



QUALIFICATION FILE

Assistant Offset Printing Operator

☒ 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:

Additional Skill Acquisition Programme Kerala

KINFRA Film & Video Park, Sainik School P.O, Kazhakootam, Trivandrum, Kerala - 695585

Table of Contents

Section 1: Basic Details	3
Section 2: Module Summary	6
NOS/s of Qualifications.....	6
Mandatory NOS/s:	6
Elective NOS/s: NA.....	7
Optional NOS/s: NA	7
Assessment - Minimum Qualifying Percentage.....	7
Section 3: Training Related.....	8
Section 4: Assessment Related.....	8
Section 5: Evidence of the need for the Qualification.....	9
Section 6: Annexure & Supporting Documents Check List.....	9
Annexure 1: Evidence of Level.....	11
Annexure 2: Tools and Equipment (Lab Set-Up)	12
Annexure 3: Industry Validations Summary	13
Annexure 4: Training & Employment Details	15
Annexure 5: Detailed Assessment Criteria	16
Annexure 6: Assessment Strategy	19
Annexure 7: Acronym and Glossary	23

Section 1: Basic Details

1.	Qualification Name	Assistant Offset Printing Operator													
2.	Sector/s	Office Administration & Facility Management													
3.	Type of Qualification: <input type="checkbox"/> New <input checked="" 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> 2021/OAFM/ASAP/04724 , Version 1	Qualification Name of existing/previous version: Assistant Offset Printing Operator												
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>	QG-04-OA-03516-2025-V2-ASAP Version 2	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	Individuals will be able to operate single colour or multicolour offset machine and do necessary settings related with paper, ink and other chemicals. Taking prints to require number of copies with satisfying all parameter as customer requirements. Printing operator also responsible for the maintenance and cleaning of cylinders and inking rollers.													
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 grade pass Or 10th Grade pass and continuous schooling (for 2 year program)</td> <td>No Experience required.</td> </tr> <tr> <td>2.</td> <td>11th Grade Pass</td> <td>1.5 year relevant experience</td> </tr> <tr> <td>3.</td> <td>10th Grade Pass</td> <td>3 year relevant experience</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	12th grade pass Or 10th Grade pass and continuous schooling (for 2 year program)	No Experience required.	2.	11th Grade Pass	1.5 year relevant experience	3.	10th Grade Pass	3 year relevant experience
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3.	10th Grade Pass	3 year relevant experience													

		4.	Previous relevant Qualification of NSQF Level 3.5	1.5 year relevant experience																			
		5.	Previous relevant Qualification of NSQF Level 3.0	3 year relevant experience																			
		b. Age: <Please specify age only in case of any legal restrictions>																					
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	17	11. Common Cost Norm Category (I/II/III) (wherever applicable): CCN II																				
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA																					
13.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>OJT Mandatory (Hours)</th><th>OJT Recommended (Hours)</th><th>Total (Hours)</th></tr> </thead> <tbody> <tr> <td>Classroom (offline)</td><td>142</td><td>248</td><td>120</td><td></td><td>510</td></tr> <tr> <td>Online</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>				Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	142	248	120		510	Online					
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Classroom (offline)	142	248	120		510																		
Online																							
		(Refer Blended Learning Annexure for details)																					
14.	Aligned to NCO/ISCO Code/s (if no code is available mention the same)	7322.2100 - Machine man, Offset Printing																					
15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	PROFESSIONAL PROGRESSION Assistant offset operator □ Offset operator □ Senior offset Operator □ Asst. Supervisor □ Supervisor □ Asst. Manager □ Manager □ Senior Manger □ General Manager ACADEMIC PROGRESSION On successful completion of course student can join Poly Technique for Diploma in Printing / B-Tech Through Lateral Entry																					
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	ASAP Kerala offers courses in a gender neutral manner, ensuring egalitarian mobilization of students and providing equal opportunities for all.	
20.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it)</i>	<input type="checkbox"/> Yes <input checked="" 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: Dr. Usha Titus Email: cmd@asapkerala.gov.in Website: www.asapkerala.gov.in <div style="text-align: right;">Contact No.: 04712772500</div>	
23.	Final Approval Date by NSQC: 18/02/2025	24. Validity Duration: 3 Years	25. Next Review Date: 18/02/2028

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

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.	Introduction to Offset Printing: Industry Overview, Methods, and Principles	ASP/MES/N0401 Version : 2	Core	4	2	20	40			60	40	40		10	90	
2.	Offset Printing: Fundamentals, Machine Operations, and Advanced Techniques	ASP/MES/N0402 Version : 2	Core	4	4	28	92			120	60	60		10	130	
3.	Colour & Quality in Offset Printing: Theory, Applications, and Standards	ASP/MES/N0403 Version : 2	Core	4	2	20	40			60	25	25		10	60	
4.	Print Media Materials: Paper, Ink, Blankets, and Plates	ASP/MES/N0404 Version : 2	Core	4	2	20	40			60	25	25		10	60	
5.	Consumables and Components in Offset Printing: Chemistry, Spares, and Equipment	ASP/MES/N0405 Version : 2	Core	4	1	10	20			30	20	20		10	50	

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)
6.	Maintenance & Safety in Offset Printing: Troubleshooting, Waste Management, and Safety Practices	ASP/MES/N0406 Version : 2	Core	4	1	14	16			30	15	15		10	40	
7.	On-the Job Training for Assistant Offset Printing Operator	ASP/MES/N0407 Version : 2	Core	4	4			120		120			90	10	100	
8.	Employability Skills	DGT/VSQ/N0101 Version : 1	Core	4	1	30				30						
Duration (in Hours) / Total Marks					17	142	248	120		510	185	185	90	60	530	

Assessment - Minimum Qualifying Percentage

Minimum Pass Percentage – Aggregate at qualification level: 50% (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	B.Tech/Diploma in Printing Technology with 5+ of Experience
2.	Master Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	B.Tech/Diploma in Printing Technology with 7+ of Experience
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(If "Yes", details to be provided in Annexure)</i>
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	Nil

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	B.Tech/Diploma in Printing Technology with 10+ of Experience
2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	B.Tech/Diploma in Printing Technology with 10+ of Experience
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	B.Tech/Diploma in Printing Technology with 10+ of Experience
4.	Assessment Mode <i>(Specify the assessment mode)</i>	Offline
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

Section 5: Evidence of the need for the Qualification

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 10
5.	Estimated nos. of persons to be trained and employed: Expecting to train 1500 students in next 3 year with all candidates to be placed in the same job role.
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Yes If "No", why:

Section 6: Annexure & Supporting Documents Check List

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	Annexure 1
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Annexure 2
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Annexure 5
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Annexure 6
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is "Blended Learning")</i>	NA
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	NA
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	Annexure 7
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Supporting Document Attached
9.	Supporting Document: Career Progression <i>(Mandatory – Public view)</i>	Supporting Document Attached

10.	Supporting Document: Occupational Map (<i>Mandatory</i>)	Supporting Document Attached
11.	Supporting Document: Assessment SOP (<i>Mandatory</i>)	Supporting Document Attached
12.	Any other document you wish to submit:	Nil

Annexure 1: 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
Professional Theoretical Knowledge/Process	The job holder must have the good knowledge on the process of printing on paper. Able to operate offset machine and do printing as an assistant of the main operator	The job holder must be skilled enough to be able to work and follow the procedures in a familiar context	4
Professional and Technical Skills/ Expertise/ Professional Knowledge	The job holder must have adequate exposure to the offset machines and its components through practical sessions which gives them an insight on its functions. They should be familiar in the loading of paper, mounting of plate and do necessary setting of ink as per the job	As the job holder will be operating the machine, there should be enough knowledge to differentiate each component by means of their functions and thus, in the event of a malfunction, he/she must be able to identify the issue, find a solution and ensure the smooth running of the printing process	5
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	The job holder must know how to take care of machine parts properly and have the technical knowledge to operate an offset machine. They should be able to handle paper and load it onto the pile board, ensuring everything runs smoothly during the printing process.	The job holder must be able to apply the professional knowledge he/she gathered. They must be able to ensure the proper maintenance of the machine components	4
Broad Learning Outcomes/Core Skill	The job holder must be capable of operating a printing machine under any given circumstance and must be able to communicate with his fellow workers to make them aware of the working and natural environment	The job holder will be able to carry out work in the given environment by communicating with the coworkers to maintain social and organizational responsibility in the workplace	4
Responsibility	The job holder must be responsible for Personal and Equipment safety procedures in all operations and activities. They must also be able to maintain good peer group relations and learn from their technical and behavioral experiences.	The job holder must be able to take the responsibility of their own work and also learn from his peer group	4

Annexure 2: Tools and Equipment (Lab Set-Up)

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Offset a. Single colour Offset b. 2 Colour Offset c. 4 Colour Offset	Single Colour Offset provides monochrome printing, 2 Colour Offset offers basic dual-color layering, and 4 Colour Offset enables full-color CMYK printing for high-quality, multi-color outputs.	1
2	Letter Press machine	Manual or automatic relief printer with single ink tray, suited for high-precision text and detail on thick, textured papers.	1
3	Screen printing machine	Semi-automatic or manual printer for applying ink through mesh screens, ideal for printing on various materials like fabric, paper, and plastics.	1
4	Equipment <ul style="list-style-type: none"> • Spectrodensito meter • Colour booth • Densito meter • Plate meter • QC equipment 	The Spectrodensitometer measures color density and spectral data, the Colour Booth ensures color consistency under standardized lighting, the Densitometer measures ink or image density, the Plate Meter gauges printing plate thickness, and QC Equipment monitors print quality, color accuracy, and material consistency.	15
5	Tools <ol style="list-style-type: none"> 1. Magnifier 2. Eye glass 3. Graphic software 4. Colour management software 5. Imposition software 6. pH meter 7. Conductivity meter 8. Humidity meter 9. Thermometer 10. Laser thermos-meter 11. Alcohol meter 	The Magnifier aids in close-up inspection, the Eye Glass provides vision correction, Graphic Software is used for designing artwork, Colour Management Software ensures color accuracy, Imposition Software arranges print layouts, the pH Meter measures acidity, the Conductivity Meter checks solution conductivity, the Humidity Meter measures moisture levels, the Thermometer gauges temperature, the Laser Thermometer measures surface temperature, and the Alcohol Meter determines alcohol concentration.	15

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Live Class & PPT Presentation

Annexure 3: 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	Insideout Productions	Sreekumar J	Proprietor	Sreelakam, Erayamcode CheriyaKonni.PO Trivandrum 695013	9605512241	Insideoutproductionsindia@gmail.com	
2	Anaswara Offset Pvt. Ltd.	Baby K Thomas	Administration Manager	48/2123-C, Perandoor Junction, Elamakkara, Kochi, Kerala - 682026	9447739343	babyt@anaswara.in	
3	Ebenezer Printpack Pvt Ltd.	James T F	Chairman	IDP, Velakkode, Mundur, Thrissur	9447490991	mail@ebenezerprinters.com	
4	GK Printers	R Gopakumar	Proprietor	Azad Building, Azad Road, Kaloor, Ernakulam - 682017	9847062372	gkcochin@gmail.com	
5	Kerala Master Printers Association	D.Manmohan Shenoy	President	CASA Grand Building, Kaloor, Kochi - 682017	9447362161	kmpapresident@gmail.com	
6	Orange Printers Pvt Ltd	Roy Thomas	Managing Director	T.C 81/1227. Gandhari Amman Kovil Junction	98479 44773	roy@orangexpress.com	

				Thiruvananthapuram, Kerala, India PIN 695 001			
7	ORUMA PRINTERS & PUBLISHERS LIMITED	C K Shoukathali	Director	Door No.X/536, Sreesankara Industrial Estate Chiyaram P.O, Thrissur 680 026	9562304949	orumaprinters@gmail.com	
8	Rajsree Industrial Printer	Rajesh G	Managing Partner	No. V, 830 B, Industrial Development Area, Edayar, Muppathada, Aluva, Kochi - 683110	9895703837	rajsreeprinter@gmail.com	
9	Southern Printing House	Sony George	Managing Partner	Paramount Building Kumaranalloor p.o Kottayam	9349501892	southernprintktm@gmail.com	
9	Sterling Print House Pvt Ltd.	G Vanugopal	Executive Director	Door No: 49/1849, Ponekkara - Cheranelloor Road, AIMS Ponekkara P.O, Cochin - 682041.	9846002564	gvglair@gmail.com	

Annexure 4: 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
2025	400 - 500	400 - 500	200 - 250	200 - 250	50 - 75	50 - 75
2026	500 - 600	500 - 600	250 - 300	250 - 300	50 - 100	50 - 100
2027	500 - 600	500 - 600	250 - 300	250 - 300	50 - 100	50 - 100

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
Version 1	2022	396	392	378	291	103	102	102	81	12	12	12	11
Version 1	2023	370	370	342	286	74	74	73	58	13	13	13	11
Version 1	2024	367	360	341	206	84	84	83	48	17	17	17	13

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. Vocational Higher Secondary education (VHSE) Kerala
- 2.

Content availability for previous versions of qualifications:

☒ Participant Handbook ☒ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available: *English*

Annexure 5: Detailed Assessment Criteria

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

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
ASP/MES/N0401 - Introduction to Offset Printing: Industry Overview, Methods, and Principles NOS Version No: 2 NSQF Level: 4	Knowledge of Print industry, print products and departments in Printing	10	10		15
	Knowledge on various Printing methods and possibilities.				
	Knowledge in the history, evolution and principles of Offset Printing				
	Acquire the basic skill in operating Offset press				
	Knowledge and functions about sheetfed and web presses				
	Awareness on the future trends and developments in Print industry				
	Familiarize with the major manufactures in printing industry				
	Total Marks	10	10		15
ASP/MES/N0402 - Offset Printing: Fundamentals, Machine Operations, and Advanced Techniques NOS Version No: 2 NSQF Level: 4	Acquire the knowledge of various functional unit of offset press	15	15		15
	Attain the knowledge of feeding system of an offset press				
	Develop the knowledge of sheet forwarding system of an offset press				
	Understand the role and setting of ink & dampening systems of an offset press				
	Attain the knowledge of working of Printing unit in offset press				
	Understand different drying methods in Offset Printing				
	Acquire the concept of working of the delivery unit in an Offset press				

	Pre makeready, make ready and Post make ready operations, its importance and pressure setting				
	Understand the role of CPC unit and its functions, key adjustments, role and settings				
	Acquire the technique of transfer and setting of ink values in machine by CIP3/4 and to store it in machine				
	Digital printing technologies: overview				
	Applications and Advanced Techniques of Digital Printing				
	Total Marks	15	15		15
ASP/MES/N0403 - Colour & Quality in Offset Printing: Theory, Applications, and Standards NOS Version No: 2 NSQF Level : 4	Human Vision Vs. Computer Vision, Visual process, Fundamentals of colour perception. Colour, Colour Management				
	RGB Vs CMYK, LAB values, Importance of Colour, Consistency				
	Process of four colour Printing using Cyan, Magenta, Yellow and Black and more colours.	7	7		15
	Density Vs Colour, Colour measurements, Equipment & tools for density, colour measurements				
	International standards in Print quality and certifications				
	Total Marks	7	7		15
ASP/MES/N0404 - Print Media Materials: Paper, Ink, Blankets, and Plates NOS Version No: 2 NSQF Level : 4	Knowledge of paper based printing				
	Properties and behavior of Ink and problems related with ink and remedies				
	Properties and behavior of blanket	7	7		15
	Properties and behavior of Plate				
	Properties and behavior of Plate, types and problems related with plate and remedies and other				

	Total Marks	7	7		15
ASP/MES/N0405 - Consumables and Components in Offset Printing: Chemistry, Spares, and Equipment NOS Version No: 2 NSQF Level : 4	Familiarise with the various consumables in offset printing	6	6		15
	Become skilled in using water and additives in offset printing methods				
	Gain knowledge about the application of chemistry in offset printing				
	Gain knowledge about the important spares and equipments related with offset press				
	Total Marks	6	6		15
ASP/MES/N0406 - Maintenance & Safety in Offset Printing: Troubleshooting, Waste Management, and Safety Practices NOS Version No: 2 NSQF Level : 4	Be capable of conducting troubleshooting for any of the problems identified	5	5		15
	Manage the waste management and maintenance sections in a press				
	Be aware of the various safety measures and precautions to be taken				
	Total Marks	5	5		15
ASP/MES/N0407 - On-the Job Training for Assistant Offset Printing Operator NOS Version No: 2 NSQF Level : 4	Internship			100	
	Total Marks			100	
Grand Total		50	50	100	90

Annexure 6: 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.

1. ASAP follows an assessment framework which provides weightage for all the activities connected with skilling in which students get involved during the training program. The components of assessment include Attendance, Assignments, Internal Assessments and Final Assessment. Of these, Attendance and Internal Assessment come under Continuous and Comprehensive Evaluation (CCE). All Assessments with regard to the academic status of the student should be reflected as marks and overall assessment by awarding grades. The report card/certificate will state only the overall grade.

1.1 Weightages: For Short-term training courses (knowledge based) aligned to NSQF at Level 4 and above, the assessment shall be done with 60% weightage for practical component and 40% weightage for theoretical part.

Theory		Practical	
Type of Assessment	Max Marks	Type of Assessment	Max Marks
Assignment 1	40	Practical Assignment	40
Internal Assessment 1	60	Internal Practical assessment	60
Assignment 2	40	Internship/OJT Evaluation	100
Internal Assessment 2	60	Viva	90
Final Assessment	100	Attendance	10
Total	300	Total	300

1.2 Attendance Criteria: Skill based sessions and training are delivered through lectures, discussions, demonstrations, and experiments ensuring student participation during daily learning activities. So those who miss such sessions will not be able to compensate for the loss. Regular student participation in daily classroom activities plays a significant role in student's success. For each course and batch, the student's attendance will be marked daily, and marks will be awarded accordingly on course completion before final assessment. Students whose attendance fall below 70% will not be eligible for final assessment and course completion certificate.

Point Scale	Marks
Attendance Above 90%	10
86 to 90%	8
80 to 85%	5
70 to 80%	3
Below 70%	0

2. Internal assessment & student involvement:

2.1 A Continuous and Comprehensive Evaluation (CCE) shall be done for candidates for Assignments and Internal Assessments.

2.2 The Assessment Plan: The outcome-based assessment followed by the Assessment Division for the course offered will have the following design:

2.2.1 Continuous and Comprehensive Skill Assessment

- a) Knowledge and Application tests carried out at four intervals during a skill course.
- b) Attendance, Assignments, and Internal Assessments

2.2.2 Course End Assessment – Performance-based

- a) Practical test/Hands on experience/Skill test in an OJT Centre/SDC
- b) Project Presentation and Viva voce
- c) Final Assessment with MCQ and Descriptive answer writing.

2.3 Assignments:

Students can complete assignments according to his/her preferred approach. This might involve reading technical study materials, chapters and assigned reading materials to gain a better understanding prior to completing an assignment or exploring new resources to gain additional information. There shall be no restriction on the resources that the students are allowed to consult or any limit to the number of hours he/she choose to spend on the assignment. Since each student employs his/her own personal learning style, an individual assignment may actually be a fairer measure of the student's learning.

Students have to submit two assignments, the first after coverage of 25% of the total syllabus and the second assignment after coverage of 75% of the total syllabus. Both assignments shall be evaluated and assigned a score. The scores should be marked on the student's assignment sheets by the Trainer after evaluation. The scores shall be entered in the student profile twice. The first shall be made on completion of 25% of the initial part of the syllabus. It will be based on the average score up to that point. The second entry shall be made on completion of 75% of the syllabus.

2.4 Internal Assessment:

There are two internal tests, one after completing 50% of the syllabus and the other at the end of the training course. These tests are conducted by the trainer based on the topics covered in the course. Questions are selected at random from the question bank already generated. Of these, for each test, 60% of the questions are theoretical and in the form of objective type and the rest 40% will be descriptive questions which will be oriented towards procedure/strategies/ways of doing/ ethics of doing etc. The duration of the first test after 50% of the total session is 1 hr and the second test after completion of the total syllabus is 3hrs. The duration is so fixed to ensure coverage of the total learning events. The grades shall be entered in the student's profile twice. The first entry shall be made on completion of the 50% of the initial syllabus and the second entry shall be made on completion of the rest of the syllabus.

3. Responsibility of Assessment Division of ASAP Kerala

Final Assessment: Final assessment will be conducted by ASAP Kerala. The questions will be generated randomly from the question bank. The Assessment Division of ASAP Kerala will coordinate the assessment process with the Cluster, Training and Curriculum Division.

3.1 The Assessment Division with support of the Curriculum Division and Cluster will prepare the Question Bank. The Question Bank is prepared at the time of initial course creation by Subject Matter Experts identified by Curriculum division in consultation with respective Cluster. For courses already created the question banks are prepared by the Assessment Division, Cluster and Curriculum Division in consultation with the Training Division. The Question Bank will be used to prepare the question paper for the final assessment. The assessment division shall conduct the assessment through the assessors. The assessment shall be monitored by the assessors on the assessment platform. The final answer sheets shall be evaluated by experts in the field and the final scores with grades shall be shared by assessment division to the certification division for final certificate issue.

3.2 Randomly selected questions from the Question bank developed will be used for Final Assessments. 20% of questions will be replaced with new ones every year and a blue print that elaborates weightage to QP/NOS, degree of difficulty and application type questions will be used for the assessment. This will be done by a committee formed from members of cluster, training, curriculum and assessment division.

3.3 Question Bank: A Question Bank will be developed by experts following prescribed norms. Selected questions will be enlisted in the bank. The Question Bank will have 6 times the requirement of questions for the first year to start with and thereafter 20% questions will be replaced every year with new ones in each category with the help of experts following the same procedures.

3.3.1 Generation of Question Paper: Each batch will have a unique user id and the trainer will be given access to the Question Bank once for each category of the test. They will be given access to the test only at the prescribed hour on the day of assessment. Question paper will be generated from the Question Bank at random following the criteria specified for assessing each competency given in the session assessment evidence. Guidelines will be given to the trainers in terms of evaluation of assignments and internal tests.

3.4 Grading Scheme: ASAP Kerala shall follow the Grading Scheme given below Grade Score/percentage range

Score	Grade
90-100	A+ (Excellent)
80-89	A (Very Good)
70-79	B (Good)
60-69	C (Above Average)
50-59	P (Pass)
Below 50	F (Fail)

Annexure 7: 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