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# Model Curriculum

## Design Engineer Aerospace Propulsion Systems

**SECTOR: AEROSPACE AND AVIATION**  
**SUB-SECTOR: DESIGN AND DEVELOPMENT**  
**OCCUPATION: AEROSPACE DESIGN/R&D**  
**REF ID: AAS/Q3105, V1.0**  
**NSQF LEVEL: 6**

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## Certificate

**CURRICULUM COMPLIANCE TO  
QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS**  
is hereby issued by the

**AEROSPACE & AVIATION SECTOR SKILL COUNCIL (AASCC)**

for the

### MODEL CURRICULUM

Complying to National Occupational Standards of  
Job Role/Qualification Pack : **'Design Engineer Aerospace Propulsion Systems'** QP No. **'AAS/Q3105' NSQF level 6'**

Date of issuance : 22 December 2017  
Valid up to : 21 December 2018  
\* Valid up to the next review date of the Qualification Pack



(Authorised signatory)  
Aerospace & Aviation Sector Skill Council (AASCC)

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# Design Engineer Aerospace Propulsion Systems

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Design Engineer Aerospace Propulsion Systems”, in the “Aerospace and Aviation” Sector/Industry and aims at building the following key competencies amongst the learner

|   |  |                     |                |
|---|--|---------------------|----------------|
| Program Name                            | Design Engineer Aerospace Propulsion Systems   |                     |                |
| Qualification Pack Name & Reference ID. | AAS/Q3105  |                     |                |
| Version No.                             | 1.0  | Version Update Date | 10 – 11 - 2017 |
| Pre-requisites to Training              | Pursuing final year Bachelor's degree Bachelor's degree in Mechanical/Aeronautical and allied engineering branches.  |                     |                |
| Training Outcomes                       | <p>After completing this programme, participants will be able to</p> <ul style="list-style-type: none"> <li>• Design and test propulsion systems for aerospace applications.</li> <li>• Analyse with attention to detail and a systematic thought process.</li> <li>• Achieve basic communication skills and good inter-personal skills.</li> <li>• Work well in a team</li> </ul> |                     |                |

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Design Engineer Aerospace Propulsion Systems” Qualification Pack issued by “Aerospace and Aviation Sector Skill Council (AASCC)”.

| Sr. No. | Module   | Key Learning Outcomes   | Equipment Required   |
|---------|--|---|--|
| 1       | <p><b>Create documents for knowledge sharing</b><br/> <b>Theory Duration</b> (hh:mm)<br/> <b>12:00</b><br/> <b>Practical Duration</b><br/>           (hh:mm)<br/> <b>36:00</b><br/> <b>Corresponding NOS Code</b><br/> <b>SSC/N0703</b></p>  | <p>Candidates will be able to</p> <ul style="list-style-type: none"> <li>• establish with appropriate people the purpose, scope, formats and target audience for the documents</li> <li>• access existing documents, language standards, templates and documentation tools from the organization’s knowledge base</li> <li>• liaise with appropriate people to obtain and verify the information required for the documents</li> <li>• confirm the content and structure of the documents with appropriate people</li> <li>• create documents using standard templates and agreed language standards</li> <li>• review documents with appropriate people and incorporate their inputs</li> <li>• submit documents for approval by appropriate people</li> <li>• publish documents in agreed formats</li> <li>• update the organization’s knowledge base with the documents</li> <li>• comply with the organization’s policies, procedures and guidelines when creating documents for knowledge sharing</li> </ul> | <p>White/Black board/ Chart paper, Markers/Computer and projector, trainer’s guide, student handbook</p> |
| 2       | <p><b>Design and develop propulsion systems</b><br/> <b>Theory Duration</b> (hh:mm)<br/> <b>215:00</b><br/> <b>Practical Duration</b><br/>           (hh:mm)<br/> <b>233:00</b><br/> <b>Corresponding NOS Code</b><br/> <b>AAS/N3105</b></p> | <p>Candidates will be able to;</p> <ul style="list-style-type: none"> <li>• review customer requirements</li> <li>• conceptualise preliminary &amp; detail design, qualify, and document aircraft propulsion components</li> <li>• develop engine performance design and 3D outline model</li> <li>• analyse engine characteristics curves and optimise the fuel payload based on specific fuel consumption of engine</li> <li>• analyse, evaluate, optimise and select other propulsion train equipment such as gearbox, propulsion shaft, propeller, bearings, etc.</li> <li>• undertake 3D modelling and simulate the propulsion train</li> <li>• undertake numerical methods for cycle simulation and multi-discipline optimisation</li> <li>• perform propulsion systems stability analysis for operability including analysis of vibration on foot mounts</li> </ul>  | <p>White/Black board/ Chart paper, Markers/Computer and projector, trainer’s guide, student handbook</p> |

| Sr. No. | Module | Key Learning Outcomes   | Equipment Required |
|---------|--------|---|--------------------|
|         |        | <ul style="list-style-type: none"> <li>• perform dynamic systems modelling using finite element analysis and control integration</li> <li>• undertake propulsion train functional testing and validation</li> <li>• apply steady state and transient thermodynamic principles to a wide range of performance development topics such as product validation, electronic control definition and optimisation, cycle studies, root cause, and performance improvement packages for thrust, fuel burn, and functional enhancements to the engine</li> <li>• document and maintain the basis for propulsion train selection</li> <li>• obtain approvals from appropriate design authority</li> <li>• assist in raising purchase requisitions for the equipment and release manufacturing drawings based on approved design</li> <li>• conform to configuration management and change control procedures and policies</li> <li>• conduct/participate in design reviews and customer audits</li> <li>• co-ordinate within the team and effectively communicate with all levels of the organization</li> <li>• identify all the stake holders/departments/specialists</li> <li>• collect hot structure component history, latest lessons learnt, mechanical methods</li> <li>• collect all necessary loads (including worst cycle temperature), temperature driven material properties</li> <li>• carry out preliminary risk analysis</li> <li>• develop hot structure checklists relevant to the specific design intent.</li> <li>• carry out the tolerance stack up analysis with assumed data (many times, thermo-mechanical moments/deflections may not be available) to establish the design envelope</li> <li>• design hot structure components (both Static and rotatives) in Combustion, turbine and exhaust areas of engine</li> <li>• select appropriate hot structure material such as Titanium Alloys, Inconel, Haynes etc</li> <li>• do a preliminary validation of the</li> </ul> |                    |

| Sr. No. | Module | Key Learning Outcomes  | Equipment Required |
|---------|--------|--|--------------------|
|         |        | <p>selected concepts for stress, vibration and other design requirements</p> <ul style="list-style-type: none"> <li>• make the life prediction for a new part in compliance with statutory standards, such as, EASA, MIL standards etc.</li> <li>• carry out special assessments such as wear check, seal temperature capability, etc</li> <li>• release the first version of design scheme for approval across departments complying with PLM requirements</li> <li>• release final version of design scheme complying with PLM requirements</li> <li>• liaise with component definition group for final component detailing</li> <li>• identify all the stake holders/departments/specialists</li> <li>• collect cold structure component history, latest lessons learnt, mechanical methods</li> <li>• collect all necessary loads (including worst cycle temperature), temperature driven material properties</li> <li>• carry out preliminary risk analysis</li> <li>• develop cold structure checklists relevant to the specific design intent.</li> <li>• carry out the tolerance stack up analysis with assumed data (many times, thermo-mechanical moments/deflections may not be available) to establish the design envelope</li> <li>• design cold structure components (Both Static and Rotatives) in inlet, Fan, Compressor areas of engine etc</li> <li>• select appropriate cold structure material such as Aluminum , Titanium Alloys, Carbon Composites etc</li> <li>• do a preliminary validation of the selected concepts for stress, vibration and other design requirements</li> <li>• make the life prediction for a new part in compliance with statutory standards, such as, EASA, MIL standards etc.</li> <li>• liaise with component definition group for final component detailing</li> <li>• identify all the stake holders/departments/specialists</li> <li>• collect auxiliary systems history,</li> </ul> |                    |

| Sr. No. | Module  | Key Learning Outcomes  | Equipment Required   |
|---------|---|--|--|
|         |   | <p>latest lessons learnt, mechanical methods</p> <ul style="list-style-type: none"> <li>• collect all necessary loads (including worst cycle temperature), temperature driven material properties</li> <li>• carry out preliminary risk analysis</li> <li>• develop auxiliary systems checklists relevant to the specific design intent.</li> <li>• carry out the tolerance stack up analysis with assumed data (many times, thermo-mechanical moments/deflections may not be available) to establish the design envelope</li> <li>• design auxiliary systems such as Mechanical -Jet engine Starter, Gearboxes, Piping , Electrical – FADEC, Wire harness, Control systems etc</li> <li>• select appropriate material for systems such as Aluminum , Thermo Plastics, composites</li> <li>• do a preliminary validation of the selected concepts for stress, vibration and other design requirements</li> <li>• liaise with component definition group for final component detailing</li> </ul> |  |
| 3       | <p><b>Work Effectively in a Team</b><br/>Theory Duration (hh:mm)<br/><b>14:00</b><br/>Practical Duration (hh:mm)<br/><b>18:00</b><br/>Corresponding NOS Code<br/><b>AAS/N0503</b></p> | <p>Candidates will be able to</p> <ul style="list-style-type: none"> <li>• display courteous and helpful behaviour at all times</li> <li>• take opportunities to enhance the level of assistance offered to colleagues</li> <li>• meet all reasonable requests for assistance within acceptable workplace timeframes</li> <li>• complete allocated tasks as required</li> <li>• seek assistance when difficulties arise</li> <li>• use questioning techniques to clarify instructions or responsibilities</li> <li>• identify and display a non - discriminatory attitude in all contacts with customers and other staff members</li> <li>• observe appropriate dress code and presentation as required by the workplace, job role and level of customer contact</li> <li>• follow personal hygiene procedures according to organisational policy and relevant legislation</li> <li>• interpret, confirm and act on workplace information, instructions</li> </ul>                               | <p>White/Black board/ Chart paper, Markers/Computer and projector, trainer's guide, student handbook</p> |



| Sr. No. | Module   | Key Learning Outcomes   | Equipment Required  |
|---------|--|---|---|
|         |  | <p>and procedures relevant to the particular task</p> <ul style="list-style-type: none"> <li>• interpret, confirm and act on legal requirements in regard to anti-discrimination, sexual harassment and bullying</li> <li>• ask questions to seek and clarify workplace information</li> <li>• plan and organise daily work routine within the scope of the job role</li> <li>• prioritise and complete tasks according to required timeframes</li> <li>• identify work and personal priorities and achieve a balance between competing priorities</li> </ul>   |   |
| 4       | <p><b>Maintain organisational safety and information security</b><br/> <b>Theory Duration</b> (hh:mm)<br/> <b>24:00</b><br/> <b>Practical Duration</b><br/>           (hh:mm)<br/> <b>24:00</b><br/> <b>Corresponding NOS Code</b><br/> <b>AAS/N3201</b></p> | <p>Candidates will be able to</p> <ul style="list-style-type: none"> <li>• comply with the organization's IT policies and procedures for safety of data and information</li> <li>• adhere to the organisation's policies pertaining to accesses granted, usage, modification of any information or recording or destruction of information</li> <li>• report any identified breaches of data or information in any form to the authority as described by the organization</li> <li>• report any theft of intellectual property according to the organisation policy</li> <li>• record, control the document version and take appropriate approvals for the documents, plans or drawings according to organisational hierarchy</li> <li>• follow your organization's safety procedures at workplace and act promptly, calmly, and efficiently in case of disruption</li> <li>• recommend improvement related to safety and security at the workplace</li> <li>• comply to any health and safety requirements set by an organisation</li> </ul> | <p>White/Black board/ Chart paper, Markers/Computer and projector, trainer's guide, student handbook, Charts regarding health &amp; hygiene</p> |
|         | <p><b>Total Duration</b><br/> <b>Theory Duration</b> (hh:mm)<br/> <b>265:00</b><br/> <b>Practical Duration</b><br/>           (hh:mm)<br/> <b>311:00</b></p>   | <p>Unique equipment used</p> <ul style="list-style-type: none"> <li>• 2D/3D CAD software</li> <li>• Relevant cross sectional/working models</li> </ul>  |   |

*Grand Total Course Duration: 576 Hours, 0 Minutes*

*(This syllabus/ curriculum has been approved by [Aerospace and Aviation Sector Skill Council](#))*

## Trainer Prerequisites for Job role: “Design Engineer Aerospace Propulsion Systems” mapped to Qualification Pack: “AAS/Q3105”

| Sl. No. | Area                               | Details  |
|---------|------------------------------------|--|
| 1       | Description                        | To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “AAS/Q3105”.   |
| 2       | Personal Attributes                | Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field. |
| 3       | Minimum Educational Qualifications | Diploma/Graduate degree in Mechanical / Aeronautical / Electrical / Electronics and allied engineering branches.   |
| 4a      | Domain Certification               | Statutory Certificate from Aerospace and Aviation Sector Skill Council (AASSC) for Job Role: “ <u>Design Engineer Aerospace Propulsion Systems</u> ” mapped to QP: “AAS/Q3105”. Minimum accepted score for domain certification will be 80%.   |
| 4b      | Platform Certification             | Recommended that the Trainer is certified for the job role “Trainer” mapped to the Qualification Pack : “MEP/Q 0102”. Minimum accepted percentage as per respective SSC guidelines is 80%.   |
| 5       | Experience                         | 10 yrs for Diploma/5 yrs for Bachelor degree holder.   |

## Annexure : Assessment Criteria

**Job Role:** Design Engineer Aerospace Propulsion Systems

**Qualification Pack:** AAS/Q3105

**Sector Skill Council:** Aerospace and Aviation Sector Skill Council

### Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

| Compulsory NOS<br>Total Marks: 100                  |   | Marks Allocation |        |        |                  |
|---|---|------------------|--------|--------|------------------|
| Assessment outcomes                                 | Assessment Criteria for outcomes  | Total Marks      | Out of | Theory | Skills Practical |
| 1. SSC/N0703 Create documents for knowledge sharing | PC1. establish with appropriate people the purpose, scope, formats and target audience for the documents                      | 100              | 5      | 5      | 0                |
|   | PC2. access existing documents, language standards, templates and documentation tools from your organization's knowledge base |                  | 15     | 0      | 15               |
|   | PC3. liaise with appropriate people to obtain and verify the information required for the documents                           |                  | 5      | 5      | 0                |
|   | PC4. confirm the content and structure of the documents with appropriate people   |                  | 10     | 0      | 10               |
|   | PC5. create documents using standard templates and agreed language standards  |                  | 25     | 0      | 25               |
|   | PC6. review documents with appropriate people and incorporate their inputs  |                  | 10     | 0      | 10               |
|   | PC7. submit documents for approval by appropriate people  |                  | 5      | 5      | 0                |

|  |   |  |            |           |           |
|--|---|--|------------|-----------|-----------|
|  | PC8. publish documents in agreed formats  |  | 5          | 5         | 0         |
|  | PC9. update your organization's knowledge base with the documents   |  | 5          | 5         | 0         |
|  | PC10. comply with your organization's policies, procedures and guidelines when creating documents for knowledge sharing |  | 15         | 0         | 15        |
|  | <b>Total</b>  |  | <b>100</b> | <b>25</b> | <b>75</b> |

| <b>Compulsory NOS</b>                              |  |                    |               | <b>Marks Allocation</b> |                         |
|--|--|--------------------|---------------|-------------------------|-------------------------|
| <b>Total Marks: 100</b>                            |  |                    |               |                         |                         |
| <b>Assessment outcomes</b>                         | <b>Assessment Criteria for outcomes</b>  | <b>Total Marks</b> | <b>Out of</b> | <b>Theory</b>           | <b>Skills Practical</b> |
| 2. AAS/N3105 Design and develop propulsion systems | PC1. review customer requirements  | 100                | 2             | 1                       | 1                       |
|  | PC2. conceptualise preliminary & detail design, qualify, and document aircraft propulsion components                                     |                    | 2             | 1                       | 1                       |
|  | PC3. develop engine performance design and 3D outline model  |                    | 2             | 1                       | 1                       |
|  | PC4. analyse engine characteristics curves and optimise the fuel payload based on specific fuel consumption of engine                    |                    | 2             | 1                       | 1                       |
|  | PC5. analyse, evaluate, optimise and select other propulsion train equipment such as gearbox, propulsion shaft, propeller, bearings, etc |                    | 2             | 1                       | 1                       |
|  | PC6. undertake 3D modelling and simulate the propulsion train  |                    | 2             | 1                       | 1                       |
|  | PC7. undertake numerical methods for cycle simulation and multi-discipline optimisation  |                    | 2             | 1                       | 1                       |
|  | PC8. perform propulsion systems stability analysis for operability including analysis of vibration on foot mounts                        |                    | 2             | 1                       | 1                       |
|  | PC9. perform dynamic systems modelling using finite element analysis and control integration   |                    | 2             | 1                       | 1                       |
|  | PC10. undertake propulsion train functional testing and validation   |                    | 2             | 1                       | 1                       |

|  |   |   |   |
|--|---|---|---|
| PC11. apply steady state and transient thermodynamic principles to a wide range of performance development topics such as product validation, electronic control definition and optimisation, cycle studies, root cause, and performance improvement packages for thrust, fuel burn, and functional enhancements to the engine | 2 | 1 | 1 |
| PC12. document and maintain the basis for propulsion train selection   | 2 | 1 | 1 |
| PC13. obtain approvals from appropriate design authority   | 2 | 1 | 1 |
| PC14. assist in raising purchase requisitions for the equipment and release manufacturing drawings based on approved design  | 2 | 1 | 1 |
| PC15. conform to configuration management and change control procedures and policies   | 2 | 1 | 1 |
| PC16. conduct/participate in design reviews and customer audits  | 2 | 1 | 1 |
| PC17. co-ordinate within the team and effectively communicate with all levels of the organisation  | 2 | 1 | 1 |
| PC18. identify all the stake holders/departments/specialists   | 2 | 1 | 1 |
| PC19. collect hot structure component history, latest lessons learnt, mechanical methods   | 2 | 1 | 1 |
| PC20. collect all necessary loads (including worst cycle temperature), temperature driven material properties  | 2 | 1 | 1 |
| PC21. carry out preliminary risk analysis  | 2 | 1 | 1 |
| PC22. develop hot structure check lists relevant to the specific design intent   | 2 | 1 | 1 |
| PC23. carry out the tolerance stack up analysis with assumed data (many times, thermo-mechanical moments/deflections may not be available) to establish the design envelope  | 2 | 1 | 1 |
| PC24. design hot structure components (both Static and rotatives) in Combustion, turbine and exhaust areas of engine   | 2 | 1 | 1 |
| PC25. select appropriate hot structure material such as Titanium Alloys, Inconel, Haynes etc   | 2 | 1 | 1 |

|       |  |   |   |   |
|-------|--|---|---|---|
| PC26. | do a preliminary validation of the selected concepts for stress, vibration and other design requirements   | 2 | 1 | 1 |
| PC27. | make the life prediction for a new part in compliance with statutory standards, such as, EASA, MIL standards etc   | 2 | 1 | 1 |
| PC28. | carry out special assessments such as wear check, seal temperature capability, etc   | 2 | 1 | 1 |
| PC29. | release the first version of design scheme for approval across departments complying with PLM requirements   | 2 | 1 | 1 |
| PC30. | release final version of design scheme complying with PLM requirements   | 2 | 1 | 1 |
| PC31. | liaise with component definition group for final component detailing   | 2 | 1 | 1 |
| PC32. | identify all the stake holders/departments/specialists   | 2 | 1 | 1 |
| PC33. | collect cold structure component history, latest lessons learnt, mechanical methods  | 2 | 1 | 1 |
| PC34. | collect all necessary loads (including worst cycle temperature), temperature driven material properties  | 2 | 1 | 1 |
| PC35. | carry out preliminary risk analysis  | 2 | 1 | 1 |
| PC36. | develop cold structure check lists relevant to the specific design intent  | 2 | 1 | 1 |
| PC37. | carry out the tolerance stack up analysis with assumed data (many times, thermo-mechanical moments/deflections may not be available) to establish the design | 2 | 1 | 1 |
| PC38. | design cold structure components (Both Static and Rotatives) in inlet, Fan, Compressor areas of engine etc   | 2 | 1 | 1 |
| PC39. | select appropriate cold structure material such as Aluminum , Titanium Alloys, Carbon Composites etc   | 2 | 1 | 1 |
| PC40. | do a preliminary validation of the selected concepts for stress, vibration and other design requirements   | 2 | 1 | 1 |
| PC41. | make the life prediction for a new part in compliance with statutory standards, such as, EASA, MIL standards etc   | 2 | 1 | 1 |
| PC42. | liaise with component definition group for final component detailing   | 2 | 1 | 1 |
| PC43. | identify all the stake holders / departments / specialists   | 2 | 1 | 1 |
| PC44. | collect auxiliary systems history, latest lessons learnt, mechanical methods   | 2 | 1 | 1 |

|   |  |            |           |           |
|---|--|------------|-----------|-----------|
| PC45. collect all necessary loads (including worst cycle temperature), temperature driven material properties   |  | 2          | 1         | 1         |
| PC46. carry out preliminary risk analysis   |  | 2          | 1         | 1         |
| PC47. develop auxiliary systems check lists relevant to the specific design intent  |  | 2          | 1         | 1         |
| PC48. carry out the tolerance stack up analysis with assumed data (many times, thermo-mechanical moments/deflections may not be available) to establish the design envelope |  | 2          | 1         | 1         |
| PC49. design auxiliary systems such as Mechanical - Jet engine Starter, Gearboxes, Piping , Electrical – FADEC, Wire harness, Control systems etc                           |  | 1          | 0         | 1         |
| PC50. select appropriate material for systems such as Aluminium, Thermo Plastics, composites  |  | 1          | 0         | 1         |
| PC51. do a preliminary validation of the selected concepts for stress, vibration and other design requirements  |  | 1          | 0         | 1         |
| PC52. liaise with component definition group for final component detailing  |  | 1          | 0         | 1         |
| <b>Total</b>  |  | <b>100</b> | <b>48</b> | <b>52</b> |

| Compulsory NOS<br>Total Marks: 100            |  | Marks Allocation |        |        |                  |
|---|--|------------------|--------|--------|------------------|
| Assessment outcomes                           | Assessment Criteria for outcomes   | Total Marks      | Out of | Theory | Skills Practical |
| 3. AAS/N0503<br>Work Effectively<br>in a Team | PC1. display courteous and helpful behaviour at all times  | 100              | 6      | 3      | 3                |
|   | PC2. take opportunities to enhance the level of assistance offered to colleagues                               |                  | 7      | 3      | 4                |
|   | PC3. meet all reasonable requests for assistance within acceptable workplace timeframes                        |                  | 6      | 3      | 3                |
|   | PC4. complete allocated tasks as required  |                  | 6      | 3      | 3                |
|   | PC5. seek assistance when difficulties arise   |                  | 7      | 3      | 4                |
|   | PC6. use questioning techniques to clarify instructions or responsibilities                                    |                  | 6      | 3      | 3                |
|   | PC7. identify and display a non discriminatory attitude in all contacts with customers and other staff members |                  | 6      | 3      | 3                |

|  |            |           |           |
|--|------------|-----------|-----------|
| PC8. observe appropriate dress code and presentation as required by the workplace, job role and level of customer contact  | 7          | 3         | 4         |
| PC9. follow personal hygiene procedures according to organisational policy and relevant legislation                        | 7          | 3         | 4         |
| PC10. interpret, confirm and act on workplace information, instructions and procedures relevant to the particular task     | 7          | 3         | 4         |
| PC11. interpret, confirm and act on legal requirements with regards to anti-discrimination, sexual harassment and bullying | 7          | 3         | 4         |
| PC12. ask questions to seek and clarify workplace information  | 7          | 3         | 4         |
| PC13. plan and organise daily work routine within the scope of the job role  | 7          | 3         | 4         |
| PC14. prioritise and complete tasks according to required timeframes   | 7          | 3         | 4         |
| PC15. identify work and personal priorities and achieve a balance between competing priorities                             | 7          | 3         | 4         |
| <b>Total</b>   | <b>100</b> | <b>45</b> | <b>55</b> |

| <b>Compulsory NOS</b><br><b>Total Marks: 100</b>                     |  | <b>Marks Allocation</b> |               |               |                         |
|--|--|-------------------------|---------------|---------------|-------------------------|
| <b>Assessment outcomes</b>   | <b>Assessment Criteria for outcomes</b>  | <b>Total Marks</b>      | <b>Out of</b> | <b>Theory</b> | <b>Skills Practical</b> |
| 4. AAS/N3201 Maintain organisational safety and information security | PC1. comply with your organization's IT policies and procedures for safety of data and information   | 100                     | 10            | 5             | 5                       |
|  | PC2. adhere to the organisation's policies pertaining to accesses granted, usage, modification of any information or recording or destruction of information |                         | 10            | 5             | 5                       |
|  | PC3. report any identified breaches of data or information in any form to the authority as described by the organisation                                     |                         | 10            | 5             | 5                       |
|  | PC4. report any theft of intellectual property according to the organisation policy  |                         | 20            | 10            | 10                      |
|  | PC5. record, control the document version and take appropriate approvals for the documents, plans or drawings according to organisational hierarchy          |                         | 10            | 5             | 5                       |
|  | PC6. follow your organization's safety procedures at workplace and act promptly, calmly, and efficiently in case of disruption                               |                         | 20            | 10            | 10                      |



|  |  |  |            |           |           |
|--|--|--|------------|-----------|-----------|
|  | PC7. recommend improvement related to safety and security at the workplace |  | 10         | 5         | 5         |
|  | PC8. comply to any health and safety requirements set by an organisation   |  | 10         | 5         | 5         |
|  | <b>Total</b>   |  | <b>100</b> | <b>50</b> | <b>50</b> |