | On-the-Job Training                            |
| OMR  | Optical Mark Recognition                       |
| PC   | Performance Criteria                           |
| PwD  | Persons with Disabilities                      |
| QP   | Qualification Pack                             |
| SDMS | Skill Development & Management System          |
| SIP  | Skill India Portal                             |
| SME  | Small and Medium Enterprises                   |
| SOP  | Standard Operating Procedure                   |
| SSC  | Sector Skill Council                           |
| TC   | Trainer Certificate                            |
| ToA  | Training of Assessors                          |
| ToT  | Training of Trainers                           |
| TP   | Training Provider                              |