

Revised Application Documentation: Version 4 /25 May, 2015

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

Rubber Skill Development Council

Ramakrishna Dalamia Wing, PHD House (4th Floor)
4/2, Siri Fort Institutional Area,
August Kranti Marg, New Delhi - 110016

Name and contact details of individual dealing with the submission

Name: Shikher Saxena

Position in the organisation : Manager - Standards & Assessment

Address if different from above : Same

Tel number(s) 011 41009347, 41009348

E-mail address info@rsdcindia.in

List of documents submitted in support of the Qualifications File

1. **Qualification Pack – Building Operator : Sports goods (Attached as Annexure 1)**
2. **Occupational Map (Attached as Annexure 2)**
3. **Concurrence letter from RSDC NOS Subcommittee (Attached as Annexure 4)**
4. **Composition of NOS Subcommittee (Attached as Annexure 5)**
5. **List of companies share the concurrence on Qualification Pack (Attached as Annexure 7)**
6. **Assessment Process flow (Attached as Annexure 8)**
7. **Web Link : Reports of Skill Gap study conducted by RSDC**
<http://rsdcindia.in/knowledge-base.html>

QUALIFICATION FILE SUMMARY

Qualification Title	Building Operator - Sports goods - RSC/ Q.1207		
Body/bodies which will assess candidates	RSDC's affiliated assessment agency		
Body/bodies which will award the certificate for the qualification.	Rubber Skill Development Council		
Body which will accredit providers to offer the qualification.	Rubber Skill Development Council		
Occupation(s) to which the qualification gives access	Sports goods Building operator under non tyre rubber Sports goods manufacturing process		
Proposed level of the qualification in the NSQF.	4		
Anticipated volume of training/learning required to complete the qualification.	350 Hrs		
Entry requirements / recommendations.	Class X/ITI, Desirable – 18 Years		
Progression from the qualification.	Building Operator - Sports goods level role which leads to supervisor level in Building occupation of rubber product manufacturing Process		
International comparability where known:	Not applicable		
Planned arrangements for RPL.	RPL assessment carries out as per normal RSDC assessment process.		
Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
RSC/ N 1219 (Prepare machine and collect components)	M	50	4
RSC/ N 1220 (Perform building operation)	M	50	4
RSC/ N 1221 (Perform post-building activities)	M	50	4
RSC/ N5001 (To carry out housekeeping)	M	25	Common across level (3 to 5)
RSC/ N5002 (To carry out reporting and documentation)	M	25	Common across level (3 to 5)
RSC/ N5003 (To carry out quality checks)	M	25	Common across level (3 to 5)
RSC/ N5004 (To carry out problem identification and escalation)	M	25	Common across level (3 to 5)

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack.

Give details of the document here:

Qualification Pack – Building Operator - Sports goods

SECTION 1

ASSESSMENT

Name of assessment body:

If there will be more than one assessment body for this qualification, give details.

- RSDC's affiliated assessment agency. At present RSDC has two affiliated assessment agency.
 1. Aspiring Minds
 2. Trendsetters

Kindly refer RSDC assessment protocol for selection of assessment agency as Annexure 9

Will the assessment body be responsible for RPL assessment?

- Yes

Give details of how RPL assessment for the qualification will be carried out and quality assured.

RPL assessment will be carries out as per normal RSDC assessment process.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

With uniformity and setting of National Occupational Standards (NOS), for different Jobs Roles the assessment of candidates will be at NOS level. Assessment criterion has been defined for each NOS and it includes both theoretical and practical skills on which the candidate will be assessed. The question suite which will be used to check the skills of the trainee would include

- **Theoretical test suite** – Will include multiple choice questions, audio-video question etc. which will test the trainee on his knowledge of the subject
- **Practical Knowledge suite** – Practical knowledge can be tested through Assessor driven evaluation, Situational Judgment Tests and Simulations. A mix of the three would be able to evaluate the trainee on his practical knowledge of the QP

RSDC's assessment strategy:

- Assessment criteria for each Qualification Pack developed, in which each Performance criteria (PC) assigned marks based on NOS separately for theoretical and practical skill
- Set of question bank developed to assess the theoretical and practical knowledge. To ensure the quality, each trainees get the unique set of question
- Student has to score minimum marks separately for theoretical and practical skill and overall percentage should also be 50%.
- Empanelment of subject matter expert as assessor to assess trainee specifically on practical skills
- Assessments are preferably conducted on tablets or pen or papers in regional languages according to the requirement.
- Questions are uploaded in the tablets only on the day of assessment
- It has been ensure that TP/trainer should not be present during assessment

Please attach any documents giving further information about assessment and/or RPL.

Give details of the document(s) here:

Assessment Process flow

ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as listed in the entry on the structure of the qualification on page 1.

Assessable outcomes	Assessment criteria for the outcome
Assessment Strategy	Marks Allocation

NOS	Elements	Performance Criteria	Total	Theory	Practical
RSC / N 1001 Prepare machine and collect components	Equipment readiness	PC1. Ensure that the machine, working table and stand are clean.	2	0	2
		PC2. Keep weighing scale and all other tools ready in stand before starting the building process	1	0	1
		PC3. Follow equipment preparation process as per company requirements	17	8	9
		PC4. Set parameters for the machine (temperature and other parameters) as per the organizational SOP.	19	10	9
		PC5. Ensure that all safety devices on the machine are properly functioning before start of the work.	16	12	4
		PC6. Ensure that no delays are caused as a result of improper preparation and failure to identify problems.	3	3	0
	Raw material appropri ateness	PC7. Collect the required quantity of components.	5	3	2
		PC8. Ensure that all the components required are approved and released by laboratory.	3	3	0
		PC9. Ensure that compounded rubber sheet is cut as per the specification	16	8	8
	Health & Safety	PC10. Ensure the use of certified equipments for lifting the components and prepared products	3	3	0
		PC11. Adhere to all safety norms (such as wearing protective gloves ,mask and safety shoes).	6	3	3
		PC12. Avoid spillage and in case of spillage occur , follow safety measures as laid down by safety department	6	4	2
		PC13. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	3	3	0
			100	60	40
RSC / N 1002 Perfor	Raw material appropri	PC1. Ensure that the dimension of each component is as specified in the instructions/ organizations SOP.	12	5	7

m buildin g operati on	ateness				
	Operatio n	PC2. Check each component w.r.t the given specifications	12	4	8
		PC3. Loading sequence of components to be strictly followed as per instructions /SOP and should be as per plan to get maximum output.	13	5	8
		PC4. Start the machine and follow the processing of material as per the SOP	9	0	9
		PC5. Monitor the functioning of machine w.r.t the various parameters such as temperature, pressure, speed etc	8	3	5
		PC6. Inspect the prepared product	8	3	5
	Health & Safety	PC7. Ensure the use of certified tools and equipments for lifting the components and products	4	4	0
		PC8. Handle the components and prepared products using hand gloves and other safety equipment as directed by organizations safety department	6	3	3
		PC9. Precaution for use of tool like knife, scissor, hot extruder etc	7	3	4
		PC10. Precaution against putting Finger / Hand while cutting manually or through machine	6	2	4
		PC11. Adhere to all safety norms (such as wearing protective gloves and shoes, safety goggles etc)	9	4	5
		PC12. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	1	1	0
		PC13. Follow the guidance of safety department to contain spillages which may affect the health and safety of self or the environment in building area	5	3	2
		100	40	60	
RSC / N 1003 Perfor m Post- Buildin g Activiti es	Operatio n	PC1. Ensure that the output quality is as per the specifications laid down by the technical .	16	8	8
		PC2. Ensure that the final product is free from any defect and contaminants	22	13	9
		PC3. Send the unused components at designated place	8	5	3
		PC4. Report the repair and maintenance requirement to the Supervisor	6	6	0
	Material disposal	PC5. Dispose of waste material safely, as per organizational SOP.	2	0	2
	Batch Marking	PC6. Ensure identification and traceability by batch marking/coding for the right product as per the instructions laid down by the company (in terms of batch number, weight, color and date stamp).	18	12	6
		PC7. Send sample of the prepared product in	8	6	2

	Sampling	the specified sample size and method as directed by the company			
	Health & Safety	PC8. Handle the material coming out of the machine using hand gloves and other safety equipment.	10	4	6
		PC9. Adhere to all safety norms (such as wearing protective gloves , shoes, safety goggles etc).	8	4	4
		PC10. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	2	2	0
			100	60	40
RSC/N5 001 To Carry Out Housek eeping	Pre housekee ping activities	PC1. Inspect the area while taking into account various surfaces	3	3	0
		PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain	3	3	0
		PC3. Ensure that the cleaning equipment is in proper working condition	3	3	0
		PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person	3	3	0
		PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces	3	3	0
		PC6. Inform the affected people about the cleaning activity	2	2	0
		PC7. Display the appropriate signage for the work being conducted	3	3	0
		PC8. Ensure that there is adequate ventilation for the work being carried out	3	3	0
		PC9. Wear the personal protective equipment required for the cleaning method and materials being used	3	3	0
	Operatio ns	PC10. Use the correct cleaning method for the work area, type of soiling and surface	3	3	0
		PC11. Carry out cleaning activity without disturbing others	3	3	0
		PC12. Deal with accidental damage, if any, caused while carrying out the work	3	3	0
		PC13. Report to the appropriate person any difficulties in carrying out your work	3	3	0
		PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill	3	3	0
	Post housekee ping activities	PC15. Ensure that there is no oily substance on the floor to avoid slippage	9	3	6
		PC16. Ensure that no scrap material is lying around	9	3	6
		PC17. Maintain and store housekeeping	3	3	0

		equipment and supplies			
		PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process	3	3	0
		PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements	8	2	6
		PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored	3	3	0
		PC21. Dispose the waste garnered from the activity in an appropriate manner	9	3	6
		PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly	9	3	6
	General	PC23. Maintain schedules and records for housekeeping duty	3	3	0
		PC24. Replenish any necessary supplies or consumables	3	3	0
			100	70	30
RSC/N5 002 To Carry Out Reporting And Documentation	Reporting	PC1. Report data/problems/incidents as applicable in a timely manner	12	8	4
		PC2. Report to the appropriate authority as laid down by the company	12	8	4
		PC3. Follow reporting procedures as prescribed by the company	12	8	4
	Recording and Documentation	PC4. Identify documentation to be completed relating to one's role	10	6	4
		PC5. Record details accurately an appropriate format	16	6	10
		PC6. Complete all documentation within stipulated time according to company procedure	14	4	10
		PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly	6	4	2
		PC8. Make sure documents are available to all appropriate authorities to inspect	6	4	2
	Information Security	PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures	6	6	0
		PC10. Inform the appropriate authority of requests for information received	6	6	0
			100	60	40
RSC/N5 003 To Carry Out	Inspection	PC1. Ensure that total range of checks are regularly and consistently performed	24	10	14
		PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required	24	10	14
	Analysis	PC3. Identify non-conformities to quality	6	4	2

Quality Checks		assurance standards				
		PC4. Identify potential causes of non-conformities to quality assurance standards	5	3	2	
		PC5. Identify impact on final product due to non-conformance to company standards	5	3	2	
		PC6. Evaluating the need for action to ensure that problems do not recur	6	4	2	
		PC7. Suggest corrective action to address problem	5	3	2	
		PC8. Review effectiveness of corrective action	5	3	2	
	Reporting		PC9. Interpret the results of the quality check correctly	4	4	0
			PC10. Take up results of the findings with QC in charge/appropriate authority.	3	3	0
			PC11. Take up the results of the findings within stipulated time	3	3	0
			PC12. Record of results of action taken	3	3	0
			PC13. Record adjustments not covered by established procedures for future reference	3	3	0
			PC14. Review effectiveness of action taken	2	2	0
			PC15. Follow reporting procedures where the cause of defect cannot be identified	2	2	0
				100	60	40
	RSC/N5 004 To Carry Out Problem Identification And Escalation	Problem Identification	PC1. Identify defects/indicators of problems	7	4	3
PC2. Identify any wrong practices that may lead to problems			6	3	3	
PC3. Identify practices that may impact the final product quality			6	3	3	
PC4. Identify if the problem has occurred before			5	3	2	
PC5. Identify other operations that might be impacted by the problem			6	4	2	
PC6. Ensure that no delays are caused as a result of failure to escalate problems			5	3	2	
Necessary Action		PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required)	8	5	3	
		PC8. Consider possible reasons for identification of problems	8	5	3	
		PC9. Consider applicable corrections and formulate corrective action	3	3	0	
		PC10. Formulate action in a timely manner	3	3	0	
		PC11. Communicate problem/remedial action to appropriate parties	7	5	2	
		PC12. Take corrective action in a timely manner	2	2	0	
		PC13. Take corrective action for problems identified according to the company procedures	2	2	0	
		PC14. Report/document problem and	8	5	3	

		corrective action in an appropriate manner			
		PC15. Monitor corrective action	2	2	0
		PC16. Evaluate implementation of corrective action taken to determine if the problem has been resolved	2	2	0
		PC17. Ensure that corrective action selected is viable and practical	2	2	0
		PC18. Ensure that correct solution is identified to an identified problem	2	2	0
		PC19. Take corrective action for problems identified according to the company procedures	1	1	0
		PC20. Ensure that no delays are caused as a result of failure to take necessary action	1	1	0
	Problem Escalation	PC21. Escalate problem as per laid down escalation matrix	4	3	1
		PC22. Escalate the problem within stipulated time	4	3	1
		PC23. Escalate the problem in an appropriate manner	3	2	1
		PC24. Ensure that no delays are caused as a result of failure to escalate problems	3	2	1
			100	70	30

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

Qualification pack has been developed by suggestion and approval of RSDC NOS Subcommittee, which consist of senior leaders and experts from rubber Industry and has been further substantiated by skill gap study conducted by RSDC

What is the estimated uptake of this qualification and what is the basis of this estimate?

We had conducted skill gap study in different states of the country to understand the demand and supply for estimated uptake. Assuming the study finding base for entire rubber industry across the nation, employment opportunity is expected to grow approximately at the rate of 30% in the coming 5 year.

Reports of Skill gap study conducted uploaded on the below link:

<http://rsdcindia.in/knowledge-base.html>

What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?

Mapping has been done with National Classification of Occupation 2004 to ensure the qualification does not duplicate.

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?

Qualification Packs shall be revised annually.

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

SECTION 3

SUMMARY EVIDENCE OF LEVEL

Level of qualification: 4

Summary of Direct Evidence (from learning outcomes):

The building operator - Sports goods is accustomed in periodic work, have knowledge to demonstrate skills, using tools & quality concepts and he is able to disseminate with clear responsibility of work, with minimum supervision.

Skill requires fulfil roles and responsibilities along with activities matched with NSQF level 4.

Summary of other evidence (if used):

Building Operator : Sports goods - RSC/ Q 1207					
Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility	Level
<p>Building operator – Sports goods ensures housekeeping & safety in work area and collect all the components required for building operation.</p> <p>He/She needs to follow Loading sequence of components as per SOP and should be as per plan to get maximum output and inspection of the finished product</p> <p>The activities listed above are the familiar and routine activities in nature and he handles all this independently (with minimal or no supervision).</p>	<p>Building operator – Sports goods is expected to have knowledge and importance of hose preparation, needs to be well aware of the properties of Rubber and application of Rubber chemicals.</p> <p>He/She is expected to have knowledge of specifications and quality of components like Rubber sheet , Nylon cloth , Gum, Curing system, cavity, etc.</p> <p>He/She needs to have knowledge of Curing technology and operation of press</p> <p>He/She needs to have knowledge of coding, batching, marking and types of defects leading to rejections and their, reasons and possible solutions.</p>	<p>Building operator – Sports goods needs to handle machines and curing chamber.</p> <p>He/She needs to handle the types of material handling equipment like moulds, chemicals, solvents and adhesive.</p> <p>He/She needs to have the capacity to apply technology, combining the physical and sensory skills needed to operate equipment with the understanding of scientific and technological principles needed to explore and adapt systems</p> <p>Thus he is practically engaged in the production activity.</p>	<p>Building operator – Sports goods is expected to have basic communication skills to fill appropriate forms, process charts and activity logs, etc and also understand application of basic arithmetic principles.</p> <p>Building operator – Sports goods is expected to conduct themselves in ^(SEP)ways, which show a basic understanding of the social and professional environment of working on shopfloor.</p>	<p>The building operator for sports goods is responsible to perform building operation for preparation of Rubber sports good.</p> <p>So the Building operator – Sports goods is completely responsible for the work on the packaging machine and his own learning.</p> <p>He is continuously engaged in the self-learning process and he has the responsibility for own work.</p> <p>Building operator – Sports goods is majorly responsible for his own job and self learning process which justifies the pegging of the QP at level 4 and not directly involved in some learning</p>	4

				of others (which is a requirement for Level 5). In his routine activity he is free from supervision (which is a requirement of level 3).	
Level 4	Level 4	Level 4	Level 4	Level 4	

SECTION 4

EVIDENCE OF RECOGNITION OR PROGRESSION

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?

Occupation Map has been created and attached.

Please attach any documents giving further information about any of the topics above.