

NSQF QUALIFICATION FILE GUIDANCE

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Handicrafts and Carpet Sector Skill Council
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Name and contact details of individual dealing with the submission

Name: Ms. Anupama Giri

Position in the organisation: CEO

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List of documents submitted in support of the Qualifications File

1. Career Progression of Handicrafts (Ceramics) Sub-Sector
2. List of QP/NOS validating companies
3. Requirement and recommendation letter from Line Ministry
4. Qualification Pack
5. Curriculum
6. Minutes of the meeting of GC Consultation meeting
7. NSDC Human Resource & Skills Requirement in Handloom & Handicraft Sector
8. RFP for development of Occupational Standards
9. Selection process of the Consultants to develop Occupational Standards

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SUMMARY

1	Qualification Title	Bamboo utility handicrafts assembler
2	Qualification Code, if any	HCS/Q8705
3	NCO code and occupation	NCO-2015/NIL Bamboo Utility Handicrafts Assembler
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	- Qualification pack ,To help people get job in Bamboo product manufacturing sector
5	Body/bodies which will award the qualification	Handicrafts and Carpet Sector Skill Council (HCSSC)
6	Body which will accredit providers to offer courses leading to the qualification	Handicrafts and Carpet Sector Skill Council (HCSSC)
7	Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)	The accreditation/affiliation would be processed only through the link below: http://smart.nsdcindia.org/
8	Occupation(s) to which the qualification gives access	Bamboo utility handicrafts assembler
9	Job description of the occupation	A Bamboo Utility Handicraft Assembler is the one who processes different materials (including bamboo based materials), assembles and finishes them to get the desired product that may be an end product or an intermediary material for other jobs.
10	Licensing requirements	N/A
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	The said job role is required in the respective sector (evidence attached in Annexure 3)
12	Level of the qualification in the NSQF	3
13	Anticipated volume of training/learning required to complete the qualification	290{(NOSs + Bridge module = 230)+ (Entrepreneurship and Soft Skills + Digital Literacy = 60)}
14	Indicative list of training tools required to deliver this qualification	Power point presentation, LCD projector, Computer, LCD screen, white board, marker, pointer, Cutting Knife, Bamboo Splitter, Bamboo Shaver, Fresh Bamboo Culms, Trimming Tool, Scissors, Measuring Scale, Measuring Tape, Cutting Table, Sand Paper, Marker, Cleaning Cloth

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		And Solution, Electricity Tester, Nails, Hammer, Glue	
15	Entry requirements and/or recommendations and minimum age	Basic literacy, preferably 5th class pass	
16	Progression from the qualification (Please show Professional and academic progression)	Bamboo utility product tailor	
17	Arrangements for the Recognition of Prior learning (RPL)	A 3-day RPL program has been devised to certify the trainees.	
18	International comparability where known (research evidence to be provided)	N/A	
19	Date of planned review of the qualification.	2020	
20	Formal structure of the qualification		
	Mandatory components		
	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)	Level
(i)	HCS/N 8715 Carry out cutting & processing of materials as per given size & shape	50	3
(ii)	HCS/N 8716 Carry out assembling of different materials	75	3

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(iii)	HCS/N 8717 Contribute to achieve quality in bamboo utility handicraft assembling	30	3
(iv)	HCS/N 9908 Working in a team	15	3
(v)	HCS/N 9912 Maintain work area and tools	25	3
(vi)	HCS/N 9913 Maintain health, safety and security at workplace	25	3
Total		220	

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SECTION 1 ASSESSMENT

21	<p>Body/Bodies which will carry out assessment:</p> <p>The assessment bodies affiliated to the Handicrafts and Carpet Sector Skill Council will carry out the assessment.</p> <ul style="list-style-type: none">• Rational Multi Skills (RMS)• Trendsetter Skill Assessors• CEE Vision Technologies Pvt. Ltd.• Cindrel Technologies Private Limited• NICE Educational & Welfare Trust
22	<p>How will RPL assessment be managed and who will carry it out?</p> <p>RPL will be based on the same approved Qualification Pack and Assessment Criteria mentioned in the Qualification Pack. The process of RPL assessment is under development.</p>
23	<p>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</p> <p>The assessment is managed by the assessment agency using the question bank approved by the sector skill council which has both the theory and practical questions, the questions are then divided into many different sets so that all students don't get the same questions once the assessment is done the result is compiled and sent to the sector skill council .The NSQF level 2 and 3 qualifications has a passing marks of 50% and NSQF level 4 and above has 70% as passing marks.</p>

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ASSESSMENT EVIDENCE

Assessment Criteria	
Job Role	Bamboo Utility Handicraft Assembler
Qualification Pack	HCS/Q8705, v1.0
Sector Skill Council	Handicrafts and Carpet

Sr. No.	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 each PC.
2	Each NOS will assessed both for theoretical knowledge and practical
3	The assessment will be based on knowledge bank of questions created by the SSC.
4	Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center
5	To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

		Total Marks	Out of	Marks Allocated	
				Theory	Skills practical
1. HCS/N 8715 (Carry out cutting & processing of materials as per given size & shape)	PC1. Ensure conformation of the material to be marked to the desired quality & specification	100	7	2	5
	PC2. Carry out Correct handling of the material surface to be marked		4	1	3
	PC3. Use of rulers & marking templates		4	1	3
	PC4. Analyze & position the material appropriately to minimize waste		6	1	5
	PC5. Carry out appropriate marking with correct positioning of marker		5	1	4
	PC6. Check & prepare the markers before marking		5	1	4

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	PC7. Carry out operations at a rate which maintains workflow		6	1	5	
	PC8. Handle different Cutting Tools		6	2	4	
	PC9. Carry out any preprocessing (like finishing the fibrous edges by gumming) required for fineness of cutting		10	3	7	
	PC10. Correct holding technique of the material to be cut		4	1	3	
	PC11. Carry out cutting operation effectively based on the markings		8	2	6	
	PC12. Carry out cutting of multiple units of material on single marking wherever possible		6	1	5	
	PC13. Inspect & ensure that the cut pieces conform to the given quality & specification		5	1	4	
	PC14. Carry out operations at a rate which maintains workflow		5	1	4	
	PC15. Respond appropriately incase of any errors or faults/closing the bamboo and other operations.		4	1	3	
	PC16. Minimise and dispose the waste materials in the approved manner		5	1	4	
	PC17. Take safety precautions while cutting		5	1	4	
	PC18. Leave work area safe and secure when work is complete		5	1	4	
			TOTAL	100	23	77
	2. HCS/N 8716 (Carry out assembling of different		PC1. Identify & mark the points/surface areas on the two materials pieces to be assembled.	100	8	2
PC2. Clean the surfaces to be attached from any unwanted		5	1		4	

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materials)	materials			
	PC3. Use the correct joining technique	8	3	5
	PC4. Identify & use the appropriate type of glue, while assembling	5	1	4
	PC5. Apply adhesive on the marked area with minimum spill out	3	1	2
	PC6. Ensure the uniformity while applying layers of adhesive on a surface	3	1	2
	PC7. Carry out quality checks at specified intervals according to instructions	6	2	4
	PC8. Correctly Position the two surfaces to be joined	6	1	5
	PC9. Justify the order of placing one surface over another	6	1	5
	PC10. Use the appropriate joining bit/ nail if required	5	1	4
	PC11. Place & attach the parts correctly maintaining the line of joint	5	1	4
	PC12. Pressing (hammering if required) evenly throughout the joined parts	5	1	4
	PC13. Clean out glue spill outs or any unwanted marks on the surface of the assembled piece	4	1	3
	PC14. Remove any unwanted fibres from the edges that may come out during the process	5	1	4
	PC15. Inspect & ensure that the assembled unit conforms to the given quality & specification	8	2	6
	PC16. Minimise and dispose the waste materials in the approved	6	1	5

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	manner				
	PC17. Carry out operations at a rate which maintains workflow		6	1	5
	PC18. Leave work area safe and secure when work is complete		6	2	4
	TOTAL POINTS	100	100	24	76
3. HCS/N 8717 (Contribute to to achieve quality in bamboo utility handicraft assembling)	PC1. Identify and use raw materials as per the specifications provided	100	12	5	7
	PC2. Take the necessary action when materials do not conform to quality standards		10	3	7
	PC3. Report and replace identified faulty materials and component parts which do not meet specification		8	3	5
	PC4. Identify modifiable defects and rework on them		10	3	7
	PC5. Carry out work safely and at a rate which maintains work flow		10	2	8
	PC6. Report to the responsible person when the work flow of other production areas disrupts work		8	2	6
	PC7. Carry out quality checks at specified intervals according to instructions		12	5	7
	PC8. Apply the allowed tolerances		10	4	6
	PC9. Identify faults and take appropriate action for rectification		10	3	7
	PC10. Maintain the required productivity and quality levels		10	2	8
	TOT AL		100	32	68
4. HCS/N 9908 (Working in	PC1. Be accountable to one's own role in whole process of developing product	100	12	4	8

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a team)	PC2. Perform all roles with full responsibility		10	3	7
	PC3. Be effective and efficient at workplace		10	3	7
	PC4. Properly communicate about organisation's policies		8	4	4
	PC5. Talk politely with other team members and colleagues		10	3	7
	PC6. Adjust in different work situations		10	3	7
	PC7. Give due importance to others' point of view		10	3	7
	PC8. Avoid conflicting situations		10	2	8
	PC9. Develop new ideas for work procedures		8	2	6
	PC10. Improve upon the existing techniques to increase process efficiency		12	2	10
			TOTAL	100	29
4. HCS/N 9912 (Maintain work area and tools)	PC1. Handle materials and tools safely and correctly	100	8	2	6
	PC2. Use materials to minimize waste		10	3	7
	PC3. Maintain a clean and hazard free working area		10	3	7
	PC4. Maintain the tools used for stick making		8	2	6
	PC5. Carry out maintenance and/or cleaning within one's responsibility		10	3	7
	PC6. Report damaged tools and materials		12	4	8
	PC7. Work in a comfortable position with correct posture		10	3	7

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	PC8. Dispose of waste safely in designated location		12	4	8
	PC9. Store tools safely after use		10	3	7
	PC10. Carry out cleaning according to schedules and limits of responsibility		10	3	7
		TOTAL	100	30	70
5. HCS/N 9913 (Maintain health, safety and security at workplace)	PC1. Comply with health and safety related instructions applicable to the workplace	100	8	2	6
	PC2. Use and maintain personal protective equipment as per protocol		8	2	6
	PC3. Carry out own activities in line with approved guidelines and procedures		8	2	6
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		8	2	6
	PC5. Follow environment management system related procedures		6	2	4
	PC6. Store materials and tools in line with manufacturer's and organisational requirements		5	2	3
	PC7. Safely handle and move waste and debris		4	1	3
	PC8. Minimize health and safety risks to self and others due to own actions		6	2	4
	PC9. Seek clarifications from supervisors or other authorized personnel in case of perceived risks		4	1	3
	PC10. Monitor the workplace and work processes for potential risks and threats		4	1	3

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	PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	2	3
	PC12. Report hazards and potential risks/ threats to supervisors or other authorized personnel		7	3	4
	PC13. Participate in mock drills/ evacuation procedures organised at the workplace		5	2	3
	PC14. Undertake first aid, fire fighting and emergency response training, if asked		6	2	4
	PC15. Take action based on instructions in the event of fire, emergencies or accidents		8	2	6
	PC16. Follow organisation evacuation procedures		8	2	6
		TOTAL	100	30	70

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SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Bamboo utility handicrafts assembler		Level: 3	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	<p>The Bamboo Utility Handicrafts Assembler carries out processes that are repeated on regular basis with little application of understanding and more practice in the assembling of the various components of Bamboo Utility Handicrafts. The examples for the same include tasks such as</p> <ul style="list-style-type: none"> • cutting & processing of materials as per given size & specifications • assembling of different materials to get the desired product • ensure that the different components are assembled as per requirement. 	It is level 3 as the Bamboo Utility Handicraft Assembler needs previous practice in handling bamboo based material and products	3
Professional knowledge	<p>The Bamboo Utility Handicraft Assembler needs basic knowledge of materials, tools and their application. Examples:</p> <ul style="list-style-type: none"> • ensure conformation of the material to be marked to the desired quality & specification • handle different cutting tools 	Basic facts and principles applied in the trade are not needed, therefore it is level 3.	3

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Title/Name of qualification/component: Bamboo utility handicrafts assembler			Level: 3
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> Ensure that the different components are assembled as per specifications 		
Professional skill	<p>The skills required for the job involve limited service skill used in limited context. It requires the selection and application of the correct materials and methods to carry out the appropriate assembling of Bamboo Utility Handicraft components.</p> <p>Examples:</p> <ul style="list-style-type: none"> carry out correct handling of the material surface to be marked carry out cutting operation effectively based on the markings handle materials and tools safely and correctly It is not level 1 as the Bamboo Utility Product Assembler requires the skill to use the tools and materials appropriately. 	It is level 3 as the skill of differentiating between bad and good quality is required	3
Core skill	<p>The Hand Rolled Agarbatti Maker needs to receive and transmit written and oral messages, basic arithmetic personal financing understanding of hygiene and environment</p> <p>These are required for the following tasks:</p> <ul style="list-style-type: none"> mark the required tip length for colouring as per instruction (if required) 	Basic written and oral communication skills required.	3

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Title/Name of qualification/component: Bamboo utility handicrafts assembler			Level: 3
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> add appropriate amount of liquid (water or oil) to justify the optimum level of viscosity of the masala dough weigh the dried rolled agarbatti and make bundles of unit weight (say 1 or half kg) 		
Responsibility	<p>The Hand Rolled Agarbatti Maker is closely supervised for rolling of agarbatti masala on to the appropriate bamboo sticks and does not take up any additional responsibility.</p> <p>Examples:</p> <ul style="list-style-type: none"> carry out operations at a rate which maintains workflow respond appropriately in case of any major faults in the bamboo stick and other ingredients. 	Responsible only for his own work and learning therefore level 3.	3

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SECTION 3 EVIDENCE OF NEED

26	What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?		
	Basis	In case of SSC	In case of other Awarding Bodies (Institutes under Central Ministries and states departments)
Need of the qualification	While collecting data from the companies for the occupational map, we also took feedback from industry, which was collected with respect to roles for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the Industry feels they face. Governing council of HCSSC gave final approval and endorsement for the same.		
Industry Relevance	This job role is required in the specific industry and thus is also validated by organizations of the industry – the list of which is attached below		
Usage of the qualification	It would used for training purposes to skill and up-skill candidates.		
Estimated uptake	It is estimated that currently 270,000 Bamboo Utility Handicraft Assemblers are engaged; of which the estimated uptake would be 189,000 of this qualification. The		

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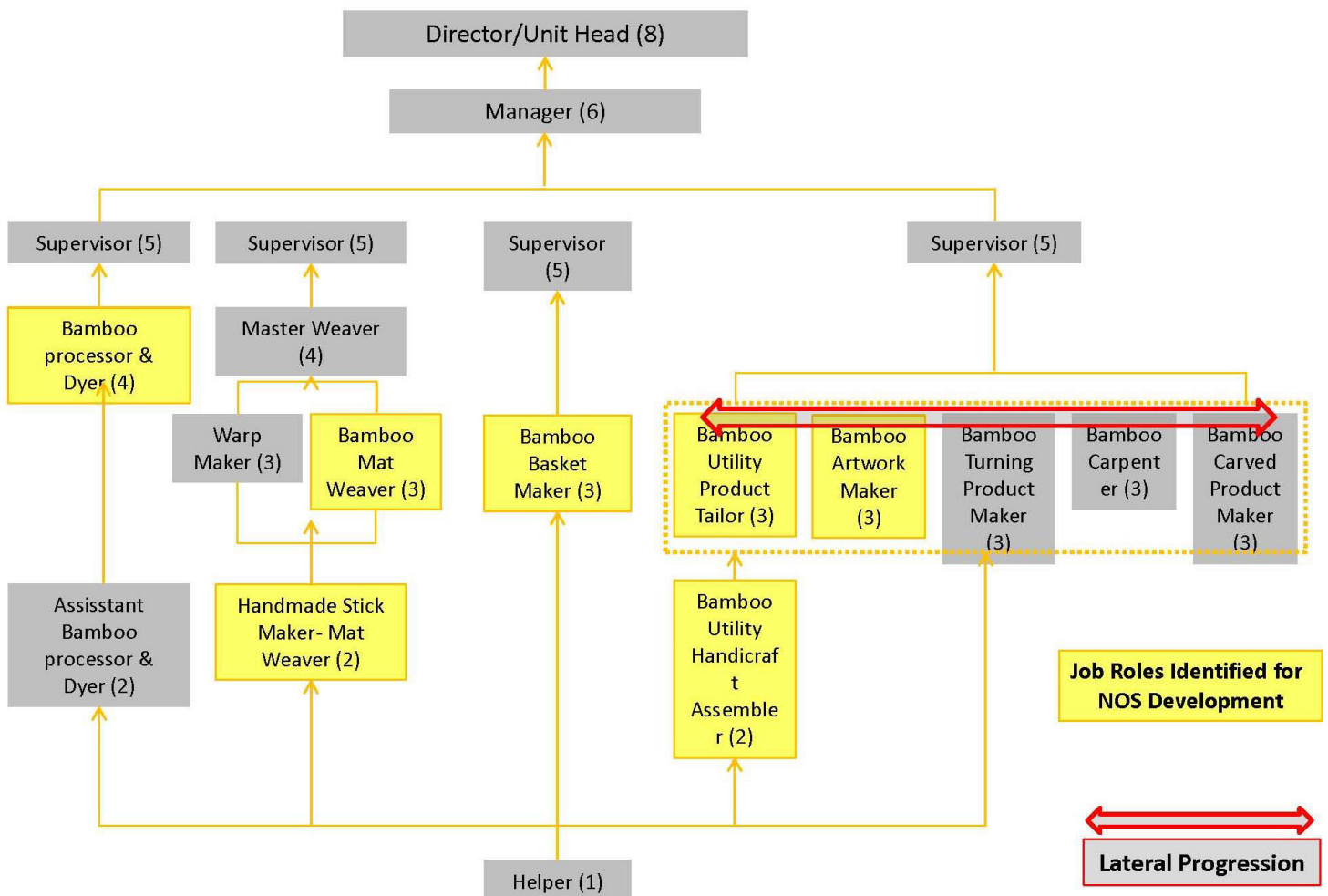
	<p>numbers have been estimated based on industry consultations, analysis of existing reports such as Skills Gap analysis Reports.</p>
27	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</p> <p>Recommendation received from the office of Development Commissioner (Handicrafts), Ministry of Textiles, Govt. Of India (evidence attached in Annexure 3).</p>
28	<p>What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</p> <p>NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work.</p>
29	<p>What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here</p> <ul style="list-style-type: none"> • Agencies have been appointed by the SSC to interact with training providers to gather feedback in implementation. • Monitoring of results of assessments • Employer feedback will be sought post-placement • A formal review is scheduled in two year time i.e. 2020

SECTION 4
EVIDENCE OF PROGRESSION

30	<p>What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?</p> <ol style="list-style-type: none"> 1. Vertical mobility options have been articulated in the occupational map 2. Vertical mobility option is of a Bamboo Utility Product Tailor
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Career Progression:

Bamboo Handicrafts Subsector: Detailed Career progression



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List of companies validated the QP

S. No	Name of Organisation	Contact Person	Employee Size
1	Tripura Bamboo Mission, Tripura	Mr. V. George Jenner, IFS	Large
2	Tripura Cottage Industries, Tripura	Mr. Manas Debnath	Large
3	Medni crafts Producer Company Ltd, Medinipur (WB)	Mr. Nimesh Kumar Barman	Large
4	Sahaj, Gujarat	Mr. Jabeen Jambhughidawala	Large
5	Benu (Bamboo Enterprises United), Tripura	Mr. Manna Roy	Large
6	Kalika Handicrafts Society, Tripura	Mr. Gauranga Debnath	Large
7	Parivartan, Jharkhand	Mr. Sudeep Saha	Large
8	NRDC, Odisha	Mr. P. K. Mohapatra	Large
9	Contemporary Bamboo Craft Society, Tripura	Mr. Anath Bandhu Sutradhar	Large
10	Gairing Society, Tripura	Mr. Tamash Kangdai	Large
11	Broocklieen, Kerela	Mr. Ashok Kumar. P	Large
12	Umathen Women Weaving and Handicraft Cooperative Society, Manipur	Mrs. M. Ibechoubi Leima	Large
13	Thongjao Rural Upliftment Society, Manipur	Ms. S. Kamala Devi	Large
14	Sristi Crafts & Stores, Tripura	Ms. Nandita Chakraborty	Medium
15	Modern Handicrafts, Tripura	Mr. Manoj Debnath	Medium
16	Mahamaya Handicrafts, Tripura	Mr. Badal Debnath	Medium
17	Chakraborty Handicrafts, Tripura	Mr. Tarun Chakraborty	Medium
18	Natural Weaves & Crafts, Tripura	Ms. Swapna Debnath	Medium
19	Nirmaan Fabrics, Guwahati	Mr. Bapan Sarkar	Medium
20	SHADE, AP	Ms. Sowjanya. P	Medium
21	SHARE, AP	Mr. P. Sudheer Kumar	Medium
22	Orissa Palli Bikash Pratisthan(OPBP), Odisha	Mr. Ojha	Medium
23	Kedar Dhar Industries, Tripura	Mr. Kallol Dhar	Medium
24	MaaKali Handicrafts, Tripura	Mr. Bhajan Sharma	Medium
25	Pioneer Bamboo Craft Society, Tripura	Mr. Bijoy Sutradhar	Medium
26	Women Welfare Society, tripura	Ms. Geeta Chakraborty	Medium
27	Swami Jogananda SHG , Agartala	Mrs. Jyotsna Debnath	Small
28	Creative weaving & Traditional Dresses Unit, Dimapur	Ms Aku Kaurinta Zeliang	Small
29	Art Core, Guwahati	Mr. Peburen Sarmah	Small
30	IndiStore, New Delhi	Ms. Sangeeta Sen	Small

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31	Archana Cottage Industries, Tripura	Mr. Prabhod Debnath	Small
32	Bamanchara Nandakirshore Para Craft Producer Group, Tripura	Ms. Chitrita Choudhury	Small
33	Bishwakarama Kalakendra, tripura	Mr. Chunilal Debnath	Small
34	Das Enterprise, Tripura	Mr. Atanu Das	Small
35	Juri Craft Producer Grp, Tripura	Ms. Priyabrata Chabraborty	Small
36	Malancha Craft Producer Grp, Tripura	Ms. Ruma Gope (Barman)	Small
37	Matabari Craft Producer Grp, Tripura	Ms. Suman Sutradhar	Small
38	Rangitilla Craft Producer Grp, Tripura	Mr. Abhijit Sutradhar	Small
39	Sanchay Craft Producer Grp, Tripura	Ms. Mina Rani Das	Small
40	Srijoni, Tripura	Mr. Mithun Dey	Small
41	Uday Craft Producer Grp, Tripura	Ms. Sikha Das	Small
42	Ujjayanta Craft Producer Grp, Tripura	Ms. Purnima Deb(Datta)	Small