



QUALIFICATION FILE

General Fitness Trainer

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: 5

Submitted By:

Sports, Physical Education, Fitness and Leisure Sector Skill Council (SPEFL-SC)
207, DLF Galleria Mall, Mayur Vihar Extension, Delhi- 110091

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Section 1: Basic Details

1.	Qualification Name	General Fitness Trainer													
2.	Sector/s	Sports													
3.	Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification:	Qualification Name of existing/previous version: Fitness Trainer												
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA													
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-04-SP-02948-2024-V2-SPEFLSC, v3.0	6. NCrF/NSQF Level: 4												
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate													
8.	Brief Description of the Qualification	A General Fitness Trainer provides support and guidance during workout sessions. They oversee the gym floor, respond to inquiries, and ensure that all equipment is used safely and maintained properly.													
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1" data-bbox="1019 986 2134 1193"> <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 Class pass</td> <td>1 Year of experience in fitness industry</td> </tr> <tr> <td>2.</td> <td>10th Class pass</td> <td>3 years of experience in fitness industry</td> </tr> <tr> <td>3.</td> <td>Previous relevant Qualification of NSQF Level (3)</td> <td>3 Years of experience in fitness industry</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	12th Class pass	1 Year of experience in fitness industry	2.	10th Class pass	3 years of experience in fitness industry	3.	Previous relevant Qualification of NSQF Level (3)	3 Years of experience in fitness industry
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)													
1.	12th Class pass	1 Year of experience in fitness industry													
2.	10th Class pass	3 years of experience in fitness industry													
3.	Previous relevant Qualification of NSQF Level (3)	3 Years of experience in fitness industry													
		b. Age: 18													
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	15	11. Common Cost Norm Category (I/II/III) (wherever applicable): NA												

12.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	NA																						
13.	Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <i>(Refer Blended Learning Annexure for details)</i>																						
		<table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Man. (Hours)</th> <th>OJT Rec. (Hours)</th> <th>ES (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>90</td> <td>180</td> <td>120</td> <td>-</td> <td>60</td> <td>450</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Man. (Hours)	OJT Rec. (Hours)	ES (Hours)	Total (Hours)	Classroom (offline)	90	180	120	-	60	450	Online							
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Man. (Hours)	OJT Rec. (Hours)	ES (Hours)	Total (Hours)																		
Classroom (offline)	90	180	120	-	60	450																		
Online																								
14.	Aligned to NCO/ISCO Code/s <i>(if no code is available mention the same)</i>	NCO-2015/3423.0101																						
15.	Progression path after attaining the qualification <i>(Please show Professional and Academic progression)</i>	Level 5 (Vertical)- Personal Fitness Trainer/ Group Fitness Trainer																						
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																						
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																						
18.	Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability:																						
19.	How Participation of Women will be Encouraged	<p>Encouraging the participation of women in the Fitness Trainer job role can be achieved through several strategies aimed at creating an inclusive and welcoming environment. Here are some ways to promote and support the participation of women as a General Fitness Trainers:</p> <ol style="list-style-type: none"> 1. Actively reach out to women's fitness academies, clubs to promote the General Fitness Trainer job role. Participate in career fairs, networking events, and sports clubs to engage with potential candidates. 2. Offer training and development programs specifically designed to enhance the skills and knowledge required for the General Fitness Trainer role. Provide equal opportunities for women to participate in these programs, ensuring they have the necessary expertise to excel in the position. 3. Establish mentorship programs that pair aspiring female General Fitness Trainer with experienced professionals who can provide guidance, support, and career advice. 																						

		<p>Highlight successful women who have excelled in the field as role models and showcase their achievements to inspire and motivate others.</p> <p>4. Collaborate with organizations that promote women's empowerment and gender equality. Seek sponsorship and funding to support initiatives aimed at encouraging women's participation such as scholarships or mentorship programs.</p>
20.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
22.	Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	<p>Name: Tahsin Zahid Email: Tahsin.zahid@sportsskills.in Contact No.: 011-47563351 Website: www.sportsskills.in</p>
23.	Final Approval Date by NSQC: 27/08/2024	<p>24. Validity Duration: 3 Years</p> <p>25. Next Review Date: 27/08/2027</p>

Section 2: Module Summary

NOS/s of Qualifications*(In exceptional cases these could be described as components)*

SPF/N1120: Prepare gym area for workout

SPF/N1121: Guide and monitor clients

SPF/N1122: Maintain health and safety standards

SPF/N1169: Improve workplace resource usage

DGT/VSQ/N0102: Employability Skills (60 Hours)

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 /NSQ F 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.	Prepare gym area for workout	SPF/N1120, v3.0	Core	4	4	35	40	45	-	120	50	100			150	30
2.	Guide and monitor clients	SPF/N1121, v3.0	Core	4	6	30	90	60	-	180	50	100			150	30
3.	Maintain health and safety standards	SPF/N1122, v3.0	Core	4	2	15	30	15	-	60	30	70			100	20
4.	Improve workplace resource usage	SPF/N1169, v1.0	Non-core	3	1	10	20	-	-	30	20	30			50	10
5.	Employability Skills (60 Hours)	DGT/VSQ/N0102, v1.0	Non-core	4	2	30	30	-	-	60	20	30			50	10
Duration (in Hours) / Total Marks					19	120	210	120		450	170	330			500	100

Assessment - Minimum Qualifying PercentagePlease 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)	Class 10th pass with specialization in fitness & conditioning with 1 year of academic/industry experience and 1 year of training experience.
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Class 12th pass with specialization in fitness & conditioning with 2 years of academic/industry experience and 1 year of training experience.
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	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Class 12th pass with specialization in fitness & conditioning with 2 years of academic/industry experience and 1 year of training experience.
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	
4.	Assessment Mode (Specify the assessment mode)	Theoretical and Practical Assessment

5.	Tools and Equipment Required for Assessment	<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>
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Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Work in Progress
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 30
5.	Estimated nos. of persons to be trained and employed: 10000 in three years
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: If “No”, why: SPEFL-SC submitted the qualification for the line ministry concurrence.

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	Yes
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Yes
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Yes
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Yes
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is “Blended Learning”)</i>	-
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	-
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	Yes
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Yes

<p>9.</p>	<p>Supporting Document: Career Progression (Mandatory - Public view)</p>	<p>The diagram illustrates career progression levels and job roles. On the left, four levels are shown in colored boxes: Level 4 (green), Level 5 (blue), Level 6 (orange), and Level 7 (grey). On the right, job roles are shown in boxes: Fitness Trainer (green), Personal Fitness Trainer (blue), Group Exercise Trainer (blue), Strength and Conditioning Coach (orange), Fitness Center Head (grey), and Sports Facility Officer (grey). Blue arrows indicate progression: Fitness Trainer to Personal Fitness Trainer, Personal Fitness Trainer to Strength and Conditioning Coach, and Strength and Conditioning Coach to Fitness Center Head. A double-headed blue arrow connects Personal Fitness Trainer and Group Exercise Trainer. A double-headed blue arrow connects Fitness Center Head and Sports Facility Officer.</p>
<p>10.</p>	<p>Supporting Document: Occupational Map (Mandatory)</p>	<p>Yes</p>
<p>11.</p>	<p>Supporting Document: Assessment SOP (Mandatory)</p>	<p>Yes</p>
<p>12.</p>	<p>Any other document you wish to submit:</p>	<p></p>

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
Professional Theoretical Knowledge/Process	A General Fitness Trainer provides support and guidance during workout sessions. They oversee the gym floor, respond to inquiries, and ensure that all equipment is used safely and maintained properly.	The job involves following established procedures to support clients during their workout, ensure safety, and maintain gym equipment. The trainer applies general fitness knowledge to offer guidance and troubleshoot basic fitness concerns in a familiar context.	4
Professional and Technical Skills/ Expertise/ Professional Knowledge	The General Fitness Trainer must have knowledge of gym equipment, exercise techniques, and fitness routines. They must be capable of guiding clients on proper equipment usage, identifying common fitness issues, and ensuring the gym environment remains safe and well-maintained	The role requires a solid understanding of fitness concepts, general equipment handling, and processes related to maintaining client safety. The trainer is responsible for ensuring that gym sessions run smoothly and safely, with occasional responsibility for others, like assisting clients or monitoring a group.	4

Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<p>The General Fitness Trainer must observe clients' use of equipment, offer assistance or corrections when necessary, and maintain order on the gym floor. They must also respond to client inquiries related to general fitness, equipment use, and safety concerns.</p>	<p>The trainer needs to solve routine problems, such as incorrect equipment usage, and ensure a safe environment by applying safety standards. They will communicate basic fitness instructions clearly and manage the gym floor efficiently.</p>	<p>4</p>
Broad Learning Outcomes/Core Skill	<p>The General Fitness Trainer must understand how to read equipment usage manuals, explain basic exercise techniques, and communicate effectively with clients regarding their fitness needs. They must also ensure the cleanliness and maintenance of gym equipment.</p>	<p>They must be able to collect and organize fitness-related information, communicate clearly with clients, and apply general knowledge of fitness safety and processes in their daily responsibilities.</p>	<p>4</p>
Responsibility	<p>A General Fitness Trainer is responsible for overseeing the gym floor, providing guidance and support during workouts, responding to client queries, and ensuring proper maintenance of gym equipment.</p>	<p>The trainer is accountable for maintaining a safe and efficient gym environment, taking responsibility for their own work and some responsibility for others, such as assisting clients with equipment use or handling safety issues</p>	<p>4</p>

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment
Batch Size:

Sno.	Name of Equipment	Minimum No. of Equipment required (per batch of 30)	Specification	Mandatory Equipment
1	Sample performance report	1	Hardcopy or digital version	Yes
2	Alcohol based saanitizer	1	Litres	Yes
3	Surface disinfectant	1	Litres	Yes
4	copy of IPC (Indian Penal Code 96-106) book	1	Hardcopy or digital version	Yes
5	copy of POCSO (Protection of Children against Sexual Offences) and POSH (Prevention of Sexual Harassment) Acts	1	Hardcopy or digital version	Yes
6	First aid kit	1	Assorted bandages, antiseptic wipes, adhesive tape, scissors, tweezers, sterile gauze, instant cold packs, gloves, CPR mask, pain relievers, first aid manual	Yes
7	Weight rack	1	Sturdy metal construction for durability	No
8	Swiss ball	1	Nos	Yes
9	Medicine ball	2	Availability in different weights (e.g., 2kg, 5kg, 10kg)	No
10	Machine assisted weights	1	Multi-purpose machine	Yes
11	Free Weights	10	Standard	Yes
12	Stationary Bikes	1	Standard	No
13	Treadmill	1	Standard	Yes

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14	Gym mats	5	Standard	Yes
15	Poster of human muscular and skeletal system	2	Standard	Yes

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Laptop
2. Whiteboard
3. Marker
4. Projector
5. Chart paper
6. Clipboards
7. Height & Weight chart

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)
1	Anytime Fitness India	Kushal Pal Singh	Fitness Consultant	New Delhi	8860390123	kushal.singh@anytimefitness.in	
2	Golds Gym	Dishant Dutt	Club Manager	Uttar Pradesh	9899430264	dishantdutt090@gmail.com	
3	ELITE FITNESS	Sandeep	Gym Owner	Karnataka	98455-52624	sandeep_4543@yahoo.co.in	
4	Ian Fitness	Srinivas Priyanka	Gym Manager	Karnataka	9739100962	Srinivas.priyanka@ianfitnessventure.com	
5	ZABT Fitness Club	Vikram	Gym Manager	Karnataka	8762883999	infor@zabtfitness.com	
6	ZUESE Fitness Club	Adithya Pai	Gym Manager	Karnataka	9164973777	info@zuesefitness.in	
7	Absolute Fitness	Hari Prakash	Gym Manager	Tamil Nadu	9150418332	hariprakashdb@gmail.com	
8	Aesthetic Fitness	Ajilan H	Gym Manager	Karnataka	7411847765	astheticfitness@gmail.com	
9	Anis Gym	Imran Daroji	Gym Manager	Karnataka	8951714318	aneeschampion@gmail.com	

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10	Anis Gym	Anis Ahmed	Gym Manager	Karnataka	9986141522	aneeschampion@gmail.com
11	Anytime Fitness	Mukesh Samal	Club Manager	Delhi	7838640414	malviyanagar.delhi@anytimefitness.in
12	Fit Map	Satish	Gym Manager	Telangana	081213 30777	regionalmanager@fitmap.in
13	Fast Fitness	Amal Kumar roy	Gym Owner	West Bengal	9831234454	sales@fastfitnessindia.com
14	Fitness Zone	Yogbal Anima	Gym Manager	Tamil Nadu	99523 23339	Yogbal88.fitnesszones@gmail.com
15	GM Group of companies	Charles Raj	General Manager	Punjab	98761-01067	Charles@gurumann.com
16	Grit Fitness	Pompy Rao	Gym Owner	Kolkata	9831883716	gritfitnesskolkata@gmail.com
17	Groundsport Fitness	Royster Dsouza	Gym Manager	Karnataka	81054 22 007	info.groundsport@gmail.com
18	Health dot com	Saranraj N	Gym Manager	Tamil Nadu	094424 37327	info@healthdotcom.in
19	IBIS Educational services	Sandheep R Menon	Executive Director Compliance	kerala	9656078888	sandheep.r.menon@gmail.com
20	Kahlian Technology PVT.ltd.	Kumari Manorma	HR head	Maharashtra	7715800004	help@skilladvisor.in
21	New Karisidheshwar gym	Maltesh Kurubar	Manager	Karnataka	9901129869	mddilshad9806@gmail.com
22	Mettle The Gym	Bharat Kumar	Gym Manager	Telangana	9030555533	mettlethegym@gmail.com
23	My choice Gym-Fitness centre	Mohammed saleem gaur	Manager	Karnataka	9480073559	aneeschampion@gmail.com
24	Nuclear Fitness	Pawan Kumar	Manager	Karnataka	8212565786	nuclear.fitness@gmail.com
25	O2 Gym	Harsha	Manager	Telangana	7287020202	myo2gym@gmail.com
26	Physique Gym	Yunus Jamadar	Manager	Karnataka	9620057340	Gym-vijaykumersh1993@gmail.com
27	Politechno	Aniruddh tiwari	Director	Maharashtra	9819482231	aniruddh@politechno.in
28	Pulse 8 Elite	David	Functional Trainer	Hyderabad	7032936695	pulse8gym@gmail.com
29	New Siddheshwar Gym	Sadanand G	Manager	Karnataka	7975930627	Gym-vivansahil13@gmail.com
30	Shri Sai Gym	Vinod Jadhav	Manager	Karnataka	9611110899	sudip.79das2014@gmail.com
31	Steel Gym	Kunal	Fitness Trainer	Telangana	9542999999	info.steelgym@gmail.com
32	Xtreme Fitness	Prakash Pujari	Managing partner	Karnataka	9886201037	xtremefitnesshubli.prakash@gmail.com
33	Fit Villa Center Pvt. Ltd.	Apurva Gaurav	Administrator	Uttar Pradesh	7503677206	fitvillafitness@gmail.com

34	Fitness Mandi	Shabishta Ansari	Fitness Center Head	Uttar Pradesh	8882686122	info@fitnessmandi.com
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**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
2024-25	3000	1000	-	-	-	-
2025-26	3000	1000	-	-	-	-
2026-27	4000	1000	-	-	-	-

Data to be provided year-wise for next 3 years

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

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	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:

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Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:**Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling”**

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		
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		
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice		
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

SPF/N1120: Prepare gym area for workout

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Inspect the workout area</i>	18	45	-	-
PC1. inspect the gym premises for any potential hazards.	2	5	-	-
PC2. ensure all workout stations are in order	2	5	-	-

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PC3. ensure there are no oil and grease spills on the floors of the workout area	2	5	-	-
PC4. inspect if there are enough provisions for lighting and ventilation in the workout area	2	5	-	-
PC5. check if the standard instructions on equipment usage are available near each workout area	2	5	-	-
PC6. ensure drinking water cans are refilled on time	2	5	-	-
PC7. ensure first aid kit is well stocked	2	5	-	-
PC8. suggest improvements to make the gym layout more inclusive (e.g. shift the squat rack, weight rack to a more open, visible space)	2	5	-	-
PC9. ensure posters and other pictorial depictions cater to women clientele as well	2	5	-	-
<i>Inspect the equipment</i>	20		-	-
PC10. ensure the labels on the weights are easily visible	3	5	-	-
PC11. start all electrical equipment like treadmill, bikes, etc. and check if the readings are accurate	2	5	-	-
PC12. check if all mechanical equipment are well oiled, assembled properly and the cables are strong enough to carry weights	3	5	-	-
PC13. report any issues related to workout equipment and activity area to the concerned personnel or appropriate authority	3	5	-	-
PC14. ensure enough weights and equipment are available even during peak hours	3	5	-	-
PC15. ensure the electric machinery and equipment are in working condition	3	5	-	-

PC16. Ensure the gym equipment and furniture are arranged in a visually appealing and functional manner	3	5	-	-
<i>Enhance client experience</i>	12	20	-	-
PC17: Ensure seating areas are provided for resting between workouts or waiting for classes	3	5	-	-
PC18. Ensure that locker rooms are well-equipped with clean and functional lockers, benches, and shower facilities	3	5	-	-
PC19. Offer amenities for members' convenience	3	5	-	-
PC20. Maintain a comfortable temperature throughout the gym area	3	5	-	-
NOS Total	50	100		

SPF/N1121: Guide and monitor clients

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist clients during workout</i>	24	47	-	-
PC1: guide clients on using appropriate clothing, footwear, etc. for the workout	2	4	-	-
PC2: help clients identify equipment and machines required for their specific workout	2	4	-	-
PC3: ensure clients understand the benefits and limitations of free weights, assembled equipment and machines	2	4	-	-

PC4: ensure the clients understand the types of workouts, their benefits and common injuries	2	4	-	-
PC5: guide clients on effective warm-up, stretching and cool-down exercises	2	4	-	-
PC6: ensure clients use weights and machines as per their capacity	2	4	-	-
PC7: inform the clients about the timing, repetition, and intensity of each exercise	2	4	-	-
PC8: provide support to clients in handling heavyweights	2	4	-	-
PC9: assist and encourage participation of women in various fitness activities e.g. weight training	2	4	-	-
PC10: ensure the clients understand the correct posture, and techniques to make exercise effective and injury free	2	4	-	-
PC11: provide feedback to the clients on their workout session	2	4	-	-
PC12: apply spotting techniques to enhance clients' performance and avoid injury	2	4	-	-
<i>Work effectively with others</i>	14	30	-	-
PC13: interact (verbal, non-verbal and written) with everyone in a gender, disability, and culturally sensitive manner	2	4	-	-
PC14: ensure women, particularly, feel welcomed, comfortable, and safe	2	4	-	-
PC15: ensure personal space of all clients is maintained	2	4	-	-
PC16: apply conflict management techniques to maintain positive interaction	2	5	-	-
PC17: identify and report inappropriate behavior (e.g. sexual harassment) to appropriate authority	3	6	-	-
PC18: address conscious and unconscious gendered bias of self and others (e.g. women should not lift heavy weights, men do not do aerobics etc.)	3	6	-	-

<i>Facilitate client motivation and goal-setting</i>	12	24	-	-
PC19. Educate clients about the principles of fitness and exercise physiology	3	6	-	-
PC20. Collaborate with clients to establish clear, achievable fitness goals	3	6	-	-
PC21. guide clients about the importance of goal-setting	3	6	-	-
PC22. provide strategies for overcoming obstacles to maintain motivation and momentum	3	6	-	-
NOS Total	50	100	-	-

SPF/N1122: Maintain health and safety standards

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain hygiene and sanitation</i>	18	46		
PC1: ensure personal hygiene	2	6	-	-
PC2: ensure equipment, gym area, restrooms etc. are sanitized before and after the usage	2	6	-	-
PC3: guide others about hygiene and sanitation workplace requirements	2	6	-	-
PC4: check availability of running water, hand wash and alcohol-based sanitizers	2	6	-	-
PC5: ensure everyone (self, clients, assistants etc.) clean hands with soap or alcohol-based sanitizer, before and after the workout	2	5	-	-
PC6: ensure that clients who are ill do not attend the workout session	2	5	-	-

PC7: conduct routine hygiene and sanitation checks of gym area and equipment	3	6	-	-
PC8: report advanced hygiene and sanitation issues to appropriate authority	3	6	-	-
Maintain Safety	12	24		
PC9: advise clients of the facility's emergency procedures	3	6		
PC10: ensure clients adhere to safety guidelines	3	6	-	-
PC11: provide first aid for minor injuries and refer severe injuries to qualified medical practitioner	3	6	-	-
PC12: perform Cardiopulmonary Resuscitation (CPR) when required	3	6	-	-
NOS Total	30	70		

SPF/N1169: Improve workplace resource usage

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
conservation procedures for materials			-	-
	4	12		
PC1. determine ways to optimize usage of material including water in various tasks/activities/processes	1	3	-	-
PC2. examine various tasks/activities/processes for spills/leaks	1	3	-	-
PC3. eliminate spills/leaks and escalate to appropriate authorities if they cannot be corrected	1	3	-	-

PC4. conduct routine cleaning of tools, machines, and equipment	1	3	-	-
<i>power conservation practices</i>	8	10	-	-
PC5. determine ways to optimize usage of electricity/energy in various tasks/activities/processes	2	3	-	-
PC6. ensure if the equipment/machine is functioning normally before commencing work and rectify wherever required	2	2	-	-
PC7. report equipment malfunctions (fumes/sparks/emission/vibration/noise) and lapses in maintenance)	2	2	-	-
PC8. ensure that all electrical equipment and appliances are correctly connected and turned off when not in use	2	2	-	-
<i>waste management/recycling procedures</i>	8	8		
PC9. determine recyclable and non-recyclable, and hazardous waste generated	2	2	-	-
PC10. separate waste into different categories	2	2	-	-
PC11. discard non-recyclable waste appropriately	2	2	-	-
PC12. store recyclable and reusable materials in a designated spot	2	2	-	-
NOS Total	20	30		

DGT/VSQ/N0102: Employability Skills (60 Hours)

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Introduction to Employability Skills	1	1		
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
PC2. identify and explore learning and employability portals	-	-		
Constitutional values – Citizenship	1	1	-	-
PC3. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
PC4. follow environmentally sustainable practices	-	-		
Becoming a Professional in the 21st Century	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-		
PC6. explain 21st Century Skills such as SelfAwareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc	-	-	-	-
Basic English Skills	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-		
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-		
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
Career Development & Goal Setting	1	2		

PC10. understand the difference between job and career	-	-		
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-		
<i>Communication Skills</i>	2	2		
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-		
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. communicate and behave appropriately with all genders and PwD	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3		
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-		
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-		
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-		
<i>Essential Digital Skills</i>	3	4		
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-		

PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-		
PC22. use basic features of word processor, spreadsheets, and presentations	-	-		
<i>Entrepreneurship</i>	2	3		
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-		
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-		
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity				
<i>Customer Service</i>	1	2		
PC26. identify different types of customers	-	-		
PC27. identify and respond to customer requests and needs in a professional manner.	-	-		
PC28. follow appropriate hygiene and grooming standards	-	-		
<i>Getting ready for apprenticeship & Jobs</i>	2	3		
PC29. create a professional Curriculum vitae (Résumé)	-	-		
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-		
PC31. apply to identified job openings using offline /online methods as per requirement	-	-		
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-		

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-		
NOS TOTAL	20	30	-	-



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 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:

- Check the Assessment location, date and time
- 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.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

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

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module (which covers the job profile of Automotive Service Assistant Technician) will be assessed separately.
2. The candidate must score 60% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT

-
- 4. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment

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