



Model Curriculum

QP Name: Jr. Technician - Last Mile Active Network

QP Code: TEL/Q6101

Version: 2.0

NSQF Level: 3

Model Curriculum Version: 1.0

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Training Parameters

Sector	Telecom
Sub-Sector	Network Managed Services
Occupation	Network (Active Components) Installation
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3114.6101
Minimum Educational Qualification and Experience	Grade 10 pass OR Grade 8 pass with two years of (NTC/ NAC) after 8th OR Grade 8 pass and pursuing continuous schooling in regular school with No Experience required OR Previous relevant Qualification of NSQF Level 2 with 3-year relevant experience
Pre-Requisite License or Training	NA
Minimum Job Entry Age	15 Years
Last Reviewed On	30/06/2022
Next Review Date	30/06/2025
NSQC Approval Date	30/06/2022
QP Version	2.0
Model Curriculum Creation Date	30/06/2022
Model Curriculum Valid Up to Date	30/06/2025
Model Curriculum Version	1.0
Minimum Duration of the Course	420 Hours
Maximum Duration of the Course	420 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 to:

- Demonstrate the process of Installing the LAN and WAN network devices.
- Demonstrate the process of setting up the network switch and router.
- Demonstrate the process of carrying out maintenance of network devices.
- Explain the importance of organising work and resources as per health and Safety standards.
- Explain the importance of interacting effectively with team members and customers.

Compulsory Modules

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

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Bridge Module	20:00	10:00	00:00	-	30:00
Module 1: Introduction to the role of a Jr. Technician - Last Mile Active Network	20:00	10:00	00:00	-	30:00
TEL/N6109: Install the Local Area Network (LAN) and Wide Area Network (WAN) devices NOS Version-1.0 NSQF Level- 3	20:00	30:00	40:00	-	90:00
Module 2: Process of installing the LAN and WAN network devices	20:00	30:00	40:00	-	90:00
TEL/N6110: Set up and Configuration of Network Switch and Router Version-1.0 NSQF Level- 3	20:00	30:00	40:00	-	90:00
Module 3: Process of setting up and configuring the network switch and router	20:00	30:00	40:00	-	90:00
TEL/N6111: Carry out Maintenance of Network	40:00	40:00	40:00	-	120:00

Devices Version-1.0 NSQF Level- 3					
Module 4: Process of carrying out the maintenance of network devices	40:00	0:00	40:00	-	120:00
TEL/N9101: Organise Work and Resources as per Health and Safety Standards NOS Version-1.0 NSQF Level-4	10:00	20:00	00:00	-	30:00
Module 5: Process of organising work and resources as per health and Safety standards	10:00	20:00	00:00	-	30:00
TEL/N9102: Interact Effectively with Team Members and Customers NOS Version-1.0 NSQF Level-4	10:00	20:00	00:00	-	30:00
Module 6: Process of interacting effectively with team members and customers	10:00	20:00	00:00	-	30:00
DGT/VSG/N0101 Employability Skills (30 Hours)	30:00	00:00	00:00	00:00	30:00
Total Duration	150:00	150:00	120:00	00:00	420:00

Module Details

Module 1: Introduction to the role of a Jr. Technician - Last Mile Active Network

Bridge Module

Terminal Outcomes:

- Discuss the job role of a Jr. Technician - Last Mile Active Network.
- Explain the scope of work for a Jr. Technician - Last Mile Active Network.

Duration: 20:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the size and scope of the Telecom industry and its sub-sectors. • Discuss the role and responsibilities of a Last Mile Active Network Installer. • Identify various employment opportunities for a Last Mile Active Network Installer. • Discuss the organisational policies on workplace ethics, managing sites, quality standards, personnel management and public relations (PR). • Describe the process workflow in the organization and the role of Last Mile Active Network Installer in the process. • List the various daily, weekly, monthly operations/activities that take place at the site under a Last Mile Active Network Installer. 	<ul style="list-style-type: none"> • Role play based on case studies, outlining the scope, responsibilities, and challenges of a Last Mile Active Network Installer. • Analyse the requirements for the course and prepare for the pre-requisites of the course.
Classroom Aids	
Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop, Video Films	
Tools, Equipment and Other Requirements	
NA	

Module 2: Process of installing the LAN and WAN network devices

Mapped to TEL/N6109 v1.0

Terminal Outcomes:

- Describe the process of preparing for the installation.
- Demonstrate the process of installing the LAN and WAN network devices.

Duration: 20:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the importance of inspecting the LAN and WAN network devices and accessories before installation to ensure they have no damages and malfunctioning. • Explain the importance and process of planning the network connections between the network devices. • Describe the process of designing the network through Ethernet cables between network devices or by making wireless connections. • Explain the importance of select the networking device, such as switch, router or hub, based on the requirements of the network, ensuring the networking device has enough ports to connect all devices within the network. 	<ul style="list-style-type: none"> • Demonstrate the process of installing and terminating Ethernet and fibre cables and carrying out testing. • Demonstrate the process of carrying out the installation of LAN and WAN network devices and accessories as per the manufacturers' instructions. • Show how to configure the LAN and WAN ports to provide a network connection to all the network devices. • Demonstrate the process of carrying out testing of LAN and WAN network devices to identify performance issues and carrying out troubleshooting accordingly.
Classroom Aids	
Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop	
Tools, Equipment and Other Requirements	
LAN Port, Ethernet Port, Ethernet Cable, Router, Fibre cable	

Module 3: Process of setting up and configuring the network switch and router

Mapped to TEL/N6110 v1.0

Terminal Outcomes:

- Demonstrate the process of setting up and configuring the network switch and router.

Duration: 20:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain network services and networks such as Transmission Control Protocol (TCP)/ Internet Protocol (IP), Open Shortest Path First (OSPF) and Enhanced Interior Gateway Routing Protocol (EIGRP). • Explain the functioning of networking systems such as Local Area Network (LAN), firewalls, and routers. • Explain the benefits and working of network domains. • Explain the functioning and uses of server hardware, and network physical and virtual appliances. • Describe the process of checking the output of relevant commands, such as VLAN brief, VTP status, etc. • Explain the importance of checking the VTP revision number and updating it before adding the switch to the network, as required. • Explain the importance of ensuring the SSH access is enabled during network switch configuration. • State the requirement of installing a mesh network with a router to place multiple Wi-Fi transmitters in a single network. • Explain the importance of ensuring correct and secure cable connections during the process of setting up and configuring the router. • Explain the importance and process of installing the latest firmware or security updates on the router to 	<ul style="list-style-type: none"> • Demonstrate the process of testing and checking the network switch to ensure its correct functioning. • Demonstrate how to connect the network switch with a computer and install the relevant software tool for operating and controlling the network switch. • Demonstrate the process of setting up the hostname for the switch following the organisation's naming protocol. • Show how to configure the access and trunk ports on the network switch. • Show how to generate RSA keys to be used during the Secure Shell (SSH) process, using the appropriate crypto commands. • Demonstrate the process of setting up the router antennas and extend them before beginning the setup process. • Show how to connect the router to the ISP gateway's Ethernet port using use a CAT5e or CAT6 cable, as required. • Demonstrate the process of installing a mesh network with a router to place multiple Wi-Fi transmitters in a single network, as required. • Show how to configure the wireless router gateway and connect it to the router, following the manufacturer's instructions.

<p>ensure maximum network security.</p> <ul style="list-style-type: none"> • Explain the benefit of using the relevant auto-configuration tools for efficient IP address management 	<ul style="list-style-type: none"> • Demonstrate how to use the appropriate mobile app or web dashboard to set up the username and password as per the manufacturer’s instructions. • Show how to check for router firmware or security updates and install the available updates to ensure maximum network security. • Demonstrate the use of the relevant auto-configuration tools to manage IP addresses and automatic assigning of IP addresses to devices on the network with the Dynamic Host Configuration Protocol (DHCP).
<p>Classroom Aids</p>	
<p>Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop</p>	
<p>Tools, Equipment and Other Requirements</p>	
<p>Router, Optical Fibre Cable, Copper Cable, Coaxial Cable, Network Switch, LC Multimode Connectors, Connector Crimper</p>	

Module 4: Process of carrying out the maintenance of network devices

Mapped to TEL/N6111 v1.0

Terminal Outcomes:

- Demonstrate the process of carrying out preventive and corrective maintenance.

Duration: 40:00	Duration: 40:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the importance of following a scheduled maintenance plan to prevent network downtime and equipment failures. • Explain the use of predictive network analytics platform for the identification and resolution of LAN/WAN issues. • Explain the importance of monitoring the LAN and WAN network devices and infrastructure for optimal performance. • Explain the importance of protecting the network devices, servers, and computers from dust. • Explain the importance of checking the condition of network devices, servers, and computers regularly. • Explain the importance of ensuring appropriate cooling arrangement to prevent overheating of network devices and server. • Explain the importance of labelling different types of network cables correctly and maintaining them in good condition for optimal network performance. • Explain the importance of implementing approved network changes and upgrades to ensure optimal network performance. • Explain the importance and process of analysing the error message/ problem to determine the cause of the issue. • Explain the importance of maintaining up to date and accurate network maintenance documentation. 	<ul style="list-style-type: none"> • Demonstrate how to use the predictive network analytics platform for the identification and resolution of LAN/WAN issues. • Show how to identify performance issues with LAN and WAN network devices and carry out appropriate troubleshooting. • Show how to detect unusual noises and malfunctioning of network equipment and carry out appropriate troubleshooting. • Demonstrate how to analyse and diagnose network problems for a variety of users. • Demonstrate how to analyse the error message/problem and determine the cause of the issue, whether it is a hardware, software, or connectivity issue. • Demonstrate the process of performing network device reboot and repairing or re-enabling the network connections. • Show how to identify whether recent commissioning/ decommissioning of network devices or changes in software is the cause of the issue. • Show how to identify appropriate corrective solutions to be applied to network hardware or software to prevent any future issues. • Demonstrate how to create, publish, and maintain up to date and accurate network maintenance documentation.
Classroom Aids	
Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop	
Tools, Equipment and Other Requirements	
Radio Transmitters, SC Multimode Connectors, Wire Stripper/ Wire Cutter, Cable Cutter, Diagonal Cutting Plier, Fine Tip Straight Tweezer, Screwdriver, Hand & Power Tools like - Fibre Optic	

Stripper, Optical Power Meter, Fibre Optic Cleaver, Fibre Optic Shears, Fibre Optic Visual Fault Locator (VFL)

Module 5: Process of organising work and resources as per health and Safety standards

Mapped to NOS TEL/N9101 v1.0

Terminal Outcomes:

- Explain the importance of performing work as per quality standards.
- Explain the importance of maintaining a safe, healthy and secure working environment.
- Explain the importance of conserving material/energy/electricity.
- Describe the process of using effective waste management/recycling practices.

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain various strategies pertinent to their field (such as internet searches, asking peers and managers, enrolling for courses and certifications, etc.) that can be used to pursue advancement in their skills. • State key performance indicators for the new tasks. • Describe feedback processes and formats. • Explain timelines and goals as well as their relevance to work allocated. • Explain the importance of quality and timely delivery of the product/service. • Explain the escalation matrix and its importance, especially in case of emergencies. • Explain various ways of time and cost management. • State the rules/regulations for maintaining health and safety at the workplace. • Explain the meaning of hazard, different types of health and safety hazards found in the workplace, risks and threats based on the nature of work. • Explain the relevant signage, warnings, labels or descriptions on 	<ul style="list-style-type: none"> • Demonstrate how to record/document tasks completed as per the requirements within specific timelines. • Show how to analyse problems accurately and communicate different possible solutions to the problem. • Demonstrate how to report any identified breaches in health, safety, and security policies and procedures to the designated person. • Demonstrate the process of using safety materials such as goggles, gloves, earplugs, caps, ESD pins, covers, shoes, etc. • Demonstrate the process of handling heavy and hazardous materials with care, while maintaining appropriate posture. • Demonstrate the process of carrying out routine cleaning of tools, machines and equipment. • Demonstrate ways to optimise the use of electricity/energy in various tasks/activities/processes. • Demonstrate the process of performing periodic checks of the functioning of the equipment/machine and rectify wherever required. • Demonstrate ways to use electrical

<p>equipment, etc. while carrying out work activities.</p> <ul style="list-style-type: none"> • Describe the procedures to report breaches in health, safety and security. • Describe the organisation's procedures for different emergency situations and the importance of following the same. • Describe different methods of cleaning, disinfection, sterilisation, and sanitisation. • Explain the significance of personal hygiene practice including hand hygiene. • Explain the path of disease transmission. • Describe the correct method of donning and doffing of PPE. • Explain different ways of managing resources and material efficiently. • Explain common electrical problems and common practices of conserving electricity. • Explain categorisation of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics and use of different colours of dustbins. • Describe the organisation's procedures for minimising waste. • Explain waste management and methods of waste disposal. • State common sources of pollution and ways to minimise it. 	<p>equipment and appliances properly</p> <ul style="list-style-type: none"> • Demonstrate the process of disposing non-recyclable and hazardous waste as per recommended processes.
<p>Classroom Aids:</p>	
<p>Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop</p>	
<p>Tools, Equipment and Other Requirements</p>	
<p>Relevant stationery, First Aid Kit and Equipment used in Medical Emergencies.</p>	

Module 6: Process of interacting effectively with team members and customers

Mapped to TEL/N9102 v1.0

Terminal Outcomes:

- Explain the importance of interacting effectively with superiors, colleagues and customers.
- Explain the need of respecting differences of gender and ability.

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the organisation's policies on dress code, workplace timings, workplace behaviour, performance management, incentives, delivery standards, information security, etc. • Explain the organisation's hierarchy and escalation matrix • Explain the importance of effective and different means of communication and establishing good working relationships with colleagues and superiors. • Explain the importance of helping colleagues with problems, in order to meet quality and time standards as a team. • Describe different means and methods of communication. • State different types of information that colleagues might need and the importance of providing this information in an appropriate manner. • Describe the organization's policies and procedures for working with colleagues and superiors. • Explain the importance of understanding the consequences of gender-based behaviour. • Describe gender-based concepts, issues and legislation • State the organization standards and guidelines to be followed for PwD and knowledge about laws, acts and 	<ul style="list-style-type: none"> • Demonstrate ways to communicate professionally using different techniques such as face-to-face, telephonic and written means. • Demonstrate appropriate verbal and non-verbal communication while interacting with People with Disability (PwD).

<p>provisions defined for PwD by the statutory bodies and the right way to use them including various medical conditions associated with PwD</p> <ul style="list-style-type: none"> • Explain the health and safety requirements at a workplace for PwD. • Describe the process of recruiting people for a particular job profile w.r.t PwD and gender. • Explain various government / private schemes and benefits available for PwD and information about various institutes working for PwD to enable in providing livelihood opportunities for PwD. 	
<p>Classroom Aids</p>	
<p>Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop</p>	
<p>Tools, Equipment and Other Requirements</p>	
<p>Personal Protective Equipment, Hygiene Equipment and Materials like Sanitizer, Soap, Mask, etc.</p>	

Module 7: On-the-Job Training

Mapped to Jr. Technician - Last Mile Active Network

Mandatory Duration: 120:00

Recommended Duration: 00:00

Location: On-Site

Terminal Outcomes

1. Explain the process of preparing for the installation of LAN and WAN network devices.
2. Carry out the installation of LAN and WAN network devices and accessories as per the manufacturer instructions.
3. Configure the access and trunk ports on the network switch.
4. Use the appropriate mobile app or web dashboard to set up the username and password as per the manufacturer instructions.
5. Use the relevant auto-configuration tools to manage IP addresses and automatic assigning of IP addresses to devices on the network with the Dynamic Host Configuration Protocol (DHCP).
6. Analyse and diagnose network problems for a variety of users.
7. Perform network device reboot and repair or re-enable the network connections.
8. Use safety materials such as goggles, gloves, earplugs, caps, ESD pins, covers, shoes, etc.
9. Handle heavy and hazardous materials with care, while maintaining appropriate posture.
10. Dispose non-recyclable and hazardous waste as per recommended processes.

Module 7: DGT/VSQ/N0101 Employability Skills (30 hours)
Mapped to Jr. Technician - Last Mile Active Network

Mandatory Duration: 30:00

Location: On-Site

S.No.	Module Name	Key Learning Outcomes	Duration (hours)
1.	Introduction to Employability Skills	<ul style="list-style-type: none"> Discuss the importance of Employability Skills in meeting the job requirements. 	1
2.	Constitutional values - Citizenship	<ul style="list-style-type: none"> Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen. Show how to practice different environmentally sustainable practices. 	1
3.	Becoming a Professional in the 21st Century	<ul style="list-style-type: none"> Discuss 21st century skills. Display positive attitude, self-motivation, problem solving, time management skills and continuous learning mindset in different situations. 	1
4.	Basic English Skills	<ul style="list-style-type: none"> Use appropriate basic English sentences/phrases while speaking. 	2
5.	Communication Skills	<ul style="list-style-type: none"> Demonstrate how to communicate in a well-mannered way with others. Demonstrate working with others in a team. 	4
6.	Diversity & Inclusion	<ul style="list-style-type: none"> Show how to conduct oneself appropriately with all genders and PwD. Discuss the significance of reporting sexual harassment issues in time. 	1
7.	Financial and Legal Literacy	<ul style="list-style-type: none"> Discuss the significance of using financial products and services safely and securely. Explain the importance of managing expenses, income, and savings. Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws. 	4
8.	Essential Digital Skills	<ul style="list-style-type: none"> Show how to operate digital devices and use the associated applications and features, safely and securely. Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely. 	3
9.	Entrepreneurship	<ul style="list-style-type: none"> Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges. 	7
10.	Customer Service	<ul style="list-style-type: none"> Differentiate between types of customers. Explain the significance of identifying customer needs and addressing them. Discuss the significance of maintaining hygiene and dressing appropriately. 	4
11.	Getting ready for apprenticeship & Jobs	<ul style="list-style-type: none"> Create a biodata. Use various sources to search and apply for jobs. Discuss the significance of dressing up neatly and maintaining hygiene for an interview. Discuss how to search and register for apprenticeship opportunities. 	2

LIST OF TOOLS & EQUIPMENT FOR EMPLOYABILITY SKILLS		
S No.	Name of the Equipment	Quantity
1.	Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed) (all software should either be latest version or one/two version below)	As required
2.	UPS	As required
3.	Scanner cum Printer	As required
4.	Computer Tables	As required
5.	Computer Chairs	As required
6.	LCD Projector	As required
7.	White Board 1200mm x 900mm	As required

Note: Above Tools & Equipment not required, if Computer LAB is available in the institute.

Annexure

Trainer Requirements (Jr. Technician - Last Mile Active Network)

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Diploma after 10 th Class	Science/Electronics/ Telecom/IT and other related domains	4	Active Networks/Optical Fiber Domain	0	NA	Eligible for ToT program
Graduate	Science/Electronics/ Telecom/IT and other relevant domains	1	Active Networks/Optical Fiber Domain	0	NA	Eligible for ToT program

Trainer Certification	
Domain Certification	Platform Certification
Job Role “ Last Mile Active Network Operator ”, “TEL/Q6101, v2.0”, Minimum accepted score is 80%	Job Role: “ Trainer (VET and Skills) ”, “MEP/Q2601 v2.0”, Minimum Accepted score is 80%

Assessor Requirements (Jr. Technician - Last Mile Active Network)

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Diploma after 10 th Class	Science/Electronics/ Telecom/IT and other related domains	4	Active Networks/Optical Fiber Domain	0	NA	Eligible for ToA program
Graduate	Science/Electronics/ Telecom/IT and other relevant domains	1	Active Networks/Optical Fiber Domain	0	NA	Eligible for ToA program

Assessor Certification	
Domain Certification	Platform Certification
Job Role “ Last Mile Active Network Operator ”, “TEL/Q6101, v2.0”, Minimum accepted score is 80%	Job Role: “ Assessor (VET and Skills) ”, “MEP/Q2701 v2.0”, Minimum Accepted score is 80%

Trainer Requirements (Employability Skills 30 hours)

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate/CITS	Any discipline			2	Teaching experience	Prospective ES trainer should: <ul style="list-style-type: none"> • have good communication skills • be well versed in English • have digital skills • have attention to detail • be adaptable • have willingness to learn
Current ITI trainers	Employability Skills Training (3 days full-time course done between 2019-2022)					
Certified current EEE trainers (155 hours)	from Management SSC (MEPSC)					
Certified Trainer	Qualification Pack: Trainer (MEP/Q0102)					

Trainer Certification	
Domain Certification	Platform Certification
Certified in 30-hour Employability NOS (2022), with a minimum score of 80% OR Certified in 120- OR 90- OR 60-hour Employability NOS (2022), with a minimum score of 80%	NA

Master Trainer Requirements (Employability Skills 30 hours)

Master Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate/CITS	Any discipline			3	Employability Skills curriculum training experience with an interest to train as well as orient other peertrainers	Prospective ES Master trainer should: <ul style="list-style-type: none"> • have good communication skills • be well versed in English • have basic digital skills
Certified MasterTrainer	Qualification Pack:Master Trainer (MEP/Q2602)			3	EEE training of Management SSC(MEPSC) (155 hours)	<ul style="list-style-type: none"> • have attention to detail • be adaptable • have willingness to learn • be able to grasp concepts fast and is creative with teaching practices and likes sharing back their learning with others

Master Trainer Certification	
Domain Certification	Platform Certification
Certified in 30-hour Employability NOS (2022), with a minimum score of 90% . OR Certified in 120- OR 90- OR 60-hour EmployabilityNOS (2022), with a minimum score of 90%	NA

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.
- Center 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.

Assessment Strategy (Employability Skills 30 hours)

The trainee will be tested for the acquired skill, knowledge and attitude through formative/summative assessment at the end of the course and as this NOS and MC is adopted across sectors and qualifications, the respective AB can conduct the assessments as per their requirements.

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
NOS	National Occupational Standard (s)
NSQF	National Skills Qualifications Framework
OJT	On-the-job Training
QP	Qualifications Pack
PwD	People with Disability
PPE	Personal Protective Equipment
ES	Employability Skills