

Approved in 20th NSQC, 09.04.18

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Groundcrew Examining Board (GEB)
Air Force Station Chandigarh
Chandigarh -160003

Name and contact details of individual dealing with the submission

Name : Group Captain CR Sreeji VSM

Position in the organization : Commanding Officer, GEB

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List of documents submitted in support of the Qualifications File

1. Syllabus of OJT and continuity classes held at field units (Annexure-I)
2. Air Force Order (AFO) 57/15 specifying the role of Electrical Fitter (Annexure-II)
3. Blue Print of REB (Zonal) (Annexure-III)

SUMMARY

1. Qualification Title	JWO/WO/MWO: Education Instructor
2. Qualification Code	IAF/Edn/073
3. NCO Code and Occupation	2424.990, Training and Staff Development Professionals, Others;2351.9900,EducationMethods Specialist Others;2351.0100,School Inspector;2432.0300 Information Officer;2432.0200,Public Relation Officer;2432.0100 Publicity Officer; 5451.0151,Counsellor;5414.0111,Security Supervisor; 5411.9900, Fire fighter others;
4. Nature and purpose of the qualification	A trade and rank certificate to the personnel with adequate knowledge and skill to perform the duties of JWO/WO/MWO and a professional leader in the Education Section.
5. Body/bodies which will award the qualification	Regional Examining Board (Zonal) [REB(Z)]
6. Body which will accredit providers to offer courses leading to the qualification	Directorate of Training (D Trg), Air HQ
7. Whether accreditation/affiliation norms are already in place or not (if yes, attach a copy)	N/A as specific to Defence Forces
8. Occupation(s) to which the qualification gives access	Junior Warrant Officer (JWO) of Education Instructor.
9. Job Description of the Occupation	He is a team leader and manager who ensure that correct ways are followed during conductof classes of Trainees, managing library and Air Force Schools. He is responsible for work output and development of his team. For details refer Annexure: II.
10. Licensing requirements	N/A
11. Statutory and regulatory requirements of the relevant sector	Air Force Act, Air Force Regulations, Air Force Orders

(documentary evidence to be provided)	
12.Level of the qualification in the NSQF	7
13.Anticipated volume of training/learning required to complete the qualification	On Job Training : 1000 Hrs
14. Indicative list of training tools required to deliver this qualification	Classroom with modern AV aids, software for IAF exam procedure, IAF school Administration software application programs. Fire Arms, Firing Range, Ground Training.
15.Entry requirements and/or recommendations	Qualification: Should have passed Test of Skill-JPE Should have 06 years of Working Experience
16.Progression from the qualification	Job Progression JWO → WO → MWO
17.Planned arrangements for the Recognition of Prior learning (RPL)	N/A as each stage is complete
18. International comparability where known	Education counsellor, school manager
19.Date of planned review of the qualification.	Every 5 yrs/earlier in case of change in training syllabus pattern.

20. Formal structure of the qualification			
Title of component and identification code.	Mandatory/ Optional	Estimated size (learning hours)	Level
1. Supervision at Station Education Section IAF/EDN/73/01	M	250	7
2. Act as School Manager and WO IC Education Section IAF/EDN/73/02	M	250	7
3. Undertake trade testing and instructional duties IAF/EDN/73/03	M	250	7
4. Act as Asst PRO IAF/EDN/73/04	M	250	7
Total		1000	

Syllabus of all the OJT and assessment strategy Annexed as Annexure-I

SECTION 1
ASSESSMENT

21. Body/Bodies which will carry out assessment:

Regional Examining Boards [REB (Zonals)] under Ground Crew Examining Board.

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.

(a) Assessment will be carried out by Regional Examining Boards (Zonal) under the aegis of Ground Crew Examining Board (GEB). The examining boards have all necessary infra structure and a pool of qualified, highly experienced examiners to carry out such assessments. Presently the board is conducting examinations for all trades (technical trades considered equivalent to Diploma Courses as recognized by AICTE).

(b) IAF has a well-defined appraisal system covering all aspects of an Air Warrior ranging from personal traits to professional performance. The Air Warrior is assessed once a year based on his performance resulting in a realistic evaluation.

Blue Print for conduct of Exam is attached as Annexure-III.

24. ASSESSMENT EVIDENCE

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

Title of Component:

Outcomes to be assessed	Assessment criteria for the outcome
1. Supervision at Station Education Section	(a) Able to impart proficiency in the trade duties to the juniors. (b) Air warrior should have the Initiative and leadership quality (c) Able to discharge the duties and responsibilities of WO IC Air Force School, IC library and other junior staff in a befitting manner.
2. Act as School Manager and WO IC Education Section	(a) Have knowledge of discharging duties and responsibilities of School Manager and of WO IC Education Section. (b) He also assists Senior Education Officer in the course of his duties.
3. Undertake trade testing and instructional duties	(a) Have thorough knowledge of syllabus, précis and current AFOs and manuals pertaining to Education Instructor trade. (b) Understand the method of instructions and proficiency in imparting lessons as per précis and lesson plan. (c) Air warrior has the proficiency in his trade and allied subjects. (d) He is familiar with the method of demonstrations, explanations and practical, which are a mandatory part of his trade duties. (e) Air warrior has the knowledge of trade testing regulations and concerned IAPs and directives.
4. Act as Asst PRO	(a) He assists Station PRO in all matters related media and publicity (b) He has thorough knowledge of the media and publicity and the process involved in it.
<p><u>Means of assessment 1</u></p> <p>There will be two types of Assessments viz. Formative and Summative. The Formative Assessment will be carried out continuously during the conduct of training by giving assignments & projects and Summative Assessment will be carried out at the end of the training by considering performances in theory and practical examinations.</p>	

Means of assessment 2

Details of examination conducted by REB (Zonal):-

(a) Written test for Theory component	100 Marks- Passing percentages is 50.
(b) Job practical	} 75 Marks
(c) Viva voce	
60 in aggregate	

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 above 80% are declared as Skill 'A'

Should pass within three attempts.

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SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Junior Warrant Officer of Education Instructor			Level: 7
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	Air warrior carries out duties of Education section as Warrant Officer In Charge of Education Section and has deep theoretical and practical knowledge.	Air warrior possesses wide range of knowledge pertaining to education system and implements it in the educational activities involving standard practices.	7
Professional knowledge	Air warrior possesses cognitive and practical knowledge of the problems which arise in an educational system pertaining to schools, libraries, various examinations, and training and evaluation systems in vogue.	Air warrior possesses good knowledge of rules and regulations about schools and libraries. He can predict the difficulties which may arise during the conduct of an examination system, training and evaluation.	7
Professional skill	Air warrior is able to anticipate the problems which may arise during the implementation of specific task.	He is also able to predict the future complications. He understands the consequences and takes appropriate action to solve it.	7
Core skill	Possesses good analytical bent of mind and understands the educational environment in contemporary changing socio political conditions. Good in logical communication and transfer of instructions and information.	He can interpret data from various angles. He can also conduct lectures, presentations, and pass on information through correspondence on all matters of education and other systems pertaining to the organisation.	7

Title/Name of qualification/component: Junior Warrant Officer of Education Instructor			Level: 7
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Responsibility	Air warrior can independently organise various sub sections of electrical and take appropriate decisions with the consultation of his superiors. He can ensure that all the activities required to be undertaken by various teams working under him are carried out without any hindrance. Air Warriors can shoulder responsibility of others work.	He is required to have the ability to plan and execute complex tasks. As team leader and manager he will control and guide team of technicians working under him .He will be responsible for work output and development of his team.	7

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SECTION 3

EVIDENCE OF NEED

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

IAF is one of the most advanced technical fighting forces of the world. Continuous rapid advancement in the field of technology has presented a challenge to air warriors to update themselves with the latest changes and incorporate the same in the organisation for its battle effectiveness. In order to fulfil the educational needs of the air warriors General Education Scheme has been instituted in the IAF. Under this scheme all out efforts are made to motivate Air Force personnel to acquire knowledge through study and discussion which will make them into educated and professionally worthy air warriors. In addition to this, it also covers implementation of Quarterly Education Programme, conduct of various examinations, management of Technical Libraries and Air Force School. Thus, after the JBPT, the TPT course gives the recruits in-depth knowledge to handle all educational matters which arises in the service. Air warrior is required to supervise the task and the subordinates.

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 organisational requirements of IAF. In some parts it does have some similarity with civil agency as regards to some portion of the syllabus 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 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 (T).

Directorate of Education is responsible for Trade Testing and evaluation of the

knowledge and skill level of the personnel passing out from the training 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) A JWO with USTAD will continue career progression till MWO.

(b) An Air Warrior is promoted to the substantial rank of JWO after six years from date of enrolment. He will further keep climbing the promotion ladder till MWO. As per new policy in vogue, ACRs have been linked to skill levels. The progression flow is given below.

JWO-WO-MWO

Annexure-III

(Curriculum and training contents for Trade Phase Training Term – II)

SYLLABUS: EDUCATION INSTRUCTOR
TERM -II

SL NO	Syllabus Index	Subject	Period			
			T	D	P	Total
1	-	Supervisory Skills	-	-	148	148
2	-	GST	28		56	84
3	-	GSD			30	30
4	-	Mid Term Test	-	-	4	04
5	-	Pre REB Exam	-	-	32	32
6	-	REB(T) Exam			88	88
7	-	Computer & IW	12	10	13	35
8	-	Aerospace Safety	8	-	-	8
9	-	IMMOLS	3		17	20
10	-	Method of Instructions	32		28	60
11	-	AF School Adm & Accounting	82		18	100
12	-	Financial Management	18		32	50
13	-	Education projects+ Teaching practice+ education visits	8	-	263	271
Total (Period)			191	10	729	930

EDUCATION INSTRUCTOR: JUNIOR WARRANT OFFICER
AFO 57/2015

<p>In addition to the duties as listed for Sergeant, Junior Warrant Officer is capable of acting independently as officer-in-charge and look after various activities of the Education Section in the absence of S Edn O.</p> <p>(a) Advise Station Commander on educational matters.</p> <p>(b) Advise officers and airmen on matters of their further education.</p> <p>(c) Advise personal on the matters of education of their children.</p> <p>(d) Keep liaison with civilian educational authorities and local educational institutions.</p> <p>(e) Organises educational/cultural programmes/ excursion tours.</p> <p>(f) Administer ETG, LMG and Reference and Technical Library.</p> <p>(g) Advise Stn Cdr on public relation issue.</p>	<p>The following in addition are as listed :-</p> <p>(a) Be conversant with the policy and guidelines on the educational matters.</p> <p>(b) Be aware of the latest trends and utility of such education.</p> <p>(c) Be knowledgeable about future prospects on the matters of education being advised.</p> <p>(d) Have up-to-date information regarding such agencies.</p> <p>(e) Have the information & knowledge regarding places with education values.</p> <p>(f) Be through with current guidelines and procedures regarding ETG, LMG & References and tech library.</p> <p>(g) Conversant with PRO duties.</p>
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REGIONAL EXAMINATION BOARD (SOUTH)

BLUE PRINT: JPE (IPT)

SYSTEM THEORY

TRADE: EDN INSTR

TIME: 50 MINUTES

SYSTEM: EDN INSTR

MARKS: 50

SL NO	SUBJECT	TRAINING HOURS			WEIGHTAGE	MCQ			QUES/ MARKS
		THEORY	THEORY	TOTAL		F	C	A	
1	Education Administration	69:45	-	69:45	06	01	03	02	06/06
2	Library Science and Library	80:15	-	80:15	07	01	04	02	07/07
3	Edn Psychology	47:15	-	47:15	04	01	02	01	04/04
4	Methods of Instruction	79:30	-	79:30	07	01	04	02	07/07
5	Air Force School administration and	61.50	-	61.50	05	01	03	01	05/05
6	Financial Management	13.50	-	13.50	01	-	-	01	01/01
7	War studies	35:15	-	35:15	03	01	01	01	03/03
8	School Administration	40:30	-	40:30	04	01	02	01	04/04
9	Public Relations	24:45	-	24:45	02	-	01	01	02/02
10	Computer Aided Instructions, Micro	35:15	-	35:15	03	01	01	01	03/03
11	Service Writing, Educational Projects,	58::30	-	58::30	05	01	03	01	05/05
12	Logistics Management/IMMOLS	-	-	-	02	01	-	01	03/03
13	Aerospace Safety	-	-	-	01	-	01	-	01/01
	Total	546:00	-	546:00	50	10	25	15	50/50

Note: Reference of Syllabus Approved Authority &Date :Air HQ /18934/2/Trg dated 15 Jul 14