



QUALIFICATION FILE

Gym Equipment Service Technician

Short Term Training (STT) Long Term Training (LTT) Apprenticeship

Upskilling Dual/Flexi Qualification For ToT For ToA

General Multi-skill (MS) Cross Sectoral (CS) Future Skills OEM

NCrF/NSQF Level: 4

Submitted By:

Sports, Physical Education, Fitness and Leisure Sector Skill Council (SPEFL-SC)
207, DLF Galleria Mall, Mayur Vihar Extension, Delhi- 110091

Table of Contents

Section 1: Basic Details	3
Section 2: Module Summary	6
NOS/s of Qualifications	6
Mandatory NOS/s:.....	6
Assessment - Minimum Qualifying Percentage	6
Section 3: Training Related.....	7
Section 4: Assessment Related	7
Section 5: Evidence of the need for the Qualification	7
Section 6: Annexure & Supporting Documents Check List.....	8
Annexure: Evidence of Level	9
Annexure: Tools and Equipment (Lab Set-Up)	12
Annexure: Industry Validations Summary	13
Annexure: Training & Employment Details	14
Annexure: Blended Learning.....	16
Annexure: Detailed Assessment Criteria	16
Annexure: Assessment Strategy.....	26
Annexure: Acronym and Glossary	27

Section 1: Basic Details

1.	Qualification Name	Gym Equipment Service Technician																
2.	Sector/s	Sports																
3.	Type of Qualification: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: <i>(change to previous, once approved)</i>	Qualification Name of existing/previous version:															
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>	NA																
5.	National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i>		6. NCrF/NSQF Level: 4															
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>	Certificate																
8.	Brief Description of the Qualification	Gym equipment service technician is the advance support professionals to the field technicians who cater to the day-to-day gym equipment repair requirement of various customers. Individuals in this role defines work processes and provides regular advice and guidance. They are also required to perform advance and complex equipment related issues including installing, configuring, diagnosing, repairing, and upgrading all organizational hardware and equipment ensuring optimal customer satisfaction. They also troubleshoot problem areas in a timely and accurate fashion and provide end-user training and assistance where required.																
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>12th Class</td> <td>1 Year of relevant experience</td> </tr> <tr> <td>2.</td> <td>10th Class</td> <td>2 Year of relevant experience</td> </tr> <tr> <td>3.</td> <td>10th grade pass with two years of any combination of NTC/NAC/CITS or equivalent</td> <td></td> </tr> <tr> <td>4.</td> <td>Certificate-NSQF, Level 3-Gym Equipment Service Technician (Junior)</td> <td>3 Years of relevant experience</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	12th Class	1 Year of relevant experience	2.	10th Class	2 Year of relevant experience	3.	10th grade pass with two years of any combination of NTC/NAC/CITS or equivalent		4.	Certificate-NSQF, Level 3-Gym Equipment Service Technician (Junior)	3 Years of relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																
1.	12th Class	1 Year of relevant experience																
2.	10th Class	2 Year of relevant experience																
3.	10th grade pass with two years of any combination of NTC/NAC/CITS or equivalent																	
4.	Certificate-NSQF, Level 3-Gym Equipment Service Technician (Junior)	3 Years of relevant experience																
		b. Age: 18																
10.	Credits Assigned to this Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>	15	11. Common Cost Norm Category (I/II/III) <i>(wherever applicable): NA</i>															

12.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>																											
13.	Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <i>(Refer Blended Learning Annexure for details)</i> <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Man. (Hours)</th> <th>OJT Rec. (Hours)</th> <th>ES (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>90</td> <td>210</td> <td>90</td> <td>-</td> <td>60</td> <td>450</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Man. (Hours)	OJT Rec. (Hours)	ES (Hours)	Total (Hours)	Classroom (offline)	90	210	90	-	60	450	Online						
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Man. (Hours)	OJT Rec. (Hours)	ES (Hours)	Total (Hours)																						
Classroom (offline)	90	210	90	-	60	450																						
Online																												
14.	Aligned to NCO/ISCO Code/s <i>(if no code is available mention the same)</i>	NCO-2015/3423.0200																										
15.	Progression path after attaining the qualification <i>(Please show Professional and Academic progression)</i>	Level-5 (Vertical)- Gym Equipment Service Supervisor																										
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																										
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																										
18.	Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability:																										
19.	How Participation of Women will be Encouraged	<p>In India, encouraging the participation of women in the Gym Equipment Service Technician job-role requires addressing specific challenges and taking into account the prevalent scenarios. Here are some practical strategies that can be implemented:</p> <ol style="list-style-type: none"> 1. Women-centric skill development programs: Collaborate with vocational training institutes and organizations to implement skill development programs specifically targeted at women interested in equipment servicing. These programs should focus on practical training in machine operation, assembly techniques, quality control, and safety protocols, providing women with the necessary skills to excel in the job-role. 2. Government incentives and support: Advocate for government incentives and support for companies hiring and training women in equipment servicing. This could include subsidies for training programs, and financial assistance for setting up women-centric servicing units 3. Addressing safety concerns: Establish stringent safety protocols and provide a safe working environment for women in the servicing units 4. Collaborations with women's organizations: form partnerships with women's organizations and NGOs working towards women's empowerment. 																										

		5. Flexibility in working hours: Recognize the responsibilities women may have outside of work and provide flexible working hours. This could include options for part-time work, job-sharing arrangements, or shift timings that accommodate their personal commitments.
20.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
22.	Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Priya Dwivedi Email: Priya.dwivedi@sportsskills.in Contact No.: 011-47563351 Website: www.sportsskills.in
23.	Final Approval Date by NSQC: 31/08/2023	24. Validity Duration: 3 Years 25. Next Review Date: 31/08/2026

Section 2: Module Summary

NOS/s of Qualifications*(In exceptional cases these could be described as components)*

SPF/N8121: Support in planning and scheduling junior field service technicians to the task

SPF/N8122: Support junior field technicians for complex equipment repair issues

SPF/N1169: Improve workplace resource usage

DGT/VSQ/N0102: Employability Skills (60 Hours)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer to the curriculum document.

Th.-Theory Pr.-Practical OJT-On the Job Man.-Mandatory Training Rec.-Recommended Proj.-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/N SQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Support in planning and scheduling junior field service technicians to the task	SPF/N8121, v1.0	Core	4	1	45	105	45	-	195	25	75			100	22
2.	Support junior field technicians for complex equipment repair issues	SPF/N8122, v1.0	Core	4	5	30	90	45	-	165	67	183			250	56
3.	Improve workplace resource usage	SPF/N1169, v1.0	Non-core	3	1	15	15	-	-	30	20	30			50	11
4.	Employability Skills (60 Hours)	DGT/VSQ/N0102, v1.0	Non-core	4	2	30	30	-	-	60	20	30			50	11
Duration (in Hours) / Total Marks					4	15	120	240	90	450	132	318			450	100

Assessment - Minimum Qualifying Percentage*Please specify **any one** of the following:***Minimum Pass Percentage – Aggregate at qualification level: 70 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)**

Minimum Pass Percentage – NOS/Module-wise: 70 % (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	12th Class with specialization as a Gym Equipment Technician with 1 year of academic/industry experience and 1 year of training experience.
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	12th Class with specialization as a Gym Equipment Technician with 2 years of academic/industry experience and 2 years of training experience.
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	12th Class with specialization as a Gym Equipment Technician with 2 years of academic/industry experience and 2 years of training experience.
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	
4.	Assessment Mode (Specify the assessment mode)	Theoretical and Practical Assessment
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Work in Progress
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):
3.	Government /Industry initiatives/ requirement (Yes/No): Yes

4.	Number of Industry validation provided: 30
5.	Estimated nos. of persons to be trained and employed: 200 in three years
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: If “No”, why: SPEFL-SC submitted the qualification for the line ministry concurrence.

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	Yes
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Yes
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Yes
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Yes
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is “Blended Learning”)</i>	-
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	-
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	Yes
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Yes
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	Yes
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	Yes
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	Yes
12.	Any other document you wish to submit:	

Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
<p>Professional Theoretical Knowledge/Process</p>	<p>The Gym Equipment Service Technician conduct a job analysis of gym field service technicians and determines the expertise required for each job. They adopt the ways to make timely interventions to avert any issue before it escalates into major hold-ups and delays</p>	<p>The job requires well-developed skills, with a clear choice of procedures in familiar context which involves the inspection and assistance to the clients. The store sales executive-sports requires knowledge, skills and aptitudes that are needed to carry out equipment servicing.</p>	<p>4</p>

Professional and Technical Skills/ Expertise/ Professional Knowledge	<p>The Gym Equipment Service Technician categorize gym field service technicians based on their experience and skill-sets. They also make an estimate on the time required for repair of specific gym equipment (e.g. treadmill motor, belt, pulley, cables of weight machines, etc.)</p>	<p>The Gym Equipment Service Technician must have knowledge of facts, principles, processes and general concepts, in a field of work or study. The Gym Equipment Service Technician is responsible for completion of their own work and expected to learn and improve their performance on the job. They will require well-developed practical and cognitive skills to complete their work such as creating training schedules based on the age, abilities and skill levels of the clients. They may also have some responsibility for others' work and learning like those of the clients and sometimes the PATs who might be assisting them.</p>	4
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<ol style="list-style-type: none"> 1. speak with others using some basic English phrases or sentences. 2. follow good manners while communicating with others 3. communicate and behave appropriately with all genders and PwD 4. calculate income, expenses, savings etc. <p>use internet and social media platforms securely and safely</p> <ol style="list-style-type: none"> 5. identify customer needs and address them appropriately 	<p>Recall and demonstrate practical skill, routine and repetitive in a narrow range of application, using appropriate tools.</p>	4

Broad Learning Outcomes/Core Skill	The Gym Equipment Service Technician discusses the process of troubleshooting a gym equipment. They discuss the implications of not following manufacturer's instruction during assembly and installation of gym equipment	Desired mathematical skill; understanding of social, political; and some skill of collecting and organising information, communication. S/he must be able to communicate and demonstrate the previous knowledge and skills in the occupation, and know the application of facts, principles, processes and general concepts in the occupation. They are expected to conduct themselves in ways which show an understanding of the social and political environment.	4
Responsibility	The Gym Equipment Service Technicians are responsible for providing a good service experience to the clients. They troubleshoot the issue correctly and initiates the work as per the requirement.	Responsibility for own work and learning and some responsibility for others' works and learning. They are expected to understand the quality of the work that needs to be delivered. They are expected to operate hygienically and demonstrate an understanding of environmental issues. They will take account of health and safety issues as they affect the work they carry out or supervise.	4

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	First aid kit	Standard	1
2	Wrench (all sizes)	Standard	2 set
3	Screwdriver – set, hammer (wooden, rubber, steel)	Standard	1 set
4	Allen key set	Standard	1
5	Crank puller	Standard	1
6	Bottom bracket puller	Standard	1
7	Retaining ring pliers	Standard	1
8	T-bar	Standard	1
9	Pedal crank arm removal tool with handle	Standard	1
10	Industrial single needle lock-stitch sewing machi gym cable wire rope cutters	Standard	1
11	Low viscosity adhesive	Standard	1 bottle
12	Power jog motor clamp tool	Standard	1 set
13	Heavy duty knife blades	Standard	1
14	Hot melt glue gun	Standard	1
15	Bolt extractor set	Standard	1
16	Hacksaw blades	Standard	1
17	Wire brush	Standard	1
18	Needle files	Standard	1
19	Pin punch set	Standard	1
20	Engineers' scribe	Standard	1
21	Telescopic grease gun	Standard	1
22	long handled gym cable crimping tool	Standard	1
23	Lubricant	Standard	1
24	Cleaning cloth	Standard	1
25	Petroleum jelly	Standard	1
26	Silicone spray	Standard	1
27	Graphite (dry lubricant)	Standard	1
28	Toolbox	Standard	1
29	Machine oil	Standard	1
30	Packaging Equipment	Standard	1
31	Sanitizing agents	Standard	1 litre
32	Gloves	Standard	30
33	Safety goggles	Standard	30

34	Ladder	Standard	1
----	--------	----------	---

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Laptop
2. Whiteboard
3. Marker
4. Projector
5. Chart paper
6. Clipboards
7. Height & Weight chart

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	Cosco Polymers Industries Private Ltd.	Neeraj Jain	Managing Director	Roop Nagar, Delhi	011-23843000	mail@cosco.in	
2.	FICCI	Pranav Yadav	Assistant Director	Federation House, tansen marg, Delhi	9911132393	Pranav.yadav@ficci.com	
3.	ACME India	Santosh P. Channalwar	Director	Acme India Microsys Pvt Ltd, 1st Floor, Zunjarrao Building, Above Deccan Tailor, Zunjarrao Market, Kalyan West, Dist : Thane, Maharashtra, www.acmeskillsindia.com	9987933332	director@acmeskillsindia.com	
4.	Proskills Global Skill Developers Pvt Ltd	Supriya Mishra	Operations Head	Proskills Global Skill Developers Pvt Ltd, A 005,004 Shree Krishna Villa, Near Durga Nagar Complex ,	7777052578	proskillsindia@gmail.com	

				Chinchpada, Kalyan East, Dist : Thane, Maharashtra, www.proskillsindia.com			
5.	Kaahilan Pvt. Ltd.	Rajani kant	Chief Executive Officer	Housing Society, Mahada Colony, Andheri- Mumbai	98201154757	Rajni.kant@rozgarkhoj.com	
6.	Cosco India Limited	Nitian Yadav	Sales Representative	Roop Nagar, Delhi-110007	9999734533	mail@cosco.in	
7.	Nelco India Pvt. Ltd.	Abhishek Mishra	Zonal Head	Delhi Road, Meerut-250002	+91-121-2511149	sales@nelcoworld.com	
8.	Garg Sports Pvt. Ltd.	Manas Rastogi	Business Executive	Khasra No. 867, Village- Datawli, Meerut	080-486034373	info@gargsports.com	
9.	MPS Sports Equipment Pvt. Ltd.	Subhash Yadav	Chief	Vikas Nagar, Mehta Enclave, New Delhi	9136735802		
10.	SportsFitIndia	Sumit Saini	Customer Manager	Sector 5, Noida	9205303733	sales@sportsfitindia.com	
11.	Vinex	A Bhalla	Chief Executive for Production	A1/1Udyogpuram Industrial Estate, Delhi road, Meerut	+91-121-2441111	info@vinex.co.in	

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
1	50	50	10	10	-	-
2	75	75	15	15	-	-
3	75	75	15	15	-	-

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

- 1.
- 2.

Content availability for previous versions of qualifications:

Participant Handbook Facilitator Guide Digital Content Qualification Handbook Any Other:

Languages in which Content is available:

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge		
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners		
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice		
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

SPF/N8121: Support in planning and scheduling junior field service technicians to the task

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain effective scheduling process to meet customer demand</i>	8	24	-	-
PC1. categorize field service technicians based on their experience and skill-sets	1	3	-	-

PC2. conduct job analysis and determine the expertise required for each job	1	3	-	-
PC3. track time to complete specific tasks and work orders	1	3	-	-
PC4. commit to delivering work orders depending on technician availability	1	3	-	-
PC5. set technical standards to ensure high quality of service	1	3	-	-
PC6. create monitoring KPIs (Key Performance Indicators) such as first call resolution, back jobs, average response time, average resolution time, etc.	1	3	-	-
PC7. classify jobs based on the priority and nature of each job, eg. urgency, scope of work, regular maintenance, etc.	1	3	-	-
PC8. ensure push notifications are sent to inform customers and other stakeholders on planned maintenance	1	3	-	-
<i>Promote field technician productivity and efficiency</i>	11	33	-	-
PC9. match technician's skills and expertise with the job	1	3	-	-
PC10. assist novice technicians remotely for minor tasks	1	3	-	-
PC11. cluster assignments by geographical area to reduce the time technicians spend on the road	1	3	-	-
PC12. maintain real-time updates with field technicians soon as they encounter any issue, enabling prompt resolution	1	3	-	-
PC13. track the activities of field technicians for timely intervention	1	3	-	-
PC14. ensure the scheduling does not cause frustration or stress for employees to avoid burnout	1	3	-	-
PC15. support the technician to deliver optimal output by rewarding for prompt completion of tasks	1	3	-	-
PC16. develop performance standards by rewarding top performers	1	3	-	-

PC17. develop an action plan to boost productivity, taking the technician into confidence	1	3	-	-
PC18. involve the technician as part of the process, feedback and consider their suggestions on scheduling standards	1	3	-	-
PC19. offer skill refresher courses, to update technicians on the latest technologies	1	3	-	-
<i>Maintain hygiene and sanitation</i>	6	18	-	-
PC20. ensure personal hygiene	1	3	-	-
PC21. ensure equipment, workshop, etc. are sanitized before and after the usage	1	4	-	-
PC22. guide others about hygiene and sanitation workplace requirements	1	4	-	-
PC23. report advanced hygiene and sanitation issues to appropriate authority	3	7	-	-
NOS Total	25	75	-	-

SPF/N8122: Support junior field technicians for complex equipment repair issues

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Repair cable motion weight machines parts and attachments</i>	21	53	-	-
PC1. inspect cables, pulleys, crimps, thimbles, stake-eyes, ball stops, and weight pins should show no visible signs of wear or misalignment	1	2	-	-
PC2. inspect the rubber grips on the equipment and all attachments for wear and slippage	1	2	-	-
PC3. adjust the belts and cables for proper tension and damage	1	2	-	-
PC4. fix any adjustable seat/pad mechanism for proper locking pin operation	1	2	-	-

PC5. align improper frame movement	1	2	-	-
PC6. change pulleys if there are visible sign of wear or damage	1	2	-	-
PC7. flip the pulley to correct belt position if a belt is rubbing against the sides of the pulley	1	2	-	-
PC8. loosen bolts on 'fold over' clamp or 'barrel' clamp	1	2	-	-
PC9. pull any slack out of the belt using pliers on the cut end of the belt pull to remove the slack	1	2	-	-
PC10. inspect the attachment hardware for the bars and other pieces to the cable	1	2	-	-
PC11. replace worn and non-functioning snap hook links, s and c hooks	1	3	-	-
PC12. adjust seat/pad mechanism for proper locking pin operation	1	3	-	-
PC13. adjust magnet and/or replace batteries (2 aa) if the rep counter reading are incorrect	1	3	-	-
PC14. clean and lubricate guide rods using aerosol on the glute, leg press, calf extension	1	3	-	-
PC15. clean and lubricate the seat guide rails	1	3	-	-
PC16. loosen/loosen the jam nut using wrench and remove the weight stack pin	1	3	-	-
PC17. tighten cable bolt until head plate begins to move (lifts up)	1	3	-	-
PC18. perform exercise to set cable, put as much weight on as possible	1	3	-	-
PC19. check cable tension with your finger pushing the cable from side to side to check if the tension is proper (weight stack lifts (moves) when pushing the cable no more than 1 inch from the center the cable is tensioned properly)	1	3	-	-
PC20. adjust to make sure weight stack pin goes into every hole without hitting the bayonet	1	3	-	-
PC21. document any instances of frayed cables, misaligned pulleys, loose cable crimps. etc., and the unit close until repairs and/or replacement is complete	1	3	-	-

<i>Repair treadmill S-drive treadmill, and climb-mill</i>	16	48	-	-
PC22. run routine troubleshoot	1	3	-	-
PC23. check the unit for level	1	3	-	-
PC24. inspect the power cord and power cord bracket for damage (bracket only on 5 & 7 series frame)	1	3	-	-
PC25. test the emergency stop and tether	1	3	-	-
PC26. check the tension and alignment of the running belt	1	3	-	-
PC27. check all connecting joint areas for hardware tightness	1	3	-	-
PC28. wipe down the exposed sides of the running deck with a microfiber cloth	1	3	-	-
PC29. wipe down the motor cover and console area including the hand grips using a recommended cleaner	1	3	-	-
PC30. clean the touch screen consoles using a microfiber cloth and recommended screen cleaner	1	3	-	-
PC31. clean vacuum motor cover, including the fan on the bottom, under and around the unit while unplugged	1	3	-	-
PC32. test the safety features (control zone, frame ir sensor and proximity sensor)	1	3	-	-
PC33. check sled and parachute levers for resistance	1	3	-	-
PC34. inspect running belt and deck for damage and/or wear	1	3	-	-
PC35. test running belt/deck for proper lubrication	1	3	-	-
PC36. replace damaged belt	1	3	-	-
PC37. replace damaged motor	1	3	-	-
<i>Repair cardio bikes, elliptical/ascent</i>	15	45	-	-
PC38. run routine troubleshoot	1	3	-	-

PC39. check the unit for stability and adjust the levelling	1	3	-	-
PC40. check all connecting joint areas for hardware tightness including the pedals	1	3	-	-
PC41. clean and grease the seat guide rods using super lube aerosol (hybrid only)	1	3	-	-
PC42. inspect and tighten all hardware, protective covers, straps, seats, handle bars, etc.	1	3	-	-
PC43. examine the pull pins in the frame for marring and excessive wear (to adjust the seat, handle bars, and even the resistance for the bike)	1	3	-	-
PC44. remove the flywheel cover and inspect the resistance pads for debris and wear	1	3	-	-
PC45. use a silicon lubricant per the manufacturers' suggested maintenance guide for the pads	1	3	-	-
PC46. wipe down the entire unit including the footpads so it is free of dust, dirt and sweat (units with rubber footpad inserts, remove and clean underneath)	1	3	-	-
PC47. clean the touch screen consoles using a microfiber cloth and recommended screen cleaner	1	3	-	-
PC48. vacuum under and around the unit. if you need to move it, make sure to unplug the unit first	1	3	-	-
PC49. check the unit for stability and adjust the levelling feet if necessary	1	3	-	-
PC50. check all connecting joint areas for hardware tightness	1	3	-	-
PC51. remove the service shrouds (hub) and vacuum out the entire area and inspect for belt damage	1	3	-	-
PC52. replace damaged or malfunctioning belt	1	3	-	-
<i>Repair cardio stepper, rower</i>	9	27	-	-
PC53. run routine troubleshoot	1	3	-	-

PC54. check the unit for stability and adjust the levelling feet if necessary	1	3	-	-
PC55. check all connecting joint areas for hardware tightness	1	3	-	-
PC56. check the unit for stability and adjust the levelling feet if necessary	1	3	-	-
PC57. check all connecting joint areas for hardware tightness	1	3	-	-
PC58. remove the shrouds and vacuum out the entire area	1	3	-	-
PC59. inspect rower handle and rope for damage	1	3	-	-
PC60. inspect shrouds for damage	1	3	-	-
PC61. repair maged or malfunctioning shrouds	1	3	-	-
Work effectively with others	6	10		
PC62. interact (verbal, non-verbal and written) in a gender, disability, and culturally sensitive manner	2	3	-	-
PC63. promote a safe and interactive environment	2	3	-	-
PC64. identify and report inappropriate behaviour (e.g. sexual harassment) to appropriate authority	2	4	-	-
NOS Total	67	183	-	-

SPF/N1169: Improve workplace resource usage

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>conservation procedures for materials</i>	4	12	-	-
PC1. determine ways to optimize usage of material including water in various tasks/activities/processes	1	3	-	-
PC2. examine various tasks/activities/processes for spills/leaks	1	3	-	-

PC3. eliminate spills/leaks and escalate to appropriate authorities if they cannot be corrected	1	3	-	-
PC4. conduct routine cleaning of tools, machines, and equipment	1	3	-	-
power conservation practices	8	10	-	-
PC5. determine ways to optimize usage of electricity/energy in various tasks/activities/processes	2	3	-	-
PC6. ensure if the equipment/machine is functioning normally before commencing work and rectify wherever required	2	2	-	-
PC7. report equipment malfunctions (fumes/sparks/emission/vibration/noise) and lapses in maintenance	2	2	-	-
PC8. ensure that all electrical equipment and appliances are correctly connected and turned off when not in use	2	2	-	-
waste management/recycling procedures	8	8	-	-
PC9. determine recyclable and non-recyclable, and hazardous waste generated	2	2	-	-
PC10. separate waste into different categories	2	2	-	-
PC11. discard non-recyclable waste appropriately	2	2	-	-
PC12. store recyclable and reusable materials in a designated spot	2	2	-	-
Total Marks	20	30	-	-

DGT/VSQ/N0102: Employability Skills (60 Hours)

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Introduction to Employability Skills	1	1		
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
PC2. identify and explore learning and employability portals				
Constitutional values – Citizenship	1	1	-	-

PC3. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
PC4. follow environmentally sustainable practices				
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment				
PC6. explain 21st Century Skills such as Self Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone				
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English				
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2		
PC10. understand the difference between job and career				
PC11. prepare a career development plan with short- and long-term goals, based on aptitude				
<i>Communication Skills</i>	2	2		
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-		
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-

PC15. communicate and behave appropriately with all genders and PwD	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3		
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-		
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-		
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation				
<i>Essential Digital Skills</i>	3	4		
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-		
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-		
PC22. use basic features of word processor, spreadsheets, and presentations				
<i>Entrepreneurship</i>	2	3		
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-		
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-		
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity				
<i>Customer Service</i>	1	2		
PC26. identify different types of customers	-	-		
PC27. identify and respond to customer requests and needs in a professional manner.	-	-		
PC28. follow appropriate hygiene and grooming standards	-	-		

<i>Getting ready for apprenticeship & Jobs</i>	2	3		
PC29. create a professional Curriculum vitae (Résumé)	-	-		
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-		
PC31. apply to identified job openings using offline /online methods as per requirement	-	-		
PC32. answer questions politely, with clarity and confidence, during recruitment and selection				
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements				
NOS TOTAL	20	30	-	-

Annexure: Assessment Strategy

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

Mention the detailed assessment strategy in the provided template.

<1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on 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:

- Check the Assessment location, date and time
- 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.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria

- 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

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module (which covers the job profile of Automotive Service Assistant Technician) will be assessed separately.
2. The candidate must score 60% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
 -
4. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
------	-------------

National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf