

## CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

### Name and address of submitting body:

Groundcrew Examining Board (GEB)  
Air Force Station  
Chandigarh 160003

### Name and contact details of individual dealing with the submission

**Name** : Group Captain CR Sreeji VSM

**Position in the organisation** : Commanding Officer, GEB

**Address if different from above:** Same as above

**Tel number(s)** : 0172-2653536 (Extn-7660)

**E-mail address** : examiner1@nic.in

### List of documents submitted in support of the Qualifications File

1. Curriculum and training contents for Continuity Training Annexure-I
2. Curriculum and training contents for Assistant Security Officer (ASO) Course Annexure-II
3. Air Force Order (AFO) 57/15 specifying the role of IAF(P) Annexure-III
4. Blue Print of Junior Warrant Officer Promotion Exam (JPE) Annexure-IV

**SUMMARY**

<b>1. Qualification Title</b>	JWO/WO/MWO : Indian Air Force (Police)
<b>2. Qualification Code</b>	IAF/Sec(P)/133
<b>3. NCO Code and Occupation</b>	3355.9900 Police Inspector Others; 2320.0101 Certified Training Assessor; 2424.0300 Human Resource Manager; 1324.1200 Manager Material
<b>4. Nature and purpose of the qualification</b>	A rank and trade certification to the airwarriors who have exceptional knowledge and skill for performing the duties of Team Leader in IAF (Police)
<b>5. Body/bodies which will award the qualification</b>	Regional Examining Board (Z) REB(Z) & Groundcrew Examining Board (GEB)
<b>6. Body which will accredit providers to offer courses leading to the qualification</b>	Directorate of Training, Air HQ
<b>7. Whether accreditation/affiliation norms are already in place or not (if yes, attach a copy)</b>	N/A as specific to Defence Forces
<b>8. Occupation(s) to which the qualification gives access</b>	He is team leader and manager who ensures effective security measures and laid down procedures are followed by members of team placed under him. He is responsible for work output and development of his team
<b>9. Job Description of the Occupation</b>	To act as Assistant Security Officer with supervision and control of the Guard Room.
<b>10. Licensing requirements</b>	Service Driving License (SDL) issued by Mechanical Transport (MT) Section
<b>11. Statutory and regulatory requirements of the relevant sector (documentary evidence to be provided)</b>	Air Force Act, Air Force Regulations, Air Force Orders
<b>12. Level of the qualification in the NSQF</b>	7
<b>13. Anticipated volume of training/learning</b>	1000 Hrs comprising of:- (a) 180 Hrs of Assistant Security Officer (ASO)

<b>required to complete the qualification</b>	<p>Course                      (Theory: 75Hrs, Practical: 105 Hrs)                      (b) 120 Hrs of continuity training at Field Unit                      (Theory:120 Hrs)                      (c) 700Hrs of Practice.</p>		
<b>14. Indicative list of training tools required to deliver this qualification</b>	<p>Fire arms (Pistol, carbine, rifle, etc), hand to hand combat infrastructure, Firing range, Vehicles (2 wheeler, LMV, HMTV), Sand model, Simulator for range, Classroom with modern AV aids.</p>		
<b>15.Entry requirements and/or recommendations</b>	<p><b>Qualification:</b>                      (i) Should have attained Skill Grade A in the rank of Sgt &amp; above                      (ii) 13 yrs of service</p>		
<b>16.Progression from the qualification</b>	<p>Job Progression:-                      JWO*→WO→MWO                      *Subject to clearing Junior Warrant Officer Promotion Exam (JPE)</p>		
<b>17.Planned arrangements for the Recognition of Prior learning (RPL)</b>	<p>N/A</p>		
<b>18.International comparability where known</b>	<p>Not known</p>		
<b>19. Date of planned review of the qualification.</b>	<p>Every 5 yrs /earlier in case of change in training syllabus pattern.</p>		
<b>20.Formal structure of the qualification</b>			
<b>Title of component and identification code.</b>	<b>Mandatory/ Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
(a) Supervision and control of the guard Room. IAF/Sec(P)/133/01	<b>M</b>	<b>350</b>	<b>7</b>
(b) Act as Assistant Security Officer, WO IC Provost Units IAF/Sec(P)/133/02	<b>M</b>	<b>350</b>	<b>7</b>
(c) Undertake trade testing and instructional duties IAF/Sec(P)/133/03	<b>M</b>	<b>300</b>	<b>7</b>
<b>TOTAL</b>		<b>1000</b>	

**SECTION 1**  
**ASSESSMENT**

**21. Body/Bodies which will carry out assessment:**

There are three bodies, which carry out the assessment:

1. Station Security Officer is responsible for testing during Continuity Training.
2. Regional Examining Board (Zonal) REB (Z) is responsible for conducting the JPE/SGT for gauging the skill knowledge acquired by the Airwarrior.

**22. How will RPL assessment be managed and who will carry it out?**

N/A .

**23. Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.**

Assessment at Unit/Station/P&S unit is carried out by Station Security Officer (SSO). Assessment for SPE/SGT will be done by independent REB (Z) to assess the skill acquired by Airwarrior.

The field units and the boards have all necessary infrastructure and pool of qualified Examiners and Assessors to carry out detailed assessments.

REB (Z) uses all the modern trends like Online Testing and Evaluation System (OTES) for conducting the exams, evaluation and indepth analysis of the result. The exams are conducted in the following manner

1. Written Exams on the theory part of curriculum, which is divided into three categories (factual, comprehension, application), are conducted on OTES platform for testing the knowledge of Airwarrior in his trade.
2. Practical Exam is used to test the :
  - (a) Professional Skill
  - (b) Core Skill of the Airwarrior
3. Viva Voce is used to gauge the overall knowledge of the Airwarrior.

## ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

### 24. ASSESSMENT EVIDENCE

Undertake the entire range of duties of Sergeant as mentioned in NSQF level 6 and in addition, take over the following:

Title of Component:

Outcomes to be assessed	Assessment criteria for the outcome
<b>(a) Supervision and control of the guard Room.</b>	(i) Able to impart proficiency in the trade duties of the juniors. (ii) Air warrior should have the Initiative and leadership quality (iii) Able to discharge the duties and responsibilities of SNCO IC Police, Guard Room, Spl Inv Branch, Orderly Room, MT and Provost and Security Section in a befitting manner.
<b>(b) Duties of Assistant Security Officer, WO IC Provost Units</b>	(b) Have knowledge of discharging duties and responsibilities of Asst Security Officer and WO IC Provost Units in the course of his duties.
<b>(c) Trade testing and instructional duties</b>	(i) Have thorough knowledge of syllabus, précis and current AFOs and manuals pertaining to IAF(P) trade. (ii) Understand the method of instructions and proficiency in imparting lessons as per précis and lesson plan. (iii) Air warrior should have the proficiency in his trade and allied subjects. (iv) He should be familiar with the method of demonstrations, explanations and practical's, which are a mandatory part of his trade duties. (vii) Air warrior should have the knowledge of trade testing regulations and concerned IAPs and directives.
<b>Means of assessment 1</b> There are two types of Assessments viz. Formative and Summative. (a) The Formative Assessment is carried out continuously during the conduct of Assistant Security Officer Course and Contiunity Trg conducted by SSO. (b) Summative Assessment is carried out by REB (Z)	

Details are mentioned under means of Assessment-2. Written test, Practical examination/ Skill test & Viva voce

**Means of assessment 2**

**1. Means of Formative Assessment (Total marks allotted- 400)**

- |   |           |
|---|-----------|
| (a) Assignments for each module of Theory component | 100 Marks |
| (b) Presentation on Case Study                      | 50 Marks  |
| (c) Phy training & Gen Service Trg                  | 50 Marks  |
| (d) Weapon Training and Firing                      | 50 Marks  |
| (e) Practical Exercise                              | 50 Marks  |
| (f) Public Speaking                                 | 100 Marks |

**2. Means of Summative Assessment (Total marks allotted- 250) conducted by REB (Z)**

- |   |          |
|---|----------|
| (a) Written test for General Education (core skill) | 50 Marks |
| (b) Written test for Trade Skills component         | 50 Marks |
| (c) Range Firing Practical Test                     | 30 Marks |
| (d) Practical driving                               | 20 Marks |
| (e) Viva voce for Practical Component.              | 25 Marks |
| (f) Job practical                                   | 25 Marks |

**Pass/Fail**

The minimum qualifying standard is 50% marks in each part and 60% in aggregate of all parts of Theory/Practical Exam conducted by REB (Z). Those who score 80% and above are declared as Skill grade 'A'.

Should pass within three attempts.

**SECTION 2**

**25. EVIDENCE OF LEVEL**

**OPTION A**

<b>Title/Name of qualification/component: JW/JO/MJO of Indian Air Force (Police)</b>			
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the outcomes relates to the NSQF level descriptors</b>	<b>NSQF Level</b>
Process	Airwarrior carries out Asst Sec Offr duties of Security section	Air warrior is able to handle all the tasks related to Asst Sec Offr and able to manage the security section with ease	7
Professional knowledge	<ol style="list-style-type: none"> <li>1. Airwarrior to exhibit sound knowledge on the duties and responsibilities of Asst Sec Offr and management of the work force placed under him.</li> <li>2. Be aware about the advance investigation techniques and its applicability in resolving the case.</li> <li>3. Exhibit sound knowledge of various Acts, rules, policies in vogue and AF law.</li> </ol>	Aiwarrior with min 13Yrs of experience & having undergone Assistant Security Officer course becomes well versed with all the aspects of the functioning of a Security section. The Assistant Security Officer course followed by continuity training provides the requisite knowledge to manage a Security Section and handle all the complexities.	7
Professional skill	Able to grasp the problems likely to be encountered as ASO, understand the consequences and take appropriate action to defuse it	Ability to immediately assess the probable cause which can lead to a problem and initiate corrective actions to avoid any eventuality to occur. Keep the airwarriors under him highly motivated to take appropriate action and provide relevant feedback to SSO.	7
Core skill	<p>Able to depict good public speaking traits, communicate well with all personnel of the Unit/Station.</p> <p>Able to comprehend all polices and orders in Hindi, English and local language and communicate well for its implementation.</p> <p>Handle computer and office desk jobs with fair amount of ease.</p>	During the Assistant Security Officer course undergoes extensive practice on public speaking and is able to exhibit good communication skills, develops flair in handling computer, becomes capable to handle personals and mentor them, exhibits good understanding of social and natural environment	7

Title/Name of qualification/component: JWO/WO/MWO of Indian Air Force (Police)			
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Responsibility	Able to carry out the Assistant Security Officer duties of security section with ease.	Is able to handle the Assistant Security Officer duties and also mentor the juniors in undertaking their assigned duties. He is responsible for the work output and development of the team.	7

### **SECTION 3**

#### **EVIDENCE OF NEED**

##### **26. What evidence is there that the qualification is needed?**

There has been sudden surge in incidences of attacks on the Military bases by Anti National Elements. With political turmoil being faced by the most of the states, the security of the bases requires to be beefed up with well trained and highly skilled manpower. These trained airwarriors, are thus, able to sense the onset of the problem and take corrective actions to defuse it in time before it snow balls.

The, Assistant Security Officer course gives the airwarriors indepth knowledge to handle various situations, which are likely to be encountered during the course of actual field deployment both during war/ peace.

##### **What is the estimated uptake of this qualification and what is the basis of this estimate?**

Is based on the cadre and actual figures cannot be revealed

##### **27. Recommendation from concerned Line Ministry of Govt/Regulatory Body. To be supported by documentary Evidences**

The trade has been cleared by MoD and notification to the same effect is confidential in nature.

##### **28. What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF?**

This qualification is especially tailor made to suit the specific AF requirements. In some parts it does have some similarity with civilian security setup for which the NOS have been equated.

##### **29. What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?**

IAF has a well defined Directorates responsible for monitoring both the training and testing aspects. **Directorate of Training** is responsible for ensuring that right training is imparted to the recruits. The syllabus is based on various studies and feedback received from field units/ REB (Z).

**Directorate of Education** is responsible for Trade Testing and Evaluation of the knowledge and skill level of the airwarriors passing out from the institute and their performance in field units.

This qualification will be reviewed and revised at an interval of five years or earlier, in case of change in syllabus based on the feedback from field Units/REB (Z).

#### **SECTION 4** **EVIDENCE OF PROGRESSION**

##### **30. What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?**

A Sgt with 13 Yrs of service becomes eligible for appearing for his third promotion exam called the JPE. During this period he also undergoes an Assistant Security Officer course of one month duration, which gives insight to the various aspects of the Security Sections. The knowledge gained during the course helps the Airwarriors to further hone their skills by undergoing a six months of dedicated continuity training on completion of the course. On successful completion of JPE, Sgt gets promoted to JWO. He will further keep climbing the promotion ladder based on his ACR marks. As per new policy in vogue, ACRs have been linked to skill levels. So, he will be motivated to enhance his skill levels and get them tested by appearing for SGT also conducted by REB(Z) .

The progression flow is given below.

Sgt\*→JWO\*→WO→MWO

\*Subject to clearing promotion exam for JWO called JPE