

Model Curriculum

Chauffeur Level 4

SECTOR: AUTOMOTIVE

SUB-SECTOR: ROAD TRANSPORTATION

OCCUPATION: DRIVING

REF ID: ASC/Q9712, Version 1.0

NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK - NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

AUTOMOTIVE SKILLS DEVELOPMENT COUNCIL

for

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/Qualification Pack "**Chauffeur**" QP No: "**ASC/Q9712 Level 4**"

Date of Issuance: Jan 10th, 2018

Valid up to: Jan 10th, 2020*

*Valid up to the next review date of the Qualification Pack



Authorised Signatory
(Automotive Skills Development Council)

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Chauffer Level 4

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Chauffer”, in the “Automotive” Sector/ Industry and aims at building the following key competencies amongst the learner

Program Name	Chauffer Level 4		
Qualification Pack Code	ASC/Q9712		
Version No.	1.0	Version Updated	17– 03– 2017
Pre-requisites to Training	Class 12 th		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> Assess and ensure road worthiness of the vehicle: Assess the road worthiness of commercial vehicle as per the organizational requirements, CMVR guidelines, additional HSE requirements and technical requirements. Coordinate schedule and drop members/run errands: Identify the tasks assigned in terms of persons/ articles to be picked up / dropped and activities to be completed with the locations involved for the same. Drop the customer safely using the quickest route: Drive the vehicle, pick and drop the passenger safely using the quickest route and collecting fare at the end of the trip by following traffic regulations Practice HSE and security related guidelines: Get well versed with health and safety measures, Individual Safety, PPE usage, security procedures, Quick Emergency Responses, First Aid, Fire Safety Work Effectively in a team: Should have Interaction and clear communication with colleagues, verbal and non-verbal information, identify problems in working and understand organizations policies and procedures to make it smooth. 		

Trainer Prerequisites for Job role: “Chauffer L 4” mapped to Qualification Pack: “ASC/Q9712 Version 1.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ASC/Q9712 Version 1.0”.
2	Personal Attributes	<p>Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training.</p> <ul style="list-style-type: none"> • 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 abreast of the latest developments and newer technologies used in the various systems of the vehicle and its aggregates is highly desirable. • Should be able to demonstrate the usage of workshop equipment, instruments, special instruments and tools. • Should have sharp diagnostic abilities for identifying reasons of problems in vehicles and troubleshoot. • Should be hands-on with servicing of vehicles to provide experiential training.
3	Minimum Educational Qualifications	12th Pass/ ITI/ ASDC certified trainer for respective Job Role
4a	Domain Certification	Certified for Job Role: “Chauffeur”, mapped to QP: “ASC/Q9712”. Minimum accepted qualifying score-80% as per ASDC Guidelines.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/ Q0102”. Minimum accepted score as per MEPSC guidelines is 80%.
5	Experience	<ul style="list-style-type: none"> • 5 year of driving & ASDC certified trainer • Valid Driving License Required

	<p>distance from other vehicles.</p> <ul style="list-style-type: none"> • signal your intentions correctly to other road users within a safe, systematic routine • Respond appropriately to all permanent and temporary traffic signals, signs and road markings as well as hand signals of traffic policeman. • use indicators and arm signals to signal intentions as per the traffic requirements • Use the parking light when stationary, where needed • select a safe, legal and convenient place to stop; secure the vehicle safely on gradients using hand brakes and wheel choke • check for oncoming cyclists, pedestrians and other traffic before opening your door • Remain calm and composed during difficult situations like traffic jam, accidents and strictly avoid any feud with fellow commuters and other public. 				
	PC29. Give preference and right of road usage to children, elderly and differently abled. Comply with any related rules, regulations and practices for handling general public issues as well as show consideration towards stray animals.		10	5	5
	Total		190	70	120
4. ASC/N0002 Work effectively in a team	PC1. Maintain clear communication with colleagues (by all means including face-to-face, telephonic as well as written)	50	6	2	4
	PC2. Work with colleagues to integrate work		5	2	3
	PC3. Pass on information to colleagues in line with organisational requirements both through verbal as well as non-verbal means		5	2	3
	PC4. Work in ways that show respect for		5	2	3

	colleagues				
	PC5. Carry out commitments made to colleagues		5	2	3
	PC6. Let colleagues know in good time if cannot carry out commitments, explaining the reasons		5	2	3
	PC7. Identify problems in working with colleagues and take the initiative to solve these problems		7	3	4
	PC8. Follow the organisation's policies and procedures for working with colleagues		7	3	4
	PC9. Ability to share resources with other members as per priority of tasks		5	2	3
	Total		50	20	30
5. ASC/N0012 Practice HSE and security related guidelines	PC1. Spot and report potential safety issues while driving	75	5	2	3
	PC2. Follow rules and regulations laid down by transport authorities		5	2	3
	PC3. Follow company policy and rules to avoid safety, health and environmental problems		5	2	3
	PC4. Ensure cleanliness of vehicle		7	3	4
	PC5. Escalate issues related to cleanliness and hygiene issues to concern department		5	2	3
	PC6. Escalate issues related to hazardous material (if not reported in case of goods transport) to concerned authority – internal and external		7	3	4
	PC7. Take immediate and effective action to limit the danger or damage, without increasing the danger or threat to yourself or others		5	2	3
	PC8. Follow instructions or guidelines for limiting danger or damage		6	2	4
	PC9. Escalate the issue immediately e.g. to police control room if you cannot deal effectively with the danger		5	2	3
	PC10. Give clear information or instructions to others to allow them to take appropriate action		5	2	3
	PC11. Record and report details of the danger in line with operator guidelines/manual		5	2	3
	PC12. Report any difficulties you have		5	2	3

	keeping to your organization's health and safety instructions or guidelines, giving full and accurate details				
	PC13. Check the exhaust as per the recommended guideline and ensure the vehicle is meeting the emission norms. In case not get the vehicle re-tuned/ adjusted		5	2	3
	PC14. Get the waste from routine cleaning, changed spare parts etc. disposed off as per environmental norms		5	2	3
	Total		75	30	45
	Grand Total	595	595	215	380
	Percentage Weightage (%)			36	64