

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
3rd Floor, OCF,
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Vasant Kunj,
New Delhi – 110070

Name and contact details of individual dealing with the submission

Name: Ms. Anupama Giri

Position in the organisation: CEO

Address if different from above: NO

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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	Crochet Lace Tailor
2	Qualification Code, if any	HCS/Q7705
3	NCO code and occupation	NCO-2015/NIL Crochet Lace Tailor
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	- To prepare people to work in the Crochet 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	Crochet Lace Tailor
9	Job description of the occupation	A Crochet Lace Tailor is responsible for developing/tailoring crochet lace products as per the given specifications/ instructions. A crochet lace tailor should be able to perform basic cutting and stitching operations for developing crochet products of different designs as per quality standards. This job requires the individual to have knowledge of measurements, sewing and finishing for making quality crochet lace products.
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	300 {(NOSs + Bridge module = 240)+(Entrepreneurship + Soft Skills= 60)}
14	Indicative list of training tools required to deliver this	Laptop, white board, marker, projector, PPTs, scale, measuring tape, cutting

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	qualification	table Protective gears like goggles, mask, gloves. Cleaning tools, electricity tester, accident report sheet, Fire Extinguisher, First-Aid Kit, Tailoring (Sewing) Machine, Yard stick, scissors, chalk, Trimming tool	
15	Entry requirements and/or recommendations and minimum age	Basic reading and writing skills, preferably 5th pass	
16	Progression from the qualification (Please show Professional and academic progression)	Master tailor, pattern maker	
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 7714 Prepare for stitching crochet lace products	40	3
(ii)	HCS/N 7715 Carry out stitching operation for making crochet lace products	80	3

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(iii)	HCS/N 7716 Contribute to achieve quality in stitching of crochet lace products	40	3
(iv)	HCS/N 9908 Working in a team	20	3
(v)	HCS/N 9912 Maintain work area & tools	20	3
(vi)	HCS/N 9913 Maintain health, safety and security at workplace	20	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	Crochet Lace Tailor
Qualification Pack	HCS/Q7705, 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 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	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
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 (600)	Out of	Theory	Skills practical
1. HCS/N 7714 (Prepare for stitching crochet lace products)	PC1. analyze & interpret the given specifications/ specification sheet of the crochet lace product	100	7	2	5
	PC2. check the pattern as per the given design and measurement		5	1	4
	PC3. check the given materials against the given specifications		6	1	5
	PC4. conform to organisation's quality parameters		5	1	4
	PC5. collect the tools & materials		5	1	4
	PC6. check with in charge /others when unsure of new product details		5	1	4
	PC7. carry out operations at a rate which maintains workflow		5	1	4
	PC8. select the appropriate tools & materials for cutting		7	2	5
	PC9. check the material/fabric with the given specifications		5	1	4
	PC10. ensure there are no defects on the material		7	2	5

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	PC11. cut the various components with precision as per the given pattern		7	2	5
	PC12. ensure that the cut material conform to the shape and size of the given crochet lace to be attached with		7	2	5
	PC13. avoid fabric/material wastage while cutting		7	2	5
	PC14. dispose of waste materials safely and return re-useable materials		5	1	4
	PC15. place the cut components for stitching after counting the pieces		5	1	4
	PC16. make sure the cut components are carefully placed to minimise the risk of damage		5	1	4
	PC17. identify and respond to any defects and damage due to mishandling		7	2	5
		TOTAL	100	30	70
2. HCS/N 7715 (Carry out stitching operation)	PC1. follow the instructions & specifications given to stitch the product		5	1	4
	PC2. ask questions to obtain more information on tasks when the instructions you have are unclear		3	0	3
	PC3. use the correct machine, tools (eg: Scissors, Measuring tapes and rulers) and equipment		5	2	3
	PC4. select the correct component parts for the design being worked on		3	1	2
	PC5. check that the materials to be used are free from faults		4	2	2
	PC6. ensure the materials used meet the specification matching a. within a product b. between a pair/set of products	100	5	1	4
	PC7. set up sewing machine according to production requirements		5	2	3
	PC8. cut the thread appropriately		3	0	3
	PC9. thread the needle in the machine and adjust the needle as per the requirements		5	1	4
	PC10. perform a test run to ensure machine is operating correctly		5	1	4
	PC11. check if crochet lace and cut material/fabric is correctly		5	1	4

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	marked and pieces cut as required				
	PC12. report defective machines, tools and/or equipment to the responsible person		5	2	3
	PC13. conform to organisation's quality standards		5	2	3
	PC14. operate machines safely and in accordance with guidelines		7	2	5
	PC15. optimize the positioning and layout of materials to ensure a smooth and rapid throughput		5	1	4
	PC16. check the equipment prior to making the stitching, including correct controls, correct attachments, correct needle & thread		3	1	2
	PC17. stitch the correct materials in the right sequence as required by the product specification		5	1	4
	PC18. ensure stitched product conforms to shape and size requirement		5	2	3
	PC19. ensure stitched products meets specification in terms of labels and trimmings		5	2	3
	PC20. sew and apply trims by hand and machine		5	1	4
	PC21. carry out stitching without causing damage to the crochet lace		2	0	2
	PC22. finish the raw edges by hand/machine		5	2	3
		TOTAL	100	28	72
3. HCS/N 7716 (Contribute to achieve quality in stitching of crochet lace products)	PC1. identify and use materials required based on the specifications given	100	6	1	5
	PC2. take the necessary action when materials do not conform to quality standards		6	1	5
	PC3. report and replace identified faulty materials and component parts which do not meet specification		6	1	5
	PC4. identify modifiable defects and rework on them		8	2	6
	PC5. carry out work safely and at a rate which maintains work flow		8	2	6
	PC6. report to the responsible person when the work flow of other production areas disrupts work		6	1	5
	PC7. carry out quality checks at		7	2	5

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	specified intervals according to instructions				
	PC8. apply the allowed tolerances		7	2	5
	PC9. fault-find materials and components for creased, stained, damage and incorrectly made-up component parts		6	1	5
	PC10. identify faults and take appropriate action for rectification		6	1	5
	PC11. make adjustments promptly to return product to specification		6	1	5
	PC12. report faults in other processes to the appropriate person		6	1	5
	PC13. maintain the required productivity and quality levels		6	1	5
	PC14. inspect stitched products against specifications		8	2	6
	PC15. ensure that the crochet/fabric edges are finished appropriately		8	2	6
	TOTAL		100	21	79
4. HCS/N9908 (Working in a team)	PC1. be accountable to one's own role in whole process of developing product	100	12	4	8
	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	71
5. 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		8	2	6

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	stick making				
	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
	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
6. 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
	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		7	3	4

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	supervisors or other authorized personnel			
	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: Crochet Lace Tailor		Level: 3	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	<p>The Crochet Lace Tailor carries out a job with limited range of activities. In this case, the tasks carried out are around stitching of crochet lace products as the given specifications, carried out in a routine and predictable manner. The examples for the same include tasks carried out to do the following</p> <ul style="list-style-type: none"> cutting of the base materials as per the given pattern/specifications stitch components to produce crochet lace product 	<ul style="list-style-type: none"> The Qualification is level 3 since all work is as per routine and there is no need for a clear choice. 	3
Professional knowledge	<p>The Crochet Lace Tailor needs basic facts, process and principle applied in trade of employment which in this case is stitching of crochet lace products as per specifications provided. Examples:</p> <ul style="list-style-type: none"> different types of crochet products functions of different parts of the sewing machine common factors affecting stitching 	Factual Knowledge of Field or study is not required for this level, therefore it is level 3.	3

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Title/Name of qualification/component: Crochet Lace Tailor			Level: 3
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Professional skill	<p>The skills required for the job involve recall and demonstration of practical skill, which is routine and repetitive in narrow range of application.</p> <p>Examples:</p> <ul style="list-style-type: none"> • cut the various components with precision as per the given pattern • stitch the correct materials in the right sequence as required by the product specification • sew and apply trims by hand and machine • finish the raw edges by hand/machine 	It is at level 3 as the skill of differentiating between bad and good quality is required.	3
Core skill	<p>The Crochet Lace Tailor requires communication skills written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles including understanding of basic financial transactions.</p> <p>These are required for the following tasks:</p> <ul style="list-style-type: none"> • check the pattern as per the given design and measurement • place the cut components for stitching after counting the pieces 	Basic oral and written communication is required therefore level 3	3
Responsibility	The Crochet Lace Tailor works largely on instruction from supervisor and laid down procedures. She/ He also has some	Given the limited scope of responsibility for own learning and work this is at level 3	3

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Title/Name of qualification/component: Crochet Lace Tailor		Level: 3	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	responsibility for work including for delivery on time and as per schedules standards, but beyond that is not accountable Examples: <ul style="list-style-type: none"> • conform to company quality parameter • carry out operations at a rate which maintains workflow 		

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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?		
	<p>Basis</p> <p>Need of the qualification</p> <p>Industry Relevance</p> <p>Usage of the qualification</p> <p>Estimated uptake</p>	<p>In case of SSC</p> <p>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.</p> <p>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</p> <p>It would used for training purposes to skill and up-skill candidates.</p> <p>It is estimated that currently 7,500 Crochet Lace Tailors are engaged; of which the estimated uptake would be 11,250 of this qualification. The numbers have been</p>	<p>In case of other Awarding Bodies (Institutes under Central Ministries and states departments)</p>

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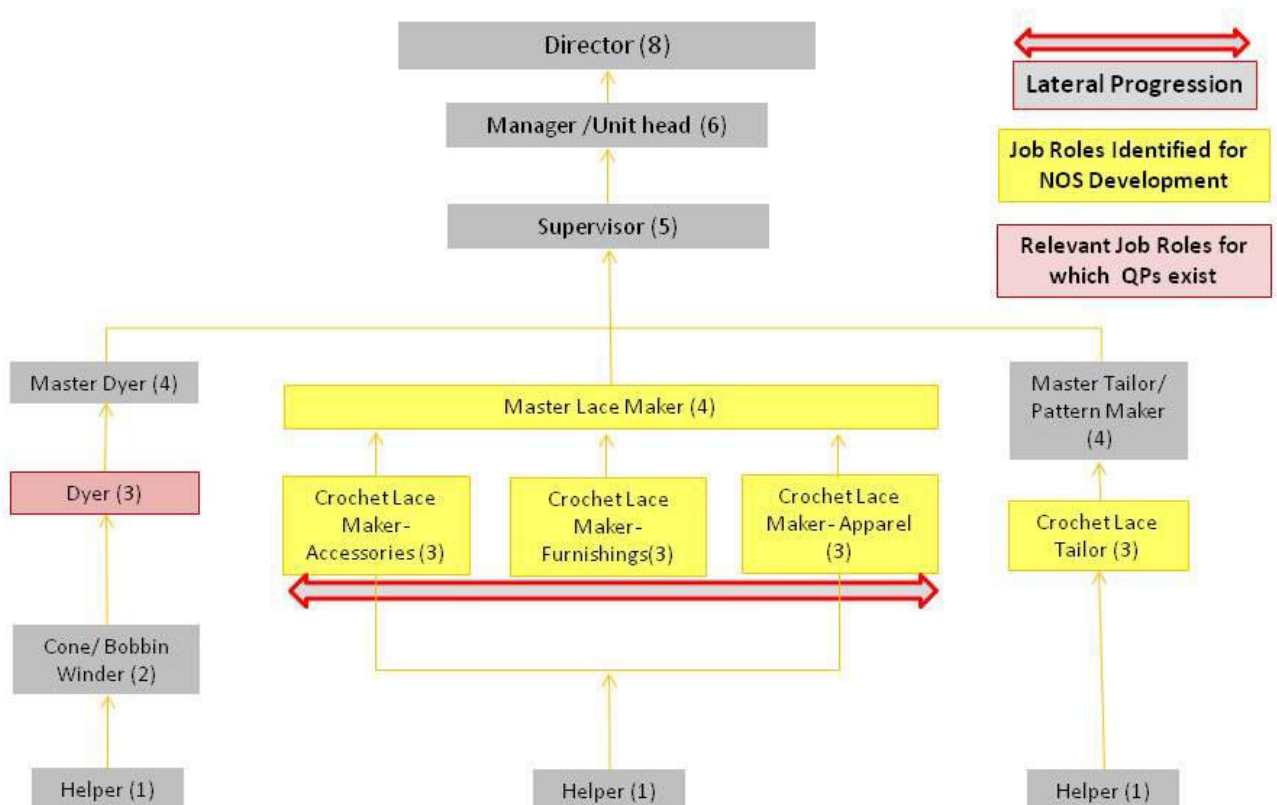
	<p>estimated based on industry consultations, analysis of existing reports such as Skills Gap analysis Reports.</p>
27	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</p> <p>Recommendation received from the office of Development 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 Master tailor and pattern maker
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Career Progression:

Crochet Lace Handicrafts Subsector: Detailed Career progression



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List of companies validated the QP

S. No	Name of Organisation	Contact	Employee Size
1	Lace Park, Narasapuram	Mrs. R. Baby	Large
2	Girija Lace Industries	Mrs. Girija Bondapalli	Large
3	Apoorva Handicrafts, AP	Mr. D. N. Murthy	Large
4	Baby Lace Industries, AP	Mr. M. Ramana Murthy	Large
5	Godavari Delta Women Lace Artisans Co-Operative Cottage Industries Society Ltd, Narsapur	Mr. G. Satish	Large
6	Godavari Village Crafts, AP	Mr. Srihari Rao	Large
7	Golden Lace Exports, AP	Mr. Gopala Krishna	Large
8	Jay Enterprises, AP	Ms. P. Meenakshi	Large
9	Sri J. J. Lakshmi & Co, AP	Mr. K. V. Swamy	Large
10	K. S. Naidu & Co., AP	Mr. K. Dakshina Murty	Large
11	Kalavakolanu Lace, AP	Ms. K. Suryakumari	Large
12	Natesh Kumar Lace Industries, AP	Mr. T. N. Rao	Large
13	P. Veeraiah & Co, AP	Mr. P. Ramachandra Murthy	Large
14	Ramakrishna Paramahansa & Co. (RKPH), AP	Ms. K. N. Tilasi Rao	Large
15	Scads Garment Exorts	Mr. Srinivas Rao	Large
16	Swamy & Co., AP	Mr. Ram Chandrudu K	Large
17	Swarna & Co., AP	Mr. A. S. V. Babu	Large
18	T. M. Rao & Sons, AP	Mr. T. V. Swamy	Large
19	A. V. Exports, AP	Mr. Brahma Rao	Large
20	Devi & Co., Ap	Mr. P. Pratap	Large
21	Excel Handicrafts	Mr. M. T. Girivasu	Large
22	Loyola Exports, AP	Mr. B. Uday Bhaskarnaidu	Large
23	Mallika Lace Industries, AP	Mr. A. Basava	Large
24	Sri Maatha Lace Exporters, AP	Mr. Hari Rama Krishna	Large
25	Sridevi & Co, AP	Ms. T. Sridevi	Large
26	T. Ganapathi & Co., AP	Mr. T. Ganapathi	Large
27	T. S. Prakash Rao & Co., AP	Mr. T. S. Prakash	Large
28	Vennela Lace Crafts, AP	Mr. B. Venkateswara	Large
29	Narasapur Producer Transform Pvt. Ltd	Mr. P. D. Sudheer Kumar	Medium
30	The Laxmaneswaram Village Alankrithi Lace Manufacturing Mahila MAC Society	Mrs. P. Kanakadurga	Medium
31	The Serepalem Village Alankrithi	Mrs. Gade	Medium

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	Lace Manufacturing Mahila MAC Society	Nagaveni	
32	The Seetharampuram Village Alankrithi Lace Manufacturing Mahila MAC Society	Mrs. K.Suryakumari	Medium
33	The Veeravasaram Village Alankrithi Lace Manufacturing Mahila MAC Society- W. Godavari dist.	Mrs. Satyavani	Medium
34	The Elamanchili Village Alankrithi Lace Manufacturing Mahila MAC Society	Mrs. A.Suryakumari	Medium
35	The Doddipatla Village Alankrithi Lace Manufacturing Mahila MAC Society	Mrs. Mathaji	Medium
36	The Pasaladeevi Village Alankrithi Lace Manufacturing Mahila MAC Society- Pasaladeevi	Mrs. Baby Rangisetty	Medium
37	The Kalipatnam Village Alankrithi Lace Manufacturing Mahila MAC Society Ltd	Mrs. P. Mutyalamma	Medium
38	Society for Health, Agriculture and Rural Education	Mrs. N. Subhashini	Medium
39	The Mogalthuru Village Alankrithi Lace Manufacturing Mahila MAC Society- Mogalthuru	Mrs. B. Prabhavathi	Medium
40	Swarna Bharathi (SHG)	Mrs. T. Radhamani	Small
41	The Mastyapuri Village Alankrithi Lace Manufacturing Mahila MAC Society- W. Godavari dist.	Mrs. S. Kasturi	Small
42	The Tholeru Village Alankrithi Lace Manufacturing Mahila MAC Society Ltd	Mrs. Nagamani	Small
43	The S.Chikkala Village Alankrithi Lace Manufacturing Mahila MAC Society	Mrs. Y.Adilakshmi	Small
44	Mahabaleshwar Hastakala Vikas Nigam, Maharashtra	Mr. Suresh. K. Danam	Small
45	The Modi Village Alankrithi Manufacturing Mahila MAC Society Ltd.	Mrs. S. Vijayalakshmi	Small
46	The Thurputallu Village Alankrithi Lace Manufacturing Mahila MAC Society- Thruputallu	Mrs. Ch SubbaLakshmi	Small
47	The Vemuladevi-1 Village Alankrithi Lace Manufacturing Mahila MAC Society- Vemuladeevi	Mrs. Thota Radha	Small
48	The Digamarru Village Alankrithi Lace Manufacturing Mahila MAC Society	Mrs. Y.Rajeswari	Small

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49	The Lankalakoderu Village Alankrithi Lace Manufacturing Mahila MAC Society- Lankalakoderu	Mrs. A Satyamamba	Small
50	Lace Knitting and Rural Development Association (LRDA), West Godavari District	Mrs. Girija Bondapalli	Small