Revised Application Documentation: Revision made By NSDA 25 May 2015

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

Leather Sector Skill Council

CMDA Tower II

Gandhi Irwin Bridge Road

Egmore, Chennai – 600008

Name and contact details of individual dealing with the submission

Name: R. Ramesh Kumar, IAS,

Position in the organisation: CEO, LSSC

Address if different from above

Same as above

Tel number(s): + 91 44 28594367 – 71

E-mail address: info@leatherssc.org

List of documents submitted in support of the Qualifications File

1. Annexure 1: Qualification Pack
2. Annexure 2: RFP for development of Occupational Standards
3. Annexure 3 Selection process of the Consultants to develop Occupational Standards

        3a. Minutes of the meeting of GC meetings

        3b. Composition of the Technical Committee

4. Annexure 4: Approval of Occupational Standards by Technical Committee and Governing Council
5. Annexure 5: Occupational Map & Progression matrix
6. Annexure 6: List of companies and Industry associations participated in the development of these qualification packs
7. Annexure 7: List of QP/NOS validating companies
8. Annexure 8: NSDC QRC observation and feedback sheet
9. Annexure 9: Standard protocol for accreditation & assessments
10. Annexure 10: Sample RPL Question Paper

QUALIFICATION FILE SUMMARY

Qualification Title	Qualification Pack- Buffing Operator (LSS /Q0801)
Body/bodies which will assess candidates	LSSC affiliated Assessment Agency
Body/bodies which will award the certificate for the qualification.	Leather Sector Skill Council
Body which will accredit providers to offer the qualification.	Leather Sector Skill Council
Occupation(s) to which the qualification gives access	Finishing Operations in Finished Leather Segment
Proposed level of the qualification in the NSQF.	4
Anticipated volume of training/learning required to complete the qualification.	120 Hours
Entry requirements / recommendations.	Class V
Progression from the qualification.	Supervisor in Finished Leather Segment
Planned arrangements for RPL.	Candidates with relevant experience are identified and tested through a Recognition Prior learning (RPL) evaluation, which is designed by Technical experts and Subject Matter Experts.
International Comparability	**UK NOS** SKSLG6- Manufacture material to add value in leather production (mechanical processing) SKSL1- Manufacture material to add value in leather production (chemical processing)

Formal structure of the qualification

Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
LSS/N0801Carry out buffing and snuffing operations	Mandatory		4
LSS/N0802Carry out dusting operations	Mandatory		
LSS/N0803Contribute to achieving product quality in buffing operations	Mandatory		
LSS/N8501Maintain the work area, tools and machines	Mandatory	120	
LSS/N8601Maintain health, safety and security at workplace	Mandatory		
LSS/N8701Comply with industry, regulatory and organizational requirements	Mandatory		

Please attach any document giving further detail about the structure of the qualification – e.g. a Curriculum or Qualification Pack.
Give details of the document here:
Annexure1: Qualification Pack

SECTION 1

ASSESSMENT

Name of assessment body:
If there will be more than one assessment body for this qualification, give details.
Navriti Technologies Pvt Ltd, Bangalore

CLRI, Chennai

Mike Mirams Training Services India (Pvt) Ltd, Kolkata

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.
When the individual has relevant experience, he is assessed through a Recognition of Prior Learning (RPL) programme.
The candidate is assessed through a combination of theory test, practical knowledge and verbal questioning or VIVA. The test is designed by SME or Subject Matter Expert who prepares the test material with total integrity and objectivity. The candidate is administered a written test of 45 minutes and a practical test of 1.5 to 2 hours duration.
Upon successful completion of the test the candidate is declared competent for yet to be competent,depending upon which the training is advised.
The assessment is conducted by trained and qualified assessors following the guidelines of the LSSC. The tests are administered under strict confidentiality and absolute lack of bias or prejudice.

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:

The process of assessment followed ensures that the assessment is strictly in accordance to the qualification pack, the NOS and PCs mentioned.

Validity depends upon how well the assessment actually measures the learning outcome. The test is prepared against the assessment criteria set by the council, which has in turn identified the core skills and the supplementary skills in terms of NOS and PC. That the test is designed according to the assessment criteria and is prepared by subject matter experts who are established   in their fields ensures the validity of the test.

Consistency of the test is dependent on the fact that the assessment generates consistent results inspite of change in evaluators, location etc. The MCQ pattern followed for the theory rules out any element of prejudice or subjectivity on the part of the evaluator. The practical is designed in such a manner that the core skills and supplementary skills are tested and evaluated. The trained assessors who are experts in the field ensure that the test is consistent.

Fairness is ensured as the students are given equal opportunity irrespective of their religion, social back ground or gender. The roll numbers assigned to the candidates conceal their identity and making the evaluation impartial.

Training Assessors
The Assessors selected after the interview are given training by a team of Certified Senior Assessors on the process flow of assessment administration. The 2 day workshop addresses following key issues in assessment.
Communication & Confidence Building
•   Testing of Core Skills- Administering/ theory & practical test
•   Testing of Supplementary Skills- Administering theory and practical
•   Impartial and fair assessment
•   Being respectful to local languages, customs and behavior patterns
•   Giving instructions correctly ensuring proper compliance to norms
•   Addressing unexpected challenges and problems

Training For Assessments Administration Process

Materials to be carried by the Assessor to Assessment Centre:
1. Relevant question papers for each candidate scheduled and one for the Assessor
2. Relevant response sheets for each candidate, plus one for the assessor
3. Attendance sheet (Theory and Practical)
4. Stationary like Pens, envelops (for packing theory and practical response sheets, question papers), staplers, etc.

Administration
Assessments consists of two parts: Practical and Theory

Theory
The process of theory assessment is described below:
1. Assessor should reach the venue 45 minutes before the start of the test.
2. Make sure all the desks are cleared and see that each candidate has the required stationery for the test before entering the hall.
3. Check if candidates have the valid training ID card or else an ID card approved by the Government of India (PAN Card, Aadhar Card, DL, etc.).
4. Candidates without any identification are not allowed to take the test. This has to be adhered to without any tolerance. Candidates without ID card should be asked to leave the test venue.
5. Gather all candidates in examination hall.
6. Cross check attendance of each candidate on the attendance sheet and ensure that only those candidates that are present on it are taking the test. Candidates' whose names are not available on the attendance sheet are informed to leave the test venue.
7. Assessor will read out the general instructions to candidates and ensures that the candidates are clear about the instructions of the assessments
    General Instructions for candidates:
    - No usage of electronic devices (mobiles and calculators) during the test
    - No malpractice during the test hours
    - Talking is not allowed during the test
    - Do not mark anything on question papers
    - There are 35(Varies for different QPs) multiple choice questions
    - Each question has only one correct answer
    - There is no negative marking
    - The questions are spread across multiple pages. You need to attempt questions on all pages to complete the test.
    - In the answer sheet, pencil is preferable but you can mark responses in black/blue pen.
    - The duration of the test is for 60 minutes
    - After completing the test, you must return all the question papers and response sheets.
8. Assessor will answer candidate's questions if any
9. Distribute the question papers and response sheets to the candidates
10. Assessor to ensure that the candidates fill the appropriate information in the required fields
11. Once testing begins, assessor is required to help candidate with regards to marking, understanding the meaning of questions, but do not help them with responses
12. Assessor will distribute attendance sheet during the test and ensure all candidates sign on the attendance sheet
13. Assessor will collect response sheets, question papers and copy of candidate's ID proof from all candidates post completion of test
14. Ensure that there are signatures of Assessor and candidates filled in the appropriate boxes.
15. All response sheets and question papers should match the head count before candidates leave the

hall

Practical

The following points describe the process of administering practical assessments

1. Cross check the candidate names with theory attendance sheet and ID cards of each candidate to see if the same candidates who have attended the theory test are attending practical too.
2. Before starting the assessment, assessor to build a rapport with the candidate so that he/she is comfortable during test.
3. Assessors to fill the mandatory information of candidate in the assessment checklist.
4. Assessor to ensure that candidate fills the details and signs in the attendance sheet.
5. Give an activity for candidates to perform. Observe him/her carefully while performing the task and assign scores against each PC provided in the assessment checklist. Each PC should not be asked separately instead evaluate against each PC based on the particular task given to the candidate
6. Ask viva questions to the candidate wherever applicable, and accordingly provide scores in the appropriate box.
7. Total the score obtained by the candidate for all the NOSs and calculate the grand total score.
8. Assessor should ensure that he has scored all the NOSs, if not remarks have to be provided.
9. Signatures of candidate and assessors to be filled in the appropriate boxes
10. The same procedure is followed for all candidates appearing for practical assessment.
11. On completion of practical assessments, count the response sheets and match it with the head count of candidates attended the test.
12. On completion of the test, attach ID card copy with assessment checklist of each candidate. These need to be carefully stapled.

All the practical response sheets are packed in an envelope

Please attach any documents giving further information about assessment and/or RPL.
Give details of the document(s) here:
Annexure 9: Standard protocol for accreditation & assessments
Annexure 10: A sample RPL question paper is attached

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.

CRITERIA FOR ASSESSMENT OF TRAINEES
Job Role Buffing Operator(Finished Leather)
Qualification Pack CodeLSS/Q0801
Sector Skill Council Leather
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 these criteria

5. To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate

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

				Marks Allocation	
Assessable Outcomes	**Assessment criteria for the outcome**	**Total Mark**	**Out Of**	**Theory**	**Skills Practical**
1. LSS/N0801-Carry out buffing and snuffing operations	PC1. Make sure the work area is free from hazards		3	0	3
	PC2. Obtain and check the data on the work ticket or job card		7	5	2
	PC3. Calculate the number of components needed for production		5	0	5
	PC4. Select and sort the materials for the work		5	0	5
	PC5. Set up the equipment		5	0	5
	PC6. Make sure that tools are safe, sharp enough and clean to use on the material		5	0	5
	PC7. Ensure that the materials to be used are free from faults		8	5	3
	PC8. Work as per legal requirements, standards and regulations, policies, procedures and professional codes		7	5	2
	PC9. Ask questions to obtain more information on tasks when the instructions you have are unclear	100	2	0	2
	PC10. Agree and review your agreed upon work targets with your supervisor		8	5	3
	PC11. Set up the emery paper in the buffing machine whenever required		5	0	5
	PC12. Feed hide/skin into the buffing machine without any folds		2	0	2
	PC13. Ensure no emery marks are left on the substance		7	5	2
	PC14. Repeat process as per requirement		5	0	5
	PC15. Leave work area safe and secure when work is complete		7	5	2
	PC16. Help the mechanic repairing faults in the machines		2	0	2
	PC17. Process component parts to the quality standard required		5	0	5
	PC18. Report any damaged work to the responsible person		2	0	2
	PC19. Follow company reporting procedures about		2	0	2

		defective tools and machines which affect work				
		PC20. Comply with written instructions		2	0	2
		PC21. Complete forms, records and other documentation		2	0	2
		PC22. Sort and place work to assist the next stage of production and minimise the risk of damage		2	0	2
		PC23. Leave work area safe and secure when work is complete		2	0	2
		Total		**100**	**30**	**70**
2.	LSS/N0802 Carry out dusting operations	PC1. Confirm that the identity and quantity of the material received matches the work ticket	100	15	5	10
		PC2. Accurately follow the essential information contained on the work ticket		15	5	10
		PC3. Handle and transport material, including hides, skins, leather, in the most effective manner and in the correct sequence		10	0	10
		PC4. Ask questions to obtain more information on tasks when the instructions you have are unclear		10	0	10
		PC5. Update and develop knowledge of the products		15	5	10
		PC6. Agree and review your agreed upon work targets with your supervisor		10	5	5
		PC7. Follow the start-up sequences and operate the equipment controls correctly		10	5	5
		PC8. Complete the process to the specified standard required for the next operation		10	5	5
		PC9. Report risks/ problems likely to affect services to the relevant person promptly and accurately		5	0	5
		Total		100	30	70
3.	LSS/N0803- Contribute to achieving product quality in buffing operations	PC1. Carry out quality checks at specified intervals according to instructions	50	7	5	2
		PC2. Report faults outside personal responsibility to the appropriate person		7	5	2
		PC3. Identify faults in materials and products		7	5	2
		PC4. Identify causes of faults to maintain product quality		8	5	3
		PC5. Identify faults and take appropriate action		7	5	2
		PC6. Follow reporting procedures where the cause of faults cannot be identified		7	5	2
		PC7. Identify and report potential solutions to rectify faults		7	5	2

		Total		**50**	**35**	**15**
4.	LSS/N8501-Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly		1	0	1
		PC2. Use correct lifting and handling procedures		2	0	2
		PC3. Use materials to minimize waste		2	0	2
		PC4. Prepare and organize work		7	5	2
		PC5. Maintain a clean and hazard free working area		2	0	2
		PC6. Deal with work interruptions		2	0	2
		PC7. Move around the workplace with care		2	0	2
		PC8. Maintain tools and equipment		2	0	2
		PC9. Carry out running maintenance within agreed schedules		2	0	2
		PC10. Carry out maintenance and/or cleaning outside responsibility		7	5	2
		PC11. Report unsafe equipment and other dangerous occurrences		7	5	2
		PC12. Ensure that the correct machine guards are in place	50	2	0	2
		PC13. Work in a comfortable position with the correct posture		1	0	1
		PC14. Use cleaning equipment and methods appropriate for the work to be carried out		1	0	1
		PC15. Dispose of waste safely in the designated location		2	0	2
		PC16. Store cleaning equipment safely after use		1	0	1
		PC17. Complete and store accurate records and documentation		2	0	2
		PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working		1	0	1
		PC19. Give inputs and assist in completing documentation		1	0	1
		PC20. Report the need for maintenance and/or cleaning outside your area of responsibility		1	0	1
		PC21. Ensure safe and correct handling of materials, equipment and tools		1	0	1
		PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		1	0	1
		Total		**50**	**15**	**35**
5.	LSS/N8601-Maintain health, safety and security at workplace	PC8. Comply with health and safety related instructions applicable to the workplace	25	6	5	1

		PC9. Use and maintain personal protective equipment as per protocol		1	0	1
		PC10. Carry out own activities in line with approved guidelines and procedures		0.5	0	0.5
		PC11. Maintain a healthy lifestyle and guard against dependency on intoxicants		1	0	1
		PC12. Follow environment management system related procedures		5.5	5	0.5
		PC13. Identify and correct (if possible) malfunctions in machinery and equipment		1	0	1
		PC14. Report any service malfunctions that cannot be rectified		1	0	1
		PC15. Store materials and equipment in line with manufacturer's and organizational requirements		1	0	1
		PC16. Safely handle and move waste and debris		0.5	0	0.5
		PC17. Minimize health and safety risks to self and others due to own actions		1	0	1
		PC18. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		1	0	1
		PC19. Monitor the workplace and work processes for potential risks and threats		0.5	0	0.5
		PC20. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		1	0	1
		PC21. Report hazards and potential risks/ threats to supervisors or other authorized personnel		0.5	0	0.5
		PC22. Participate in mock drills/ evacuation procedures organized at the workplace		1	0	1
		PC23. Undertake first aid, fire-fighting and emergency response training, if asked to do so		1	0	1
		PC24. Take action based on instructions in the event of fire, emergencies or accidents		0.5	0	0.5
		PC25. Follow organization procedures for shutdown and evacuation when required		1	0	1
		Total		**25**	**10**	**15**
6.	LSS/N8701- Comply with industry, regulatory and organizational requirements	PC23. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	25	8	5	3
		PC24. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		8	5	3
		PC25. Apply and follow these policies and procedures within the work practices		3	0	3
		PC26. Provide support to the supervisor and team members in enforcing these considerations		3	0	3
		PC27. Identify and report any possible deviation to		3	0	3

these requirements				
Total		**25**	**10**	**15**

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

Based on industry feedback and extrapolating from the limited data received from various visits and questionnaires we have arrived at roles which comprise of approximately 80% of the workforce within the leather sector across the respective sub-sectors undertaken in this study.

This have been prioritized keeping the following criteria in consideration:

- They have the highest incremental requirements in terms of human resource
- Acquired with a short/modular and focused intervention and thereby enhancing employability of those with minimal education
- Such skills can also be obtained in lesser time duration as compared to engineering or ITI

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

Skills Gap Analysis Reports for industry demand and secondary research data, though these do not lend to accurate demand projection.

- Feedback from industry for demand though sample size may not lend to accurate figures
- Training duration, and current and potential training capacity envisaged

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

- NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work
- Consultations with Leather Sector Skill Council
- NSDC QRC team also confirmed the same

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?

- Agencies have been appointed by the SSC to assess the training delivery and implementation
- Monitoring of evaluation of assessments
- Employer feedback will be sought post-placement
- Periodic review is scheduled after two years

Please attach any documents giving further information about any of the topics above.
Give details of the document(s) here:
Annexure 4: Approval of Occupational Standards by Technical Committee and Governing Council
Annexure 5: Occupational Map & Progression matrix
Annexure 8: NSDC QRC observation and feedback sheet

SECTION 3

SUMMARY EVIDENCE OF LEVEL

Level of qualification:

Four

Summary of Direct Evidence (from learning outcomes):

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF.Explain the reasons for allocating the level to the QP.

Generic NOS is/are linked to the overall authority attached to the job role

Summary of other evidence (if used):

	Buffing Operator - LSS /Q0801				
Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility	Level
Buffing Operator is expected to perform the process of removing the grain on the leather by abrasion, prepare the work area for buffing operation and also perform the dusting operation. He/ she is expected to visually inspect the pre-finished leather for uniformity of grain appearance. He/ she is responsible for basic maintenance of the machine used in Buffing	Buffing Operator is expected to have **knowledge of the functioning and operation** of buffing machine, the sequential process of feeding the leather in the machine for buffing and snuffing, machine controls and the methods to remove dust from the leather after the buffing operation. He/she should have the knowledge of **the Characteristics and varieties of** different types of hides, leather and its properties, common faults in the materials, tools and machines and identification procedures. Considering the in-depth **professional and factual knowledge**, which a buffing operator has for buffing operation; this QP is pegged at Level 4.	Buffing Operator **organizes the appropriate**materials and equipments used in buffing operation like emery paper, buffing machine, hides, etc. He/ she **identifies and reviews the defects** in hides and the leather before and after the buffing operation and **takes appropriate actions** for rectification. He/ she **diagnoses the basic problems** with the machines based on visual inspection.	Buffing Operator is expected to understand organizational manuals and job cards. He/ she has to prepare the work area and select the quantity of hides and emery paper to be fed into the machine before starting the operation All of this requires **application of problem solving and analytical principles.** Operator has to continuously give and receive instruction/ feedback from co-workers and supervisors on buffing operation hence they are	The jobholder is mainly responsible for: • Preparing for buffing operations • Carrying out buffing, snuffing and dusting processes • Visually inspect for defects in the materials before and after the operation The processes involved in buffing operation of pre- finished leather could vary from one production unit to another and also could depend on the	4

operation. The activities identified are the *familiar and routine activities* for them as these activities are independent of job and the production unit he is deployed in. Considering the outcomes the job roles is pegged at level 04			expected to be good in *communication skills*. Jobholder is expected to conduct themselves in⌷ways, which show a basic understanding of the *social and professional environment of working in the production unit*	requirements of the finished leather So the jobholder based on his/her*own learning and experience*, identifies appropriate process to maximize the productivity and increase one's efficiency. He/she is continuously engaged in the *self-learning process* and he/she has the *responsibility for own* work. Jobholder is majorly responsible for his/her own job and self-learning process which justifies the pegging of the QP at level 4 and not directly involved in some learning 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).	13
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?

While designing the national occupational standards, occupational mapping was done on a large sample size and validated across the country. The career progression for roles in each occupation was also analysed and decided, based on industry validation across the country. The current challenges faced by the industry, at large, was also kept in mind.

Please attach any documents giving further information about any of the topics above.
Give details of the document(s) here:
Annexure 5: Occupational Map & Progression matrix
Annexure 6: List of companies and Industry associations participated in the development of these qualification packs (part of report)