



## **QUALIFICATION FILE**

### **Drone Film making**

☒ **Worldskills** ☐ **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: 4.5**

**Submitted By:**

**Media & Entertainment Skills Council**

**522-524, DLF Tower-A, Jasola, New Delhi**

**110025**

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## Section 1: Basic Details

1.	Qualification Name-	Drone Film Making													
2.	Sector/s-	Media & Entertainment													
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>	Drone Film Making													
5.	National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i>	QG-4.5-ME-01842-2024-V1-MESC	NCrF/NSQF Level: <b>NSQF-Level 4.5</b>												
6.	Award (Certificate/Diploma/Advance Diploma/ Any Other <i>(Wherever applicable specify multiple entry/exits also &amp; provide details in annexure)</i> )	Certificate													
7.	Brief Description of the Qualification	Drone filmmaking has transformed the landscape of cinematography by introducing captivating aerial perspectives that were once challenging or impossible to achieve. This specialized field combines technical expertise in operating drones with a creative eye for storytelling, contributing dynamic and immersive visuals to film and video projects													
8.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	<b>a. Entry Qualification &amp; Relevant Experience:</b> <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 pass with Diploma</td> <td>NA</td> </tr> <tr> <td>2.</td> <td>2<sup>nd</sup> Year of Graduation in related field</td> <td>NA</td> </tr> <tr> <td>3.</td> <td>12<sup>th</sup> Pass</td> <td>4 Years Experience in photography or related field</td> </tr> </tbody> </table> <b>b. Age: Maximum 30 years in the year of the Competition</b>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	12th pass with Diploma	NA	2.	2 <sup>nd</sup> Year of Graduation in related field	NA	3.	12 <sup>th</sup> Pass	4 Years Experience in photography or related field
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)													
1.	12th pass with Diploma	NA													
2.	2 <sup>nd</sup> Year of Graduation in related field	NA													
3.	12 <sup>th</sup> Pass	4 Years Experience in photography or related field													
9.	Credits Assigned to this Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>	17	10. Common Cost Norm Category (I/II/III) <i>(wherever applicable): I</i>												
11.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	NA													

12.	<b>Training Duration by Modes of Training Delivery</b> ( <i>Specify Total Duration as per selected training delivery modes and as per requirement of the qualification</i> )	<input type="checkbox"/> Offline <input type="checkbox"/> Online <input checked="" type="checkbox"/> Blended <table border="1" data-bbox="958 180 2056 400"> <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>180</td> <td>330</td> <td></td> <td></td> <td>510</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <i>(Refer Blended Learning Annexure for details)</i>					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	180	330			510	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	180	330			510																			
Online																								
13.	<b>Aligned to NCO/ISCO Code/s</b> ( <i>if no code is available mention the same</i> )	NCO 2015/7321.1200																						
14.	<b>Progression path after attaining the qualification</b> ( <i>Please show Professional and Academic progression</i> )																							
15.	<b>Other Indian languages in which the Qualification &amp; Model Curriculum are being submitted</b>																							
16.	<b>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																						
17.	<b>Is the Job Role Amenable to Persons with Disability</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability:																						
18.	<b>How Participation of Women will be Encouraged</b>																							
19.	<b>Are Greening/ Environment Sustainability Aspects Covered</b> ( <i>Specify the NOS/Module which covers it</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No																						
20.	<b>Is Qualification Suitable to be Offered in Schools/Colleges</b>	Schools <input type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																						
21.	<b>Name and Contact Details of Submitting / Awarding Body SPOC</b> ( <i>In case of CS or MS, provide details of both Lead AB &amp; Supporting ABs</i> )	Name: Mohit Soni Position in the organization: Chief Executive Officer Address if different from above: Tel number(s): 01149048335/ 49048336 E-mail address: <a href="mailto:ceo@mescindia.org">ceo@mescindia.org</a>																						
22.	<b>Final Approval Date by NSQC:</b> 8-Feb-2024	<b>23. Validity Duration:</b> 2 Years			<b>24. Next Review Date:</b> 7-Feb-2026																			

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer 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/NS QF 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.	Aerial Cinematography	MES/N0926	Core	4.5	4	45	75			120	6	10		4	20	20
2.	Equipment Management	MES/N0927	Core	4.5	3	30	60			90	6	10		4	20	20
3.	Flight Planning	MES/N0928	Core	4.5	3	30	60			90	6	10		4	20	20
4.	Collaboration with Film Crew	MES/N0929	Core	4.5	3	30	60			90	6	10		4	20	20
5.	Technical Expertise	MES/N0930	Core	4.5	4	45	75			120	6	10		4	20	20
Duration (in Hours) / Total Marks				4.5	17	180	330			510	30	50		20	100	100

Elective NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF 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.																
2.																
Duration (in Hours) / Total Marks																

## Optional NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF 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.																
2.																
Duration (in Hours) / Total Marks																

## 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)	Graduate in related field with 5 years of experience in Photography or film making with 1 Year experience in training/teaching.  Post- Graduate in related field with 3 years of experience in Photography or film making with 1 Year experience in training/teaching.
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Post- Graduate in related field with 5 years of experience in Photography or film making with 2 Year experience in training/teaching.
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	

## Section 4: Assessment Related

1.	<b>Assessor's Qualification and experience in relevant sector (in years)</b> <i>(as per NCVET guidelines)</i>	<b>Post- Graduate in related field with 10 years of experience in Photography or film making.</b>
2.	<b>Proctor's Qualification and experience in relevant sector (in years)</b> <i>(as per NCVET guidelines)</i>	<b>Graduate in related field with 5 years of experience in Photography or film making.</b>
3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)</b> <i>(as per NCVET guidelines)</i>	<b>Post- Graduate in related field with 10 years of experience in Photography or film making.</b>
4.	<b>Assessment Mode</b> <i>(Specify the assessment mode)</i>	<b>Blended</b>
5.	<b>Tools and Equipment Required for Assessment</b>	<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

*Provide Annexure/Supporting documents name.*

1.	<b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b> YES
2.	<b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b> Yes
3.	<b>Government /Industry initiatives/ requirement (Yes/No):</b> Yes WORLDSKILLS
4.	<b>Number of Industry validation provided:</b> NA
5.	<b>Estimated nos. of persons to be trained and employed:</b>
6.	<b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> NA If "No", why:

## Section 6: Annexure & Supporting Documents Check List

*Specify Annexure Name / Supporting document file name*

1.	<b>Annexure:</b> NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	<i>Filled</i>
2.	<b>Annexure:</b> List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	<i>Filled</i>
3.	<b>Annexure:</b> Detailed Assessment Criteria <i>(Mandatory)</i>	<i>Filled</i>

4.	<b>Annexure:</b> Assessment Strategy (Mandatory)	Filled
5.	<b>Annexure:</b> Blended Learning (Mandatory, in case selected Mode of delivery is "Blended Learning")	Filled
6.	<b>Annexure:</b> Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)	
7.	<b>Annexure:</b> Acronym and Glossary (Optional)	Filled
8.	<b>Supporting Document:</b> Model Curriculum (Mandatory – Public view)	
9.	<b>Supporting Document:</b> Career Progression (Mandatory - Public view)	
10.	<b>Supporting Document:</b> Occupational Map (Mandatory)	
11.	<b>Supporting Document:</b> Assessment SOP (Mandatory)	
12.	<b>Any other document you wish to submit:</b>	

### 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
<b>Professional Theoretical Knowledge/Process</b>	<ul style="list-style-type: none"> <li>Possession of a valid FAA Part 107 Remote Pilot Certificate or equivalent certification</li> <li>Demonstrated experience in capturing high-quality aerial shots for film or video projects.</li> <li>A keen eye for unique and visually compelling aerial perspectives</li> </ul>	The practical and theoretical knowledge required by the individual align with the ones as described for NSQF Level 4.5	NSQF Level 4.5
<b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>	<ul style="list-style-type: none"> <li>Ability to effectively manage and operate professional-grade drones and camera equipment</li> </ul>	The professional skills and expertise required by the individual align with the	NSQF Level 4.5



	<ul style="list-style-type: none"> <li>Knowledge of equipment maintenance and troubleshooting</li> </ul>	ones as described for NSQF Level 4.5	
<b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b>	<ul style="list-style-type: none"> <li>Familiarity with aviation regulations and adherence to safety protocols.</li> <li>Competence in planning and executing drone flights considering weather conditions, airspace regulations, and safety requirements</li> </ul>	The readiness and mindset required by the individual align with the ones as described for NSQF Level 4.5	NSQF Level 4.5
<b>Broad Learning Outcomes/Core Skill</b>	<ul style="list-style-type: none"> <li>Strong communication and collaboration skills to work effectively with directors, cinematographers, and other crew members.</li> <li>Ability to contribute to the creative vision and integrate aerial shots seamlessly into the overall narrative</li> </ul>	The Learning outcome of the individual align with the ones as described for NSQF Level 4.5	NSQF Level 4.5
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>Stay updated on the latest drone technologies, camera systems, and aerial cinematography techniques</li> <li>Ability to troubleshoot technical issues related to drone operations.</li> </ul>	The responsibilities of the individual align with the ones as described for NSQF Level 4.5	NSQF Level 4.5

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

List of Tools and Equipment

Batch Size:

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	High-Performance Computers		
2	Graphics Tablets		
3	Professional Graphic Design Software		
4	Colour Calibration Tools		
5	High-Resolution Monitors		
6	Printers and Scanners		

7	Graphic Design Books and References		
8	Ergonomic Furniture		
9	Drawing Tools (Pens, Pencils, Markers, Rulers)		
10	Storage Devices		
11	Large Format Printers		
12	Projector		
13	Whiteboards or Flipcharts		
14	Online Collaboration Tools		
15	Mock Client Projects		
16	Drawing Tablets for Traditional Art (optional)		

Classroom Aids

The aids required to conduct sessions in the classroom are:

1.
2.

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)

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

Data to be provided year-wise for next 3 years

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

	Year	Total Candidates	Women	People with Disability
--	------	------------------	-------	------------------------

Qualification Version		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assesse d	Certif ied	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	LCD, Projector, Laptop, MSOffice Suite, Flipchart, whiteboard, Markers, wi-fi connectivity	50:50
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	LCD, Projector, Laptop, MSOffice Suite, various tools and software, computer camera, computer speakers, wi-fi connectivity	50:50
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Computer systems for all students, printers, wi-fi connectivity	50:50
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	Learning management system	0:100
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Online assessment portals, tablet for each student	0:100
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	Access to industry partner in relevant field	100:0

## Annexure: 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
Aerial Cinematography	• Aerial cinematography provides filmmakers with the ability to capture stunning visuals from the air, offering unique perspectives that enhance the storytelling				
	• Aerial shots contribute to the narrative by adding depth, scale, and context to scenes, elevating the overall visual storytelling experience				
	• Aerial cinematographers need technical expertise in operating drones, managing camera equipment, and ensuring the precision required for cinematic shots				

	<ul style="list-style-type: none"> <li>• Thorough flight planning is essential, considering factors such as weather conditions, airspace regulations, and safety protocols to execute safe and effective drone flights.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Effective collaboration with film crews, directors, and other team members is crucial to seamlessly integrate aerial shots into the overall vision of the project</li> </ul>				
	<ul style="list-style-type: none"> <li>• Aerial cinematographers are responsible for the maintenance and management of drone equipment, ensuring optimal functionality and safety during operations</li> </ul>				
	<ul style="list-style-type: none"> <li>• Aerial cinematography adds a visually captivating element to films, making them more engaging and memorable for audiences</li> </ul>				
	<ul style="list-style-type: none"> <li>• The use of drones allows for storytelling possibilities that go beyond traditional cinematography, offering new ways to capture landscapes, action sequences, and dynamic scenes</li> </ul>				
	<ul style="list-style-type: none"> <li>• Aerial cinematography contributes to the innovation of filmmaking, allowing directors and cinematographers to explore creative and impactful ways to tell their stories</li> </ul>				
	The technique enables the capture of dynamic shots such as sweeping panoramas, tracking shots, and immersive aerial views, creating a cinematic experience				
	<b>Total Marks</b>	<b>6</b>	<b>10</b>		<b>4</b>
<b>Equipment Management</b>	<ul style="list-style-type: none"> <li>• Inspection and Maintenance</li> </ul>				
	<ul style="list-style-type: none"> <li>• Regularly inspect drones to identify any wear, damage, or malfunctions</li> </ul>				
	<ul style="list-style-type: none"> <li>• Conduct routine maintenance to ensure drones are in optimal working condition</li> </ul>				
	<ul style="list-style-type: none"> <li>• Stay informed about the latest firmware updates and implement upgrades to enhance drone performance</li> </ul>				
	<ul style="list-style-type: none"> <li>• Evaluate new technologies and features that could improve aerial cinematography capabilities</li> </ul>				
	<ul style="list-style-type: none"> <li>• Monitor and manage drone batteries, ensuring they are fully charged and capable of supporting the required flight duration</li> </ul>				
	<ul style="list-style-type: none"> <li>• Implement proper battery storage practices to prolong their lifespan</li> </ul>				
	<ul style="list-style-type: none"> <li>• Calibrate sensors and systems to ensure accurate navigation, stability, and precise control during flights</li> </ul>				
	<b>Total Marks</b>	<b>6</b>	<b>10</b>		<b>4</b>

Flight Planning	Evaluate potential filming locations for suitability and visual appeal				
	• Consider factors such as landscapes, structures, and lighting conditions				
	• Check and comply with local regulations and airspace restrictions for the selected filming locations.				
	• Obtain necessary permits and permissions for aerial operations.				
	<b>TOTAL</b>	6	10		4
Collaboration with Film Crew	• Engage in discussions with the director and cinematographer to understand the overall vision and goals of the film				
	• Clarify specific requirements for aerial shots and how they contribute to the storytelling				
	• Provide creative input on how aerial shots can enhance key scenes and sequences.				
	• Collaborate on shot composition, angles, and timing to seamlessly integrate aerial footage into the film.				
	• Work with the film crew to incorporate aerial sequences into storyboards				
	• Ensure alignment between aerial shots and the narrative flow of the film				
	• Attend pre-production meetings to discuss the overall shooting schedule and specific requirements for aerial cinematography.				
	• Collaborate on the timing and coordination of aerial shots with ground-based sequences				
	• Be responsive to feedback from the film crew during filming				
	<b>Total Marks</b>	6	10		4
Technical Expertise	• Proficiently operate drones, including precise control of altitude, speed, and direction				
	• Navigate drones in various environments, adapting to different terrains and conditions.				
	• Set up and configure camera parameters, including resolution, frame rate, and exposure settings				

	• Operate recording devices to capture high-quality footage in diverse shooting conditions.				
	• possess knowledge of emergency procedures and safety measures during drone operations.				
	• Conduct risk assessments and make real-time decisions to ensure the safety of crew members and equipment.				
	4. Navigation Systems:				
<b>Total Marks</b>		<b>6</b>	<b>10</b>		<b>4</b>
<b>Grand Total</b>		<b>30</b>	<b>50</b>		<b>20</b>

### 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 SDMS/SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

#### 2. Testing Environment:

- Confirm that the centre is available at the same address as mentioned on SDMS or SIP
- Check the duration of the training.
- Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
- Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
- Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
- Check the availability of the Lab Equipment for the particular Job Role.

#### 3. Assessment Quality Assurance levels / Framework:

- Question papers created by the Subject Matter Experts (SME)
- Question papers created by the SME verified by the other subject Matter Experts
- Questions are mapped with NOS and PC
- Question papers are prepared considering that level 1 to 3 is for the unskilled & semi-skilled individuals, and level 4 and above are for the skilled, supervisor & higher management.
- Assessor must be ToA certified & trainer must be ToT Certified

- Assessment agency must follow the assessment guidelines to conduct the assessment.
4. Types of evidence or evidence-gathering protocol:
    - Time-stamped & geotagged reporting of the assessor from assessment location
    - Centre photographs with signboards and scheme specific branding
    - Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
    - Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos
  5. Method of verification or validation:
    - Surprise visit to the assessment location
    - Random audit of the batch
    - Random audit of any candidate
  6. Method for assessment documentation, archiving, and access
    - Hard copies of the documents are stored
    - Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage
  - Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

### 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
<b>National Occupational Standards (NOS)</b>	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.
<b>Qualification</b>	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
<b>Qualification File</b>	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.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service or technology.
<b>Long Term Training</b>	Long-term skilling means any vocational training program undertaken for a year and above. <a href="https://ncvet.gov.in/sites/default/files/NCVET.pdf">https://ncvet.gov.in/sites/default/files/NCVET.pdf</a>



