



Model Curriculum

QP Name: Dairy Worker

QP Code: AGR/Q4102

QP Version: 3.0

NSQF Level: 3

Model Curriculum Version: 2.0

Agriculture Skill Council of India || Agriculture Skill Council of India (ASCI), 6th Floor, GNG Tower, Plot No. 11, Sector -44

Table of Contents

Training Parameters.....	3
Program Overview	5
Training Outcomes.....	5
Compulsory Modules.....	5
Module Details.....	7
Module 1: Introduction to the role of Dairy Worker	7
Module 2: Practices for good hand and machine milking	8
Module 3: Process of preparing and maintaining of shed for livestock	9
Module 4: Process of establishing and managing the livestock within the accommodation.....	10
Module 5: Process of procuring livestock feed.....	11
Module 6: Process of preparing feed to livestock	12
Module 7: Maintaining healthy performance of livestock	13
Module 8: Process of growing fodder.....	14
Module 9: Process of forage conservation	15
Module 10: Maintaining Health and safety at the work place	16
Module 11: Employability Skills (30 hours).....	17
Annexure.....	19
Trainer Requirements	19
Assessor Requirements.....	21
Assessment Strategy.....	22
Testing Environment	22
Assessment Quality Assurance framework.....	23

Training Parameters

Sector	Agriculture & Allied
Sub-Sector	Dairying
Occupation	Dairy Farm Management
Country	India
NSQF Level	2
Aligned to NCO/ISCO/ISIC Code	NCO-2015/6121.0601
Minimum Educational Qualification and Experience	Minimum Educational Qualification: Grade 10 OR Grade 8 with two years of (NTC/ NAC) after 8th OR Grade 8 pass and pursuing continuous schooling in regular school with vocational subject OR 8th grade pass with 2-year relevant experience OR 5th grade pass with 5-year relevant experience OR Previous relevant Qualification of NSQF Level 2 with 1-year relevant experience OR Previous relevant Qualification of NSQF Level 2.5 with 6 months' relevant experience
Pre-Requisite License or Training	N/A
Minimum Job Entry Age	17 Years
Last Reviewed On	24/02/2022
Next Review Date	24/02/2025
NSQC Approval Date	24/02/2022
QP Version	3.0
Model Curriculum Creation Date	24/02/2022
Model Curriculum Valid Up to Date	24/02/2025
Model Curriculum Version	2.0
Minimum Duration of the Course	300 Hours

Maximum Duration of the Course	300 Hours
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Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

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

- Demonstrate the process of preparing and maintaining shed for cattle, resources availability, shed construction and types
- Explain about proper handling of the livestock, establishing them within accommodation, transporting them from one place to another
- Demonstrate the process of preparing and giving recommended feed and water to the livestock, feed nutrients composition
- Describe about maintaining health of livestock along with productivity, vaccination of cattle, nutrients requirements
- Demonstrate undertaking safe milking practices
- Demonstrate preparing forage, forage types and types of storage
- Explain about safe and clean dairy farm and hygiene maintenance

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Bridge Module	5:00	00:00			05:00
Module 1: Introduction to the role of Dairy Worker	5:00	00:00			05:00
AGR/N4105 – Performing Hand and Machine Milking NOS Version No. 2.0 NSQF Level 4	10:00	15:00			25:00
Module 2: Practices for good hand and machine milking	10:00	15:00			25:00
AGR/N4115 – Prepare and maintain shed for livestock NOS Version No. 1.0 NSQF Level 2	15:00	15:00			30:00
Module 3: Process of preparing and maintaining of shed for livestock	15:00	15:00			30:00
AGR/N4116 – Carry out proper production and management of the herd NOS Version No. 1.0 NSQF Level 2	15:00	15:00			30:00

Module 4: Process of establishing and managing livestock within the accommodation	15:00	15:00			30:00
AGR/N4117 – Prepare and give recommended feed and water to the livestock NOS Version No. 1.0 NSQF Level 2	10:00	20:00			30:00
Module 5: Process of procuring livestock feed	05:00	10:00			15:00
Module 6: Process of preparing feed to livestock	05:00	10:00			15:00
AGR/N4118 - Maintain health of livestock along with productivity NOS Version No. 1.0 NSQF Level 2	10:00	20:00			30:00
Module 7: Maintaining healthy performance of livestock	10:00	20:00			30:00
AGR/N4119 – Grow and prepare forage NOS Version No. 1.0 NSQF Level 2	10:00	20:00			30:00
Module 8: Process of growing fodder	05:00	10:00			15:00
Module 9: Process of forage conservation	05:00	10:00			15:00
AGR/N4120: Maintain safety and cleanliness at dairy farm NOS Version No. 1.0 NSQF Level 3	15:00	15:00			30:00
Module 10: Maintaining Health and safety at the workplace	15:00	15:00			30:00
DGT/VSQ/N0101 Employability Skills NOS Version-1.0 NSQF Level-2	30:00	00:00			30:00
Module 11: Employability Skills	30:00	00:00			30:00
Total Duration	120:00	120:00			240:00

OJT: 60 hours

Module Details

Module 1: Introduction to the role of Dairy Worker

Bridge Module

Terminal Outcomes:

- Discuss the roles and responsibilities of a Dairy Worker

Duration: 05:00	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the size and scope of the Dairy Industry and its market • Discuss the role and responsibilities of a Dairy Worker • Identify various employment opportunities and career progression for a Dairy Worker • Explain the process of milk procurement • Discuss the concept of clean and antibiotic free milk • List types of synthetic milk and its effects on human health • Explain emerging dimension for dairy business (viz. market technology and innovation) 	
Classroom Aids:	
Laptop, White Board, Marker, Projector	
Tools, Equipment and Other Requirements	

Module 2: Practices for good hand and machine milking

Terminal Outcomes:

- Describe pre-milking activities
- Describe milking activities
- Describe post-milking activities

Duration: 10:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe a conducive milking environment • Explain preparing the animal for milking and ensure health and hygiene • Describe about checking and prevention for mastitis • Explain implementing milking procedure efficiently • Explain practice of safe and hygienic milk storage 	<ul style="list-style-type: none"> • Demonstrate restraining the animal and prepare udder before milking • Demonstrate prescribed handling practices during milking operation • Demonstrate cleaning the milking pail and milking machine and store them in the designated place
Classroom Aids:	
Laptop, White Board, Marker, Projector	
Tools, Equipment and Other Requirements	
Rope	

Module 3: Process of preparing and maintaining of shed for livestock

Terminal Outcomes:

- Process of preparing the shed for livestock
- Process of maintaining the shed for livestock

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the appropriate livestock shed required for the well-being of the livestock with stage of growth and production • Explain the different factors which should be taken into account when preparing accommodation in a safe, secure and clean state • Enlist the contact of the supplier and place the order for feed material and supplies • Describe the quality standard to be followed 	<ul style="list-style-type: none"> • Demonstrate various equipment, tools and materials required for the shed • Demonstrate the safety procedures to be followed • Show how to monitor environmental conditions carefully and take safety measures • Show how to adjust and replenish materials as required by the livestock • Demonstrate arrangement for regular cleaning and sanitization of animal housing areas
Classroom Aids:	
Laptop, White Board, Marker, Projector	
Tools, Equipment and Other Requirements	
Cattle Shed, cleaning equipment, disinfectant	

Module 4: Process of establishing and managing the livestock within the accommodation

Terminal Outcomes:

- Describe the process of establishing the livestock in the shed
- Describe the process of managing livestock at different stages

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain about suitable personal protective equipment when working with livestock in the shed • Describe the suitable environmental condition required for the accommodation before establishing livestock within it • Explain the method to move and establish livestock in new areas safely • Describe about the method to prepare livestock for loading and unloading • Describe measures for the waste management and utilize it for revenue generation 	<ul style="list-style-type: none"> • Demonstrate checking the suitable environmental condition required for the accommodation before establishing livestock within it • Show how to approach livestock quietly calmly, according to workplace procedures, to ensure that they are not startled • Demonstrate proper handling methods to minimize the stress of the animals • Show how to implement animal identification system • Show how to identify troubled/sick animal and isolate them
Classroom Aids:	
Laptop, White Board, Marker, Projector	
Tools, Equipment and Other Requirements	
Rope, Vehicle	

Module 5: Process of procuring livestock feed

Terminal Outcomes:

- Describe the process of procuring and sourcing feed for livestock

Duration: 05:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the feed quality and composition required for feeding animals at different stages • Describe the feed composition and quality • Explain the arrangement for various feed and feed supplements essential for animal nutrition and growth • Describe assessment of the quality and stock level of feed regularly • Explain the fodder cultivation schedule and sourcing of fodder 	<ul style="list-style-type: none"> • Demonstrate the identification and procurement of the inputs required for the feed preparation • Demonstrate the arrangement for various feed and feed supplements essential for animal nutrition and growth • Show how to monitor the condition of feed and water and take the appropriate action when problems occur • Show how to follow supplier/expert's recommendations and workplace norms for feed storage
Classroom Aids:	
Laptop, White Board, Marker, Projector	
Tools, Equipment and Other Requirements	
Feed Components	

Module 6: Process of preparing feed to livestock

Terminal Outcomes:

- Demonstrate preparing feed for livestock
- Demonstrate delivering feed and water to livestock

Duration: 05:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Enlist the nutrients required for animals • Explain the correct methods for supplying feed and maintaining adequate levels • Describe the methods of cleaning and maintaining feeding and watering equipment in a fit condition • Explain the importance of ensuring all livestock have access to feed and water • Describe the feed for pregnant and lactating animals according to the expert's suggestions • Describe the process of waste segregation and waste management 	<ul style="list-style-type: none"> • Demonstrate mixing the appropriate proportions of feed and feed supplements depending on the age and stage of growth of animal • Demonstrate preparing the correct amount of animal feed as directed in the Feeding Plan in a way that minimizes wastage • Show how to follow the Feeding Chart and store feed appropriately • Demonstrate the measures for the wastage minimization • Demonstrate cleaning and maintaining feed and water equipment according to established workplace procedures • Show how to dispose of waste from the feeding and watering systems safely and correctly
Classroom Aids:	
Laptop, White Board, Marker, Projector	
Tools, Equipment and Other Requirements	
Feed Components	

Module 7: Maintaining healthy performance of livestock

Terminal Outcomes:

- Process of monitoring the health and well-being of livestock
- Demonstrate delivering recommended treatment to animals

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the parameters of healthy animal • Describe the handling of calf • Explain how to monitor the physical condition of the animals at suitable intervals • Describe how to record the health check-up of the animal and treatment provided • Describe about the pregnancy period and taking care the animal during pregnancy • Manage animal under treatment as per protocol given by veterinarian 	<ul style="list-style-type: none"> • Show how to monitor the physical condition of the animals • Show how to recognize, record and report any abnormal signs in the animal • Demonstrate checking livestock for presence of external parasites • Show how to take care the animal during pregnancy • Demonstrate the health check-up record of the animal and treatment provided
Classroom Aids:	
Laptop, White Board, Marker, Projector	
Tools, Equipment and Other Requirements	

Module 8: Process of growing fodder

Terminal Outcomes:

- Describe about the fodder crops
- Describe the process of harvesting and preparing fodder

Duration: 05:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain about different fodder crops according to local climate and crop cycle for year-round green fodder availability • Describe the right time of harvesting of crops • Describe the safety hazards and OHS procedures for forage harvesting, transporting and chaffing • Explain optimum time and stage of harvesting 	<ul style="list-style-type: none"> • Demonstrate growing of different fodder crops • Show how to identify and use the tools and equipment for preparation of forage • Show how to identify various insect/pest of fodder crops and their preventive measures • Demonstrate the process of harvesting, transporting and chaffing of fodder
Classroom Aids:	
Laptop, White Board, Marker, Projector	
Tools, Equipment and Other Requirements	

Module 9: Process of forage conservation

Terminal Outcomes:

- Describe the process of fodder conservation

Duration: 05:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Explain the method of forage conservation – hay making, silage preparation, chemical treatment etc. Describe about the various tools and equipment required for the preparation of forage Explain the different forage storage plan Describe the method of minimization of spoilage Practice sample testing of stored forage for quality 	<ul style="list-style-type: none"> Demonstrate preparing of forage conservation machinery and equipment in according to the standards Show how to prepare storage facility for selected forage conservation method Show how to identify dry matter target and assess dry matter content of forage material for the forage operation Demonstrate disposing of all waste and debris to minimize environmental impacts Show how to clean and service machinery and ancillary equipment according to the standards
Classroom Aids:	
Laptop, White Board, Marker, Projector	
Tools, Equipment and Other Requirements	

Module 10: Maintaining Health and safety at the work place

Terminal Outcomes:

- Demonstrate the process of maintaining the operations of service & maintenance of farm equipment

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the risks to health and safety and the measures to be taken to control those risks in your area of work • Enlist the workplace procedures and requirements for the treatment of workplace injuries/illnesses • Describe basic emergency first aid procedure 	<ul style="list-style-type: none"> • Show how to maintain a clean & efficient workplace • Demonstrate taking appropriate emergency procedures • Demonstrate practices of general safety and first aid • Show how to identify and use all protective clothing and safety gears like safety belt, helmet, mask, goggles etc. while executing work like spraying insecticides and pesticides • Show how to apply the instructions as told while using the tools and equipment
Classroom Aids:	
Laptop, White Board, Marker, Projector	
Tools, Equipment and Other Requirements	
Personal Protective Equipment Like: Helmet / Head Gear, Safety Gloves, Safety Boots, First Aid Kit: Bandages, Adhesive Bandages, Betadine Solution / Ointment, Pain Relief Spray / Ointment, Antiseptic Liquid; Antidote, Phone Directory, Search Lights, Fire Extinguisher, Vacuum Cleaner, Dust Pins, Sanitizers	

Module 11: Employability Skills (30 hours)

Mapped to NOS DGT/VSQ/N0101 v1.0

Duration: 30:00

Key Learning Outcomes

Introduction to Employability Skills Duration: 1 Hour

After completing this programme, participants will be able to:

1. Discuss the importance of Employability Skills in meeting the job requirements

Constitutional values - Citizenship Duration: 1 Hour

2. Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.
3. Show how to practice different environmentally sustainable practices

Becoming a Professional in the 21st Century Duration: 1 Hours

4. Discuss 21st century skills.
5. Display positive attitude, self -motivation, problem solving, time management skills and continuous learning mindset in different situations.

Basic English Skills Duration: 2 Hours

6. Use appropriate basic English sentences/phrases while speaking

Communication Skills Duration: 4 Hour

7. Demonstrate how to communicate in a well -mannered way with others.
8. Demonstrate working with others in a team

Diversity & Inclusion Duration: 1 Hour

9. Show how to conduct oneself appropriately with all genders and PwD
10. Discuss the significance of reporting sexual harassment issues in time

Financial and Legal Literacy Duration: 4 Hours

11. Discuss the significance of using financial products and services safely and securely.
12. Explain the importance of managing expenses, income, and savings.
13. Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws

Essential Digital Skills Duration: 3 Hours

14. Show how to operate digital devices and use the associated applications and features, safely and securely
15. Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely

Entrepreneurship Duration: 7 Hours

16. Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges

Customer Service Duration: 4 Hours

17. Differentiate between types of customers
18. Explain the significance of identifying customer needs and addressing them

19. Discuss the significance of maintaining hygiene and dressing appropriately

Getting ready for apprenticeship & Jobs Duration: 2 Hours

20. Create a biodata

21. Use various sources to search and apply for jobs

22. Discuss the significance of dressing up neatly and maintaining hygiene for an interview

23. Discuss how to search and register for apprenticeship opportunities

Annexure

Trainer Requirements

Job Role Name	Minimum Educational Qualification of the Trainer	Specialization	Relevant Industry Experience		Training Experience		Remarks
			Years	Specialization	Years	Specialization	
Dairy Worker	12th Class		3	Dairy Management	0		Dairy farm supervisor with 4 Years' experience of working with registered Corporates or Not for Profit Organizations after 12th Pass
Dairy Worker	Certificate	Regular VLDA (Veterinary livestock development assistant)	3	Dairy Management	0		
Dairy Worker	Diploma	veterinary /Animal Husbandry / Dairying	3	Dairy Management	0		Regular Diploma more than 15 months in veterinary /Animal Husbandry / Dairying
Dairy Worker	Graduate	Agriculture	2	Dairy Management	0		For the school Program minimum qualification of the Trainer should be Graduate(Agriculture/ Zoology/Dairy) with minimum 3 years Teaching experience (will be considered industry

							experience)
Dairy Worker	B. V. Sc.		0		0		
Dairy Worker	Graduate	Dairy Science/ Dairy Technology	0		0		

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Dairy Worker” mapped to QP: “AGR/Q4102, v3.0”. Minimum accepted score is 80%	Certified for the Job Role: “Trainer (Vet and Skills)”, mapped to the Qualification Pack: “MEP/Q2601, v2.0”. Minimum accepted score is 80%

Assessor Requirements

Assessor Prerequisites - Dairy Worker						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
12th Pass	Science	7	In Dairy Science/Animal Science/Veterinary Science or related streams	0		Practical skills and knowledge required in handling dairy farm operations
B. V. Sc.		4	In Dairy Science/Animal Science/Veterinary Science or related streams	0		Practical skills and knowledge required in handling dairy farm operations
B.Sc	Animal Sciences/ Dairy Science/ Dairy Technology	5	In Dairy Science/Animal Science/Veterinary Science or related streams	0		Practical skills and knowledge required in handling dairy farm operations
M. V. Sc		2	In Dairy Science/Animal Science/Veterinary Science or related streams	0		Practical skills and knowledge required in handling dairy farm operations
M Sc	Animal Sciences/ Dairy Science/ Dairy Technology	2	In Dairy Science/Animal Science/Veterinary Science or related streams	0		Practical skills and knowledge required in handling dairy farm operations
PhD	Animal Science/ Veterinary Science/Dairy Technology/Dairy Science	1	In Dairy Science/Animal Science/Veterinary Science or related streams	0		Practical skills and knowledge required in handling dairy farm operations

Assessor Certification	
Domain Certification	Platform Certification
AGR/Q4102, v3.0_Dairy Worker	MEP/Q2701, V2.0 Assessor

Assessment Strategy

Assessment System Overview

In Agriculture Sector it is of ultimate importance that individuals dealing with crop production or livestock have the requisite knowledge and competencies to undertake the task. Based on the Assessment Criteria, SSC in association with empaneled AAs, define the test structure for the given job roles to cover the required skills and competencies. Assessment strategy consists of the following:

1. Multiple Choice Questions: To assess basic knowledge (Objective/Subjective)
2. Viva: To assess awareness on processes (Oral and/or written questioning)
3. Practical: To evaluate skills and identify competencies. (Observation)

Assessments for knowledge and awareness on processes may be conducted through 'real time' internet-based evaluation or by conducting the same 'offline' through TABs. Skills and competencies are to be assessed by conducting 'practical' on ground through qualified and ToA certified assessors.

While it is important that an individual has adequate knowledge and skills to perform a specific task, weight age for different aspects for assessment are given as follows:

Multiple Choice Questions: 20%-30%, depending on the specific QP

Viva: 20%

Practical: 50% - 60% (Involves demonstrations of applications and presentations of procedures/tasks and other components)

Assessment will be carried out by certified assessors through empaneled assessment partners. Based on the results of assessment; ASCI will certify the learners/candidates

Testing Environment

Assessments are conducted on laptops, Mobiles and android tablets via both offline and online mode depending on the internet connectivity at assessment location.

In remote locations/villages, assessments get delivered through tablets without the requirement of Internet.

- Multilingual assessments (ASCI is conducting assessments in 13 + languages pan India)
- Rubric driven assessments in Practical/Viva sections and responses recorded accordingly
- All responses, data, records and feedback stored digitally on cloud
- Advanced auto-proctoring features – photographs, time-stamp, geographic-tagging, toggle-screen/copy-paste disabled, etc.
- Android based monitoring system
- End to end process from allocation of a batch to final result upload, there is no manual

intervention

- Assessment will normally be fixed for a day after the end date of training / within 7 days of completion of training.
- Assessment will be conducted at the training venue
- Room where assessment is conducted will be set with proper seating arrangements with enough space to curb copying or other unethical activities
- Question bank of theory and practical will be prepared by ASCI /assessment agency and approved ASCI. Only from approved Question Bank assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial question, etc. which will test the trainee on his theoretical knowledge of the subject.
- The theory, practical and viva assessments will be carried out on same day. In case of a greater number of candidates, number of assessors and venue facilitation be increased and facilitated

Assessment			
Assessment Type	Formative or Summative	Strategies	Examples
Theory	Summative	MCQ/Written exam	Knowledge of facts related to the job role and functions. Understanding of principles and concepts related to the job role and functions
Practical	Summative	Structured tasks/Demonstration	Practical application /Demonstration /Application tasks
Viva	Summative	Questioning and Probing	Mock interviews on usability of job roles/advantages /importance of adherence to procedures. Viva will be used to gauge trainee's confidence and correct knowledge in handling job situation

The question paper pre-loaded in the computer /Tablet and it will be in the language as requested by the training partner.

Assessment Quality Assurance framework

Assessment Framework and Design: Based on the Assessment Criteria, SSC in association with AAs will define the test structure for the given roles to cover the required skills and competencies. ASCI offer a bouquet of tools for multi- dimensional evaluation of candidates covering language, cognitive skills, behavioral traits and domain knowledge.

Theoretical Knowledge - Item constructs and types are determined by theoretical understanding of the testing objectives and published research about the item-types and constructs that have shown statistical validity towards measuring the construct. Test item types which have been reported to be coachable are not included. Based on these, items are developed by domain experts. They are provided with comprehensive guidelines of testing objectives of each question and other quality measures.

Type – Questions based on Knowledge Required, Case-based practical scenario questions and automated simulation-based questions.

Practical Skills - The practical assessments are developed taking into consideration two aspects: what practical tasks is the candidate expected to perform on the job and what aspects of the job cannot be judged through theoretical assessments. The candidates shall be asked to perform either an entire task or a set of subtasks depending on the nature of the job role

Type – Standardized rubrics for evaluation against set of tasks in a demo/practical task

Viva Voce - Those practical tasks which cannot be performed due to time or resource constraints are evaluated through the viva mode. Practical tasks are backed up with Viva for thorough assessment and complete evaluation

Type – Procedural questions, Do's & Don'ts, subjective questions to check understanding of practical tasks.

Assessor has to go through orientation program organized by Assessment Agency. The training would give an overview to the assessors on the overall framework of QP evaluation. Assessor shall be given a NOS and PC level overview of each QP as applicable. Overall structure of assessment and objectivity of the marking scheme will be explained to them. The giving of marks will be driven by an objective framework which will maintain standardization of marking scheme.

Type of Evidence and Evidence Gathering Protocol:

During the assessment the evidences collected by AAs and ASCI are:

- Geo Tagging to track ongoing assessment
- AA's coordinator emails the list of documents and evidences (photos and videos) to the assessor one day prior to the assessment. List is mentioned below:
 - Signed Attendance sheet
 - Assessor feedback sheet
 - Candidate feedback sheet
 - Assessment checklist for assessor
 - Candidate Aadhar/ID card verification
 - Pictures of classroom, labs to check the availability of adequate equipment's and tool to conduct the training and assessment
 - Pictures and videos of Assessment, training feedback and infrastructure.
- Apart from the Assessor, Technical assistant popularly known as Proctor also ensures the proper documentation and they verify each other's tasks.
- To validate their work on the day of assessment, regular calls and video calls are done.
- On-boarding and training of assessor and proctor is done on timely basis to ensure that quality of the assessment should be maintained.
- Training covers the understanding of QP, NSQF level, NOS and assessment structure

Methods of Validation

- Morning Check (Pre-Assessment): Backend team of AA calls and confirms assessor/technical SPOC event status. Assessor/Technical SPOC are instructed to reach the centre on time by 9:30 AM / as decided with TC and delay should be highlighted to the Training Partner in advance.
- Video Calls: Random video calls are made to the technical SPOC/assessor so as to keep check on assessment quality and ensure assessment is carried out in fair and transparent manner
- Aadhar verification of candidates

- **Evening Check (Post Assessment):** Calls are made to the ground team to ensure event is over by what time and the documentation is done in proper manner or not.
- **TP Calling:** To keep check on malpractice activity, independent audit team calls to TP on recorded line to take confirmation if there was any malpractice activity observed in assessment on part of AA/SSC team. If calls are not connected, email is send to TP SPOC for taking their confirmation
- **Video and Picture Evidence:** Backend team collects video and pictures for assessment on real time basis and highlights any issue like, Students sitting idle/trainer allowed for helping out candidates during assessment.
- **Surprise Visit:** Time to time SSC/AA Audit team can visit the assessment location and do surprise audit for assessment process carried out by ground team.
- **Geo Tagging:** On day of assessment, each technical SPOC is required to login in our internal app which is Geo tagged. Any deviation with centre address needs to be highlighted to assessment team on real-time basis.

Method for assessment documentation, archiving, and Access:

- ASCI has fully automated result generation process in association with multiple AAs
- Theory, Practical and Viva marks forms the basis of the results and encrypted files generated to avoid data manipulation. All responses captured and stored in System with Time-Stamps at the end of AAs and SSC. NOS-wise and PC-wise scores can be generated.
- Maker Checker concept: 1 person prepares results and other audit result which is internally approved by AA at first and then gets vetted at the end of SSC
- All soft copy of documents is received from the on-ground tech team over mail. The same are downloaded by our internal backend team and saved in Repository. The repository consists of scheme wise folders. These scheme wise folders have job role specific folders. These specific folders have Year wise and Month wise folders where all documents are saved in Batch specific folders. All Hard copies are filed and stored in storeroom.
- **Result Review and Recheck Mechanism –**
 - Time stamped assessment logs
 - Answer/Endorsement sheets for each candidate
 - Attendance Sheet
 - Feedback Forms: Assessor feedback form, Candidate feedback form, TP feedback form
 - The results for each of the candidate shall be stored and available for review (retained for 5 years/ till conclusion of project or scheme)