



Model Curriculum

QP Name: Digital Cable Technician - Access

QP Code: ELE/Q8106

QP Version: 4.0

NSQF Level: 4

Model Curriculum Version: 4.0

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

Sector	Electronics
Sub-Sector	Communication & Broadcasting
Occupation	After Sales Services
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3521.9900
Minimum Educational Qualification & Experience	8th Grade Pass + NTC (2 years after 8th) + 2 Year NAC/relevant Experience) OR 10th Grade pass + 2 Year NTC/NAC/ relevant experience OR Certificate-NSQF Level-3 in (Electronics/Electrical/Mechanical) relevant Domain with 2 Years of relevant Experience OR 12th Grade and 18 Years
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	27/01/2022
Next Review Date	27/01/2027
NSQC Approval Date	27/01/2022
Version	4.0
Model Curriculum Creation Date	27/01/2022
Model Curriculum Valid Up to Date	27/01/2027
Model Curriculum Version	4.0
Maximum Duration of the Course	600 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.

Compulsory:

- Implement ways to carry out pre-installation activities.
- Perform steps to install the Set Top Box (STB) at the customer's site.
- Perform steps to resolve faults in case of complaint.
- Demonstrate installation of multi play network.
- Work effectively at the workplace to achieve productivity and quality standards.
- Apply health and safety practices at the workplace.
- Ensure proper waste management.
- Demonstrate optimum resource utilization and conservation practices at the workplace.
- Demonstrate how to effectively communicate and use interpersonal skills.
- Apply sensitivity while interacting with different genders and people with disability.

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 (Recommended)	On-the-Job Training Duration (Mandatory)	Total Duration
Bridge Module	06:00	24:00	00:00	00:00	30:00
Module 1: Role and Responsibilities of Digital Cable Technician - Access	06:00	24:00	00:00	00:00	30:00
ELE/N8116 Lay truck or sub truck cables install and connectorized as per designed route	30:00	60:00	00:00	30:00	120:00
Module 2: Laying, installation, and connectorisation of cables	30:00	60:00	00:00	30:00	120:00

ELE/N8117 Carry out installation of power inserter and balancing and commissioning of amplifier	30:00	60:00	00:00	30:00	120:00
Module 3: Installation of Power Inserter	30:00	60:00	00:00	30:00	120:00
ELE/N8118 Install Set Top Box at customers premise	30:00	30:00	00:00	30:00	90:00
Module 4: Installation of Set Top Box	30:00	30:00	00:00	30:00	90:00
ELE/N8119 Cater to customer complaints for troubleshooting and maintenance of set top box	10:00	20:00	00:00	30:00	60:00
Module 5: Troubleshooting and Maintenance of Set-Top-Box (STB)	10:00	20:00	00:00	30:00	60:00
ELE/N9905 Work Effectively at the Workplace	15:00	15:00	00:00	00:00	30:00
Module 6: Soft Skills and Work Ethics	15:00	15:00	00:00	00:00	30:00
ELE/N1002 Apply health and safety practices at the workplace	15:00	15:00	00:00	00:00	30:00
Module 7: Basic Health and Safety Practice	15:00	15:00	00:00	00:00	30:00
ELE/N8120 Lay, install, and carry out commissioning for multi play network	20:00	10:00	00:00	30:00	60:00
Module 8: Laying, installation, and commissioning of multi play network	20:00	10:00	00:00	30:00	60:00
DGT/VSQ/N0102 Employability Skills (60 Hours)	24:00	36:00	00:00	00:00	60:00
Module 9: Employability Skills (60 Hours)	24:00	36:00	00:00	00:00	60:00
Total Duration	180:00	270:00	00:00	150:00	600:00

Module Details

Module 1: Role and Responsibilities of Digital Cable Technician - Access Bridge Module

Terminal Outcomes:

- Identify the role and responsibilities of a Digital Cable Technician – Access

Duration: 06:00	Duration: 24:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the size and scope of the electronics industry and its sub-sectors. • Discuss various opportunities for a Digital Cable Technician – Access. • Explain the role and responsibilities of a Digital Cable Technician – Access. • Identify organisational policies on incentives, quality standards, personnel management, and Public Relation (PR). • Discuss the reporting structure, profiling of customers, installation, and activation policy. 	<ul style="list-style-type: none"> • Understanding of the equipment related to Digital Cable • Understanding of the overlay design of the cables • Awareness about the Amplifier (Balancing & Commissioning)
Classroom Aids	
Training kit (Trainer guide, Projector), Whiteboard, marker, duster, etc.	
Tools, Equipment, and Other Requirements	

Module 2: Laying, installation, and connectorisation of cables

Mapped to ELE/N8116

Terminal Outcomes:

- Identify the work requirements as per the designed route.
- Perform steps to lay, install, and connectorise cables properly.

Duration: 30:00	Duration: 60:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Analyse the designed route received from the supervisor to identify work requirements. • Discuss the single-way/two-way mode of laying cables with a reverse path. • Outline the material required for laying the cables and the procurement process. • List the different types of cables, wires, and their respective use. • Discuss the different parts of coaxial cables, unit losses of coaxial cables, and different types of cores used. • Explain the importance of testing lines and laying cables on low tension line. • Describe the standard procedures and safety measures for laying the cables. • Discuss the parameters to inspect the enclosure box and the process of fitting the box. • Describe the use of various tools and connectors used in laying, installing, and connectorising the cables. • Explain the processes of loop creation and bending cables. • Discuss the processes of laying, installing and connectorising of actives and passives. • Describe fitting methods of amplifiers and splitters. • Summarise the precautions to be undertaken while handling field calls. • List the various documents required 	<ul style="list-style-type: none"> • Prepare a draft plan for laying cables as per the designed route. • Demonstrate how to measure the height and length of the pole or tree. • Implement steps to test the line with the help of a line tester. • Perform steps to support the trunk/sub trunk cable lines and clip the cables using appropriate wires. • Demonstrate laying of cables properly as per standard procedures and safety measures. • Perform steps to check the enclosure box for locking provision and paint. • Apply suitable techniques to fit the enclosure box for housing (actives/passives). • Implement steps to connectorise the trunk cables, input, and output of the amplifiers, and install passives. • Employ appropriate methods to check connectorisation of cables using RF coaxial cable connector having a matching impedance. • Demonstrate how to create testing points at input and output. • Perform steps to check torque to ensure it is as per the requirement. • Role-play a scenario of following proper etiquette and dealing with customers. • Demonstrate how to use various tools such as line tester, cable preparation tools, cutter, pliers, multi-meter, radio frequency meter, etc.

to be carried in the field.	
Classroom Aids	
Training kit (Trainer guide, Projector), whiteboard, duster, marker, etc.	
Tools, Equipment, and Other Requirements	
Basic electrical and mechanical parts, ERP software, Customer Care policy, reference sheet, manual	

Module 3: Installation of Power Inserter

Mapped to ELE/N8117

Terminal Outcomes:

- Perform steps to install power inserter.
- Implement ways to balance and commission amplifier.

Duration: 30:00	Duration: 60:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List various tools and test equipment required for installation of power inserter. • Explain the functions of the power inserter and the importance of the availability of power at all input points. • Discuss the ways to handle 90 VAV and standard ground parameters for earthing line. • Summarise the processes of checking the input of the trunk amplifier, setting the amplifier (input, stage, and output), and balancing output. • Describe the process of balancing the amplifier for forward and reverse paths using the appropriate instrument. • Outline the information to be painted on the enclosure box such as the name of nodes and amplifiers, etc. • Explain the process of testing cascade amplifiers and measuring quality parameters. • Discuss the frequency spectrum used for community antenna television and attenuation at different frequency levels for slope control. 	<ul style="list-style-type: none"> • Demonstrate use of various tools and test equipment required for installation of power inserter. • Perform steps to check that power is available at all input lines and power inserted to the trunk lines is within 90 Volt AC /50 Hertz. • Implement steps to check earthing of the line as per the standard grounding parameter. • Apply appropriate techniques to feed the radio frequency (RF) signal from the combiner to the trunk line. • Employ suitable methods to check the input of the trunk amplifier, setting the amplifier at different stages (input, mind, and output) and balancing output. • Demonstrate how to balance the amplifiers for various paths as per specifications. • Prepare a draft datasheet and a document to record all levels for reference. • Perform steps to test cascade amplifiers and measure signal-to-noise ratio levels as well as quality parameters.
Classroom Aids	
Training kit (Trainer guide, Projector), whiteboard, duster, marker, etc.	
Tools, Equipment, and Other Requirements	
Surface Mount Technology (SMT) machines, Printed Circuit Board (PCB), stencil mask, air reflow oven and Nitrogen (N ₂) reflow oven, screen printer printing, solder, and personal protective equipment (PPE)	

Module 4: Installation of Set Top Box (STB)

Mapped to ELE/N8118

Terminal Outcomes:

- Perform steps to interact with the customer and check the location
- Implement ways to install Set Top Box at the customer's premise

Duration: 30:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Analyse the installation requirement as per the location. • Explain the importance of seeking an appointment from the customer for the installation of STB. • Explain the STB installation process and subscription plans. • Discuss the method of drawing drop cables properly and drop cable losses. • List the tools and fitments required for installation of STB. • Describe waste disposal procedures pertaining to the installation of STB. • Recall the functions of STB and television sets related to STB. • Discuss the input requirement for STB as well as processes of STB configuration and activation. • Summarise various preventive maintenance procedures of STB. • Explain the importance of cleaning the work site after work completion. • Outline the post-installation activities, including documentation, acknowledgment form, and informing the customer care. • Discuss the importance of following the safety standards and practices as per company's policy. • Explain the parameters of quality standards pertaining to the installation of STB. 	<ul style="list-style-type: none"> • Roleplay a scenario of visiting the site and interacting with the customer for the installation of Set-Top-Box (STB). • Demonstrate how to check the location for structural requirements. • Demonstrate how to coordinate with the local cable operator to collect the sealed pack of STB. • Perform steps to remove the packaging of STB and check all accessories. • Demonstrate how to dispose of the material as per waste disposal procedures and company norms. • Apply suitable techniques to demonstrate the use of various tools and fitments. • Demonstrate how to draw drop cables at customer's premises from the tap poles and clip them as required. • Employ appropriate methods to measure the threshold input available at the premises. • Perform steps to check connectorization at both the ends of the drop cable. • Demonstrate how to configure the STB, check input level, and connect STB to television set. • Implement suitable methods to get STB activated from the backend team and check the availability of channels as required. • Prepare draft documentation to record the details pertaining to work

	<p>completion.</p> <ul style="list-style-type: none"> • Demonstrate coordination with customer care to inform about work completion.
<p>Classroom Aids</p>	
<p>Training kit (Trainer guide, Projector), whiteboard, duster, marker, etc.</p>	
<p>Tools, Equipment, and Other Requirements</p>	
<p>Surface Mount Technology (SMT) machines, Printed Circuit Board (PCB), stencil mask, air reflow oven and Nitrogen (N₂) reflow oven, screen printer printing, solder, and personal protective equipment (PPE)</p>	

Module 5: Troubleshooting and Maintenance of Set-Top-Box (STB)

Mapped to ELE/N8119

Terminal Outcomes:

- Perform steps to diagnose the fault as per the customer’s complaint.
- Implement ways to troubleshoot the problem.
- Carry out routine check-up and maintenance of Set Top Box.

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the process of conducting routine check-up of the trunk line. • Explain the importance and ways of maintaining the trunk and amplifier. • Recall the different types of faults with their diagnosing and troubleshooting procedures • Explain the importance of customer authorization for establishing network signal. • Describe output connectivity of optical network unit. • Summarise standards and parameters regarding the configuration of Set Top Box. • Discuss the documentation involved in case of customer complaints including customer feedback. 	<ul style="list-style-type: none"> • Demonstrate how to conduct a routine check-up of the trunk line. • Perform steps to check input and output signal variation as well as cable for any damages. • Employ suitable tools to check the power supply to trunk amplifiers to ensure its ranger is within 60-90 volts. • Demonstrate how to inspect the connection to identify the fault as per the complaint. • Perform steps to troubleshoot the fault identified and resolve the complaint. • Employ suitable techniques to check drop cable, power supply, connectors, and output connectivity. • Apply appropriate methods to establish network signal as per cable/data plan.
Classroom Aids	
Training kit (Trainer guide, Projector), whiteboard, duster, marker, etc.	
Tools, Equipment, and Other Requirements	
Surface Mount Technology (SMT) machines, Printed Circuit Board (PCB), stencil mask, air reflow oven and Nitrogen (N ₂) reflow oven, screen printer printing, solder, and personal protective equipment (PPE)	

Module 6: Soft Skills and Work Ethics

Mapped to ELE/N9905

Terminal Outcomes:

- Work effectively at the workplace.
- Implement the practices related to gender and PwD sensitization.

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • State the importance of work ethics and workplace etiquette • State the importance of effective communication and interpersonal skills. • Explain ways to maintain discipline at the workplace. • Discuss the common reasons for interpersonal conflict and ways of managing them effectively. • Discuss the importance of following organisational guidelines for dress code, time schedules, language usage and other behavioural aspects. • Explain the importance of working as per the workflow of the organisation to receive instructions and report problems. • Explain the importance of conveying information/instructions as per defined protocols to the authorised persons/team members. • Explain the common workplace guidelines and legal requirements on non-disclosure and confidentiality of business-sensitive information. • Describe the process of reporting grievances and unethical conduct such data breach, sexual harassment at the workplace, etc. • Explain the concept and importance of gender sensitivity and equality. • Discuss ways to create sensitivity for different genders and Persons with Disabilities (PwD). • Discuss ways of dealing with heightened emotions of self and others. 	<ul style="list-style-type: none"> • Develop a sample plan to achieve organisational goals and targets. • Create a sample feedback form to obtain feedback from customers, colleagues etc. • Roleplay to demonstrate the use of professional language and behaviour that is respectful of PwD and all genders. • Apply organisational protocol on data confidentiality and sharing only with the authorised personnel.
Classroom Aids	

Training kit (Trainer guide, Presentations)

Tools, Equipment and Other Requirements

Sample of escalation matrix, organization structure.

Module 7: Basic Health and Safety Practice

Mapped to ELE/N1002

Terminal Outcomes:

- Apply health and safety practices at the workplace.

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss job-site hazards, risks and accidents. • Explain the organizational safety procedures for maintaining electrical safety, handling tools and hazardous materials. • Elaborate electronic waste disposal procedures. • Describe the process of disposal of hazardous waste • List the name and location of concerned people, documents and equipment for maintaining health and safety in the workplace. • Describe how to interpret warning signs while accessing sensitive work areas. • Explain the importance of good housekeeping. • Describe the importance of maintaining appropriate postures while lifting heavy objects. • List the types of fire and fire extinguishers. • Explain the importance of efficient utilisation of water, electricity and other resources. • List the common sources of pollution and ways to minimize it. • Describe the concept of waste management and methods of disposing hazardous waste. • Explain various warning and safety signs. • Describe different ways of preventing accidents at the workplace. 	<ul style="list-style-type: none"> • Demonstrate the use of protective equipment suitable as per tasks and work conditions. • Prepare a report to inform the relevant authorities about any abnormal situation/behaviour of any equipment/system. • Administer first aid in case of a minor accident. • Demonstrate the steps to free a person from electrocution safely. • Administer Cardiopulmonary Resuscitation (CPR). • Demonstrate the application of defined emergency procedures such as raising alarm, safe/efficient, evacuation, moving injured people, etc. • Prepare a sample incident report. • Use a fire extinguisher in case of a fire incident. • Demonstrate the correct method of lifting and handling heavy objects.
Classroom Aids	

Training kit (Trainer guide, Presentations)

Tools, Equipment and Other Requirements

Personal Protection Equipment: safety glasses, head protection, rubber gloves, safety footwear, warning signs and tapes, fire extinguisher, first aid kit, fire extinguishers and warning signs.

Module 8: Laying, installation, and commissioning of multi play network

Mapped to ELE/N8120

Terminal Outcomes:

- Identify the work requirements as per the routes received from the route designer.
- Perform steps to lay fibre cables for multi play network.
- Implement ways to commission and install multi play network.

Duration: 20:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Analyse the routes of laying optical fibre cables received from the route designer. • Define fibre to the home (FTTH) distribution network. • Recall the specification of material required and the process of procurement. • Explain the process of checking the functionality of the node and installing network management system (NMS) modem. • Describe the method of preparing as build diagram (ABD) of complete fibre trunk route with the help of google map. • Explain the importance of the right of way (ROW) letter for laying the cables. • Summarise the process of installing passive splitters at multiple locations on the trunk line. • Outline the different types of optical fibre cables along with their colour codes and jointing procedure. • Explain the method of splicing and standard parameters. • Describe the parts, tools, and equipment used for laying and splicing of fibre cables. • Recall the standard for the availability of power at splitter points required for driving customer premise equipment. • Summarise different types of issues/problems faced by the 	<ul style="list-style-type: none"> • Perform steps to install network management system modem at each node after checking the functionality of each node. • Demonstrate how to lay the cables as per the designed routes using appropriate tools such as messenger and clipping wires. • Employ suitable techniques to prepare as build diagram of the fibre trunk route. • Implement steps to install passive splitters as required and fitment of joint closure on the pole. • Apply appropriate methods to create customer ports while maintaining the split ratio. • Demonstrate how to prepare the fibre cables for jointing as per colour codes. • Perform steps to clean and splice the fibre cables as per standard splicing parameters using appropriate tools. • Demonstrate how to test network and power at splitter output points using appropriate tools. • Implement ways to check feed feasibility and measure drop cable as per the requirement. • Employ suitable techniques to connect the drop cable to the splitter port of the joint closure which is further fed to the optical network unit via patch cord. • Demonstrate how to test signal level using optical power meter and connect radio frequency to Set Top

<p>customers and escalation procedure.</p> <ul style="list-style-type: none"> • Discuss the optical parameters and RF parameters for final audit and closure. • Elaborate the functioning and uses of optical power meter and splitters. • Explain the processes of installation and configuration of the modem as well as signal level testing and other technical parameters. • Describe the operations and functions of the cable modem along with its preventive maintenance procedures. • Explain the importance of cleaning the site after work completion. • Discuss the work closure process, including installation report, feedback form, updating the status to backend office. • Recall the safety measures to be followed in laying, installing and commissioning multi play network. 	<p>Box.</p> <ul style="list-style-type: none"> • Perform steps to confirm the wifi router is as per the requirement and configure it using LAN cable. • Prepare a sample installation report, including record of optical parameters and RF parameters for final audit. • Implement steps to install, configure and connect the modem with the system, and test the signal levels/technical parameters.
<p>Classroom Aids</p>	
<p>Training kit (Trainer guide, Projector), whiteboard, duster, marker, etc.</p>	
<p>Tools, Equipment, and Other Requirements</p>	
<p>Basic electrical and mechanical parts, ERP software, Customer Care policy, reference sheet, manual</p>	

Module 9: 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"> • Explain constitutional values, civic rights, responsibility towards society to become a responsible citizen • Discuss 21st century skills • Explain use of basic English phrases and sentences. • Demonstrate how to communicate in a well-behaved manner • Demonstrate how to work with others • Demonstrate how to operate digital devices • Discuss the significance of Internet and Computer/ Laptops • Discuss the need for identifying business opportunities • Discuss about types of customers. • Discuss on creation of biodata • Discuss about apprenticeship and opportunities related to it. 	<ul style="list-style-type: none"> • List different learning and employability related GOI and private portals and their usage • Show how to practice different environmentally sustainable practices. • Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, etc. • Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone • Demonstrate how to communicate in a well-mannered way with others. • Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette • Utilize virtual collaboration tools to work effectively • Demonstrate how to maintain hygiene and dressing appropriately. • Perform a mock interview
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	
OR	
Computer Lab	

Module 10: On-the-Job Training

Mapped Digital Cable Technician - Access

Mandatory Duration: 150:00	Recommended Duration: 00:00
Location: On Site	
<p>Terminal Outcomes</p> <ol style="list-style-type: none"> 1. Demonstrate how to lay, install and connectorise cables. 2. Perform steps to install power inserter and commission amplifier. 3. Illustrate how to install the set-top box at customer’s premises. 4. Demonstrate how to address customer complaints and maintain Set Top Box. 5. Perform steps for laying, installation and commissioning of multi play network. 6. Ensure proper waste management 7. Simplify the resource utilization and conservation practices 8. Perform effective communication and use interpersonal skills. 9. Determine how to coordinate with different genders and people with disability 10. Interact and coordinate with supervisor and colleagues 11. Work as per the given timeline and quality standards 12. Maintain a safe, healthy and secure work environment 13. Develop a business plan and resolve the common issues 	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Diploma/ ITI/ Certified in relevant CITS Trade	Electronics / Electrical/ Mechanical Engineering	1	HVAC Technician	1 Year preferably	Electronics	

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Digital Cable Technician - Access” mapped to QP: “ELE/Q8106, v4.0”. Minimum accepted score is 80%.	Recommended that the Trainer is certified for the Digital Cable Technician Access “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 Experience		Remarks
		Years	Specialization	Years	Specialization	
Diploma/ ITI/ Certified in CITS relevant Trade	Electronics / Electrical/ Mechanical Engineering	2	HVAC Technician	1 year preferably	Electronics	

Assessor Certification	
Domain Certification	Platform Certification
<p>Certified for Job Role: “Digital Cable Technician - Access” mapped to QP: “ELE/Q8106, v4.0”. Minimum accepted score is 80%.</p>	<p>Recommended that the Assessor is certified for the Digital Cable Technician Access “Assessor (VET and Skills)”, mapped to the Qualification Pack: “MEP/Q2701, V2.0”, with minimum score of 80%</p>

Assessment Strategy

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SDSM/SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Confirm that the centre is available at the same address as mentioned on SDMS or SIP
- Check the duration of the training.
- Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
- Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
- Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
- Check the availability of the Lab Equipment for the particular Job Role.

3. Assessment Quality Assurance levels / Framework:

- Question papers created by the Subject Matter Experts (SME)
- Question papers created by the SME verified by the other subject Matter Experts
- Questions are mapped with NOS and PC
- Question papers are prepared considering that level 1 to 3 are for the unskilled & semi-skilled individuals, and level 4 and above are for the skilled, supervisor & higher management
- Assessor must be ToA certified & trainer must be ToT Certified
- Assessment agency must follow the assessment guidelines to conduct the assessment

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding
- Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
- Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos

5. Method of verification or validation:

- Surprise visit to the assessment location
- Random audit of the batch
- Random audit of any candidate

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored
- Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage
- Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

References

Glossary

Term	Description
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.
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training .
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module . A set of terminal outcomes help to achieve the training outcome.

Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
DAS	Digital Addressable System
TAT	Turnaround Time
QoS	Quality of Service
EoL	End of Line