



Model Curriculum

QP Name: Driving Assistant

QP Code: ASC/Q9701

QP Version: 2.0

NSQF Level: 2

Model Curriculum Version: 1.0

Automotive Skill Development Council || 153, GF, Okhla Industrial Area,
Phase 3, New Delhi 110020

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Training Parameters

Sector	Automotive
Sub-Sector	Road Transportation
Occupation	Driving
Country	India
NSQF Level	2
Aligned to NCO/ISCO/ISIC Code	NCO-2015/9122.0301
Minimum Educational Qualification and Experience	5th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 years
Last Reviewed On	31/08/2021
Next Review Date	31/08/2024
NSQC Approval Date	31/08/2021
QP Version	2.0
Model Curriculum Creation Date	31/08/2021
Model Curriculum Valid Up to Date	31/08/2024
Model Curriculum Version	1.0
Minimum Duration of the Course	150 Hours, 0 Minutes
Maximum Duration of the Course	150 Hours, 0 Minutes

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner will be able to:

- Apply health, hygiene, and safety practices at the workplace.
- Perform the tasks to utilize the resources in a responsible manner.
- Employ appropriate practices to communicate effectively with customer, colleagues, and superiors to achieve a smooth workflow.
- Perform the tasks of basic routine check of the vehicle as per standard rules and regulations.
- Employ proper techniques for assisting the driver in minor troubleshooting of the vehicle while conforming to the standard rules and regulations
- Apply appropriate practices to clean and wash the vehicle.

Compulsory Modules

The table lists the modules, their duration and mode of delivery.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Bridge Module	05:00	00:00	00:00	-	05:00
Module 1: Introduction to Automotive Industry & Driving Assistant	05:00	00:00	00:00	-	05:00
ASC/N9809 – Organize Work and Resources (Road Transportation) NOS Version No. 1.0 NSQF Level 3	15:00	30:00	00:00	00:00	45:00
Module 2: Maintain Health, Hygiene and Safety Standard at the Workplace	10:00	20:00	00:00	00:00	30:00
Module 3: Perform Waste Disposal and Material Conservation Activities	05:00	10:00	00:00	00:00	15:00
ASC/N9808 – Interact Effectively with Colleagues and Customers (Road Transportation)	15:00	25:00	00:00	-	40:00

NOS Version No. 1.0 NSQF Level 3					
Module 4: Maintain Effective Communication at the Workplace	15:00	25:00	00:00	-	40:00
ASC/ N9702 – Clean and Perform Basic Routine Checks on the Vehicle NOS Version No. 1.0 NSQF Level 2	15:00	45:00	00:00	-	60:00
Module 5: Perform the Activities of Cleaning and Washing the Vehicle	08:00	25:00	00:00	-	33:00
Module 6: Perform Basic Technical Check and Assist the Driver in Repair Work	10:00	17:00	00:00	-	27:00
Total Duration	50:00	100:00	00:00	-	150:00

Module Details

Module 1: Introduction to Automotive Industry & Driving Assistant

Bridge Module

Terminal Outcomes:

- Outline the overview of Skill India Mission
- Describe the scope of Automotive Industry
- Define the role and responsibilities of Driving Assistant

Duration: 05:00	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the objectives and benefits of the Skill India Mission • Describe the scope of Indian Automotive Industry and its sub-sectors • Explain basic terminologies and road safety signs used in Road Transport and Automotive industry • Discuss job role, responsibilities and opportunities for a Driving Assistant in the Automotive Industry • Explain standard code of ethics and professional practices to be adhered by a Driving Assistant 	NA
Classroom Aids	
Whiteboard, Flip Chart, Markers, Duster, Projector, Laptop with charger, Projector screen, Power Point Presentation, 2.1 Laptop External Speakers.	
Tools, Equipment and Other Requirements	
NA	

Module 2: Maintain Health, Hygiene and Safety Standard at the Workplace

Mapped to ASC/N9809, v 1.0

Terminal Outcomes:

- Employ appropriate health, hygiene, and safety practices at workplace

Duration: 10:00	Duration: 20:00
<p>Theory – Key Learning Outcomes</p> <ul style="list-style-type: none"> • Discuss the ways to organize work as per standard health, safety and security policy and procedures. • Outline the concept and importance of personal and workplace hygiene. • Explain the ways to clean and sanitize the vehicle and related equipment. • List vital points to be checked to ensure proper functioning of the vehicle before commencing work. • List the causes of risks and potential hazards in the workplace and ways to prevent them. • List the components of the first-aid kit. • State the importance of self-isolation in the context of epidemic or pandemic situation. • Outline the purpose and usage of various Personal Protective Equipment (PPE) required at the workplace. • Recall the helpline number related to the women safety. • Explain the procedure to report accident, hazard and any health-related issues as per SOP. 	<p>Practical – Key Learning Outcomes</p> <ul style="list-style-type: none"> • Employ appropriate ways to keep vehicle clean, hygienic and hazard free. • Apply appropriate practices to check and ensure proper functioning of vehicle before commencing work. • Employ appropriate practices to check and ensure all equipment of the vehicle is properly connected before commencing the work • Prepare a sample report for vehicle repair and maintenance requirements as well as safety breaches. • Role play on how to report hygiene and sanitation issues to appropriate authority • Demonstrate how to provide first-aid in case of an accident. • Apply appropriate corrective measures in case of accident • Demonstrate the correct ways of washing hands using soap and water as well as sanitize them with alcohol-based sanitizers. • Show how to use and dispose of relevant protective equipment as per tasks and work conditions.
<p>Classroom Aids</p> <p>Training kit (Trainer guide, Presentations), White board, Marker, Projector screen, Power Point Presentation Laptop with charger, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.</p>	
<p>Tools, Equipment and Other Requirements</p> <p>Personal Protection Equipment: Safety glasses, Sanitization kit, Hand gloves, Face masks, Safety shield, Fire extinguisher, First aid kit, etc.</p>	

Module 3: Perform Waste Disposal and Material Conservation Activities

Mapped to ASC/N9809, v 1.0

Terminal Outcomes:

- Employ effective waste management practices
- Discuss various conservation practices at the workplace

Duration: 05:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • State the significance of greening. • List the common sources of pollution and ways to minimize it. • Discuss various types of waste (like dry, wet, recyclable, non-recyclable and items of single-use plastics) and usage of different colours of dustbins according to the waste type. • Elaborate the importance of using the material and water effectively and efficiently at the workplace. • List the ways to optimize usage of fuel (Petrol/diesel/CNG) in the vehicle. • Explain different methods to check spills/leakages of fuel (Petrol/diesel/CNG), oil/coolant or water from the vehicle. 	<ul style="list-style-type: none"> • Demonstrate waste disposal procedures at the workplace depending on the types of waste. • Apply appropriate techniques to check and plug spills/leakages in the vehicle. • Dramatize a situation on how to escalate vehicle poor fuel economy, decrease in oil level, coolant or any water/oil leakage issues to appropriate authority. • Show how to use resources in a responsible manner.
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, Projector screen, Power Point Presentation Laptop with charger, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.	
Tools, Equipment and Other Requirements	
Different type of waste bins to collect and segregate waste for disposal	

Module 4: Maintain Effective Communication at Workplace

Mapped to ASC/N9808, v 1.0

Terminal Outcomes:

- Explain professional protocols and etiquette of effective communication to be followed with customers, colleagues, and superiors.
- Discuss various ways to show sensitization towards different age groups, gender and persons with disabilities.

Duration: 15:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the importance of professionalism, etiquette, ethical behaviour and gender sensitive service practices at the workplace. • State the importance of effective communication and procedure for establishing good working relationships with supervisor and customers. • State the importance of identifying work requirements on the basis of instructions received from the supervisor. • Discuss the standard policy with regards to Persons with disability. • Discuss the importance of adhering to the policies related to physical ,verbal and Sexual harassment at the workplace. • Explain the importance of showing respect to personal space of others. • Discuss different ways of escalating unresolved problems and analysing feedback from superiors as well as from customers. 	<ul style="list-style-type: none"> • Demonstrate the standard procedure to welcome and greet the customers. • Role play a situation on how to acknowledge and address customers dis-satisfactions and complaints effectively. • Role play a situation on how to communicate with customers, colleagues and others of different ages, genders and differently abled people as well as per specification. • Role play on how to escalate unresolved problems to superiors. • Dramatize a situation on how to report the completed trips and other data to the supervisor
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, Projector screen, Power Point Presentation Laptop with charger, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.	
Tools, Equipment and Other Requirements	
Sample of escalation matrix and Organisation structure.	

Module 5: Perform the Activities of Cleaning and Washing the Vehicle

Mapped to ASC/N9702, v 2.0

Terminal Outcomes:

- Demonstrate the cleaning and washing activities of the vehicle as per standard procedure.

Duration: 08:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the procedure to wash external structure of the vehicle such as the outer body, tyres, windshield, outside rear view mirror, etc. • Explain procedure to be performed on the vehicle prior to washing like rubbing foam on surface, using liquid to clean surface, remove dirt/debris etc. Discuss the precautions to be taken while washing a vehicle and protecting paint and other vital components, ensuring that the water does not enter inside engine chamber,, spark plug, starter motor, alternator, horn, distributor etc. • List the types of surfactants and cloth to be used for the vehicle cleaning process • Describe procedure to clean the internal parts of the vehicle like dashboard, instrument panel, seats, steering wheel, floor mats, roof etc. 	<ul style="list-style-type: none"> • Show how to check for water supply in the pipe and ensure optimum pressure is maintained through the nozzle after starting the water supply source • Demonstrate how to wash external body of the vehicle such as doors, side panels, roof, tyres, windshield, outside rear view mirror, etc. thoroughly with running water to remove settled dirt/dust • Show how to rub the surfactant (washing liquid) on the wet external surface of the vehicle properly using a micro fiber cloth to clean settled dirt and spray the running water evenly on the surfactant applied parts of the vehicle to wash out the residue deposited on the vehicle completely • Demonstrate how to wipe and dry the external body of the vehicle with clean micro fiber cloth as well as the internal parts like dashboard, instrument panel, seats, steering wheel, floor mats, roof etc. • Apply proper practice for ensuring that there are no visible stains/marks on the vehicle after washing • Dramatize how to report loose/broken/missing parts like floor mats, wheel cover, mountings, seals, bolts/nuts, chassis fasteners, etc. or scratches/dents to the authorized person
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, Projector Screen, Laptop with charger, Power Point Presentation, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.	
Tools, Equipment and Other Requirements	
Vehicle and its spare parts, Surfactants, Microfiber cloth, etc.	

Module 6: Perform Basic Technical Check and Assist the Driver in Repair Work

Mapped to ASC/N9702, v 2.0

Terminal Outcomes:

- Apply appropriate practices to perform basic technical check on the vehicle as per standard procedure.
- Employ applicable inspection methods to check the interior and exterior of the vehicle for any damage.
- Apply appropriate practices to assist the driver in maintaining logs, servicing or minor repairs

Duration: 10:00	Duration: 17:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the procedure to perform technical checks on a vehicle • Discuss the standard checklist for ensuring correct levels of the engine oil, coolant, battery fluid level, brake oil, power steering, windshield storage tank and proper functioning of brake/clutch • List the constituents of a tool box • Discuss the importance for informing the driver in case of any problem observed during the routine check-up of the vehicle in any of the checkpoints • State the significance of keeping and providing the required tools and equipment to the driver for rectifying any fault/repairs • Discuss the procedure of assisting driver in maintaining logs, servicing or minor repairs 	<ul style="list-style-type: none"> • Show how to check correct levels of the engine oil, coolant, battery fluid level, brake oil, windshield storage tank, power steering oil and proper functioning of brake/clutch • Demonstrate how to check vehicle tyres for any wear ,optimum depth of the tyre thread and spare tyre air pressure • Apply appropriate inspection techniques to check proper functioning of all lights, wipers, and horn as well as exterior and interior parts of the vehicle properly for any damages to body panels, windshield, door glass, and mirrors • Show how to check the tool box and confirm the availability of all the hand tools including jack, props, wheel choke, etc. • Dramatize a situation on how to report to the driver in case of any malfunctioning or any problem observed during the routine check-up of the vehicle in any of the checkpoints • Show how to assist the driver in strenuous jobs like lifting of vehicle by jack in case of punctured tyre replacement, opening of screws and fixtures for lights, wiper, loading/unloading of goods, etc. • Demonstrate how to provide assistance to the driver in filling the engine oil/brake oil/coolant and other fluids to ensure optimum levels for proper functioning and maintain a list of all

	deliveries
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, Projector, Laptop with charger, Presentation, Participant Handbook and Related Standard Operating Procedures, 2.1 Laptop External Speakers.	
Tools, Equipment and Other Requirements	
Vehicle, Related spare parts, Toolbox, etc.	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
12th	Any discipline	2	Driving	1	Driving	Should have 5 years old driving license of the same category
12th	Any discipline	3	Driving	0	Driving	
Certificate-NSQF LEVEL-4	Commercial Vehicle Driver/ Taxi Driver/ Auto Rickshaw Driver/ Forklift Operator	2	Driving	1	Driving	

Trainer Certification	
Domain Certification	Platform Certification
“Driving Assistant”, “ASC/Q9701, Version 2.0”, Minimum accepted score is 80%	“Trainer”, “MEP/Q2601, V1.0” with a scoring of minimum 80%

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
12th	Any discipline	3	Driving	1	Driving	Should have 5 years old driving license of the same category
12th	Any discipline	4	Driving	0	Driving	
Certificate- NSQF LEVEL 4	Commercial Vehicle Driver/ Taxi Driver/ Auto Rickshaw Driver/ Forklift Operator	3	Driving	1	Driving	

Assessor Certification	
Domain Certification	Platform Certification
“Driving Assistant”, “ASC/Q9701, Version 2.0”, Minimum accepted score is 80%	“Assessor”, “MEP/Q2701, V1.0” with the scoring of minimum 80%

Assessment Strategy

This section includes the processes involved in identifying, gathering and interpreting information to evaluate the learner on the required competencies of the program.

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
- If the batch size is more than 30, then there should be 2 Assessors.

2. Testing Environment: Assessor must:

- 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.
- 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.

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 and are stored in the Hard Drives

Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
OS	Occupational Standard
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
TVET	Technical and Vocational Education and Training
SOP	Standard Operating Procedure
OEM	Original Equipment Manufacturer
PPE	Personal Protective Equipment
GPS	Global Positioning System
RTO	Regional Transport Office
CMVR	Central Motor Vehicles Rules
HMI	Human Machine Interface
EIC	Electronic Instrument Cluster