



File no. 42001/05/2023 /NCVET
Government of India
Ministry of Skill Development and Entrepreneurship
(National Council for Vocational Education and Training)

Date:10/03/2025

Subject: Notification of “NSQF aligned Apprenticeship Qualification Template” for implementation of Apprenticeship training programs by NCVET recognised Awarding Bodies- reg.

1. The National Council for Vocational Education & Training (NCVET) has been notified by Ministry of Skill Development and Entrepreneurship (MSDE) vide No. SD-17/113/2017-E&PW dated 05th December 2018. As a national regulatory body, NCVET is responsible for setting standards, developing comprehensive regulations, and improving the vocational education, training and skilling ecosystem. Accordingly, a crucial mandate of NCVET is NSQF alignment and approval of qualifications.
2. The National Credit Framework (NCrF) provides for creditisation of all types of learning including experiential learning and work experience attained. Accordingly, the apprenticeship training is now a component of learning and can be creditized provided the learner is assessed against the pre-defined learning outcomes.
3. To enable creditisation of apprenticeship trainings, it is important that the apprenticeship training programs are aligned to NSQF and approved by NSQC. Accordingly, a qualification file template clearly delineating the structure of apprenticeship qualification, pre-defined learning outcomes assessment strategy and methodology for implementing apprenticeship trainings and to standardize and simplify the approval and monitoring process has been developed. The Template shall be used for NSQF alignment of all apprenticeship training program being implemented by the NCVET Recognized Awarding Bodies.
4. The order is issued with the approval of competent authority and shall be applicable with immediate effect.

Col. Gunjan Chowdhary
Director, NCVET



Submitting AB
Logo



QUALIFICATION FILE - Apprenticeship

<Qualification Name>

☐ Designated Trade (DT) ☐ Optional Trade (OT)

☐ Awarding Body ☐ Establishment

☐ General ☐ Multi-Skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills ☐ Heritage-Traditional

NCrF/NSQF Level:

Submitted By:

< Submitting Body Name>

<Submitting Body Contact Details>

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Section 1: PBasic Details

1.	Qualification Name											
2.	Sector(s)											
3.	Sub-sector(s)											
4.	NCO/ISCO Code(s) (If code is not available then mention the same.)											
5.	Occupation(s) Name (As per Occupational Map or NCO if available.)											
6.	Type of Qualification: <input checked="" type="radio"/> New <input type="radio"/> Revised Qualification has: <input type="checkbox"/> Electives (Select as per requirement)	7. If "Type of Qualification" is Revised, provide Existing Qualification Details: a. Qualification Name (as per NQR): b. NQR Code: c. Version:										
8.	Establishment Name (If Qualification is developed in collaboration with Establishment)											
9.	National Qualification Register (NQR) Code & Version (Issued after NSQC approval)	a. NQR Code: b. Version:	10. NCrF/NSQF Level:									
11.	Brief Description of the Qualification											
12.	Eligibility/Entry Criteria for Apprenticeship	a. Entry Qualification & Relevant Experience: b. Age: <Please specify age only in case of any legal restrictions>										
		<table border="1"> <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></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)						
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)										

13.	Apprenticeship Training Duration Details <i>(Specify Apprenticeship Basic and Practical Training duration of the qualification.)</i>	<table border="1"> <thead> <tr> <th data-bbox="911 169 1202 264" rowspan="2">Qualification Components (Compulsory)</th> <th colspan="2" data-bbox="1202 169 1382 201">Apprenticeship - Basic Training</th> <th data-bbox="1588 169 1794 264" rowspan="2">Apprenticeship - Practical Training (Hours)</th> <th data-bbox="1794 169 1924 264" rowspan="2">Total (Hours)</th> <th data-bbox="1924 169 2047 264" rowspan="2">Total (Months)</th> </tr> <tr> <th data-bbox="1202 201 1382 264">Offline (Hours)</th> <th data-bbox="1382 201 1588 264">Online (Hours)</th> </tr> </thead> <tbody> <tr> <td data-bbox="911 264 1202 333">Compulsory Components</td> <td data-bbox="1202 264 1382 333"></td> <td data-bbox="1382 264 1588 333"></td> <td data-bbox="1588 264 1794 333"></td> <td data-bbox="1794 264 1924 333"></td> <td data-bbox="1924 264 2047 333"></td> </tr> <tr> <td data-bbox="911 333 1202 368"></td> <td data-bbox="1202 333 1382 368"></td> <td data-bbox="1382 333 1588 368"></td> <td data-bbox="1588 333 1794 368"></td> <td data-bbox="1794 333 1924 368"></td> <td data-bbox="1924 333 2047 368"></td> </tr> <tr> <td data-bbox="911 368 1202 403">Total</td> <td data-bbox="1202 368 1382 403"></td> <td data-bbox="1382 368 1588 403"></td> <td data-bbox="1588 368 1794 403"></td> <td data-bbox="1794 368 1924 403"></td> <td data-bbox="1924 368 2047 403"></td> </tr> </tbody> </table> <p><i>In case of electives, please provide the details</i> Note: 1. Insert/delete rows for Electives in the above table as per the requirement of the qualification. 2. Basic Training can be conducted in Online/Offline mode as per requirement. 3. The Apprenticeship Practical training will be conducted in the Establishment/Industry. 4. Apprenticeship training duration will be as per the extant provisions of Ministry of Skill Development and Entrepreneurship (MSDE).</p>	Qualification Components (Compulsory)	Apprenticeship - Basic Training		Apprenticeship - Practical Training (Hours)	Total (Hours)	Total (Months)	Offline (Hours)	Online (Hours)	Compulsory Components												Total					
Qualification Components (Compulsory)	Apprenticeship - Basic Training			Apprenticeship - Practical Training (Hours)	Total (Hours)				Total (Months)																			
	Offline (Hours)	Online (Hours)																										
Compulsory Components																												
Total																												
14.	Credits Assigned to this Qualification, Subject to Assessment <i>(As per National Credit Framework (NCrF). The credits for apprenticeship qualification to be calculated as 40 credits for 1 year. The duration and credits of the contract should be aligned.)</i>	Total Credits:																										
15.	Credits Validity Period <i>(As per NCrF SOP)</i>	<input type="checkbox"/> Lifelong <input type="checkbox"/> 7 Years <input checked="" type="checkbox"/> 3 Years																										
16.	Common Cost Norm Category (I/II/III) <i>(Wherever applicable, as per CCN notification: https://msde.gov.in/sites/default/files/2019-10/Common%20Norms%20for%20Skill%20Development%20Schemes%20Implemented%20by%20Government%20of%20India.pdf)</i>	<input checked="" type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> Not Applicable																										
17.	Any Licensing requirements for Undertaking Training on This Qualification <i>(Wherever applicable)</i>	a. Name of the License b. Issuing Authority																										
18.	Progression Path after Completing the Apprenticeship <i>(Please show Professional and Academic progression, as applicable. In case of multiple progression options, mention them separately, including cross sectoral progression.)</i>																											
19.	Content Availability Timeline for this qualification <i>(Within 3 months from NSQC approval date)</i>	Is Content available: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide the link to access the same: If No, provide an Undertaking that the content will be made available within 3 months of NSQC Approval.																										

20.	Is this Qualification developed from Existing Qualification(s) available on NQR-if yes, provide details of the existing qualifications <i>(Provide details of all existing qualifications)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, NQR Code:	Version:	Name:
21.	Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No If “Yes”, specify applicable type of Disability:		
22.	List Action Plan/Strategy for Encouraging Active Participation of Women			
23.	Are Greening/ Environment Sustainability Aspects Covered <i>(If yes, specify the Component which covers it, else provide reasons for not including this aspect in the qualification.)</i>	<input type="checkbox"/> Yes Component Details: <input type="checkbox"/> No Reasons:		
24.	Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of Cross-Sectoral or Multi-Skill qualification provide details of both Lead AB & Supporting ABs.)</i>	Name: Email: Website:	Contact No.:	
25.	Date of Approval by NSQC:	26. Validity Duration:	27. Next Review Date	

Section 2: Module and Assessment Criteria Details

NOS/Module details and detailed assessment criteria, as applicable:

Component Type (NOS/MC/NC/Module)	NOS/MC/NC/Module Name	Core/Non-Core	Criteria for assessment of Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS - FFS/N0210_v3.0 SAMPLE	Assist in client servicing and on-site supervision during survey/recce	Core	PC1. assist in identifying and assessing client requirements in terms of needs, style or theme, utilities, areas, services, etc.	2	4	3	1
			PC2. assist in determining different types of furniture and interior products based on client interactions	4	6	0	0
			...				
						
			Total Marks	4	8	4	2
NOS - FFS/N0211_v3.0 SAMPLE	Assist in the development of interior concepts and designs	Core	PC1. assist in defining the Tentative Scope of Work (TSOW) as per site recce and client requirement	2	4	-	-
			PC2. assist in evaluating design trends, styles, new products, materials, etc. as per client requirements	1	4	-	-
			...				
			...				
			Total Marks	3	8		
Grand Total				7	16	4	2

Add/delete rows for components and Electives as per the requirement. Specify the marks for assessment types as per the requirement of the qualification.

Assessment - Minimum Qualifying Percentage

Please select **any one** of the following:

<input checked="" type="radio"/>	Minimum Pass Percentage - Aggregate at Qualification Level:	____% (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)
<input type="radio"/>	Minimum Pass Percentage - NOS/MC/NC/Module-wise:	____% (Every Trainee should score specified minimum passing percentage in each mandatory and selected Elective and Option component to successfully clear the assessment.)
<input type="radio"/>	Minimum Pass Percentage - Theory and Practical Aggregate at Qualification Level:	Theory: ____% and Practical: ____% (Every Trainee should score specified minimum aggregate passing percentages in both theory and practical at qualification level to successfully clear the assessment.)

Section 3: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) <i>(Optional for Establishment/MNC)</i>	Minimum Educational Qualification	Specialization	Relevant Experience		Remarks
				Years	Specialization	
		Assessor's Certification <i>(Optional for Establishment/MNC)</i>				
		a. Domain Certification: b. Platform Certification:				
2.	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>				

Section 4: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years)	a. Basic Training:						
		Minimum Educational Qualification	Specialization	Relevant Experience		Training Experience		Remarks
				Years	Specialization	Years	Specialization	
		Diploma SAMPLE	Agriculture/ Horticulture	2	Experience required in Horticulture and related field	1	Teaching Horticulture and related subject	Ex-Serviceman including Ex Paramilitary personnel: Minimum Qualification is 10+2
		Graduate SAMPLE	Agriculture / Horticulture /Botany/ Forestry	1	Experience required in Horticulture and related field	1	Teaching Horticulture and related subject	
		b. Apprenticeship Practical Training - Industry:						
		Minimum Educational Qualification	Specialization	Relevant Experience		Training Experience		Remarks
				Years	Specialization	Years	Specialization	

		<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Trainer's Certification <i>(Optional for Establishment/MNC)</i></p> <p>a. Domain Certification:</p> <p>b. Platform Certification:</p>							
2.	Tools and Equipment Required for Training	<input type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)							

Section 5: 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>	
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	
5.	Annexure: Acronym and Glossary <i>(Optional)</i>	
6.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	
7.	Any other document you wish to submit:	

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			
Professional and Technical Skills/ Expertise/ Professional Knowledge			
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill			
Broad Learning Outcomes/Core Skill			
Responsibility			

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

S. No.	Tool / Equipment Name	Specification

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 Apprenticeship Practical Training.
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 Apprenticeship Practical Training
 -
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

(Add/delete as per requirement.)

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

(Add/delete as per requirement.)