



Model Curriculum

QP Name: Automotive Accessory Fitter

QP Code: ASC/Q1422

QP Version: 1.0

NSQF Level: 4

Model Curriculum Version: 1.0

Automotive Skill Development Council
153 Gr Floor, Okhla Industrial Area, Phase III, Leela Building, New Delhi-110020

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Training Parameters

Sector	Automotive
Sub-Sector	Automotive Vehicle Service
Occupation	Technical Service & Repair
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/9329.0701
Minimum Educational Qualification & Experience	10th Class OR Certificate-NSQF (Four Wheeler Service As- sistant)
Pre-Requisite License or Training	Driving License
Minimum Job Entry Age	18 Years
Last Reviewed On	23/09/2020
Next Review Date	23/09/2025
NSQC Approval Date	
Version	1.0
Model Curriculum Creation Date	23/09/2020
Model Curriculum Valid Up to Date	23/09/2025
Model Curriculum Version	1.0
Minimum Duration of the Course	328 Hours, 0 Minutes
Maximum Duration of the Course	328 Hours, 0 Minutes

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.

- Work effectively and efficiently as per schedules and timelines.
- Implement safety practices.
- Optimize the use of resources.
- Communicate effectively using interpersonal skills.
- Prepare for installation of accessories.
- Perform installation and fitting of accessories.

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
Introduction to the role of Automotive Accessory Fitter <i>Bridge Module</i>	08:00	0:00	-	-	08:00
ASC/N9801 - Organize Work and Resources (Service) NOS Version No. 1.0 NSQF Level 4	16:00	24:00	-	-	40:00
Work effectively and efficiently	08:00	16:00	-	-	24:00
Optimize resource utilization	08:00	08:00	-	-	16:00
ASC/N9802 – Interact Effectively with Colleagues, Customers and others NOS Version No. 1.0 NSQF Level 4	16:00	24:00	-	-	40:00
Communicate effectively with others	16:00	24:00	-	-	40:00
ASC/N1433 – Install and fit accessories in the vehicle NOS Version No. 1.0	72:00	168:00	-	-	240:00

NSQF Level 4					
Perform installation and fitting of accessories	72:00	168:00	-	-	240:00
Total Duration	112:00	216:00	-	-	328:00

Module Details

Module 1 – Introduction to the Role of an Automotive Accessory Fitter

Bridge Module

Terminal Outcomes:

- Discuss how to work as per the defined role and responsibilities of an Automotive Accessory Fitter.
- Discuss the scope of work of an Automotive Accessory Fitter.

Duration: 08:00	Duration: 0:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the role and responsibilities of an automotive accessory fitter • List the schedules and checklists pertaining to functioning and fitment of accessories • Describe how to work as per organisational and professional code of ethics and standards of practice • Outline the safety, health and environment policies to be followed for the automotive sector • Discuss the standard operating procedures (SOP) recommended by OEM w.r.t. installation and fitment of accessories in the vehicle 	
Classroom Aids:	
Laptop, white board, marker, projector	
Tools, Equipment and Other Requirements	

Module 2 - Work Effectively and Efficiently

Mapped to NOS ASC/N9801

Terminal Outcomes:

- Employ appropriate ways to maintain a safe and secure working environment.
- Perform work as per the quality standards.

Duration: 08:00	Duration: 16:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Outline the organizational structure to be followed to report about health, safety and security breaches to the concerned authorities. ● List the potential workplace related risks and hazards, their causes and preventions. ● State the methods to keep the work area clean and tidy. ● Discuss how to complete the given work within the stipulated time period. ● Explain how to maintain a proper balance between team and individual goals. ● Discuss epidemics and pandemics and their impact on society at large. ● Discuss the significance of conforming to basic hygiene practices such as washing hands, using alcohol-based hand sanitizers. ● Discuss the use of proper PPE for maintaining health and hygiene at workplace and the process of wearing/discarding them. ● Define self-quarantine or self-isolation. ● Discuss the importance of identifying and reporting symptoms to the concerned authorities. ● Explain the significance of following prescribed rules and guidelines during an epidemic or a pandemic. ● Discuss organizational hygiene and sanitation guidelines and ways of reporting breaches/gaps if any. ● Discuss the ways of dealing with stress and anxiety during an epidemic or a pandemic. 	<ul style="list-style-type: none"> ● Perform routine cleaning of tools, equipment and machines. ● Employ various techniques for checking malfunctions in the equipment as per Standard Operating Procedure (SOP). ● Apply basic housekeeping practices to ensure that the work area is clean, such as mopping spills and leaks, cleaning grease stains etc. ● Demonstrate how to evacuate the workplace in case of an emergency. ● Show how to sanitize and disinfect one's work area regularly. ● Demonstrate the correct way of washing hands using soap and water. ● Demonstrate the correct way of sanitizing hands using alcohol-based hand rubs. ● Display the correct way of wearing and removing PPE such as face masks, hand gloves, face shields, PPE suits, etc. ● Demonstrate appropriate social and behavioural etiquette (greeting and meeting people, spitting/coughing/sneezing, etc.). ● Prepare a list of relevant hotline/emergency numbers.
Classroom Aids:	
White board/black board marker/chalk, duster, computer or Laptop attached to LCD projector	
Tools, Equipment and Other Requirements	

Personal Protection Equipment: safety glasses, head protection, rubber gloves, safety footwear, warning signs and tapes, fire extinguisher and first aid kit

Sanitization kit, disinfectants, alcohol-based sanitizers, different types of face masks, shields, suits, etc.

Module 3 - Optimize Resource Utilization

Mapped to NOS ASC/N9801

Terminal Outcomes:

- Use the resources efficiently.
- Apply conservation practices at the workplace.

Duration: 08:00	Duration: 08:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the ways to optimize usage of re-sources. • Discuss various methods of waste management and its disposal. • List the different categories of waste for the purpose of segregation • Differentiate between recyclable and non-recyclable waste • State the importance of using appropriate colour dustbins for different types of waste. • Discuss the common sources of pollution and ways to minimize it. 	<ul style="list-style-type: none"> • Perform basic checks to identify any spills and leaks and that need to be plugged /stopped. • Demonstrate different disposal techniques depending upon different types of waste. • Employ different ways to check if equipment/machines are functioning as per requirements and report malfunctioning, if observed. • Employ ways for efficient utilization of material and water • Use energy efficient electrical appliances and devices to ensure energy conservation
Classroom Aids:	
White board/black board marker/chalk, duster, computer or Laptop attached to LCD projector	
Tools, Equipment and Other Requirements	
Different type of waste bins to collect and segregate waste for disposal	

Module 4 - Communicate Effectively and Efficiently

Mapped to NOS ASC/N9802

Terminal Outcomes:

- Use effective communication and interpersonal skills.
- Apply sensitivity while interacting with different genders and people with disabilities.

Duration: 16:00	Duration: 24:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the organizational structure for communicating with colleagues, seniors and others. • Discuss the ways to adjust the communication styles to reflect sensitivity towards gender and persons with disability (PwD). • Explain the importance of respecting personal space of colleagues and customers. • State the procedure to receive work instructions and report problems to the supervisor. • List the various organizational policies and procedures to be followed at the workplace. • Describe different ways to rectify commonly occurring errors. • Explain the importance of complying with the instructions/guidelines and procedures while performing tasks related to the job specifications. • Discuss the importance of PwD and gender sensitization. 	<ul style="list-style-type: none"> • Employ different means of communication depending upon the requirement while interacting with others. • Demonstrate using new ways to maintain good relationships with colleagues and supervisor. • Prepare a sample report to send the work status to the supervisor. • Demonstrate how to communicate with different genders and persons with disability (PwD) in a sensitive manner.
Classroom Aids:	
White board/black board marker/chalk, duster, computer or Laptop attached to LCD projector	
Tools, Equipment and Other Requirements	
Sample of escalation matrix, organisation structure.	

Module 5 – Perform installation and fitting of accessories

Mapped to NOS ASC/N1433

Terminal Outcomes:

- Demonstrate how to perform installation and fitting of different types of accessories
- Perform post accessory installation activities

Duration: 72:00	Duration: 168:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Elaborate standard operating procedures (SOPs) regarding receiving vehicles, opening job card, allocation of work, invoicing, vehicle delivery, handling complaints etc. • Discuss the job card to clearly understand the job to be carried out. • List the various types of accessories and their specifications w.r.t. brand and make of the vehicle. • Describe the procedure to collect and check condition of tools, equipment and accessories w.r.t. vehicle model/brand • List the precautions to be taken in order to avoid damage to the vehicle and its accessories. • Discuss the standard operating procedures and provisions in the vehicle meant for fitting accessories as specified by OEM, such as markings, cuts, dummy plugs, etc. • Explain the recommended changes in the fitment process of latest accessories, if any • Summarise the process of making holes or cuts on various surfaces such as metal sheet, plastic, fabric etc for fitting accessories. • Outline the various methods to ensure proper functioning/activation/calibration of all accessories post installation. • Expound features, functioning and maintenance procedures of accessories to the customer. • Discuss organizations policies for disposing off packing wraps/boxes and returning tools/equipments/leftover consumable parts. • Discuss the procedure to install newly launched technologically advanced accessories as recommended by OEM. 	<ul style="list-style-type: none"> • Demonstrate the features of different types of accessories. • Prepare a checklist for inspection of the accessories for any possible defects. • Apply standard operating procedure to validate and diagnose the defects/damages in the accessories • Demonstrate how to remove dummy plugs, covers, old/damaged parts of accessories and clean parts/surrounding areas. • Perform steps to install and fit different types of accessories, wiring connections in the vehicle as specified by OEM. • Demonstrate how to make holes or cuts on various surfaces such as metal sheet, plastic, fabric etc. for fitting accessories. • Perform steps to install newly launched technologically advanced accessories having complex electronics/electrical aggregates • Prepare a sample document required for the overall process of accessories fitment. • Demonstrate how to use computers.

- Explain the process to coordinate with the concerned vendor/supplier for specific accessory installation.
- List the documents to be maintained pertaining to installation and fitment of accessories.
- Outline organizations safety, health and environmental policies.
- Discuss the importance of completing assigned tasks before releasing vehicle

Classroom Aids:

Laptop, white board, marker, projector

Tools, Equipment and Other Requirements

All types of standard external and internal accessories, electrical drill, routers, knives, cutting pliers.

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI	Mechanic Motor Vehicle	2	Four Wheeler Service	1	Four Wheeler Service	NA
ITI	Mechanic Motor Vehicle	3	Four Wheeler Service	NA	Four Wheeler Service	NA
Diploma	Automobile Engineering/ Mechanical Engineering	1	Four Wheeler Service	1	Four Wheeler Service	NA
Diploma	Automobile Engineering/ Mechanical Engineering	2	Four Wheeler Service	NA	Four Wheeler Service	NA
Certificate-NSQF	(Four Wheeler Master Technician) Level-6	2	Four Wheeler Service	1	Four Wheeler Service	NA

Trainer Certification	
Domain Certification	Platform Certification
"Automotive Accessory Fitter", QP: "ASC/Q1422", minimum accepted score is 80%	"Trainer", "MEP/Q2601" with scoring of minimum 80%

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI	Mechanic Motor Vehicle	3	Four Wheeler Service	1	Four Wheeler Service	NA
ITI	Mechanic Motor Vehicle	4	Four Wheeler Service	NA	Four Wheeler Service	NA
Diploma	Automobile Engineering/ Mechanical Engineering	2	Four Wheeler Service	1	Four Wheeler Service	NA
Diploma	Automobile Engineering/ Mechanical Engineering	3	Four Wheeler Service	NA	Four Wheeler Service	NA
Certificate- NSQF	(Four Wheeler Master Technician) Level-6	3	Four Wheeler Service	1	Automotive Service	NA

Assessor Certification	
Domain Certification	Platform Certification
"Automotive Accessory Fitter", QP: "ASC/Q1422", minimum accepted score is 80%	"Assessor", "MEP/Q2701" with scoring of minimum 80%

Assessment Strategy

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on 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 – The assessor should:

- 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 are created by the Subject Matter Experts (SME)
- Question papers created by the SME are verified by the other subject Matter Experts
- Questions are mapped with NOS and PC
- Question papers are prepared considering that level 1 to 3 are 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

References

Glossary

Term	Description
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training .
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module . A set of terminal outcomes help to achieve the training outcome.

Acronyms and Abbreviations

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
PwD	Persons with Disability
OEM	Original Equipment Manufacturer