



Model Curriculum

QP Name: Elderly Caretaker (Non-Clinical)

QP Code: DWC/Q0801

QP Version: 3.0

NSQF Level: 3

Model Curriculum Version: 1.0

Domestic Workers Sector Skills Council of India
A-15, FIEE Complex, Okhla Industrial Area, Phase-II, New Delhi-110020

Table of Contents

| | |
|--|----|
| Training Parameters..... | 3 |
| Program Overview | 4 |
| Training Outcomes..... | 4 |
| Compulsory Modules..... | 4 |
| Module Details..... | 6 |
| Module 1: Introduction to Domestic Workers Sector and Elderly Caretaker (Non-Clinical) | 6 |
| Module 2: Activities of Daily Life (ADL), Personal Hygiene and Recreational/ Health Activities | 7 |
| Module 3: Cleaning Activities and Tidying Up of the Room..... | 8 |
| Module 4: Safe, Secure and Hygienic Environment for the Elderly Person..... | 9 |
| Module 5: Effective Communication, specific to Elderly Persons | 10 |
| Module 6: Hygiene and Work Etiquette | 11 |
| Module 7: Clean and Secure Working Environment..... | 12 |
| Module 8: DGT/VSQ/N0102: Employability Skills | 12 |
| Annexure..... | 13 |
| Trainer Requirements | 13 |
| Assessor Requirements..... | 14 |
| Assessment Strategy..... | 15 |
| References | 16 |
| Glossary..... | 16 |
| Acronyms and Abbreviations..... | 17 |

Training Parameters

| | |
|---|--|
| Sector | Domestic Workers Sector Skill Council |
| Sub-Sector | Caregiving (Non-Clinical) |
| Occupation | Elderly Care (Non-Clinical) |
| Country | India |
| NSQF Level | 3 |
| Aligned to NCO/ISCO/ISIC Code | NCO-2015 /5322.9900 |
| Minimum Educational Qualification and Experience | <p>10th Grade Pass OR 8th Grade pass and pursuing continuous schooling in regular school (in case of 2 year program) OR 9th Grade pass and pursuing continuous schooling in regular school OR 9th Grade pass with 1 year of relevant experience OR 8th Class pass with 2 year of relevant experience OR 5th Class Pass with 5 years of relevant experience OR Previous relevant Qualification of NSQF Level 2.5 with 1.5 Year of relevant experience OR Previous relevant Qualification of NSQF Level 2 with 3 Year of relevant experience</p> |
| Pre-Requisite License or Training | Nil |
| Minimum Job Entry Age | 18 years |
| Last Reviewed On | 25/03/2021 |
| Next Review Date | 25/03/2024 |
| NSQC Approval Date | 25/03/2021 |
| QP Version | 3.0 |
| Model Curriculum Creation Date | 25/03/2021 |



| | |
|--|----------------------|
| Model Curriculum Valid Up to Date | 25/03/2024 |
| Model Curriculum Version | 1.0 |
| Minimum Duration of the Course | 360 Hours, 0 Minutes |
| Maximum Duration of the Course | 480 Hours, 0 Minutes |

Program Overview

Terminal Outcome

At the end of the program, the learner should have acquired the listed knowledge and skills:-

- Manage activities of daily life (ADL), health, recreation and personal hygiene of the elderly persons.
- Methods of daily cleaning activities and tidying up of the room.
- Development and sustenance of safe, secure and hygienic environment for the elders.
- Effectively communicate and build relations with the elderly person, their social network and healthcare people.
- Maintain standards of hygiene and work etiquette.

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 |
|---|-----------------|--------------------|--|--|----------------|
| DWC/N0805 – Assisting elderly persons with activities of daily life (ADL), personal hygiene and recreational/ health activities NOS Version No. 2.0 NSQF Level 3 | 30:00 | 60:00 | 00:00 | - | 90:00 |
| Module 1: Introduction to Domestic Workers Sector and Elderly Caretaker (Non- Clinical) Mapped to Bridge Module | 05:00 | 10:00 | 00:00 | - | 15:00 |
| Module 2: Activities of Daily (ADL), Personal Hygiene and Recreational/ Health Activities | 25:00 | 50:00 | 00:00 | - | 75:00 |
| DWC/N0803 – Cleaning activities, tidying up of the room and establish a safe and hygienic environment for the elders NOS Version No. 2.0 NSQF Level 3 | 30:00 | 60:00 | 00:00 | - | 90:00 |
| Module 3: Cleaning Activities and Tidying up of the Rooms | 15:00 | 30:00:00 | 00:00 | - | 45:00 |

| | | | | | |
|---|---------------|---------------|--------------|---------------|---------------|
| Module 4: Safe, Secure and Hygienic Environment for the Elderly Person | 15:00 | 30:00:00 | 00:00 | - | 45:00 |
| DWC/N0804 – Building effective communication and relation with the elderly person, their social network and healthcare people NOS Version No. 2.0 NSQF Level 3 | 20:00 | 40:00 | 00:00 | - | 60:00 |
| Module 5: Effective Communication specific to Elderly Persons | 20:00 | 40:00 | 00:00 | - | 60:00 |
| DWC/N9902 – Display standards of hygiene and work etiquettes NOS Version No. 2.0 NSQF Level 3 | 10:00 | 20:00 | 00:00 | - | 30:00 |
| Module 6: Hygiene and Work Etiquettes | 10:00 | 20:00 | 00:00 | - | 30:00 |
| DWC/N9903 – Maintain a clean and secure working environment NOS Version No. 2.0 NSQF Level 3 | 10:00 | 20:00 | 00:00 | - | 30:00 |
| Module 7: Clean and Secure Working Environment | 10:00 | 20:00 | 00:00 | - | 30:00 |
| DGT/VSQ/N0102: Employability Skills NOS Version No. 1.0 NSQF Level 3 | 20:00 | 40:00 | 00:00 | - | 60:00:00 |
| Employability Skills | 20:00 | 40:00 | 00:00 | - | 60:00:00 |
| Total Duration | 120:00 | 240:00 | 00:00 | 120:00 | 360:00 |

Module Details

Module 1: Introduction to Domestic Workers Sector and Elderly Caretaker (Non- Clinical)

Mapped to Bridge Module

Terminal Outcomes:

- State the vision and objectives of Domestic Workers Sector
- Describe the background and Domestic Workers Sector in India
- Explain the attributes, role and responsibilities of the Elderly Caretaker (Non Clinical)

| | |
|--|---|
| Duration: 05:00 | Duration: 10:00 |
| Theory – Key Learning Outcomes | Practical – Key Learning Outcomes |
| <ul style="list-style-type: none"> • Explain the objectives of the program on the Elderly Caretaker (Non-Clinical) • Discuss objectives of the Domestic Workers Sector. • Explain the categorisation of domestic workers in India. • Discuss about the emerging trends and reasons for growth of the domestic workers sector in India. • Discuss the draft national policy and existing statutory provisions for Domestic Workers in India • Describe the required attributes for an Elderly Caretaker (Non-Clinical) • Explain the role and responsibilities of an Elderly Caretaker (Non-Clinical). | <ul style="list-style-type: none"> • Draw a table classifying the occupations available in Domestic Workers Sector. • Prepare the list of responsibilities of the Elderly Caretaker (Non Clinical). |
| Classroom Aids: | |
| PPT, Laptop, White Board, Marker, Projector & Screen, Audio-visual, Chart paper, other required stationery. | |
| Tools, Equipment and Other Requirements | |
| N/A | |

Module 2: Activities of Daily Life (ADL), Personal Hygiene and Recreational/ Health Activities

Mapped to DWC/N0805, v.2

Terminal Outcomes:

- List the routine activities of daily living of elderly persons.
- Support the elderly person with their everyday recreational and health activities.

| Duration: 25:00 | Duration: 50:00 |
|---|---|
| Theory – Key Learning Outcomes | Practical – Key Learning Outcomes |
| <ul style="list-style-type: none"> • Discuss the ways to build trust with the elderly person for assisting with their day-to-day activities. • Discuss how to assist in various ADL of an elderly person such as toileting, bathing, dressing, eating, etc. • Explain the ways of assisting elders with their personal hygiene such as manicure, pedicure, skin care, hair care, etc. • Discuss the physical and mental effects of aging on elderly people. • Discuss the methods of assisting elders with mobility where required, e.g. for toileting, walk and exercises. • Explain the nutritional needs of elderly people and how to prepare food based on that. • Describe how to administer medicines to the elders as per prescription. • Describe the recreational and physical training activities the elders are required to do and how to assist them with the same. • Discuss the ways of keeping company with elders and supporting them emotionally. | <ul style="list-style-type: none"> • Prepare a sample routine of ADL and other activities for the elderly person. • Demonstrate the ways of performing various activities of daily living such as bathing, toileting, transferring and lifting, etc. for the elderly person, with or without any disability. • Demonstrate the appropriate ways of assisting an elderly person with their personal hygiene. • Prepare a sample meal for the elders as per their nutritional needs. • Demonstrate the method of feeding/ serving food to the elders and monitoring them. • Demonstrate the procedure to provide prescribed medicines to elders. • Demonstrate how to assist elders with health activities such as yoga, meditation, walking, free hands, etc. |
| Classroom Aids: | |
| PPT, Laptop, White Board, Marker, Projector & Screen, Audio-visual, Chart paper, other required stationery. | |
| Tools, Equipment and Other Requirements: | |
| Personal care kits, bedpans, adult diapers, crutches, wheel-chair, various clothes for different seasons and occasions, walking aide, hearing aide, tooth paste, tooth brush, dentures, yoga mats, portable urinal pans for male and female, adult diapers, shampoo, conditioner, hair oil, body oil, soap, loofah, comb, body scrubber, body lotion, utensils, food items, groceries, serve ware, other necessary items | |

Module 3: Cleaning Activities and Tidying Up of the Room

Mapped to DWC/N0803, v.2

Terminal Outcomes:

- Perform routine cleaning and sanitising activities in the house/ living space for the elders.

| Duration: 15:00 | Duration: 30:00 |
|---|--|
| Theory – Key Learning Outcomes | Practical – Key Learning Outcomes |
| <ul style="list-style-type: none"> Explain the process of sweeping, dusting and mopping of the house. Discuss the method of organising different rooms in the house, with safe movement for elders in mind. Explain how to sanitize and air the living space on a daily basis including replacing the bed linen as and when required. Discuss the methods of removing stains and smells, washing and sanitising the clothes/ sheets as per the fabric, manually or with washing machine. Discuss how to organise wardrobe for easy identification and retrieval of clothes. Explain the process of cleaning different types of utensils/ tools/ appliances. Discuss the ways in which the house can be made safe, secure and hygienic for the elderly persons. | <ul style="list-style-type: none"> Demonstrate the method of sweeping, dusting and mopping the rooms. Show the method of organising the rooms of the house (including wardrobes) for the elderly person. Demonstrate the method of segregation of waste, garbage disposal and sanitising the area. Demonstrate the ways to wash, remove stains and smells from clothes/ sheets of the elderly person, manually or with washing machines Show the operation of semi-automatic and automatic washing machines. Demonstrate the method of cleaning and sanitising the utensils/ tools/ appliances. Demonstrate dusting, sanitizing and cleaning up the living space (chairs, beds etc.). |
| Classroom Aids: | |
| PPT, Laptop, White Board, Marker, Projector & Screen, Audio-visual, Chart paper, other required stationery. | |
| Tools, Equipment and Other Requirements | |
| Automatic and semi-automatic washing machines, detergent powder, various liquid detergents, soap bars, brush, different types of clothes, clothesline or drying stand, clothespins, bed sheets, pillow covers, clothes of different fabrics, buckets, dry iron, steam iron, ironing stand, organisers, hangers, cloth shelves, laundry basket, wardrobes, other relevant laundry items, bed, bed sheets, pillow covers, blanket, quilt, brooms, mops, cleaning agents, utensils, appliances, wipes, bed, bed sheets, pillows, pillow covers, carpets, other necessary items. | |

Module 4: Safe, Secure and Hygienic Environment for the Elderly Person

Mapped to DWC/N0803

Terminal Outcomes:

- Discuss how to establish and maintain safe, secure and hygienic environment for the elders.
- Discuss the basics of the statutes for the rights and provisions for the elders.

| Duration: 15:00 | Duration: 30:00 |
|--|--|
| Theory – Key Learning Outcomes | Practical – Key Learning Outcomes |
| <ul style="list-style-type: none"> • Discuss the methods to secure the surrounding for the elderly. • Describe the assistive technology, that can add value and safety to the elders in day to day living • Identify the hazards, which may cause injuries to the elders, and discuss the methods of avoiding the risk of falling, slipping and tripping. • Explain the basic provisions of the Maintenance and Welfare of Parents, Senior Citizens Act, 2007 and National Policy for Senior Citizens, 2011. • Explain how to maintain the record of the physical and mental state of the elders and keep their family/ guardians informed of the same regularly. • List helpline numbers and emergency contact details. | <ul style="list-style-type: none"> • Identify various hazardous and unsafe conditions for elderly people in the given place. • Demonstrate the methods to deal with given hazards for safe movement for the elders in their living area. • Demonstrate the operation of various aides, appliances and equipment used for the safety and convenience of the elderly such as hearing aide, monitoring appliance, wheel chairs etc. • Interpret the given safety instructions and identify different labels/ safety symbols |
| Classroom Aids: | |
| PPT, Laptop, White Board, Marker, Projector & Screen, Audio-visual, Chart paper, other required stationery. | |
| Tools, Equipment and Other Requirements | |
| CCTV, monitors, hand rails, hearing aide, walking sticks, wheel chair and other necessary items | |

Module 5: Effective Communication Specific to Elderly Persons

Mapped to DWC/N0804

Terminal Outcomes:

- Discuss how to build effective communication and positive relationship with the elders, family and friends and concerned healthcare personnel.

| Duration: 20:00 | Duration: 40:00 |
|---|---|
| Theory – Key Learning Outcomes | Practical – Key Learning Outcomes |
| <ul style="list-style-type: none"> • Discuss the method of developing a positive relationship with the elder, and their family and healthcare personnel. • Discuss how to interact with the elders with a view to stimulate their mnemonic skills. • Explain the age related issues of the elderly. • Explain the ways to encourage the elderly person to pursue their interest/ hobby and maintain their social connect. • Discuss the stress an Elderly Caretaker can face and methods to overcome the same. | <ul style="list-style-type: none"> • Apply the principles of effective communication in mock situations. • Demonstrate ways for overcoming resistance and managing conflicts with the elderly and his/ her family. • Evaluate the methods to appraise and deal with age related issues during communication. • Demonstrate the ways of developing a positive relationship with the elders, their social network and healthcare personnel. • Demonstrate an activity that would help stimulate an elderly and trigger their mnemonic (aid-memory) skills. |
| Classroom Aids: | |
| PPT, Laptop, White Board, Marker, Projector & Screen, Audio-visual, Chart paper, other required stationery | |
| Tools, Equipment and Other Requirements | |
| Telephone, mobile, notepad, pen, other necessary items. | |

Module 6: Hygiene and Work Etiquettes

Mapped to DWC/N9902 v.2

Terminal Outcomes:

- Demonstrate the ways of effective communication and maintaining work etiquettes.
- State the ways of dressing professionally and maintaining a well-groomed personality.
- Demonstrate ways of communication that reflects gender and PwD sensitivity.
- Explain the ways of maintaining the standards of personal hygiene.
- Manage time and workload appropriately while having a positive attitude.

| Duration: 10:00 | Duration: 20:00 |
|--|---|
| Theory – Key Learning Outcomes | Practical – Key Learning Outcomes |
| <ul style="list-style-type: none"> • Explain about effective communication with employer, co-workers and the family. • Define ethical behaviour and personal integrity. • Discuss the method of dressing professionally and maintaining personal hygiene and grooming. • Explain gender discrimination, gender equality and various ways of being gender sensitive. • Explain the rudimentary rights and privileges of the PwDs, and methods to be sensitive to them • Discuss about personal, social and telephone etiquettes. • Explain the ways of managing time and maintaining a positive outlook. • Explain one’s responsibilities, duties and rights. | <ul style="list-style-type: none"> • Demonstrate the ways of communicating effectively with employer, his/ her family, co-workers, visitors and guests. • Demonstrate the way of dressing/ grooming professionally and maintaining personal hygiene. • Demonstrate ways of communication that reflects gender and PwD sensitivity. • Demonstrate ways to support the PwD with their chores or help as required by them. • Demonstrate telephone etiquette while taking a call. • Prepare a sample plan to manage time and workload based on one’s personal and professional life. |
| Classroom Aids: | |
| PPT, Laptop, White Board, Marker, Projector and Screen, Audio-visual, Chart paper, Telephone connection, Landline phone, and other required stationery. | |
| Tools, Equipment and Other Requirements | |
| Mobile phones, Papers, Pen, Fax, Computer, Cleaners, Broom, Wiper, Napkins, Handkerchief, PPE, Clean Clothes, Tooth Brush, Soap, Dresses, Shoes, Sandals, Wrist Watch, Notepad, etc. | |

Module 7: Clean and Secure Working Environment

Mapped to DWC/N9903, v.2

Terminal Outcomes:

- Demonstrate ways to maintain a safe and secure environment at work.
- Demonstrate ways to handle emergency situations.
- Explain the ways of conservation of energy and material while performing daily activities.
- State the importance of practicing environment friendly methods of working.
- Explain the importance and ways of keeping the surrounding clean, hygienic and pollution free.

| Duration: 10:00 | Duration: 20:00 |
|---|--|
| Theory – Key Learning Outcomes | Practical – Key Learning Outcomes |
| <ul style="list-style-type: none"> • Identify unsafe conditions and hazards in the households/ workplace, and explain various safety measures to deal with them. • Explain about various emergency responses to different emergency situations/ hazards • Describe the causes of fire and various fire extinguishants. • Describe how to identify symptoms of an illness/ injury, and apply requisite first aid. • Describe ABC (Airway, breathing and circulation) procedure and CPR (Cardiopulmonary Resuscitation). • Explain environment friendly practices to minimise pollution of air, water, noise, earth etc. • Describe different types of waste, their segregation, and applying 3 Rs (Reduce, recycle and re-use) of waste management. • Discuss the method of keeping the workplace bugs/ germs/ rodent free. • State the importance of conservation of energy and materials. | <ul style="list-style-type: none"> • Inspect given area for unsafe conditions and hazards. • Demonstrate responses to different emergency situations. • Operate of the different types of fire extinguishers based on the type of fire • Address given medical emergencies through process of ABC and provision of first aid, evacuation thereof. • Carry out CPR or mouth to mouth respiration in case required. • Demonstrate ways of conserving energy and material at the workplace. • Demonstrate how to sort and dispose waste of different categories. • Demonstrate the ways of disinfecting and keeping the house bug free. |
| Classroom Aids: | |
| PPT, Laptop, White Board, Marker, Projector & Screen, Audio-visual, Chart paper, telephone connection, landline phone, and other required stationery. | |
| Tools, Equipment and Other Requirements | |
| Cleaners, Broom, Wiper, PPE, Ladder, Carpets, Ropes, Gas Stove, Gas Cylinder, Matchsticks, Fire Extinguishers, Water, Hose Pipe, Different Colour Dustbins As Per Waste Categorization, Different Types Of Waste, Water, Household gadgets and appliances, Coal, Wood, Matchstick, First Aid Kit, Garbage Bags, Etc. | |

Module 8: Employability skills

Mapped to DGT/VSQ/N0102, v.1

Terminal Outcomes:

- Demonstrate ways to communicate with people at workplace in an efficient manner
- Discuss and display how to practice inclusive behaviour

| Duration: 20:00 | Duration: 40:00 |
|---|--|
| Theory – Key Learning Outcomes | Practical – Key Learning Outcomes |
| <ul style="list-style-type: none"> • Discuss the significance of employability skills in meeting the current job market requirement and future of work • Enlist various constitutional values • Explain the importance of constitutional values • Elaborate on various environmentally sustainable practices • Discuss the significance of 21st Century Skills for employment • Elaborate on various 21st Century Skills such as Self-Awareness, Behaviour Skills, time management and others • Explain the significance of adopting a continuous learning mindset for personal and professional development • Enlist various verbal and non-verbal communication etiquette • Discuss the importance of working collaboratively in a team • Discuss about various active listening techniques • Enlist various methods to do online and offline transactions • List down common components of salary • Elaborate on basic internet operations • Discuss about various features and applications of different digital devices • Elaborate on the utilization of virtual collaboration tools • Explain the 4Ps of marketing • Discuss about various financial and legal hurdles for the potential business opportunity | <ul style="list-style-type: none"> • Create a list of learning and employability relevant portals • Draft a sample paper on various industries, job market trends, latest skills required and the available opportunities • Practice skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. • Demonstrate the use of basic English in reading, writing, listening, speaking and understanding • Prepare a career development plan with short- and long-term goals • Show how to use active listening techniques • Demonstrate how to interact and behave with people with all genders and PwD • Show how to escalate any issues related to sexual harassment at workplace • Identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc. • Identify common components of salary and compute income, expenses, taxes, investments etc • Demonstrate how to operate various digital devices • Create a personal email account, send and process received messages • Carry out basic internet operations • Carry out basic procedures in |

| | |
|--|---|
| <ul style="list-style-type: none"> • Enlist different types of customer requests • List and describe the use of different tools to gather customer feedback • List down offline and online sources to look for jobs | <p>documents, spreadsheets and presentations using respective and appropriate applications</p> <ul style="list-style-type: none"> • Develop a business plan and a work model • Identify sources of funding for business • Identify different types of customers • Demonstrate ways to communicate with customers • Show how to respond to customer requests and feedback • Create a professional Curriculum vitae (Résumé) • Demonstrate how to apply to job openings through different mediums • Identify various apprenticeship opportunities and demonstrate ways to register for it |
| <p>Classroom Aids:</p> | |
| <p>PPT, Laptop, White Board, Marker, Projector & Screen, Audio-visual, Chart paper, telephone connection, landline phone, and other required stationery.</p> | |
| <p>Tools, Equipment and Other Requirements</p> | |
| <p>Computer/Laptop with internet connection, Different reading sources such as books, journals and magazines, other necessary items</p> | |

Annexure

Trainer Requirements

| Trainer Prerequisites | | | | | | |
|--|---|------------------------------|---|--|--|---------|
| Minimum Educational Qualification | Specialization | Relevant Industry Experience | | Training Experience | | Remarks |
| | | Years | Specialization | Years | Specialization | |
| Diploma | Nursing | 3 | Elderly Care/ Child Care | 1 | Training/ teaching in related courses in any professional set up. | |
| Graduation | Child Development/ Human Development/ Nursing/ Psychology/ Occupational Therapy/ Physiotherapy or Equivalent or Relevant Education | 2 | Faculty in related types of Institutions or Any experience equivalent to/ above | | | |
| Post-Graduation | | | | | | |
| Trainer Certification | | | | | | |
| Domain Certification | | | | Platform Certification | | |
| Certified in ToT for Job Role: “Elderly Caretaker (Non Clinical)” mapped to QP: “Elderly Caretaker (Non Clinical) DWC/Q0801, v3.0”. Minimum accepted score is 80%. | | | | Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “Master Trainer (VET and Skills) MEP/Q2602, v2”. Minimum accepted score is 80%. | | |

Assessor Requirements

| Assessor Prerequisites | | | | | | |
|-----------------------------------|---|------------------------------|----------------|--------------------------------|--|---------|
| Minimum Educational Qualification | Specialization | Relevant Industry Experience | | Training/Assessment Experience | | Remarks |
| | | Years | Specialization | Years | Specialization | |
| Graduate | Child Development/ Human Development/ Nursing/ Psychology/ Occupational Therapy/ Physiotherapy or Equivalent or Relevant Education | 5 | | 2 | Minimum 2 years of work experience in teaching/training in nursing school/ hospitals children ward, children shelter homes/ Old Age Homes. | |
| Post Graduate | | 2 | | 1 | Minimum 1 year of work experience in teaching/training or working experience nursing school/ hospitals children ward, children shelter homes/ Old Age Homes. | |

| Assessor Certification | |
|--|---|
| Domain Certification | Platform Certification |
| Certified in ToA for Job Role: Elderly Caretaker (Non-Clinical) mapped to QP: "DWC/Q0801, v 3.0". Minimum accepted score is 80%. | Recommended that the Assessor is certified for the Job Role: "Assessor", mapped to the Qualification Pack: "Assessor (VET and Skills) MEP/Q2701, v2.0. Minimum accepted score is 80%. |

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 (Tablet/Computer) or Offline (OMR/PP).
 - Confirm adequate number of Tablets available 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 & geo-tagged 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 & geo-tagged assessment (Theory + Viva + Practical) photographs & videos
5. Method of verification or validation:
 - Surprise visit to the assessment location
 - Random audit of the batch
 - Random audit of any candidate
6. Method for assessment documentation, archiving, and access
 - Hard copies of the documents are stored
 - Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage
 - Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

References

Glossary

| Terms | 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

| Terms | Description |
|-------|---|
| QP | Qualification Pack |
| NSQF | National Skills Qualification Framework |
| NSQC | National Skills Qualification Committee |
| NOS | National Occupational Standards |
| PC | Performance Criteria |
| DWSSC | Domestic Workers Sector Skill Council |
| MC | Model Curriculum |
| OJT | On Job Training |
| KLO | Key Learning Outcomes |
| SME | Subject Matter Expert |
| ToA | Training of Assessors |
| ToT | Training of Trainers |
| SIP | Skill India Portal |
| TP | Training Partner |
| SDMS | Skill Development and Management System |
| VTP | Vocational Training Provider |
| TC | Training Centre |
| OMR | Optical Mark Recognition |
| PPE | Personal Protective Equipment |
| SSC | Sector Skill Council |
| PwD | Persons with Disabilities |
| ADL | Activities of Daily Living |
| CPR | Cardio Pulmonary Resuscitation |
| UV | Ultraviolet |
| ABC | Airways, Breathing and Circulation |